

**NSU Libraries Annual Report
2009-2010**

Say hello to
my little
friend!!!

**Griffiti Project
Finals Week
Spring 2010**

Northeastern State Universities Libraries Annual Report 2009-10 Mission Statement

The primary mission of the Library is to support the educational, research, and outreach objectives of the University by organizing and providing access to information resources, both on-site and through remote access, and by promoting the necessary conditions for their effective use, organization, and maintenance. Its secondary mission is to provide the same services to resident of the Eastern Oklahoma region.

-NSU NCA Self Study, John Vaughan Library, 2000

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April 2010 Activity Report Statistical Over

Reference Questions**

Reference Desk	3117
Gov. Information	
Muskogee Campus	1136
BA Campus	4892
TOTAL	9145

BA Campus

Periodicals Used	
Items Checked Out	83

Reserve Checked Out	5214
TOTAL	957
	6254

Muskogee Campus

Items Checked Out	
TOTAL	176

GRAND TOTAL

15399

Classes at NSU

Campus Classes	75
Outside Classes	17
Online Classes	33
Number of Students	2776
Days Open***	310
Patron Count	233139
Total Classes	125

Computer Lab Room

105	11,537
Patrons	
Computer 1st. Floor	47,000

Computer 1st. Floor quest

623

	3707
Reserve	201
Items Checked Out	385
Items Removed	4293
Items Reserved	
TOTAL	

Docs. Delivered to Campus Offices

# of Books	705
# of Articles	514

Archives

Patrons	2090
Books	440
Microfilm	95
Newspapers	27
Yearbooks	111
Photos	31
Papers	30
Other	115
	104.0
Material Added	1 cu.ft.
Prints Made	629
Total Materials Used	849

Special Collections

On Campus Patrons	245
Off Campus Patrons	64
Items Used	1406
Campus Classes	8
Patron Count	4108
Total Items Used	1406

Classes In BA

Campus Classes	54
Outside Classes	0
Online Classes	2
Students Taught	1136
Patron Count	25270
Total Classes	56

approx. 3 months worth of door counts

Computer Lab Room 118A

Patrons	5,271
Computer 2nd.floor	16,99
	6

Dell Laptops

281

ILL From NSU

Loans	1271
Copies	484

ILL From BA

Loans	108
Copies	50

ILL For NSU

Loans	958
Copies	486

ILL For BA

Loans	282
Copies	286

Docs. Delivered to BA Campus Offices

# of Books	103
# of Articles	114

***Days open differ drastically from previous years. Unsure as to how these were figured previously.

**Refers to Reference Questions As Defined By IPEDS

*Government information stats are also recorded in "resource coordination statistics" spreadsheet.

NORTHEASTERN STATE UNIVERSITY

JOHN VAUGHAN LIBRARY

USER SERVICES

ANNUAL REPORT

JUNE 2009 – MAY 2010

USER SERVICES OVERVIEW

John Vaughan Library User Services Personnel

Natasha Alterici	Part-time Supervisor Fall 2009-April 2010 Evening/Weekend Supervisor April 2010-current
Brande Flack	ILL/DD Supervisor Through October 2009
Donna Graham	ILL/DD Supervisor
Josh Horner	Part-time Supervisor Through March 2010
Peggy Kaney	Assistant Dean of Libraries
Dalana Leach	Circulation Supervisor Through July 2009
Amanda Massey	Reserve Supervisor Through November 2009
Justin Norwood	Circulation Supervisor November 2009 – April 2010
Tammy Pavao	Reserve Supervisor November 2009-current
Jaquetta Shade	Part-time Supervisor
Stephanie Vail	Part-time Supervisor May 2010-current
Christopher Westmoreland	Part-time Supervisor May 2010-current
Rachel Whitaker	Part-time Supervisor June 2009-August 2009 Circulation Supervisor August 2009 – November 2009 ILL/DD Supervisor

	November 2009-current
Susan Woitte	Government Information Librarian

User Services Overview

2009-2010

Personnel Changes

This year saw several personnel transitions for User Services. Two new employees were added to the department in November: Tammy Pavao (Reserve Supervisor) and Justin Norwood (Circulation Supervisor). Several employees left the department for various reasons: Dalana Leach (July 2009), Brande Flack (October 2009), Amanda Massey (November 2009), Josh Horner (March 2010), and Justin Norwood (April 2010). Two part-time supervisors were moved to full-time positions, Rachel Whitaker and Natasha Alterici. Two former student workers were moved to part-time supervisors: Stephanie Vail and Christopher Westmoreland. The last of our vacancies has now been filled, and the department looks forward to welcoming Alyssa Buckley to the position of Circulation Supervisor beginning in July.

Location Changes

In an ongoing effort to increase the effectiveness of the department, some areas of the department made geographic changes this year. In the fall, the decision was made by the University administration to close the library café and to replace it with vending machines in the library lobby. Once that was accomplished, Circulation moved to the north end of the building to the newly expanded service area formerly housing only Reserve. As part of this transition, it was decided to staff the front desk with rotating staff members rather than student workers. It was felt that the staff would provide better information to patron questions, leaving the students available for other tasks such as tending the printers, circulating materials, floor maintenance, etc. In addition, it was decided that Technology Support would maintain a physical presence on 1st floor by staffing a desk in the expanded north service area during peak patron hours.

Towards the end of spring semester, it was decided to make some additional moves towards further effectiveness. InterLibrary Loan/Document Delivery moved to 1st floor south, in the area formerly occupied by Circulation. The office became the workroom to house the overhead scanner and the microform digital scanner. A student work station would be retained on the outer perimeter of the area to answer questions and circulate materials. Government Information moved into the former ILL/DD suite; a department conference area was created.

Special Projects

User Services staff worked with others in the library and around campus on various special projects that were either initiated or continued including:

- *Public Relations*
 - Earth Day Activities including the First Annual Campus Wide Earth Day ReSculpt Contest
 - Monthly Observances such as Get Caught Reading Month and Campus Wide Contest
 - Library Atrium Relaxation Garden Project
- *Tutoring*
 - Jaquetta Shade successfully completed Writing Center tutor training and began offering tutoring sessions in the library

- *Finals Week*
 - Extended hours were expanded to include the preceding Friday and Saturday for both fall and spring
 - Student Foundation held an overnight camp-out during spring finals week
 - Movies and popcorn continued to be popular

- *Grants*
 - Rita Bergman was hired as a student assistant to help in the grant writing process
 - Three grant applications were prepared, two have been submitted for consideration

Assistive Technology

The assistive technology offerings have increased this year, thanks to support from Student Affairs. Two additional workstations were provided. One station was added to the assistive technology room, and

the second was placed on the south end of the first floor. Goals this year for this area include reviving the Disability Services Committee as well as developing and providing training on the equipment to interested parties in the library and beyond.

User Services Goals

Circulation

- Bring Circulation into compliance with Records Management laws and rules
- Retain full-time staff
- Continue with shelf-shifting projects as weeding progresses

ILL/DD

- Implementation of electronic lending via Odyssey
- Ongoing intra-area & inter-campus training sessions and external training opportunities
- Review and update ILL/DD policies & procedures, in conjunction with BA staff as appropriate, including creation/revision of staff and student handbooks
- Review and assess ILL/DD trends using annual and monthly reports
- Update ILL/DD web pages
- Update ILL email template
- Sort and organize old departmental materials and establish new, efficient systems for filing and organization
- Host ILL/DD reception in Fall 2010 to celebrate new area, request milestone (35,000?), and (re)introduce departmental staff
- Other publicity—getting the word out about ILL/DD services!

Reserve

- Improve student orientation and training
- Update policies, procedures, and other items used in Reserve
- Review and update copyright procedures
- Improve marketing of Textbook Initiative Project

Government Documents

- Meet with Robin Mooney at the Tahlequah Public Library to find out how we can work together
- Plan and execute at least one workshop
- Create the list of Serial Set volumes available in this depository
- Significantly revise item selection
- Make transition to new office location on second floor

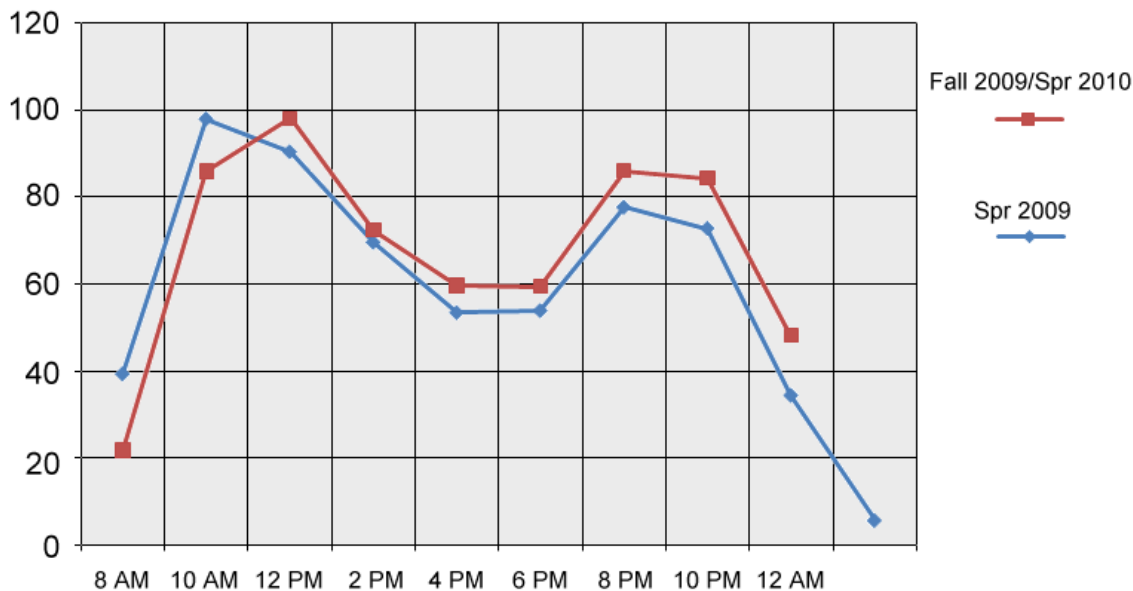
Floor Count Analysis

As part of a continuing evaluation of how the library building is used, floor counts were taken approximately every two hours throughout the year, with hourly counts being taken during fall and spring semester finals weeks. User Services staff or student workers walked through and counted patrons on all three floors of the library in open areas as well as labs, etc., logging the information on a floor count form. This count was initiated in December 2009, and was continued throughout the 09-10 academic year.

For this analysis, primarily the totals for each time block were used. In one instance, totals by floor are used. For future analysis, it may be useful to determine usage patterns for more specific areas, but that was not the subject of the current analysis.

The data collection process is not perfect, and gaps in the data exist when staffing was too low during a block of time to allow library personnel to conduct the floor count. It is felt that these gaps do not negatively impact the overall analysis of the data, but do reflect the reality of data collection on this large of a scale.

Average Patron Count vs Time Of Day
 [All Days Combined - Regular Semester]

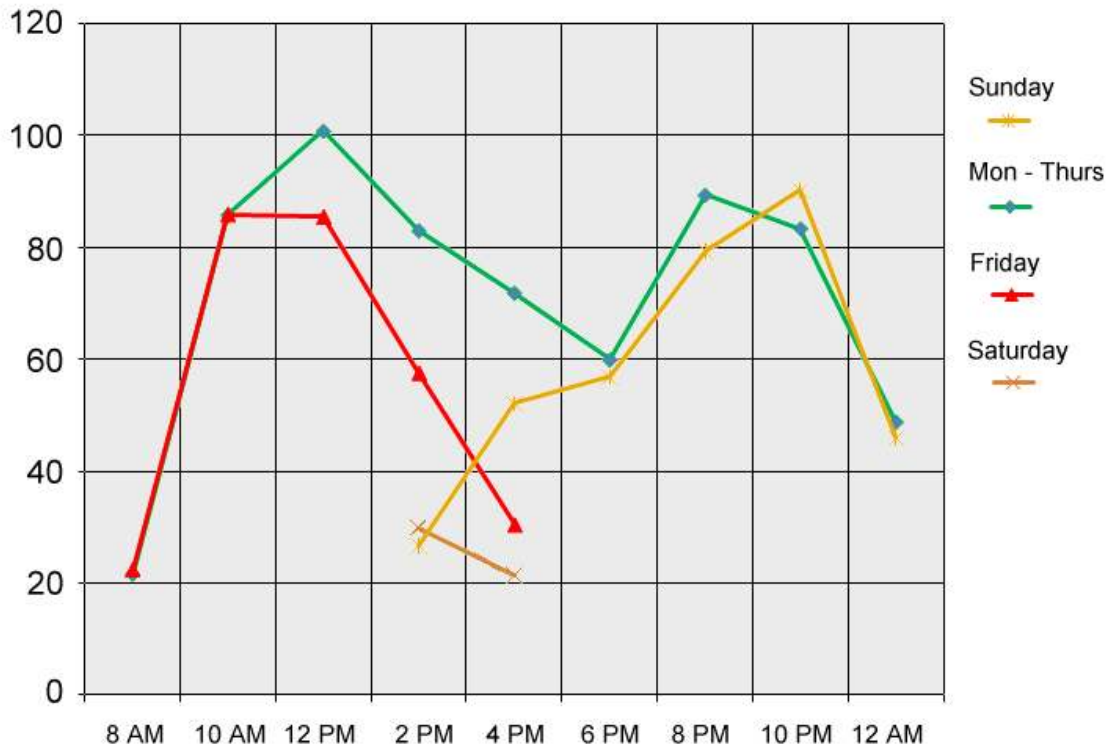


This first figure shows the floor count data versus the time of day. There is a plot of the data from the 2008/2009 academic year (spring only) and the 2009/2010 academic year. Each data point represents the average of all the floor counts for that time, all through the regular semester days for that period. Data from finals weeks, intersession or summer are not included here. There are gaps in the record, but as long as these occur randomly, that fact would not skew the averages. There are two clear usage peak periods. The first is in the mid to late morning in the 10:00AM to 12:00 PM window. Usage gradually declines in the afternoon, hitting a low for a couple hours around the supper hour, decreasing to a level of about one half that of the morning peak. There is then a substantial secondary peak in the mid evening hours in the 8:00 PM to 10:00 PM time frame. These features are quite consistent throughout the data and will be referred to as the 'morning peak' and the 'evening peak'.

The two years have a very similar pattern. There does appear to be a shift toward later usage. The 8:00 AM counts are actually lower in 2009/2010 and the morning peak occurs a little later, but is at about the same size as the previous year. However, later in the day, the usage for 2009/2010 shows growth over the previous year. This increase of usage is about 12% in the evening peak.

The last figure combines days of the week with different hours of operation. For a more detailed breakdown, the following figure shows the same data split out for the different open schedules.

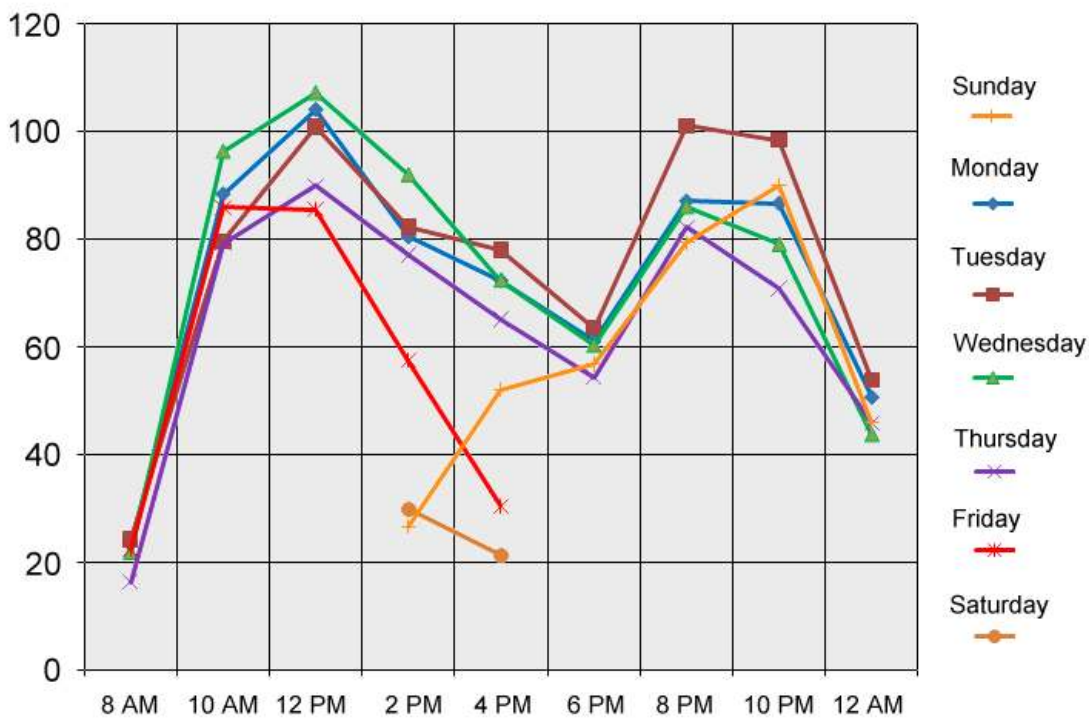
Average Patron Count vs Time Of Day
 [Segregated By Day Of Week - Fall 2009/Spr 2010]



The plot for just Monday-Thursday is quite similar to the first figure for all the days combined as one would expect. There is no Sunday morning peak, of course, as the library is not open yet, but after opening the usage steadily approaches weekday levels. The evening peak on Sunday is just as strong as any evening weekday. Friday has a slightly weaker morning peak, but by 2:00 PM the usage is falling off much faster than during the typical Mon-Thurs trend. Saturday's limited hours see a relatively low level of usage, similar to the levels seen late on Friday.

The last plot still lumps the weekdays from Monday to Thursday together as a single category. The last plot in this series breaks out the data further into each day of the week.

Average Patron Count vs Time Of Day
 [Segregated By Day Of Week - Fall 2009/Spr 2010]

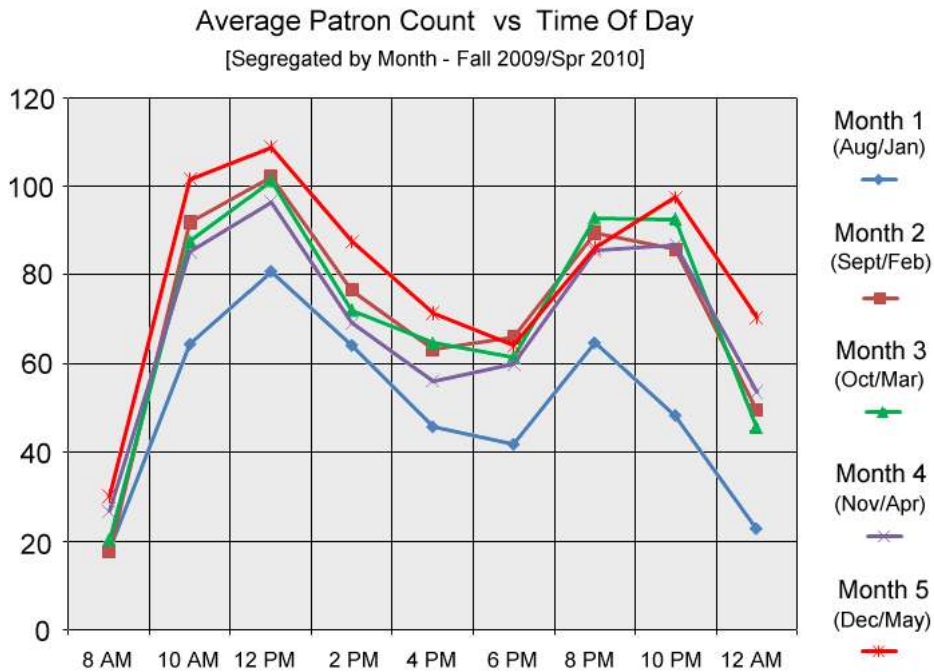


The more complex plot is harder to interpret but there are some items of interest. Every day of the week has the same basic pattern of morning peak and slightly weaker evening peak. There is a clear tendency for the morning peak to be dominated by days on which there are more classes (Mon/Wed/Fri). While the evening peak hours are dominated by days that are right before a day with more classes (Sun/Tues). In particular, Wednesday dominates the morning peak. At 10:00 AM, 12:00 PM and 2:00 PM the usage is heaviest on Wednesday. In contrast the evening peak is dominated by Tuesday, which is not a heavy class day, but precedes the heavy class day of Wednesday. At the very late time of 12:00 AM, Wednesday has the lowest usage.

The table below shows the highest individual 10 floor counts for the academic year 2009-2010. They are all from fall 2009, reflecting the somewhat higher fall enrollment. The highest spring 2010 floor count was 141, not quite making the top ten. Monday and Wednesday dominate the top five spots. There is only one Thursday and one Friday on the list. Eight of the ten are from the morning peak and the other two are from the evening peak.

Day of Week	Date	Time	Count
Monday	10/26/2009	12:00 PM	171
Monday	12/07/2009	10:00 PM	163
Wednesday	12/09/2009	10:00 AM	162
Wednesday	09/16/2009	12:00 PM	162
Wednesday	12/02/2009	10:00 AM	154
Thursday	11/19/2009	10:00 AM	152
Tuesday	11/03/2009	12:00 PM	149
Tuesday	09/29/2009	8:00 PM	148
Monday	09/14/2009	12:00 PM	147
Friday	09/18/2009	10:00 AM	147

The next couple of figures look at how the usage changes during the course of the semester.

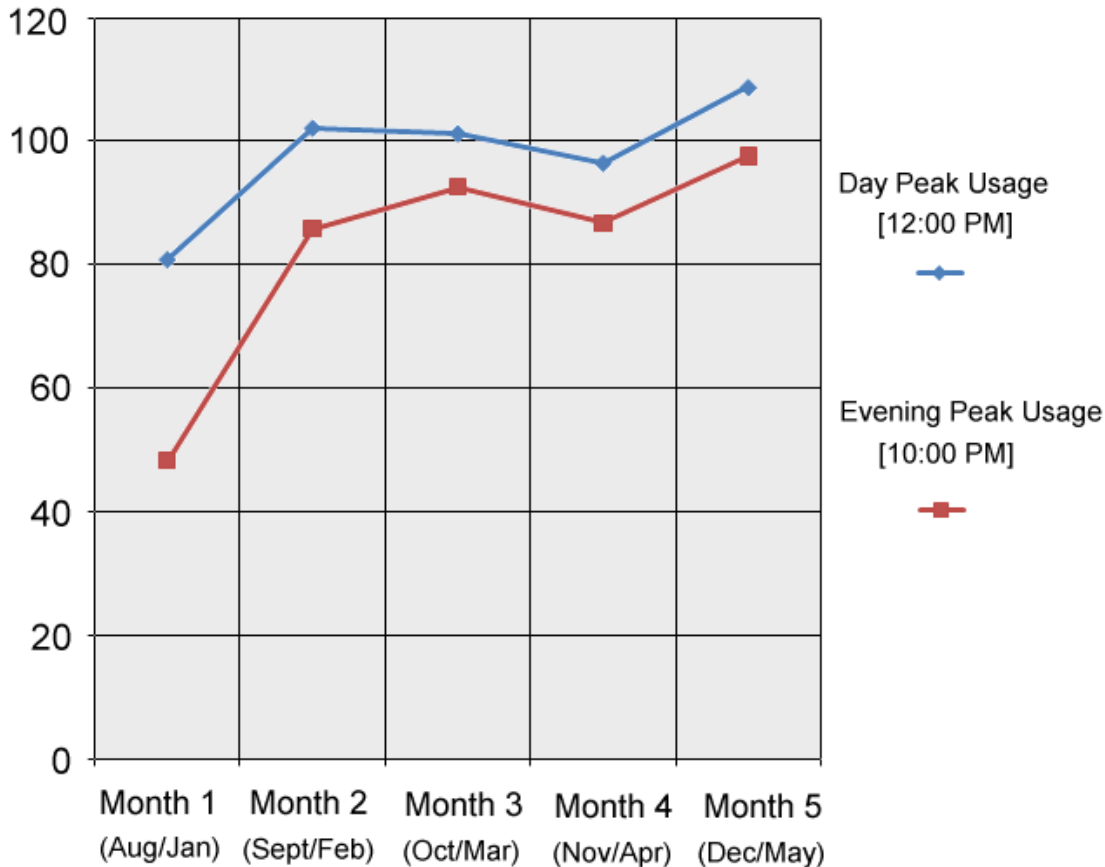


This figure combines all of the days of the week together, just as in the first figure, but the data is segregated into the different months of the semester. The data for May/Dec does not include finals week itself, just the short segment of regular classes that does fall in those months. Again, the basic pattern of a morning peak and evening peak are there. The usage in Aug/Jan starts off lower for pretty much the entire day. After the first month of the semester, the usage jumps up quite a bit. The 2nd, 3rd and 4th months of the semester are all at a similar plateau. There is a slight trend however in that it appears the morning peak is favored earlier in the semester whereas the evening peak is favored a little more heavily later in the semester. In the morning, Sept/Feb usage is higher than Oct/Mar usage but the order of these months reverses for the evening peak. The usage increases noticeably again for the last month of the semester. In fact at midnight during Dec/May (last month of the semester, but pre-finals) the average floor count of about 70 is almost as big as the average floor count of 80 during the morning peak at the beginning of the semester in Aug/Jan.

The next graph uses the same data segregated by month, but shows a time series of just the morning and evening peak floor counts. Both start out the semester low and then jump up to a plateau during the bulk of the semester and then climb again near the end.

Average Patron Count vs Month Of Semester

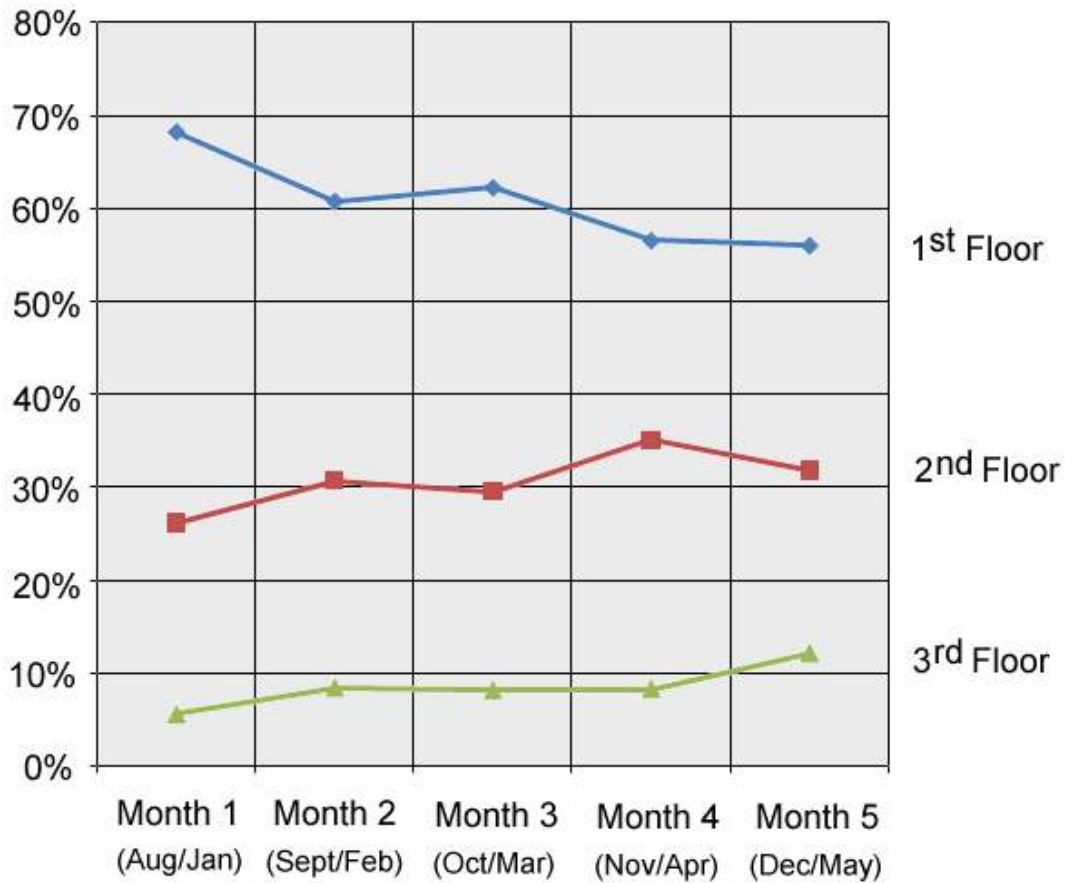
[Day Peak/Evening Peak - Fall 2009/Spr 2010]



Again, there is a trend toward more usage later in the day as the semester progresses. The morning peak is larger than the evening peak by about 80% in Aug/Jan, but this gap closes substantially in the next two months. By the last month of the semester, the morning peak is only about 12% larger than the evening peak.

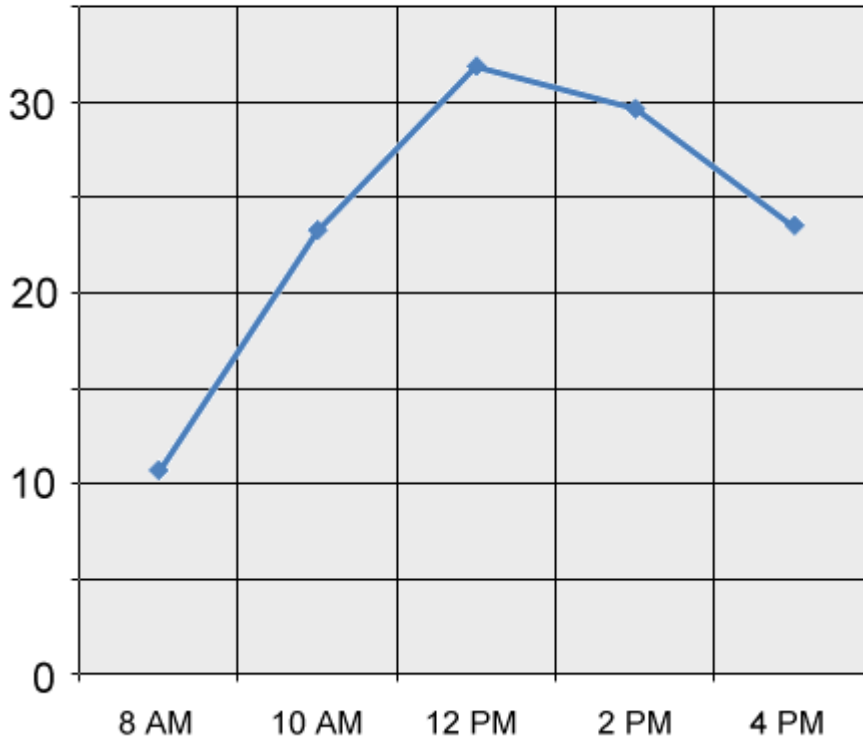
The next plot illustrates the usage of the library by floor. Here all times of the day have been averaged together. The data is still segregated into months of the semester. Overall the floor counts average out to about 61% 1st floor, 31% 2nd floor and 8% 3rd floor. There is a clear trend in the figure though where the students tend to start the semester on the 1st floor and then spread out to higher floors as the semester continues. At the start of the semester, on average one might see 68% of the students of 1st and only 5% on 3rd. Whereas by the end of the semester 1st floor averages only 56% of the students and 3rd floor has grown to 12%.

Patron Count Percentage For Each Floor
vs
Month Of Semester



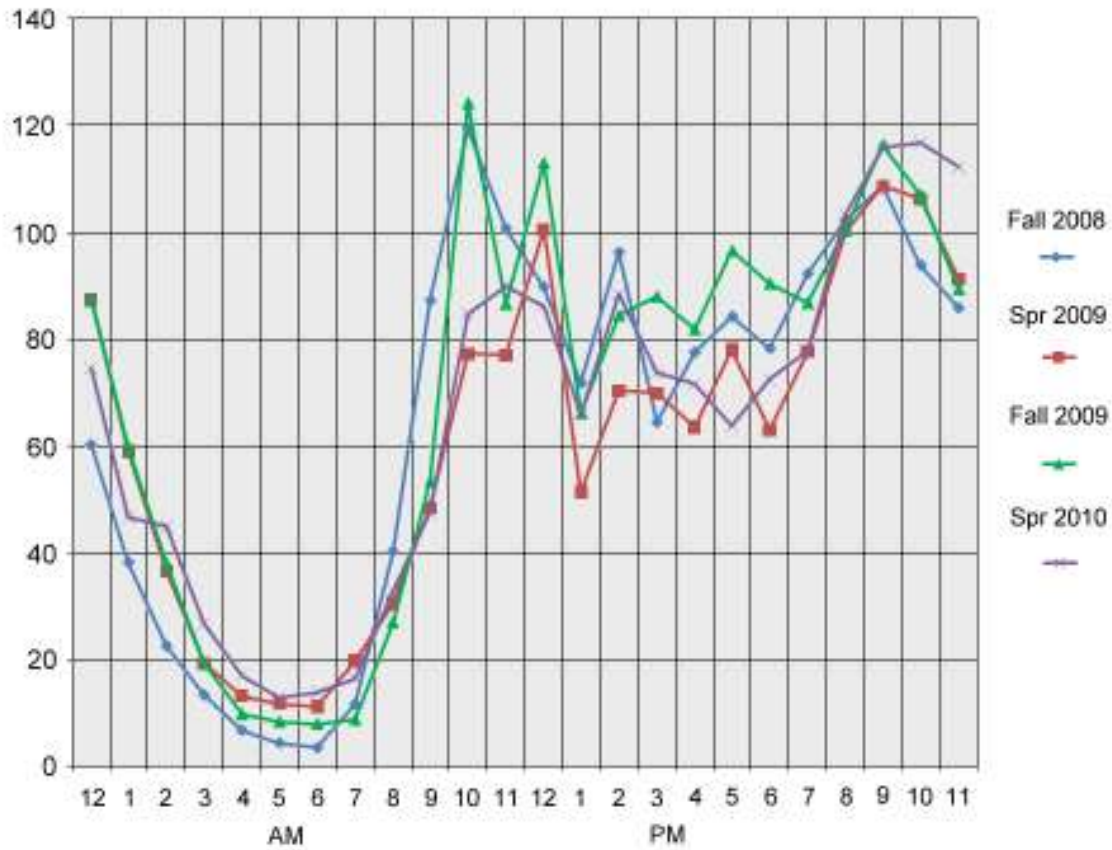
The next plot shows the usage in the summer school months of June/July 2009. All days of the week have been averaged together. Overall, the floor counts are about a third of what occurs during the regular fall or spring semester. The shorter open schedule leads to a simpler plot with a single broad peak mid-morning to early afternoon.

Average Patron Count vs Time Of Day
[Summer - June/July 2009]



The last plot looks at the pattern during just finals week. Data for the last four finals periods are shown for comparison. Each plot is an average of the six days of Sun-Fri for each finals week. This is a much smaller set of counts being averaged so the plot would be expected to be noisier. The morning and evening peaks can still clearly be seen. There are some interesting differences between the fall and spring finals. The fall semester both years had lower counts over the wee hours of the morning (2 AM – 6 AM) and higher counts the following spring. And then the early part of the morning peak (9 AM – 11 AM) was conversely much weaker in the spring semesters and stronger in the fall semesters. The 2009/2010 academic year does show growth in the overnight usage over the previous year, with spring 2010 having the highest counts of all four semesters for much of the 10 PM to 6 AM time period.

Final's Week Patron Count vs Time of Day



DEPARTMENT AND COMMITTEE REPORTS

Circulation Annual Report

Brief Overview

The Circulation department has undergone several changes this year. In July, Dalana Leach resigned and Rachel Whitaker replaced her in August. In October, the café was removed and vending machines were installed, freeing up Library staff and student workers. In November, Circulation and Reserves were consolidated into one location at the north end of the building. At the same time, Rachel Whitaker left Circulation for Interlibrary Loan and Justin Norwood replaced her. In April, Circulation faced another change in staffing when Justin Norwood left the library. Rachel Whitaker and Jaquetta Shade resumed the responsibilities of Circulation in the interim, until a new Circulation supervisor was hired. In May, Stephanie Vail was hired part-time to oversee shifting, shelving and other floor maintenance. Alyssa Buckley was hired in May and will join the department in July.

Statistical Overview:

CIRCULATION

Total.....	30803
• John Vaughan.....	25411
• Broken Arrow.....	5214
• Muskogee.....	178

IN-HOUSE USAGE

Total.....	17535
• John Vaughan.....	16943
• Broken Arrow.....	640
• Muskogee.....	1

Circulation Goals for 2010-2011:

- Bring Circulation into compliance with Records Management laws and rules
- Retain full-time staff
- Continue with shelf-shifting projects as weeding progresses

In-house Usage

Location	
Audio-Visual	89
Curriculum Materials	761
Curriculum Materials Oversize	92
Main Collection	4724
Periodicals	1860
Periodicals (Film)	103
Periodicals (Fiche)	3
Newspaper (Files)	106
Newspaper (Film)	30
Current Newspaper	295
Browsing	2238
Microforms	4
Storage	14
Y Collection	2492

Patron Records

Action	
Added Patrons	1758
Deleted Patrons	83

Renewals by Month

Month	
June 2009	477
July 2009	264
August 2009	773
September 2009	1100
October 2009	1060
November 2009	785
December 2009	469
January 2010	714
February 2010	1099
March 2010	725
April 2010	552
May 2010	444
Total	8462

Circulation by Location

Location	
Curriculum Materials	468
Curriculum Materials Oversize	154
Government Publications	99
Main Collection	11268
Microforms	2
Oklahoma Documents	22
Periodicals	13
Reference	84
Ready Reference	4
Storage Materials	3
Youth Collection	5411

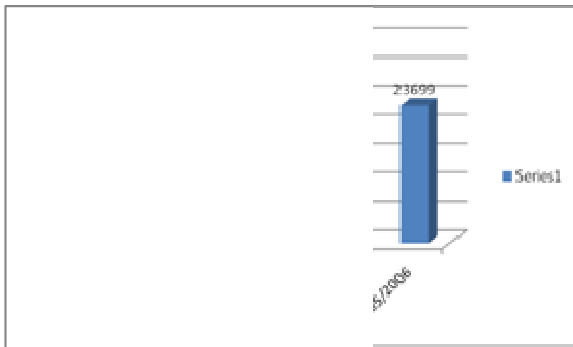
Circulation by Item Type

Item Type	
Audio Visual	4074
Map	7
Non-Circulating	120
Other Media	197
Print	21669
Score	352

Circulation by Patron Type

Patron Type	
Faculty/Staff	4355
Family of F/S	136
Graduate	1816
Library Staff	2705
Professional Courtesy	17
Special Borrower	2310
Undergraduate	17467

Annual Circulation (Last five years)



Interlibrary Loan/Document Delivery

FY 2009-2010 Report

Numbers at a Glance:

- ILL Borrowing requests filled—1444
- ILL Lending requests filled—1756
- Non-OCLC ILL Borrowing requests filled - 10
- Non-OCLC ILL Lending requests filled - 1
- **Total ILL requests filled—3211**
- Doc Delivery Holds/Loans—705
- Doc Delivery Articles—514
- **Total DD Loans/Copies—1219**

Brief Overview:

Interlibrary Loan and Document Delivery at John Vaughan Library has undergone several changes the past year, along with the rest of User Services. In October, Brande Flack left for a great opportunity at the University of Arkansas. Rachel Whitaker transferred to the ILL/DD area from Circulation in November. This year also saw a flux in student staffing, ranging from one to four student workers assisting the full-time staff.

A Zytron scanner was added to the department, replacing the old microform reader. Cross campus ILL/DD training was held with BA staff, and staff also participated in online training through Amigos. In May, Interlibrary Loan and Document Delivery moved to the south desk on the first floor, making our services more visible and accessible to patrons.

Looking Forward:

- Implementation of electronic lending via Odyssey.
- Ongoing intra-area & inter-campus training sessions and external training opportunities.
- Review and update ILL/DD policies & procedures, in conjunction with BA staff as appropriate, including creation/revision of staff and student handbooks.
- Review and assess ILL/DD trends using annual and monthly reports.
- Update ILL/DD web pages.
- Update ILL email templates.
- Sort and organize old departmental materials and establish new, efficient systems for filing and organization.
- Host ILL/DD reception in Fall 2010 to celebrate new area, request milestone (35,000?), and (re)introduce departmental staff.
- Other publicity—getting the word out about ILL/DD services!

Interlibrary Loan—Borrowing

ILL Borrowing Filled Loans Copies Total

2009-10	958	486	1444
2008-09	1094	492	1613
2007-08	698	562	1317

Loans & Copies for NSU

	Loans			Copies			Total		
	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10
JUN	39	36	54	36	29	47	75	65	101
JUL	65	91	82	29	19	62	94	110	144
AUG	44	72	111	27	24	44	71	96	155
SEP	90	171	94	59	96	56	149	267	150
OCT	73	111	119	73	106	46	146	217	165
NOV	64	86	67	59	56	36	123	142	103
DEC	27	72	39	5	17	25	32	89	64
JAN	66	73	75	39	19	53	105	92	128
FEB	48	124	70	57	19	34	105	143	104
MAR	80	93	88	77	69	24	157	162	112
APR	55	123	75	73	32	37	128	155	112
MAY	47	42	37	28	33	17	75	75	54
TOTALS	698	1094	958	562	492	486	1317	1613	1444
Avg/Mnth	58	91	78	47	41	40	110	134	120

Interlibrary Loan—Lending

ILL Lending Filled Loans Copies Total

2009-10	1271	484	1756
2008-09	655	320	1056
2007-08	941	809	1750

	Loans	Copies	Total
--	--------------	---------------	--------------

	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10
JUN	61	19	102	53	17	48	114	36	150
JUL	92	33	162	44	34	45	136	67	155
AUG	76	56	108	70	29	39	146	85	147
SEP	108	87	154	96	62	65	204	149	219
OCT	114	42	129	79	23	54	193	65	183
NOV	34	44	94	32	27	29	66	71	123
DEC	59	19	37	75	9	22	134	28	59
JAN	95	31	101	110	0	35	205	31	136
FEB	127	83	122	103	19	69	230	102	191
MAR	79	63	82	58	4	40	137	67	122
APR	52	99	106	38	51	9	90	150	115
MAY	44	79	36	51	45	14	95	124	49
TOTALS	941	655	1272	809	320	484	1750	975	1756
AVG/MT H	78	55	106	67	27	40	146	81	146

IFM or Internal Fee Management is OCLC's billing system which manages the automatic borrowing fees and electronic pay between libraries. OCLC applies a credit to the lending library and a debit to the requesting library if charges are necessary.

IFM—Borrowing

	'08 – 09	'09 – 10
JUN	75.00	115.00
JUL	150.00	72.00
AUG	68.00	54.00
SEP	95.00	75.00
OCT	64.00	55.00
NOV	15.00	108.00
DEC	0	18.00
JAN	0	45.00
FEB	263.00	74.00
MAR	61.00	136.00
APR	15.00	34.00
MAY	0	27.00
TOTALS	806.00	813.00

IFM—Lending

	'08 – 09	'09 – 10
JUN	62.00	160.00
JUL	90.00	125.00
AUG	30.00	40.00
SEP	62.00	80.00
OCT	0	30.00
NOV	0	20.00
DEC	0	10.00
JAN	0	25.00
FEB	0	50.00
MAR	0	98.00
APR	80.00	61.00
MAY	90.00	28.00
TOTALS	414.00	727.00

Document Delivery

Loans & Copies

To BA

To JVL/M

Total

2009-10	466	753	1219
2008-09	487	473	972
2007-08	594	595	1187

DD Loans/Holds from JVL

	To BA			To JVL/M			Monthly Total		
	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10
JUN	29	12	33	29	21	14	58	33	47
JUL	24	16	20	42	23	14	66	39	34
AUG	58	11	29	37	24	21	95	35	50
SEP	34	33	60	41	54	57	75	87	117
OCT	49	32	37	55	71	69	104	103	106
NOV	21	25	41	27	9	29	48	34	70
DEC	12	11	12	22	12	30	34	23	42
JAN	39	37	36	19	10	19	58	47	55
FEB	49	102	20	13	27	27	62	129	47
MAR	52	18	36	23	25	16	75	43	52
APR	26	29	27	31	32	22	57	61	49
MAY	13	37	16	19	15	20	32	52	36
TOTALS	406	363	367	358	323	338	764	686	705
AVG/MTH	34	30	31	30	27	28	64	57	59

Muskogee DD Loans (included in totals above): 33

DD Articles from JVL

	To BA			To JVL/M			Monthly Total		
	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10	'07-08	'08-09	'09-10
JUN	26	5	6	15	18	75	41	23	81
JUL	14	1	2	10	6	79	24	7	81
AUG	2	6	2	6	10	31	8	16	33
SEP	25	13	6	23	14	24	48	27	30
OCT	40	28	19	60	29	30	100	57	49
NOV	20	13	2	63	13	23	83	26	25

DEC	3	3	0	1	3	19	4	6	19
JAN	4	2	3	9	15	18	13	17	21
FEB	19	19	27	19	26	58	38	45	85
MAR	15	22	9	20	8	38	35	30	47
APR	17	8	21	5	8	10	22	16	31
MAY	3	4	2	5	12	10	8	16	12
TOTALS	188	124	99	236	162	415	424	286	514
AVG/MTH	17	10	8	20	13	35	35	24	43

Totals above include electronic/online articles delivered from catalog or web: 224

Reserve Annual Report

2009 – 2010

Tammy Lee Pavao

Reserve Supervisor

User Services

Reserve Accomplishments & Works In Progress

- Consolidation of Circulation and Reserve Departments
- Initiation of Updated Reserve and Copyright Forms, Policies, and Training Tutorials and Manuals
- Initiation of Updating Reserve Records and Materials
- Completion of Textbook Initiative Project
- Completion of Browsing Collection Update and Maintenance
- Initiation of Updating Reserve Supervisor Manual and Tutorial
- Initiation of Updating Student Assistant Manuals and Employee Records
- Revision of User Services Forms and Policies Including Special Guest Borrower and Computer Usage Forms and Policies and Permanent Reserve Equipment Policies
- Continued Progress Regarding Student Orientation and Training
- Continued Progress Towards Working With Tech Services On A Regular Basis
- Implementation of Staff and Student Recognition and Activities

Annual Statistics

- Reserve Items Added 385
- Reserve Items Removed 201
- Reserve Items Usage 33,502
- Library Patron Tally Total 102,836
- User Services Questions Total 7465

Monthly Statistics

Reserve Item Usage

Permanent Reserves	894
Physical Reserves	2813
E-Reserves	29,795

Reserve Requests

	Physical Reserves Added	Electronic Reserves Added	Physical Reserves Removed	Electronic Reserves Removed
June 09	18	4	16	15
July 09	1	1	0	0
August 09	14	19	71	0
September 09	24	22	52	0
October 09	44	13	6	0
November 09	10	27	33	0
December 09	6	12	8	0
January 10	31	31	0	0
February 10	85	23	0	0
March 10	7	16	7	0
April 10	1	32	15	0
May 10	1	48	0	31

Library Patron Tally (From Floor Counts)

	1 st Floor	2 nd Floor	3 rd Floor	Total
June	1628	571	146	2345
July	1276	520	109	1905
August	2639	1032	241	3912
September	7444	3803	1092	12,339
October	7596	3682	1031	12,309
November	6758	3544	1021	11,323
December	8385	4914	1843	15,142
January	3432	1296	252	4980
February	6228	3126	820	10,174
March	5983	2787	766	9536
April	4589	3341	654	8584
May	5829	3209	1249	10,287

User Services Questions

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
General:													
General Library Questions	42	55	104	321	218	108	75	88	62	45	30	26	1174
Reference	18	11	28	176	106	85	49	37	74	57	42	22	705
Directional	94	39	129	143	91	60	28	62	28	14	20	17	725
Usage:													
Item Renewal/Hold	8	4	12	58	45	29	16	17	12	13	10	8	232
Overdue/Billed	5	0	4	24	18	9	4	5	4	3	0	2	78
Equipment:													
DVD/VHS Help	4	2	4	24	16	34	10	4	4	10	2	2	116
Database/Catalog	3	5	19	95	79	0	16	21	27	17	15	3	300
Microform	0	2	0	2	4	11	0	0	0	1	0	0	20
ILL/Reserve:													
E-Reserve	4	0	9	44	22	9	9	12	7	14	8	2	140
Reserve Request	3	13	8	53	18	9	6	11	6	7	2	6	142
ILL Help	0	51	4	61	21	16	5	5	7	6	3	3	182
Printers:													
Print Manager	16	4	19	74	18	42	27	7	5	3	13	0	228
Paper Fill	46	0	89	199	76	4	11	20	4	7	2	1	459
Paper Jam	4	12	6	68	12	6	7	2	3	3	2	0	125
Toner Replacement	2	14	3	12	7	43	0	1	1	3	2	0	88
Other Printing Questions	3	4	83	282	104	16	39	47	49	31	17	15	690
Computer:													
Login Help	7	1	29	32	18	3	11	16	4	13	6	1	141
Jump Drive	4	5	2	12	4	0	4	7	2	0	1	0	41
Wireless Help	4	3	0	4	4	15	0	0	1	0	1	0	32
Microsoft Office	17	1	19	75	66	12	12	14	16	4	4	1	241
PDF	12	0	33	85	32	2	4	5	8	3	0	0	184
Lost Files	1	4	10	7	4	7	0	1	3	0	0	0	37
Email	1	42	6	9	7	3	5	1	1	4	1	0	80
Blackboard	4	9	37	40	15	35	5	17	2	3	1	0	168
Other Computer	56	4	66	118	56	33	40	33	21	13	7	6	453
Tech:													
Tech Support Needed	32	1	36	103	39	18	20	13	9	11	18	11	311
Scanner:													
Scanner Assistance	27	1	31	155	47	1	22	28	17	11	3	8	351
Scanner Printer Jam	0	0	1	5	3	0	0	6	0	0	0	0	15
Scanner Toner Replacement	2	0	1	2	1	0	0	0	0	0	1	0	7
Total	419	287	792	2283	1151	610	425	480	377	296	211	134	7465

GOVERNMENT DOCUMENTS DEPARTMENT ANNUAL REPORT

JUNE 2009 - MAY 2010

PERSONNEL:

Susan Woitte (Depository Coordinator), Peggy Kaney (Assistant Dean of Libraries), Casey Woodard (Technician), Mary Allen (Student Assistant), Jennisue Ostermeier (Student Assistant), Rachel Whitaker (Summer Documents Assistant).

