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# 2011-2012 Drake Memorial Library Annual Report

Mary Jo Orzech

*The College at Brockport*, morzech@brockport.edu

Robert Cushman

*The College at Brockport*, rcushman@brockport.edu

Pamela O'Sullivan

*The College at Brockport*, posulliv@brockport.edu

Jennifer Smathers

*The College at Brockport*, jsmath@brockport.edu

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**Drake Memorial Library  
Annual Report  
June 25, 2012**

Compiled by M. J. Orzech in collaboration with R. Cushman, P. O'Sullivan, J. Smathers and  
Drake librarians/staff

## Drake Memorial Library 2011-2012 Annual Report

### A. Executive Summary:

- Strengths
  - Majority of staff committed to LITS mission and goals.
- Weaknesses
  - Miscommunication by a few can hurt library program and reputation.
- Opportunities
  - Working collaboratively on library redesign project.
  - Establishing a Library Advisory Committee to help faculty, staff and students understand library issues and provide input for the future.
  - Continue to build Brockport Digital Commons repository and promote open access.
- Challenges for the near future
  - Working with faculty on weeding main circulating collection.
  - Weeding bound Serials Collection (especially related to WNYLRC/UB planning grant for development of regional repository).
  - Working with faculty on updated and expanded collection management policy.
  - Developing a more active library liaison program.
  - Revising job descriptions to take the best advantage of all staff's expertise.

### B. Annual Report:

#### 1. Goals and Five-year Vision

- Accomplishments on current year's goals
  1. Successful implementation of Digital Commons:
    - a. Four graduate programs are posting theses
    - b. *The Specturm: A Scholar's Day Journal* published
    - c. Book-length monograph published (Public Administration)
    - d. CMST Institute published 273 STEM lessons plans
    - e. Water Resources of WNY and Great Lake community series established
    - f. Digital Commons being explored for Diversity Conference registration
  2. Library instruction strengthened
    - a. Better scaffolding/less redundancy in library instruction sessions
  3. New fees and fines policy implemented
  4. New scanner acquired for digitization of local materials
  5. Library Programs, exhibits and outreach increased:
    - Partnered with History for John Adams Exhibit
    - Partnered with English for King James Bible Programs
    - Emma Lazarus Exhibit included lecture by Anthropology faculty
    - Partnered with Athletics for Rochester Giant Read Program
- Goals for the coming academic year
  1. Implement Library Faculty Advisory Council
  2. SUNY-wide push for a unified library management system, (for bibliographic or bibliographic and administrative modules) offers potential efficiencies as well as opportunity to review local cataloging practices.
  3. Actively participating in SUNY library task forces enables more systemwide effectiveness. Brockport librarians participating on task forces include:
    - digital preservation (Orzech)

- assessment (O’Sullivan)
  - shared/combined Aleph instances and discovery services (Smathers)
  - innovative technologies certification (Rath)
  - 4. More student and clerical cross-training, including across library departments, benefits professional and academic portfolios, helps with engagement, and building community.
- Your brief and realistic vision for your unit five-years out (e.g., maintenance of current status or any new goals/objectives/initiatives you are developing)
    1. Prepare for library redesign/renovation 2014-2016
    2. Actively plan for next ILS (after Aleph)
    3. Continue integration of librarians in faculty/student scholarship and research
    4. More fully implement/use GIST as appropriate

## 2. Faculty and Staff Status and Accomplishments

- Scholarship
  - Peer-reviewed publications/scholarly products:
    - More than 2+ publications - (mjo, jj), librarian reviews
    - Created online journal “*The Spectrum: A Scholars Day Journal*”
    - Creating online journal for Women and Gender Studies, “Dissenting Voices”
    - Librarians playing active role as editors and reviewers
  - Presentations:
    - Almost every librarian and professional staff gave presentations/poster sessions, were engaged in active program of scholarship—exceeded 20-25% increase goal identified in LITS strategic plan.
  - Performances, exhibits, other creative activities
    - John Adams (exhibit, lecture reception, re-enactor, reading letters, movies, etc.)
    - Emma Lazarus (exhibit, lectures, music, poetry contest, etc.)
    - King James Bible (reading Bible as literature, lectures, etc.)
    - Tech Fairs (Brockport and RIT)
  - Books
    - Chapter proposal accepted for peer-review publication in March 2013 (pm)
    - 3 suggestions for book chapters accepted for publication (po)
  - Honors and awards
    - Best Poster Award at SUNYLA Annual Conference (pm)
    - Little, J. J. (2011). *Article cited as one of Top 20 in library instruction* (1st ed., vol. 15, pp. 53-63). *Internet Reference Services Quarterly*. doi: 10.1080/10875300903530199
  - Grants
    - SUNY Innovation Grant for E-Pub conference 11/4/2011 (\$4000)
    - Faculty/Staff Educational Technology grants (rc, pm, jk)
    - RBDB grant - scanner (\$4,000) (km, cc)
    - 4 SUNY IITG grants submitted, \$55,000 total requested 6/2012 (mjo)
    - NEH grant for Manifold Greatness (\$2,500 unfunded) (po)
    - American Democracy Project (\$1,000, po)

