

## **University of Maine at Fort Kent**

### **BLAKE LIBRARY**

#### **Annual Report**

**2003/2004**

## **I. INTRODUCTION**

Blake Library provides information services at the University of Maine at Fort Kent for the local campus community, students at a distance, and the St. John Valley community. It administers not only traditional library services, but provides services that enhance Academic Computing, the Acadian Archives, Audio-Visual Services, and Distance Education.

Patrons have access to an online catalog - URSUS; to a variety of electronic indexes covering a wide range of subject areas, many of which provide full text access to journal articles; and to over 7,400 electronic books; to reserve material online; and to a highly automated interlibrary loan service. The library has a developed web page offering online access to a variety of forms, a place to "Ask the Librarian", subject guides, and much more. In addition to maintaining the Library web page, the library staff delivers Web Services to the campus. Web Services includes the maintenance of three servers, updating and developing the University web site, instruction and support to faculty and students in the implementation and use of online distance education software, and providing video streaming to campus. The library makes available twenty-three computers for public use. Staff provides instruction on the use of the computer and on all software running on the network. Individuals are able to have network accounts created and can place money on those accounts at the library. The library staff trouble shoot printers, disks, and network problems.

## **II. ACTIVITIES, MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS**

### **A. Acadian Archives Building**

In FY2003 the library staff began planning and moving to accommodate a shared main entrance for the Library and the Acadian Archives. The new entrance, located in what was the rear of the library, required much of the stacks and staff to be relocated. In FY2003, the A-K part of the collection, the curriculum center, the juvenile and young adult collections, oversize collection, the reference collection, and serials collection were moved to their final location. A detailed description of phases 1, 2 and 3 of "The Move" can be found in the FY2003 Library Annual Report.

In FY2004 the library staff continued with the move. The Acadian collection housed by Blake Library, located upstairs, was moved downstairs to the short shelves located in the 1988 addition. The upstairs was then shifted back to make room for the P's, and the P's were moved upstairs. The circulation area was then moved to its final location in the 1988 addition, allowing for the L, M, and N's to be shifted into place. The short ranges were moved into place, and the Acadian

and Maine Documents were shifted to their new location. The reference area was then moved into its final location. In addition, the atlas stand, video and audio cabinets, the computer cluster, and copier were moved to more appropriate areas. Detailed description of phase 4 of “The Move” can be found in Appendix A.

In an effort to increase security, the reference desk was placed in such a way that the library staff could view the main door until the completion of the new entry. The staff anticipated a September 2003 opening of the new door but the door is still not opened. The library staff believes the new entrance will be ready for September 2004.

In FY2005, the library staff will undertake Phase 5 of “The Move”. Phase 5 will take a closer look at people and furniture and how services have been impacted by the move.

B. Stephen and Tabitha King Foundation

As reported in the FY2003 Library annual report, the Dean of Information Services submitted materials requesting \$40,000 from the Stephen and Tabitha King Foundation to be used for the construction of a new accessible main entrance and a circulation/reference desk. The Dean was awarded the \$40,000 and in FY2004 the entrance and circulation desk was built. The library anticipates the opening of the new entrance to be in September 2004. In FY2005, the library will need to follow-up with the foundation updating them on the success of the project.

C. Accreditation/Planning

*Arts & Humanities* - In FY2004 the Arts & Humanities Division was up for their Annual Program Review. The divisions are evaluated every 5 years. Library services is referenced under section E entitled Learning Resources of the “Divisional Evaluation Outline”. The library is evaluated on it’s ability to satisfy the needs of the division, and whether it meets ALA or other professional recommendations. A copy of the materials provided to the division can be found in Appendix B.

*University of Maine System (UMS)* - In the fall of 2003, a consultant and the Vice Chancellor for Academic Affairs began visiting campuses to gain insight and feedback from campuses in order to create a strategic plan for the total system. A copy of the campus interview questions can be found in Appendix C. After visiting each of the campuses a draft of the strategic plan was released in the spring of 2004. The Strategic Plan highlighted library services in strategic direction #4.

