

**Smith Library
High Point University
End of the Year Report
2006-2007**

END OF THE YEAR REPORT
SMITH LIBRARY
2006-2007

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INTRODUCTION

This has been a very busy year for Smith Library. The number of students that came to the library increased by 40,000. We finished a year and half long project updating and renovating the library. The renovations included new paint, carpet, lights and new furniture for each floor. The Powell Room with its coffee service was a big hit and we have poured over 15,000 cups of coffee. For the first time the library adopted a 24 hour schedule and stayed open 24 hours a day four days a week and according to campus focus groups, is very popular with students. It is not sedate in the middle of the night. During the busiest time we saw about 200 students during these late night hours. Students would come in the building late in the evening and stay into the early morning or students would enter the building early in the morning to prepare for 8:00 classes. Our plans for the fall include finding a person that will work these late night hours for 16 weeks of the fall semester and then work the 16 weeks of spring.

We circulated a great deal of materials including a phenomenal number of DVDs (10,184) and a large number of books (9,684). (Although the DVD collection is one tenth the size of the book collection and DVDs circulate for a shorter time period) These movies are a draw to get students into the library. DVDs are the leisure reading of the younger generation.

We did about the same amount of ILL as in past years. We feel that this indicates that our resources did a better job of meeting the needs of our patrons and that the web in general is so rich with resources that students are finding what they need in these other places. Since we now offer 25,000 journal titles online as opposed to the 20,000 one year ago, we would like to think that the reason for the lack of increase in ILL requests is a richer collection. Patrons increased use of Journal Finder and the heavy use of our database collection would certainly indicate that this is true.

Database use was quite heavy this year and our electronic resources generated 325,000 searches at a cost of about 125,000 dollars or about 35 cents a search. Looking at search rate is a very conservative benchmark of database use. "Pages viewed" or "articles viewed" would garner a much higher number.

This year our e-access was expanded to include more journal resources. With the addition of *Cambridge* and *Oxford University* press full online collections our students have access to a very rich world of high quality literature. This year we also added, via a University Big Grant, access to all the Jstor collections. This is wonderful access and since we are categorized as a "very small" library by the Jstor organization we have a real financial incentive to participate. The cost is a fraction that larger schools pay (\$1,000 versus \$20,000 for a larger school), access to Jstor content is indexed by Google Scholar and the depth of the collection is unparalleled.

Library instruction increased this year partly in response to the energies of Stephanie Parsons our new Reference Librarian. She has many skills as a teacher and we have heard many good comments about her from students and faculty members. Her department had well over 2400 students to participate in 150

classes. This year Stephanie worked with Irene Ingersol in ASC to teach open sessions on APA, MLA and Chicago paper style guides.

The library staff is currently made up of 5 professional librarians and 3 paraprofessional librarians. We also have a staff of 5 part-time librarians; one evening librarian, two weekend supervisors, one late night person and one person that work in the Cataloging and Technical Services department. The Budd Family campus has one part-time professional librarian.

Basic Facts – last year numbers are in ()

Circulation –

Patrons in the door – **189,328** (last year - 149,872)

Registered Borrowers

Student **2817** (2948)

Graduate **133**

Faculty **491** (209)

Transactions by Class

Student - **28409** (14,948)

Graduate - **92** (163)

Faculty - **2890** (2477)

Transactions by format

Book **9684** (13632)

DVD **10184** (7239)

Reserves **927** (100)

Journal Finder access to **(25,256)** titles

✓ On-campus and in the Library: **14,782** (12,592)

✓ Off-campus **80,146** (24,421)

✓ Total access **94,928** (37,013)

Library Instruction classes –

During the 2006-2007 year we saw 2447 students in 150 library instruction classes. These numbers represent an increase of about 500 students from the previous year. We saw 143 students during the summer, 1461 during the fall and 843 during the spring semester in research instruction classes. Of the 150, 15 were graduate classes and 20 were EDP classes.

Media Resources –

Lecture Room Scheduling – **810** (446)

Number of Requests for Equipment – **1315** (103)

Interlibrary Loan –

Smith Library processed **1,525** (1,413) Interlibrary Loan requests for faculty, staff, and students during the 2006-2007 fiscal year. Students requested 358 monographs and 472 periodicals. Faculty requested 469 monographs and 249 periodicals. Religion, History, Business, Sports Medicine and Management subjects were the most readily requested materials.

Cataloging and Collection –

We added **11,354** items to the Smith Library catalog in 2006-07. Of these processed items 3108 were books, 378 were microfiche, and 5036 were periodical titles. 745 periodical volumes were bound in 2006-07. There were 303,972 items in the database June 12, 2007. If these items were replaced at today's prices our collection would be valued at a little over **7 million dollars**.

These items break down into the following categories:

Books **120826** (119502) Electronic Books **47808** (47087)

Media & Equipment **8737** (8462) Periodicals **40125** (37552)

Microfiche & Film **84130** (83692)

Databases – **160** electronic resources

Library Hours – The library is open **133 hours** a week.

Sunday from 1pm to Thursday 2am

Friday – 7am to 9pm

Saturday – 10am to 7pm

Ezproxy and HTML Server Access

(The Proxy server allows a patron access to E-resources from off-campus)

Proxy Server Access - Fall Semester

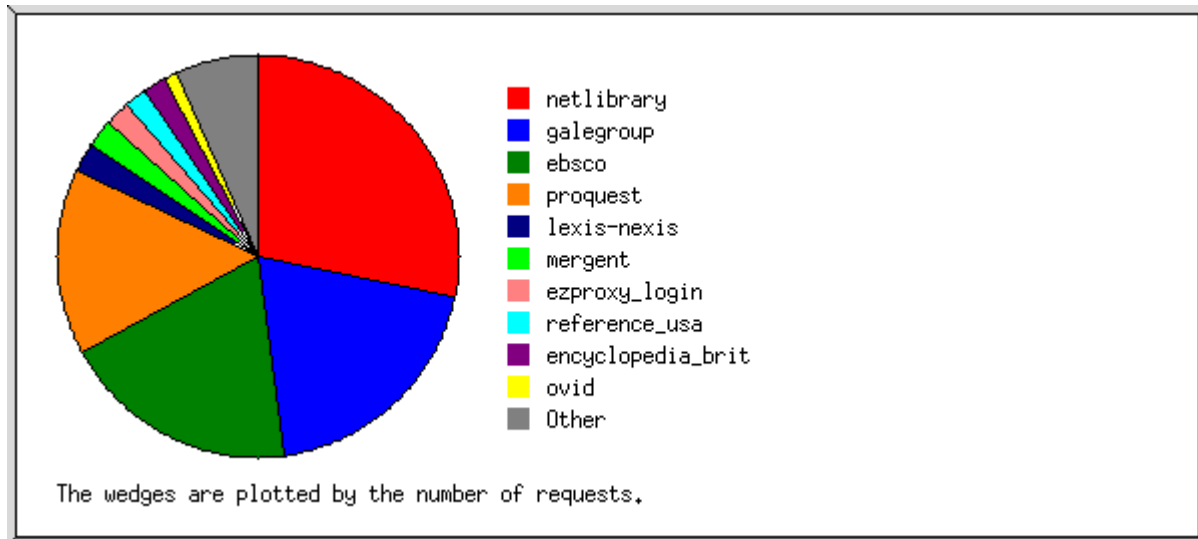
Successful requests: 1,558,236

Average successful requests per day: 6,639

Successful requests for pages: 1,406

Average successful requests for pages per day: 5

day:	reqs:	pages:
----: -----: -----:		
Sun:	227176:	199:
Mon:	220778:	173:
Tue:	233737:	200:
Wed:	229123:	307:
Thu:	296461:	177:
Fri:	186867:	185:
Sat:	164094:	165:



Reqs:	Source Name	Reqs:	Source Name
-----: -----:		-----: -----:	
440628:	netlibrary	5658:	heritage_quest
304965:	galegroup	3988:	wiley
298420:	ebSCO	3757:	medline
233403:	proquest	3732:	annual_rev
36035:	lexis-nexis	3609:	springer
34647:	mergent	2498:	greenwood
33209:	ezproxy_login	2174:	europa
29262:	reference_usa	1651:	cambridge
27095:	encyclopedia_brit	1550:	statusa_gov
17615:	ovid	1441:	newsbank
15621:	firstsearch	1265:	bioone
14229:	valueline	1108:	abc-clio
10344:	morningstar	766:	science_ency
9583:	oxford_reference	648:	liebert
8593:	Jstor	303:	silverplatter
5896:	learning_express	287:	cqpress

