NSU Libraries

Annual Report 2005-2006

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I. LIBRARY INFORMATION

INTRODUCTION

Mission Statement

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

1. Provide optimal access to information resources.

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

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

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

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

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

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

3. Advance Scholarship

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

4. Provide library facilities that enhance the learning environment

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

5. Effectively use advances in technology.

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

- Implement CLIP.

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

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

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

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

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

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

7. Develop library faculty and staff capabilities.

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

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

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

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

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

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

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

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

Library Focus Activities in Pursuit of Objectives for 2005-6

1. Shift information resource purchasing from print to electronic.

> The library has shifted approximately $200,000 of its $650,000 information resource budget from print based distribution to electronic over the past three years.
>
> The costs of print resources are inflating at an average rate of 6.5 percent per year. The library has had to cut journal titles each year to stay within its fixed budgets. Converting to more cost effective electronic resources avoids cutting overall access to materials every year. The conversion to electronic resources has resulted in an increase of over 2,000 journal and 62,000 e-book titles over the past three years.
>
> Electronic resources are less expensive, have powerful search tools, and are accessible 24 x 7 to students from all three campuses from anywhere the Internet is accessible.
>
> Usage of resources provided by the library is 4 to 1 overall for electronic versus print (293,092 versus 72,142) and 10 to 1 when viewed in the context of library provided electronic versus print journal usage (154,932 versus 14,674). The student choice of Internet resources like Google, which by some accounts are the primary source of information resources in higher education, demonstrates further the student preference in favor of electronic resources.

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

> The primary focus of library efforts and the most significant to the academic environment is integration of instruction in the use of information resources into the curriculum. The library has created over 40 learning modules using Macromedia Flash technology. They are being systematically and comprehensively integrated into the curriculum at the basic freshman level and the program level in sophomore and junior level courses.

3. Present CLIP at local and national conferences.

> Over the past two years, CLIP has been presented at seven workshops in the state, at the two annual OLA Conferences, at OCALD, an OCALD sponsored ACRL standards workshop, and at two Annual Merlot Conferences.

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

> Over the past two years we have re-arranged the circulation and reserve desks, expanded the hours of the library from 11pm Monday through Thursday to 2am Sunday through Thursday, created a café that runs out of the circulation desk, and purchased more comfortable furniture.

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

> The library daily turns away students searching for a workstation. We do not have precise numbers of students. We estimate that during average load periods the numbers of students turned away daily could be between fifty and one hundred. Over the past two years we have added nearly 70 workstations. Twenty of the laptop workstations are available through checkout at the reserve desk and can be used anywhere in the library via the wireless net.

6. Look for CLIP development partners.

> A series of meetings has taken place with participants from UCO, TCC, and Cameron University in an effort to develop cooperative working relationships for the production of information literacy curriculum. Discussions toward the same end have also taken place with Ivy Tech State College in Indiana.

7. Promote staff development.

> Three members of the library staff have been trained to develop instruction modules using Macromedia Flash. Two members of the library staff have enrolled in the OU Master's program for Library and Information Science. Three librarians are enrolled in doctoral programs.

PERSONNEL by Department

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

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

Personnel—Changes

Donna Graham and Brande Kimmel were promoted from Library Tech II to Library Tech III.

Linda Summers was hired at the Broken Arrow Campus Library to replace Carrie McDowell who left for another job and to complete her MLIS.

Jamie Holmes moved to the Broken Arrow campus.

LIBRARY ACTIVITIES/ACCOMPLISHMENTS

<u>Acquisitions</u>

Table 1 below summarizes expenditures by material type over the past five years and forecasts the distribution for this coming year. Firm order and approval book allocations as well as continuations, journal, and microform allocations continue to be cut in order to 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 – FY06 and Allocations for FY07 By Material Type

Books/ Serials	Specific Material Type	2001/2002 Expenditures	2002/2003 Expenditures	2003/2004 Expenditures	2004/2005 Expenditures	2005/2006 Expenditures	2006/2007 Allocations
Books	Firm Order Books	$83,000	$76,000	$70,000	$54,000	$47,829	$55,000
	Approval Books	$100,000	$33,000	$30,000	$34,500	$9,043	$6,000
	E-books		$15,000	$20,000	$10,000	$26,643	$10,000
	AV	$8,000	$8,000	$4,600	$9,600	$7,301	$10,000
Serials	Continuations	$100,000	$100,000	$104,900	$107,600	$91,351	$86,000
	Journals	$250,000	$254,000	$195,000	$182,600	$162,020	$154,000
	Microforms	$41,000	$42,000	$33,000	$26,900	$26,512	$26,000
	CD-ROM	$23,000	$6,000				
	Online	$52,000	$90,000	$162,000	$219,700	$251,800	$290,000
	Search/PPV	$17,000	$14,000	$32,500	$10,100	$26,200	$25,000
Totals		$674,000	$638,000	$652,000	$655,000	$648,699	$662,000
BA		$58,000	$70,000	$67,500	$52,100	$69,000	$50,000
Total		$732,000	$708,000	$719,500	$707,100	$717,699	$712,000

Table 2 – 2005-6 JVL Expenditures - Physical versus Electronic Resources

Books/Serials	Specific Material Type	Print	Electronic
Books	Firm Order Books	$47,829	
	Approval Books	$9,043	
	E-books		$26,643
	Videos	7,301	
Serials	Continuations	$91,351	
	Journals	$162,020	
	Microforms	$26,512	
	Online		$251,800
	Search/PPV		$26,200
	BA Firm Order Books	$43,300	
	BA Print Continuations & Journals	$22,700	
	BA Electronic Subscriptions		$3,000
Totals		$410,056	$307,643

<u>Circulation</u>

The circulation table has been split into two tables—print and electronic resource usage. For the purpose of better understanding trends in library usage, six columns have been added to the print circulation table—ILL copies received; items checked out; in-house book usage; in-house periodical usage (includes newspapers, magazines, journals, and microforms); print reserve usage; and BA print book usage. These separate counts have, in the past, been reported bundled together as total print and microform usage except for the BA print book usage. The total usage reported in column 9 for this year is higher by 3,829 because of the inclusion of BA stats.

Table 3 - JVL Circulation Statistics for the Past 10 Years—Print

1	2	3	4	5	6	7	8	9
Year	ILL Loans	ILL Copies	Items Checked Out	In-House Book Usage	In-House News-paper, Magazine, Micro-form	Print Reserve	BA Print	Total Print and Microform Usage
2005/6	583	524	28,284	18,929	14,674	5,319	3,829	72,142*
2004/5	681		26,060	19,194	9,694			55,629
2003/4	504							44,805
2002/3	643							50,227
2001/2	1,043							52,142
2000/1	1,048							50,815
1999/0	2,360							66,066
1998/9	2,359							79,588
1997/8	2,836							110,381
1996/7	3,056							147,612

*This figure includes the same counts as the previous years except the 3,829 item count from the Broken Arrow Campus, which has been included for the first time in 2005/6. Columns 3 through 7 are being reported separately but have always been included in column 9.

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

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

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

Table 4 - JVL Circulation Statistics for the Past 10 Years—Electronic

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

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

Table 5 - JVL Circulation Statistics for 2005-2006 – Print versus Electronic Usage

0	1	2	3	4	5
Year	Total Usage	Total Print and Micro-form Usage	Percent Print Usage	Total Electronic Usage	% Elec.
2005/6	365,234	72,142	20	293,092	80

The changes in circulation (See Tables 3, 4, and 5) over the past ten years continue to reveal four trends. First, the usage is shifting from print to electronic. For the past ten years, the statistics have reported electronic resource activity, which included database logons, searches, citation lookups, and full text articles viewed. Those same activity numbers are reported again for purposes of comparing activity this year with previous years. However, this year the focus of the statistics is resource usage. For electronic resources this includes journal database full text lookup, information database item lookup, electronic reserve, subject web page usage, CLIP usage, and electronic book full text lookup. These combined electronic resource items constitute a closer match to physical item usage. Physical item usage includes all media i.e. books, newspapers, journals, videos, and microforms. It counts items checked out and items used in the library. Use of electronic resources constitutes about 80 percent of total usage; use of print about 20 percent.

The second trend is the increase in overall usage. Column 10, Total Activity, shows an increase this last year of activity from 867,760 to 990,960 transactions, an increase of approximately 14 percent.

The third trend, decreasing dependence on interlibrary loan, is an expected result of the increased availability of materials in electronic format. With the increased depth and breath of electronic resources, research needs can more often be met immediately with online resources. This obviates the need for interlibrary loan. The library has replaced the paper-based interlibrary loan system with an on-line request process that is easier to use. The library has begun increasing instruction in the use of interlibrary loan to promote its use. The library is also increasing its

focus on pay-per-view access. These efforts should increase use of the wealth of resources that outside the bounds of our collections.

The forth trend is the increasing use of electronic reserves. Usage this year continues the trend with a 13 percent increase.

Print Versus Electronic Usage

Electronic usage accounts for approximately 80 percent of all resource usage with print usage at about 20 percent. Expenditures still favor print at approximately 57 over 43 percent (see table 6 below).

Table 6 – 2005-6 Usage and Expenditures of Print versus Electronic Resources*

	Totals	Print	Percent Print	Electronic	Percent Electronic
Usage	365,234	72,142	20	293,092	80
Expenditures	$717,699	$410,056	57	$307,643	43

*Includes BA statistics

Print Journal versus E-Journal Usage and Costs

When print periodical usage (newspapers, magazines, journals, and microforms) is compared with electronic database article usage, electronic articles comprise approximately 91 percent of usage (see table 7 below). The cost comparison shows that the library spends almost as much on print journals as it does on electronic journal titles even though the usage is primarily electronic. If the newspaper and magazine browsing counts are excluded, the usage of just the bound journal titles and microforms is approximately 2 to 3 thousand, making the usage of print and microform around 2 percent of the total. The $188,532 includes print subscriptions and microform. $162,020 purchases approximately 1,500 print titles. The $278,000 includes all of the electronic subscription databases some of which are only partially journal databases. The library will continue its strategy of replacing print subscriptions with less expensive database versions as they become available.

Table 7 – 2005-6 JVL Usage and Expenditures of Print versus Electronic Journals

	Totals	Percent Print	Print Journals	Percent Electronic	Electronic Journals
Usage 2005/6	154,932	9	14,674*	91	140,258
Expenditures 2005/6	$514,766	40	$188,532	60	$278,000**

*This figure includes counts from the browsing collection of newspapers and magazines. Bound journal collection usage is estimated at approximately 2,000.
**The cost for electronic journal titles is somewhat less than $278,000 figure that is used. The figure includes all databases, not just journal databases to which the library subscribes. A distinct figure for the journal databases is not readily available.

Print Book versus E-Book Usage and Costs

E-books are not yet used at the same rate as print books. At 15 percent of the collection, they are only used about 11 percent of the time (see table 8 below). Usage for e-books is likely to increase as students and faculty members learn how to use the collection for research. The collection can be utilized in a manner similar to the electronic journals since every word is

indexed. As students and faculty learn how to effectively use the research tools provided by e-book vendors, it is likely that usage will increase.

The primary benefits associated with e-books, lower cost and increase availability, mitigates against the lower usage rates. E-books are less than one tenth the cost of print and they are available for all NSU students and faculty from any Internet connection 24/7.

To better understand the cost for electronic books, it has to be viewed by vendor. Ebrary provides access to a collection of approximately 18,000 e-books for just under $12,000 or 66 cents per e-book per year. The amount per book is not constant since Ebrary has been adding more books to the collection each year—approximately 3,000 titles per year. The $12,000 per year can be viewed as the price for the additional 3,000 e-books per year. The cost per title is therefore approximately $4 each. The library purchases e-books from NetLibrary through our library cooperative, Amigos. Access to the e-books is purchased in perpetuity for a set, one-time fee. The current collection of approximately 36,000 e-books has been purchased for $50,000 or $1.38 per e-book. The first purchase of e-books from NetLibrary provided approximately 10,000 e-books for $10,000. Additional books are purchased on a near annual basis as part of the Amigos library consortium. Approximately 4,000 e-books are purchased for $10,000 in each cooperative purchase making the current average price of an e-book from NetLibrary approximately $2.50.

The cost for print books for academic libraries in this country is approximately $42 per book. The JVL purchased 2,373 books in 2004/5 at a cost of $98,486, an average of $41.50 per book.

Table 8 below compares print and electronic books across five variables: average cost per title, this year's expenditures, the quantities purchased, the usage for the year, and the total collection size. Print books are preferred over electronic books by patrons. Print is used 89 percent of the time even though they comprise 85 percent of the collection. However, electronic versions cost one tenth as much, are available 24/7 by students from all three campuses, and are full text searchable. A factor not presented in the table is the currency of the material. E-books comprise the large majority of the most current book resources. The majority of the 62,000 e-books have been published within the past seven years. The majority of the print collection was published over twenty years ago.