- Teaching/Service
  - Notable achievements/innovations in teaching and/or service
    1. Total library instruction classes: 208  
Total students: 4889 (58% of all students; including some that may have more than one instruction session.)  
The total number of instruction sessions decreased.  
Fall 2011: We taught more students than the previous fall, 3256 vs. 3118.  
Spring 2012: This was the first semester with shorter time for classes, and thus, a net loss of several class periods for some professors. They may have chosen to forego a period devoted entirely to library instruction 1633 vs. 2023.
    2. The curriculum for GEP100 and ENG112 has been formalized so that all students who come to the library receive the same information across the classes, and separated information that is more appropriate to ENG112, so that the students are less likely to get the same information twice.
  
- Status
  - Faculty & Staff numbers/needs  
2 librarian retirements – to be filled 7/1/12 and 7/1/13  
Library Clerk 3 still vacant
  
  - Professional development activities/needs  
It has been suggested that those offices being considered part of an Academic Success Center participate in some training as a group to help us to get to know our own strengths/weaknesses better—even if we do not all move to the same facility.
  
  - Departmental morale; factors influencing morale  
Drake had a busy, active year. Those who are engaged are highly productive, motivated, and in demand. Being stretched too thin is concern for a few. Many efforts were made throughout the year for inclusion/celebrations/acknowledgment (pot luck lunches, ‘Love your library’ contest, Digital Commons reception, cookouts, displays, ‘Library Assts./Worker Day’, end of year student staff pizza, etc. The Drake ‘Eat Well Live Well’ team is congratulated for placing fourth in reaching wellness goals this year.  
  
We invited other offices planned to be part of the Academic Success Center to join us for a Chinese New Year’s lunch; much more outreach can be done to ensure these groups feel comfortable and we establish good relationships with them for the future.  
  
Events related to planning efforts of the library redesign project gave us both highs and lows this year. The energy and excitement of a redesigned facility, potential for new services, etc. was mediated by the realization that we need to redouble our efforts to ensure the campus is kept informed about and supports future plans.

### 3. Student Information

- Accomplishments, awards, or other indices of student success  
Two students received Wells tuition award; 1 senior received Cornell Award

### 4. Facilities and Equipment

- Status of current facilities and equipment  
Implemented Kaltura for video hosting – Fall 2011

Staff and lab PCs are on regular upgrade path.

- Quality of the learning environment in your area  
Classrooms are kept up to date.
- Use and/or advances in use of technology  
Investigating education apps for iPad  
Individual and FLC investigation of open access journals, scholarly publishing, student engagement and comprehension via technology (sp)  
Investigating E-books downloadable to mobile devices such as eReaders and tablets, as replacement for laptop/desktop computers especially as related to reference service and/or library instruction (js).
- Plans for change, and/or critical needs in your area  
Additional large screen monitor will be placed outside archives.  
Will explore replacement for dot matrix label printer in technical services;  
and revise acquisition workflow as needed.

## 6. Assessment and Accreditation

- Assessment projects completed or on-going
  1. MISO (Measuring Information Services Outcomes) survey administered Spring 2012
  2. WorldCat Collection Analysis subscription acquired April 2012 to analyze the existing collection by subject area for currency and overlap with peer institutions.
  3. Informal assessment of GEP 150 classes.
  4. Also conducted smaller scale student focus groups, online VDI survey.
- Activities pertaining to program accreditations  
Librarians provided information about library collections and services to several accreditation groups, including Middle States, Computer Science, Recreation and Leisure Studies, Theatre.
- Other  
Librarians/staff attended “Assessing and Improving Campus Library Services: An Ethnographic Approach”, Brockport, April 2012.  
Systems and Assessment librarian search to be filled July 2012.