Proxy Server Access – Spring Semester

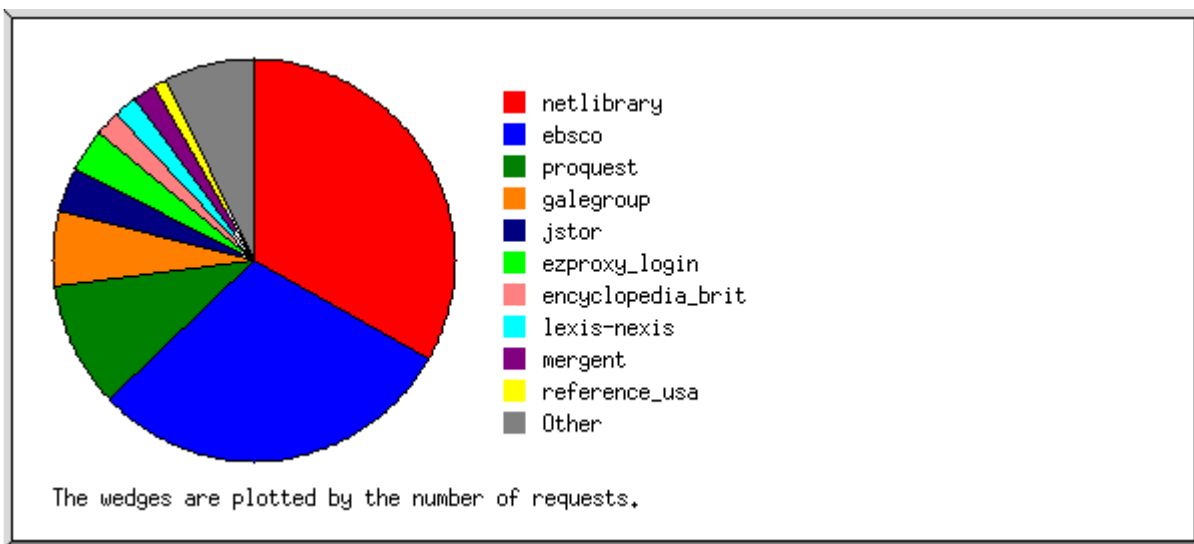
Successful requests: 537,839

Average successful requests per day: 3,512

Successful requests for pages: 832

Average successful requests for pages per day: 5

month:	reqs:	pages:
-----:	-----:	-----:
Jan 2007:	73234:	110:
Feb 2007:	151522:	216:
Mar 2007:	103997:	126:
Apr 2007:	163925:	314:
May 2007:	40150:	42:



Reqs:	Source Name
-----:	-----:
178310:	netlibrary
158896:	ebSCO
54558:	proquest
32453:	galegroup
19471:	jstor
18478:	ezproxy_login
10942:	encyclopedia_brit
10597:	lexis-nexis
9585:	mergent
5850:	reference_usa
5844:	valueline
5432:	springer
3692:	bioone
3503:	firstsearch
2937:	wiley
2327:	oxford_reference

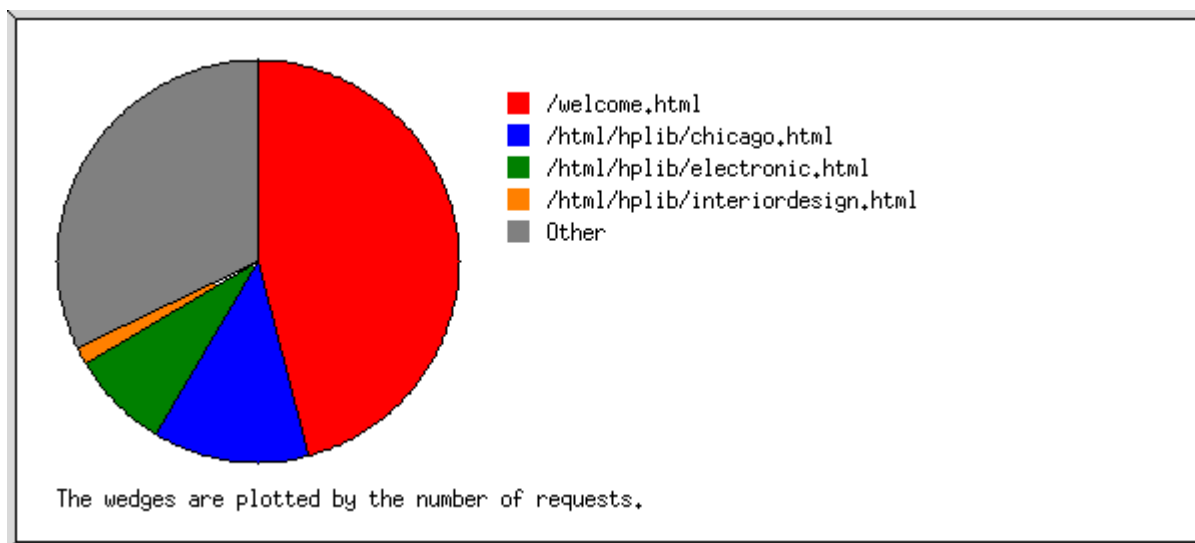
Reqs:	Source Name
-----:	-----:
2129:	heritage_quest
1864:	abc-clio
1420:	morningstar
1133:	annual_rev
754:	britannica
699:	europa
647:	regional
633:	statusa_gov
594:	cambridge
493:	science_ency
467:	newsbank
463:	greenwood
267:	cqpress
110:	medline
96:	learning_express
36:	liebert

HTML Server Access (Library.highpoint.edu)

(This is a tally of access to the library website)

Successful requests: 525,685 (371,626)
Average successful requests per day: 1,341 (1,289)
Successful requests for pages: 506,900 (357,163)
Average successful requests for pages per day: 1,294 (1,239)

month:	reqs:	pages:
-----:	-----:	-----:
Jun 2006:	26741:	25684:
Jul 2006:	27738:	26787:
Aug 2006:	25495:	24599:
Sep 2006:	48034:	46996:
Oct 2006:	48741:	47361:
Nov 2006:	53851:	52363:
Dec 2006:	38899:	37675:
Jan 2007:	37951:	36815:
Feb 2007:	50019:	48670:
Mar 2007:	50969:	48485:
Apr 2007:	63684:	61474:
May 2007:	28906:	27263:
Jun 2007:	24657:	22728:



Request	File Name	Request	File Name
240966	/welcome.html	3791	/html/hplib/business.html
66070	/html/hplib/chicago.html	3511	/html/hplib/psychology.html
42273	/html/hplib/electronic.html	3322	/media/ff102004.txt
7095	/html/hplib/interiordesign.html	3211	/media/media.htm
5195	/html/hplib/illform.html	2975	/html/hplib/ratio.html
5080	/html/hplib/reference.html	2664	/html/hplib/staff.html
4918	/html/hplib/refopen.html	2622	/html/hplib/sources.html
4617	/html/hplib/archive.htm	2525	/html/hplib/hours.html
4417	/html/hplib/annual.html	2390	/html/hplib/generalref.html

2196	/html/hplib/education.html	934	/html/hplib/accounting.html
2179	/html/hplib/refreqform.html	907	/media/filmsa.htm
1874	/html/hplib/otherop.html	901	/html/hplib/legal.html
1699	/media/featurefilms.htm	893	/html/hplib/imc/imc_la.htm
1674	/html/hplib/historylist.html	887	/html/hplib/bio.html
1558	/html/hplib/medicine.html	849	/html/hplib/imc/imc_sci.htm
1431	/html/hplib/infohelp.html	834	/html/hplib/mis.html
1411	/html/hplib/pe.html	827	/html/hplib/nonprofit.html
1333	/html/hplib/newspaper.html	816	/html/hplib/furniture.html
1333	/html/hplib/circulation.html	790	/html/hplib/newslinks.html
1320	/hplib/aboutthelibrary.html	781	/apc/highpointuniversityqep.pdf
1306	/html/hplib/humanities.html	774	/html/hplib/sociology.html
1258	/html/hplib/eric.html	770	/friendlywelcome.htm
1256	apc/hpustrategicdirections 2004-2014.pdf	769	/media/lecture.htm
1232	/html/hplib/religion.html	767	/html/hplib/nc.html
1177	/html/hplib/businessinv.html	754	/media/hours.htm
1103	/html/hplib/weblist.htm	749	/html/hplib/businessmark.html
1086	/html/hplib/international.html	749	/html/hplib/notforprofit.html
1075	/html/hplib/ref_file/apa.pdf	740	/html/hplib/businessguide.html
1050	/html/hplib/government.html	736	/html/hplib/science.html
1033	/html/hplib/imc/imc_math.htm	717	/html/hplib/imc/imc_ex.htm
986	/html/hplib/globwarm.html	700	/html/hplib/art.html
975	/media/coldev.htm	698	/html/hplib/imc/imc_fl.htm
949	/html/hplib/economics.html	695	/html/hplib/polisci.html

Technical Services Statistics – by Mike Ingram

We added 11,354 items to the Smith Library catalog in 2006-07. Of these processed items 3108 were books, 378 were microfiche, and 5036 were periodical titles. We bound 745 periodical volumes in 2006-07.