Table 8 – 2005-6 JVL Usage and Expenditures of Print versus Electronic Books

	Total Electronic and Print	Books*	Percent Books	E-books	Percent E-books
Average Cost / title		$41.50	93	$3.14	7
Expenditures	$90,816	$64,173	71	$26,643	29
Purchased	9,298	2,298	25	7,000	75
Usage	52,939	47,213**	89	5,726	11
Collection	417,215	355,215	85	62,000	15

* Includes continuations
** Checked out and in-house book usage

Information Literacy

The complexity, depth, volume, and diversity of the information infrastructure of the Internet increasingly necessitate 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 instruction efforts. The Association of College and Research Libraries (ACRL) has prescribed systematic, comprehensive assessment of information literacy at the basic, program, and course levels of instruction.

> Faculty, librarians, and others will find that discussing assessment methods collaboratively is a very productive exercise in planning a systematic, comprehensive information literacy program. This assessment program should reach all students, pinpoint areas for further program development, and consolidate learning goals already achieved.
>
> In addition to assessing all students' basic information literacy skills, faculty and librarians should also work together to develop assessment instruments and strategies in the context of particular disciplines, as information literacy manifests itself in the specific understanding of the knowledge creation, scholarly activity, and publication processes found in those disciplines… (*Information Literacy Competency Standards*, ACRL. http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm)

Instruction and assessment have become the mantra of academic librarianship. They have become the focus of evaluation as NCA has shifted its criterion for evaluating the role of the library in the academy from surveying holdings and resources to assessing learning outcomes associated with information literacy.

> It was not that long ago that accreditation was understood to focus rather heavily on resources in the library. Accrediting teams counted staff members and the square footage allocated to the library and to book inventories. Unless libraries are used and valued by students and faculty, their impact on learning is small. In short, a library—or a learning resource center—exists to support learning and teaching. To make learning resources an integral part of a student's education, an organization will have to invest in appropriate materials and equipment and provide the staff that can maintain these resources, train students in their use, and provide assistance when it is needed. Colleges and universities should enter into formal agreements with other organizations upon whose learning resources their students depend. (NCA. Criterion Three: Core Component 3d—the organization's learning resources support student learning and effective teaching.)

The resources are understood to be moving beyond the confines of physical collections to Internet-based resources. And the focus of evaluation has become student centered. Librarians must demonstrate that students have received some educational advantage from the use of information resources.

The Association of College and Research Libraries (ACRL) has articulated competency standards and performance indicators to move the endeavor of evaluation forward. The Competency Standards stress that information literacy

> "forms the basis for lifelong learning. ... It enables users to master content and extend their investigations, become more self-directed, ... assume greater control over their learning... [and] develop a metacognitive approach to learning, making them conscious of the explicit actions required for gathering, analyzing, and using information."

ACRL specifically identifies five information literacy competencies.

> The information literate student determines the extent of the information needed; accesses needed information effectively and efficiently; evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system; individually or as a member of a group, uses information effectively to accomplish a specific purpose; understands many of the economic, legal and social issues surrounding the use of information and accesses and uses information ethically and legally. (*Information Literacy Competency Standards*, ACRL. http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm)

NSU librarians have continued to produce instruction modules for the basic and well as the program and class specific information literacy needs of students. Assessment methods are evolving as an integral aspect of integrating instruction in information literacy systematically into the curriculum.

Projects

Wireless Networked Laptops

JVL now checks out laptops to students for use anywhere in the library. Laptops afford students the choice of environments available in the library to accommodate their learning styles. Even though the library has not advertised the new service, since we only have ten circulating laptops, students have discovered them. Word of mouth has made them a popular library service. The library intends to expand the number of laptops available each year as budgets permit.

Library Facilities Improvement

The library furniture will be replaced in stages as funding permits. The different types of furnishings are meant to accommodate multiple learning styles. This year we have added more living room type furniture primarily to the first floor. Libraries in academic environments also contribute significantly to the image of the institution. Their buildings and furnishings comprise a key part of the institutions physical identity.

Addition of ITV Communication Equipment to Library Meeting Room

The JVL has added ITV communication equipment to the library meeting room 214B to facilitate inclusion of BA and Muskogee library personnel in meetings. The need for coordination and cooperation of library personnel is becoming increasingly important as the library continues to develop cooperative collections, particularly the shared electronic resources, and as the process of integrating information literacy instruction across the curriculum continues.

Table 9 - Project Costs for 2005-6

Projects	No.	Description	Each	Total	Purchase
1st Floor Computers	10	LCD Monitors for use w/ BA transfer computers	$200	$5,000	$5,000
ITV for 214B	1	ITV equipment	$16,215	$16,215	$16,215
Archives	1	Dell Workstation	$2,000	$2,000	
	1	Wacom Cintiq 21" Monitor	$2,490	$2,490	
	1	Spyder2 Pro Monitor	$300	$300	
	1	Microtek ScanMaker	$2,000	$2,000	
	1	Olympus C8080 digital camera	$670	$670	$7,460
Muskogee Needs	2	Computers	$1,300	$2,600	$2,600
Special Collections	1	Microform scanner printer	$8,722	$8,722	$8,722
Total					$39,997

CONCLUSIONS AND PROSPECTS FOR THE FUTURE

<u>Library Strategy Focus for the Coming Year</u>

1. Shift information resource purchasing from print to electronic.

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

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

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

3. Advance Scholarship

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

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

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

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

The library will continue to expand access to information resources by providing additional workstations. This year we will concentrate on increasing the number of workstations in Lab 105, adding workstations to the second floor, and purchasing more laptops for checkout. The library will also begin collecting better workstation logon and usage information.

6. Look for CLIP development partners.

Continue discussions with Ivy Tech State College in Indiana to develop cooperative working relationships for the production of information literacy curriculum.

7. Promote staff development.

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

Library Expenditure Projections for 2006/7

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

		Student Fee	Materials Budget	Operational Budget	Totals
Materials					
Books	Blackwell Approval Books	$6,000			
Books	Firm Book Orders	$55,000			
Ebooks	NetLibrary Purchase of 4K ebooks	$10,000			
Videos/Software	AV	$10,000			
Ongoing Commitment	Journals Print		$154,000		
Ongoing Commitment	Journals Electronic & DBs		$290,000		
Ongoing Commitment	Series Titles - Continuations		$86,000		
Ongoing Commitment	Microforms	$19,000	$7,000		
Ongoing Commitment	Pay Per View Searches	$25,000			
New Electronic Resources		$20,000			
Materials	Sub-Totals	*$145,000*	*$537,000*		*$682,000*
Operational					
General Operational	Contracts on equipment, services, and software maintenance; Supplies			$110,100	
	Equipment			$11,600	
	Travel			$12,000	
Acquisition Operational	Contracts on equipment, services, and software maintenance; Supplies			$38,000	
New Projects					
	Library Facilities Improvements	$14,000			
	Library Instruction Classroom Computer upgrade	$40,000			
Operational	Sub-Totals	*$54,000*		*$171,700*	*$225,700*
Broken Arrow Library	Extra Book Funding			$50,000	$50,000
Total		$199,000	$537,000	$221,700	$957,700

DEPARTMENTAL ACTIVITY REPORTS

BROKEN ARROW REPORT

The academic year 2005-2006 in review

NSU Broken Arrow Library continues its string of successes by breaking almost all previous library services output records. Increasing student enrollment levels on the Broken Arrow campus continues to positively impact library usage. While total patron visits have begun to level off at over 50,000 patron visits annually, the library continues to generate double digit percentage increases in resource usage as indicated by such data as library material circulations. Circulation of library materials increased by over 20% from the previous year as the collection of print and media material holdings gradually increased. Electronic usage of digital information resources remains very strong as the library continues to concentrate on providing electronic access to a growing collection of online resources.

The library's emphasis on integrating library instruction into the NSU curriculum continues to bear fruit. During the academic year, library instruction sessions on the BA campus increased to over 70 sessions, providing instruction to almost 50% of the total BA campus student population. A large portion of that increase is due to the addition of Jamie Holmes to the BA library faculty. As the Resource Coordinator for the College of Education, Jamie provides invaluable insight and service to all three NSU campuses.

Undoubtably, the most exciting events during the past year centered around the construction of the new library facility on the BA campus. After long months of facilty planning, ground was broken and construction begun on three new buildings on the BA campus, including a state-of-the-art library facility. Because of dramatic construction cost inflation on the new facilities, the library building had to be scaled back slightly resulting in an overall reduction in available library square footage. While this reduction was necessary, it should not result in a dramatic negative effect on future library services. The library facility is currently targeted to be completed in January 2007, with move-in slated for the month of February 2007.

During the fall of 2005, a new interlibrary loan software system known as ILLIAD was installed and modified for use on all campuses. The new system allows patrons to electronically enter borrowing requests 24/7 via links from the library homepage. The new system steamlines processing and tracking of requests, and allows library staff greater flexibility in providing electronic document delivery to patrons. In paractice, the new ILLIAD system has proven to dramatically reduce ILL processing and turn-around times.

The NSU BA Library's physical collections increased to over 14,000 volumes, covering almost 9,000 unique titles. While gift materials continue to dominate the sources of added materials, acquisitions of new materials increased for the first time in several years. Over 800 new titles were acquired with a $20,000 budget allocation from student library fee monies. Hopefully, additional and consistent funding for new materials will become available over the next several years to meet the research needs of students and faculty on the Broken Arrow campus. Oklahoma State University in Tulsa continues to be a major supporter and supplier of materials for NSU BA. Major donations of law reference, curriculum, education, and business reference materials were received from OSU Tulsa, for which we are deeply grateful.

Personnel Changes

The NSU BA Library saw several personnel changes during the year. In January 2006, Carrie McDowell, the library's only Tech III was replaced by Linda Summers. Linda, a Spring 2006 graduate of NSU brings a great deal of enthusiasm, energy and insight to the library staff.

In January 2006, Jamie Holmes joined the NSU BA library staff, transfering to Broken Arrow from the John Vaughan library. Jamie's role as Resource Coordinator for the College of Education continues and now encompasses all three NSU campuses. Additionally, as is customary in Broken Arrow, Jamie provides management oversight of a major library service area. Jamie will be managing the critical Interlibrary Loan and Document Delivery services on the BA campus. Jamie's focus on providing exceptional services makes her an magnificent addition to the BA library team.

Staffing levels will continue to change over the next several months as the library prepares to develop sufficient staffing for the new library facility. Interviews for a new Library Instruction Librarian are currently under way, and hopefully the position will be filled over the summer. Additionally, a new Library Tech III position has been approved for the BA Library and is currently slated to begin in the Spring of 2007.

Focus on life long learning

To reach our goal of total integration of library resources and services into the academic curriculum, we have begun to focus on enhancing the educational credentials of our staff. Pamela Louderback and Tom Messner continued their studies toward the Doctorate of Education in Higher Education programs at Oklahoma State University. While they find it challenging to balance their studies with work responsibilities, their education will allow them to provide better library and educational services to the students and faculty of NSU. Additionally, Linda Summers, will begin her studies in the Master of Library and Information Studies at the University of Oklahoma this Fall.

We are extremely happy with the dedication of our exceptional staff as we move toward our long term goal of having the highest percentage of academically qualified library faculty at any academic institution in the state of Oklahoma.

Technology upgrades and ITV Conferencing Facilities in the Library

During the Spring of 2006, the library was fortunate to be able to upgrade all lab, reference, and staff personal computer workstations. Additionally, new high output public printers, laptop computers, and high speed document scanning equipment were added. In cooperation with Student Services, a new ADA assistance workstation offering several assistance software packages was added to aid NSU students coping with a variety of disabilities. The information gleaned from the process of acquiring ADA related resources provided Jamie Holmes with data which she presented in a poster session at the annual conference of the Oklahoma Library Association.

The new videoconferencing facilities in the library conference room added last year for use by NSU faculty, staff and students was upgraded again with additional furnishings and has proven to be extremely popular. The conferencing facility now includes a state-of-the-art Polycom conferencing phone as well as upgraded cameras. The ITV facilitiy potentially saves NSU several thousand dollars each year in direct travel expenses between campuses, not including savings in faculty and staff travel time. While this current facility will remain in

Building A after the new library facility is completed, additional ITV conferencing facilities are planned in the new library facility to increase ITV opportunities between campuses.

Access Services

As we review the various library usage statistics from the past year, we can note that while total patron visits appear to be leveling off, the total services offered by the library continue to increase. I interpret the flattening of the patron visits data to mean that we are reaching capacity of the existing library facility during peak class periods during the especially busy evening hours. In April 2006 the library experienced its first month of over 6500 patron visits. Clearly, students on the BA campus are using the physical library facilities extensively. With the new facility in place in the spring of 2007, we should see a continued increase in patron visits.

