

**Smith Library
High Point University
End of the Year Report
2005-2006**

END OF THE YEAR REPORT
SMITH LIBRARY
2005-2006

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INTRODUCTION

This year has been a very busy year for Smith Library. We had a substantial increase in the number of students and other patrons through the door. We brought up a new catalog and circulation interface and are very pleased with the hard work and the many hours that were spent making this a reality. The technical services staff, which includes Mike Ingram and Sheri Teleha and of course with the added experience of Nita Williams, did a great job of making this complicated task a reality. This year we lost staff and added new staff members. Elizabeth Vidrine left Smith Library after 9 years and Jody Lohman became the new Media Librarian.

We have extended our hours during the exam period and plan to make these extended hours a permanent change. The re-decoration of the library continues. We are finished with these updates on the second and third floor of the library. Our hopes are to continue the redecoration project on the lower level. This will include new shelves and tables for the Media Services department and new tables and shelves for the Education Materials area.

We had an increase in the amount of Interlibrary Loan requested but did a smaller number of research instruction classes than we have in the past. We assume that this happened because the Reference Librarian position was being split between the librarian that was performing reference duties and the librarian that was the Director of the Library. We continue to do outreach to EDP professors and encouraged them to bring classes to the library for research sessions.

Email reference has become a major method of providing reference to the community and the growth continued in 2005-06 - *reference@highpoint.edu* has been a successful endeavor. In the new year we plan to expand this to Instant Messaging. The online ILL form garners many requests and in conjunction with Clio Request and Ariel the level of automation of the system has been really quite a big change.

Off-campus access via our proxy server has met with a positive response and has been well used by our students. This year we started using the e-mail username and password instead of a library generated ID number and assigned security PIN. This change has dramatically increased traffic to our portal and generates reference questions for our staff.

The library staff is currently made up of 5 professional librarians and 3 paraprofessional librarians. We also have a staff of 3 part-time librarians; two evening librarians and one that works with cataloging and technical services at the High Point University, Smith Library campus. The Madison Park campus has one part-time professional librarian.

Basic Facts – unless indicated last year numbers are in ()

Circulation - Basic Facts –

Patrons in the door – **149,872** (last year - **120,298**) --

Registered Borrowers		Transactions by Class		Transactions by format	
HP Student	2948	HP Student	14,948 (10,648)	Book	13632 (7871)
HP Graduate	133	HP Graduate	163	DVD	7239 (5152)
HP Faculty	209	HP Faculty	2477	Reserves	100 (755)

Journal Finder access to 23,915 (18,857) titles

✓ On-campus and in the Library:	12,592
✓ Off-campus	24,421
✓ Total	37,013

Library Instruction classes Basic Facts --

During the 2005-2006 year we saw **1900 students** in **125 classes** a decrease of about 300 from the previous year. We saw 167 students during the summer, 1135 during the fall and 627 during the spring semester in research instruction classes. Of the 175, 8 were graduate classes and 17 were EDP or MP classes. The Fine Arts department offerings comprise the largest number of classes with 17 with Education and then followed by English.

Media Resources Basic Facts --

Lecture Room Scheduling -- 446

Number of Requests for Equipment --103

Interlibrary Loan Basic Facts –

2,308 interlibrary loan transactions were completed this academic year. **1594 items** were received for faculty and students. **714 of our books and article copies** were sent to other schools and libraries.

Cataloging and Collection Basic Fact –

14,149 items were added to the Smith Library catalog in 2005-06. Of these processed items 2,899 were books, 579 were microfiche, and 4035 were periodical titles. We bound 391 periodical volumes in 2005-06.

The Smith library collection:

300,000 items (this includes all items in all formats and is a count of individual items within the collection).

Books	119502
Electronic Books	47087
Media & Equipment	8462
Periodicals	37552
Microfiche & Microfilm	83692

Databases Basic Fact – the library provided access to over **160 electronic resources**.

Library Hours Basic Fact – The library is open 105 hours a week.

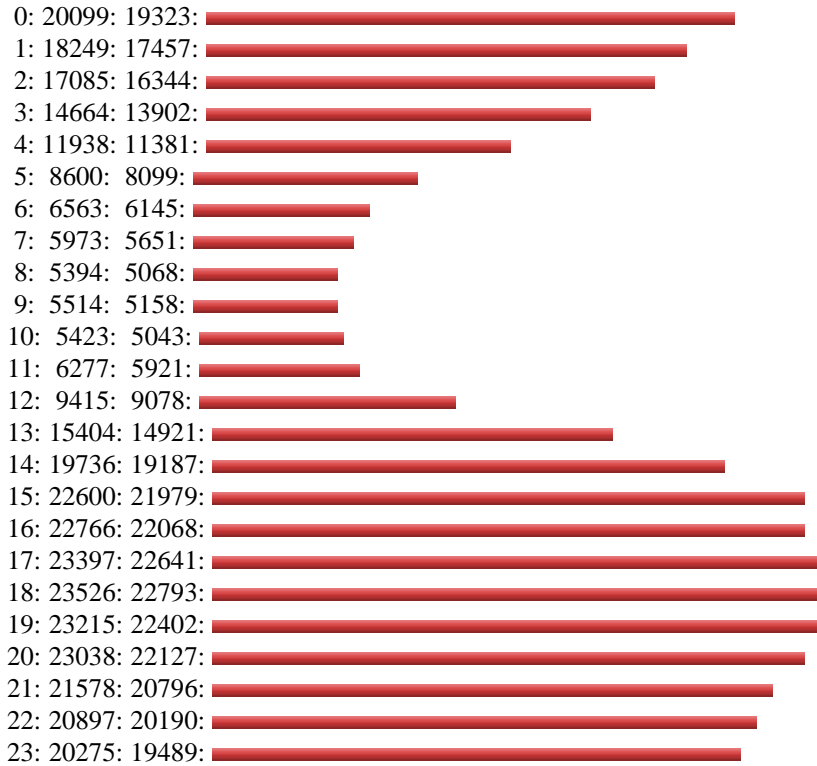
Monday through Thursday –	8 to 2am
Friday –	8 to 7pm
Saturday –	9 to 6pm
Sunday –	1pm to 2am

Daily Summary

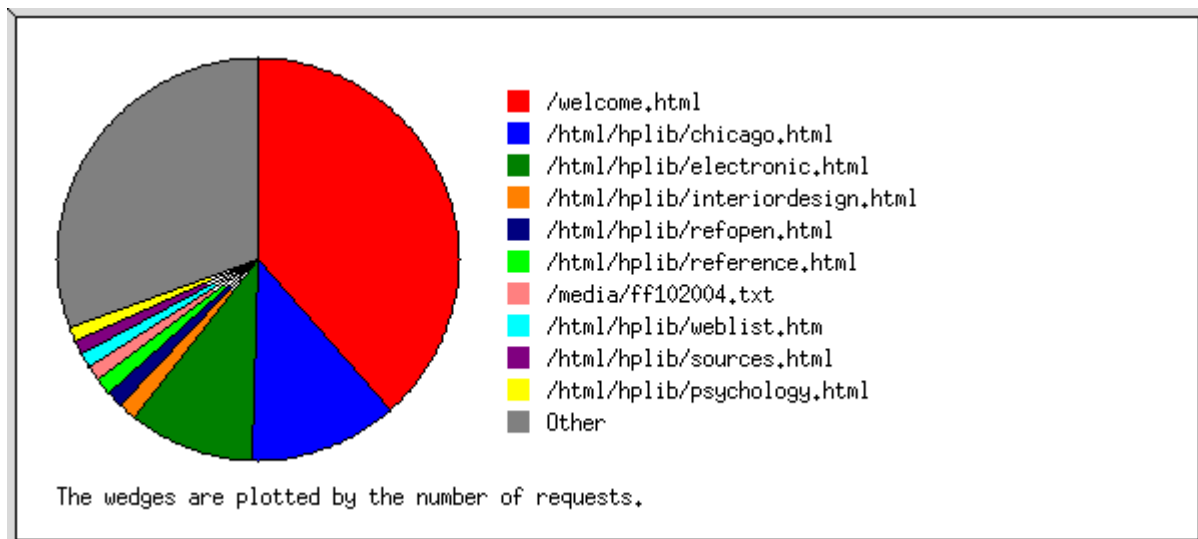
This report lists the total activity for each hour of the day, summed over all the days in the report. Each unit (■) represents 600 requests for pages or part thereof.

hour: reqs: pages:

----: ----: ----:



This is a chart that list the most commonly requested pages.



The following is a list of Library Webpages that were requested more than 500 times in 05-06.

143099:	/welcome.html	871:	/html/hplib/businessinv.html
44387:	/html/hplib/chicago.html	812:	/html/hplib/economics.html
37244:	/html/hplib/electronic.html	810:	/html/hplib/imc/imc_math.htm
5315:	/hplib/interiordesign.html	779:	/media/featurefilms.htm
5147:	/html/hplib/refopen.html	760:	/html/hplib/referencelinks.html
5107:	/html/hplib/reference.html	756:	/media/about.htm
4576:	/media/ff102004.txt	738:	/html/hplib/notforprofit.html
4550:	/html/hplib/weblis.htm	732:	/media/hours.htm
4300:	/html/hplib/sources.html	717:	/html/hplib/businessguide.html
3852:	/html/hplib/psychology.html	702:	/html/hplib/imc/imc_ex.htm
3752:	/html/hplib/archive.htm	681:	/mediasearch/artstor.html
3601:	/html/hplib/illform.html	681:	/html/hplib/mis.html
3467:	/html/hplib/annual.html	679:	/html/hplib/legal.html
3047:	/media/media.htm	664:	/html/hplib/art.html
3021:	/html/hplib/ratio.html	656:	/html/hplib/educationlinks.html
2852:	/html/hplib/business.html	654:	/html/hplib/polisci.html
2825:	/html/hplib/generalref.html	653:	/html/hplib/nonprofit.html
2255:	/html/hplib/ref_file/mla.pdf	644:	/media/lecture.htm
2240:	/html/hplib/hours.html	640:	/html/hplib/imc/imc_la.htm
2171:	/html/hplib/staff.html	636:	/html/hplib/accounting.html
2050:	/html/hplib/otherop.html	632:	/history_primary_links.html
1636:	/html/hplib/education.html	630:	/media/services.htm
1484:	/html/hplib/infohelp.html	628:	/media/prodpol.htm
1422:	/html/hplib/refreqform.html	624:	/html/hplib/businessmark.html
1406:	/html/hplib/circulation.html	618:	/html/hplib/globwarm.html
1275:	/html/hplib/eric.html	611:	/html/hplib/imc/imc_fl.htm
1260:	/html/hplib/science.html	607:	/media/forms.htm
1260:	/friendlywelcome.htm	599:	/media/equipment.htm
1250:	/html/hplib/ref_file/apa.pdf	587:	/media/mres.htm
1229:	/media/filmsa.htm	585:	/media/mlinks.htm
1212:	/html/hplib/historylist.html	585:	/html/hplib/evans.html
1203:	/html/hplib/edt_clas.html	580:	/html/hplib/furniture.html
1170:	/html/hplib/medicine.html	543:	/hplib/ref_file/chicago.pdf
1082:	/html/hplib/religion.html	539:	/html/hplib/imc/imc_ss.htm
1053:	/hplib/aboutthelibrary.html	525:	/media/coldev.htm
1034:	/html/hplib/humanities.html	524:	/hplib/internationalrel.html
996:	/html/hplib/newslinks.html	519:	/hplib/files/beverage.pdf
948:	/html/hplib/government.html	517:	/html/hplib/printers.html
934:	/html/hplib/nc.html	508:	/hplib/international.html
916:	/html/hplib/imc/imc_sci.htm	503:	/media/price.htm
908:	/html/hplib/pe.html	502:	/media/overview.htm
905:	/html/hplib/newspaper.html		