There were 303,972 items in the database June 12, 2007. These items break down into the following categories:

Books	120826
Electronic Books	47808
Media & Equipment	8737
Periodicals	40125
Microfiche & Film	84130

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.

The current cataloged item count plus the count of uncataloged 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.

Last year we ran an estimated 8,500 reports on the Unicorn system. While reports can be set up to run automatically, they must be initially planned and established. Currently we have 14 reports that are set up to automatically run on a daily basis, a few others weekly, and a group of statistical reports that run monthly. Other reports are manually run on a daily, or as needed basis. New reports are added as the need arises.

Last year we discarded 3780 items from the collection, including 1448 books, 14 bound periodicals, and 1992 unbound periodicals (most of these were re-added as bound periodicals). We spent some time last year automating the discard process, so that we could identify and discard items that had been missing for at least six months. Discards are now handled on a monthly basis, six months out, and require approximately 1 day a month to identify, confirm, and delete holdings in our catalog and on OCLC. This is part of the reason the book discard count is as high as it is. Another reason is that we discarded a significant amount of older K-12 textbooks from the IMC collection in preparation for their latest round of accreditation visits.

Included among the special projects that we completed this year was a book shift of over 47,500 items located in the general collection, and a shift of approximately 1200 items in the IMC collection, including teacher support and K-12 Textbooks.

Ongoing projects in technical services include the creation of a triage / acceptance policy workflow for donated materials, and policies for retaining / weeding bound periodicals. The latter policy project is in preparation for a periodicals shift this summer that is mandated by the lack of available shelf space for books and periodicals. We have also begun the process of automated inventory, having run a successful trial in the Juvenile collection. Other collections within the library will follow.

Supporting documentation includes:

End of the year\statistic\raw item count\increases

End of the year\statistics\raw item counts\raw item counts

End of the Year\2006-07\Cataloging and Circ Statistics\Cataloging Statistics

End of the Year\2006-07\Cataloging and Circ Statistics\Cataloging Statistics by month.

Circulation Services – by Nita Williams

Registered Borrowers – By Class

Smith Library has a total of **3,380** registered borrowers.

Registration Class	Registered Borrowers
HP Student/Graduate	2817
HP Faculty/Staff	491
Other	71

Borrower Transactions – By Class

These statistics show the total amount of transactions checked out according to each registration class. This listing includes all circulation activities at the library such as books, DVDs, laptops or reserves.

Registration Class	Amount
HP Student	28,409
HP Graduate	92
HP Faculty	2890
Staff (library)	2394
Adjunct	1
Alumni	52
HPU Staff	342
Clergy	0

Circulation of Traditional Materials

Our fiscal year circulation of materials was 13,173 for Smith Library and 137 for Budd Campus Library. The total figure is **13,310**.

Material Types	Amount	Material Types	Amount
Book	8544	Oversize	57
Reference	43	Leisure	639
Atlas	1	Big Book	15
Audio	30	Bldg. Use	321
Laptop	1967	Reserves – Photocopy	104
Game	3	Reserves - Books	927
Index	0	Reserves – Games	3
Kit	11	Reserves – Ref. Books	39
Microfiche	5	ILL -Books	966
Microfilm	1	Score	1
Periodical	106	Bound	106
Textbook	140	Budd Campus	137
Book/Cassette	2	TOTAL	13,310

Gate Count

The gate count counts all persons exiting the library. For the 2006-2007 school year the Library was open from 1pm Sunday till 1am Friday. April was the busiest month.

Month	Count	Month	Count
June	5726	December	13,529
July	8062	January	10,781
August	11,948	February	22,267
September	22,917	March	17,686
October	22,986	April	25,272
November	21,856	May	6298
		TOTAL	189,328

Photocopiers/Printers

The copying system changed this fiscal year. From June to October, the students were charged for any copies or prints made. One black and white copier and one color copier was installed. Print capabilities were installed with the copiers.

June to October: 10,469 Copies
November to May: 204,404 black and white copies and prints
34, 315 color copies

Periodicals and Journal Finder – by Sheri Teleha

Our Periodical collection includes 1455 print, microfilm, and microfiche titles. We have access to 25,092 online titles via Journal Finder.

We have significantly added to our electronic resources and have added *BioOne*, *JAMA* (the Journal of the American Medical Association.) We added an impressive number of JSTOR collections. We now have JSTOR Arts & Sciences II, JSTOR Arts & Sciences III, JSTOR Arts & Sciences IV, JSTOR Arts & Sciences V, JSTOR Arts & Sciences Complement, JSTOR Ecology & Botany and JSTOR Math & Statistics. We also added electronic access to the many University of Chicago Press titles. The title count for these electronic resources can be found in the following table.

Sources	Titles
BioOne	85
JSTOR Arts & Sciences II	187
JSTOR Arts & Sciences III	245
JSTOR Arts & Sciences IV	145
JSTOR Arts & Sciences Complement	150
JSTOR Ecology & Botany	35
JSTOR Math & Statistics	74
University of Chicago Press	15
Total Titles Added	936

This past year Smith Library setup electronic subscriptions, trimmed our paper/fiche collection and expanded our electronic access. We cancelled subscriptions for 58 paper titles and 11 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.

Year	Circulations
2000	836
2001	2033
2002	2105
2003	2153
2004	2177
2005	2191
2006	2013

JournalFinder

JournalFinder is used to locate a particular journal title for research or just to browse. According to JournalFinder we held over 25,000 journal and magazine titles at the end of the year. Last year at this time we had 23,000. We have seen an increase of around 2,000 titles. A service of UNCG, JournalFinder cost \$2650.00 but maintains and includes access to hundreds of free online titles which more than pays for the cost of the service.

Journal Finder Accesses

On-campus - 14,782 (16%) Off-campus - 80,146 (84%) Total - 94,928 (100%)

Journal Finder by Vendor	Number of Titles
Independent Publication (Free)	8,753
Infotrac OneFile via Carolina Consortium	5,372
Ebsco Academic Search Premier via NC LIVE	4,599
Proquest ABI/Inform Complete	2,704
Lexis-Nexis Academic Universe	2,625
Ebsco Business Source Premier via NC LIVE	2,526
Proquest Research Library	2,461
Ebsco Master File Premier via NC LIVE	1,922
Proquest ABI/Inform Global	1,182
Proquest ABI/Inform Trade and Industry	786
Kluwer via Carolina Consortium	670
Ebsco Health Source: Nursing/Academic Edition via NC LIVE	579
Springer-Verlag via Carolina Consortium	577
Ebsco MAS Ultra School Edition	486
Wiley InterScience via Carolina Consortium	395
Ebsco Military and Government Collection via NC LIVE	305
Ebsco Communication and Mass Media Complete via Carolina Consortium	298
J-STOR - Arts and Sciences 3	245
HighWire Press (Free)	214
Cambridge University Press via Carolina Consortium	204
Oxford University Press via Carolina Consortium	198
Scielo (Free)	189
J-STOR - Arts and Sciences 2	187
J-STOR - Arts and Sciences 1	175
Ebsco EJournals Online	170
J-STOR - Arts and Sciences Complement	150
Proquest ABI/Inform Archive	146
J-STOR - Arts and Sciences 4	145
Ebsco Health Source: Consumer Edition via NC LIVE	139
Ebsco CINAHL with Full Text via NC LIVE	134
Infotrac Custom Newspapers	103
BioOne	85
J-STOR - Math and Statistics Collection	74
Ebsco PsycArticles	61
Mary Ann Liebert via Carolina Consortium	58
European Mathematical Society (Free)	55
Ebsco Primary Search (Children's Journals) via NC LIVE	52
Ebsco Regional Business News via NC LIVE	49
Independent Publication (Paid)	43
DISA: Anti-Apartheid (free)	40
J-STOR - Ecology and Botany Collection	35
Making of America (Free)	26
EDP Sciences (Free)	19
Newsbank Newspapers via NCLIVE	15
Proquest News Stand via NC LIVE	15
Congressional Quarterly Publications via NC LIVE	2

ELECTRONIC ACCESS

We added many new resources during this fiscal year and we are pleased with the changes. We added another *Netlibrary* book collection. This puts the count of our collection of *Netlibrary* book titles over 50,000. We added *Artstor*, an image resource. We added *Wiley Interscience*, a journal collection and *Regional Onesource*, a statistical information source. We added *Cambridge Historical Statistics* and at the end of the year we added access to the CSA databases which includes *Sociological Abstracts*, *Physical Education Index*, *PAIS Worldwide* and *Pilots* - a PTSD database. During the year we added access to the *ICC building codes* online (needed to support the accreditation for the Interior Design Program) and the *Cabell* publication books for the Business Department.

