

Odum Library Annual Report FY 2018

First Floor North Display Cases, Spring 2017

- c. "The Lynching of Mary Turner" Rachel Williams, 24-panel linoleum cuts, Archives exhibit, Spring 2018
- d. Purchased and installed Walker Hanging System exhibit hardware in Rotating Gallery, Fall 2017
- e. "What is Archives" 2 case display, August 2017-November 2017
- f. Permanent Installation "Paintings of Andrew Tatler Wallen" Permanent display in New Med-3 (h)-nen32 (ng)10 ()-10 (2018)]TJ0 Tw () S a3 (, S)-4l

History: Zachery Pate Council—Rickman
Jonathan Goldthwaite—Block

The history interns worked on a variety of tasks from indexing to digitization. The Women's Studies interns worked on indexing **Equal Rights** magazine. This marks an **85% increase** in the number of interns we had last year. We usually have between 1 and 3 interns per year.

Archives Orientations and Work Projects:

August

Library Instruction. HIST 1011, Byrd, Melanie. Volunteer orientation

Library Instruction. HIST 1011, Byrd, Melanie. Volunteer orientation

Library Instruction. Women's Studies, Oglesby, Catherine, Women and Gender Studies Archives Project orientation

Library Instruction. HIST, Byrd, Melanie, History. History of Food library research orientation

2 classes: Library Instruction. HIST 1011, Ancient and Near East History, Byrd, Melanie, History. Introduction to the Babylonian Clay Tablets

September

3 classes, Library Instruction.: HIST 4950, Byrd, Melanie, History. Introduction to books, journals, and primary sources

Library Instruction. MATH, Kicey, Charles, Math/Cs. Introduction to Babylonian Clay Tablets

October

Library Instruction. MUSC, Frost, Guy, Music. Archives and Music orientation

January

Library Instruction, C. Oglesby Orientation on Women and Gender Studies Archives project

Library Instruction. M. Byrd. History, 10111 Volunteer Orientation

Library Instruction. Workman, Higher Education History VSU History Orientation

2 classes Library Instruction, LaPlant, English 1102 Honors, VSU History Orientation

Library Orientation, M. Byrd, History 1011, Babylonian Clay Tablet Orientation

April

4 classes, Work Project. John Dunn, History 3000

July

Library Orientation, Hothschild, Sociology, Archives Orientation

Total 20 classes taught, a 60 percent decrease over last year. Part of the decrease is because some of our work projects were omitted or severely shortened this year. The professor felt, based on his DWF rate for the year, that he needed the students to spend more time on paper- related tasks and less time on extra work. We also were not included in National History Day activities this year because of the topics chosen were not reflected in our collections. Between these two happenstances, that accounts for our decrease. And 2016-17 marked a 46% increase in our teaching, which was outside of the norm. Between 20 and 30 classes is normal for our teaching program. Between the high number of interns, **85%** increase, we didn't feel the lower number of classes.

Part of our teaching program are the Extra Credit Volunteers. It was a very successful year for volunteers.

Volunteers

Fall Semester 2017

16 volunteers worked 148.38 hours

Spring Semester 2018

28 volunteers worked 357.48 hours

Summer Semester 2018

3 volunteers worked 90 hours

Total Volunteers: 47

Total Hours Worked: 595.86

Total Value of work: \$4320.00

This is a **25% increase** in hours worked over the last year and a **10%** increase over the number of students who worked last year. All in all despite the decrease in classes taught, it was a very successful teaching year.

Valdosta State Archives - Digitization and Digital Preservation: Annual Report Numbers, July 23, 2017-July 23, 2018.

Websites

(July 23, 2017 July 23, 2018)

1. Vtext: 6,526 users. 75,994 pageviews. 3,316,042 Searches Performed, 131,440 item views.
2. Archives Home Page: 4,344 pageviews
 1. Website updated - all broken links fixed.
3. Babylon: 171 users, 458 pageviews.
4. Campus Canopy Search: 729 users, 1373 pageviews.
5. COBEC: 1255 users, 4,673 pageviews. [Updated Website, 2018]
6. Eichberger: 8 users, 11 pageviews.
7. Gendex: 605 users, 4,764 pageviews.
8. Folklife: 1501 users, 2,985 pageviews.
9. Hudson: 33 users, 97 pageviews.
10. Archon: 1511 users, 6325 pageviews.

Social Media

(July 23, 2017 July 23, 2018)

1. Twitter: 613 tweets. 733 followers.
2. Flickr: 10,016 photos, 66 followers.
3. Facebook: 261 likes. 257 followers.
4. YouTube: 127,959 views. 907 subscribers. 133 videos.

Digitization & Digital Preservation

(July 23, 2017 July 23, 2018)

This year we purchased a new server to house ARCHON and Vtext for increased server capacity to hold our growing holdings. ARCHON has been upgraded and is up and running. Vtext is still in the migration phase. Our digital preservation activities are below.

1. 894 bags uploaded to Amazon Glacier.
2. Swidenski Scrapbook Collection
3. NAMOSRL: Rowan Tree Annual Reports, 1982-1998.
4. Campus Canopy Quality Control update
5. Charles Albert Converse Collection
6. NAMOSRL: Unicorn periodicals
7. Campus Canopy, 1934-1935
8. Education Department Photograph slides
9. Womens History Oral History Project (83.9 GB)
10. Digital Library of Georgia, The Pine Branch (ongoing)
11. Demorests Family Magazine Project (ongoing)
12. Huey Theus Collection MS/135
13. Gender Studies Floppy Disks Preserved
14. Carterette Webinar Series (3.7 GB)
15. Solar Eclipse 1970 video
16. Women of Valdosta - Women Studies video.

