2009 Annual Report for the Horace W. Sturgis Library

Horace W. Sturgis Library

Follow this and additional works at: http://digitalcommons.kennesaw.edu/lib_reports

Part of the Library and Information Science Commons

Recommended Citation
http://digitalcommons.kennesaw.edu/lib_reports/4

This Article is brought to you for free and open access by the Horace W. Sturgis Library at DigitalCommons@Kennesaw State University. It has been accepted for inclusion in Library Reports by an authorized administrator of DigitalCommons@Kennesaw State University.
Serving the curricular and research needs of the students and faculty of Kennesaw State University by making available published materials, unpublished documents, and electronic resources that together comprise a current and retrospective record of scholarly research and the book within the western cannon ....
Executive Summary

On October 31 Mr. Robert B. Williams, Assistant Vice President for Library services retired after 24 years of service to Kennesaw State University. During that 24 year period library collection building was center stage as a modern academic library was built on the foundation of a junior college library collection. During Mr. Williams’ tenure, microform grew to 1.3 million pieces, and the collection quadrupled in size to 583,262 records. Mr. Williams built the children’s and the teen literature collections in direct support of Bagwell College teaching needs geared around state requirements for the teaching of reading. Mr. Williams also implemented the Annual Children’s Literature conference.

Public Services Division

This summer the library established the DigitalCommons@Kennesaw State University, a new type of service for the university community. The Digital Commons is an institutional repository: a permanent digital archive of the intellectual and creative output of Kennesaw State. The system is a product of Berkeley Electronic Press. With the increase of KSU’s graduate programs, The Library intends to use the system to self-publish dissertations and theses and make them available via the web. The Digital Commons has potential for so much more than dissertations and theses. All types of scholarly research can be housed on the site, including papers, stand-alone monographs, conference proceedings, and journals. Journals can be open access or subscription-based as desired, as well as peer-reviewed. The Digital Commons can also handle a variety of media types, including audio, video, and image galleries. Faculty can also have their own individual pages, providing links to their research. The site provides reports that provide download and referral information for each article, series, department, or a whole institution. Authors automatically receive monthly download reports for their papers. All Kennesaw departments as well as individual faculty, staff, and faculty-sponsored students are encouraged to publish work in the Digital Commons.

The Library also launched a Copyright Management Center as a new service for the KSU campus. It is intended to assist Kennesaw faculty, staff, and students in working and complying with copyright issues, specifically in balancing the rights of copyright holders with the exercise of fair use for educational purposes. Last year a number of universities were sued for violating copyright laws regarding securing permissions from publishers to reproduce copyrighted works. The purpose of the Copyright Management Center does not give legal advice but assists with providing information about copyright law and complying with it. There are a lot of misconceptions of how educational fair use works. Many people think that any sort of educational use is automatically fair use, or that it’s okay to post a work on WebCT because it’s a closed system. That’s not the case. The Center is available to answer questions and provide assistance in securing permission from publishers. All legal questions regarding copyright are referred to the Division of Legal Affairs.

Alan Lebish
Associate Library Director
Circulation

Library circulation in the broadest context covers a variety of formats including traditional books, electronic books, reserve materials, GIL Express, inter-library loans, microform usage, and document delivery. The circulation of various library resources reflects an upward trend in items as enrollment grew substantially in FY 2009. The largest single gainer was our e-book collection. Microform circulation fell to 1,295 uses as more digital content has become available. Reserve circulation continues to decline as more and more faculty utilize other avenues to supplement course related reading.