With over 325,000 searches on the 150+ databases the access to our online databases has been extraordinary. Patrons can of course access these sources at any time of the day or night.

Electronic Resource List

-- A --

ABI/Inform Archive on ProQuest
ABI/Inform Dateline on ProQuest
ABI/Inform Global on ProQuest
ABI/Inform Trade & Industry on ProQuest
Academic Index ASAP on InfoTrac
Academic Search Premier on Ebsco via NCLive
African American Poetry -- 1750-1900 Collection from Chadwyck-Healey via NCLive
African American Poetry -- 20th Century from Chadwyck-Healey via NCLive
AGRICOLA on FirstSearch
Agricultural Factbook - Farms and Food
American Business Directory
America: History and Life
American Poetry -- 1600-1900 from Chadwyck-Healey via NCLive
American Poetry -- 20th Century from Chadwyck-Healey via NCLive
American Slavery
Annals of American History - Online via NCLive
Applied Social Sciences Index and Abstracts: ASSIA - New!
ArticleFirst on FirstSearch
Arts and Humanities Search
ArtStor
Atlanta Journal and Constitution on InfoTrac
Audiobooks from NetLibrary

-- B --

Basic Biosis on FirstSearch
Beige Books
BioOne - Biology Journals
Books in Print on FirstSearch
Britannica Online
Building Codes (See North Carolina Building Codes for local regulations)
Business and Company Resource Center

Business Source Premier on Ebsco via NCLive

-- C --

Cabell's Directories of Publishing Opportunities
Cambridge University Press Online Journals
CAMIO - Catalog of Art Museums via NCLive
Charity and Nonprofit Directory from Guidestar
Christian Science Monitor 1988
Chronicle of Higher Education
CIA World Factbook
CINAHL Select (Nursing and Allied Health) on Ebsco via NCLive
CINAHL (Fulltext) on Ebsco via NCLive
Clinical Pharmacology on Ebsco via NCLive
Communication & Mass Media Complete on Ebsco
Computer Literature Database via Infotrac
Congressional Quarterly Researcher (CQ Researcher on NCLive)
Congressional Quarterly Weekly (CQ Weekly on NCLive)
Consumer Index on FirstSearch
Contemporary Women's Issues on FirstSearch
County City Databook -- 2000
Criminal Justice Abstracts
Criminal Justice Statistics
Critical Companion to Popular Fiction

-- D --

Daily Life Through History
Digest of Education Statistics
The Department of Education report on Education in America.
Disclosure Business File on LEXIS-NEXIS
Dissertation Abstracts on FirstSearch

-- E --

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

ECO - Journal Article Database

Ecology & Botany Collection from JSTOR

Ecology, Evolution & Systematics - Annual Reviews Online

Econ Literature on FirstSearch

Economic Census of the United States 1997

Economic Census of the United States 2000

A publication of the census, the Economic Census is gathered and published every five years. It is quite large and is divided by economic sector such as retail or manufacturing. It is also divided by NAICS and SIC codes.

Economic Report of the President

Education Law in NC

Educational Materials Gateway (ERIC) -- National Data

Education Statistics (NCES) -- National Data

Educator's Reference Desk

Enciclopedia Universal en Espanol Online via NCLive

Encyclopedia of Animals on Ebsco via NCLive
Encyclopedia of the American Civil War
Encyclopedia of the Persian Gulf War
English Poetry -- 20th Century from Chadwyck-Healey via NCLive
English Poetry -- 600-1900 from Chadwyck-Healey via NCLive
ERIC on Ebsco via NCLive
ERIC on CSA - New!
ERIC Documents at Smith Library
Europa World Yearbook Online
All the countries of the world, international organizations and statistics. Also found
at R341.184 Eu7e2 in Smith Library.

-- F --

FactSearch - Guide to statistical statements on FirstSearch
FASB Pronouncements -- Statements of Financial Accounting Standards and Statements
of Financial Accounting Concepts -- FASB Interpretations
FBI Uniform Crime Reports
Funk & Wagnalls New World Encyclopedia via NCLive

-- G --

Geography, Geology, Ecology on FirstSearch
Global warming links
Greensboro News and Record on InfoTrac

-- H --

Health Sources Plus on NCLive
Heritage Quest via NCLive
Historic Documents Index - Full-text at R917.3 H62h
Historic Events of the 20th Century
Historical Abstracts
Historical Statistics of the United States

-- I --

Image Collection from Ebsco -- Full-text
International Statistics by country

-- J & K --

JSTOR Arts and Sciences I
Kluwer and Springer Journals

-- L --

Learning Express -- online test tutoring (SAT, GRE...) via NCLive
LEXIS-NEXIS Academic Universe
Library and Information Science Abstracts: LISA - New!
Liebert Online
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 -

-- M --

Marketing Guides from Plunkett
MasterFILE Full-text on Ebsco via NCLive -
Mathematics & Statistics Collection from JSTOR
MEDLINE at FirstSearch
MEDLINE at PubMed -- Use Journal Finder for article access
MEDLINE at PubMedCentral -- Full text access on Medline
MEDLINE Medical Information Search
Mergent(Moody's) Company Financial and Annual Reports
Microbiology - Annual Reviews Online
Military & Government Collection on Ebsco via NCLive
MLA Bibliography via Ebscohost with linked full-text
MLA Bibliography Serial Listing
MorningStar Stocks and Mutual Funds Guide via NCLive

-- N --

NC Live Databases Link
NetLibrary
 Search and review electronic books at this site -- 45,000 titles.
 To check out books create an "account" on the Netlibrary page.
New York Times Historical (1851-2002)
New York Times on NCLive
New York Times on InfoTrac
Newsbank -- American Newspapers via NCLive
Newspaper Source on NCLive
Newspapers on InfoTrac
Newspapers on ProQuest
9/11 Commision Report
North American Women's Letters and Diaries (NAWLD) on NCLive
North Carolina Building Codes from International Code Council
North Carolina General Statutes
North Carolina Periodicals Index
North Carolina Public School Statistical Profile
NTDB - The National Trade Database
NC Economic Development Information Systems (EDIS)
 Includes data about NC and the smaller region.

-- O & P --

Occupational Outlook Handbook
OECD Economic Outlook
OneFile on InfoTrac
Oxford Journals Online
Oxford Reference Online
PAIS - Public Affairs Information Services Archive - New!
PAIS - Public Affairs Information Services - New!
Physical Education Index - New!
Pilots Database - New
Plant Biology - Annual Reviews Online
Poetry Library at Faber -- most influential poets from Chadwyck-Healey via NCLive
Primary Search on Ebsco via NCLive
PsycARTICLE Search via Ebsco

Psychinfo on Ebsco via NCLive -- With PsycArticle
Psychology - Annual Reviews Online

-- R & S --

Reference Book Center at Netlibrary
ReferenceUSA Business Directory
Regional OneSource Statistical Database
Research Library from ProQuest
Science Encyclopedia at McGraw-Hill
SEC - Security and Exchange Commission financial records
Serials Directory on Ebsco via NCLive
Social Science Research Network
Sociological Abstracts - New!
Sociology - Annual Reviews Online
SportDiscus with Fulltext
State and Metropolitan Area Databook
STAT-USA - State of the Nation Database
Statistical Abstracts of the United States 1995-2000
Statistical Abstracts of the United States 2001-2006
Statistical Abstracts of the United States - current edition

-- T & U --

TestLink -- Educational Testing Service (ETS) "tests" database
United Nations Statistical Database

The United Nations Statistical Database is a full-text resource that provides number numerical data on countries of the world.