## 7. Diversity/Inclusion

- Conferences, workshops, or programs held or attended  
Provided online streaming video of Diversity Conference keynote.  
“Emma Lazarus: Voice of Liberty, Voice of Conscience” exhibit featured several programs related to immigration issues including Dr. Pilipa Esara, “A new life: Adapting to life in America.”
- Other work with under-represented populations  
Continued Rochester Giant Read program with Brockport Scholar athletes to visit School 43 and read to first graders (funded by Athletics and Library).  
MetroCenter librarian and Social Work students worked on GBLT display  
Exploring accessibility solutions for instructional video

## 8. Outreach

- Friend-raising or fund-raising activities  
Fundraising/fundraising activities included:  
Brockport College Foundation Book sales through ABE and Better World  
Books grossed \$15,024.  
Water for South Sudan with Brockport Central High School Librarians  
Flipping Pancakes for Brockport Foodshelf

Brockport donation link now included on Library homepage

- Live-streamed the following events:
  - 2011 Diversity Conference Keynote
  - Select 2012 Scholars Day sessions
  - 2012 Honors and Awards Ceremony
  - 2012 Undergraduate Commencement
- External relations developed or maintained
  - Penfield Public Library Board of Trustees (sp)
  - Board of Brockport Community Museum (cc)
  - SLS Monroe-2-Orleans BOCES Board (jk)
- Community service and work with community-based groups:
  - Librarians participated in numerous community service roles including teen book festival volunteer, oratorical contest judge, storytelling festival judge, etc.

## 9. Progress Report – 2011-16 Strategic Plan

The Division of Academic Affairs has the following goals that articulate with the College's nine priorities.

- Offer high quality, rigorous academic programs
- Encourage active faculty/staff-student engagement in student learning
- Encourage active faculty/staff-student engagement in student development
- Provide a robust faculty and staff development program
- Strengthen graduate education
- Strengthen faculty scholarship
- Manage enrollment at the programmatic level
- Improve the student experience
- Maintain a vibrant and engaged community
- Improve diversity and inclusion throughout the division
- Provide high quality learning spaces
- Improve the campus climate
- Enhance alumni engagement
- Enhance friend and fund raising

Each unit/school within the Division has a strategic plan that articulates with the Division's plan. Please provide specific information on strategies that were employed at the department level to address the goals within your unit/school plan. This is intended to be a list of strategies and it is understood that no one department will have addressed every goal. As a reminder complete copies of the strategic plans are available on the Academic Affairs website.

### Progress Report – 2011-16 LITS Strategic Plan

- **Support the Academic Enterprise through Innovative Library Information Services**
  - **Focus on Stewardship of locally created information**
    - Archives now includes online materials in Digital Commons. More glass plate negatives have been scanned. Early Brockport newspapers are online. New scanner will enable scrapbooks and other archival materials to be available online.

- Scholar's Day Journal established to capture student scholarship; a student journal of Women and Gender Studies is also underway.
  - Uploaded Brockport theses cataloged as of 6/5/12.
  - Workflow identified for continued cataloging of digital born theses.
  - Plan to reassign collection management librarian to archives/digital commons cataloging
- **Develop the Library as a vibrant center for scholarly communication and research**
    - **Pursue thoughtful and innovative collection development strategies**
      - NY 3Rs e-book pilot with EBL set to open to end-users August 2012
      - C4D collaboration ongoing
    - **Explore new applications for e-readers, mobile devices and services, and other developing technologies to prepare for new forms of digital literacy.**
      - Planned and participated in Tech Fairs (Brockport and RIT) to acquaint faculty, staff and students with e-devices and other tools.
      - Ongoing exploration –Library wireless network not friendly to e-ink devices.
      - E-brary downloads complete titles to mobile devices.
      - Springer 2012 e-book collection to be purchased.
    - **Improve the library collection to make it suitable to future curricular needs and more inviting**
      - Analysis of the collection using WorldCat Collection Analysis. Baseline usage and collection data has been gathered.
      - Right-sizing the library's physical collection awaiting input from faculty advisory committee starting fall of 2012. Expected to take place in advance of library redesign project.
  - **Improve information services to graduate populations**
    - **Continue to build robust library information services appropriate for graduate level research and study.**
      - Graduate refresher sessions offered at Metro Center (including APA sessions).
      - SPSS introductory sessions offered and consultation provided.
      - Participated in 2011 Graduate School Open House.
    - **Work with Graduate Council to develop workflow to add theses to Digital Commons.**
      - Participated in meeting regarding digital theses workflow with Graduate Studies faculty.
      - Four graduate departments putting theses online; working with new Graduate School to capture all theses in the future.
      - Initial discussion underway to upload Honors capstone papers/projects.
  - **Develop library collections reflecting diverse cultures and opinions – co-sponsor /collaborate with College events and activities**

- Conferences, workshops, or programs held or attended  
Provided online streaming video of Diversity Conference keynote.  
“Emma Lazarus: Voice of Liberty, Voice of Conscience” exhibit featured several programs related to immigration issues including Dr. Pilipa Esara, “A new life: Adapting to life in America.”
- Other work with under-represented populations
  - Continued Rochester Giant Read program with Brockport Scholar athletes to visit School 43 and read to first graders (funded by Athletics and Library).
  - MetroCenter librarian and Social Work students worked on GBLT display
  - Exploring accessibility solutions for instructional video
  - Attended Title IX training; student supervisors also attending this summer.