ACCESS AND AWARENESS TO DOCUMENTS:

Displays: Created displays on first floor for each of the two workshops offered in Tahlequah, for taxes and for the Census. Environment resources were highlighted in the glass display case on third floor.

Workshops: Hosted three workshops which were open to campus and community members. Two were in Tahlequah, one about the upcoming Census data, September, 2009, and the other was called American Indian Resources from Federal Websites, December, 2009. A third was at the Broken Arrow campus library May, 2010, and it was called Healthy Aging at your Library.

Class Assistance: Taught instruction on Copyright for three Education courses.

Customer assistance: Moved the department from the quiet study floor to the more active second floor. The Depository Coordinator worked at the public service desk 7 hours a week to help customers directly and raise awareness of documents to other library workers at that desk.

Databases: Started the process of creating a workstation on the first floor for accessing FDLP free access databases including STAT-USA, DARTS NTIS reports, and Public Health Reports.

INSPECTIONS/REQUIREMENTS:

Federal Item Selection: In process of reviewing selection of federal documents for the library's collection in cooperation with the Reference Services Department.

Inspection: Hosted Public Access Assessment inspection of depository by GPO's Ashley Dahleen, November, 2009.

COOPERATIVE EFFORT ON CAMPUS, WITH OTHER FEDERAL DEPOSITORIES, AND WITH THE COMMUNITY:

Attended Oklahoma Depository meetings in Oklahoma City and Claremore.

Presented at the Depository Library Conference in Washington, DC, Oklahoma Depository Library meeting in Oklahoma City, NSU Symposium on the American Indian in Tahlequah, Oklahoma Library Association in Oklahoma City and Metrodocs meeting in Claremore.

EQUIPMENT:

Updates: The librarian's computer was replaced with an updated desktop computer.

COLLECTION MAINTENANCE:

Serial Set: As recommended by the inspection report, started creating a list of Serial Set volumes in cooperation with Special Collections. Proposed completion date: May, 2011.

Staffing: The Director of Technical Services has taken over cataloging the government publications. One student worker left and a new one was hired.

GOALS FOR 2010-2011:

Meet with Robin Mooney at the Tahlequah Public Library to find out how we can work together.

Plan and execute at least one workshop.

Create the list of Serial Set volumes available in this depository.

Significantly revise item selection.

Make transition to new office location on second floor.

GOVERNMENT PUBLICATIONS ANNUAL STATISTICS June, 2009-May, 2010

Government Information Department Web Page

2,387 uses

Federal Documents

New items added to Document locations				
	Paper	Microfiche	CD/DVD	Maps
TOTAL	2,086	1,375	21	11

New items added to other library locations					
	Web Links	Paper	Microfiche	CD/DVD	Maps
TOTAL	6,714	276	0	0	0

Documents withdrawn from any location	
TOTAL	952

Circulation		Change from 2008-09
Checked-out	99	42% decrease
In-house use	270	37% decrease

Web links to GPO documents from our catalog											
June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
2009	2009	2009	2009	2009	2009	2009	2010	2010	2010	2010	2010
*3	*3	***N/A	**N/A	**N/A	18	13	131	13	12	40	***N/A

*GPO modified its PURL Referral script to more accurately count usage starting with the November, 2009 report.

**GPO PURL Referral server was unavailable for most of September and October.

***GPO did not publish a report of PURL Referrals for August, 2009 and has yet to publish May, 2010.

Oklahoma Documents

New items added to Document locations			
	Paper	CD/DVD	Maps
TOTAL	1,080	3	0

New items added to other library locations				
	Paper	CD/DVD	Maps	Web Links
TOTAL	76	0	0	1,345

Documents withdrawn from any location	
TOTAL	425

Circulation		Change from 2008-09
Checked-out	22	50% increase
In-house use	211	70% increase

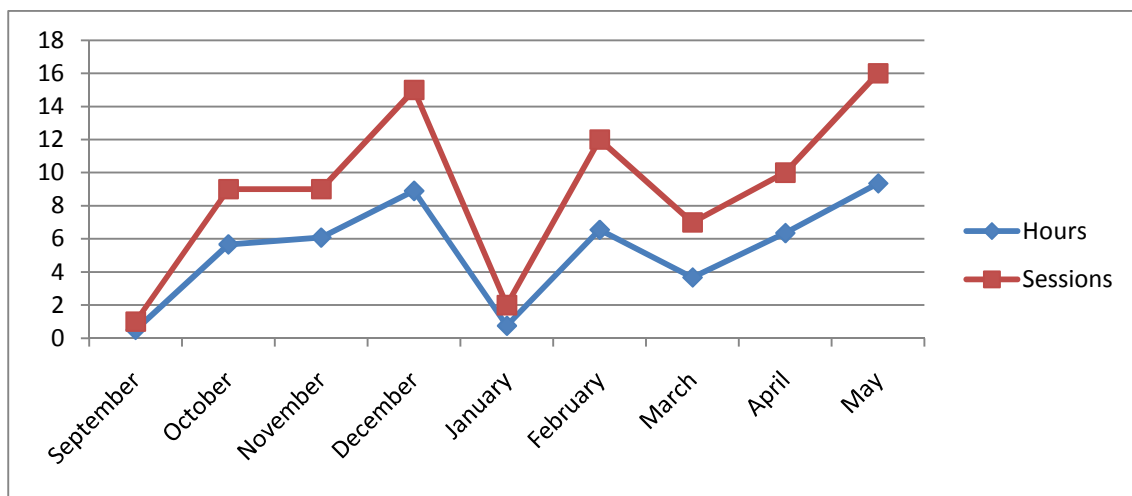
John Vaughan Library Writing/English Tutoring Annual Report

Jaquetta Shade became the Writing and English tutor for the John Vaughan Library at the end of September 2009. Jaquetta collaborates with the University Writing Center to uphold the same tutoring standards that are offered in their facility. The primary goal of the service is to help students learn to effectively write and edit their own work.

Overview:

The tutoring services include assistance with MLA, APA, Chicago, and Turabian formats for coursework in addition to development of focus and thesis, and assistance with prewriting, grammar and mechanics, support and development, structure, organization, and clarity.

Since tutoring has become a library service, Jaquetta has conducted 81 sessions for a total of 47.82 hours. The chart below indicates the frequency of sessions per month as well as the monthly totals of hours spent tutoring.



Developments:

Due to inconsistencies with appointments during the Fall 2009 semester, Jaquetta created appointment slips for the Spring 2010 semester which would include the student's name, contact info (phone number and email address), the date and time that they are scheduling, and any specific information about what they are needing assistance with (e.g. MLA or APA formatting, citations, grammar, thesis statement, etc), so she can be prepared with resources applicable to the session.

Advertisement:

In order to advertise the service, a flier is posted each semester listing the tutor's available walk-in times and contact information. A press release appeared in the Riverhawk Daily, offering more information to the student body; however, the most successful method of advertisement for the tutoring service continues to be word-of-mouth. Multiple professors have referred students to the library for evening and weekend tutoring. Many of the students tutored express satisfaction that a tutor is available to help them during these times, when the University Writing Center is closed.

Considerations for the future:

- Create an online calendar to keep track of appointments and sessions
- Increase resources available on Permanent Reserve for tutoring purposes
 - Updated style manuals
 - Thesaurus
 - Dictionary
 - English textbooks
- Improve the experience for students by establishing a tutoring station
- Advertisement – review and update publicity
 - The Riverhawk Daily
 - Fliers
 - NSU Updates mass email

Library Disability Services Committee Report

2009-2010

Chair: Brande Flack (until October 2009)

Members: Peggy Kaney, Rickey Ray, Donna Graham, Rachel Whitaker, Josh Horner

With the departure of Brande Flack in October, the committee went inactive. However, the Assistive Technology Room continued to show significant usage throughout the year. Usage is self-reported by the patrons using the equipment by placing tally marks on a form inside the assistive technology room. The following table shows the usage for 2009-2010:

	WYNN	Zoom	Dragon	JAWS	Track Ball	CCTV
June	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.
July	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.
August	4	5	0	0	0	0
September	9	11	0	10	4	0
October	3	10	0	12	15	0
November	1	9	0	2	1	0
December	1	11	0	4	5	0
January	0	12	0	0	4	0
February	0	19	0	3	11	0
March	0	15	0	1	11	0
April	0	7	0	5	6	0
May	0	5	0	2	4	0
Total	18	104	0	39	61	0

It should be noted that the sign-in sheets for June and July were not available for this report. The lack of use of both Dragon Naturally Speaking as well as the CCTV show opportunities for further marketing and training in the use of these resources.

Goals for 2010--2011

- Reactivate the committee with a new chair
- Continue to evaluate the assistive technology needs at the Library
- Develop training for the assistive technology resources
- Plan and implement marketing for these resources

INDIVIDUAL FACULTY ANNUAL REPORTS

Annual Report
Peggy Kaney, 2009/2010

Evidence of Meeting Tenure and Promotion Criteria

Job title and responsibilities:

- Resource Coordinator for College of Education through October 2009
- Director of User Services through Spring 2010
- Assistant Dean of Libraries starting in Spring 2010
 - Direct supervision of 4-5 FT and 3 PT staff members, 1 PT Librarian, 1 PT student worker, indirectly responsible for 30-35 PT student workers in the department

A. Effective Classroom Teaching

Taught 23 bibliographic instruction sessions for the College of Education and First-Year Experience

Instructor for ORIE 1002 (Fall 2009, 2 credits, 25 students)

Instructor for ECED 4113 (Fall 2009, 3 credits, 25 students)

B. Scholarly Activities

1. Scholarship of Teaching

Revised assignments for ECED 4113 (Fall 2009)

Updated library instruction webpages for the College of Education in Fall 2009

Developed and taught online version of class LI831--Information Resources and Services for Children for Emporia State University School of Library and Information Management

Revised and taught online version of class LI832--Information Resources and Services for Young Adults for Emporia State University School of Library and Information Management

2. Scholarship of Discovery

Continuing doctoral student in Library and Information Management, Emporia State University, Emporia, Kansas. Successfully completed 3 qualifying examinations during this reporting period, began preparing for Research Proposal.

3. Scholarship of Integration

Coordinated the selection of materials for the JVL Youth Collection—Fall 2009

Coordinated the selection and weeding of materials for Education and Psychology—Fall 2009

Assisted Education and Psychology faculty with specialized research projects

Guided students with individual research projects

4. Scholarship of Application

Presentations:

Keynote speaker at OK-ACRL COIL annual summer workshop: *unCOLled: Participatory Learning in the Age of the Unengaged* on July 17, 2009

Guest lecture on *Puppetry with Children* for ECED 4113 on Feb. 24, 2010

Community Visits to the John Vaughan Library:

- Nov. 19—Muskogee Headstart visit to the library—storytime and library information
- Mar. 4—Tahlequah Middle School research activity—library resource instruction and assistance

Publication:

Kaney, P.L. (May-June 2010). [Review of the book *Great group games: Boredom-busting, zero-prep team builders for all ages* by S. Ragsdale and A. Saylor]. *Oklahoma Librarian*. 60(3), 23.

C. Contributions to the Institution and Profession

Library:

- User Services meetings (Chair)
- Reference meetings—through October 2009
- Library Statistics committee
- BA Education Librarian search—summer/fall 2009
- Director's Council
- Tenure and Promotion Committee
- Information Commons Committee (Chair)
- Library Strategic Planning Committee
- Library Disability Services Committee

University:

- Faculty Development Committee (Chair)—through September 2009
- Institutional Review Board (member)
- American Democracy Project (member)
- Student Disability Advisory Board (member)

Community:

- Eastern Oklahoma District Library Board (member)—through November 2009

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

Assistant Dean of Libraries, overseeing Library User Services (Access Services and Government Information), including the direct supervision of 4-5 full-time library technicians, 3 part-time technicians, 1 part-time faculty librarian, and indirectly responsible for 30-35 PT student workers in the department.

Chaired regular meetings of Library User Services

Participated in collaborative efforts between all branches of NSU Libraries in ILL/DD, Reserve, and Circulation

Maintained and updated Circulation Parameters in Millennium

Coordinated grant writing efforts for three grants—two submitted during spring 2010

Assisted with hosting 3 Government Information workshops:

- *Getting Ready for Census 2010*, September, 2009
- *American Indian Resources from Federal Websites*, December, 2009
- *Healthy Aging in Your Library*, May, 2010

E. Workshops/Conferences Attended

Attended NSU Human Resources Training on multiple occasions including *Performance Appraisal*, *Hiring the Best*, and *EAP*, 2009-2010

Attended *eLearning Institute* at Emporia State University, June 1-3, 2009

Attended *Federal Depository Library Conference and Council Meeting*, Washington, DC, October 18-20, 2009.

Attended *Textbook Evolution: Texts in the 21st Century* conference, March 5, 2010

Attended Oklahoma Library Association annual conference, April 2010

Susan Woitte, Instructor

Scholarly Activities

1. The Scholarship of Teaching and Learning

- Revised and co-taught online course, LIBM4611 Electronic Information Retrieval, Fall semester
- Created activity and scheduled faculty and staff to provide library instruction to all College Strategies OREI 1002 students during the fall and spring semesters.
- Taught library instruction to 8 College Strategies sections during the Fall and Spring semesters.
- Taught library instruction to 7 Composition I and II sections.
- Co-taught 3 instruction sections about Copyright and Fair Use.
- Created a video, audio files and tutorials to support library information literacy.
- Collaborated with other library faculty to provide government resources to students and faculty.
- Led library tour and orientation to 3 groups visiting from community schools.
- Provided library instruction at the Public Service Desk 7 hours a week.

2. The Scholarship of Discovery

- Hosted Public Access Assessment visit and inspection by Government Printing Office representative November, 2009.
- Performed annual review of depository selection criteria.

3. The Scholarship of Integration

- Member of Oklahoma Library Association.

4. The Scholarship of Application

- Attended Federal Depository Library Conference and Council Meeting, Washington, DC, October 2009.
 - Co-Presented "Sweet Tweets: Government and Social Networks"
- Attended Annual Meeting of Depository Librarians, Oklahoma City, November 2009.
- Attended Center for Teaching and Learning Blackboard workshops, Tahlequah, January, 2010.
- Attended Copyright workshop, Oklahoma City, April 2010.
- Attended 38th Symposium on the American Indian, Tahlequah, April, 2010.
 - Co-Presented "Websites about American Indians from Federal Government Agencies"
- Attended Oklahoma Library Association Conference, April 2010.
 - Co-Presented "Opening Doors to Open Access" poster
- Attended Metrodocs Meeting, Claremore, May 2010.

- Co-Presented “Oral History Resources.”

Contributions to the Institution and Profession

- Served as a member of the NSU Employee Appreciation Committee.
- Served as secretary of the JVL Reference Department and maintained a web site to provide access to the meeting minutes.
- Served as a member of the JVL Tutorial Committee.

Performance of non-teaching semi-administrative or administrative duties

- Hired and supervised 2 work-study students.
- Hosted 3 workshops; “Getting Ready for Census 2010” September, 2009, “American Indian Resources from Federal Websites” December, 2009, and “Healthy Aging in Your Library” May, 2010.

NORTHEASTERN STATE UNIVERSITY

JOHN VAUGHAN LIBRARY

CENTRAL TECHNICAL SERVICES

ANNUAL REPORT

2009/2010

REDUCE, REUSE, RECYCLE



Northeastern State University

Central Technical Services

Annual Report 2009/2010

Reduce, Reuse, Recycle – Appreciate and Celebrate Valuable Employees

Annual reports usually focus on numbers and activities. They point out the difference between one year and another. They chart progress and outline goals for the future. All of these details and statistics can be found in the individual Technical Services Department reports. Annual reports rarely focus on people and the value they bring to an organization. I would like to take this opportunity to celebrate the accomplishments of individuals in Technical Services as they relate to our workflow and the work that was performed this year.

Acquisitions. Harriett Hobbs, after 38 years in the library, has expertise that is undeniable. The efficiency she brings to the library is in years of working with vendors and careful observation. She can select the best way to obtain material at the best price and extends our buying power with every decision. She is flexible and effortlessly dealt with extra orders at the end of the year. She drops what she is doing to respond to information requests or requests for yet another budget projection. She spends a lot of time on the phone dealing with customer service departments and keeps at it until we get the invoice or agreement that we need. She keeps her eye on lots of details and helps us avoid problems in more areas than just her own. She also helps motivate people around her with her easy going attitude.

Samantha Clifford brings great efficiency to ordering and receiving monographs and other materials and invoices. Her desk is always clean and every task is performed quickly. She is a helper. She helps in Reference, is learning to catalog different kinds of materials and is helping in processing. When it is Curriculum Review Center time, she tackles the job with extra effort. Samantha works hard, but never lets you see her sweat. Always cheerful, she also helps the library by being our Care coordinator, showing fellow employees we are thinking of them.

Elizabeth Hamilton efficiently claims missing periodicals. She regularly reviews the claim lists for anything to send to EbscoNet. She especially focuses on issues needed for binding so that we can bind the most complete volumes. She never lets the “grass grow under her feet.” Her tasks are always performed in a timely manner. She also regularly sorts materials for the catalogers and helps us make the most of book trucks by combining trucks and finding empty book trucks

Cataloging. Jackie Schumaker coordinates all cataloging. She is a constant source of answers for all catalogers. Jackie keeps up with the rules and details so that she always has an answer for us. She patiently trains catalogers and has expanded the expertise of Jenifer, Samantha, Jeanne and Lou Ann by leading them into cataloging new types of materials. Each person performs at a higher cataloging level now because of Jackie’s help. In addition, she works diligently on original cataloging and handles numerous requests for rush material. Each year she has increased the number of AV items cataloged.

Lou Ann Rhea is the foundation of our monograph cataloging effort. Over the years, Lou Ann has built considerable expertise in cataloging. There is rarely a monograph she can’t catalog. She watches out for the order of cataloging and maximizes her time by concentrating on things in priority order. She still finds time to produce the harder things, like Rand. Then she coordinates the movement of materials through processing and out the doors. The quality of her work is always excellent. She also devotes extra time to making sure rush requests are filled as quickly as possible. She keeps us organized with supplies and finds us better tools at better prices.

Jeanne Pry is a steady producer of an amazing variety of types of materials. She catalogs serials, monographs, Y Collection, Curriculum Materials and music. If you put a truck of materials in Jeanne’s area, she handles it quickly along with all her other work. This year I increased the number of music scores I gave her each month and she took them in stride and completed each month quickly. Her quality is consistent and she often goes the extra mile and processes her own material to make sure it keeps moving along.

Jenifer Rogers also works with a variety of materials. She generally catalogs monographs and AV. Her special expertise is in mastering the complexities of multi-campus and multi-location titles. This requires careful attention to detail and she excels in this area. She also organizes Curriculum Materials for the catalogers and keeps up with pulling older editions and relocating

materials that usually come to our area on multiple book trucks. She is our student supervisor and helps us place students in appropriate jobs and then helps to keep them busy by coordinating extra tasks when needed.

Samantha has been helping in cataloging and has cataloged videos, books and is now working on Curriculum Materials. She is very brave because she has seen these materials as she receives the Curriculum Materials and then is willing to help on the other end with cataloging them. This is often a formidable task because of the quantity of materials, the variety of objects in sets and the detail of labeling and housing that they require.

Harriett set goals for cataloging periodicals and serials this year and has cataloged quite a bit. In addition to the usual serials, during a generous moment, she volunteered to help catalog some large, complicated Curriculum Materials sets. They have taken most of the year in addition to her other tasks, but she is conquering them. She sets goals and reaches those goals with tenacity.

Casey Woodard, during her five months with us, learned documents cataloging quickly and accurately. She made significant contributions to keeping materials moving through on a timely basis. Now that she is gone, that efficiency is being missed.

Collection Maintenance. Elizabeth has been our bindery technician for many years. She works independently and resourcefully to send at least 150 items every three weeks. She stepped up this year and has helped in many valuable areas. She has taken on the Book Sale, Better World Books and recycle rotation and has done an excellent job. The Book Sale is always neat, rotated and materials displayed for better sales. She organizes book trucks and boxes in order to keep materials moving. She also has withdrawn a large number of items throughout the year, fitting this task in around her other assignments. She also sorts all the library incoming mail and makes sure everyone gets their mail daily in the library. I never have to worry about any of her jobs getting done, she makes sure she has a backup or a backup plan.

Jeanne makes sure newspapers and magazines get out to the shelves quickly. She trains and supervises our student, but when the student is not here, she does the job herself. Just as she

does in cataloging - bindery volumes, Reference subscriptions and withdrawn serials all come to her area throughout the year and don't wait long before they move along in the process. She is really good at organizing her work and getting it all done.

Jenifer handles all of the odd things returned to Technical Services. She moves books from any collection to any other collection or adds copies and volumes of monographs often requiring complicated planning of processing, item information and OCLC holdings or card production. Often these materials arrive without warning and in quantities, but Jenifer tackles them in an organized manner.

In addition to her other work, Samantha files loose-leaf titles in Reference. You will rarely find the items waiting to be worked on. As soon as they get to her area, she works on them quickly.

Amanda Massey has been withdrawing materials from the weeding project. As she and I have discussed, this is mind numbing work, but Amanda works through each truck good naturedly and keeps up with the demand. She has been especially good at organizing her time to respond to the erratic flow of gift materials. Just as she breathes a sigh of relief after a large gift is finished, another comes in the door. Again, she is good natured about the workflow and keeps on working. She has recently volunteered to help out in other areas of Technical Services during the summer, which is greatly appreciated.

Technical Services is fortunate to have benefited from the loyalty and excellent work of all of our valuable employees. I am proud of what we have accomplished this year and I look forward to another positive report next year. Following are department reports, individual activity reports and our annual statistics.

Linda H. West

Technical Services Director

Acquisitions Annual Report, 2009/10

The Acquisitions Department is responsible for placing orders requested by the Resource Coordinators (selectors) for all three campuses in a timely fashion. The department also is responsible for tracking expenditures for over 300 funds established on Millennium. Budget estimates for material expenditures for the fiscal year are also prepared in this department. The department also provides financial information as requested by the Resource Coordinators as needed for program reviews or other needs. A good working knowledge of the history of the library's relationships with the various vendors and with the policies of the university business office and the state auditor's requirements help the Acquisitions Librarian perform the various duties required. The unstated goal each year for the Acquisitions Department is to process orders as quickly as possible and to aid the Resource Coordinators in expending their funds by establishing benchmarks and sharing financial information in a timely fashion.

Department Personnel:

The Acquisitions Department consisted of Harriett Hobbs (Acquisitions Librarian), Samantha Clifford, Elizabeth Hamilton, Jose Cadengo (resigned in October), and Amanda Massey (began in November). Austin Patton served as the Acquisitions student assistant for the fall and spring semesters on a half-time basis. Austin was shared with check-in during this time. Diane Morgan, Secretary to the Library Dean, continued to support Acquisitions through the handling of invoices between the Library and the Business Office.

Budget (Tahlequah & Muskogee campuses):

Initial 02402 Library Acquisitions allocations were Operating Expense: \$23,928 and Library Books: \$747,272 for a total of \$771,200. The library materials budget was finalized at \$671,579 for the Tahlequah and Muskogee campuses. The budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 53,060.00
Serials-Continuations, online	\$ 256,074.00

Serials-Periodicals, paper	\$ 101,827.00
Serials-Periodicals, online	\$ 103,064.00
Serials-Periodicals, microform	\$ 18,521.00
Serials-Periodicals, pay-per-view	\$ 5,000.00
Firm orders-books/AV/electronic	\$ 61,000.00
Firm orders-approvals	\$ 10,000.00
Bindery	\$ 15,000.00
OCLC usage & Illiad	\$ 22,420.00
MARCIVE bibliographic records	\$ 2,975.00
Additional late allocation	\$ 22,000.00
Total	\$ 671,579.00

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The additional late allocation was from funds left unallocated at the beginning of the year because of concern over the state budget situation. Although the funds were in the JVL budget, the allocation was divided between the Tahlequah and Broken Arrow campuses. Tahlequah received \$12,644 and Broken Arrow received \$9,508.

The Etter and other special funds were pulled down in the spring and were divided between the Tahlequah and Broken Arrow campuses. Archives and Special Collections also had carryover from fy09 to augment their allocations. The total special funds available this year was \$14,794.84.

Fund	Allocation
Archives	\$3,307.47
Reference	\$2,827.47
Special Collections	\$3,760.31
General library	\$ 490.00
Used Book Sale (JVL)	\$2,792.72
Used Book Sale (BA)	\$1,616.87

Without the Etter and other special money, the total of funds available for material purchases for the Tahlequah and Muskogee campuses in fy10 was \$662,071 compared with \$656,706 in fy09. Over 85% of the total library materials budget remains allocated to continuing resources, which continues to be an area of concern.

Budget (Broken Arrow campus):

The initial 02471 Broken Arrow Library allocation was Equipment: \$45, 976. Equipment has traditionally been the source of Broken Arrow materials purchases. The library materials budget was finalized at \$37,010 for the Broken Arrow campus. The funds came from only the campus allocation.

The budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 4,004.00
Serials-Continuations, online	\$ 4,836.00
Serials-Periodicals, paper	\$ 11,470.00
Serials-Periodicals, online	\$ 0.00
Serials-Periodicals, microform	\$ 0.00
Serials-Periodicals, pay-per-view	\$ 0.00
Firm orders-books/AV/electronic	\$ 10,700.00
Firm orders-approvals	\$ 0.00
Bindery	\$ 3,000.00
OCLC usage	\$ 3,000.00
Total	\$ 37,010.00

Without the book sale money, the total of funds available for material purchases for the Broken Arrow campus in fy10 was \$46,518. It continues to be an area of concern that the Broken Arrow materials budget has not substantially changed since the campus was created. Even with the main campus paying for the majority of online products for all campuses, the Broken Arrow campus is being challenged to provide their increasing number of students with resources.

Millennium Acquisitions module:

Because of orders placed late in the fy09 year, we continued to have delays in beginning the new fiscal year on Millennium. We processed 184 invoices on temporary vouchers between July 1 and September 29, 2009. After the fiscal year roll-over in early October, we began posting both the invoices sent through on temporary vouchers and the new invoices as they

were received. By the end of October we were caught up with all invoice entry. We began placing firm orders in July 09 and by December we had placed 965 orders. Unfortunately, between December and May, 1,258 orders were placed. We did better this year in getting 64.3% of the firm orders placed between September and February. The number of orders placed in the March to May period is still higher than would be desirable to end the fiscal year.

Summary of firm orders placed: 2009/10

	Jun-Aug	Sept-Nov	Dec-Feb	Mar-May	Total
Print	180	693	613	490	1,976
AV	40	52	73	82	247
Percentage	9.9%	33.5%	30.8%	25.7%	

The relationship between book and AV orders remained at 11% as it was in fy09.

We are still having delays between the Budget Office and the Business Office requirements in regard to which budget line certain classes of materials are paid out of. Unfortunately, once again, although our budget requests and purchase orders were submitted that way, the initial allocations were not set up that way and funds transfers had to be made before purchase orders could be established and invoices paid. This causes delays in many of our subscription payments for databases services that renew in July.

Samantha has continued to post expenses for the operating budget as they occur. As of the middle of June 2010, we have almost \$101,000 in operating expenses on Millennium. This is less than half of the operating budget.

Ordering and receiving:

Firm ordering for fy10 began in July 2009 and continued through May 2010. The number of firm orders placed this year was divided between the 3 campuses:

	Ordered	Received
Broken Arrow	355	308
Muskogee	16	16
Tahlequah	1,831	1,941
Total	2,202	2,265

We saw a small decrease in the number of orders placed this year over the 2,382 orders placed for the three campuses in 2008/09. The formats of the orders placed continue to be varied: books (print), books (electronic), scores, audio books, CDs, DVDs, video recordings (VHS), and realia made up the variety of material.

Approval plans:

Both of our approval plans are down in respect to the number of books shipped this year. The Blackwell Approval Plan was funded at \$7,251 in fy10. As of the end of May, the Blackwell program resulted in 234 titles spread over 6 fund codes for a total expenditure of \$6,844.

The Elsevier Butterworth/Heinemann optometry/ophthalmology approval program was funded at \$3,387 for fy10. As of the end of May, we have received 16 books from this approval program totaling \$1,861. In fy09 our expenditure in this program was \$3,112 for 25 books.

The two approval programs resulted in 250 titles received compared with 268 titles in 2008/09.

In late June or early July, our approval plan with Blackwell will be moved to YBP (Yankee Book Peddler), which purchased the US division of Blackwell. Harriett will be undergoing training with YBP's database and then in turn will be providing access and training to Samantha and the Resource Coordinators for use in collection development.

Annual serials review:

Although the date for release of the annual serials review was moved up to mid-January from March, the review production went very smoothly again this year. The lists were distributed on January 26th to the Resource Coordinators as Excel attachments to e-mails. This year, at the Resource Coordinators' request, each coordinator received only their sections. Because of the large number of cancellations in fy10, only 22 titles were selected for cancellation in fy11 and of these 14 were for Broken Arrow.

Pay-per-view:

The OCLC FirstSearch ECO pay-per-view service was changed to a mediated search service in July 2008. For fy10, we have purchased 4 articles for a total cost of \$160 or \$40.00 per article.

The Ovid pay-per-view of a limited number of optometry journals showed some usage in 2009/10. Twenty-four articles were requested at a cost of \$911.80 or \$37.99 per article.

Gifts:

For 2009/10, the amount of gifts received increased dramatically. Jose and Amanda received, acknowledged and pre-searched 4,028 items. This compares to the 1,565 items received in 2008/09. Among the gifts received were a large collection of World War II material, other political science collections, a large law collection, and optometry material. An additional 978 items were received by Samantha as part of the annual curriculum review center deposit program.

The Broken Arrow campus has continued to acquire gifts as well, with 1,598 items received there. This brings the total for the two campuses to 6,604 gift items.

During 2009/10, we begin to create more order records on Millennium for gifts, as part of the phasing out of the manual T-slip file. 1,152 gift items had records created on Millennium for fy10.

Claims:

Claims for subscription items are up this year as Elizabeth has continued to adjust expected dates on check-in cards. We submitted 577 claims for the Tahlequah campus and 89 claims for the Broken Arrow campus, for a total of 666 for 2009/10. This compares to 595 claims which were processed in 2008/09. As usual, we had problems getting second copies of specific titles for Muskogee. Lisa Gardner, our new service representative in the Ebsco Birmingham Office, has been very helpful in resolving some of our problems.

Missing Issues:

One of our goals for 2009/10 was to focus on the missing issues problem. During April and May 2010, Harriett examined volumes with issues missing from 1998 to 2000. 46 volumes were sent to the bindery with incomplete notations; 14 volumes were withdrawn because of the amount of material missing; and 155 issues were replaced so the volumes could be bound. We continue to use both USBE and Absolute Backfile Service, as well as the EBSCO missing copy bank to replace issues. We spent \$1,812 on missing issues this year for all three campuses. Elizabeth assisted in this project by preparing the volumes for the bindery and several students assisted Harriett by pulling the issues from the shelves.

Continuations:

Jeanne Pry is receiving and passing invoices back to Acquisitions for continuations and for numbered monographic series as part of the process of checking in the volumes. Samantha creates order records for the un-numbered monographs on standing order. On selected services such as Brookings, ERS, and ACSD, she is creating order records on Millennium, so that the books can go directly into cataloging.

Annual review of web pages:

The annual review of the newspaper web pages was not done this year due to Austin's limited time in Acquisitions. We will try to check the links this summer if possible. Otherwise, this will be a priority for Austin in the fall.

Electronic licensing of individual periodical titles:

The second goal for Acquisitions for 2009/10 was to address the continuing problem of licensing of electronic versions of individual periodical titles. Phase one of this effort was to gather information to correct the entries with Serials Solutions so false expectations would not be raised about availability. During June and July, Harriett checked 257 entries and determined that for 150 titles access was available. 63 titles were reported to Linda as cancelled so they could be removed from Serials Solutions. Work on the remaining problematic titles was to occur in April and May after ordering was completed. Unfortunately, we were still ordering during these months so this portion of the goal was not completed.

Goals for 2010/11

Although we were successful to some extent in reducing the backlogs in electronic journal licensing and in missing issues, we still did not make the progress we were hoping for. Because of that we are going to change the parameters slightly to align better with slow times in Acquisitions.

1. Beginning in the summer (June/July), focus on the licenses for the electronic magazines available through EBSCO's EJS service. In the first round, verify all titles which are currently enabled and identify any titles which have been cancelled. Prepare a list of active titles for submission to Serials Solutions by August. Team members involved: Harriett and Samantha.
2. After the first round is completed, in February/April begin activation of electronic titles which require additional licensing work. Goal of 40 titles during this phase. Team members involved: Harriett and Samantha, with some student help.
3. During the fall (October/December), focus on the periodicals missing issues file, by either finding replacements or making final decisions as to continued retention for issues missing in 2001-2003. Team members involved: Harriett and Elizabeth, with some student help.
4. If time and bindery budget allows, continue with 2004 missing issues in April/May. Team members involved: Harriett and Elizabeth, with some student help.

Conclusion

In all of the activities of the Acquisitions Department, we strive to follow the ALA Statement on Principles and Standards of Acquisitions Practice as well as the state and local policies for the purchase of material, while at the same time acquiring the materials requested from the best source, balancing cost and service-added elements. We have successfully filled 55 orders from the out-of-print market along with the other 2,147 orders placed from more regular sources. We have only 5 orders from this year's submissions that are currently unavailable. These will be continued to be searched periodically through the print and OP markets in the hopes that we can supply the requests. For the most part, 2009/10 was a successful year for Acquisitions. Orders were placed and received promptly, invoices were passed in a timely manner, claims

were placed so that replacement periodical issues could be obtained, and gifts were received, acknowledged, and searched in record numbers.

ALA Statement on Principles and Standards of Acquisitions Practice

In all acquisitions transactions, a librarian:

1. gives first consideration to the objectives and policies of his or her institution;
2. strives to obtain the maximum ultimate value of each dollar of expenditure;
3. grants all competing vendors equal consideration insofar as the established policies of his or her library permit, and regards each transaction on its own merits;
4. subscribes to and works for honesty, truth, and fairness in buying and selling, and denounces all forms and manifestations of bribery;
5. declines personal gifts and gratuities;
6. uses only by consent original ideas and designs devised by one vendor for competitive purchasing purchases;
7. accords a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions;
8. fosters and promotes fair, ethical, and legal trade practices;
9. avoids sharp practice;
10. strives consistently for knowledge of the publishing and bookselling industry;
11. strives to establish practical and efficient methods for the conduct of his/her office;
12. counsels and assists fellow acquisitions librarians in the performance of their duties, whenever occasion permits.

Developed by the ALCTS Acquisitions Section Ethics Task Force; endorsed by the ALCTS Acquisitions Section and adopted by the ALCTS Board of Directors, February 7, 1994.

<http://www.ala.org/ala/issuesadvocacy/proethics/explanatory/acquisitions.cfm>

Cataloging Department Annual Report, 2009/2010

We begin our Cataloging Department annual report this year with answers to these questions:

What is cataloging? What does it take to make a good cataloger?

Cataloging is the process of creating entries for a catalog; it includes bibliographic description, subject analysis, assignment of classification number, and activities involved in physically preparing the item for the shelf, such as barcoding, labeling, and processing. The goals (or purposes) of cataloging are to enable a library patron to find an item for which either the title, the author, or the subject is known; and to show what the library has by a given author, on a given subject, or in a given kind of literature.

The development of a good cataloger does not happen overnight. It takes years of experience to develop the skills and expertise that go into being a good cataloger. Some of the skills needed are:

1. To learn the ins and outs of searching the OCLC database, using all possible search strategies, and to analyze the search results and select just the right record for the piece in hand from among the over 63 million records in the database – and to recognize when there is no record for the piece in hand, which then needs to go to a librarian for original cataloging.
2. A thorough understanding of all the MARC fields, subfields, indicators, geographic and language codes, and to be able to determine at a glance how much editing a record needs.
3. A thorough understanding of AACR2 cataloging rules (for all formats) and LC Rule Interpretations.
4. Expertise in every format – monographs, serials/periodicals, music scores, videorecordings, sound recordings (music and non-music), maps/globes, kits, computer files and online electronic resources, microforms, posters, realia, etc.
5. Expertise in a variety of foreign languages (we've recently cataloged items in Japanese, Spanish, Cherokee, Choctaw, and Creek; have Russian scores awaiting cataloging).
6. An excellent understanding of all the Library of Congress classification schedules and tables, of shelflisting rules and the LC Cutter table, and also of Dewey classification, tables, and cuttering, and of the federal and state document classification systems.
7. Expertise in the use of the software and various tools that are needed for cataloging.
8. Expertise in LCSH – Library of Congress Subject Headings and also in children's subject headings.
9. A thorough understanding of the local online catalog – creating, maintaining, editing records, etc.

10. Knowledge of subjects and persons of local interest which might not get added to records created by the Library of Congress and other cataloging agencies, but which would be beneficial as access points for our local stakeholders.

Cataloging Department Personnel:

The three librarians are: Jackie Schumaker (Cataloging Department supervisor), Linda West, and Harriett Hobbs. The library technicians are: Lou Ann Rhea, Jeanne Pry, Jenifer Rogers, Samantha Clifford, Rikki Warner (until June 5, 2009) and Casey Woodard (August 24, 2009-January 28, 2010). We are fortunate to have a staff of well-trained, highly skilled, dedicated individuals.

Areas of expertise of each cataloger are:

1. Linda: music (sound recordings and scores), government publications (federal and state), cataloging of electronic resources, MARC format for serial holdings, serial check-in, original cataloging
2. Harriett: serials/periodicals cataloging, Y Collection cataloging, curriculum materials cataloging, original cataloging, OCLC Union listing
3. Jackie: audiovisual cataloging; computer file cataloging; maps/globes, realia and other special formats; monographs, Y Collection, curriculum materials; original cataloging; foreign language expertise (formal study of Spanish, French, Portuguese, Italian, German, Russian, and Greek, and ability to catalog in a variety of other languages, including Native American languages); daily headings report; authority control; problem solving
4. Lou Ann: complex monographic cataloging, Y Collection cataloging, curriculum materials cataloging, processing
5. Jeanne: serials cataloging, Y Collection cataloging (including Spanish), monographic and curriculum materials cataloging, music score cataloging, serials check-in, OCLC Union listing
6. Jenifer: audiovisual cataloging, computer file cataloging, Y Collection cataloging, monographic and curriculum materials cataloging, pulling and organizing curriculum materials, creating statistical reports, assisting with headings report and authority control
7. Samantha: the newest cataloger – still in training for monograph, curriculum material, and audiovisual cataloging; authority control

In addition to the librarians and paraprofessional staff, we were assisted by several good student workers. Our Processing Assistants were: Geralynn (Sunshine) Blassingame (summer 2009), Josh Coleman (September 9-November 19, 2009), and Cortney Lancaster (February 25, 2010-present). We received additional help from Kalib Webb, Bindery/Deprocessing Assistant, and from Rebelie Morrison, library office student worker.

We began 2009/2010 with some personnel-related challenges. Rikki Warner resigned on June 5, 2009, creating a gap in coverage of document and curriculum materials cataloging. That position was filled in August 2009 with Casey Woodard, who then left in January 2010. At that time the position was moved from Technical Services to User Services, requiring re-distribution of tasks among the remaining department members. We also began the year with Lou Ann Rhea on medical leave due to an injury. Fortunately, we still had our well-trained Processing Assistant, Sunshine. Jeanne and Jenifer helped with processing, and Samantha stepped up and took over some of Lou Ann's duties and kept materials moving out of the room in a timely manner.

Goals for 2009/2010:

The Cataloging Department goals for 2009/2010 continued to focus on eliminating backlogs:

1. SPC Indian Symposium videos (goal: to do 2 years in summer 2009 and 1 more year, fall 2009-spring 2010)
2. Periodicals/Serials cataloging (goal of 10 titles per month, or a total of 100 titles for the year)
3. Music cataloging (goal of 20-25 scores and 5-10 CDs per month)
4. Audiovisual cataloging (goal of 25 titles per month)
5. Original cataloging (goal of 5 titles per month)
6. Curriculum materials (goal was to begin training Rikki, summer 2009, and to finish cataloging Reading and get halfway through Foreign Language and Vo-tech by Jan. 1, 2010)
7. Y Collection (goal of at least 20 titles per month, per cataloger (Jeanne, Jenifer, and Lou Ann), for a grand total for the year of at least 720 titles)
8. Electronic cataloging (goal: to catalog at least one collection a year and to investigate whether we can buy the catalog records)

Progress on Goals:

We have succeeded in eliminating some of our backlogs this year! We have eliminated the backlogs of: spoken sound recordings (CD and cassette) and VHS videotapes. We have also almost eliminated the backlog of CD-ROMs – all that remain are two requiring original cataloging for JVL and a half dozen or so requiring original cataloging for Broken Arrow. We also eliminated a backlog of Special Collections audiovisual materials with the exception of two DVDs in Cherokee and Creek, which require very complex original cataloging. Linda has the music sound recording backlog down to a half dozen or so titles requiring original cataloging. In

addition, there is no longer a backlog of Y Collection cataloging. Approximately half a truck remains to be done.

We exceeded our goals in the areas of music cataloging, audiovisual cataloging, Y Collection cataloging, and original cataloging. We had to adjust our goal for curriculum material cataloging – instead of training Rikki, we began training Casey, and then, Samantha. Harriett provided a great deal of assistance by cataloging some older, problematic sets, many of which required original cataloging. We finished cataloging Reading, Foreign Language and Vo-tech materials and began cataloging math this spring.

Linda met her goal of cataloging at least one electronic collection a year by cataloging the Stat!Ref collection.

We are very proud of these accomplishments and of our record highs in audiovisual cataloging and original cataloging.

Training:

Linda spent a great deal of time from August 2009 to January 2010 training Casey on Oklahoma and federal documents cataloging, and Jackie spent a lot of time training her on curriculum materials cataloging.

Jackie trained Jenifer in cataloging video recordings of plays by Shakespeare.

Samantha received some additional training from Jackie in DLC monograph cataloging, video cataloging, and authority work and also began training in curriculum materials cataloging in March 2010.

Jeanne received some training from Jackie in cataloging Y Collection graphic novels.

Zac Thorp came over from Broken Arrow in April 2010 for some training in cataloging monographs from Jackie.

Monograph Cataloging:

This year we produced 3,526 new print monographic titles (monographs, scores, curriculum materials, and Y Collection) for the Tahlequah and Muskogee campuses, a 19.2% increase over last year's total of 2,958. Monographic production for Broken Arrow (monographs, curriculum materials, and Y Collection) was 874, down from last year's total of 985.

We continued receiving books on two approval plans. 196 new approval titles were cataloged in 2009/2010 – a 16% increase over last year's total of 169. Approvals were cataloged by Lou Ann (133), Jenifer (47), Jeanne (13), Jackie (2), and Linda (1).

Curriculum Materials:

Curriculum materials cataloging increased from 32 titles in 2008/2009 to 357 titles for Tahlequah and 60 titles for Broken Arrow in 2009/2010, for a grand total of 417 print titles. Accompanying those titles were 1,725 print volumes for JVL and 166 print volumes for Broken Arrow, along with several AV volumes. In addition, one title was a DVD, and five titles were kits, bringing the grand total for all formats and campuses to 423.

We cataloged several problematic sets from the backlog in the subjects of Reading & Literature, Science, and Social Studies. Other subjects cataloged this year were: Computer, Vocational, Health/Safety/PE, Music, Personal Financial Literacy, Foreign Language, Language Arts, and Math. Curriculum materials cataloged on the Tahlequah campus were cataloged by: Casey, Harriett, Jackie, Lou Ann, Jeanne, Jenifer, and Samantha. Pamela cataloged 10 of the 60 Broken Arrow titles, and Jenifer and Jackie cataloged the rest. Approximately 16.3% of the total of 423 titles (69 titles) required original cataloging; these were done by Harriett and Jackie.

Y Collection Cataloging:

We began the year with both sides of a range of shelves full of Y Collection books (one side for JVL, the other side for Broken Arrow, Muskogee, and Spanish language titles). We ended the year with one side of the range completely empty and approximately half a truck remaining on the JVL side.

Y Collection cataloging was done by Lou Ann, Jeanne, Jenifer, and Jackie. We cataloged 737 Y Collection titles for Tahlequah and Muskogee and 212 titles for Broken Arrow, for a grand total of 949 – exceeding our goal of 720 titles for the year by 229 (32%). Pamela cataloged an additional 18 Y Collection titles for Broken Arrow.

Serials/Periodicals Cataloging:

Harriett and Jeanne cataloged serials and periodicals for all campuses. Forty-two new titles were cataloged this year: 28 titles for JVL, 2 for Muskogee, and 12 for Broken Arrow.

Audiovisual Cataloging (other than music):

A comparison of audiovisual cataloging statistics over the past thirteen years (1997/1998 to 2009/2010) shows this to be a record year. We cataloged 441 AV titles for JVL and 81 titles for Broken Arrow, for a grand total of 523. The previous high was in 2008/2009 – 303 for JVL and 114 for Broken Arrow, for a grand total of 417. This represents a 25.4% increase. The third highest amount for that time period was 324, cataloged in 2006/2007.

Audiovisual cataloging was done by Jackie, Jenifer, and Samantha, with Linda cataloging one Broken Arrow CD-ROM music title. Jackie cataloged 67.3% of the total (352 titles), and Jenifer cataloged 30.5% (160 titles). Original cataloging was needed for 33 audiovisual titles – 20 videos (including 11 Special Collections Indian Symposium videos), 2 DVDs, 3 cassette tapes, 3 spoken CDs, and 3 CD-ROMs for Tahlequah and 2 CD-ROMs for Broken Arrow.

Music Cataloging:

Linda and Jeanne continued the second year of a goal to work on a large backlog of gift scores and a medium backlog of gift music CDs. Linda cataloged 201 sound recordings – 154 CDs for JVL and 27 for Broken Arrow, 12 cassettes for JVL and 2 for Broken Arrow, and 6 records for

Special Collections. At the end of the year, only 3 CDs and 4 cassettes remain in the backlog. Jeanne searched, edited and produced about 20 scores per month. Linda reviewed those records for uniform titles, call numbers, music number, and subjects and cataloged an additional ten scores per month, for a total of 402 scores for the year. The goal for the coming year is to double our production to 50 music scores per month.

Original Cataloging:

For the second year in a row, we have excelled in original cataloging. The goal was 5 titles per month, for a total of 60 titles for the year. We accomplished a grand total of 156 titles this year – 127 titles for JVL and 29 titles for Broken Arrow. This represents a 59% increase over last year's grand total of 98 titles for all campuses and a 24.8% increase over the previous high of 125 titles for all campuses, in 2006/2007.

Jackie created 86 original records for OKN (Tahlequah) and 25 for N@U (Broken Arrow), for a total of 111. Harriett produced 40 original records for OKN, and Linda produced one for OKN and 4 for N@U.

Original records were created in OCLC for 28 monographs, 12 Broken Arrow capstone papers, 8 Y Collection books, 1 serial, 69 curriculum materials titles (including one DVD and five kits), 20 videos, 2 DVDs, 3 cassette tapes, 3 spoken sound recordings on CD, 5 music sound recordings (CD and cassette), and 5 CD-ROMs.

Electronic Cataloging:

Linda cataloged electronic resources. Our Ebrary subscription included monthly updates of deletions and additions. Linda deleted 72 Ebrary titles and loaded 4,057 new titles for half the year until the subscription was cancelled. In December, she removed 39,701 Ebrary records from the catalog. This resulted in over 4,000 blind authority records that were deleted by Samantha during the next few months. Linda cataloged one more database of electronic books, StatRef with 138 titles. At the end of the year there were 42,565 electronic books cataloged, an almost 50% decline due to the loss of the Ebrary titles.

Serials Solutions ejournal records were loaded throughout the year:

Records deleted:	157,097
Records loaded:	168,665
Net gain:	11,568

Serials Solutions shows a dramatic gain to a total of 26,293 electronic journal titles and 35,359 copies due to Linda's work with Serials Solutions to add brief records for uncataloged titles. Serials Solutions was also updated to reflect correct access to EJS titles. A number of titles were deleted and most holdings information was edited for these titles.

Oklahoma Documents Cataloging:

Rikki Warner left in June 2009 and Casey Woodard began work in August 2009. During the summer, Linda cataloged Oklahoma documents. She then trained Casey. Casey left in January 2010 for a job in her field in Public Relations. Linda took over documents cataloging on a trial basis as Technical Services lost the documents technician position to another area of the library. Jeanne did all the union listing and Linda did additional cataloging and check-in. We added 847 new titles this year: 295 new titles-print (266 monographs and 29 serials); 4 new titles-microfiche (3 monographs and 1 serial); and 23 new titles-AV/non-print. There were 1,345 electronic documents from the Oklahoma crossroads project added to the catalog with holdings set on OCLC. We also added 501 volumes and copies. The Documents Unit also withdrew 395 items from Oklahoma documents. Titles and volumes added during the year show a significant decline. Next year may see an even steeper decline due to a new law which does not require state agencies to supply print materials to the Oklahoma Documents Clearinghouse. There was considerable growth in electronic records added to the catalog. The total of electronic Oklahoma documents available in the catalog is 2,804.

Government Publications:

For Federal documents, staffing was the same as for Oklahoma documents. We continued to receive shipping lists and full MARC records from MARCIVE, Inc., which were loaded into Millennium by Linda. Weekly record loads totaled 1,392. The total number of monthly record loads was 8,031, with 1,246 overwrites, for an adjusted total of 8,177. This is a slight decline from last year. We barcoded 1,465 titles this year: 780 new titles-print (789 monographs and 1 serial); 628 new titles-microfiche (614 monographs and 14 serials); and 47 new titles-AV/non-print. We also barcoded 679 volumes and copies. There were 7,234 electronic documents added. 15,389 electronic Federal records are now in our catalog. The Documents Unit also withdrew 436 items from Federal documents. The annual inventory of limited retention titles

will now be performed in odd years by Government Information personnel instead of the Technical Services Documents Unit due to the loss of the Documents Technician position.

Rush Cataloging:

Rush cataloging requests this year closely paralleled last year's rush cataloging. We handled 240 rush requests. The 133 print titles accounted for 55.4% of the total, and the 107 audiovisual titles accounted for 44.6% of the total. 110 print titles were rushed for JVL (102 monographs, 7 Y Collection books, and one serial). 23 print titles were rushed for Broken Arrow (14 monographs and 9 Y Collection books). Of the 105 audiovisual titles rushed for JVL, 84 were DVDs, 3 were videos (VHS), 9 were spoken sound recordings on CD, and 9 were music CDs. The remaining 2 were DVDs for Broken Arrow.