<table>
<thead>
<tr>
<th>Year</th>
<th>Traditional Book Circulation</th>
<th>Electronic Book Circulation</th>
<th>Reserve Circulation</th>
<th>GIL Express Circulation</th>
<th>Microform Circulation</th>
<th>Total Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>39,002</td>
<td>25,937</td>
<td>14,295</td>
<td>6,225</td>
<td>1,436</td>
<td>86,895</td>
</tr>
<tr>
<td>2008</td>
<td>35,729</td>
<td>22,406</td>
<td>12,525</td>
<td>7,440</td>
<td>1,766</td>
<td>79,866</td>
</tr>
<tr>
<td>2009</td>
<td>36,908</td>
<td>32,464</td>
<td>12,202</td>
<td>6,440</td>
<td>1,295</td>
<td>89,309</td>
</tr>
</tbody>
</table>

Government Documents

Since 1813, depository libraries have safeguarded the public’s right to know by collecting, organizing, maintaining, preserving, and assisting users with information from the Federal Government. The Sturgis Library has been a member of the system since 1968. The Government Documents Department provides access to Federal Government information in print, microform, and electronic formats. In addition to publications, librarians are available to assist users in finding information. As the web goes 2.0, more and more federal documents are available online via the Government Printing Office. In July of this year Chris Sharpe took over duties as Documents Librarian. Chris is assisted by Sue Hassler

Government Document Holdings in the Sturgis Library:

<table>
<thead>
<tr>
<th>Year</th>
<th>Compact Disks</th>
<th>Microfiche</th>
<th>Print Documents</th>
<th>Web Documents</th>
<th>Total Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>899</td>
<td>61,862</td>
<td>49,166</td>
<td>22,642</td>
<td>134,572</td>
</tr>
<tr>
<td>2009</td>
<td>937</td>
<td>65,636</td>
<td>50,439</td>
<td>27,830</td>
<td>144,842</td>
</tr>
</tbody>
</table>

... Serving the scientific and scholarly community in cooperative endeavors with other institutions locally and nationally to further the development of our collections and the provision of information resources with a global perspective. ...
The Reference Area was reworked this summer to make room for 18 additional computer workstations. The Reference Staff is working to downsizing the amount of stack space needed for traditional book material to make room for new furniture and additional dual-boot MAC’s in FY 10.

The library added 19,586 titles representing 21,676 volumes this fiscal year in contracts to last year when we added 15,425 volumes.

New Databases of Distinction Include:

**American History in Video**: A collection of videos for the study of American history, with 2,000 hours and more than 5,000 titles on completion. It includes commercial and governmental newsreels, archival footage, public affairs footage, and important documentaries, with videos from new partners Newsreel Films and Documentary Educational Resources, PBS, The History Channel, archival footage from NASA and NARA, additional Universal Newsreel titles, and much more.

**ArchiveGrid**: Online access to nearly a million descriptions of archival collections owned by thousands of libraries, museums, historical societies and archives worldwide. ArchiveGrid is an important destination for searching for historical documents, personal papers and family histories held in archives.

**Cambridge Histories Online**: More than 250 volumes of historical reference collections published since 1960 by the Cambridge University Press in over 15 different academic subjects.

**CAMIO (Catalog of Art Museum Images Online)**: Provides access to high-quality art images from around the world contributed and described by leading museums, all rights-cleared for educational use. Every work in CAMIO is represented by at least one high-resolution image and a description. Many have additional views of the work, sound, video and curatorial notes.

**Global Insight (DRI, WEFA, WMRC)**: A comprehensive economic, financial, and political coverage of countries, regions, and industries available from any source-covering over 200 countries and spanning more than approximately 170 industries.

**IGI Global InfoSci-Journals**: A full-text collection of peer-reviewed journals focused on cutting-edge, specialized topics in advanced technology research as well as the organizational, managerial, behavioral, and social implications of technology.

**OAIster**: A union catalog of more than 19 million digital resources from over 1,000 organizations developed by the University of Michigan and harvested using OAI-PMH (the Open Archives Initiative Protocol for Metadata Harvesting).

**ScienceDirect**: Full text journal collections in Physical Sciences, Health & Life, Social & Behavioral Sciences

### The Library Website

The Visits graph displays the overall number of visits to the Sturgis Library Web site. October is the busiest month for the library. This General Statistics table provides an overview of the activity during the October 2009 time frame.