Strategic Direction #4. Expand and enhance the System’s library resources in ways that benefit the research and resource needs of both its universities and the public.

- Develop a System-wide library consortium founded on one strong, well-funded research library at the University of Maine
- Aggressively expand the State-wide integrated digital library
- Establish a permanent base-budget investment in the digital library, increasing annual funding levels by \$1.5 million by FY09

The Strategic Plan, specifically direction #4, was received with mixed reaction. For the first time library services were in a system-wide plan but specifics of the plan still needed to be re-worked to satisfy the UMS library directors. The UMS Strategic Plan will go through a series of revisions, with plans for a final version for the Fall of 2005.

*University* - At the same time the system was creating a new strategic plan, the University was working on the NEASC self-study. Individuals were elected to sit on assigned standards. Standard 7, Library and Information Services committee, consisted of Tony Gauvin (chair), Erin Soucy, Nicki Ouellette, Sofia Birden, and Leslie Kelly. The group met to discuss the Key Performance Indicators (KPI's) and began drafting the description for Information Services. Both the appraisal and projection will be completed and submitted for May 2004. The library staff will be working throughout FY2005 in preparation for the NEASC self-study. The KPI's can be found in Appendix D.

#### D. Library Bond

Blake Library received 4 new computers totaling, \$5,560 from the library bond. The computers, Pentium 4 Dell Optiplex GX 270T with 1GB memory, enable the library staff to more efficiently perform the duties required of their jobs. Multiple sessions of the library software can be open without causing the computer to slow or crash. Table 1 shows the additional purchases made in FY2004 and the expected purchases for FY2005. Detail on the computers purchased can be found in Appendix E.

Table 1. Library Bond Expenditures			
	FY2004		FY2005
Serial Solutions	\$43,754	Gateway Server (Mariner)	\$25,000
9 Proxy Servers	\$25,000	Digital Content Management Server	\$25,000
Second Alpha Processor	\$8,200	Docutek Server	\$12,500
OS License	\$3000	ILL Delivery Systems	\$96,000
III index	2,500	Public Scan Workstations	\$40,000
PC's	\$155,000		
<b>Total</b>	<b>\$237,454</b>		<b>\$198,500</b>

E. UMFK 125<sup>th</sup> anniversary

The University of Maine at Fort Kent celebrated it's 125<sup>th</sup> anniversary in FY2004. The library staff joined in the celebration with several exhibits involved in the 125<sup>th</sup> theme including: "UMFK and Friends Art Exhibit", "The styles of UMFK's 125 years", and "125<sup>th</sup> Anniversary of UMFK: SAD #27 Student Art Show". More details on these exhibits can be found in Book 2: Reference, section Exhibit Area.

In addition to the exhibits, the Century of Progress has been digitized and put on the web for the UMFK 125<sup>th</sup> anniversary. The book can be viewed at: <http://www.umfk.maine.edu/infoserv/library/cataloged/century/>.

F. Biathlon

The world cup biathlon came to Fort Kent in March 2004. The campus hosted the event, providing lodging, food, computing and other facilities needed for the biathlon. The library staff worked one on one with athletes throughout the event providing assistance with email, logons, and general computer support. The library staff was asked prior to the event of their willingness to extend hours to support the event. Extended hours were planned with staff coverage through the evening hours. When the event began, evening activity dwindled and the schedule was modified.

G. Maine Public Utilities Commission (PUC)

The Telecommunication Act of 1996 was a federal law established to ensure fair access to communications. Within this act the FCC order provided federal support to discounts for interstate and intrastate services for schools and libraries. The PUC established the Maine Telecommunication Education Access Fund. The purpose of the fund is to provide affordable access to information services in all communities of the state through enhanced library and school telecommunications. "The MTEAF began operating in 2001. The MTEAF collects contribution assessments from all wireline and wireless carriers and distributes these funds to designated vendors on behalf of Maine's schools and libraries." <sup>1</sup>

The University of Maine System (UMS) requested \$510,000 for FY2004 and \$520,000 for FY2005 to cover the cost of continued access to statewide electronic databases. The PUC provided funding for electronic databases in FY2002 and FY2003. Though the PUC again provided funding, funding from this source will be unsure for future years. As the UMS builds a Digital Library, funds will need to be secured in order to ensure continuation of the Digital Library. A copy of the request submitted by UMS for funding to the MTEAF and the comments submitted by the directors can be found in Appendix F.

