



NSU Libraries

Annual Report 2007-2008



Northeastern State University Libraries

Mission Statement

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

-NSU NCA Self Study, John Vaughan Library, 2000

Cover photo credits: John Vaughan Library by Sarah Brick Archer
Broken Arrow Library by Linda Summers
NSU Muskogee by NSU stock photo

Table of Contents

I. Library Information	Page
Introduction	4
Personnel	5
Library Activities/Accomplishments	8
Conclusions and Prospects for the Future	21
II. Departmental Activity Reports	
NSU Broken Arrow Library	23
NSU Muskogee Library	45
Technical Services Report	46
Technical Support Services	67
University Archives	69
User Services	72
III. Faculty Activity Reports	
Archer, Sarah Brick	111
Brown, Emily	115
Cheatham, Gary L.	118
Etemad, Behnam	122
Hobbs, Harriett	124
Holmes, Jamie	126
Kaney, Peggy	131
Louderback, Pamela	134
Martin, Sandra A.	138
Messner, Tom C.	142
Rink, Tom	146
Schumaker, Jackie M.	153
Sheffler, Victoria	155
Sumner, Delores	161
Tobey, Darren	165
Veith, Charles R.	167
West, Linda	169
Woitte, Susan	172

I. LIBRARY INFORMATION

INTRODUCTION

The 2007/2008 academic year has been an exciting, and incredibly busy time for the NSU Libraries. This year the Library faculty and staff have worked to refocus their efforts to increase and improve internal and external Library services. The Library faculty and staff set a bold vision for the NSU Libraries to be the best academic library in the State of Oklahoma, based upon the excellent services that the Library provides.

The vision of the NSU Libraries is executed by focusing on four core competencies listed here in priority order.

- 1) Services for students.
- 2) Services for faculty.
- 3) Services for each other (internal services).
- 4) Library Resources.

The top three core competencies the library continues to focus on are internal and external services. The least important competency focuses upon the acquisition and maintenance of library resources. While acquisition and maintenance of print and electronic library resources are still integral and vital functions of the library, the services to educate, promote and utilize library resources and services are seen as higher priorities to meet the Library's mission within the University.

One example of how this service oriented philosophy has been implemented is through an expansion of evening and weekend Reference Services to meet the growing needs of students and faculty at John Vaughan Library. Additionally, internal and external services are being systematically examined and improved through the work of several internal committees.

While NSU simply does not have the extensive financial resources to fund a comprehensive collection of Library information resources as do the University of Oklahoma or Oklahoma State University, NSU does possess a unique strength in its experienced and knowledgeable faculty and staff. Because of this strength in personnel, the NSU Libraries have been able to compete effectively with virtually any library, regardless of size or funding, by offering outstanding library services.

Update on Executive Director of Libraries Search

On April 14th the Selection Committee, chaired by Dr. Martin Venneman, posted a number of national level employment advertisements for the Executive Director of Libraries position. Sources identified for publication include the Chronicle of Higher Education, journals of the American Library Association, employment listserves of state and regional Library Associations, as well as the NSU Human Resources Web page. The national advertising for this open position should create an excellent pool of potential candidates for the committee to review. Interviews will likely begin in May 2008, with the successful candidate hopefully starting the new position during the fall semester 2008. We appreciate the continued efforts of the Selection Committee as they work through this vital process. More information regarding this position can

be found at the NSU Human Resources page:

<http://www.nsuok.edu/humanresources/jobs/showJob.php?jobID=1245>

PERSONNEL

PERSONNEL by Department

Department	Name	Position	
Administration	Allen McKiel	Director of Libraries/Assoc. Prof.	
	Tom Messner	Interim Director of Libraries/ Instructor	
	Diane Morgan	Library Secretary	
	Renee Johnson	Library Tech II—User Services Secretary	
Technology Support Services	Darren Tobey	Director of Technology Support Services/ Instructor	
	Rickey Ray	Library Technology Support Specialist	
	Dana Letts	Library Technology Support Specialist	
	Kathleen McCay	Part-time Library Tech. Support Specialist	
User Services	Peggy Kaney	Director of User Services/Instructor-Education	
Reference	Sarah Brick Archer	Reference Librarian/Assist. Prof.—Perf. Arts; Lang. & Lit.; Communication & Art	
	Emily Brown	Reference Librarian/Instructor—Social Work, College Strategies	
	Gary Cheatham	Reference Librarian/Assist. Prof.—Business & Industry; Social Sciences	
	Sandra Martin	Reference Librarian/Instructor—Health Professions; Social Work	
	Charles Veith	Reference Librarian/Assist. Prof.—Natural Science; Math	
	Delores Sumner	Reference Librarian/Assist. Prof.—Special Collections	
	Susan Woitte	Part Time Reference Librarian/Instructor—Government Documents	
	Access Services	Emily Brown	Access Services Librarian—Reference Librarian,
		Donna Graham	Library Tech III—Circulation
Josh Horner		Part Time Library Tech	
	Brande Kimmel	Library Tech III—Reserve	

	Dalana Leach	Library Tech. III—Circulation
	Renee Ridge	Library Tech III—Interlibrary Loan
	Jaquetta Shade	Part Time Library Tech
	Jamie West	Part Time Library Tech
	Rachel Whitaker	Part Time Library Tech
Technical Services	Linda West	Director of Technical Services /Assist. Prof.
	Jennifer Rogers	Library Tech III—Cataloging Technician
	Samantha Clifford	Library Tech II—Acquisitions Tech; Gifts Coordinator
	Elizabeth Hamilton	Library Tech II—Bindery Technician
	Harriet Hobbs	Acquisitions/Serials Librarian/Assist. Prof.
	Donna Ford	Library Tech II—Cataloging/ Documents Technician
	Jeanne Pry	Library Tech III —Serials Tech; Check-in Coordinator
	Lou Ann Rhea	Library Tech II —OCLC Cataloging Tech
	Jackie Schumaker	Cataloging Librarian/ Instructor
	Jose Cadengo	Library Tech II—Technical Services Gifts and Withdrawn
University Archives	Vickie Sheffler	Director of Archives & Record Management/Assist. Prof.
Broken Arrow	Tom Messner	Library Director/Instructor
	Pamela Louderback	Information Services Librarian/Instructor
	Jamie Holmes	Reference Librarian/Instructor —Education; Psychology
	Tom Rink	Reference Librarian/Instructor -Liberal Arts and Professional Studies
	Linda Summers	Library Tech III
	Zachary Thorp	Library Tech III
Muskogee	Behnam Etemad	Library Director/Instructor
	Connie Bever	Part Time Library Tech
	Sandra Fuller	Part Time Library Tech

NSU Libraries Personnel—Changes

New Personnel

- Tom Rink was hired as the Liberal Arts and Professional Studies librarian at the NSU BA campus to fill an open position vacated by Kristin Kroger.

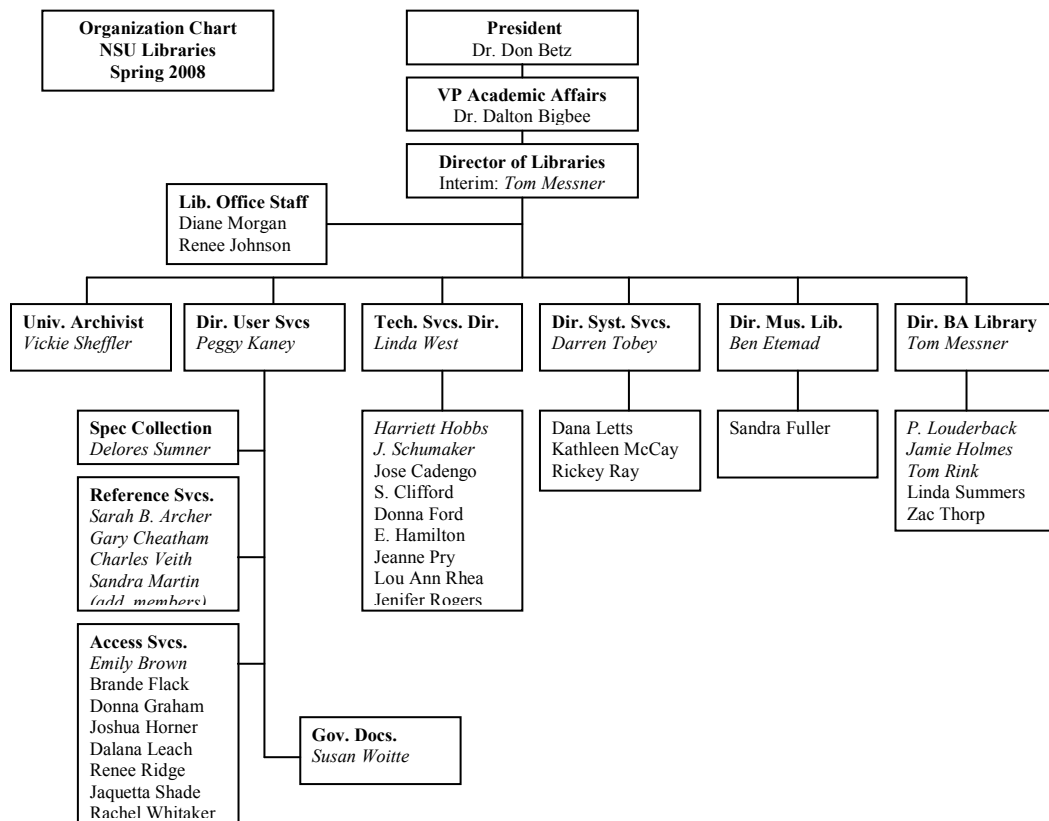
Position Changes

- Emily Brown assumed the position of Access Services Librarian for John Vaughan Library.
- Peggy Kaney was promoted to the position of Director of User Services for John Vaughan Library.
- Darren Tobey was promoted to the position of Director of Technology Support Services.

Personnel Retirements

- Fay Simms, John Vaughan Library Reference Technician retired in the fall 2007.

With the addition of the new Director of User Services and the position of Director of Technology Support Services, the NSU Libraries reporting structure was altered in the fall 2007 to provide better communication and responsiveness throughout the system.



MAJOR NSU LIBRARIES ACTIVITIES AND ACCOMPLISHMENTS

Library Committees

Communication within any organization is one of the most difficult tasks to accomplish effectively. An underlying theme of Library staff and faculty concerns has centered on a lack of effective internal and external communications. While no “silver bullet” exists to magically improve communication at all levels, we have tried to explore new ways of addressing “big picture” issues through intensive faculty/staff committee assignments using emerging technologies.

With new text-based communication tools such as blogs, and wikis now available, cooperative planning, coordination, and development are now a little easier to integrate across the different NSU campuses. These new technologies, in conjunction with existing ITV conferencing capabilities in the NSU Libraries, allow much greater interaction and communication between departments and individuals.

This spring, the NSU Libraries reorganized a number of existing standing committees and added several new committees to assess, research, and recommend responses to “big picture” issues that face the NSU Libraries. These committees are roughly aligned to broader University goals and objectives identified within the NSU Strategic Plan. These committees are composed of self-selected members from the Library faculty and staff who will look at problems and opportunities facing the Libraries. Input and advice is welcome from all levels within the Library, and committee members are encouraged to seek external input from University faculty, staff and students, as well as other stakeholders. By discussing major issues between campuses and across departments, we hope to increase effective communication and foster an environment of cooperation throughout the NSU Libraries and the University. Discussions and reports from the various committees will be accessible to everyone from the Library Homepage at: <http://library.nsuok.edu/admin/committees.html>

Updated Staff Job Descriptions

In an effort to clarify the ever evolving duties and responsibilities of the library staff, a great deal of time and effort has been spent this semester by the Library management team to systematically update staff level job descriptions. The job descriptions are being updated in all library departments on all campuses using the new Human Resources forms. Becky Williams from Human Resources provided manager training in the Performance Appraisal process. As soon as the final job descriptions have been completed, performance appraisals of all staff members will be undertaken with a final completion date of all appraisals during the summer of 2008. State guidelines require annual reviews of all NSU staff level employees to be complete by November of each year.

Special Collections Grant

This spring, Deloris Sumner, Special Collections, and Vicki Sheffler, University Archives, applied for and were awarded a \$10,000 grant from the Tribal Heritage Grant Program sponsored by the Oklahoma Historical Records Advisory Board. This grant will provide funding

to purchase equipment and fund staffing for a substantial digitization project in Special Collections. The project will concentrate on digitizing a number of relatively rare Native American print documents written in the native language of the Cherokee, Choctaw, and Creek tribes. Additionally, a number of audio/video tapes of interviews with prominent Native Americans will be digitized to DVD format to help preserve and disseminate the rich culture of these early Americans. The project should begin this summer and be completed in the fall of 2008.

New Computers in JVL Library

The NSU Libraries continue to expand computer workstation offerings for students and faculty. The workstations located in JVL Lab 118A were upgraded this semester. The room is heavily used by the College of Education which schedules lab-based classes in that room while the College of Education building undergoes renovation.

Student Technology Fee money was used to expand workstation offerings on the second floor and replace older workstations on the first floor of JVL. The workstations throughout the library facilities receive very heavy use and current plans are to continue expanding those offerings as resources, space and network capacity allows.

Finally, new library server options were added in conjunction with the Computing and Technology Center to improve redundancy, capacity, and security in several library server systems including Library Archives, and Library Applications Servers.

Adaptive Technology Workstation

Last fall, Brande Kimmel, Reserves Department, and Peggy Kaney, Director User Services applied for an internal grant seeking funding for equipment and software to provide ADA compliant services for patrons at John Vaughan Library. The grant was funded and currently, the new resources are beginning to arrive, be assembled and installed. By the middle of this summer the new Adaptive Technology work station should be fully operational and available for students, faculty, and staff who require these services. Adaptive services will include audio-to-text and text-to-audio readers, as well as image scaling for the visually impaired. As the number of physically challenged students, faculty and staff increases across campus, the library will continue to assess patron needs and expand this and related services as necessary.

Sample Faculty Accomplishments

As I have noted before, the faculty of the NSU Libraries are some of the most knowledgeable and productive faculty at any library I have been associated with. They consistently present at a variety of professional conferences and work shops representing NSU in an exemplary fashion on a national and international basis. A limited set of examples follow:

International Library Faculty Presentations

Dr. Pamela Louderback, Information Services Librarian at the Broken Arrow campus library recently attended the 11th Pacific Rim First Year in Higher Education Conference, held in Hobart, Tasmania. While there, she represented Northeastern State University in her

presentation entitled, “Successful first year experiences: Socio-cultural factors for Indigenous peoples”. Dr. Louderback introduced data from a recent research study that identified non-cognitive factors that promote academic success during the first year of college. The presentation provided a backdrop to understanding the unique social and cultural contexts of American Indian student academic success. Research results demonstrate similarities with Australia’s focus on improving partnerships and pathways for Indigenous people to progress in higher education, especially during the first year.

Our Librarians represent NSU on a state and national level in a variety of professional library associations. Tom Rink currently serves on the national Board of Directors for the Special Libraries Association, one the largest divisions of the American Library Association. The SLA serves thousands of specialized libraries and librarians internationally. Tom has served as a member of the SLA Leadership Summit and the Professional Development Advisory Council.

Librarians are not only active professionally, but they are also active members of the University community. From judging speech, and history contests, to participating on the faculty council as well as numerous faculty and University-wide committees, the Library faculty plays a vital role in the governance and operation of Northeastern State University. Again, I encourage you to review the Library Annual Report this year, and I assure you that you will be astounded at how productive our Library faculty members have been.

Sample Faculty Regional and National Level Presentations

- Jamie Holmes presented “Survivor Library: A Fun Approach to Library Instruction” at the Library Orientation Exchange of the West Annual Conference, held at the University of Nevada, Las Vegas
- Peggy Kaney presented “Communicating and Training Across the Hours: Using Course-Management Software to Enhance Student Training and Build Community” at the Brick and Click Library Symposium at Northwest Missouri State University in Maryville, Missouri

Sample Faculty Presentations within Oklahoma

- Sarah Brick Archer presented “Integrating Information Literacy Skills into a Blackboard Class,” at the Community of Oklahoma Instruction Librarians Summer Workshop, Broken Arrow, Oklahoma
- Jackie Schumaker assisted in presenting “LC/Dewey Smackdown”: Oklahoma Library Association, Technical Services Roundtable Fall Workshop, Stillwater, OK
- Vickie Sheffler presented on contents and preservation of Seminary Hall Time Capsules of 1847 and 1888 to the following groups:
 - a. Oklahoma Genealogical Society at the History Center in Oklahoma City. September 10
 - b. National Tribal Conference for Archives, Libraries & Museums, Oklahoma

City, October 26

c. Indian Territory Genealogical & Historical Society, Tahlequah, OK

- Darren Tobey presented a program at the Oklahoma Higher Education Teaching & Learning Conference titled *Info to Go!: Virtual Library Resources Supporting Distance Learning* April 10, 2008, Northeastern State University, Tahlequah, OK

Library Faculty and Staff Degrees Earned

Education and professional development of our staff continues to be a high priority. The following library faculty and staff completed degrees this year.

- Samantha Clifford: Masters degree in Library and Information Science (MLIS) from the University of Oklahoma.
- Brande Flack: Masters of Science in Collegiate Scholarship and Services from Northeastern State University.
- Donna Ford: Bachelor degree in Accounting from Northeastern State University.
- Pamela Louderback: Completed the requirements for an ED.D in Higher Education Administration from Oklahoma State University.
- Kathleen McCay: Master of Arts in Communication from Northeastern State University.
- Darren Tobey: Masters in Library and Information Science (MLIS) from the University of Oklahoma.

Improved Library Communications

- Emily Brown, Access Services Librarian, created an Access Services Blog to use as a communication platform between the Access Services Department in the John Vaughan Library, as well as with faculty and staff on the Broken Arrow campus.
- Linda West redesigned and edited the Library Website with over 425 pages converted in a two week period.

Sample Library Faculty Publications

Gary Cheatham published:

- Published “If the Union Wins, We Won’t Have Anything Left’: The Rise and Fall of the Southern Cherokees of Kansas,” Kansas History: A Journal of the Central Plains 30 (Autumn 2007): 154-77.
- Published “Delaware,” Encyclopedia of Oklahoma History and Culture. Oklahoma City: Oklahoma Historical Society, 2008.
<<http://digital.library.okstate.edu/encyclopedia/entries/D/DE009.html>>

- Five additional articles accepted for publication in the Encyclopedia of Oklahoma History and Culture.

Sample Library Instruction

- Ben Etemad taught several library instruction classes in Muskogee.
- (NSU Librarians provided instruction to over 3,700 NSU students this year...almost 50% of the NSU student body!)
- Susan Woitte, worked to create government information online tutorials in conjunction with Kathleen McCay, and Dana Letts who worked on several additional subject specific automated tutorials.

Sample Grants Awarded

- Delores Sumner and Vickie Sheffler applied and were awarded \$10,000 for: 2008 Oklahoma Tribal Heritage Project Grant by the Oklahoma Historical Records Advisory Board and the National Historical Publications and Records Commission.

Sample Faculty Participation in University Committees

- Harriett Hobbs served the University on the following committees and councils
 - Appellate Committee member
 - Parking Committee member
 - Faculty Council delegate
- Charles Veith served our University community on these committees and councils
 - University Grievance Committee
 - Northeastern State University Institutional Review Board
 - Library Disaster Committee
 - Library Collection Development Committee
 - University Student Honors and Awards Committee

Sample Library Faculty Participation in State and National Professional Organizations

- Sandra Martin served as President of Health Libraries of Eastern Oklahoma (HeLEO)
- Tom Rink serves on the National Board of Directors of the Special Libraries Association

As you can see from this brief list of summary highlights, and the more complete list of faculty activities at the end of this report, NSU Librarians are some of the most productive faculty members in the state of Oklahoma and the nation.

Library Acquisitions Data

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

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

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

Library Patron Entrance Count Data

JVL Patron Entrances

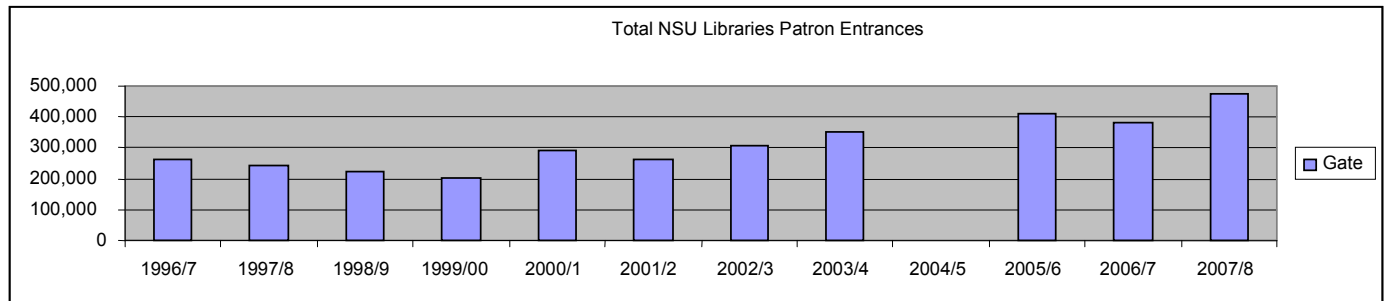
Year	1996/7	1997/8	1998/9	1999/00	2000/1	2001/2	2002/3	2003/4	2004/5	2005/6	2006/7	2007/8
Gate	261,886	240,862	224,811	200,959	294,290	260,665	284,960	307,654	NA	360,019	329,554	419,228

NSU BA Patron Entrances

Year					2000/1	2001/2	2002/3	2003/4	2004/5	2005/6	2006/7	2007/8
Gate						n/a	23388	43887	51217	51867	54050	54516*

Total NSU Tahlequah and Broken Arrow Libraries Patron Entrances

Year	1996/7	1997/8	1998/9	1999/00	2000/1	2001/2	2002/3	2003/4	2004/5	2005/6	2006/7	2007/8
Gate	261,886	240,862	224,811	200,959	294,290	260,665	308,348	351,541	NA	411,886	383,604	473,744



Usage of all Library facilities continued to climb last year with sizable year-over-year increases. The coming year will likely see a fall off in patron entrances at JVL as the First Year Experience program relocates to new facilities, and the College of Education moves their classrooms back into their remodeled facilities. The Library is currently developing plans for the vacated areas within the JVL facility. Those plans will hopefully be accepted by administration and should lead to enhanced efficiency, and functionality of the facility.

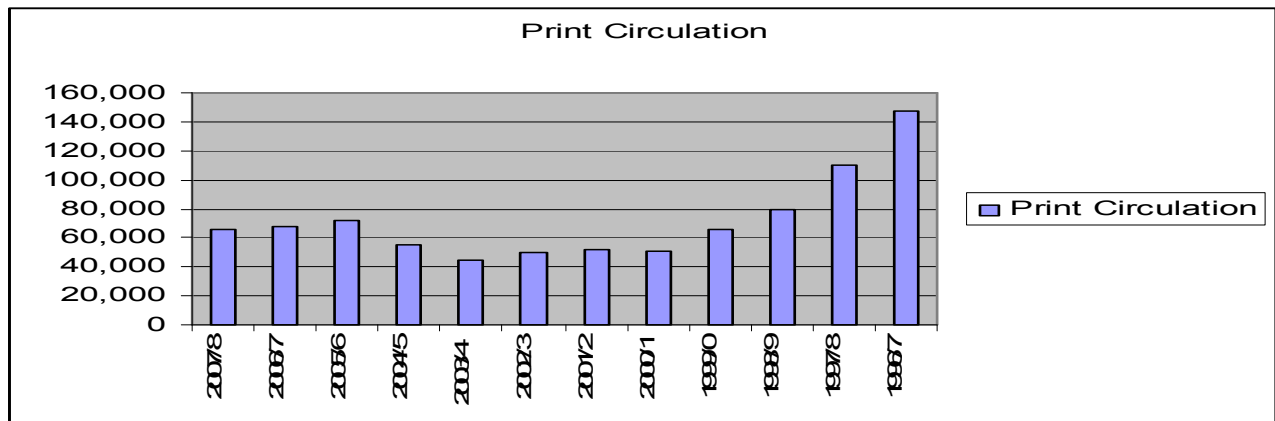
NSU Libraries Print Circulation Data

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

1 Year	2 ILL Loans for NSU	3 ILL Copies for NSU	4 Items Checked Out	5 In- House Book Usage	6 2 nd Floor Journals & Micro-forms	7 1 st Floor News-papers & Magazines	8 Print Reserve	9 BA Print	10 Total Print and Microform Usage**
2007/8	632	519	25,203	19733	2671	7062	3,225	6,790	65,835
2006/7	578	568	25,137	20,213	3,855	7,935	4,414	4,931	67,631
2005/6	583	524	28,284	18,929	4,798*	9,876*	5,319	3,829	72,142
2004/5	681		26,060	19,194	3,169*	6,525*			55,629
2003/4	504								44,805
2002/3	643								50,227
2001/2	1,043								52,142
2000/1	1,048								50,815
1999/0	2,360								66,066
1998/9	2,359								79,588
1997/8	2,836								110,381
1996/7	3,056								147,612

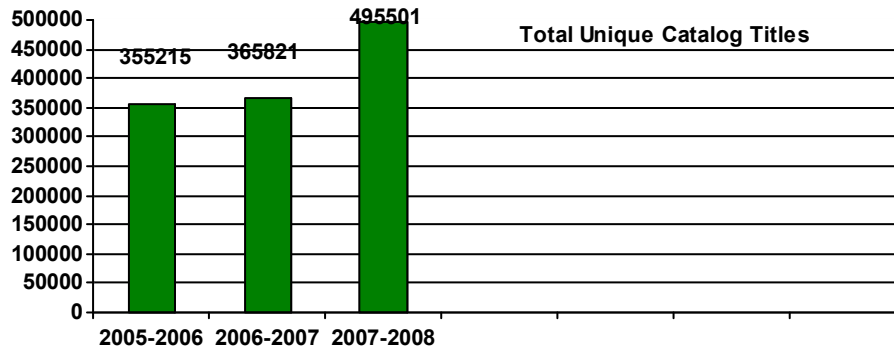
*Estimates

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

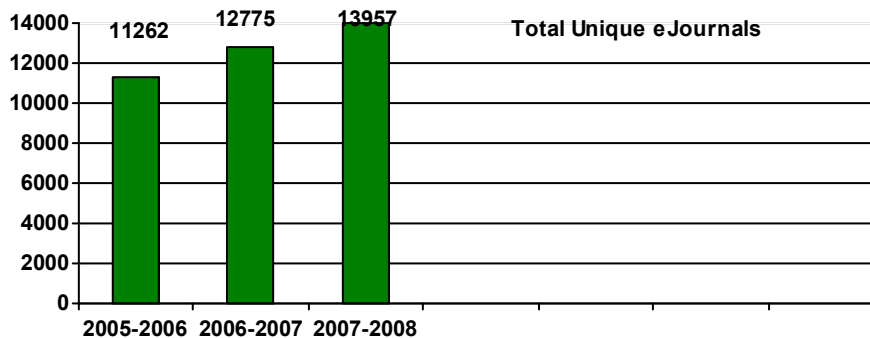


Circulation of print materials remained stable with slight increases in circulation of Main Collection materials in JVL and Broken Arrow. Usage of First and Second floor newspapers and bound periodicals declined slightly as did print reserve circulations. The reduction in purchases of current monographic materials due to a lack of acquisition funding continues to negatively impact circulation.

NSU Libraries Collections Highlights



Total unique bibliographic records (Catalog Titles) recently reached 500,000 for the first time. While NSU Libraries currently hold over 1.2 million items, the number of unique titles held reflects growth in NSU catalog access to Government Document and electronic information resources.



The total number of unique electronic journal titles increased to a new record as additional titles were added to existing databases, and new databases were added to NSU's subscriptions. The NSU Libraries continuously review and request new electronic full text database resources as resources for acquisition become available.

Serials Cut 2009

For the past several years, the materials acquisitions budgets for the library have remained static. Unfortunately a static budget equates to a declining budget for the NSU Libraries because of the compounding effects of inflation. This year again, the Library Resource Coordinators implemented cuts in library continuations (journals, serials, etc.) to cover an anticipated inflation rate of between 5-8%. This inflation rate necessitates a cancellation in continuation subscriptions of approximately \$36,000. As usual, the Resource Coordinators looked at usage and other statistics to determine the materials to cut that had the least negative impact on faculty and students. Because the percentage of expenditures for electronic resources currently greatly outweighs the print expenditures, it was unfortunately necessary to consider cancellation of electronic resources for the first time.

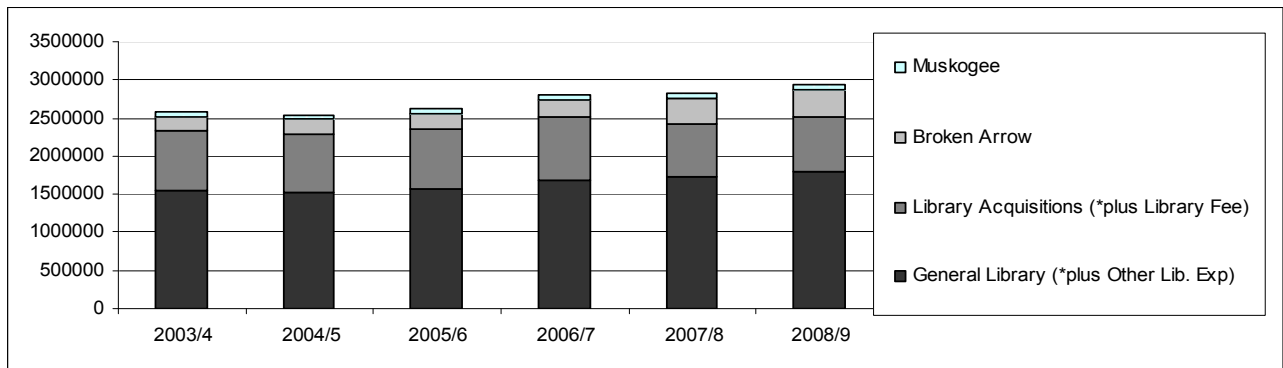
Clearly, the Library does not wish to cut information resources and has communicated that perspective on every occasion that presents itself. Alternative funding sources such as increasing the Student Library Fee has been proposed to assuage materials inflationary pressures and also provide flexibility in offering additional library services such as a Text Book Reserve program for students. These proposals are under consideration by NSU Administration, but are constrained by state mandated limitations on increases in total student credit hour tuition and fees set by the State Board of Regents

Library Budgets 2003/4 to 2008/9

Library Materials and Operational Budget Expenditures

Annual Budget Allocation

	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9
General Library (*plus Other Lib. Exp)	1559107	1516135	1567879	1684463	1719099	1797210
Library Acquisitions (*plus Library Fee)	769767	769767	784767	828267	714767	704767
Broken Arrow	190432	197362	204160	214089	335619	366207
Muskogee	59755	62063	64810	66481	67975	72336
Total Library Budget Allocation	2579061	2545327	2621616	2793300	2837460	2940520
*Library Fee	194000	194000	199000			
*Other	70000					

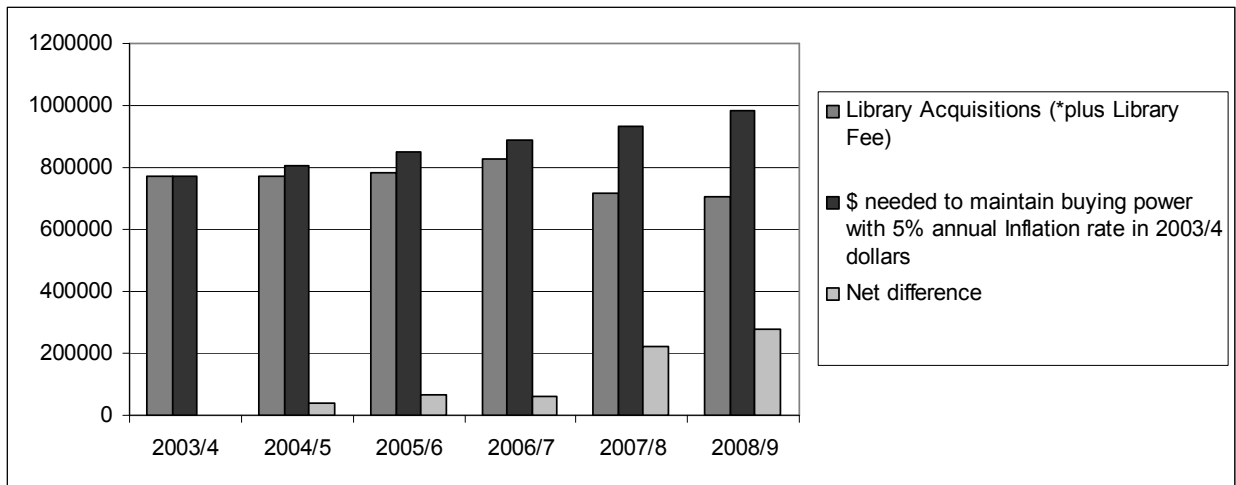


The table and chart reflects the increase in NSU Library budgets including wages, benefits, operating and acquisitions accounts between 2003/04 and the current 2008/2009 budget. Average annual budget increases reflect an average increase of approximately 2% per year with a total dollar increase over that period of \$361,459. The lion's share of those increases has gone toward increases in wage costs at all three campuses.

The Impact of Inflation on Library Acquisitions

Impact of inflation on Library Acquisitions

	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9
Library Acquisitions (*plus Library Fee)	769767	769767	784767	828267	714767	704767
\$ needed to maintain buying power with 5% annual Inflation rate in 2003/4 dollars	769767	808255	848668	891102	935657	982439
Net difference	0	38488	63901	62835	220890	277672



This table and chart demonstrates the impact of inflation on the NSU Libraries acquisition budget. While the allocated dollars budgeted to Library acquisitions has remained flat (with a small actual decline) over the past six years, the impact of inflation on the buying power of Library materials has had a very negative impact on the acquisitions budget. Average inflation for library resources has often exceeded 5% per year, however for demonstration purposes, we have used a consistent 5% annual rate. Actual budgeted dollars are noted in the first column. The dollar amount required to maintain a flat buying power acquisition budget is noted in the middle column. To maintain the same buying power in 2008/2009 using 2003/2004 dollars (\$769,767), the current acquisition budget should be allocated at \$982,438. The net difference is shown in the last column and currently shows a \$277,672 deficit in purchasing power. This difference explains the necessity to cut over \$30,000 per year, every year, from the acquisition budget to maintain a flat budget. The long term impact in acquisition cuts results in a decline in overall NSU Libraries collections depth, scope, and timeliness.

