General Report

Book One

University of Maine at Fort Kent

Annual Report – FY 2013

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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; to more than 100,000 electronic books and over 40,000 electronic journals; to interlibrary loan services; and to a highly automated reserves system. The library has a developed web page offering online access to a variety of forms, links to chat with a librarian, subject guides, tutorials and much more. The library makes available twenty-one computers for public, and a number of laptops. Staff provides instruction on the use of the computer and on most 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 also trouble shoots printers, programs, and network problems.

MAJOR EVENTS AND SIGNIFICANT ACHIEVMENTS

Acadian Archives
- Head of Technical Services (now AD of A&L, see below) cataloged 9 manuscript collections and 28 non-manuscript items in FY2013.
- This year a new position was created to facilitate the need for collection management in the Archives. The position of Assistant Director of the Archives and Library was created and filled by the formerly titled Head of Technical Services. The new Assistant Director reports to both the Associate Director of the Library and to the Director of the Archives.
- See Appendix A for the job description

Snapshot Day – State of Maine Libraries
- Snapshot day fell on October 17, 2012.
- We chose a Wednesday of the week we were to use, but in the future should probably do Monday or Tuesday, as they are our busier days of the week.

Focus on Faculty
- Library staff began a new series in FY2012 called Focus on Faculty that highlights faculty scholarly endeavors.
- The first instructor to begin the series in FY2012 (and who helped us come up with the idea) was Scott Brickman and his new CD *On Winter & Construction*.
- Fall 2012, Erin Soucy presented her dissertation paper, "The Effects of High-Fidelity Simulators on Nursing Student' Critical Thinking and Self-Confidence."
- Spring 2013, Steve Selva presented on "Using Lichens to Assess Old Growth."
- Library staff responsibility is to:
  - Organize event
  - Locate and reserve space (the first two presentation were in the Bengal's Lair for a more informal atmosphere, but Aramark started serving food during the afternoon hours, so

moved the venue for the third presentation to Nadeau Telecommunications Room. Will probably keep it so)
- o Provide any necessary equipment
- o Help instructors create visual pieces if necessary
- The instructor's division provides for food, if instructor wants it.
- The idea is to provide a forum for students and staff to get to know the faculty better and know what the faculty are producing.

Information Literacy
- In FY2012, a number of librarians across the state of Maine, including one Blake Library staff, participated in creating a proclamation making October the official Information Literacy month for the state of Maine. In FY2013, the Governor approved and made official the proclamation.
- In an effort to assess student understanding of information literacy, administration charged library staff with evaluating and/or creating an Information Literacy Assessment tool. Staff created a tool based on the ACRL IL standards, tested, then administered it to FYE students in fall 2012. Staff administered the same test to seniors in spring 2013.
    - o We determined the assessment needed more questions to cover certain standards
    - o Some questions needed to be edited
    - o We may need to reassess how the assessment is administered to seniors.
        - Out of 128 graduating seniors, 41 did the assessment. That's a 32% participation rate
        - Whereas out of 189 freshmen, 103 did the assessment. That's a 55% participation rate
        - Freshmen had higher motivation than did seniors (i-quest, i-learn, etc., extra credit, FYE instructors requiring them to do the assessment)
- Long term goal: offer a 1 credit information literacy course (preferably an eight week course) as an elective opportunity.

See Appendix B for detailed statistics and discussion.

John Martin Collection
- John Martin signed over his collection of papers to the library on August 23, 2012.

SYSTEM CONSIDERATIONS

Resources and Tools
- Summon:
    - o We have had the Summon tool for three years with the renewal date coming up December 2013.
    - o Library Directors were attempting to find a one stop searching solution similar to the Google interface that will help students retrieve records for books, articles, and other materials in one list of results. Summon was the solution.
    - o Some issues that were being addressed this past year with Summon were
        - shared instances over individual instances
        - searching/indexing problems
        - changes made in Summon that were not used to the fullest
    - o The EBSCO discovery system may also be considered
    - o See Appendix C for meeting notes on Summon

- ILS (Integrated Library System)
    - Millennium Triple I (III):our current ILS is becoming more outdated
    - Sierra is the Millennium upgrade that directors are considering
    - Evergreen is an open source ILS but does not have the functionality needed to address the diverse needs of the system and state.
    - See Appendix D for a compilation of meeting notes on ILS discussions.