Library Proxy server Access – libproxy.highpoint.edu -- Spring 2006

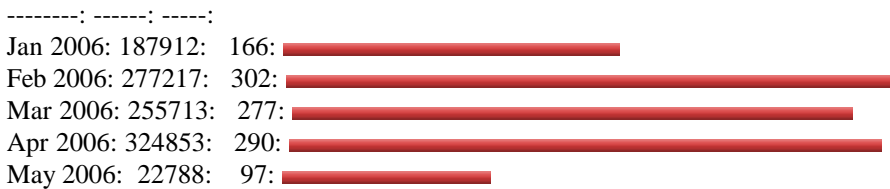
REQUESTS FOR THE SERVER

Successful requests: 1,068,483
Average successful requests per day: 8,739
Successful requests for pages: 1,132
Average successful requests for pages per day: 9
Failed requests: 12,087
Redirected requests: 136,188
Distinct files requested: 2,072
Distinct hosts served: 2,586

Activity by “Month”, “Day of the Week” and “Hour of the Day” for libproxy.highpoint.edu

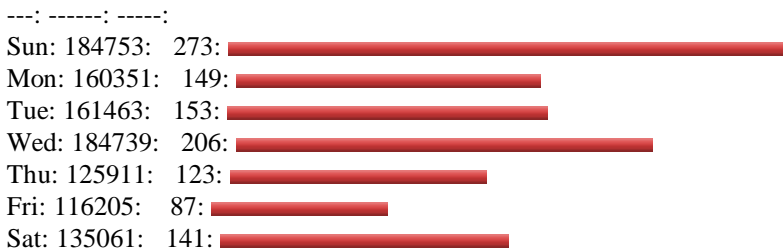
Each unit (■) represents 8 requests for pages or part thereof.

MONTH: REQUESTS: PAGES:



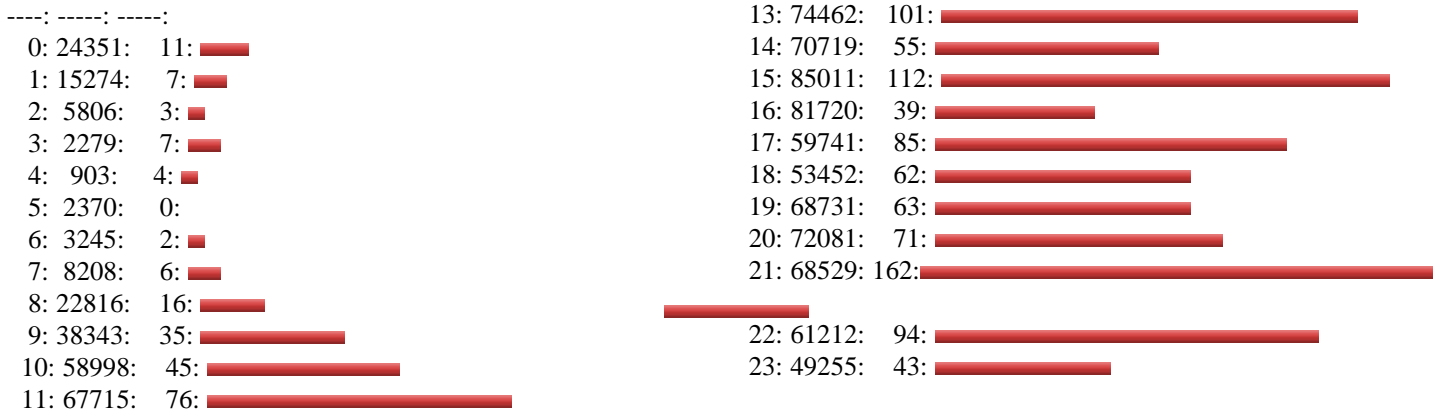
Each unit (■) represents 8 requests for pages or part thereof.

DAY: reqs: pages:

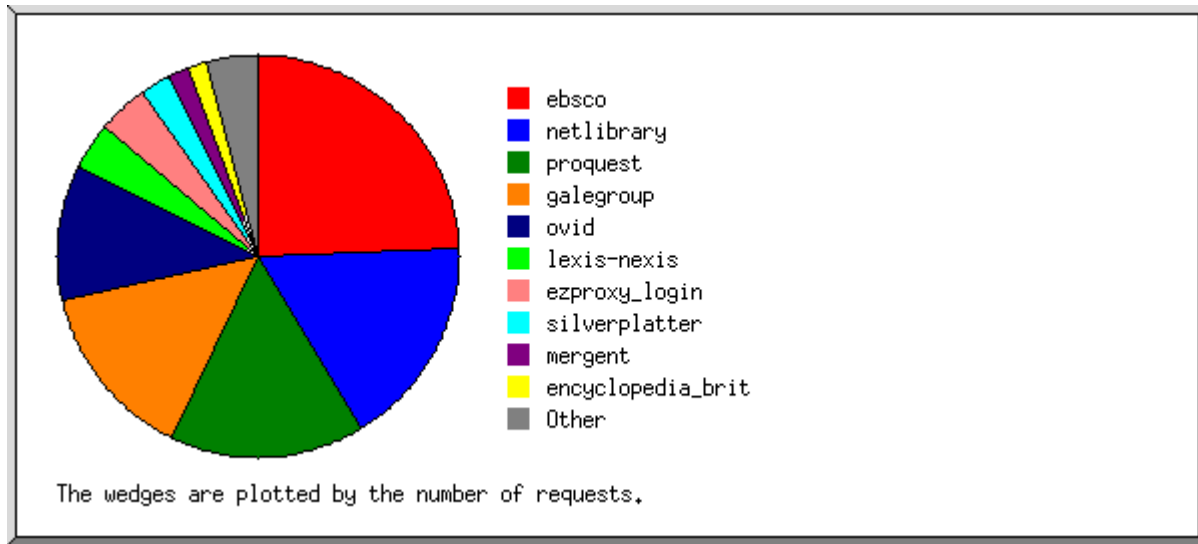


Each unit (■) represents 4 requests for pages or part thereof.

HOUR: reqs: pages:



The following is a chart of the most requested database vendors.



The following is a list of the databases and resources that were requested 500 times or more.

REQUESTS: FILE NAME

-----: -----
 234273: netlibrary
 222681: ebsco
 161939: proquest
 148677: galegroup
 88228: ovid
 28345: mergent
 27871: reference_usa
 23406: learning_express
 22628: firstsearch
 18815: lexis-nexis
 18751: ezproxy_login
 17070: morningstar
 13487: encyclopedia_brit

REQUESTS: FILE NAME

-----: -----
 8201: science_ency
 6661: oxford_reference
 6356: valueline
 5164: annual_rev
 2887: jstor
 1315: newsbank
 1204: heritage_quest
 1203: camio
 1099: greenwood
 1087: europa
 1085: abc-clio
 987: silverplatter
 908: cqpress
 686: statusa_gov

Cataloging – Technical Services

An impressive 14,149 items were added to the Smith Library catalog in 2005-06. Of these processed items 2,899 were books, 579 were microfiche, and 4035 were periodical titles. We bound 391 periodical volumes in 2005-06.

There were 298,027 items in the database June 1, 2006. These items break down into the following categories:

Books	119502
Electronic Books	47087
Media & Equipment	8462
Periodicals	37552
Microfiche & Film	83692

Microfiche and Film includes the Furniture Market Collection on microfiche (4,856 items) and Evans' Early American Imprints (a collection of early American publishing – 36,331 items). The remaining Microfiche and Film items are contemporary periodicals.

The Library also houses over: 20,000 Newsbank documents, 1,100 Eric documents, 700 annual reports, 1,100 items in Archives, and 2000 items housing newspapers on microfiche and film. These items are not cataloged and are accessed via independent indexes.

This year we have added a collection of 1,271 NetLibrary Audio books available online.

The current cataloged item count plus the count of un-cataloged items in the collection exceeds 314,000 items, excluding full text periodical titles available on line (see Journal Finder).

If these items were replaced at today's prices our collection would be valued at a little over 7 million dollars.

A major effort during the past year was the migration from DRA Integrated Library Software to the Unicorn Integrated Library System. This project began in earnest December 2004 with data analysis, and we came live with a new system August 4, 2005. Technical Services contributed a major effort in converting the data from the DRA system to the new Unicorn Informix-Unix based system. Yet with all this extra work, we still showed a modest (6%) increase in items processed this year over the 2004-2005 fiscal year. The conversion process has continued all of this year, with our efforts directed toward updating serials records and designing new reports and workflows.

Circulation Services

Registered Borrowers – By Class

Smith Library has a total of **3495** registered borrowers. The table below will break up the borrowers by class.

<i>Registration Class</i>	<i>Registered Borrowers</i>
<i>HP Student</i>	2948
<i>HP Graduate</i>	133
<i>HP Faculty</i>	209
<i>Staff</i>	146
<i>Administration</i>	1
<i>Alumni</i>	38
<i>Clergy</i>	12
<i>Adjunct</i>	2
<i>Reciprocal</i>	6

Borrower Transactions – By Class

These statistics show the total number of transactions per each registration class. The largest activity by class was “High Point student”.

<i>Registration Class</i>	<i>Amount</i>
<i>HP Student</i>	14648
<i>HP Graduate</i>	163
<i>HP Faculty</i>	2477
<i>Staff (library)</i>	1578
<i>Adjunct</i>	6
<i>Alumni</i>	85
<i>HPU Staff</i>	902
<i>Clergy</i>	16

Total Circulation of Materials

Our fiscal year total circulation of materials was **29,076**. This figure includes all types of items that circulated. The table below will show the breakdown of the different material types.

<i>Material Types</i>	<i>Amount</i>
<i>Book</i>	13,632
<i>Reference</i>	342
<i>Atlas</i>	3
<i>Audio</i>	33
<i>CD</i>	345
<i>Laptop</i>	172
<i>Game</i>	7
<i>Index</i>	56
<i>Kit</i>	4
<i>Microfiche</i>	47
<i>Microfilm</i>	8
<i>Periodical</i>	2205
<i>Textbook</i>	242
<i>Video (in house)</i>	927
<i>Video</i>	828
<i>DVD</i>	7239
<i>DVD (in house)</i>	148

<i>Book/Cassette</i>	0
<i>Oversize</i>	134
<i>Leisure/Audio</i>	735
<i>AV Equipment</i>	243
<i>Big Book</i>	6
<i>Camera</i>	78
<i>Bldg. Use</i>	1016
<i>Reserves – Photocopy</i>	190
<i>Software</i>	1
<i>Reserves – Books</i>	100
<i>Cassette</i>	91
<i>CD-Rom</i>	5
<i>Score</i>	27
<i>ILL</i>	1025
<i>Supplement</i>	3
<i>Wireless-USB</i>	17
<i>Bound</i>	149

TOTAL	29,076
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Our library room in Madison Park also contributes to that total amount. They circulated **106** items.

