

General Report

Book One



University of Maine at Fort Kent

Annual Report – FY 2019

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Appendices:

- A. Budget
- B. Collections
- C. Services

Blake Library staff provide information services at the University of Maine at Fort Kent for the campus community, students and faculty at a distance, and the St. John Valley community. They administer traditional and electronic resources and services that are available to patrons on and off campus.

Library staff also support Academic Computing, the Acadian Archives, Audio-Visual Services, and Distance Education. Additionally, Blake Library is part of a University of Maine System consortium that allows staff to share resources and services, which in turn augments what is available to all UMFK and Fort Kent patrons.

1. ACHIEVEMENTS, AND EVENTS

a. Departmental

- i. Head of Technical Services completed the first part (scanning of material) of two long standing projects dealing with the university newspapers and a photo collection.
- ii. Asbestos removal of the first floor, new tile installation, moving books downstairs, purchasing and installing new furniture for upstairs, and arranging the upstairs for quiet study was completed in September 2018.
- iii. Asbestos Removal of the second floor completed May, 2019.

b. Campus

- i. Library staff have made themselves available across campus either by attending events or chairing UMFK committees (both academic and social)

c. UMS

- i. UMFK library staff applied for (FY2017) and was awarded (FY2018) from the Davis Family Foundation a \$6,500 grant. Staff received the funds in FY2019. The grant funded the ACRL Framework workshop that was well attended by librarians in the state of Maine and New England in March, 2019. Library staff sent the final grant report into the foundation by June, 2019. See Book 2: Appendix D for the final report.

d. External

- i. Staff offered, and attended, a book mending workshop to other local libraries in the region.

2. Projections from 2015 NEASC Self-Study

- a. Investigate additional options for Patron Driven Acquisitions (PDA) and implement options that seem feasible for the library while also continuing and assessing current practices (Collection Development staff, FY 2015) – **Completed (see FY18 AR Book 2, Collection Development, Report).**

- b. Develop a campus plan to fund electronic resources, which will ensure more quality and easily accessible content in support of academic programs (Director of Information Services, Vice President for Administration, FY 2017).
- c. Work with division faculty to include upper-level information and technological literacy instruction within designated courses for each major (Associate Director of the Library and Program Coordinator of COS 103, FY 2015-2016) **Completed (see FY17 AR Book 1 Report).**
- d. Include the NSSE module, “Experiences with Information Literacy,” into the next NSSE survey given on the UMFK campus (Vice President of Academic Affairs, Associate Director of IR, Director of Information Services, Associate Director of the Library, FY 2015) **Completed (see FY18 AR Book 1 Report).**
- e. Complete the reassessment of the discovery tool, Summon® from ProQuest®, and evaluation of other similar discovery tools, to determine if Summon meets the library’s needs or if another product would be better suited (Associate Director of the Library, Library Director, and UMS Library staff, FY 2015) **Completed (See FY16 Book 1 Report).**
- f. Evaluate the information literacy assessment and information fluency artifacts in student e-portfolios to identify areas for improvement in instruction and create action plans to address deficiencies (Associate Director of the Library, FY 2016)

3. Staff Development and Service

Staff includes three librarians. Two library specialists (CL2), and is allocated 15 students in the fall and spring semesters, and two work-study students during the summer semesters (approximately 2.5 FTE).

- a. **Workshops, Conferences, Trainings, etc.**
 - i. Asita Albert
 1. “What's Next for RDA and the 3R Project?” Online Webinar
 2. Digital Preservation workshop, UM
 3. Book Mending Workshop, UMFK
 4. Time Management Essentials, Franklin Covey, Online
 5. First Aid, CPR, AED Training, UMFK
 6. Describing Archives: A Content Standard (DACs), course of the Society of American Archivists, Online
 7. URSUS (UMS Libraries) Development day (mini conference), UM
 - ii. Sofia Birden
 1. North Atlantic Health Sciences Libraries (NAHSL) 2018 Conference, Manchester, NH
 2. “Engaging with the ACRL Framework: A Catalyst for Exploring Our Teaching Practice” Workshop, USM
 3. “Development and Use of Open Educational Resources in Higher Education” Symposium, Bates College

- iii. Debra Durkin
 - 1. URSUS (UMS Libraries) Development day (mini conference), UM
 - 2. Book Mending Workshop, UMFK
 - 3. First aid and CPR training, UMFK
- iv. Leslie Kelly
- v. Brenda Pelletier
 - 1. Proquest "Ebook acquisition models: the basics," Online Webinar
 - 2. Facilities-Training/Test University Van, UMFK
 - 3. Gale Resources, Online Webinar
 - 4. Gmail – New Features, Online Webinar
 - 5. Proquest "The Librarian's Guide to Ebook Central Access Permissions," Online Webinar
 - 6. Mainstreet Marketplace: Creating Cost Receipts; Match Exceptions; Processing Traveling Expenses in Concur, Journal Entries, Online Webinars
 - 7. Book Repair workshop, UMFK
 - 8. Fred Pryor Seminars: "Microsoft Excel Basics; Excel Shortcuts, Tips and Tricks;" "Excel 60 Minutes of Excel Secrets," Presque Isle, ME
 - 9. Concur Essentials Refresher, Online Webinar
 - 10. CPR, First Aid/AED Training, UMFK
 - 11. GL Inquiry, Online Webinar

b. University Service (committee service, etc.)

- i. Asita Albert
 - 1. UMFK Salaried Staff Development Fund Committee
 - 2. UMFK Diversity Committee
 - 3. URSUS (UMS Libraries) Cataloging Standards Committee
 - 4. URSUS (UMS Libraries) Eresources Management Committee
- ii. Sofia Birden
 - 1. UMFK Symposium Committee
 - 2. UMS Libraries Circulation Group (backup)
 - 3. UMS Libraries Reference Group
 - 4. UMS Libraries Shared Digital Collections Committee
 - 5. UMS Libraries Technology Taskforce (Tech Cabal)
 - 6. UMS Libraries Technology Taskforce Subcommittee reviewing Open Education Resources (OER)
 - 7. NAHSL (North Atlantic Health Sciences Libraries) – 2020 Conference Committee
- iii. Debra Durkin
 - 1. UMS library Circulation Co-Chair
 - 2. UMS library Circulation Subcommittee: Patron Extract Dates
 - 3. UMS library Circulation Subcommittee: Billing Updates
- iv. Leslie Kelly
 - 1. UMFK Academic Leadership Council
 - 2. UMFK Cabinet
 - 3. UMFK Collaboration Committee
 - 4. UMFK COT

5. UMFK Emergency Management Team
 6. UMFK Enrollment Management Team
 7. UMS BBCore, System-wide
 8. UMS IT Accessibility Committee (ITAC), System-wide
 9. UMS State Authorization Committee, System-wide
 10. UMS URSUS Directors, System-wide
 11. UMS Educational Technology Advisory Council (ETAC), System-wide
- v. Brenda Pelletier
1. UMFK President of the UMFK Hourly Staff
 2. UMFK Hourly Staff Representative on the Administrative Council
 3. UMFK Wellness Committee Member

4. Goals and Future Plans

a. Future Plans

- i. Update library web site to include a front facing site and other navigational changes.
- ii. Provide specialized training to library staff to support their departmental skill set.

b. Long Range Goals

- i. Continue updating library facilities physical appearance.
- ii. Work with UMS libraries to find a way to support faculty with the growing (and necessary) trend in Open Educational Resources (OER).
- iii. Complete ongoing specialized content projects that may also include online access (e.g. recent photo acquisitions, John Martin papers, UMFK newspapers)