Diversity in collection development:

Books and monographs – diversity is increasing although difficult to quantify. In general, collections reflect the diversity of the curriculum and research needs of faculty and students. Formats are still in flux, but it is hoped new formats, such as e-books may make accessibility easier for some populations.

Periodicals-one example of growing diversity in the periodical collection is shown below.

# of Unique (not duplicated) periodical titles in diversity databases			
	7/11	6/12	Gain/loss
Ethnic Newswatch	179	181	+2
GenderWatch	90	87	-3
LGBT Life	0	96	+96
Total gain of full-text periodical titles			+95

**Ensure that College information resources are accessible to students, faculty, staff with disabilities.**

- Lab PCs have screen magnification available.
- Working with OSD for scanning upon request.
- Exploring captioning alternatives for campus video.

**Alumni Connectedness and a Culture of Philanthropy**

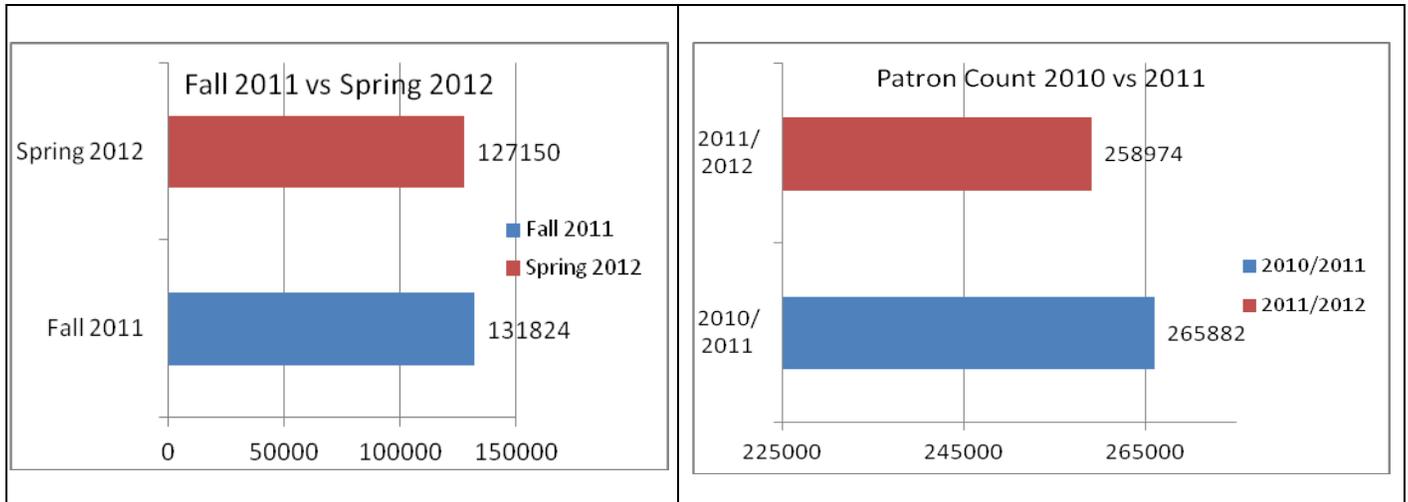
- Academic Search Alumni Edition and Business Source Alumni Edition full text databases are available to alumni with Banner IDs.
- Live streamed:
  - 2012-2013 Honors and Awards Ceremony
  - 2012 Undergraduate Commencement
- Brockport donation link now included on Library homepage.