Gate Count

The gate count counts all persons exiting the library. The 2005-2006 school year saw an increase in the amount of hours the library was open. We went from 90 hours per week to 103 hours, an increase of 13 hours. The table will reflect each month's reading. You will note that there are higher totals in the month before the semester ends.

Month	Count
June	3036
July	4033
August	5847
September	18513
October	16272
November	19410
December	11854

January	11651
February	17068
March	17366
April	17439
May	7383
TOTAL	149,872

The library extended the exam hours to 24 hours. We were opened Friday, Reading Day at 8:00 am and closed on Saturday night at 11:00 pm. We did not remain open on Saturday night because there is not an exam on Sunday. The library reopened at 10:00 am on Sunday and remained open through Thursday evening until 12 midnight. The tables below reflect the traffic during particular hours.

Fall 2005 Exams

<u>Day</u>	<u>Date</u>	<u>Hours</u>	<u>Total</u>
Friday	12-9	12am – 6am	63
Saturday	12-10	5pm – 11pm	76
Sunday	12-11	12am – 6am	99
Monday	12-12	12am – 6am	153
Tuesday	12-13	12am – 6am	111
Wednesday	12-14	12am – 6am	95
Thursday	12-15	5pm – 12am	134

Spring 2006 Exams

<u>Day</u>	<u>Date</u>	<u>Hours</u>	<u>Total</u>
Friday	4-28	12am – 6am	84
Saturday	12-10	5pm – 11pm	72
Sunday	12-11	12am – 6am	89
Monday	12-12	12am – 6am	78
Tuesday	12-13	12am – 6am	105
Wednesday	12-14	12am – 6am	96
Thursday	12-15	5pm – 12am	183

Higher usage on some nights may have occurred because of a particular exam scheduled for the next day. For example, many students have a nine o'clock class on Monday, Wednesday, and Friday. Therefore that would account for a larger amount of students studying.

Photocopiers/Printers

Our photocopiers are used more than the printer according to the following statistics. That may be due to patrons emailing items to them or saving them to discs. You will also note that one copier is used more than another. In the copiers' case, it is normally the first machine that the students come to. At one point we switched the placement of the copiers so that one would not be overused.

Statistics have not been kept on the microfiche/film readers because the usage is very small.

Copier A	Copier B	Total
13,404	9480	22,884
Printer		Total
15,065		15,065

JournalFinder

JournalFinder can be used to locate a particular journal title for research or just to browse. According to JournalFinder we held over 23,900 journals and magazine titles at the end of the year. Last year at this time we had 18,000. We have seen an increase of 6,000 titles. JournalFinder cost \$2650.00 but includes access to hundreds of free online titles which more than pays for the cost of the service.

JournalFinder access statistics are included in the following chart.

On campus access versus off campus access

On campus:	12,599
Off-campus	74,456
Total access	87,055

Here is a count of full text access via the major vendors as found in Journal Finder

Independent Publication (Free)	26,136
Ebsco Master File Premier via NC LIVE	13,377
Ebsco Academic Search Elite	10,338
Ebsco Academic Search Premier via NC LIVE	6,188
Proquest Research Library	4,845
Ebsco Business Source Elite	4,294
Infotrac OneFile via Carolina Consortium	4,213
Ebsco Health Source: Nursing/Academic Edition via NC LIVE	3,798
Ebsco Communication and Mass Media Complete via Carolina Consortium	1,678
Ebsco Health Source: Consumer Edition via NC LIVE	1,473
Ebsco EJournals Online	1,428
Lexis-Nexis Academic Universe	1,007
Proquest ABI/Inform Global	933
PsycArticles via Ovid	887
Ebsco Business Source Premier via NC LIVE	826
HighWire Press (Free)	799
Ebsco CINAHL with Full Text via NC LIVE	727
Oxford University Press via Carolina Consortium	672
Cambridge University Press via Carolina Consortium	665
Proquest News Stand via NC LIVE	606
Proquest ABI/Inform Trade and Industry	322
J-STOR - Ecology and Botany Collection	199
DISA: Anti-Apartheid (free)	194
Ebsco Primary Search (Children's Journals) via NC LIVE	186
Ebsco Military and Government Collection via NC LIVE	169
Proquest ABI/Inform Complete	165
Ebsco CINAHL via NC LIVE	150
European Mathematical Society (Free)	123
Independent Publication (Paid)	107
Scielo (Free)	78
Mary Ann Liebert via Carolina Consortium	70
Proquest ABI/Inform Archive	63
Infotrac Custom Newspapers	59
Making of America (Free)	58
Ebsco Regional Business News	39
Kluwer via Carolina Consortium	32
J-STOR - Arts and Sciences 1	31
EDP Sciences (Free)	31
Congressional Quarterly Publications via NC LIVE	25
[electronic source deleted]	25
Wiley InterScience via Carolina Consortium	21
Springer-Verlag via Carolina Consortium	8
Newsbank Newspapers via NCLIVE	6
America's Newspapers	2
Kiplinger Finance and Forecasts	2

ELECTRONIC ACCESS

We added many new resources during this fiscal year and we are pleased with the changes. We have added another Netlibrary collection. This puts the count of our collection of Netlibrary titles at close to 50,000. The use level for Netlibrary resources is quite good and it serves our off-campus and Madison Park students well.

A new source for us this year is **Ebsco - Academic Search Premier**. This is one of the best full-text science, medicine and technology resources and will serve the students in our Sport Medicine program quite well.

Access to our online databases has been extraordinary. On page 21 is a list of resources used by the Smith Library patrons and staff. The addition of the proxy server has certainly increased this number considerably. Patrons can now access the sources at any time of the day or night.

NCLive resources are listed in [Green](#).

New sources are listed in [Red](#)

ABI/Inform Archive on ProQuest -- Full-text
ABI/Inform Dateline on ProQuest -- Full-text
ABI/Inform Global on ProQuest -- Full-text
ABI/Inform Trade & Industry on ProQuest -- Full-text
Academic Index ASAP on InfoTrac -- Full-text
Academic Search Elite on Ebsco via NCLive -- Full-text
[Academic Search Premier on Ebsco via NCLive -- Full-text](#)
[African American Poetry -- 1750-1900 Collection from Chadwyck-Healey via NCLive](#)
[African American Poetry -- 20th Century from Chadwyck-Healey via NCLive -- Full-text](#)
AGRICOLA on FirstSearch -- Indexing only.
[American Business Directory -- Full-text](#)
American History and Life -- Abstracts only
[American Poetry -- 1600-1900 from Chadwyck-Healey via NCLive -- Full-text](#)
[American Poetry -- 20th Century from Chadwyck-Healey via NCLive -- Full-text](#)
[American Slavery -- Full-text](#)
[Annals of America Online via NCLive -- Full-text](#)
ArticleFirst on FirstSearch -- Indexing only
Arts and Humanities Search -- Abstracts only.
Atlanta Journal and Constitution on InfoTrac -- Full-text
[Audiobooks from NetLibrary -- Full-sound](#)
Basic Biosis on FirstSearch -- Abstracts only.
Beige Books -- Full-text
Books in Print on FirstSearch -- With book reviews
[Britannica Online -- Full-text](#)
[Business and Company Resource Center -- Full-text](#)
Business Source Elite on Ebsco via NCLive -- Full-text
Business Source Premier on Ebsco via NCLive -- Full-text
[Cambridge University Press Online Journals -- Full-text](#)
[CAMIO - Catalog of Art Museums via NCLive-- Full-image](#)
Charity and Nonprofit Directory from Guidestar -- Full-text
Christian Science Monitor 1988 - -- Full-text
Chronicle of Higher Education
CIA World Factbook -- Full-text
CINAHL (Nursing and Allied Health) on Ebsco via NCLive -- Abstracting only
[CINAHL \(Fulltext\) on Ebsco via NCLive -- Full-text](#)
[Clinical Pharmacology on Ebsco via NCLive -- Full-text](#)
[Communication & Mass Media Complete on Ebsco -- Full-text](#)