CONCLUSIONS AND PROSPECTS FOR THE FUTURE

The 2007-2008 academic year was an exciting and challenging time for the NSU Libraries. The year brought exciting events such as the opening of the new NSU BA Library facility in May 2007. It also brought challenges such as the exit of Dr. Allen McKiel in January, 2008. A review of the departmental statistics indicates that the services and resources provided by the NSU Libraries were well received this year. Library faculty and staff accomplishments were especially noteworthy this year as productivity in publication, presentations, educational accomplishments, and research reached new levels. The refocus on the provision of exceptional internal and external library services continues to bear fruit as service levels continue to rise to meet the evolving needs of NSU's students and faculty. All of these accomplishments have been attained within a particularly Spartan budget. To be able to offer and continuously maintain the appropriate level of information resources that NSU students and faculty expect, the University and NSU Libraries must work together to identify and secure additional funding sources.

This summer, we will welcome a new NSU President, Dr. Don Betz, who is returning to NSU after several years working in senior management at some of the best public higher education institutions in the nation. We look forward to working closely with Dr. Betz as he prepares to lead NSU into the next 100 years of success at NSU. Dr. Betz has created a long history of support for the mission of the NSU Libraries and we hope to continue to build upon that history.

Dr. Betz and his administrative team will have the opportunity to work closely with a new NSU Executive Director of Libraries who will likely be selected during the fall 2008 semester. The new Executive Director will face the challenges of planning, leading and managing a state-of-the-art, multi-campus library system that serves the growing needs of students, faculty, and area communities, all within a very stringent budget. The challenges are great, but the opportunities are even greater.

The future of the NSU Libraries has never been brighter. After 15 years of ridiculous predictions that the academic library was "just about to become obsolete", wisdom is again returning to academia. To be sure, academic libraries and librarians have changed dramatically over the past 15 years, and their roles will continue to change and evolve well into the future. However, wisdom and understanding is slowly returning that academic libraries are so much more than a simple facility that holds a collection of dusty old books and magazines. Academic libraries and librarians provide a huge array of invaluable services to all their constituents. From information literacy instruction to interlibrary loan, and from professional presentations to publication, academic libraries and librarians provide the services and resources that fulfill the function of the academic center of the modern University. The essential roll of the academic library has never been more important to the University, and today, the faculty and staff of the NSU Libraries stand ready to do everything possible to fulfill their roll and advance the mission of the University.

Tom Messner
Interim Director of Libraries

NSU Libraries Goals and Objectives 2008-2009

1. Goal: Work with all campuses to develop and new Strategic Plan for the NSU Libraries.

Objective: Complete new strategic plan for the NSU Library.

Strategy: Complete surveys, interviews, committee reports fall 2008.

Success factor: Complete Strategic Plan Spring 2009

2. Goal: Maximum use NSU Library facilities.

Objective: Explore alternative “Learning Spaces” layouts.

Objective: Promote library resources, services, programs at a greater level .

Strategy: Review current public library areas/plan new layouts.

Success factor: Rearrange public areas to increase student “Learning Spaces”

3.Goal: Complete hiring process for Executive Director of Libraries.

Objective: Return to full staffing of Faculty, staff, and student workers.

Strategy: Work with Admin. to quickly return to full staffing on all campuses.

Success factor: All campus Libraries are fully staffed by spring 2009.

4. Goal: Explore avenues to enhance library resource collections

Objective: Look at ways to provide faster/better/ easier access to online resources we already subscribe to.

Strategy : Work with Web, Instruction, and Colle. Dev. Committees to improve access.

Success factor: Improved/ updated Library web page

Objective: Work with the new Development Committee and NSU Foundation Center to increase Library endowment/ support account in conjunction with the NSU/Oklahoma Centennial.

Strategy: Work extensively internally and externally to improve development activities.

Success factor: Generated increased dollars from grants and endowments.

5. Goal: Increase communication and cooperation with other campus departments.

Objective: Work with the various committees to expand internal and external communication via wikis, blogs, and other developing technologies.

Strategy: Create and utilize new wikis, blogs, Internet 2.0 technologies

Success factor: New technologies integrated into library communication processes.

6. Goal: Update current library web page.

Objective: Design, develop, and publish secondary resource pages and place them on the main library server in an organized file structure.

Strategy: Web committee reviews and improves current library web page.

Success factor: Web page updates completed Spring 2009

7.Goal: Explore and evaluate feasibility of adding new library services.

Objective: Explore the possibility of cooperatively instituting new programming in conjunction with other NSU Departments.

Strategy: Propose cooperative programming with other NSU departments.

Success factor: Cooperative programming added by end of Spring 2009 semester.

Objective: Explore external funding opportunities with the new Development Committee to finance additional programming.

Strategy: Seek outside funding for programming.

Success factor: Outside grants and donations increased by end of spring 2009.

8.Goal: Explore feasibility of digital library initiatives.

Objective: Evaluate potential for new digital scanning, archiving, and publication projects with external funding.

Strategy: Work with Digitization Committee to explore new projects.

Success Factor: Identify and fund new Library digitization projects.

9.Goal: Improve Information Literacy Programming

Objective: Continue developing external cooperative IL program development.

Strategy: Work with current grant funded institutions.

Success factor: Project mostly completed by end of spring semester.

Objective: Explore ways to improve current CLIP programming.

Strategy: Instruction and Technology Support committees work to develop better production standards and processes.

Success Factor: New templates/ routines completed.

II. DEPARTMENT REPORTS

**Northeastern State University
Broken Arrow**

**Library
Annual Report
2007-2008**



**Tom Messner
Interim Director of Libraries**

**Pamela Louderback
Information Services Librarian**

**Jamie Holmes
Education Resource Coordinator**

**Tom Rink
Instruction Librarian**

**Linda Summers
Library Tech III**

**Zack Thorp
Library Tech III
May 31, 2008**

Table of Contents

	Page
Library Mission Statement	3
The academic year 2007-2008 in review	3
Personnel	5
Access Services	5
Interlibrary Loan	6
Reference Services	8
Library Education	9
Circulation	15
Technical Services	15
Printer Usage	18
Conclusion	19
Status of Goals and Objectives 2007-2008	21
New Goals and Objectives 2008-2009	22

Mission Statement

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

-NSU NCA Self Study, John Vaughan Library, 2000

The academic year 2007-2008 in review.

New Library Facility

The Grand Opening for the new Building E/ Library facility took place in May 2007 after a quick move from the previous Library location in Building A. Throughout the 2007-2008 academic year, the Library worked diligently to complete a large number of physical upgrades and projects that were not completed before the Grand Opening date.

Writing Center

This past fall, the Library worked closely with the staff of the NSU Writing Center to explore ways to increase student services by moving the current NSU BA Writing Center to a new location in Building E. The new location would add additional computer work stations and writing tutoring areas for students. Unfortunately, the necessary funding to complete the enhancement of Building E facilities was not forthcoming and the move has been temporarily postponed until new funding becomes available. The need for enhanced tutoring in writing and math has grown significantly over the past few years, and the needs of NSU's students must be addressed in the near future.

VITA Program

During the January- April, 2008 period, the NSU BA Library assisted with hosting the Volunteer Income Tax Assistance program. The VITA program on the NSU BA campus was administered by accounting instructors P.J. Gordon and Elizabeth Rabe with the assistance of a number of accounting and tax students from the NSU Business College. The Library benefited through additional public relations exposure to the general public, and the VITA program benefited from the availability of greater access to new and larger facilities to conduct the program. The program was rated very highly by those involved as the number of tax returns processed was greatly increased over previous years.

New Seating on Level One

New computer seating was added on the First Level that was less damaging to the tile floor in the area. In an effort to save limited dollars, the seating from the old Library facility was used in the new Building. Unfortunately, the old seating did not have rollers attached to the chair legs and the movement of the chairs around the computer stations caused the flooring to be severely scratched. The new seating is very attractive, comfortable, and less likely to cause floor damage.

New Student Services Information System Added

A new flat screen television was added during the spring 2008 to the Library's first floor open seating area. The system is programmed to display student services news and events important to students on the NSU BA campus. The system can also be used to promote library services and activities as they happen throughout the year. It system is tied into the central computing system and can display standard cable feeds as well as emergency broadcasting information should a campus emergency arise.

ITV Conference Room

Fall 2007 brought the completion of the equipment installation of the Polycom Interactive Television (ITV) equipment in the Library conference room. The conference room facilities are used by the NSU BA faculty to conduct meetings as well as offer classes between campuses. The facilities ITV capabilities save the University thousands of dollars per year in travel expenses as faculty and staff attend meetings "virtually". Graduate level classes and other small groups find the facilities very useful as the arrangement is more conducive to learning than the larger, less intimate classroom settings available on campus.

This coming year, the Library will be upgrading the peripherals supporting the ITV system with new wireless keyboards and mice so enable easier control from anywhere within the conference room. Additionally, the Library will be investigating the addition of a document camera to allow greater information sharing capabilities.

New Display Cases Added

To enhance the promotional activities of the NSU BA Library, four new stand alone display cases were added to the first floor entrance area. The displays offer a wonderful venue for promoting the varied activities, people, and products of NSU. This past fall, a number of NSU faculty and administrators were highlighted for their outstanding contributions to NSU. This spring, the art works of a variety of NSU's students and faculty from the Tahlequah campus were highlighted. These displays add an inspirational dimension to the Library and help showcase the import work of NSU.

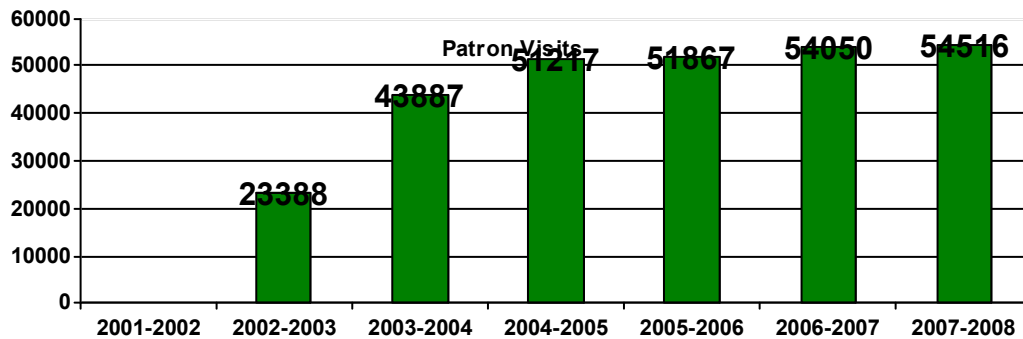
Personnel Changes

Mr. Tom Rink

Tom Rink joined the NSU BA Library staff as the Instruction Librarian and Resource Coordinator for the College of Liberal Arts and Professional Studies on November 1, 2007. In 2007, Tom retired from the Tulsa Police Department after 25 years of public service. During his tenure there, Tom was responsible for establishing the first library for the TPD. Tom holds a Masters in Library and Information Science from the University of Oklahoma, and is especially active on the national level in the Special Libraries Association.

Access Services

One of the issues that the library was concerned about this year was the impact that the move to the new location would have on the number of students and faculty that visit the library. For years, patrons have become accustomed to using the Building A Library facility. The new Building E facility, while convenient, is located out of the normal traffic flow of the campus. Signage across campus has not been updated as of this spring, with the old signage directing patrons to the old facility. While not a perfect scenario, patrons did indeed find their way to Building E and the Library with the help of a great deal of marketing activity by the Library staff. The data reported here is estimated because a new patron counter could not be installed on the main entrance to the Library in time to make an accurate count of patron entrances. As such, data collected on the 2nd floor entrance was used to roughly estimate the number of total patron entrances. A very conservative estimate was calculated that projected that approximately the same number of patrons entered the Library facility this year as last. By the Fall of 2008, an updated system will have been installed that will more accurately monitor patron entrances.



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Patron Count	n/a	23388	43887	51217	51867	54050	54516

Interlibrary Loan Services

Use of NSUBA Library's Interlibrary Loan and Document Delivery services has continued to increase over the past fiscal year. The total number of transactions for the period of July 2007 – June 2008 was 1,613 (787 DD & 826 ILL), which is an 11% increase from the previous year's reported total of 1,455. The number of Document Delivery transactions is down by 102, but it should be noted that time on task for processing those requests is roughly half of that of processing ILL requests. Due to the significant increase in the number of ILL transactions (up 234) this year, the department didn't slow down at all. The increase in ILL activity is partially due to the number of lending transactions nearly doubling (from 53 last year to 98 this year), but more non-returnable borrowing transactions also contributed to the increase significantly (from 246 to 496).

The department continues to bring positive experiences to NSUBA Library patrons, as well as to other libraries. Patrons report that their experience with regard to communication and wait time for items often exceeds their expectations. Numerous comments from patrons praising the professionalism, efficiency and attitude of the departmental staff have been documented. From an email received following service,

Linda and Jamie,

I just wanted to let you know I got the document as you said I would. Also, I wanted to say thank you for the service you provide. Until this semester I had never used the ILL service and had rarely used the NSU library at all. However, I have been 100% happy with the service. You do outstanding work and make life easier for all of us struggling to get research done. Thanks for helping. My perception of the NSU library has changed completely because of the hard work you do and the quick, convenient help you provide.

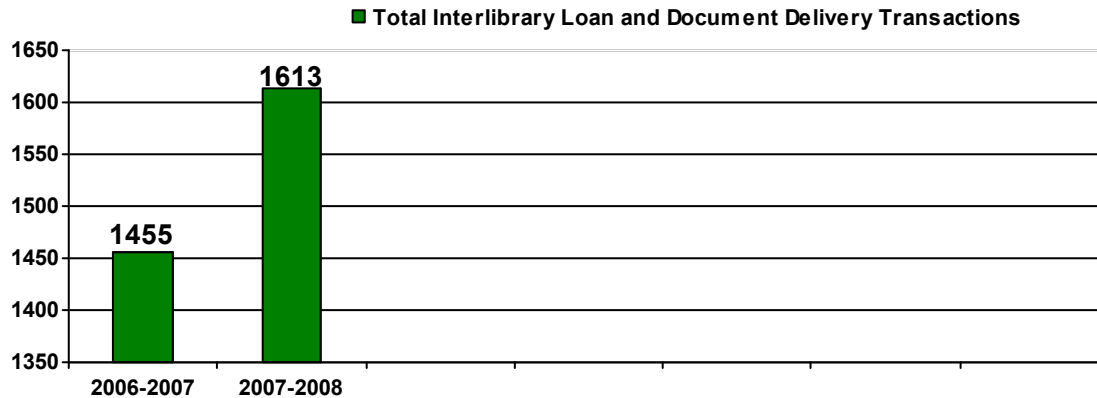
More libraries around the country are noting and taking advantage of the Library's collection of very current monographs. The increase in lending has lead to more reciprocal relationships with libraries outside of the standard regional borrowing groups, thereby increasing the department's ability to obtain requested items for our patrons for no additional fee.

In January, staffing situations in the library required that the day to day hands-on activities of the department be primarily carried out by Linda Summers, the Library Technician III; previously, responsibility for daily operations had been shared by her and Jamie Holmes, the librarian supervising the department. Ms. Summers successfully revised processes to further improve the department's efficiency. Improvements in the organization of the work area and changes in some procedures resulted in a more streamlined process, with less waste of time and resources.

Both Holmes and Summers attended a session at the Oklahoma Library Association Annual Conference entitled, "ILLiad: Up Close and Personal," and came away with a better understanding of how the system can work to produce valuable reports that could inform decisions regarding budgeting and collection development, just to name a few. They also took away many ideas for further improving the online forms and the system interface itself, and they plan to implement those before and during the fall 2008 semester.

	Year	
	2006-07	2007-08
Document Delivery Returnables (Books, videos, etc.)		
Total Borrowed	495	450
Total Lent	51	35
 Document Delivery Non-returnables (articles, etc.)		
Total Borrowed	342	302
Total Lent	1	0

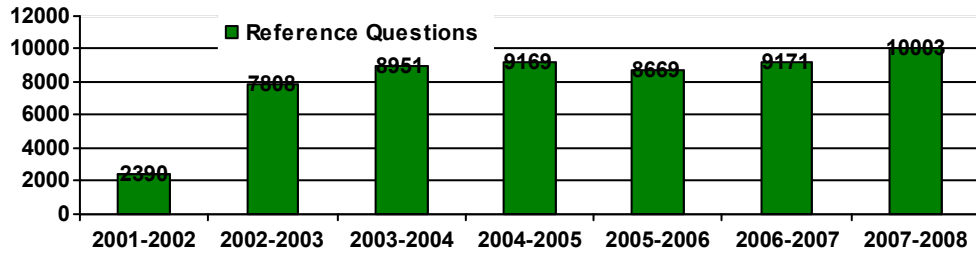
Document Delivery Total (including Unfilled)	889	787
Interlibrary Loan Returnables (Books, videos, etc.)		
Total Borrowed	267	232
Total Lent	45	85
Interlibrary Loan Non-returnables (articles, etc.)		
Total Borrowed	246	496
Total Lent	8	13
ILL Total (including unfilled)	566	826
Total ILL and Doc. Delivery Trans. (includes unfilled)	1455	1613



Reference Services

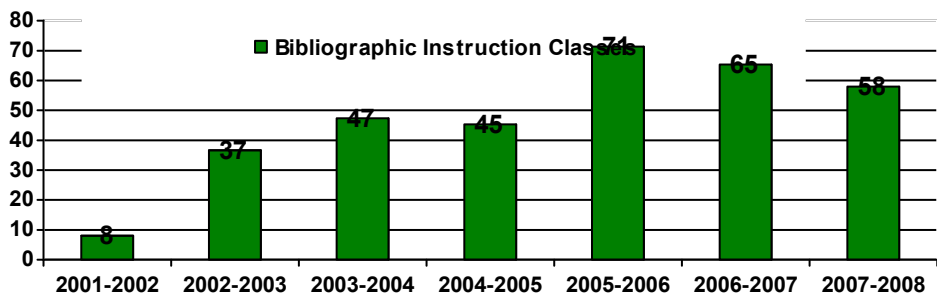
The number of recorded patron usages of the Reference desk reached an all time high this year. The new record slightly exceeded 10,000 usages of Reference Services this year for the first time. Tom Rink reworked the Reference statistics collection sheets to better document the types of questions and assistance help patrons ask for. The new data will help the library understand the type of information patrons need as well as the staffing levels needed to fulfill service needs throughout the day, evening, and work week.

Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Reference Questions	2390	7808	8951	9169	8669	9171	10003

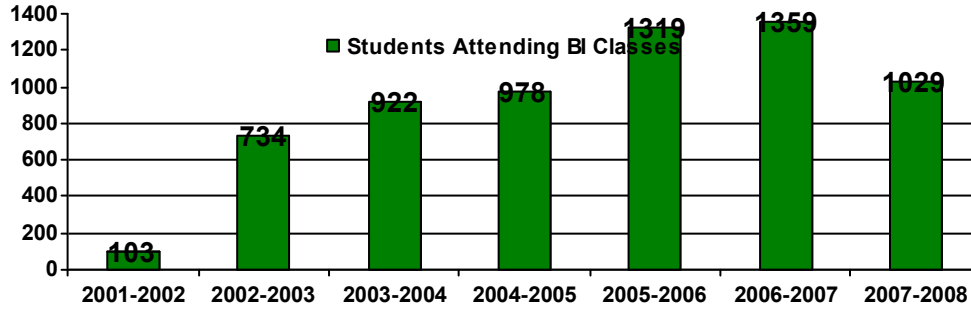


NSU BA Library Education

Over the past year, both the number of instruction sessions offered and the number of students attending library instruction classes in Broken Arrow declined. Because library instruction is such a critical component of the mission of the Library, we will be looking for ways to increase our performance in this area over the next year. One potential reason the numbers showed declines this past year, was the impact of reduced NSU BA library faculty at critical times during the fall 2007 and spring 2008 semesters. Throughout the year, the Library was short at least one library faculty member to address the instruction needs of the NSU BA departments. Lacking sufficient staffing, the numbers of library instruction classes offered and the number of students exposed to instruction classes declined. Hopefully, full staffing for the NSU BA Library will be forthcoming early in the fall 2008 semester, and the instruction numbers should improve over the next year.



Year	2001-02	2002-20	2003-04	2004-05	2005-06	2006-07	2007-08
Instruction Classes	8	37	47	45	71	65	58



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-2008
Students attend.	103	734	922	978	1319	1359	1029

Instruction Sessions NSU BA Library 2007-2008

June, 2007

Mon, June 4

LIBM 5013 (Pamela Louderback)

9:00 am-10:00 am, 20 students

Tue, Jun 5

LIBM 5413 (Pamela Louderback)

2:45 pm-4:00 pm, 20 students

Wed, June 6

READ 5113, Elias (Tom Messner)

11:00am-12:00pm, 4 students

Thurs, June 7

Ed. Research, Cronk (Jamie Holmes)

1:30pm-4:20pm, 5 students

LIBM 5413, (Jamie Holmes)

9:00am-11:40am, 5 students

Wed, June 13

LIBM 5013, (Jamie Holmes)

9:00am-10:00am, 7 students

Early Childhood Ed., Da Ros Voseles, (Tom Messner)

10:30am-11:00 am, 7 students

Wed, Jun 20
Dr. Morgan-PSYCH 5283 (Tom Messner)
4:30pm – 5:30pm, 30 students

Wed, June 27
Longacre, TCC Comp 1, (Jamie Holmes)
7:30pm-8:50pm, 9 students

August, 2007

Wed, Aug 15,
Morgan/PSYC 3233/(Pamela Louderback)
12:15pm – 1:15pm, 17 students

Thu, Aug 16
McDowell Cell Biology/(Tom Messner)
9:30am – 10:30am, 22 students

Thu, Aug 16
McDowell/Cell Biology/(Tom Messner)
11:30am – 12:30pm, 22 students

Thu, Aug 16
Cassity/EDUC5143/(Jamie Holmes)
8:30pm – 9:30pm, 13 students

Tue, Aug 21
Fillmore/ECED 5903/(Jamie Holmes)
8:30pm – 9:30pm, 10 students

Wed, Aug 22
Swanson/Reading/(Tom Messner)
10:30am – 11:30am, 22

Wed, Aug 22
Dr. Woods/Medical Microbiology/(Tom Messner)
3:30pm – 4:30pm, 25 students

Thu, Aug 23
Bentley/ENG 5033/ (Pamela Louderback)
4:30pm – 5:30pm, 13 students

Mon, Aug 27
Robe/ACCT 3123/(Tom Messner)
2pm – 3pm, 21 students

Tue, Aug 28
Swanson/Reading/(Tom Messner)
10:30am – 11:30am, 24 students

Tue, Aug 28
Swanson/Reading/(Tom Messner)
3pm – 4pm, 24 students

Wed, Aug 29
ECED4313 Legnon/(Jamie Holmes)
4:30pm – 6:00pm, 25 students

September, 2007

Wed, Sep 5
Rabe/Cont. Bus. Analysis/ACCT 3123/(Tom Messner)
5:30pm – 6:30pm, 36 students

Wed, Sep 5
Kwok/FIN 3326/Investments/(Tom Messner)
6:55pm – 7:55pm, 20 students

Thu, Sep 6
Voseles/CRJ 3413/(Pamela Louderback)
7:20pm – 9:20pm, 17 students

Mon, Sep 10
ECED4313 Legnon/(Jamie Holmes)
9:00am – 10:30am, 20 students

Wed, Sep 12
LIBM4023 Muret/ (Jamie Holmes)
4:30pm – 6:00pm, 19 students

Mon, Sep 17
ELED 4323-Adair/(Jamie Holmes)
10:00am – 11:40am, 28 students

EDUC 5103-Watson/(Jamie Holmes)
4:30pm – 7:0pm, 22 students

Thu, Sep 20
ECED4113/Eaton/(Jamie Holmes)

4:30pm – 7:00pm, 10 students

Thu, Sep 27

SOWK 4613/Guess/(Pamela Louderback)

4:30pm – 6:00pm, 28 students

October, 2007

Mon, Oct 8

PSYC5003/L Sanders/(Jamie Holmes)

4:30pm – 7:00pm, 12 students

Wed, Oct 10

LIBM5513 /Kymes/(Jamie Holmes)

4:30pm – 7:00pm, 8 students

Thu, Oct 11

Kasty France/COMP2/TCC/(Tom Messner)

10:30am – 12:00pm, 10 students

Tue, Oct 16

PSYC4223/Sanders, /(Jamie Holmes)

7:30pm – 10:00pm, 20 students

Wed, Oct 24

ELED 4323/ Holcomb/ (Jamie Holmes)

14 Students

November, 2007

Wed, Nov 28,

SOWK 4313 Summers, (Tom Messner and Pamela Louderback)

9:00am – 11:40am, 22 students

SOWK 4313 Summers, (Tom Messner and Pamela Louderback)

4:30pm- 7:10pm, 15 students

January

Thu Jan 10

Dr. Gordon, Tax Class (Tom Messner)

E110 6:30pm – 8pm, 20 Students

Dr. Gordon, Tax Class (Tom Messner)

E110 8:30pm – 10:30pm, 20 Students

Mon Jan 14

Dr. Gordon, Tax Class (Tom Messner)

E110 12:30pm – 2:30pm, 20 Students

Tue Jan 15

BIOL3124, McDowell (Tom Rink)

E110 4pm – 5:30pm, 24 students

BIOL3124, McDowell (Tom Rink)

6pm – 7:30pm 24 students

Wed Jan 16

EDUC5143/Cassity/BI (Jamie Holmes)

E110 6pm – 7:30pm, 4 students

Tue Jan 22

ECED4313/Legnon/BI (Jamie Holmes)

E110 1pm – 3pm

Developing Early Childhood Programs - 18 students

Mon Jan 28

PSYC5023/Sanders,K./BI (Jamie Holmes)

E110 4:30pm – 6pm, 16 students

Thu Jan 31

Walden/Business Policy/BI/(Tom Messner)

E110 5:30pm – 7pm 26 students

EDUC5103-Watson/Fries-BI (Jamie Holmes)

E110 7pm – 10pm BI for Ed Research (online tutorial) 12 students

February, 2008

Mon Feb 4

CRJ 5413 Legal Analysis -David Madden/ (Pamela Louderback)

E110 4:30pm – 6pm, 25 students

Tue Feb 5

READ4043/Swanson/BI (Jamie Holmes)

E110 3pm – 4pm, 20 students

Thu Feb 7

Robe/ Contemporary Business Analysis/ (Tom Messner)

E110 7pm – 9pm, 35 students

Mon Feb 11

READ4043/Swanson/BI (Jamie Holmes)

E110 3pm – 4pm, 14 students

Wed Feb 13

Graden Napier - Debate Team

E110 9am – 2pm

Basic research techniques - how to use the databases, etc /9 students

Tue Feb 19

ENGL 3083 Dr. Bentley, Technical Writing, (Tom Rink)

E110 1pm – 2:30pm, 11 Students

Crockett/ Business Strategy BI/(Tom Messner)

E110 5:30pm – 8:30pm, 20 students

March, 2008

Mon Mar 10

PSYC4223/Sanders,L./BI (Jamie Holmes)

4:30pm – 7pm, 18 students

Thu Mar 13

Orientation, tour, and BI for TCC Adjunct (COMP 2) (Tom Rink)

9am – 10:30am, 9 students

Mon Mar 24

Social Work Policy Julie Summers/BI/ (Tom Rink)

9am – 12pm, 26 students

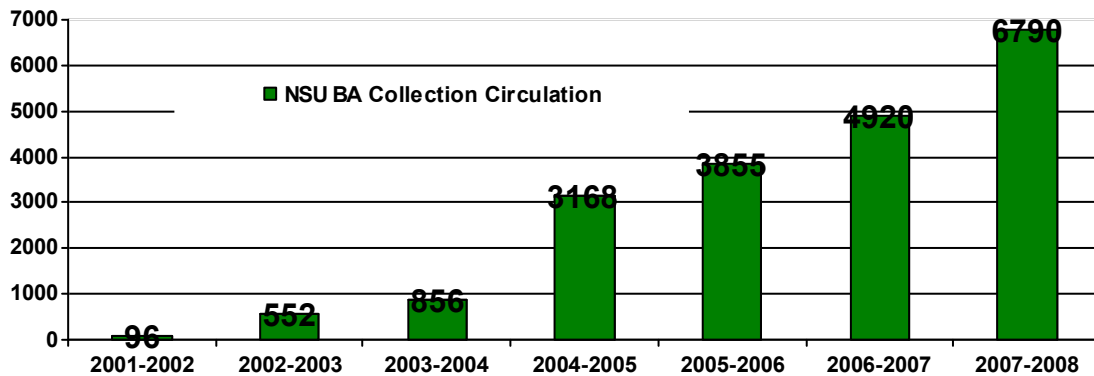
Fri Mar 28

ELED4323/Legnon/BI (Jamie Holmes)

E110 10am – 11:30 am, 12 students

NSU BA Library Circulation

The need for print library books and media resources continues to grow in spite of a common misguided belief that the end of the print book is just around the corner. I am happy to report that the number of “circulations” of library materials jumped dramatically this year to a record 6790 items. That level is roughly two items per enrolled student on the NSU BA campus. Wide availability of online resources is absolutely vital to fulfill the research needs of our students and faculty. Even so, print and physical media materials will continue to be required resources well into the distant future. The Library must find ways to ensure that the information resources our students and faculty want and need are acquired regardless of format.



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
BA Circulation	96	552	856	3168	3855	4920	6790

NSU BA Technical Services Activities

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. Cataloging tasks are central to service provision for the NSU Library and community.

Cataloging Department Personnel:

Pamela Louderback was the Cataloging Department supervisor, and Zac Thorp served as Technical Services assistant providing support in pre-order searching of gifts and adding second copy materials onto III. Processing of materials was performed by three student workers and one institutional student employee. This sole institutional student position was recently upgraded to a part-time employee status.

Goals for 2007/2008:

1. Increase cataloging output. *(2007/08)*
2. Improve maintenance/organization of collection, primarily of Y Collection. *(2007/08)*
3. Enhance/develop collection through gift acquisition *(2007/08)*

The first goal was met primarily through cataloging of multiple-item sets. Cataloging decreased during the second half of the year due to my assuming responsibility for library operations in the absence of the Director. The second goal, of improving the maintenance/organization of the overall collection was met, due, in part, to the addition of two additional student workers during the spring 2008 semester. Stacks maintenance schedules for all students were produced. The third goal, to enhance/develop the collection through gift acquisition, was met due to the receipt of three significant gifts. One substantial gift consisted of 302 Gale reference publications valued at over \$40,000. Two additional gifts consisted of American Indian materials including over 400 books and 50 multimedia/audiovisual items.

Monographic Cataloging:

Monographic production for Broken Arrow was 300; six approval titles were cataloged. Monographic production by JVL for Broken Arrow was 936.

Curriculum Materials:

Curriculum materials for the Broken Arrow campus were cataloged by Pamela; 24 titles were cataloged, with 149 print and multimedia volumes/pieces. Curriculum materials production by JVL for the Broken Arrow campus was 82 titles, with 569 print volumes.

AV/Music:

One DVD was cataloged for Broken Arrow. An additional 73 A V items were cataloged by JVL for Broken Arrow.

Serials:

A total of 32 serial titles and 8 periodical titles were added to Broken Arrow; JVL produced 76 serials titles for Broken Arrow.

Y Collection:

Five items were cataloged at Broken Arrow. An additional 216 were cataloged by JVL staff for Broken Arrow.

Broken Arrow Cataloging:

Pamela Louderback did approximately 32% of the Broken Arrow cataloging. The rest of the Broken Arrow cataloging was done on the Tahlequah campus by Jenifer, Jeanne, Donna, Jackie, Lou Ann, Harriett, and Linda. 1,096 new titles were added for Broken Arrow this year.

Processing:

1,035 new items were labeled and processed for Broken Arrow. Processing of selected materials that needed new labels and/or new jacket covers was also performed on a regular basis.

Projects:

The Curriculum Materials section was enhanced to incorporate relocation and re-labeling of oversized materials to a newly constructed Oversized area.

The department continued to design public book displays. Past displays included: banned books, materials on African-American themes, materials on American Indian themes, and Pulitzer Prize winners. Current display: Staff picks.

Summary of Cataloging Totals and Statistics (BA):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Pamela, Jenifer, Donna, Jeanne, Jackie, Lou Ann, Samantha	638
Curriculum materials	Pamela, Jenifer	82
Y Collection	Pamela, Jenifer, Jeanne, Lou Ann, Jackie	216
Serials & Periodicals	Pamela, Harriett, Jeanne	84
AV (other than music)	Pamela, Jackie, Jenifer	52
Music	Linda	1
Maps/Globes	Jackie	1
Machine readable	Pamela, Jenifer	20
Original	Jackie	1

NSU BA Technical Services Goals for 2008/2009:

The Cataloging Department goal for 2008/2009 is to eliminate current backlogs, with special emphasis on:

1. D. Agent and R. Hail American Indian gift
(*Summer 2008-Fall 2008; goal of 15 titles per month*)
2. Oklahoma Geological Survey bulletins (*Spring 2009; goal of 15 titles per month*)

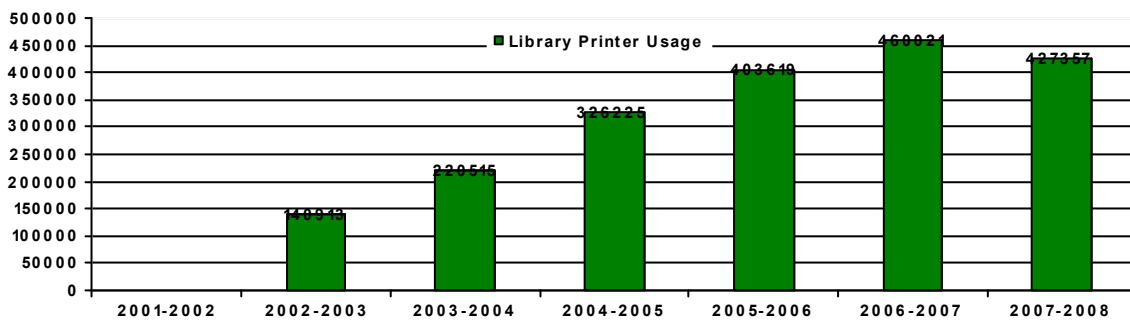
3. Curriculum Materials OSU-Tulsa gift (*Fall 2008*)

Additional Cataloging Department goals for 2008/2009 include:

4. Develop student manual (*Fall 2008*)
5. Create student training modules (*Fall 2008-Spring 2009*)

NSU BA Library Printing

Printing within the Library experienced the first year over year decline which was a bit surprising. The drop off in total printed pages was less than ten percent and was like due to increased offerings of computer lab space on campus. Building G was added this past year and houses two very large open computer labs for student use. Another likely reason the page counts were slightly lower may have been early problems with the new Library print server which prevented widespread printing last summer. We do expect that printing within the Library will increase slightly over the next twelve months as the Library systems become wider known, and more reliable.