![Visits graph](image)

<table>
<thead>
<tr>
<th>General Statistics - Report Range: 10/01/2009 00:00:00 - 10/31/2009 23:59:59</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hits</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Page Views</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Visits</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Visitors</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Interlibrary Loan

Ill has experienced a decrease in borrowing requests (9,918 books and journals article in 2008 to 9,537 books/journals borrowed in 2009). In terms of what we lend to other libraries we are also down from our 2,677 loans in 2008 to 2,235 loans in 2009. While Interlibrary Loan request have decreased there has been an increase in the amount of full text content available across the board in all of our electronic database services. This increase may explain the decreased demand.

### Borrowing

<table>
<thead>
<tr>
<th>Status</th>
<th>Articles</th>
<th></th>
<th>Loans</th>
<th></th>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY08</td>
<td>FY09</td>
<td>FY08</td>
<td>FY09</td>
<td>FY08</td>
<td>FY09</td>
</tr>
<tr>
<td>Submitted</td>
<td>9,898</td>
<td>9,543</td>
<td>3,014</td>
<td>2,780</td>
<td>12,913</td>
<td>12,323</td>
</tr>
<tr>
<td>Cancelled</td>
<td>2,410</td>
<td>2,281</td>
<td>428</td>
<td>386</td>
<td>2,838</td>
<td>2,667</td>
</tr>
<tr>
<td>In Process</td>
<td>53</td>
<td>102</td>
<td>49</td>
<td>17</td>
<td>49</td>
<td>119</td>
</tr>
<tr>
<td>Filled</td>
<td>7,435</td>
<td>7,160</td>
<td>2,546</td>
<td>2,377</td>
<td>9,918</td>
<td>9,537</td>
</tr>
</tbody>
</table>

**Borrowing Turn Around Time**

- Average Time from Submitted to Processing: 13.96 hours → 14.37 hours
- Average Time from Processing to Sent: 1.45 hours → 3.72 hours
- Average Time from Sent to Received: 2.61 days
- Average Time from Received to Notified: 3.38 hours → 9.01 hours
- Average Total Time: 3.40 days → 3.74 days

### Lending

<table>
<thead>
<tr>
<th>Status</th>
<th>Articles</th>
<th></th>
<th>Loans</th>
<th></th>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY08</td>
<td>FY09</td>
<td>FY08</td>
<td>FY09</td>
<td>FY08</td>
<td>FY09</td>
</tr>
<tr>
<td>Submitted</td>
<td>2362</td>
<td>4,970</td>
<td>2,001</td>
<td>2,049</td>
<td>4,363</td>
<td>7,019</td>
</tr>
<tr>
<td>Cancelled</td>
<td>816</td>
<td>3,772</td>
<td>850</td>
<td>974</td>
<td>1,666</td>
<td>4,746</td>
</tr>
<tr>
<td>Conditionalized</td>
<td>6</td>
<td>28</td>
<td>14</td>
<td>10</td>
<td>20</td>
<td>38</td>
</tr>
<tr>
<td>In Process</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Filled</td>
<td>1540</td>
<td>1,170</td>
<td>1,137</td>
<td>1,065</td>
<td>2,677</td>
<td>2,235</td>
</tr>
</tbody>
</table>

**Lending Turn Around Time**

- Average Time from Submitted to Processing: 9.86 hours → 16.29 hours
- Average Time from Processing to Stacks Searching: 4.92 hours → 3.73 hours
- Average Time from Stacks Searching to Printed: 6.04 hours → 10.66 hours
- Average Time from Printed to Finished: 7.90 hours → 1.60 hours
- Average Total Time: 1.20 days → 1.35 days

"A good library is a place, a palace where the lofty spirits of all nations and generations meet."

– Samuel Niger
Document Delivery

Faculty continue to take full advantage of our document delivery services. Document Delivery provided 407 documents to faculty. We have seen a steady decrease in request for bound journals and microforms. Once again this may be explained by the increase in content in our electronic services.