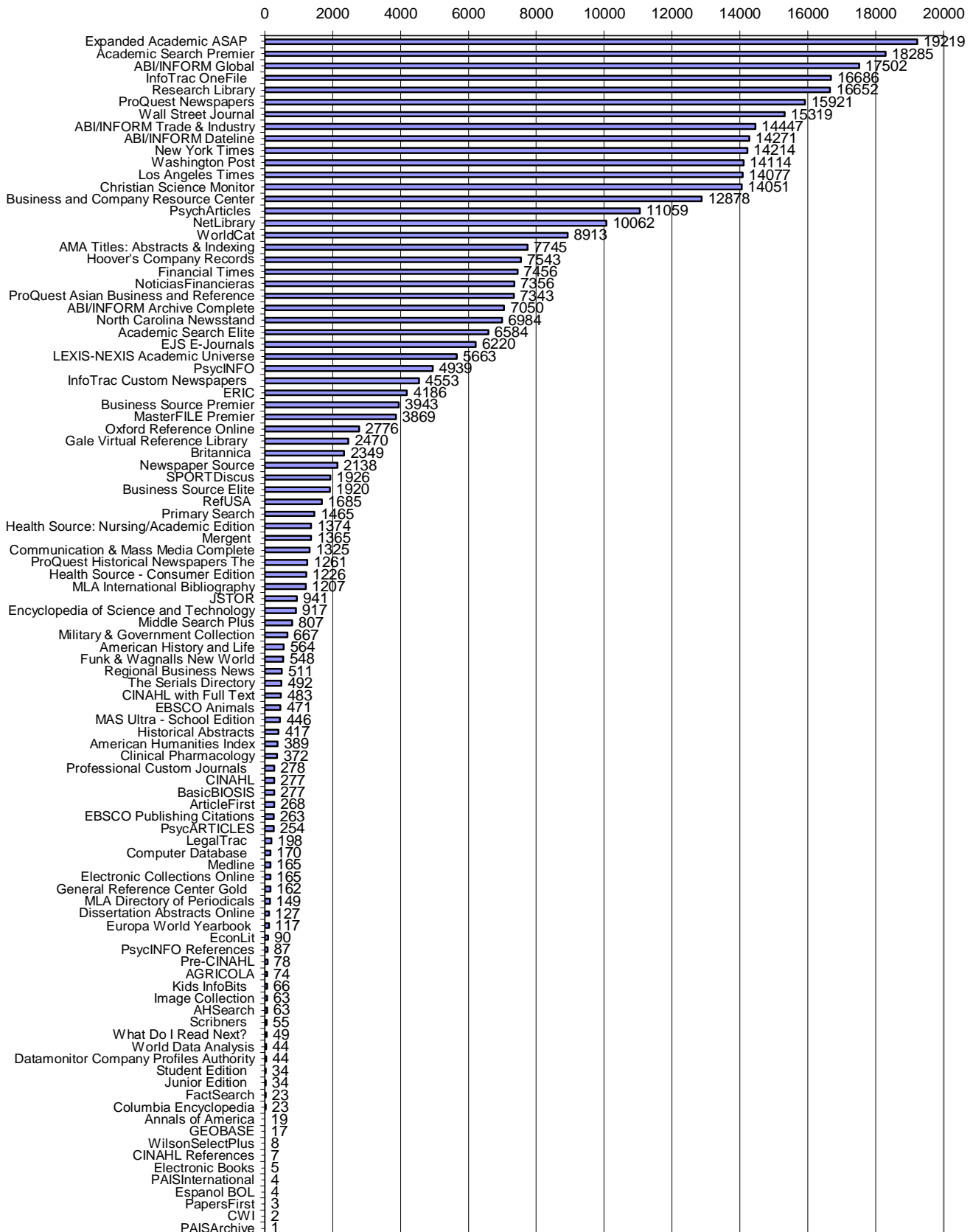
Computer Literature Database via Infotrac -- Full-text
 Congressional Quarterly Researcher (CQ Researcher on NCLive) -- Full-text
 Congressional Quarterly Weekly (CQ Weekly on NCLive) -- Full-text
 Consumer Index on FirstSearch -- Indexing only.
 Contemporary Women's Issues on FirstSearch -- Indexing only.
 Content First on FirstSearch -- Indexing only. Table of content to 12,500 publications
 County City Databook -- 2000 -- Full-text
 Criminal Justice Abstracts -- Abstracts only. Search the NCJRS Abstracts Database
 Criminal Justice Statistics -- Full-text Information about the Criminal Justice System
 Critical Companion to Popular Fiction-- Full-text
 Daily Life Through History -- Full-text
 Digest of Education Statistics -- Full-text
 Disclosure Business File on LEXIS-NEXIS-- Full-text
 Dissertation Abstracts on FirstSearch -- Abstracts only
 Early American Imprints The Evans Early American Imprints Collection is a microfiche collection of over 36,000 titles on over 26,000 fiche. Ask for the fiche at the circulation desk.
 Ebsco E-journals Online -- Full-text ejournals and table of contents
 ECO - Journal Article Database -- Abstracts only
 Ecology & Botany Collection from JSTOR -- Full-text
 Ecology, Evolution & Systematics - Annual Reviews Online -- Full-text
 Econ Literature on FirstSearch -- Indexing only
 Economic Census of the United States 1997
 Economic Census of the United States 2000 -- Full-text
 Economic Report of the President -- Full-text
 Education Law in NC -- Full-text
 Educational Materials Gateway (ERIC) -- National Data -- Full-text
 Education Statistics (NCES) -- National Data -- Full-text
 Enciclopedia Universal en Espanol Online via NCLive-- Full-text
 Encyclopedia of Animals on Ebsco via NCLive -- Full-text
 Encyclopedia of the American Civil War -- Full-text
 Encyclopedia of the Persian Gulf War -- Full-text
 English Poetry -- 20th Century from Chadwyck-Healey via NCLive -- Full-text
 English Poetry -- 600-1900 from Chadwyck-Healey via NCLive -- Full-text
 ERIC at AskEric -- Abstracts only.
 ERIC on Ebsco via NCLive -- Abstracts only.
 ERIC Documents at Smith Library -- Long list!
 Europa World Yearbook Online Full-text
 FactSearch - Guide to statistical statements on FirstSearch -- Full-text
 FBI Uniform Crime Reports -- Full-text
 Funk & Wagnalls New World Encyclopedia via NCLive -- Full-text
 General Reference Center Gold -- Full-text
 Geography, Geology, Ecology on FirstSearch -- Indexing only.
 Greensboro News and Record on InfoTrac -- Full-text
 Health Sources Plus on NCLive -- Full-text
 Heritage Quest via NCLive -- Full-text
 Historic Documents Index -- Full-text at R917.3 H62h
 Historic Events of the 20th Century -- Full-text
 Historical Abstracts -- Indexing only.
 Image Collection from Ebsco -- Full-text
 International Statistics by country -- Full- text
 Internet and PC Computing on FirstSearch -- Abstracts only.
 JSTOR Arts and Sciences I -- Full-text
 Kiplingers Business and Personal Finance via NCLive -- Full-text

[Learning Express -- online test tutoring \(SAT, GRE...\) via NCLive -- Full-text](#)
[LEXIS-NEXIS Academic Universe -- Full-text](#)
[Liebert Online -- Full-text](#)
[LINC -- Login to North Carolina -- Census and local census data](#)
[Literary Criticism Search -- Descriptive information about an author](#)
[Literature in Context -- descriptive analysis of fiction](#)
[Los Angeles Times 1988 - -- Full-text](#)
[Marketing Guides from Plunkett -- Full-text](#)
[MasterFILE Full-text on Ebsco via NCLive -- Full-text](#)
[Mathematics & Statistics Collection from JSTOR -- Full-text](#)
[MEDLINE on FirstSearch -- Abstracts only.](#)
[MEDLINE at PubMed -- Abstracts only -- Use JournalFinder for article access.](#)
[MEDLINE Medical Information Search -- Full-text only.](#)
[Mergent\(Moody's\) Company Financial and Annual Reports.](#)
[Microbiology - Annual Reviews Online -- Full-text](#)
[Military & Government Collection on Ebsco via NCLive -- Full-text](#)
[MLA Bibliography via Ebscohost with linked full-text](#)
[MLA Bibliography Serial Listing](#)
[MorningStar Stocks and Mutual Funds Guide via NCLive -- Full-text](#)
[NetLibrary -- Full-text](#)
[New York Times Historical \(1851-2002\) -- Full-text](#)
[New York Times on NCLive -- Full-text](#)
[New York Times on InfoTrac -- Full-text](#)
[Newsbank -- American Newspapers via NCLive -- Full-text](#)
[Newspaper Source on NCLive -- Full-text](#)
[Newstand on InfoTrac -- Full-text](#)
[9/11 Commission Report -- Full-text](#)
[North American Women's Letters and Diaries \(NAWLD\) on NCLive -- Full-text](#)
[North Carolina General Statutes -- Full-text](#)
[North Carolina Newspapers at ProQuest -- Full-text](#)
[North Carolina Periodicals Index -- Abstracts only.](#)
[North Carolina Public School Statistical Profile -- Full-text](#)
[NTDB - The National Trade Database -- Full-text](#)
[NC Economic Development Information Systems \(EDIS\)-- Full-text](#)
[Occupational Outlook Handbook -- Full-text](#)
[OECD Economic Outlook -- Full-text](#)
[OneFile on InfoTrac -- Full-text](#)
[Oxford Journals Online -- Full-text](#)
[Oxford Reference Online -- Full-text](#)
[Plant Biology - Annual Reviews Online -- Full-text](#)
[Poetry Library at Faber -- most influential poets from Chadwyck-Healey via NCLive -- Full-text](#)
[Primary Search on Ebsco via NCLive -- Full-text](#)
[Professional Custom Journals on InfoTrac -- Full-text](#)
[PsychARTICLE Search -- Full-text](#)
[Psychinfo on Ebsco via NCLive -- Full-text](#)
[Psychology - Annual Reviews Online -- Full-text](#)
[Reference Book Center at Netlibrary -- Full-text](#)
[ReferenceUSA Business Directory -- Full-text](#)
[Research Library from ProQuest -- Full-text](#)
[Science Encyclopedia at McGraw-Hill -- Full-text](#)
[SEC - Security and Exchange Commission financial records -- full-text](#)
[Serials Directory on Ebsco via NCLive -- Abstracts only.](#)
[Social Science Research Network -- Full-text](#)

Sociology - Annual Reviews Online -- Full-text
SPORTDiscus Index -- Abstracts and some full-text
State and Metropolitan Area Databook -- Full-text
STAT-USA - State of the Nation Database -- Full-text
Statistical Abstracts of the United States 1995-2000 -- Full-text
Statistical Abstracts of the United States 2001-2005 -- Full-text
Statistical Abstracts of the United States - current edition -- Full-text
TestLink -- Educational Testing Service (ETS) "tests" database -- Abstracts only.
United States Government Manual -- Full-text
USP DI Volume II, Advice for the Patient on Ebsco via NCLive -- Full-text
Valueline Investment Survey -- Full-text
Virtual Reference Library from Gale -- Full-text
Wall Street Journal on NCLive -- Full-text
Washington Post 1996 - -- Full-text
What do I read Next? -- Full-text
Whitehouse Budget for 2006 -- Full-text
Winston Salem Journal on InfoTrac -- Full-text
World Analysis and Country Facts via NCLive -- Full-text
WorldCat on FirstSearch via NCLive -- Abstracts only.
Worldscope Company Snapshots on FirstSearch -- Full-text

The following page is a list of our most commonly used data files for 2005-2006.

Search Totals for Research Resources 2005-2006



Collection Development

The management of the collection is essential to the success of a small library. When a collection is as small as the 300,000 volumes found at Smith Library we really have to be careful. We need to be able to keep the resources broad enough to appeal to the general research needs of the undergraduate while also meeting the narrower needs of the graduate student.

Faculty along with the staff are the collection development agents for our collection. They are allocated funds from the library budget, make suggestions that are approved by and then purchased by the library. This allocation is based on the use of the collection, the number of classes taught, the number of declared majors and prior allocations. Last year we allocated \$170,000 dollars from a combined budget of \$192,000 (\$132,000 for general books, \$50,000 for graduate books and \$10,000 for Madison Park (Budd Campus) books. We allocated \$172,000 for the purchase of materials. The remaining \$20,000 was used to buy materials at the end of year, reference resources during the year and to pay for large or unexpected purchases (NC state adopted textbooks for example).

At the end of the year we always stop and look to see what parts of the collection are being used and why. We are concerned that a part of the collection that gets a lot of use (religion for example) might be a part of the collection that deserves added funding. So what part of the collection gets a lot of use? Please note that the circulations are based on the circulations within that call number and are not as a percentage of total circulations. The subject area that received the most circulation as a percentage of its total circulations is American Fiction. It generated 706 circulations out of 10,000 circulations. The next area is Bible and includes works on the bible, bible commentaries and interpretations. While it is a small part of the collection, 1830 total volumes, it circulated 590 volumes from its “part” of the collection. The Social Sciences generated 5.8 % of the circulations for the year and did it with nearly 5000 volumes. The following divides the collection into the “Dewey decades” – 200.00, 210.00 and so on. Here is a list of the subject areas circulations with holding totals, percent of circulations that was greater than one percent of the total circulations.