Jackie cataloged 42.5% of all rush requests, and Lou Ann cataloged 38.75%. The remaining 18.75% was cataloged by Jenifer, Linda, Jeanne, and Harriett. Four titles required original cataloging (2 monographs, 1 Y Collection book, and 1 CD).

As always, our goal was to get patron-requested rush items cataloged, processed and out of the room within 48 hours or less, usually within one day – and in a few cases, we accomplished this within one or two hours! We even got one title requiring original cataloging out on the same day that we received the request, and another one within one day.

Broken Arrow Cataloging:

77% of all Broken Arrow cataloging was done on the Tahlequah campus by Jackie, Jeanne, Jenifer, Lou Ann, Linda, and Harriett. 23% (230 titles) were done on the Broken Arrow campus by Pamela Louderback and Zac Thorp. 100% of all Broken Arrow original cataloging was done by Jackie and Linda, and 100% of the audiovisual materials was done by Jackie, Jenifer, and Linda.

Processing:

8,208 items were labeled and processed for Tahlequah and Muskogee, and 1,494 items for Broken Arrow, for a grand total of 9,702 – an increase of 1,592 (19.63%) over last year. Our processing student for the summer 2009 was Sunshine Blassingame. We were very fortunate to have her help during Lou Ann’s absence. Fall 2009 we hired Josh Coleman to be our Processing Assistant. He worked from September 9 to November 19, 2009. We were without a processing student for the next three months, and processing was done by Lou Ann, Jeanne, Samantha, Casey, and Jenifer, with some help from Bindery/Deprocessing Student Assistant Kalib Webb and library office student worker Rebelie Morrison. Cortney Lancaster was hired for that position and began work on February 25, 2010, working until the end of the spring semester.

Authorities:

Authority control is essential for effective searching in our local system. Through authority control we improve access dramatically for our stakeholders by providing consistency in the form of headings used to identify authors, place names, uniform titles, series, and subjects.

We accomplish authority control through a variety of methods. Jackie runs the daily Millennium Headings Report and resolves problems such as invalid headings, duplicate records (bibliographic, item, authority, and patron records), duplicate call numbers, duplicate barcodes, etc. She also selects authorities to download from among the list of “Headings used for the first time.” Jenifer prints the report or emails it to Jackie during the breaks and resolves urgent problems.

Jackie also updates changed or cancelled subject headings through the use of the quarterly [Cataloging Service Bulletin](#).

Jenifer and Samantha print the weekly updated name headings report from the OCLC web site, search the headings in Millennium, and export or re-export authority records from OCLC. Millennium runs a program every morning at 3:00 a.m. which automatically updates every bibliographic record that contains those headings. For 2009/2010 the work done on updated headings resulted in 8,049 bibliographic records being updated, further enhancing access to our library’s collections for our patrons.

Authority records were exported into Millennium from OCLC by Jackie, Samantha, Jenifer, Jeanne, Harriett, and Linda. Jackie, Samantha, Harriett, and Linda modified and deleted authority records in Millennium, and Jackie and Harriett created authority records. Approximately 4,300 blind references resulted from the Ebrary records being deleted from Millennium. Samantha deleted all of those authority records from Millennium.

Total authority work for the year was 20,407, slightly down from last year's total of 21,624. We downloaded 12,543 authority records from OCLC; modified 2,060 records in Millennium; deleted 5,660 records; and created 144 records. 98.8% of all authority work was done by Jackie and Samantha.

Digital Library:

The JVL Digital Library collection is in the second year of existence. This year additional issues of The Northeastern were added, additional chapters of Dr. Agnew's Centennial History were added, and all older issues of The Northeastern were remastered for better indexing. Technical Services intends to add three additional staff to the project next year after software is acquired. We plan to edit and upload additional issues of The Northeastern during the coming year.

Other:

Harriett and Jackie continued to contribute to the international cataloging community by enhancing 1,697 bibliographic records in the OCLC WorldCat database. They added call numbers and/or subject headings, corrected errors, controlled headings, and upgraded records from less-than-full cataloging level (Level K) and abbreviated level (Level 3 vendor records) to full-level cataloging records (Level I). These activities, along with the original cataloging done by Harriett, Jackie, and Linda, resulted in OCLC credits in the amount of \$899.28.

Summary of Cataloging Totals and Statistics (JVL):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Lou Ann, Jenifer, Jeanne, Jackie, Samantha	2,030
Music scores	Linda, Jeanne	402
Curriculum materials	Lou Ann, Jenifer, Jeanne, Casey, Jackie, Harriett	357
Y Collection	Lou Ann, Jenifer, Jeanne, Jackie	737
Serials & Periodicals	Harriett, Jeanne	30
Music CDs	Linda	154
DVDs	Jackie, Jenifer	202
Videos	Jackie, Jenifer, Samantha	150
Tape cassettes	Jenifer, Jackie, Linda	48
CDs	Jenifer, Jackie	42
CD-ROMs	Jenifer, Jackie, Linda (1)	13
Kits	Jackie	6
E-books	Linda	4,195
Oklahoma documents	Linda, Rikki, Casey	1,667
Original	Jackie, Harriett, Linda	127

Summary of Cataloging Totals and Statistics (BA):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Jeanne, Jackie, Lou Ann, Jenifer, Zac, 574 Pamela	

Curriculum materials	Jenifer, Jackie, Pamela	60
Y Collection	Jeanne, Jenifer, Lou Ann, Jackie, Pamela	240
Serials & Periodicals	Harriett, Jeanne	12
DVDs	Jackie, Jenifer	60
Videos	Jackie, Jenifer	12
Tape cassettes	Jackie, Jenifer, Linda	5
CDs	Jenifer	1
Music CDs	Linda	27
CD-ROMs	Jackie, Jenifer, Linda	5
Original	Jackie, Linda	29

Conclusion:

The progress we have made towards our goals this year, the elimination of some backlogs and near elimination of some others, and the record high numbers for some areas – in spite of the two-month absence of one of our principal catalogers (Lou Ann) and the loss of a position – clearly demonstrate that we have done and are doing an exceptional job of cataloging for the Northeastern State University Libraries. We are a department of extremely well-trained, highly skilled, productive and efficient catalogers.

We have made considerable progress on our backlogs this year and plan to continue that progress during 2010/2011. We are currently dealing with challenges due to the lack of student help this summer for processing and check-in, requiring us to take time away from our cataloging to do those tasks. We have faced those challenges before, and we always rise to the occasion, get the job done, and excel at whatever we do.

This year we face an additional set of challenges as we prepare for the transition to a completely new set of cataloging rules – moving from AACR2 to RDA (Resource Description & Access).

The Cataloging Department begins 2010/2011 with the following goals:

1. SPC Indian Symposium videos (*Goal is to do at least 2 years: 1992 & 1993*)
2. Periodicals/Serials cataloging (*Harriett & Jeanne: goal of 100 titles for the year*)
3. Music cataloging (*Linda & Jeanne: goal of 50 scores per month, 600 for the year*)
4. Audiovisual cataloging (DVDs and videos) (*Jackie & Jenifer, with help from Samantha: goal of 30-40 titles per month*)
5. Original cataloging (*Jackie: goal of 5 titles per month; Linda: scores: goal of 10 for the year*)
6. Curriculum materials (*Jackie: to finish cataloging older subjects (approx. 7 sets); Jeanne, Lou Ann, Jenifer, Samantha: to catalog math (approx. 73 sets), by Dec. 31, 2010; to begin cataloging the new subject Jan. 2011*)
7. Electronic cataloging (*Linda: goal is to catalog at least 1 collection a year*)
8. Digital Library (*Linda, with help from Jenifer, Samantha, Amanda: goal is to do 2-3 issues of The Northeastern per month*)

Collection Maintenance Annual Report

2009/2010

Collection Maintenance is responsible for maintenance of library material and updating, eliminating or correcting items and entries in the libraries' databases and collections in accordance with the library's policy of weeding, inventory, and collection development. Maintenance includes repairing, binding or physical replacement of worn and damaged material. Updating the bibliographic entities includes check-in; eliminating includes withdrawals or replacements; correcting includes monitoring and aligning bibliographic information and library materials in order to maintain an accurate database and collections for our stakeholders.

Collection Maintenance was instrumental in adding to the Reduce Reuse Recycle theme for Technical Services this year. Our contract with Better World Books enabled us to send for reuse or recycle 537 books without shipping charges. Better World Books reports that we saved 3,527 gallons of water and 755 pounds of greenhouse gases through our efforts. During the year, we looked for ways to be more efficient, provide better service and be responsible in time management.

We were able to eliminate a large backlog of materials awaiting withdrawal and keep up with a steady pace of withdrawals during the year. We rebid our contract with commercial bindery HF Group and continued to perform our other tasks.

Personnel:

Linda West supervises Collection Maintenance activities in Technical Services. Other members of the department are: Elizabeth Hamilton, Lou Ann Rhea, Jeanne Pry, Jose Cadengo (until October 2009), Samantha Clifford, Amanda Massey (after November 2009), Jenifer Rogers, and Casey Woodard (Aug-Jan). Student assistants were: Austin Patton (check-in), Amanda Price (withdrawn project), Sunshine Blassingame, Josh Coleman, and Kalib Webb (bindery/withdrawn assistant). Rebelie Morrison from the Library Office helped in mending for part of the year.

Goals for 2009/2010:

1. Train a new check-in student and restructure job to include more activities as check-in numbers decrease. Fall 2009 (Jeanne)
2. Move JVL limited retention to January, starting 2010. Perform BA limited retention in May and Muskogee in August. (2009)
3. Change the way we handle item records for in-house counting. Keep item records for limited retention and binding until statistics have been gathered at the end of the year. These items would be suppressed to public view. Start yearly project in June to delete item records after in-house counting. Begin May 2009, deletion project June 2009 and June 2010.
4. Withdrawn Project. Continue to withdraw materials from third floor weeding. Goal is three trucks a month for Jose and Elizabeth combined. Help from additional student workers could produce up to eight trucks per month. This pace should allow us to become current during the fall semester 2009.
5. Check-in Card Deletion Project. The number of old check-in cards needs to be addressed. A project in July 2009 should address this problem. Create lists and delete records can be used with some quality control checking to delete all check-in records for newspapers older than June 2008 and other serials older than June 2007. Exclude bindery titles. We will inform BA and Muskogee before the records are deleted.

Projects:

The major project for the year was catching up with the backlog of materials weeded from third floor. The remaining backlog of 33 shelves of materials and 2 trucks of serials were completed during the summer with help from Amanda Price. Jose and Elizabeth also withdrew materials. Elizabeth and Kalib shifted the library book sale weekly and coordinated movement of materials to Better Work Books and recycle for the entire year. An additional 6,236 items were withdrawn during the year which represents a 52% increase over the previous year. After Jose left, Amanda was trained to withdraw materials and we have been able to process three to four trucks each month. Beginning in June 2010, we plan to withdraw up to five trucks per month to continue to alleviate space problems on third floor.

Federal/Oklahoma Documents Check-in:

Along with cataloging and barcoding of materials, Linda setup check-in for currently received Federal and Oklahoma Document serials. A total of 9 Federal and 41 Oklahoma holdings records for currently received serials were set up this year. This brings the total of currently received Oklahoma documents on Millennium to 994 and Federal documents to 618. A total of 597 Federal documents serials and 453 Oklahoma documents serials were checked-in during the year. A project for the coming year will be to cleanup received status of federal and Oklahoma serials to adjust the numbers to better reflect real currently received serials.

Check-in:

Jeanne with processing help from Elizabeth, Samantha, and Jenifer checked in periodicals until we hired Austin in the fall 2009. A total of 13,467 items were checked in and processed for the year. There were a total of 1,739 check-in problems solved.

Samantha continued to check in and file loose-leaf services for the year. Of the total 14,608, there were 6,212 newspapers; 6,312 magazines; 611 loose-leaves; 332 continuations. There is a continuing decline in the number of items checked in as cancellations continue.

Bindery:

Elizabeth continued to handle bindery shipments during the year with the help of student assistant Kalib Webb. Bindery has increased this year, due to more donations. Bindery is still on a revolving 3 week cycle. This was our year to accept new Bind Bids and we chose to stay with HF Group (which used to be Heckman) of Indiana. A bindery bid was submitted in March 2010. Four vendors were identified, but only two completed bids. The bid was awarded to HF group, however the new bid includes a % increase in costs over the previous year. An adjustment will need to be made to budget figures for next year. HF still delivers our orders by van from Tyler, Texas. The only problem encountered with the bindery in this fiscal year was that we have had a few periodical volumes with individual issues bound in incorrect positions.

A total of 1,154 periodicals were sent this year as compared to 842 the previous year. Broken Arrow had sent 206 volumes this year, as compared to 151 last year. JVL sent 948 periodicals.

For new paperback books or donated books sent to the bindery a total of 1,137 was sent this year as compared to 1,086 last year. Broken Arrow sent 122 new or donated books this year, as compared to 193 books last year. JVL sent 1,015 this year, as compared to 893 last year.

Damaged books or Rebinds sent this year was 138 as compared to 60 last year.

Relocations, Added volumes and copies, Union List:

Jenifer and Jeanne relocated 592 items this year which included Reference collection weeded items sent to Main collection. Jenifer added 141 monographic copies and 124 volumes (not including curriculum materials) to the collection and 52 monographic copies and 30 volumes for Broken Arrow. Jenifer relocated 71 monographs for JVL and 31 curriculum material sets to Broken Arrow.

Continuations continue to decrease in number. Jeanne checked in and processed a total of 332 continuations for the year. Also, a total of 235 updates were done to the union list database. 97 holding records were created for the union list. There were 30 new holding records made for Broken Arrow and 51 updates.

Revision:

Linda continued to revise and provide Millennium holdings and check-in records for new continuations and periodicals, bound periodicals, and added volumes of serials. Lou Ann revised microfilm shipments throughout the year, with help from Elizabeth pulling replaced issues.

Limited Retention Inventories:

The JVL limited retention inventory was done in January 2010. Teams who participated were: Lou Ann and Jeanne, Elizabeth and Amanda, Samantha and Jenifer. Samantha and Jenifer also did the vertical file inventory. The yearly inventory was moved to January to help with shelf overcrowding on second floor. Muskogee inventory was conducted in May 2010. Three more years remain with enough volumes in Muskogee to be returned to JVL.

Counting in-house use of periodicals has added some steps to our processes. Periodical issue item records are now suppressed from public view and can be gathered for statistical counts and eventual elimination. A July purge of these issues will take place each year.

Withdrawn

Materials are withdrawn through several processes. Weeding, lost/missing, Curriculum Materials six year rotation and normal subscription retentions are all ways materials are removed from the collections.

Jose, Amanda, Elizabeth, Jeanne and Amanda Price withdrew materials during the year.

Materials withdrawn from collections:

	Print Monographs	Print Serials	AV	EBooks	Totals
JVL	5,339	732	168	39,779	46,018
BA	29	266	0	0	295

There was a JVL net loss of -1,061 in number of print titles and only a gain of 658 print volumes added to the shelves for the year.

Mending:

Along with mending 621 items, this year we began using a CD/DVD disc repair kit that we purchased to attempt to repair the discs that get scratched during use. We successfully repaired eight DVDs and one CD audiobook. There was only one DVD that we were unsuccessful at repairing (“Tartuffe,” which is used very heavily here in Humanities classes, but which was damaged irreparably after being sent out on Interlibrary Loan). Disc repair was done by Casey and by Jenifer and/or student assistant Kalib.

Challenges:

A number of materials were relocated to Broken Arrow this year and this will continue next year. Broken Arrow has selected more of our weeded Curriculum Materials for their collection. We are continuing to weed Curriculum Materials and prepare room 219 for the biennial textbook give away. This should take place in September or October 2010.

Summary:

This year Collection Maintenance has made significant progress in all areas with special emphasis on withdrawing library materials. We set goals to continue this progress next year.

Goals for 2010/2011

1. Hold biennial NSU Textbooks for Schools teacher give away. Event is changing to even years. Withdraw materials from Curriculum Materials, April-August. Hold event end of August or beginning of September 2010.
2. Perform In-house usage count in June 2010. Delete items for periodicals bound, on microfilm or weeded from limited retention after usage count is complete. Evaluate how this year's method worked.
3. Continue withdrawn project. Withdraw three to five trucks a month from Resource Coordinator weeding. Respond to other weeding projects as proposed.
4. Continue to find places for weeded materials and gifts not added. Begin working with prison libraries. Continue sending books to Better World Books.
5. Check-in card Deletion Project. The number of old check-in cards needs to be addressed. A project in July 2010 should address this problem. Create lists and delete records can be used with some quality control checking to delete all check-in records for newspapers older than January 2009 and other weekly serials older than January 2008. Exclude bindery titles. We will inform BA and Muskogee before the records are deleted.

Environmental Metrics Report - Better World Books 2009/2010

Suffix	End Destination of Book	Total Books ReUsed or Recycled	Books(lbs)	Trees	Water(g)	Greenhouse Gases(lbs)	Landfill Space(cu yd)	Electricity (Kwh)
L3740-1	Total:	385	528	8	2,252	539	2	1,252
	Recycled	383	525	7	2,225	536	1	1,245
	Reused	2	3	1	27	3	1	7
L3740	Total:	152	209	3	1,275	216	2	500
	Recycled	98	135	2	570	138	1	319
	Reused	54	74	1	705	78	1	181
Grand Total		537	737		3,527	755	4	

Linda West

Department Head

Technical Services Activities Calendar

2009/2010

Samantha Clifford

C. Contributions to the Institution and Profession

Library Committees:

Chair of Library Care Committee

Library Entertainment Committee

Helped with Fall 2009 & Spring 2010 Scholastic Book Fairs

Library Earth Day Committee (Spring 2010)

Technical Services Committees:

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

Assisted Acquisitions Librarian

Supervised 1 student

Participated in limited retention of the vertical file at JVL and limited retention of periodicals (January 2010)

Member of Acquisitions, Cataloging & Collection Maintenance

Started cataloging Curriculum Materials (Spring 2010)

Worked on blind references project

Reference desk assistant

Taught an Database instruction class for English Comp classes (Spring 2010)

Printed Centennial book for Bindery

Authority work

Other:

Participated in TCP play: "Bull in a China Shop" April 2010

Elizabeth Hamilton

C. Contributions to the Institution and Profession

Technical Services Committees:

Collection Maintenance and Acquisitions team.

Bindery & Claims Technician

Supervised 1 student worker

Participated in Annual Inventory of titles at Broken Arrow, OK Campus & Muskogee, OK Campus

Assisted with Withdrawn Project

Book sale Technician

Assisted with Recycle of old materials

Send shipments periodically to Better World Books

Sorts & Distributes mail for the building

Library Committees:

Fall'09/Spring'10 Scholastic Book Fair

Library Entertainment Committee

Assisted with Gaming Nite in the Library- Fall '09

Harriett Hobbs

B. Scholarly activities

The Scholarship of Integration, 2009/10

The creation of 40 original bibliographic records in the OCLC WorldCat database for items unique to Northeastern State University.

The modification of 1,293 bibliographic records for the use of both Northeastern State University patrons and the library world through entry in the OCLC WorldCat database.

The enhancement of the Northeastern library database through the addition of 33 authority records to aid in the usage of the library catalog.

C. Contributions to the Institution and Profession

University Committee Service, 2009/10

Appellate Committee member

Parking Committee member

Student Conduct Committee member

Faculty Council representative (substitute for Sarah Archer)

Library Committee Service, 2009/10

Committee member for Gaming@theLibrary event, November 12, 2009

Scholastic book fair, November 9-13, 2009

Search Committee member, Science Librarian, May-June 2009

Search Committee member, Education Librarian, September 2009-March 2010

Scholastic book fair, April 5-9, 2010

Harriett Hobbs continued

D. Performance of non-teaching semi-administrative or administrative duties, 2009/10

Supervised the Acquisitions Department within the Library and coordinated the expenditure of the \$724,000 library materials budget for the three campuses. Coordinated and monitored acquisitions workflow

Project to resolve periodicals missing issues from 1998 to 2000

Statistics Coordinator for the Library, Technical Services Department

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

E. Workshops/Conferences attended, 2009/10

Drug Free Workplace for All, NSU web-based training, November 3, 2009

Serials Interest Group for All Libraries in Oklahoma (SIGALO), Fall 2009 meeting: The Effects of Change. Hardesty Public Library, Tulsa, Oklahoma, December 4, 2009

NSU Branding workshop, January 19, 2010

Sexual Harassment Policy Workshop, NSU web-based training, February 11, 2010

Amigos Library Services Online Member Conference, May 5, 2010. Assess, Act, Advance. Opening session: Demonstrating Library Value: Assessing What's Important to Users and Stakeholders.

Amigos Library Services Online Member Conference, May 6, 2010. Resource Description & Access (RDA) update on new cataloging standard

Amigos Annual Member Online Meeting, voting delegate for NSU-Tahlequah

Jackie M. Schumaker

B. Scholarly Activities

3. The Scholarship of Integration

Contributed 111 original cataloging records to OCLC database

Jackie M. Schumaker continued

Contributed to the international cataloging community by enhancing 413 bibliographic records in the OCLC WorldCat database through contributing call numbers and/or subject headings, correcting errors, controlling headings, or upgrading to a higher encoding level

Provided for access to library materials by assigning 346 LC or Dewey call numbers and by adding subject headings to records

C. Contributions to the Institution and Profession

University Committees:

Campus Parking Committee

University Animal Welfare Committee

Faculty Development Committee

Library Committees:

Assisted with Scholastic Book Fair (Nov. 9-13, 2009)

Promotion and Tenure Committee

Search Committee for Technical Services Library Technician III (Chair)
(July-August 2009)

Assisted with Scholastic Book Fair (Apr. 5-9, 2010)

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

Department Head of Technical Services Cataloging Department

Oversaw the cataloging activities of 5 library technicians

Coordinated and monitored cataloging workflow

Monitored cataloging for accuracy and training needs

Provided cataloging training to library technicians

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

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

Contributed to the enhancement of the Northeastern library catalog through the addition, modification, and creation of 13,460 authority records to aid in the usage of the online library catalog

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

Contributed to the integrity of the OCLC database by reporting 17 errors

Jackie M. Schumaker continued

E. Workshops/Conferences attended:

Northeastern State University Drug Free Workplace training, November 13, 2009

SIGALO (Serials Interest Group for All Libraries in Oklahoma) Fall 2009 Meeting: The Effects of Change. Hardesty Public Library, Tulsa, Okla., December 4, 2009

NSU Branding Workshop, January 19, 2010

Amigos Library Services Online Workshop: FRBR: What it is and how it can help you prepare for RDA, March 9 & 11, 2010

Amigos Library Services Online Member Conference, May 5, 2010. Opening session: Demonstrating Library Value: Assessing What's Important to Users and Stakeholders

Amigos Library Services Online Member Conference, May 6, 2010. RDA (Resource Description & Access) Update

Jeanne Pry

Member of Cataloging team

Member of Collection Maintenance team

Completion of Drug Free Workplace Policy

Completion of Sexual Harassment Policy

Attended Faculty/Staff Spring opening meeting at Herb Rozell Ballroom

Attended Spring Semester Library meeting in Seminary Hall

Attended Branding Workshop

Supervise and trained 1 check-in student

Community service:

Member of the local church council of First United Methodist Church, Tahlequah, Oklahoma

Secretary of the local church council of First United Methodist Church, Tahlequah, Oklahoma

Lou Ann Rhea

Member of Cataloging team

Member of Collection Maintenance team

Completion of Drug Free Workplace Policy

Completion of Sexual Harassment Policy

Attended Faculty/Staff Spring opening meeting at Herb Rozell Ballroom

Attended Spring Semester Library meeting in Seminary Hall

Attended Branding Workshop

Jenifer Rogers

C. Contributions to the Institution and Profession

Library Committees:

Assisted with Fall 2009 & Spring 2010 Scholastic Book Fairs

Library Centennial Committee (until dissolved in Fall 2009)

Technical Services Committees:

Search Committee for Library Technician III position (August 2009)

Entertainment Committee Treasurer

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

Student Coordinator

Supervised 3 student assistants

Hired 2 student assistants (Fall 2009) and 1 student assistant (Spring 2010)

Revised student job descriptions (Fall 2009) to reflect changes caused by the loss of
1 position

Member of Cataloging & Collection Maintenance

Secretary of Cataloging Department

Special Projects Assistant to Cataloging Librarian

Maintained list of children's book awards

Participated in project of closed dates in authority records

Participated in SPC Video Project

Participated in Muskogee Limited Retention Inventory (August 2009)

Participated in JVL Limited Retention Inventory, including vertical file (January 2010)

Jenifer Rogers continued

E. Workshops/Conferences attended:

Community or Regime? Assessing the Culture of an Academic Department

Amigos Online Conference – May 5, 2010

RDA Update

Amigos Online Conference – May 6, 2010

Other:

Tahlequah Community Playhouse

Member of Social Committee – October 2009 to present

Box Office for “Man of La Mancha” – October 2009

Assistant Director for “The Miss Firecracker Contest” – January/February 2010

Programs for “Bull in a China Shop

Linda H. West

B. Scholarly Activities

The Scholarship of Integration

Maintained the JVL Digital Library, converted documents

Published additional chapters, *Centennial History of Northeastern State University*, by Dr. Brad Agnew in the JVL Digital Library

Published articles for the Library Blog, 45 articles were composed on various topics.

The Scholarship of Application

Provided cataloging during the year for music, electronic resources, Federal and Oklahoma Documents, Maintained the catalog through numerous quality control changes to data

Continued to update web pages for the Library website throughout the year, Developed a mobile webpage prototype for testing, Developed a test template for redesign of the web site.

Maintained Serials Solutions journal information in the online catalog, monthly

Linda H. West continued

Developed program review information for Spanish, Theatre, Political Science, Psychology, Cherokee Education, Geography, Art, General Studies, Biology, Health Care Administration

Developed information and hosted library portion of Music accreditation visit.

Represented the library on social media, Increased presence on Facebook, initiated Twitter and Flickr accounts. Responded to questions and enhanced the reputation of the library.

Coordinated three book give aways on Twitter for two finals weeks and National Library Week. All books were donated for the events.

OCLC Cite This feature developed for addition to the library catalog.

Gaming at the Library event planned for library, November 12, 2009

Hosted Social Media Tweetup for NSU, April 30, 2010. Lunch discussion.

C. CONTRIBUTION TO THE INSTITUTION AND THE PROFESSION

University Committees:

Financial Aid Advisory Committee, Chair

World Wide Web Committee

Branding Committee

HCL Visit Team 4

History Day Judge -April 6, 2010

Undergraduate Research Day Judge, April 20, 2010 (representing Faculty Council)

Promotion and Tenure Committee, Ad Hoc

Library Committees:

Library Web Committee, Chair

Library Tenure and Promotion Committee, Chair

Tutorial Committee

Information Commons Committee

Library Webmaster

Gaming @ The Library, Chair

Earth Day

State Committees:

Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

Linda H. West continued

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

Millennium System Site Coordinator

Supported server upgrade and conversion to Research Pro and Web Pac Pro

Created Millennium lists for Muskogee inventory, reserve by course ID,

second floor usage spreadsheet, federal document usage data, two zero circulation lists, Library of American Civilization

Designed video covers for Indian Symposium videotapes, yearly.

Quality check of broken links on Library web pages

Trained a new employee to catalog state and federal documents

Coordinated statistics gathering, error reporting, enhancement requests

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

Compile monthly and annual statistics for the Library

Monthly compilation of Library web usage statistics

Conducted research of library fee history for Dean of Libraries

Coordinated de-accessing of library materials project

Liaison with Better World Books for reuse of library materials

Coordinated unit strategic planning including a retreat for Technical Services (August 21, 2009)

Reference meeting presentation on ways to customize catalog search pages including a new tabbed display, April 15, 2010

Wrote three executive summaries of Technical Services workflow/procedures

E. WORKSHOPS/CONFERENCES ATTENDED

Webinar. David Lee King, viewed July 8, 2009. Web 2.0 Designing the Library Experience

AAUW Leadership Workshop, UCO, July 18, 2009. Presented session on AAUWOK website and use of Facebook and Twitter for organizations.

NSU Human Resources training. Service Excellence, July 24, 2010

ACRL Oklahoma Conference, Tulsa, OK, November 6, 2009

MarketShare, A blueprint for you and your library.

Webinar, The Future of the Library – How the Library Ecosystem is Evolving to Support 21st Century Information Demands. Library Journal, November 18, 2009

Webinar, LibraryThing, New Zealand Conference, December 3, 2009

WebJunction Webinar, Integrated Library Systems, December 4, 2009

AMIGOS Annual Conference, Online, May 2010

Session on Social Media Metrics-, May 5, 2010

Session on RDA Update, May 6, 2010

Webinar, Library Journal, Understanding the Discovery Landscape, May 6, 2010.

How catalogs can be upgraded to be more user friendly.

Webinar, ALA TechSource, Organization 2.0: Building the Participatory Library, May 13, 2010

Webinar, OCLC/Library Journal, The Future is Mobile, May 20, 2010

F. OTHER

American Association of University Women, Tahlequah Branch, Treasurer

Webmaster – Tahlequah Branch and Oklahoma Division

Converted The Leader for publication, quarterly

Graduate Woman Scholarship Committee

Girl Scouts

Thinking Day volunteer, February 20, 2010

Co-planned and conducted Theater Workshop for over 50 girls, April 10, 2010

OFFICIAL SHEFLIST STATISTICS, 2009/10

	TOTAL
	2009/10
NEW TITLES-PRINT	
Monographs	2,432
Curr. Mats.	357
Y Collection	737
Serials	28
Periodicals	8
NEW TITLES-MICROFILM	
Monographs	4
Serials	0
Periodicals	0
NEW TITLES-MICROFICHE	
Monographs	3
Serials	0
Periodicals	0
ERIC	0
NEW TITLES-AV	
Video cassettes	150
DVDs	202
Tape cassettes	48
Records	6
Compact Discs (Audio)	42
Compact Discs (Music)	154
Machine readable files (CD-Roms or diskettes)	13

Maps/Globes	0
Kits/Games/Realia	6
Slides or transparencies	0
E-Books	4,195
NEW VOLUMES-PRINT	
Monographs	96
Curr. Mats.	1,725
Y Collection	28
Serials	330
Periodicals	822
NEW VOLUMES-MICROFILM	
Monographs	8
Serials	0
Periodicals	120
NEW VOLUMES-MICROFICHE	
Monographs	12
Serials	0
Periodicals	0
ERIC	0
NEW VOLUMES-AV	
Video cassettes	7
DVDs	84
Tape cassettes	79
Records	0

Compact Discs (Audio)	315
Compact Discs (Music)	71
Machine readable files (CD-Roms or diskettes)	325
Maps/Globes	1
Kits/Games/Realia	6
Slides or transparencies	0
E-Books	2
NEW COPIES-PRINT	
Monographs	105
Curr. Mats.	8
Y Collection	36
Serials	16
Periodicals	1
NEW COPIES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
NEW COPIES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
ERIC	0
NEW COPIES-AV	
Video cassettes	1

DVDs	21
Tape cassettes	0
Records	0
Compact Discs (Audio)	1
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	17
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0
WITHDRAWN TITLES-PRINT	
Monographs	4,410
Curr. Mats.	84
Y Collection	0
Serials	124
Periodicals	5
WITHDRAWN TITLES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
WITHDRAWN TITLES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN TITLES-AV

Video cassettes	1
DVDs	0
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	1
Slides	0
E-Books	39,779

WITHDRAWN VOLUMES-PRINT

Monographs	182
Curr. Mats.	335
Y Collection	0
Serials	553
Periodicals	32

WITHDRAWN VOLUMES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

WITHDRAWN VOLUMES-MICROFICHE

Monographs	0
Serials	0

Periodicals	0
ERIC	0
WITHDRAWN VOLUMES-AV	
Video cassettes	12
DVDs	0
Tape cassettes	2
Records	1
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	123
Maps/Globes	1
Slides	0
E-Books	0
WITHDRAWN COPIES-PRINT	
Monographs	328
Curr. Mats.	0
Y Collection	0
Serials	18
Periodicals	0
WITHDRAWN COPIES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0

WITHDRAWN COPIES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN COPIES-AV

Video cassettes	1
DVDs	1
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	1
Maps/Globes	0
Slides	0
E-Books	0

MISCELLANEOUS AV FORMATS

WITHDRAWN TITLES-AV

Films 16 mm	0
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Filmstrips	0
Video discs	5
Games	0
Kits/Realia	2
Transparencies	0

WITHDRAWN VOLUMES-AV

Films 16 mm	0
Filmstrips	1
Video discs	16
Games	0
Kits/Realia	0
Transparencies	0

WITHDRAWN COPIES-AV

Films 16 mm	0
Filmstrips	0
Video discs	0
Games	0
Kits/Realia	0
Transparencies	0

	NET	GROSS
	2009/10	2009/10
CUM TOTAL(T+V+C)-PRINT FORMAT	340,319	
NET TOTAL, 2009/10	658	6,729
GRAND TOTAL	340,977	
CUM TITLES-PRINT FORMAT	220,050	
NET TOTAL, 2009/10	-1,061	3,562
GRAND TOTAL	218,989	
CUM TITLES, MICROFORM-MONOGRAPHS	471,381	
NET TOTAL, 2009/10	7	7
GRAND TOTAL	471,388	
CUM TITLES, MICROFORM-SERIALS/PERS	20,003	
NET TOTAL, 2009/10	0	0
GRAND TOTAL	20,003	
CUM TOTAL (T+V+C), MICROFORMS	554,205	
NET TOTAL, 2009/10	147	147
GRAND TOTAL	554,352	
CUM TOTAL (T+V+C), VIDEO CASSETTES	4,668	
NET TOTAL, 2009/10	144	158
GRAND TOTAL	4,812	

CUM TITLES, VIDEO CASSETTES	2,144	
NET TOTAL, 2009/10	149	150
GRAND TOTAL	2,293	
CUM TOTAL (T+V+C), DVDs	632	
NET TOTAL, 2009/10	306	307
GRAND TOTAL	938	
CUM TITLES, DVDs	447	
NET TOTAL, 2009/10	202	202
GRAND TOTAL	649	
CUM TOTAL(T+V+C), VIDEO DISCS	53	
NET TOTAL, 2009/10	-21	0
GRAND TOTAL	32	
CUM TOTAL(T+V+C), FILMS	0	
NET TOTAL, 2009/10	0	0
GRAND TOTAL	0	
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	5,051	
NET TOTAL, 2009/10	713	716
GRAND TOTAL	5,764	
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	1,451	

NET TOTAL, 2009/10	250	250
GRAND TOTAL	1,701	
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP, TRANSP)	18,667	
NET TOTAL, 2009/10	-1	0
GRAND TOTAL	18,666	
CUM TOTAL(T+V+C) MACHINE READABLE	3,045	
NET TOTAL, 2009/10	231	355
GRAND TOTAL	3,276	
CUM TITLES, MACHINE READABLE	162	
NET TOTAL, 2009/10	13	13
GRAND TOTAL	175	
CUM TOTAL(T+V+C) MAPS/GLOBES	58	
NET TOTAL, 2009/10	-1	1
GRAND TOTAL	57	
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	198	
NET TOTAL, 2009/10	10	12
GRAND TOTAL	208	
CUM TOTAL(T+V+C) E-BOOKS	78,147	
NET TOTAL, 2009/10	-35,582	4,197
GRAND TOTAL	42,565	

CUM TITLES, SERIAL SUBSCRIPTIONS	15,342
NET TOTAL, 2009/10	11,568
GRAND TOTAL	26,910

CUM TITLES, E-JOURNALS**	13,085
NET TOTAL, 2009/10	11,568
GRAND TOTAL	24,653

**(INCLUDED IN TOTAL SUBSCRIPTIONS)

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2009/10

FEDERAL GOVPUBS/MILLENNIUM	TOTAL
	2009/10
NEW TITLES-PRINT	
Monographs	789
Serials	1
NEW TITLES-MICROFICHE	
Monographs	614
Serials	14
NEW TITLES-AV	
CD-ROMs	13
Software	0
Online (Web based)	7,234
Cartographic materials (maps)	22
Videos	0

DVDs	4
Graphic material (posters, pictures)	8
NEW VOLUMES & COPIES-PRINT	
Monographs	3
Serials	326
NEW VOLUMES & COPIES-MICROFICHE	
Monographs	66
Serials	271
NEW VOLUMES & COPIES-AV	
CD-ROMs	9
Software	0
Online (Web based)	0
Cartographic materials (maps)	1
Videos	0
DVDs	3
Graphic material (posters, pictures)	0
WITHDRAWN TITLES-PRINT	
Monographs	3
Serials	8
WITHDRAWN TITLES-MICROFICHE	
Monographs	0
Serials	5

WITHDRAWN TITLES-AV

CD-ROMs	2
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0

WITHDRAWN VOLUMES & COPIES-PRINT

Monographs	6
Serials	385

WITHDRAWN VOLUMES & COPIES-MICROFICHE

Monographs	0
Serials	26

WITHDRAWN VOLUMES & COPIES-AV

CD-ROMs	1
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0



FEDERAL GOVPUBS/MILLENNIUM	NET	GROSS
	MAY'10	2009/10
CUM TITLES FEDERAL GOV PUBS/MILLENNIUM	NA	
TOTAL (MONOG+SER)/PRINT	779	790
TOTAL (MONOG+SER)/FICHE	623	628
TOTAL (MACH READ)	11	13
TOTAL (ONLINE/WEB BASED)	7,234	7,234
TOTAL (CARTOGRAPHIC)	22	22
TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	4	4
TOTAL (GRAPHIC)	8	8
GRAND TOTAL	8,681	8,699
CUM TOTAL (T+V+C) FED GOVPUBS/MILLENNIUM	NA	
TOTAL (MONOG+SER)/PRINT	717	1119
TOTAL (MONOG+SER)/FICHE	934	965
TOTAL (MACH READ)	19	22
TOTAL (ONLINE/WEB BASED)	7,234	7,234
TOTAL (CARTOGRAPHIC)	23	23
TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	7	7
TOTAL (GRAPHIC)	8	8
GRAND TOTAL	8,942	9,378
CUM TITLES, SERIAL SUBSCRIPTIONS	622	
NET TOTAL, 2009/10	-4	

GRAND TOTAL

618

OKLAHOMA DOCS/MILLENNIUM

TOTAL

2009/10

NEW TITLES-PRINT

Monographs 266

Serials 29

NEW TITLES-MICROFICHE

3

Monographs 3

Serials 1

NEW TITLES-AV

CD-ROMs 1

Software 0

Online (Web based) 1,345

Cartographic materials (maps) 2

Videos 1

DVDs 1

Graphic material (posters, pictures) 18

NEW VOLUMES & COPIES-PRINT

Monographs 44

Serials 453

NEW VOLUMES & COPIES-MICROFICHE

Monographs 0

Serials 0

NEW VOLUMES & COPIES-AV

CD-ROMs 2

Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	2
WITHDRAWN TITLES-PRINT	
Monographs	144
Serials	25
WITHDRAWN TITLES-MICROFICHE	
Monographs	1
Serials	17
WITHDRAWN TITLES-AV	
CD-ROMs	2
Software	0
Online (Web based)	0
Cartographic materials (maps)	1
Videos	0
DVDs	0
Graphic material (posters, pictures)	5
WITHDRAWN VOLUMES & COPIES-PRINT	
Monographs	67

Serials	114
WITHDRAWN VOLUMES & COPIES-MICROFICHE	
Monographs	0
Serials	6
WITHDRAWN VOLUMES & COPIES-AV	
CD-ROMs	1
Software	0
Online (Web based)	0
Cartographic materials (maps)	1
Videos	0
DVDs	0
Graphic material (posters, pictures)	11

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OKLAHOMA DOCS/MILLENNIUM	NET	GROSS
	MAY'10	2009/10
CUM TITLES (MONOG+SER)/PRINT	2,466	
NET TOTAL, 2009/10	126	295
GRAND TOTAL	2,592	
CUM TITLES (MONOG+SER)/FICHE	1,677	
NET TOTAL, 2009/10	-14	4
GRAND TOTAL	1,663	

CUM TITLES (ONLINE/WEB BASED)	1,459	
NET TOTAL, 2009/10	1,345	1,345
GRAND TOTAL	2,804	
CUM TITLES (MACH READ/DISKS)	102	
NET TOTAL, 2009/10	-1	1
GRAND TOTAL	101	
CUM TITLES (CARTOGRAPHIC)	29	
NET TOTAL, 2009/10	1	2
GRAND TOTAL	30	
CUM TITLES (VIDEOS)	1	
NET TOTAL, 2009/10	1	1
GRAND TOTAL	2	
CUM TITLES (DVDS)	3	
NET TOTAL, 2009/10	1	1
GRAND TOTAL	4	
CUM TITLES (GRAPHIC)	85	
NET TOTAL, 2009/10	13	18
GRAND TOTAL	98	

GRAND TOTAL TITLES, ALL FORMATS	7,294	1667
CUM TOTAL (T+V+C) MONOG+SER/PRINT	4,039	
TOTAL (MONOG+SER)/PRINT	442	792
GRAND TOTAL	4,481	
CUM TOTAL (T+V+C) MONOG+SER/FICHE	2,944	
TOTAL (MONOG+SER)/FICHE	-20	4
GRAND TOTAL	2,924	
CUM TITLES (ONLINE/WEB BASED)	1,461	
NET TOTAL, 2009/10	1,345	1,345
GRAND TOTAL	2,806	
CUM TOTAL (T+V+C) MACH READ/DISKS	24	
TOTAL (MACH READ)	0	3
GRAND TOTAL	24	
CUM TOTAL (T+V+C) CARTOGRAPHIC	31	
TOTAL (CARTOGRAPHIC)	0	2
GRAND TOTAL	31	
CUM TOTAL (T+V+C) VIDEOS	2	
TOTAL (VIDEOS)	1	1
GRAND TOTAL	3	

CUM TOTAL (T+V+C) DVDS	3	
TOTAL (DVDS)	1	1
GRAND TOTAL	4	

CUM TOTAL (T+V+C) GRAPHIC	92	
TOTAL (GRAPHIC)	4	20
GRAND TOTAL	96	

GRAND TOTAL (T+V+C), ALL FORMATS	10,369	2,168
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CUM TITLES, SERIAL SUBSCRIPTIONS	973	
NET TOTAL, 2009/10	21	
GRAND TOTAL	994	

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2009/10

	TOTAL
	2009/10
PERIODICALS, PAID	

TITLES ADDED	16
TITLES CEASED	6
TITLES CANCELLED	3
TITLE CHANGES	9
TOTAL PERIODICALS, PAID	7

PERIODICALS, GIFT

TITLES ADDED	0
TITLES CEASED	1
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, GIFT	-1

NEWSPAPERS, PAID

TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, PAID	0

NEWSPAPERS, GIFT

TITLES ADDED	0
TITLES CEASED	1
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, GIFT	-1

E-JOURNALS, PAID	
TITLES ADDED	168,665
TITLES CEASED	0
TITLES CANCELLED	157,097
TITLE CHANGES	0
TOTAL E-JOURNALS, PAID	11,568

E-JOURNALS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, GIFT	0

CONTINUATIONS, PAID	
TITLES ADDED	2
TITLES CEASED	5
TITLES CANCELLED	2
TITLE CHANGES	7
TOTAL CONTINUATIONS, PAID	-5

CONTINUATIONS, GIFT	
TITLES ADDED	0

TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	1
TOTAL CONTINUATIONS, GIFT	0
MICROFORMS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, PAID	0
MICROFORMS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, GIFT	0

CUM TITLES, SERIAL SUBSCRIPTIONS	15,342
NET TOTAL, 2009/10	11,568
GRAND TOTAL	26,910

UNOFFICIAL (WORKLOAD) STATISTICS, 2009/10

ACQUISITIONS STATISTICS	TOTAL
	2009/10
GIFTS RECEIVED	
BOOKS	1,959
MAGAZINES	2,035
AV ITEMS	84
CURR MATS	978
GIFTS ADDED TO COLLECTION	
BOOKS	55
MAGAZINES	26
AV ITEMS	6
CURR MATS	0
PRESEARCHED ORDERS	1,844
PRESEARCHED GIFTS	2,290
CLAIMS SENT	544
MONOGRAPHS ORDERED	1,641
AV ITEMS ORDERED	206
MISSING ISSUES ORDERED	470
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	2,317
MONOGRAPHS RECEIVED	1,774
AV ITEMS RECEIVED	183
MISSING ISSUES RECEIVED	141

PER/CONTINUATIONS RECD	57
TOTAL RECEIVED	2,155
INVOICES POSTED	773
AUTHORITY RECORDS	TOTAL
	2009/10
RECORDS DOWNLOADED	12,543
RECORDS MODIFIED	2,060
RECORDS DELETED	5,660
RECORDS CREATED	144
TOTAL AUTHORITY WORK	20,407
CHECK-IN STATISTICS	TOTAL
	2009/10
NEWSPAPERS	6,212
MAGAZINES	6,312
LOOSE-LEAF SERVICES	611
CONTINUATIONS	332
TOTAL CHECK-IN	13,467
CHECK-IN PROBLEMS SOLVED	1,739

PROCESSING STATISTICS	TOTAL
	2009/10
ITEMS LABELED	
COMPUTER PRINTED	6,745
TYPED	1,463
TOTAL ITEMS LABELED	8,208
ITEMS MENDED	621
ITEMS SENT TO BINDERY	
PERIODICALS	875
NEW BOOKS	928
REBINDS DUE TO USE	19
CORRECTIONS	3
TOTAL ITEMS SENT TO BINDERY	1,825
SOURCE OF PRODUCTION	
	TOTAL
	2009/10
ORDERED MATERIAL	2,036
MEMBERSHIPS, SO, GOVT PUBS	180
APPROVAL	144
GIFTS	1,295
TOTAL ITEMS PRODUCED	3,655

TERMINAL STATISTICS	TOTAL
	2009/10

OCLC PRODUCTION	5,834
OCLC ORIGINAL INPUT	127
OCLC UNION LIST CREATION	97
OCLC UNION LIST UPDATES	235
Millennium HOLDINGS UPDATED	357
Millennium ITEMS RELOCATED	592

MICROFORM SUBSCRIPTIONS	TOTAL
	2009/10

SUBSCRIPTIONS RENEWED	24
SUBSCRIPTIONS ADDED	50
SUBSCRIPTIONS CANCELLED	28
TOTAL MICROFORM SUBSCRIPTS	74

MARCIVE SHIPPING LIST SERVICE	TOTAL
	2009/10

WEEKLY RECORD LOADS	1,392
MONTHLY RECORD LOADS	8,031
NUMBER OF OVERWRITES	1,246
TOTAL GPO RECORDS LOADED	8,177

FEDERAL GOVPUBS	TOTAL
	2009/10
PERIODICALS CHECKED IN	33
CONTINUATIONS CHECKED IN	807
Millennium ITEM RECORD CHANGES	7
Millennium HOLDINGS UPDATED	1

OKLAHOMA DOCS	TOTAL
	2009/10
CONTINUATIONS CHECKED IN	458
Millennium ITEM RECORD CHANGES	2
Millennium HOLDINGS UPDATED	1

Temporary bib records built	31
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FEDERAL GOVPUBS	TOTAL
	2009/10

BIBLIOGRAPHIC RECORDS

DELETED FROM Millennium	8
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BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2009/10

NEW TITLES-PRINT

Monographs

Curr. Mats.

Y Collection

Serials

Periodicals

NEW TITLES-MICROFILM

Monographs

Serials

Periodicals

NEW TITLES-MICROFICHE

Monographs

Serials

Periodicals

ERIC

NEW TITLES-AV

Video cassettes

DVDs

Tape cassettes

Records

Compact Discs (Audio)

Compact Discs (Music)

Machine readable files (CD-Roms or diskettes)

Maps/Globes

Kits/Games/Realia

Slides or transparencies

E-Books

NEW VOLUMES-PRINT

Monographs

Curr. Mats.

Y Collection

Serials

Periodicals

NEW VOLUMES-MICROFILM

Monographs

Serials

Periodicals

NEW VOLUMES-MICROFICHE

Monographs

Serials

Periodicals

ERIC

NEW VOLUMES-AV

Video cassettes

DVDs

Tape cassettes

Records

Compact Discs (Audio)

Compact Discs (Music)

Machine readable files (CD-Roms or diskettes)

Maps/Globes

Kits/Games/Realia

Slides or transparencies

E-Books

NEW COPIES-PRINT

Monographs

Curr. Mats.

Y Collection

Serials

Periodicals

NEW COPIES-MICROFILM

Monographs

Serials

Periodicals

NEW COPIES-MICROFICHE

Monographs

Serials

Periodicals

ERIC

NEW COPIES-AV

Video cassettes

DVDs

Tape cassettes

Records

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Compact Discs (Music)

Machine readable files (CD-Roms or diskettes)

Maps/Globes

Kits/Games/Realia

Slides or transparencies

E-Books

WITHDRAWN TITLES-PRINT

Monographs

Curr. Mats.

Y Collection

Serials

Periodicals

WITHDRAWN TITLES-MICROFILM

Monographs

Serials

Periodicals

WITHDRAWN TITLES-MICROFICHE

Monographs

Serials

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Maps/Globes

Kits/Games/Realia

Slides or transparencies

E-Books

WITHDRAWN VOLUMES-PRINT

Monographs

Curr. Mats.

Y Collection

Serials

Periodicals

WITHDRAWN VOLUMES-MICROFILM

Monographs

Serials

Periodicals

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Machine readable files (CD-Roms or diskettes)

Machine readable files

Maps/Globes

Kits/Games/Realia

Slides or transparencies

E-Books

WITHDRAWN COPIES-PRINT

Monographs

Curr. Mats.