Table 11-BA Access Services Statistics

Category	*2001-2*	*2002-3*	*2003-4*	*2004-5*	*2005-6*
Patron Entrance		24,000	44,000	51,217	51,867
Reference Questions	2,300	7,800	8,900	9,169	86,69
Library Instruction Classes	8	37	47	45	71
Students Attending Library Instruction	100	730	910	978	1,319
General Collection Circulation	90	530	1,120	3,168	3,829
Pages Printed		140,000	220,000	326,225	403,619

Reference Services

The total number of recorded reference questions serviced by the BA library staff declined slightly year-over-year. I believe that two factors impacted these results. First, the increase in total patrons attending library instruction sessions in the classroom has increased the average information seeking competencies of our patrons, thus lowering the need for librarian assistance for rudimentary services. Second, with the large number of new staff added this year, the staff has not been fully indoctrinated in the necessity to record this data. I fully anticipate that we will see moderate gains in this area next year.

NSU BA Library Education

Integration of library services into the NSU curriculum is a major focus of the NSU libraries. As such, we are very happy to see sizable gains in the number of bibliographic sessions offered, as well as the total number of students served in instruction sessions. With almost one-half the total NSU BA student population experiencing at least one library instruction session over the past year, the library is clearly reaching significant numbers of students. The NSU BA faculty have been exceptionally supportive in promoting information literacy initiatives within their disciplines. With additional staffing coming on board over the next year, we hope to see continuous improvement in this vital area.

NSU BA Library Circulation

Circulation of NSU BA library materials increased by approximately 20% over the previous year. While these circulation numbers are relatively small in comparison to larger libraries, these numbers are highly significant considering that the NSU BA library only houses approximately 8,000 circulating titles. As the collection of print materials increases to appropriate levels, the circulation statistics should continue to see significant gains.

NSU BA Library Printing

As the library continues to increase access to the burgeoning collections of online information resources, the demand for printing has increased proportionally. This year over 400,000 pages were printed in the BA library, consuming an ever increasing percentage of the library's operational budget. If the current trend continues, approximately 500,000 pages will be printed by patrons during the 2006-2007 year, at a budgetary cost approaching $10,000.

Status of BA Library Goals and Objectives for 2005-2006

Goal: Complete new library facility plans.
    Objective: Review architectural plans and provide input toward the final design of the new Broken Arrow library facility. (Completed)

Goal: Develop a realistic operational and acquisition budget for the Broken Arrow library.
    Objective: Collect input from the various library stake holders and develop a budgetary framework that meets ACRL library. (Ongoing)

Goal: Update Broken Arrow library web pages
    Objective: The library has added a new OPAC, and the BA library must integrate the new search engine into it web page. (Ongoing)

Goal: Review professional and paraprofessional staffing plans for the new Broken Arrow library facility.
    Objective: Begin planning and preparation for adding additional staff for the new library facility which will be opening in 2006. (Completed)

Goal: Create a library patron survey to evaluate library services.
    Objective: The NSU BA campus has leased a new computer based survey system which will be able to aid in providing survey information about the BA library. The findings can be used to justify operational changes. (Completed)

Goal: Identify new ways to promote new and existing library resources and services.
    Objective: Identify underserved populations (especially areas in which we have not been able to provide student training) and explore ways to improve services for those populations. (Ongoing)

BA Library Planning for 2006-2007

Current projections indicate that the NSU Broken Arrow campus will continue to see double digit increases in enrollment over the coming year. With new and expanded classroom and lab facilities on the BA campus, enrollment should exceed 3000 students for the first time.

The NSU BA library is preparing to meet the increased demands of this growing student body and is planning to expand existing and developing service areas. Three major areas will focus the planning process over the next 12 months.

First, careful planning for migration to the new library facility will be necessary to avoid problems during the physical move in Februrary 2007. The unique physical layout of the new library facility will present special challenges and will drive changes in current library work processes and procedures.

Second, the training, education, and acclimation of the new Instruction Librarian and the Library Tech III will encumber a sizable portion of the current staff's time. Online instruction development requires the integration of a different knowledge base and skill set than is found in traditional library instruction settings. We will work closely with the Center for Teaching and Learning to integrate several of their initiatives into the library's online instruction programs.

Third, as the library adds and trains new staff, additional innitiatives such as digital publication of unique collections and resources can be considered for implimentation through the utilization of relatively high speed automatic document feed scanners which were recently added.

Conclusion

The 2005-2006 academic year brought a number of exciting changes in staffing at the NSU Broken Arrow Library. The addition of Jamie Holmes and Linda Summers has allowed us to increase and improve library services in Broken Arrow resulting in record increases in library instruction. Additionally, the library was able to improve existing services such as Interlibrary Loan with the integration of the new ILLIAD system.

The coming academic year will be the most challenging and exciting year ever for the NSU BA library. With new library facilities under construction, and two new employees soon to be added, the library will undergo a tremendous metamorphosis over the next 12 months. We all look forward the monumental changes and challenges before us, and relish the opportunities and unlimited potential to expand and improve library services for our valued NSU students, faculty and staff.

BA Library Goals and Objectives for 2006-2007

Goal: Prepare plans for physically moving the current BA library collection to the new library facility.
    Objective: Develop detailed location and logistical plan by   December 2006.
    Objective: Develop plans to incorporate allied services into the new facility. E.g.: Center for Teaching and Learning; Computing and Technology.

Goal: Train and integrate new Instruction Librarian
    Objective: Work with the current library staff to train the new librarian in a timely fashion.
    Objective: Work with the Center for Teaching and Learning to explore educational opportunities for the new Instruction Librarian.

Goal: Hire train, and integrate new Tech III position.
    Objective: Complete hiring process by January 2007. Integrate by the end of Feb. 2007.

Goal: Explore ways in which BA can create and integrate CLIP instructional routines into the NSU curriculum.
    Objective: Work with various stakeholders to ensure that instruction team is trained and educated in appropriate online pedagogy.

Objective: Work with the "Flash" team as well as Center for Teaching and Learning to see how BA can be involved in building/integrating flash programs.

Goal: Review/edit current library web page to incorporate CLIP in the educational process.
Objective: Design and develop a new series of library webpage which incorporate CLIP routines.
Objective: Incorporate assessment surveys into the new webpage.

Goal: Review/edit/ modify current library technical processing procedures.
Objective: Review, evaluate, modify, current procedures to determine if changes should be made to the BA system to make it more productive and effective.

Goal: Explore and evaluate feasibility of adding new library services.
Objective: Explore the possibility of cooperatively instituting a new Adult literacy program in Broken Arrow in conjunction with the Reading Department.

Goal: Explore feasibility of digital library initiatives.
Objective: Evaluate potential for digital scanning, archiving, and publication of unique NSU resources.

Tom Messner
Director of the BA Campus Library

MUSKOGEE CAMPUS REPORT

In 2005-2006, the NSU Muskogee Library focused on the provision of information resources in support of educational, research, and service objectives of the University. We worked closely with other campus libraries and departments to plan, implement, coordinate, and evaluate library programs, services, and shared resources.

Implementing ILLiad (InterLibrary Loan Internet Accessible Database) made it easier to submit ILL requests. Requests are handled more rapidly and accurately than traditional paper and electronic systems. We provided DD (Document Delivery) and ILL services to our patrons through John Vaughan Library and NSU Broken Arrow Library. Compared to previous years, DD/ILL services have shown improvement because of implementation of electronic delivery systems.

Dr. McKiel introduced, and the library staff expanded, CLIP (Cooperation Library Instruction Project) as a method of producing systematic instruction in use of information resources, which was another success this year. Students at NSU Muskogee have been helped, by adding more CLIP modules for classes, such as nursing, business, and education. CLIP modules also were used to train our library assistants in library operations. Using this systematic instruction will improve knowledge and effectiveness of our staff.

Other activities and services for our patrons include acquisition and circulation of materials, reserve, reference, periodicals, etc. Compared to previous years, these have shown improvement. Our patrons in Muskogee have access to a Public Access Computer. This year, it has shown a significant increase in the number of users, compared to last year. We have taught several library instruction classes to our students and instructors at NSU Muskogee. We also have worked individually with students, staff, and faculty. This year, we purchased library materials, such as books, audio visual materials, etc.

With our limited budget, we opened the library for fifty-seven hours per week, Monday through Friday. As I mentioned last year, we need to increase our budget for our part time library assistants, and ultimately hire a full time library technician. Also, we need to buy two new computers, in order to have enough speed and applicable software to use the new technology.

Our goal is excellence in serving the informational needs of the University.

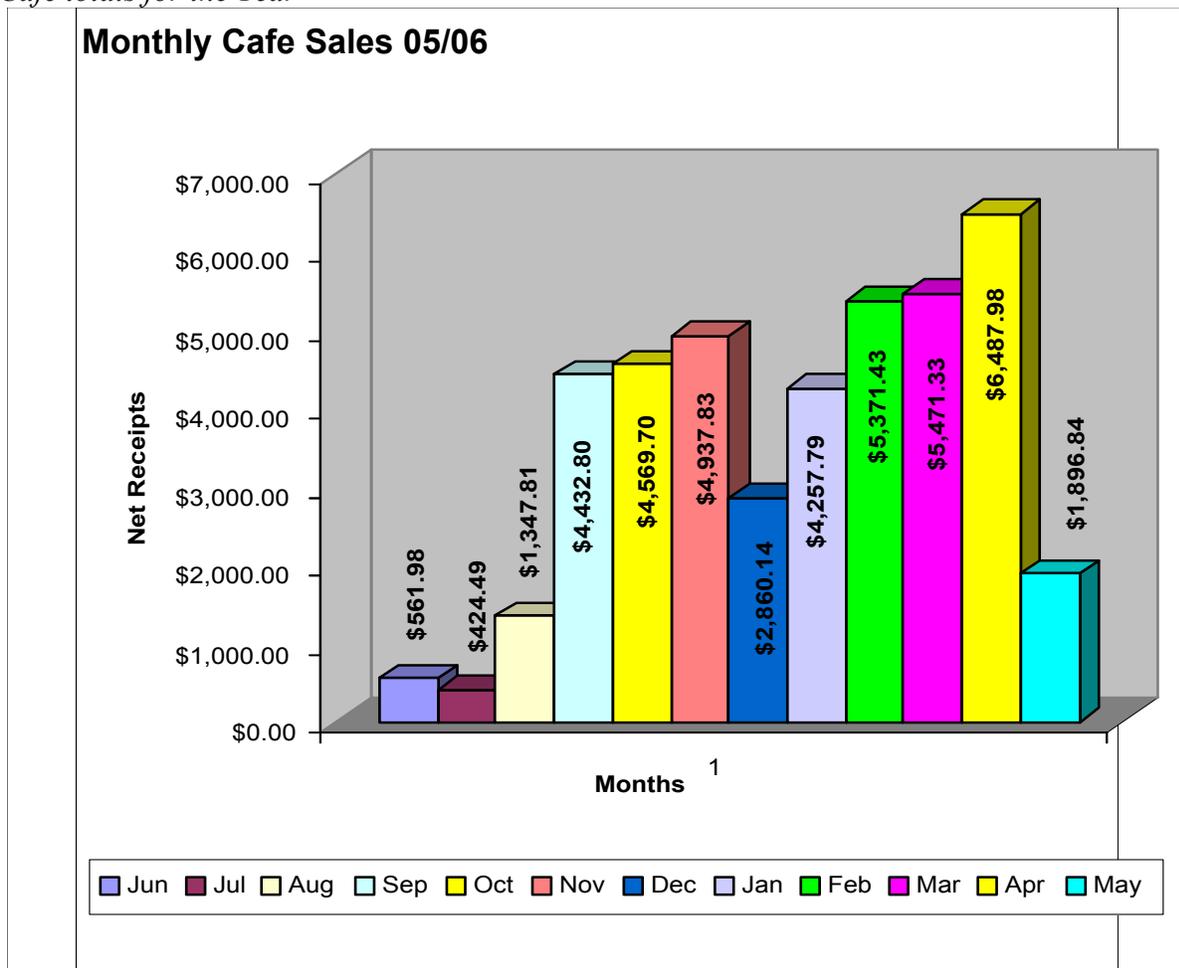Ben Etemad
Director, NSU Muskogee Library

ACCESS SERVICES DEPARTMENTAL REPORT—2005-2006

<u>*Circulation*</u>

Circulation employees, both staff and students, were busier than last year due to a decrease in student staffing (04/05 18-20 students, 05/06 10-12 students *finished spring 2006 with 8 students) and an increase in café deliveries and sales in The Library Café. Circulation students and staff have also had a busy year with count using materials used on 3rd floor, renewing materials checked out, creating new patron records, updating patron records and deleting records. Students and staff were also busy with videxing materials on 2nd floor, shelving materials that have been returned or counted, assisting patrons, answering numerous phone calls, maintaining the collections on 2nd and 3rd and filling in at other departments and working on projects and running and maintaining The Library Café. Circulation also welcomed part-time staff employee, Christina Hayes and said good-bye to Donna Graham who moved to Interlibrary Loan.

