

Annual Report Alumnae Library FY 18-19

Initiatives

In FY 18-19, Alumnae Library took the lead in getting college administration behind funding a partial third floor renovation by getting estimates for furniture replacement and meeting with Director of Campus Operations and Planning Ron Rickey on infrastructure renovations (broken doors, lack of electrical outlets). New databases were added to our collection, and unused ones were jettisoned, through a review process that involves statistical analysis and “ear-to-the-ground” openness with faculty needs. Working via the OER Ad Hoc Committee, the library also began investigating database and hosting packages that would make Open Educational Resources (OER) practical and palatable for a faculty that had little to no experience with OER.

In keeping our consortia agreements (which allow us to work with other libraries for purchasing and planning benefits), the library continued to work with the Eastern Academic Scholars Trust (EAST), which allows it to responsibly delete print materials from its shelves, as EAST coordinates retention agreements of materials for its member libraries; each member library agrees to keep and steward certain titles, so that other EAST members can know print materials will always be available. In essence, EAST gives our library guaranteed access to nine million print books regionally and guarantees the preservation of the scholarly record through retention commitments. EAST members were also all introduced to new technology which allows libraries to purchase intelligently, avoiding purchasing the same print items as other libraries in the region (to create a better overall shared holding).

Daily Responsibilities

As for day-to-day responsibilities, library staff efficiently managed both the Circulation and Learning Commons Service Desks by hiring, training, and scheduling both part-time paraprofessional night staff and student worker staff. Library staff, especially those associated with purchasing, learned the new Budget and Purchasing system that is part of Elms Connect. Cataloging staff began taking lessons on original cataloging, so that our rare materials could finally be placed into the library’s online catalog system, and it began both digitizing (using a volunteer worker) and cataloging the college’s older Masters Theses and Doctoral Dissertations.

Our Technical Services Department added various print and digital materials that enhanced the library's collection. Library staff also maintained the Alumnae website and its Worldshare Management Services Knowledge Base (which allows students to search our entire collection, books, multi-media materials, and articles, through one interface). Library staff also migrated our LibCal software (which allows us to build course guides), from Platform v.1 to Platform v.2.

Staff working with serials coordinated the last stage of the library's inventory project. Staff working with purchasing worked with working with faculty to acquire physical items (books, DVDs). All library staff participated in gathering information for the library's annual IPEDS report. Staff also offered virtual reference via text messaging, e-mail, and a website-based interface, and monitored all virtual requests from 8:00 am until midnight. The library continued to be responsive to student needs, managing extended hours during finals and, using its Student Activities Fund Line and items grabbed off of Free Listservs, continued to offer Stress Buster Activities, coffee, tea, pastries, and pizza during finals. Archives library staff continue to inventory and digitize the college archives, with the goal being to eventually know where every item in Archives is located exactly and to have the entire contents of Archives available online. This is a long-term project that is likely to take anywhere from 8 to 10 years.

Currency (Training and Professional Development)

Staff kept up to date by participating in Worldshare Management System web-based workshops, which allow staff to stay current with the software that runs our catalog and most of our databases. Cataloging staff began taking lessons on original cataloging, so that our rare materials could finally be placed into the library's online catalog system. Library staff also attended and presented at The Eastern Academic Scholars Trust (EAST) Conference, held annually to keep all participants updated on the cutting edge theories and practices behind shared print repositories—a necessity given the need to repurpose library space to support modern student learning needs. Subjects touched on included digitization.

Collegiality and Service to the College

Some members of library staff continued to work with teaching faculty across campus through committee memberships and liaison positions. Library staff served as members of the Academic Success Team, the Advising Committee, the Institutional Review Board, the Technology Committee, the Courses and Curricula Committee, the Assessment Committee, and the Faculty Governance Committee, as well as Faculty Recorder and the official editor of *The Faculty Handbook*. In addition, a librarian has served as one of two faculty representatives for the Ellucian

Colleague training (The Registration, Advising, Student Planning, and Degree Audit group).

The library also maintained the Assessment Committee's Information Literacy Core Competency Assessment by creating, administering, and scoring its test. Library staff also served as Chairs, as on, for example, the Tenure and Promotion Committee and the OER Ad Hoc Committee. Two librarians served on Tenure and Promotion and took active leadership roles in organizing an overhaul of the college's Tenure and Promotion sections of the *Faculty Handbook*.

Aside from guest lecturing in various courses, some library staff taught for-credit courses in Information Literacy (for the Graduate Studies program), Interdisciplinary Studies (Rock Music and Literature), and the First Year Experience.

Service to the Profession

Library staff also served as regional and national committees, such as the Cooperative Libraries of Greater Springfield (CLGS) and the Eastern Academic Scholars Trust (EAST), serving on the latter's Executive Board (and becoming the Chair), as well as on its national working groups for Outreach/Marketing and Sustainability, co-authoring a Wikipedia article which the groups hope to publish.

Library staff was also active in publishing, completing (as co-editor and 25% author) a two-volume encyclopedia of global music (rap and hip hop) and finishing the manuscript (as sole author) on a book about American rap music which is half encyclopedia, half listening guide, including discographical information (the recording industry version of bibliographical information) and close textual readings (lyrical concerns such as themes and imagery), as well as production and post-production techniques, instrumentation, and rapping styles. Both books contextualize rap music sociologically, politically, and commercially.