Year	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Printer Usage	na	140913	220515	326225	403619	460021	427357

Conclusion

The 2007-2008 academic year brought tremendous change to the NSU- BA with the opening of the new Building E facility in May 2007. The past year has been filled with a tremendous amount of activity and energy. The NSU BA faculty and staff have outperformed themselves again by fulfilling their personal duties and responsibilities and at the same time covering a continued shortage of staff. Most the fall 2007, the Library worked to cover an empty instruction librarian position, and throughout the spring 2008, the staff covered reference and other scheduled duties for Tom Messner as he spread his activities between campuses as the Interim Director of Libraries. We hope to see the NSU BA Library back to a full staffing level this fall with added student worker availability to cover increased service demand. We truly appreciate the dedication of the great NSU BA Library faculty and staff who go above and beyond the call of duty every day.

Most of the construction and installation activities that were not completed before the new facility open in May 2007 have now been completed. Only a few building/install projects remain and those should be completed this fall. The budgetary outlook for the coming year is cloudy at best. The library will likely continue to experience limited budgets and at the same time see increased costs for standard operating expenses. We will have to be even more conservative in our expenditures to be sure that we place our scarce resources in areas that have the greatest positive impact on the services and resources that we provide and our students and faculty need.

The instruction staff will continue to upgrade and explore new methods of ensuring that our students become “information literate” before they graduate. The Library’s role in the provision of information literacy instruction will take on a greater role as we go forward and address our national educational standards.

In assessing our activities and services from the data we collect and report, the major trends generally indicate a continuous increase in the demand for, and provision of, Library services. Areas that have not increased will be reviewed to better understand why increases that were expected were not attained. We will review these results and make changes to ensure that we are growing in the areas that best meet our patron needs. 2007-2008 was a historic year for the NSU BA Library and the faculty and staff looks forward to meeting the exciting opportunities and challenges that lay before us all.

Tom Messner
NSU BA Library Director

Status of 2007- 2008 Library Goals and Objectives

Status of Library Goals and Objectives for 2007-2008	<u>No Progress</u>	<u>Ongoing</u>	<u>Completed</u>
The library intends to pursue the following new goals and objectives.			
<p><u>Goal:</u> Use the new Library to maximum capacity.</p> <p><u>Objective:</u> Create an updated marketing plan for the library.</p> <p><u>Objective:</u> Promote library resources, services, programs at a greater level.</p>		x x	
<p><u>Goal:</u> Train and integrate new Tech III.</p> <p><u>Objective:</u> Work with the current library staff to train the new Tech III (Zack Thorp).</p>		x	
<p><u>Goal:</u> Explore avenues to enhance library resource collections</p> <p><u>Objective:</u> Work closely with the State Textbook depositories such as JVL and OSU Tulsa to enhance the Curriculum collection.</p> <p><u>Objective:</u> Look at ways to provide faster/better/ easier access to online resources we already subscribe to.</p> <p><u>Objective:</u> Work with the NSU Foundation Center to establish a NSU BA Library endowment/ support account in conjunction with the NSU/Oklahoma Centennial.</p>		x x	x
<p><u>Goal:</u> Increase communication and cooperation with other campus departments.</p> <p><u>Objective:</u> Work with all the various constituents to bring the Writing Center to Building E to cooperate in providing services and share facilities.</p>	x		
<p><u>Goal:</u> Totally revise current library web page.</p> <p><u>Objective:</u> Design and develop a new main library webpage that more closely integrates with JVL .</p> <p><u>Objective:</u> Design, develop, and publish secondary resource pages and place them on the main library server.</p>		x	x
<p><u>Goal:</u> Explore and evaluate feasibility of adding new library services.</p> <p><u>Objective:</u> Explore the possibility of cooperatively instituting a new Adult literacy program in Broken Arrow in conjunction with the Reading Department.</p> <p><u>Objective:</u> Explore external funding opportunities to finance additional programming.</p>	x	x	
<p><u>Goal:</u> Explore feasibility of digital library initiatives.</p> <p><u>Objective:</u> Evaluate potential for digital scanning, archiving, and publication of unique NSU resources.</p>		x	

New/ Updated Library Goals and Objectives 2008- 2009

Library Goals and Objectives for 2008-2009	<u>No Progress</u>	<u>Ongoing</u>	<u>Completed</u>
<p>The library intends to pursue the following new goals and objectives.</p> <p><u>Goal:</u> Work with all campuses to develop and new Strategic Plan for the NSU Libraries. <u>Objective:</u> Update the strategic plan for the NSU BA Library.</p> <p><u>Goal:</u> Use the new Library to maximum capacity. <u>Objective:</u> Create an updated marketing plan for the library. <u>Objective:</u> Promote library resources, services, programs at a greater level by Utilizing new displays and new campus TV.</p> <p><u>Goal:</u> Maintain full staffing for BA Library. <u>Objective:</u> Return to full staffing of Faculty, staff, and student workers.</p> <p><u>Goal:</u> Explore avenues to enhance library resource collections <u>Objective:</u> Look at ways to provide faster/better/ easier access to online resources we already subscribe to. <u>Objective:</u> Work with the new Development Committee and NSU Foundation Center to establish a NSU BA Library endowment/ support account in conjunction with the NSU/Oklahoma Centennial.</p> <p><u>Goal:</u> Increase communication and cooperation with other campus departments. <u>Objective:</u> Work with all the various constituents to bring the Writing Center to Building E to cooperate in providing services and share facilities. <u>Objective:</u> Work with the Center for Teaching and Learning to expand their presence in Building E.</p> <p><u>Goal:</u> Totally revise current library web page. <u>Objective:</u> Design, develop, and publish secondary resource pages and place them on the main library server in an organized file structure.</p> <p><u>Goal:</u> Explore and evaluate feasibility of adding new library services. <u>Objective:</u> Explore the possibility of cooperatively instituting program in Broken Arrow in conjunction with other NSU Departments. <u>Objective:</u> Explore external funding opportunities with the new Development Committee to finance additional programming.</p> <p><u>Goal:</u> Explore feasibility of digital library initiatives. <u>Objective:</u> Evaluate potential for digital scanning, archiving, and publication of unique NSU resources.</p>			

Muskogee Campus Library Report
by Ben Etemad

In 2007-2008, the NSU Muskogee Campus Library provided optimal access to information resources and comprehensive information literacy for students, faculty, and staff in spite of a limited budget. We worked closely with other campus libraries and departments to plan, implement, coordinate, and evaluate library programs, services, and shared resources.

In order to provide the library with appropriate hardware and software technologies for access to information resources, we purchased one new IBM computer. This computer is installed at the reference desk for staff usage. Also, we replaced our public access computer with a faster computer. This year we got two laptops for our staff and faculty usage.

Access to e-Books, e-Journals, and other online sources not only saves time and money, but also provides material access to all of NSU patrons, 24 hours per day, seven days a week, at any location. We helped and advised our patrons in using online sources and other library materials. This year we cancelled several periodical subscriptions in Muskogee, and they were replaced by online databases. We also transferred several education journals and videotapes to the Broken Arrow Campus Library. Also, we purchased several books, videotapes, and CD's for our collection. Those books, videotapes, and CD's were cataloged and processed at the John Vaughan Library, Tahlequah Campus.

As usual, document delivery and ILL services were provided to our Muskogee Campus patrons from the John Vaughan and Broken Arrow Libraries. Also, we provided document delivery and ILL services to other campuses' patrons. ILL/Document Delivery services show improvement, compared to previous years, because of our improvement in campus mail services and implementation of electronic delivery (ILLiad).

This year we offered several library instruction classes to our students and instructors at NSU Muskogee. Instructors and students were very supportive and thankful to us for offering such useful classes. We also worked individually with students, staff, and faculty.

Every semester we put instructors' materials on reserve for students who are taking classes with those instructors. This year, as usual, we removed and added more materials to our reserve collection.

**Northeastern State University
John Vaughan Library
Central Technical Services
Annual Report
2007/2008**

Central Technical Services in the John Vaughan Library continues to provide excellence in serving the information needs of the library by ordering and receiving material, cataloging material, and maintaining databases and collections for the NSU Libraries. Through regular workflow and special projects, Technical Services provided excellent services this year.

Personnel:

A library objective is to develop library faculty and staff capabilities. Fay Simms retired in October 2007 and Jose Cadengo was hired to fill her position in December. His training has taken place throughout the year. A number of other Technical Services employees received additional training during the year. In the fall, Technical Services reviewed job descriptions and shifted some responsibilities in order to use the skills of Samantha Clifford who finished her MLS degree from OU in May 2008. Samantha was given Fay's hours on the Reference Desk. These revised job descriptions were developed as a regular review and were then used in the spring for the Interim Director. Technical Services regularly revises job descriptions in the fall.

Supplies and Equipment:

As usual, Technical Services took a conservative approach to ordering equipment and supplies. We usually replace two PCs each year, however, this year we received five new computers from a group of computers received by the library. This leaves the Director's PC for replacement next year. We also ordered plain targets and barcodes. Each of these supplies had not been ordered for several years. The barcodes were needed to support our special project. A replacement for our all in one printer is needed for next year.

Special Projects:

Oklahoma Documents

The Oklahoma documents cataloging project was finished in June 2007. A total of 5,062 titles were cataloged and 963 titles were setup for issue check-in during the three years of the project. All the project participants in Technical Services were treated to a Sodexo catered meal at the Alumni Center upon completion of the project. It was a pleasant lunch and a nice end to a challenging project.

Videx Conversion to Millennium Project

The major project for the year was the conversion of in-house usage counting from the Videx wand (in use since about 1987) to the Millennium library system. Procedures were planned during the summer of 2007. A meeting was held with Access Services to talk about remaining problems and questions. After this meeting, a plan was developed for attacking the major components of the conversion project. A four phase project was planned. Previous conversion projects have taken years to accomplish, but the groundwork for this project had been in place for many years. Bound periodicals had been barcoded in 2001/2002 and the microfilm boxes

had barcodes attached by students in advance of this project from 2002-2004. Technical Services formed three teams of two and a project manager. Linda prepared each section's records in advance for the barcoding teams using some time saving features offered by the Millennium system. Teams consisted of Elizabeth Hamilton and Donna Ford (assisted by Fay Simms and Jose Cadengo), Jenifer Rogers and Samantha Clifford, and Lou Ann Rhea and Jeanne Pry. The newspaper microfilm area was started in October 2007 and finished by December. The group celebrated this halfway mark with a bowling party.

The teams then started on the periodical microfilm area. This larger group of materials was completed in March 2008. A total of 26,378 microfilm boxes had item records built on the Millennium system. Teams then barcoded bound Government periodicals and started barcoding loose issues of magazines on second floor. At the same time, our check-in student, Ashley Orr, began adding barcodes to all newly received periodical issues. The third phase of the project, loose issues on second floor, finished in late May, a little behind schedule. A total of 7,518 loose issues were barcoded during this time. Linda then made a Rolodex file of barcodes for 1st floor titles. A final meeting with Access Services was held on June 3, 2008 and plans were made to take care of a few titles and the newspapers on second floor.

Access Services began using Millennium for all in-house use counts starting in June 2008. Collection Maintenance and Technical Services provided excellent services for the Library and completed a project that will free up large amounts of time spent by Renée Johnson managing Videx counts from an Access database. This project provided a system that will be consistent for training students to record use of materials in the same way on two floors of the library and eliminates a separately maintained database.

Acquisition Department:

Acquisitions is responsible for obtaining materials for the libraries and efficient record-keeping. Obtaining materials consists of ordering, receiving and claiming items for the library collections. Efficient record-keeping includes the expertise of establishing and maintaining accounts as well as furnishing information about library material purchases to the information seeker. Providing optimal access to information resources for allotted budget is the main function of Acquisitions. Acquisitions faced many unique challenges this year on the way to providing the library with excellent information services. Some of the challenges faced during the year included ordering \$16,000 in firm orders at the end of the year which delayed closing the fiscal year to mid-October. This delay further delayed ordering for the 07/08 fiscal year. Changes from the Business Office made keeping track of expenditures this year a challenge. Changes in the credit card, the need for purchase orders for all orders, and a change in coding for electronic databases caused headaches throughout the year. Despite these apparent setbacks and perennial late ordering by some fund areas, Acquisitions managed to encumber and expend funds in a timely manner.

Firm orders by Campus:

	Ordered	Received
Broken Arrow	283	269
Muskogee	72	68
Tahlequah	1,706	1,670
Totals	2,061	2,007

These totals are an increase over last year's total of 1,737. In addition, Acquisitions received 192 books through approval plans, prepared lists for the annual serials review, ordered new databases in the spring, received gifts (55% increase over last year), sent claims for missing materials and ordered missing issues for binding.

Materials Budget

Type of material	Allocation
JVL paper subscriptions	\$203,917
JVL electronic subscriptions	\$374,028
JVL microform subscriptions	\$23,055
JVL firm orders	\$65,000
JVL approvals	\$10,000
Total	\$676,000
BA subscriptions	\$30,473
BA firm orders	\$11,527
Total	\$42,000
Special funds	\$19,353

Acquisitions objectives for next year include setting up additional licenses for electronic journals through EJS and finding replacements for missing periodical issues dating from 1994-1998. Acquisitions ordered more material this year than last year despite challenges and changes in the system. Next year the biggest challenge may be in coding each invoice for the new budget codes based on retention and tangibility.

Cataloging Department:

Cataloging is responsible for providing bibliographic control and organization; for processing of library material; and for maintaining bibliographic control and organization of library materials in collections and databases. Providing bibliographic control and organization of library materials includes the technical evaluation, manipulation, or creation of information according to national and local library guidelines and procedures. Processing of library materials includes physical preparation of items for use and circulation. Maintaining bibliographic control and organization of library materials includes the monitoring and updating of database information to keep it current and consistent. These activities support the sharing of our database with national networks for the global information seeker.

Service to the NSU Libraries and community was key to the Cataloging Department's activities this year. The Department provided a high level of service to the libraries by making rush cataloging requests a high priority and by completing several projects. Jenifer, Jeanne, Lou Ann and Samantha received additional training in cataloging this year.

Cataloging was productive in all areas and formats. Monographic cataloging was up this year over last year by 8%. Other cataloging formats remained the same or slightly lower. The entire

Library electronic cataloging record database was removed and replaced by an up to date set of records in December 2007. An emphasis on rush cataloging and processing delivered 112 items to different requestors. 33% of these rush items were for the BA campus.

In Broken Arrow, Pamela did approximately 32% of the Broken Arrow cataloging; the rest was done on the Tahlequah campus. Most Broken Arrow production numbers were down from last year.

Objectives for next year include working on backlogs of materials in various formats. Each group set measurable objectives for SPC Symposium videos, Oklahoma documents, Periodicals/Serials, Music, AV and original cataloging. These are ambitious objectives, however, because there is no large scale project planned for next year, these objectives are achievable.

Cataloging production by format and location:

<i>Type of Material</i>	<i>Participants</i>	<i>Number</i>
Monographs (approval, firm, curr mats, Ycoll, original)	Lou Ann, Jenifer, Jackie, Donna, Jeanne, Samantha, Linda	3,039
Serials	Harriett, Jeanne	41
Oklahoma Documents	Donna, Linda, Lou Ann	1,721
AV and Music	Jackie, Jenifer, Linda	169
Ebooks/Journals	Linda	35,078
Broken Arrow	Pamela, Jenifer, Donna, Jeanne, Jackie, Lou Ann, Samantha, Harriett, Linda	1,095

Collection Maintenance:

Collection Maintenance is responsible for maintenance of library material and updating, eliminating or correcting bibliographic entities in the library's databases and collections in accordance with the libraries' policies of weeding, inventory, and collection development. Maintenance includes repairing, binding or physical replacement of worn and damaged material. Updating the bibliographic entities includes shelisting and 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 the information seeker.

Collection Maintenance continued to provide excellent services to the library through regular check-in of magazine issues, binding of periodical issues and books, mending worn materials, relocating materials, adding additional copies and volumes, performing inventories of limited retention titles, and withdrawing materials no longer needed in library collections.

New services included barcoding magazine issues at check-in to aid in keeping in-house usage statistics and withdrawing materials from the ongoing Reference and third floor weeding projects.

Objectives for next year include looking for vendors to purchase discarded books, continuing to work on the weeding backlog, and continue to weed the Curriculum Materials area.

Patron Searches in the Library OPAC:

	Jun07	Jul07	Aug07	Sep07	Oct07	Nov07	Dec07	Jan08	Feb08	Mar08	Apr08	May08	Totals
Author	618	17,672	2,914	2,292	2,857	5,184	5,767	9,313	2,651	2,901	2,240	1,981	56,390
Title	2,898	6,362	3,926	6,860	6,126	7,282	2,215	5,913	6,991	4,849	6,977	2,447	62,846
Subject	1,388	16,587	5,428	4,204	5,756	7,340	3,497	5,558	4,377	4,958	5,137	4,860	69,090
Keyword	1,034	2,691	2,786	5,302	3,363	2,777	652	2,049	3,443	2,831	3,896	1,686	32,510
Other	9,904	31,111	15,204	16,213	17,321	20,341	10,429	23,006	14,852	13,274	14,984	11,094	197,733
Total	15,842	74,423	30,258	34,871	35,423	42,924	22,560	45,839	32,314	28,813	33,234	22,068	418,569

Patron searches in the OPAC increased by an average of over 3,400 searches per month for 2007/2008. The most popular search is subject, followed by title, author, and keyword. As with database statistics, a search may retrieve from 0 to thousands of records in response to each search.

Formats in the collections of the NSU Libraries:

	Jun07	Jul07	Aug07	Sep07	Oct07	Nov07	Dec07	Jan08	Feb08	Mar08	Apr08	May08	Totallyr	Total
Print	642	1121	771	869	731	799	474	928	672	654	1180	1645	10486	388,204
Music	1	0	0	4	0	2	8	0	0	0	0	4	19	3,324
Maps	8	13	11	6	5	30	3	13	5	2	4	3	103	3,077
Video	11	1	4	0	3	2	0	0	1	12	2	3	39	2,710
DVD	16	4	10	13	14	1	0	2	12	2	3	21	98	490
SpokenRec	0	0	0	15	3	4	6	13	0	0	1	3	45	460
Music CD	0	0	0	7	0	0	0	0	1	0	0	6	14	1,721
Graphic	3	1	1	0	0	0	1	1	0	0	1	1	9	690
SoundCass	0	0	0	0	0	0	0	0	0	0	0	0	0	3

ComputrFl	1	17	1	1	2	1	0	3	2	0	1	3	32	581
Kit etc.	0	0	1	0	0	0	0	1	3	1	0	2	8	325
Ebooks	1	1	0	0	1	0	0	33,220	0	0	316	13,945	47,484	108,025
Total	642	1158	799	915	759	839	492	34,181	696	671	1508	15,636	58,337	509,671

In addition to these collection statistics by format, the collection contains: monographs=474,117, serials=35,329, 3-D=7, Braille/Large print=56. For the first time, the total number of titles contained in the database of all three libraries exceeds one half million.

The Director of Technical Services was also responsible for the redesign and reorganization of the entire library website in July 2007. She also compiled monthly statistics from the Millennium system and other statistics on demand.

Objectives for next year involve celebrating Technical Services accomplishments throughout the year.

Linda H. West
 Technical Services Director

Acquisitions Annual Report, 2007/08

Department Personnel:

The Acquisitions Department consisted of Harriett Hobbs (Acquisitions Librarian), Samantha Clifford, Donna Ford, Elizabeth Hamilton, Fay Simms (retired October 2007), and Jose Cadengo. Mildred (Millie) Green served as the Acquisitions student assistant for the Fall & Spring semesters. Diane Morgan, Secretary to the Library Director, continued to support Acquisitions through the handling of invoices between the Library and the Business Office.

Budget (Tahlequah & Muskogee campus):

The library materials budget was finalized at \$676,000 for the Tahlequah and Muskogee campuses. The funds came from the two usual sources: initial campus allocation, and library fee money.

The budget was initially divided as shown:

Type of material	Allocation	Campus budget	Library fee
Serials-Continuations, paper	\$ 69,572.00	\$ 86,000.00	
Serials-Continuations, online	\$ 226,297.00	\$ 290,000.00	
Serials-Periodicals, paper	\$ 134,345.00	\$ 154,000.00	
Serials-Periodicals, online	\$ 119,760.00		
Serials-Periodicals, microform	\$ 23,055.00	\$ 7,000.00	18,000.00
Serials-Periodicals, pay-per-view	\$ 27,971.00		43,000.00
Firm orders-books/AV/electronic	\$ 65,000.00		73,000.00
Firm orders-approvals	\$ 10,000.00		5,000.00
Total	\$ 676,000.00	\$ 537,000.00	139,000.00

The Etter and other special funds were pulled down in the spring to add to the carryover from the previous year. These funds were divided as shown to add to the funds available.

Fund	Carryover from fy07	fy08 draw down	Total
Archives	\$2,137.00	\$ 958.00	\$ 3,095.00
Reference	\$3,008.00	\$ 4,747.00	\$ 7,755.00
Special Collections	\$1,890.00	\$ 4,526.00	\$ 6,416.00
General library	\$ 411.00	\$ 0.00	\$ 411.00
Used Book Sale (JVL)	\$ 89.00	\$ 670.00	\$ 759.00
Used Book Sale (BA)	\$ 11.00	\$ 906.00	\$ 917.00
Total	\$7,546.00	\$11,807.00	\$19,353.00

Including Etter and other special funds, the total of funds available for material purchases for the Tahlequah and Muskogee campuses in fy08 reached \$695,353 compared with \$695,550 in fy07. Over 87% of the total library materials budget remains allocated to continuing resources, which continues to be an area of concern. The initial library campus allocation is no longer able to support the Tahlequah campus library's ongoing commitments. Our annual commitments are now over \$139,000 more than the initial campus allocation.

Budget (Broken Arrow campus):

The library materials budget was finalized at \$42,000 for the Broken Arrow campus. The funds came from only the campus allocation.

The budget was initially divided as shown:

Type of material	Allocation	Campus budget
Serials-Continuations, paper	\$ 7,419.00	\$ 10,000.00
Serials-Continuations, online	\$ 4,266.00	
Serials-Periodicals, paper	\$ 18,788.00	\$ 17,000.00
Serials-Periodicals, online		
Serials-Periodicals, microform		
Serials-Periodicals, pay-per-view		
Firm orders-books/AV/electronic	\$ 11,527.00	\$ 15,000.00
Firm orders-approvals		
Total	\$ 42,000.00	\$ 42,000.00

Including the \$917.00 from the Book sale money, the total of all funds available for material purchases for the Broken Arrow campus was \$42,917.00. 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 the increasing number of students with resources.

Millennium Acquisitions module:

We had a problem relating to carry-over money from fy07 this year. In July the Acquisitions Department learned that \$16,000.00 of fy07 money for JVL had never been allocated. Harriett Hobbs and Gary Cheatham used orders which had been submitted as well as selections of core titles to try to spend the remaining money as quickly as possible. Unfortunately, because of the amount of money coupled with a limited choice of vendors, it took until mid-October for all of these orders to be received. Because we are limited to only one active fiscal year on Millennium, we were unable to do our fiscal year roll-over until November. This meant that 177 invoices were passed for payment using a temporary voucher. These invoices were finally entered on Millennium in mid-November. Very few fy08 firm orders were placed prior to the end of November because the Acquisitions Department was concerned about the double work load of entering invoices twice. This does not appear to be a problem for fy09, as the current fy08 budget is very near to being expended as this report is being written.

We continue to have problems with the flow of orders into the Department. While some resource coordinators either submit a large number of orders early in the budget year and others submit orders weekly throughout the year, a few always seem to be submitting all of their requests in the very last few weeks of the year. This causes problems for both Acquisitions and Cataloging when we have ebbs and highs of items being received. It also causes problems in getting the material received within the correct fiscal year. To illustrate, 629 orders were placed between March 1st and April 30th. This represents 31% of the 2007 orders which were placed for the period July 1st to April 30th.

We also had three challenges coming from the University Business Office. We were informed at the beginning of the fiscal year that we could no longer use cash authorities for our smaller vendors. All purchases either had to be on the credit card or have a purchase order established.

This has created quite a challenge for both Harriett Hobbs and Diane Morgan as we have to totally revise how we have been processing invoices the past 30 years. Establishing a base amount for a vendor when we know we will be ordering from them, but without knowing exactly what we will be getting is interesting. Also, now, at the end of the fiscal year, we are trying to estimate what remaining standing orders will be shipped so we can cancel purchase orders and increase others.

The next challenge coming from the Business Office was the switch from a Visa card to a MasterCard account. While the Business Office did not necessarily control the timing of the switch, it came in February while we were placing orders. Unfortunately the switch was complicated by the mis-spelling of the Acquisitions Librarian's name on the card and the failure of the Business Office to increase the card spending level as requested.

The final challenge from the Business Office has been causing stress on Diane Morgan this year and will be interesting to implement next year. This spring the Business Office informed us that we have been coding our invoices incorrectly for many years. They have requested that only permanently retained material should be charged against the library materials budget and all leased material should be charged to the library materials operating budget. This means that most of the \$374,028 shown on the chart above for online and pay-per-view will move to the library materials operating budget for 2009. Unfortunately for Diane, the stress has come from the Business Office moving invoices this year to accounts where they should go next year but without the money moved to cover them this year.

Another challenge this year involved our major subscription vendor. The Dallas branch office of EBSCO was closed June 30, 2007, and our account was transferred to the Denver office. We had been working with the Dallas office for over 20 years and it has been an adjustment period for both the Acquisitions Department and the service representatives in the Denver office. We are still having some issues with layout of invoices and communication with the appropriate person on either end.

Samantha Clifford has continued to post expenses for the operating budget as they occur. As of the middle of June 2008, we have almost \$112,000 in operating expenses on Millennium.

Ordering and receiving:

Firm ordering for fy08 did not begin until late November, after the fiscal year turnover was completed. 331 firm orders were placed June 2007 through October 2007, primarily for fy07 money. Ordering for fy08 began slowly in November and December, but picked up in January through March, with ordering continuing in April to complete the fiscal year. The Etter and other special fund money was not available for budgeting until the end of March when those budgets were set. The number of firm orders placed this year was divided between the 3 campuses:

	Ordered	Received
Broken Arrow	283	269
Muskogee	72	68
Tahlequah	1,706	1,670
Total	2,061	2,007

This was an increase over the 1,737 orders placed for the three campuses in 2006/07. The formats of the orders placed continue to be varied: books (print), CD-ROMs, DVDs, video

recordings (VHS), and sound recordings made up the variety of material. Also the mixture between AV material and books continues to be challenging. Approximately 10% of the orders placed this year were for some type of non-book material. This trend to non-print material continues to have staffing implications for both Acquisitions and Cataloging. Direct online order transmission with Midwest was not implemented in fy08 as originally planned, primarily because of the problems in closing out fy07 and the limited amount of time to place fy08 orders.

Approval plans:

The Blackwell Approval Plan was funded at \$6,957 in fy08. We were still having some problems with the profile at the beginning of the fiscal year, but we are now receiving the books for the authors program for English. The Blackwell program resulted in 172 titles spread over 7 fund codes. The program totaled \$5,200 for fy08.

The Elsevier Butterworth/Heinemann optometry/ophthalmology approval program was funded at \$3,043 for fy08. We received 20 books from this approval program totaling \$2,515.

The two approval programs resulted in 192 titles received compared with 115 titles in 2006/07. Even though the Blackwell plan came in well under the \$6,957 budgeted in fy08, the estimate for the entire year on the program is \$8,000. We still have not had a complete year with all of the Blackwell profile in place. Hopefully, fy09 will be that year, so we will need to look closely at the budget needs for this program.

Annual serials review:

The annual serials review went very smoothly again this year. The lists were distributed in late March to the Resource Coordinators as Excel attachments to e-mails. We are continuing to cancel titles to fund electronic services but the number of cancellations (57) is smaller than last year's 114 titles. Included in the services cancelled were two electronic services which were scaled back. We cancelled IP access to WestLaw, leaving only password access; and we reduced the OCLC ECO pay-per-view budget to \$5,000.00 and added a level of mediation. We also will be adding 8 new titles for the 2008/09 year, 4 of which are electronic.

Pay-per-view:

The OCLC FirstSearch ECO pay-per-view service was fully activated over for the 2007/08 year, and the usage was consistent and reflected other patterns of database usage. During the course of the year, 478 articles were acquired directly by library patrons for a total cost of \$16,579.50. This averages \$34.69 per article. Although the service appears to be a success, the Reference Department has decided to reduce the total budget for this pay-per-view service to \$5,000 for fy09 and to mediate the requests. There was concern over which patrons the service was serving as well as the need to find money to fund other pressing needs. During June 2008, a password will be added to require that patrons interact with a librarian or the document delivery office to receive the requested information.

The Ovid pay-per-view of a limited number of optometry journals continued to show small usage. During 2007/08, three articles were requested for a total of \$117.85, or \$39.28 per article.

Gifts:

A staffing change occurred in Gifts receiving this year. Fay Simms retired in October 2007 and Jose Cadengo joined the staff in December 2007. We have continued to have a steady flow of gift material requiring acknowledgement, and pre-searching. 4,649 items in a variety of formats were received on the Tahlequah campus. This was a 45% increase over the 3,200 items received in 2006/07. Among the gifts received in Tahlequah this year were a large literary collection and a collection of fine art books.

An additional 3,398 items were received by Samantha Clifford as part of the annual curriculum review center deposit. This was a 64% increase over the 2,072 curriculum materials items received last year.

The Broken Arrow campus has continued to acquire gifts as well, with 1,644 items received there. This brings the total for the two campuses to 9,691 items, over twice the 4,458 items received in 2006/07.

Claims:

Claims for subscription items decreased this year as Elizabeth Hamilton has continued to adjust expected dates on check-in cards and has verified the creation of order records. In 2007/08, 501 claims for the Tahlequah campus and 75 claims for the Broken Arrow campus were submitted for a total of 576. This compares to 572 claims which were processed in 2006/07. The biggest problem with claims this year, besides the publishers, was the closing of the Dallas EBSCO office and the transfer to the account to the Denver office. There have been issues in communication from the beginning in July which are still continuing as the new service agents become familiar with our account. As usual, we had problems getting second copies of specific titles for Muskogee, and our new titles which were placed on the EBSCOnet service in November were still in pending status in March. This has drastically delayed the service on titles which should have been shipped in January.

Missing Issues:

Some activity did occur with missing issues this year, although not as much as we had planned. While 185 issues were actually replaced, Harriett Hobbs was not able to make final decisions on the very old missing issues. This had some unfortunate implications for the loose periodical barcoding project which was completed in the late spring of 2008. On the plus side, the project did locate some missing issues in wrong boxes for binding. We did continue to use both USBE and Absolute Backfile Service as well as the EBSCO missing copy bank to replace issues. We spent only \$652.45 on missing issues this year.

Continuations:

Donna Ford is working primarily with Federal and Oklahoma documents. Jeanne Pry is now receiving continuations and passing the invoices back to Acquisitions for payment. Jeanne is handling all of the check-in and routing for continuations and for numbered monographic series. Donna is still handling the un-numbered monographs on standing order. On selected services such as Brookings or the National Bureau of Economic Research, she is creating order records on Millennium, so that the books can go directly to cataloging without going through the t-slip process. So far we have not seen a significant drop in this type of material due to cancellations. However, because of cancellations of six Thomson Gale titles in June 2008, the next fiscal year should show a significant drop in the number of continuation volumes received.

Annual review of web pages:

The annual review of the newspaper web pages was done this year by Millie Green with the changes passed to Linda West for correction on the pages.

Manual pages:

Harriett Hobbs revised a number of Acquisitions pages relating to gift receiving prior to training Jose Cadengo. Most of these pages were not disseminated beyond the Acquisitions team.

Goals for 2008/09

Because we were basically unsuccessful in accomplishing our goals for 2007/08 due to unplanned stresses on the Acquisitions Librarian which impacted her workload, we have re-examined the goals and set better timelines, and plan to involve more team members in the procedures.

1. During the fall semester (Sept/Oct) focus on the licenses for the electronic magazines available through EBSCO's EJS service. Aim for 30 titles enabled each month. Team members involved: Harriett Hobbs and some student help.
2. During the spring semester (Feb/Mar) focus on the periodicals missing issues file, by either finding replacements or making final decisions as to continued retention for the issues dating from 1994-1998. Team members involved: Harriett Hobbs, Elizabeth Hamilton, and some student help.

Cataloging Department Annual Report 2007/2008

Service to the NSU Library and community was key to the Cataloging Department's activities this year. Even though our cataloging production was down from last year's, when we had several categories with the highest or second highest number in the past five or ten years, we still had a busy and productive year. We provided a high level of service to the library by making rush cataloging requests a high priority and by completing several projects, such as the Videx conversion project.

Cataloging Department Personnel:

Jackie Schumaker was the Cataloging Department supervisor, and Jenifer Rogers served as secretary. Other department members were Harriett Hobbs, Linda West, Lou Ann Rhea, Jeanne Pry, and Donna Ford. In addition, Samantha Clifford received some training in cataloging and did a little cataloging for us. Pamela Louderback continued doing some of the Broken Arrow cataloging on that campus. Our processing student this year was Geralynn (Sunshine) Blassingame. We also received some assistance in processing, housing videos, and other tasks from student workers Rikki Warner, Millie Green, and Ashley Orr.

Goals for 2007/2008:

1. Keep current with processing during summer months (processing to be done by Jenifer, Jeanne, Lou Ann and Donna, with possible help from Samantha). *(Summer 2007)*
2. SPC Indian Symposium Videos (2 years: 1991 & 1992) *(Sept.-Oct. 2007 & Feb.-Mar. 2008)*
3. Computer file (CD-ROM) cataloging. Train Jenifer to help with this and reduce backlog. *(Summer 2007-do 15 BA titles; then 5 JVL titles per month)*
4. Curriculum materials. Finish cataloging Arts & Social Studies by Jan. 1, 2008, before we have to start on Reading. *(June-December 2007 – approximately 20 trucks - 1 truck every 5 weeks per cataloger)*
5. Y Collection cataloging.
 - (1) Increase to 720 books per year – 45 books each cataloger every 3 months. *(June 2007-May 2008)*
 - (2) Train Jenifer & Jeanne to catalog biographies. *(Summer or Fall 2007)*

We met our first goal and managed to keep current with processing during the summer months of 2007, without any student help. Our second goal, of cataloging two years of Special Collections Indian Symposium videos, was not met, due, in part, to Jackie being out for over four weeks for surgery during the spring 2008 semester. Our third goal, to train Jenifer in CD-ROM cataloging and reduce the backlog, was partially met. Jenifer received some training in the summer of 2007 and cataloged several CD-ROM titles for Broken Arrow. The only items remaining in that backlog are some problem titles requiring original cataloging. We made good progress on our curriculum materials cataloging goal and began cataloging Reading and Literature in early 2008. We didn't quite meet our goal of cataloging 720 Y Collection books, but we came close, with 652. Jenifer and Jeanne both received training in cataloging Y Collection biographies.