Y Collection

Serials

Periodicals

WITHDRAWN COPIES-MICROFILM

Monographs

Serials

Periodicals

WITHDRAWN COPIES-MICROFICHE

Monographs

Serials

Periodicals

ERIC

WITHDRAWN COPIES-AV

Video cassettes

DVDs

Tape cassettes

Records

Compact Discs (Audio)

Compact Discs (Music)

Machine readable files (CD-Roms or diskettes)

Maps/Globes

Kits/Games/Realia

Slides or transparencies

E-Books

	NET
	MAY'10
CUM TOTAL(T+V+C)-PRINT FORMAT	21,363
NET TOTAL, 2009/10	2,515
GRAND TOTAL	23,878

CUM TITLES-PRINT FORMAT	12,145
NET TOTAL, 2009/10	823
GRAND TOTAL	12,968
CUM TITLES, MICROFORM-MONOGRAPHS	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0
CUM TITLES, MICROFORM-SERIALS/PERS	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0
CUM TOTAL (T+V+C), MICROFORMS	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0
CUM TOTAL (T+V+C), VIDEO CASSETTES	342
NET TOTAL, 2009/10	16
GRAND TOTAL	358
CUM TITLES, VIDEO CASSETTES	236
NET TOTAL, 2009/10	12
GRAND TOTAL	248
CUM TOTAL (T+V+C), DVDs	281
NET TOTAL, 2009/10	80

GRAND TOTAL	361
CUM TITLES, DVDs	226
NET TOTAL, 2009/10	60
GRAND TOTAL	286
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	337
NET TOTAL, 2009/10	69
GRAND TOTAL	406
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	100
NET TOTAL, 2009/10	33
GRAND TOTAL	133
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP)	8
NET TOTAL, 2009/10	0
GRAND TOTAL	8
CUM TOTAL(T+V+C) MACHINE READABLE	256
NET TOTAL, 2009/10	45
GRAND TOTAL	301
CUM TITLES, MACHINE READABLE	74
NET TOTAL, 2009/10	5
GRAND TOTAL	79

CUM TOTAL(T+V+C) MAPS/GLOBES	4
NET TOTAL, 2009/10	0
GRAND TOTAL	4
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	53
NET TOTAL, 2009/10	0
GRAND TOTAL	53
CUM TOTAL(T+V+C) E-Books	1
NET TOTAL, 2009/10	0
GRAND TOTAL	1
CUM TITLES, SERIAL SUBSCRIPTIONS	173
NET TOTAL, 2009/10	26
GRAND TOTAL	199
CUM TITLES, E-JOURNALS**	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0

** (INCLUDED IN TOTAL SUBSCRIPTIONS)

**BROKEN ARROW OFFICIAL PERIODICAL/CONTINUATION
STATISTICS, 2009/10**

	TOTAL 2009/10
PERIODICALS, PAID	
TITLES ADDED	4
TITLES CEASED	3
TITLES CANCELLED	1
TITLE CHANGES	4
TOTAL PERIODICALS, PAID	0
PERIODICALS, GIFT	
TITLES ADDED	26
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, GIFT	26
NEWSPAPERS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, PAID	0
NEWSPAPERS, GIFT	

TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, GIFT	0

E-JOURNALS, PAID

TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, PAID	0

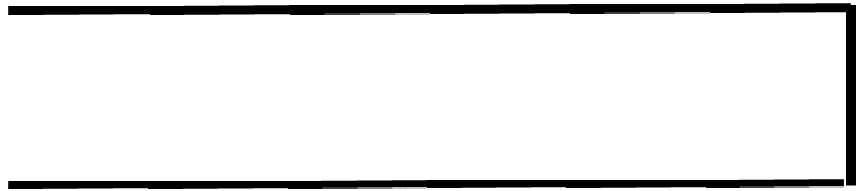
E-JOURNALS, GIFT

TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, GIFT	0

CONTINUATIONS, PAID

TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0

TITLE CHANGES	0
TOTAL CONTINUATIONS, PAID	0
CONTINUATIONS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL CONTINUATIONS, GIFT	0
MICROFORMS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, PAID	0
MICROFORMS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, GIFT	0



CUM TITLES, SERIAL SUBSCRIPTIONS	166
NET TOTAL, 2009/10	26
GRAND TOTAL	192

BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS, 2009/10

ACQUISITIONS STATISTICS	TOTAL
	2009/10
GIFTS RECEIVED	
BOOKS	176
MAGAZINES	1,422
AV ITEMS	0
CURR MATS	22
GIFTS ADDED TO COLLECTION	
BOOKS	3
MAGAZINES	36
AV ITEMS	0
CURR MATS	0
PRESEARCHED ORDERS	293
PRESEARCHED GIFTS	667
CLAIMS SENT	82
MONOGRAPHS ORDERED	
AV ITEMS ORDERED	36
MISSING ISSUES ORDERED	4
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	359

MONOGRAPHS RECEIVED	282
AV ITEMS RECEIVED	26
MISSING ISSUES RECEIVED	6
PER/CONTINUATIONS RECD	28
TOTAL RECEIVED	342

INVOICES POSTED	89
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CHECK-IN STATISTICS	TOTAL
	2009/10

NEWSPAPERS	1,670
MAGAZINES	1,579
LOOSE-LEAF SERVICES	0
CONTINUATIONS	12
TOTAL CHECK-IN	3,261

CHECK-IN PROBLEMS SOLVED	340
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PROCESSING STATISTICS	TOTAL
	2009/10

ITEMS LABELED	
COMPUTER PRINTED	704
TYPED	790

TOTAL ITEMS LABELED	1,494
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ITEMS MENDED	24
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PROCESSING STATISTICS	TOTAL
	2009/10

ITEMS SENT TO BINDERY

PERIODICALS	159
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NEW BOOKS	117
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REBINDS DUE TO USE	1
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CORRECTIONS	3
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TOTAL ITEMS SENT TO BINDERY	280
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SOURCE OF PRODUCTION	TOTAL
	2009/10

ORDERED MATERIAL	337
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MEMBERSHIPS, SO, GOVT PUBS	43
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APPROVAL	0
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GIFTS	1,987
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TOTAL ITEMS PRODUCED	2,367
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TERMINAL STATISTICS	TOTAL
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BA CAMPUS	2009/10
OCLC PRODUCTION	236
OCLC ORIGINAL INPUT	0
OCLC UNION LIST CREATION	30
OCLC UNION LIST UPDATES	51
MILLENNIUM HOLDINGS UPDATED	151
MILLENNIUM ITEMS RELOCATED	591
TERMINAL STATISTICS FOR BA	TOTAL
TAHLEQUAH CAMPUS	2009/10
OCLC PRODUCTION	765
OCLC ORIGINAL INPUT	29
OCLC UNION LIST CREATION	17
OCLC UNION LIST UPDATES	19
MILLENNIUM HOLDINGS UPDATED	6
MILLENNIUM ITEMS RELOCATED	2

Reference Services Department Annual Report, 2009-2010

John Vaughan Library, Northeastern State University
Prepared by Brandon Oberg

Department of Reference Services

Annual Report, 2009-2010

Executive Summary

During 2009-2010, the Reference Services Department improved the library collection, examined alternative models of reference service, and provided instruction and research services in the face of a number of challenges stemming from lack of personnel and the changing nature of reference service in the contemporary information environment.

A shift in available staffing and other personnel issues required the remaining members of the Department to take on additional responsibilities in order to ensure a continued high level of service to the Library and to the Colleges. The Department added librarians for the areas of Natural Sciences, Computer Science and Mathematics, and the College of Education. Responsibilities were reallocated in order to meet needs for instruction, collection development, and other areas as appropriate.

The Department expended more than \$80,000 on books, audiovisual materials, and other non-periodical items during the year. In order to maintain the quality and relevance of the collection, the Department also continued weeding materials, and began examining criteria for weeding the 2nd floor and Reference collections.

Throughout Spring and Fall 2009, the Department engaged in a number of smaller-scale serials reviews and cuts, and found that no further serials cuts needed to be made during Spring 2010. The Department provided recommendations for electronic resource acquisitions based on current program needs and accreditation requirements. The Department examined trends in scholarly communication and publishing.

In recognition of the importance of information literacy instruction in today's information environment, the Department continued to make marketing and providing instruction to the Colleges a priority. The Department continued to examine pedagogies and instructional technologies in light of relevant professional information literacy standards. LIBM 4611 was approved as an elective in the General Education curriculum.

Reference Services Department Mission Statement

The mission of the Reference Services Department is to support the library's mission by developing the library's collections; providing liaison services to the faculty; and instructing and assisting patrons in the location, use, and evaluation of information sources. The Reference Services Department emphasizes teaching in providing these services in a professional, unbiased manner.

To accomplish this mission, the Reference Services Department is responsible for:

- Developing the library's collections by defining and creating a collection of materials for the library in support of the instructional, research, social, and service goals of the university and community.
- Providing liaison services to the faculty by forming a partnership with the faculty in providing research assistance, interpreting library policies, and interacting with library departments.
- Teaching and assisting patrons in locating resources by determining patron needs, identifying appropriate resources, forming effective search strategies, and interpreting resources.
- Teaching information literacy skills by providing sequenced instruction in all formats for classes with an emphasis on providing specific instruction for students in their majors.

Departmental Activities

Administration

- The Department's name was changed from Reference and Resource Coordination to Reference Services.
- A departmental strategic plan was developed on the basis of a recent SWOT analysis, and underwent a series of revisions in order to reflect institutional goals and priorities.
- A new statistics spreadsheet was deployed.
- Archer created a number of policy and procedure documents, including: Instruction Policy for Librarians, Instruction Policy for Faculty, Instruction Procedures for Librarians.
- A shared on-call Google calendar was created to facilitate the Department's new reference and research assistance provision model.

Personnel

- Martin served as Interim Resource Coordinator for Natural Sciences.
- Archer served as interim Resource Coordinator for Mathematics and Computer Science.
- Oberg was hired as the Natural Sciences, Mathematics and Computer Science Librarian, effective August 2009.
- Oberg served as Interim Resource Coordinator for the College of Education from October 2009 to May 2010.
- Dana Letts and Kathleen McCay were moved from Technical Support to Reference Services, October 2009.
- Cheatham served as Interim Resource Coordinator for Communication, Art, Language and Literature, and Performing Arts in Spring 2010.
- Oberg was appointed Co-Director of Reference Services with Sheila Collins.
- Dana Letts was assigned to dual duties in Reference Services and Technical Support, April 2010.
- Burkhead was hired as the Librarian for the College of Education, effective June 2010.
- A formal request was tendered for additional personnel (faculty and staff) to accommodate the changing needs of the Department.

Services

- Letts undertook an assessment of technology and training needs for possible deployment of Second Life for Library activities.
- The Department participated in hands-on training in the use of Second Life and discussed its potential applications in the Library.
- A Reference Desk staffing study was conducted, and the results were used to inform the Department's strategy for adapting reference and research services to respond to new technologies and information-seeking behaviors.
- In May 2010, the 1st floor Reference Desk was dismantled.
- Beginning in May 2010, the Department moved to an on-call system for providing reference and research assistance.
- Letts surveyed sister institutions for Meebo and other chat usage in reference and research assistance.

Instruction

- An online survey instrument was created to assess library instruction.
- The Department examined free and fee-based tutorial websites and services in a variety of disciplines for the purpose of after-hours homework and study assistance.
- Prezi, S5, Wordle, and other network-based and Web 2.0 tools for enhancing instruction were examined.
- LIBM 4611 was approved as an alternative in the Life Skills section of the General Education curriculum.
- Martin attended an Evidence Based Health Care workshop at the University of Oklahoma Health Sciences Center to develop classes and course materials on Evidence Based Medicine for the NSUOCO residency program, and modified the residency syllabus and designed a mini-EBM module for the Optometry 6111 Research Methodology course.
- Susan Woitte and members of the Department worked with Brian Searcy in modifying the library component of College Strategies. The Department remained engaged with the first year experience through College Strategies.
- McCay and Letts created a new library YouTube video reflecting the broader NSU branding campaign.

Collection Development

- The Naxos Music Library and OAIster databases were added.
- Cheatham and Harriett Hobbs prepared a report, “Decline in the Acquisitions Budget Over a Five Year Period.”
- Weeding of the 3rd floor collection continued, and an assessment of weeding needs and criteria in the Reference and 2nd floor collections commenced.
- The Department met its goal of committing 100% of its materials funds by the deadline, and selected over \$80,000 of new materials.
- Archer consulted with Dr. Amy Aldridge Sanford about library/information needs for a new Women’s Studies program, and ordered materials.
- Cheatham and Oberg conducted an assessment and cost estimate for library/information needs in supporting a proposed doctoral program in Education.
- Faculty, department chairs, and other stakeholders in the Colleges were contacted to assist in determining the electronic information requirements of current programs, and a list of resource needs was sent to the Dean of Libraries.
- Faculty, department chairs, and other stakeholders in the Colleges were contacted to assist in determining the library/information component of College and departmental accreditation requirements.

Outreach

- Archer coordinated participation in the NSU Food Basket Drive as a departmental service project.
- Archer and Oberg coordinated Big Read activities at JVL and on the Tahlequah campus, including displays, a book discussion, and a keynote address to over 400 local area students.
- Martin served on the campus Environmental and Sustainability Committee and chaired the library's celebration of the 40th Anniversary of Earth Day, and worked with Letts and McCay to provide a raft of Earth Day activities at JVL.
- McCay provided flyers, PR, and staffing for the Game@Library event.

Professional Activities

- Cheatham published a book review in *Great Plains Quarterly*.
- Martin served on the Hospitality Committee for the South Central Chapter of the Medical Library Association Annual Conference, *The Art of Information*.
- Martin served as President-Elect of the Oklahoma Health Sciences Library Association (OHSLA), and organized and hosted its annual spring conference at NSU Muskogee.
- Oberg and Susan Woitte presented a poster at the 2010 OLA/MPLA Annual Conference.
- Department members attended a variety of conferences, workshops, and training sessions throughout the year, and shared information at Departmental meetings.

Other

- With the Director of Technical Services, The Department explored options for customizing the faculty/staff catalog interface to accommodate Departmental workflows.

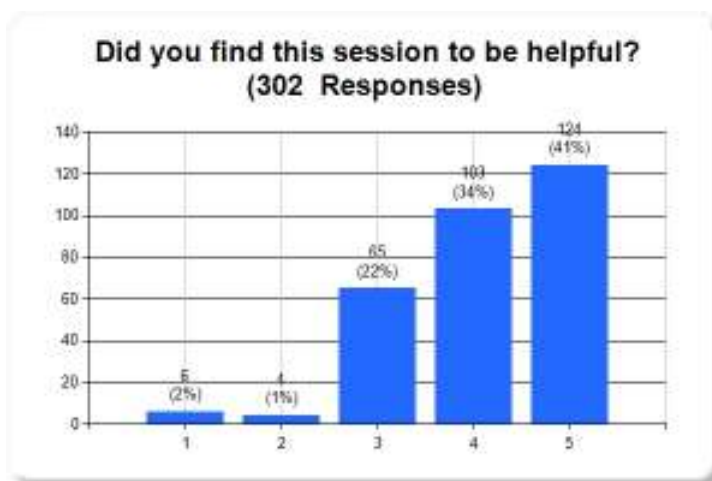
Statistics

Reference and Instruction

Number of reference questions answered	1206
Number of classes taught	130
Number of students in class	2776
Number of tutorials used	13021
Number of Resource Coordination webpage uses	9983

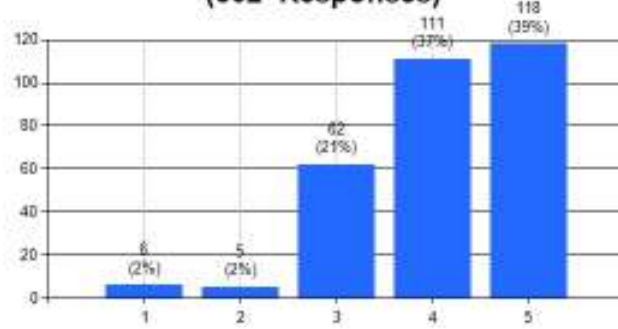
Instruction Assessment

Beginning in October 2009, students were asked to complete a standardized anonymous online survey¹ after receiving library instruction. Responses were generally very positive, and student comments were compiled and shared with Resource Coordinators.



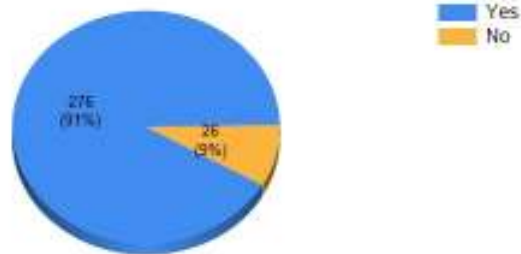
¹ This survey was offered in addition to any subject- or class-specific evaluative instruments used by Resource Coordinators to assess the effectiveness of instruction.

**Were the tools (handouts, web page, discussion board, tutorials, etc.) helpful?
(302 Responses)**



Did you learn about a library service or resource that was new to you?

(302 Responses)



Annual Report

Sarah Brick Archer, Assistant Professor of Library Services, Tenured

2009/2010

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

I was on medical leave from August 18, 2009 until October 12th. From October 12th to November 2nd, I worked halftime. From November 2nd until January 18th, I worked fulltime. From January 18th until the end of the semester, I was on medical leave.

III. A. EFFECTIVE CLASSROOM TEACHING

Taught approximately 5 library instruction sessions

B. SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching

Revised the curriculum and taught all classes from library departmental Web pages.

2. The Scholarship of Discovery

3. The Scholarship of Integration

Coordinated the selection and spending of approximately \$11,364 for the departments of Performing Arts; Communication and Art; and Languages and Literature.

Monitored and revised several of the reference department's Web pages.

Served as one of the Tahlequah coordinators for the Big Read grant by ordering supportive materials, identifying contacts in local libraries, arranging the facilities for the keynote speaker, and preparing for a book discussion.

Researched the concept of a Campus Read program for NSU.

Began designing a workshop on "A Student's Guide to Getting Published."

Created a list of DVDs, reference materials or other large ticket items needed by faculty for accreditation and other needs and submitted it to Dr. Collins.

Consulted with Dr. Amy Aldridge Sanford about how the library could support the new Women's Studies program, and ordered some materials for it.

4. **The Scholarship of Application**

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

Began planning for weeding the second floor by checking usage figures on print periodicals in my areas.

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Faculty Council, university, delegate with Harriett Hobbs (attended meetings on Nov. 6th & Dec. 4th)

Allied Arts Committee, university, member

Library Committee, university, member

Publication Committee, university, member

Education Librarian Search Committee, library, member

Science Librarian Search Committee, library, co-chair

Web Committee, library, member (attended meetings on July 6th, December 2nd)

Promotion and Tenure Committee, library, member (attended meetings on July 30th, November 19th)

Tutorial Committee, library, member

Member of the Board of Directors for the Tahlequah Public Library (attended meetings on July 23nd, October 22nd, and April 22nd).

7. Other activities

Attended the COIL Summer Conference in Muskogee, July 17th, 2009

Attended three NSU Microsoft Workshops on Word, Excel, and PowerPoint

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

Co-Director of Reference with Gary Cheatham until April 23rd. Ran departmental meetings when not on medical leave.

During medical leave, served as a consultant to the Co-Director of Reference.

Wrote the Instruction Policy for Librarians, Instruction Policy for Faculty, and Instruction Procedures for Librarians in November 2009.

Coordinated the Reference Department's service project of participating in the NSU Food Basket Drive.

Presented proposal to enlarge the subject librarians' offices to facilitate consultations with faculty and students.

Created a rough draft for the departmental annual report

E. Other

Assisted with Tahlequah Middle School fifth grade Halloween party, provided cookies for the Tahlequah Middle School Teacher Appreciation Luncheon.

Gary L. Cheatham

Assistant Professor of Library Services (Tenured)

Annual Report (June 2009 – May 2010)

III. Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

Courses taught:

☐REL 2113 (Introduction to the Old Testament), 3 credit hours, Fall Semester 2009

☐REL 2443 (Introduction to the New Testament), 3 credit hours, Spring Semester 2010

Library instruction:

Instruction session taught in July 2009

☐Math/Science Participation Program (1 session)

Instruction sessions taught in September 2009

☐POLS 3011 – Model U.N. (1 session)

☐ENG 1213 – English Comp. II (1 session)

☐SOWK 4873 – Human Behavior and the Social Environment II (1 session)

☐CRJ 3413 – Legal Research and Writing (1 session)

Instruction sessions taught in October 2009

☐SOC 4423 – Urban Sociology (1 session)

☐College Strategies (3 sessions)

Instruction session taught in December 2009

☐MGMT 4213 – Business Strategy/Policy (1 session)

Instruction sessions taught in January 2010

- ☐ POLS 3011 – Model U.N. (1 session)
- ☐ ENG 1213 – English Comp. II (2 sessions)
- ☐ MGMT 4213 – Business Strategy/Policy (1 session)

Instruction sessions taught in February 2010

- ☐ SOWK 4873 – Human Behavior and the Social Environment II (1 session)
- ☐ HCA 2113 – Introduction to Health Care Administration (1 session)
- ☐ ENG 1213 – English Comp. II (1 session)
- ☐ College Strategies (1 session)

Instruction sessions taught in March 2010

- ☐ ENG 1113 – English Comp. I (2 sessions)

Instruction sessions taught in April 2010

- ☐ MUS 3853 – History and Literature of Music (1 session)
- ☐ International Intensive English Program (1 session)

Instruction session taught in May 2010

- ☐ MC 4333 – Law and Ethics (1 session)

B. Scholarly Activities

1. The Scholarship of Teaching

- ☐ Revised/created 112 web pages or online tutorials/guides
- ☐ Provided individual research assistance and instruction to 92 students
- ☐ Provided individual research assistance and instruction to 21 off campus patrons/members of the community
- ☐ Provided research assistance to 8 members of the NSU administration/staff

- ☒ Provided 223 liaison contacts/research assistance to NSU faculty
- ☒ Conducted 84 searches for students/faculty/staff/off campus patrons

2. The Scholarship of Discovery

- ☒ Produced 48 bibliographies/new book lists for faculty
- ☒ Presented a program titled “If the Union Wins, We Won’t Have Anything Left” to the Indian Territory Genealogical and Historical Society (April 2010)

Publication:

- ☒ Review of *The Nebraska-Kansas Act of 1854*, edited by John R. Wunder and Joann M. Ross (Lincoln: University of Nebraska Press, 2008). In *Great Plains Quarterly* 29 (Fall 2009): 318-19.

3. The Scholarship of Integration

- ☒ Weeded the General (A&Z), History, Geography, Social Work, Sociology, Criminal Justice, Business, and Technology collections in Main
- ☒ Regularly compiled and sent lists of relevant new library materials and online resources to faculty in the College of Business & Technology, Department of Social Sciences, ROTC program, Department of Criminal Justice, Legal Studies & Homeland Security, and Department of Social Work
- ☒ Periodically updated and revised assigned library web pages

4. The Scholarship of Application

- ☒ Student in The Cherokee Nation History Course – Cherokee Nation Complex (June 2009)
- ☒ Attended Thomson Reuters (Checkpoint Tax and Accounting Database) Basic Functionality and Features Webinar (July 2009)

- ☒ Attended Better Research on Westlaw: Basic Tips and Tricks Webinar (July 2009)
- ☒ Attended Searching for Business and Marketing Information Seminar (July 2009)
- ☒ Attended Techniques for Database Selection and Multifile Searching Webinar (September 2009)
- ☒ Attended Get Ready for the 2010 Census Workshop (September 2009)
- ☒ Attended The Future of the Library - How the Library Ecosystem is Evolving to Support 21st Century Information Demands Webcast (November 2009)
- ☒ Attended American Indian Workshop (December 2009)
- ☒ Attended Twenty-first Century Reference Collections Webinar (January 2010)
- ☒ Attended Oklahoma Council of Teachers of English Conference (April 2010)
- ☒ Attended Amigos Member Conference (May 2010)
- ☒ Attended Integrating Information Literacy into First-Year Seminars Webcast (May 2010)
- ☒ Attended Infogroup's Instant Net Conference (May 2010)
- ☒ Webmaster, Tahlequah Area Habitat for Humanity web site

Memberships:

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

C. Contributions to the Institution and Profession

- ☒ Member, University Appellate Committee (Term expires August 2011)
- ☒ Assisted with the University Appellate Committee election (April 2010)
- ☒ Member, Library Information Commons Committee
- ☒ Member, Library Statistics Committee
- ☒ Member, Library Web Committee
- ☒ Chair, Library Tutorials Committee
- ☒ Co-chair, Math & Science Librarian Search Committee (to July 2009)
- ☒ Chair, Education and Psychology Librarian Search Committee
- ☒ Member, Library Promotion and Tenure Committee
- Chair, University Institutional Animal Care and Use Committee

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

- ☒ Co-Director of Reference/Resource Coordination Dept. (to April 22, 2010)
- ☒ Selected or coordinated the selection of approximately \$20,000 in Library books/videos
- ☒ Resource Coordinator for the College of Business and Technology
- Resource Coordinator for the Social Sciences Dept.
- Resource Coordinator for the Criminal Justice, Legal Studies and Homeland Security Dept.
- Resource Coordinator for the Social Work Dept.
- Resource Coordinator for the ROTC program
- Resource Coordinator for Administration
- Coordinator, Library Folded Map Collection
- Coordinator, Library Telephone Directory Collection
- Coordinator, Library Browsing Collection
- Coordinator, Library New Book Display
- Coordinator, Reference CD-ROM Collection
- Coordinator, Reference desk schedule
- Coordinator, Reference book fund
- Coordinator, General book fund
- Dialog database searcher
- Factiva database searcher
- Own and maintain dozens of web pages on the Library server
- Maintain NSU's Institutional Animal Care and Use Committee web site
- Coordinator of the Databases pages

- Compiler of databases statistics
- Liaison, training and update coordinator, S&P's Compustat Research Insight Database for the College of Business and Technology
- Interim Resource Coordinator for the Communication and Art Dept. (Spring 2010)
- Interim Resource Coordinator for the Languages and Literature Dept. (Spring 2010)
- Interim Resource Coordinator for the Performing Arts Dept. (Spring 2010)

Dana Letts
Reference/Technology Support Departments

On-going Committees:
Reference Department

Sub-Committees:
Tutorial Committee
Learning/Information Commons Committee

Event Committees:
Earth Day Committee

Determination of Best Practices.

Keeping aware of current software options.

Explore hardware options for current and future application.

Numerous technical support activities for Reference specifically and JVL in general.

Second Life Project:
Information gathering
Presentation for Reference - Intro

Worked with Sandra Martin in creating 2 new Optometry Tutorials.

Worked with Sandra Martin in creating and maintaining web pages for Optometry, Nursing, Human and Family Sciences, and Speech language Pathology.

Maintain EZProzy.

Assisted with the College Strategies Presentations.

Worked with BA on pricing out and choosing equipment for a grant proposal.

Helped with the Scholastic Book Sale.

Surveyed sister institutions for Meebo and other chat usage.

Kathleen McCay
Annual Report
For fiscal year: June 2009 – May 2010

<u>Category</u>	<u>Dates</u>	<u>Description</u>
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Specific Tutorial Productions:

09-2009	Woitte: 2009_Blackboard_Woitte
09-2009	Woitte: 2009_LibraryWebPageOV_Woitte
10-2009	Woitte: opac
11-2009	Letts: Net Library vox files (assist)
11-2009	Woitte: 4611_GovDocs_RevSpring2008 (updated)
01-2010	Rink: SLA_10Things (intro info for new board mmbros)
04-2010	Woitte: JVL YouTube "video"
04-2010	Woitte: SuDoc
05-2010	Oberg: SciFinder

Tutorial related major projects:

on-going	Review tutorial page content
06-2009	find & recommend vendor tutorials (VPN & others)
03-2010	Created new template to match new colors & browsers

Research & Training:

on-going	Various software, platforms, & tools
on-going	Second Life stuff

Fall-2009 Upgraded to CS3 (Flash)

User Services:

~weekly Assist & train blind music student w/ ADA software

Conferences / Seminars / Workshops:

11-2009 OPAL s/w set ups for Native American Gov Doc seminar

12-2009 Attended Native American Gov Doc seminar

01-2010 Attended NSU Branding workshop

01-2010 Attended Blackboard seminar

Graphics / Design:

01-2010 Scan council photos for G. Cheatham course mrtls

04-2010 OLA "open source" poster for Woitte & Oberg

04-2010 JVL Earth Day Poster & web-graphics

Committees / Events:

on-going Tutorial Committee

on-going Reference Committee

Fall-2009 Game@Library event – PR, Flyers, & staffing

Fall-2009 Learning Commons – equipment recommendations

11-2009 Scholastic Book Fair (volunteer)

Spring-2010 JVL Environmental Committee

Spring-2010 Earth Day event – PR, Event Coordination, etc.

Misc. Widgets & Data Collection

06-2009	Create & beta test RQT (Ref Question Tracking) db
10-2009	Create & deploy new on-line Library Assessment Survey
01-2010	Beta create Reserve Request Form (for Kaney)
on-going	Compile & distribute MTD & YTD LAS Survey results

Faculty Activity Report - Professional File, 2009/2010

Sandra A. Martin, M.L.I.S.

Instructor of Library Services

Health Sciences Resource Coordinator

Reference Librarian

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 [course integrated, hybrid]*
- Optometry. Residency Program. Journal Club – Evidence Based Medicine [course integrated]
- Optometry. New Student Orientation
- Optometry. Rural Eye Program. Clinical Faculty
- Optometry. Faculty
- Optometry. New Faculty Orientation
- Nursing. 3003 Professional Nursing Role [course integrated, online]
- Nursing. 4293 Professional Nursing Synthesis [course integrated, online]
- Nursing. 3373 Community Mental Health Nursing [course integrated, online]
- Nursing. 4103 Research in Nursing [course integrated, online]
- Nursing. Faculty
- Speech-Language Pathology. 4543 Seminar: Individual Studies
- Speech-Language Pathology. New Faculty Orientation
- English. 0644 and 0645 Reading
- College Strategies. ORIEN 1001
- English. 1113 Comp I
- Math/Science Participation Program Orientation

*course integrated indicates information resources assignments are graded and required

B. Scholarly Activities

1) The Scholarship of Teaching

a. Improvements in tools for access to library resources

- i. Met regularly with Oklahoma Health Sciences Library Consortium and collaborated with consortium members to review and select

health sciences electronic resources. Participated in review and evaluation of JAMAevidence.

- ii. Consulted with College of Optometry Dean to review, evaluate, and compare the library's vision science book, journal, and audiovisual collections to new titles/editions in the Association of Vision Science Librarians Opening Day Collection core list. Reviewed and selected key titles to bring the library's book and journal collections up to standards with AVSL. Reviewed and added new eBook titles to Books@Ovid collection.
- iii. Consulted with the Nursing and Health Professions faculty to select new resources required for the curriculum. Consulted with Nursing Department Chair to evaluate books for the new Master's Degree in Nursing.

b. New course development and innovative teaching

- i. Consulted with the Director of the Residency Program in the College of Optometry to develop new Evidence Based Medicine course to be integrated with the Residents' Journal Club instruction.
- ii. Worked with NSUOCO faculty to re-design information resources lectures and assignments for the 6111 Research Methodology course to be offered in Summer 2010
- iii. Developed new syllabus, online exercises, assignments, and web pages for the re-designed 6111 Research Methodology lectures.
- iv. Developed new miniEvidence Based Medicine Lecture online materials, exercises, and assignments to be integrated into coursework for 6111 Research Methodology course.
- v. Worked with technical support staff on a complete re-design of the Optometry web page to support the re-designed 6111 Research Methodology course.
- vi. Consulted with nursing faculty and students and conducted online searches of evidence based literature to prepare for the 7th Annual Evidence-Based Practice Symposium jointly hosted by the OU College of Nursing – Tulsa and the NSU Nursing Program.
- vii. Revised script and worked with technical support staff to revise Flash and animation for advanced OVID MEDLINE online tutorial for Optometry.
- viii. Developed new course pages to facilitate use of online resources and tutorials in the curriculum in Optometry and Health Professions and revised instructional web pages.
- ix. Developed new online handouts for Optometry and Health Professions to supplement instruction and to promote awareness and use of online resources. Worked with the library's graphics designer in Archives to develop graphics for slides, handouts, and presentations.

2) The Scholarship of Discovery

a. Research

- 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 online tools that support online learning of evidence-based medicine principles and procedures. Conducted literature reviews, attended presentations at professional meetings, and participated in trials and online discussions.

3) The Scholarship of Integration

a. Program Reviews

- i. College of Optometry. Began initial series of meetings with the NSUOCO Dean to prepare for the self-study and site visit by the re-accreditation team in 2012.

b. Faculty Orientations

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

c. Consultations/research support

- i. Consulted and met regularly with faculty liaisons in Optometry and Health Professions to assess progress toward meeting needs for collection, instruction, and access to resources to support new and existing programs.
- ii. Attended and provided presentations/handouts for faculty meetings in the College of Optometry, College of Science and Health Professions, Department of Health Professions, and Nursing program.
- iii. Revised web pages to improve access to the library's growing collection of electronic resources for Optometry and Health Professions.
- iv. Conducted 171 subject specific searches of electronic databases, journals, and books for faculty, students, and residents in Optometry and Health Professions. Delivered full text to faculty and residents online or took steps to expedite delivery of print documents that were not available electronically.
- v. Consulted with Optometry residents on the Tahlequah campus and at remote sites on complex research questions. Provided expert searches and delivered articles online to support patient care and publication needs.
- vi. Provided one-on-one instruction and consultation for individual students and small groups conducting literature reviews and research for articles to be submitted for publication in the Optometry 6111 Research Methodology course.
- vii. Served as liaison for NSU's Rural Health Institute programs and services of the Oklahoma Health Connection project to enable statewide access for licensed health professionals to selected databases from a password-protected website.

4) The Scholarship of Application

a. Attendance at meetings of professional or scholarly organizations

- i. Oklahoma Health Sciences Library Association. As president-elect, researched and developed the theme, *Partnering to Provide Healing Hands*, planned the program, recruited speakers, coordinated presentations, and hosted the annual spring conference at the NSU Muskogee Conference Center May 7, 2010.
- ii. Health Libraries of Eastern Oklahoma (HeLEO). Fall and Spring Meetings.
- iii. Regular meetings of the Oklahoma Health Sciences Library Consortium.
- iv. South Central Chapter of the Medical Library Association annual conference, *The Art of Information*, Tulsa, OK, October 17-21, 2009.

b. Memberships in Professional, Honorary and Other Learned Societies

- i. Health Libraries of Eastern Oklahoma (HeLEO). Past President.
- ii. Oklahoma Health Sciences Library Association (OHSLA). President-Elect.
- iii. South Central Chapter/Medical Library Association.
- iv. Association of Vision Science Librarians (AVSL).

c. Short courses, seminars, presentations

- i. Evidence Based Health Care Workshop. University of Oklahoma Health Sciences Center. September 24-25, 2009.
- ii. Bringing Evidence-Based Nursing Practice to the Bedside. Ovid Webinar. November 17, 2009.
- iii. Cut the Cord: Connecting to our Mobile Users. Medical Library Association Webcast. November 18, 2009.
- iv. NSU Branding Workshop. February 10, 2010.

C. Contributions to the Institution and Profession

1) Committee Service

- a. John Vaughan Library
 - i. Science Librarian Search Committee.
 - ii. Reference Services
 - i. Strategic Planning Subcommittee
 - ii. Chair. Library 2010 Earth Day Celebration
- b. University:
 - i. Environmental and Sustainability Committee
 - ii. Distance Learning Committee
- c. Oklahoma Health Sciences Library Consortium.
- d. South Central Chapter, Medical Library Association, Hospitality Committee. SCC/MLA annual conference, October 17-21, 2009. Tulsa, OK.

Brandon Oberg

Instructor of Library Services

Annual Faculty Activity Report, 2009-2010

Effective Classroom Teaching

For-credit classes

- Co-taught LIBM 4611, Electronic Information Retrieval, with Pamela Louderback (Spring 2010, 1 credit hour)

Library instruction sessions

Fall 2009

- CHEM 4911 (1 session)
- BIOL 2221 (1 session)
- ENGL 1213 (1 session)
- SOWK 4873 (1 session)
- BIOL 3524 (1 session)
- ORIE 1001 (6 sessions face-to-face, 2 Blackboard)
- BIOL Research (1 session)

Spring 2010

- LIBM 4023 (2 sessions)
- BIOL 2221 (1 session)
- PSYC 4043 (1 session)
- PSYC 3573 (3 sessions)
- PSYC 3463 (1 session)
- ENGL 3653 (1 session)
- ORIE 1001 (1 session)
- ENGL 1113 (2 sessions)
- ENGL 1213 (1 session)

- COMM 1113 (1 session)

May 2010 Intersession

- LIBM 4023 (1 session)

Scholarly Activities

Scholarship of Teaching

- Created SciFinder Scholar online tutorial with Kathleen McCay.
- Created or edited over 150 webpages containing class-based or subject-based resources and instruction.
- Provided one-on-one research assistance and instruction to over 50 students and members of the local community.
- Provided 139 instances of research assistance and other liaison services to faculty.

Scholarship of Discovery

- Poster: "Opening Doors with Open Access" presented with Susan Woitte at the OLA/MPLA 2010 Annual Conference.
- Book review: *Mr. Ambassador: Warrior for Peace* [review] in the *Oklahoma Librarian*, Nov/Dec 2009.

Scholarship of Integration

- Demonstrated S5 web-based presentation application to the Reference Services department.
- Researched the Google Wave Beta as a means of document sharing and collaboration.
- Created a resource webpage for science podcasts.
- Created a resource webpage for Open Access scholarly journals in the natural sciences, computer science, and mathematics.
- Performed library materials needs assessment for proposed Ed.D. program, with Gary Cheatham.
- Selected over \$18,000 of materials in a variety of media in the natural sciences, computer science, mathematics, education, psychology, health, and children's/young adult literature.

Scholarship of Application

- Member, American Library Association
- Member, Association of College and Research Libraries
- Member, Oklahoma Library Association
- Member, Mountain Plains Library Association
- Attended 2010 Oklahoma Library Association/Mountain Plains Library Association Annual Conference
- Attended 2010 Amigos Annual Conference
- Attended Census 2010 workshop
- Attended American Indian Government Website workshop

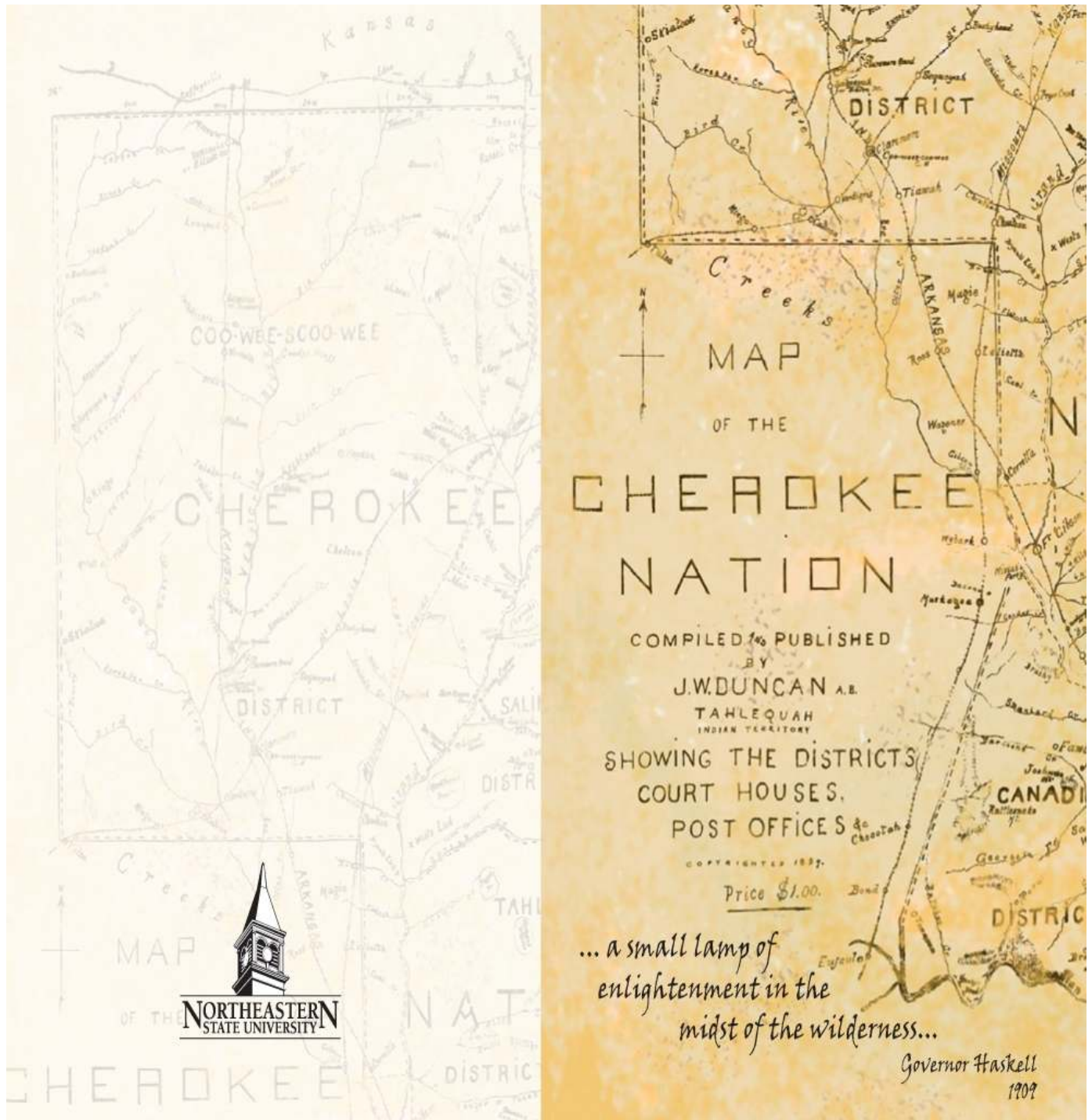
- Attended MD Consult training
- Attended SciFinder Scholar training
- Attended SciFinder Scholar Structure Editor training
- Attended “Integrating Information Literacy Into First-Year Seminars” webcast

Contributions to the Institution and Profession

- Member, NSU Faculty Council
- Member, Library Web Committee
- Member, Library Information Commons Committee
- Member, Education and Psychology Resource Coordination Librarian Search Committee

Performance of Non-teaching Semi-administrative Duties

- Resource Coordinator for Natural Sciences, Mathematics, and Computer Science
- Interim Resource Coordinator for the College of Education (October 2009-May 2010)
- Served as Co-Director of Reference Services from April 23, 2010
- Coordinated JVL's participation in the NSU Big Read with Sarah Brick Archer



This fiscal year, the University Archives [including records management and genealogy areas] served 2,090 patrons who used 856 items, including books, yearbooks, microfilms, newspapers, directories, blueprints, photographs, etc. The patrons, including administrators, faculty, staff, students and people outside the university, were assisted by a staff that included the University Archivist, and one full-time assistant, Brenda Cochran, one part-time student assistant, Amanda Price, and a three-hour-per week volunteer in genealogy, Donna Graham (full-time employee in library who arranges her schedule to assist in Genealogy area). The staff was so busy that it was unable to record patrons and numbers of materials used daily. Obviously, we used far more than 856 items, since we created 5,872 digital files and printed 629. Our printing capability was extended last academic year when Sheila Collins, Dean of Libraries, allowed us to purchase a wide-format, Epson archival printer. It can print up to 24" x90" on archival paper with archival inks, so we were able to print photographs up to 24" on the narrow side. We also transferred 300 files on CD to other offices.

Brenda Cochran designed hundreds of separate items which often included several photos or images per item. The work accomplished was documented by studying the files used for each different project as found on the computers in Archives (See attached samples of materials designed). Cochran has indeed been exceptionally busy the past year. Her beautifully-designed photographic displays, posters, invitations, name tags, etc. have kept her in constant demand across campus.

On 17 August 2010, Ms. Sheffler received one of the first four "Modeling the Way" Awards from President Betz at the annual fall meeting. It was an amazing experience to be selected from such a large group of dedicated professionals. It had been a great honor to be selected the past year as one of the original 100 Centurions, but this honor on top of that one was quite thrilling and unexpected.

This term, 104.01 cubic feet of materials [99.01 cu' archival and 5 cubic feet of 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.

Various Archives database indexes were updated: the minutes of the Board of Regents of the Regional University System of Oklahoma, Cherokee National Male and Female Students, Index to Negatives collection, University Archives Statistics and the Graduate College master's papers. Special Projects:

1. About five years ago, Dr. Brad Agnew began researching for the book he wrote on the history of Northeastern. During that time, the Archives staff has scanned and restored

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over 200 gb of images of THE NORTHEASTERN newspapers for preservation purposes and for Dr. Agnew's research. This term, Brenda Cochran has completed designing the front cover for the over-1000-page, online book. Since June 1, she has also completed designing the back cover of the book. Linda West worked with Dr. Agnew in determining the technicalities for housing and placing the book on the John Vaughan Library Digital Library web page.

2. Northeastern State University has also prepared a photographic history book which arrived on campus at the end of November 2009. The research for this book began several years ago as well. The Archives staff provided thousands of photographic scans for the publisher and assisted in many ways to select, scan and document that data. Sheffler has provided historic perspective for accuracy as well. The beautifully-printed book has been received very well by the university

community, as well as external patrons. The book was one of six nominated for an Oklahoma Book Award for Design Illustration from the Oklahoma Center for the Book for the 2009.

3. In recognition of his 19-year tenure at and dedication to Northeastern State University, former President W. Roger Webb was honored on 21 April 2010 with a luncheon and reception upon the occasion of the naming of the NET Building as the W. Roger Webb Educational Technology Center. The Archives staff located and scanned hundreds of photographs of Webb for use in a video and two photographic displays to commemorate the event.

4. Dr. Rennard Strickland, a nationally-recognized expert in Indian Law, was selected to give the 2010 address at NSU Commencement. Dr. Strickland attended Northeastern State College from 1958-1962. Sheffler and Cochran researched the time that he attended. Cochran scanned the photographs and newspaper clippings and designed an attractive scrapbook which was presented to him at the luncheon. He was also given a photographic fine art print of the three murals from Seminary Hall which Cochran had designed around the three reproductions that Sheffler had restored.

5. Archives has supplied data from Dr. Agnew's oral history interviews on the Dust Bowl to Ken Burns who is producing a documentary on the Dust Bowl.

6. Cochran processed 10 cubic feet (approximately 7,000-10,000 items) of miscellaneous photographs and negatives from Communications and Marketing which had been backlogged for a few years. She initially separated the items by subject and placed them in archival storage materials; she then scanned many.

7. Cochran and Sheffler were asked to prepare a presentation for the Oklahoma State Archives and Records Center in Oklahoma City on how they used archival materials in the NSU Centennial celebration. Cochran determined key points on presenting a display and explained how to meet key points, such as how to select images, how to judge eye appeal, how to arrange and select fonts and text, how to guarantee consistency and accuracy in

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information, how to use available resources wisely, etc. The PowerPoint demonstration was given at the Oklahoma History Center in June and was exceptionally well received.

In addition to the special projects above, she also designed and printed the following:

1. Slides, hand-out cards, email invitation to "Partnering to Provide Healing Hands" conference sponsored by the Oklahoma Health Science Library Association by request of Sandra Martin, NSU Medical Librarian who hosted the conference here.

2. Holiday greeting cards for President Don & Susanne Betz and John Vaughan Library; two holiday reception card designs for President Don & Susanne Betz for the University reception and the reception for Tahlequah community; holiday poster for University Archives

3 Employee Appreciation Day – memory books for nine 30-year employees

4. Winter photographic display for the John Vaughan Library-Cochran researched, scanned and printed photographs for two large display areas

5. Indian Territory map place mats, name tags, invitations, welcome signs, and schedules for the Regents' visit to NSU

6. Two Redmen Memories posters and note cards for Jack Dobbins

7. Oklahoma Open Records Act fee schedule design for Amber Fite

8. Scans of 113 photographs from Beverly Cobb's personal collection including family members who attended the Cherokee National Male and Female Seminaries.

9. Scans (99) of the 1936 Gable Field photographs and pictures held in Archives for the Redmen Memorial Wall project

10. Scans of multiple pictures and photographs of each of the 11 new Centurions.
11. Photograph display for the Centurion Luncheon tables
11. Scans of images of Dr. Brian Rader for video for his memorial service
12. Scans of images of Kappa Mu Epsilon for Dr. Joanne Bell
13. Revised and new scans of images for Dr. Terri Baker for use in external presentations
14. Scans for external PowerPoint presentation for Dr. Mark Giese
15. Banners and posters for Earth Day for the NSU Library Earth Day Committee for Sandra Martin
16. Scans and prints for Harry Oosahwee of Cherokee language materials
17. Scans for video presented at the Emerald Ball for Alumni Association and Foundation
18. Scans and prints for College of Education on the occasion of the renaming of Education Building as Bagley Building
19. Scans for retirement receptions for Kim Cherry, Nancy Jenkins, and Lynn Cyert
20. Prints from Archives for auction to benefit Sharon Stauss

Cochran's professional organizations

1. Oklahoma Museum Association

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Cochran's professional activities:

1. 2 June 2009 - Attended Records Management Workshop at Oklahoma History Center for Oklahoma State Archives and Records Center; assisted by Sheffler, produced and presented PowerPoint session on how to use archival materials in public relations (See Special Projects above)
2. 8 September 2009 - Assisted Sheffler at Seminary Hall for Dawn Cain's College Strategies class on the history of Seminary Hall.
3. 30 September - 1 October 2009 - Co-hosted (with Sheffler and Delores Sumner) Rebecca Elder from AMIGOS Bibliographic Council for preservation survey of Archives and Special Collections (funded through part of a \$6,000 preservation grant received from AMIGOS for Archives and Special Collections)
4. 19 October 2009 and several other days - Met with Beverly Cobb, great-niece of Isabel Cobb, 1879 Cherokee National Female Seminary graduate, to discuss Ms. Cobb; scanned 113, 19th-century photographs of the Cobb family
5. 29-30 October 2009 - Attended "Researching and Using Tribal History Workshop" at the Oklahoma History Center in Oklahoma City in celebration of the 75th anniversary of the Indian Archives of the Oklahoma Historical Society.
6. 12-13 November 2009 - Attended "Oral History for the 21st Century Symposium" at Education Building of Oklahoma City Zoo and Oklahoma History Center; sponsored by Oklahoma Department of Libraries and Oklahoma Historic Records Advisory Board
7. 28 January 2010 - Received certificate of completion for on-line workshop, Preservation of Photographic Materials given through AMIGOS preservation grant by Rebecca Elder
8. 5 March 2010 - Attended luncheon to induct 11 new Centurions; designed and produced photographs and table displays for luncheon
9. 21 April 2010 - Attended luncheon and reception in honor of former President W. Roger Webb and the naming of the NET building in his honor (see major projects above; scanned and designed photographs for both events)
10. 7 May 2010 - Attended annual luncheon presented by the Descendants of the Seminarians at Branscum Alumni Center

11. 15 May 2010 - Attended luncheon in honor of Dr. Rennard Strickland, guest speaker for Commencement (see major projects above)

12. 24 May 2010 - Co-hosted (with Sheffler) the Archivist for the Oklahoma Higher Education Heritage Society, Jeanne Prince, for an on-site visit to Archives.