% Holdings	Holdings	Circulations	% Circs	Call Number Ranges	
4.1%	4096	706	8.0%	813-813.999	American fiction
1.8%	1830	590	6.7%	220-229.999	Bible
4.9%	4995	518	5.8%	300-309.999	Social Sciences
1.3%	1310	428	4.8%	290-299.999	Comparative Religion and other Religions
2.5%	2555	425	4.8%		Juvenile
2.3%	2297	392	4.4%	360-369.999	Social Problems and Services
1.1%	1150	271	3.1%	940-940.999	General History of Europe
4.3%	4300	260	2.9%	330-339.999	Economics
2.0%	2006	254	2.9%	823-823.999	English fiction
3.1%	3109	249	2.8%	320-329.999	Political Science
2.6%	2658	234	2.6%	610-619.999	Medical Sciences
0.7%	710	219	2.5%		Textbooks
2.1%	2137	205	2.3%	790-799.999	Recreational and Performing Arts
2.1%	2147	160	1.8%	150-159.999	Psychology
5.6%	5687	157	1.8%	370-379.999	Education
3.1%	3161	155	1.7%	800-810.999	Literature & Rhetoric
1.7%	1678	147	1.7%	230-239.999	Christianity
1.0%	997	131	1.5%	700-709.999	The arts
1.6%	1629	126	1.4%	780-789.999	Music
0.7%	726	125	1.4%	750-759.999	Painting and Paintings
0.4%	389	120	1.4%	944-944.999	France & Monaco
2.2%	2219	117	1.3%	650-659.999	Management and auxiliary services
0.4%	421	100	1.1%	180-189.999	Ancient, Medieval, Oriental Philosophy

0.7%	713	99	1.1%	812-812.999	American drama
1.2%	1253	99	1.1%	973.8-978.999	United States 1865-
0.4%	395	96	1.1%	943-943.999	Central Europe -- Germany
0.9%	911	94	1.1%	973.7-973.799	United States Civil War

Here is a list of “book circulations” sorted as a total of holdings. This list looks at the subject area of the collection that have the largest holdings followed by the number of circulations. Listed are any subject areas that have holdings greater than 1,000 volumes. You can also see the number and percentage of circulations.

% of total Holdings	Holdings	Circulations	% of Circs	Call Number Ranges	
5.6%	5687	157	1.8%	370-379.999	Education
4.9%	4995	518	5.8%	300-309.999	Social Sciences
4.3%	4300	260	2.9%	330-339.999	Economics
4.1%	4096	706	8.0%	813-813.999	American fiction
3.1%	3161	155	1.7%	800-810.999	Literature & Rhetoric
3.1%	3109	249	2.8%	320-329.999	Political Science
2.6%	2658	234	2.6%	610-619.999	Medical Sciences
2.5%	2555	425	4.8%		Juvenile
2.3%	2297	392	4.4%	360-369.999	Social Problems and Services
2.2%	2219	117	1.3%	650-659.999	Management and auxiliary services
2.1%	2147	160	1.8%	150-159.999	Psychology
2.1%	2137	205	2.3%	790-799.999	Recreational and Performing Arts
2.0%	2006	254	2.9%	823-823.999	English fiction
1.9%	1944	59	0.7%	821-821.999	English poetry
1.8%	1854	29	0.3%	910-919.999	Geography and Travel
1.8%	1830	590	6.7%	220-229.999	Bible
1.7%	1678	147	1.7%	230-239.999	Christianity
1.6%	1629	126	1.4%	780-789.999	Music
1.6%	1577	79	0.9%	811-811.999	American poetry
1.5%	1527	43	0.5%	510-519.999	Mathematics
1.4%	1434	11	0.1%	570-579.999	Life Sciences
1.3%	1320	84	0.9%	340-349.999	Law
1.3%	1310	428	4.8%	290-299.999	Comparative Religion and other Religions
1.2%	1253	99	1.1%	973.8-978.999	United States 1865-
1.1%	1150	271	3.1%	940-940.999	General History of Europe
1.1%	1084	12	0.1%	540-549.999	Chemistry and Allied Sciences
1.1%	1084	67	0.8%	973-973.699	United States through 1861
1.0%	1061	67	0.8%	260-269.999	Social & Ecclesiastical Theology
1.0%	1045	40	0.5%	822-822.999	English drama
1.0%	1001	42	0.5%	814-819.999	Other American writings
1.0%	997	131	1.5%	700-709.999	The arts
1.0%	994	68	0.8%	240-249.999	Christian Moral & Devotional Theology

This chart on the other hand looks at the highest percentage of circulations based on the size of the collection. Again Religion has a large quantity and generates 32% of circulations based on its collection size. So 32% of the books in religion section circulated. This is an interesting list since “German drama” actually generates the largest percentages of circulations based on its collection size. For example, comparative religion had 428 circulations from a collection of 1370 volumes or 34.9% of the collection was active.

% Holdings	Holdings	Circulations	% Circs	% of Holdings	Call Number Ranges	
0.0%	43	15	0.2%	34.9%	832-832.999	German Drama
1.3%	1310	428	4.8%	32.7%	290-299.999	Comparative and other Religions
1.8%	1830	590	6.7%	32.2%	220-229.999	Bible
0.4%	389	120	1.4%	30.8%	944-944.999	France & Monaco
0.7%	710	219	2.5%	30.8%		Textbooks
0.4%	395	96	1.1%	24.3%	943-943.999	Central Europe -- Germany
0.0%	29	7	0.1%	24.1%	955-955.999	Iran
0.4%	421	100	1.1%	23.8%	180-189.999	Ancient, Medieval, Oriental Philosophy
1.1%	1150	271	3.1%	23.6%	940-940.999	General History of Europe
0.2%	187	42	0.5%	22.5%	959-959.999	Southeast Asia
0.0%	18	4	0.0%	22.2%	875-879.999	Other Latin writings
0.1%	117	25	0.3%	21.4%	770-779.999	Photography and Photographs
0.2%	212	37	0.4%	17.5%	956-956.999	Middle East (Near East)
0.0%	23	4	0.0%	17.4%	885-889.999	Other Classical Greek writings
4.1%	4096	706	8.0%	17.2%	813-813.999	American fiction
0.7%	726	125	1.4%	17.2%	750-759.999	Painting and Paintings
2.3%	2297	392	4.4%	17.1%	360-369.999	Social Problems and Services
0.1%	119	20	0.2%	16.8%	946-946.999	Iberian Peninsula & adjacent islands
2.5%	2555	425	4.8%	16.6%		Juvenile
0.3%	270	44	0.5%	16.3%	070-079.999	News media, journalism, publishing
0.3%	302	49	0.6%	16.2%	947-947.999	Eastern Europe Russia
0.2%	153	24	0.3%	15.7%	110-119.999	Metaphysics
					IMC 300-IMC	
0.3%	299	45	0.5%	15.1%	399.999	Social Sciences
0.0%	41	6	0.1%	14.6%		Big Books
0.5%	506	73	0.8%	14.4%	270-279.999	History of Christianity & Christian Church
0.7%	713	99	1.1%	13.9%	812-812.999	American drama
1.0%	997	131	1.5%	13.1%	700-709.999	The arts
0.3%	255	33	0.4%	12.9%	970-970.999	General History of North America
2.0%	2006	254	2.9%	12.7%	823-823.999	English fiction
0.0%	24	3	0.0%	12.5%	853-853.999	Italian fiction
0.0%	33	4	0.0%	12.1%	690-699.999	Buildings
0.5%	527	63	0.7%	12.0%	200-209.999	Religion
0.2%	217	25	0.3%	11.5%	861-861.999	Spanish poetry
0.2%	191	22	0.2%	11.5%	140-149.999	Specific Philosophical Schools
0.6%	619	70	0.8%	11.3%	951-951.999	China & adjacent areas
0.6%	643	72	0.8%	11.2%	390-399.999	
4.9%	4995	518	5.8%	10.4%	300-309.999	Social Sciences
0.9%	911	94	1.1%	10.3%	973.7-973.799	United States Civil War
0.9%	890	89	1.0%	10.0%	190-199.999	Modern Western Philosophy
0.1%	90	9	0.1%	10.0%	834-839.999	Other German writings
0.0%	10	1	0.0%	10.0%	958-958.999	Central Asia

BIBLIOGRAPHIC INSTRUCTION

During the 2005-2006 year we saw 1900 students in 125 library instruction classes a decrease of about 300 from the previous year. We saw 167 students during the summer, 1135 during the fall and 627 during the spring semester in research instruction classes. Of the 175, 8 were graduate classes and 17 were EDP or MP classes. The Fine Arts department offerings comprise the largest number of classes with 17 with Education and then followed by English.

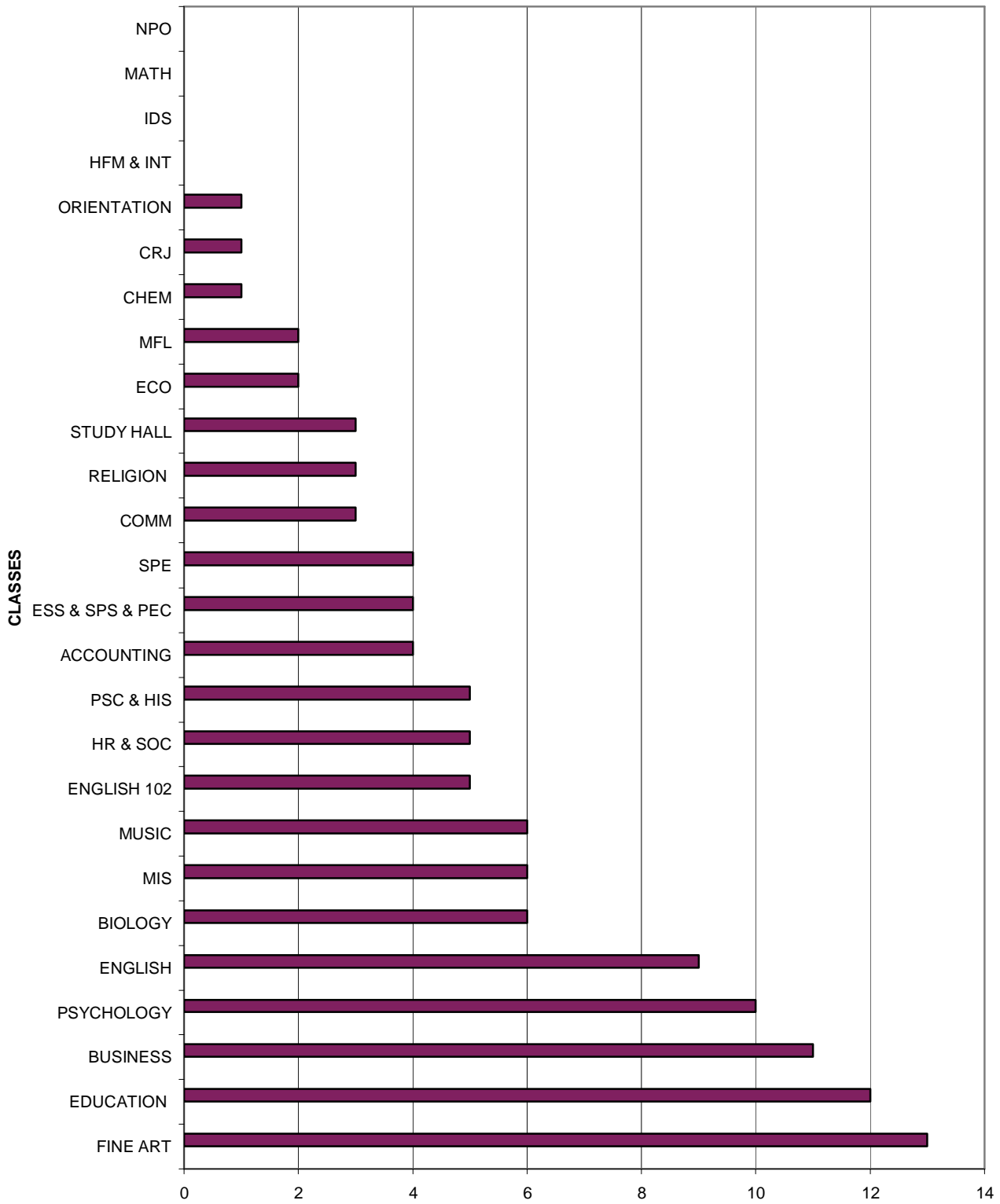
Business, Education and English were the areas where the most instruction took place. There were 18 English classes; with the bulk of them being English 102, 31 business classes and 12 education classes. There were 10 psychology classes. All classes and numbers can be viewed in the following chart.