Usage Statistics

Table 12 – Circulation from Millennium System by Patron and Item Type

Patron Type	Total		Item Type	Total
Faculty/Staff	4,541		Audio	274
Family of Faculty/Staff	98		Map	5
Graduate	2,283		Microform	21
Library Staff	2,054		Non-Circulating	280
Professional Courtesy	22		Other Media	308
Special Borrower	2,103		Print	27,795
Undergraduate	23,483		Score	228
Interlibrary Loan	2,366		Video	2,143
			Reserve	5,896
Total*	36,950			36,950

*The Totals includes BA and Muscogee

Table 13 – Book, Article, Document Usage (Print & Electronic)

Data Collection Systems	Total
Millennium	36,950
Viodexed Periodicals/Microfilms/Microfiche	14,674
In-house Book Usage	18,929
ILL from Illiad	1,107
Electronic Usage (online articles or documents)	293,092
Total*	364,752

*The Totals includes BA and Muscogee

Circulation Goals 2006/2007:

1. Shelf read third floor. Not all areas were done in 2005/2006.
2. Shift microfilm to fit in new microfilm brought to circulation by technical services.
3. Shift periodicals on second floor to make room for nursing journals brought to JVL fromMuskogee and new titles brought to circulation by technical services.
4. Shelf read the Youth Collection.
5. Shelf read second floor.

The Library Café

The Library Café has proven to be a successful service to the students of NSU. The total of Sales has increased steadily from last year and deliveries have increased as well as the variety of items sold from The Library Café.

Café totals for the Year

Monthly Cafe Sales 05/06

Net Receipts vs. Months

Month	Value
Jun	$561.98
Jul	$424.49
Aug	$1,347.81
Sep	$4,432.80
Oct	$4,569.70
Nov	$4,937.83
Dec	$2,860.14
Jan	$4,257.79
Feb	$5,371.43
Mar	$5,471.33
Apr	$6,487.98
May	$1,896.84

<u>Interlibrary Loan/Document Delivery</u>
Interlibrary Loan and Document Delivery are an active, integral component of the Access Services team. The past year has been one of growth and change—including staffing changes, implementation of ILLiad (new interlibrary loan software), and an overall increase in both lending and borrowing services.

Fast Facts

Patrons registered with ILLiad: 405
(JVL/M—285; BA—120)

ILL Loans Filled	Loans	Copies	Total	
2004-05	1274	1045	2319	
2005-06	1311	1242	2553	
Change	+37	+197	+234	
Percent Change	+3%	+19%	+10%	

ILL Borrowing Filled	Loans	Copies	Total	
2004-05*	595	374	969	
2005-06**	583	524	1107	
Change	-12	+150	+138	
Percent Change	-2%	+40%	+14%	

Doc Del—2005-06	To BA	To JVL/M	Total	
Loans	326	131	457	
Articles	164	291	455	
Total Doc Del	490	422	912	
Article Pages	1768	2844	4612	

Lending/Borrowing Statistics & Growth

A review of statistics for the past year indicates growth in several ILL and Doc Delivery service areas. ILL Lending, both loans and copies, show an increase, as does ILL Borrowing/Copies. While Borrowing/Loans does not show an overall increase at this time, the current figure does not include loans for June, and a preliminary review of monthly requests indicates an increase in this area as well.

In the Document Delivery area, electronic article delivery in particular, as mentioned previously, continues to increase in popularity. This growing demand may be linked to the increased usage and visibility of ILLiad and to effective communication and coordination efforts between

campuses. Requests for June, for example, when numbers might generally be expected to be down, are 59% above average.

Staffing & Workflow

The past year has seen several staffing changes in ILL/DD. Donna Graham moved to the ILL/DD area mid-fall and Jonathan Ford, part-time DD staff, graduated in May. One student worker was terminated prior to the end of the spring semester; a second student worker remained through May. For summer 2006, the ILL/DD office is staffed by Renée Ridge and Donna Graham.

ILLiad

ILL/Doc Delivery went live with the ILLiad database in November 2005, and the transition has been and continues to prove an exciting and challenging venture. At present, over 400 patrons are registered with ILLiad—a steadily increasing number which should only continue to grow as more patrons become aware of the services available through Interlibrary Loan and Document Delivery. Electronic delivery, in particular, continues to grow in popularity as more patrons become aware of this option.

Upcoming Plans to Facilitate Growth

- Publicizing ILL/DD services and the ILLiad system more widely to the NSU community.
- Offering ILLiad assistance and training for patrons, particularly those who might feel "technologically-challenged."
- Providing ILLiad training for student staff, including creation of ILLiad CLIP tutorials.
- Examining electronic delivery options for ILL article loans via Ariel or Odyssey, which will further expedite ILL processing and efficiency.
- Ongoing coordination between campuses to develop effective policies and procedures and to promote ILL/DD services to NSU patrons across campuses.

Goals

1. *To improve customer service, by training the students worker in many different areas of the library to help expand the knowledge base for better ability to assist patrons*
2. *To create more efficient ways in which time can be used so that the decrease in student staffing can be overcome in an affective manner.*
3. *To produce effective and smaller PDF file when creating electronic reserves. Controlling the file size for easier use, and to help with the never ending printing memory issues.*
4. *Maintain the first floor of Reference and browsing materials and to help with any projects and requests from other library departments in which may need assistance throughout the year to accomplish specific tasks.*
5. *To learn more about the software that the students use most often so that we can better assist with question that bombard us. (Word documents, internet problems, mapping files, transferring files, save and printing, are the questions and problems that arise most frequently).*
6. *To find ways to effectively design the browsing area into categories and still have an organization system without being alphabetical.*

Statistics

Table 13 - Reserve Statistics

	Laptop Checkouts	Reference Questions	Reserve Questions	Document Processing	Staff Hours on Floor Estimate
August		256	472	90	100
September		376	526	64	150
October		306	398	82	150
November		360	372	96	150
December		162	290	39	75
January	130	301	286	64	75
Feb	146	309	197	42	150
March	159	343	290	39	150
April	264	315	512	50	150
May	67			47	50
June					75
July					75
Totals	766	2,728	3,343	613	1,350

Reference Questions

The types of question that are tallied as reference questions are basic searching questions, directional questions, directions for finding materials in the library, how to use the library catalog, and how to use library web pages properly.

Reserve Questions

Reserve questions pertain mostly to e-reserves—how to access them, printing questions of all kinds, (i.e. printing Adobe, PowerPoint, printing off Blackboard, how to break down a large

print job so that the system does not shut them down), basic computer questions and issues. We also assist with the Cue Bowl copier, scanning instructions, A/V questions, and assistance with the new ILLiad interlibrary loan system.

Document Processing

Document processing includes collecting, clarifying, cataloging, and creating shelving space for reserve materials. It also requires scanning and formatting materials for electronic reserve.

Staff Time Assisting Patrons on the Floor

Table xx – Daily Estimates for Average Week

	Day Shift	Night Shift	Total
Monday	3-4	4-5	7-9
Tuesday	1-2	3-4	4-6
Wednesday	3-4	5-6	8-10
Thursday	1-2	4-5	5-7
Friday	2-3		2-3
Saturday	0-1		0-1
Sunday	0-3	3-4	3-7
Totals	10-19	19-24	29-43

Types of assistance on the floor
  Helping students with user name and password logins
  Setting up formats MLA, APA, Chicago
  Printing of internet sites, black board, large file sizes, PDFs, PPTs
  Understanding the library website
  Helping with software issues i.e. how to use Microsoft Word
  Using scanners and copiers
  Using data bases to find journal articles
  Computer problems
Finding reference materials

REFERENCE AND RESOURCE COORDINATION DEPARTMENT—2005/6

Instruction

In-class Library Instruction Sessions	Number of Students Receiving In-class Instruction	Individual Reference Sessions	CLIP Tutorial Usage from Library Web Pages	Subject Web Page Usage
175	3,670	6,970	33,657	42,329

- Resource coordinators continued to produce instruction modules, including experimenting with HTML formats. An example includes HTML modules being placed in history classes, with graded quizzes. Also, a module for all English majors was implemented.

- Resource Coordinators updated departmental web pages.

- The resource coordinators created college overview modules and quiz questions for LIBM 4611.

- 175 library instruction classes and 3,670 students were taught by resource coordinators in library labs or classrooms on campus.

- Reference faculty/staff and resource coordinators completed 6,968 reference and research assistance transactions.

Projects

- The browsing collection was doubled, and the browsing area was expanded.

- The Lab 105 Committee created a plan for updating the classroom.

- A job description was created for the Instruction Librarian for First Year Experience Programs/Reference Librarian.

- The department experimented with pay-per-view by identifying Ovid as a beta test case. Other options, such as Ingenta and ECO, were investigated.

- A thorough review of serials was conducted with extra money targeted for purchasing new databases.

- The minutes were placed on the library web site to improve efficiency.

- The department provided assistance in wording for ILLiad.

<u>Acquisitions</u>

- Continuing education sessions were provided to resource coordinators and reference librarians on Westlaw, ILLiad, blogging, and ordering through Midwest and Blackwell.

- New databases were added, including Ulrich's, Vision Cite, American Chemical Society Web, and SciFinder Scholar. Access to MD Consult was improved.

- The department participated in defining how database statistics would be kept.

- Department coordinators restructured the formula for the firm order budget, and the resource coordinators participated in purchasing firm order materials.

- The Blackwell approval plan was discontinued for the year.

- Discussed the McNaughton Plan and checking out periodicals.

Prepared by Sarah Brick Archer and Gary Cheatham
June 1, 2006

SPECIAL COLLECTIONS ANNUAL REPORT—2005/6

Statistics from the 2005-2006 academic year show that Special Collections (SPC) still supports the curriculum needs of Northeastern State University (NSU). Special Collections is different from the general library in its composition and mission. The usage of the historical materials in SPC has been tremendously supported by the academic disciplines. Since 1975 SPC has developed an incredible collection, including microfilm purchases of materials relating to the history of the Five Civilized Tribes. The accepted and preferred archival method for preservation of documents is microfilm. It does not depend on a complex computer. Electronic data is ephemeral and subject to destruction by a scratch on the disk, a magnet, program and equipment obsolescence, heat and humidity, human error, etc. Microfilm usage this year totals approximately a thousand. The Special Collections mission and collection policies were enlarged, in 1982, to encompass the Plains Tribes of Oklahoma. The American Indian student population is served not only by written resources but through contact with the SPC librarian who can interact with the American Indian students because the SPC librarian comes from their world and has the culturally-appropriate knowledge of their background. Over 31% of the total number of students enrolled at NSU fall 2005 were American Indians. This is the highest percentage of American Indian enrollment in any college in America. Special Collections services the NSU Indian Studies program, the history classes and any other classes which require information on American Indians, including Geography, Art, Music, Criminal Justice, and other social sciences courses. The classes utilizing SPC's bibliographic instructions and research techniques are: History of American Indian; Race and Cultural Minorities; Introduction to Native American Studies; Cherokee Cultural Heritage and Cultural Activities of the Five Civilized Tribes.

Academic services were also provided to students off campus. The history classes from Cherokee Nation Job Corp and Sequoyah High School, as well as the following high schools researching their annual regional history day project: Jay, Westville, Oaks, Stilwell, Muskogee and Tahlequah. One of the most noted services is to the researcher. The most renowned researchers are authors and writers from a variety of fields: academic, history, American Indian cultural and traditional topics as well as scholars probing their dissertation subjects. The scholars making use of the unique collection came, not only from American Universities (Arizona, Chicago, Michigan State, North Carolina, Florida, OSU, OU and Tulsa), but from France and Spain. Other users: the Harmy Films of California requested extensive research for an upcoming documentary. A Staten Island, New York producer needed documentation on a story or myth ,"a blanket contaminated with smallpox issued to the Cherokees on the Trail of Tears".

Even though Special Collections has seen tremendous growth in service and usage, the printed resources have decreased noticeably. However, 2005-06 academic year has proven that SPC has successfully fulfilled its commitment in offering quality research to Northeastern State University faculty, students, American Indians and the general public.

Submitted by:
Delores T. Sumner
Special Collections Librarian

TECHNICAL SERVICES DEPARTMENT REPORT—2005/6

Year 2—Return to Productivity

At the end of 2004/2005, Technical Services looked back at a year of building a functional new online library system. This year, we look back at a year of using that system to return to the productivity we have experienced in the past.

A comparison of overall statistics between last year and this year indicate that all but two areas of activity show increases from the previous year. The two areas that did not increase were bindery and issue check-in. Both of these figures reflect cuts to periodicals and continuations made in the previous years. For the most part, all other areas show an increase in activity over the last three years. This return to productivity comes as we have learned to use our new online system and have stabilized procedures and workflow. We also have maintained our present staff who have built on their skills this year.