Policy
- Copyright:
    - This past year the directors worked toward one copyright policy for the system with the following charge to the URSUS copyright committee:
        - "The URSUS Library Directors charge the Copyright Committee with the compilation of the copyright policies in use by the URSUS Libraries. The Committee is also charged with developing a consistent policy for all libraries. This charge includes all formats. The Directors understand that there is a collection development issue and collection development staff may need to be included in the conversation in particular to address the importance of the license agreement. The Directors expect that the ACRL Code of Best Practices for Fair Use will be reviewed. (http://www.arl.org/pp/ppcopyright/codefairuse/index.shtml)."
    - Guidelines need to be flexible and allow for staff resources
    - An official statement was created by the copyright committee and approved by the directors:
        - "The University of Maine System Libraries, the Bangor and Portland Public Libraries, the Maine State Libraries and the Law and Legislative Reference Library abide by the copyright laws of the United States while exercising fair use rights to their fullest extent. We are dedicated to ensuring that the content and tools of scholarship are available to our user community and that fair use is protected."
    - Committee is working on a CampusGuide to handle the copyright information for the system including, but not limited to campus contacts, resources for faculty, and FAQs
- Collaborative Purchasing
    - Shared purchasing through Mainestreet
    - Campuses can suggest a product, trial the product, and then put it up in Mainestreet for the other campuses to approve.
    - Advantages are the ability for campuses to purchase products at lower rates
    - See Appendix E for Collaborative Purchasing minutes

Chancellor
- Report created for the Chancellor: System library directors worked on a report to answer two questions asked by the Chancellor: 1) what keeps us up at night, and 2) where will we (our libraries) be in three years?
- The directors gave the Chancellor the "URSUS: Eleven Libraries: Shared Collections, Shared Vision" document.

ACTIVITIES AND CHANGES

Budget

- In FY2013, the library Year to Date spent was $276,400 while in FY2012 it was $259,386. This is a 7% difference.
- Personnel costs represented $224,267.24 in FY2013 and in FY2012 $211,881.64 FY2012. This is a 6% difference.
- Acquisitions: library staff changed the class allocations in FY2012. See Book 4, pg 8 (Technical Services Department) for more detail.
  - One reason behind the adjustment is that formats may continue to change, so the funds are now based on content, rather than format.
- Serial subscriptions: FY2013 – $30,399.78, FY2013 - 28,927.71; a 5% difference.
- Library budget represents **(coming soon)**% of campus budget.
- See appendix "Budget" for budget breakdown

Collection

- Library staff completed the inventory of the John Martin papers and began processing the collection once John Martin gifted it to the library.
- New weeding began as a final cleanup of older unused material. Library staff identified core titles using the RCL (Resources for College Libraries, 2007), and identified titles had notes placed in the Millennium records.
- Films on Demand (FOD): Blake Library staff organized the trial for and subsequent licensing of FOD by all participating libraries in the UMaine System. Since implementation, Films on Demand has had significant use across the System. See Book 2, Reference Department, to find out more on statistical data.
- We continue to look at eBooks options though a portal survey showed that a majority of the students still prefer to use hard copy.

Facility

- Blake Library received a foundation grant of close to $5,000 to renovate the exhibit space. See Book 2, Reference Department, for more on the renovations.
- The Bell Tower entrance closed for most of the fall due to having doors replaced. In addition, new windows were installed in the server room.
- The smaller room upstairs (where Archives collections used to be many years ago) was reopened for individual study use. Six carrels are located along the walls. Additional lamps need to be purchased.
- In fall 2012, staff removed the short ranges at the main entrance of the library, which once held the reference collection, to allow additional open space for students to work. Staff reduced the reference collection through weeding or relocation to stacks then moved the remainder of the collection to a wall range by the audio books on tape. Staff relocated a couch two chairs plus three tables and sets of chairs from other areas of the library to fill the now open space.
- If the budget allows, we plan to replace one book cart a year.
- Furniture still needs to be updated.
  i. Though we were able to purchase a number of more comfortable chairs for the library to replace the hard wooden chairs that were also falling apart, we currently still have thirty-eight wooden chairs that we could replace.
  ii. In addition, we should consider replacing some tables and carrels.

