

**Hiram College Library Annual Report,  
2006-2007**

**Submitted by:**

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## 1. Overview

Despite a flat budget, the library was able to take a number of positive steps during the year, largely thank to the gifts from the estate of John McDowell and a gift from his wife, Mitzi. The gifts allowed the library to expand its collections (books, CDs, videos, and a new collection within JSTOR) and to undertake a number of projects designed to improve the library's "infrastructure." Those projects are detailed in **Year in Review**, below.

Demand on the library continued to grow, partly due to an increase in the number of students enrolled. Most statistics related to use of library resources grew, including the number of items checked out (both Hiram owned and OhioLINK materials) and the number of laptop uses. In addition, the number of library instruction sessions also increased slightly. This last number truly reflects the increase in the number of first-year students since most of the library's instruction is done through the First Year Program.

At the same time, the use of most services declined. The number of reference questions continued to decline, reflecting a national trend. The number of reserve items checked out also declined, perhaps suggesting a move from physical reserve to either course packs or online access through Sakai.

The most troubling numbers are the declines in online searches and in the number of downloads. The decline in online services may simply reflect the use of other sources such as Google or Google Scholar. It may also reflect that students are searching where they know there is full-text. The library does not usually track searches in JSTOR or the Electronic Journal Center (EJC), seeing them as repositories of online journal articles, not a database for searching. While it is difficult to track the EJC, searches in JSTOR increased by 93.3%. This may reflect the need to simply find a couple of articles (for which these are excellent resources) or it may be a (somewhat false) sense that these two resources provide everything needed for in-depth research. The good news in downloading statistics is that students are finding the scholarly journal articles. While the number of downloads overall declined, downloads in JSTOR and the EJC increased, by 68.4% and 5.9% respectively.

## 2. Highlights

Personnel changes provided bookends to the year. Jennifer Morrow began as College Archivist in the end of July. At the end of the year, Becky Antel retired as Acquisitions Officer, after more than 20 years of service to the library.

In between, the library had a number of highlights. The library began the year by identifying special projects to fund with the McDowell gift and quickly identified six that the McDowell gift could fund. These are noted below in the **Year in Review** section.

The library made a concentrated effort to increase its media collections. The Friends of the Library agreed to help with both the video and CD collections. The video collection nearly

doubled in size with the Friends money, money left over from the Sexton bequest and money from the McDowell gift. The Friends also agreed to fund starting efforts to collect CDs reflecting the wealth and variety of northeast Ohio music, a project we dubbed the Northeast Ohio Music Initiative. Jeff Wanser came up with the idea of swapping a Hiram College tee shirt to bands and artists in exchange for their CDs to further grow the collection. As a result, we have given away about two dozen tee shirts and have added 190 CDs of local music to our collection (you can see the titles by going to the library's catalog and doing a keyword search on Northeast Ohio Music Initiative).

The library also worked to squeeze its budget to support new programs. The library began a subscription to the online version of the *Chicago Manual of Style* to support new writing courses being offered through the Lindsay-Crane Center for Writing and Literature. The library also bought its first nursing books to support the first nursing course, which will be offered in the 2007-2008 academic year, as well as adding a number of electronic journals in nursing through the *ProQuest Nursing and Allied Health Source* database. Existing programs were not ignored, as the library added *SciFinder Scholar*, the online version of *Chemical Abstracts*. All disciplines on campus now have online access to the major indexing tool in that discipline.

Improving communications to market the library's growing resources was another area of focused efforts. The library continued to offer workshops and its Lunch and Learn @ the Library programs, but low attendance means the former will not be offered during the coming year and the latter will be put on hiatus for a year while the library decides whether these programs are worth the effort and the cost. The library also launched two new newsletters. In Pictures is an online newsletter highlight the new videos and is modeled after the highly successful Fistful of Music and Book 'em. The library also began a printed monthly newsletter that is sent to all faculty and staff.

In early fall, the library launched its Research Wizard, based on the Assignment Calculator from the University of Minnesota. Linked from the library's home page, the Wizard is designed to guide students through the entire research process.

To help in the research process, the library launched a re-designed web page and added online Interlibrary Loan forms, much to the delight of a number of faculty. Researchers can now submit requests from anywhere they have internet access and use of the paper forms has almost entirely disappeared.

Perhaps the most important event, however, happened with no fanfare near the end of the year when the backlog of purchased books awaiting cataloging and processing was, for practical purposes, eliminated. This represents five years of Herculean effort on the part of the library staff as this milestone was achieved with no additional support or resources from the College.