This year has been a slow one for library instruction and we need to do a better job of advertising the service and getting other classes to come to the library. A lack of a Reference Librarian and other time constraints made this a less list than in impressive year.

BIBLIOGRAPHIC INSTRUCTION 2005-06

SUMMER TOTAL	167	CLASS SIZE AVG SUMMER	23.86
FALL TOTAL	1135	CLASS SIZE AVG FALL	16.69
SPRING TOTAL	627	CLASS SIZE AVG SPRING	13.63
YEAR TOTAL	1929	CLASS SIZE AVG	14.04
LAST YEAR	2300		

LIBRARY INSTRUCTION BY DEPARTMENT 05-06



Interlibrary Loan 2005-2006

The Smith Library Staff continues to be more responsive to students and more aware of their research needs. We promote academic excellence by providing reference materials and resources that prepare and assist each student for learning. Reference Staff and Interlibrary Loan Staff work congruently to ensure that the research needs of the students as well as the faculty are met. Interlibrary Loan strives to provide tools that enable our patrons to locate the resources that we do not provide on site and facilitate their access to these collections. Interlibrary Loan is a free service for alumni/alumnae, faculty, staff, and students of High Point University. The Interlibrary Loan department has built several regional alliances with North Carolina Universities who reciprocate borrowing and lending. Most of these services allow free borrowing and lending of various materials as well as a shared catalog. Since we are also a member of LVIS (Libraries Very Interested In Sharing), which is a consortium of over 2000 libraries that are willing to lend books and send photocopies free, we tend request materials from those libraries first. These totals are shown in "LL Circulation Statistics."

Interlibrary Loan has implemented a new database called Clio Software which manages Interlibrary Loan transactions while developing and maintaining a patron directory. Clio is based on Microsoft's Access database. Clio Software communicates with OCLC to manage all messaging and updating needs. Many libraries send and receive ILL request using the OCLC system. We also added Clio Request, which manages Interlibrary Loan requests from High Point University Patrons and also works with the patron directory to build contact information. Clio Request also manages a Copyright Compliance and Status Report which notifies the user when requested material infringes copyright laws. Clio also organizes monthly and yearly statistics for lending and borrowing. Clio Software was fully installed in September 2005 and the annual cost for the program is \$250.

Smith Library processed 1,413 Interlibrary Loan requests from alumni/alumnae, faculty, staff, and students during the 2005-2006 fiscal year. Overall, we processed more borrowing requests than lending. Undergraduate and Graduate students requested 578 monographs and 283 periodicals. Faculty requested 354 monographs and 198 periodicals. Religion, Business, Medicine and Health Related subjects were the most requested monographs. Also, depending on the date of publication, field of research, and availability of text, we added a total of 28 monographs to the collection, 4 were published dissertation. Several of the monographs were widely received scholarly publications that would enhance our collection.

Interlibrary Loan is also in the process of implementing pay-per-view service for journal articles. This will be an ongoing project for 2006-2007.

Interlibrary Loan Circulation Statistics 2005-2006

FAC	FAC	STU	STU	OUT	OUT	
MON	PER	MON	PER	MON	PER	
354	198	578	283	355	234	
				TOTALS	IN	OUT
					1413	589

Interlibrary Loan Pending File Statistics 2005-2006

WEEKLY STATISTICS FOR PENDING (P), PENDING FILLED (PF) AND SEARCHED (S),

PENDINGS	1204	PENDING FILLED	575
SEARCHED	1898	%PENDING FILLED	47.76%

Interlibrary Loan Cost 2005-2006

ILL TOTAL COST	\$1505.71	AVG COST PER INVOICED LOAN	\$21.81
ILL BILLED ITEMS	69	AVG COST PER TOTAL ILL	\$1.37
		PERCENT OF TOTAL ILL BILLED	6.30%

This Budget includes the annual cost of Clio which is \$250.00

Acquisitions

The Acquisitions Department is the department in the library that co-ordinates the purchases of books, office supplies, media items and other materials for Smith Library. The Acquisitions Department manages the budget allocations for the library to make certain that the expenditures stay within the given amounts. Acquisitions maintains the funded allocations for book purchases and communicates with the different departments about current and future purchases.

Account	Actual	Allocated	%Used
52006 Office Supplies	\$8,874.83	\$8,400.00	105.65
52007 Printing	\$310.85	\$1,000.00	31.09
52010 Lab Supplies	\$1,659.85	\$2,000.00	82.99
52011 Repairs	\$18,346.67	\$22,000.00	83.39
54023 Prof. Dev.	\$1,923.05	\$2,000.00	96.15
55018 Prof. Svs.	\$10,976.67	\$10,000.00	109.77
55104 Books	\$152,285.95	\$132,000.00	115.37
55141 Binding	\$10,970.40	\$11,000.00	99.73
55142 Periodicals	\$134,633.81	\$140,000.00	96.17
55143 Films	\$8,141.11	\$8,000.00	101.76
55144 AV	\$9,847.84	\$10,000.00	98.48
55145 Books-Budd	\$8,770.58	\$10,000.00	87.71
55146 Books-Graduate	\$33,183.27	\$50,000.00	66.37
55147 Dia./Ill	\$6,881.50	\$6,000.00	114.69
86014 Equipment	\$53,179.90	\$53,800.00	98.85

2005-2006	
Interlibrary Loan book purchases for Faculty and Students	24
Memorial Volumes purchased for Dr. Hal Warlick	13
Out-of-print books purchased for Faculty	54
Books purchased for Faculty	1423

Media Services 2005-2006

Media Services total circulation statistics increased by 35% from last year. Total DVD circulation (both circulating and non-circulating combined) increased by 43% from last year. Lecture room use increased by 38%.

The previous Media Services librarian left in August 2005. From August through December 2005, the Media department was staffed by student workers. I began as Media Librarian in January 2006.

The following is a list of accomplishments from Media Services since January 2006:

- Offered a service that made four new digital video cameras available for checkout to the entire HPU community for academic use. Students are now allowed to borrow this equipment without faculty permission. The service was immediately used by faculty, staff and students alike, and in the process, created greater demand for video editing software and assistance in using this software. Between March and May 2006, camera equipment has been checked out 76 times.
- Purchased two 5-megapixel digital point-&-shoot cameras, and made them available for checkout to the HPU community.
- Offered improved service to students by providing conference room facilities, as well as, allowing more borrowing privileges of certain equipment. Students may reserve the conference room for small group projects and meetings and to practice presentations. They also may now borrow digital cameras, digital video cameras, tripods, VCRs, portable CD players and tape recorders.
- Announced the upgraded lecture rooms which included improved multimedia presentation equipment, and managed with a single wall unit and remote. Each room is equipped with a computer with CD-ROM, Internet access, and Office XP; Cable Television, VCR, DVD player, document camera/projector, and laptop connection; and uses a powerful LCD ceiling projector and a large projection screen for viewing. Lecture room use has increased by 38% from last year.
- Introduced an online calendar for viewing lecture room reservations. This electronic calendar, which replaced a less accessible print schedule, can be viewed by anyone with Internet access at any time. Instructors who have experienced using both print and electronic formats, have expressed their satisfaction with the new calendar, commenting on its greater accessibility to the information.
- Sent weekly e-mails to the HPU community announcing the new feature films and foreign films on DVD added to the library during the week. I have received very positive feedback from faculty and staff on the choice of movies, as well as, their being reminded about the collection. 217 DVDs have been added to the collection since August 2005.
- Edited digital videos for the Athletic and Education departments, and directed a media student worker in videotaping and producing a DVD of a two-day art workshop.
- Prepared and conducted a class and two clinics on using PowerPoint, and conducted two Music bibliographic instruction sessions.
- Produced a student training manual with Media Services policies and procedures. Trained five new student workers. Supervised 12 student workers.

- Participated in redesigning the Media department to include separate rooms for the media collection, media lab, conference room and LP Listening lab. The media lab houses media technology, such as VCR and DVD viewing stations, CD/tape players, and computers with multimedia capabilities of video editing, photo editing, sound duplication, and CD/DVD burning. The room is spacious and more functional for classes, as well as, individual use. Facilities for VHS and DVD duplication, laminating, and printing are also easily accessible in the lab.
- Was featured in an article on the front page of the 3/24/06 issue of the *Campus Chronicle*.
- Attended the SIRSI User Group Conference (5/9/06), Political Science Conference panel (3/31/06), and the Alumni and Family Weekend (2/25/06).

2004-05 / 2005-06 Comparison Statistics for Media Services

2004-05		2005-06	
CIRCULATION		CIRCULATION	
Audio	465	Audio	0
AV Books	7	AV Books	0
Camera		Camera	78
Cassette		Cassette	91
CD		CD	345
CD-ROM		CD-ROM	5
DVD	5149	DVD	7239
DVD-NC		DVD-NC	148
Media Eq	166	Media Eq	243
Media Eq1		Media Eq1	0
Video (circulating)	866	Video (circulating)	828
Video	1139	Video NC	927
Other	7	Other	
7334		9904	

SERVICES			
Audio Duplication	56	Audio Duplication	0
B&W Printing Pages	631.8	B&W Printing Pages	475
Color Printing Pages	658	Color Printing Pages	773
Equipment Delivery Requests	103	Equipment Delivery Requests	35
Film Rental	0	Film Rental	0
Laminating Requests		Laminating Requests	89
Satellite Taping	682	Satellite Taping	185
Slide Making Requests	0	Slide Making Requests	0
Transparency Requests	189	Transparency Requests	5
Video Duplication	57	Video Duplication & Editing	10
Other Requests	145	Other Requests	
2521.8		1572	

Lecture Room: Uses	446	Lecture Room: Uses	616
Lecture Room: # Hours	991.5	Lecture Room: # Hours	1112.5
Media Services WebHits	5125	Media Services WebHits	
Gate Count	14648	Gate Count	
Student Labor: Number of Hours	3509.25	Student Labor: Number of Hours	2621

2005-2006 Media Services Monthly Statistics

2005-2006 Academic Year

<i>I. Attendance</i>	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	05-06
Gate Count													0
Lecture Room	8	24	20	84	65	73	48	42	67	73	101	11	616
# Hours	53.5	73.5	51.5	147	109	117	78.75	72.5	135.5	99.25	154	21	1112.5