University Archives also provided research and/or scans for the following University departments or individuals this fiscal year:

Admissions & Records

Alumni Association

Art Department

Athletic Department

Business Office (Tahlequah & Broken Arrow)

Center for Tribal Studies

Cherokee Studies Program

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College of Business & Technology

College of Education

College of Liberal Arts

College of Optometry

Continuing Education

Communications & Marketing, including Nancy Garber, Peter Henshaw, Aaron Anderson and staff, as well as Brad Agnew

Graduate College

Grants and Contracts

Human Resources

Jazz Lab

Literacy Center

Motor Pool

Music Department

NSU Foundation

Office of the President, including Julienne Crittenden, Amber Fite, Robin Hutchins and President Don and Mrs. Susanne Betz

Office of the Vice President of Academic Affairs

Office of the Vice President of Administration

Office of the Vice President for University Relations, including Jerry Cook and Department of Community Relations

Physical Plant

Sequoyah Institute

Security

Student Affairs

Student Financial Services

Student Health Services

THE NORTHEASTERN

University Center

University Libraries, including the Broken Arrow and Muskogee Libraries, Dean of Libraries, John Vaughan Library's Special Collections, Technical Services and User Services areas

Veterans Affairs

Other external patrons for whom graphics, presentations, interviews and/or research were prepared included the following:

Cherokee County Records
Cherokee Nation
Connors Jr. College
Dobbins, Jack
East Central Oklahoma University
Ft. Gibson Historic Site
Haskins, Lyle
Herrington, Beth
Indian Territory Genealogical & Historical Society

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McAlister, Barbara

Murrell Home

MUSKOGEE PHOENIX

Oklahoma Department of Libraries

Oklahoma Higher Education Heritage Society

Oklahoma Historic Records Advisory Board

Oklahoma Historical Society

Rotary International Club (brought five guests from Chile to visit Archives and Special Collections)

TAHLEQUAH DAILY PRESS

Tahlequah Public Library

University of Central Oklahoma, W. Roger Webb and Jon Finch

Writers: Anita Palacios Collins, script writer regarding Cherokee National Female Seminary; Dr. James Pate regarding the CHEROKEE ADVOCATE; Ken Burns on the Oklahoma Dust Bowl; Betty Ridge, local newspaper reporter on Cherokee National Male Seminary

Ms. Sheffler's professional services included membership on the following NSU committees:

1. NSU Emergency Response Team, a Library Building Coordinator
2. NSU Library Disaster Committee
3. NSU Library Directors' Council

Ms. Sheffler's professional activities included the following:

1. 2 June 2009 - Attended Records Management Workshop at Oklahoma History Center for Oklahoma State Archives and Records Center; Cochran and Sheffler did PowerPoint presentation on use of archival materials in public relations
2. 11 June 2009 - Training session on PowerPoint given by Mike Allen at Library
3. 23 July 2009 - Video interview by Aaron Anderson on recollections by Centurions.
4. 17 August 2009 - Received one of the first four "Model the Way" Awards for service to the University from President Don Betz
5. 3 September 2009 - Presentation at Tahlequah Public Library by Patti Dickinson on her book, TOMMY THOMPSON AND THE BOYS OF SEQUOYAH, a faculty member at Sequoyah High School; Sheffler and Delores Sumner had assisted with research for book which was nominated for Oklahoma Book Award in non-fiction category.
6. 8 September 2009 - Sheffler assisted Dawn Cain in College Strategies class on history of Seminary Hall.

7. 10 September 2009 - Attended "Getting Ready for the 2010 Census," presented by Steve Belevu of the Oklahoma Department of Libraries preparing for the upcoming census; held at John Vaughan Library.
8. 14 September 2009 - Sheffler assisted with collection of materials to be added to 2009 time capsule placed near Garrison Fountain.
9. 21 September 2009 - Interviewed with Dr. Brad Agnew by reporter from JOURNAL RECORD on history of Seminary Hall.
10. 30 September - 1 October 2009 - Co-hosted (with Sheffler and Delores Sumner) Rebecca Elder from AMIGOS Bibliographic Council for preservation survey of Archives and Special Collections (funded through a \$6,000 preservation grant received from AMIGOS)
- 7
11. 2 October 2009 - Attended "Preserving Your Historical Records: An Archival Holdings Maintenance Workshop" presented by Rebecca Elder at NSU Broken Arrow Library.
12. 13 October 2009 - Traveled to Mullerhaus Publishing in Tulsa with Nancy Garber to approve final proofs for ROOTS FROM THE CHEROKEES book.
13. 14 October 2009 - Met with opera mezzo soprano Barbara McAlister to discuss Cherokee National Female Seminary music
14. 19 October 2009 and several other days - met with Beverly Cobb, great-niece of Isabel Cobb, Cherokee National Female Seminary graduate in 1879, to discuss Ms. Cobb and scan 19th century photographs of the Cobb family.
15. 29-30 October 2009 - Assisted on staff for "Researching and Using Tribal History Workshop" at the Oklahoma History Center in celebration of the 75th anniversary of the Indian Archives of the Oklahoma Historical Society.
16. 12-13 November 2009 - Assisted on staff for "Oral History for the 21st Century Symposium" at Education Building of Oklahoma City Zoo and Oklahoma History Center sponsored by Oklahoma Department of Libraries and Oklahoma Historic Advisory Board
17. 19 November 2009 - Observed oral history interview of Delores Sumner by Rodger Harris of the Oklahoma Historical Society regarding Sumner's childhood within the Comanche tribe
18. 4 December 2009 - Attended John Vaughan Library Research Presentation by Tom Messner and Dr. Adrianna Lancaster, Library Director, East Central University, regarding "cooperative multi-university initiative to assess and plan to improve information literacy skills of Oklahoma university students."
19. 25 January 2010 - Attended presentation by Dr. Brad Agnew on writing and researching the Northeastern history books; sponsored by the Indian Territory Genealogical and Historical Society
20. 27 January 2010 - Attended memorial service for Dr. Brian Rader; Archives had supplied photographs for video.
21. 1 March 2010 - Assisted Linda West with visiting representative for Music Accreditation visit from National Association of Schools of Music
22. 5 March 2010 - Attended luncheon to induct 11 new Centurions; Archives had provided photographs and table decorations designed by Cochran.
23. 15 March 2010 - Interviewed by Betty Ridge on Cherokee National Male
24. 7 April 2010 - Attended dedication of Cherokee Nation Supreme Court Museum and luncheon
25. 17 April 2010 - Attended Oklahoma Book Awards dinner at the Oklahoma Heritage Association Gaylord-Pickens Museum in Oklahoma City; given by the Oklahoma Center for the

Book; the NSU history pictorial book, *ROOTS FROM THE CHEROKEES, PROMISES FOR OUR FUTURE: THE CHRONICLE OF NORTHEASTERN STATE UNIVERSITY*, was one of six books nominated in the illustration category.

26. 21 April 2010 - Attended luncheon and reception in honor of former President W. Roger Webb and the naming of the NET building in his honor (see major projects above)

27. 21 April 2010 - Assisted Cochran with Earth Day Banners and printing.

28. 26 April 2010 - Attended presentation by Gary Cheatham on the Kansas Neutral Lands; had prepared two posters for Cheatham; sponsored by the Indian Territory Genealogical & Historical Society

29. 6 May 2010 - Attended groundbreaking for renovation project for Cherokee Nation Prison 8

30. 7 May 2010 - Attended annual luncheon presented by the Descendants of the Seminarians at Branscum Alumni Center; presenters included, Barbara McAlister, members of the Cherokee Youth Choir, and Jay Hannah

31. 15 May 2010 - Attended luncheon in honor of Dr. Rennard Strickland, guest speaker for Commencement (see major projects above)

32. 20 May 2010 - Assisted on staff for Records Management workshop at Oklahoma History Center in Oklahoma City; Moving from "Chaos to Organizations: Managing your Records" sponsored by the Oklahoma Higher Education Heritage Society, Oklahoma Department of Libraries and the Oklahoma History Center.

33. 24 May 2010 - Hosted Jeanne Prince, Archivist for the Oklahoma Higher Education Heritage Society, at Northeastern State University Archives

Sheffler held professional memberships in the following organizations:

1. Oklahoma Historic Records Advisory Board, 1999-current; reappointed by Governor Henry in 2009

2. Society of American Archivists

3. Society of American Archivists Membership Committee - Key Contact person for Oklahoma, 1997 to current

4. Academy of Certified Archivists [Charter member, 1989; re-certified to June 2012]

5. Oklahoma Conservation Congress

6. Society of Southwest Archivists

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, lights not working, and electrical outages.

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

Victoria Sheffler, CA

University Archivist

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

Date	Total cu' added	Archival Materials	Records Management [permanent]	[non permanent]
1983/1984	129.00 cu'	4.00 cu'	125.0 cu'	
1984/1985	28.00 cu'	25.00 cu'	3.0 cu'	
1985/1986	102.10 cu'	83.10 cu'	19.0 cu'	
1986/1987	163.60 cu'	48.60 cu'	115.0 cu'	
1987/1988	44.20 cu'	24.20 cu'	20.0 cu'	
1988/1989	8.40 cu'	7.40 cu'	1.0 cu'	
1989/1990	158.70 cu'	35.70 cu'	123.0 cu'	
1990/1991	118.50 cu'	11.50 cu'	107.0 cu'	
1991/1992	96.60 cu'	34.90 cu'	61.7 cu'	
1992/1993	118.50 cu'	22.50 cu'	96.0 cu'	
1993/1994	190.20 cu'	80.20 cu'	110.0 cu'	
1994/1995	99.70 cu'	22.30 cu'	77.4 cu'	
1995/1996	125.00 cu'	48.00 cu'	77.0 cu'	
1996/1997	97.90 cu'	30.90 cu'	67.0 cu'	
1997/1998	113.30 cu'	41.30 cu'	72.0 cu'	
1998/1999	138.60 cu'	62.10 cu'	76.5 cu'	
1999/2000	105.60 cu'	35.60 cu'	70.0 cu'	
2000/2001	146.45 cu'	79.45 cu'	67.0 cu'	
2001/2002	229.50 cu'	116.50 cu'	113.0 cu'	
2002/2003	371.90 cu'	170.80 cu'	201.0 cu'	
2003/2004	27.83 cu'	22.83 cu'	5.0 cu'	
2004/2005	68.70 cu'	57.70 cu'	11.0 cu'	
2005/2006	60.90 cu'	54.90 cu'	6.0 cu'	
2006/2007	52.69 cu'	43.69 cu'	9.0 cu'	
2007-2008	35.51 cu'	32.51 cu'	3.0 cu'	
2008-2009	78.70 cu'	63.70 cu'	15.0 cu'	
2009-2010	104.01 cu'	99.01 cu'	5.0 cu'	

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

Victoria Sheffler, CA

University Archivist

11 June 2009



Special Collections

2009/2010

Annual Report

Faculty Activity Report June 2009- May 2010

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

1. The Scholarship of Teaching

Special Collections bibliographic instruction and research skills presentations:

Jun 10 American Indian History, Sequoyah High School, James Williams, teacher
Aug 24 Introduction to American Indian Studies, Anthro 2223, Dr. Benjamin Kracht, faculty
Sept 21 History of the American Indian, History 3723, Dr. Bill Corbett, faculty
Sept 28 Issues Language Revitalization, Cherokee 3813, Dr. Brad Montgomery-Anderson, faculty
Feb 25 American Indian Museum Class, Cherokee Nation, Karen Cooper, teacher
Mar 1 Cherokee Legal History Class, Cherokee 4123, Cathy Monholland, instructor
Apr 15 U.S. History from 1845-1877, Dr. Bill Corbett, faculty
Special Collections assisted public schools researching for regional History Day projects
Jay, Muskogee, Stilwell, Locust Grove and Tahlequah

2. The Scholarship of Discovery

Replenished Special Collections' history vertical files: Five Civilized Tribes, Oklahoma Plains Indian

Tribes and Oklahoma Indian Territorial Era.

Assisted students with individual research instruction for term papers.

Provided research assistance and references for:

Duke University, Dr. Tol Foster, June 1
University of Southern California, Annenberg School, Jack Langguth, professor emeritus,
Jun 9-
10
University of North Carolina, Chapel Hill, Julie Reed, doctoral candidate, June 12
University of Arkansas, Clint Crowe, doctoral candidate, June 11-12, 25-26
Anita Collins, Los Angeles, California, writer, upcoming publication, June 16
Southern Utah University, Mark Miller, June 25
University of Arkansas, Daniel Cox, Mississippi Choctaw, doctoral candidate, July 13
University of California, Riverside, Robert D. Miller, doctoral candidate, Sept 14
Northeastern State University, Dr. Terri Baker, faculty, upcoming publication, Oct 20
University of Texas, San Antonio, Beth Cusack, history graduate student, Nov 2-3
Tulsa Community College, Tulsa, Clint Crowe, teaching faculty, Dec 17-18
Dartmouth College, doctoral candidate, Feb 10
University of Missouri, Kansas City, Jessica Ball, doctoral candidate, Feb 22
Bowling Green University, Ohio, Jonathan David Filler, thesis researcher, Feb 20-24
Dartmouth College, Terra Branson, doctoral candidate, Mar 1
Oklahoma State University, Luke Williams, masters researcher, Mar 12
University of Conway, Arkansas, graduate student, Mar 24
Oklahoma State University, Brad A. Bays, Ph.D., Associate Professor of Geography, Mar

Tulsa Community College, Clint Crowe, faculty, dissertation researcher, April 14-30
University of Indiana, Dr. Raymond J. DeMallie, author and director of American Indian
Studies

Research Institute, April 15

Consultant and Planning Committee Member of the Oklahoma Department of Libraries, the
Oklahoma

Tribal Heritage Program.

Consultant, Comanche Tribal Museum, Lawton, Oklahoma

Completed 24-four years as judge of historical exhibits for the Northeastern State University

District

Regional History Day, an affiliate of National History Day

3. The Scholarship of Integration

Member and Consultant, Oklahoma Department of Libraries, Tribal Archives, Libraries, &
Museums

Appointed by President Betz to serve on the NSU Allied Arts 2009-2010 Committee

Member and First Vice President 2004-2010, Delta Kappa Gamma Educational Organization

4. The Scholarship of Application

Honored to be invited the luncheon and naming ceremony of the Northeastern State
University Educational Technology Center in honor of President W. Roger Webb.

Participated as consultant for the Oklahoma State University Libraries Early Oklahoma Serials
Project.

Attended Northeastern State University training session on "Microsoft 2007"

Attended NSU library workshop entitled *Getting Ready for the 2010 Census* presented by Steve
Beleu ,
Oklahoma Department of Libraries.

Invited to NSU's first annual luncheon , hosted by President Betz , to foster relationships
between
faculty of different university departments.

Attended Broken Arrow NSU Library's workshop entitled *Preserving Your Historical Records:
An
Archival Holdings Maintenance Workshop* conducted by preservation officer, Rebecca
Elder,
Amigos Library Services, Dallas, Texas.

Celebrated the 75th anniversary of the American Indian Archives at the Oklahoma History Center.

Introduced, as Delta Kappa Gamma's first vice-president, Oklahoma Senator Jim Wilson presenting his speech entitled *Oklahoma Political Update*.

Attended a two day oral history symposium entitled *Oral history for the 21st Century* at the Oklahoma History Center, Oklahoma City

East Central University Library Director, Dr. Lancaster and Mr. Tom Messner, NSU Broken Arrow Library Director shared their projects which were funded by AT&T, on the results of a cooperative multi-University initiative to assess and plan to improve information literacy skills of Oklahoma University students.

Attended NSU's Branding workshop on *how to be an effective ambassador for NSU*.

Welcomed 10 newly-selected 2010 Centurions at the Centurion Luncheon to be held.

Invited to the President's Circle banquet held on the Broken Arrow campus. Invitation, extended to Archivist, Vickie Sheffler and myself as Special Collections, by Cherokee Nation to attend the Cherokee National Supreme Court Museum dedication and private luncheon.

Participated in the Northeastern State University's 38th Annual Symposium on the American Indian.

Sponsored by NSU, attended the 2010 Oklahoma Book Awards in Oklahoma City as Dr. Brad Agnew's book *Roots from the Cherokees, Promise for our Future: the Chronicle of Northeastern State University* was nominated. In attendance were Dr. & Mrs Agnew, Nancy & Dan Garber, Vickie Sheffler and Delores Sumner.

Invited by the Cherokee Nation Cultural Tourism Department to the Cherokee National Prison Museum Groundbreaking. Honored to be invited by the Cherokee Nation for their historical events.

Participated in full academic regalia to the Tenth Annual American Indian Graduation Convocation

In recognition of the legacy and achievement of American Indian Education at NSU.

Contributions to the Institution and Profession

On the historic campus of Northeastern State University (NSU), Special Collections a department of John Vaughan Library collects, organizes and preserves materials on American Indian history, tradition and culture. As the history of the American Indian and Oklahoma intertwines during the Indian Territorial period, Special Collections has strong holdings relating to this historical era. The vast collection is unique because of its Cherokee origin and Tahlequah's prominent place in the 19th century Indian Territorial time.

The curriculum of NSU is supported by Special Collections. The historical material usage is supported tremendously by the academic disciplines. To name a few of the classes utilizing the collection are: Anthropology, Criminal Justice & Legal Studies, Geography, History, Native American Studies, Cherokee Nation American Indian Museum Class, Cherokee Legal History Class, Cherokee Language program and Dr. DeShong's Comp II class. Special Collections provides along with reference services, bibliographic instructions and research techniques. The American Indian students are served, not only by written materials, but through interaction with me as I come from their world and have the cultural knowledge of their background. This is very appropriate as NSU has the highest percentage of American Indian enrollment in the United States. Academic services are provided to students off-campus which includes Cherokee Nation Talking Leaves (Job Corp), Sequoyah High School and neighboring public schools. Each year, the regional public schools spent quality time researching and preparing for their Oklahoma History Day projects sponsored annually by NSU, an affiliate of the National History Day.

Northeastern State University students have researched many different subjects for their papers. To name a few subjects: basic verb inflections of Oklahoma Cherokee, legislative acts pertaining to the establishment of the Cherokee courthouse, history of the first mission West of the Mississippi, the Dwight Mission history and the role of the Seminoles in the Civil War. An appointment was set up for Dr. Agnew's student to interview local Tahlequah Cherokee Elder, Marion Hagerstrand, who joined the WAC during World War II.

External patrons and students for whom requests were researched and prepared are now frequently received through e-mail. Several Dartmouth University doctoral candidates requested information found in our 1888 microfilm Muskogee newspapers. Other doctoral candidates researchers are from the University of Southern California, North and South Carolina, Texas, Arkansas, Indiana, Southern Utah, Missouri and Bowling Green. The summer months is the time doctoral researchers spent many days researching in Special Collections.

One of the most noted service is to a researcher. Authors are dedicated researchers. Patti Dickinson from Santa Maria, California is one. Patti's book *Coach Tommy Thompson and the Boys of Sequoyah* was also nominated at the same 2010 Oklahoma Book Awards as Dr. Brad Agnew's *Roots from the Cherokees, Promises for our Future: the Chronicle of Northeastern State University*. Robert Conley, notable Cherokee author, has completed his research for an upcoming publication. The authors and doctoral candidates invariably donate their publications

to Special Collections. One local author recently donated her book *Echoes from the Past*. The Cherokee Nation's Cultural Tourism department have completed an ongoing research on the Cherokee historical buildings built after the Trail of Tears. Cherokee Nation, in gratitude for our assistance, has been inviting Archivist Sheffler and I to each dedication and groundbreaking ceremonies.

Visitors are always welcome, especially from other countries. Eleven International students from South Korea, Okinawa, Vietnam and Japan came to visit Special Collections. They were very inquisitive and appreciative to meet an American Indian. Five Chileans from Chile, the Republic of SW South America, honored me with their visit and an invitation to attend the luncheon of their host, Tahlequah Rotary Club. Their visit reinforced the similar ethnic background and culture between them and the American Indian. The Tahlequah Chamber of Commerce has been active in Tahlequah's original main street research, to find evidence in the Cherokee original documents, so main street will be placed on the National and Oklahoma Historic Sites and declared a historic landmark.

In my role as a Comanche Elder, a hour long history session was recorded of my "primitive life 1931-1948". The recording taped by Mr. Rodger Harris, Folklife Director from the Oklahoma History Center, Oklahoma City. This was recorded for the historical preservation of my childhood, the Comanche Indian way, in a tribal community of Comanches.

Environmental conditions are essential especially if you are to preserve valuable and historical documents. The unstable environment in Special Collections is not only due to temperature and humidity problems but presently to ceiling leakage when it rains. The preservation officer, from Amigos Imaging and Preservation Service, examined and recommended preservation of the valuable historical collection.

An interesting and productive year (2009-2010) even though Special Collections still does not have the climate and temperature control to preserve the unique collection. In closing, Special Collections is in partnership with education to prepare all students to attain their highest potential by offering quality historical research materials.

Delores T. Sumner
Special Collections Librarian
June 2010

SPECIAL COLLECTIONS

JOURNAL

2009-2010

June 2009

1 Dr. Tol Foster, Duke University, coordinator for the University of North Carolina Study Abroad Group, brought Ph.D candidate Jessica Bardill, to research Special Collections' unique collection on the subject of Cherokee blood as it applies to citizenship.

8 Library Director's Meeting

9-10 Visiting Professor Emeritus from Annenberg School, University of Southern California, Jack Langguth researched into the narrative history of the Cherokee Removal.

10 Robin Leech, Head, Digital Initiatives, Oklahoma State University Libraries, received a grant from AMIGOS for their Early Oklahoma Serials Project. As one of the consultant, Special Collections and I will participate in this project of identifying early serials publications in Oklahoma.

A class of fourteen boys and eleven girls from Sequoyah High School, Tahlequah, came unannounced for couple of hours to study the history of their individual tribe.

12 Flossie Mathews from the Quapaw Tribe requested a copy of a legal document entitled: "Quapaw Tribe of Indians et al. v. United States. No. 1-52 United States Court of Claims, decided April 6, 1954. She also wanted a list of books, in Special Collections, pertaining to the history, pottery, and beadwork of the Quapaw Tribes.

From the University of North Carolina. Chapel Hill, Julie Reed , doctoral candidate, spent time studying the Cherokee language materials for her second language requirement.

11-12 Clint Crowe, University of Arkansas, spent many hours checking and verifying his

15 dissertation primary sources towards the final step in the completion of his dissertation.

Attended NSU training session on "Microsoft 2007" held at the Net Building.

16 Rod Fourkiller, Cherokee, wanted documents encapsulated on his family, the Seabolts.

A writer from Los Angeles, California, Anita Collins, for her upcoming publication, did an exhaustive study on the 1900 history of the Seminary and the beginning of the Cherokee Orphan Asylum in Salina.

18 For her cultural competency presentation to the Choctaw students at the Antlers Public School, Carol Young, grant writer, Tahlequah, asked for my help in compiling, not only information on the history of Indian boarding schools, also pictures of the uniforms students wore during the early 30's. She wanted permission to use my publication and video entitled "***Numa-Nu: The Fort Sill Indian School Experience***".

22 Victor Vance, retired Cherokee Nation employee, researched surrounding county cemeteries for his upcoming publication on Cherokee cemeteries.

Ric Babcock attending Northeastern State University's class on the Cherokee language researched the collection recommending a book by Charles D. Van Tuyl, author on basic verb inflections of Oklahoma Cherokee.

25 From Southern Utah University, Mark Miller probe and studied the present progress and situation, both economically and politically, of the Five Civilized Tribes of Oklahoma.

25-26 Clint Crowe, University of Arkansas, once again spent extra hours checking and verifying his

dissertation primary sources towards the final step in the completion of his dissertation.

Frances Chouteau Jones, a cousin to one of the famed Osage ballerina, Yvonne Chouteau, was so pleased to know Special Collections had available resources on the life of her cousin.

- 30 Retired Dean of Graduate College and Center for Tribal Studies Director, Neil Morton, spend quality time looking through the *WW Keeler Papers*.

JULY 2009

- 6 Library Director's Meeting, 9am

Euphemia John, Health/WIC Coordinator, Cherokee Nation, came to Special Collections seeking my advice on the proper Comanche ceremonial tribal cloth dress for she is aware of my Comanche heritage.

- 8 Delta Kappa Gamma Planning Committee, Special Collections, 10am

- 10 A request came from Larry D. Carter, Greenwood, South Carolina wanting verification on an enclosed photo of two sons and their father. The Cherokee family lived in Polk County, Georgia in 1838. The father supposedly is a Cherokee chief, but their traditional clothing and moccasins were definitely identifiable as Plains Indians.

- 13 Daniel Cox, member of the Mississippi Choctaw, and a dissertation candidate from the University of Arkansas, came to research his tribal affiliation and the Choctaw Tribe of Oklahoma. He also wanted to probe my knowledge on Oklahoma tribal affairs.

A request came from Florence, Arizona. Mr. Carl Hughes wanted a search, in one of our rare books, on whether his Cherokee ancestors was listed.

- 14 James Jobe from Illinois called seeking information on a murder that happened in Tahlequah on the year 1918.

Cherokee Nation employee, Linda Turnball Lewis inquired about the availability of materials on the progress of the Cherokees from the early 1970's to present time.

- 20 Library Director's Meeting, 9am

Jack Dobbins, retired NSU faculty, requested information on the life of Daniel Horsechief, member of the Cherokee Tribe, and the sculptor who created the bronze sculpture of Cherokee alphabet creator Sequoyah for Northeastern State University.

- 22 Alumni Center requested information on Clyde Warrior, member of the Ponca Tribe who graduated from Northeastern State University in 1966.

- 28 Fran Barker of Briggs School, Cherokee County, requested background information on quite a few rural schools in the counties of Sequoyah and Cherokee during the early years of 1910 and 1920 for her research on the history of the rural county schools.

- 30 As Special Collections has the complete works of Diane Glancy, Cherokee author, Brad Gambill from John Brown University in Siloam Springs, Arkansas, researched her writings.

AUGUST 2009

- 17 Attended President Don Betz's Northeastern State University 2009 Fall Semester opening meeting.

- 21 Instead of asking her instructor, the student attending the Cherokee language program asked if I

knew how to say “I love you” in Cherokee.

The question, what is the Cherokee word for Char’Le, came from Larry D. Carter of Greenwood, South Carolina. According to Northeastern State University’s Cherokee language department fluent speaker and historian, Harry Oosahwee, the letter R no longer exist in the Cherokee writings.

- 24 A research presentation was given to Dr. Ben Kracht’s **Anthropology 2223 Introduction to American Indian Studies** class for the utilization of the unique American Indian cultural and tribal history collection for their semester term paper.
- 27 Murrell Home’s curator Shirley Pettengill requested information on Lewis and Fannie Ross, notable 1840 Cherokee family..

SEPTEMBER 2009

- 3 First Delta Kappa Gamma meeting of the year was held in the home of hostess and presenter, Sylvanna PrechtI. The theme of the program was music in Shakespeare.

Attended a discussion and book signing by Patti Dickinson, an author from Santa Maria, California hosted by the Tahlequah Public Library. She acknowledged the time, many years ago, we spent reminiscing Sequoyah High School’s football years when my husband was the football coach. Her book is entitled **Coach Tommy Thompson and the Boys of Sequoyah.**

- 8 It is rare but very rewarding when a student is enthusiastic about a subject as Robert Suarez from Dr. Deshong Comp II class was on the history of the Cherokee courthouse established in Tahlequah by the Cherokee Nation. The legislative act for the new Capitol building was dated December 9, 1867. The building was completed on November 18, 1870.
- 10 Attended the workshop “Getting Ready for the 2010 Census” given by Steve Beleu from the

Oklahoma Department of Libraries.

- 14 Robert D. Miller, doctoral candidate, from the University of California, Riverside, spent a week researching in the unique collection on the history of the Five Civilized Tribes, focusing on the Cherokees. His interest was in how the tribes assimilated and absorbed the prevailing non-Indian culture.
- 17 Appointed by President Betz to serve on NSU's Allied Arts 2008-2009 Committee.
- 18 Cultural Resource Center, Cherokee Nation, needed photos of the Cherokee Chiefs to be scanned and e-mailed immediately as they had a publication deadline. The request was met in spite of the short notice.
- 21 Dr. Corbett's *History of American Indians (History 3723)* thirteen students spent two days exploring topics and researching their subject resources for their semester term paper.
- 23 The object of Julie Shannon, Tahlequah Chamber of Commence, was to examine and find evidence in the Cherokee historical documents in order that the Tahlequah original main street can be declared a historic landmark.
- 24 Another scan/e-mail request from Cherokee Nation's Cultural Resource Center. In compliance with Special Collections' grant, the book *1888 Cherokee Pictorial Book with Catechism and Hymns*, written in the Cherokee language, is one of the language books scanned and burned to a DVD.
- 25 Steve Reddish aka GreyWolf e-mailed asking for verification if a certain book has positive influence on American Indians. My influence is far reaching.
- 28 Students from class *Issues Language Revitalization, Cherokee 3813* spent quality time studying and discussing the assigned reading assignment.
- 30 In accordance with the grant stipulation received by the Library, Rebecca Elder, Preservation

Officer, from Amigos Imaging and Preservation Service, Dallas, Texas, visited Special Collections and Archives to conduct a two-day site survey, examining

and recommending the preservation of the collections.

OCTOBER 2009

- 1 Preservation Officer, Rebecca Elder, from Amigos Imaging and Preservation Service, Dallas, Texas spent her second day examining, not only the material collections of Archives and Special Collections, but special attention was given to the physical condition and the environmental factors of the two departments.

Invited to the first annual luncheon, held in the Presidential dining room hosted by President Betz to foster relationships between faculty of different colleges.

Delta Kappa Gamma's monthly meeting was held in the home of Carmen Ritch. The program "Go Green" was presented by Heather Winn, Tahlequah's OSU Extension Agent.

- 2 Attended the Broken Arrow NSU Library's workshop entitled ***Preserving Your Historical Records: An Archival Holdings Maintenance Workshop***, conducted by preservation officer, Rebecca Elder, from the Amigos Library Services, Dallas, Texas.
- 5 Debra Swafford researched on history of Dwight Mission, first mission established West of the Mississippi for the Cherokees.
- 6 Dr. Don Ruby, NSU Retired Professor brought five Chileans from the Republic of SW South America to visit Special Collections. They are group study exchange team from the district of Chile, sponsored by the Rotary International. I was honored by their invitation to attend their host Tahlequah Rotary luncheon. Their video presentation reinforced the similar ethnic background and culture between them and the American Indians.

- 7 Julie Shannon from the Chamber of Commerce researched Tahlequah's main street history so it can be placed on the National and Oklahoma Historic Sites.
- 12 Library Director's Meeting, 9am
- 19 Chad Miller, NSU student requested my help in researching the subject: Civil War in the Indian Territory, did it affect the Seminoles? In my twenty-seven years of being Special Collections librarian, this is the first time this subject was chosen.
- 20 Dr. Terri Baker, Professor and Department Chair of English, spent quality time researching in the Indian/ Pioneer Papers on the history of mission schools among the Cherokees during the Indian Territory era.
- 26-28 Chad Miller continued his research on the Seminoles during the Civil War.
- 27 An archaeologist and historian, Savannah Darr of Louisville, KY, requested research on three historic Cherokee Archaeological sites in Camp Gruber.
- Couple of years ago, Beverly Cobb, a patron from Wagoner and the great niece of Isabelle Cobb, the first Cherokee woman physician in Indian Territory, completed her extensive research on the history of Camp Gruber which is located near Ft. Gibson. She returned for a visit and to donate additional resources for my Camp Gruber vertical file.
- 29-30 Attended a two day event, in Oklahoma City to help celebrate the 75th Anniversary of the American Indian Archives at the Oklahoma History Center. The workshops provided an overview on completing successful tribal history projects.

November 2009

- 2 A history graduate student with the University of Texas at San Antonio wanted my input and aid on the relevance of four books on the subject of Civil War in Indian Territory.

Library Director's Meeting, 9am

- 3 Beth Cusack , another history graduate student from the University of Texas at San Antoino, wanted to know whether ***The Nava Letters***, letters and accounts, kept by Mrs. Nava and compiled by retired NSU history faculty Professor T.L.Ballenger, leaned towards the well-being of the women and children in the Indian Territory during the Civil War time period.

- 5 Oklahoma Senator Jim Wilson presented a program entitled "***Oklahoma Political Update***" at the monthly meeting of Delta Kappa Gamma held at GoYe Village.

- 9 Another request for my input on a book's credibility. The book ***The Cherokee People*** by author Thomas E. Mails, did not receive a favorable review according to the ***American Indian Culture and Research Journal***. The historical narrative is marred by factual errors plus geography contradictions.

A request from Catoosa stating he was a lawyer who needed an article from the Tahlequah Daily Press regarding a man/men that had been arrested in Tahlequah for possession of marijuana on July 13, 1998 which would help his client not lose the custody of her children.

- 12-13 Attended the Oral History for the 21st Century Symposium at the Oklahoma History Center in Oklahoma City. Historians gave sessions on techniques, strategies, and principals of conducting productive interviews. The second day sessions were on successful case studies of oral history projects.

- 16 Archives researched Special Collections' vertical files on Tahlequah "Buildings" and "Businesses".

- 19 An hour-long oral history session was recorded of my "primitive life 1931-1948" and taped in my home by Mr. Rodger Harris, Folklife Director from the Oklahoma History Center, Oklahoma City. This was recorded for the historical preservation of my childhood Comanche

Indian way of growing up in a community of Comanches.

DECEMBER 2009

- 2 A presentation was given by East Central University Library Director, Dr. Lancaster and Mr. Tom Messner, NSU Broken Arrow Library Director in Special Collections on the results of a cooperative multi-university initiative to assess and plan to improve information literacy skills of Oklahoma University students. The program was funded from AT&T.

- 5 Delta Kappa Gamma's Christmas luncheon was held at the Napoli's Italian Restaurant. The members brought Christmas gifts for Help-In-Crisis children and mothers.

- 7 A former NSU student requested information on a newsletter entitled *Cherokee SW Township*, published in the town where she lives, Albuquerque, New Mexico.

Library Director's Meeting, 9:30am

- 17-18 Member of the University of Tulsa teaching faculty, Professor Clint Crowe spent two days researching the Cherokee Nation constitutions, laws, and treaties during the 1800's time period.

Cady Shaw, project manager, Cherokee Nation Cultural Tourism, researched the history of the Cherokee Courthouse which was originally constructed in 1870 as the Cherokee Nation's capitol building.

JANUARY 2010

- 11 Attended the annual faculty and staff semester meeting with President Don Betz presiding.

- 12 Library meeting, Seminary Hall, 9am.
- 13 After receiving several phone calls and e-mails from Ryan Maxwell of Indiana, I finally convinced him as Special Collections does not have the copyright to the book titled ***Popeye Cherokee Book***, we cannot copy the book for him as requested. Ms. Agnes Cowen, deceased in 1999, editor and founder of The Cherokee Bilingual Education Program, has the copyright to this one of a kind book..
- 14 Delta Kappa Gamma monthly meeting was held in Special Collections. The program ***Traffic Rules for Conversations***” was presented by Dr. Edie Long, NSU Speech Language Pathology Associate Professor.
- 19 Chris Rucker, attending Dr. Brad Agnew’s research seminar and in the Masters program, spent time quality time acquainting himself with the unique collection housed in Special Collections.
- 20 Attended Northeastern State University’s Branding Workshop on “how to be an effective ambassador for NSU”.

FEBRUARY 2010

- 3 Attended the presentation of Ms Paula Krueger, an Education Resource Coordinator candidate from Pennsylvania..

A request from Tammy Phillips, from Cherokee Nation’s land purchasing office, on any information that can help locate where Cherokee Chief John Ross’s slaves were buried. The present landowner called this land in question, as the forgotten cemetery or the lost cemetery. He claims there are tombstones remnants located in a creek running through the property.

- 4 An interesting discussion was held at the Center for Tribal Studies with Dr. Tadlock on various

aspects pertaining to Oklahoma tribal affairs.

- 10 A doctoral candidate from Dartmouth researched in the microfilm, years 1888 to present, Muskogee newspaper collection on the government of the Creek Nation.
- 11 Faculty member from Broken Arrow campus requested a copy of a symposium tape entitled ***Spiritual Healing*** by A. Marshall that was recorded during the 2003 Symposium on American Indian.
- 12 Provided Dustin Cotton, Dr. Agnew's student, information on Marion Hagerstrand for his term paper. Ms Hagerstrand, Cherokee, is a notable Tahlequah lady who joined the WAC during World War II.. She was discharged in 1950 with the rank of 1st Lt.
- 15 Invited to a farewell reception for Dr. Terri Baker, Chair, Department of Languages and Literature. She will be on medical leave until her May retirement.
- 16 An Adair County patron requested the history of Cherokee Nation newspapers.
- 18 Comanche Nation Museum/Cultural Center in Lawton, Oklahoma asked my permission to use the participants photo, from my ***Numu-Nu*** publication, for their upcoming exhibit on Indian Boarding Schools.

Delta Kappa Gamma Meeting, presenter Dr. Lallie Scott, NSU Professor of Geography

Ray Walker of Vian, Oklahoma researched the collection on Cherokee art and jewelry.

- 22 Ernestine Sawney Berry is the second person this month to research the history of Cherokee Nation newspapers.

From the University of Missouri, Kansas City, Jessica Ball, a doctoral candidate, spent the day researching the collection on laws and treaties of the Cherokee Nation.

- 20-24 Completed a request for Jonathan David Filler, a graduate student in history at Bowling Green University in Ohio. He is currently working on his thesis on the life of Elias Boudinot. He inquired about the original letters “written to and from Stand Watie” in Special Collections.
- 25 Instructor Karen Cooper’s American Indian Museum class spent quality time reading and discussing the book *Battlefields and Burial Grounds*.

MARCH 2010

- 1 Robert Garcia, Attorney for the Cherokee Nation requested information on a church called Greasy and any information about the history of the land on which the church is located. He was mistaken in assuming the land owner was Cherokee. After connecting with my sources in Marble City, Mr. David Crawler, a Cherokee Elder, he informs me the original allottee was a Creek Indian.

Instructor Cathy Monholland brought her *Cherokee Legal History Class, Cherokee 4123* for a presentation on Special Collections’s federal and tribal documents.

Terra Branson, a student at Dartmouth College, spent two days meticulously researching in the Muskogee Phoenix microfilm 1971-1979 collection.

- 5 As a NSU Centurions, I was present at the annual Centurion Luncheon to welcome ten newly chosen 2010 Centurions. The honor was created for the purpose of recognizing individuals that have made an impact on Northeastern State University.
- 6 Invited to the President’s Circle banquet held on the Broken Arrow campus.

Delta Kappa Gamma monthly meeting was held in the home of Pat Allen. The program ***Greetings From Gamma State*** was presented by Ramona Paine, Gamma State President.

- 8 Marsha Coles, ***Echoes from the Past*** author, requested resources on interesting places located near Welling, Oklahoma. She is extending her research from Tail Holt & Caney to an outing club known as the Ozark Club and Camp Fred Darby both located on the Illinois River near Welling.

Jim Carrington from Tahlequah is researching the history of the Chamber of Commerce building, previously housed the Post Office, to see if the building qualifies to be placed on the National Register of Historic Places.

- 9 Attended an interesting informal brown bag meeting with Provost Martin Tadlock. The meeting was not only to acquaint him with the library but also to discuss issues and problems.

- 12 Luke Williams, working on his masters at Oklahoma State University, requested original copies of the 1929 Cherokee County Democrat as he is working on a Historic Preservation project.

- 22 Special Collections entryway was damaged by melting snow on the roof. The water came thru an overhead vent onto a glass display case with damaging force. The water splattered onto several other display cases. After my e-mail to President Betz, immediate attention was given to the problem which was very much appreciated.

- 24 Graduate Student from the University of Conway in Arkansas spent the day researching primary sources on Elias Boudinot who was killed for signing the Treaty of New Echota, which was considered an act of treason.

- 27 A request, by e-mail from Brad A. Bays, PhD. Associate Professor of Geography, Oklahoma State University, needed my help in researching two historic places in Tahlequah. He is working on nominations to the National Register of Historic Places. The two places are: original Baptist Home Mission House and the Baggette House.

APRIL 2010

- 1 ***Partnerships in Education*** was the theme of Delta Kappa Gamma's monthly meeting held in the Tahlequah Methodist Church Atrium. The program consisted of two Hulbert Junior High School students reading their winning essays entitled ***My Best Friend Is!***

- 6 Northeastern State University's District 8 Contest Judge for Oklahoma History Day evaluation of public school students' historical exhibits.

- 7 Invitation to attend the Cherokee National Supreme Court Museum Dedication and private luncheon. Cherokee Nation Department of Culture & Tourism has spent quality time over the year researching the unique history collection on the Cherokees.

- 10 Attended the funeral of tribal leader, Wilma Mankiller, who was the first women to lead the Cherokee Nation of Oklahoma as the Principal Chief from 1985-1995.

- 14-30 Clint Crowe, professor from Tulsa Community College, spent every afternoon from 2pm-5pm in Special Collections researching for his dissertation. He searched through resources that dealt with American Indian Laws & Constitution. He also did an exhaustive study on the Civil War involvement of the Shawnee, Seneca and Quapaw tribes.

- 15 Dr. Corbett's #5583 class ***U.S. History from 1845-1877*** students researched the subjects of Chief John Ross's contribution to his tribe, the Cherokees and the history of the Cherokee Orphan Asylum.

- 15-17 Attended NSU's 38th Annual Symposium on the American Indian, listening to speakers on topics that pertained to the education, language, and health of American Indians, however the most gratifying was listening to a traditionalist from the Kiowa tribe.

- 15 Dr. Raymond J. DeMallie,, author and Director of American Indian Studies Research Institute at the University of Indiana, visited with me supposedly because I am a member of the Plains

Tribes of Oklahoma. He authored *The Handbook of North American Indians, volume 13 Plains Indians*. Dr. DeMallie was one of several authors attending the Symposium and Special Collections houses many of his publications.

Billie Collier from the Kansas State School for the Deaf requested resources on early American Indian boarding schools and Cherokee Mission Schools. A bibliography was e-mailed on materials pertaining to schools and missions in Oklahoma during the Indian Territorial era after the removal of the Five Civilized Tribes to Oklahoma.

16 Eleven International Students from countries South Korea, Okinawa, Vietnam and Japan came to visit me personally in my American Indian role. They were respectful and very inquisitive. We bonded. They promised to visit me when they come back in the fall.

17 NSU graciously sponsored our attending the 2010 Oklahoma Book Awards in Oklahoma City as Dr. Brad Agnew's book *Roots from the Cherokees, Promise for our Future: The Chronicle of Northeastern State University* was nominated in the category Design & Illustration. My fellow attendees were Dr & Mrs Agnew; Nancy & Dan Garber, and Vickie Sheffler.

Authors, Patti Dickinson and Devon Abbott Mihesuah, both had in the past spent many days researching in Special Collections and Archives, were also nominated for their new publications at the 2010 Oklahoma Book Awards.

21 A privileged, along with archivist Vickie Sheffler, to be cordially invited to the luncheon and naming ceremony for the Northeastern State University Educational Technology Center in honor of President W. Roger Webb.

22 Spent an interesting afternoon with a capstone student compiling historical information on the town buildings in Tahlequah to be compiled into a historical guidebook.

George Johnson from the community of Lowery, Cherokee County, requested information on the history of Liberty School, District 9, Cherokee County. The most relevant information found was that in 1911 Liberty School was consolidated with Lowery School, District 10.

Anna Sixkiller, Cherokee Nation employee, wanted to know if the Tahlequah old courthouse and the capital square had Cherokee names.

May 2010

5 Northeastern State University language student, Meda Nix, fluent Cherokee speaker, spent time examining the Cherokee hymn collection for her presentation, occasionally humming a few bars for me

6 Delta Kappa Gamma's final meeting, until September, met in the home of Carmen Ritch. The program, presented by member Pat Allen, was entitled ***Founders Day and Installation of Officers.***

Archivist Vickie Sheffler and I were invited to the groundbreaking for the Cherokee National Prison Museum by the Cherokee Nation Cultural Tourism Department. We are honored to be considered by the Cherokee Nation for any and every historical event.

14 Attended the 10th Annual American Indian Graduation Convocation in recognition of the legacy and achievement of American Indian Education at Northeastern State University.

CLASSES

2009-2010

Jun 10

American
Indian History -
Sequoyah High School
James Williams

Aug 24		Anth 2223 Introduction to American Indian Studies Dr. Ben Kracht
Sept 21	Hist 3723 History of American Indians	Dr. Bill Corbett
Sept 28	Cherokee 3813 Issues Language Revitalization	Dr. Brad Anderson
Feb 25	American Indian Museum Class - Cherokee Nation	Karen Cooper
Mar 1		Cherokee Legal History Class, Cherokee 4123 Cathy Monholland
Apr 1		Hist 5583 U.S. History from 1845-1877 Dr. Bill Corbett

OUT-OF-STATE REFERENCE REQUESTS

2009-2010

Jun 1	Dr. Tol Foster	University of North Carolina
Jun 9-10	Dr. Jack Langguth Annenberg School	University of Southern California,

Jun 12		Clint Crowe	University of Arkansas
Jun 16		Anita Collins	Los Angeles, California
Jun 25		Mark Miller	Southern Utah University
Jun 25-26		Clint Crowe	University of Arkansas
Jul 10		Larry D. Carter	Greenwood, South Carolina
Jul 13		Daniel Cox Mississippi Choctaw)	University of Arkansas (member
Jul 13		Carl Hughes	Florence, Arizona
Jul 14		James Jobe	Illinois
Jul 30		Brad Gambill	John Brown University, Siloam Springs, Arkansas
Aug 21		Larry D. Carter	Greenwood, South Carolina
Sept 14		Robert D. Miller	University of California, Riverside
Oct 6		Dr. Don Ruby	NSU Retired Professor & 5 Chileans, Republic of SW South America
Oct 27		Savannah Darr	Louisville, Kentucky
Nov 2		Grad Student	University of Texas, San Antoino
Nov 3		Beth Cusack	University of Texas, San Antoino
Dec 7		NSU graduate	Albuquerque, New Mexico
Jan 13		Ryan Maxwell	Indiana
Feb 10	Doctoral Candidate	Dartmouth University	
Feb 22		Jessica Ball	University of Missouri, Kansas City, MO
Feb 20-24	Jonathan David Filler	Bowling Green University, Ohio	
Mar 1	Terra Branson	student at Dartmouth College	
Mar 24		Graduate Student	Conway University, Arkansas

Apr 15	Dr. Raymond J. DeMallie	University of Indiana	Billie Collier Deaf	Kansas State School for the
Apr 16	International		Students & Japan	South Korea, Okinawa, Vietnam

OKLAHOMA REFERENCE REQUESTS

2009-2010

Jun 12			Flossie Mathews Complex	Quapaw Tribal
Jun 25-26			Frances Chouteau Jones ballerina	Osage-cousin of famed Osage
Jul 22			Clyde Warrior Ponca Tribe	member of the
Oct 27			Beverly Cobb	Wagoner
Nov 9			Lawyer	Catoosa
Dec 17/18	Professor Clint Crowe	University of Tulsa		

Feb 3	Tammy Phillips Office	Cherokee Nation Land
Feb 16	Patron	Adair County
Feb 18	Ray Walker	Vian, Oklahoma
Feb 22	Ernestine Sawney Berry Sallisaw	Sequoyah County,
Mar 8	Marsha Coles Oklahoma	Welling,
Mar 12	Luke Williams University (OSU) student	Oklahoma State
Mar 27	Brad A. Bays, Ph.D University (OSU) Associate Professor of Geography	Oklahoma State
Apr 14-30	Professor Clint Crowe College	Tulsa Community
Apr 22	George Johnson Cherokee County	community of Lowery,

TAHLEQUAH REFERENCE REQUESTS

2009-2010

Jun 16	Rod Fourkiller Nation	Cherokee
Jun 18	Carol Young	Pawnee
Jun 22	Victor Vance Cherokee Nation employee	retired
Jun 30	Neil Morton NSU Graduate College	retired Dean of
Jul 6	Euphemia John Coordinator, Cherokee Nation	Health/WIC
Jul 14	Linda Turnbull Lewis Nation employee	Cherokee
Jul 20	Jack Dobbins faculty	retired NSU
Jul 28	Fran Barker Cherokee County	Briggs School,
Aug 27	Shirley Pettengill curator	Murrell Home
Sept 18	Cultural Resource Center	Cherokee Nation
Sept 23	Julie Shannon	Tahlequah Chamber of Commerce
Sept 24	Cultural Resource Center	Cherokee Nation
Oct 5	Debra Swafford	Welling, Cherokee County
Oct 7	Julie Shannon Chamber of Commerce	Tahlequah
Oct 19	NSU Grad	NSU
Oct 20	Dr. Terri Baker	NSU faculty
Dec 17-18	Cady Shaw	Cherokee Nation Cultural Tourism

Cultural Resource Center Cherokee Nation

Jan 19	Chris Rucker Program	NSU Master's
Feb 3	Tammy Phillips Office	Cherokee Nation Land
Feb 13	Dustin Cotton program	NSU graduate
Mar 1	Robert Garcia Nation Legal Department	Cherokee
Mar 8	Jim Carrington	Tahlequah
	Catherine Foreman Gray Nation Cultural & Tourism	Cherokee
Apr 22	Capstone Student	Tahlequah
	Anna Sixkiller Nation employee	Cherokee
May 5	Meda Nix language student	NSU Cherokee

MEETINGS

2009-2010

Jun 8	Library Director's Meeting
Jun 15	Attended NSU training session, " Microsoft 2007 "
Jul 6	Library Director's Meeting
Jul 20	Library Director's Meeting
Aug 17	President Don Betz's 2009 Fall Semester faculty & staff opening meeting

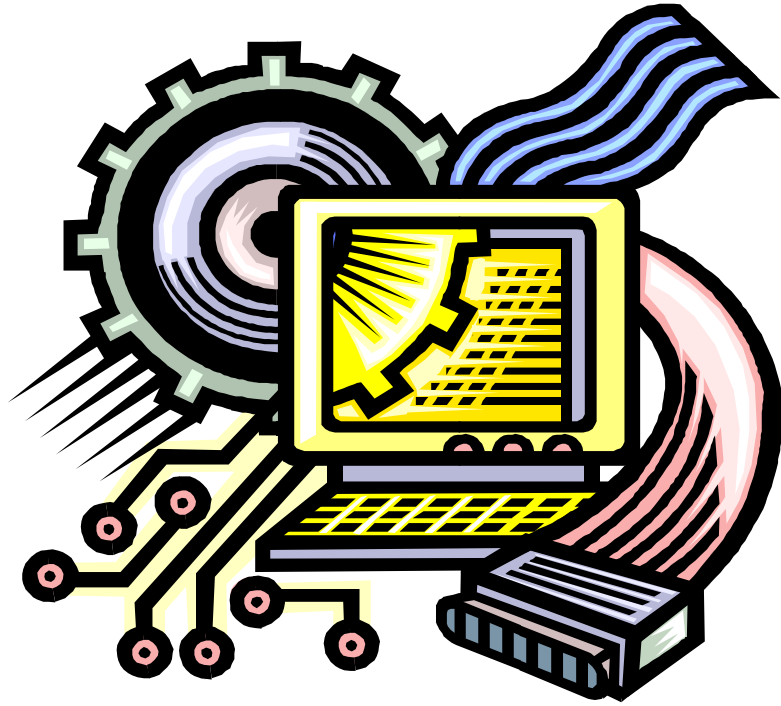
- Sept 3 Delta Kappa Gamma annual meeting
- Sept 10 Attended workshop "**Getting Ready for the 2010 Census**", Steve Beleu, Oklahoma Department of Libraries
- Oct 2 Attended Broken Arrow NSU Library workshop on "**Preserving Your Historical Records**"
- Oct 6 Attended Tahlequah Rotary luncheon on the invitation of five visiting exchange Students from Chile.
- Oct 12 Library Director's Meeting
- Oct 29-30 Attended an event at the Oklahoma History Center to celebrate the 75th Anniversary of the American Indian Archives plus workshops on tribal history projects.
- Nov 2 Library Director's Meeting
- Nov 5 Attended a program presented by Oklahoma Senator Jim Wilson at Delta Kappa Gamma's monthly meeting held at Go Ye Village.
- Nov 12-13 Attended the Oral History Symposium at the Oklahoma History Center in Oklahoma City.
- Dec 2 A presentation was held in Special Collections by East Central University Library Director, Dr.Lancaster and Mr. Tom Messner, NSU Broken Arrow Library Director on the results of a multi-university grant.
- Dec 7 Library Director's Meeting

2010

- Jan 11 Attended the annual faculty & staff semester meeting, President Betz presiding.
- Jan 12 Library Meeting, Seminary Hall
- Jan 14 Delta Kappa Gamma (DKG) monthly meeting
- Jan 20 Attended NSU's Branding Workshop

- Feb 4 Attended a reception and American Indian discussion for Dr. Tadlock at the Center for Tribal Studies
- Mar 5 As a NSU Centurion, attended the annual Centurion Luncheon to welcome 10 newly-chosen 2010 Centurion.
- Mar 6 Invited to the President's Circle Banquet on the Broken Arrow campus.
Delta Kappa Gamma monthly meeting at the home of Pat Allen. The program was presented by the Gamma State President, Ramona Paine.
- Mar 9 Attended an informal brown bag Noon meeting with Provost Martin Tadlock.
- Apr 1 **Partnerships in Education** was the theme of Delta Kappa Gamma's monthly meeting held in the Tahlequah Methodist Church Atrium. The program consisted of two Hulbert Junior High School students reading their winning essays entitled **My Best Friend Is!**
- Apr 7 Attended the Cherokee National Supreme Court Museum Dedication and private luncheon.
- Apr 17 Attended the 2010 Oklahoma Book Awards in Oklahoma City as Dr. Brad Agnew's book, **Roots from the Cherokees, Promise for our Future: The Chronicle of Northeastern State University**, was nominated.
- Apr 18 Invited to luncheon and naming ceremony for NSU Educational Technology Center in Honor of President Roger Webb.
- May 6 Delta Kappa Gamma's final meeting, until September, met in the home of Carmen Ritch. The program, presented by member Pat Allen, was entitled **Founders Day and Installation of Officers.**
Attended groundbreaking ceremony for the Cherokee National Prison Museum.
- May 14 Attended the 10th Annual American Indian Graduation Convocation in recognition of the legacy and achievement of American Indian Education at Northeastern State University.