Training:

Jackie was busy with training during the summer and fall of 2007. She began to train Jenifer in computer file (CD-ROM) cataloging and continued Jenifer's video and audio cataloging training. In the spring of 2008 Jenifer also started receiving training in cataloging DVDs. Jenifer and

Jeanne received some training in cataloging Y Collection biographies, and Samantha Clifford received some DLC cataloging training.

Monographic Cataloging:

3,009 new print monographic titles (monographs, curriculum materials, and Y Collection) were produced for the Tahlequah and Muskogee campuses, an increase over last year's total of 2,773. Monographic production for Broken Arrow was 936, considerably lower than last year's total of 1,939.

We continued receiving books on the approval plan. 128 approval titles were cataloged by Samantha, Donna, and Jeanne.

Curriculum Materials:

Curriculum materials for the Tahlequah campus were cataloged by Lou Ann, Jeanne, Donna, Jenifer, and Jackie. We cataloged 197 new titles, with 796 print volumes. Most of the Social Studies and the Arts titles have been cataloged, with a few problem sets still remaining that require Jackie's attention, and we began cataloging Reading and Literature in early 2008.

Curriculum materials for the Broken Arrow campus were cataloged by Jenifer (relocating titles withdrawn from the JVL collection and adding second copies of new titles) and by Pamela. 82 titles were cataloged for Broken Arrow, with 569 print volumes.

AV/Music:

Jackie cataloged DVDs, videos, spoken sound recordings on CD and cassette, and CD-ROMs. Jenifer cataloged videos, spoken sound recordings on CD and cassette, CD-ROMs, and one DVD. Linda cataloged music CDs. Pamela cataloged one DVD for Broken Arrow. 149 AV items were cataloged for Tahlequah and Muskogee and 73 for Broken Arrow, for a total of 222.

Serials:

Harriett, Jeanne, and Pamela cataloged serials and periodicals. 16 new serials titles and 25 new periodicals titles were added for JVL, and 76 serials titles and 8 periodicals titles were added for Broken Arrow.

Y Collection:

Lou Ann, Jenifer, Jeanne, and Jackie cataloged Y Collection books for all three campuses. Samantha cataloged a few JVL Y Collection books. Pamela also cataloged a few for Broken Arrow. 436 new Y Collection titles were cataloged for Tahlequah and Muskogee, and 216 for Broken Arrow.

Original Cataloging:

We weren't able to get as much original cataloging done this year as we usually do. Jackie did 27 titles for Tahlequah and Muskogee and one for Broken Arrow, and Linda did three titles for Tahlequah. Original records were created for 12 curriculum materials titles, 11 monographs, 3 Y Collection books, 3 DVDs, and 2 Oklahoma documents.

Electronic Cataloging:

Linda cataloged electronic resources. For a few years, we have known that we were lacking about 100 catalog records for Ebrary titles. In December 2007, Linda took the semester break to delete all Ebrary records from the catalog, edit a compiled file of records and reload them into the catalog.

Records deleted:	30,449
Records loaded:	35,078
Net gain:	4,629

These totals include one small set of Netlibrary records purchased in January 2008. The total number of electronic books now is 75,241, according to a search of the library catalog. In addition, 1,388 new Serials Solutions titles were added, bringing the total of electronic journal titles cataloged to 13,941. Almost 6,000 additional titles do not have cataloging, and this needs to be addressed in the near future.

Oklahoma Documents Cataloging:

The room-wide retrospective project ended in June 2007. Donna cataloged Oklahoma documents for the year and added the electronic shipping lists to her regular cataloging duties. Jeanne did all the union listing, and Linda did all the revision. We added 1,721 new titles this year: 442 new titles-print (427 monographs and 15 serials); 190 new titles-microfiche (145 monographs and 45 serials); and 27 new titles-AV. There were 1,062 electronic documents from the Oklahoma crossroads project added to the catalog with holdings set on OCLC. We also added 692 volumes and copies.

Rush Cataloging:

This year, for the first time, we began keeping statistics on rush cataloging. The total number of rush items requested and processed for summer 2007, fall 2007, and spring 2008 was 112. Print titles accounted for 39% of the total – 38 monographs, 3 serials, and 3 Y Collection books. The 68 audiovisual titles accounted for 61% of the total. DVDs had the highest number (33), then audio CDs (spoken sound recordings) (27). There were also 3 music CDs, 2 CD-ROMs, one audio cassette, and 2 videos. Three items (two DVDs and one book) required original cataloging. Our goal was to get rush items cataloged, processed, and ready for the requesting patron within 48 hours or less. We usually had them ready within one day, or sometimes, even the same day.

Broken Arrow Cataloging:

Pamela did approximately 32% of the Broken Arrow cataloging on the Broken Arrow campus. The rest of the Broken Arrow cataloging was done on the Tahlequah campus by Jenifer, Jeanne, Donna, Jackie, Lou Ann, Harriett, and Linda. 1,096 new titles were added for Broken Arrow this year.

Processing:

7,042 items were labeled and processed for Tahlequah and Muskogee, and 2,488 items for Broken Arrow. Our processing student was Sunshine Blassingame, and we received some help with processing from several staff members and student workers Rikki Warner and Ashley Orr. Lou Ann selected books from third floor that needed new labels and Y Collection books that needed new labels and/or new jacket covers, and had Sunshine work on those when there wasn't any new processing to do.

Government Publications:

We continued to receive shipping lists and full MARC records from MARCIVE, Inc., which were loaded into Millennium by Linda. Weekly record loads totaled 964. The total number of monthly record loads was 5,598, with 977 overwrites, for an adjusted total of 5,585.

Authorities:

Jackie ran the daily Millennium Headings Report, selected authorities to download, and resolved problems, such as invalid headings, duplicate records, duplicate barcodes, etc. Jenifer printed the report and resolved certain problems during Jackie's absences over the breaks and medical leave. Jackie continued working on updating subject headings and name headings. Jenifer and Samantha assisted with the updated name headings project by printing the weekly reports from

OCLC's web site and searching the names in Millennium. Harriett continued working on her project of cleaning up series in MARC field 410. Jackie, Harriett, Jenifer, and Linda exported authority records, and Jackie, Harriett, and Linda deleted, modified, and created authority records in Millennium. Total authority work for the year was 16,376, an increase over last year's total of 12,024. We downloaded 10,414 authority records from OCLC; modified 2,752 records in Millennium; deleted 3,080 records; and created 130 records. In addition, 4,890 headings were updated in bibliographic records in Millennium as a result of reloading updated name or subject heading authorities.

Projects:

The Oklahoma documents room-wide retrospective project ended in June 2007. Several other room-wide projects were done this year, such as microfilm barcoding and the Videx conversion project. While these were not cataloging projects, they took up some of the catalogers' time.

Summary of Cataloging Totals and Statistics (JVL):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Lou Ann, Jenifer, Jackie, Donna, Jeanne, Samantha	2,376
Curriculum materials	Lou Ann, Jenifer, Jeanne, Donna, Jackie	197
Y Collection	Lou Ann, Jenifer, Jeanne, Jackie, Samantha	436
Serials & Periodicals	Harriett, Jeanne	41
AV (other than music)	Jackie, Jenifer	134
Music	Linda	12
Maps	Linda, Jackie	20
Machine readable	Jackie, Jenifer	3
E-books	Linda	35,078
Original	Jackie, Linda	30
Oklahoma documents	Linda, Donna, Lou Ann	1,721

Summary of Cataloging Totals and Statistics (BA):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Pamela, Jenifer, Donna, Jeanne, Jackie, Lou Ann, Samantha	638
Curriculum materials	Jenifer, Pamela	82
Y Collection	Jenifer, Jeanne, Lou Ann, Pamela, Jackie	216
Serials & Periodicals	Pamela, Harriett, Jeanne	84
AV (other than music)	Jackie, Jenifer, Pamela	52
Music	Linda	1
Maps/Globes	Jackie	1
Machine readable	Jenifer, Pamela	20
Original	Jackie	1

Goals for 2008/2009:

The Cataloging Department goal for 2008/2009 is to eliminate backlogs, with special emphasis on:

1. SPC Indian Symposium videos (*Summer 2008; goal is to do 2-3 years: 1991-1993*)
2. Get caught up on Oklahoma documents cataloging (*Linda: Summer 2008*)
3. Periodicals/Serials cataloging (*Harriett & Jeanne: beginning summer 2008; goal of 15 titles per month*)
4. Music cataloging (*Linda, with help from Jeanne: Fall 2008-Spring 2009; goal of 15 titles per month*)
5. Audiovisual cataloging (videos, DVDs, spoken sound recordings and CD-ROMs) (*Jackie & Jenifer: Fall 2008-Spring 2009; goal of 20 titles per month*)
6. Original cataloging (*Jackie, with help from Lou Ann: Fall 2008-Spring 2009; goal of 5 titles per month*)

Collection Maintenance Annual Report 2007/2008

Collection Maintenance is responsible for maintenance of library material and updating, eliminating or correcting bibliographic entities 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 shelflisting and 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 the information seeker.

Collection Maintenance participated with the rest of central Technical Services in providing excellence in serving the information needs of the library.

Personnel:

Linda West supervises Collection Maintenance activities in Technical Services. Other members of the department are: Elizabeth Hamilton, Lou Ann Rhea, Jeanne Pry, Fay Simms, Jose Cadengo, Samantha Clifford, Donna Ford and Jenifer Rogers. Student assistants were: Ashley Orr (check-in assistant), Sunshine Blassingame (mending), and Rikki Warner (bindery/withdrawn assistant).

Challenges for 2007/2008:

The department began the year with the following challenges:

1. Provide for check-in and processing of newspapers and magazines for the summer of 2007. (Each member of the team will take a day or work with newspapers)
2. Plan the steps needed to convert second floor statistics counts from Videx to Millennium. Write procedures summer 2007. Start a pilot project during August 2007 intersession. Start the project when school starts.
3. Provide summer backup help for deprocessing of withdrawn items and Curriculum Materials for teachers. (Members will volunteer a few hours each month)

Projects:

The major project for the year was the conversion of in-house usage counting from the Videx wand (in use since about 1987) to the Millennium library system. The multi-phase project took the entire year from planning to implementation. Barcoding started in October 2007 and finished in May 2008. Access Services began using Millennium for all in-house use counts starting in June 2008. Collection Maintenance and Technical Services provided excellent services for the Library and completed a project that will free up large amounts of time from Renee Johnson's position previously spent managing Videx counts from an Access database.

Oklahoma Documents Check-in:

Along with cataloging and barcoding of materials, Donna and Linda setup check-in for currently received Oklahoma Document serials. A total of 63 holdings records for currently received serials were setup this year. This brings the total of currently received Oklahoma documents on Millennium to 963. A larger portion of each shipment can now be checked without further handling. Also, the completion of the project saved time with current shipments by eliminating a step in the process.

Check-in:

Ashley Orr returned in the fall as the check-in student. She was also available for summer 2008. She also pulled newspapers on a regular basis and had time to help with other work in the department. Jeanne handled the check-in and processing of newspapers during the year and instead of dividing check-in duties during summer 2007, Jeanne checked in all periodicals. Ashley's help during the summer of 2008 will be beneficial in getting current issues to the shelf without additional personnel time in Technical Services. In March of 2008, Ashley began barcoding all issues as received at check-in. This process has gone smoothly, but adds a small amount of time to check-in.

Samantha checked in loose-leaf services for the year. Jeanne checked-in continuations and also passed invoices for payment during the year. Total items checked in were **15,837**: 6,713 newspapers; 7,992 magazines; 701 loose-leaves; 431 continuations. The total was down slightly from last year as we see the cancellations of both periodicals and loose-leaves beginning to lessen the work load. Jeanne solved 1,311 check-in problems. The increase in problems solved relates to barcoding issues which we started this year.

Bindery:

Elizabeth continued to handle bindery shipments during the year with the help of student assistant Rikki Warner. Bindery has decreased this year, due to the increase of more electronic titles purchased. Bindery is still on a revolving 3 week cycle. Current bindery is still with HF Group (which used to be Heckman) of Indiana. HF still delivers our orders by van from Tyler, Texas. At one point in the year we had a series of problems with missing books from shipments. Our reluctance to pay invoices which contained charges for missing books put us in an adversarial relationship with our binder. A series of unpleasant customer service exchanges made us believe that we would have to find a new bindery mid-year. However, a manager from the company helped to solve the problems and our relationship with the company is better. Next year (spring 2009) will be the time to re-bid our three year bindery contract.

A total of 1,086 periodicals were sent this year as compared to 1,267 the previous year. Broken Arrow had sent 121 volumes this year, as compared to 249 last year. JVL sent 965 this year, as compared to 1,018 from last year. JVL's last shipment was sent using BA funds. Next year will see another 2% increase in charges for binding all materials.

For new paperback books or donated books sent to the bindery a total of 1,013 was sent this year as compared to 968 last year. Broken Arrow sent 123 new or donated books this year, as compared to 293 books last year. JVL sent 890 this year, as compared to 675 last year.

Damaged or Rebinds sent this year was 75 as compared to 53 last year.

Mending:

Lou Ann with the help of student assistant Sunshine Blassingame, contributed in the mending area this year. 288 items were mended this year, this was almost half the number handled last year. The decline can be tied to the fact that many Y Collection books received jackets the previous year. This number included books from 3rd floor that needed mending which Lou Ann and Sunshine pulled off shelves when time was available.

Withdrawing:

Fay withdrew materials until her retirement in September. Jose Cadengo was hired in December to take her place. He first received training in gift pre-searching and delayed withdrawn training for a few months. He has worked on the Reference area weeding project and will begin to work on backlogs in the next year. Linda, Jeanne, Jenifer and Donna assisted with withdrawing and

relocating items pulled from Reference in July 2007. The Reference department then began a project to weed one to two book trucks per month from third floor shelves. This weeding project is a backlog that we will address next year. A total of 2,641 items were withdrawn, an increase over last year. Withdrawals this year included 515 Curriculum materials.

The annual textbook give-away was held in November 2007 in room 219. Donna and Samantha took on the responsibility of organizing the room and sending out the letters after Fay retired. It was not as well attended this year, with 24 teachers from 15 public schools arriving and taking material. We again offered access to the materials for NSU faculty the week before the public teacher scheduled time and home schoolers the week after. Several faculty purchased materials.

Relocations, Added volumes and copies:

Jenifer and Jeanne relocated 1,766 items this year which included Reference collection weeded items sent to Main collection. There were 159 monographic copies and 163 volumes (not including curriculum materials) added to the collection and 17 monographic copies and 84 volumes for Broken Arrow. Jenifer relocated 48 curriculum material sets to Broken Arrow. Linda and Harriett delivered a van full of large kits to the BA campus in November 2007. Tom and Pam transported many items during the year as well.

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. She also revised all Oklahoma document trucks and setup check-in for new Federal documents. Lou Ann revised microfilm shipments throughout the year.

Limited Retention Inventories:

The JVL limited retention inventory was done in March 2008. Teams who participated were: Lou Ann and Jeanne, Elizabeth and Jenifer, Samantha and Jose. Samantha and Jose did the vertical file inventory. Linda and Donna did the government publications inventory. This will be the last year that we can just recycle or send issues to USBE without deleting item records first. Next year we will need revised procedures and the inventories will take more time. Broken Arrow was not inventoried during the fiscal year as we cleaned the shelves in May of 2007 before the move to the new building and will return to our regular schedule in August 2008. The Muskogee limited retention inventory was done on May 20, 2007. Participants were: Linda, Jeanne, Elizabeth, and Jose. Linda followed up both projects by withdrawing titles no longer being received.

Broken Arrow:

Broken Arrow check-in statistics included 2,034 newspapers; 1,363 magazines; 0 loose-leaves; and 10 continuations, for a total of **3,407**. 231 check-in problems were solved. 245 items were sent to the bindery for Broken Arrow. This was another large decrease over last year as we have caught up with binding back issues.

Challenges:

Collection Maintenance faced several challenges this year as we continued to provide excellent services to the library. Relations with our commercial binder, adding barcoding of new periodical issues to our processes and taking the time to complete a major project have been some of the different aspects of this year. Some backlogs remain from the weeding project, however, with a new employee who has now been trained and is performing well; this should not be a problem for long.

Goals for 2008/2009:

1. Explore vendors for discarded books. Send bids if necessary and obtain the best solution that reduces the need to recycle books and also is minimum work for the library. (Linda and Jose, Summer 2008)
2. Withdraw books from the third floor weeding project backlog. Work on one to two book trucks per month. (Jose and Linda)
3. Weed older materials from Curriculum Materials. Work 1-2 hours per week starting summer 2008. Prepare for fall 2008 teacher event. (Jose, Linda and Rikki)
4. Sponsor a cleaning day for Technical Services. September 2008.

Linda West
Dept. Head

Technical Support Department Report
by Darren Tobey

The Technology Support Department has experienced a number of changes in the last year. Darren Tobey graduated with an MLIS from OU in December of 2007. He was promoted to Director of Library Systems Services and took charge of the department. Kathleen McCay, part-time Technology Support staff, graduated from NSU with a Master's Degree in Communication. Rickey Ray is also working toward completion of his Bachelor's degree from NSU. Greg Kelley, Technical Support student assistant also graduated in May. The department started with four institutional students. Budgetary concerns kept the department from rehiring two institutional positions when the positions were vacated. After graduation, the department was left with only two student workers, Randy Boucher and Kyle Dougherty. There were 87 work orders turned in to MSC for various computer related problems. There were 279 recorded entries in the activity log for the year. The activity log is a record of the work performed by the department. However, not every item has been logged. In the future we hope to train everyone in the department to make sure and log any worked done so we can keep statistical information on completed tasks. There were several projects that took many hours to complete this year. Steve Henzig, worked for us during the fall semester of 2007 and rebuilt the backup server configurations and also did documentation for the backup. Greg Kelley reworked the public copier/scanner setup and documentation of procedures for future use. Technology support students consisted of Steve Henzig (Summer/Fall), Greg Kelley (Summer/Fall/Spring), Randy Boucher (Summer/Fall/Spring), and Kyle Dougherty (Summer/Fall/Spring). At the end of the year, Technology Support consisted of Darren Tobey, full-time librarian, Rickey Ray and Dana Letts, full-time staff, Kathleen McCay, part-time staff, and Randy Boucher and Kyle Dougherty, institutional students.

During the past year, many computers have been replaced. The first project was adding 10 new computer workstations and four reappropriated computers to public areas on the second floor. In previous years at certain times of the semester, we would have student usage overflow and were in desperate need of more workstations. With these additions, more students will be able to find open workstations.

This year also saw the update of both library computer labs. The computers in both Lab 105 and Lab 118A were replaced. Twenty workstations were replaced in Lab 105 in the fall semester with added benefit of new flat screen monitors at each workstation. Twenty-eight workstations and one instructor station in Lab 118A were replaced in the spring. Workstation furniture in Lab 118A prevented upgrades in monitors because the furniture was built for larger CRT monitors to be installed in a sunk and slant position for better ergonomics.

During May, Library Technology Fee money was spent to buy nine computers for public areas. Technology Fee money is earmarked for student use or directly related to student use. Eight of the computers went to the public area on second floor. Six computers replaced older computers that had been installed the previous summer and two new workstations were added. The ninth computer was placed in the Reserve area as a secondary CD-Rom computer. This computer contains databases and information that are running from CD-Rom rather than online databases. These machines also have additional capabilities for printing and scanning. Twelve other computers that were bought last year were placed in areas that would not qualify for Technical Fee money computers. Two laptops were added to the Muskogee library inventory as

laptops that can be checked out by faculty. After the addition of the new computers, 66 older computers were removed from service and slated for surplus. At a cost of \$70 per computer for a maintenance agreement, removal of these computers will save \$4620 in next year's budget. The John Vaughan Library added 17 public workstations, Broken Arrow added one workstation, and Muskogee added two laptops for availability. As a result, 82 new computers were added to the inventory: 20 in Lab 105, 29 in Lab 118A, 16 on the 2nd floor public area, 14 in non-public areas, 2 laptops in Muskogee, and 1 in the CD-Rom area.

The tutorial team began the year finishing the BSOL tutorials that had been ongoing during the spring and interim of last year. The final tutorial was a NetLibrary tutorial that was completed the summer of 2007. During the summer, there were many tutorials that were started and production was either cancelled or put on hold until further notice. One tutorial that was finished which was independent from the BSOL tutorials was a business tutorial dealing with Industrial Serial Class Codes. The team worked on quiz material for LIBM 4611 as well as the beginnings of a restructuring of the entire class. After the fall semester, the team looked for direction from both the Interim Director as well as a newly formed Library Instruction group. The team would like to make sure that their productions support what the librarians are doing and that the librarians support what the team is doing. There was a construction of a new Government Publications tutorial. The team worked in cooperation with Susan Woitte and created an initial tutorial that works in addition to the present tutorial. The new material could probably be seen as a prequel to the tutorial already in existence. Toward the end of the year, preparations were being made to rework tutorials for Nursing in time for evaluations of the Nursing program during the Fall of 2008.

For the next year, Technical Support is looking forward to a new networking setup with our servers. We are also looking forward to working with the librarians to provide tutorials that will support their instruction as well as enhance our understanding of new technological advances in tutorial creation.

On a personal note, I would like to thank Rickey Ray for his continued work in making the department as productive and vital as it has been over the years since he was first put in charge of the department. As I take on new responsibilities in the department, I feel that credit should be given where credit is due. Rickey has had a knack for finding some very computer savvy students to work in the department. He fostered an atmosphere in which students were allowed to suggest new ideas and tinker with those ideas to come up with innovative tools that benefit the library as a whole. Rickey has built a reporting system and established a good working communication partnership with Computing & Telecommunications. Rickey has done a great job in making the department what it is and I hope in taking over, I can continue building on his success.

University Archives Annual Report 2007/2008
by Vickie Sheffler

This fiscal year the University Archives [including records management and genealogy areas] served 1,622 patrons who used 1,688 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, three part-time student assistants and two volunteers from the Indian Territory Genealogical & Historical Society for seven hours per week fall semester and four hours per week spring semester.

One of the student assistants, Brenda Cochran, had been working for 29 hours per week. However, she graduated in December of 2007 in Graphic Arts and Photography. She had mainly been scanning and restoring THE NORTHEASTERN newspapers for preservation purposes. In addition, she had been working very closely with Dr. Brad Agnew for materials for his history of Northeastern book. Due to her expertise and the continuing need for graphic assistance, Ms. Cochran was retained at 29 hours per week as a part-time assistant following graduation. The Library continued her minimum-wage salary as it had been as a student assistant; as she was a professional, an additional salary was supplied through Centennial funding for the remainder of the term. Her dedication and skills have been largely responsible for the enormous materials production from the University Archives this term. She was also essential in keeping the Archives going when Ms. Sheffler was out of the office during most of May with eye surgery.

University Archives staff produced 11,298 scans, most of which were for the Archives project to digitize THE NORTHEASTERN newspaper. The project was begun in 2005/06 as a preservation effort for the brittle materials. That same term, Dr. Brad Agnew began researching materials for his history of Northeastern book for a Centennial project. Dr. Agnew frequently called upon Archives staff for further extensive research in the records. During the spring term, he and/or at least one of his 12 history students worked in Archives nearly daily. Planning also began on a major scanning project—the 1847 and 1888 time capsules. Ms. Sheffler took the 100 items from the time capsules to the Oklahoma Historical Society in the Capitol Complex in Oklahoma City. Its professional microfilmmers reproduced every page of the capsules on three reels of microfilm for preservation purposes. It is the intent of the University Archives to scan the microfilm into computer files. This can be done using the new microfilm reader/printer/scanner purchased for Special Collections a few years ago. Linda West, Director of Technical Services, will then work the data into a system by which the entire contents of the capsules will be placed online. We hope to complete this prior to the end of the Centennial.

This term, 35.51 cubic feet of materials [32.51 cu' archival and 3 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. An interesting accession was a large box of aperture cards from the Physical Plant. These cards were microfilms of blueprints for various buildings on campus. They had been put on a computer and the original cards were sent to University Archives.

In addition, the Archives staff also provided hundreds of photographic scans to the publisher of the Centennial photographic coffee-table book. The staff also provided research and/or scans for the following University departments or individuals this fiscal year: AAUW, Admissions & Records, Alumni Association, Art Department, Athletic Department, Budget Office, Career Services, Center for Tribal Studies, Cherokee Language Program, College of Education, College of Optometry, College Strategies, Descendants of the Seminarians, Graduate College, Housing, Human Resources, Library-Tahlequah (Circulation, Director's Office, Special Collections, Technical Services), Library-Broken Arrow, Loan Office, Music Department, Northeastern Activities Board, Northeastern State University Foundation, Office of THE NORTHEASTERN, Office of the President, Office of the Academic Vice President, Office of the Vice President for Administration, Physical Plant, Residents Hall Association, Security, Sequoyah Institute, Speech & Hearing Program, Student Affairs, Student Financial Services, and Student Health Services.

Public Relations requested assistance on 71 occasions regarding many projects with extensive research for the Statue Committee, the Centennial book, Seminary Hall murals and time capsules, Rosamund House, Cherokee National Female Seminary, as well as many photographs for various publications. University Archives also assisted with the three retirement receptions and the dinner for President Larry and Pam Williams at the office of Attorney General Drew Edmondson in Oklahoma City, the Broken Arrow campus, the Muskogee campus and the Tahlequah dinner.

The University Archives provided nearly four gigabytes of files to Harry Oosahwee and his Cherokee Language program. These files were scanned from documents printed and/or written in Cherokee and found in the 1847 and 1888 Seminary Hall time capsules.

The Archives also provided 75 yearbook photographs for the 30-year employees during Employee Appreciation Week— Dawn Cain, Martha Caughman, Jim Davis, Diane Morgan and Stanley Schaffler. These computer files were then given to Linda West who used them to produce memory books for the honorees as she has been doing for many years.

The Archives prepared 32 photographs and various other research materials to the graduate students from University of Oklahoma's Urban Design Studio which had been asked to prepare an analysis of NSU's campus layout and create suggestions for revisions for the main entrance of the campus. The group requested information on the history of NSU and requested photographs of the past and present campus layout and buildings.

One collection was withdrawn from the University Archives. In 1981 George Garrett had donated a scrapbook of newspaper clippings and other documents from his experience on staff during the Nazi War Crimes trial at Nuremburg, Germany. Mr. Garrett requested that his collection be deaccessioned in order that he could donate it to a museum which specializes in World War II Germany materials. Mr. Garrett very kindly allowed us to scan his entire collection – 423 files at 2.91 gigabytes, so that we still retain the information found within the collection in computer files.

A second collection was withdrawn from the John Vaughan Library – the Rogers film collection. In 1979, Dr. Charles Rogers donated an extensive collection of 16-mm films which he had collected to Northeastern. He had specific requirements as to the storage and use of the films in order to preserve them. No film could be shown more than one time per year, etc. For many years, the films were shown free of charge in the library on a weekly basis. As the years passed, the films were not shown as frequently and it was discontinued completely. Since then, the equipment required for showing the films has deteriorated and been surplussed. Ms. Sheffler discovered that a similar situation had existed at University of Central Oklahoma in Edmond. They had found a closet of very old silent films and, due to lack of equipment and facilities, had donated them to the new Oklahoma City Art Museum. The Museum has hired a film archivist to preserve its film collection. It also has state-of-the-art equipment to show films and a renovated, classic theater to show them in. Ms. Sheffler then recommended transferring the Rogers film collection to the Art Museum. In the meantime, Dr. Rogers had developed Alzheimer's disease. We contacted his caretaker-his ex-wife, and asked her to talk to him about the idea. She agreed that it was a good idea in order to preserve the films to transfer them to the Art Museum, and that he was incapable of a decision, but that we had her approval. Dr. Rogers has since died. Half of the Rogers Film Collection was transferred to the Oklahoma City Museum of Art on December 18, 2007. The remainder will be transferred early this fall. Brian Hearn, Film Archivist at the museum, has agreed to follow Dr. Rogers's wishes regarding the preservation and care of the film collection.

Other external patrons for whom graphics, presentations, interviews and/or research were prepared included the following: Cherokee Nation, approximately 35 photographs; Keetoowah Society, 28 photographs; Jack Dobbins; Elwin Fite; Hastings Hospital; Libraries: Ardmore Public Library; Mid-Continent Public Library, Independence, MO; Muskogee Public Library; Talbot Library, Colcord, OK; Barbara McAlister, Cherokee Opera Mezzo-Soprano; Murrell Home; NDN Art Gallery; National Historic Preservation Records Commission; Oklahoma City Zoo; Oklahoma Museum of Higher Education; Oklahoma Historical Society; Tahlequah City Cemetery Office; Tahlequah Chamber of Commerce; Tahlequah City Hospital; Tahlequah Daily Press; Tahlequah Lumber; Tahlequah Public Works Authority. The researchers also included two film crews working on documentaries, two authors, and two Cherokee artists.

Various Archives database indexes were updated: the minutes of the Board of Regents of Oklahoma Colleges, Cherokee National Male and Female Students, and the Graduate College master's papers.

User Services Annual Report

Northeastern State University

John Vaughan Library

2007-2008

User Services Program Mission

User Services is responsible for developing a library materials collection, assisting in its use, and providing access to comprehensive library resources and services. The first responsibility involves defining and creating a collection of materials for the library in support of instructional, research, and services programs of the university. The second responsibility involves helping people use library materials through instruction in their use, research assistance, circulation of materials, and public relations. The third responsibility involves providing the means to access the world's recorded knowledge through cooperative library endeavors and external resources.

Personnel Changes

This year saw several transitions for User Services personnel. In the fall semester two responsibility shifts took place when Emily Z. Brown became the Access Services Librarian and Peggy Kaney became the Director of User Services. Fay Simms retired in the fall as Reference Technician. At the beginning of fall semester a third part-time position was added to Access Services, and it was filled with the return of Rachel Whitaker. At the end of the semester, we said good-bye to another of our part-time employees, Jamie West, but the position was refilled at the beginning of spring semester by Jaquetta Shade. Also in the spring, Samantha Clifford took on part-time duties as a Reference Technician in addition to her responsibilities in Technical Services.

Special Projects

User Services continues to assess and refine services in order to provide the best public service possible. In addition to the ongoing patron service activities in Access Services, Government Documents, Reference/Resource Coordination, and Special Collections, several special projects were continued, initiated, or completed this year. Full reports from each of the departments and committees are included later in this report, but a few highlights are provided here.

- **“Just Ask” campaign**—*in an effort to increase the visibility of services in the John Vaughan Library, a series of items were created with a similar look and message of “Just Ask.” Nametags, informational bookmarks, signs and shelf labels were created over the course of the year. A special push was made at the beginning of each semester*

for User Services staff and student workers to wear nametags that said “Ask Me!” Anecdotal evidence suggests that some patrons were encouraged to ask a question in response to this prompt!

- **Scholastic book fairs**—*two fairs were held this year, adding a total of 299 books to the Y Collection. The entire library supported the fairs through organizing, setting up, staffing the fair, and cleaning up. The fairs provide a significant portion of the new materials added to the Y Collection.*
- **User Services Committees**—*four new committees were formed this year and began their work in spring semester: Collection Development, Disability Services, Instruction, and Public Relations. Some of their activities included exploring budget allocation methods, assessing and responding to disability related needs, revamping library tutorials, and supporting the library environmental initiative as well as creating a pleasure reading display.*
- **Web 2.0 at the library**—*various means of exploring new ways of communicating and providing service include the use of blogs and wikis for internal communication as well as the initiation of an instant messaging reference service during fall semester.*
- **JVL First floor rearrangements**—*an extended browsing area was created by relocating the index area. Additional shelving has been ordered to replace older browsing and newspaper shelving. Due to the popularity of the browsing area, discussions are underway regarding the placement of browsing titles as well as considering adding either new titles or existing titles from 2nd floor.*
- **Library Instruction**—*a major overhaul of LIBM 4611 was undertaken in the spring semester, and revisions are still planned for fall 2008 to add additional interaction and activities. A face-to-face library component was also added back in to College Strategies with approximately thirty-five sections taught in the fall and six sections in the spring.*
- **Adaptive Technology workstation**—*a collaborative request between Student Affairs and the NSU Library was funded, providing an adaptive workstation housed at the John Vaughan Library. This station will allow more options for students with technological accommodation needs.*

User Services Department Goals for 2008-2009

Access Services:

Circulation:

- Continue with shifting project on second floor.

- Continue with shifting projects on third floor.
- Continue with shelf-reading on third floor.
- Continue with shelf-reading on second floor.
- Continue to develop student training, cross-training and instruction.

InterLibrary Loan/Document Delivery:

- Continued implementation of electronic lending procedures via email & Odyssey
- Ongoing intra-area training sessions
- Review and update ILL/DD policies & procedures, and create ILL/DD procedural handbook.
- Review information-gathering and reporting procedures
- Review and assess ILL/DD trends using annual and monthly reports
- Enlist assistance from Technology Support with ILLiad system functions such as auto-updates to OCLC and clearing PDF server to ensure maximum functionality
- Update ILL/DD web pages
- Evaluate ILL/DD spatial considerations for area workflow, interdepartmental functionality, and patron service and accessibility
- Publicize ILL/DD services

Reserve:

- Strive for consistency of policies between campuses
- Overview and revision of all policies and procedures
- Work to create an updated Access Services handbook and student worker handbook
- Ongoing clearing of unused reserve items stored in the area
- Promotion of electronic reserves
- Re-evaluating space needs of Reserve and shifting of AV materials
- Incorporating the new adaptive work station into the library
- Providing training to library personnel on the new adaptive workstation

Government Documents:

- Facilitate a government workshop in September on “Child Data” resources
- Identify new avenues for publicizing Government Document resources both on campus and off campus
- Support library instruction with Government Document resources

Reference/Resource Coordination:

- Continue ongoing review and assessment of reference services with the possibility of incorporating roving reference librarians or increasing off-site reference assistance
- Continue developing and publicizing IM reference, consider ways to increase visibility on the Library’s web site such as placement of IM button on front page

- Continue the third floor weeding project
- Add new shelving to the browsing area, adjust newspaper, periodical and phone book displays
- Consider showcasing additional resources such as popular reading materials
- Review new approaches to reference services, such as roving librarians and going to other buildings to offer reference assistance.