Special Project—Oklahoma Documents

During our second year of working on the Oklahoma Documents cataloging project, we added 1,169 new bibliographic records to the system and barcoded a total of 2,800 items. The items cataloged were divided between the project to catalog the older documents (Harriett and Jackie) and adding new records for weekly shipments (Donna and Linda). At the end of the year, we are nearing the half-way mark for cataloging the older materials. We anticipate finishing the project during the coming year. Cataloging new materials remains a challenge. The Oklahoma Department of Libraries announced that they have lost a cataloger and will not be cataloging microforms at this time. Donna and Linda have been adding temporary records for items not found in OCLC. Donna started a project this year to check electronic links in the online catalog. More Oklahoma and Federal documents records are coming with links to electronic resources. At the end of the year we have links to 14,458 electronic document sources.

Equipment and Supplies

During the year, we continued to be cautious about supply orders and submitted one equipment order. We tested the concept of adding RAM to computers as opposed to buying new computers. The experiment was a success. In the coming year, we will need to replace two older computers (800 Mhz) and add RAM to the other computers. Adding memory to our existing computers should help us maintain productivity without adding to equipment costs. One focus for the coming year is productivity through supplies and equipment. We will be looking at the need for ordering more book trucks. Many of our older trucks are in bad repair and do not work properly. Having the truck you need adds to morale and productivity.

Acquisitions

The Acquisitions Dept. improved productivity this year by initiating electronic invoicing for serials from EBSCO. They placed orders for materials for three campuses including an additional $15,000 in extra money for two campuses. The Edifact product purchased from Innovative will be put into use in the next year to send electronic orders to our major vendor. The approval plan with Blackwell was discontinued in September 2005, although we are looking at starting a limited version of the plan again in 2006/2007.

We continued to received gifts for the collection. 4,290 items were received in Tahlequah and 1,110 items in Broken Arrow. In addition, we received 3,960 review center materials.

Materials Ordered	
Broken Arrow	901
Muskogee	42
Tahlequah	1,874
Total	2,817

Goals for next year include electronic transmission of orders, increasing the number of electronic click through licenses, and revising manual pages.

Table 12 - JVL Materials Budget

Type of material	Campus Budget	Library Fee	Operating Budget	Totals
Serials-continuations	$79,500.00			$79,500.00
Serials-periodicals	$216,500.00			$216,500.00
Serials-online	$216,000.00	$19,405.00		$235,405.00
Serials-microform	$25,000.00			$25,000.00
Serials-online doc del		$25,100.00		$25,100.00
Firm orders-books/AV		$56,000.00	$5,000.00	$61,000.00
Firm orders-approvals		$10,000.00		$10,000.00
Firm orders-online		$10,000.00		$10,000.00
Total	$537,000.00	$120,505.00	$5,000.00	$662,505.00

Cataloging

Cataloging saw a return to productivity as all catalogers became more comfortable with Millennium and the OCLC Connexion Client. Every area of cataloging showed increases in numbers. Jackie continued to update heading authorities in Millennium and added statistical record keeping this year. All members of cataloging were involved in different areas and formats of cataloging. Jenifer received MARC training online from AMIGOS.

Cataloging goals for next year include cataloging Indian Symposium videos, the Oklahoma documents project, and working on Curriculum Materials.

Table 13 - Cataloging Production by Material Type

Type of Material	Participants	Number
Type of Material		
Monographs (approval, firm, curr mats, Ycoll, original)	Lou Ann, Jenifer, Jackie, Jeanne, Donna	3,584
Serials	Harriett, Jeanne	103
AV and Music	Jackie, Jenifer, Linda	185
E books/journals	Linda	34,890
Broken Arrow	Lou Ann, Jenifer, Jackie, Jeanne, Donna, Pamela, Harriett	1,811

Collection Maintenance

Tasks performed include periodical check-in, binding, relocations and corrections, and withdrawing library material. A bindery bid was issued this year and we selected the HF Group (Heckman/ICI) to continue as our bindery. Bindery numbers are higher overall because Broken Arrow finished sending volumes of periodicals to be bound that had been received since the library opened. Binding in Tahlequah is down about 9.5%.

We trained a new check-in student and edited Millennium records for changes in the Browsing Area. We also migrated OCLC Union List maintenance from old OCLC software to the online browser version of OCLC. Jeanne and Harriett received training from AMIGOS for updating Union List holdings.

Goals for next year include, an inventory of periodicals in Broken Arrow, OCLC Union List conversion, and a preliminary discussion of moving Videx counting to Millennium.

Patron Searches in the Library OPAC

The Library OPAC was redesigned in May 2005. After a year of use, Title and Subject searches show an increase in use. Overall, the number of searches remained the same. This is really an increase because the first year of use reported usage of the catalog during Technical Services many projects to complete the conversion to the Millennium system.

Table 14 - OPAC Searches

	Jun05	Jul05	Aug05	Sep05	Oct05	Nov05	Dec05	Jan06	Feb06	Mar06	Apr06	May06	Totals
Author	938	775	3,495	583	1,920	1,844	848	1,730	1,668	1,705	1,902	694	18,102
Title	2,996	2,365	898	1,551	5,400	5,878	1,859	5,263	6,031	4,839	5,736	2,034	44,850
Subject	1,855	1,392	4,947	1,656	4,945	5,633	1,515	3,106	6,106	4,290	4,352	1,126	40,923
Keywd	1,413	1,388	414	599	2,144	2,201	853	1,647	2,850	1,912	2,011	622	18,054
Other	7,157	4,765	10,545	2,544	11,717	9,884	4,768	13,907	13,873	13,846	10,589	6,479	110,074
Total	14,359	10,685	20,299	6,933	26,126	25,440	9,843	25,653	30,528	26,592	24,590	10,955	232,003

Looking ahead to 2006/2007

Overall, Technical Services plans to focus on productivity in the coming year. By ensuring that the basic foundations are in place such as computer equipment, book trucks and other supplies, and supplying training for additional duties, we can go beyond normal routines to complete special projects such as the Oklahoma Document cataloging project and the SPC video cataloging project.

We also plan to celebrate this year as we reach goals we have set for ourselves. We'll look forward to the impact ice cream will have on productivity.

Submitted by
Linda H. West
Director of Technical Services

UNIVERSITY ARCHIVES ANNUAL REPORT—2005/6

This fiscal year the University Archives [including records management and genealogy areas] served 1,365 patrons who used 2,034 items, including books, yearbooks, microfilms, newspapers, directories, blueprints, photographs, etc. The patrons, including administrators, faculty, students and people outside the university, were assisted by a staff that included the University Archivist, three part-time student assistants and volunteers from the Indian Territory Genealogical & Historical Society seven hours per week.

This term, 60.9 cubic feet of materials [54.9 cu' archival and 6 cu' non-permanent records management materials] were added to the collection. This included office files, graduate papers, posters, brochures, personal papers, videos, photographs, yearbooks, NSU publications, etc. University Archives staff provided 331 photographic prints from computer scans and produced 2,663 scans, some of which were then printed on photographic paper and some were provided to university agencies in digital file format.   Most scans were for an Archives project to digitize THE NORTHEASTERN newspaper, early editions of which are brittle and dim. The project is to aid Dr. Brad Agnew who is writing the history of Northeastern for a centennial project. Dr. Agnew has frequently called upon Archives staff for further extensive research in the records. Various Archives database indexes were updated: the minutes of the Board of Regents of Oklahoma Colleges, Cherokee National Male and Female Students, and the Graduate College master's papers, the subject index to negatives, etc.

In the summer of 2001, two student assistants began a long-term project to process, index and re-package 20 linear feet of boxes of negatives dated 1966-1999 from Photo Services. The negatives were in their original acidic envelopes in order–by academic year, month and work order number. Each work order envelope contained one to six negatives, either single or up to three photos per piece of negative. As of the end of Fiscal 2006, the Archives staff had processed and indexed over 25,000 work orders [over 100,000 negatives] of these negatives. A few small boxes of unidentified negatives remain to be processed and identified, but main collection is completed. These negatives are a tremendous source of information about people and events of the University for the past 40 years.

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

Temperature/humidity problems in the building are frequent. The temperature should not exceed 72° in the Library for the prevention of mold and mildew on materials and proper functioning of computers. Environmental conditions are even more essential for Archives and Special Collections. The temperature should not exceed 68° in those areas for preservation of rare, old and one-of-a-kind materials. Humidity levels above 50% also contribute greatly to the spread of mold. High humidity is found in eastern Oklahoma from March until December and is

dangerously high for mold growth. For a secure, stable environment, the humidity level should not vary more than 5% from lowest to highest over a year–preferably 45% 2.5%. Since the humidity level can not be easily contained, it is essential to retain a cool environment to retard mold and mildew growth.

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

Victoria Sheffler, C.A
University Archivist
10 July 2006

III. FACULTY ACTIVITIES/ACCOMPLISHMENTS—Individual Reports

Annual Report
for Sarah Brick Archer, 2005/2006

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

III. A. **EFFECTIVE CLASSROOM TEACHING**

Taught 58 (21 fall, 37spring) library instruction sessions.

Performed in a reader's theater presentation with Dr. Michael Phillips fall of 2005, for the Oral Interpretation of Literature class. This demonstrated to the students how to interpret literature.

Served as the library faculty supervisor for an English Capstone student.

B. SCHOLARLY ACTIVITIES

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

Prepared new curriculum for Mass Comm 4333 Law and Ethics, Eng 5383 Rhetorical Theory, and Eng 4133 Secondary Methods.

Assisted with the development of LIBM 4611 by creating the shell on Blackboard and instructing technicians on the use of Blackboard. Prepared overview modules and questions for the departments of Fine Arts; Communication and Art; and Languages and Literature for LIBM 4611.

Served as the library faculty member in charge of an English Capstone student

Inserted html library instruction modules in many classes, including Eng 4123, 5223 . Monitored the discussion board to answer student questions. In Eng 5223, tried a new technique in which I checked to see how students were doing research and suggested alternate search strategies.

Developed a class instruction session designed to introduce English majors to resources in their discipline. Taught the class in the fall and spring.

2.**The Scholarship of Discovery**

With Dr. Mary Stanley, submitted a proposal for a book chapter on collaboration with Information Literacy.

3. **The Scholarship of Integration**

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

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

Prepared program reviews for English, Mass Communications, and Speech.

Revised departmental Web pages.

Made a presentation to the Department of Languages and Literature about library resources.

4.**The Scholarship of Application**

Assessed the curriculum for the Information Literacy class for the University of Oklahoma School of Library and Information Science.

Conducted an evaluation of the serials collection for the departments of Fine Arts; Communication and Art; and Languages and Literature.

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Honors Committee, university, Chair

Library Committee, university, member

Appellate Committee (2005-2007), university, member

Publications Board, university, member

Circle of Excellence Committee, university, fall (revisions to policies)

First Year Experience Instruction Librarian Search Committee, library, member

Library Committee A, library, member

Electronic Classroom Remodeling Committee, library, chair

History Day, university, head presentations judge

Appellate Election, assisted

7. Other activities

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

Performed in the NSU presentation of the Vagina Monologues.

Preformed cutting from the "SantaLand Diaries" for library Christmas luncheon.

Performed with Dr. Mike Phillips at the NSU Talent Show Employee Appreciation luncheon.

August 16th, represented the library at the New Faculty Orientation.

Introduced the new library faculty at the first faculty meeting of the year.

Participated in a Grant Writing Seminar for my resource coordination areas.

Attended OLA regional library meeting at the Tahlequah Public Library.

Attended a COIL (library instruction) state meeting.

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.

Assisted with the serials review.

With Gary Cheatham, restructured the firm order book budget.

Led the discussion that created a job description for an Instruction Librarian, First Year Experience Programs/Reference Librarian.

E. Other

Assisted with coordinating a benefit for the Tahlequah Community Theater summer production.

Worked as a hostess for the AAUW Tour of Homes.

Performed in a Reader's Theater presentation with Dr. Mike Phillips at the First Free Evangelical Church.

Performed the role of Maggie in Southern Fried Murder for the Tahlequah Community Playhouse.

Worked the bookfair at Sequoyah Elementary.