Other Projects

- x Wiegman, Desegregation of Public Libraries, Display
- x 17 Digitization Patron Projects
- x Mary Turner Artwork Display

Acquire and Preserve

Work was completed to upgrade the HVAC system in the Archives Storage Vault to bring it in line with our standards for the Archives Vault on the 4th floor.

Archival Description and Processing:

This year, in summer and early fall, we upgraded our ARCHON system with the new ARCHON sustainability code. It took about three months to complete the upgrades working with Dallas Suttles and Michael Holt and Michael Young of IT. During that time we were unable to add new records to ARCHON.

Processing totals for 2017-18: **49 1/2 linear feet** of items were physically processed. 144 Special Collections books and rare books were cataloged this year.

External Funding

\$3100 was released from our Endowment this year and we purchased the 24 panel art installation “The Lynching of Mary Turner.”

Our student volunteers gave work valued at **\$4320.00** for the year.

Deborah Davis was awarded a grant by the Digital Library of Georgia for **\$4920.00**. The Pinebranch has been scanned and we are currently creating metadata that will be shared with DLG and the Digital Public Library of America.

Deborah S. Davis, Director, VSU Archives and Special Collections

Service to the profession and institution:

Service to the profession nationally and in the State:

- x Academy of Certified Archivists, member, recertified in 2016-present.
- x Georgia Library Association, member and Archivist. Have worked with officers on questions for materials from GLA Archives and added new materials to collection.
- x Society of Georgia Archivists, member, Member of Program Committee, selecting speakers and planning annual conference
- x COBEC, Consortium on Belize Educational Cooperation. Serving as Archivist since 2005 Valdosta State University, VSU Archives is also the webmaster for COBEC and Davis was chosen Documentarian beginning in fall, 2014. Completed work on the Impact Assessment committee which was presented at Feb. Meeting in 2017, Have been assisting in writing 187 page report on impact of COBEC

Awards:

- x Deborah S. Davis, Nominated for Faculty Excellence award in Service, 2017-18

Stacey Wright—Archives Technical Assistant

Employee Development Classes:

- Annual Compliance 2017 for Supervisors (11-01-2017)

MLIS:

- x Fall 2017
7800 Capstone
- x Fall 2017
Graduated from MLIS Program

Conferences & Travel:

- x Society of Georgia Archivists – Athens, GA (October 2017)
- Will be attending

Committees:

- Library Art Committee
- Library Marketing Committee

Dallas Suttles—Computer Services Associate

Conferences & Travel:

- x GALILEO Annual Conference, Macon, Georgia 8 ref58.48 Tm()TjEMC /P MA 3271FMchiv6.5(6SS6

UNIT: Circulation and Lending Services Department

Submitted by Steven Scheuler, Department Coordinator

The department completed the transition of moving all offices and services from the Second floor to First floor Rooms 1060, 1070, 1100 and 1110 to make way for the construction of the new Academic Support Center.

- x Circulation and Lending Services Department conducted wholesale collection moving projects in support of the Academic Support Center construction.
 - o Circulation and Lending Services transferred the entire reserve, games and cd collections to Room 1100.
 - o Circulation and Lending Services transferred all equipment necessary for operations to first floor area.
 - o Circulation and Lending Services removed and boxed the entire legal works shelved in the east atrium area.
 - o Circulation and Lending Services transferred the entire collection on the west side of the second floor to the second floor east atrium area.
 - o Circulation and Lending Services is underway shifting the entire third floor collection to ensure room for growth of the collection.
- x Stacks management supervisor Luke Smith continues to collaborate with the Information Technology Department (IT) conducting cross training for lab assistants for IT's Technical Response Units.
- x Circulation manual for desk operators developed.
- x Faculty loan periods were shortened from one year to six months in order to ensure accountability for library materials.
- x Several student workers who have shown exemplary effort have been given extra responsibility and wages. Efforts are part of initiative underway to form the basis of possible future plan for students performing more duties in the department.
- x Manuals and hands-on training concerning all circulation department policy and procedures and applications to the Alma Library System is ongoing.

x

UNIT: Collection and Resource Services

Submitted by Kenneth Smith, Department Coordinator

STATE OF THE UNIT

This is the first annual report of the newly organized Collection and Resource Services Unit. This unit is a combined technical services unit (combining Acquisitions, Cataloging, and Electronic Resources/Serials), in

Repairs, Binding & Replacements

The pattern of binding activity is changing in the Library. Thesis binding is now a wholly voluntary activity, and students need not submit physical copies to the Library. In addition, we are binding far fewer journal titles, and have stepped-up the binding of books.

x The Acquisitions Unit repaired 191 books in-house (FY 17: 136; FY16: 404).

x 528 monographs/books were bound (FY17: 91; FY16: 387)

x

Program for Cooperative Cataloging

SACO (LCSH and LCC)

	SACO (LCSH)		*SACO OCLC Usage		SACO (LCC)	
	2017	2018	2017	2018	2017	2018
Guy Frost	6	8	28	134	1	1

*Number of times the new subject heading has been used in bibliographic records as of this report.

NACO (Valdosta and Georgia Funnel)

The Georgia NACO Funnel had a strong Fiscal Year 2018 year despite the ALMA cleanup initiatives. Valdosta achieved 58.3% of the Funnel's total, less than 1% decrease from the previous Fiscal Year of 59%.