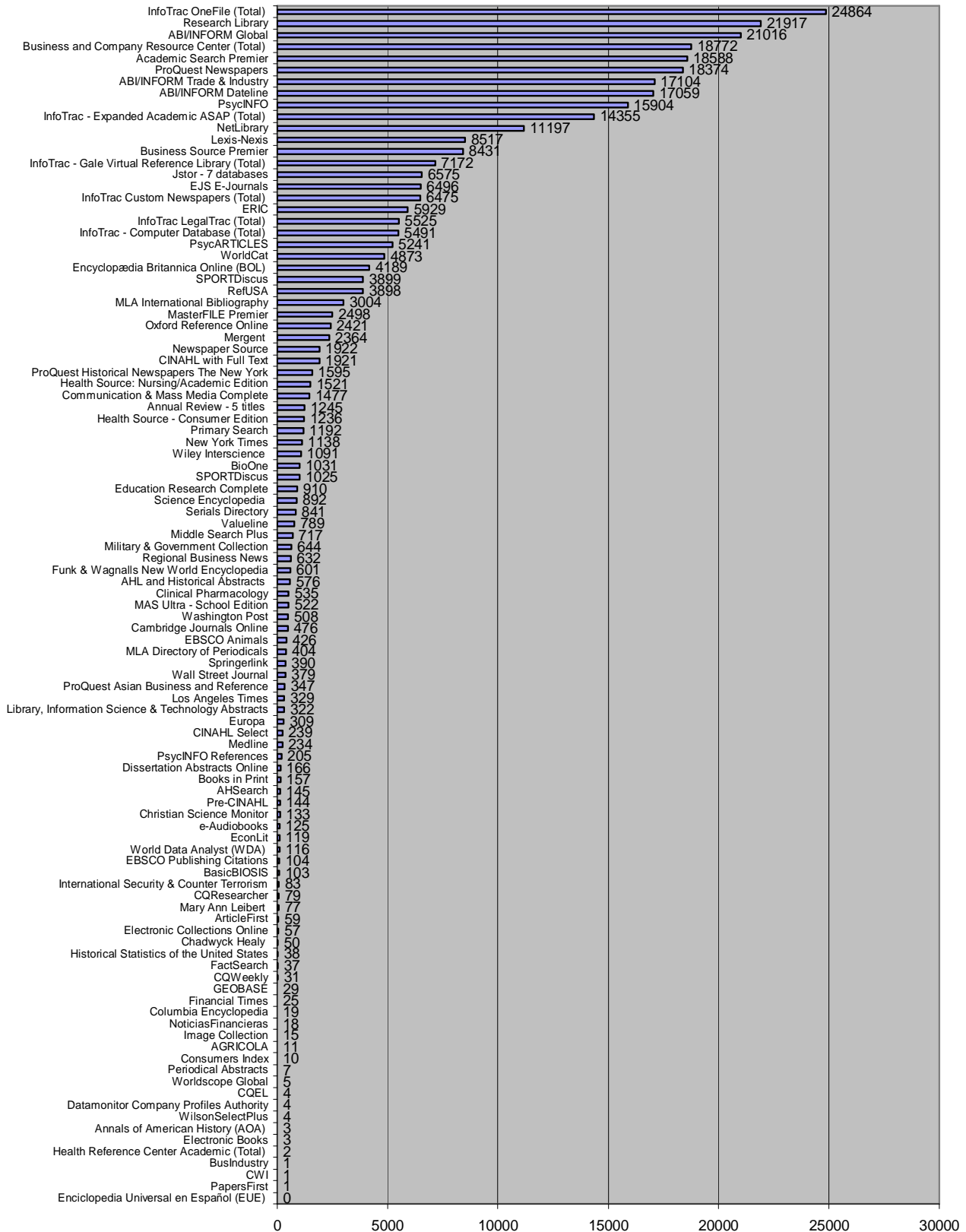
United States Government Manual

The manual is a listing of all departments of the US government including structure and responsibility.

-- V & W --

Valueline Investment Survey
Virtual Reference Library from Gale on NCLive
Wall Street Journal on NCLive
Washington Post --
Whitehouse Budget for 2006 --
Wiley Interscience Journals
Winston Salem Journal on InfoTrac
World Data Analysis and Country Facts via NCLive
WorldCat on FirstSearch via NCLive
Worldscope Company Snapshots on FirstSearch via NCLive
Worldwide Political Science Abstracts

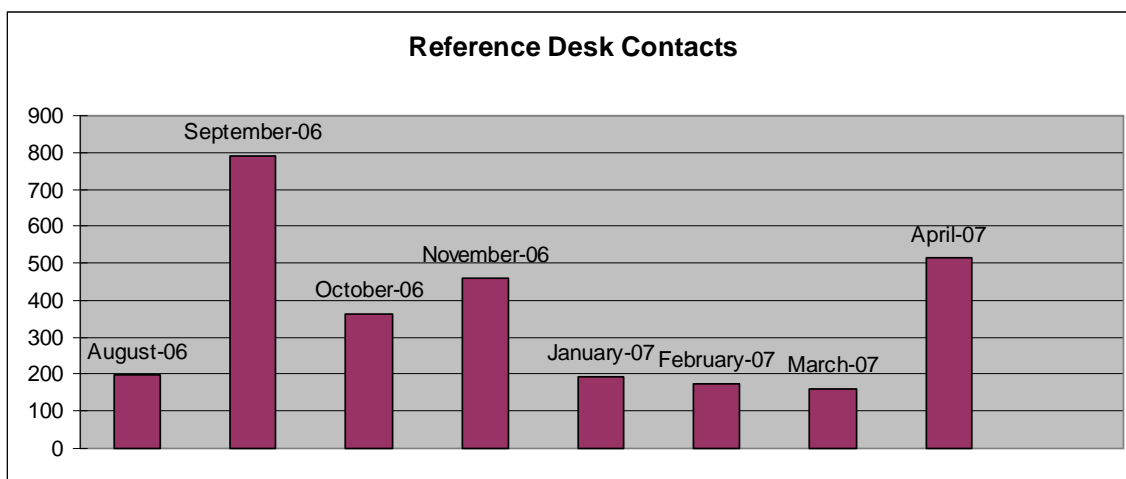
Total Searches by Databases



Reference Services – by Stephanie Parsons

This year we revisited the idea of keeping statistics for questions answered at the Reference Desk. We started by categorizing three types of questions – **Information** for directional questions, **Quick Help** for questions about the library and its services or collection, and **Research** for more in-depth research sessions to help patrons find, use, and cite a group of sources or information on a topic. Each day, questions received at the desk were tallied for that day and were recorded according to the time of day they were asked. Our goal was to discern patterns in the demand at the Reference Desk in terms of volume as well as type of assistance sought. For the spring semester, we ceased recording the time of day by the hour. Instead, separate counts of each type of question were kept for daytime, evening, and nighttime hours.

Looking simply at overall questions, we found that September and April were the busiest months, with the fall semester busier overall than spring.



In an effort to make the print Reference collection more visually appealing and easily browsed, rearrangement and “weeding” of the collection has been undertaken. Many Reference books have been added to the general collection, and others have been replaced with more current versions. Recognizing students’ growing reliance on electronic formats, we added several reference sources to our *Gale Virtual Reference Library* database. These additions included several general titles that will support multiple departments, as well as more specific titles in Business/Entrepreneurship, Criminal Justice, and Communications. We have also begun highlighting new Reference materials on separate shelving to draw attention to new and noteworthy resources.

In initial efforts at Reference outreach within the library, we moved some Reference materials to the lower level, to be used by groups and students studying or receiving tutoring in this area. Notably, test preparation aids were added to this collection to facilitate EDP students preparing to earn Credits outside the Classroom with CLEP testing. Also as part of our outreach efforts, and in response to a perceived need in the stacks, we began staffing a “satellite”

desk on the third floor during the busiest afternoon hours. Since students may not be willing to bring their questions downstairs to the main desk, we have made ourselves visible on the third floor as well to assist with the location of materials. Staff members offering assistance were often asked to help locate books on the shelf or to direct students to an area for browsing.

BIBLIOGRAPHIC INSTRUCTION

During the 2006-2007 year we saw 2447 students in 150 library instruction classes. These numbers represent an increase of about 500 students from the previous year. We saw 143 students during the summer, 1461 during the fall and 843 during the spring semester in research instruction classes. Of the 150, 15 were graduate classes and 20 were EDP classes.

Again this year, Business, Education and English were the departments in which the most instruction took place. There were 20 English classes (including 7 ENG 102), 22 business classes and 14 education classes. Other departments with a large number of instruction sessions provided were Human Relations & Sociology, and Exercise & Sport Science, with 11 sessions each. The numbers for these departments represent an increase over last year, when they requested 5 and 4 sessions respectively.

To make scheduling and planning for library instruction easier, an online calendar was added to keep track of requested sessions. The calendar is available on the library homepage for anyone to view. The library instruction experience was enhanced for students by upgrades in the instruction lab area – a glass wall was added and new furniture and new computers were put in place. Outside the lab, the weekly schedule is available to remind patrons when the lab will be in use for a class.