Faculty Activity Report (June 2005 – May 2006)

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

Scholarly Activities

1. **The Scholarship of Teaching**

●   Library Instruction
       Library instruction session taught in August 2005:
       ▪ MGMT 4213 – Business Policy (one session)
       Library instruction sessions taught in September 2005:
       ▪ POLS 4001 – Model U.N. (two sessions)
       ▪ SOC 4423 – Urban Sociology (two sessions)
       ▪ SOC 4513 – Social Psychology (two sessions)
       ▪ SOC 2023 – Social Problems (two sessions)
       Library instruction sessions taught in January 2006:
       ▪ POLS 4213 – Political Parties (one session)
       ▪ POLS 4001 – Model U.N. (one session)
       ▪ MGMT 4213 – Business Policy (six sessions)
       Library instruction sessions taught in February 2006:
       ▪ MGMT 4213 – Business Policy (six sessions)
       ▪ HIST 4653 – Africa in the Modern World (one session)
       ▪ POLS 2313 – International Relations (one session)
       ▪ POLS 1113 – American Federal Government (one session)
       ▪ POLS 4213 – Political Parties (one session)
       Library instruction sessions taught in March 2006:
       ▪ MGMT 4213 – Business Policy (two sessions)
       Library instruction sessions taught in April 2006:
       ▪ MGMT 4213- Business Policy (two sessions)
       ▪ POLS 2313 – International Relations (one session)
       ▪ POLS 1113 – American Federal Government (two sessions)
       ▪ SOC 4313 – Research Methods (one session)
       ▪ SOC 4713 – Social Change (one session)
       Created or revised the following online CLIP tutorials:
       ▪ Business Policy
       ▪ Identifying Second Floor Collections
       ▪ Oklahoma History and Government
       ▪ Africa in the Modern World
       ▪ Graduate Seminar in American Studies
       ▪ Model U.N.
       ▪ American History since 1876
       ▪ America: History & Life database
       ▪ Chronicles of Oklahoma database
       ▪ Finding Author Biographies

- ▪ Historical New York Times database
- ▪ Oklahoma Union Catalog database
- ▪ Political Parties
- ▪ Finding Articles on SWOT Analysis
- ▪ Market Segmentation
- ▪ Interior Design
- ▪ Business and Technology College tutorial for LIBM 4611
- ▪ Social Sciences Department tutorial for LIBM 4611

2. **The Scholarship of Discovery**

- Awarded a Faculty Research Committee grant for a research project entitled: "The Slave and Slaveholding Populations in Kansas Territory, 1854-1861"
- The following six articles that I was contracted to write for the <u>Encyclopedia of Oklahoma History and Culture</u> were accepted for publication:
  History of the Town of Delaware
  History of the Town of Lenapah
  History of the Town of New Alluwe
  History of the Town of South Coffeyville
  History of the Town of Wann
  History of Nowata County

3. **The Scholarship of Integration**

- Nominated for Faculty Circle of Excellence Award for Research

4. **The Scholarship of Application**

- Attended the Business and Technology College Grants Seminar (September 2005)
- Attended the Liberal Arts College Grants Seminar (September 2005)
- Attended "Madrid Protocol: Taking U.S. Trademark Searching on Dialog to a New Level" – Online Seminar (October 2005)
- Attended "Blogging in Academic Research Libraries" – ACRL Webcast Seminar (October 2005)
- Attended Thomson Business Intelligence's "Getting the Best Out of Broker Research" – Online Seminar (January 2006)
- Attended "Web Surveyor Workshop" – NET 621 (March 2006)
- Attended "Oklahoma Library Association Conference" – Tulsa (March 2006)
- Attended a presentation made by the regional InfoUSA representative concerning enhancements made to the ReferenceUSA database – NSU Library (May 2006)
- Member, American Library Association
- Member, American Theological Library Association
- Member, Mountain-Plains Library Association
- Member, Oklahoma Library Association
- Member, Internet Society

- Member, Kansas State Historical Society
- Member, North American Patristics Society
- Member, Oklahoma Historical Society
- Member, State Historical Society of Missouri

Contributions to the Institution and Profession

- Presenter, "Big Game Grant Writing Workshop," Liberal Arts College grant writing seminar (September 2005)
- Presenter, "Big Game Grant Writing Workshop," Business and Technology College grant writing seminar (September 2005)
- Judge, NSU Regional Contest for Oklahoma History Day (April 2006)
- Member, Library Web Committee
- Reference Department Co-coordinator
- Resource Coordinator for the College of Business and Technology
- Resource Coordinator for the Social Sciences Department
- Coordinator, Library Folded Map Collection
- Coordinator, Library Telephone Directory Collection
- Coordinator, Library Browsing Collection
- Coordinator, Library Corporate Annual Reports Collection
- Coordinator, Library New Book Display
- LHA manager, ProQuest database
- Coordinator, Reference CD-ROM Collection
- Coordinator, Reference schedule
- Coordinator, Reference materials fund purchases
- Coordinator, General book fund purchases
- Coordinator, Used book fund purchases
- Dialog online database coordinator and searcher
- Factiva online database coordinator and searcher
- Own and maintain 50+ web pages on the Library server
- Chair, University Animal Welfare Committee
- Maintain NSU's UAWC/IACUC organization web site
- Coordinator and compiler of Library databases statistics

BEHNAM ETEMAD, INSTRUCTOR

NSU MUSKOGEE LIBRARY DIRECTOR

Scholarship of Application

ODL – Collection Development – Muskogee Public Library, Muskogee, OK   Fall 2005

ODL – Computers in Connectivity in Public Libraries – NSU, Tahlequah, OK   Spring 2006

Bibliographic Instruction Sessions – NSU, Muskogee, OK   Fall 2005, Spring 2006

Millennium Workshop – NSU, Tahlequah, OK   Fall 2005

ILLiad Workshop – NSU, Tahlequah, OK   Fall 2005

Current Professional and Academic Association Membership

American Library Association

The Scholarship of Integration

Comprehensive search on online sources about "Animation"

Translating these sources into Farsi for university scholars in Iran

These online sources, include, databases, eBooks, eJournals, etc.

Professional Awards/Recognitions

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

Performance of Non-Teaching Semi-Administrative Duties

Supervision of all library operations and services at the Muskogee campus

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

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

Attending library and administrative meetings in Muskogee and Tahlequah

Coordinating acquisitions of library materials in Muskogee

Direct supervision of three part-time library assistants

Hiring and training NSUM Library staff

Assisting students with individual instruction and research on online databases

Professional Activities Calendar, 2005/06

Harriett Hobbs

    B. Scholarly activities
          3. Scholarship of Integration

               Contributed 9 original cataloging records to OCLC database

    C. Contributions to the Institution and Profession

        University Committees:
            Faculty Council
            Parking Committee
            Student Conduct

        Library Committees:
            Assisted with Fall 2005 and Spring 2006 Scholastic Book Fairs

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

        Head of Acquisitions Department
        OCLC Coordinator for both Tahlequah and Broken Arrow
        Statistics Coordinator for Technical Services, Tahlequah and Broken Arrow

    E. Workshops/Conferences attended

        Attended online presentation on the future of the OCLC union list service,
        Amigos, September 19, 2005.
        Attended online workshop on OCLC Connexion: Local holdings maintenance,
        Amigos, April 18-20, 2006.
        Northeastern State University voting delegate to Amigos membership meeting
        and annual conference. Dallas, TX, May 10-11, 2006.

Jamie Holmes
Annual Report
June 2005 – May 2006

Evidence of Meeting Tenure and Promotion Criteria

A.   **Effective Classroom Teaching**

   1.   Conducted two sessions covering copyright issues relevant to teachers (Fall 2005) and prepared materials and lesson plan for two additional sessions that were to be conducted by the Education Co-coordinator (Spring 2006)

   2.   Conducted 24 library instruction sessions for education/psychology classes (Fall 2005)

   3.   Conducted 22 library instruction sessions for education/psychology classes (nine BA campus; 13 Tahlequah campus) and two sessions for non-education/psychology classes at the Broken Arrow campus (Spring 2006).

B.   **Scholarly Activities**

   1.   **Scholarship of Teaching**

   a. Continued work outlining & designing a 16-module course on information literacy skills, and worked closely with the technology team producing the modules.
   b. Wrote the script and production notes for three of the 16 modules in the course.
   c. Began collaborating with a teaching faculty member to transform two traditional face to face instruction plans into online modules for implementation Fall 2006.

   2.   **Scholarship of Discovery**

   a. Explored assistive technologies available to and used by university libraries throughout the United States in preparation for a poster session at the Oklahoma Library Association's annual conference in March, 2006.
   b. Studied faculty research habits and information seeking behaviors in preparation for a summer workshop (to be held July 19, 2006) presented by the Council for Oklahoma Information Literacy.

   3.   **Scholarship of Integration**

   a. Met with several members of the College of Education faculty to begin planning implementation of major-specific Information Literacy   instruction.

b. Participated in several workshops sponsored by the Grant Resource Office, working with faculty to access information necessary for the proposal process. Presented library information at the Faculty Research Workshop for College of Education faculty members on August 26, 2005.

4.   Scholarship of Application

a. Professional Conference Presentations

i. "Bringing Literature to Life through Puppetry." Co-presenter. Encyclo-Media XXV. September 21, 2005.

ii. "Program Palooza-Whoze in the House." One of multiple speakers at this Pre-Conference session at the Oklahoma Library Association Annual Conference. March 29, 2006.

iii. "Access and Accessibility: Finding Ways to Provide Equal Access to Electronic Resources." Co-presenter. Poster session at the Oklahoma Library Association Annual Conference.   March 30, 2006.

b. Attendance at workshops and seminars

i. "Web Surveyor." Presented by Rick Shelton, Center for Teaching and Learning, NSU. September 14, 2005. This one hour session showed the basics of using Web Surveyor to create and administer online surveys.

ii. "Make a Name for Yourself: How to get Published in LIS Journals." Presented by OK-ACRL. November 18, 2005. Rose State College, Midwest City, OK.

iii. "My DropBox Software Training." Presented by Jym Brittain, Director, Center for Teaching and Learning, NSU. March 21, 2006.

iv. "Camtasia Training." Presented by Rick Shelton, Center for Teaching and Learning, NSU. April 25, 2006.

c. Memberships in Professional, Honorary and Other Learned Societies

i.   American Library Association and Association of College and Research
          Libraries
ii.   Oklahoma Library Association and OK-ACRL
iii.   National Education Association

        iv.   Phi Kappa Phi Honor Society
        v.   Phi Delta Kappa International, Secretary, Tahlequah chapter
        vi.   Council for Oklahoma Information Literacy, Secretary

d. Community Service

Presented "Reading to Your Children" to pre-school parents at Briggs Independent School District monthly meeting. November 10, 2005. Prepared handouts and power point presentation for parents; modeled appropriate read-aloud methods for parents.

C.   **Contributions to Institution and Profession**

1. Provide ongoing maintenance of the *Services For Faculty* page on the library website and class web pages for student reference housed on my personal Arapaho web space.

2. Participated in the NSU John Vaughan Library annual serials review process Spring 2006.

3. Received training in all aspects of the Document Delivery and Interlibrary Loan processes (Jan. and Feb.) and took over administration of these library services for the Broken Arrow branch in late March.

4. Provided reference and technical assistance to patrons daily, worked the circulation and reserve desk, supervised student workers and worked to ensure smooth operation of all library services as part of the Broken Arrow library team.

5. Served on university committees: Scholarship of Teaching and Learning, Distance Education Sub-Committee for online course standards; and library committees: Lab 105 Redesign Committee, Entertainment Committee, Search Committee for new librarian position.

6. Served as an active member of the Broken Arrow Employee Appreciation Committee (3 members).

7. Attended four meetings of the Tahlequah chapter of Phi Delta Kappa, serving as chapter secretary.

8. Attended three meetings of the Council for Oklahoma Information Literacy, serving as organization secretary.

9. Served as team captain for the BA library team in the NSU Healthy Employee Challenge.

10. "Circle of Excellence Ceremony." Attended the reception to honor 2005-2006 Circle of Excellence award winner in Teaching. May 2, 2006, Broken Arrow campus.

Annual Report
Peggy Kaney, 2005/2006

Evidence of Meeting Tenure and Promotion Criteria

A.   **Effective Classroom Teaching**

Taught 12 bibliographic instruction sessions (276 students)

Taught LIBM 4023 (Fall 2005, 3 credits, 12 students)

B.   **Scholarly Activities**

1.   **Scholarship of teaching**

Revised assignments for LIBM 4023 (Fall 2005), implementing new mixed media assignment and revising course webpage.

Scripted and edited tutorials for online library instruction for student worker training.

Worked with Dr. Virginia Whitekiller on Social Work online course—linked library tutorial into her Blackboard class, created and linked quiz for tutorial.

2.   **Scholarship of Discovery**

Encyclo-Media XXV, Tulsa, Oklahoma September 2005. Presenter: "Bringing Literature to Life Through Puppetry."

Oklahoma Library Association annual conference, Tulsa, Oklahoma, March 2006.
        Presenter at two pre-conference sessions:
                "Program Palooza—Whoze in the House?" sponsored by Children and
                Teen Services Roundtable (w/Jamie Holmes)
                "Centennial, What Centennial?" Oklahoma Centennial Ad Hoc Committee
        Poster session presenter:
                "Access and Accessibility: Finding Ways to Provide Equal Access to
                Electronic Resources" (w/Jamie Holmes & Susan Woitte)

Performed research for Professional Studies faculty related to courses taught as well as individual research.

3.   **Scholarship of Integration**

Coordinated the selection of materials for Professional Studies—print, AV and electronic resources.

4.   Scholarship of Application

Presented book review for Tahlequah Public Library—"Summer Sampler: A Banquet of Reading." June 2005

Presenter for Southeastern Oklahoma Public Library System staff development day "Making Stories Come Alive Through Puppetry!", October, 2005

Presented workshop for Northeastern State University, Celebration of Teaching, "Creating Characters through Masks," Feb. 23, 2006.