	*Georgia Funnel		Valdosta
	2017	2018	2017

Activities

- Taylor and Frost attended GLC October 4-6
- Taylor and Piepenburg attended OLAC October 26-27
- Frost and Taylor attended GUGM June 15, 2017

Accomplishments

- Robert Taylor graduated with a Master of Library Science, Spring 2018.
- Guy Frost published twice in peer reviewed journals
- Guy Frost was promoted to Full Professor effective July 1, 2018.

Electronic Resources & Serials

- x Set-up license terms to display in Primo. This allows staff and other library users to know how

- x Added an SSL certificate and upgraded EZProxy to the newest release. This allowed VSU patrons to access content on secure webpages without hitting an error. This eliminated a lot of headache for library patrons and Reference Services staff.
- x Completed CPU (Cost per use) statistics for serials of all departments on campus. Attended departmental meetings to let departments know what titles their department purchased.

Electronic Resource Statistics

Successful Full-Text Downloads for FY18

Type of Report	JR1	MR1	BR1	BR2
FY16	428,220	55	5,856	5,856
FY17	366,758	16		

Vendor Interface Creation:

52

License Information Attached to Portfolios and Collections

Portfolios: 2

Collections: 17

Print Journal Weed

A major project of 2018 was the weeding of the print journal collection. Jessica Lee, Electronic Resources/Serials Lead, was responsible for coordinating the disposal of print journals, and the updating of the catalog and OCLC to reflect changes in physical holdings. This project was successfully completed with the help of Jessie Whitten, who counted the number of items per journal title. These figures were compiled on a spreadsheet for VSU's Surplus Department then forwarded to Georgia's Department of Administrative Services (DOAS). DOAS listed the items for sale. All items not purchased were discarded.

820 print journal titles were identified for withdrawal

597 titles were completely weeded

203 titles were partially weeded

23,271 bound volumes have been discarded

1,282 rolls of microfilm

304 boxes of microfiche

Grand total of 24,857 pieces discarded.

This weed enabled us to reduce the space given over to print journals. 1,692 shelves were cleared, allowing us to shift the entire journal collection to the west side of the floor. This freed the east side of the floor to shelve books from the second floor. This movement of books was necessary to accommodate the Academic Success Center, which will be moving to the second floor of the Library.

In total, these purchases enabled us to put an additional 1,134 journal titles online for our users. Since these were purchases, the additional content is sustainable, and will not burden the materials budget going forward.

Weeding

Overall, Acquisitions staff weeded 17,846 monographic items in FY18. This figure does not include the withdrawal of government documents.

- x Audio Cassettes: 868 cassettes across all call numbers.
- x Communication Disorders and Other Allied Health: 707 items. By request of the Department. This was a quick weed to pull outdated material.
- x History- 731 items. An ongoing project to repair, re-bind, or remove distressed books in the History section (D-F).
- x IMC Realia & Puppets: 423 items. A weed in support of moving and consolidating juvenile collections. The move will make instructional materials more accessible and browsable for our

UNIT: Reference Services

Submitted by Laura Wright, Reference Services Coordinator

Interlibrary Loan

Denise Montgomery and Amy Chew

ILL has continued its upward course of the past two years. Borrowing has **finally increased** over the previous year in both article and loan requests, requests for Document Delivery articles have surged though book requests have remained virtually the same, and while the number of Lending requests submitted increased, we were prevented from filling about half of them due to factors in the building beyond our control. Finally, our Total Count went **up** for the second year in a row, due to large amount of requests submitted during the spring semester.

Borrowing

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x Univ. of Georgia	52	8.41%
x Emory Univ.	41	6.63%
x ?	37	5.99%
x GA Southern Univ.	21	3.40%
x GA St. Univ.	19	3.07%
x Florida A & M Univ.	13	2.10%
x Western Carolina Univ.	11	1.78%
x James Madison Univ. (VA)	11	1.78%
x Florida Atlantic Univ.	10	1.62%
x Armstrong St. Univ.	10	1.62%
x TOTAL	225	34.62%

The remaining 393 returnable items (65.38%) were obtained from 210 other libraries in 42 states, and the District of Columbia. There is no library's name listed in third place because OCLC did not supply the name of a library, just the number of statistics and percentage of total requests filled.

- x Turnaround time for loans: Possibly because of the fact that fewer loans were supplied by libraries in state last year, due to our concern for getting longer loan periods for our faculty and graduate students, our turnaround time for loans again increased slightly from 9.21 days to 9.48 days, though when averaged in with articles, the overall turnaround time for all ILL transactions actually **decreased to 4.53** days.

Our Ten Biggest Suppliers of Articles

x Georgia Southern Univ.	232	14.74%
x ?	120	7.62%
x		

Lending

Lending Statistics

- x Overall lending requests submitted **increased** from 5,531 to **6,283**, +**13.4%**.
- x Overall lending requests filled **increased** from 2,830, to 2,930 +**3.5%**.
- x Book requests submitted **increased** from 2,289 to 2,896, +**26.5%**.
- x Book requests filled **increased** from 1,095 to 1,251, +**14.3%**.
- x Article requests submitted **rose** from 3,242 to **3,387**, +**4.5%**.
- x Article requests filled decreased from 1,735 to 1,679, -3.2%

Though the increases in requests submitted again validate that our decision two years to change our listing in the OCLC Policy Directory to read that we would take only two days' turnaround time to supply books and articles instead of four days was the right one, it is apparent that the lower numbers of submissions are due to the fact that more libraries have also decided to become 2 day suppliers, so we do have more competition. The reduced fill rates are due to major reasons for cancellation over which we have no control: items are checked out or missing from the shelves, unable to fill because of licensing restrictions, insufficient information about the library's journal holdings or multiple volume book sets are not listed on c

x Providence College (RI)	22	1.31%
x TOTAL	276	15.01%
x		

Seven customers on this list were from outside the state of Georgia, which is the first time a majority of the top ten have been out of state customers. We also supplied 1,403 articles to 424 other libraries in all 50 states, the District of Columbia, and university libraries in Denmark, Spain, Egypt, Lebanon, and Australia.