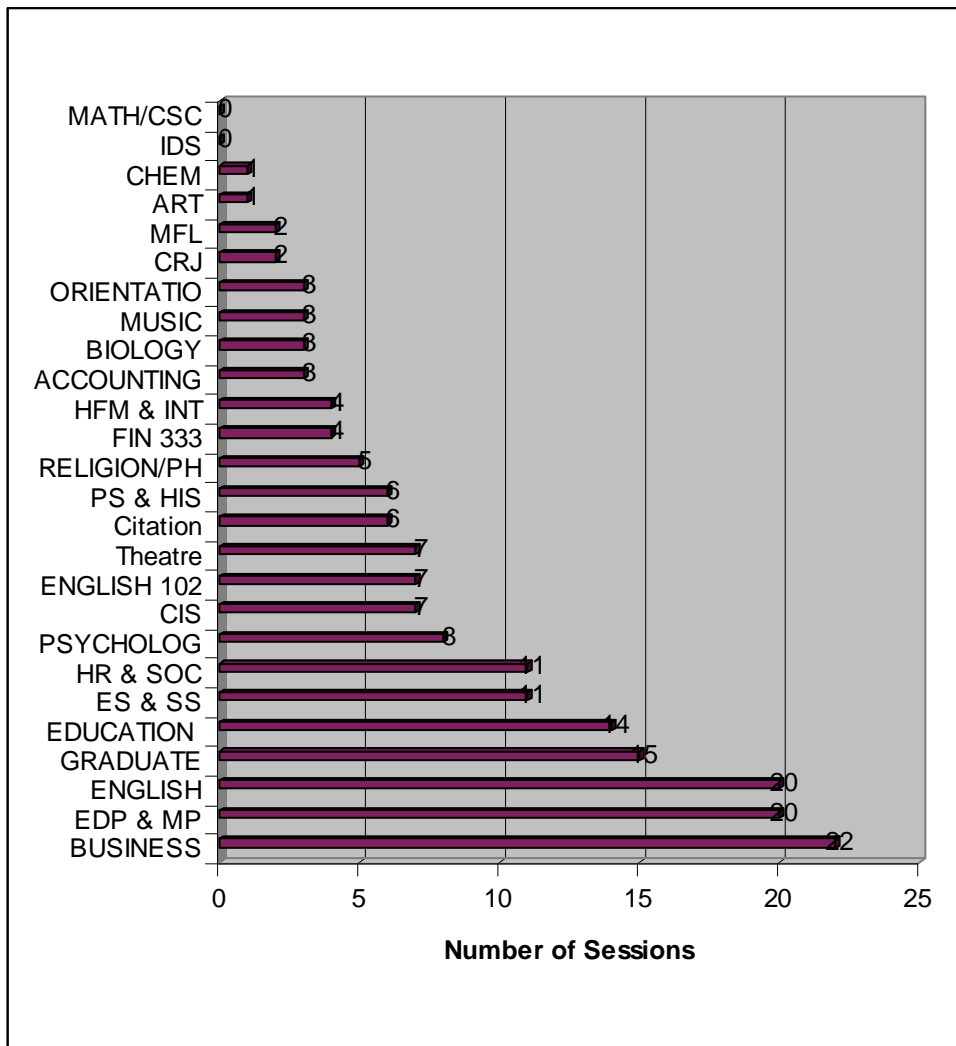
BIBLIOGRAPHIC INSTRUCTION 2006-07			
SUMMER TOTAL	143	CLASS SIZE AVG SUMMER	10.21
FALL TOTAL	1461	CLASS SIZE AVG FALL	19.74
SPRING TOTAL	843	CLASS SIZE AVG SPRING	17.56
YEAR TOTAL	2447	CLASS SIZE AVG	15.56
LAST YEAR	1929		

In addition to sessions scheduled for specific classes, the Reference Department, in partnership with Academic Services, offered seven workshops on MLA and APA citation styles. Two sessions were offered for EDP students, four for day students, and one for graduate students in Education. A goal for next year is to offer these workshops on a more regular basis and promote them to increase participation.

In order to reach out to students when they are not in the library and even when they are not on campus, members of the Reference Department built

research guides and tutorials into a special Blackboard course for students. Three levels of self-guided help are provided – basic (for freshmen), advanced (for students in their majors), and graduate.

Library Instruction by Department



Please note: A selection of classes that participated in library instruction were surveyed about the importance and the general effectiveness of the session. A summary of the survey results is included in the survey section of this report.

Interlibrary Loan 2006-2007 – by Betsy Merricks

Resource Sharing and Interlibrary Loan (ILL):

Resource Sharing is an important part of the services that are provided by Smith Library at High Point University. An important division of resource sharing is the department of Interlibrary Loan (ILL). ILL is the concept of acquiring materials that are currently unavailable in the library collection. ILL 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. ILL and the Reference Department work congruently to better manage the materials. The Smith Library Faculty and Staff promote academic excellence by providing reference materials and resources that prepare and assist each student for enhancing their education. Interlibrary Loan is a free service for faculty, staff, undergraduate and graduate students of High Point University.

New for 2006-2007:

The Interlibrary Loan department has built several regional alliances with North Carolina Universities who reciprocate borrowing and lending. The most recent alliance was recently established with Elon University's School of Law Library. 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 3000 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."

Clio Software was upgraded in Fall 2006, which implemented new forms and mailing labels for lending and borrowing as well as new maintenance tools for the patron directory. Also, after attending Paraprofessional Conference, I have updated Clio Request to better manage a Copyright Compliance and Status Report. The annual cost for the Clio is \$350. OCLC Worldcat was also upgraded in April 2007, which features Searching Active and Closed Request separately. Also, the option to directly purchase from Baker and Taylor as well as Alibris is a new feature, but we must redefine our ILL/ Acquisitions policies and also, set out parameters to allow purchasing through OCLC Worldcat.

Circulation Statistics:

Smith Library processed 1,525 Interlibrary Loan requests for faculty, staff, and students during the 2006-2007 fiscal year. We sent 478 books and 276 periodical articles to other libraries. We processed more borrowing requests than lending and our Pending fill rate is right at 60% meaning that of the 1300 request for items from other schools we sent out about 700.

Our Undergraduate and Graduate students requested 358 monographs and 472 periodicals. Faculty requested 469 monographs and 249 periodicals. Religion, History, Business, Sports Medicine and Management subjects were the most readily requested materials. Several of the monographs were widely received scholarly publications that would enhance our collection and meet the campus community research needs.

The Circulation Statistics have drastically increased from the previous fiscal year. The change in these numbers can be attributed to the Books on Demand Project. The purpose of Books on Demand is to obtain a users' requested item quickly, enhance the collection by adding titles with the HPU user interest in mind, which will have a high potential for subsequent use as well as demonstrate that the rush ILL/Acquisitions process is both efficient and cost-effective. Books on Demand filled 76 monographs and 17 thesis/dissertations to the collection. The supporting statistics are listed below:

Interlibrary Loan Circulation Statistics 2006 - 2007

Faculty Monographs	Faculty Periodicals	Student Mon	Student Per	Out Mon	Out Per
469	249	358	472	478	2760
Totals	In		Out		
			1525		589

Interlibrary Loan Pending File Statistics 2006 - 2007

Weekly Statistics for Pending (P), Pending Filled (PF), and Searches (S):

Pending	1280	Pending Filled	742
Searches	2119	%Pending Filled	57.97%

Interlibrary Loan Cost 2006 - 2007

ILL Total Cost	\$2744.65	Average Cost per Invoiced Loan	\$25.41
ILL Billed Items	108	Average Cost per Total ILL	\$1.96
%Total ILL Billed			7.70%

Acquisitions – By Karen Harbin

The Acquisitions Department co-ordinates the purchase of books, office supplies, media items and other materials for Smith Library. The Acquisitions Department tracks the budget allocations for the library. Acquisitions tracks the funded allocations for book purchases and communicates with the different departments about current and future purchases.

Hourly wages, Printing cost and periodicals exceeded their allocations and we had to cut back in other budget areas to make the entire budget line would come in under budget. The following is the end of the year budget amounts. While the entire budget was “under” certain lines will need to change for the next fiscal year. The lines that will need to be changed are Hourly, Periodicals and of course Printing.

Salaries	50101	326,400	326,400.00	0.00
Hourly Student Labor	50102	32,400	37,962.38	-5,562.38
Benefits	50301	26,000	16,911.15	9,088.85
Books	51105	88,164	88,164.00	0.00
AV	55146	188,000	182,789.60	5,210.41
Binding	55144	12,000	10,831.66	736.97
ILL	55141	11,000	10,909.42	90.58
Equipment	55147	6,000	6,642.83	-642.83
Films	86014	19,250	19,264.82	-14.82
LabSupplies	55143	10,000	9,845.91	154.09
OffSupplies	52010	3,000	3,039.80	-39.80
Periodicals	52006	11,500	11,560.54	-60.54
Postage	55142	137,000	140,037.62	-3,037.62
ProfDev	52008	3,000	3,281.38	-281.38
Sirsi	54023	4,000	3,431.57	568.43
Printing	52011	22,000	23,855.80	-1,855.80
Solinet	52007	3,000	5,451.22	-2,451.22
Telephone	55018	11,000	12,751.87	-1,751.87
	52009	1,200	273.26	926.74
Totals		914,914	913,404.82	1,077.81

We spent the following sums with our larger book vendors, while most other expenditures are from smaller book vendors, larger database purchases and other types of content such as media.