Special Collections:

- Continue to collect, organize, and preserve materials on American Indian history and culture
- Continue to collect organize and preserve materials on Oklahoma history
- Continue to provide specialized reference services related to the materials in Special Collections

User Services Committee Goals:

Collection Development:

- Continue working to develop an allocation system for firm order budgets
- Continue strengthening communication between all three NSU library sites regarding collection development
- Consider a division of funds for Broken Arrow library

Disability Services Committee:

- Developing and implementing a training program for library faculty and staff for the accessible workstation
- Assessing disability needs throughout the library in terms of ADA compliance
- Soliciting student input on current library resources and services as well as ideas for future changes
- Provide recommendations for improvement of accessible library resources and services

Instruction Committee:

- Address current instruction needs by providing an introduction to a broad range of products and services
- Explore creative ways to instruct incorporating more “hands-on”
- Maintain flexibility by staying current on instruction delivery methods
- Pursue training on presentation of concepts
- Provide additional outreach to faculty
- Conduct a needs assessment including surveys to identify best practices
- Outline a vision for information literacy instruction

- Continue to develop LIBM 4611 as an online course, incorporating additional interaction and active learning opportunities

Public Relations Committee:

- Move towards environmentally friendly practices through the “Going Green at the Library” campaign
- Develop and maintain summer pleasure reading display
- Coordinate PR among all three campuses to promote library resources and services
- Support library personnel in offering pertinent training and workshops to encourage use of library resources and services
- Develop relationships with other organizations, departments and individuals who are in the position to assist with promoting library resources and services.

Access Services Departmental Overview

- Access Services welcomed a new Access Services Librarian: Emily Z. Brown serves as the Access Services Librarian for the John Vaughan Library in Tahlequah. Ms. Brown took over the responsibility of Access Services Librarian for Peggy Kaney. Ms. Kaney has been promoted to User Services Director for the John Vaughan Library.
- Access Services welcomed two new part-time employees: Rachel Whitaker was welcomed back to the library family. Rachel serves as part of the team of Evening Access Services Supervisors, managing both the areas of Circulation and Reserve. Access Services also welcomed Jaquetta Shade as another part of the team of Evening Access Services Supervisors. Jaquetta is also responsible for managing Circulation and Reserves.
- The Department of Access Services requested training from the Campus Police about what to do in case of an emergency akin to the tragedy at Virginia Tech. Chief Vernon gave a presentation for the entire library spelling out our responsibilities and duties in the face of threat and natural disaster.
- Access Services continued its effort towards a complete and comprehensive training program for all students within the department. Cross training and partnership have been emphasized in order to create a library with fewer boundaries between each

responsibility center of Circulation, Reserve and Interlibrary Loan and Document Delivery. Also, we anticipate working closely with the Reference Department in order to ensure that Reference questions are diverted to the sitting Librarian.

- The Library Café remains a popular destination for students and faculty alike. Additional menu items have been added, and sales are up about 5% over the previous year.
- Reserve continues to promote the use of e-reserves through Millennium.
- Interlibrary Loan and Document Delivery is moving towards the use of electronic delivery using Odyssey. Currently loans, when possible, are delivered electronically via email. The goal remains utilizing Odyssey to move to a model of electronic delivery.
- Continuing in the style of the “Just Ask” campaign new signs have been created for the end of each stack on each of the three floors of the library. The signs bring a cohesive and stylish air to the library collection. In addition to the stack signs, tent cards in the same style have been distributed advising students not to leave their items unattended, thus leaving them vulnerable to theft.
- Third floor shelf reading duties have been split up among the supervisors- each retaining responsibility for a range of books. Students will be given a rotation throughout the floor, so that they shelf read a different range every month.
- A new Adaptive Technology work station has been added to the libraries services thanks to the efforts of Brande Flack and Peggy Kaney. The new workstation provides services to aid the hearing and vision impaired. We look forward to giving the student body everything that they need to succeed.
- An Access Services Blog has been created for internal communication. The blog is used to post absences, meetings, and general information that would be needed across the hours that the library is open. The Blog has seen great success and is used heavily to communicate.
- The Circulation Department added a laptop computer for count-use on the second and third floors. The laptop has been loaded with Millennium.

- Procedures are being compiled in order to create a complete and comprehensive Access Services Manual. Currently, no such document exists. The goal is to create a document that will allow any member of the department to do another's job if required by reading the manual. This will be optimal in the occasion of sickness or absence.
- The Department of Access Services is excited to be the creator of "Greening Between the Lines," a library wide initiative to promote and serve while protecting and conserving the environment. Greening Between the Lines is still in its infancy, but we are excited to move forward while concentrating on conservation.
- Job descriptions for the entire department have been updated according to University standards. The descriptions have been distributed to both the staff of Access Services and to the Department of Human Resources.
- Interlibrary Loan and Document Delivery is currently identifying and correcting problems that exist within the ILLiad web page. In conjunction with Broken Arrow, we are working to create a more user-friendly web interface for our patrons.
- The Department of Access Services is currently identifying hourly needs in anticipation of a possible extension of library operation hours. In addition to this, the Department is also identifying the pros and cons of consolidating the department into one geographical area. Both of these items are important to the future of the department, and we are currently ensuring that we are well prepared for any eventuality.
- The Department of Access Services has made the switch to nfocus for our hourly time keeping needs. We are addressing problems and reporting them as they arise.
- The role of Night Supervisor has been solidified and included in the job description for the evening ILL/DD Co-Coordinator. It is important to have a key person in charge in the evening, and that responsibility has been given to Donna Graham. All employees will continue reporting to Emily Z. Brown, but Ms. Graham will ensure the seamless operation of the library during evening and weekend hours.
- Statistics in each unit of Access Services have been evaluated. The result was a

statistics sheet to be used across all units of the Department. This will be useful in making sure that all areas are keeping similar statistics when reasonable.

- The entire Department has been asked to update their phone messages to reflect current titles and positions within the library.
- New business cards have been received for the full time employees of the department of Access Services. In addition to these personalized cards, a departmental card for Interlibrary Loan and Document Delivery has been created.

Access Services--Circulation/Library Café Annual Report

Circulation Department

This last year Circulation has been exceptionally busy due to the library café, increased amounts of work on the floor with count using materials, videxing on 2nd floor, and maintaining the floors through shelf-reading a various projects, such as shifting. Among other duties, student assistants filled in and helped out in other departments, assisting patrons, shelving materials on 2nd and 3rd floor, renewing checked out material, answering countless phone calls, directing patrons to various places in the library and on campus. Circulation also said “good-bye” to Jamie West in October, but welcomed Jaquetta Shade (a then current student assistant) as the new part-time staff employee.

Statistics for circulation in all areas were as follows:

Check-out 07/08:

<u>Patron Type</u>	<u>Total</u>
Faculty/Staff	3,908
Family of Faculty/Staff	195
Graduate	1,901
Library Staff	2,121
Professional Courtesy	103
Special Borrower	1,288
Undergraduate	21,220

<u>Item Type</u>	<u>Total</u>
Audio	529
Map	6

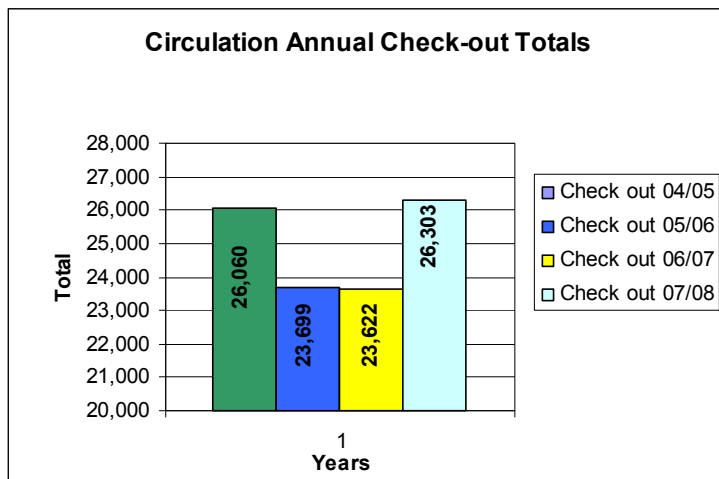
Microform	5
Non-Circulating	298
Other Media	309
Print	23,138
Score	322

Location **Total**

Curriculum Materials	2,105
Curriculum Material Oversize	408
Government Publications	227
Government Publications Microforms	0

Location Cont. **Total**

Main Collection	11,265
Microforms	4
Oklahoma Documents	13
Oklahoma Documents Microfiche	1
Periodicals	8
Reference	34
Ready Reference	5
Storage Materials	0
Youth Collection	4,141

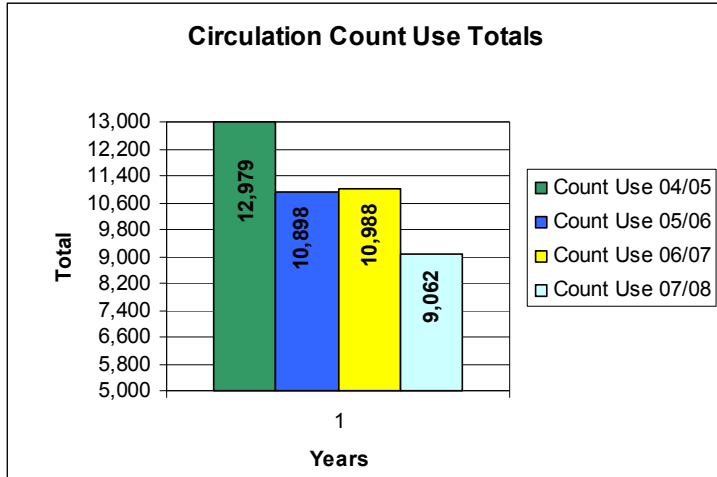


(This graph total includes all check-out activity at Tahlequah.)

Count Using Materials 07/08:

Location **Total**

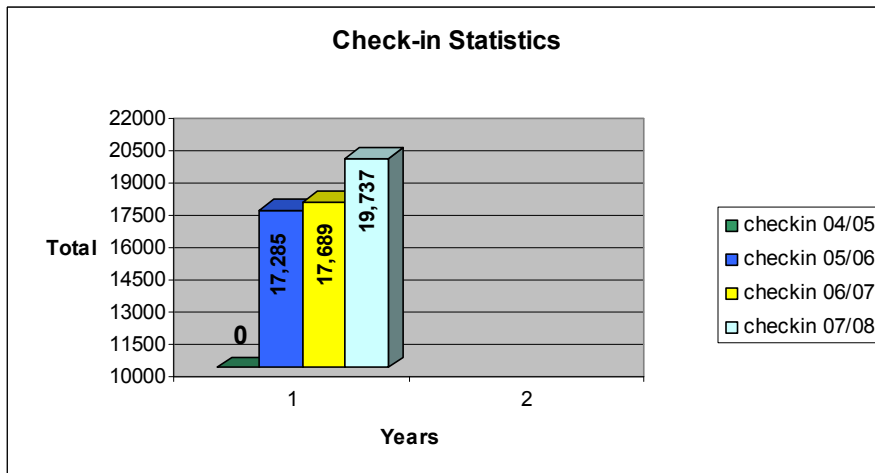
Curriculum Materials	1,144
Curriculum Materials Oversize	89
Main Collection	5,030
Periodicals	174
Microforms	6
Storage Materials	6
Youth Collection	2,601



(This graph totals are only those items count used by circulation: AV materials are not included.)

Check-in 07/08:

Total number of check-in for 2007/2008: 19, 737

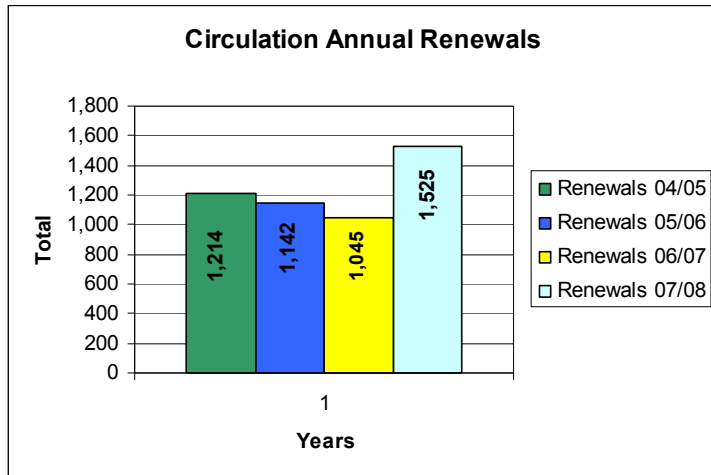


(Note: 2004/2005 totals not available. This graph totals all check-in activity in Tahlequah.)

Item Renewals 07/08:

<u>Date</u>	<u>Total</u>
June 2007	55
July 2007	73
August 2007	98
September 2007	174
October 2007	240
November 2007	121
December 2007	39
January 2008	121
February 2008	286
March 2008	175
April 2008	72
May 2008	71

Year Total **1,525**

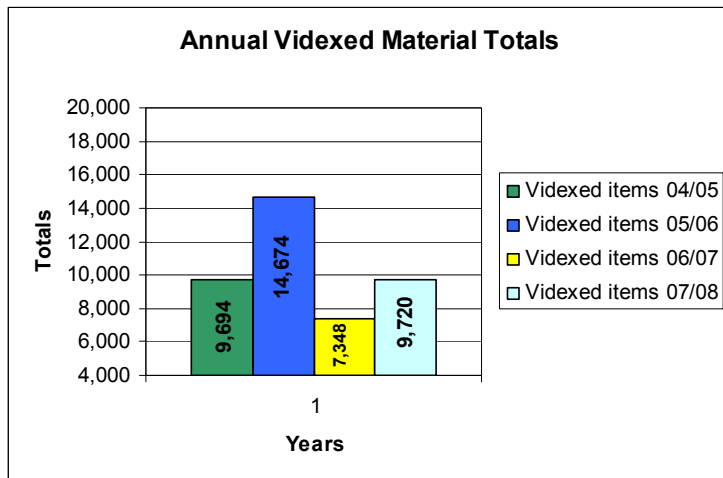


Patron records 07/08:

<u>Action</u>	<u>Total</u>
Added	1,580
Updated	3,623

Deleted 107
Videxed Materials 07/08:

<u>Location</u>	<u>Total</u>
Periodicals/Microfilm/Microfiche	9,720



Last year, the circulation department started keeping statistics on other jobs that the students and staff do on a regular basis that does not show up on the Millennium system. These statistics are kept by individuals of the department. These jobs are time consuming and deserve to be noted.

Search Statistics 07/08:

<u>Type of search</u>	<u>Total</u>
Overdue searches	1,318
Billed searches	655

Second Floor Statistics 07/08:

<u>Action</u>	<u>Total</u>
Shelving and/or shifting bound periodicals	526
Shelving and/or shifting pam boxes	10

Shelving and/or shifting new microfilm 51

Billed/Overdue Statistics 07/08:

<u>Action</u>	<u>Total</u>
Bills posted to Business Office	333
Bills re-credited to Business Office	125
Mailed overdues	746
Mailed bills	728

Circulation Goals 2007/2008:

1. Continue shelf-reading on main collection. **(This was on-going throughout the year. Some areas have been completed and some still need some major work.)**
2. Continue with shifting project on second floor. **(Half of the second floor has been shifted to make room for new periodicals. This is due to Lisa Rhodes who took on the 2nd floor shifting project by herself. Thank you Lisa for all you did. It looks great!)**
3. Shifting projects on third floor in main collection. **(These projects have been started, but not completed due to lack of student help and other jobs taking priority over them. Due to weeding in the nursing section, their area has also halted shifting.)**
4. Continue to develop student training and cross-training. **(Due to both areas being short staffed during the day, cross-training was at a minimum. Cross-training did occur during the evening shifts.)**

Circulation Goals for 2008/2009:

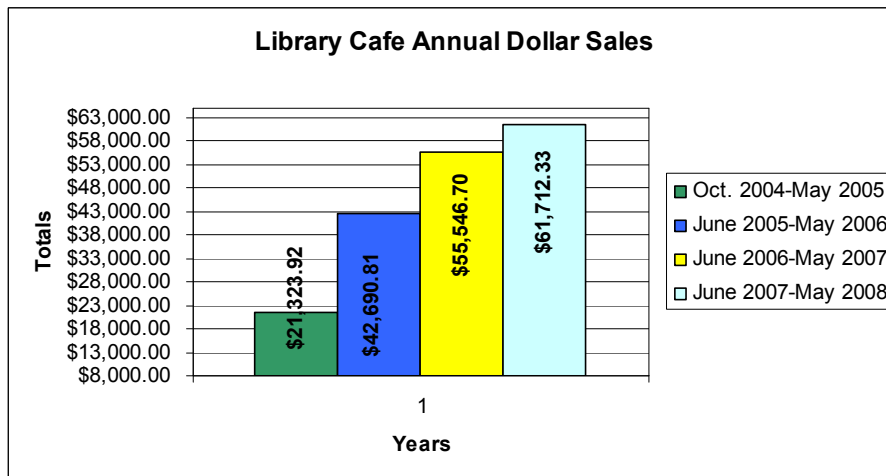
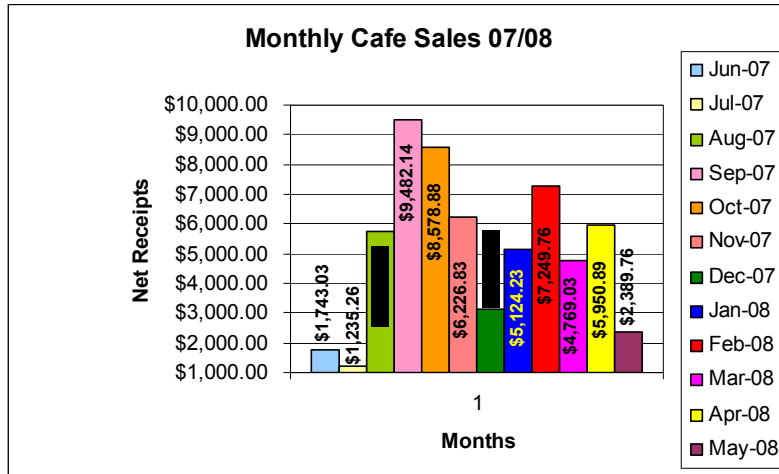
1. Continue with shifting project on second floor.
2. Continue with shifting projects on third floor.
3. Continue with shelf-reading on third floor.
4. Continue with shelf-reading on second floor.
5. Continue to develop student training, cross-training and instruction.

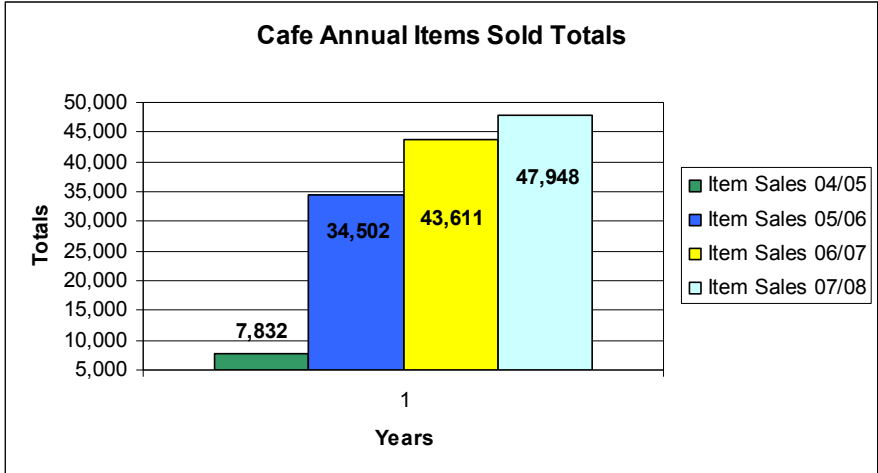
The Library Café

The Library Café continues to be very successful. Sales continue to improve and delivery

problems are at minimal. New products are often tried, but often not continued because students are not interested. Sales have increased as more and more students find out about the café. One goal for the café this year will be to develop better signage, offered to be done by student Sarah Larson to help gain experience and credit her degree.

Café sales totals for 2007/2008 are as follows:





Access Services--Interlibrary Loan/Document Delivery

Fast Facts:

- **Patrons registered with ILLiad: 1268 (+397)**
JVL/M 718 (+195); BA 550 (+202)
- ILL Borrowing requests filled—1151
- ILL Lending requests filled—1888
- Average turnaround time for lending: 1 day
- **Total ILL requests filled—3039**
- Doc Delivery Holds/Loans—764
- Doc Delivery Articles—545
- **Total DD Loans/Copies—1187**

Interlibrary Loan—Borrowing

ILL Borrowing Filled	Loans	Copies	Total
2007-08	632	519	1151
2006-07	578	568	1146
2005-06	421	390	811

Loans & Copies for NSU

	Loans		Copies		Total	
	'06-07	'07-08	'06-07	'07-08	'06-07	'07-08
JUN	59	29	73	31	132	60

JUL	39	56	30	23	69	79
AUG	66	51	38	29	104	80
SEP	58	88	69	67	127	155
OCT	62	76	79	64	141	140
NOV	43	57	55	54	98	111
DEC	4	22	5	2	9	24
JAN	70	75	49	51	119	126
FEB	57	48	80	72	137	120
MAR	37	60	30	59	67	119
APR	47	32	28	49	75	81
MAY	36	38	32	18	68	56
TOTALS	578	632	568	519	1146	1151
Avg/Mnth	48	53	47	43	95	96

Interlibrary Loan—Lending

ILL Lending Filled	Loans	Copies	Total
2007-08	1095	813	1888
2006-07	1162	971	2133
2005-06	1427	1324	2751

	Loans		Copies		Total	
	'06-07	'07-08	'06-07 08	'07-08	'06-07	'07-08
JUN	61	51	24	51	85	102
JUL	78	52	49	38	127	90
AUG	134	85	78	58	212	143
SEP	163	144	137	105	300	249
OCT	99	111	126	111	225	222
NOV	76	69	79	75	155	144
DEC	24	34	33	32	57	66
JAN	123	138	74	79	197	217
FEB	114	137	104	97	218	234
MAR	82	81	101	70	183	151
APR	124	108	92	40	216	148
MAY	84	65	74	57	158	122
TOTALS	1162	1075	971	813	2133	1888
AVG/MT H	97	90	81	68	178	158

Document Delivery

Loans & Copies	To BA	To JVL/M	Total
2007-08	594	595	1187
2006-07	592	798	1390

2005-06	490	422	912
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DD Loans/Holds from JVL

	To BA		To JVL/M		Monthly Total	
	'06-07	'07-08	'06-07	'07-08	'06-07	'07-08
JUN	16	29	9	29	25	58
JUL	38	24	41	42	79	66
AUG	19	58	12	37	31	95
SEP	47	34	7	41	54	75
OCT	51	49	10	55	61	104
NOV	26	21	5	27	31	48
DEC	13	12	9	22	22	34
JAN	48	39	25	19	73	58
FEB	74	49	39	13	113	62
MAR	37	52	17	23	54	75
APR	32	26	40	31	72	57
MAY	22	13	22	19	44	32
TOTALS	423	406	236	358	659	764
AVG/MTH	35	34	20	30	55	64

DD Articles from JVL

	To BA		To JVL/M		Monthly Total	
	'06-07	'07-08	'06-07	'07-08	'06-07	'07-08
JUN	30	26	30	15	60	41
JUL	19	14	13	10	32	24
AUG	5	2	42	6	47	8
SEP	14	25	36	23	50	48
OCT	15	40	93	60	108	100
NOV	19	20	67	63	86	83
DEC	0	3	9	1	9	4
JAN	13	4	18	9	31	13
FEB	24	19	14	19	38	38
MAR	20	15	13	20	33	35
APR	2	17	15	5	17	22
MAY	2	3	22	5	24	8
TOTALS	163	188	372	236	535	424
AVG/MTH	14	17	31	20	45	35

Total Pages: 5078

Electronic/online articles delivered (catalog, web, PDF or HTML): 121

Microform Usage: 135

Overview:

Staffing:

During Summer 2007, ILL/DD was staffed by Renée Ridge and Donna Graham. During the fall and spring semesters, ILL/DD staffing consisted of Renée Ridge, Donna Graham, and one student worker at 15 hours per week. In addition to her ILL/DD responsibilities, Donna's

position also included her role as Night Supervisor. Responsibilities for this position include supervising staff and general library functions during evening hours and serving as liaison to daytime area coordinators.

ILLiad:

Patron registration with the ILLiad database continues to grow. Nearly 400 patrons registered this year, bring the total for all campuses to 1268. Registration for JVL/M is 718 patrons, up 195 from last year, while BA has 550 registered patrons, an increase of 202 over last year.

As of the end of May, the number of ILLiad transactions since going live with the database in November 2005 stands at just over 19,000, putting us near the 20,000 milestone. The 10,000th transaction mark was reached in March 2007.

Training & Procedures:

During the past year, ILL/DD began a series of training sessions with both Co-Coordinators and the Access Services librarian. The goal of the sessions is to have both area coordinators and the department supervisor familiar with all procedures encompassed by ILL/DD. To date, training has focused on Lending procedures. Future sessions will include Borrowing, Document Delivery, and record-keeping procedures such as overdues, billing, and statistics reports. Written ILL/DD procedures are also being updated/created in conjunction with other Access Services areas to create an Access Services department manual. The updated ILL/DD procedures will be compiled into an area procedural handbook as well.

Electronic Delivery—Lending:

ILL recently began incorporating electronic article delivery into the lending process. The first step has been to deliver articles as PDF attachments via email when possible. The next step will be to implement electronic delivery via Odyssey with the technical assistance of Darren Tobey.

Inter-campus Communication:

An ILL/DD blog was established in November by Linda Summers to facilitate communicate between campuses.

Template Updates: ILLiad auto-notice templates were recently updated to reflect accurate contact information and current hours. Borrowing request fields still need to be updated.

Looking ahead:

Upcoming goals and challenges for ILL/DD include:

- Continued implementation of electronic lending procedures—email & Odyssey.
- Ongoing intra-area training sessions.
- Review and update ILL/DD policies & procedures, both in-house and in conjunction with BA staff.
- Create ILL/DD procedural handbook.
- Review information-gathering and reporting procedures, including:
 - Information currently being reported

- Gathering and reporting procedures
- Accuracy
- Availability of reports via ILLiad, OCLC, and OLTN
- Review and assess ILL/DD trends using annual and monthly reports.
- Enlist Darren Tobey's assistance with ILLiad system functions such as auto-updates to OCLC and clearing PDF server to ensure maximum functionality.
- Update ILL/DD web pages with the assistance of Darren Tobey and Joshua Horner.
- Evaluate ILL/DD spatial considerations, including layout and location, in terms of area workflow, interdepartmental functionality, and patron service and accessibility.
- Publicity—getting the word out about ILL/DD services!

Access Services--Library Reserve Annual Report

The Reserve department is a proactive and cohesive part of the Access Services and exists to help meet the educational mission of NSU. Our purpose is to provide friendly service to the library patrons be it faculty, staff, student, or outside patron. It is our mission to help in keeping the library organized, neat and presentable and to help patrons locate the materials and information they need.

Library Accomplishments

* Implementation of a new training team to help organize and create a more cohesive and interactive training for library student workers.

Team consists of the following members: Brande Flack, Donna Graham, Josh Horner and Rachel Whitaker

An after-hours library training scavenger hunt was designed and carried through last fall. The training session went over very well. The student workers worked in small teams to find their way around the library searching for certain place and materials throughout the library. The reports back from the training session were positive and the student workers claimed to have had fun and learned a lot.

*New technology in the library.

I worked hard this last year to find a way for the library to obtain a workstation for students with disabilities. Through a team effort with Student Services a one time budget request provided by the University was approved and the library was able to have this goal met. The new workstation consist of an adjustable table adequate for wheel chairs, a new computer with software that serves patrons with visual impairments, physical impairments and student with reading disabilities, and a scanner designed to interact with the new software programs. A copy of the written request and the approved equipment is attached.

The reserve department has an added a second CD Rom computer for student use. Due to the high demand for the use of such an item it was felt necessary to provide a second station. This

system allows for software evaluation, CD burning, special educational programs and alternative word processing conversion.

* Publication and presentation at library conference

Peggy Kaney, Donna Graham and I published an article based on the use of Black Board in training and communication across the library hours. The article was accepted and was presented at the “Brick and Click” library conference which the three of us and Emily Brown attended last fall. The conference went well and a lot was shared and learned.

*New Leadership

The Access Services staff came under new direction at the start of last fall semester; welcoming in Emily Brown and saying farewell to a strong and wonderful woman, Peggy Kaney. Emily took Access Services by the reins and worked hard to understand this new and challenging position and the new staff she would be directing and leading. The transfer of supervision went well and the team has worked hard to help her become knowledgeable in our areas, which is a lot of responsibility. Many changes have been worked through and many more positive changes are still yet to come and will be discussed at a later time.

* Procedure Overview

Under the direction of Emily Brown, Access Service has worked hard this year to take a look at the procedures for all types of tasks and projects done within the departments. The Access Services team worked together to achieve a detail overview of our jobs and the jobs of the student workers and to piece apart all the tasks to develop procedures and directions to how things are done in each department. A combined departmental hand work is being created by Access Services.

The student worker handbook was re-written and the policies and procedure were placed on a server for every member of Access Services to have the ability review and retrieve.

* Rearrangement of first floor

After a portion of the weeding in the Reference and Index collections were completed the Reserve Department worked on the rearrangement of the first floor. The index area was completely removed and merged with the law collection, the phone books were relocated and the reference area was completely shifted down to fill in the gasps.

* Change in Statistic being kept

The statistics kept in the years prior did not provide the department with enough information. There is no doubt that the library loves statistics and information gathering so it only seemed

natural to enhance the statistics sheets kept by each department. Several members of Access Services work together to brainstorm and develop a very detailed and concise list of the tasks and information we felt necessary to count and review. This list would allow for an itemized look at the assignments needing to be covered in training and for each department to evaluate more clearly what is considered necessary to focus on.

* New Signs for the library

Staff member Josh Horner has designed a new template for the signs throughout the library. The design is being used for the end panels to display the call numbers and for the identification tags worn by the staff and student employees. The department has worked hard to print and replace all the end panel signs on first and second floor using Josh's design and the third floor main collection is project is underway.

* Off Campus Library Services

Again this year the library worked to provided services to more than just University students, staff and faculty. I was able to provide instruction to visiting High School students who come to the library for extra research assistants and the use of materials outside their home school. Instruction went well and the students were all satisfied with the help and resources they received while here at the Library.

Challenges for the Department

* Growth in electronic resources and technological equipment throughout the library

The library's electronic resources have grown significantly and with these continuous advancements a larger challenge for our department is beginning to occur. The location of Reserve department draws a lot of patrons who have inquires and problems. The amount of questions that cross our desk are many and often do not necessarily fall with-in the guidelines of access services knowledge. Many referrals are made to the Reference librarians and many are attempted to be answered by the student workers or staff. It has been a challenge for our department to keep up with the continuous first floor technology problems from hardware issues to software questions, this especially holds true in during the evening hours when Reference Librarians and Technology support are not available.

Possible solution:

A large part of our frustration is in technology hardware matters. To have a technology staff worker on first floor would be a blessing. It can be annoying to students as well as to the Reserve desk workers to have a wait when needing a tech support person before a problem can be solved. We try hard to trouble shoot the best we can but it can be frustrating to attempt to solve problems that are not in our pool of knowledge or expertise.

* Budget Cuts and Staffing needs

There is no question that the library is a busy place, however the library is an unpredictable entity. Peek hours change from semester to semester, services that the library provides continues to grow and library use is inconsistent. Providing proper assistance for patrons, maintaining the organization of the collection and covering the work stations becomes a double edge sword for those of us attempting to predict schedule and meet staffing needs.

Possible solution:

I am limited on ideas for solutions to these problems. It takes a couple years for a student worker to be trained completely and it is hard to predict what is needed as we move into each semester. My main goal is to keep students who have been with us consecutive. Returning students are always easier to work around and the training is less involved. Another option that could help the library get through the budget cuts is to go through programs such as Cherokee nation to find employees that we can place through their school to work program.

* Inappropriate use of guest computers

This year, as in the past, the Reserve department has been faced with outside patrons using the guest computer terminals for the use of pornography viewing and downloading.

Possible solutions:

I would propose that we create a sign up sheet for patrons wanting to use the guest computers. I feel that if the guest patrons had to be longed on to the terminal by a library employee and the times they came and went were recorded, some of the inappropriate activities we have seen would possible subside.

*Providing library accounts for visiting minors

We are being faced with a new challenge when it comes to setting up accounts for students who come in to the library with a visiting class and need to set up an account. I always send out an email with the information the students will need if they wish to check materials out of the library; however often times the information sheets lack the minors' social security number. I understand the concern parents have about releasing SS #, but it become more frequent than it has in the past and the library must begin to look at other options for the visit schools if we want to remain successful in providing services to these visiting classes.

Possible solution:

Access Services has approached many ideas that seem plausible. One is to leave the check out up to the teacher; the other is to provide each visiting school with a code for or ID number for check out. We have also considered their DL number, but with all of these possible solutions there is no way to trace the account through the business office. Access Services is still considering options that may work to help with this problem.

Statistics

Reserve Requests

	Physical Reserves	Electronic Reserve	Removals	Deletions
<i>July07</i>	2	2	10	2
<i>August07</i>	7	2	16	5
<i>September07</i>	15	10	3	3
<i>October07</i>	4	4	0	0
<i>November07</i>	7	9	0	0
<i>December07</i>	8	4	3	0
<i>January08</i>	37	30	33	0
<i>Feb08</i>	22	12	0	0
<i>March08</i>	19	25	0	0
<i>April08</i>	14	14	13	9
<i>May08</i>	5	3	32	10
<i>June08</i>				

Reserve Location Checkouts

<i>AV : audio book</i>	84
<i>AV: music CD</i>	354
<i>AV: video</i>	811
<i>AV: DVD</i>	970
<i>Total AV checkouts</i>	2226
<i>Laptops</i>	1712
<i>Perm reserves</i>	521
<i>Physical Reserves</i>	4257
<i>E-reserve</i>	18,269

Browsing collection / New papers

June 07	462	20
July 07	423	17
Aug 07	290	42
Sept 07	719	33
Oct 07	739	40
Nov 07	702	55
Dec 07	160	69
Jan 08	444	49
Feb 08	503	72
March 08	499	58
April 08	509	59
May 08	161	31
June08	Started count-use differently	
Total	2126	545

Reference Questions

<i>August</i>	256
<i>September</i>	110
<i>October</i>	211
<i>November</i>	191
<i>December</i>	212
<i>January</i>	Started new itemized sheet Refer to the attachments

Starting in January Access Services began a new itemized tally sheet that has been continually modified through the months as new priorities have come up. This new sheet can be viewed on the attached page.

GOVERNMENT DOCUMENTS DEPARTMENT ANNUAL REPORT

PERSONNEL:

Susan Woitte (Government Information Resource Co-Coordinator), Peggy Kaney (Government Information Resource Co-Coordinator), Donna Ford (Technician), Tina Tristan (Student Assistant), Donna Graham (Summer Documents Assistant), Josh Horner (Summer Documents Assistant).

ACCESS AND AWARENESS TO DOCUMENTS:

Displays: Created identity theft, 9/11 anniversary and election displays on first floor. Education and map resources were highlighted in glass display case on third floor.