Community User Statistics:

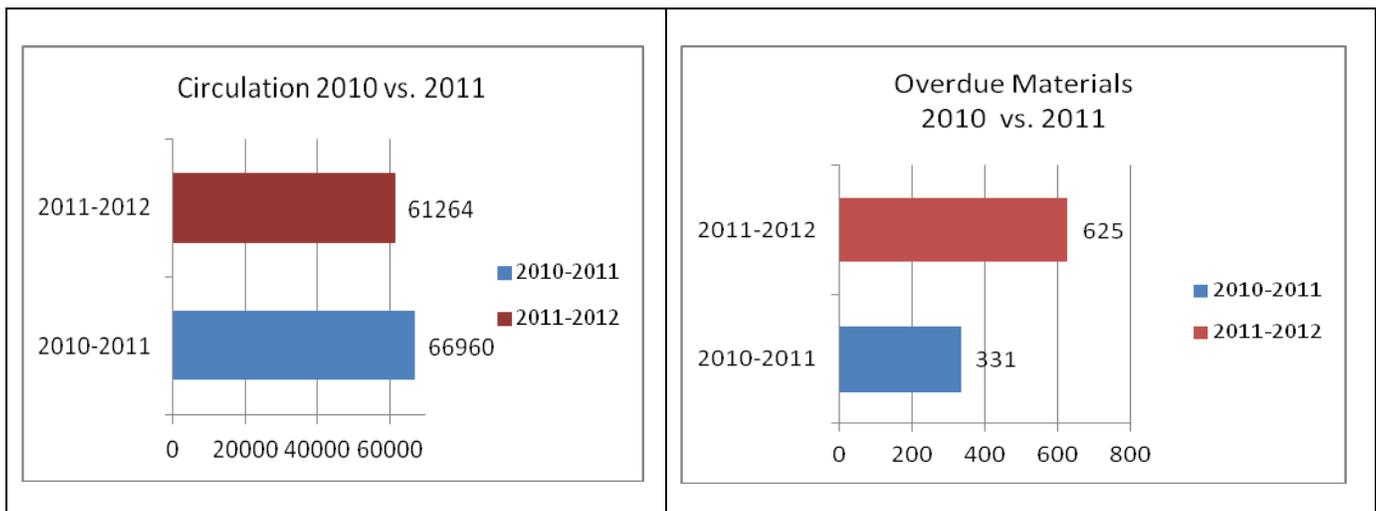
- Issued/renewed courtesy cards to 95 community borrowers.
- Issued 71 userID/password cards to community.
  - 1207 items were borrowed/renewed by alumni.
  - 301 items were borrowed/renewed by area residents
- Total number of items borrowed/renewed to courtesy patrons is 1508.