Insight Media (Video and Media)	\$2,791.00
Bernan (Government Publications)	\$586.00
Barnes and Noble (Leisure)	\$3,206.09
Baker and Taylor (Academic Books)	\$40,933.54
Alibris (Out of Print)	\$2,170.92
Total	\$49,687.55

Media Services 2006-2007 – by Jody Lohman

Media Services total circulation statistics increased by 24.5% from last year. Total DVD circulation (both circulating and non-circulating combined) increased by 34.8% from last year, while VHS circulation decreased by 48%. Lecture room use increased by 31.5% from last year. The following is a list of accomplishments from Media Services from June 2006 to May 2007:

- After purchasing a plotter and large-size laminator, the Media department offered new services to the university community which included poster-size printing and dry mounting. Since December 2006, the Media department has printed 209 poster-sized prints. These are usually processed and completed within a day of the request. The Media department has received commendations on how quickly they are processed.
- The four digital camcorders proved very popular, with 231 circulations. On average, each camcorder circulated 57 times. On several occasions, faculty and students had to wait for an available camcorder. Students in various disciplines, including education, sports management, and speech, borrowed the camcorders to create the videos. They then used software in Media services to edit the videos for class or senior seminar presentations as well as for portfolios. Media services provided assistance 148 times in video-editing.
- Maintained a display and a list of new feature films on DVD, making it easier for patrons to find popular and new release movies. 293 DVDs have been added to the feature film collection this year. DVD circulation continued to increase, 34.8% up from last year. The DVDs had 9845 circulations out of about 1000 titles. On average, each title circulated 9.8 times.
- Implemented a policy that all patrons sign into the Media lab, to assess how the room is being used. Since December 2006, the lab has been used by 728 patrons, primarily for media-related reasons. Uses included color printing of papers, posters, photos, transparencies, labels, and business cards (29%), video viewing and audio listening (23%), scanning (13%), image and video editing (9%), audio/video duplicating (5%), using media related software such as PowerPoint, FrontPage, and Publisher (4%), and laminating and dry mounting (3%).
- Continued to remodel the Media department and lower level of the library by moving the staff desk to the large study area between the media library and lab, setting up new furniture and shelves, and selecting and hanging a wide variety of framed posters in the Media area as well as throughout the library.

- Set up several satellite locations around campus for storage of media equipment, including TV/DVD/VCR combo carts and projection screens. This improves ease of delivery of these items.
- Media services provided assistance 4590 times in all media service areas. This included 1699 questions related to finding DVDs, videos, and CDs (37%); 807 questions related to computer and technology issues (18%); 390 questions related to video-audio editing and duplicating; and 497 questions related to lecture rooms and equipment. The total also included the number of equipment delivery requests, laminating requests, posters printed, scans, and satellite tapings.

2005-06 / 2006-07 Comparison Statistics for Media Services

ATTENDANCE:	2005-2006
Gate Count	N/A
Lecture Room	616
# Hours	1112.5

CIRCULATION:	
AV Books	0
Camera	78
Cassette	91
CD	345
CD-Rom	5
DVD	7239
DVD-NC	148
Media-Eq	243
Media-Eq1	0
Video	828
Video-NC	927
Total	9904

SERVICES & ASSISTANCE	
Computer & Tech Assist **	275
Dry Mounts	0
Equipment Delivery Requests	35
Laminating (#ft)	437
Laminating Requests	89
Media Assistance **	584
Plotter/poster (#pgs)	0
Printing (#pages)	1248
Room Assistance **	149
Satellite Taping	185
Scanning **	31
Slide Scanning	0
Supplies & Equip Assist **	455
Transparency Requests	5

ATTENDANCE:	2006-2007
Gate Count ***	726
Lecture Room	810
# Hours	1507

CIRCULATION:	
AV Books	0
Camera	231
Cassette	3
CD	158
CD-Rom	3
DVD	9793
DVD-NC	167
Media-Eq	1042
Media-Eq1	24
Video	365
Video-NC	546
Total	12332

SERVICES & ASSISTANCE	
Computer & Tech Assist	807
Dry Mounts ***	18
Equipment Delivery Requests	97
Laminating (#ft)	951
Laminating Requests	159
Media Assistance	1699
Plotter/poster (#pgs) ***	209
Printing (#pages)	2310
Room Assistance	274
Satellite Taping	376
Scanning	326
Slide Scanning	0
Supplies & Equip Assist	223
Transparency Requests	12

Video Editing	0
Video/Audio Duplication	0
Total Assistance ** (excludes # prints and # ft laminated)	
	1808
<i>Total Assistance 5:00-9:00 **</i>	<i>148</i>
Media Student # of Hours	2621

** Began statistics Feb 2006

Video Editing	148
Video/Audio Duplication	242
Total Assistance (excludes # prints and # ft laminated)	
	4590
Total Assistance 5:00-9:00	441
Media Student # of Hours	2448

*** Began statistics Dec 2006

Senior Student Exit Survey

Each year the Library Director asks department heads to send the names of several students that they think would participate in a survey on library use. The survey is simple and seeks to solicit suggestions from students about changes that we could make in the library that would make it more enjoyable, useable or simply a better library. This year students had few critical comments but managed to make some good suggestions. What follows is a summary of the responses including the questions asked.

Senior Exit Survey given the end of 2007 to 13 seniors

3

History 2 HR 1 Acct 1 Chem 2 Edu 2 PE
1 CJ 1 Art

Checked out books	9
Checked out reserve readings	6
Used Smith as a study area	13
Used computers for research	11
Used the magazines/journal collection	9
Used the Resources in Media	8
Used the Reference book collection	6
Checked out a movie	9
Used online sources from my dorm, home or a lab	12
Other, please list "ILL"	

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?

9.08

For my major the library fulfilled my research and resource needs.
On a scale of 1 to 10

7.92

What kind of changes in "technology" would you like to see at Smith?

More Online resources.

Printer downstairs

Scanners

Free standing computers to do a quick check of email

Timers that bump people off.

Addition of Macs for photo editing.

What kind of changes in "Services" would you like to see at Smith?

Leisure reading. Star war novels. More online journals.

Best services are 24 hour day and free printing and copying.

More private study. Update Education materials.

Organize online access. Too much clutter.
Media Resources open more hours.
Push for a freshman orientation to online sources and use.
Book collection is limited.
MyAccount is hard to access.

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

<i>Limit Socializing.</i>	<i>Website navigation page.</i>	<i>More quiet study</i>
<i>More laptops.</i>	<i>hours - Thursday to Friday.</i>	
<i>Do not lock during the day,</i>	<i>Temperature.</i>	
<i>Update education materials.</i>	<i>Sound proof study rooms.</i>	

I attended a "research instruction" program at Smith Library during my career at High Point University. _____ yes _____ no.

Yes	12
No	1

If yes for question 6 – the session helped with my research.
 On a scale of 1 to 10

8.17

When I come to Smith Library I get the assistance that I need
 On a scale of 1 to 10

9.62

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>Depth of the collection.</i>	<i>Great Place to study and research - too much noise and distractions.</i>
<i>More Images.</i>	<i>Noise is an issue. Lower level. Security system is not secure.</i>
<i>Free lamination and more kids books. More enjoyable books like Oprah book club.</i>	
<i>Vending on each floor.</i>	<i>Books by speakers. PC upstairs.</i>
<i>More printing on each floor.</i>	
<i>Quiet room for study groups.</i>	
<i>Add to the Education area and add leisure books.</i>	
<i>Easier printing. Media Services open more hours. Study areas for students and tutors.</i>	
<i>Mandatory research session for freshmen.</i>	
<i>Add materials for research.</i>	

Student Survey Summary – Library Instruction

The following is a summary of a survey that was administered to a group of classes that participated in a library instruction session. This survey is administered at the same time as the class survey.

Library Instruction Survey Summary- Spring 2007

Given to students in 7 classes at the end of a semester in which they had met for a library instruction session.

Total of 104 students surveyed.

Classes: * indicates Research & Writing course
*BUA 299 REL 109
PSY 499 INT 317
*BIO 299 HRE 499
*ENG 206

On a scale of 1 to 5, with 1 being strongly disagree and 5 strongly agree, respond to the following statements:

1 The research instruction session was informative.

4.106

2 The research session helped with my class assignment.

3.952

3 The research session helped me learn about (English, business, biology...) resources.

(For 499 Senior Seminar courses, "...helped me learn about resources I will use in the future.)

3.923

4 The session will help with other (English, business, religion...) classes.

(Not asked of 499 Senior Seminar courses)

3.938

On what part of the session should we have spent more time?

Look at each person's topic in particular.

Finding information on topics.

How to find full sources.

The ebooks.

Using sources in the library.

How to find it in the library.

Helping with the electronic resources and finding info on my topic.

Finding very specific topics.

How to find books in the library.

If you come across research that is not accessible, how do you obtain other relevant resources?