Request Filled by Source:

<table>
<thead>
<tr>
<th>Formant</th>
<th>Number of Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY08</td>
</tr>
<tr>
<td>Book Chapter</td>
<td>1</td>
</tr>
<tr>
<td>Bound Journal</td>
<td>102</td>
</tr>
<tr>
<td>Current Journal Copy</td>
<td>44</td>
</tr>
<tr>
<td>Electronic Database</td>
<td>329</td>
</tr>
<tr>
<td>Microfiche</td>
<td>2</td>
</tr>
<tr>
<td>Microfilm</td>
<td>138</td>
</tr>
<tr>
<td>Total</td>
<td>616</td>
</tr>
</tbody>
</table>

Electronic Reserves

Last year the Reserve staff implemented Ares for electronic reserves. The Ares system is designed to automate library reserve services and provide fast effective use for faculty, students and reserve staff. Ares provides around-the-clock access to our reserves collection. Ares Web pages use a template-based system allowing our staff to markup the standard HTML web pages based on needs or university branding. By using OpenURL Ares allows teaching faculty to submit requests for electronic reserve materials via our library catalog.

Ares allows for different methods of Copyright Clearance. To help us keep track of items, reserve staff can make notations if copyright is required or if copyright has already been obtained. Additionally, Atlas Systems has partnered with the Copyright Clearance Center so that we can easily secure copyright permissions for electronic reserves materials. Ares allows for any type of file format to be added into the system ranging from Microsoft office documents to MP3 files. To ensure that only authorized users have access to reserve items, Ares limits access via NetID and password.

“...Serving users across the State of Georgia as a component of the statewide library and information services network...”

-Jarmarcus Whatley
Electronic Reserves
Staff Developments

In October 2008, Steve Burton was named Arts Librarian, serving as liaison between College of the Arts programs and the University’s Sturgis Library. Steve earned his bachelor’s degree in music education (vocal) from the University of Tennessee, Knoxville, and later completed the Master of Church Music degree at The Southern Baptist Theological Seminary in Louisville, Kentucky, where he majored in conducting and church music. In 2007, Steve completed the Master of Library and Information Science degree at Valdosta State University.

Cheryl Stiles is completing her doctoral course work in English at Georgia State University. Cheryl has an M.A. in Professional Writing from KSU along with a Masters of Librarianship from Emory University. Cheryl’s undergraduate degree is in Religion from Duke University.

Ted Geerdink is a new addition to the serials department in technical services. He has a bachelor’s degree in French from Hope College in Holland, Michigan. He comes to us from Loyola University in Chicago. He is currently working on adding electronic journal links to the library catalog, as well as working on a much needed inventory project.

Library Instruction

The mission of Library Instruction at the Sturgis Library is to support the information needs of students, faculty, staff, and the larger KSU community by providing instruction on how to access and evaluate information in all formats. In providing this training to users, the library aspires to foster skills in critical thinking and to cultivate lifelong learners. The Bibliographic Instruction Team of Cheryl Stiles, Tanji Gibson and Rita Spisak have developed a 5 – Year Action Plan with the following goals:

1. **Increase Training** opportunities - in person, in print, or online - to users by a minimum of 3-5% each year for the next five years.

2. **Develop Instructional Material** and deliver instructional material via the library’s website or other electronic media.

3. **Information Literacy Skills** by encouraging the incorporation of information literacy skills enhancement into regular KSU course offerings by collaborating with faculty members.

4. **Collaborate** with other KSU departments: Lifelong Learning Center, Writing Center, Information Technology Services, Multimedia Development Group, Center for Institutional Effectiveness, etc., in order to expand and promote the library’s training opportunities.