C.   Contributions to the Institution and Profession

Reference Department (library)
Web Revision Committee (library—through Reference Dept)—finished summer 2005
Library Webpage Committee (library)
Library Coordination Meeting (library)
Access Services Department Meetings (library)
Care Committee (library)
ILLiad Implementation Team (library)—finished meeting fall 2005
Faculty Council (university)
Faculty Development Committee (university)
Distance Learning Committee (university)
Employee Appreciation Week (university)
American Democracy Project (university)

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

Direct supervision of 4 full-time staff members, and 3 part-time staff members in Access Services.

Continued guiding work on revision of student worker training with the addition of online CLIP tutorials.

Led implementation team for new ILL management program (ILLiad) with successful implementation in Fall 2005.

Coordinated the implementation of lap-top check-out in Reserve.

Chaired 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
       -Taught 2 bibliographic instruction sessions
       -Presenter, *The "I" of the Researcher: Using Visual Data in Qualitative Research from a Cultural Context,* OSU Research Symposium Poster Session, Oklahoma State University, Stillwater, January 20, 2006

2.) Scholarship of Discovery
       - Doctoral program, Higher Education Administration, Oklahoma State University, expected graduation date of Spring 2007
       - Oral Traditions and the Preservation of Cultural Heritage Workshop, Oklahoma Dept. Libraries (ODL), Oklahoma Historical Center, Oklahoma City, May 2006
       - KAMM Lecture, Insight Expectations: Technology Issues and Implications for Higher Education presented by Dr. Mark D. Milliron, Oklahoma State University, Stillwater, Willard Hall, February 23, 2006

3.) Scholarship of Integration
       - Oklahoma and Federal Legislative and Legal Resources Workshop, ODL, University of Tulsa, May 2006
       - OCLC Connexion: Local Holdings Maintenance Workshop, AMIGOS online course, April 18-20, 2006

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

Contributions to the Institution and Profession
       - Presenter, Native American Student Success in Higher Education, Greater Tulsa American Indian Association Chapter, Chamber of Commerce, OSU Tulsa, April 2006

Campus/Library Committees
       -Member, Employee Appreciation Week, Broken Arrow Campus

6. Publications- *(most current to least current)*
•   Untitled piece. Sage Publications. In edit, 2006

- Contributor, *Drawings as Visual Data: Processes and Procedures for Educational Research,* Sense Publishing, The Netherlands, In edit, 2006
- *Curriculum and cultural integration: Academics and culture in Caribbean higher education.* Submitted for publication in *Belizean Studies Journal*, 2006
- *The "I" of the Researcher*. Rocky Mountain Educational Research Association Annual Conference Proceedings, 2005.

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

III.   EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

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

- Optometry. New Residents Orientation.
- Optometry. 6111 Research Methodology.
- Optometry. 5203 Ocular Pharmacology.
- Optometry. Rural Eye Program. Clinical Faculty
- Optometry. Faculty
- Optometry. New Clinical Faculty
- Nursing. 3003 Professional Nursing Role
- Nursing. 4293 Professional Nursing Synthesis
- Nursing. 3373 Community Mental Health Nursing
- Nursing. 4115 Community Health Nursing
- Nursing. 4103 Research in Nursing
- Psychology. 3573 Experimental Psychology
- Psychology. 3581 Experimental Psychology Lab
- Psychology. 5911 Applied Psychology Research
- Psychology. 4033 Behavioral Analysis & Management
- Speech-Language Pathology. 4543 Seminar in Individual Studies

B. **Scholarly Activities**

1. **The Scholarship of Teaching**
   a. **Improvements in tools for access to library resources**
      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 little or no increase in costs. Participated with the consortium in the review of new electronic book titles in Medicine, Nursing, and Pharmacology. Evaluated and selected new titles for current Stat!Ref subscription and evaluated and selected titles for new subscription to AccessMedicine collection. Added additional user license for MDConsult subscription in response to faculty requests and heavy use by Optometry residents and students.

ii. In consultation with faculty and Associate Dean in College of Optometry, evaluated the library's Optometry book collection and updated and/or added new titles to bring it up to Association of Vision Science Librarians standards in preparation for accreditation review.

iii. Consulted with new program chair in Speech-Language Pathology program to evaluate the library's book collection in Speech and Language Disorders. Reviewed and selected titles to update and enhance the collection in preparation for accreditation review.

iv. Served as interim Resource Coordinator for Psychology & Counseling Department. Reviewed book collection, evaluated print and electronic titles, and consulted with faculty to order new print and audiovisual titles for the collection.

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

vi. Consulted with other medical libraries and researched the use of Pay-Per-View to fill faculty and resident requests for articles in electronic journals not owned by the library

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

i. Evaluated student and faculty feedback from the pilot test of online tutorials developed for the Nursing 3003 Professional Nursing Role class.

ii. Produced the script for three Flash tutorials for Nursing 3003 class that is taught online via Blackboard. Translated instructional face-to-face methodologies and content into a virtual learning interface that combined HTML documents and Flash movies.

iii. In response to positive feedback from students and faculty in the Nursing 3003 course, developed instruction and implemented Flash tutorials in four additional online Nursing courses, 4293, 3373, 4115, and 4103.

iv. Developed and taught new class for Speech-Language Pathology 4543 Seminar in Individual Studies on how to use electronic databases and journals from the library's web site for research papers and oral presentations.

v. Developed and taught four new classes for upper division and graduate students in Psychology & Counseling 3573, 3581, 5911 and 4033 on how to use electronic databases, journal and book collections for research papers and projects.

c. Commendations

i.   Received letter of commendation from the Chair of the Department of Health Professions and Nursing for development of online instruction and Flash tutorials that were integrated into five Blackboard courses during the Fall and Spring semesters.

2. **The Scholarship of Discovery**
   a. **Publications**

   Martin, Sandra A., Van Nostrand, Joyce A., and Mashburn, Diana. "Teaching at the point of need: Creating interactive CINAHL tutorials to integrate information literacy within a distance education nursing course". Submitted abstract for contributed paper. South Central Chapter/Medical Library Association 2005 annual meeting. May 27, 2005.

   b. **Research Projects**
      i.   Continued research in the use of new electronic tools that aggregate and deliver evidence-based information for clinical decision support. Reviewed and evaluated new versions of UptoDate and FirstConsult. Attended presentations at local and national professional meetings, met with colleagues, participated in electronic discussions.
      ii. Researched studies on how online medical information services impact the ability of medical students and physicians to resolve patient care questions and the resources that are most frequently adopted.

3. **The Scholarship of Integration**
   a. **Program Reviews**
      i.   Accreditation Council on Optometric Education (ACOE). College of Optometry. Prepared reports, packets, online demonstrations of resources, and participated in interview by the site visit team.
      ii. Accreditation Council on Optometric Education (ACOE). Residency in Cornea – Contact Lens. Provided reports, online demonstrations, tour, and participated in interview by the site visit team.
      iii. Speech-Language Pathology Self-Study. Provided reports to be included in the program's Self-Study documentation.
   b. Commendations
      i.   Received commendations in evaluation reports from the Accreditation Council on Optometric Education (ACOE) Evaluation Team for the College of Optometry and the Accreditation Council on Optometric Education (ACOE) Evaluation Team for the Residency in Cornea – Contact Lens.

    c. **Faculty Orientations**
       i.   Participated in New Faculty Library Orientation and prepared packets of information for new faculty in Optometry and Speech-Language Pathology.
    d. **Consultations**
       i.   Consulted and met regularly with faculty liaisons in Optometry, Nursing, and Speech-Language Pathology to assess progress toward meeting needs for collection, instruction, and access to resources to support new and existing programs.
      ii.   Developed new web pages to improve access to the library's growing collection of electronic resources for Optometry, Nursing, and Speech-Language Pathology.
     iii.   Conducted 72 specialized searches of electronic databases, journals, and books for faculty and residents in Optometry and Nursing. 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.   Worked with the subcommittee on Policies & Procedures to revise the Distance Learning Advisory Council's policies and procedures documents on the web. Collaborated with library faculty to develop a new section for Library Distance Education policies.
      vi.   Chaired the library's Resources subcommittee and collaborated with library faculty and staff to develop a new library home page.
     vii.   Gave presentation at the spring meeting of the Health Libraries of Eastern Oklahoma on the library's CLIP initiative and the integration of Flash tutorials in the Nursing curriculum.

4. **The Scholarship of Application**
    a. **Attendance at meetings of professional or scholarly organizations**
       i.   Oklahoma Health Sciences Library Association, Fall and Spring Meetings
      ii.   Health Libraries of Eastern Oklahoma (HeLEO) Fall and Spring Meetings
     iii.   Oklahoma Library Association Annual Conference
      iv.   Association of Vision Science Librarians National Conference
      v.   Medical Library Association National Conference
      vi.   Regular meetings of the Oklahoma Health Sciences Library OVID Consortium

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
      vii. Medical Library Association
   c. **Community Service**
      i. Provided database searches and reference assistance for the Oklahoma WildCare Foundation
   d. **Short courses or seminars**
      i. **National Network of Libraries of Medicine**
         i. **Public Health on the Web**
      ii. **Medical Library Association**
         i. **Partnering for Pubic Health: Information, Librarians, and the Public Health Workforce**

C. **Contributions to the Institution and Profession**
   1. **Committee Service**
      a. Library Care Committee
      b. Library Web Page Development Sub-Committee
      c. NSU Distance Learning Advisory Committee
         i. Policies & Procedures Sub-Committee
      d. NSU Grievance Committee

ALLEN MCKIEL, ASSOCIATE PROFESSOR

A. EFFECTIVE CLASSROOM TEACHING

1. General Teaching Load
   LIBM 4611 Spring 2006

6. Self-evaluation of Teaching
   I am most at ease with Vygotsky's theories of learning. I began teaching—using models that I gleaned from my student experiences of teachers—as lecturer, paper grader, and test giver. My style evolved into more of a designer of educational environments and experiences that promote the development of 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 enhance meaningful participation in discussions, students are assessed each class period over the assigned readings.

B. SCHOLARLY ACTIVITIES

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

2. The Scholarship of Discovery
   Submitted a book manuscript for publication: *Beyond Tolerance: Religion and Global Community.* January, 2006

   Presented: Poster Session at Merlot International Conference, *Cooperative Library Instruction Project.* August 2005.

   Presented: Workshop sponsored by OCALD on ACRL Standards for Instruction. *CLIP and the ACRL Information Literacy Standards.* April, 2006

3. The Scholarship of Integration
    Presented: Library Information Literacy Plan to the Dean's Council.

    Presented: Overview of Library Strategic Plan to a meeting of the Academic Department Chairs.

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

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

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

As the Director of Libraries, I have focused attention on seven ongoing objectives:
1. Provide optimal access to information resources for allotted budget.

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

Tom Messner

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

Scholarly Activities

1.) Scholarship of Teaching
- Bibliographic Instruction Sessions**:** Taught 45 library instruction classes on a variety of general and subject specific topics. (see attached)
- Provided oversight of intern training program Linda Summers (NSU English Dept.) Resulted in hiring of Linda as the NSU BA Tech III.

2.) Scholarship of Discovery
- Completed 9 hours in Doctorate of Education in Educational Leadership in Higher Education at Oklahoma State University
- Attended Web Surveyor Training. Resulted in new online survey for the library.
- Attended workshop on library disaster preparedness: *Terrorism 101: What Librarians Need to Know and Where to Find it*.
- Attended several online sessions for Grant Writing offered by the OSRHE.

3.) Scholarship of Integration
- Worked with Educational Technology faculty to improve portfolio student training (Chalk and Wire).

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

Contributions to the Institution and Profession
- Inducted as an honorary member of NSU BA Student Chapter of Honor Society for Social Work.
- Member Oklahoma Council of Academic Library Directors. Attended scheduled meetings 2005-2006.
- Helped facilitate Oklahoma Library Association workshop on Knowledge Management.
- Beta Phi Mu (National Honor Society for Librarians).
- Coordinated Book Fair project with School Library Media department to raise money for a school damaged in the hurricane Katrina disaster.