SYSTEM



SERVICES

Systems Services 2009-2010 Annual Report

The employees of the Systems Services Department have only changed slightly during this year. Our year started with the director and one full-time staff member. By the end of the year, our full-time staff member, Rickey Ray, transferred to the Broken Arrow Library and Dana Letts has become a part-time member of our department again. The goal is for Systems Services to serve both campuses and work together in development and support of the computers and networking for both libraries.

The department was able to retain three of our students from the previous year. Although Randy Boucher had graduated the previous spring, he was able to work for the department until December. Brandon Tarr and Matt Sakmary both returned from last year and will be with us for the remainder of the summer of 2010. We were able to hire several new students during the fall semester. Terri Mollette, Andrea Berry, and Athena Sprouse were all hired with work/study contracts. We hired one additional institutional student, Derek Langley. Brandon had a work/study contract but was also given an institutional contract to fill out additional hours. Matt was retained with all institutional money. Derek and Terri will be with us for the remainder of the summer, but Andrea and Athena will not be returning. The past two years we have been fortunate to have work/study students that have been able to help in our department. We hope we will be able to find more work/study students to add to the department and keep the cost of our department's payroll down.

There were 430 recorded entries in the activity log for this year. This is down by 1 from last year. There were 57 work orders placed to Computing & Telecommunications recorded on the activity log for this year. Work orders placed by other individuals in the library are not captured by our departmental statistics.

Since many of the public workstations were replaced last year, this year the concentration was on laptops. The first 10 laptops were replaced in the check-out cabinet with the Fall Tech Fee money. In addition, Tech Fee money went to 20 sticks of 2MB RAM that went to the computers in Lab 105. Although MS Office does not require 2 MB to run, Office applications would slow down computers that only had 1 MB. Spring Tech Fee money was used to purchase a computer that would meet with Government Depository standards for our Government Publications department. It also purchased the library's first Mac computers. Three iMacs with 21.5 inch monitors were purchased for the libraries. Two of the iMacs will be put in Tahlequah and the third will be put in Broken Arrow. Adobe CS4 software for the Macs was also purchased using Tech Fee money.

Our last purchase from Spring Tech Fee money was a change machine bill validator. We purchased our current change machine in 1999. Since that time, several bills have been redesigned. The redesign of the \$20 several years ago meant that patrons would not be able to use the "new" \$20 bills in our change machine. When the validator stopped working this spring, we were able to use Tech Fee money to replace the validator with a new one that would read all the new and old designs of all the bills. Since the 10¢ microfilm copies have been gone for several years, it was also decided to stop giving dimes in change. The change machine now only gives change in quarters and dollar coins.

The library budget paid for the remainder of the laptops to fill both the checkout cabinet and the classroom overflow cabinet. An additional 22 laptops were purchased and are being set up to work with our private wireless network. Seven computers for faculty and staff were purchased from the library budget. One computer was replaced by C&T because it could not be upgraded to be able to run MS Office 2007. Two computers were purchased for faculty and two computers were purchased for circulation in Broken Arrow. Two shared laptops were purchased for use by the Reference department.

The purchase of a Zytron machine prompted the purchase of a computer to work with the Zytron. The Zytron machine is a microfilm reader/scanner that was originally purchased for use in the Special Collections area. It was soon discovered that this machine was not as user friendly for Special Collections users and was moved to the Interlibrary Loan/Document Delivery department. A more user friendly microfilm reader/printer that had been employed by the ILL/DD was moved to Special Collections for patron use. The ILL/DD department has been able to make good use of the Zytron for their entire request from our microfilm collection.

The library purchased a new rack mounted Millennium server that was installed on the fourth floor of the Webb building in the server room. This server replaces the server that had been in use since the library migrated to Millennium.

Through the Coordinator of Student Disability Services, Donna Agee, Student Affairs was able to give the library two additional computers, monitors, scanners, and keyboards that were to be used in our Assistive Technology Room. The room is too small to house the existing workstation as well as the two new workstations, so the decision was made to put the third workstation on the first floor. The one workstation was being used on a frequent basis and the two new workstations are a wonderful addition to the library.

The library was able to update our print server software. Our former software relied on a MS Access database that was too slow to compile reports. Screen captures were taken and statistics were generated from a manual count. The new software is on a virtual server and the database is SQL. Reports are easily generated quickly and efficiently. We are able to give information about printer usage from any date range or from any printer networked to the server. In addition, we are able to reset quota per semester in much less time than it took on our former server/software setup. With this

change, we are not only are able to reset print quota for spring, fall, and summer, but will also be able to reset quota for intersession between each of these three.

Printers will probably be the next big purchases in the coming year. The library bought one new printer as a test model to find out how well the printer will work for our needs. It was placed on the 2nd floor and is able to do duplexing. If the patron chooses options in their software, they are able to print on front and back of a sheet of paper. This option is not set as the default and will need to be set by the student at the time of printing. Purchase orders for the same model of printer have been sent in for the Broken Arrow library.

In the coming year, we also hope to develop our department across both the Broken Arrow and Tahlequah campuses. Existing technologies will be developed to insure that both libraries have the same capabilities and that both libraries work cooperatively together to provide support and maintenance.

Darren Tobey

Director of Library System Services

June 2008 – June 2009

B. Scholarly Activities

1. Scholarship of Teaching

a. Individual instruction of students with online databases and general computer knowledge

b. College Strategies – Library Introduction – 2 sections
October 12, 2009, October 13, 2009

4. Scholarship of Application

a. Attended NSUJVL Government Publications
American Indian Websites from Federal Agencies

December 3, 2009, Northeastern State University, Tahlequah, OK

b. Attended NSU Presentation
Branding Workshop

January 19, 2010, Northeastern State University, Tahlequah, OK

c. Attended Oklahoma Library Association Presentation
Opening General Session and Keynote Address

Academic Libraries Need Friends Too!

There and Back Again: Kim Monday, Virtual Librarian, in Second Life

Power Up Your Library Services! Lightning Talks

Connecting Boys with Books

Taking the Oh NO! out of 2.0

Digital Copyright in Academic Libraries: How do you know if your use is fair?

April 20-21, 2010, Cox Convention Center, Oklahoma City, OK

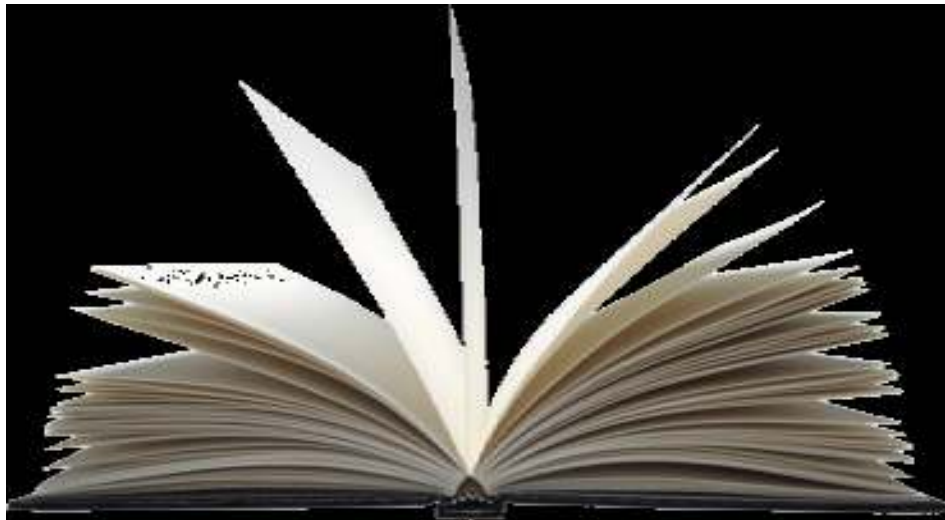
C. Contributions to the Institution and Profession

1. NSU General Education Task Force
2. Library Webpage Committee
3. Library Entertainment Committee
4. American Library Association
5. Association of College and Research Libraries and ACRL-Oklahoma
6. Digital Services Interest Group of ACRL-Oklahoma

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

1. Supervision of 1 full-time staff members, 1 part-time staff member, and 4 students as Director of Library Systems Services

CENTER
FOR
STUDY
OF
LITERACY



Northeastern State University
Center for Study of Literacy
2009 – 2010 Annual Report

This has been a year of transition for the Center for Study of Literacy. We started the year preparing to move from the NSU – Muskogee’s Synar Building to the John Vaughan Library in Tahlequah. The move was accomplished by the beginning of October 2009 with Steven Rice as the only staff member.

In November 2009 the search began for new staff members. Interviews were held in February that led to the hiring of two new staff members. Shannon Stacy was hired as the new Secretary and Joshua Horner was hired as the new Staff Assistant. Both started March 1, 2010. Through the months of March, April and May, we have been working to reestablish the offices and Adult lab.

In May 2010, the Adult Lab became operational and is ready for client use. Josh and Shannon both completed NukeDotNet training for NSU website development. Josh has been working on the revamped Literacy Center website and updating to current 2008 -2009 OKLAHOMA STATE DIRECTORY OF LITERACY RESOURCES as an online resource. When finished, Josh will begin the process of contacting all of the individual resources for this year’s update.

The Literacy Center has improved its computing and educational resources. The staff has now received new computers (the first in six years), as a team we are investigating the use of the Apple iPad’s, the Adult Lab’s main integrated learning system, AEC Advance Learning System has been upgraded to the newer version Anywhere Learning System, and we have established an audiobook and book reading program.

We are planning a Grand Re-opening of the Center for Study of Literacy in August and plan for an advertising campaign for the Fall of 2010.

Submitted by,
Steven G. Rice, M.Ed.
Technical Specialist
June 4, 2010

**Northeastern State University
Broken Arrow**

**Library
Annual Report
2009-2010**



**Dr. Pamela Louderback
Interim Director**

**Tom Rink
Instruction Librarian**

**Linda Summers
Instruction Librarian**

**Olaf Standley
Library Tech III**

**Zac Thorp
Library Tech III**

Academic year 2009-2010 in review.

The 2009-2010 academic year was a challenging and busy period at the Northeastern State University Broken Arrow Library. While internal library services remained at approximately the same levels as last year, there were staffing shortages for an extensive portion of the time. Jamie Holmes, Instruction Librarian for the College of Education (COE), tendered her resignation at the end of the summer session. The process to replace this position took six months. Despite this, library service to the community and continuing professional development were superb this year. Major library accomplishments of the NSU BA Library faculty and staff are briefly listed below.

- Tom Rink continues to serve on the national Board of Directors for the Special Libraries Association as the Division Cabinet Chair, and as the Division Cabinet Past-Chair. Because of his prominent position on the Board, he was invited to the Texas Chapter's Annual Board Meeting to speak/present on the SLA Alignment Project. His presentation was webcast and viewed from all over the country and the world.
- Both Tom Rink and Dr. Pamela Louderback were nominated for the NSU Circle of Excellence Award for Service this year. This made the second year in a row for Tom Rink to be nominated for such a significant honor.
- Linda Summers was elected Center for Teaching & Learning Steering Committee Chair.
- Olaf Standley also finished his coursework for his MA in English and was hired as the full time ILL/Document Delivery Coordinator
- Zac Thorp completed three Amigos training modules focused on MARC and OCLC Connexion, allowing for enhanced NSU BA cataloging.
- Tom Rink's blog, The Gun Carrying Librarian, was mentioned as an informative and "worth the time" resource by several senior public services by Harvard University's librarians.
- Dr. Pamela Louderback was awarded a Fulbright Queen's University Belfast Award in Governance, Public Policy, and Social Research. Her comparative study research will take place in Belfast, Ireland beginning in September 2010 and concluding in February 2011.
- Linda Summers joined the NSU BA library team as a professional librarian in January.
- Olaf Standley presented a paper titled "Masculine Ideologies and *Sons of Anarchy*" at the Southwest/Texas Popular Culture Association/American Culture Association regional conference, Albuquerque, New Mexico

This highlighted list reveals the exceptional energy and dedication of the NSU BA Library faculty and staff to fulfill the stated mission, vision, and values of Northeastern State University and to provide service excellence to all of our stakeholders.

Personnel Changes

During the past year, several personnel changes occurred. Olaf Standley, our part-time staff member, continued in his temporary full time position to assist in public service coverage as a result of the College of Education instruction librarian's vacated position. Linda Summers, one of our full-time staff members, secured the vacant professional librarian position in January. Subsequently, Mr. Standley obtained the unoccupied permanent full-time staff position vacated by Ms. Summers. Tom Messner resigned his position as Library Director of the NSU Broken Arrow Library. Dr. Pamela Louderback was appointed as Interim Director of the NSU Broken Arrow Library in March. One lateral permanent full time staff member from the John Vaughan Library was relocated at the NSU Broken Arrow Library.

Strategic Planning

One of the major NSU BA Library accomplishments continued this year was the modification of the NSU Broken Arrow Library strategic plan that incorporates the mission, vision, and core values of the University's revised strategic plan based on the University level priorities defined by the Academic Priorities Process Task Force. The University's seven identified strategic goal elements were used as framework for determining major objectives and action statements of the modified NSU Broken Arrow Library strategic plan.

The modified strategic plan outlines the major goals and objectives of the Library staff to commence action over the next several years. The modified strategic plan elements are included in this report and will be integrated into the NSU Libraries strategic plan during the fall 2010 semester. The modified strategic plan will help guide the staff in setting priorities for programming and activities through 2014.

Mold Outbreaks

Mold outbreaks continued to occur within the Library as the climate control system failed to function properly. Temperatures fluctuated between sixty-nine (69) and seventy-eight (78) degrees Fahrenheit and the humidity levels rose above fifty percent (50%) for a period of several days on a number of occasions. The mold colony continues to move throughout the entire library collection. Mold growth was visible on a great percentage of the Law print collection.

Physical Plant personnel continue to have challenges in balancing the heat and air system. Remediation efforts continue to be implemented and equipment monitored. Two dehumidifiers placed at each end of the print collection on the second floor continue to help reduce the humidity levels. The freezer purchased last year continues to be utilized to freeze dry moldy print materials. An additional temperature and humidity monitoring device (HOBO) was added to the existing single device. These "HOBO" units log data related to temperature and humidity while monitoring for ideal levels. The staff continues to oversee remediation and monitoring efforts.

Further mold outbreaks continue to cost the University several thousands of dollars in equipment and labor expense and to inconvenience patrons. Design and construction deficiencies in the environmental controls identified as the source problem must be addressed in the future.

Grants Submitted

The Library has made a commitment to seek out and apply for grant and other outside funding opportunities to help mitigate the lack of internal funding available to the Library. The Library has not focused on grant development in the past, but to be able to offer outstanding levels of service excellence with limited funding, we must actively seek outside funding and support.

The Big Read

In an effort to fulfill the mission and vision of NSU and the NSU Libraries involvement in our communities, the Library submitted a \$20,000 grant to provide a Big Read program in the northeastern Oklahoma region. The award, if granted, would provide funding to supply free books and supporting reading materials to program participants. The Library continues in its goal to enhance and promote literacy reading of high quality literature throughout our communities. The program would offer coordinate activities within Tahlequah, Broken Arrow, Muskogee, and the Tulsa area community in late February 2011 through March 2011.

The Big Read is an initiative of the National Endowment for the Arts, designed to restore reading to the center of American culture. The NEA presents The Big Read in partnership with the Institute of Museum and Library Services and in cooperation with Arts Midwest. The Big Read brings together partners across the country to encourage reading for pleasure and enlightenment. <http://www.neabigread.org/about.php>

Laura Bush 21st Century Librarian Program

Northeastern State University's **Project I'M READY** requested funding (\$966,337.00) from the Institute for Museum and Library Services under the Laura Bush 21st Century Librarian Program, Category 5, Programs to Build Institutional Capacity. The Northeastern State University (NSU) Library Media and Information Technology program, the NSU College of Education, and the NSU Libraries, in cooperation with the Cherokee Nation, the Oklahoma Department of Libraries, the Oklahoma State Regents for Higher Education, and targeted Oklahoma school districts are proposing an innovative program to educate twenty school librarians to serve in high poverty rural areas of Oklahoma, and develop culturally sensitive curriculum resources for schools serving Native American students. **Project I'M READY** seeks funding to meet two primary goals. The first goal is to train 21st century school librarians in the unique needs of the targeted communities. The second project goal is to develop programming and digital learning resources to dramatically improve K-12 pedagogy. **Project I'M READY's** goals will be accomplished by attaining four objectives expressed as institutional **Outcomes**. Continuous formative and summative assessments of these outcomes will occur throughout the project. The Institute of Museum and Library Services site describes the program: <http://www.grants.gov/search/search.do?mode=VIEW&oppId=49621>

This program supports projects to develop faculty and library leaders, to recruit and educate the next generation of librarians, to conduct research on the library profession, and to support early career research on any area of library and information science by tenure-track, untenured faculty in graduate schools of library and information science. It also supports projects to attract high

school and college students to consider careers in libraries, to build institutional capacity in graduate schools of library and information science, and to assist in the professional development of librarians and library staff. We hope to receive this additional funding to provide excellent programming and educational opportunities in the NSU Broken Arrow campus service areas.

TCC/NSU Blue to Green Initiative –"Smartchoice"

Biannually, representative members of the Tulsa Community College southeast campus and NSU hold partnership meetings on the NSU Broken Arrow campus to work on cooperative efforts between the two entities. The organizations share an interest in making the educational experiences of students attending their respective institutions as productive and enjoyable as possible. The spring partnership meeting agenda addressed the action items essential to the implementation and marketing of the Smartchoice program and to look at collateral ways to strengthen the TCC/NSU partnership. A memorandum of understanding (MOU) describing the bilateral agreements between the parties was formalized. The Library teams from both TCC and NSU Broken Arrow brainstormed various cooperative activities that would jointly benefit campus programs. A list of those activities is included in an addendum to the NSU BA Strategic Plan that is included in this Annual Report.

Access Services

Total annual patron visits to the campus and its facilities continue to go up as enrollment numbers at NSU Broken Arrow increase. It should be noted that not all entries into Building E are monitored; only the main library entrance is equipped with a functioning electronic patron counter. The counters underestimate total building use due to occasional malfunctions and power surges, but the systems provide an adequate evaluative tool for estimating library patron usage. It should be further noted that the electronic equipment that is used to record the number of patrons entering the facility continues to not been as accurate as desired. The wireless counters reset to a zero count each time there is a power failure in the building, and as this is a regular occurrence in the Library, the numbers reported likely underrepresented actual patron usage. Unfortunately, much of the patron count data was not made available for this fiscal year; estimates are provided based on data gathered for March 2010 through May 2010. Therefore, only textual information is provided in this annual report. Patron counts from March through May, 2010 for the first floor equaled 22,443 entrances tallied; second floor numbers amounted to 2,827 entrances tallied for a grand total of 25,270. Given that the total 2008/2009 patron count equaled 54,425, one could surmise access numbers have increased over the past year since March through May 2010 tallies amounted to 46% of last year's twelve month total.

Interlibrary Loan

Interlibrary Loan and Document Delivery services at the NSU BA Library continue to meet the demands of a growing branch campus. The total number of ILL/DD borrowing transactions for the period of June 1, 2009 – May 31, 2010 was 1146; revealing a 22% decrease overall from the same time period of the previous fiscal year. It is a decrease for the second year in a row.

Northeastern State University
Broken Arrow Library
Interlibrary Services Annual Report²
June 2009 – May 2010³

The Interlibrary Services Department at the Broken Arrow Library has undergone personnel changes over the past year. On June 30, 2009 Jamie Holmes, supervisor over the department, resigned her position with NSU. As a result, Linda Summers, the sole remaining ILS staff member, received permission to train Olaf Standley to assist with ILL/DD services, in order that patrons would continue to receive exemplary service. On January 11, 2010, Linda Summers was hired as ILS supervisor, and Olaf Standley was hired as ILS coordinator and technician.

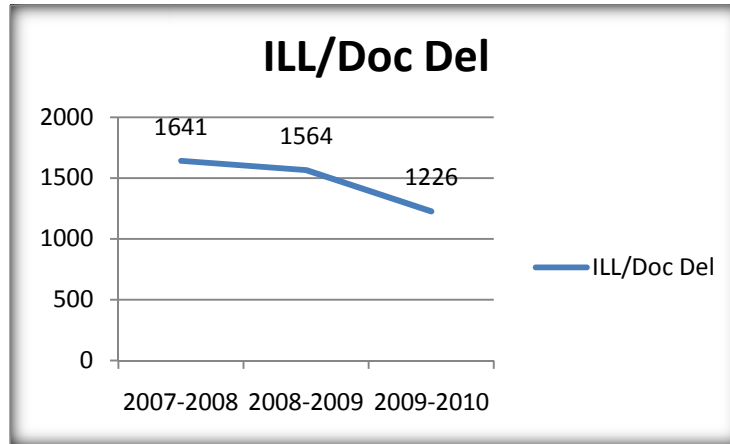
Interlibrary Loan and Document Delivery Services at the NSUBA Library continue to successfully work in concert with other library services to meet the demands of a growing branch campus. Collaboration with the Interlibrary Services Department at the John Vaughan Library is still an integral component to meeting the demands of NSU Library patrons. In February, Olaf Standley and JVL employee Rachel Whitaker completed the Amigos Training Course “Everything You Always Wanted to Know about ILL but were too Busy to Ask.” This training afforded Olaf Standley a better understanding not only of the intricacies of ILL, but also copyright law. In March, Linda Summers and Olaf Standley traveled to Tahlequah and met with the JVL Interlibrary Services personnel, Peggy Kaney, Donna Graham, and Rachel Whitaker. The meeting was very productive and led to a more in-depth understanding of the similarities and differences between the ILS departments at each campus.

Statistical Data

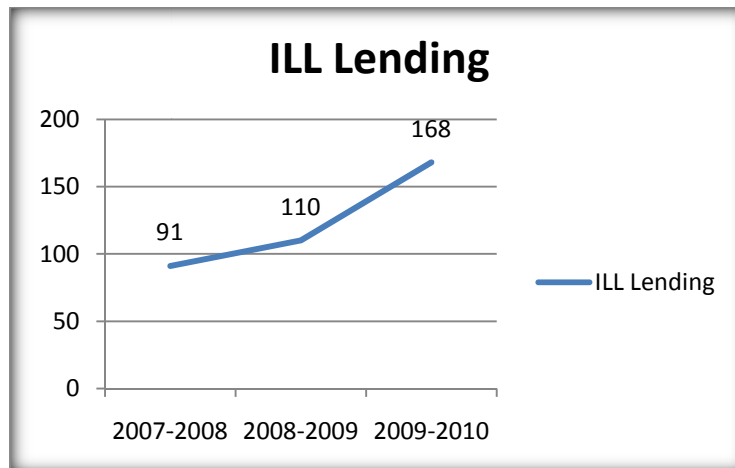
The total number of ILL/DD borrowing transactions for the period of June 1, 2009 – May 31, 2010 was 1226; this number reveals a 22% decrease overall from the same time period of the previous fiscal year.

² Report coauthored by Linda Summers & Olaf Standley

³ A revised version of this annual report will be submitted when the fiscal year ends on June 30, 2009. This revised report will include currently unavailable statistics from the full fiscal year: July 1, 2009 – June 30, 2010.

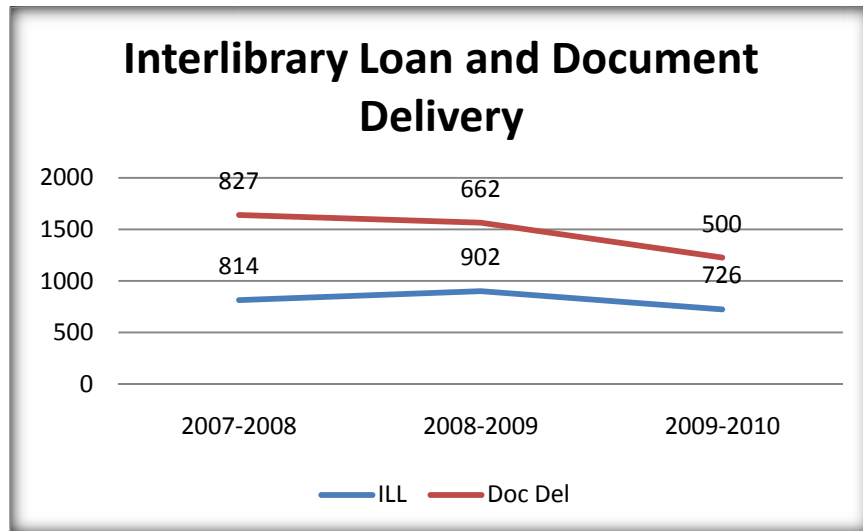


In contrast to the decrease in borrowing, Interlibrary Services experienced a 53% increase in lending. In FY 08-09 ILS loaned 110 total items (returnable and non-returnable), and in FY 09-10 ILS loaned 168 total items.



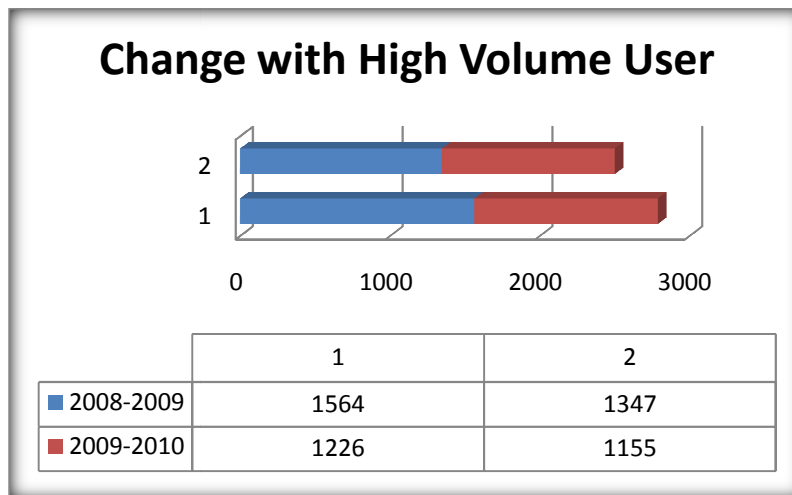
Broken down further, department statistics reveal that Document Delivery⁴ underwent a 24.4% decrease, going from 662 to 500 transactions. Whereas the more labor intensive and time consuming Interlibrary Loan underwent a 19% decrease, going from 902 to 726 transactions.

⁴ Document delivery statistics are based on hand-written records.



However, during fiscal year 2008 – 2009, a single patron requested an unusually high number of Interlibrary Loans and Document Deliveries. These transactions account for 8% of the overall decrease experienced in FY 09-10.

The total number of requests from this patron was 217 in FY 08-09 and 71 in FY 09-10. Removing the anomalous number of requests from this patron in FY 08-09 and 09-10 reveals a 14.25% decrease in overall ILL/Document Delivery requests from FY 08-09 to FY 09-10.



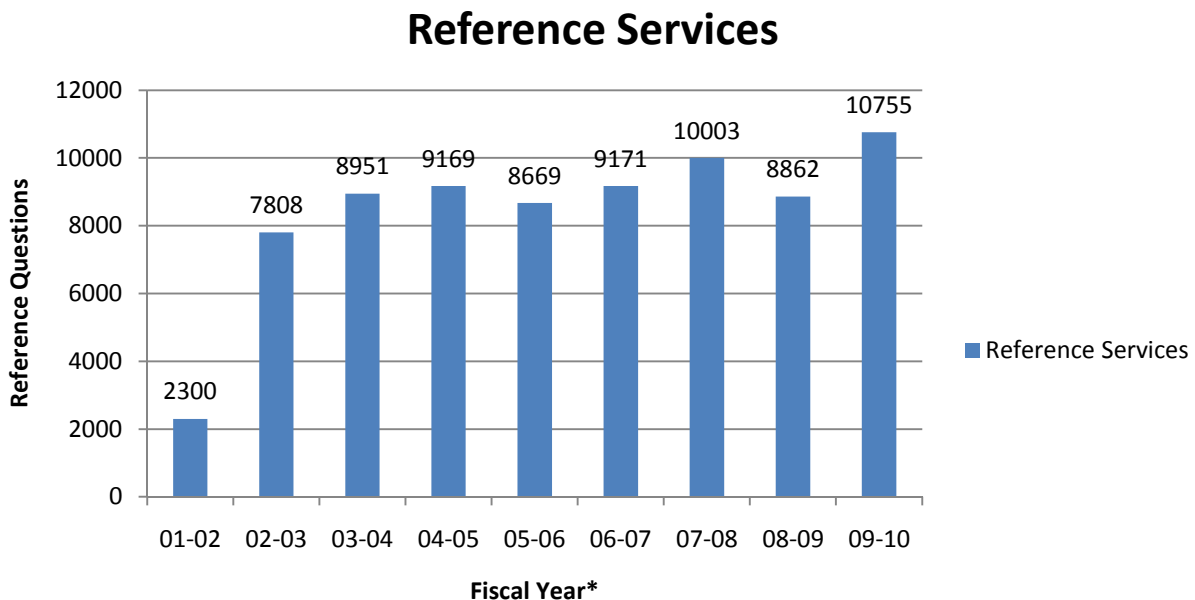
Atypical patrons aside, there are several potential reasons for the decline in total ILS borrowing transactions, up to and including the following: as the NSUBA Library collection grows, it is better able to meet patron’s needs, library instructional sessions are becoming more effective in promoting the just-in-time, full-text option for e-articles, changes in the course curriculum of NSUBA teaching faculty.

In general, ILS departments that perform high volumes of lending are typically housed within large libraries or highly specialized libraries. At this point in its history, it is suspect that either of these categories applies to the NSUBA Library. However, the current trend of an increase in lending, in combination with the decrease in borrowing, appears suggestive that the collection at the NSUBA Library may be more effectively meeting the needs of both internal and external patrons.

Reference Services

The number of recorded patron usages of Reference Services, as noted by total number of reference questions, increased slightly during the past year. While bibliographic instruction classes we offer helps diminish many general questions at the service desks, many students still require assistance with a wide variety of assignments, projects, and tasks. At NSU Broken Arrow, the librarians assist patrons with a wide range of services and a number of technology-related projects that are not commonly associated with traditional library services.

As part of our assessment of Library operations over the next year, we will be reviewing how we record Reference Services data in an effort to improve the quantity and quality of the information we gather.

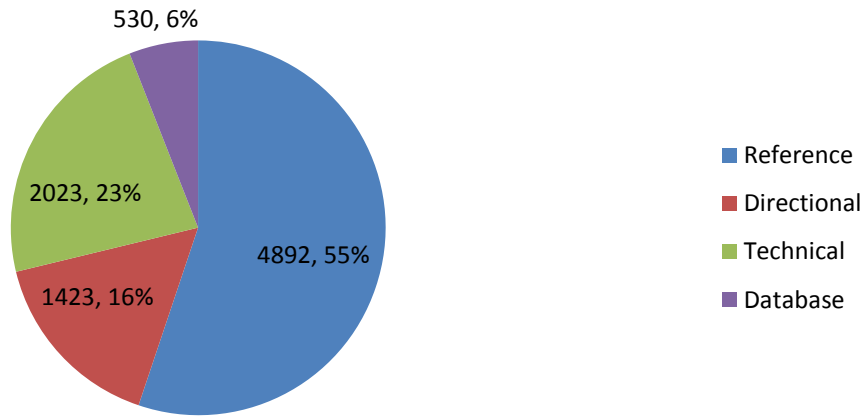


*Note: on the '08-09 annual report chart, data did not include part of May and June statistic numbers. Note further: the '09-10 number total does not include the entire month of June.

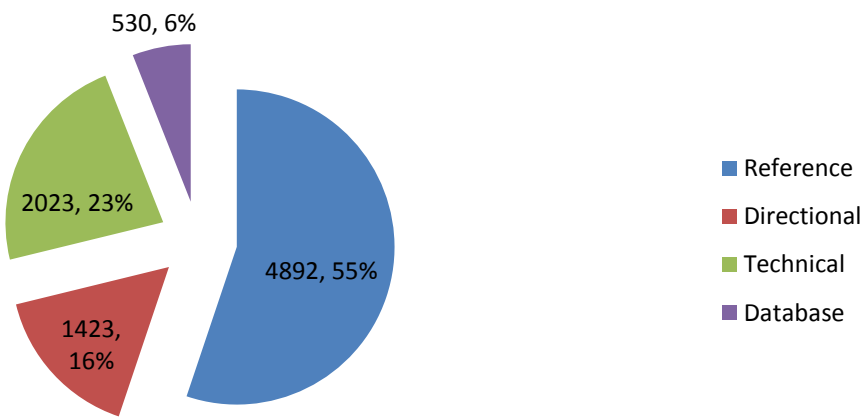
The charts below graphically demonstrate the breakdown of the various types of Reference Services questions the staff responded to during the year. While general reference questions made up the bulk of the Reference Services activities, the number of technology-related questions answered by the staff is quite significant. The number of directional questions

answered may indicate that patrons are having some difficulty in navigating facilities. In response to this need, the Library continues to investigate improved facility signage.

Reference Services Activity Detail

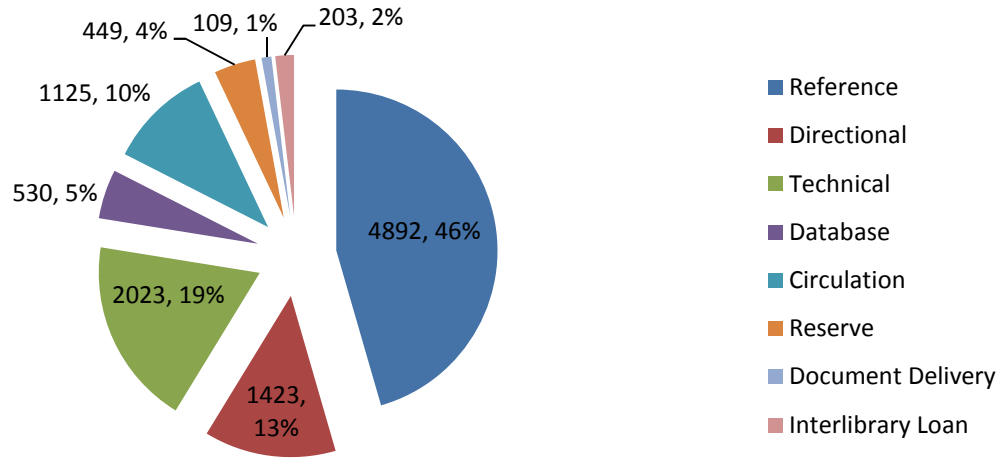


Reference Services Activity Detail



The following chart represents data percentages from all reference services categories.

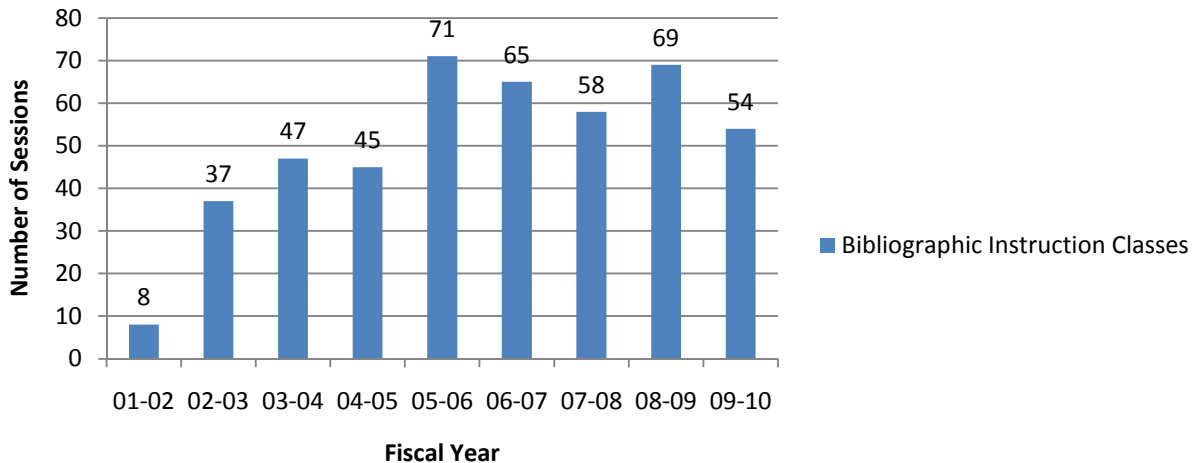
Reference Services Activity Detail



NSU BA Library Education

Over the past year, both the number of bibliographic instruction sessions offered and the number of students attending instruction classes in the Broken Arrow Library decreased from the previous year. The Library operated without Jamie Holmes, COE Instruction Librarian on a permanent basis during the fall 2009 semester. This experience may account for the drop in total instruction levels, especially for the College of Education. However, since the fiscal year 2005-2006, the number of instructional sessions has decreased from the previous year – except for an increase in 2008/2009 over the previous year.

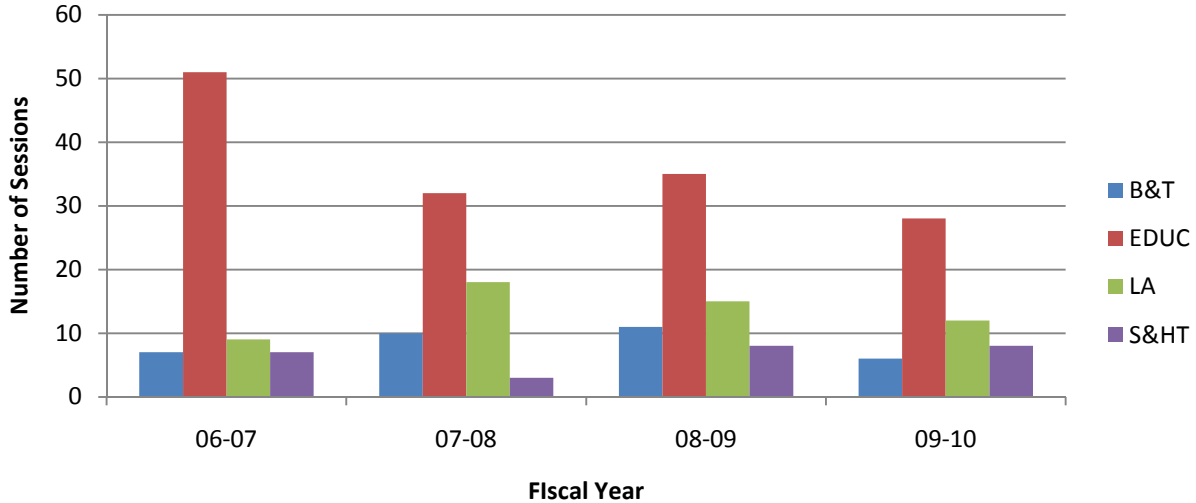
Bibliographic Instruction Classes



Additionally, this downward trend has occurred throughout the Colleges from year to year over the past three years. Overall, numbers reflect this downward trend in the Colleges of Education, Business and Technology, as well as Liberal Arts. The College of Sciences and Health

Professions showed a slight increase followed by a constant occurrence in the number of sessions requested over the last three years.

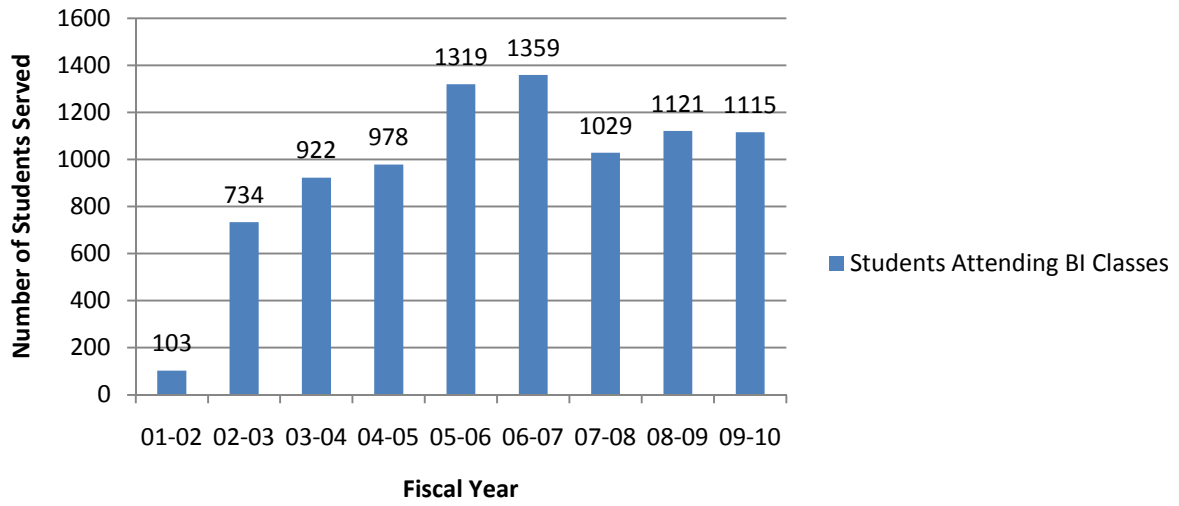
Instruction Session by College



One possible explanation for this declining trend may be tied to staff changes and shortages. Hopefully, staffing for the NSU BA Library will be stable over the next year, and the total instruction numbers should improve. Additionally, several faculty, some of whom were our recurring patrons, left the university to retire or pursue other positions. NSU BA will be looking at expanding online instruction development over the next year to augment online classes and provide “just in time” library instruction for library patrons.

As noted above, the number of students attending instruction classes in the Broken Arrow Library decreased from the previous year as well. This downward trend is not surprising given that the number of instructional sessions continued to decrease. As with instructional sessions, the number of student contact/students served fell markedly from fiscal year 2006-2007 and has overall decreased over the last three years.

Students Attending BI Classes



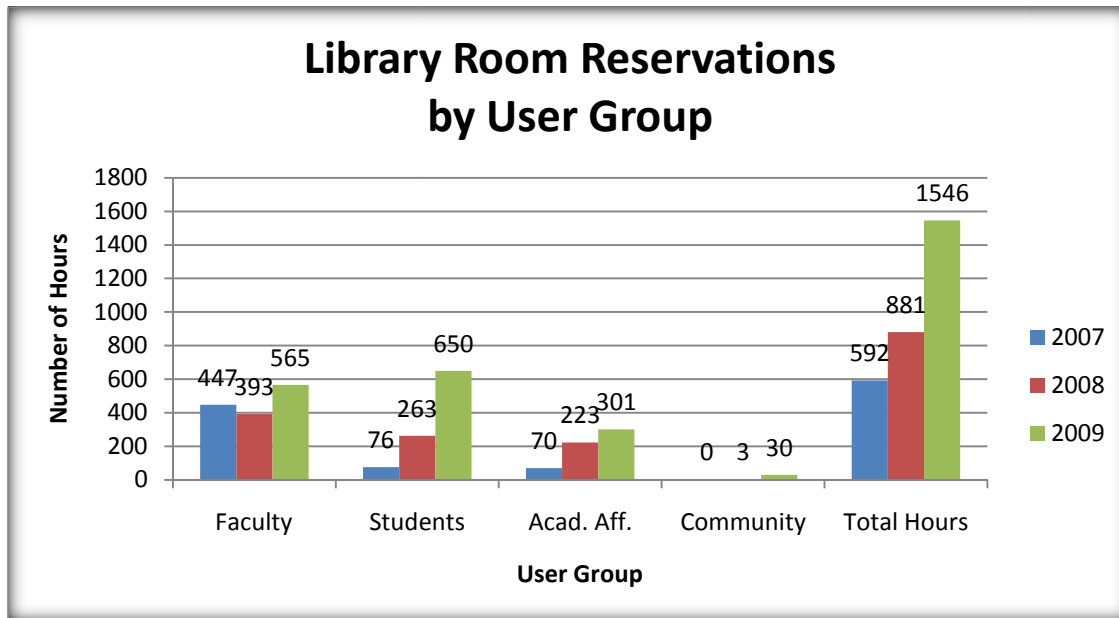
Although education is one of the primary functions of the academic library, NSUBA Library is increasingly being utilized as a place to gather (what is termed "*library as place*" in the research literature) in the academic university library environment. The changing roles of the library may play a part in this decrease as well. As faculty research and teaching practices continue to shift in response to their rapidly changing information environment, their uses of the library also change, as does their perception of the value the library offers. As noted in the ITHAKA Survey:

“Faculty used to rely almost exclusively on the library for the scholarly materials they needed for research and teaching, and librarians guided faculty to and otherwise facilitated the discovery of these materials. As scholars have grown better able to reach needed materials directly online, the library has been increasingly disintermediated from research processes, as the previous section on shifting discovery practices illustrated. The library must evolve to meet these changing needs. To do so effectively requires awareness of how faculty members evaluate different existing library roles and react to potential changes in library services.” (ITHAKA Survey, 2010)⁵

It is apparent, that the NSU Broken Arrow library must increasingly focus on these roles going forward, both developing new services and seeking to direct faculty attention to existing activities. As libraries continue to invest in developing new emphases on these sorts of services, active evaluation and assessment must be performed. Additionally, the NSU Broken Arrow library will be examining options and focusing on ways in which library directed digital technologies can be provided. In this way, the library can play an integral part in facilitating opportunities for faculty, staff and students to work more efficiently and effectively on their teaching and research needs. Hopefully, the roles for the library will continue to be to support and facilitate teaching activities, as well as provide active support that helps to increase the productivity of research and scholarship.