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<sup>1</sup> The Rhoads and Sinon Group LLC (R&S) (N.D.) *Maine Fund Administration*. Retrieved April 13, 2005 from <http://www.rhoads-sinon.com/publicutility/maine/>

H. Library Directors

The UMS library directors meet regularly to discuss and address the needs of the system-wide library. The directors focused much of this past year on issues around the system-wide library budget. This budget is expected to support the maintenance and upgrades of the URSUS system, salaries of 3 staff, software licenses, hardware maintenance, and programming. In an effort to try and increase the base budget to more accurately reflect the needs of the systems office, the library directors proposed a \$1 per credit hour unified fee with \$.50 going to the campus library and \$.50 going to the systems library. These funds would help to establish a more realistic budget which would support the costs of maintaining and developing a Digital Library. A copy of the library budget “talking points” can be found in Appendix G.

The unified fee proposal was not accepted leaving the library directors with the job to find funds from alternative resources. To balance the current budget short falls, a formula will be used to divide the overage among the 7 campus libraries. The president’s agreed to this one time solution but have charged the libraries to work within the budget allocated.

In addition to working with the budget, the library directors have established a clear vision for the system, with the key goal to “create an information literate Maine.” Strategies to achieve the goal include expanding effective partnerships, expanding and enabling the existing infrastructure, and creating innovative information environments. Without supporting funds it will be difficult for the system to achieve its vision. A copy of the Vision/Goals Statement can be found in Appendix H.

I. Budget

In FY2003, the total library actual budget was \$189,020. In FY2004, the actual library budget was \$236,779. Personnel costs in FY2003 represented 60% of the library budget while in FY2004 they represented 71%. Although the budget was increased in FY2004, employee benefits were added to the account for the first time. Thus the library actually received flat funding for FY2004 forcing staff to examine subscription costs and anticipated expenses. In FY2003 the library budget represented 2.57% of the total campus E&G budget; in FY2004 it was 2.93%. A more detailed breakdown of expenses and annual budget comparison on the library budget can be found in Appendix I.

J. Facility/Services

*Blake Library in the Digital Age* - On April 15, 2004 the library staff invited the campus community to a presentation entitled, “Blake Library in the Digital Age: How we are a part of the Digital Library, and the services required to access and use it.” The presentation covered the definition of the a digital library, the benefits of a digital library, and the electronic resources that Blake Library patrons have access to. An outline of the presentation can be found in Appendix J.

*Digital Objects Management System Proposal* - Marilyn Lutz, title, submitted a proposal for a grant from the National Leadership Grants for Libraries. The proposal was for a "Digital Objects Management System." The project would create a digital archive of multimedia materials and interactive learning. A digital objects management system would enable all UMS libraries to store digital objects, manages access, and integrate the metadata across collections. A copy of the proposal can be found in Appendix K.

*IACP Net* - Allen Shoaff, professor of Public Safety and Administration submitted an application to the Academic Computing Instructional Computing Development Fund requesting the purchase of access to "IACP Net", the Information Exchange for Law Enforcement Professional. The Academic Computing Committee questioned whether this resources was appropriate for this fund or if the library should consider a subscription. After reviewing the resource, the library purchased a subscription to IACP Net. A copy of the application can be found in Appendix L.

*Information Services User Survey* - Information Services conducted a survey of 300 students and staff during the month of April. Questions concerning the library covered the following areas: services, instruction, access, resources and facilities. The information which was collected will be analyzed in FY2005 and used to gage the areas the library needs to improve. A copy of the survey can be found in Appendix M.