Campus/Library Committees

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

Jackie M. Schumaker
Instructor of Library Services
Technical Services Librarian

B.   Scholarly Activities

     3.   The Scholarship of Integration

        Contributed 78 original cataloging records to OCLC database

        Enhanced 42 bibliographic records in OCLC by contributing call numbers and/or subject headings, correcting errors, or upgrading to a higher encoding level

        Provided for access to library materials by assigning 573 LC or Dewey call numbers and by adding subject headings to 153 records

C.   Contributions to the Institution and Profession

        University Committees:

            Campus Parking Committee
            University Animal Welfare Committee

        Library Committees:

            Oklahoma Documents Task Force (Chair)
            Assisted with Scholastic Book Fair (November 2005 and April 2006)

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

        Department Head of Technical Services Cataloging Department

        Oversaw the cataloging activities of 4 library technicians

        Coordinated and monitored cataloging workflow

        Monitored cataloging for accuracy and training needs

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

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

Exported over 3,200 authority records from OCLC to Millennium, created 250 authority records in Millennium, and updated 4,524 bibliographic headings by re-exporting updated authority records

Developed a project to add death dates to personal name headings with open dates, as implemented by the Library of Congress

Contributed to the integrity of the OCLC database by reporting 18 errors

E.   Workshops/Conferences attended:

SCCTP Basic Serials Cataloging Workshop, part 2 - OSU-Tulsa, June 8, 2005

Stop & Learn: Union List Migration - Amigos online workshop, Sept. 19, 2005

Regional Library Meeting of the Oklahoma Library Association - Tahlequah Public Library, Nov. 1, 2005

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 <u>Records from the Reed-Culver Funeral</u>
> <u>Home, 1909-200, Tahlequah, Oklahoma</u> 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

Faculty Activity Report
June 2005-May 2006

Delores T. Sumner, Assistant Professor of Library Services, Tenured

Special Collections Librarian

Scholarly Activities

1. The Scholarship of Teaching

Special Collections conducted a two day research session for Cherokee Nation Department of
      Business & Technology July 15, 2005
Special Collections bibliographic instruction and research skills taught August 2005
      Introduction to Native American Studies, Anthro 2223
Special Collections bibliographic instruction and research skills taught September 22
      History of American Indian, History 3723
Special Collections bibliographic instruction and research skills taught September 23
      Freshman Comp I, English 1113
      Freshman Comp II, English 1213
Special Collections bibliographic instruction and research skills taught September 28
      Cherokee Cultural Heritage, Cher 4113
Special Collections bibliographic instruction and research skills taught October 3
      Race and Cultural Heritage , Anthro 3223
Special Collections bibliographic instruction and research skills taught November 17
      Journalism/Mass Communications, Dana Eversole, Associate Professor
Special Collections bibliographic instruction and research skills taught January 16, 2006
      Cultural Activities of the Five Civilized Tribes, English 4883/5643
Special Collections bibliographic instruction and research skills taught April 5
      American Indian History, Cherokee Nation Job Corp
Special Collections bibliographic instruction and research skills taught April 25
      American Indian History, Cherokee Nation Job Corp
Special Collections bibliographic instruction and research skills taught April 27/28
      Schools researching History Day projects: Jay, Westville, Oaks, Stilwell, Muskogee,and
      Tahlequah

2. The Scholarship of Discovery

Researched and updated Special Collections' Research files, History, Tribal and Cherokee
Invited, as the historian consultant, to the Northeastern State University (NSU) Centennial
      Commemorative Quilt Committee. Quilt to be displaced throughout the 2008-2009
      Centennial Celebration
Assisted, through e-mail, Jehame-Dorian LeFranc, French student, University of Avignon, with
      his thesis topic, the social and economic progress of Oklahoma Cherokees, years 1945 to
      present

Completed my twentieth year as judge of historical exhibits for the NSU District Eight Regional
History Day, an affiliate of National History Day
Special Collections provided research resources and assistance for Vanessa Whitely, a senior
history B.A. major, who presented her research paper **John B. Jones: Missionary,
Political Leader, Indian Agent** at the Oklahoma Conference of Phi Alpha Theta where
she received the First Place Award in the Oklahoma History Undergraduate category.
Assisted two English College of Liberal Arts faculty members with their research for an
upcoming University of Oklahoma publication
Assisted students with individual instruction and research for their term papers
Instructed students of how to select primary sources

3. The Scholarship of Integration

Presentation entitled **Securing Your Place in History:** given at the Young Women's Tribal
Youth Summit, St. Gregory' College, Shawnee, Oklahoma
Contribution, as an American Indian Elder, held daily guidance session for American Indian
students from different tribes of Oklahoma, St. Gregory College, Shawnee, Oklahoma
Presentation entitled **Kia Ora, Hello from New Zealand:** given at the monthly Delta Kappa
Gamma Education meeting
Member and First Vice-President: Delta Kappa Gamma 2004-2007
Member of the Centennial Sculpture Committee, NSU
Member of the Centennial Quilt Committee, NSU

4. The Scholarship of Application

Attended the Northeast Economic Development State/Federal Initiatives Workshop, campus
Attended Oklahoma State Regents for Higher Education grant writing session, campus
Attended Time Management Seminar, campus
Participated in the Northeastern State University Healthy Employee Challenge Program, campus
Participated in the Sixth Annual American Indian Graduation Convocation Ceremony, campus
Attended the Second Annual Foundation Ovation, Branscum Alumni Center
Attended the Tenth Annual Oklahoma Native Language Association Conference, Preston, OK

Contributions to the Institution and Profession

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

College, Bartlesville, Oklahoma, Professor Dan Wimberly. The researchers invariably have donated their publication. There are scholars probing their dissertation subjects, not only from American Universities but from Spain and France. A doctoral candidate from the University of Chicago came to research his topic Native American Church. A University of Tulsa faculty, an University of Florida Associate Professor Brian Slawson and from Washington, New Jersey, Dr. David Winston all came to utilize the vast historical collection which are unusual items in unique subject areas. This year Harmy Films of California and a New York Staten Island producer requested assistance on documenting Cherokee stories for their upcoming productions. Ruth Walsh of Springfield, VA requested verification of two direct lineage document or obituaries for government security clearance with the US Security Force in Washington, DC. From the Oklahoma State University History Department, Robert Krause studied the environmental history of the Oklahoma Illinois River Basin. As Special Collections is well known to museums, tribal nations and the county historical organizations, the referral is always appreciated and welcomed. Adeline Sutherland, Sand Springs Museum curator, recommended SPC, to an University of Arkansas student, as an excellent resource department on the subject of Dwight Mission.

As Special Collections has seen tremendous growth in service and usage, the printed resources have decreased noticeably. Since 1975, SPC has developed an incredible collections, including microfilm purchases of resources relating to the history of the Five Civilized. The accepted and preferred archival method for preservation of documents is microfilm. Electronic data is ephemeral and subject to destruction by a scratch on the disk, a magnet, program and equipment obsolescence, heat and humidity, human error, etc. Microfilm usage this year totals approximately a thousand. The academic year, 2005-2006, have proven Special Collections successfully fulfilled its commitment in offering quality research to the NSU faculty and students, the Native American Studies program, and the general public.

Faculty Activity Report (June 2005 - May 2006)

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

Scholarly Activities

1.   The Scholarship of Teaching and Learning

•   Presenter at Sciences and Health Professions Grants Workshop. (September 16, 2005)
•   Provided and made available specialized library instruction for the departments of :
        Biology, Computing (CIS), Chemistry, Mathematics, Physics, General Science, and
        Physical Education.
•   Composed Powerpoint Tutorials for Biology and Chemistry.

2.   The Scholarship of Discovery

•   Learned Camtasia 3.0.

3.   The Scholarship of Integration

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

4.   The Scholarship of Application

•   Attended ACRL Webcast on Blogging. (October 18, 2005)
•   Attended Time Management Workshop (November 10, 2005)
•   Attended CTL Powerpoint Workshop. (May 13, 2006)
•   Attended CTL Camtasia 3.0 Workshop. (May 25, 2006)

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).
•   Temporary Resource Coordinator for Health and Physical Education.
•   Consultant to Library Technology Support.
•   N.S.U. Linux User Group Sponsor.
•   System Administrator, N.S.U. Linux User Group Network.
•   Secretary, University Grievance Committee.
•   Announcer, Honors and Awards Assembly.
•   Member, University Student Honors and Awards Committee.
•   Member, Library Lab 105 committee.

- Member, Library Database Statistics Committee.
- Member, Library Advanced Search Page Committee.
- Member, Library Reference Department Index Page Committee.
- Member, Library Home Page Web Subcommittee.
- Member, Library Disaster Committee.
- Modified Blackwell Approval Plan for Math, Science, and Computing.
- Evaluated Camtasia 3.0 for recording and converting instructional sessions.
- Dialog database searcher.
- Owned and maintained Reference, Science, and Math web pages on the Library server.
- Implemented Chemical Abstracts (SciFinder Scholar) and A.C.S Web Edition.
- Weeded and selected mathematics, computer and information science, general science, geology and earth science, chemistry and physics library materials (including gifts).
- Participated in faculty instruction of Chemical Abstracts (SciFinder Scholar).

Activity Report for 2005/2006

Linda H. West

 B. Scholarly Activities

    3. The Scholarship of Integration

        *SIGALO Fall Meeting, "Federated Searching" November 11, 2005. Presented session on NSU's use of Federated Search. OKC
        *Compiled and updated subject web pages for the Library website
        *Maintained Serials Solutions journal pages, monthly
        *Developed program review information for Business (Ebrary), Speech, Mass Communication, English and Psychology.
        *Provided additional statistical information for Reference including Reference collection usage by title.

    4. The Scholarship of Application

        *Redesigned the Library online public web catalog, adding additional information at earlier levels of searching. Added links to book jackets and additional resources.
        *Scripted three CLIP routines for LIBM 4611. Search Terms, Link Resolvers, and More Databases.
        *Revised call number groupings for statistical reporting. Expanded statistical gathering and reports available.
        *Consulting with Marshall University about migration from VTLS to Innovative. October 25, 2005 and November 2, 2005.
        *Consulting with Cameron University about implementing the Federated Search in Innovative.

C. Contribution to the Institution and the Profession

    University Committees:

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

    Library Committees:

    Library Planning and Coordination Committee, Secretary
    Library Web Committee, Chair

State Committees:

Oklahoma Library Association, Technical Services Roundtable, Workshop Committee
Oklahoma Library Association, Information Technology Roundtable, Workshop Committee

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

   *Millennium Systems Site Coordinator
          Performed two system upgrades
                 Chiefly responsible for reporting and monitoring problems with the
          system
   *Re-Designed web pages: Muskogee Library, Staff Directory with pictures
   *Designed video covers for Indian Symposium videotapes.
   *Edit and develop New Books lists for Tahlequah and Broken Arrow.
   *Planned week of activities for Capstone student
   *Created lists and updated records for due date problems, patron expirations, reserve and
   browsing area lists
   *Compiled new bid for bindery services
   *Coordinated statistics gathering, error reporting
   *Interview with Muskogee Phoenix about Curriculum Materials and our Review Center,
March 2, 2006.

E. Workshops/Conferences attended:

   *SIGALO Serials Cataloging Workshop, Part II, Electronic Serials, June 8, 2005, Tulsa
   *AMIGOS Stop and Learn session on the New OCLC Union List, September 19, 2005
   (Online)
   *OLA IT Planning sessions, Sept. 9, Nov. 18 and Feb 9, 2006. (Online chat)
   *OLA Technical Services Roundtable Workshop. "Workflow in Technical Services"
   October 28, 2005. Table facilitator.
   *Meeting for area Librarians, November 1, 2005. Tahlequah Public Library.
   *Meetings on Symposia, a CMS for area libraries. November 16, 2005. TU
   *AMIGOS "Planning and Management of Digital Library Projects" December 13-16,
   2005. Online class.
   *EBSCO demonstration of EJS pay per view system. February 3, 2006. NSU

   Other:
   American Association of University Women, Tahlequah Branch, Treasurer and
          Webmaster – Tahlequah Branch and Oklahoma Division
          Woman to Woman conference committee
          Graduate Woman Scholarship Committee

   Girl Scouts

Served 300 volunteers at the annual RSVP banquet
Junior/Cadette Girl Scout Troop leader
GrandView PTO
Brochure for Non-Event Fund Raiser
Jog-a-thon Committee
Diversity in Community web pages revised
Tahlequah Community Playhouse
Costume committee
Costumes for Beauty and the Beast

Susan Woitte, Instructor

Scholarly Activities

<u>The Scholarship of Teaching and Learning</u>

- Created a tutorial on the use of the Government Information web page.
- Presented government resources at 4 grant writing workshops.
- Provided library instruction at the Reference Desk 5 hours a week.
- Taught students and faculty about government resources during 2 bibliographic instruction sessions.

<u>The Scholarship of Discovery</u>

- Investigated and evaluated the potential benefits to university curriculum of three databases.

<u>The Scholarship of Integration</u>

- Member of Oklahoma Library Association.
- Hosted visit by Regional Depository Librarian.

<u>The Scholarship of Application</u>

- Attended Annual meeting of Federal Depository Librarians, Stillwater, November, 2006.
- Collaborated with colleagues for a poster session at the Oklahoma Library Association Conference.
- Attended Federal Depository Library Council Spring Meeting, Seattle, WA, April, 2006.
- Attended Oklahoma Depository Annual Meeting, Oklahoma City, April, 2006.

Contributions to the Institution and Profession

- Served as a member of the American Democracy Project Committee
- Served as a member of the Reference Department, taking minutes at the meetings and creating a web site to post them.

Performance of non-teaching semi-administrative or administrative duties

- Managed 2 work-study students.
- Weeded Federal periodicals collection.
- Assisted with Oklahoma publications cataloging project.