Tax Materials: Tax publications were moved to the Circulation area for more visibility and greater access to assistance.

Class Assistance: Taught instruction sessions for Education, College Strategies and Professional Studies classes. Provided government resources for library faculty instruction sessions.

INSPECTIONS/REQUIREMENTS:

Federal depository survey: Completed biennial survey and a survey to evaluate regional depository library service to selective depository libraries in Oklahoma.

Inspection: Hosted inspection of depository by John Phillips of the Oklahoma State University regional depository.

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

Our depository, including URL's, was included in the OLA handout for Federal Depositories in Oklahoma.

Attended Oklahoma Depository meeting in Edmond.

Served as Secretary to OLA GODORT.

Acquired maps, microfiche and congressional materials for Gary Cheatham's research, Howard Paden of Cherokee Nation, a member of the Tahlequah community and various faculty members.

EQUIPMENT:

Updates: Updated security requirements on the department's laptop computer.

COLLECTION MAINTENANCE:

Weeding: A project to remove titles from the government periodical section which were no longer being published in paper was completed. Technical Services also set up procedures to review the limited retention annually and collect statistics through Millennium.

Shifting: Shifted sections of the federal hearing collection to make room for new materials.

Recycle: Safety-Kleen picked-up microfiche for recycling.

FUTURE PROJECTS:

Workshop: Planning for a government workshop in September on "Child Data" resources has begun.

GOVERNMENT PUBLICATIONS ANNUAL STATISTICS 2007/2008

Federal Documents

Additions	P	MF	E	Maps		Withdrawn	
June	122	142	2	5		June	256
July	176	87	2	0		July	31
August	227	210	0	0		August	27
September	124	67	1	7		September	606
October	153	135	0	13		October	928
November	132	97	5	0		November	348
December	57	0	2	0		December	512

January	143	95	0	0
February	198	20	1	0
March	173	1	1	0
April	181	0	1	0
May	193	0	13	0
TOTAL	1879	854	28	25

January	4
February	579
March	433
April	1,303
May	26
TOTAL	5053

Tech. Serv.	P	MF	E	Maps
June	38	0	0	0
July	20	0	0	0
August	29	0	0	0
September	22	0	0	0
October	21	0	0	0
November	34	0	0	0
December	6	0	0	0
January	22	0	0	0
February	31	0	0	0
March	28	0	0	0
April	38	0	0	0
May	54	0	0	0
TOTAL	343	0	0	0

Oklahoma Documents

Additions	P	MF	E	Withdrawn
June	150	48	0	169
July	50	30	0	141
August	108	26	0	46
September	51	0	1	2
October	98	0	0	19
November	38	26	1	1
December	70	0	0	0
January	94	0	1	0
February	126	26	3	39
March	84	0	0	658
April	93	0	0	41
May	44	0	0	8
TOTAL	1,006	156	6	1,124

Tech. Serv.	P	MF	E
June	9	0	0
July	5	0	0
August	9	0	0
September	7	0	0
October	7	0	0
November	6	0	0
December	9	0	0
January	13	0	0
February	11	0	0
March	11	0	0
April	5	0	0
May	6	0	0
TOTAL	98	0	0

Reference and Resource Coordination Department Annual Report 2007-2008

Prepared by Sarah Brick Archer and Gary Cheatham,
Co-Coordinators

Members: Sarah Brick Archer and Gary Cheatham, Co-Coordinators; Emily Brown, Samantha Clifford, Jamie Holmes, Peggy Kaney, Pamela Louderback, Sandra Martin, Tom Rink, Fay Simms, Charles Veith, and Susan Woitte.

Personnel:

- Fay Simms, Reference Technician, retired during the fall semester.
- The department provided Samantha Clifford, Acquisition Technician, with an internship this fall. This included training in reference and resource coordination activities, observations, and reference desk duty. During the spring semester, she assumed the Reference Technician duties.
- Peggy Kaney, reference/resource coordination librarian, was promoted to Director of User Services. She still maintains her reference/resource coordination duties.

Services:

- The Instant Messaging reference service was formally brought online during the fall.
- Reference hours were extended during the spring semester to include Monday through Thursday, 5:00 p.m. to 7:00 p.m., and Sundays from 2:00 p.m. to 6:00 p.m.
- The reference desk tally sheet was revised to reflect the changes in the hours of service.
- During the summer of 2007, the indexes were relocated to storage or in the reference collection in order to prepare room for an extended browsing area.

Training/Instruction:

- Lab 105 was renovated with new computers, projection screen, and ceiling mounted projector. New CPUs were added to Lab 118.
- Linda West provided departmental training on how to use the new library Web site.
- Vendors, such as EBSCO, Web of Science, and Reference USA, provided training to the librarians.
- Sarah presented a PowerPoint presentation that depicted the number of students in each major. The department discussed how this information could be used in collection development.
- Jamie Holmes and Susan Woitte revamped and taught LIBM 4611 online.
- The department developed the curriculum for in-person sessions in the College Strategies classes, and taught approximately thirty-five sections in the fall and six sections in the spring.

Collection Development:

- The following new databases were added: Company annual reports on *Mergent*, *BioOne 2*, *Book Review Index*, CINAHL (changed vendors), *GreenFile*, *International Development Statistics*, *JStor Language and Literature*, *Dynamed*, *Evidence Based Medicine Review*, and *The Oklahoman*.
- A weeding project of the main collection was started this year.
- The department conducted a successful serials review project, resulting in the cancellation and addition of journals and databases.
- The Reference Coordinators created a firm order allocation and budget.
- The department examined and recommended new databases to purchase.

Statistics (Tahlequah, Broken Arrow, and Muskogee campuses):

# of items ordered	2,199
Amount of money spent on books/videos	\$107,982
# of classes taught	135
# of students in classes	2,741
# of questions answered	5,042

Future Goals:

The department plans to pursue making the reference IM button more prominent on the Library's web site, perhaps by suggesting that it be added to the Library's home page. The third floor weeding project will continue. There is an interest in continuing the study of the browsing area, which includes adding shelving and showcasing additional resources. The department may examine new approaches to reference services, such as roving librarians and going to other buildings to offer reference assistance.

Special Collections Annual Report 2007-2008

Special Collections is unique in its composition and mission. Special Collections supports the curriculum needs of NSU. The historical material usage is tremendously supported by the academic disciplines. The American Indian students have always been served, not only by printed materials, but through personal contact with the Special Collections Librarian, Delores T. Sumner. Their interaction is through the mutual understanding of their cultural and traditional tribal background. This is very appropriate as NSU has the highest percentage of American Indian enrollment in any college in America. Academic services is also provided to students off-campus which includes Cherokee Nation Job Corp and Sequoyah High School as well as neighboring public schools.

One of the most noted utilized users are the researchers not only from Oklahoma but over the United States. In appreciation for the vast resources available during his research, Assistant Professor Tol Foster, Ph.D. from the University of North Carolina, presented to Special Collections his dissertation entitled: *Dividing Canaan: Oklahoma Writers and the Multicultural Frontier*. From the University of Kansas comes a linguistic student to study in the rare book collection on the written Cherokee language. Other dissertation candidates are: from the University of Arkansas searching into the history of Cherokee Female and Male Seminary; from the University of California, Riverside, an inquiring research into the American Indians reaction to the annexation of overseas colonies by the United States at the end of the nineteenth century and also from the University of Arkansas, a Masters candidate researched Indian boarding schools and the Cherokee mission schools during the Indian Territory period. During this same era, a Tahlequah graduate extensively researched the existence of black schools established by the Cherokee Nation. From the Oklahoma Historical Society Manuscript Archivist, a request came regarding a copy of the constitution & by-laws of the “*Knights of the Golden Circle*”, as Special Collections houses the original document. The various departments of the Cherokee Nation Enterprises spent quality time, this semester in Special Collections, researching and recording the history of the Cherokees. It is a requirement that the Cherokee employees be knowledgeable about their history.

Other notable visitors came from **Russia's Upper Volga Institute** in the town of Tver-city. They spent time asking questions on American Indian languages preservation and the existence of tribal sovereignty. They were also as curious about my tribal membership, the Comanche Tribe.

Book donors are much appreciated by Special Collections. Once again, a large quantity of Cherokee language books was donated from the estate of Raven Hail, Cherokee poet and writer. Another donor and noted friend of NSU, Dr. Rennard Strickland has given a fine additional collection of American Indian law books. Dan Agent, retiring editor of the Cherokee Nation newspaper, *Cherokee Phoenix*, has donated not only books but journals and tribal newspapers.

As Special Collections is well known among Oklahoma museums, Tribal Nations and County Historical Societies, reference referral is welcomed. This year's referrals came from the following universities; Arkansas, California, North Carolina, Iowa Law Library, Maine, Oklahoma, Kansas, Michigan, and Wisconsin. The most frequent requests come from the tribal nations, to name a few, are Choctaw, Creek, Cherokee and the United Keetoowah Band. To be

noted are requests from the Department of Archives and Museum, and the Oklahoma History Center.

Special Collections has seen tremendous growth in service and usage this year even tho the purchasing of printed resources has decreased noticeably. Since 1975, Special Collections houses an incredible collection of microfilm resources relating to the history of the Five Civilized Tribes, Indian Territory era, Plains Indian of Oklahoma and historical newspapers. The accepted and preferred archival method for preservation of documents is microfilm. Electronic data is ephemeral and subject to destruction by a scratch on the disk, a magnet, program and equipment obsolescence, heat and humidity, human error, etc. The academic year, 2007-2008, have proven Special Collections successfully fulfilled its commitment in offering quality research to the NSU faculty and students, the Indian Studies program, the general history classes and the general public.

Delores T. Sumner
Special Collections
Librarian

**User Services Committees
University Libraries, Northeastern State University**

Collection Development Committee

Future Recommendations

I. Recommendations for Monographs

Proposed recommendations regarding the current material budget allocation model for firm orders:

A.

The committee reviewed a variety of models ranging from very basic flexible models to extremely complex models dependent on intricate equations. After careful review of models from the literature, interviewing collection development librarians in sister institutions who have developed working models, and obtaining feedback from NSU resource coordinators, a multifaceted model was formed that would be more feasible to administer and more equitable to our academic programs. It was felt that the formula developed by Jeannette McQuitty that was used in the past had value, but that it was too complicated a model to administer. We want to develop a more simplified version of this formula. We will use some of the elements identified in the models we studied along with variables in the formulas that have been implemented, tested, and evaluated by libraries in our sister institutions that have similar academic programs and budgets to those at NSU.

Areas that should be funded off the top of the firm order money, before the allocation (because they are not program areas, but they need to be funded include: Reference, Special Collections, Y Collection, Muskogee, and General.

We originally considered circulation figures not to be a meaningful portion of the formula – however, we have included them at the request of several librarians.

Emphasis will be placed on FTE, number of programs within a department, and number of graduate versus undergraduate programs.

B.

The firm order budget formula should include:

- Average cost of materials in each area (based on historical spending data)
- Student FTE in each area (every other year figures OK [total undergraduate/ departmental majors percentages])

- Faculty FTE in each area (every other year figures OK; [total degrees offered, number of faculty])
- Increased weight for areas having graduate/doctoral programs (graduate/undergraduate 2:1)
- Circulation figures

Basing our formula on objective, measurable variables such as undergraduate hours/degrees/majors, graduate hours/degrees/majors, Faculty FTE, and cost will enable us to monitor allocations over time and to communicate to faculty a clear picture of our decision making process. ***We recommend that the committee develop a formula over the summer that we can test and evaluate before implementation with the fall book budget.***

C.

The firm order budget formula should NOT include:

- Funding for new programs
- Database/serials funding

At this time the projected formula has not been developed specifically. We had concerns about the division of funds to the other campus accounts.

II. Recommendations for Ebooks

At this point discussion of future ebook commitments portions of the budget was left out due to time constraints of this initial report.

III. Recommendations for Serials

At this point discussion of future serials/annual commitments portions of the budget was left out due to time constraints of this initial report.

IV. Other recommendations

Branch Campuses

We felt the need to encourage Muskogee to work more closely with the Tahlequah campus to ensure that faculty needs are being met for that campus.

With the addition of library staff in Broken Arrow, we believe that the time has come to institute a division of funds for that campus as well. At this time, because of the smaller number of coordinators involved, as well as the smaller amount of money, we feel that a simple division of funds can be used. Either by number of resource coordinators, or by number of program each coordinator works with.

Library Disability Services Committee Report

Disability Services Committee:

Chair: Brande Flack

Members: Peggy Kaney, Darren Tobey, Emily Brown, Donna Graham, Rachel Whitaker

The Disability Services Committee met during spring 2008 to respond to the following charges:

- Review current Library and NSU accessibility provisions
- Recommend alterations, improvements to Library provisions
- Plan training on accessible software/hardware and sensitivity to patron needs
- Monitor effectiveness of Library accessibility programs
- Report issues and progress on a regular basis

The Library Disability Services Committee was created with the intention of improving access and assistance to students with disabilities. Our mission is to explore ways that the Library and the University can collaborate to improve resources and services provided to individuals with physical or learning challenges.

The John Vaughan Library Disability Services Committee welcomes the arrival of a new workstation for individuals with disabilities. The assistive technology computer was funded through the one-time special project funding request which was applied for in November, 2007, and is due to arrive at the library on Friday, May 16, 2008. The software specialist will be providing a brief orientation Friday the 16th of May at 9:00 am for members of the committee and Student Affairs.

Members of the committee met with personnel from Student Affairs early in 2008 to decide on equipment and software, and to identify a potential location for the workstation. It was decided that the workstation would be housed on the 1st floor, across from the Reserve desk where the current library OPAC is stationed. The OPAC will be moved to a location close to the Reference desk. Free-standing cubicle-style walls will be placed on either side of the accessible workstation to provide a sense of privacy. The original grant proposal with the list of the equipment and software is attached.

Future plans include:

- Developing and implementing a training program for library faculty and staff for the accessible workstation
- Assessing disability needs throughout the library in terms of ADA compliance
- Soliciting student input on current library resources and services as well as ideas for future changes
- Provide recommendations for improvement of accessible library resources and services

Prepared by Brande Flack

May 15, 2008

Instruction Committee Annual Report

The NSU Libraries Instruction Committee, including its Technology Subcommittee, met three times in the Spring 2008 semester. The primary goals of the committee were to gather data to illustrate what is currently being done in the area of library instruction and to create a comprehensive plan for future library instruction programs within the University and the Libraries. To that end, members have been gathering and submitting information and resources to prepare for and inform the planning process.

Currently, library instruction methods and tools vary widely throughout the NSU Libraries, depending on level, need and specific instructor style. There has been an attempt to reach all students with comprehensive library instruction through three required courses taken at the freshmen level: College Strategies, Freshmen Composition I and Freshmen Composition II. Current practices in these three courses include, but are not limited to, tutorials embedded into Blackboard, NSU's Course Management System; a single session of face to face instruction for all Freshmen in College Strategies; tutorials embedded into Blackboard for College Strategies courses; and face to face instruction for some Freshmen in the two required composition classes (this depends on the instructor for the specific section). The amount of time spent and the importance placed on library instruction in these settings varies by section every semester. Students transferring in could be missing this basic information literacy instruction.

There is also a one credit online elective course taught by two librarians, "Electronic Information Retrieval." That course is currently being revised to include more hands-on activities, discussion and student interaction, in addition to the tutorials and tests accessed through Blackboard. Student enrollment in that course has varied over the last four semesters from two to 14 students.

Beyond that, most formal library instruction is provided face to face by the assigned subject librarian (Resource Coordinator) at the request of the instructor of the content course. Methods vary by librarian and subject, but most include demonstration and hands-on practice, and a few use a method of presenting tasks requiring students to collaborate as they practice effectively using library resources. Informal instruction includes reference desk interaction and instruction session follow-up questions via email, telephone and office visits.

Web pages (subject guides) have been created in all program areas; also, Flash or Camtasia tutorials have been created to meet the needs of specific courses in most program areas, particularly in the areas of optometry, health science and education. Technology currently used includes HTML based web pages, blogs & wikis, Camtasia, and Macromedia Flash (for the creation of the majority of the tutorials). In the latter case, Power Point is typically used to 'script' the tutorial before the content is built out using Flash. (It has been noted that the current production cycle and tools are not the most efficient - Power Point is not an effective way of conveying one's vision for the tutorial, and Flash is too tedious a creation software for quick turnaround - tutorials are often obsolete by the time they are ready for use. Alternative methods are being explored currently.) Please see Figure 1 for more information on the current instruction methods and technology.

In order to create a solid, standards-based plan for a formal information literacy program, careful planning must be done. Materials have been gathered and shared with the committee as background information, and these materials will be used to guide the group through the planning process. The next steps for the committee include conducting a needs assessment, which will include two surveys, one of faculty within the library and one of faculty outside the library; using the ACRL *Standards for Information Literacy* and other research-based documents to identify best practices; and adding to our information base using the Libraries' most current annual reports.

Another important piece to the planning process is to outline a vision of how the institution can successfully meet the growing need for information literacy instruction. Some of the ideas generated by the group include, but are not limited to, creating a one-credit information literacy course that would be required of all sophomores (or freshmen); creating different sections of such a course that would be specifically geared toward students in a particular major; creating and administering a test of information literacy skills for incoming transfer students with a remediation program in place for those who demonstrate the need; collaborating with faculty on a program level to incorporate information literacy into key courses; and creating a series of workshops to address certain areas of information literacy. Please see Figure 1 for a more complete working list of ideas for the future.

Instruction Committee--LIBM 4611 Spring Semester 2008
Submitted by Susan Woitte & Jamie Holmes

The main goals for this semester's class included having more frequent communication with the students, tying the content more closely to the course description and adding more active learning opportunities for the students. Modules were added one at a time, providing adequate time to review, correct and add elements to the class during the semester.

The syllabus was revised to fit within the College of Education course format. The course description was changed slightly by adding "online tutorials and hands-on activities for practice," and removing the sentence about information literacy.

Contact information was changed from Dr. McKiel to Jamie Holmes and Susan Woitte. The "Expected Outcomes" section was changed from including all five ACRL Standards for Information Literacy to including just two of the ACRL standards, but two International Society for Technology in Education (ISTE) Guidelines and two American Association of School Librarians (AASL) Information Literacy Standards (that correspond to the ACRL standards) were also included. Finally, information about the NSU College of Education Conceptual Framework was added, as is standard practice for College courses.

The order of the tutorials was rearranged for a smoother progression from general concepts to advanced searching. There was also a progression of interaction from just viewing tutorials to a discussion board post. By powers unknown to us, the class changed from pass/fail to an assigned grade.

For the first couple of weeks the students had access to the revised syllabus, the first few tutorials and a new tutorial Holmes created to explain how to navigate in the tutorials. This reflected very little new content, but an email was sent and an announcement posted with a video of the instructors introducing themselves and encouraging the students to communicate with them throughout the course whenever necessary.

The second folder was released with a practice test, five tutorials and the first multiple choice test. Two of the old tutorials now reflected some inaccurate facts, so corrected information was included with the tutorials as textual notes near the tutorial link.

After the first test, it was clear that students could benefit from a group discussion of the questions, answers and concepts covered on the test. Because the course was originally designed to be self-paced, post-test discussion was impossible. Since there was no deadline for the completion of the test, and several students were not showing activity in the class yet, there was no way to discuss the questions within the Blackboard Course Management System.

The third folder was opened for the students to access four weeks later, approximately six weeks into the semester. This was the first folder with a lot of new material. Holmes created two new tutorials, one explaining the library web page and another on using Serials Solutions. Corrections had to be noted for the Ebsco and Wilson tutorials on the module notes area. Holmes also created a hands-on activity that guided the students through using databases in EbscoHost and Wilson.

Before the fourth and final folder was released, the instructors offered an optional extra credit assignment. An announcement was posted and an email sent offering extra credit for a brief email about how the students felt the class was going so far. Four students chose to submit the optional “memo.” The content indicated that they all liked the tutorials, but there were too many to keep track of, which made it hard to review and revisit specific concepts. One student also explained that his different learning style would benefit from a printed script or study guide. This information was used to help plan and organize the last module.

The fourth folder was released 12 weeks into the semester. It included two of the old tutorials, two tutorials from BSOL, two brand new instructor-created tutorials, an activity, a multiple choice test and an “essay” to post on the class discussion board. Two tutorials had scripts/study guides to accommodate another learning style.

Tests were created using “Respondus,” a software program that works seamlessly with Blackboard. It is a quick way to create test questions in Word and then easily import them into Blackboard. The instructors attempted to include some fill in the blank test questions, but it proved more difficult than anticipated. Allowing for every possible fill in the blank input by the student was much harder than expected; the instructors ended up manually checking each answer marked wrong and a few scores had to be manually adjusted.

Periodically through the semester we had a student drop the class. Fourteen students started the course, and it ended up with nine. Reasons for students dropping the course are unknown.

Overall we feel this was a good first step toward improving the class by meeting all three of our main goals. We had positive communication exchanges with all of the students who contacted us, and we sent emails and posted announcements throughout the semester. We corrected, updated and created new tutorials to more accurately reflect current electronic resources and how to use them. Hands-on activities were created to provide authentic learning experiences, and they were required in order to do well on the tests.

We think the students in future sessions need more interaction with each other, more active learning opportunities, a checklist of tasks, and deadlines to allow discussion at the conclusion of each module.

Library Public Relations Committee Report

Public Relations Committee:

Chair: Peggy Kaney

Members: Sarah Brick Archer, Emily Brown, Donna Graham, Linda Summers, Susan Woitte, Linda West.

The Public Relations (PR) Committee met during spring 2008 to respond to the following charges:

- Develop Public Relations programs, processes and policies to promote Library resources, activities, programs, and people at all three campuses
- Investigate development of a unified public relations campaign
- Provide timely distribution of newsworthy developments to relevant PR outlets
- Develop external relationships with public relations organizations, departments, and individuals
- Provide brief reports on a regular basis

The committee identified past PR activities as well as those currently in use. The library has a long history of publicizing its resources and services using a variety of traditional means such as displays, bookmarks or flyers, articles in the newspaper, classes, and contact with instructors. In addition, the library has worked hard to keep up with current technological means of connecting with the NSU community via the library webpage and the use of social networking tools such as Facebook and MySpace. The library has also hosted numerous programs and workshops that served to either highlight library resources or simply to encourage people to come in to the library.

The committee has identified two projects for a focus over the summer: “Going Green at the Library” and pleasure reading. Emily Brown is leading the green initiative, and has established a wiki to share ideas that may be incorporated. The green group will be looking at ways that the library can improve its environmental practices, and also look for ways to encourage students to make earth-friendly choices regarding library services—specifically printing. Sarah Brick Archer is heading up the summer pleasure reading activities and has started a display area on 1st floor near the Reference desk. A focus has been placed on eye-catching displays, with the addition of book jackets for popular titles and other items added to attract attention.

Future goals include:

- coordinating PR among all three campuses to promote library resources and services,
- continuing to offer pertinent training and workshops to encourage use of library resources and services, and
- developing relationships with other organizations, departments and individuals who are in the position to assist with promoting library resources and services.

III. FACULTY ACTIVITY REPORTS

Annual Report
Sarah Brick Archer, Assistant Professor of Library Services, Tenured
2007/2008

EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

III. A. EFFECTIVE CLASSROOM TEACHING

Taught 47 (21 fall, 26 spring) library instruction sessions

Supervised the reference intern

B. SCHOLARLY ACTIVITIES

1. The Scholarship of Teaching

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

Developed the curriculum for the College Strategies library instruction classes

Developed new classes for Theatre 4003 and Theatre 3553

Developed a theater Web page to teach information literacy skills to theater majors

Developed a music Web page to teach information literacy skills to theater majors

Experimented with using a simple library assignment having the students locate a journal article and listing what they learned during the class.

With the online Blackboard classes, purchased textbooks to support an assignment, found articles to support the curriculum, and placed links to journals in the classes. Added a discussion board to determine how students were doing their research by requesting that they list the databases and search strategies used in their research.

Researched emergency preparedness on college campuses for the Communication Research class, and found articles on promoting hospitals for the Basic Writing class. Posted articles for the professor on the class page.

2. The Scholarship of Discovery

By invitation, presented "Integrating Information Literacy Skills into a Blackboard Class," at the Community of Oklahoma Instruction Librarians Summer Workshop, Broken Arrow, Oklahoma.

Submitted a proposal for a LOEX presentation

Conducted a survey to determine the effectiveness of the serials review process

Conducted an online survey to assess the effectiveness of my participation in three online classes

3. The Scholarship of Integration

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

With Gary Cheatham, weeded the reference collection and implemented plans for rearranging the first floor reference indexes.

Initiated a major weeding project for the Department of Languages and Literature. Consulted with a faculty member over titles to be weeded.

Reinstituted sending new book lists to faculty tailored to each academic unit

Organized a display of fiction for summer reading

Participated in a reader's theater production entitled "Oklahoma's Diverse Native Women" to raise money for the Indian Symposium

Performed in the *Vagina Monologues* for the College of Liberal Arts to raise money for Help-in-Crisis

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

Completely revised all subject Web pages.

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.

Assessed the attributes of the Gale Literature Resource Center database

Researched J Stor Language and Literature database and EndNotes

Researched a list of highly circulating fiction authors to add current titles to the library. Placed a rush on these orders to try to improve library service.

Compiled a list of current new fiction authors and submitted it to the blog

C. CONTRIBUTIONS TO THE INSTITUTION AND PROFESSION

Allied Arts Committee, university, member

Library Committee, university, member

Publications Board, university, member

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

International Studies Coordinator Search Committee, university, member

Circle of Excellence Selection Committee, university, member

History Day Judge, Presentations Category

State Collegiate Speech and Debate Tournament, Judge

Appellate election, university, assisted and helped count votes

Web Committee, library, member

Public Relations Committee, library, member

Professional Issues, library, member

Recruitment and Retention, library, member

Chat/IM, reference department, library, member

Served on two OU SLIS Portfolio Review Committees

7. Other activities

Attended Linda West's training workshop on using the library's new home page

Attended ACRL Oklahoma fall conference

Attended several COIL meetings

Attended the OLA annual conference

Helped with the fall library book fair

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

Served as one of the Reference Department coordinators and led meetings

Revised and resubmitted proposal for upgrading lab 105. Many of the changes were made in the fall of 2007.

With Gary Cheatham, led the discussion concerning the adding of databases mid-year

Organized the training and supervised the Reference Department intern.

Led the serials review. Compiled the final report for the serial changes.

With Gary Cheatham, created the firm order book budget

Revised the reference department tally sheet

Prepared a reference/resource coordination job description.

With Gary Cheatham, led the department in establishing goals for the year

E. Other

Served as Co-Secretary of the PTO for Sequoyah Elementary School and participated in many activities in support of the school. Also rewrote the bylaws for Sequoyah, served as the Room Mother, and was a member of the Nominating Committee.

AAUW Scholarship Selection Committee, member

Assisted with the AAUW Tour of Homes fund raiser

Assisted with numerous Girl Scout meetings

Served as a model in a fashion show to raise money for mammograms

Participated in the Cancer Relay for Life

Annual Report 2007/2008
Emily Brown, Instructor, Non-tenured

Evidence of Meeting Promotion Criteria

A. Effective Classroom Teaching

Taught bibliographic sessions for:

SOWK 2013: Introduction to Social Work

SOWK 3013 : Interviewing Skills in General Practice

SOWK 4873 : Human Behavior in the Social Environment II

College Strategies, 5 sessions.

Legal Research, taught with Susan Woitte for Amber Fite

Taught College Strategies 1973, Fall 2007, 1 Credit 20 Students

B. Scholarly Activities

1. Scholarship of Teaching

Maintained and promoted IM the Answer!

Created and maintained the Access Services Blog

Worked with Professor Chris Garland on an assignment related bibliographic instruction session.

Worked with Professor Amber Fite and Librarian Susan Woitte on an instruction class dealing with Westlaw and other Government related documents and websites.

Worked with Professor Gary Dan Davis on his research for a paper he is preparing to write.

2. Scholarship of Discovery

Participated in a Management Workshop.

Participated in Super Sized Supervisors, a workshop aimed at new supervisors, presented by Dr. Martha Albin.

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

Ran unsuccessfully for a position on the Board of the OKACRL.

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

3. Scholarship of Integration

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

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

4. Scholarship of Application

Continued to champion the introduction of Chat IM into the services provided by the Reference Department. The service provides online reference for all three NSU campuses.

Created an Access Services Blog to use as a communication platform between the Access Services Department in the John Vaughan Library, as well as with faculty and staff on the Broken Arrow campus.

C. Contributions to the Institution and Profession

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

Attended Brick and Click Symposium

Spring 2008:
Campus Wide:
 Environment Committee

Library:
 Instruction Committee
 Professional Issues Committee

PR Committee
Disability Committee
Chair, Assessment Committee

Presentations at Conferences and Meetings:

The Guerilla Mentor, presented with Peggy Kaney at OLA.

Bubbl.us, presented at DSIG meeting.

D. Performance of Non-Teaching Duties

Participated in Committee Meetings.

Created, in conjunction with Jamie Holmes and Linda Summers, a system for communication using Blogs.

Maintained Chat IM.

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

Conducted interviews for vacant positions within the department of Access Services.

E. Goals

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

Participated in nationwide discussions of pertinent library issues and topics.

Attend national conferences in order to develop professionally.

Gary L. Cheatham
Assistant Professor of Library Services (Tenured)
Annual Report (June 2007 – May 2008)

III. Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

Instructor, REL 3103 (Early Christian Heresies), 3 credit hours, Spring Semester 2008

Taught 43 library classes:

Library instruction sessions taught in June 2007

- POLS 4003 – American Government (1 session)

Library instruction sessions taught in August 2007

- POLS 4001 – Model U.N. (1 session)
- POLS 4213 – Political Parties (2 sessions)

Library instruction sessions taught in September 2007

- POLS 4213 – Political Parties (2 sessions)
- MGMT 4213 – Business Policy (6 sessions)

Library instruction sessions taught in October 2007

- MGMT 4213 – Business Policy (4 sessions)
- SOC 4423 – Urban Sociology (1 session)

Library instruction sessions taught in November 2007

- College Strategies (4 sessions)
- POLS 4213 – Political Parties (5 sessions)

Library instruction sessions taught in December 2007

- POLS 4213 – Political Parties (2 sessions)

Library instruction sessions taught in January 2008

- SAFM 4413 – Safety Management (1 session)
- POLS 3011 – Model U.N. (1 session)
- POLS 5353 – Black Politics (1 session)
- College Strategies (1 session)

Library instruction sessions taught in February 2008

- MGMT 4213- Business Policy (1 session)
- POLS 5353 – Black Politics (3 sessions)

Library instruction sessions taught in April 2008

- POLS 5353 – Black Politics (7 sessions)

B. Scholarly Activities

1. The Scholarship of Teaching

Created or revised the following:

- Library Guide for Early Christian Heresies (library web page)
- REL 3103 class instruction aids and class information on my Arapaho site
- Custom Google Search Engine for Early Christian Heresies (search engine)

- Library Guide for Model U.N. (AmPac meeting resources) (library web page)
- Library Guide for Model U.N. (AmWest meeting resources) (library web page)
- Library Guide for Model U.N. (Midwest meeting resources) (library web page)
- Library Resources for Model U.N. (China, Somalia, Iran, and Sierra Leone) (library web page)
- Library Guide for Black Politics (library web page)
- Library Guide for Business Policy (Final Case Competition) (library web page)
- Library Guide for Business Policy (External Environment Assignment) (library web page)
- Library Guide for Political Parties (library web page)
- Library Guide for Urban Sociology (Demographic Resources) (library web page)
- Library Guide for Strategic Management Class (MBA program) (library web page)

2. The Scholarship of Discovery

- Published “‘If the Union Wins, We Won’t Have Anything Left’: The Rise and Fall of the Southern Cherokees of Kansas,” Kansas History: A Journal of the Central Plains 30 (Autumn 2007): 154-77.
- Published “Delaware,” Encyclopedia of Oklahoma History and Culture. Oklahoma City: Oklahoma Historical Society, 2008.
<<http://digital.library.okstate.edu/encyclopedia/entries/D/DE009.html>>
- Five additional articles accepted for publication in the Encyclopedia of Oklahoma History and Culture.

3. The Scholarship of Integration

- With Sarah Archer, weeded the reference collection and implemented a plan for rearranging the reference indexes
- Compiled and sent lists of relevant new library materials and online resources to College of Business & Technology faculty, and Social Sciences Department faculty
- Periodically updated and revised assigned library web pages

4. The Scholarship of Application

- Evaluated the Business & Technology, Social Sciences, and Reference serials collections, for the cancellation purposes and transfers to electronic formats
- Attended Thomson Gale Web Conferencing “Gale Directory Library” web seminar (June 2007)
- Attended Thomson/RIA Tax & Accounting “Managing Your User IDs in Checkpoint’s User Administration System” web seminar (October 2007)
- Attended ACRL-Oklahoma Chapter’s Annual Conference “Eyes Forward and Hands On: Gearing Up for 2.0 in Oklahoma – OSU Tulsa (November 2007)
- Attended the “Serials Interest Group for All Librarians in Oklahoma” Fall meeting – OSU Tulsa (November 2007)
- Attended Elsevier’s “The Hyperlinked Library” online session (January 2008)
- Attended the NSU Center for Teaching and Learning’s “Using Screenbook Maker to Create Tutorials” seminar (April 2008)
- Attended “CAB Abstracts Training” (including Leisure Tourism Abstracts database) web seminar (April 2008)

- Attended Thomson Scientific's "FDA Resources on Dialog" web seminar (May 2008)
- Volunteer, First United Methodist Church library

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

- Judge, NSU Regional Contest for Oklahoma History Day (April 2008)
- Member, NSU Centennial Events Committee
- Chair, NSU Living History/Historical Display Subcommittee
- Member, Library Web Committee
- Member, Library Assessment Committee
- Member, Library Collection Development Committee
- Member, University Appellate Committee
- Chair, University Animal Welfare Committee (NSU's federally mandated IACUC)
- Worked the Appellate Committee Election (April 2008)

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

- Reference/Resource Coordination Department Co-coordinator
- Worked with Access Services on the shifting of the reference collection
- Selected or coordinated the selection of nearly \$30,000 in books/videos for Business & Technology, Social Sciences, Reference, and General
- Coordinated the selection and implementation of three new online library products: Mergent's annual reports, International Development Statistics, and The Oklahoman
- Assisted in the training of Library reference personnel
- Weeded the Telephone Books Collection
- Resource Coordinator for the College of Business and Technology
- Resource Coordinator for the Social Sciences Department
- Coordinator, Library Folded Map Collection
- Coordinator, Library Telephone Directory Collection
- Coordinator, Library Browsing Collection
- Coordinator, Library Corporate Annual Reports Collection
- Coordinator, Library New Book Display
- Coordinator, Reference CD-ROM Collection
- Coordinator, Reference desk schedule

- Coordinator, Reference book fund purchases
- Coordinator, ZETRR (Etter) book fund purchases
- Coordinator, General book fund purchases
- Coordinator, Used book fund purchases
- Dialog online database coordinator and searcher
- Factiva online database coordinator and searcher
- Own and maintain web pages on the Library server
- Maintain NSU's UAWC/IACUC organization web site
- Coordinator and compiler of Library databases statistics
- Coordinator, Compustat database quarterly upgrades, documentation distribution, training scheduler, and liaison with vendor
- With Sarah Archer, created the firm order book budget for the Tahlequah campus
- With Sarah Archer, led the discussion concerning selecting new databases
- With Sarah Archer, led the Reference Department in establishing goals for the year

FACULTY ACTIVITY REPORT
2007-2008

**BEHNAM ETEMAD,
INSTRUCTOR, LIBRARY SERVICES
NSU MUSKOGEE LIBRARY DIRECTOR**

Scholarship of Application

ODL – Collection Development Workshop – Muskogee Public Library, Muskogee, OK - Fall 2007

Wilson Web CX Training – Spring 2008
Frameless interface
Enhanced Layout and Graphics
Navigational Improvements
Full Text Translations

Scholarship of Teaching

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

Training new library staff.