*Services and the Collection* - The Blake Library staff collects data on the services provided by the library. This data plays an important role in planning and monitoring services. Table 2. Services offers selected data on the areas of reference, circulation, interlibrary loan, and attendance. Of particular interest is the sharp increase in interlibrary loan, and the sharp decrease in computer assisted instruction. Library staff believes there was an increase in assignments with a research component. This would explain the increase in interlibrary loan. The addition of work-study students monitoring the computer lab may be the explanation of the decrease in computer assistance. Detailed explanations on the increase and decrease of a particular area can be found in the departments chapter of the annual report.

In addition to collecting data on the services the library provides, the staff monitors the growth of the collection. Table 3. Collection provides data on current holdings. The data is broken down by material type. Also included in Table 3. is the number of items discarded from each material type. Table 4. Blake Library Book Collection provides yearly totals and net gain of volumes added to the collection. Though staff monitors the growth of the collection, an emphasis is placed on the quality not just the quantity of the material made available to the patrons.

Table 2.

## SERVICES

	2002-2003	2003-2004	% Increase
<b>REFERENCE &amp; INSTRUCTION</b>			
Directional Reference Transactions	75	78	4.00%
Informational Reference Transactions	878	884	0.68%
Bibliographic Sessions and Tours	37	48	29.73%
Computer Assistance	234	153	-34.62%
<b>CIRCULATION</b>			
Total Circulation Transactions	18908	19071	0.86%
Circulation (checkouts only)	8192	7924	-3.27%
Circulating general collection (checkouts)	3362	3367	0.15%
Reserve Circulation (checkouts)	873	717	-17.87%
Reference/Special Collection Circ. (checkouts)	65	53	-18.46%
Maine Government Documents (Checkouts)	48	33	-31.25%
Inhouse Circulation (Barcoded materials)	4036	4703	16.53%
Checkout Statistics:			
Student Circulation	4688	4683	-0.11%
Faculty & Staff Circulation	1242	1096	-11.76%
Guest Patron (Courtesy) Circulation	1172	1072	-8.53%
Community Borrowers	1109	939	
Public School Borrowers	60	133	
Special	3	0	
Other System Borrowers (Requestor)	111	81	-27.03%
<b>INTERLIBRARY LOAN</b>			
Books borrowed from other libraries:			
Number of books borrowed	29	39	34.48%
Number of periodical articles borrowed	154	329	113.64%
Total borrowed	183	368	101.09%
Books loaned to other libraries:			
Number of books loaned	83	55	-33.73%
Number of periodical articles loaned	41	28	-31.71%
Total loaned	124	83	-33.06%
<b>REQUESTOR FUNCTION</b>			
Number of books borrowed	1540	1829	18.77%
Number of books loaned	758	795	4.88%
<b>ATTENDANCE</b>			
Total by gate count	49036	52054	6.15%

Table 3.

## THE COLLECTION

<b>CURRENT HOLDINGS</b>	<b>2002-2003</b>	<b>2003-2004</b>
Books	65950	66896
Electronic Book	1	1
Current Periodical Subscriptions	364	344
Microfilm Subscriptions	36	1
Microfilm Reels	6240	6267
Videocassettes	1016	1082
Videodiscs	5	5
Digital Video Disc	38	89
Audio cassettes	267	273
Compact Discs	214	226
Maps	878	878
Phonograph records	3533	3534
Aerial photos	309	309
CD-ROMs	141	143
Maine government documents	5610	6168
French language materials	1957	1976
Fiche	112	112

### **ANNUAL GROWTH: 2003-2004**

Books (volumes) cataloged (includes backlog and gifts)	1287
Books added by purchase	750
Books added by gift	537
New periodical subscriptions (purchase)	9
New periodical subscriptions (gift)	4
Cancelled periodical subscriptions	33
New microfilm subscriptions	0
New microfilm reels added	27
Cancelled microfilm subscriptions	0
Videocassettes added	66
Videodiscs added	0
Digital Video Disc	51
Audio cassettes added	6
Compact discs added	12
Maps added	0
Phonograph records added	1
Aerial photos added	0
CD-ROMs added	2
CD-ROMs discarded	0
Maine document volumes (cataloged) added	737
French language materials added	19
Fiche	0
Kits/Regalia/Manipulatives	11

Table 4.