IFM Charges

Thirty-six libraries and document delivery services paid a total of \$671.50 for 50 items that our library supplied them, which constituted 1.7% of all filled lending requests. This is eleven more requests more and \$65.50 less than we took in last year. We did have nine libraries that gave us repeat business, down from eleven during last year, among them George Washington University, The Royal Danish Library, The University of Iowa, The University of Pennsylvania, and Stony Brook University.

The Most Frequently Loaned Journal Titles

Sport in Society remained in first place for the sixth year in a row, with 72 requests, but this is the second year in a row that the number of requests has decreased, since we stopped the print subscription in 2015, and increasingly, our requests are for more recent articles which we cannot fill because our present licensing does not allow us to supply electronic articles via ILL. **International Journal of Science Education** was again in second place for the second year in a row with 62 requests, up 3 requests from last year, but also having the same problem of being unable to fill 2 (us)-1 (t)(s)-1 (t)

book delivery requests submitted dropped again by 2.4%, that is much less discouraging than last year's 39.4% drop; and the **1.3% increase in book delivery requests filled** is a very pleasant figure to see instead of last year's 39.8% decrease.

Despite the increase in the number of articles requested, **the turnaround time for articles decreased significantly from 1.75 days last year to 1.34 days this year.** And although the number of days to process book delivery requests rose slightly from 3.75 days to 3.79 days, **the**

Article Exchange transactions sent rose from 647 to 1,070 (67.2%). Odyssey transactions received surged from 686 to 1,444 (+114.8%), and Odyssey transactions sent increased from 629 to 961 (+52.8%). Articles received via e-mail surged from 5 to 59 (+1,080%), while articles sent via e-mail decreased from 29 to 9 (-69%).

Package Delivery Statistics

GIL & Others		Stat Courier Service		
Delivered (GIL)	64	ILL	856	
Picked up (GIL & Others)	<u>37</u>	GIL	<u>1,577</u>	
TOTAL	101		2,433	TOTAL 2,666

Local Document Delivery
Articles

4/27- Writing Effective Emails and Instant Messages
 4/27- Professional Email Etiquette
 5/3- Troublesome Words and Phrases: Common Usage Mistakes in Writing
 5/17- Plan a Bulletproof Project
 6/11- The Basics of Marketing
 6/11- Improving Your Memory Skills

Montgomery, Denise

Weekly meetings on Alma.

Art Committee meetings

Educational Policy Committee Meetings

Library Affairs Committee Meetings

Women’s Studies Committee Meetings

Attending American Library Association Annual Conference, June 22-26, 2018, New Orleans, LA

Will be retiring as Head of ILL, Odum Library, June 29, 2018, and my successor will be Amy

Chew, presently Reference Librarian, Odum Library, who previously was in charge of Borrowing at The University of Colorado at Boulder

Interlibrary Loan Statistics 2017-2018

Items Borrowed

Loan requests filled	618
Loan requests cancelled	62
Loan requests in process	<u>17</u>
Total loan requests submitted	697
Photocopy requests filled	1,574
Photocopy requests cancelled	102
Photocopy requests in process	<u>19</u>

Loan requests in process	<u>0</u>
Total loan requests submitted	2,896
Photocopy requests filled	1,679
Photocopy requests cancelled	1,692
Photocopy requests conditionalized	16
Photocopy requests in process	<u>0</u>
Total photocopy requests submitted	3,387

Total lending requests filled	2,930
Total lending requests cancelled	3,312
Total lending requests conditionalized	41
Total lending requests in process	<u>0</u>
Total All Lending Requests	6,283

Fill rate 48% for loans; 54% for articles

Average Turnaround Time 14.42 hours for articles; 17.32 hours for books;
15.55 hours overall

Document Delivery/Odum Express

Loans filled via Document Delivery	78
Loans cancelled via Document Delivery	2
Loans in Process via Document Delivery	<u>0</u>
Total Loans Submitted via Document Delivery	80

Articles filled via Document Delivery	976
Articles cancelled via Document Delivery	9
Articles in Process via Document Delivery	<u>0</u>
Total Articles submitted via Document Delivery	985

Total requests filled via Document Delivery	1,054
Total requests cancelled via Document Delivery	11
Total requests in Process via Document Delivery	<u>0</u>
Total All Document Delivery Requests	1,065

Average Turnaround Time 14.42 hours for articles; 17.32 hours for books;
2.65 days overall

Total Number of All Interlibrary Loan/ Document Delivery Transactions 9,740 0

ODYSSEY transmissions

Received	1,444
Sent	<u>961</u>
TOTAL	2,405

EMAILS

Sent	9
Received	<u>59</u>
TOTAL	68

LOCAL DOCUMENT DELIVERY

Articles	979
Loans	<u>251</u>
Total	1,230

GIL & Others

Delivered (GIL)	180	This category of statistics refers to returnable materials delivered and picked up via Odum Express to department offices on campus.
Picked up (GIL & Others)	<u>53</u>	
TOTAL	233	

STAT COURIER SERVICE

ILL	856
GIL	<u>1,577</u>
TOTAL	2,433

Library Instruction

Catherine Bowers

Overview of library instruction in Odum Library 2017-2018

Semester	Orientation	Graduate	Undergraduate	Community	Total
Fall 2017	8	9	55**	2	74
Spring 2018	2	6	84	0	90
Summer 2018	2	2	3*	0	7
	12	17	142	2	171

* Two sections of COMM 1100 were scheduled into one instruction session.

