

Annual Report

Alumnae Library

FY 21-22

Initiatives

In FY 21-22, Alumnae Library took the lead in making itself into an environment that could offer safe spaces to learn and study both during a pandemic and once the CDC established less strict guidelines for masking and social distancing. Library staff found diverse ways to engage students from various backgrounds and possessing the full spectrum of interest levels. Staff engaged rigorously in teaching students and faculty) how to access resources for themselves, while working both in person and remotely. Staff took seriously its overall goal to help remote students become not point-and-click robots, but evaluators of information, to become engaged enough in their research to become independent in their learning.

As in previous years, library staff worked with faculty to test new databases to find those that serve our mission, programs, and our new centers. No new databases were added to our collection, but unused ones were jettisoned through a review process that involves statistical analysis and “ear-to-the-ground” openness with faculty needs.

One member of staff continued to maintain a repository for digital files of the library’s print collection of Masters’ Theses and Doctoral Dissertations, as that digitization process continued. This repository is available at <http://researchguides.elms.edu/> .

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). This allowed 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 over ten million print books at more than 80 libraries along the East Coast and guarantees the preservation of the scholarly record through retention commitments. EAST members were also introduced to new technology, which allows libraries to purchase intelligently (Gold Rush), 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 the newly combined Circulation and Learning Commons Service Desks by hiring, training, and scheduling both part-time paraprofessional night staff and student worker staff. This was done efficiently despite having two new hires running the Circulation Department. Staff worked remotely 1 day per week and onsite 4 days per week. Cataloging staff continued to both digitize (using a volunteer worker) and catalog 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, multimedia materials, and articles, through one interface).

Library staff managed an approximately \$350K materials budget. They made necessary changes this past fiscal year, working with the Business Office to change the way the library purchased books so that it could more efficiently spend its budget. Library staff worked with faculty for purchases of physical items (books, DVDs). All library staff participated in gathering information for the library's annual IPEDS report. Despite the Covid-19 Pandemic and its aftermath, library staff continued to be engaged in Research Assistance via interactions with students virtually (Zoom, email, question forms on our web page, text messaging, and phone calls). Reference assistance was offered both during regular library hours and after hours (remotely), weekends included. The College Archives continued to make its materials accessible by appointment. Staff monitored all virtual requests from 8:00 am until 10:00 pm.

The library continued to be responsive to student needs, managing extended hours during finals and, using its Student Activities Fund Line, continued to offer Stress Buster Activities, coffee, tea, pastries, and pizza during finals. Library staff in Archives continued to both inventory and digitize auditory materials, creating a repository on the Internet Archive. Digitizing Archives is a long-term project that is likely to take anywhere from 8 to 10 years.

Library staff continued to serve as liaisons to all divisions and schools, as well as to associated groups such as The Irish Cultural Center, The Polish Cultural Center, The Sisters of St. Joseph, Student Services, and the SGA.

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. Library staff also attended 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 and the creation of the Partnership for Shared Book Collections, a nationwide collaborative of shared print collections.

One library staff member presented at the Massachusetts Colleges Online (MCO) conference during FY 21-22 on the creation and co-teaching of a music production class at Elms. He also continued to publish, with *Listen to Hip Hop: Exploring a Musical Genre* (2021). He used what he learned from publishing three books about music to help create and teach the aforementioned music production class.

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 on the following college committees: Technology Committee, Online Support Team, Faculty and Academic Standards Committee, Courses and Curricula Committee, Assessment Committee, and the Tenure and Promotion Committee (one serving as Chair). 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 Institutional Diversity Committee, as well as Faculty Recorder and the official editor of The Faculty Handbook. As such this means that a librarian is the official editor of The Faculty Handbook, responsible for keeping all versions of the handbook in archival form, as well as maintaining the current handbook at all times. 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, library staff taught for-credit courses in Information Literacy and Music Production.

Currency and Service to the Profession

Library staff kept current with trends in academic librarianship and education, something that is absolutely necessary for any academic librarian. Part of being an effective and efficient academic library is having staff who know when procedures and policies are outdated or simply no longer feasible. This is difficult at best if one does not network with colleagues at other institutions to find out how issues and procedures are currently handled (learning from others makes a lot more sense than trial and error). During FY 2021-22, library staff attended many virtual conferences and webinars, on subjects both in the field and on broader subjects. Staff attended webinars and virtual conferences on Best Practices for Hiring, Title IX Training, Early Career Faculty Success, Project REALM (Libraries and Covid), Analyzing Collections using the Gold Rush Tool, (a software that analyzes and compares library collections), Next Steps in Shared Collection Management, the Print Archive Network, Teaching and Inspiration, Controlled Digital Lending (Legal Issues), Copyright Office Modernization, Resource Sharing at the Internet Archive and E-book Lending/Borrowing, and the CORAL Open Source Electronic Management System.

Library staff continue to serve as members of the Colleges and Universities of Greater Springfield (CUGS) Library Work Group, The Eastern Academic Scholars Trust (EAST) Executive Committee (as Chair), The Partnership for Shared Book Collections Best Practices Working Group (as co-chair for the latter), and staff hold memberships in the Massachusetts Library Association (MLA).

Goals for the Coming Year, FY 22-23

Initiatives

Library staff will continue to contribute directly to the teaching mission of the college by maintaining a for-credit presence in IDS 1108 (Information Literacy) and will continue to propose new IDS courses that unite music and English (meeting both the arts requirement or the English requirement as well as at least three core outcomes). Library staff will again propose the creation and implementation of a 3-credit online course on Photography, which will be part of the new GCC online degree program for the Division of Humanities.

In the library proper, Circulation staff are engaged in or are planning a Shelf Sweep, which will include triage on damaged books and books that are not in the system, Relocating Oversized Books and Oversized Juvenile Books, Updating Displays and Art Exhibits, and dealing with Damaged Books with

CDs. Other staff will be Connecting ILL with Circulation, Clearing non-College history items out of Archives, Cataloging Digital Theses and Dissertations, and Cataloging Rare Books. In addition, staff will formalize a preservation program for our rare books, update our current research guides, add new research guides as needed, continue the digitization project of the Masters' Theses and Doctoral Dissertations, which will include digitizing approximately 5,000-10,000 pages, cataloging the digitized files, making the new digital files available to the campus community, and working with the faculty/departments/divisions to set up a process of acquiring copies of new student work (This past year, staff digitized 14,489 pages of the library's collection of Masters' Theses and Doctoral Dissertations). We are halfway done with the Memorial Project, and we are working on Book Preservation/Repair.

Staff will work with faculty, departments, divisions, and schools to create a process of acquiring born-digital Elms theses and dissertations/capstones to place in the library's collection. 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.

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 Center for Student Success (CSS), and other entities to find ways to accommodate those student needs. 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. 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.

Library staff will also continue to work with the DNP (Doctor of Nursing Practitioner) program on integrating a resource check within its capstone process. Staff will continue to integrate our old Learning Commons duties into

Circulation and will work with Humanities on ensuring that Information Literacy is embedded into ENG-1001 courses consistently.

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 statewide, regional, and national committees.

Collegiality and Service to the College

In FY 22-23, library staff are poised to continue to serve as Faculty Recorder, as well as members of the following committees: Assessment, Curriculum, Faculty and Academic Standards, Academic Advising, Institutional Diversity, 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. 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 Partnership for Shared Book Collections (national-level). 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.