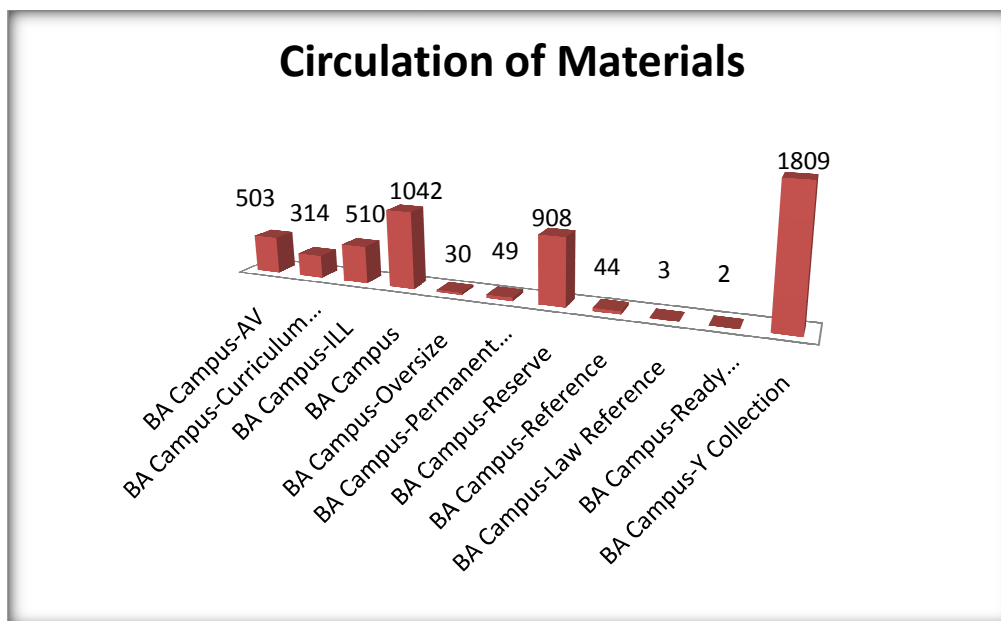
Additionally, another trend that supports the change of “library as place” is the overall marked increase in library room reservations, such as the use of group study rooms, conference rooms, and ITV room over the last three years. While faculty hour use has stayed relatively stable, there have been increases in student, administrative and community use hour totals. The number of hours reserved by user groups shows an especially large increase for student users. Overall, total hours reserved equaled 592 for fiscal year 2007/2008, 881 for 2008/2009, and 1546 for 2009/2010. This reflects a 49% increase from 2007/2008 to 2008/2009 with continued expanded hours us0065 that reflect a 75% increase this year over the previous year (2008/2009 to 2009/2010).

⁵ Schonfeld, R. C., & Housewright, R. (2010). ITHAKA S+R faculty survey 2009: Key strategic insights for libraries, publishers, and societies. ITHAKA.



NSU BA Library Circulation

Total circulation of print and media materials increased slightly from last year. The total number of circulation of print and media materials transactions for the period of June 1, 2009 – May 31, 2010 was 5214; this number reveals a marginal increase from 5106 during the same time period of the previous fiscal year. The top three areas of circulation occurred in: the Youth Collection materials which accounted for 34.7% of the total circulation; followed by the Main circulating collection which accounted for 20%; and the Reserves collection which accounted for 17.4% of total circulation. The BA E-Reserve usage for 2009/2010 was 3,091; this particular statistical usage data has not been reflected in previous annual reports.



NSU-BA Library Course Reserves and Collection Development by Tom Rink.

It was another busy year for reserves. Between adding new items (252), either updating (72) or removing (187) old items, we were able to provide service to 33 different faculty members for 67 different courses and handled a total of 511 items. We continue to experiment with new ways of labeling our reserve materials. The BA E-Reserve usage for 2009/2010 was 3,091.

- ✓ Added physical reserve items to 26 different courses for 19 different professors. (Total items added: 207 documents/monographs.)
- ✓ Added electronic reserve items to 8 different courses for 7 different professors. (Total items added: 45 electronic documents/articles.)
- ✓ Removed physical reserve items from 26 different courses for 23 different professors. (Total items removed: 187 documents/monographs.)
- ✓ Updated records to 2 different courses for 2 different professors. (Total items updated: 25 documents/monographs.)
- ✓ Updated electronic reserve items from 18 courses for 9 professors. (Total items updated: 47 electronic articles.)

On the Collection Development front, we continue to receive a private donation of subscriptions to periodicals to enhance the Criminal Justice serials browsing collection. This donation includes twenty-six individual titles at a cost-savings to the library of \$467.00.

NSU BA Technical Services Activities by Pamela Louderback

Broken Arrow Cataloging Department
Annual Report 2009/2010
June 1, 2009-May 31, 2010

Cataloging Department Personnel:

Pamela Louderback was the Technical Services Department supervisor, and Zac Thorp served as Technical Services assistant providing support in pre-order searching of gifts and adding second copy materials onto Millennium. Processing of materials was performed by four student workers. Computer issues created delays in cataloging; we were unable to catalog materials during the month of July and part of January. The spring Reference weeding project provided additional needed space in the Reference section.

Goals for the 2009/2010 fiscal year remained the same as in previous years: 1). increase cataloging output with special emphasis on backlog; 2). improve maintenance/organization of collection, primarily of Y Collection; and 3). enhance/develop the collection through gift acquisitions.

- ✓ Gifts received during 2009/2010 included: 115 books, 28 of which were Youth Collection books, 26 periodical publications, and 14 multimedia items. (Total gift items added: 1627)
- ✓ Added Terminal statistics showed the total 2009/2010 OCLC production for the BA campus library was 223 with 30 periodical union list creations.
- ✓ Spring Reference weeding project totaled 47 titles withdrawn (Total pieces withdrawn: 124)
- ✓ New titles for 2009/2010 processed at the BA campus included the following item totals: 155 monographs, 18 Curriculum materials, 33 Youth collection, 38 serials, and 1470 periodical issues.
- ✓ As with last year, OCLC production volume performed on the BA campus was approximately 1/3 of the total Broken Arrow library materials output for the university libraries as a whole.

Much of the first goal was met primarily through cataloging of single-item gifts. Cataloging of the remaining Tulsa Police department (TPD) gift items and the Delores Poole gift took precedence. Twenty-six new gift periodical publication subscriptions were added to the collection.

Goal two, of improving the maintenance/organization of the overall collection was met, due, in part, to the spring Reference stacks weeding project. Additionally, the Curriculum materials were integrated into the stacks area between the main stacks and the Youth Collection stacks to accommodate patrons. However, two major mold outbreaks (over 300 items) delayed extensive maintenance and organization of the collection. The third goal, to enhance/develop the collection through gift acquisition, was met at a lesser degree than last year due to the receipt of several gifts of smaller size.

NSU BA Library Printing

Accurate printing statistics were not made available for this year. However, total estimated printer usages are as follows: Instructional Lab E106 at 4,208; Instructional Lab E110 at 2,288; 1A at 128,947; 1B at 134,527; 2A at 263,666; 2B at 155,722; and 2C at 322,348 for a grand total of 1,006,210 pages printed during the fiscal 2009/2010 year. We will closely monitor printing use over the next year to gauge patron needs. Although noted in last year's report, the Library did not install a networked system to replace the second floor copier, nor were new fax lines added.

Conclusion

This past year has been a challenging, period for the faculty and staff of the NSU BA Library due to personnel shortfalls and budgetary deficiencies. The modified strategic plan will be integrated into the NSU Libraries planning processes. With this unique set of Library faculty and staff, we are anticipating developing a culture of learning and discovery over the next several years. We look forward to carrying out the goals and objectives that contribute to the growth and success of the NSU Libraries and Northeastern State University.

Dr. Pamela Louderback
Interim Director
Northeastern State University- Broken Arrow

ADDENDUM

NSU BA Library Strategic Planning Goals and Objectives 2009-2014

Strategic Goal 1. Develop a culture of learning and discovery throughout the university.

Objective: Add additional NSU BA library staff member to cover additional evening services.
Action: Implement increased personnel and services (as budget allows, Fall 2010).

Objective: Add additional NSU BA library faculty member to cover Science and Health Professions and resource delivery services.
Action: Implement increased personnel and services (as budget allows, Fall 2010).

Objective: Encourage and provide faculty and staff development opportunities.
Action: Add travel budget and professional development budget line item on NSU BA Library (Fall 2010, increase as available).

Objective: Expand our research and grant writing efforts to the dedicated 20% level by Spring 2011.
Action: Explore the addition of staff and faculty positions to free up the necessary time to dedicate 20% of our time to researching and writing grants or other funding opportunities (ongoing).

Objective: Systematically evaluate the roles, responsibility, and functions of the faculty and staff. Revise as required. Embrace change.
Action: Expand our self-evaluative efforts to continue to offer the exceptional service, products, etc., that our stakeholders expect. (Begin summer 2010 with performance appraisal, ongoing.)

Objective: Expand the utilization of the professional expertise of staff and faculty through collaborative teaching efforts.

Action: Aggressively pursue additional professional development opportunities to present and attend conferences, meetings, workshops, etc. Incorporate what's learned in more collaborative efforts with existing faculty in every college and department (ongoing).

Objective: Improve Assessment of Library collections and Services.

Action: Produce Feedback survey.

- Campus specific?
- General?
- Similar in format to recent Writing Center et al. surveys? (Fall 2010.)

Action: Use wireless laptop/touch screen pc's for surveys in other buildings (Fall 2010, ongoing)

Objective: Improve instructional/educational design proposals/components/opportunities.

Action: Liaise with other departments/divisions/subdivisions to create additional workshops/demos for external & internal stakeholders (ongoing).

Action: Offer Writing Center collaborative workshops (ongoing).

Action: Work with CTL to provide additional training to enhance Web 3.0 tools use (Rick) (ongoing).

Action: Use surveys (or other assessment tools) to gather information/feedback on how to further enhance instructional design courses. (ongoing).

Action: Use data to help drive development of instruction offerings. (ongoing).

Strategic Goal 2: Build a sustainable campus and sustainable communities.

Objective: Solve environmental control problems. HVAC issues in the library become a health hazard (mold, air quality, etc.). Maintenance training issues? Adequate monitoring for after hours.

Action: Work with the Physical Plant to design and install dehumidifiers and other air quality control items. (ongoing).

Objective: Increase the marketing efforts of the Library.

Action: Produce promotional marketing brochures similar in design to Betz inauguration matter (Summer 2009)

Action: Library outreach program, "demos and donuts." (Fall 2010.).

- Use Table set up with vendors at the beginning of the semester (Bldg A).
 - Presentation display.
 - Projector/ ancillary equipment.
 - Banner/table skirt (Fall 2010, ongoing).

Objective: Build the NSU BA Library Foundation Resources

Action: Work with the NSU Foundation to explore fund raising opportunities. Attend grant-writing workshops. E.g.: Friday, May 8, 2009. (ongoing)

Action: Increase grant-writing productivity by receiving award grants in the amount of \$50,000 (by Fall 2010 and ongoing).

Action: Create Legacy awards for donors (by Fall 2010).

Objective: Realignment of the NSU-BA Budget to properly reflect the student, staff, and faculty needs.

Action: Lobby for NSU-BA Technology Funding based upon FTE (by FY 2010/2011).

Objective: Explore the potential for identifying increased library fees (technology, materials, etc.) as part of student tuition to mirror those fees received by other libraries in the state.

Action: Lobby for NSU-BA Library Funding/student fee based upon FTE (by FY 2010/2011.)

Strategic Goal 3: Build and reinforce an environment that values full inclusion, collaboration and shared leadership in the life of the university and in all external relationships.

Objective: Improve Center for Teaching and Learning facilities within Building E; develop a shared vision within and between campuses.

Action: Work with all campuses to embrace and live the currently revised mission, vision, and values of the University as well as the newly adopted Service Excellence Values. (ongoing).

Action: Work with Administration and CTL to enhance services and facilities in Building E (ongoing).

Objective: Use of the current facilities for community development/outreach opportunities.

Action: Invite outside organizations, e.g., Ruth G. Hardman Adult Literacy Program through TCCL (ongoing).

Objective: Improve communications across campuses. Transparency in the organization chart re: lines of authority.

Action: Improve communication via 3-way conferencing capabilities: ITV options. (Summer 2010/Fall 2010).

Objective: Increase Administrative presence on the NSU-BA campus.

Action: Work with Administration to schedule more frequent visits (ongoing).

Objective: Increase collaboration with TCC.

Action: Work with TCC to promote Smart Choice (Summer 2010, ongoing).

Objective: Increase collaboration with local high schools.

Action: Work to promote the Big Read project (Fall 2009, ongoing).

Objective: Increase collaboration with local public libraries.

Action: Work to promote the Big Read project (Fall 2009- ongoing)

Objective: Increase collaboration with area museums.

Action: Contact the curators and explore the possibility of cooperative educational opportunities. (ongoing).

Objective: Increase collaboration with the BA Historical Society.

Action: Explore cooperative digitization projects. (ongoing).

Objective: Increase collaboration with various archives around the state.

Action: Continue to work with ODL (Oklahoma Department of Libraries) to highlight historical and archive data. (ongoing).

Objective: Increase collaboration with the Tulsa Historical Society.

Action: Contact the curators and explore the possibility of cooperative educational opportunities. (ongoing).

Objective: Increase collaboration with the BA Chamber of Commerce.

Action: Explore potential economic development programming (ongoing).

Strategic Goal 4: Encourage and nourish a commitment to civic engagement by our students, our faculty and our staff.

Strategic Goal 5: Develop an environment which encourages global knowledge and cultural sensitivity.

Strategic Goal 6: Improve quality of life by serving as a cultural and entertainment destination on our campuses and throughout the region we serve.

Objective: Add Artistic elements within the facility.

Action: Seek grant funding to enhance the esthetic and artistic environment of the library.
(Begin Summer 2009 and ongoing)

Objective: Create a Reading room . . . children or otherwise.

Action: Work with Reading/ Literacy Center to explore cooperative ventures in programming and resources. (ongoing)

Strategic Goal 7: Develop and manage the resources of the university to support a vibrant and viable community.

Objective: Improve NSU BA Reference collection.

Action: Complete a collection needs analysis/assessment.

Objective: Improve NSU BA Main Collection.

Action: Complete a needs analysis/assessment by Summer 2010.

Action: Start a systematic evaluation of the collection (weeding project) by Summer 2010 (ongoing).

Objective: Develop a Special Collections resource on the BA Campus.

Action: Identify a likely resource to be "special." Explore: Chinese Language collection (donation received during Summer 2009); Criminal Justice/Homeland Security/Terrorism/Anti-Terrorism; Partner with MIPT; Reading Collection (before December 2010).

Action: Identify a location for housing the special collection before the collection arrives (ongoing).

Objective: Offer Up-to-date software.

Action: Work closely with C&T to ensure smooth upgrades to campus standard software, i.e., Office 2007 (Summer 2010).

Objective: Security camera monitoring on computers located at the service desks.

Action: Request software access is loaded onto computers at service desks (Summer 2009).

Objective: Improve signage within the Library.

Action: Work with the Physical Plant to design and install additional directional signage (Summer 2010).

Objective: Extended/additional computer labs.

Action: Work to get CTL labs operational in Building E (ongoing until complete).

Objective: Add outside book drops (external of the building [in the parking lot] as well as just outside the library doors).

Action: Work with the Physical Plant to have them install the book drop that we already own (Fall 2009).

Objective: Add more ITV capabilities.

Action: Work with CTL to develop ITV capabilities in every facility. (ongoing)

Objective: Add additional hardware and software for digitization project.

Action: Seek grant funding to enhance digitization projects (begin search in Summer 2009 and ongoing).

Objective: Create a Media room.

Action: Explore opportunities to add multimedia equipment in the Library (ongoing).

Objective: Increase responsiveness/ timeliness of library services.

Action: Develop acquisition and cataloging capabilities on the BA Campus (Summer 2010).

Library Faculty Annual Review

Dr. Pamela Louderback, Interim Director, Fiscal year: 2009-2010

Evidence of Meeting Tenure and Promotion Criteria

II. Professional Experience:

- March 2010 – June 2010 - Interim Director, NSU Broken Arrow Library
- October 2001-May 2010 – Information Services Librarian/Instructor - NSU Broken Arrow Library
- Jan. 2008 – September 2008 – Interim Director, NSU Broken Arrow Library

III. Evidence of Meeting Tenure and Promotion Criteria.

A. Effective Classroom Teaching and Administrative Assignments.

5. Workshops, Institutes, and Short Courses taught if not a part of regular load.

LIBRARY INSTRUCTION (face-to-face lectures, as requested by faculty).

Taught 3 classes, reaching a total of 52 students.

November 16, 2009	ENG 1003 (Louderback)	Freshman Strategies, 16 students
September 16, 2009	HIED5403 (Payne)	History & Philosophy of HIED, 25 students
September 9, 2009	LIBM 4023 (Bassett)	11 students

B. Scholarly Activities.

1. The Scholarship of Teaching.

- Adjunct Assistant Professor, NSU, LIBM 4611, Instructor, Spring 2010-.
- Adjunct Assistant Professor, NSU, LIBM 4611, Co-instructor, Fall 2009.
- Adjunct Professor, Tulsa Community College, Communications Division, English Department, ENGL 1003, Strategies to Academic Success Fall 2008- Fall 2009. [*Fall 2009* (2 sections); *Fall interim* (1 section); Spring 2009 (2 sections); Fall 2008 (1 section)]
- Union Collegiate Academy, Instructor, Spring 2010-.

2. The Scholarship of Discovery.

- Fulbright Scholar Project: Fulbright Queen's University Belfast Award in Governance, Public Policy, and Social Research – *Comparative study in cross-cultural education*, (Sept. 2010-Feb. 2011)
- *Workers compensation* Workshop, NSU HR department, NSU BA, May 14, 2010
- AMIGOS Member Conference, online conference, May 5-7, 2010

- *Declining by Degrees* PBS documentary, via ITV showing/discussion, May 6-7, 2010
- Oklahoma Higher Education Teaching & Learning Conference, April, 2010
- Apple iPad Conference, Tulsa Community College's Center for Creativity, April 8, 2010
- *Supervisor training* Workshop, NSU Broken Arrow, February 11, 2010
- *NFocus* Workshop, (NSU Broken Arrow), January 26, 2010
- *NFocus* Workshop, (NSU Broken Arrow), January 20, 2010
- *Branding* Workshop, (NSU Broken Arrow), January 20, 2010
- Society of College and University Planning (SCUP) Workshop, June 23-25, 2009
- *Performance Appraisal* Workshop, (NSU Broken Arrow), June 8, 2009
- *Grant-writing* Seminar (NSU BA) via ITV, May 8, 2009
- Service Excellence for Management Training (NSU BA) May 4, 2009
- *Foundation Funding-Grant* Workshop, Tulsa City County Library, April 23, 2009
- Oklahoma Higher Education Teaching and Learning Conference (NSU BA), April 1-3, 2009
- *Connecting Students to Leverage Learning*, InnovateOnline, Webinar, March 25, 2009
- New Mexico Higher Education Assessment and Retention Conference (NMHEAR), Albuquerque, New Mexico, February 26-27, 2009
- Southwest Texas Popular Culture Association/ACA Conference, Albuquerque, New Mexico, February 25-28, 2009
- *Introduction to Second Life*, Special Library Association Webinar, December, 12, 2008
- Rocky Mountain Educational Research Association Conference, UCO, Edmond, OK, October 23-24, 2008
- *Setting Performance Goals and Expectations*, Special Library Association Webinar, October, 10, 2008
- *Worlds in Collision: Copyright, Technology, and Education*, InnovateOnline, Webinar, July 14, 2008
- *E-book Reader* Workshop, Tulsa Community College, April 1, 2008
 - Live hands-on demonstration with four different brands of readers. (2 hrs.)
- *Collecting, Organizing, and Managing Resources for Teaching Educational Games the Wiki Way*, InnovateOnline, Webinar, January 10, 2008
- *How technology has changed the way students view both linguistic conventions and the etiquette of instructor-student relations*. InnovateOnline, Webinar, December 11, 2007
- *Special Topics-Multivariate trends in Adult Education* (OSU-Tulsa), August-October, 2007
- *COIL* Summer workshop (NSUBA), July 27, 2007

3. The Scholarship of Integration.

- UPG NSU Potential Priority Review, (Faculty Council rep), NSU BA April 6, 2010
- Academic Council meeting, (Faculty Council representative), NSU Tah, March 24, 2010
- University Assembly – UPG Strategic Planning & Goals Update, UPG NSU Broken Arrow discussion facilitator, February 15, 2010
- Continue to contribute content on the NSUBA Library internal and external blogs.
- Created resource-sharing wiki to help facilitate the collaborative efforts of the Collection Development committee (Chair). The wiki was used as a template for all other subsequent library wikis
- Continue to design/update faculty webpage(Arapaho)
<http://arapaho.nsuok.edu/~louderba/>

4. The Scholarship of Application.

- Fulbright Queen's University Belfast Award in Governance, Public Policy, and Social Research – *Comparative study in cross-cultural education*, (awarded March 2010; To be performed Sept. 2010-Feb. 2011)
- Oklahoma Research Day, NSU Broken Arrow, November 13, 2009. Poster presentation: *College transitions: Social and emotional well-being as factors to academic success for American Indian freshmen*
- American Psychological Association Convention, August 6-9, 2009, Toronto, Canada. Presentation: *Transitioning to college: Sociocultural factors for Native freshmen academic achievement*
- New Mexico Higher Education Assessment and Retention Conference (NMHEAR), Albuquerque, New Mexico, February 26-27, 2009. Paper presentation: *Retention of Native American students: Uncovering epistemological possibilities*
- Southwest Texas Popular Culture Association/ACA Conference, Albuquerque, New Mexico, February 25-28, 2009. Paper presentation: *Communicating through popular culture: Information literacy components in freshman orientation.*
- Rocky Mountain Educational Research Association Conference, UCO, Edmond, OK, October 23-24, 2008. Paper presentation, *Social and emotional well-being as factors to academic achievement for American Indian freshmen.*
- Rocky Mountain Educational Research Association Conference, UCO, Edmond, OK, October 23-24, 2008. Poster presentation, *Information seeking and retrieval process: Knowledge management integration in the digital age through social networking in an academic library setting.*
- Pacific Rim First Year in Higher Education 11th Annual Conference, Hobart Tasmania, June 30-July 2, 2008. Presentation, *Successful First Year Experiences: Sociocultural factors for Indigenous peoples.*
- Presentation, *Web 2.0: Practical Application, Blogging in the Library*, Oklahoma Library Association (Tulsa),
- Paper presentation: *Experiential Learning: Best Practices*, RMERA Conference, Tarleton State University (Granbury, TX), October 23-24, 2007.

6. Publications

Articles/Book Review

- **Review of *American Indians, the Irish, and Government Schooling: A Comparative Study*** by Michael C. Coleman, *Southwest Journal of Cultures*. March 2010
- **Review of *Native Americans and Anglo-American Culture, 1750-1850: The Indian Atlantic***, *Southwest Journal of Cultures*. March 2010
- (In process). Communicating through popular culture: Opportunities for learning through information literacy components in freshman orientation. *Journal of the Learning Sciences*.
- (In process). A means of self-determination: Considerations for American Indian student achievement in post-secondary settings. *American Indian Quarterly*.

Books

- (In process) *Considerations for American Indian student success in post-secondary settings: Dynamics of significant non-cognitive factors*, Lambert Academic Publishing.
- *Academic encounters of American Indian freshmen: Identifying factors that promote academic success for Native students*, VDM Verlag, December 2008.

- *Comparison of the predictive validity of traditional intellectual measures and sociocultural factors on American Indian student academic achievement.* Doctoral Dissertation, OSU, College of Education, July 2008. Nominated Dissertation of the Year.

C. Contributions to the Institution and Profession (last five years).

1. Committee Service.

- NSU BA Strategic Planning Committee, 2010
- Directors Council (Library) March 2010-
- NSU BA Leadership Team, March 2010-
- OCALD Committee, member, March 2010-
- Women in Leadership, Women's Leadership group, NSU Broken Arrow member, 2010-
- Employee Appreciation Week Committee (Broken Arrow Campus), 2010.
- Faculty Handbook Committee, member, April – May, 2010
- TCC Blue to Green/SmartChoice TCC/NSUBA Bi-annual partnership meeting, (Library representative), March 11, 2010
- Student Success and Retention Committee, member, 2010.
- CEPC Committee (Faculty Council representative), 2009/2010
- Beijing Normal University (BNU) Art Troupe, February 14, NSU Broken Arrow campus, Confucius Institute Classroom NSUBA liaison
- Education Librarian Search Committee (BA), Co-chair, July 2009-January 2010.
- Provost/VPAA Search Committee, (University), member, June 2009-Dec 2009. Secretary
- Society of College and University Planning (SCUP), June 2009-.
- University Planning Group (University-Faculty Council representative) 2008/2009-.
 - Steering Committee member, 2010
 - Charged with addressing strategic planning issues.
 - December 2008 to present; 2-3 hours per week.
 - Mission, Vision, Values Task Group member
 - Charged with reworking the mission, vision and core value statements for the University Strategic Plan
 - January 2009 to present; 2-3 hours per week.
- CEPC Committee (Faculty Council representative), 2008/2009
- Centennial Committee, (Broken Arrow campus) 2008/2009.
- Faculty Council, Library Representative, 2006/07-present; Secretary (2009/2010)
- Oklahoma Higher Education Teaching & Learning Conference, Committee member, Facilitator, Reviewer (2008/2009)
- Directors Council (Library) 2008/2009
- NSU BA Leadership Team, 2008/2009
- Academic Council (NSUBA) 2008/2009
- Reference Committee (Library).
- Collection Development Committee, Chair (Library).
 - Charged with developing Allocation/Budget model and future recommendations for multi-campus collection development; March 2008-present.
- Digitization Committee (Library)
 - Charged with developing digitization model and future recommendations for multi-campus; March 2008-present
- Faculty Handbook Committee, member, 2007/2008
- Employee Appreciation Week Committee (Broken Arrow Campus), Chair, 2005-2008.

- United Way Campaign (Broken Arrow Campus), 2005- present, Chair, 2007/08

4. Committee assignments in professional organizations.

- Oklahoma Higher Education Teaching & Learning 2009 Conference, *Proposal reviewer*, November 2008
- Rocky Mountain Educational Research Association Conference, UCO, Edmond, OK, *Speaker/Presentation Facilitator*, October 23-24, 2008.
- American Educational Research Association, 2009 Conference, *Proposal reviewer*

7. Special university, college, or departmental coordinator or other service foundations.

NORTHEASTERN STATE UNIVERSITY

- Nominated for the Circle of Excellence Award for Service (March 2009, March 2010)

NSU – BROKEN ARROW, LIBRARY

- *(Submitted)* Big Read Grant, 2010-2011
- *(Submitted)* IMLS Grant, *Laura Bush 21st Century Librarian Program*, 2010-2011
- Confucius Institute Classroom, Liaison (BA campus), June 2009-.
- Big Read Grant, 2009-2010, Assistant
- **SAILS** Information Literacy Grant, 2008-2009, Co-investigator
- Emergency Response Coordinator, Building E (April 2008 -present).
- Faculty Handbook Review Committee, December 2007-May 2008

8. Other activities which enhance the image of the university, represent the university to the public, further the goals and direction of the university, or exercise one's professional competence for the benefit of the public.

NSU – BROKEN ARROW

- Broken Arrow Chamber of Commerce Scholarship, committee member, 2010
- NSU Broken Arrow Library hosting of the National Network of Libraries of Medicine/Tulsa City County Public Library/Oklahoma Department of Libraries "*The Number's Game: Healthy Aging*" Workshop, May 6, 2010
- TCC Blue to Green/SmartChoice TCC/NSUBA Bi-annual meeting, (Library representative), 2007/2008-2009/2010
- *Farm Week at the Tulsa Zoo*, March 2010. Facilitator/NSU education booth
- Apple iPad/Ebook meeting: Apple representatives, NSU Broken Arrow, March 4, 2010
- TCC Cooperative Programming/SmartChoice TCC/NSUBA (Library representative), 2007/2008-2009/2010
- Union Leadership Academy, (June 2009-) 2009/2010 representative
- Achieving the Dream (ATD) mentor visit session, Tulsa Community College, West Campus Board Room, April 14, 4:00-5:00 p.m. (1 hr.)
- Achieving the Dream(ATD) faculty end-of-semester meeting/session, Tulsa Community College, West Campus, April 14, 3:00-4:00 p.m. (1 hr) [Analysis of: persistence data results, LASSI analysis, End-of-Course Reflection Ratings, tested reading levels, Cognitive Assessment, update of ongoing research]

- Oklahoma Higher Education Teaching & Learning Conference, Presentations Facilitator, April 1-3, 2009
- *Farm Week at the Tulsa Zoo*, March 14-22, 2009. Facilitator/education booth [Event that emphasizes farm & rural lifestyle; exhibits, displays, vendors, in-house presentations; March 14-15, 22-23 (8 hrs)]
- Oklahoma State University, Admissions Review Process: Reader and Application Examination Proctor, 2008/2009-present
- Oklahoma State University, Office of Undergraduate Admissions, Reader/Scorer, February 2009-present
- *Tulsa Achieve the Dream Focus Group* Instructor/member meeting, Tulsa Community College Conference Center, Tulsa, December 4, 2008 (2 ½ hrs)
- Guest lecturer, Educational Psychology, Oklahoma Wesleyan University, June 2008
- Served as mentor to three doctoral candidates, February 2008-April 2009

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

NSU – BROKEN ARROW, LIBRARY.

- Committee responsibilities listed above.
- Assume responsibility for all library operations in the absence of the Director
 - Interim Director - NSU BA campus, (Jan-Sept., 2008; March-May, 2010)
- Provide leadership and mentoring for employees; supervise 2 professional librarians, 2 technical services paraprofessional staff and 6 student workers
- Create and implement staff development plans to improve performance (as required).
- Recommend personnel actions, such as appointment, promotion, and dismissal
- Create and maintain reference desk schedule for all library staff
- Oversee training of student employees; partially administered by Olaf Standley
- Implemented creation of student manual that Olaf Standley then produced
- Work with support faculty in their roles as teachers and scholars (ongoing)
- Evaluate and develop print/non-print collection (2-3 hours per month or as required).
- Evaluate, develop and manage collection through analysis/assessment and weeding (ongoing, as required) ; Mold remediation project 2008/2009, 2009/2010; Weeding project, May-June 2009, February 2010
- Propose/monitor book and serials budget and funding strategy to enhance and support the mission of the libraries and the campus (2-3 hours per semester).
- Provide reference and technical assistance
 - Staff reference desks (includes circulation functions/responsibilities)
 - Collect and maintain departmental statistics (2-3 hours per month).
- Establish procedures and standards to ensure access to materials and resources that meet current and anticipated information needs of stakeholders
- Catalog monographs and serials using OCLC, AACR2R, LC subjects and classification and the local VTLs online system (2-3 hours per day; 12-15 hours per week).
 - Provide basic cataloging training sessions to Olaf Standley (April 2009-)
 - Added monograph items to collection. (Total items added 2008/2009: 383)
 - Added Youth collection items to collection. (Total items added 2008/2009: 10)
 - Added serial/periodical items to collection. (Total items added 2008/2009: 7)
 - Added multimedia items to collection (Total items added 2008/2009: 28)

- Create and maintain serial records, check-in serial/periodical/newspaper materials using bibliographic utilities (OCLC) and the local VTLS online system
- Create and maintain NSU BA summary holdings information through the OCLC Union List system (2-3 hours per month or as required).
- Develop teaching material for student/staff bibliographic instruction of online periodical databases (2-3 hours per semester or as required).
- Create and maintain Webpage design for NSU BA Library and Faculty webpages
- Edit library blogs and wiki (2-3 hours per month or as required).

Library Faculty Annual Review

Tom Rink, Instruction Librarian, Fiscal year: 2009-2010

Evidence of Meeting Tenure and Promotion Criteria

III. Evidence of Meeting Tenure and Promotion Criteria.

C. Effective Classroom Teaching.

6. Workshops, Institutes, and Short Courses taught if not a part of regular load.

LIBRARY INSTRUCTION (face-to-face lectures, when requested by faculty).

Taught 19 classes, reaching a total of 360 students.

June 23, 2009	PSYC 5283	Career Development (Morgan, 26 students)
July 9, 2009	EDUC 5103	Educational Research (Watson, 22 students)
August 24, 2009	PSYC 5003	Assessment & Appraisal (Kaplan, 23 students)
August 25, 2009	PSYC 4223	Mental Tests & Measurement (Kaplan, 31 students)
Sept. 8, 2009	EDUC 5103	Educational Research (Payne, 25 students) – no show!
Sept. 15, 2009	EDUC 5103	Educational Research (Watson, 26 students)
October 8, 2009	ORIE 1002-1912	College Strategies (Everett, 31 students)
October 8, 2009	ORIE 1002-1913	College Strategies (Everett, 28 students)
October 8, 2009	ORIE 1002-1914	College Strategies (Everett, 28 students)
February 1, 2010	PSYC 4223	Mental Tests & Meas (Kaplan, 27 students)
February 1, 2010	PSYC 5333	Psychoeduc Assessment (Kaplan, 21 students)
February 4, 2010	CR J 4693	Senior Seminar, Homeland Security (Hall, 18 stud.)
February 23, 2010	ENGL 3083	Technical Writing (Bentley, 8 students)
February 24, 2010	POLS 4513	Government and Politics (Anderson, 6 students)
March 23, 2010	BIOL	Ecology (Terdal, 9 students)
April 1, 2010	CR J 4693	Senior Seminar, Homeland Security (Hall, 8 stud.) – evaluate presentations
April 8, 2010	CR J 4693	Senior Seminar, Homeland Security (Hall, 8 stud.) – evaluate presentations
April 13, 2010	ENGL 3082	Technical Writing (Bentley, 7 students) – web design
April 15, 2010	CR J 4693	Senior Seminar, Homeland Security (Hall, 8 stud.) – evaluate presentations

OTHER PRESENTATIONS

- Assisted with the Leadership Development Institute at the Special Libraries Association's Annual Conference (New Orleans, LA, June 13-16, 2010)
 - ½-day Leadership Training (June 13, 2010)
 - Reported Task Force recommendations to the Board (June 12, 2010)
 - Moderated the Division Cabinet Meeting (June 15, 2010)
 - Moderated the Joint-Cabinet Meeting (June 15, 2010)
- Moderated the Leadership Summit of the Special Libraries Association
 - 2-day Leadership Training (January 28-29, 2010)
 - Presentations at Division Cabinet Meeting and Joint Cabinet Meeting
 - Chaired Division Assessment Task Force Meeting (January 28, 2010)
- Guest panelist University of Oklahoma, School of Library and Information Studies (Tulsa, OK, January 22, 2010).
 - Topic: Benefits of Professional Association membership.
- Speaker, Annual Business Meeting, Oklahoma Chapter of the Special Libraries Association (Oklahoma City, OK, December 4, 2009)
 - Topic: The Alignment Project, and an update from HQ.
- Speaker, Annual Business Meeting, Texas Chapter of the Special Libraries Association (Austin, TX, October 23, 2009)
 - Topic: The Alignment Project, and an update from HQ.
- Guest panelist University of Oklahoma, School of Library and Information Studies (Tulsa, OK, August 21, 2009).
 - Topic: Benefits of Professional Association Membership

A. Scholarly Activities.

1. The Scholarship of Teaching.

- Produced bibliography of reserve materials
 - a. ENGL 4913/5643, Shakespeare – Study Away
 - b. Dr. Mercer [April 19, 2010]
- Produced bibliography, assisted with research (Business/Education).
 - a. Professor Kwok and Professor Rabe [March 16, 2010]
- Created SLA Leadership Toolkit Tutorial [January 11, 2010]
- Created Westlaw Tutorial [September 15, 2009]
- Produced lists of scholarly journals (Criminal Justice/Paralegal)
 - a. Professor David Madden [September 9, 2009]
- Produced bibliography
 - a. POLS 3513, Legislative Process & American Legislative Process
 - b. Mr. Eric Yost [September 4, 2009]
- Guest Lecturer
 - b. CR J 4093, Intelligence Gathering and Analysis
 - c. Prof. Buster Hall [July 22, 2009]
- Produced bibliography.
 - ENGL 4203/5583, Shakespeare Hist & Com
 - Dr. John Mercer [June 25, 2009]
- Produced bibliography.
 - CR J 4091, Domestic Violence/Abuse
 - Dr. Mike Wilds [June 22, 2009]

2. The Scholarship of Discovery.

- Information Literacy (@ Tahlequah)
 - Webinar, May 25, 2010
- Corporate Practice Training: Increasing Your Library's Effectiveness (Special Libraries Association/Practical Law Company)
 - Webinar, May 20, 2010
- Searching Public Records Online: Tips and Tricks (Special Libraries Association)
 - Webinar, May 19, 2010
- Worker's Compensation Training (Northeastern State University)
 - Training session, May 14, 2010
- Ask the Copyright Experts (Special Libraries Association)
 - Webinar, May 13, 2010
- Twitter for Special Librarians (Special Libraries Association)
 - Webinar, May 12, 2010
- Gerontology Government Resources Workshop (ODL)
 - Day-long workshop, May 6, 2010
- AMIGOS Online Conference (AMIGOS)
 - Conference, May 5-6, 2010
- How Digitizing Materials Can Increase Information Flow & Access (Special Libraries Association)
 - Webinar, May 5, 2010
- Lexis-Nexis Online Demo (Lexis-Nexis)
 - Online, April 29, 2010
- Westlaw Basics for Paralegals (Westlaw)
 - Webinar, April 28, 2010
- Copyright: Libraries and Fair Use in the Digital Age (OK Chapter of the Special Libraries Association)
 - Workshop, April 23, 2010 (UCO – Edmond)
- Intermediate Searching (Westlaw)
 - Webinar, April 14, 2010
- Survival Lessons: Part II (Special Libraries Association)
 - Webinar, April 14, 2010
- Survival Lessons: The Corporate Library in Turbulent Times (Special Libraries Association)
 - Webinar, April 7, 2010
- Maximizing Your SLA Member Benefit (Special Libraries Association)
 - Webinar, March 30, 2010
- Seven Skills of Highly Successful Information Professionals (Special Libraries Association)
 - Webinar, March 17, 2010
- Advanced Tips (Westlaw)
 - Webinar, March 9, 2010
- Searching the Regulations (Westlaw)
 - Webinar, March 4, 2010
- Embedded Librarians: Strategies and Considerations (Special Libraries Assoc.)
 - Webinar, March 3, 2010
- AmJur/CJS/ALR Searching Tips (Westlaw)

- Webinar, March 2, 2010
- Exploring the Web 2.0 Landscape: From technology to library applications (Special Libraries Association, Oklahoma Chapter)
 - Full-day program, February 26, 2010
- Basic Research for the Paralegal (Westlaw)
 - Webinar, February 22, 2010
- Ask the Copyright Experts: Fair Use (Special Libraries Association)
 - Webinar, February 4, 2010
- Branding Presentation (Northeastern State University)
 - Presentation, January 20, 2010
- Nfocus Presentation (Northeastern State University)
 - Presentation, January 20, 2010
- It's 2010: 20 Technologies to Watch, and How to Cope (Special Libraries Association)
 - Webinar, January 20, 2010
- Copyright 101: An Educational Overview (Copyright Clearance Center)
 - Webinar, January 20, 2010
- All a Twitter and Tweeting: Introduction to Twitter for Librarians (Special Libraries Association)
 - Webinar, January 13, 2010
- Wikis 202 (Special Libraries Association)
 - Webinar, December 15, 2009
- Wikis 201 (Special Libraries Association)
 - Webinar, December 8, 2009
- IACCI Fall Conference (International Association of Cold Case Investigators)
 - Conference, November 18-20, 2009
- Wikis 102 (Special Libraries Association)
 - Webinar, November 19, 2009
- Wikis 101 (Special Libraries Association)
 - Webinar, November 12, 2009
- Designing Courses for Adult Learners (Center for Teaching and Learning)
 - Webinar, November 9, 2009
- Thinking on Your Feet (American Management Association)
 - Webinar, October 28, 2009.
- Preserving Your Historical Records: an Archival Holdings Maintenance Workshop (AMIGOS)
 - Day-long Workshop, October 2, 2009
- Alignment Ambassador Training (Special Libraries Association)
 - Webinar, October 1, 2009.
- Generational Conflict Management Strategies (DiversityUniversity.com)
 - Webinar, September 17, 2009.
- Business Week Personal Edge – Leadership Series (American Management Association)
 - Webinar, August 25, 2009.
- OPALescence 2009 (Online Programming for All Libraries)
 - Two-day online conference, professional development, library topics.
 - August 13-14, 2009.
- COIL Summer Workshop
 - Full-day workshop, professional development on library instruction (new tips, tricks, and techniques).

- July 17, 2009.

B. Scholarly Activities.

3. The Scholarship of Integration.

- Blog contributor on the NSUBA Library (85 posts). [Since 2007 but as of 5/18/2010]
- Blog contributor on the NSUBA Librariantics (135 posts).
- Blog contributor on the NSUBA Student Blog (29 posts).
- Blog contributor on the NE Oklahoma Big Read Blog (14 posts).
- Blog contributor on my personal blog “The Gun Carryin’ Librarian.” (817 posts).
- Continue to use a wiki (sidebar to an existing page) to help facilitate the collaborative efforts of the Promotion and Tenure Committee as well as other committees (SLA & NSU) I serve on.
- Continue to design and update a faculty web page to Arapaho.
 - <http://arapaho.nsuok.edu/%7Erink/>
- Created, designed, contribute content, and update NSU’s The Big Read web page as well as NSU’s The Big Read Blog.
- Created, contribute content, and currently administer wikis and blogs for the Special Libraries Association (the Division Idea Bank, the Chapter Idea Bank – warehousing of good ideas, best practices, lessons learned, etc., on topics of interest to Divisional and Chapter units – and the Academic Division).
- Continue to consult with the Tulsa Police Department regarding their information archiving, storing, and retrieval needs.

4. The Scholarship of Application.

NORTHEASTERN STATE UNIVERSITY

2. Book review of “Taking Charge of Your Career: A Guide for Library and Information Professionals,” in Karen Antell (ed.), *Reference & User Services Quarterly*, Summer 2010, Vol. 49, No. 6, forthcoming.
 3. Coordinated, planned, advertised Preservation Workshop for part of the Big Read Grant.
- SPECIAL LIBRARIES ASSOCIATION (SLA)

- Wrote an article for the *Legal Division Quarterly*.
 - Rink, Tom. “SLA’s Alignment Project,” *Legal Division Quarterly* (the Newsletter of the Legal Division of the Special Libraries Association), Summer 2009, Vol. 16, No. 3, pp. 15-16.
- Currently serve on the Board of Directors (three-year elected term, term began January 1, 2008).
 - Board Liaison to the Committee on Cataloging.
 - Member of the Task Force on Structural Change
 - Division Cabinet Past-Chair (liaise with Divisional Units and plan and execute leadership training).

- Board Liaison to the Diversity and Leadership Development Program Committee (periodic phone calls).
- Member of the Awards & Honors Committee.
- Member of the Centennial Commission, continue planning activities through the remainder of this our Centennial Anniversary.
- Member of the Leadership Summit Planning Team.
- Chair of the Division Assessment Task Force.
 - Created and administered a survey re: recommendations.
- Monthly Board conference calls (1 hour per call).
- Monthly Leadership Training planning calls (1 hour per call).
- Monthly Centennial Commission Conference Planning conference calls (1 hour per call, through December 31, 2009).
- Membership Chair for the Oklahoma Chapter.
- Alignment Ambassador for the Oklahoma Chapter.
- Attended SLA's Annual Conference (June 11, through June 17, 2010).
 - Board Meetings (Division Cabinet Past-Chair) – Executive Session as well as Open Sessions.
 - Planned and assisted with the execution of leadership training for the Leadership Development Institute.
- Attended SLA's Leadership Summit (January 27, through January 30, 2010).
 - Board Meetings (Division Cabinet Past-Chair) – Executive Session as well as Open Session.
 - Planned and assisted with the execution of leadership training at the Leadership Summit.

KNOWLEDGE AND INFORMATION PROFESSIONALS ASSOCIATION (KIPA) formerly the GREEN COUNTRY KNOWLEDGE AND INFORMATION PROFESSIONALS SOCIETY (GC-KIP).

- Currently serve as Secretary on the Executive Board (March 2007 to present).
 - Quarterly Board Meetings (2 hours per meeting).

C. Contributions to the Institution and Profession (last five years).

1. Committee Service.

- Employee Appreciation Committee (University – BA Campus)
 - April 2010 to present; plan 4 events per year, 2-3 meetings per event.
- Student Conduct Appeals Committee (University)
 - October 2009 to present; meets irregularly (as needed); time commitment varies.
- Grievance Committee (University).
 - Charged with resolving any grievances (student, faculty, staff).
 - August 2008 to present; meets irregularly (as needed); time commitment varies.
 - First Grievance hearing May 11, 2009; elected Secretary of the Committee. Formal Grievance hearing held May 18, 2009.
- Service Excellence Committee (University).
 - Charged with producing values and training program.

- September 2008 to June 2009; has drafted new “Service Excellence Values.” (Rolled out campus-wide training on these values Spring 2009.) Not currently meeting.
- Search Committee (BA Library), Co-Chair
 - Charged with vetting the candidates and recommending the hire of the person to fill the vacant Instruction Librarian (College of Education) position at the BA Library.
 - July 2009 to December 2009; heavy time commitment.
- Reference Committee (Library).
 - Keeping up-to-date with general Reference issues.
 - November 2007 to present; meets regularly, 1-2 hours per meeting.
- Library Instruction Committee (Library).
 - Charged with developing an Information Literacy course for possible future insertion into the curriculum as a General Education requirement.
 - March 2008 to October 2008; less than 1 hour per week.
- Tenure and Promotion Committee (Library).
 - Charged with addressing professional issues, reviewing existing procedures, recommend changes.
 - March 2008 to present; less than 1 hour per week.
- Assessment Committee (Library).
 - Charged with examining current assessments and to make recommendations for future assessments.
 - March 2008 to October 2008; Minimal time commitment for now (this committee has not yet met).
- Strategic Planning Committee (Library).
 - Charged with addressing Library strategic planning issues.
 - March 2008 to present; starting in Spring 2009, weekly meetings; 1-2 hours per week.

4. Committee assignments in professional organizations.

SPECIAL LIBRARIES ASSOCIATION (SLA).

- Committee on Cataloging, Board Liaison (April 2010 to December 2010)
- Task Force on Structural Change (January 2010 to present)
- Alignment Ambassador, Oklahoma Chapter (April 2009 to present)
- Diversity Leadership Development Program Committee (January 2008 to December 2010)
 - Tasked with serving as the Board Liaison and to assist with the DLDP Awards process (nominations and selection).
 - Monthly conference calls. (1 hour per call.)
 - Attendance at the Diversity Leadership Breakfast and Awards presentation during the SLA Annual Conference.
- Division Structure Task Force, Chair (January 2008 to June 2010)
 - Tasked with evaluating the existing Divisional structure, seeking solutions to problems (if any), and making recommendations to the Board.
- Membership Committee, Chair [Oklahoma Chapter] (January 2008 to present)

- Centennial Commission Conference Planning Committee (January 2008 to December, 2009). Tasked with planning the upcoming Centennial Conference (2009, Washington, DC) and year-long celebration for the Association.
 - Monthly conference calls. (1 hour per call.)
 - Attendance required at all planning meetings during the Annual Conferences (June) as well as during the Leadership Summits (January). (One week per conference/summit.)
- Leadership Summit/LDI Planning Committee (January 2007 to December 2010)
 - Tasked with planning the two-day leadership training for the unit leadership (Chairs, Chair-elects; Presidents, President-elects) as well as the Leadership Development Institute (1/2 day training) during the Annual Conference each year.
 - Monthly conference calls. (1 hour per call.)
 - Attendance required at all planning meetings during Annual Conference (June) as well as the Leadership Summit (January). (One week commitment per conference/summit.)
- Awards and Honors Committee (January 2009 to December 2010)
 - Planning meeting while at the Leadership Summit in January (3 hours).
 - Monthly conference calls (1 hour).
- Solo Librarians Division Program Planning Committee (June 2006 to June 2008).
 - Plan divisional programming and continuing education for the Annual Conferences.
 - Semi-annual planning meetings, occasional email follow-up. (2-3 hours per meeting, 1 hour per month following-up.)
- Professional Development Advisory Council (September 2005 to January 2008).
 - Reviewed Association-wide professional development and continuing education courses, goals, and objectives.
 - Annual planning meetings, monthly conference calls. (2 hour meetings at Annual Conference, 1 hour per call.)
- Recognition Task Force (September 2005 to June 2006).
 - Examined the Association's Awards structure (numbers, types, definitions, qualifications/requirements, etc.). Made recommendations to the Board.
 - Annual planning meeting, monthly conference calls, attend Board meeting to report. (2 hour meeting at Annual Conference, 1 hour per call, 3-hour Board meeting.)

UNIVERSITY OF OKLAHOMA, SCHOOL OF LIBRARY AND INFORMATION STUDIES (OU-SLIS)

- Advisory Board (Spring 2005 to present)
 - Quarterly planning meetings (2 hours).
 - Liaise with the library school and advise when required.
- New Student Orientation (Fall 1997 to present; 3 times per year)
 - Invited to speak at all new student orientations on the importance of professional association membership and activities.

OKLAHOMA LIBRARY ASSOCIATION (OLA).

- Interlibrary Cooperation Committee (August 2004 through April 2007).
 - Planned programming for the OLA Conference. Quarterly planning meetings, monthly conference calls. (2-3 hours per meeting, 1 hour per call.)

OKLAHOMA DEPARTMENT OF LIBRARIES (ODL).

- OLTN Database Selection Committee. (January 2009 to present.)
- Advisory Board/Strategic Planning, Oklahoma Library Technology Network (OLTN). (August 2006 through present.)
 - Examined current program, updated strategic plan, made recommendations for the future.
 - 2-day retreat (December 2006), monthly meetings. (2 hours per meeting.)

KNOWLEDGE AND INFORMATION PROFESSIONALS ASSOCIATION (KIPA), formerly the GREEN COUNTRY KNOWLEDGE AND INFORMATION PROFESSIONALS SOCIETY (GC-KIP).

- Secretary (February 2007 to present).
- Constitution and Bylaws Committee (September 2006 to present).
 - Quarterly meetings (2 hours per meeting.)

FRATERNAL ORDER OF POLICE (FOP).

- Trial Committee of Five (March 2008 through June 2008).
 - Responsible for conducting a hearing to investigate alleged impropriety on the part of an elected officer; charged to make a recommendation to the order on discipline (if any).
 - Hearing, monthly meetings. (3-4 hour hearing, 1 hour per meeting.)
- Back the Badge: A Political Action Committee (May 2003 to present).
 - Serve as the Treasurer of this Political Action Committee.
 - Monthly updates. (1 hour per month.)
- Constitution and Bylaws Committee (1998 to present).
 - Review and update (as required) the Constitution and Bylaws.
 - Occasional meetings. (1-2 hours per quarter.)
- Membership Committee (1999 to present).
 - Recruiting and signing up new members; planning receptions/fraternal events. (2-3 hours every 6 months.)