Assisting students with individual instruction and research on online databases.

Performance of Non-Teaching Semi-Administrative Duties

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

Coordinating programs and activities with JVL and Broken Arrow Libraries.

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

Attending library & administrative meetings in Muskogee & Tahlequah.

Coordinating acquisitions of library materials in Muskogee.

Direct supervision of three part-time library assistants.

Hiring and training NSUM library staff.

Professional Awards/Recognitions

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

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

Current Professional and Academic Association Membership

American Library Association

Activities Calendar, 2007/08

Harriett Hobbs

Assistant Professor of Library Services, Tenured
Acquisitions Librarian, Serials Cataloger

B. Scholarly activities

The Scholarship of Integration

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

C. Contributions to the Institution and Profession

University Committee Service

Appellate Committee member
Parking Committee member
Faculty Council delegate

Library Committee Service

Scholastic book fair, Nov. 2007 and April 2008
Collection Development Committee member

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

Supervised the Acquisitions Department within the Library and coordinated the expenditure of the \$780,000 library materials budget for the three campuses. Coordinated and monitored acquisitions workflow.

Continued working on project to correct series entries in the library catalog to assist patrons in locating material. Modified 328 bibliographic records, exported 247 authority records from OCLC and created 6 local authority records

Statistics Coordinator for the Library, Technical Services Department.

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

E. Workshops/Conferences attended

Safety Training Workshop, NSU Library, August 19, 2007.

OCLC NetLibrary webinar, October 18, 2007. Topic: Amigos NetLibrary Shared Resource Collection 8.

SIGALO (Serials Interest Group for All Librarians in Oklahoma) Fall meeting, OSU-Tulsa, Tulsa, OK, November 30, 2007. Topic: Electronic Journals Usage Statistics.

Amigos Library Services Member Conference, Crowne Plaza Hotel, Dallas, TX, May 7-8, 2008. Theme of Conference: A Brand You World. Also Annual Member Meeting, voting delegate for both NSU-Tahlequah & NSU-Broken Arrow.

Annual Report
June 2006 – May 2007
Jamie Holmes, Instructor, Non-tenured

Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

1. **General Teaching Load:** Taught LIBM5013 (graduate, 8 students) and LIBM4611 (undergraduate, 14 students)
2. **Teaching Load by Semester:** Summer Session I (June 2007) – taught LIBM5013, a 3-credit graduate level course, Introduction to Librarianship, NSU – Broken Arrow campus;
-Spring Semester 2008 – taught LIBM4611, a 1-credit undergraduate level elective course, Electronic Information Retrieval, NSU – online using Blackboard Course Management System.
4. **Supervision:** As part of the reference team, supervised six undergraduate students at the reference desk.
5. **Workshops:** Conducted 3 library instruction sessions for education/psychology classes, and 1 library instruction session for composition class (Summer 2007). Of these, 3 were graduate level courses.

Conducted 14 library instruction sessions for education/psychology classes Fall 2007. Of these, six were graduate level courses in higher education, education or psychology.

Conducted seven library instruction sessions for education/psychology classes Spring 2008. The content of one additional planned session was covered in a custom online tutorial due to weather cancellations. Of the eight sessions taught, three were graduate level.

6. **General teaching philosophy:** The most effective way to help adults learn new skills and concepts is to offer experiences that allow them to see something, hear about it, try doing it, and then process what happened through discussion or written reflection.

B. Scholarly Activities

1. Scholarship of Teaching

- a. Successfully evaluated and revised two online library instruction tutorials using Camtasia; implemented in two undergraduate courses Fall 2007.
- b. Created a short “just in time” learning module for using library databases to find articles to replace face to face library instruction sessions for several sections of educational psychology; the Camtasia tutorial was linked from library web site

and from within the content management system of various ed. Psyc courses, Fall 2007, with access continuing Spring 2008.

c. Using research-based pedagogy, revised content of and taught a one credit elective online course within the Curriculum & Instruction department, “Electronic Information Retrieval” (Spring 2008).

d. Developed a project using a blog to teach one-shot library instruction sessions; the blog posts frame library related tasks into ‘challenges’ students must work together as teams to overcome. Students record their results in the form of a comment to the post and subsequent whole-class discussion of those comments drives further learning and deeper understanding of the skills and concepts (Winter/Spring/Summer 2007, 2008).

e. Started development of a wiki, <http://survivingthelibrary.pbwiki.com/>, intended to work with the blog by providing a place students can go during and after the session to get tips about using library resources effectively (Work in Progress, Spring/Summer 2008).

f. Provided individual research assistance, by appointment, to various undergraduate and graduate students on no less than five documented occasions (Fall 2007 and Spring 2008).

g. Updated and maintained a minimum of 15 online research guides to accompany and supplement instruction sessions (Fall 2007 and Spring 2008).

2. Scholarship of Discovery

a. Cooperatively created and presented “Blogging at NSUBA Library,” a power point and poster to show the various ways blogs have been used for internal and external communication, as well as instruction, within and beyond the NSUBA Library and NSU Libraries; Oklahoma Library Association Annual Conference in Tulsa, OK, on April 22, 2008.

b. Presented “Survivor Library: A Fun Approach to Library Instruction” at the Library Orientation Exchange of the West Annual Conference, held at the University of Nevada, Las Vegas, on June 4-6, 2008.

c. Proposal submitted and accepted (Feb 2008) to present blog-wiki based library instruction project at the Annual Brick-n-Click Conference, to be held at Northwest Missouri University, on November 7, 2008.

d. Proposal submitted (April 2008) to present “Blogging at NSUBA Library” at The Internet Librarian 2008, a national conference to be held in October, 2008, in Monterrey, CA; acceptance is pending.

e. Began work on an article, title pending, outlining the various ways blogs have been used in improving communication and instruction at the NSUBA Library.

f. Created a brochure outlining a professional development service being offered statewide by the Community of Oklahoma Instruction Librarians (COIL), of which I am current Chair.

g. Maintained membership in professional organizations, and

regularly read articles pertaining to librarianship and information literacy to keep up with current best practices.

- h. Presented "Moving Info-Lit from Classroom to Cyberspace" at COIL Summer Workshop - NSU BA, July 27, 2007.
- i. Successfully completed the Online Instructor Course, offered by the Northeastern State University Center for Teaching & Learning. Feb. 2008 – April 2008.

3. Scholarship of Integration

Planned content for and hosted the Community of Oklahoma Instruction Librarians (COIL) Annual Summer workshop (July 27, 2007).

Served as Leadership Development Co-Chair for Leadership Broken Arrow, Class of 2008. This included planning and delivering short activities (1 per month) designed to improve leadership skills of LBA students.

Participated in NSU's first Faculty Learning Group, "Podcasting." This group met once per month (Sept – May) to collaborate and discuss ongoing projects using podcasting techniques and software.

Participated in (and served as facilitator for) NSU's first Faculty Book Club. *Classroom Assessment Techniques*. Six bi-weekly meetings, Jan - April, 2008.

4. Scholarship of Application

a. Attendance at workshops and seminars

i. Participated in an effort to create a new interest group of the Oklahoma Chapter of the Association of College & Research Libraries (OK-ACRL). The Digital Services Interest Group (DSIG) planning team met September 11, 2007, and three subsequent content meetings followed: October 25, 2007; January 24, 2008; March 27, 2008.

ii. Attended all presentations of "Unconventional Info-Lit in Action: Where Weird Meets Worthy," the 2007 Annual COIL Summer Workshop. July 27, 2007. Northeastern State University, Broken Arrow.

iii. Attended several presentations at the Oklahoma Library Association Annual Conference, including "ILLiad: Up Close & Personal;" "Preparing the 21st Century Learner;" and "Weed Whacking in the Academic Library." April 22 and 23, 2007. Southern Hills Marriott, Tulsa, OK.

iv. Attended several presentations at the 2008 Oklahoma Higher Education Teaching and Learning Conference, including "Introduction to Adobe

Photoshop;” Using Screenbook Maker to Create Tutorials;” “Reach Higher: Transitioning Returning Adult Learners to Online Courses;” and “Using Rubrics as Advance organizers for Teaching Action Research Methodology.” April 9 & 10, 2008. Northeastern State University, Center for Teaching & Learning, Tahlequah, OK.

v. Attended several presentations at the 2008 Library Orientation Exchange of the West Conference, including “A Library of Learning Objects: Teaching Tools to Quickly Tailor Instruction and Meet Class Needs;” The Students are the Stars: Making a (Subversively Instructional) Interactive Movie;” It Came from Hollywood: Using Popular Media to Illustration Information Literacy Concepts in the Classroom;” Improving the Odds for Success: Using Standardized Assessment to Improve Library Instruction for Communication Studies Students;” “Developing a Flash Game to Teach Information Literacy Skills;” and “The Library Arcade.” June 4 – 6, 2007. University of Nevada, Las Vegas, Las Vegas, Nevada.

b. Memberships in Professional, Honorary and Other Learned Societies

- i. American Library Association and Association of College and Research Libraries
- ii. Oklahoma Library Association and OK-ACRL
- iii. National Education Association
- iv. Phi Kappa Phi Honor Society
- v. Phi Delta Kappa International & Tahlequah Chapter
- vi. Council for Oklahoma Information Literacy, Secretary (2006); Chair-Elect (2007); Chair (2008)

c. Community Service

- i. Served as Leadership Development Co-Chair for Leadership Broken Arrow, Sept. 2007 – May 2008.
- ii. Served as board member of Big Brothers Big Sisters of Green Country, OK., (Sept. 2007 – Feb. 2008).

C. Contributions to Institution and Profession

1. Presented an overview of library services available to faculty during Fall Orientation for new faculty (8/13/07)
2. Provide ongoing maintenance of the *Services For Faculty, College of Education* & (4) individual department pages on the library website and class web pages for student reference housed on my personal Arapaho web space.
3. Participated in the NSU John Vaughan Library annual serials review process Spring 2008.

4. Supervised library technician who provides Document Delivery services for the Broken Arrow campus and Interlibrary Loan requests (borrowing and lending) for the Broken Arrow branch library.
5. Provided reference and technical assistance to patrons daily, worked the circulation and reserve desk, supervised student workers and worked to ensure smooth operation of all library services as part of the Broken Arrow library team.
6. Served on university committees: Scholarship of Teaching and Learning, Distance Education Sub-Committee for online course standards; and library committees: Instruction (Chair, Spring 2008).
7. Attended be-monthly meetings of the Community of Oklahoma Instruction Librarians (COIL).
8. Helped organize a team of NSUBA students and employees to walk in the Susan B. Komen Race for the Cure. September 15, 2007. Tulsa, OK.

D. Performance of Administrative Duties

1. Supervise one full time library technician.
2. Provide oversight and supervision to the Interlibrary Services department in the Broken Arrow Campus Library

Annual Report 2007/2008
Peggy Kaney, Instructor, Non-tenured
Director of User Services

Evidence of Meeting Tenure and Promotion Criteria

A. Effective Classroom Teaching

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

Instructor for ECED 4313 (Fall 2007, 3 credits, 27 students)

Instructor for LIBM 4023 (Fall 2007, 3 credits, 25 students)

Instructor for LIBM 4023 (Spring 2008, 3 credits, 10 students)

B. Scholarly Activities

1. Scholarship of Teaching

Revised assignments for LIBM 4023 (Fall 2007/Spring 2008)

Taught ECED 4313 for first time, worked from existing syllabus, revised assignments, created lectures

2. Scholarship of Discovery

Continuing doctoral student in Library and Information Management, Emporia State University, Emporia, Kansas. Coursework (for this reporting period) included Information Psychology, Directed Readings in Information Transfer, Organizational Theory, Administrative Theory and Quantitative Research Methods.

3. Scholarship of Integration

Coordinated the selection of materials for the JVL Youth Collection

Coordinated the selection of materials for Education and Psychology

Assisted Education and Psychology faculty with specialized research projects

Guided students with individual research projects

4. Scholarship of Application

Guest lecture on "Puppetry with Children" for SPCH 4763 in May 2007

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

Presented “Communicating and Training Across the Hours: Using Course-Management Software to Enhance Student Training and Build Community” at the Brick and Click Library Symposium at Northwest Missouri State University in Maryville, Missouri, Nov 2, 2007

Guest lecture on “Affect of Disability on the Family” for SOWK 4043 on Feb. 19, 2008

Presented “Info to Go!: Virtual Library Resources Supporting Distance Learning” at NSU Center for Teaching and Learning Conference at Northeastern State University, Tahlequah, Oklahoma, April 10, 2008

Presented “The Guerrilla Mentor: Seeking Guidance Under Fire” at the Oklahoma Library Association Annual Conference, Tulsa, Oklahoma, April 22, 2008

C. Contributions to the Institution and Profession

Library:

- Reference Department
- Webpage Committee
- Library Coordination Meeting (fall)
- Director’s Meeting (spring)
- Care Committee (fall)
- Library Executive Director Search Committee (spring)
- Instruction Committee (spring)
- Chair, Public Relations Committee (spring)
- Professional Issues Committee (spring)
- Disability Services Committee (spring)

University:

- Chair, Faculty Development Committee
- Distance Learning Committee
 - Learning Management Software Subcommittee
- American Democracy Project
- Sequoyah Institute Advisory Board

Served as an outside reviewer for University of Oklahoma MLIS Portfolio Review for Darren Tobey, October 12, 2007

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

Direction of Library User Services, including the direct supervision of 6 full-time faculty librarians and 1 part-time faculty librarian. Library User Services consists of the following departments: Access Services, Government Information, Reference, and Special Collections

Chaired periodic meetings of Library User Services Department

E. Workshops/Conferences Attended

Attended vendor presentation from Web of Science, Oct. 26, 2007

Attended OK-ACRL workshop, "Eyes Forward and Hands On: Gearing up for 2.0 in Oklahoma," Nov. 5, 2007

Attended Annual Meeting of the Federal Depository Librarians of Oklahoma & U.S. Bureau of Economic Analysis workshop, Nov. 29, 2007

Attended Center for Teaching and Learning presentation: "Generation NeXT Comes to College" given by Dr. Mark Taylor, M.S.W., Ed.D., Nov. 30, 2007

Attended NSU Building coordinator training, Feb. 5, 2008

Attended NSU Time clock training, Feb. 6, 2008

Attended Oklahoma Library Association workshop, "Taming IM & Wikis," Feb. 29, 2008

Attended NSU Center for Teaching and Learning workshop, "Using Virtual Worlds for Teaching and Learning," Mar. 28, 2008

Attended NSU Human Resources Appraisal Training, April 1, 2008

Attended EBSCO session on upgrades and new webpage design and functionality, April 9, 2008

LIBRARY FACULTY ANNUAL REVIEW

**Pamela Louderback, Instructor, Non-tenured
Information Services Librarian (Broken Arrow Campus)
Fiscal Year: 2007-2008.**

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, when requested by faculty).

Taught 6 classes, reaching a total of 122 students.

August 15, 2007 PSYC 3233 Industrial and Organizational Psychology (Prof. Morgan). 20 students

August 23, 2007 ENGL 5033 Graduate Research and Writing (Dr. Bentley). 20 students

September 6, 2007 CRJ 3413 Legal Research and Writing (Mr. Voseles). 17 students

September 27, 2007 SOWK 4613 Human Division and Social Work (Ms. Guess) 28 students

February 4, 2008 CRJ 5413 Legal Analysis (Mr. Madden) 25 students

February 13, 2008 High School Debate Team (Mr. Napier) 12 students

B. Scholarly Activities.

1. The Scholarship of Teaching.

- Adjunct Professor, Oklahoma Wesleyan University, Quantitative Research for MBAs, May-June 2008

- Instructor, College of Education, Library Media and Information Technology, Library Media 5413: Acquisition and Organization of Library Materials, June-July 2007

- Information Services Librarian/Instructor in Library Services, NSU Broken Arrow Library (Acting Director)

2. The Scholarship of Discovery.

- Doctoral program, Higher Education Administration, Oklahoma State University, Graduated Spring 2008
- Oklahoma Higher Education Teaching and Learning Conference (NSU Tahlequah), April 10-11, 2008
- Performance Appraisal Workshop, (NSUBA), April 2, 2008
- E-book Reader Workshop (Tulsa Community College), April 1, 2008.
- *Working Effectively with Tribal Governments*, webinar, Bureau of Indian Affairs update, March 29, 2008.
- *Connexion 2.1* upgrade training, March 19, 2008
- OSU Research Symposium and Research Scholar Conference (Stillwater), February 20-22, 2008
- Book Repair Seminar (KAPCO), live demonstration during Dr. Barbara Ray's class, February 19, 2008.

- KAMM Lecture: *DREAM On: Higher Education, Immigration, and National Security*, (OSU, Stillwater), February 19, 2008.
- Time and attendance training, NFocus system (NSUBA), February 14, 2008
- *Education online: redesign of course development and management processes*. Webinar, InnovateOnline, January 10, 2008

B. Scholarly Activities.

2. The Scholarship of Discovery. (Continued.)

- *How technology has changed the way students view both linguistic conventions and the etiquette of instructor-student relations*. Webinar, InnovateOnline, 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.

- Blogging on the NSUBA Library.
- Blogging on NSUBA Librariansitics.
- Created a resource-sharing wiki to help facilitate the collaborative efforts of the Collection Development committee that I Chair. The wiki was used as a template for all other subsequent library wikis
- Maintained faculty webpage.
- E-Reserve training for TCC-North Campus staff, March 17, 2008

4. The Scholarship of Application.

- *Pacific Rim First Year in Higher Education 11th Annual Conference, Hobart Tasmania, June 29-July 2, 2008.*
- 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

- *Comparison of the predictive validity of traditional intellectual measures and sociocultural factors on American Indian student academic achievement*. Doctoral Dissertation, OSU, College of Education, 2008. Nominated Dissertation of the Year.

C. Contributions to the Institution and Profession.

1. Committee Service.

- Faculty Council, Library Representative
- Reference/Resource Coordinator (Library).
- Collection Development Committee, Chair (Library).

- Charged with developing Allocation/Budget model and future recommendations for multi-campus collection development
- March 2008-present; 2-3 hours per week.
- Digitization Committee (Library)
- Employee Appreciation Week Committee (Broken Arrow Campus), Chair, February-March, 2008.
- United Way Campaign (Broken Arrow Campus), Chair

4. Committee assignments in professional organizations.

7. Special university, college, or departmental coordinator or other service foundations.

NSU – BROKEN ARROW, LIBRARY

- 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

- Serve as mentor to three doctoral candidates

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

NSU – BROKEN ARROW, LIBRARY.

- Assume responsibility for all library operations in the absence of the Director
- Provide leadership and mentoring for employees; supervise 2 professional librarians, technical services paraprofessional staff and 6 student workers
- Create and implement staff development plans to improve performance
- Recommend personnel actions, such as appointment, promotion, and dismissal
- Create and maintain reference desk schedule for all library staff
- Oversee training of student employees
- Work with support faculty in their roles as teachers and scholars
- Evaluate and develop print/non-print collection
- Propose/monitor book and serials budget and funding strategy to enhance and support the mission of the libraries and the campus
- Provide reference and technical assistance
 - Staff reference desks (includes circulation functions/responsibilities), daily (2-3 hours per day; 12-15 hours per week).
 - Collect and maintain departmental statistics
- 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

- 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
- Develop teaching material for student/staff bibliographic instruction of online periodical databases
- Create and maintain Webpage design for NSU BA Library webpage
- Edit library blogs

Faculty Activity Report - Professional File, 2007/2008

Sandra A. Martin, M.L.I.S.
Instructor of Library Services, Non-tenured
Health Sciences Resource Coordinator
Reference Librarian/User Services

III. EVIDENCE OF MEETING TENURE AND PROMOTION CRITERIA

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

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

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. Researched, evaluated, and tested several databases of nursing resources to replace the OVID CINAHL database when it is discontinued in June 2008. Attended demonstrations and training, and provided feedback to EbscoHost regarding desirable features and content for new EbscoHost CINAHL database. Met with nursing faculty to discuss databases under consideration and to arrange trials. Tested and evaluated EbscoHost CINAHL, Mosby's Nursing Consult, Mosby's Nursing Skills, OVID Full Text Nursing, and EbscoHost Nursing Reference Center. Added EbscoHost CINAHL and Mosby's Nursing Consult to the library's database collection.

- ii. Worked with the Oklahoma Health Sciences Library Consortium and with OVID to implement OVID's new search interface, OVID SP. Consulted with OVID technical support staff to select and test search features and options for all OVID databases prior to implementation. Provided instruction, documentation, and support to NSU librarians, Optometry and Health Professions faculty and students in getting started with the new interface.
 - iii. Consulted with College of Optometry faculty and Associate 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 2008 Opening Day Collection core list. Reviewed and selected key titles to bring the library's book collection up to standards with AVSL.
 - iv. Consulted with the Nursing faculty and Health Professions Department Chair to conduct exhaustive review and evaluation of the library's nursing book, journal, and audiovisual collections in Tahlequah, Muskogee, and Broken Arrow to prepare for NLNAC re-accreditation visit.
 - v. Reviewed and compared titles in the library's nursing book collections to key titles in core lists—Doody's Core Titles in the Health Sciences and Doody's Essential Nursing Bookshelf. Reviewed and selected new titles and editions to bring collection up to standards for NLNAC re-accreditation.
 - vi. Participated with Health Professions Department Chair in weeding the nursing collections in Tahlequah, Muskogee, and Broken Arrow.
- b. New course development and innovative teaching**
- i. Developed new script for online tutorial for the EbscoHost CINAHL database to replace existing OVID CINAHL tutorials. Developed new script and completely new online tutorial for nursing for the OVID MEDLINE database. Consulted with technical support staff in the development of Flash and animation for the tutorials. Reviewed online tutorial provided by Elsevier for the Mosby's Nursing Consult database and worked with nursing faculty to integrate it into the curriculum. Implemented and tested new tutorials in NURSING 3003 Professional Nursing Role online course for summer 2008 semester.
 - ii. Revised script and worked with technical support staff to revise Flash and animation for advanced OVID MEDLINE online tutorial for Optometry. Reviewed online tutorial provided by OVID for basic MEDLINE. Developed instruction to integrate the two, new tutorials into the Optometry curriculum.

- iii. Implemented and tested new Optometry tutorials for classes during Optometry Residents Orientation for summer 2008 semester.

2. The Scholarship of Discovery

a. Publications/Presentations

- i. Workshops and Continuing Education: Served as President, conducted annual meetings, and coordinated workshops/presentations of Health Libraries of Eastern Oklahoma (HeLEO)

b. 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 provide evidence-based nursing information. Attended presentations at professional meetings and participated in trials and online discussions.
- ii. Researched studies, attended training, and participated in discussions on the role of medical librarians in developing outreach projects and consulting services.

3. The Scholarship of Integration

a. Program Reviews

- i. College of Science and Health Professions. Nursing program National League for Nursing Accrediting Commission. In consultation with Health Professions Department Chair, developed narrative and statistical information for the Self-Study regarding library faculty, budget, resources, services, and facilities in support of the nursing program.

b. Faculty Orientations

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

c. Consultations

- i. Consulted and met regularly with faculty liaisons in Optometry and Health Professions to assess progress toward meeting needs for collection, instruction, and access to resources to support new and existing programs.
- ii. Developed new web pages to improve access to the library's growing collection of electronic resources for Optometry and Health Professions.
- iii. Developed course pages to facilitate use of online resources and tutorials in the curriculum in Optometry and Health Professions.

- iv. Conducted specialized searches of electronic databases, journals, and books for faculty, students, and residents in Optometry and Nursing. Delivered full text to faculty and residents online or took steps to expedite delivery of print documents that were not available electronically.
- v. Consulted with Optometry residents on the Tahlequah campus and at remote sites on complex research questions. Provided expert searches and delivered articles online to support patient care and publication needs.
- vi. Served as liaison for NSU's Rural Health Institute programs and services of the Oklahoma Health Connection project that enables 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, Fall and Spring Meetings
- ii. Health Libraries of Eastern Oklahoma (HeLEO), Fall and Spring Meetings
- iii. Regular meetings of the Oklahoma Health Sciences Library Consortium
- iv. Regular meetings of the South Central Chapter of the Medical Library Association Local Arrangements Committee for the 2009 SCC/MLA annual conference.

b. Memberships in Professional, Honorary and Other Learned Societies

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

c. Short courses or seminars

- i. **National Network of Libraries of Medicine**
 - i. Planning Outcomes-Based Outreach Projects
- ii. **Medical Library Association**
 - i. Web 2.0 Principles and Best Practices: Discovering the Participatory Web

C. Contributions to the Institution and Profession

1. Committee Service

- a. Library Care Committee
- b. Library Collection Development Committee
- c. Library Reference Committee. Teaching Lab Renovations

- d.** Oklahoma Health Sciences Library Consortium
- e.** South Central Chapter, Medical Library Association, Local Arrangements Committee
 - i.** Facilities and Catering Committee. Chair. SCC/MLA 2009.

Library Faculty Activities 2007-2008

Tom Messner

Position: NSU BA Library Director

Position: Interim Director of NSU Libraries

Status: Instructor, Library Services, non-tenured

Summary:

- Planned and opened the current 36,000 sq. ft. NSU BA Library/classroom facility (2007)
- Coordinated the planning and provision of high quality cooperative Library services, resources, and operations across all NSU campuses
- System-wide budget planning, financial development, and support

1. Scholarship of Teaching

Classes taught 2007-2008:

Date	Instructor	Class	# of Students
June 6, 2007	Elias	READ 5113	4
June 13, 2007	Da Ros Voseles	Early Childhood Ed.	7
June 20, 2007	Morgan	PSYC 5283	30
Aug 16, 2007	McDowell	Cell Biology	18
Aug 16, 2007	McDowell	Cell Biology	22
Aug 22, 2007	Woods	Medical Microbiology	25
Aug 22, 2007	Swanson	Reading	20
Aug 22, 2007	Swanson	Reading	19
Aug 27, 2007	Rabe	ACCT 3123	21
Aug 28, 2007	Swanson	Reading	24
Aug 28, 2007	Swanson	Reading	18
Sep 5, 2007	Rabe	ACCT 3123	36
Sep 5, 2007	Kwok	FIN 3326/Investments	24
Oct 11, 2007	Kasty France	COMP2/TCC	10
Nov 28, 2007	Summers	SOWK 4313	22
Nov 28, 2007	Summers	SOWK 4313	22
Jan 10, 2008	Gordon	Tax	20
Jan 10, 2008	Gordon	Fraud	20
Jan 14, 2008	Gordon	Tax	20
Jan 22, 2008	Shapiro	International Mktg	30
Jan 31, 2008	Walden	Business Policy	26
Feb 7, 2008	Rabe	Contemp. Business Anal.	35
Feb 19, 2008	Crockett	Business Strategy	20

NSU Websites maintained:

NSU BA Library: <http://library.nsuok.edu/nsuba/index.html>

Library Resource and Research Guides Maintained:

http://library.nsuok.edu/nsuba/research_guides.html

2. Scholarship of Discovery

2007-2008 Grants currently in participations:

- *Successfully Completing College: Developing Integrated Information Literacy Skills*: AT&T grant in cooperation with: East Central University (Lead institution)- Ada, Oklahoma; Cameron University- Lawton, Oklahoma; Langston University- Langston, Oklahoma; Northwestern Oklahoma State University- Alva, Oklahoma; Panhandle State University- Goodwell, Oklahoma; Southeastern Oklahoma State University- Durant, Oklahoma

2007-2008 Grants submitted and yet to be awarded:

- *Preservation Assistance Grants for Smaller Institutions*: National Endowment for the Humanities

3. Scholarship of Integration

- Library Design Consultant: Janice and Charles Drake Library. Oklahoma Wesleyan, Bartlesville, Oklahoma

4. Scholarship of Application

Oklahoma Council of Academic Library Directors (Approx. monthly meetings)

Oklahoma Library Association Annual Conference (April 21-23, 2008)

Webmaster: Grimes Elementary School, Tulsa, Oklahoma :

<http://arapaho.nsuok.edu/~messner/grimes%20web%20page/Grimes/Grimes.htm>

C. Contributions to the Institution and Profession

University Councils and Committees

- Academic Council
- Administration Council
- NSU Library Committee
- Strategic Planning Committee
- NSU BA Administrator Group
- Learning Management System Selection Committee

Library Committees

- Library Administrative Group
- Library Web Committee
- Library Development Committee
- Library Strategic Planning Committee
- NSU BA Selection Committee (2007 Instruction Librarian Position)

Other University Coordinator Activities

- Emergency Preparedness
 - *Building Coordinator John Vaughan Library
 - *Building Coordinator NSU BA Library Building E
- Employee Giving/ NSU Centennial Campaign: NSU Libraries Campaign Coordinator

Professional Memberships

- Oklahoma Library Association
- Oklahoma Council of Academic Library Directors
- Beta Phi Mu (National Honor Society for Library and Information Science)

Select Memberships

- Broken Arrow Chamber of Commerce
- Boy Scouts of America

LIBRARY FACULTY ANNUAL REVIEW

**Tom Rink, Instructor, Instruction Librarian (Broken Arrow Campus), Non-tenured
Partial year: Nov 7, 2007- May2008**

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 11 classes, reaching a total of 195 students.

November 28, 2007	SOWK 4313	Social Work Research (Prof. Summers).
November 28, 2007	SOWK 4313	Social Work Research (Prof. Summers, 2 nd session).
January 15, 2008	BIOL 3124	Cell Biology (Dr. McDowell).
January 15, 2008	BIOL 3124	Cell Biology (Dr. McDowell, 2 nd session).
February 4, 2008	CR J 4513	Legal Analysis (Prof. Madden). [Observed Pamela.]
February 6, 2008	CR J 5253	Crime Policy (Dr. Keller).
February 11, 2008	SOWK 4633	Family/Child Welfare Services (Prof. Zoellner).
February 19, 2008	ENGL 3083	Technical Writing (Dr. Bentley).
March 24, 2008	SOWK 4863	Social Policy (Prof. Summers).
March 24, 2008	OU-Tulsa	Foundations in Library Science (Dr. Martens).
April 3, 2008	CR J 3545	Criminal Justice Computer Applications (Prof. Hall).

D. Scholarly Activities.

1. The Scholarship of Teaching.

- Updated bibliography.
 - SOWK 4873 (Human Behavior in the Social Environment II).
 - Dr. Poole. [December 15, 2007.]
- Updated bibliography.
 - SOWK 4962 (Senior Seminar).
 - Dr. Poole. [December 15, 2007.]
- Produced bibliography.
 - SOWK 4751 (Stress Management).
 - Dr. Poole. [January 2, 2008.]

2. The Scholarship of Discovery.

- Leadership Summit (Special Libraries Association).
 - Leadership training and networking.
 - January 20, through January 26, 2008.
- IBIS World training/demo (webinar).
 - New database for business information.
 - 2:00 PM, February 12, 2008. (1 hour.)
- Wilson WebEx CT training (webinar).
 - Highlighted new features and provided training.
 - 1:00 PM, February 14, 2008. (1 hour.)
- Book Repair Seminar (KAPCO).

- Live demonstration during Dr. Ray's class.
- 4:30 PM, February 19, 2008. (2½ hours.)

B. Scholarly Activities.

2. The Scholarship of Discovery. (Continued.)

- Ethics 101 webinar (Special Libraries Association).
 - Outline of the Ethics Ambassador Program.
 - 2:00 PM, March 6, 2008. (1½ hours.)
- Working Effectively with Tribal Governments webinar
 - Bureau of Indian Affairs update.
 - 3:00 PM, March 26, 2008. (1½ hours.)
- E-book Reader Workshop (Tulsa Community College).
 - Live hands-on demonstration with four different brands of readers.
 - 1:00 PM, April 1, 2008. (2 hours.)
- Fundraising Campaign training session (Tulsa Chamber of Commerce).
 - Mandatory training for new volunteers.
 - 8:00 AM, April 3, 2008. (2 hours.)
- Presentation Skills (Special Libraries Association).
 - Online training course ("Course of the Month.")
 - 3:30 PM, May 9, 2008. (1 hour.)
- Specialized Collections at OU (OK Chapter of SLA)
 - Tours of specialized collections/libraries at OU (Engineering Library, Charles M. Russell Collection, Fred Jones Museum of Art).
 - 9:00 AM, May 16, 2008. (6 hours.)
- Annual Conference (*Special Libraries Association*). (Upcoming conference.)
 - *Professional development, continuing education, leadership training, and networking opportunities.*
 - *June 12, through June 19, 2008.*

3. The Scholarship of Integration.

- Blogging on the NSUBA Library (9 posts).
- Blogging on NSUBA Librariantics (19 posts).
- Created a wiki (sidebar to an existing page) to help facilitate the collaborative efforts of the committee that I Chair.
- Designed and uploaded a faculty web page to Arapaho. (A work in progress.)
 - <http://arapaho.nsuok.edu/%7Erink/>

5. The Scholarship of Application.

SPECIAL LIBRARIES ASSOCIATION (SLA)

- Currently serve on the Board of Directors (two-year, elected term began January 1, 2008).
 - Division Cabinet Chair-Elect (liaise with Divisional Units and plan and execute leadership training).
 - Monthly Board conference calls (1 hour per call).
 - Monthly Leadership Training planning calls (1 hour per call).

B. Scholarly Activities.

4. The Scholarship of Application. (Continued.)

SPECIAL LIBRARIES ASSOCIATION (SLA).