**62 sessions scheduled but some were canceled and not rescheduled due to Hurricane Irma.

Orientations

Odum Library conducted a few unique orientation sessions. Some were tied to specific departments, such as orientation for dissertation-writing students or Doctor of Public Administration students. Librarians also participated in New Faculty Orientation activities. Michael Holt, Laura Wright and Catherine Bowers each led a GIL-Find workshop to introduce the changes to the library website. These were directed at faculty

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Amy Chew	15	16	1	32
Guy Frost	1	0	0	1
Mike Holt	13	10	0	23
Samantha Paul	16	15	1	32
Emily Rogers	17	21	1	39

Government Documents

Emily Rogers

In FY 2018 Emily Rogers continued to serve as the reference librarian for government documents and FDLP coordinator. Cataloging faculty Guy Frost and staff Michele Moye continued to catalog and process federal and Georgia. As federal depository coordinator, the reference librarian for government documents monitors compliance with FDLP membership requirements.

The number of reference questions and consultations tagged as govdocs is 183, down 22% from 234 in FY 2017. Average reported monthly use of government information resources to answer reference questions is 15.25, down 22% from the 2017 average of 19.5 per month. The breakdown of transactions tagged as govdocs by minutes of duration in FY2018 is

x--

Compared to 74 circulating documents in FY2017, total annual circulation of print documents in FY2018 is 46, a decrease of approximately 38%. Circulation of federal government documents is 36, an average of 3 per month, down 28% over the FY2017 rate of 4 per month. Cded (t)-4.6 (e)717.1 (ont)-4.6 (e)-1Cfrum3.9 (e)9. (t)-4.6g.6 (

REFERENCE DESK
LAURA WRIGHT

All statistics are derived from the Gimlet reports from July 1, 2017 to June 30, 2018. FY2018 statistics are compared the previous year's statistics.

Table 1. Reference Questions by Location:

	FY 2017	FY 2018	Percent Change
Reference	2866	2581	-10%
Archives	442	394	-11%
Circulation	258	223	-14%
Circulation 2	27	38	41%
Other	465	501	

Table 3. Questions Answered at the Reference Desk by Type, Format, User Type, and Duration.

Virtual Services

Samantha Paul

Embedded Librarianship

Number of embedded sections and % change from corresponding FY 2017 semester:

Summer 2017: 3 (-40%, down from 5).

Fall 2017: 16 (+128%, up from 7).

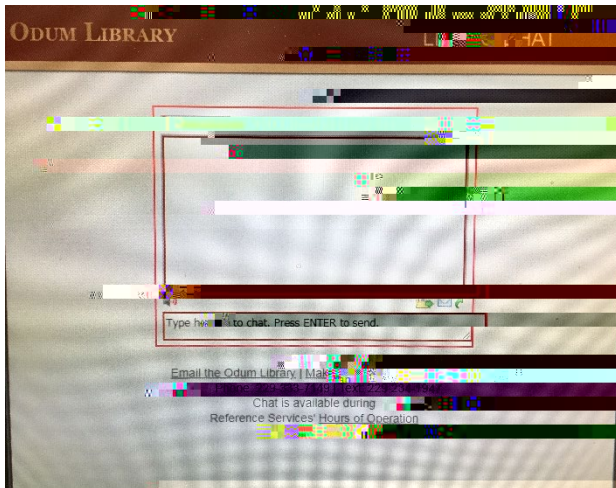
Spring 2018: 8 (-46%, down from 15)

Embedded librarian services were marketed alongside library instruction using email.

Chat

The chat interface was updated in June 2018 with the help of Michael Holt and Ashley Williams.

Before:



After:

Chat Question Count (from Gimlet)

Chat: 1271 (increase of less than 1% from FY 2017)

Video Production

Video production was limited this year because of the (expected) changes to the catalog (May of FY17 and FY18). Some videos were created with the expectation to re-film after May 2018 changes. The Citation Series was introduced as a way to create videos that were not as dependent on various library interfaces. Videos that were outdated were removed from the library's YouTube.

Videos created:

- x Finding Books with GIL-Find
- x Placing a GIL Express Request
- x How to Log Into Your GIL Account
- x GIL-Find: My Account and Special Features
- x The Citation Series: Introduction
- x The Citation Series: APA
- x The Citation Series: MLA
- x The Citation Series: Chicago/Turabian
- x The Citation Series: CSE
- x The Citation Series: Finding Books
- x The Citation Series: Finding Book Chapters
- x The Citation Series: Finding Journals

LibGuides

From July 1, 2017 to June 30, 2018, our 110 published guides received 43,123 views (increase of 30%).

Top Three LibGuides

- x Using the Library with 3,858 (increase of 37%)
- x Education Research for Graduate Students with 3,732 (increase of 102%)
- x Biology Research for Graduate Students with 2,334 (decrease of 2%)

LibGuides were updated to reflect Primo interface changes and update to EZ proxy. 15 guides were created and published in FY 18. In June of FY 18, a statewide upgrade to LibGuides CMS was announced.