## Graphical Summaries of Key Indicators

### Integrated Public Services: Patron Counts:



### Circulation:

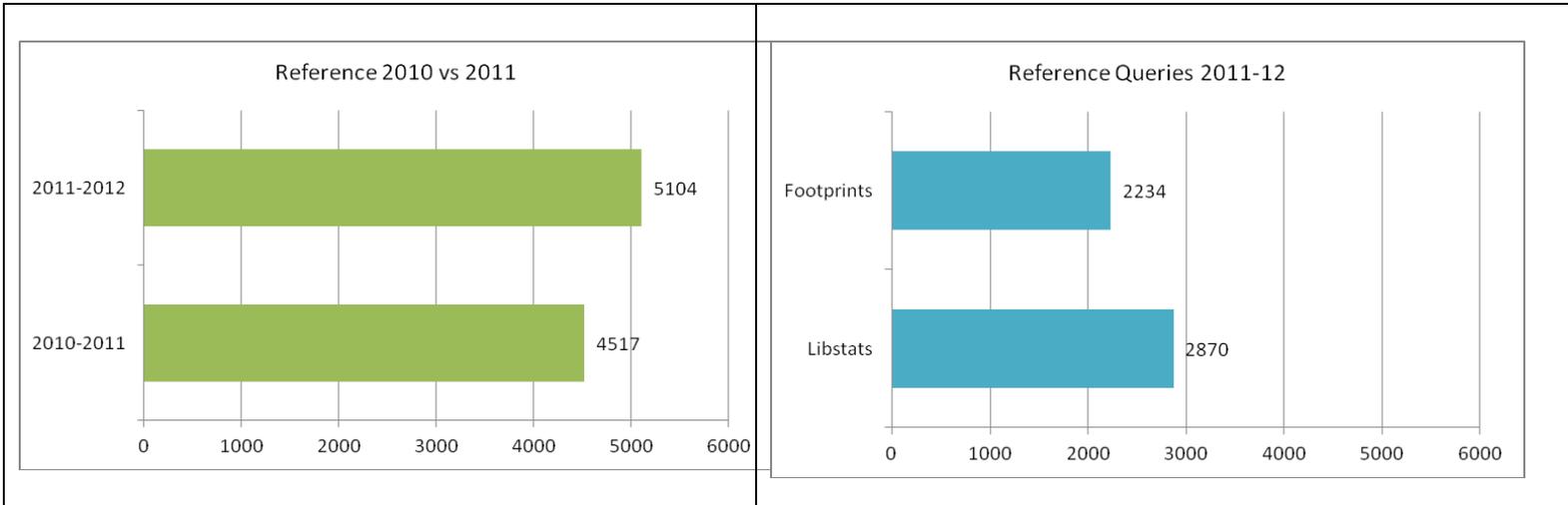


### Notes:

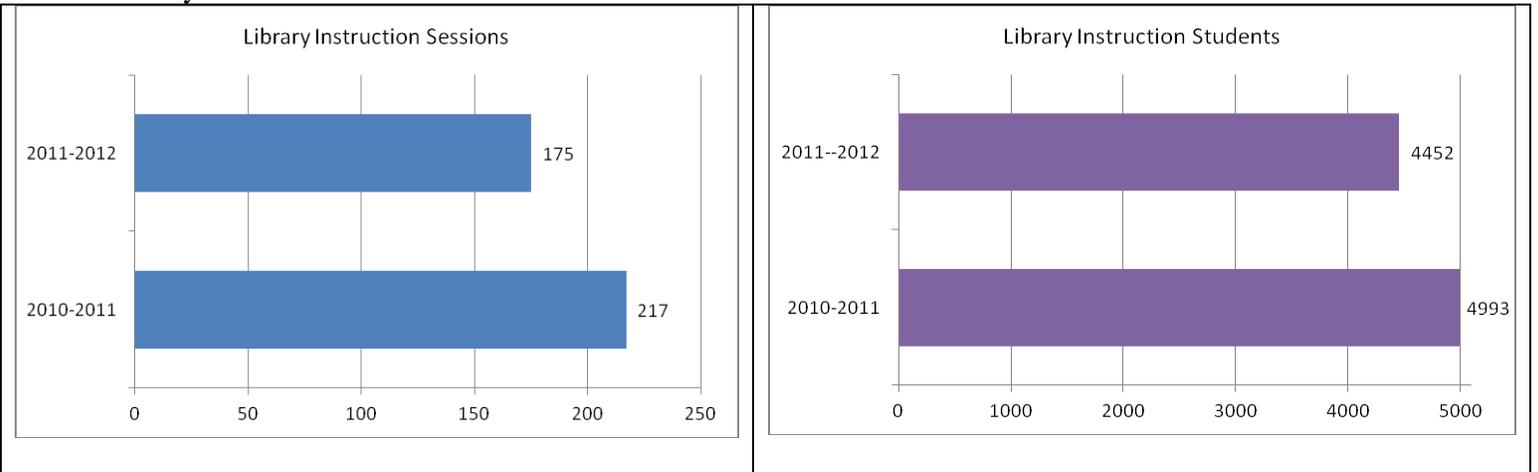
Changes in overall patron count may be due in part to fewer required courses using the library e.g., computer skills and others.

Increase in overdue materials expected in part due to change from fines to fees and use of ALEPH for reports.