Services

- 15 MacBooks originally placed on reserve were removed from reserves and placed in a classroom in the Old Model School.
- Admissions invited the library and IT staff to share a table at the Admissions Open House. This year the open house was in the Bengal's Lair.
- ARES: circulation department staff trained on and began using the ARES reserve system purchased for the UM System libraries. A recommendation will be made on whether we continue its use in FY2014.
- URSUS stands for: University Resources Serving Users State-wide

Staff

- Heccp for Classified completed this fiscal year.
    i. Library Assistant I and II no longer exists
    ii. Instead we now have Library Specialist CL1, CL2, and CL3
    iii. See appendix F for descriptions
- The position of Head of Technical Services is no longer used. We now have the Assistant Director of the Archives and Library. See appendix A for job description.

Key Performance Indicators

- Currently working on these

Administrative Unit Outcomes

- Currently working on these

STAFF

The staff includes 3 Librarians, 2 Library Specialist CL2's, 1 part time Library Specialist CL1, and is allocated 14 work-study students from September until May, and 3 work-study students from June until September. The student workers are equivalent to approximately 2.5 full-time employees. In addition, one IT Specialist was assigned many tasks to assist the Library staff.

Staff members are as follows:
Leslie Kelly, Director of Information Services (MLIS)
Sofia Birden, Associate Director of the Library (MSIS)
Kathryn Donahue, Assistant Director of the Archives and Library (MSLS)
Asita Albert, Library Specialist CL2
Debra Durkin, Library Specialist CL 2
Brenda Pelletier, Library Specialist CL 1
Nicki Ouellette, IT Specialist

STAFF COMMITMENTS TO COMMITTEES

Leslie Kelly
  BBCore, UM System
  Distance Education Committee
  Emergency Management
  Enrollment Management Policy Advisory Committee - EMPAC
  Institutional Effectiveness
  Library Directors, UM System
  IT Leadership Council, UM System
  IT Review Team, UM System
  Quality Undergraduate Enrollment (QUE)
  VPAS

Sofia Birden
  System Circulation Group (backup)
  System Reference Group (Chair)
  URSUS Shared Digital Collections Committee (once called the System Databases Committee)
  System Tutorials Committee
  URSUS Interface Committee
  Information Literacy state committee (completed in fall 2012)
  Chair of the 1% for Art (Powell construction)
  Distance Education
  Student Conduct Committee
  HSLIC

Kathryn Donahue
  Diversity Committee
  Cataloging Standards Committee
  UMS Databases Subject Headings Subcommittee (subcom. Of Cataloging)
  UMS Special Collections Committee
  MACON (Maine Archival Collections Online) Steering Committee

Debra Durkin
  System Circulation Group
  Hourly Staff Development Fund Committee

Asita Albert
  Distance Education Committee
  Hourly Staff Development Fund Committee

Brenda Pelletier
  Hourly Staff Development Fund Committee (Alternate)

FUTURE PLANS

Short Term Goals

- o <u>Old Entrance</u> - Repair old front entrance. **Completed FY2013.**
- o <u>Special Collections</u> – Library staff will begin digitizing targeted materials. **FY2013 began digitizing student newspapers.**
- o <u>John Martin Papers</u> – Once signed over, library staff will begin cataloging the collection. **Papers were signed over on August 23, 2012.**
- o <u>NCLEX via streaming</u> – The Judith Miller NCLEX DVD's may be available online by fall 2013. We hope to obtain licensing rights to provide broader access to this highly used resource.

Long Term Goals

- o <u>Security System</u> - Currently the library does not have a system in place.
- o <u>John Martin Collection</u> – process and catalog.
- o <u>Updating Library</u> –
    - ▪ Put down eco friendly flooring/covering for more color and quiet
    - ▪ Paint walls, remove peeling wall paper (**in progress? – FY2013)**
    - ▪ Replace ceiling tiles that are discolored (**in progress - FY2013**)
    - ▪ Add electrical outlets to strategic areas within the library
        - • Right of server door
        - • Left of individual study room upstairs
        - • Pole in open area by main entrance (by circ)
        - • By carrels under windows left of processing room upstairs
- o Update and add to furniture needs:
    - ▪ Chairs
    - ▪ Book carts
    - ▪ Lockers (for student use)