UNIT: Marketing & Assessment

Submitted by Michael Holt, Marketing and Assessment Coordinator

Assessment Activities 2017-2018

Completed

IEP/IER FY 2016-2017

In October, 2017, the library handed in its Institutional Effectiveness Report for 2016-2017 as well as its institutional effectiveness plan for 2017-2018. The goals and measures in these documents are, where possible, directly taken from the library's 2013-2019 Strategic Plan. The library met 90% of the goals outlined in the strategic plan. Future IEP/IERs will be directed by the library's newly drafted 2018-2022 Strategic Plan.

2018-2022 Library Strategic Plan

In spring, 2018, the Strategic Planning committee began drafting a new strategic plan that would bring the library into alignment with the newly implemented university strategic plan. The new plan outlines the path through which the library will continue to fulfill its mission. The objectives and strategies it contains will form the basis of ongoing assessments for the life of the plan and any subsequent revisions. The plan was completed in Summer, 2018 and will go into effect in Fall, 2018.

Ongoing

SUMA – Building Usage

Beginning in January, 2017, the library began to survey building, equipment, and furniture usage through the open source Suma platform. Since that time, over one year of data has been gathered and data collection for a second semester is well under way. Suma collectors have counted over 90,000 individuals and their activities in the building during FY 18. Usage of this data is already underway to determine the best utilization of spaces in the building, including how the library's study rooms are allocated and used, quiet zones and groups study areas, and library hours. In addition, data from this assessment will be used to understand how a major renovation project on the second floor of the library affects building usage patterns.

Ubidots – Door Counters

Beginning in mid-Fall semester 2017, the library began deploying Raspberry Pi based door counters at the main entrances in the building to generate time-

- x Archives, Library (reference), and New Media Center
- x Volunteer Schedule
 - o Stake Our Claim and set-up Tent @ 9:30-10
 - o 10 AM Setup - MH, RT
 - o 12-1 RT, JW
 - o 1-2 RT, MH
 - o 2-3 ER, MH
 - o 3-4 JK, MD, AC
 - o 4-4:30 Takedown JK, AC
- x Budget: \$60 (dry ice \$40, popsicles); New Media Center prizes for game

Constitution Day

- x September 18, 2017
- x Coordinator: Emily
 - o plan – sign-able Constitution, photo op as Benjamin Franklin
- x Reference desk area for Constitution signing and photo op
- x This event was a success! The even ran from 12:00 p.m. – 5:00 pm near the Reference Desk.

- x Thomas County High
 - o September 28, 2017
 - o OL 3270
 - o

- o Assistant Director; Health & Wellness Education, Marketing & Club Sports; Campus Recreation
- x Posters and Coloring Sheets

Create Your Own Quiet Zone (during Finals week)

- x Week of Finals: December 4 – 8, 2017
- x Budget: ear plugs

De-stress Activities (during Finals week)

- x Coloring pages and crayons are available at the service desks.

Spring 2018

~~TIES Conference~~ ~~Cancelled~~ in 2018

Open House

- x February 3, 2018
- x 1:00 – 3:00 pm
- x Student Union 3rd Floor Ballrooms
- x Volunteers: Amy Chew & Mike Holt
- x 1-line mini report: Good event, spoke to lots of people, coffee cup stress balls and buttons were popular.

Open House

- x April 7, 2018
- x 1:00 – 3:00 pm
- x Student Union 3rd Floor Ballrooms
- x Volunteers: Laura Wright & Catherine Bowers
- x 1-line mini-report: First time using new banner displays. They looked good and people stopped to read them, especially the hours on the table top. Lots of people stopped to talk and ask questions. The coffee cups were eye-

Read Fest

- x April 13, 2018
- x First Floor Odum Library, from 9 am - 12 pm
- x Volunteers: Everyone
- x Budget: see report
- x Activities: see report

~~Game Night~~ - Cancelled monthly game nights due to poor attendance. Plan to do selective game night partnered with other campus organizations.

- x Second Wednesday of each month, 6-8pm
 - o 1/10/18
- x 2/14/18 – no attendees
- x Jonathan coordinates and markets
- x Budget: from Housing and Residence Life

Nerd Night

- x D&D Bookclub
 - o coordinated by Samantha and Jonathan
 - o Dates: 2/26, 3/20, 4/17
 - o Location: Room 1604
 - o Budget: \$30 Candy and Snacks for Events

International Tabletop Day

- x April 29, 2018; 1:00 p.m. to 10:00 p.m.
- x Jonathan coordinates and markets the event. Tabletop Gaming Club helped at the event
- x Budget: \$68 for pizza
- x 37 students attended the event. See report on V Drive for more information.

De-Stress Fest

- x 4/25/18, 1-4 pm
- x Student Union Gallery
 - o Coordinator: Chelsea Holcombe, Health Promotions
 - o Assistant Director; Health & Wellness Education, Marketing & Club Sports; Campus Recreation
- x Volunteer Schedule
 - o 12:30 - 1 (set up) AC, MH
 - o 1-2 AC, JL
 - o 2-3 ER, LW
 - o 3-4 CB, SEP
 - o 4-4:30 (clean up) SEP, LW

- x Took 40(ish) coffee cup stress balls and buttons, both were very popular, especially the coffee cups.

Create Your Own Quiet Zone (during Finals week)

- x Dates 4/18/18 – 5/4/18
- x Will promote earplugs and quiet zones. Earplugs will be available at both circulation desks and the reference desk.
- x Note: Made earplugs available but unadvertised at 3 service desks all semester. Prominently displayed pre-packaged earplugs and sparkplugs April 18 (week and a half before finals started). Used 2 refills of the colorful sparkplugs and almost 8 boxes of the prepackaged orange earplugs.