Research Clinics
Library instruction, one-to-one, with librarians Tanji Gibson and Mary Platt
The Library Building

These days, many college administrators believe that the book will soon be the information medium of the past, if it isn’t already. Although most new and planned campus libraries still follow traditional designs, a few colleges have responded to pedagogical trends -- and promises of a bright technological future -- by consolidating the stacks to make more space for computer technology, attractive study areas, and group-learning areas. In this vision, the library becomes a hub of activity, a "one-stop shop" for information and technology tools. Administrators, and even some librarians, aware of declining book-circulation figures and the tremendous popularity of new Web sites and databases, are giving new media and defined spaces for study, the most prominent place in library construction and renovation.

Starting at the end of the Spring 2010 semester the library will rework many of our seating areas in an effort to add more seats and to build collaborative spaces for students to use. Seating in the reference area will be moved to the 3rd floor for better utilization of quiet spaces. In the vacated area, additional space will be made for group computer use. Long-term plans call for creating an information commons within the reference area space.

Technical Services Division

The Technical Services Department of the Horace W. Sturgis Library is responsible for the ordering, receiving, and cataloging of books, serials, and other media in print and electronic format for the Library’s collections. The unit processed 21,676 item and added 19,586 titles in FY 09.

Major Projects Accomplished

- Finished a major part of the book stock inventory
- Book card pulling project (over 300,000 cards where pulled from books)
- Reorganized the technical services area and the receiving room
- Consolidate backlog of gift books
- Drew up draft guidelines for weeding and Repository items
- Cataloged the remaining print portfolio items
- Cataloging of full-text ejournals continues and remains a high priority as the library continues to acquire serial titles in digital format.
  - The Serials Unit continues to process records in the Georgia Online Library Database (GOLD).
Acquisitions/Serials Unit

- New database titles were added to the library’s collection of electronic resources this fiscal year to enhance learning and research across a number of disciplines. Acquisitions of digital collections also included access to extensive backfiles of e-journal holdings subscribed to by the library. Some of the key titles acquired by the library include ACLS Humanities e-Books, Cambridge Histories Online, IGI Global Info-Science Journals, JSTOR Arts & Sciences VI, SAGE Premier Collection, ScienceDirect, and the Wharton Research Database Services (WRDS).
- The unit cataloged a total number of 4,090 print and online serial titles. Acquisitions staff also initiated a major project to enhance access to e-journals cataloged in the Georgia Interconnected Library (GIL) system by adding persistent URL links to library holding records.
- Systematic work began on updating a large number of title changes for online journals subscribed to by the library.
- Over 5,000 records were added or updated in the Georgia Online Library Database (GOLD), which supports interlibrary loan efforts in the state.
- A major reorganization of the periodicals collection was accomplished this year in order to consolidate formats and create more space in the library’s reference section. Duplicate titles in microform format were deselected, and the collection of current periodicals consolidated with bound periodical volumes on the third floor to facilitate access by LC classification.
- Proxy links were added to approximately 2,000 records of online journals for ensuring proper access to licensed content.
- Further efforts were made to support the activities of the Visual Arts Resource Center (VARC) by ordering and processing a number of art journals. Holdings information for these titles is now available through the library’s GIL catalog.
- Staff-related information on electronic resources and license agreements has been created on the library’s intranet site.
- In collaboration with the Board of Regent’s OIIT, work continued on implementing the SFX product for the library’s e-journal titles. The goal of this project is to provide context-sensitive links to full-text articles and other library resources.
Grants

Institute for Turkish Studies Grant

In a collaborative effort with the Institute for Global Initiatives, Alan Lebish coordinated a Library Acquisitions Grant for $2,500 for the 2008-2009 academic year from the Institute of Turkish Studies, a non-profit, private educational institution located at the School of Foreign Service, Georgetown University. Grant funds were used for the primary purpose of supporting Kennesaw State University’s Year of Turkey annual country study and helped support ongoing collection development efforts in the fields of Turkish and Middle Eastern studies. Books purchased with ITS grant funding represented a wide range of subject areas, from the arts to contemporary socio-economic and political topics.