II. Circulation

AV Books													0
Camera	0	0	0	0	0	0	0	0	2	18	45	13	78
Cassette	0	0	1	14	10	19	4	10	9	10	14	0	91
CD	4	11	18	15	12	28	20	54	53	80	50	0	345
CD-Rom	0	0	1	0	1	0	0	1	0	2	0	0	5
DVD	328	358	323	778	574	710	363	582	882	803	1073	465	7239
DVD-NC	7	20	3	1	2	9	7	9	35	36	17	2	148
Media-Eq	0	3	6	9	13	16	7	12	31	50	68	28	243
Media-Eq1	0	0	0	0	0	0	0	0	0	0	0	0	0
Video	98	55	41	102	64	95	35	47	83	124	63	21	828
Video-NC	35	17	89	112	110	97	42	89	95	145	85	11	927
Total	472	464	482	1031	786	974	478	804	1190	1268	1415	540	9904

III. Services

Audio Duplication													0
Film Rental													0
Laminating /#ft	64	0	32	119	16	9	1	12	32	60	78	14	437
Laminating Requests	9	0	9	16	7	2	1	2	9	11	21	2	89
Printing (B&W) pages	43	4	0	53	4	18	82	3	70	61	131	6	475
Printing (color) pages	1	9	0	46	143	34	156	1	70	38	257	18	773
Satellite Taping	0	0	0	32	30	30	15	0	0	31	30	17	185
Slide Making													0
Transparency Requests**		3						0	2				5
Video Duplication													0
Other Requests													0

IV. Equipment Delivery

Number of Requests		1		1	1	1		2	15	4	7	3	35
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V. Media Services WebStats

Number of Hits													0
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VI. Student Labor

Number of Hours			219.0	373.	292.5	423.5	202.7	211.7	248.7	298.7	310.0	41.0	2621.0
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2005-2006 Assistance Statistics for Media Services

2005-06	Media Assistance	Computer/Technology	Scanning/Video Editing	Supplies & Equip	Rooms	Other	Total Assistance	5:00-9:00	Description
June							0		
July							0		
August							0		
September							0		
October							0		
November							0		
December							0		
January							0		
February	220	60	8	110	46		444	28	
March	186	81	5	163	50		485	89	
April	166	127	16	172	51		532	31	
May	12	7	2	10	2		33	0	
TOTALS	584	275	31	455	149	0	1494	148	
	Media Assistance	Computer/Technology	Scanning/Video Editing	Supplies & Equip	Rooms	Other	Total Assistance	5:00-9:00	Other (describe)

Periodicals

Smith Library carries 1534 titles in paper, fiche and film. This is a large number of in-house titles for a library of our size. We carry 23,913 titles online as evidenced by viewing the section of this report on JournalFinder.

We have joined the Carolina Consortium and that membership allows us access to more electronic journals at reduced rates. We now have online access to journals published by Cambridge University Press, Oxford University Press, Mary Ann Liebert, Springer/Verlag, Kluwer, and Wiley Interscience. We also added the JSTOR collection of Arts and Sciences I. The following table shows online access title counts for these publishers.

Source	Titles
Cambridge University Press	203
Oxford University Press	185
Mary Ann Liebert	55
Springer/Verlag	570
Kluwer	671
Wiley Interscience	369
JSTOR Arts and Sciences I	176
Total Titles Added	2,229

This past year Smith Library setup electronic subscriptions, trimmed our paper/fiche collection and expanded our electronic access. We cancelled subscriptions for 36 paper titles and 43 fiche titles. Most of these titles are available online, have low circulations, and/or significant cost increases.

Periodical Circulations – includes in-house, current awareness and fiche issues that were checked out.

2000	836
2001	2033
2002	2105
2003	2153
2004	2177
2005	2191

OTHER ACCESS

The “Other Access” section is about access to pay databases. Money for this comes out of the same line as ILL document cost and FirstSearch access. Our most used resources continue to be BioAbstracts (File 5 and 55) and ChemAbstracts (File 399) databases. We provide access for any science student that wants access to these databases. This year for the first time we are investing heavily in “pay per view”. Monies have been set aside to purchase full-text articles and other resources when requested by our students. This means that we can provide access to journal titles without the high price of a subscription. In the next End of the Year Report I will be detailing our use of Ebsco Pay per view and FirstSearch Pay per view and what a success this level of access is for us and our students.

There are many other times that we search via the Dialog databases. I have heard many librarians that scoff that dialog files are no longer searched and that it is information that can be found elsewhere. When you consider that they provide full text access to hundreds of newspapers and journals and that they also provide access to some of the most esoteric business databases including the “Dun’s Market Identifiers” (for info on private companies), it is hard to see it as a limited resource, but one that does a good job at providing access to resources that we would not usually subscribe to.

Surveys

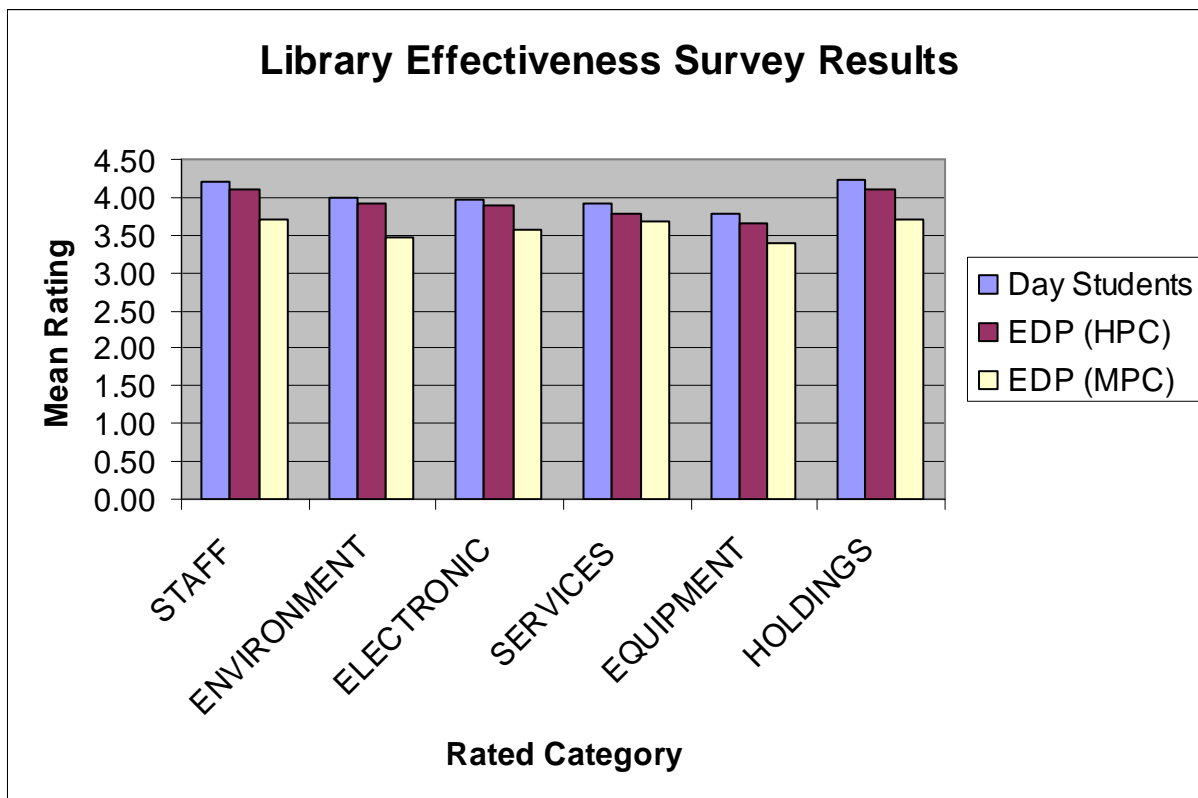
This is a copy of the “Operational Effectiveness Survey” that was executed as part of the SACs report. The survey was written and executed by Jeff Adams and his department that surveys for institutional effectiveness.

Operational Effectiveness Survey Summary Report 2005 – 2006 (N = 815)

	DAY	HPC	MP C
The library staff are professionally competent.	4.31	4.09	3.69
The library staff are quick to meet my information needs.	4.11	4.08	3.49
The library is neat, clean, and attractive.	4.18	4.19	3.64
Library web pages contain useful information.	3.71	3.71	3.47
There are plenty of staff to meet my needs.	4.23	4.11	3.93
The online catalog makes it easy to look up books and movies.	4.31	4.06	3.77
The library's electronic resources meet my research needs.	3.80	3.80	3.34
The Interlibrary Loan service is helpful.	3.84	3.71	3.76
I never have to wait for a computer in the library.	4.08	3.85	3.39
Research instruction sessions in the library prepare me to work on papers and projects.	4.07	3.84	3.44
The library is open when I need to study.	3.65	3.74	3.37
Books and other research materials are easy to locate in the library.	4.15	3.89	3.22
The library contains adequate study areas.	3.25	3.41	3.21
Off campus access to electronic resources is adequate.	4.08	4.02	3.76
The library is a comfortable place to study.	4.39	4.14	3.85
Copy machines and printing services are readily available.	3.48	3.43	3.37
The book collection meets my research needs.	4.42	4.33	3.78
There are enough magazines and journals in the collection to support research in my area of study.	4.04	3.85	3.63
I go to the library to get help with papers and research.	3.86	3.84	3.84
All things considered, the library enhances my ability to learn.	4.27	4.13	3.69
How many times per week do you go to the library?	2.28	1.02	0.61
How many times per week do you use the library's electronic resources?	1.48	1.21	1.05

- 5 = Completely Agree
- 4 = Somewhat Agree
- 3 = No Opinion
- 2 = Somewhat Disagree
- 1 = Completely Disagree

STAFF	4.22	4.09	3.70
ENVIRONMENT	3.99	3.91	3.48
ELECTRONIC	3.98	3.90	3.59
SERVICES	3.92	3.80	3.68
EQUIPMENT	3.78	3.64	3.38
HOLDINGS	4.23	4.09	3.71



SURVEYS

This year we decided to survey seniors to get an idea of what they thought of the library and what we could do to make the physical environment more pleasant. We sent a letter to the faculty and asked for seniors that were library users. We then emailed those students and the results were excellent. This was a written survey and followed by an interview. We are executing many of their suggestions.

Survey Number One

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [Philosophy](#). Your advisor? [Crawford](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list [Everything!](#) _____

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....8.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

[I would love to see more current music CDs..](#)

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

5.) If you could change one thing about Smith Library I would change the
[Times that the library is open. I am pro 24 hours. 24/5 Sunday through Thursday..](#)

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.
 yes no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....9.....10
never **most of the time**

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

[I think that we should focus more or keep the sciences section upstairs as current as possible. I know that it is hard too keep up but many books are to old on topic in the scientific field.](#)

Survey Number Two

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [English](#) . Your advisor?

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list _____

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....8.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

[None.](#)

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

5.) If you could change one thing about Smith Library I would change the

[Nothing](#)

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.

yes no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....9.....**10**
never **most of the time**

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

The copier and printer system could be simplified so that cards do not have to be bought.
 Printing should be easier – Sources are good.