De-stress Activities (during Finals week)

- x Coloring pages and crayons available at Reference desk beginning Friday before finals. April 27.

Year Round

Coordinated through Marketing Committee

Odum Commodum

- x 2 issues published every other week
- x Samantha Paul coordinating, handling majority of creation and content

Spectator Ads

- x Cancelled this year because did not receive funding from Provost's office.

Display Cases & Circulation Desk Display

- x Jessica Lee coordinates display cases
- x Amy Chew and Robert Taylor coordinate Circulation Desk displays

Digital Signage

- x Jonathan Klotz, Kyle Culpepper, and Mike Holt coordinate
- x Catherine Bowers coordinates the 52 Faces project. 52 Faces is an ongoing project that highlights the lives and stories of Georgians and connects readers to information available in the library collection.

Marketing Library Instruction, Research Appointments, Embedded Librarians

- x Catherine Bowers, Emily Rogers, and Laura Wright coordinate
- x

Social Media – Mike Holt coordinates over all accounts

- x Twitter
 - o Samantha Paul (Reference)
 - o Dallas Suttles (Archives)
 - o Jessie Whitten (Marketing and Assessment)
- x Facebook
 - o Catherine Bowers (Reference)
 - o New Media Center
- x Instagram
 - o Samantha Paul (Reference)
 - o Jessie Whitten (Marketing and Assessment)
- x Flickr
 - o Dallas Suttles (Archives)
 - o Stacey Wright (Archives)
 - o New Media Center
- x Youtube
 - o Samantha Paul (Reference)
 - o New Media Center

Tweetapalooza

Meets twice monthly –

UNIT: NEW MEDIA CENTER

Submitted by Kyle Culpepper

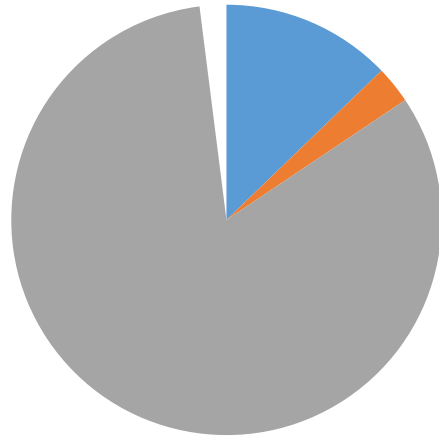
Activity Type	July 2017	Fall 2017	Spring 2018	June 2018	Sum
Printing (8.5x11)	738	2,498	3,024	346	6,606
Poster (22x34)	12	285	337	10	644
Poster Other Size	11	581	328	13	933
Dub	30	146	171	34	381
AV Capture/editing	1	53	40	0	94
binding	40	40	170	0	250
Scanning	32	96	9	15	152
3D Print (Grams)	15	1,460	2,701	297	4,473
Equipment Circulation	315	3,933	5,096	369	9,713

New Media Center Traffic Flow:

Starting spring of 2017 the New Media Center (NMC) decreased the available hours of service from being 55 hours a week to 45 hours each week. The average daily door counts for both spring and fall semester was around 221 patrons per day, which is a 14.2% decrease compared to fall 2016 and spring 2016. Students have adapted to our hours of operation since spring 2017. However, we intend to change our hours of operation starting fall 2018 to better meet students who primarily take day classes throughout the Monday – Thursday period. We will start a new schedule that will allow us to be open for 55 hours each week again, while including Sunday hours. We will change our hours to be

8 AM – 7 PM on Monday – Thursday, 8 AM – 3 PM on Fridays, and 2 PM – 6 PM on Sundays.

Activity Type	July 2017	Fall 2017	Spring 2018	June 2018	Sum
Door Counts					



The NMC offered both special request (34 classes) and scheduled workshops (8 classes) for VSU, targeting primarily student patrons (606 registered). In sum the NMC provided 62 workshops with a total of 651 students who have attended. The Windows Movie Maker (WMM) workshop was discontinued in fall 2017 due to Microsoft's termination of WMM. This workshop is being replaced by Premiere Basics. One example of a new workshop developed based on a need was through the work that Andrew Scott, our Computer Services Assistant, did to develop and provide training on the use of TinkerCad for 3D design and use for the K-12 classroom. Mr. Scott worked with both Dr. Regina Suriel, Assistant Professor of Science, Middle Secondary Reading Deaf Education and also with Science teachers invited to VSU through the STEAM Center. This class was provided in summer of 2018 for 18 middle school educators in the South Georgia region. Mr. Scott also provided this class with some modification for 145 K-12 students over the course of 5 different groups in fall of 2017. We plan to continue to seek outreach opportunities to help educators take and use the knowledge we can share to improve schools within the South Georgia region.

NMC Budget: \$11,506.86

Remaining Budget: \$4.14

Items Procured:

Date Ordered	Number	Cost	Item Ordered
6/16/2017	2	\$680.00	Laminator Maintenance 1 YEAR
6/16/2017	1	\$780.00	VOIP PHONE ANNUAL CHARGE
7/17/2017	2	\$100.32	Blue Microphones Snowball iCE Condenser Microphone, Cardioid
7/17/2017	2	\$32.86	Rhino 5200 Hard Carry Case for Blue Mics
7/17/2017	1	\$264.00	Humanity (SAAS) – Employee Scheduling Software
7/17/2017	1	\$2,135.57	HP AIO Z3 Workstation
7/28/2017	1	\$1,024.59	4 red XL, 7 red L, 18 red M, 8 red S, 4 black L (POLO SHIRTS FOR STUDENT WORKERS)
7/8/2017	1	\$2,375.00	Lulzbot Taz 6 3D Printer
8/7/2017	4	\$198 4-6.3	(e.3 8(0)TJ0 g0 Tc 0 Td())TjEMC /P #MCID238 BDC /TT5 1 Tf-0.004 Tc 0.003 Tw