**BLAKE LIBRARY BOOK COLLECTION**  
**YEARLY TOTALS**

<b>YEAR</b>	<b>TOTAL EFFECTIVE BOOK COLLECTION</b>	<b>NET GAIN</b>
1966-67	14059	1062
1967-68	15287	1228
1968-69	16269	982
1969-70	19504	3235
1970-71	22511	3007
1971-72	25021	2510
1972-73	26676	1655
1973-74	28225	1549
1974-75	30745	2520
1975-76	33577	2832
1976-77	35680	2103
1977-78	37384	1704
1978-79	38563	1179
1979-80	40498	1935
1980-81	41922	1424
1981-82	42955	1033
1982-83	44043	1088
1983-84	45806	1763
1984-85	46477	671
1985-86	47778	1301
1986-87	48875	1097
1987-88	50005	1130
1988-89	50030	25
1989-90	50902	872
1990-91	51767	865
1991-92	52352	585
1992-93	53809	1457
1993-94	55108	1299
1994-95	56078	970
1995-96	58228	2150
1996-97	59396	1168
1997-98	61296	1900
1998-99	63408	2112
1999-00	64898	1490
2000-01	66371	1473
2001-02	69189	2818
2002-03	65950	-3239
2003-04	66896	946

K. Staff

Blake library staff have added multiple services over the past few years. Services such as Serial Solutions, electronic reserves, electronic reference services, and the processing of Interlibrary Loan electronically. In addition to adding new services the library software has changed from an ASCII interface to Windows interface. Blake library has fully implemented all the Millennium modules which have been made available. A copy of the Millennium Module Implementation can be found in Appendix N.

Even with the addition of new services and an increased student body, no new staff was added to the library. The library would benefit greatly by increasing the part-time serials position to full-time. This position could then take on the duties of Interlibrary Loan which currently is getting done sparingly by the Assistant Director of the Library.

L. Space

The library continues to be plagued with space issues. The rearrangement of the library to accommodate the new entry has not gained the library additional space. The same space is being used for the same materials, space, and people just in different locations. In FY2005 library staff will need to evaluate the space needs of the library. Areas of particular concern are staff offices, a quiet space for students, the serials backfile area, and the stacks.

M. New Furniture/Equipment

On order for FY2005 is a reference desk. The current furniture is a mismatch of pieces put together which make working in the area awkward. The new furniture will be more ergonomic and allow for the multiple staff members who work at the area a more productive work station. In addition the Student Senate purchased two letterboard signs to be placed at the new entrance. A copy of the detailed description of the furniture on order for the Reference area and the letter to the Student Senate can be found in Appendix O.

N. Library and Academic Computing Interactions

The library staff offers the campus and local area computer support. This support ranges from beginner computer use to advanced, one on one instruction to group and software to hardware. The library makes available twenty-three computers for general computing use, one of which has scanning and graphic capabilities. The library has an assisted learning station which has voice recognition software, web reading software, and zoom software, and three additional computers dedicated for library research. With the large number of computers available for public use and the many different applications available, the library staff fields a growing number of computer questions.

The library staff are trained to create Novell accounts for network access and add money to Pcounter for printing. Due to the number of hours the library is opened this allows access to the network and printing in the evenings and on weekends.

The campus web services are supported and maintained by library staff. The Assistant Director of the Library performs the duties of campus Webmaster, and, the Assistant Director of the Library and the Electronic and Information Resources Librarian provide instruction and support for WebCT. For more detailed information on the campus web, see the Web Services Annual Report.

The library staff understands the importance of the integration and support of technology on campus. Many of these services, though not “traditional” library support, are a part of providing quality “Information Services” to campus and the local community.