Survey Number Three

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [English](#) . Your advisor? [Schweitzer](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list _____

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....8.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith? ?

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

5.) If you could change one thing about Smith Library I would change the

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.
 yes no. Very informative

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....9.....10
never **most of the time**

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

In most cases I turned to the online Smith Library services. Rarely did I use the physical library, but when I did it was in every way helpful and the people in it. I have nothing to offer as far as advice on ho to make the service better.

Survey Number Four

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [English Lit](#) . Your advisor? [Sellers](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list _____

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....8.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

More computers and free printing.

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree strongly agree

No cell phones on the lower level.

5.) If you could change one thing about Smith Library I would change the

I would create an online account system to keep track of checked out materials/ due dates/ etc. that each student could log into.

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.

yes no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree strongly agree

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....9.....10
never most of the time

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

Some of the student workers are less than hospitable than they ought to be. Also I think many students are unaware of the resources that are available to them. For instance, I was unaware of worldcat until my senior year. I like the layout of the library and many for the recent improvements. And the allowance of food installation of vending machines and there needs to be a bathroom on the lower level.

Survey Number Five

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [Biology](#). Your advisor? [Yeats](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list _____

Need to clean the DVDs

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....**8**.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

Add more computers to the third floor.

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....**7**.....8.....9.....10
Do not agree **strongly agree**

5.) If you could change one thing about Smith Library I would change the

Make the bottom floor more inviting. Printers for pay are bad!

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.

yes no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....**8**.....9.....10
Do not agree **strongly agree**

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....**7**.....8.....9.....**10**
never **most of the time**

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

Better access to science journals and increase the academic services area.

Survey Number Six

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [Sociology](#). Your advisor? [Hayes](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list _____

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....8.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

[The library has all the technology that I need. It will always be important to stay current, but I see no problem with the current technology..](#)

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

5.) If you could change one thing about Smith Library I would change the

[Many of the changes that I thought needed to be changes have already been changed. .](#)

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.
 yes no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree **strongly agree**

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....9.....10
never **most of the time**

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

I am very please with the library. Almost all of the staff is exceptionally friendly and helpful. I would suggest to continue looking for possible improvements. As I noted earlier there is one employee that does not seem to fit with the environment of Smith Library.

Signs, noise, customer service, new tables and chairs downstairs.

Survey Number Seven

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major ? [Chemistry](#). Your advisor? [Warde](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list _____

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....8.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

Make more resources available online to be used from home. More science journals and more specific bio titles.

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree strongly agree

5.) If you could change one thing about Smith Library I would change the

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.
____ yes __X__no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....8.....9.....10
Do not agree strongly agree

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....9.....10
never most of the time

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

For me I would like to have had more a larger selection of Biology/Science journals. Most are available on line at the specific journal site but have to be so old before a non-member can view them.

Survey Number Eight

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [Psychology](#). Your advisor? [Spain](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list [Used staff as a sounding board for presentations.](#)

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....**8**.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

[Using Satellite to access news from around the world such as the BBC.](#)

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....**8**.....9.....10
Do not agree **strongly agree**

5.) If you could change one thing about Smith Library I would change the

[Temp – it is to cold!](#)

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.

yes no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....8.....**9**.....10
Do not agree **strongly agree**

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....**9**.....10
never **most of the time**

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

[There are a group of students that area interested in current events. It would be nice if there could be some sort of a discussion forum to voice opinions, initiate dialog and debate and get more information about these events. Te library would be the perfect venue to host a discussion forum. Students would get hands on experience debating effectively and learn proper etiquette for panel discussions and could be presided over by a staff/faculty person.](#)

Survey Number Nine

We have enjoyed being a part of your college career. Would you take a moment and answer some questions and give us your opinion about services and sources at Smith Library?

Your major? [Psychology](#). Your advisor? [Adams](#)

1.) Which of the following services at Smith Library did you use during your college career? (check as many as many as are applicable)

Checked out books| Checked out reserve readings| Used Smith as a study area|

Used computers for research| Used the magazines/journal collection| Used the

resources in Media | Used the Reference book collection| checked out a movie

Used online sources from my dorm, home or a lab

Other, please list _____

2.) On a scale of 1 to 10 with ten being the best and one being the worst, how would you rate Smith Library for the services that it provides?

12.....3.....4.....5.....6.....7.....**8**.....9.....10
Worst **Best**

3.) What kind of changes in “technology” would you like to see at Smith?

[Lighting and furniture on the lower level.](#)

4.) For my major the library fulfilled my research and resource needs.

12.....3.....4.....5.....6.....7.....**8**.....9.....10
Do not agree **strongly agree**

5.) If you could change one thing about Smith Library I would change the

[Need more helpful student workers at Circulation. More knowledge like how to find a book or other resource.](#)

6.) I attended a “research instruction” program at Smith Library during my career at High Point University.

yes no.

7.) If yes for question 6 – the session helped with my research.

12.....3.....4.....5.....6.....7.....**8**.....9.....10
Do not agree **strongly agree**

8.) When I come to Smith Library I get the assistance that I need.....

12.....3.....4.....5.....6.....7.....8.....9.....10
never **most of the time**

We have a commitment to make Smith Library a stronger institution and one that is responsive to the needs of the students at High Point. Would you give us some comments about how we could better meet the needs of students? In other words what would have to be different about the current Smith Library to make it a **better** library?

Student workers should be more familiar with the library resources so that situations in which library personnel are unavailable do result in disappointed students. Training could quite possibly fix this problem.

Access to older academic journals is also important for students doing research. I feel that Smith Library should find a way of providing access to these archived sources more efficiently.

ARCHIVES

Archives had a good year with the addition of many “treasures”. We have added many pieces of realia. We added all the copies of the yearbook that were on campus. We added all the “loose” oil paintings that were drifting about unclaimed. Contributions have come from many departments on campus. Even Dr. Pope has left us many interesting items. We have created an archive room out of the old Director’s office. The office was quite large, probably about 400 square feet. The office had a large closet with folding doors. We used “archive funds” to remove the doors and put in sliding glass doors and a mirror back. Lighting was added and we now have a safe home with excellent display for all of our unique treasures. We also added wooden bookshelves to the room and the area is our closed stacks for old or unique books.

Archive web page library.highpoint.edu/html/hplib/archive.html has gotten lots of hits and we just updated the information there. This web page is on the NCECHO page, a collection of all the archive resources in the state of North Carolina. They conducted a survey of our resources and many collections. An overview of this visit, including photos and text, are on the NCLive website (<http://www.ncecho.org>). We are now investigating the idea of digitizing the school newspaper for online access.

For the next year we need to continue to bind large collections of the series, volumes that are housed in Archives and microfilm the precious but delicate volumes.

CONCLUSION

This year we have several goals for the library.

1. **We will propose the addition of new staff members.** The proposed part time members will include but not exclude:
 - a. A full-time staff person to handle part of the night and weekend hours.
 - b. A half-time staff member that will work in tech services.
 - c. A half-time secretary
2. **We will setup and be successful at collection development** and work with our faculty to do a better job developing the collection within their areas. Armed with data about what areas of the collection are being used and not used will make recommendations about collection needs.
3. **We will allocate funding more equitably** so that areas of the collection that need help can be expanded or enhanced. Allocation of funds will be determined by such considerations as use of the collection, size of the department, number of majors and other aspects that indicate the needs of that department.
4. **We will develop and expand the library liaison program.**
 - a. A library liaison will work with faculty members to communicate the mission and goals of the institute.
 - b. A library liaison will work with their departments to suggest resources for the collection and to suggest areas of the collection that need to be expanded or developed.
5. **We will develop a plan for the fourth floor.** This plan will help us and institutional advancement get a better handle on the type of use and development that we see for that floor. Institutional advancement needs to have an idea of the type of use we see so that we can make a pitch for donors that might wish to donate money and have their name on a floor of the library (The Dennis Carroll Floor).
6. **We will establish a “Friends of the Library” organization** and work closely with them to help with fundraising and other activities for the library. Because access to the library will be restricted by “smart card” we will need to develop a way to invite others to join the university community and use the facility. FOL programs have many types and levels of service. For example, one type of access would be an alumni that wanted to have access to our books or database resources. Licensing determines that they would have to be a member of the library community and a FOL membership would fulfill this need. Another example of a FOL would be a clergy in the area that wished to use the services of the library such as a book checkout, article copy or an interlibrary loan. A FOL program would make this relatively easy since they would have check-out privileges and would be in the system. Friends of the Library could also sponsor programs, raise money, and help pay for new services and products.
7. **We will finish the renovations of the Lower Level** and we will develop a new library instruction lab and remodel the two lecture rooms. While the plans for this are all but finished we still need to look at moving in the new furniture and finishing the carpeting. At this point we will need to add a glassed wall area for both the Academic Services Center and for the Library Instruction lab.

8. **We will be evaluating the serials collection.** This is a process that we do each year with the intent of finding subscriptions in the collection that are no longer used as heavily and no longer need to be subscribed to by the library and by the school. We keep use statistics of all of our journals and making decisions about these products is a yearly task. At this time libraries have even more needs (and more variables) since many journals can be purchased online or online/paper.
9. **We are working on a periodical shift.** One of the problems that the library faces is a lack of expansion room. In the past we purchased journals/magazines and at the end of the year these titles were bound and stored on the third floor for later access. This works great but as the years have past we now have a large bound paper collection that needs to be stored. We plan to move the later part of the alphabet to the fourth floor, segregate some of the older parts of the collection that need extra protection (life magazine) and also discard some of the single issue years that have cluttered up the collection.
10. **We have added a 16 new ranges of shelves on the third floor.** This will add an additional 112 shelves to the collection and we are moving some sections of the collection that need to be expanded. For example the 900's (History) are being shifted and will allow us to make room for more materials for the history department's masters degree program. The 300's (Social Sciences) and the 800's (American and English Literature) will also be expanded.
11. **We have proposals for and will look for donors for the remodel of Lecture rooms A and B.** These rooms will be added to the new Student Conference Room and the Student Study room as areas that student and faculty can reserve. The changes to lecture room A and B will be useful for all the students. Room B will be a "movie room" with that kind of stadium seating. Room A on the other hand will be put together as a presentation room. Lecture Room A will include softer seating and electrical outlets on the tables that will allow the student to "plug-in" a laptop. Students or even a class of students could checkout our laptops and use them in Lecture Room A.
12. **We will be shifting the Ed Text collection** on to its new shelves and at the same time we will be re-cataloging some of the materials and weeding this collection of some of the older materials.
13. **Renovate and remodel the tech services department.** This is long overdue. The Technical Services area is heavily used needs new tile, walled offices and a paint job. The new walls would need to be shifted to accommodate the work flows in this area. Implementation is the only part that are waiting on since the planning a good portion of the design is finished.
14. **We want to be able to track single order items better and provide more information** to our patrons about the status of their orders such as the arrival, if the item has been backordered and if the item is currently in cataloging or waiting for an invoice. The library orders large amounts of books and other materials from the money allocated from the library "books" budget. These allocations can be problematic since items that are ordered can be back ordered, items ordered could be part of a larger order and items encumbered might not be filled until the next budget year because of a lack of funds or issues with the order status.