Goals for the Coming Year, FY 19-20

Initiatives

Library staff will continue to contribute directly to the teaching mission of the college by establishing IDS 118 (a for-credit Information Literacy course) as an official course through the Curriculum Committee, by creating new IDS 216 courses that unite music and English (meeting both the arts requirement or the English requirement as well as at least three core outcomes), by creating/proposing Humanities courses in issues in photography (as both a hybrid and online course), and by continuing to contribute to EDU 327 for the Education Division.

In the library proper, staff will finalize the weeding/deaccession and shifting of the serials collection, followed by a shifting of the monographs collection, so that we may continue to purchase print books that are current and relevant. We will formalize a preservation program for our rare books, update our current research guides (including one on OER), add new research guides as needed, and explore software or consortial hosting sites that will store and make help make publicly available the digital file of the college's dissertations and theses (after obtaining permission from authors or their families). Within this final goal, we will work with faculty, departments, divisions, and schools to set up a process of acquiring copies of born-digital student theses and dissertations/capstones.

Library staff will also continue in the digitization and cataloging of its historical collections, especially of its textual and audio files (various lecture series), a process which we have already begun after identifying the necessary technology (NOTE: the College Archives visual [photos] files are 75 percent digitized). We will also continue working with the VPAA's Office on investigating the possibility of an Institutional Repository (IR) and/or a formalized OER program. Additionally, we will continue to address and correct the library's previous issues with accurate statistics, reporting, and formal planning.

Daily Responsibilities

To better our ability to meet our daily responsibilities, library staff will continue to present a rationale for the approval for a full-time Night Circulation Manager and Preservation Coordinator. Staff will continue to proactively meet faculty and student needs, addressing all their concerns as they are brought to our attention. When necessary, we will seek help from Administration, the CSS, and other entities to find ways to accommodate those student needs (e.g., our request for new chairs (Administration) and power outlets (Facilities Services) on the third floor, and mice to attach to laptops for easy use (IT)). We will continue to reschedule our student workers and library staff for extra hours of operation as they arise.

Staff will also continue to learn the new features of the Ellucian-Elms Connect budget/purchasing system, continue with the next steps in learning original cataloging, continue supporting all departments and schools through a robust liaison program, and continue with cataloging rare books. Staff will also work closely with the DNP program on integrating a formal resource check (with a librarian) process into its capstone process. Staff will also work towards re-integrating Circulation and the Learning Commons Service Desk into one single entity. Finally, reference staff will continue to engage students both on a practical (trade skills) and theoretical (the ethics, philosophy, and psychology, and such of their disciplines) level in one-on-one sessions.

Currency (Training and Professional Development)

Both faculty and staff status librarians plan to get as much workshop training as possible. Our sense of collegiality allows for this, as staff members are always willing to cover their colleagues' when these colleagues need to be in training or at conferences or in workshops. Staff will continue to identify free and low cost professional development opportunities, since we no longer have ready funds for such. They will attend workshops that help to insure their proficiency with our current OCLC Worldshare Management System software (our Integrated Library System, or ILS). They will also attend OCLC Online User Conferences, as well as the consortia's relevant webinars and scheduled phone calls (its "Office Hours"). Faculty status librarians will continue to grow professionally and work towards creating scholarly communications by publishing and/or grant writing, and they will explore the possibility of serving on more Massachusetts Library System (MLS) committees, since the MLS Purchasing Cooperative (on which we served) has been disbanded.

Collegiality and Service to the College

In FY 19-20, library staff are poised to serve as Faculty Recorder, as well as members of the following committees: Assessment, Curriculum, Faculty and Academic Standards, Academic Advising, and Technology. Two members of the library staff will serve on the Tenure and Promotion Committee.

We will also continue to make the library more responsive and helpful to faculty and students by growing the Liaison programs for specific disciplines and entities, both on campus and with associated entities (e.g., The SSJ, The Irish Cultural Center, The Polish Cultural Center). College-wide, library staff are poised to work with the Division of the Humanities and the School of Nursing's DNP program to ensure that Information Literacy is consistently embedded into courses.

Service to the Profession

Library staff will continue to increase the library's profile statewide by maintaining memberships with The Digital Commonwealth, Boston Public Library, The Cooperative Libraries of Greater Springfield (CLGS), EAST (as an Executive Board member and Chair), and The Massachusetts Library System (MLS) Bylaws Committee. The desired outcome is to increase the library's grant worthiness for NEH, NEA, LSTA, and IMLS preservation grants by the end of 2019. While we are behind in this plan due to past unforeseen new priorities (migration to a new system; staffing a Learning Commons, preparing the second floor—including the Rare Books Room—for a Student Success Center, re-evaluating the collection so it can be shifted upwards), and the loss of a full-time position, if we are faced with no new unpredicted priorities, we can spend time on grant identification.

Library staff will also continue with professional development, in the way of publications (books and peer-reviewed articles), photography shows, and presentations/attendance at conferences (as the library's finances permit) and workshops/webinars. Library staff have book contracts for publications in Fall 2019, as well as Spring or Summer 2021. Staff will continue to take on leadership initiatives with CLGS, with the intent of strengthening its power regionally and with the Massachusetts Higher Education Commission (MHEC) and any potential CLGS Purchasing Cooperative.