10/23/2017	3	\$48.72	AC Adapter Charger for HP ProBook 430 G3, 440 G3, 450 G3, 455 G3, 470 G3, By Galaxy Bang USA®
10/23/2017	1	\$199.99	ePhoto 10 x 12 ChromaKey Green Screen Digital Photography Studio Video Lighting Kit with Background Stand and Case Kit by ePhotoInc H15-1012G
10/24/2017	1	\$29.98	HP Probook 650 LCD Replacement Screen (Damaged Return from Circ.)
11/3/2017	3	\$43.23	Pluggable USB 2.0 Switch for One-Button Swapping of USB Device/Hub Between 2 Comp.
12/7/2017	1	\$735.00	Meetio Displays (2)
1/9/2018	2	\$0.00	2 DSLR Nikon D3300 w/2years Drop & Spills Warranty (Came from Replacement Fund Pool)
1/9/2018	1	\$28.40	Battery Charger
1/9/2018	6	\$100.26	Pre-charged Recharg. Batter AAA NiMh PK4
1/9/2018	4	\$53.08	Pre-charged Recharg. Batter AA NiMh PK4
1/9/2018	1	\$51.33	Axiom 45-Watt AC Adapter for HP - 741727-001
1/18/2018	2	\$33.08	Battery and Dual Charger for GOPRO HERO 4 BLK/SILVER MODELS
1/22/2018	1	\$343.39	Light Kits for checkout w/3-Year Accident Protection
1/22/2018	3	\$38.99	Batteries for Light Kit
1/22/2018	2	\$71.98	Stabilizer for camera
1/22/2018	2	\$644.38	GoPro Hero 5 w/3-Year Accident Protection
1/22/2018	4	\$47.96	Small Case for GoPro Hero 3 through 6
1/31/2018	2	\$29.76	Dual Battery Charging port for Light Kit
2/2/2018	1	\$500.00	Port Installation for Data Jacks in Room 1250 & 1340
2/21/2018	5	\$41.25	SD Card Class 10 Micro with SD adapter
2/21/2018	5	\$38.00	SD Card Readers
2/21/2018	1	\$35.70	7 Port USB 3.0 HUB for 3D Print & Scan Lab
2/21/2018	3	\$281.88	Drawing Tablets

2/21/2018	10	\$171.40	USB Headphones for checkout purposes
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3/8/2018	2	\$100.82	Blue Microphones Snowball iCE Condenser Microphone, Cardioid
3/8/2018	1	\$35.48	Digital Postal Scale
3/22/2018	2	\$496.18	Light Kits for checkout w/3-Year Accident Protection
3/22/2018	1	\$17.96	16V 2.4A AC Adapter for ScanSnap ix500
3/22/2018	2	\$196.00	ION Audio Rocker with no lights

End of Year Fund Support from VSU

Departments: Odum Library: \$1,207.90

Date Numbe
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IT: \$7,974.36

Date Ordered	Number	Cost	Item Ordered
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New Media Center Achievements:

Personnel

x Rex DeVane retired on October 1, 2018 after 29 years (e)-1a6s(f)-4 (t) (yt.0T (ed)0ox §9.2 a)10i2 (b)x §

- x Introduced two new workshop titles: Premiere Basics & TinkerCad 3D Design Basics.

Kyle Culpepper: NMC Director Achievements

- x Hired on as the NMC Director on December 1, 2018. Worked as Interim NMC Director from October 1, 2018 – December 1, 2018.

Organization

- x Analyzed other universities for best practices of equipment loan procedures.
- x Designed and developed a new loan policy and agreement form.
- x Worked with Alan Bernstein and the University attorneys to review and modify the new agreement form.
- x Worked with NMC staff and student technicians to improve our internal training program for student employees to now include 31 submodules for tiered semester growth.
- x Worked with other departments at VSU to build services and support through generous donations totaling in \$19,786.33 for improving common objectives.

Committee Involvement

- x Worked on the Odum Library Strategic Planning Committee to generate a new 5-year plan for the library with the NMC's specific strategies and objectives included.
- x Served on the Odum Library Committee to provide feedback and report on library wide changes to be made on the library webpages.
- x Served on the Odum Library Marketing Committee as a member to discuss programming and advertisement needs for the library.
- x Served on the Odum Library Signage Committee.
 - o Designed and deployed signage to prepare for library renovations occurring in fall 2018 as evaluated and agreed upon by party stakeholders involved.
 - o Created signage based on library needs and purpose for committee to review and advise on a66-26.7501 Tc 4 (m L .)-5 (l)-3 (ve)6 -4 (r)10 (ary)4o3.9 (o)i(n)idas to

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all age groups in support of the VSU Mass Media department acting as the main host.

- x Will serve as a committee member for the 2018 SGFF
- x Worked with representatives from IT and other departments in Odum Library

- x Updated Cura to improve print output controls.
- x Streamlined imaging process for laptops in circulation to match the IT solution used in lab spaces.

Service

- x Assisted hundreds of patrons with various media projects, including: video editing, audio recording and editing, photo editing, 2D and 3D design, website design, and printing.
- x Worked closely with Dr. Regina Suriel to design and deliver a 30-minute training on how to use TinkerCad in the classroom for K-12 educators.
- x Assisted patrons with media questions over the phone and through email.