C. Contributions to the Institution and Profession (last five years).

7. Special university, college, or departmental coordinator or other service foundations.

NORTHEASTERN STATE UNIVERSITY

- Nominated for the Circle of Excellence Award for Service (March 2009, March 2010)
- Commitment to Excellence Certificate for serving as a member of the Service Excellence Team (July 2008 to present)

NSU – BROKEN ARROW

- Emergency Response Coordinator for Building E (April 2008 to present).
- NSU Reserve Police Officer for the Broken Arrow Campus (September 2008 to present).

8. Other activities which enhance the image of the university, represent the university to the public, further the goals and direction of the university, or exercise one's professional competence for the benefit of the public.

NSU – BROKEN ARROW

- Serve on the NSU-BA team for the Tulsa Chamber of Commerce's Annual Fundraising Campaign. (March 2008 – June 2008.)
 - Attended mandatory training sessions.
 - Training: 3 hours; 1 hour weekly lunches [plus travel time].

TULSA POLICE DEPARTMENT

- Coordinate and plan the Situational Exercises (held twice a year) for Recruit Class Training. (May 2007 to June 2009)
 - Regular planning meetings (2 hours per month).
- Liaise with Resource Center Coordinator (May 2007 to present)
 - Assisting in weeding and enhancing the current collection.
- Serve on the Awards Banquet Planning Committee (June 2005 to March 2009)
 - Quarterly planning meetings (1 hour).

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

NSU – BROKEN ARROW, LIBRARY.

- Staffing the reference desks (includes "Circulation" responsibilities).
 - Daily (2-3 hours per day; 12-15 hours per week).
- Collecting and compiling reference and serials statistics. (2-3 hours per month).
- Oversee cashbox operations (deposit as required, 15-30 minutes per month).
- Maintain and update my faculty webpage (as required).
- Collection Development
 - Enhanced the Criminal Justice serials browsing collection by personally subscribing to and donating 26 titles to the library (14 titles were free subscriptions; 11 other titles cost \$467.00; 1 title (is included in my professional membership to the Special Libraries Association) would normally cost \$185.00; the total value of these subscriptions in savings to the library: \$602.00)
- Responsible for all NSU-BA Library Course Reserves.
 - Added physical reserve items to 26 different courses for 19 different professors. (Total items added: 207 documents/monographs.)
 - Added electronic reserve items to 7 different courses for 6 different professors. (Total items added: 42 electronic articles.)
 - Removed physical reserve items from 29 different courses for 22 different professors. (Total items removed: 187 documents/monographs.)
 - Removed electronic reserve items from 5 courses for 4 professors. (Total items removed: 13 electronic articles.)

RECAP OF RESERVES ADDED (Physical items unless specified "electronic"):

Course #, Title, (Professor), # items (x # electronic)

BIOL 3413, Environmental Problems (Rainwater), 1 item.

CAPSTONE, Papers (Swanson), 12 items.
 CR J 4093, Intelligence Collection and Analysis (Hall), 3 items (3 electronic)
 DMBA 5232, Managerial Finance (Collier), 2 items.
 ENGL 3413, World Literature (Mercer), 1 item.
 ENGL 3543, English Literature I (Mercer), 8 items.
 ENGL 4093/5593, Second Language Acquisition (Bentley), 2 items.
 ENGL 4133, Teaching English in Secondary Schools (Parsons), 9 items
 ENGL 4203/5583, Shakespeare Hist & Com (Mercer), 27 items.
 ENGL 4653, Emily Dickinson (Mercer), 1 item.
 ENGL 4683/5643, Virginia Woolf Seminar (Wilcox), 32 items.
 ENGL 4913/5643, Shakespeare (Mercer), 23 items.
 HFS 3223, Video Observations for the Infant/Toddler Environ Rating Scale (Goodman), 1 item.
 HIED 5223, Higher Education Administration & Organization (Payne), 1 item (1 elec.).
 MDM 4323, Meeting Planning and Administration (Thompson), 2 items.
 MGMT 3313, Management Across Borders (Crockett), 1 item.
 PERM RESERVE, Video camera, Westlaw Tutorial (Rink), 4 items.
 PMBA 5373, Financial Planning and Control (Kwok), 4 items.
 POLS 3513/5353, Legislative Process (Schuman), 50 items (12 electronic).
 POLS 4273, Black Politics (Rader), 6 items (3 electronic)
 POLS 4653, Public Finance & Budget (Schuman), 33 items (5 electronic).
 PSYC 3223, Psychology of the Minority Experience (Kaplan), 3 items
 PSTC 4223, Mental Tests and Measurement (Kaplan), 1 item (1 electronic)
 READ 5512, Literacy Trends and Issues (Hong), 6 items (5 electronic).
 READ 5561, Contemporary Research in Literacy (Swanson), 4 items.
 SOWK 4043, Child Maltreatment (Beaver), 15 items (15 electronic)

Total items added: 252 items.

RECAP OF RESERVES REMOVED

Course #, Title, (Professor), # items (x # electronic)
 ACCT 3003, Income Tax Accounting (Gorden), 4 items.
 BIOL 3124, Cellular Biology (McDowell), 3 items.
 CAPSTONE, Papers (), 40 items.
 CR J 3013, Criminal Law I (Wilds) 1 item.
 CRJ 3633, Terrorism (Wilds), 1 item.
 CR J 4093, Workshop: Great Trials (Dillsaver), 4 items.
 ECED 5813, Utilily of Research on Young Children (Easton), 1 item.
 ELED 4343, Social Studies for Elementary Grades (Wilson), 2 items.
 EDUC 3313, Clinical Teaching & Pre-Internship (Fries), 6 items.
 EDUC 5273, Motivation of Learning (Frusher), 1 item.
 ENGL 4093/5593, Second Language Acquisition (Bentley), 2 item.
 ENGL 4133, Teaching English in Secondary School (Parsons), 9 items.
 ENGL 4203/5583, Shakespeare Hist & Com (Mercer), 27 items.
 ENGL 4363, Advanced Comp Teachers I (Idoux), 6 items.
 ENGL 4603/5613/5853, American Drama (Mercer), 1 item.
 ENGL 4683/5643, Virginia Woolf (Wilcox), 32 items.
 ENGL 4903/5633, Shakespeare - Study Away (Mercer), 10 items.
 FIN 3213, Introductory Finance (Barnes), 1 item.
 HFS 3223, Video Observations for the Infant/Toddler Environ Rating Scale (Goodman), 1 item.
 HIST 5433, Seminar: U.S. History (Corbett), 4 items.
 POLS 3743, Municipal Government (Schuman), 10 items (5 electronic).
 POLS 4273, Black Politics (Rader), 3 items.
 POLS 4653, Public Finance and Budget (Schuman), 3 items.

PSYC 4053, Psychology of Human Resource Development (Morgan), 1 item.
READ 5561, Contemporary Research in Literacy (Swanson), 3 items.
SOWK 3013, Interview Skills, General (Zoellner), 1 item.
SOWK 3953, Practice I (Poole), 4 items (4 electronic).
SOWK 4043, Substance Abuse (Poole), 2 items.
SOWK 4873, Human Behavior and the Social Envir. (Poole), 4 items (4 electronic).

Total items removed: 187 items.

RECAP OF RESERVES UPDATED (status, location, or expiration dates)

Course #, Title, (Professor), # items (x # electronic)

Cleaned up database by removing 47 electronic articles (item and bibliographic records).

POLS 3513/5353, Legislative Process (Schuman), 11 items.

SOWK 4043, Child Maltreatment (Beaver), 14 items.

Total items updated: 72 items.

GRAND TOTAL FOR ALL RESERVE ACTIONS: 511 items

Linda A. Summers
Instructor of Library Services – Broken Arrow Campus
Tenure & Promotion Annual Report
July 2009 – June 2010⁶

III. Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

5. Workshops, Institutes, and Short Courses taught if not a part of regular load.

- **Library Instruction** – traditional lecture, as requested by BA teaching faculty
 - EDUC 5142 / Ray / 20 students (Aug 24)
 - ENG 1003 / Louderback / 14 students (Sep 2)
 - READ 5561 / Swanson / 32 students (Sept 2)
 - ECED 4313 / Legnon / 21 students (Sep 3)
 - ECED 4433 / Legnon / 32 students (Oct 6)
 - READ 4043 / Swanson / 28 students (Jan 20)
 - READ 4043 / Swanson / 28 students (Jan 21)
 - EDUC 5143 / Cassity / 13 students (Jan 21)
 - READ 4030 / Swanson / 25 students (Jan 26)
 - LIBM 4023 / Bassett / 32 students (Jan 27)
 - PSYC 5043 / Sanders / 17 students (Feb 1)
 - READ 4043 / Swanson / 29 students (Feb 1)
 - LIBM 4023 / Bassett / 16 students (Feb 8)
 - PSYC 5043 / Cooper / 25 students (Feb 8)
 - ENG 1213 / Black / 9 students (Mar 10)
 - **TOTAL: 15 sessions / 8 instructors / 341 students**
- Faculty (Peer) Evaluations

⁶ Faculty tenure began January 11, 2010.

- Ray: *My students have appreciated your help.*
- Legnon: *You are wonderful. Thank you so much! I really appreciate you!*
- Swanson: *I felt that the presentation was personal and relevant for the students. The students have a scenario to look for information for that child. I felt that you telling them to contact you was great and I hope that they will as they are making their multicultural database which is due in a few weeks. I felt that the session was not high-powered and that was great. The students are in a very content intensive course, they feel, at that time of the semester. They see that their plate is very full and they are wondering how to feel better about it. I wanted them to see this resource and the value of it so that as they do their assignments and their lesson plans, they will have it. Your demeanor was perfect. I would just stress a little more that you are there for them and you are available through e-mail as well as in person. You need to say more strongly that this is your job to support them in their endeavors with research. (My students don't ask for help when they should.)*
- Bassett: *Once again I thank you for the great job you did on presenting to my LIBM 4023 classes this semester. The information was very helpful and will be valuable as the students get into the assignments for the course. I appreciate the time and effort you took to put this together and look forward to working with you again in the future.*

B. Scholarly Activities

1. Scholarship of Teaching and Learning

- Instructor, Tulsa Community College, Communications Division, English Department, ENG1113, Freshman Composition I
 - Spring 2010 Semester – 1 section – 24 students
 - Fall 2009 Semester – 1 section – 24 students
- Letters of Support – Student Evaluations
 - *I think you have done everything well! You are one of my favorite teachers and I think you should change nothing! The readings have been interesting. I have enjoyed the group work and the videos. Don't change a thing! Keep your positive attitude! You are the most understanding teacher ever!*
 - *You are caring about what you teach, you have fun with it, great choices of stories. The honesty you bring to class, a lot of teachers hide a lot, it seems like you don't. Everything is great. One of my favorite classes.*
 - *You do well in organizing, keeping students up to date, answering questions, lecturing, and power point.*
 - *I never would have thought that my least favorite class in high school would become my favorite in college. Thank you for a great start.*

- *I like the variety that you present to the class. You always changed things up and made assignments more interesting. I liked most of the readings. I liked how you mixed the funny readings with the more serious ones. That made things a lot more bearable. I have never had a teacher that was quite as creative as you! It has been a pleasure to take this class! I thought that you were fair with grading, yet you really tried to help everyone in any way that you could. I would not change anything!*
- *I really loved this class. I liked how you sent weekly emails on how to prepare for the next class. Your examples and use of video clips were also really helpful. I enjoyed the journal topics you picked and that you didn't make us feel uncomfortable. You updated blackboard often (hardly any of my teachers do this). You give lots of assignments which help earn a better grade. Thanks ☺*
- *The class is run perfectly. I always love coming to class. You have such enthusiasm for the topic and you don't push too hard. Learning comes naturally, not by force. You realize this.*
- *You are very enthusiastic when it comes to teaching. You always make sure we understand what we are going over. You also are very excellent when it comes to visuals. They help tremendously!*
- *Had a great time in class this semester! All assignments are good, thorough, made me think and enjoyed doing. You were also very helpful when I asked for anything which I appreciate ☺*
- *Your positivity in your feedback is very helpful. It relieves stress out of writing and strengthens the desire to create our own voice. When you teach that everyone has their own unique way of writing and that anyone can do it, it really inspires us to try better. I think all the readings you assign and the journals you had us write improved our writing skills, so just continue doing what you've been doing.*
- *The way you explain how to write different types of papers, and the methods you use to teach it. Whether it's the groups, peer reviews, or examples, I really feel like I'm able to write any type of paper. I really enjoy the group activities to help understand a part of the lesson. All in all I have no complaints. I really enjoyed this class.*
- *Best teacher ever. I've learned more in this one semester than all my four years of high school.*
- *Definitely one of the best English/Comp teachers I have ever had.*
- *I loved this course and would recommend it to other people.*
- *She inspires me.*
- *Very good teacher.*
- *Great teacher, loves to teach, fun!*

- *Amazing teacher. Really helped me develop my writing skills and actually think I could write a decent paper.*
- *Wonderful teacher! One of the best English teachers I have ever had. I just wish she taught Comp II.*
- *Mrs. Summers is a fun teacher to have. She explains things very well and is quite patient with her students. It's been a joy to have her for a teacher!*
- *Everything you talk about you make interesting to the best of your ability and it is always relevant.*
- *Great teacher. Nice to see someone excited about teaching. Teach Comp II? ☺*
- *Fun teacher! Loves what she does and connects with students on an even level. Very enthusiastic. Work and assignments all superb.*
- *I'm no longer scared to write. Thanks.*

2. Scholarship of Discovery

- *2010 Amigos Member Conference.* Online. May 5-6, 2010.
 - “Ready to Use Tools for Improving Library Processes”
 - “Campus-wide Information Literacy Assessment”
 - “Community or Regime? Assessing the Culture of an Academic Department:
 - “Putting Data to Use: From Measurement to Meaning”
 - “Playing Catch-up with Technology”
- *Book Review Digest Plus.* Wilson Web. Online. April 21, 2010.
- *Release 3.4 Webinar.* WilsonWeb. Online. April 20, 2010.
- *Unity in Diversity.* Tulsa Community College. Tulsa, OK. April 16, 2010.
 - “Practical Ethics.”
 - “Bloom in the Classroom: Lessons in Critical Thinking.”
 - “Why Question? The Socratic Method for Making Your Students the Teacher.”
- *OmniFile Full Text, Select Webinar.* WilsonWeb. Online. April 13, 2010.
- *2010 Oklahoma Higher Education Teaching and Learning Conference,* Northeastern State University. Broken Arrow, OK. April 9-10, 2010.
 - “Quality Matters Rubric”
 - “Comparison of Online and Face-to-Face Student Learning”
 - “Bridging Theory and Practice by Creating Supportive Field Experiences”
- *Texts in the 21st Century: Evolution of the Textbook.* Tulsa Community College, Tulsa, OK. March 5, 2010.
 - “Copyright & Legislative Perspectives”
 - “Institutional Perspectives”
 - “Preparing for the Digital Native”

- “Solutions Forum”
- *Uncoiled: Participatory Learning in the Age of the Unengaged*. Community of Oklahoma Instruction Librarians. Muskogee, OK. July 17, 2009.
 - “Cell Your Class! Using Cell Phones in the Classroom.”
 - “Blogged Participation: Using Your Blog to Its Potential.”
 - “YouTube & Critical Thinking: Participatory Learning in the Age of Dumb Politics, Doom & Fear.”

3. Scholarship of Integration

- Author, *Linda Summers*, faculty webpage: <http://arapaho.nsuok.edu/~summerla/>
- Leader, *CTL Steering Committee*, NSU Blackboard site
- Leader, *Access Services Student Training*, NSU Blackboard (BB) site
- Instructor, *ENGL_1113_310_11837_201110: Composition I*, TCC BB site
- Instructor, *ENGL_1113_332_21078_201020: Freshman Composition I*, TCC Blackboard site
- Author, *Letters from the Library*, public blog
- Contributing author, *NSUBA Library*, public blog
- Contributing author, *NSUBA Librariantics*, NSUBA Library private blog
- Contributing author, *NSU Access Services*, NSU Libraries private blog
- Contributing author, *NSU DD/ILL*, NSU Libraries private blog
- Contributing author, *BA Lib Student Worker Blog*, NSUBA Library private blog

4. Scholarship of Application

- **Liaison Librarian. *Achieving the Dream*. Tulsa Community College. March 2010- .**
- **Mentor. Tulsa Community College, Communications Division, English Department. 2009-present.**
- Mentor. University of Oklahoma School of Library & Information Studies. 2008-.

C. Contributions to the Institution and Profession (last five years)

1. Committee Service

- Chair, Center for Teaching and Learning Steering Committee, April 2010-present
 - University-level, All Colleges represented
 - To advise and assist the Center for Teaching and Learning, and to contribute to the success of professional development at NSU.
 - Bi-weekly meetings, 1-2 hours each
 - Several hours a week spent in preparation
- Member, NSU Libraries Reference Committee, January 2010-present
 - Sharing current trends in library and reference services
 - Weekly meetings, 1-2 hours each
- Member, Strategic Planning Committee, NSUBA Library, January 2010

- Realigning existing strategic BA Library plan to align with revised University strategic plan
 - Weekly meetings, 1-2 hours each
- Member, NSUBA Fall Festival, October 2010
 - Planning and organizing a community wide event
 - Weekly meetings, 1-2 hours each
 - Actual event, 3 hours
- Member, Executive Director of Libraries Search Committee, 2008.
 - Inviting and evaluating candidates
 - Meeting times varied over the course of several months
- Chair, Job Description Subcommittee, Executive Director of Libraries Search Committee
 - Compose a formal job description for the Executive Director of Libraries
 - Meeting times varied over the course of 2-3 weeks
- Member, Instruction Librarian Search Committee, 2008.
 - Inviting and evaluation candidates
 - Meeting times varied over the course of several weeks
- Member, Library Technician III Search Committee, 2007.
 - Inviting and evaluation candidates
 - Meeting times varied over the course of several weeks
- Member, Instruction Librarian Search Committee, 2007.
 - Inviting and evaluation candidates
 - Meeting times varied over the course of several weeks

3. Participation in Student Recruitment

- Instructor, Tulsa Community College, Communications Division, English Department, ENG1113, Freshman Composition I
 - Spring 2010 Semester – 1 section – 24 students
 - Fall 2009 Semester – 1 section – 24 students

6. Special University, College or Departmental Coordinator or Other Service Foundations

- Interlibrary Services Supervisor, January 2010-present.

7. Other Activities which Enhance the Image of the University, Represent the University to the Public, Further the Goals and Direction of the University, or Exercise One's Professional Competence for the Benefit of the Public

- **Presenter. "How to Successfully Complete the OU SLIS Comprehensive Exam." University of Oklahoma School of Library and Information Studies End-of-Program Assessment Orientation. Tulsa, Oklahoma. February 2009**

- **Presenter. “How to Successfully Complete the OU SLIS Comprehensive Exam.” University of Oklahoma School of Library and Information Studies End-of-Program Assessment Orientation. Tulsa, Oklahoma. August 2008**
- Recipient. Irma Rayne Tomberlin Scholarship, University of Oklahoma, 2008
- **Co-presenter. “Enhancing Library Communication with Blogs.” *Oklahoma Library Association Annual Conference*. Tulsa, Oklahoma. April 2008**
- Presenter, “Northeastern State University Library Blog,” *Oklahoma Association of College and Research Libraries Annual Conference*. Tulsa, Oklahoma. Nov 2007

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

- Trained new Interlibrary Services staff
- Co-authored Interlibrary Services 09-10 Annual Report
- Co-authored revised job description for Broken Arrow Library Director
- Co-authored job description for Instructor of Library Services, Health & Sciences.
- Co-authored revised strategic plan for Broken Arrow Library
- Created flyer to promote new Instructor of Library Services, Education

Northeastern State University

Muskogee

Library Annual Report

2009-2010



Ben Etemad

Director of NSUM Library

Sandy Fuller

Library Tech II

Erin Kuba

Library Assistant

Shawna Points

Library Assistant

Northeastern State University Library at Muskogee

Mission Statement

It is the mission of the Northeastern State University Library at Muskogee to provide an environment where lifelong habits of learning, self-improvement and self-expression are encouraged and where patrons can meet their educational, informational, and personal research needs.

The Library responds to the needs of patrons by providing clean and comfortable facilities, well organized and relevant collections, friendly professional service and well trained staff. The Library strives to provide the Northeastern State University Muskogee Campus community with access to the collection through excellent services and professionalism.

The Academic Year in Review

During the 2009-2010 Academic year the NSU Library at Muskogee provided professional and responsible services to the faculty, staff, students and the public on this campus. These services include circulation, reserves, reference and instruction. The Library worked diligently in order to coordinate with other campuses and academic units in order to evaluate, implement, coordinate, and plan library services, programs, and shared resources.

Four computers were upgraded to the NSU Library at Muskogee. Two student computers, and one public access computer plus one staff computer for clock in/clock out were replaced. The addition of these computers led to an increased usage of library computer technology.

Two new laptops were received from the John Vaughan Library in order to be provided to the patrons for check-out.

Sandy Fuller is still in charge of reproducing the library phone list. This involves all three campuses and she updated every semester.

The library participated in the program to distribute free editions of the New York Times. Statistics were kept and forwarded to Dr. Mike Chanslor every week.

The NSU Library at Muskogee participated in Big Program. Northeastern State University Libraries received \$20,000 to be involved with the Big Read. The program coordinated activities within Tahlequah, Broken Arrow, Muskogee, and surrounding communities. Muskogee Public Library, Muskogee High School, Oklahoma School for the Blind, Parkview High School, Connors State College, and Bacone College participated in the Big Read Program in Muskogee to promote literary reading.

NSU Library at Muskogee Survey

During the spring of 2009, a survey was handed out to faculty, staff and students of the Muskogee campus as faze one of identifying the needs of the campus community. Emily Brown could not complete the project because she left to go to OCU in July 2009. Ben Etemad tabulated the survey and forwarded it to the Dean of Libraries. The survey will again be handed out in the future.

Personnel Changes

Emily Brown transferred to the NSU Library at Muskogee in January of 2009. She started as outreach librarian and got a job with Oklahoma City University in July 2009. In October 2009 Sandra Brennan started working as a student assistant and she decided to leave the NSU Library at Muskogee in March 2010.

Shawna Points, Library Assistant, who worked at the NSU Library at Muskogee in the past came back and started in April 2010.

NSU – Connors Join Forces

After several years of negotiations, Connors State College and Northeastern State University decided to combine their operations in a new facility at the NSU – Muskogee campus. Ground breaking for a new facility was on December 18, 2009.

The one story \$2.2 million building will house a campus book store, library, child development program and administrative offices. The two higher education institutions share the NSU campus as a base of service for their combined 23 academic programs offered to regional residents.

Connors State College transferred their Nursing Program and offered its classes at NSU – Muskogee, in the Synar building in the fall of 2009.

We provided library services to Connors State College students and faculty. In the future, we are going to have a joint library and bookstore in the new building.

Strategic Plan

The strategic plan includes the university's mission statement, vision statement, core values and goals we expect to achieve.

NSU Muskogee Library developed a strategic plan which outlines the major goals and objectives that the library will take action for the next several years.

NSU Muskogee Library Strategic Planning Input Submitted by Ben Etemad September 2009

Meet students' needs and expectations by focusing on student learning; appropriate learning outcomes and assessment methods.

Assess current methods of support for evaluating programs and courses by meeting with department heads and faculty to identify programs and course support needs.

Plan and Implement strategies for utilizing educational resources that supports learning.

Monitor progress annually toward meeting the goal and make modifications based on results by annually evaluating library services. In general, we need to consider the total number of students enrolled; number of people who attended workshops and conferences; number of courses offered and look at the annual reports and statistics. The Muskogee library can run a survey to measure at what extent these potential users (students, faculty, staff, and the general public) are aware of the library and what resources and services it has to offer.

Enhance student engagement and personal development through a comprehensive co-curricular experience.

Expand communication to NSU students. The library has an important role to improve awareness and value. The library web page, faculty web page, and orientations can be used as part of that improvement. In addition it can be done through advertisement, catalogs, brochures, flyers, etc. Since the library is the “heart” of any university, library facilities, resources, and services will have a direct positive impact on the institution as a whole. Library can publish an event calendar highlighting events and meetings at NSUM.

Determine and prioritize the key education opportunities at the University.

The NSU Muskogee Campus Library would be an assessment as to whether the library meets the curriculum/research needs of the programs offered at the Muskogee Campus. The Muskogee Campus library should be able to provide sufficient support for all current degree programs as well as the general research needs of the library’s patrons. In order to provide such a service, we need to have a separate budget; expand our library space; be able to expand and improve our collection; install a security gate, and have access to better and faster computers.

Enhance the scholarly activities and professional development of faculty, staff, and students.

The main library and faculty committee need to provide adequate resources and budget to provide for staff professional development opportunities.

Maximize student achievement, success, and satisfaction.

The NSU Muskogee Campus Library is about sixteen years old. The Muskogee Campus has potential to increase student enrollment in the future. The Muskogee Library should be able to provide an optimal level of services in support of all programs offered here. The adequacy of space and materials for instructional and research purposes are essential. The library will provide students with NSU literature, such as, course schedule, testing information, study guides, a variety of reference tools and sources, black board, etc. The library can help by allocating equipment, sources, and staff to improve satisfaction and success with all phases of student achievement. The Muskogee Library will plan for and request an appropriate budget and a facility to provide optimal services in support of all programs offered here.

Enhance student learning through "best practices" as established by learned societies and accrediting bodies.

We need input from the program directors and to support the best practices related to each program.

Recruit and retain a diverse faculty holding terminal degrees from a variety of colleges and universities.

Recruiting library staff coordinated through the main library and NSU employment office. Normally, support staff positions are filled from the local labor market. Openings can be advertised in local publications and all support staff positions can be filled by people who are living in the area. This saves time and money. Professional vacancies can be sought out locally or nationally. We need to advertise in local and national library periodicals. There must be a continuous exchange of recruitment information among library directors in regional universities. More up to date information regarding recruitment and relation strategies can be obtained through Oklahoma Library Association (OLA) and American Library Association (ALA). We need to enhance opportunities for minority recruitment and retention in the library.

Employ and retain a diverse, motivated, and caring staff.

We can provide objectives, employment criterias, and hiring processes that values diversity and encourages staff participation at the appropriate levels of decision making. Employ mechanisms for enhancing job satisfaction, when possible. We need to collect and analyze salary, benefits, professional development, and support data, to determine how NSU compares regarding library personnel.

Recruit, retain, and graduate a diverse student population that contributes to the well-being of society.

The library can support the recruitment, retention, and graduate efforts of the academic programs at NSUM.

We can host campus-wide recruitment activities and plan and implement a coordinated NSUM enrollment fair. Also, we can support the communication of any expanded program opportunities. The library can play an important role in enrollment and retention of students. An academic library is part of the whole system, and its function is to be informative and supporting the curriculum programs and courses offered here. We are directly and indirectly in contact with potential students. Excellent services, facilities, and materials can improve our contacts, and at the same time retain students. Muskogee campus can enhance the retention rate by offering a variety of courses, programs, jobs, internships, and financial aids. The library will work to provide the best possible resources and services to all potential users.

Promote communication and cooperation among faculty, administration, staff, and students.

There are three types of communication:

- Communication inside the library
- Communication in the campus
- Communication outside the campus (community)

Recommended methods and policies are:

- having meetings

- sending memos
- sending e-mail
- use of library web page
- use of faculty web page
- attending outside meetings, conferences, conferences or workshop
- establishing a communication committee, including members from students, faculty, staff, and the community.

When the communication guidelines have been established by the Publication Board, the policy of the Muskogee library will be to follow all guidelines as closely as possible.

- Distributing NSU newspaper to all departments and campuses.
- Having internal and regular scheduled meetings
- Joining or hosting forum meetings
- Establishing a web page for expressing ideas and suggestions open to everybody.

Develop a community of alumni donors, and friends that is active and supportive of NSU

Share the list of supporters with the coordinator of alumni activities. We need to establish a database tracking system for students, alumni, donors and friends in order to communicate with all of them. The library can provide services to alumni, donors and friends. Also we need to find out their needs, usage, and expectations.

Provide a seamless transition for prospective students through strategic partnerships and effective communication.

We need to support and increase enrollment by improving the collection usage, and electronic resources dissemination of materials, and access to NSU information to prospective students.

Collaborate in educational ventures with public and private sector entities.

We need to explore and identify our community entity needs. The library needs to gain information about specific community needs from program directors and chairs. Maintain membership in the Muskogee area educational consortium, Development Corporation, local libraries, and healthcare organizations.

Promote and support regional economic development.

We support the future expansion of the NSUM library and programs with local colleges. The library needs to seek grants for future development activities. We need to consider grants and donations by local organizations. Individuals, corporations, and organizations possibilities are in which may be interested in cooperatively enhancing library collections and services.

Provide cultural enrichment and entertainment opportunities for the communities served.

The library can provide information regarding visual and performing arts, entertainment programs and activities, athletic events, festivals, workshops, study tours, other cultural activities, and inviting speakers.

Create and maintain a campus environment that is distinctive and excellent in form, function, and design.

We need to decorate the library with a variety of materials in order to become more attractive and control the noise and temperature. Training staff in providing services to patrons is important. The library will work with the Director of Campus Operations to ensure that all library facilities are properly maintained, so they can remain in excellent condition. At the same time, we expect prompt attention in maintaining the library facility so it is kept in an optimal and desirable condition.

Deliver exceptional customer service that is also efficient, convenient, and accessible.

We maintain the exceptional service currently offered by NSUM library staff. We conduct a review process to analyze patron's satisfaction of our library services. Quantitative and qualitative data are based upon surveys, either as a part of a campus survey, or as a survey within the library itself. Several survey instruments are available to measure library patron/user needs, satisfaction, expectations, etc.

Acquire, integrate, and maintain the most appropriate resources, technologies, equipment support and training.

The main library in conjunction with all branch libraries reviews new and revolving technologies as they relate to library resources and services. Input from faculty and students, with regard to our budget, is the best criteria for assessment of the technology needs, and expectations. In general our annual survey and statistics can be used for assessment. Library needs to work closely with the technology management and administration. We need to share responsibilities, in order to meet our patrons' needs and expectations. Because we are in direct contact with the students and faculty, our input should be considered important by the technology management and administration. Technology plays a vital role in both the internal and external operations of all NSU libraries. Part of our service depends on instructors, programs, and courses offered here. Offering online courses will increase the use of technology at all levels. We need to have library orientations at all levels. The main library can provide statistical information related to our technology usage. We can also provide patron computer usage in the library. We need to fully equip the library to handle state of the art technology, for managing technology and learning. Current public access computers need to be replaced by new computers and change to students use only. New technology has an important role in teaching and learning, so we must adopt our library to an advanced library.

Establish a process to achieve internal efficiencies that result in targeted reallocation of existing resources and optimal use of new resources.

We need to collect, analyze, and make statistics and measurement available, in order to provide an improved basis for library planning, operations and evaluation at the local and state level. A centralized database can be maintained by the main library. The main library will coordinate completion of standards, planning documents, guidelines, and benchmarks as they are identified and developed. Bench marking is part of a process of continuous service improvement. The process involves looking outside the organization to compare how we do something with how others do it. Identifying benchmark institutions are important because results will be different. Important factors are collection size, annual budget, no. of population served, library size, staff, etc.

Present a compelling case for overall support.

We will coordinate efforts with the main library.

Pursue external grants, contracts, and develop partnering opportunities.

We need to consider grants and donations by local organizations. Individuals, corporations, and organizations possibilities are in which may be interested in cooperatively enhancing library collections and services.

Increase local, state, and federal government funding.

Support main library activities focused on increasing funding.

NSU Muskogee Library Strategic Plan

May 2010

Strategic Goal 1

Develop a culture of learning and discovery throughout the University.

Strategic Goal 1: Develop a culture of learning and discovery throughout the university.

Strategic Goal 2: Build a sustainable campus and sustainable communities.

Strategic Goal 3: Build and reinforce an environment that values full inclusion, collaboration and shared leadership in the life of the university and in all external relationships.

Strategic Goal 4: Encourage and nourish a commitment to civic engagement by our students, our faculty and our staff.

Strategic Goal 5: Develop an environment which encourages global knowledge and cultural sensitivity.

Strategic Goal 6: Improve quality of life by serving as a cultural and entertainment destination on our campuses and throughout the region we serve.

Strategic Goal 7: Develop and manage the resources of the university to support a vibrant and viable community.

Goal 1. Identifying major academic programs in Muskogee. 2010 - Ongoing Concentrating on Nursing and MBA reach higher Adult Education as major academic programs in Muskogee. 2010 – Ongoing Providing sufficient support services for all current degree programs. 2010 – Ongoing providing Support for the general research needs of the library patrons in order to sustain and grow. 2010 – Ongoing Monitor Progress annually toward meeting the goals and make modification based on results. 2010 – Ongoing Supporting the teaching/learning needs of the faculty on the NSUM Campus. 2010 – Ongoing Applying NSU and library policies in order to provide a comfortable, clean and safe learning environment that supports technology. 2010 – Ongoing Recruiting and ongoing staff training in providing better services to our patrons. 2010 – Ongoing Enhancing the scholarly activities and professional development of faculty, staff and students. 2010 – Ongoing Working closely with Adult Education Programs to provide material and services to potential users. 2010 – Ongoing Obtaining students, faculty and staff feedback regarding Support Services. 2010 – Ongoing Developing and providing training services for all of library staff. 2010 - Ongoing

Goal 3. Providing a partnership with Connors State College and working closely the Connors State College students, faculty, and staff. 2010 - Ongoing Providing computers and reference services to Connors State College students and faculty. 2010 – Ongoing Building and sharing library space, materials, resources, etc. with Connors State College, and supporting future

expansion of the NSUM library with local colleges. 2010 – Ongoing Practice effective communication between and among various library departments. Promoting appropriate information sharing among all campus libraries. 2010 - On going

Goal 4. Working closely with Muskogee Public Library and Muskogee Public Schools to promote grants and other programs. 2010 – Ongoing Upgrading and increasing public access computers in order to provide a better service to our community. 2010 – Ongoing Hosting and providing facility and services for library and public meetings, workshops, and conferences. 2010 Ongoing

Goal 7. Upgrading and maintaining computers, printers and software's. 2010 – Ongoing Selecting and ordering library materials in a timely manner every year. 2010 – Ongoing Weeding older materials every year. 2010 – Ongoing Assessing library staff level of knowledge by testing each semester. 2010 – Attending workshops, meetings, and seminars to increase library knowledge. 2010 – Ongoing Upgrading and maintain library equipment for students, staff and public success. 2010 – Ongoing Meeting with program directors to identify programs and course support needs. 2010 – Ongoing Creating strategies for utilizing educational resources that supports a flexible and innovative learning environment. 2010 – Ongoing Maintaining effective student academic support services by adding more electronic sources and books. 2010 – Ongoing.

The Big Read Program

The Bid Read is an initiative of the National Endowment for the Arts in partnership with the Institute of Museum and Library Services and Arts Midwest. It is designed to restore reading to the center of American culture and brings together partners across the country to encourage reading for pleasure and enlightenment.

Northeastern State University Libraries received \$20,000 to be involved with the Bid Read. The program coordinated activities within Tahlequah, Broken Arrow, Muskogee, and surrounding communities.

NSU selected the classic Ray Bradbury novel Fahrenheit 451 as the basis for this program. Free copies of the books, readers guide, movies, book marks, posters, etc. were distributed among participating libraries.

Muskogee Public Library, Muskogee High School, Oklahoma School for the Blind, Parkview High School, Connors State College, and Bacone College participated in the Big Read Program in Muskogee to promote literary reading.

Chris Crutcher was invited as guest speaker to discuss the themes of Ray Bradbury's novel Fahrenheit 451 on October 6, 2009.

Muskogee Public Library "Fahrenheit 451" book discussion led by Roy Rouell, a graduate of English entering the Master's program at NSU was another event on October 19, 2009. Another event was Muskogee Public Library Big Read Ray Bradbury Fahrenheit 451 film viewing and discussion following the event on October 27, 2009.

NSU Muskogee Big Read High School Poster and Essay contest were another Event on October 26, 2009.

Technical Services

The Technical Services Department of the John Vaughan Library currently fulfills all technical functions of the NSU Library at Muskogee. Ben Etemad handles the ordering for the library. The permanent additions to the collection are reflected in the table below provided by Linda West.

Permanent additions to the collection:

Location	Monograph	Serials	Added Vols	DVD/CD/CDROM
PER		1		
Main	25			
AV				12
Reference	14			
Y Collection	9			

Access Services

NSU-Muskogee Collection Circulation

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Muskogee-Video	26	52	29	32	28
Muskogee Campus	24	25	19	71	59
Muskogee-Reserve	4	2	5	6	0
Muskogee-Reference	4	16	0	10	4
Muskogee-Y Collection	179	107	25	53	85

Reference Services

2006-2007: 870

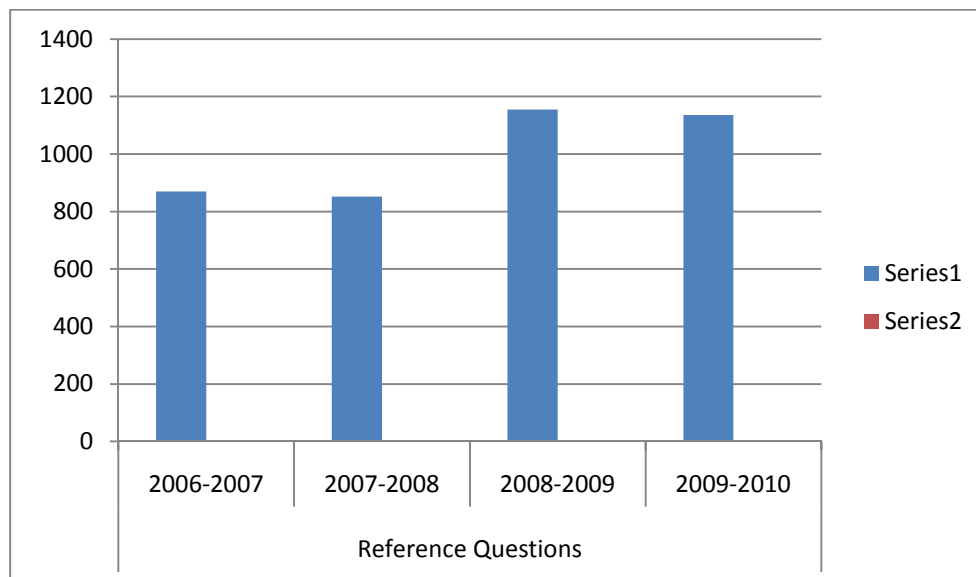
2007-2008: 852

2008-2009: 1,155

2009-2010: 1136

Muskogee Reference Desk 2009-2010

June	199
July	77
August	61
September	82
October	62
November	80
December	67
January	87
February	119
March	101
April	113
May	88



Public Access Computer

2008-2009: 274

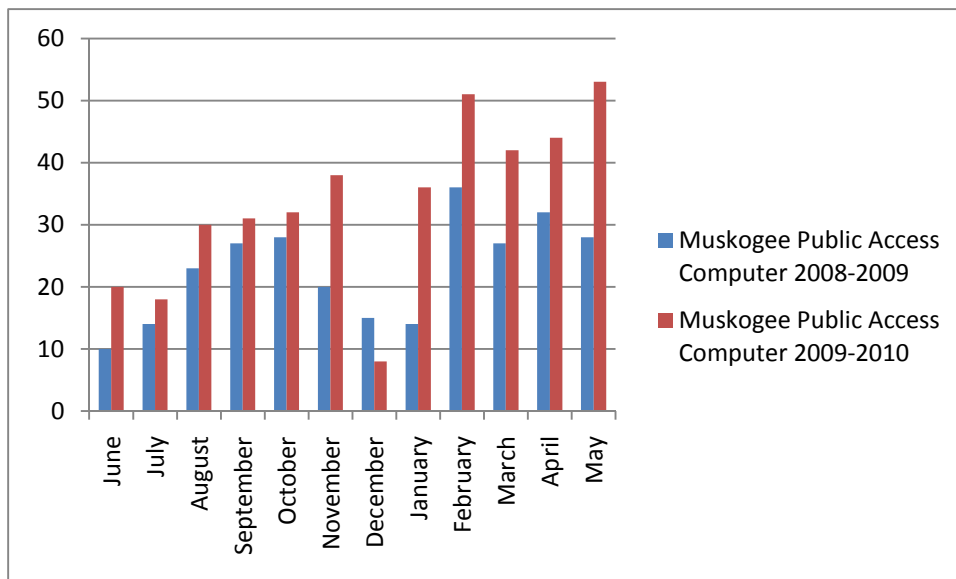
2009-2010: 403

Muskogee Public Access Computer 2009-2010

June	20
July	18
August	30
September	31
October	32
November	38
December	8
January	36
February	51
March	42
April	44
May	53

Muskogee Public Access Computer

	2008-2009	2009-2010
June	10	20
July	14	18
August	23	30
September	27	31
October	28	32
November	20	38
December	15	8
January	14	36
February	36	51
March	27	42
April	32	44
May	28	53



Conclusion

The NSU Library at Muskogee has always labored to meet the needs of the faculty, staff, students and the public. The addition of a second, full-time professional librarian will help us to branch out and offer more services than ever before.

Creating the Library Synar will also increase the visibility of the library in places where the student traffic is heavy. We hope that this will provide a higher profile for the library in the eyes of the students as well as the faculty that come through the Synar Center.

In regards of the budget, the NSU Library at Muskogee hopes to manage the funds we currently possess to the best of our abilities, but also expand the possibilities while working with the NSU Library at Broken Arrow and the John Vaughan Library. We feel that the expansion of our collection in any way possible will only benefit our users, and we look forward to the opportunity.

The NSU Library at Muskogee has met, and will continue to meet the standards proclaimed by our mission statement and those goals of the overall library system. We anticipate a good academic year to come.

BEHNAM ETEMAD, INSTRUCTOR

NSU MUSKOGEE LIBRARY DIRECTOR

Scholarship of Application

I – 9 update and training – July 30, 2009

Proposal Overview – What is in a proposal?

NSU, Muskogee, OK - ITV, September 2009

Workers' Compensation – Processes and Procedures

NSU, Muskogee, OK - ITV, September 2009,

Be all you can be, be Drug Free –NSU, Muskogee, OK, October 2009

Hiring the Best – Know what you need Session II – NSU, Muskogee, August 2009

Preserving Your Historical Records: An Archival Holdings Maintenance Workshop, NSU, Broken Arrow, OK, October 2009

Be all you can be, be Drug Free – NSU, Muskogee, January 15, 2010

Branding Workshop – NSU, Broken Arrow, OK, January 19, 2010

Acquire the knowledge and resources to be effective ambassadors for NSU

Nfocus Student System – NSU, Broken Arrow, OK, January 20, 2010

To acquaint faculty with the nfocus Student System.

NSU Service Excellence Values – NSU, Broken Arrow, OK, January 20, 2010

Sexual Harassment Policy – NSU, Muskogee, OK February 6, 1010

Drug Free Workplace Policy – NSU, Muskogee, OK, February 2010

Personnel Action Form (PAF) training

Learn more about the importance of these forms, where to gather

NSU, Muskogee, OK, March 9, 2010

Maximizing Your Time – Webinar, NSU, Muskogee, OK, April 7

New Directions Behavioral Health

Workers' Compensation – May 13, 2010 – Muskogee

Internet Marketing Conference – Muskogee Civic Center, Muskogee, OK, May 2010

Scholarship of Teaching

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

Training new library staff.

Assisting students with individual instruction and research on online databases.

Performance of Non-Teaching Semi-Administrative Duties

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

Coordinating programs and activities with JVL and Broken Arrow.

Attending library and administrative meetings in Muskogee and Tahlequah.

Coordinating acquisition of library materials in Muskogee.

Direct supervision of three part time library assistants.

Hiring and training of NSUM library staff.

Professional Awards/Recognitions

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

Cambridge Who's Who Among Professional Librarians and Library Administrators.

**Dean
Of
NSU
Libraries**



Dr. Sheila Collins

Dr. Sheila Collins
Dean of Libraries
Associate Professor

Summary:

- Direct the three NSU campus libraries with the combined faculty and staff personnel totaling forty-two positions.
- Furnish optimal access to information resources.
- Provide comprehensive information literacy for students, faculty, and staff, both on and off campus.
- Increase scholarship.
- Afford professional development to library faculty and staff.
- Offer library facilities that augment the learning environment.

A. Teaching

Taught several bibliographic instruction sessions in different subject areas.

B. Scholarly Activities

1) Completed the following university courses:

- Cultural Anthropology
- American Indians Today
- Race and Cultural Minorities
- Introduction to Native Indian Studies

2) Read librarianship and information literacy articles and books to stay in touch with best practices in the field.

C. Contribution to Institution and Profession

- 1) President's Council
- 2) Academic Council
- 3) Deans' Council
- 4) University Planning Group
- 5) University Technology Committee
- 6) University Library Committee
- 7) Curriculum & Educational Policies Committee

- 8) Education Doctoral Committee
- 9) Higher Learning Commission Team
- 10) Academic Priorities Task Force
- 11) OCALD
- 12) Library Statistics Committee
- 13) Student Creativity Showcase Committee
- 14) NSU Libraries Directors' Council
- 15) OCALD Expanded Instructional Support Committee
- 16) American College and Research Libraries Advocacy Committee
- 17) Regional High School Science Fair Judge

D. Performance of Administrative Duties

- 1) Direct the three NSU campus libraries with a combined faculty and staff of 42 positions
- 2) Offer the best access to information resources that the budget allows
- 3) Promote comprehensive information literacy for students, faculty, and staff
- 4) Afford library faculty and staff the opportunities for professional development
- 5) Provide increased hardware and software for the Assistive Technology facilities
- 6) Augment NSU library resources through cooperation with outside organizations
- 7) Advocate a balance between print and electronic resources
- 8) Encourage scholarship
- 9) Obtain funding through grant proposals
- 10) Reduce costs through cooperative purchasing
- 11) Meet with academic departments to introduce myself to faculty,
inform them of the library's services, and receive their feedback

E. Workshops/Conferences Attended

- 1) Leadership Training Workshop
- 2) Oklahoma ACRL Conference
- 3) Grant Writing Workshop
- 4) Performance Appraisal Training Workshop
- 5) OLA/MPLA Conference attendee/volunteer
- 6) Texts in the 21st Century: Evolution of the Textbook Conference

- 7) Oklahoma Higher Education Conference
- 8) American Indian Websites from Federal Agencies Workshop
- 9) Personnel Action Form Training Workshop
- 10) Employee Evaluation Workshop



Students at John Vaughan Library



John Vaughan Library Employees Dana Letts and Kathleen McCay's Second Life Characters

NSU JOHN VAUGHAN LIBRARY EARTH DAY CELEBRATION

GATHER
HERE.
GO GREEN



NORTHEASTERN STATE UNIVERSITY

presents this token of appreciation to

Dr. Rennard Strickland

in recognition of his many contributions to the
University through the years.

Spring Commencement
May 13, 2010



NORTHEASTERN
STATE UNIVERSITY

These students, who were in the library in the early 1970s, were the first to use the computer terminal. They were: Mary Ann Cline, secretary; Phyllis West and John Carlisle, teachers; Jack Miller and Kenneth Means, student leaders; and Kenneth Hill, student president and organizer of the computer club.

The students who were in the library in the early 1980s were: Christine Williams and Linda Miller, secretaries; Betty McFadden and Mary Ann Cline, secretaries; Larry Strickland and Jack Means, the first student representatives; and Ken Hill and David Ann Cline, student president and representative computer club.

In the early 1990s, the students who were in the library were: David Strickland and John Carlisle, the president; Mike Spradell and Heidi Cherry, secretary; Jim Ray, Melissa and Beverly, librarians; and Lee Ann Miller and Mary Ellen, student leaders.

In the early 2000s, the students who were in the library were: Bob Egge and Mike Miller, librarians; Fred Strickland and Jerry Lewis, student leaders; Mary Ann, Thelma and Betty, librarians; and David Strickland, secretary.

In the early 2010s, the students who were in the library were: David Strickland and John Carlisle, the president; Mike Spradell and Heidi Cherry, secretary; Jim Ray, Melissa and Beverly, librarians; and Lee Ann Miller and Mary Ellen, student leaders.



Partnering to Provide Healing Hands Oklahoma Health Sciences Library Association (OHSLA) Spring Meeting May 7, 2010



NORTHEASTERN STATE UNIVERSITY

Partnering to Provide Healing Hands Oklahoma Health Sciences Library Association (OHSLA) Spring Meeting May 7, 2010

Northeastern State University Muskogee Conference Center

8:00 AM Registration and Continental Breakfast - Commons

9:00 AM Presentation - Information Center

Dr. Mark Heston, Librarian, College of Science and Health Professions

Dr. Wright Fanning, Assistant Professor, College of Education

Dr. Joseph Powell, 2220 Professor, Department of Health Professions

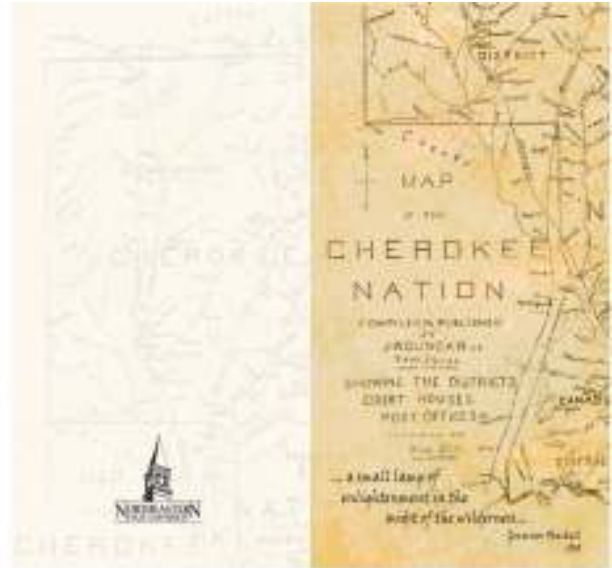
10:00 AM and 1:00 PM Business Meeting - Commons

Lunch (conference member) / Business Library Collaboration Meeting - Mike Spivey Center

2:00 PM-5:00 PM



NORTHEASTERN STATE UNIVERSITY



Melvin Campbell
In Appreciation
of
30 Years
of Service