How to reduce your topic title so you find more info

*Interlibrary loan
APA style
Journal searches
How to find electronic articles.
EBSCO, why does it give me the names of articles that I cannot access?
Finding full text.
Finding journal articles on very specific subjects.
Narrowing down your search.*

Additional Comments:

*Before the research session I wasn't sure how to find books in the library - you helped me a lot!
Now I know where the religion section is!
Too complicated.
It's made everything easier.
I was not familiar with the library so this helped.
It was a good start.
I already knew where to look, except for the books on closed reserve.
Very helpful.
Excellent resources.
Very informative yet sometimes went too fast.
The session was right on target.
I used the interlibrary loan and was pleased with it.
Very helpful and minimized the anxiety associated with a research paper.
I wouldn't have been able to use the electronic resources page as well.
If it was more one on one I would have felt more confident with researching.
Finding info and then going to a different search engine to get a copy of it was confusing because there are so many of them.
I had already known basic information from other classes.
I love the library services!
It was a good general overview and definitely helped with my research projects.
Been done before in other classes, so it was repetitive.
I wouldn't have been able to do the research!
I basically knew what was covered
The presentation was hard to follow, there was too much involved.
Keep doing this, it helps!
This was the third time and I still learned more information
Everything was covered pertaining to my research.
Very informative! Helped me to know where to go in the future.
Maybe more time to ask for help.
I have been impressed with the library services.
My greatest help all during school!*

The Yadkin Room is now a reality. The old library director's office is now the home to rare books and is also a display for items that include paintings, sculpting, art and other items.

The Archive web page at library.highpoint.edu/html/hplib/archive.html receives many inquiries and a link to the page is included on the NCECHO page, a collection of all the archive resources in the state of North Carolina.

For the next year we need to:

- Continue to organize and catalog the large collection of resources that we have in the collection
- Look to binding some of the delicate collections or series and volumes that are housed in Archives
- Digitize the school newspapers and propose the digitization of the year books.



The Yadkin Room is on the main floor and was converted from the library director's office to a rare books and archive display area.

CONCLUSION

The following are the goals that we set for the library in the end of the year report for 05-06. Included in italics are comments on the goals, whether they were achieved and if we will continue working toward this goal in 07-08.

1. **We will propose the addition of new staff members.** (*We added several new half time positions and increased the funding for part-time staff*)
 - A full-time staff person to handle part of the night and weekend hours.
 - *A half-time staff member that will work in tech services.*
 - A half-time secretary

(For next year we should formalize the Evening Reference Librarian position and make it fulltime. This would provide consistency during these evening hours.)

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.
 - *We have added book buying via YBP that allows us to profile and receive books based on a collection profile that will get us the current books in the field quickly.*
 - *We changed allocations to reflect book buying habits.*
 - *We added on demand buying of books requested via ILL.*

(For next year we will continue with this pattern and will be more aggressive with the library liaison program.)

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.
 - *Allocations were changed this year to give more money to areas that needed expanded collections.*
 - *We did an analysis of the circulation of materials to get feedback on what areas of the collection experienced circulations and what areas did not.*

4. **We will develop and expand the library liaison program.**
 - A library liaison will work with faculty members to communicate the mission and goals of the institute.
 - 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.

(*Our library liaison has been more aggressive in visiting departments and helping with collection development.*)

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).

Well, you can't do everything.

(I almost think that we should have a forum of interested members of the campus community and see what the campus would like to have in a library resource in the years to come. For example, a campus InfoCommons with access to technology help, tutoring and library services all in one building would be a possibility. We need to make some long range plans or otherwise those plans are simply being made by the day to day decisions that we make about use and services.)

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.

(We finally made inroads to get this program up and running and should be ready for the late summer.)

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.

- ***(Yes and it looks great and is quite functional.)***

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 area 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.

(This has been started and will be finished by the fall. It includes several parts.

- *One part is the weeding of the paper collection*
- *One part is changes in the paper collection*
- *One part is the addition of new paper and e-journal access.*
- *One part is the addition of new leisure titles.)*

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
 - ***We are half way through with this and it should be finished by the fall.***

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.
 - ***Shift is finished***

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.
 - ***Proposal for this were sent to John Lefler to be included in the donor book.***

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.
 - ***This is done.***

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.
 - ***Finally, this is on track for the late summer.***

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.

- ***We have revamped ordering and the reports that we send to departments will return a listing of materials that have been ordered.***

Goals for the 07-08 year

- Make plans for the Fourth Floor and get that renovation project started. Quiet study space will continue to be a chronic need on this campus and a larger book collection will be a growing need.
- Add to the collection. The following chart is based on the standards set by the ACRL (Association of College and Research Libraries a division of the American Library Association). Their numbers are easy to use because that give actual values for the size of a collection based on the size of the student body and the size of the institution. For example, for each faculty member we should have 100 volumes and for each FTE student we should have 15 volumes and so on. This chart projects an FTE of 3625 (700 freshmen a year and 825 night students plus another 100 or so graduate students) and at this rate we would have a deficit of 20,000 volumes at the end of the next 4 years.

Categories	Vols.	Actual	Totals	Collection	Deficit
Basic Collection			85,000		
Per FTE Faculty	100	150	15,000		
Per FTE Student	15	3625	54,375		
Per Undergraduate Major	350	67	23,450		
Per Masters field	6000	8	48,000		
Totals			225,825	205,474	20,351

- For next year we should formalize the Evening Reference Librarian position and make it fulltime. This would provide consistency during these evening hours. The Evening Reference Librarian plays a very important role in the library and provides services to the Evening and day student population. To make this position consistent we should look for a fulltime staff or Library position.
- Continue with the evaluation of the Periodical Collection to make it more current and more "timely". This will mean we will have a small and

“browseable” paper collection and a broader more academic online collection.

- Continue to define the role of the library on the HPU campus. What do we produce? What services do we generate? Make certain that the campus understands what these services and products are.
- Finish the Friends of the Library and get it started as an institution that provides library support and assistance.

APPENDIX A

2006-2007 Media Services Monthly Statistics

ATTENDANCE:	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
Gate Count							121	86	115	141	242	21	726
Lecture Room	10	18	19	101	92	103	79	52	84	75	156	21	810
# Hours	23.0	39.3	29.3	141.6	101.8	275.5	166.4	107.0	175.0	137.0	244.3	66.5	1506.5

CIRCULATION:

AV Books													0
Camera	5	5	23	33	35	33	17	5	16	24	35		231
Cassette	0	0	1	0	2	0	0	0	0	0	0		3
CD	12	8	1	8	11	13	4	21	48	13	19		158
CD-Rom	0	0	0	0	2	0	0	1	0	0	0		3
DVD	360	480	545	1405	1051	1243	719	806	1010	881	1293		9793
DVD-NC	4	2	18	21	18	17	10	22	18	23	14		167
Media-Eq	27	21	36	99	108	133	94	120	122	107	175		1042
Media-Eq1	0	0	0	3	7	2	1	2	1	0	8		24
Video	28	18	20	55	41	69	31	25	28	22	28		365
Video-NC	42	50	21	67	49	61	28	54	71	60	43		546
Total	478	584	665	1691	1324	1571	904	1056	1314	1130	1615	0	12332

SERVICES:

Computer & Tech Assist	22	23	50	68	57	73	51	117	71	94	181	31	807
Dry Mounts									3	10	1	4	18
Equipment Delivery Requests	5	5	12	18	11	12	7	11	2	10	4		97
Film Rental	0	0	0	0	0	0	0	0	0	0	0	0	0
Laminating (#ft)	63	3	193	74	186	86	23	74	50	55	137	9	951
Laminating Requests	14	1	24	8	24	18	5	15	18	15	16	1	159
Media Assistance	10	16	102	204	185	175	94	49	272	227	325	40	1699
Plotter/poster (#pgs)								10	14	18	113	54	209
Printing (#pages)	6	83	58	184	416	313	198	85	224	416	311	16	2310
Room Assistance	10	3	13	22	16	40	16	22	20	44	59	9	274
Satellite Taping	30	24	35	31	31	30	33	33	31	37	30	31	376
Scanning	3	4	28	43	18	28	17	28	57	51	40	9	326
Slide Scanning	0	0	0	0	0	0	0	0	0	0	0	0	0
Supplies & Equip Assist	15	13	8	22	27	23	9	25	20	33	25	3	223
Transparency Requests	0	0	3	2	0	0	0	0	0	0	7	0	12
Video Editing	2	3	2	11	25	25	26	0	21	3	26	4	148
Video/Audio		5	20	11	2	26	18	6	20	58	40	36	242

Duplication														
Assistance from 5:00-9:00	0	4	3		51	26	18	17	101	77	132	12	441	
Media Services Web # of Hits													0	
Media Student # of Hours	99	131	151	316	296	279	142	197	252	254	239	87	2448	