In addition to developing a core collection of Turkish-related books, the library developed several projects to help publicize the acquisition of titles received with ITS funding. Cataloging and reference staff collaborated on a project to create scanned images of the book covers and dust jackets for display on our library website. This display also linked to a list of the ITS titles with call numbers and location information. The Library also set up a display case to include some of the more attractive dust jackets along with other Year of Turkey items.

Building upon the success of the ITS grant and the Year of Turkey program completed in May 2009, the Library is planning new collaborative efforts with Kennesaw State’s Institute for Global Initiatives that help support future annual country studies and global-based teaching, learning and research goals.

Friends of the Library

The Friends of the Horace W. Sturgis Library had a busy year. There were 30 members this year. We collected $770 in membership fees. Membership drives were held at the Fall & Spring Friends Used Book Sales, the KSU Bazaar on the Bricks, and the KSU Conference on Literature for Children and Young Adult Literature Conference.

The university community donated several hundred books to the Fall & Spring Used Book Sales. Alumni, students, library staff, and Friend members volunteered their time to collect, sort, price and sell the books. The combined book sales netted $2,333.00.

The Friends donated 16 books to the Sturgis Library circulation collection. During the evenings of finals, the Friends provided coffee, tea, and hot chocolate for the students. The Friends also supplied the circulation desk with candy for the students during the first week of classes and the mid-term week of tests during the Fall and Spring semesters.

Refreshments were provided by the Friends for the ALA Jewish Literature Book Discussion meetings. The Sturgis Library was funded a grant through the American Library Association for this outreach to the community book chats.

The Friends purchased mini-key-chain lights for the KSU Bazaar on the Bricks. The theme for the Friends/Library table was “In the dark about research? See the light at the library.”

Graduating library student assistants received a KSU Alumni mug from the Friends. The Friends also provided two framed Georgia posters for the GLA (Georgia Library Association) scholarship raffle that was held at the COMO (Council of Media Organizations) Conference in October at Athens.

In October the Friends celebrated National Friends of the Library week with open tours of the Bentley Rare Books Gallery and the KSU Archives. The Used Book Sale was that week, also. The Friends celebrated National Library week and National Poetry Month in April with a poetry reading. Jim Elledge, Robert Simon, Jenny Sadre-Orafi and Cheryl Stiles were the KSU poet participants. Open tours of the Bentley Rare Book Gallery and KSU Archives were held that week along with the used book sale.

Next year the friends hope to make a poetry reading an annual event during National Library Week and National Poetry Month in April. For National Friends of the Library Week in October the Friends aspire to have an annual faculty book reading. The friends plan to have a faculty reading for Black History Month in February and for Women’s History Month in March.

In anticipation of the retirement of Mr. Robert Williams, Assistant Vice President of KSU Libraries, October 2009, the Friends honored him by naming the Teen Literature Collection for him and by starting a book endowment in his name for the collection.
Charts

Database Usage

Shifting Circulation

- Traditional Book Circulation: 43%
- Electronic Book Circulation: 38%
- Reserve Circulation: 7%
- GIL Express Circulation: 1%
- Microform Circulation: 11%
... Building upon a rich heritage grounded in the book, the Library seeks to maintain a position as an institution that offers unparalleled opportunities for intellectual exploration of the written word.

— Mission Statement, Horace W. Sturgis Library
Commitment to quality

The library will continue to improve and enhance all aspects of our services and operations. Our commitment to our community of scholars and researchers is to provide the best services, listen to and act on concerns, and to make the library experience a rewarding one.

Continue building the electronic library

As reported in last years annual report the Sturgis Library has extensive collections of multi discipline electronic resources. Our commitment is to extend these collections and services into all colleges and degree programs. The library is committed to enhancing collection development to meet the needs of the new doctorial programs and the expansion of our graduate programs.

Supporting scholarship

The library makes an important contribution to the quality of scholarship at the University in all disciplines. Our goal is to sustain, in these tough economic times, the extensive electronic collections we have for existing programs and to work with new programs through careful collection management of resources. The library is committed to providing the highest quality electronic resources and the staffing to support the use of these resources by faculty and students.