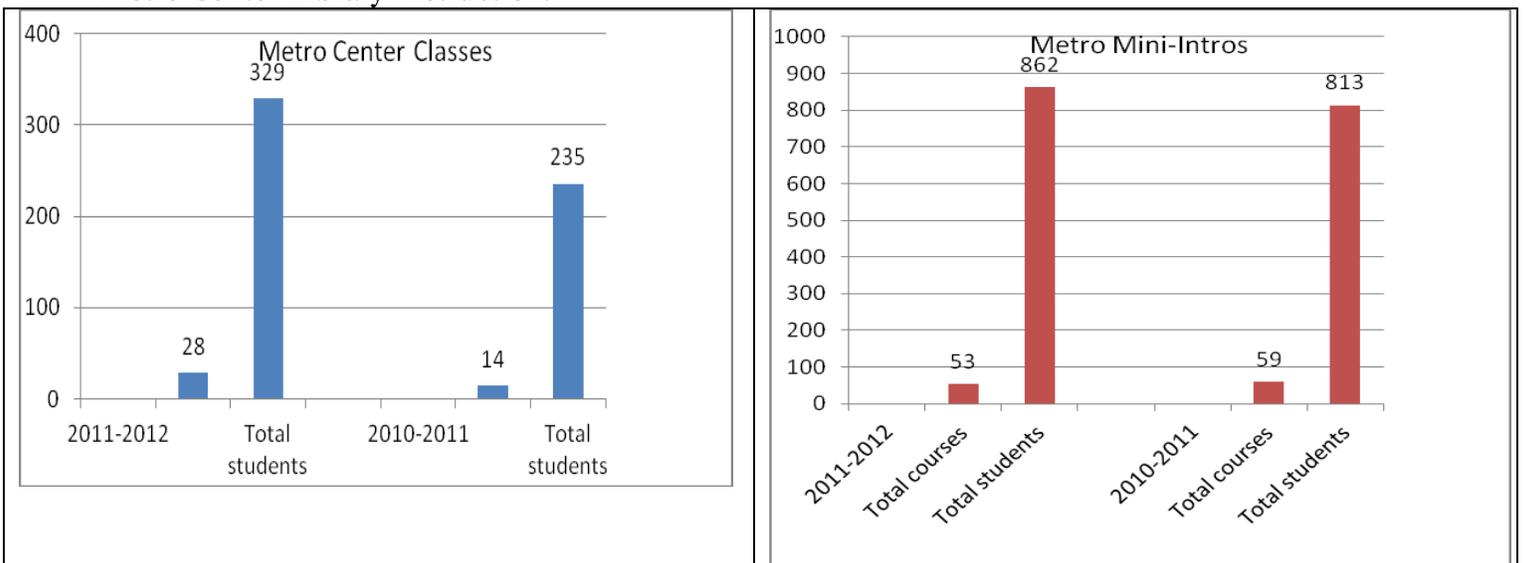
**Reference:**



**Library Instruction:**

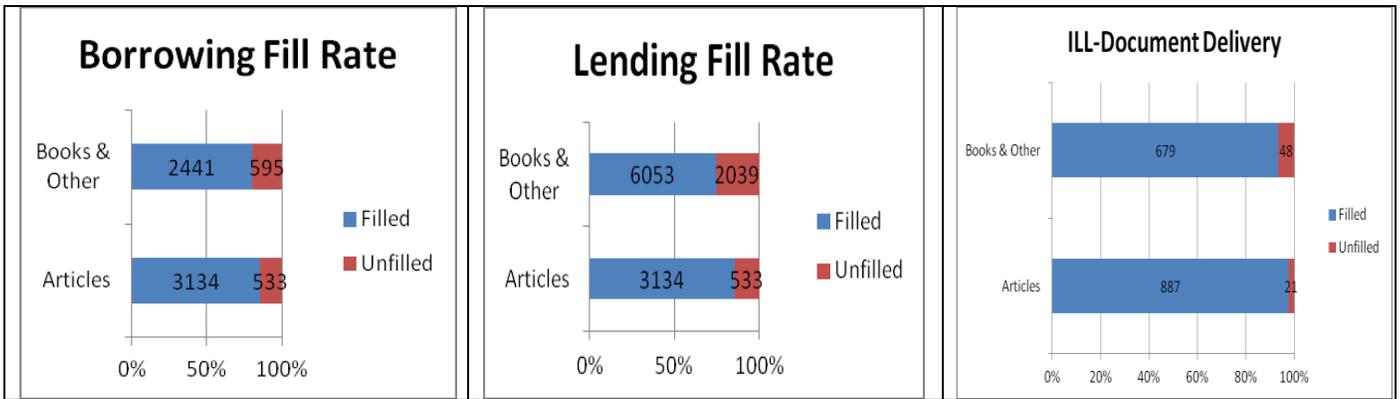
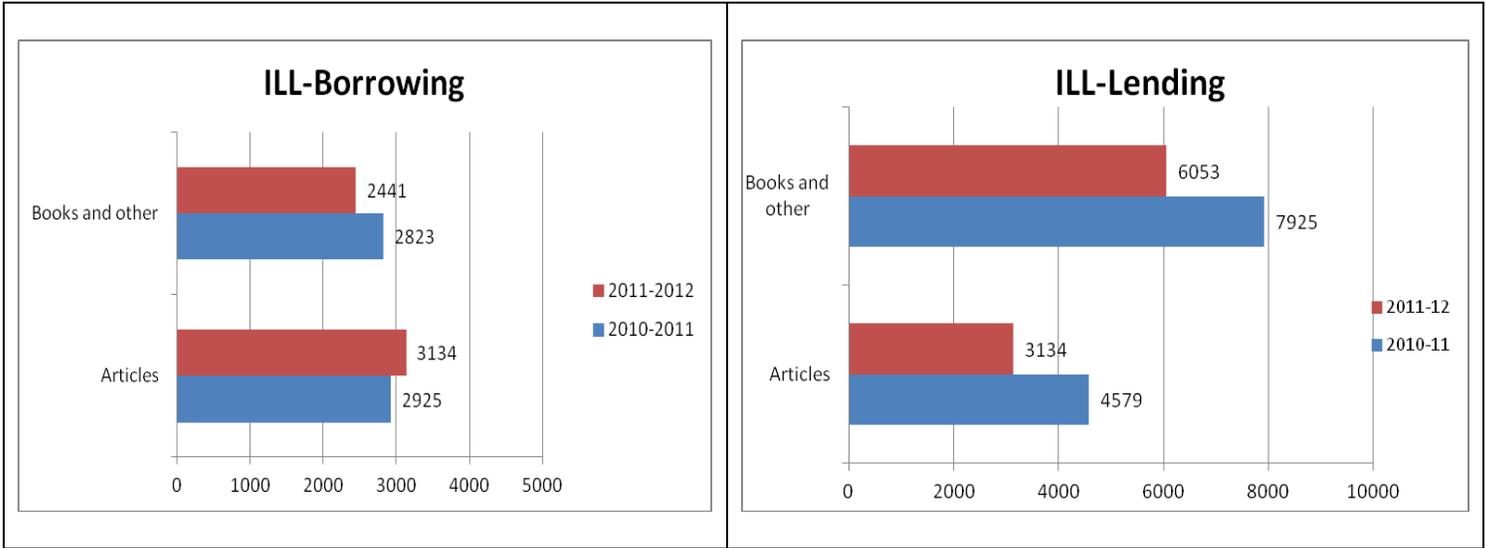