- Monthly Centennial Commission Conference Planning conference calls (1 hour per call).
- Served on the SLA Professional Development Advisory Council (term ended January 1, 2008).
 - Monthly planning conference calls (1 hour per call).
- Attended SLA's Leadership Summit (January 20, through January 26, 2008).
 - Board Meetings (Division Cabinet Chair-Elect) – Executive Session as well as Open Session.
 - Planned and assisted with execution of activities associated with the Leadership Summit.
- Moderated the leadership training webinar for Division Chairs.
 - 10:30 AM, February 21, 2008. (1 hour.)
- Moderated the leadership training webinar for Webmasters.
 - 10:30 AM, February 25, 2008; (1 hour.)
- Moderated the leadership training webinar for Bulletin Editors.
 - 10:30 AM, February 26, 2008; (1 hour.)
- Moderated the leadership training webinar for Membership Chairs.
 - 10:30 AM, February 28, 2008; (1 hour.)
- Moderated the leadership training webinar for Treasurers.
 - 10:30 AM, March 7, 2008; (1 hour.)
- Attended the SLA Board Retreat (March 9, through March 12, 2008).
 - Assisted with scenario planning for the Association.
- Attended SLA's Annual Conference (June 12, through June 19, 2008).
 - Board Meetings (Division Cabinet Chair-Elect) – Executive Session as well as Open Sessions.
 - Planned and assisted with execution of activities associated with the Leadership Development Institute.

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).

COMMUNITY OF OKLAHOMA INSTRUCTION LIBRARIANS (COIL).

- Attended annual business meeting (Weatherford, OK).
 - 1:00 PM, November 30, 2007. (1½ hours, full-day counting travel time.)

C. Contributions to the Institution and Profession (last five years).

1. Committee Service.

- Reference Committee (Library).
 - Keeping up-to-date with general Reference issues.
 - November 2007 to present; meets occasionally, 1-2 hours per meeting.

C. Contributions to the Institution and Profession (last five years).

1. Committee Service. (Continued.)

- 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 present; 2-3 hours per week.
- Professional Issues Committee, Chair (Library).
 - Charged with addressing professional issues, reviewing existing procedures, recommend changes.
 - March 2008 to present; 2-3 hours per week.
- Assessment Committee (Library).
 - Charged with examining current assessments and to make recommendations for future assessments.
 - March 2008 to present; 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; Minimal time commitment for now (this committee has not yet met).

4. Committee assignments in professional organizations.

SPECIAL LIBRARIES ASSOCIATION (SLA).

- Centennial Commission Conference Planning Committee (January 2008 to present).
 - 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.)
- 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.)

C. Contributions to the Institution and Profession (last five years).

4. Committee assignments in professional organizations. (Continued.)

SPECIAL LIBRARIES ASSOCIATION (SLA).

- 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.)
- Special Committee on Competencies for Special Librarians (September 2003 to June 2004).
 - Reviewed and updated the *Competencies for Special Librarians in the 21st Century* document.
 - Annual planning meeting, monthly conference calls. (2 hour meeting at Annual Conference, 1 hour per call.)

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).

- Advisory Board/Strategic Planning, Oklahoma Library Technology Network (OLTN). (August 2006 through July 2007.)
 - Examined current program, updated strategic plan, made recommendations for the future.
 - 2-day retreat (December 2006), monthly meetings. (2 hours per meeting.)

GREEN COUNTRY KNOWLEDGE AND INFORMATION PROFESSIONALS SOCIETY (GC-KIP).

- 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.)

C. Contributions to the Institution and Profession (last five years).

4. Committee assignments in professional organizations. (Continued.)

FRATERNAL ORDER OF POLICE (FOP).

- Membership Committee (1999 to present).
 - Recruiting and signing up new members; planning receptions/fraternal events. (2-3 hours every 6 months.)

7. Special university, college, or departmental coordinator or other service foundations.

NSU – BROKEN ARROW, LIBRARY

- Emergency Response Coordinator for Building E (April 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.
 - Attended mandatory training sessions.
 - Training: 3 hours; 1 hour weekly lunches [plus travel time].

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).
- Designed a new statistical data collection form for the reference desk.
- Oversee cashbox operations (deposit as required, 15-30 minutes per month).
- Prepared a "Library Fee Comparison" report of Oklahoma Colleges and Universities.
- Maintain and update my faculty webpage (as required).
- Responsible for all NSU-BA Library Course Reserves.
 - Added physical reserve items to 17 different courses for 11 different instructors. (Total items added: 95 documents/monographs.)
 - Added electronic reserve items to 6 different courses for 3 different instructors. (Total items added: 24 electronic articles.)

RECAP OF RESERVES ADDED (Physical items unless specified "electronic"):

ACCT 3003, Income Tax Accounting (Gordon), 5 items.

ACCT 3503, Fraud (Gordon), 4 items.

ACFN 5293, Portfolio Management (Kwok), 12 items.

BIOL 4133, Genetic Virology (Woods), 1 item.

CR J COMPS, Comprehensive Exam Questions (Wilds), 19 items.

CR J 4593, Paralegal Practice (Wilds), 1 item.

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

NSU – BROKEN ARROW, LIBRARY. (Continued.)

RECAP OF RESERVES ADDED (Physical items unless specified “electronic”):

ECED 4313, Development of Early Childhood Programs (Ede), 2 items.

ENGL 3413, World Literature (Mercer), 1 item.

ENGL 3653, English Literature II (Mercer), 4 items.

ENGL 4693, Mark Twain (Mercer), 2 items.

ENGL 4931, Utopias, Dystopias (Malone), 1 item (electronic).

ENGL 4933, Violence in Literature (Malone), 21 items (11 electronic).

ENGL 5653, Violence in Literature (Malone), 4 items (electronic)

FIN 3213, Principles of Finance (Kwok), 5 items.

PERM RES, Permanent Reserve (Messner), 3 items.

PSYC 5603, Practicum I (Deal), 3 items.

REL 3103, Early Christian Heresies (Cheatham), 1 item (electronic).

SOWK 3953, Practice I (Poole), 8 items (1 electronic).

SOWK 4751, Stress Management (Poole), 6 items (electronic).

SOWK 4962, Senior Seminar (Poole/Summers), 15 items.

SPED 4573, ID/Assessment of Exceptional Children (Giacobbe), 1 item.

**Faculty Activity Report
June 2007-May 2008**

Jackie M. Schumaker
Instructor of Library Services
Technical Services Librarian

B. Scholarly Activities

3. The Scholarship of Integration

Contributed 28 original cataloging records to OCLC database

Enhanced 63 bibliographic records in OCLC by contributing call numbers and/or subject headings, correcting errors, or upgrading to a higher encoding level

Provided for access to library materials by assigning 334 LC or Dewey call numbers and by adding subject headings to records

C. Contributions to the Institution and Profession

University Committees:

Campus Parking Committee
University Animal Welfare Committee

Library Committees:

Assisted with Scholastic Book Fair (Nov. 2007)

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

Department Head of Technical Services Cataloging Department

Oversaw the cataloging activities of 4 library technicians

Coordinated and monitored cataloging workflow

Monitored cataloging for accuracy and training needs

Provided cataloging training to library technicians

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

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

Exported 9,803 authority records from OCLC to Millennium, created 150 authority records in Millennium, and updated 4,890 bibliographic headings by re-exporting updated authority records

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

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

E. Workshops/Conferences attended:

Safety Training Workshop, NSU Library, Aug. 19, 2007

LC/Dewey Smackdown: Oklahoma Library Association, Technical Services Roundtable Fall Workshop, Stillwater, OK, Oct. 29, 2007
(Assisted Linda West with LC Classification session)

University Archives
Annual Report by Vickie Sheffler
2007/2008

This fiscal year the University Archives [including records management and genealogy areas] served 1,622 patrons who used 1,688 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, three part-time student assistants and two volunteers from the Indian Territory Genealogical & Historical Society for seven hours per week fall semester and four hours per week spring semester.

One of the student assistants, Brenda Cochran, had been working for 29 hours per week. However, she graduated in December of 2007 in Graphic Arts and Photography. She had mainly been scanning and restoring THE NORTHEASTERN newspapers for preservation purposes. In addition, she had been working very closely with Dr. Brad Agnew for materials for his history of Northeastern book. Due to her expertise and the continuing need for graphic assistance, Ms. Cochran was retained at 29 hours per week as a part-time assistant following graduation. The Library continued her minimum-wage salary as it had been as a student assistant; as she was a professional, an additional salary was supplied through Centennial funding for the remainder of the term. Her dedication and skills have been largely responsible for the enormous materials production from the University Archives this term. She was also essential in keeping the Archives going when Ms. Sheffler was out of the office during most of May with eye surgery.

University Archives staff produced 11,298 scans, most of which were for the Archives project to digitize THE NORTHEASTERN newspaper. The project was begun in 2005/06 as a preservation effort for the brittle materials. That same term, Dr. Brad Agnew began researching materials for his history of Northeastern book for a Centennial project. Dr. Agnew frequently called upon Archives staff for further extensive research in the records. During the spring term, he and/or at least one of his 12 history students worked in Archives nearly daily. Planning also began on a major scanning project—the 1847 and 1888 time capsules. Ms. Sheffler took the 100 items from the time capsules to the Oklahoma Historical Society in the Capitol Complex in Oklahoma City. Its professional microfilmmers reproduced every page of the capsules on three reels of microfilm for preservation purposes. It is the intent of the University Archives to scan the microfilm into computer files. This can be done using the new microfilm reader/printer/scanner purchased for Special Collections a few years ago. Linda West, Director of Technical Services, will then work the data into a system by which the entire contents of the capsules will be placed online. We hope to complete this prior to the end of the Centennial.

This term, 35.51 cubic feet of materials [32.51 cu' archival and 3 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. An interesting accession was a large box of aperture cards from the Physical Plant. These cards were microfilms of blueprints for various buildings on campus. They had been put on a computer and the original cards were sent to University Archives.

In addition, the Archives staff also provided hundreds of photographic scans to the publisher of the Centennial photographic coffee-table book. The staff also provided research and/or scans for the following University departments or individuals this fiscal year: AAUW, Admissions & Records, Alumni Association, Art Department, Athletic Department, Budget Office, Career Services, Center for Tribal Studies, Cherokee Language Program, College of Education, College of Optometry, College Strategies, Descendants of the Seminarians, Graduate College, Housing, Human Resources, Library-Tahlequah (Circulation, Director's Office, Special Collections, Technical Services), Library-Broken Arrow, Loan Office, Music Department, Northeastern Activities Board, Northeastern State University Foundation, Office of THE NORTHEASTERN, Office of the President, Office of the Academic Vice President, Office of the Vice President for Administration, Physical Plant, Residents Hall Association, Security, Sequoyah Institute, Speech & Hearing Program, Student Affairs, Student Financial Services, and Student Health Services.

Public Relations requested assistance on 71 occasions regarding many projects with extensive research for the Statue Committee, the Centennial book, Seminary Hall murals and time capsules, Rosamund House, Cherokee National Female Seminary, as well as many photographs for various publications. University Archives also assisted with the three retirement receptions and the dinner for President Larry and Pam Williams at the office of Attorney General Drew Edmondson in Oklahoma City, the Broken Arrow campus, the Muskogee campus and the Tahlequah dinner.

The University Archives provided nearly four gigabytes of files to Harry Oosahwee and his Cherokee Language program. These files were scanned from documents printed and/or written in Cherokee and found in the 1847 and 1888 Seminary Hall time capsules.

The Archives also provided 75 yearbook photographs for the 30-year employees during Employee Appreciation Week— Dawn Cain, Martha Caughman, Jim Davis, Diane Morgan and Stanley Schaffler. These computer files were then given to Linda West who used them to produce memory books for the honorees as she has been doing for many years.

The Archives prepared 32 photographs and various other research materials to the graduate students from University of Oklahoma's Urban Design Studio which had been asked to prepare an analysis of NSU's campus layout and create suggestions for revisions for the main entrance of the campus. The group requested information on the history of NSU and requested photographs of the past and present campus layout and buildings.

One collection was withdrawn from the University Archives. In 1981 George Garrett had donated a scrapbook of newspaper clippings and other documents from his experience on staff during the Nazi War Crimes trial at Nuremburg, Germany. Mr. Garrett requested that his collection be deaccessioned in order that he could donate it to a museum which specializes in World War II Germany materials. Mr. Garrett very kindly allowed us to scan his entire collection – 423 files at 2.91 gigabytes, so that we still retain the information found within the collection in computer files.

A second collection was withdrawn from the John Vaughan Library – the Rogers film collection. In 1979, Dr. Charles Rogers donated an extensive collection of 16-mm films which he had collected to Northeastern. He had specific requirements as to the storage and use of the films in order to preserve them. No film could be shown more than one time per year, etc. For many years, the films were shown free of charge in the library on a weekly basis. As the years passed, the films were not shown as frequently and it was discontinued completely. Since then, the equipment required for showing the films has deteriorated and been surplussed. Ms. Sheffler discovered that a similar situation had existed at University of Central Oklahoma in Edmond. They had found a closet of very old silent films and, due to lack of equipment and facilities, had donated them to the new Oklahoma City Art Museum. The Museum has hired a film archivist to preserve its film collection. It also has state-of-the-art equipment to show films and a renovated, classic theater to show them in. Ms. Sheffler then recommended transferring the Rogers film collection to the Art Museum. In the meantime, Dr. Rogers had developed Alzheimer's disease. We contacted his caretaker-his ex-wife, and asked her to talk to him about the idea. She agreed that it was a good idea in order to preserve the films to transfer them to the Art Museum, and that he was incapable of a decision, but that we had her approval. Dr. Rogers has since died. Half of the Rogers Film Collection was transferred to the Oklahoma City Museum of Art on December 18, 2007. The remainder will be transferred early this fall. Brian Hearn, Film Archivist at the museum, has agreed to follow Dr. Rogers's wishes regarding the preservation and care of the film collection.

Other external patrons for whom graphics, presentations, interviews and/or research were prepared included the following: Cherokee Nation, approximately 35 photographs; Keetoowah Society, 28 photographs; Jack Dobbins; Elwin Fite; Hastings Hospital; Libraries: Ardmore Public Library; Mid-Continent Public Library, Independence, MO; Muskogee Public Library; Talbot Library, Colcord, OK; Barbara McAlister, Cherokee Opera Mezzo-Soprano; Murrell Home; NDN Art Gallery; National Historic Preservation Records Commission; Oklahoma City Zoo; Oklahoma Museum of Higher Education; Oklahoma Historical Society; Tahlequah City Cemetery Office; Tahlequah Chamber of Commerce; Tahlequah City Hospital; Tahlequah Daily Press; Tahlequah Lumber; Tahlequah Public Works Authority. The researchers also included two film crews working on documentaries, two authors, and two Cherokee artists.

Various Archives database indexes were updated: the minutes of the Board of Regents of Oklahoma Colleges, Cherokee National Male and Female Students, and the Graduate College master's papers.

Ms. Sheffler's Professional Activities include the following:

1. Gave PowerPoint presentation on contents and preservation of Seminary Hall Time Capsules of 1847 and 1888 to the following groups:
 - a. Oklahoma Genealogical Society at the History Center in Oklahoma City, September 10
 - b. National Tribal Conference for Archives, Libraries & Museums, Oklahoma City, October 26
 - c. Indian Territory Genealogical & Historical Society, Tahlequah, OK, February 25

2. Interviewed by the following:
 - a. Cathy Spauling, MUSKOGEE PHOENIX, on Rosamund House
 - b. Fox News on Seminary Hall; Delores Sumner also interviewed
3. Attended Annual Meeting of the Society of American Archivists, Chicago, Aug 29-Sept 2
4. Attended and worked on staff for the National Tribal Conference for Archives, Libraries and Museums, Catoosa, OK, September 21-26
5. Spoke to Tahlequah Rotary Club, November 20 regarding University Archives; Delores Sumner also spoke about Special Collections.
6. Accepted Certificate for Rosamund House as Historic Building at the Awards Banquet for the Oklahoma Historical Society annual meeting, June 7.
7. Worked on staff for National Institutes for Tribal Archives, Libraries and Museums Conference, Tulsa, OK, April 14 (I was scheduled to work for conference through April 17, but was called home with family emergency.)
8. Judged for History Day, NSU campus
9. Served as consultant to Delores Sumner for grant proposal to Oklahoma Historical Records Advisory Board for \$10,000 grant from National Historic Preservation Records Commission in Washington, D.C., for preservation of Special Collections books in various tribal languages; grant was awarded unanimously by Board; Sheffler abstained.

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

1. NSU Centennial - General Committee
2. NSU Centennial - Statue Committee
3. NSU Centennial - Book Committee
4. NSU Centennial - Opening Picnic Committee
5. NSU Centennial - Murals Committee
6. NSU Search Committee for Executive Director of Libraries
7. NSU Emergency Response Team, a Library Building Coordinator
8. NSU Library Disaster Committee
9. NSU Library Digitization Committee
10. NSU Library Centennial Display Committee
11. NSU Library Directors' Council

Victoria Sheffler held professional memberships in the following organizations:

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

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 can not be easily contained, it is essential to retain a cool environment to retard mold and mildew growth.

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

Date	Total cu' added	Archival Materials		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	60.9 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'	

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
 7 July 2008

**Faculty Activity Report
June 2007-May 2008**

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

Scholarly Activities

1. The Scholarship of Teaching

Special Collections bibliographic instruction and research skills taught August 17
Introduction to Native American Studies, Anthro 2223, Dr. Ben Kracht, faculty

Special Collections bibliographic instruction and research skills taught August 31
Native American Literature I, English 3773, Dr. Terri M. Baker, faculty

Special Collections bibliographic instruction and research skills taught September 19
History of American Indian, History 3723, Dr. Bill Corbett, faculty

Special Collections bibliographic instruction and research skills taught September 27
Cherokee Language 1312/ College of Liberal Arts, Harry Oosahwee, instructor

Special Collections bibliographic instruction and research skills taught September 28
Freshman Comp I, English 1113, Connie Henshaw, instructor

Special Collections bibliographic instruction and research skills taught October 16/17
Freshman Comp II, English 1213, Mary Kremmer, instructor

Special Collections bibliographic instruction and research skills taught January 16
Cultural Aspects of the Five Tribes, English 4883/5643, Dr. Terri M. Baker, faculty

Special Collections bibliographic instruction and research skills taught January 24
American Indian History, Cherokee Nation Talking Leaves Job Corp, James Williams

Special Collections bibliographic instruction and research skills taught January 31
American Indian History, Sapulpa High School Indian Education, Ray Rodgers

Special Collections assisting schools researching regional History Day projects
Eufaula, Jay, Muskogee, Oaks, Stilwell, Tahlequah and Westville

2. The Scholarship of Discovery

Supplemented Special Collections' History, Tribal and Five Civilized Tribes research files

Consultant and planning committee member to the Oklahoma Department of Libraries
2007-2008 *National Tribal Archives, Libraries, and Museums* conference entitled
Guardians of Language, Memory, and Lifeways held in Oklahoma City, October 23-25.

Continuation of fundraising supplementing the Bryan "Jake" Chanate memorial scholarship for
American Indian students attending Northeastern State University.

Consultant and planning committee member to the Oklahoma Department of Libraries
2008 *Skills and Strategies for Managing Tribal Records* conference held in Catoosa,
April 13-17.

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

Special Collections provided research resources and assistance for University of Arkansas, Clint
Crowe, dissertation candidate and author of 1995 *A Civil War within the Civil
War: the Division of the Indian Nations*.

Honored bestowed, during the 2008 opening dedication of the Comanche Nation Museum and Cultural Center, as the first Comanche Tribal Museum Director, years 1979-1981. Serving presently as consultant to the newly established Comanche Nation Museum in Lawton, Oklahoma.

Hosted book signing reception for NSU faculty members, Dr Terri Baker and Connie Henshaw, who utilized Special Collections for their book *Women Who Pioneered Oklahoma*, published by the University of Oklahoma Press. These are stories from the WPA narratives during the years 1936-39.

Presented an enlightened program on the history of Special Collections to Tahlequah's Rotary Club.

Applied and Awarded: 2008 Oklahoma Tribal Heritage Project grant by the Oklahoma Historical Records Advisory Board and the National Historical Publications and Records Commission.

Created a brochure, depicting the history of the Seminary Hall's two murals and the Kiowa artists, for the NSU restoration and preservation dedication of the murals. Art background created by Brenda Kaye, Archives student worker.

Interviewed by *Tulsa's Fox 23 News* on the founding history of Northeastern State University's Cherokee Female Seminary and the murals painted by Kiowa artists, Stephen Mopope and James Auchiah.

In conjunction with Tahlequah's Chapter of National Indian Women's Health Resource Center, Special Collections hosted a workshop, entitled *5 Dynamics*.

Conducted an informal genealogy "Family Tree Day" at the Comanche Nation Tribal Complex for interested tribal members of the Kiowa and Comanche Nation.

Assisted students with individual instruction and research for their term papers

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

Instructed students on how to locate and select primary sources

3. The Scholarship of Integration

Appointed to a newly formed campus committee, 2008 Save the Murals Committee, reconvening the 1997 Save the Murals restoration committee. The committee was formed for the preservation and installation of protection barriers sponsored by Senior Class of 2007.

Member and First Vice-President 2004-2009: Delta Kappa Gamma Educational Organization

Member of the Northeastern State University (NSU) Centennial Table Top Book Committee.

Appointed member (2005-2008) of the Centennial Sculpture Committee (sculptor, Daniel Horsechief's Sequoyah statue will be unveiled during NSU's opening Centennial Celebration, August 2008).

4. The Scholarship of Application

Attended the Library Safety Procedures Meeting conducted by the campus police department, August 28.

Attended the Northeastern State University's third annual Larry Adair Lectureship meeting and banquet, September 6.

Attended the Oklahoma Tribal Libraries Focus Group held at the Citizen Potawatomi Cultural Center in Shawnee, Oklahoma, February 12.

Attended the Comanche tribal language preservation reunion with the Shoshone Tribe of Wyoming held at the Comanche Complex during the September nation fair.

Attended the eleventh annual Oklahoma Native Language Association Conference held at the Northeast District United Methodist Church Camp near Preston October 11-13

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

Participated, in full academic regalia, the Eighth Annual American Indian Graduation Convocation Ceremony, May 9

Contributions to the Institution and Profession

Special Collections is unique in its composition and mission. Special Collections supports the curriculum needs of NSU. The historical material usage is tremendously supported by the academic disciplines. The American Indian students have always been served, not only by printed materials, but through personal contact with the Special Collections Librarian, Delores T. Sumner. Their interaction is through the mutual understanding of their cultural and traditional tribal background. This is very appropriate as NSU has the highest percentage of American Indian enrollment in any college in America. Academic services is also provided to students off-campus which includes Cherokee Nation Job Corp and Sequoyah High School as well as neighboring public schools.

One of the most noted utilized users are the researchers not only from Oklahoma but over the United States. In appreciation for the vast resources available during his research, Assistant Professor Tol Foster, Ph.D. from the University of North Carolina, presented to Special Collections his dissertation entitled: *Dividing Canaan: Oklahoma Writers and the Multicultural Frontier*. From the University of Kansas comes a linguistic student to study in the rare book collection on the written Cherokee language. Other dissertation candidates are: from the University of Arkansas searching into the history of Cherokee Female and Male Seminary; from the University of California, Riverside, an inquiring research into the American Indians reaction to the annexation of overseas colonies by the United States at the end of the nineteenth century and also from the University of Arkansas, a Masters candidate researched Indian boarding schools and the Cherokee mission schools during the Indian Territory period. During this same era, a Tahlequah graduate extensively researched the existence of black schools established by the Cherokee Nation. From the Oklahoma Historical Society Manuscript Archivist, a request came regarding a copy of the constitution & by-laws of the “*Knights of the Golden Circle*”, as Special Collections houses the original document. The various departments of the Cherokee Nation Enterprises spent quality time, this semester in Special Collections, researching and recording the history of the Cherokees. It is a requirement that the Cherokee employees be knowledgeable about their history.

Other notable visitors came from **Russia's Upper Volga Institute** in the town of Tver-city. They spent time asking questions on American Indian languages preservation and the existence of tribal sovereignty. They were also as curious about my tribal membership, the Comanche Tribe.

Book donors are much appreciated by Special Collections. Once again, a large quantity of Cherokee language books was donated from the estate of Raven Hail, Cherokee poet and writer. Another donor and noted friend of NSU, Dr. Rennard Strickland has given a fine additional collection of American Indian law books. Dan Agent, retiring editor of the Cherokee Nation newspaper, *Cherokee Phoenix*, has donated not only books but journals and tribal newspapers.

As Special Collections is well known among Oklahoma museums, Tribal Nations and County Historical Societies, reference referral is welcomed. This year's referrals came from the following universities; Arkansas, California, North Carolina, Iowa Law Library, Maine, Oklahoma, Kansas, Michigan, and Wisconsin. The most frequent requests come from the tribal nations, to name a few, are Choctaw, Creek, Cherokee and the United Keetoowah Band. To be noted are requests from the Department of Archives and Museum, and the Oklahoma History Center.

Special Collections has seen tremendous growth in service and usage this year even tho the purchasing of printed resources has decreased noticeably. Since 1975, Special Collections houses an incredible collection of microfilm resources relating to the history of the Five Civilized Tribes, Indian Territory era, Plains Indian of Oklahoma and historical newspapers. The accepted and preferred archival method for preservation of documents is microfilm. Electronic data is ephemeral and subject to destruction by a scratch on the disk, a magnet, program and equipment obsolescence, heat and humidity, human error, etc. The academic year, 2007-2008, have proven Special Collections successfully fulfilled its commitment in offering quality research to the NSU faculty and students, the Indian Studies program, the general history classes and the general public.

Delores T. Sumner
Special Collections
Librarian

Darren Tobey
Director of Library System Services
Annual Report
November 2007 – May 2007

B. Scholarly Activities

1. Scholarship of Teaching
 - a. Individual instruction of students with online databases and general computer knowledge
 - b. Updated webpages for ILLiad (library resource for Interlibrary Loan use)

4. Scholarship of Application
 - a. Presented Oklahoma Higher Education Teaching & Learning Conference
Info to Go!: Virtual Library Resources Supporting Distance Learning
April 10, 2008, Northeastern State University, Tahlequah, OK
 - b. Presented Oklahoma Library Association
OSS OnRamp: 5 Innovative Projects by Library School Students Utilizing Open Source Software
April 23, 2008, Southern Hills Marriot, Tulsa, OK
 - c. Attended ACRL-Oklahoma Conference
Eyes Forward and Hands On: Gearing Up for 2.0 in Oklahoma
November 5, 2007, OSU-Tulsa, Tulsa, OK
 - d. Attended Tulsa Community College and Green Country Knowledge Information Professionals Seminar
Ebook Readers in Higher Education: Continuing the Conversation
April 1, 2008, Tulsa Community College, Tulsa, OK

C. Contributions to the Institution and Profession

1. NSU General Education Task Force
2. Library Digitization Committee – Chair
3. Library Tutorial Creation Subcommittee – Chair
4. Library Instruction Committee
5. Library Professional Development Committee

6. Library Webpage Committee
7. American Library Association
8. Association of College and Research Libraries and ACRL-Oklahoma
9. Digital Services Interest Group of ACRL-Oklahoma

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

1. Supervision of 2 full-time staff members and 1 part-time staff member as Director of Library Systems Services

Faculty Activity Report (June 2007 - May 2008)

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

Scholarly Activities

1. The Scholarship of Teaching and Learning

- Presented Biology Faculty Orientation to biological applications of SciFinder Scholar. (August 27, 2007)
- Provided and made available specialized library instruction for the departments of : Biology, Computing (CIS), Chemistry, Mathematics, Physics, General Science, and Physical Education.
- Composed Powerpoint Tutorial for Biology.

2. The Scholarship of Discovery

- Learned Photoshop by attending Adobe Photoshop Workshop. (April 9, 2008)
- Examined new databases such as BioOne 2 and Greenfile.

3. The Scholarship of Integration

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

4. The Scholarship of Application

- Participated in CAS Scifinder e-seminar “Drawing Results From Chemical Structure Searching”. (September 19, 2007)
- Participated in Elsevier webinar “The Hyperlinked Library”. (January 14, 2008)
- Participated in Wilson’s WilsonWeb CX Edition online training. (February 28, 2008)
- Attended Ebsco Updates presentation. (April 9, 2008)
- Participated in CAS SciFinder e-seminar “Exploring What’s New”. (May 14 2008)

Contributions to the Institution and Profession

- Resource Coordinator for the College of Science and Health Professions (biology, chemistry, computer and information science, general science, mathematics and physics).
- Consultant to Library Technology Support.
- N.S.U. Linux User Group Sponsor.

- System Administrator, N.S.U. Linux User Group Network.
- Secretary, University Grievance Committee.
- Announcer, Honors and Awards Assembly.
- Member, Northeastern State University Institutional Review Board
- Member, University Student Honors and Awards Committee.
- Member, Library Collection Development Committee.
- Member, Library Disaster Committee.
- Dialog database searcher.
- Owned and maintained Reference, Science, and Math web pages on the Library server.
- Reimplemented SciFinder Scholar after computer lab upgrades.
- Comprehensively weeded entire range of main collection Q's.
- Selected mathematics, computer and information science, general science, geology and earth science, chemistry and physics library materials (including gifts).
- Participated in faculty instruction of Chemical Abstracts (SciFinder Scholar).

**Linda H. West, Assistant Professor, Tenured
Technical Services Director**

B. Scholarly Activities

3. The Scholarship of Integration

*Oklahoma Library Association, Technical Services Roundtable, "LC Dewey Smackdown" October 29, 2007, Stillwater.

Workshop speaker on the topic of "The Library of Congress Classification" Lecture presented to over 50 participants, developed hands on exercises and presented wrap-up session.

* Redesigned and edited the Library Website, over 425 pages were converted in a two week period in July 2007.

*Continued to update web pages for the Library website throughout the year.

*Maintained Serials Solutions journal information in the online catalog, monthly

*Developed program review information and other customized lists for OKShare, circulation, nursing weeding, and Y Collection inventory.

*Provided additional statistical information for Reference including Reference collection usage by title.

* Published articles for the Library Blog. 29 articles were composed on various topics. The blog is intended to educate our students about Library services and resources.

4. The Scholarship of Application

*Developed custom Google search engine for the Library website. Combined search results from Librarian webpages on Arapaho along with Library webserver.

*Coordinated the Videx conversion project. Coordinated teams through four phases of the project completed in June 2008.

* Attended Fall Sigalo Meeting, November 30, 2007 in Tulsa. Session covered counting database uses accurately.

* Attended Fall ACRLOK Meeting, November 5, 2007 in Tulsa. Topic of the meeting was Library 2.0

* Performed a project to cleanup catalog records for Ebrary ebooks. Deleted all records and reloaded an edited set of new records in December 2007.

*Redesigned and added new features to the Library Blog, MySpace and Facebook pages. Many ideas were applied from the ACRLOK workshop and other research.

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

* Added features to the online catalog: Additional resources were added to Webbridge and a Search Other Libraries feature which searches WorldCat was also added. A new feature that provides a link to a permanent URL was also added to help librarians share catalog entries with faculty and students.

* Attended two state AAUW meetings. Leadership Training, October 2007 and Biennial Convention in Duncan, Oklahoma, April 2008.

C. Contribution to the Institution and the Profession

University Committees:

Financial Aid Advisory, Chair
Faculty Council, Secretary, Web master
World Wide Web Committee, member
Employee Appreciation--30 year notebooks (5 compiled)
Executive Director of Libraries Search and Screen Committee, Member
History Day Junior Projects Judge, April 1, 2008.
Oklahoma Debate Competition Judge, February 23, 2008
Undergraduate Research Day Judge, April 22, 2008 (representing Faculty Council)

Library Committees:

Library Web Committee, Chair
Public Relations Committee, Member
Assessment Committee, Member
Digitizing Committee, Member
Fall Scholastic Book Fair
Videx Replacement Planning Committee, conducted meetings

State Committees:

Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

Community Committees:

American Association of University Women, Tahlequah Branch, Treasurer and Webmaster – Tahlequah Branch
Graduate Woman Scholarship Committee
American Association of University Women, Oklahoma Division
State Board Member – meetings attended
Webmaster
Converted The Leader for publication

Girl Scouts

Daily Girl Scout Troop leader
Juliette Advisor and Fall Product/Cookie sale coordinator
Attended Girl Scout Volunteer Conference in Tulsa, October 2007
Recertified First Aid/CPR credentials, October 2007

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

*Millennium Systems Site Coordinator

Chiefly responsible for reporting and monitoring problems with the system

*Library Webmaster – Provide quality control of webpages, analyze statistics, run link checker to maintain external links

*Designed video covers for Indian Symposium videotapes.

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

- *Compile monthly and annual statistics for the Library annual report
- * Demonstrated the new Library Webpages to Reference, September 6, 2007.
- *Created lists and updated records for patron expirations, reserve and browsing area lists.
- * Hosted two project completion celebrations for Technical Services
- * Revised Technical Services Mission and Functions and Job Descriptions.
- * Trained a new employee to withdraw library materials.
- * Coordinated the completion of the Oklahoma Documents cataloging project.
- * Coordinated the Technical Services portion of the Reference withdrawing/relocation project.
- * Attended the University Administrative Council meeting, November 2007.
- * University Performance Appraisal Training, April 3, 2008.

Susan Woitte, Instructor, Non-tenured

Scholarly Activities

1. The Scholarship of Teaching and Learning

- Taught students about government resources during 4 bibliographic instruction sessions.
- Co-taught online course, LIBM4611 Electronic Information Retrieval.
- Scheduled faculty to provide library instruction to all College Strategies students during the Fall and Spring semesters.
- Taught library instruction to 4 College Strategies sections during the Fall and Spring semesters.
- Led library tour and orientation to 2 classes visiting from community schools.
- Created tutorials on government publications and library college pages.
- Collaborated with other library faculty to provide government resources to students and faculty.
- Provided library instruction at the Reference Desk 5 hours a week.

2. The Scholarship of Discovery

- Performed annual review of depository selection criteria.

3. The Scholarship of Integration

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

4. The Scholarship of Application

- Attended OLA GODORT planning meeting, Stroud, August, 2007.
- Attended Annual Meeting of Depository Librarians, Edmond, November 2007.
- Attended Center for Teaching and Learning Blackboard workshop, Tahlequah, January, 2008.
- Attended Dr. Jeff Lowenthal's Wiki workshop, Tahlequah, March, 2008.
- Co-Presented at Oklahoma Higher Education Teaching and Learning Conference, Tahlequah, April, 2008.

Contributions to the Institution and Profession

- Served as a member of the American Democracy Project Committee.
- Served as a member of the NSU Employee Appreciation Committee.
- Served as a 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 Library Instruction Committee.
- Served as a member of the JVL Library Public Relations Committee.

Performance of non-teaching semi-administrative or administrative duties

- Managed 1 work-study student.
- Completed government periodical weeding project.
- Assisted with limited retention withdrawal project.
- Helped implement instant message reference service.