### **III. Personnel and Professional Staff Development**

#### **A. Staff**

In addition to Sharon Johnson, Dean of Information Services, the staff includes 2 Librarians, 2 Library Assistant II's, a part-time Library Assistant II, and is allocated 14 work-study students from September until May, and 3 work-study students from June until September. Also, the Administrative Assistant to Information Services has been assigned many tasks to assist the Library staff.

Staff members are as follows:

Sharon Johnson, Dean of Information Services  
Leslie Kelly, Assistant Director of the Library  
Sofia Birden, Electronic and Information Resources Librarian  
Stephanie Bresett, Library Assistant II  
Anne Chamberland, Library Assistant II  
Georgine Richards, Library Assistant II (20 hours)  
Nicki Ouellette, Administrative Assistant I

#### **B. Workshops, Demonstrations, Meetings Attended**

The Library staff remains current in library and university affairs by continuing to update themselves with changes and new developments.

Sharon Johnson, Dean of Information Services

First Day of Class Re-enactment - Acadian Village, August 27, 2003  
Dreamweaver Workshop, August 19, 2003  
Grant Writing Workshop - visiting Libra Professor, April 6, 2004  
PeopleSoft, January 23, 2004  
Professional Staff meeting – April 16, 2004

Leslie Kelly, Assistant Director of the Library

Maine Academic Institute, FY2004  
Dreamweaver Workshop, August 19, 2003  
First Day of Class Re-enactment - Acadian Village, August 27, 2003  
Biathlon – October 30, 2003  
Classified Performance Assessment Focus Group, December 4, 2003  
Grant Writing Workshop - visiting Libra Professor, April 9, 2004  
PeopleSoft, January 23, 2004  
Professional Staff meeting – April 16, 2004

Sofia Birden, Electronic and Information Resources Librarian  
Dreamweaver Workshop, August 19, 2003  
First Day of Class Re-enactment - Acadian Village, August 27, 2003  
Biathlon – October 30, 2003  
Campus Community Meeting February 24, 2004  
Grant Writing Workshop - visiting Libra Professor, April 6, 2004  
IACP Net training - Fall 2003  
Maine Info Net – June 19, 2003  
Peoplesoft training - December 11, 2003  
Professional Staff meeting – April 16, 2004  
UMS Strategic meeting with Chancellor – April 22, 2004

Stephanie Bresett, Library Assistant II  
Maine Info Net – June 19, 2003  
First Day of Class Re-enactment - Acadian Village, August 27, 2003  
Faculty & Staff Development Day, January 9, 2004  
PeopleSoft, January 23, 2004  
Grant Writing Workshop - visiting Libra Professor, April 7, 2004  
UMS Strategic meeting with Chancellor – April 22, 2004

Anne Chamberland, Library Assistant II  
PeopleSoft Time Entry Training, June 23, 2003  
Dreamweaver Workshop, August 19, 2003  
Classified Performance Assessment Focus Group, December 4, 2003  
Faculty & Staff Development Day, January 9, 2004

Georgine Richards, Library Assistant II  
First Day of Class Re-enactment - Acadian Village, August 27, 2003

Nicki Ouellette, Administrative Assistant I  
First Day of Class Re-enactment - Acadian Village, August 27, 2003  
System Strategic Planning visit - open meeting, November 6, 2003  
Peoplesoft Update Meeting, December 11, 2003  
Faculty & Staff Development Day, January 9, 2004  
Grant Writing Workshop - visiting Libra Professor, April 7, 2004

C. University Service

The Library staff continues to be active participants in campus activities by serving on a variety of committees, teaching courses, and even taking courses.