**Metro Center Library Instruction:**



Metro Mini-Intros: To introduce the MetroCenter Library and Career Services to students. Phyllis Griswold and Linda Hacker enter most of the Fall Semester classes for a 5-minute presentation.

**Inter Library Loan:**



**Notes:**

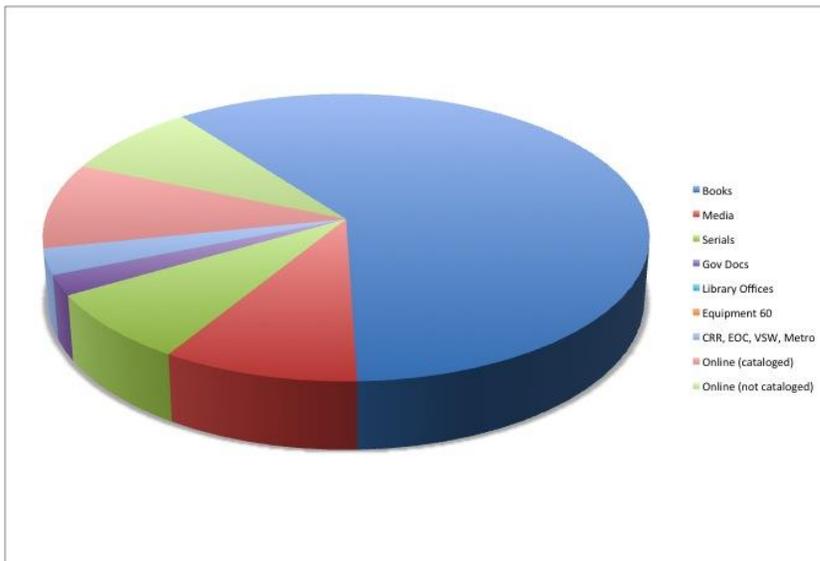
Total IFM charges \$8,615                      13% increase from last year  
 380 requests were for course reserves.  
 126 requests were forwarded to Acquisitions for purchase.

## Acquisitions:

- Acquisitions Budget: \$872,964
- Acquisitions Allocations Expended/Encumbered through June 14, 2012: \$809,268
- Titles cataloged June 2011 through May 2012: 7,368
- Items weeded (prior to 4/25/12): 27,915 (includes 20,021 microform & bound journals)

The chart below represents the total # of titles in the collection by category.

Books	557,161
Media	86,809
Serials	72,596
Gov Docs	20,916
Library Offices	274
Equipment	60
CRR, EOC, VSW, Metro	27,104
Online (cataloged)	89,789
Online (not cataloged)	77,583
Total Collection Size	932,292



## Library Technology Services:

### Digital Commons:

#### In first semester (Spring 2012):

- 750 objects uploaded to Brockport Digital Commons (vs. BePress 731 average objects in 12 months).
- More than 23,000 full text downloads (vs. BePress 20,000 average downloaded in 12 mo).
- 123 countries downloaded items from Brockport Digital Commons.
- Includes 171 faculty publications from 14 departments.