Sharon M. Johnson, Dean of Information Services  
Academic Computing Committee, Chair  
Academic Affairs Council  
Acadian Archives Advisory Committee  
Acadian Archives Building Committee  
Capital Planning Committee  
College Council  
IT Directors' Council, Secretary, UM System  
Library Directors, UM System

Library Committee, Chair  
NEASC Accreditation Steering Committee, Chair, Standard 11  
Strategic Planning Committee  
    Mission Statement Sub-Committee  
    Advantages/Limitations Sub-Committee  
UMFK World Cup Planning Team

Leslie Kelly, Assistant Director of the Library  
    Academic Computing Committee  
    Cataloging Standards Committee, (System wide), Chair  
    Library Committee, Secretary  
    NEASC - Standard 7 Committee  
    Web Committee, Secretary

Sofia Birden, Electronic and Information Resources Librarian  
    Database Committee, (System Wide)  
    Diversity Committee  
    Electronic Reference Committee, (System wide)  
    Library committee  
    NEASC - Standard 7 Committee  
    Web Advisory Committee

Stephanie Bresett, Library Assistant II  
    Circulation Heads (System wide)  
    Classified Staff Committee

Anne Chamberland, Library Assistant II  
    Classified Staff Development Fund Committee  
    Classified Staff Committee  
    The French Heritage Council:  
    Sucrerie committee - organized entertainment

Nicki Ouellette, Administrative Assistant  
    Academic Computing Advisory Committee - Secretary  
    Biathlon Planning Committee (2<sup>nd</sup> half)  
    Classified Staff - President  
    NEASC - Standard 7 Committee  
    Tobacco Use on Campus Committee

*Course Work*

Sofia Birden - ENG349: Argumentation & Reasoning, Spring 2004  
Stephanie Bresett continued her course work towards her MLIS  
Leslie Kelly - ENG380: Business & Technical Writing, Spring 2004

*Workshops Conducted/Classes Taught*

Sharon M. Johnson  
    Academic Computing Orientation - September 2 & 3, 2003  
    & January 12, 2004

Leslie Kelly

Academic Computing Orientation - September 2 & 3, 2003  
& January 12, 2004

Web page development for NUR425 Adult Health III, Fall 2003  
Digital Library presentation - April 15, 2004

Sofia Birden

Library orientations – Fall 2003 and Spring 2004

HUM102: Humanities Seminar - Fall 2003

Digital Library presentation - April 15, 2004

Nicki Ouellette

Academic Computing Orientation - September 2 & 3, 2003  
& January 12, 2004

D. Community Service

The Assistant Director of the Library is the Greater Fort Kent Ecumenical Food Pantry Coordinator. Students who are in certain courses are required to take part in community service activities. These students occasionally drop in to the library to set up times to volunteer or to pick up information about the pantry to include in their papers.

**IV. Future Plans and Long Range Goals**

Bibliographic Instruction Online - Reevaluate Bibliographic Instruction or "Information Literacy", using the book First Impressions, Lasting Impact: Introducing the First-Year Student to the Academic Library and ACRL standards for bibliographic instruction.

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Handbooks - Put both the faculty and student handbooks online in the same format as the staff handbook. Create a flier for new fall students which points to the online handbook. Complete the student employee handbook

Inez Day Richards - The library staff would like to catalog and digitize the original music scores composed by Inez Day Richards.

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Inventory - Evaluate Biblioplan and Shelf Manager to see if they suit our inventory needs.

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Online Tutorials - The library staff would like to make online tutorials available for URSUS and the Indexes and Databases.

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Phonographs - There is still a backlog of approximately 150 unique phonographs which need original cataloging.

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Reference Work Area - To move office work, materials, and resources to a new location so the reference desk space is used primarily for reference not office space.

Special Collections - Library staff would like to target materials located in special collections for digitizing.

Statements - Finalize and implement the patron statement processing procedure.

Student Training - Create a new student training video.

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“The Move” - The library has undergone major changes in the last fiscal year. Staff will need to assess the location of staff and the quality of the services which are provided in this new set-up.

Title Count - Each year the Library reports to various surveys which inquire about a title count. The Library staff will try to provide this number for the next annual report.

Web Site - The library staff would like to build a computer skills web page.

### **Long Range Goals**

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Powell - A long term goal is to acquire Powell Hall to alleviate space problems and to allow for the growth of new services.

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Teaching and Learning Technology Center - The library staff currently provides faculty support for integrating technology into the classroom. Ideally, we would like to create an area devoted to and known as, “The Teaching and Learning Technology Center.”