### 3. Year in Review

- Hire a new College Archivist to replace Lisa Johnson. RESULT: Accomplished. Jennifer Morrow was hired after a national search. She has been an excellent addition to the staff. She has fit in well with the Archives' traditional users and helped secure the loan of Hart Crane items from Kent State for a display in conjunction with the Bissell Symposium on Crane.
- Implement the Library Instruction Pilot Project. RESULT: Partially Accomplished. The most significant accomplishment was the creation of the Research Wizard designed to guide students through the research process from start to finish. This was shown to a group of First Year instructors and several have begun using it in their classes. Other aspects of the Project were not completed, most notably an online tutorial to cover basic library research. It is increasingly clear that the Project leaves the library in a Catch-22: the Project should lead to a grant proposal to hire an Instructional Librarian, but that without that position in place it is unlikely the library will be able to implement fully the Project.
- Spend the McDowell gift in ways that significantly improve the library. RESULT: Accomplished. The library spent the gift on a number of projects, many of which would be considered "infrastructure" and would not be, in many cases, noticeable to library users. The projects included:
  1. Upgrading the Library Instruction Room – The new McDowell instruction room was upgraded with dimmable, zoned lighting, all new equipment (including new computer, new projector, wireless mouse and keyboard, a new Elmo, and a Symposium monitor that gives the instructor many of the functions of a Whiteboard without the limitations of screen size), a new instructor's station, all new seating, and wiring to allow projection of the College's cable TV network in the room.
  2. New oversize shelving on the second floor to house all of the library's Quarto books. For the first time, the library has shelving appropriate for these oversized books. Moving them to one location was the first move in a series of moves of library collections designed to open space on the main floor.
  3. Multimedia Collections – The library was able to bring its major non-print collections (CDs and videos) together on the main floor in a highly visible area. New display bins for the CDs were purchased, as was additional shelving for the video collection. At the same time, the library purchased a number of CDs and videos, particularly the latter in an effort to grow quickly this long-neglected collection. About half of the older videos, which had been cataloged with only a title entry, were shipped out for full cataloging to improve access through the

library's online catalog. The result was a 6.6% increase in the circulation of CDs and a 39.2% increase in the circulation of videos (both DVD and VHS).

4. New Listening Room on the Lower Level – A new listening room, an extension of the Center for Educational Technology along the building's west side, was created to house listening stations for LPs and to house the library's LP collection. This collection is more than doubling in size thanks to a substantial gift from Carl Bauman of his extensive personal collection.
  5. Upgrade of microform reading and printing capabilities. The library replaced its three old microform readers (all were at least 15 years old) with two new digital microform scanners that allow not just reading and printing, but also the creation of digital images from the microform. A third machine, capable of scanning the library's opaque microcard collection, was also acquired, giving the library, for the first time, the ability to make paper prints from this research collection.
  6. The expansion of other library collections ranging from books to the initial payments for a new JSTOR collection.
- Continue to develop the new Library home page and update pages that require it. RESULT: Partially Accomplished. Library staff continues to work on pages as the need arises and time allows.
  - Re-design the library's catalog page. RESULT: Not Accomplished. This remains a priority for the library in the coming year.
  - Implement a new online Interlibrary Loan request page linked from the Library's Home Page. RESULT: Accomplished. The library launched online Interlibrary Loan forms during the fall semester. The result met with a number of compliments, particularly from faculty. The submission of paper requests has fallen to almost zero.
  - Work to get an increase in the budget, while at the same time working with development to identify possible grants and improving fundraising, particularly through the Friends. On the flip side, the library must continue to identify ways to save money that will not impact negatively on collections and services. RESULT: Not Accomplished. The library's budget remained flat for the third year in a row and a fourth year is likely. The library was able to obtain only one grant, a small Hiram Community Trust grant to strengthen its book holdings related to gardens and gardening. While Friends had a very successful year (raising \$28,215.66), it was not a record-setting year. The library will continue to work on these issues. Fortunately, the McDowell gift masked the financial shortcomings for this year.
  - Complete the new planning document, including re-writing the library's mission statement and writing a vision statement. RESULT: Partially Accomplished. The

library wrote, and the staff approved, a new mission statement. Work on the vision statement and planning document continues and is another priority for the coming year.

#### **4. Challenges**

The Library faces a number of challenges, but they can be categorized in two ways. One is money. As noted above, the library is in its third year of a flat budget with a fourth year likely. At the same time, the cost of library materials continues to rise at rates greater than inflation, making it extremely difficult for the library to meet demand as the student body increases in size and new programs (Nursing, centers, new minors, etc.) are added. The library has also not maintained pace with implementing new technology. There are a number of software programs and services that would increase the library's usability. Indeed, just keeping up with the need to replace the library's catalog server on a regular cycle is currently beyond our budget.

The second category is the need to increase the library's role in the area of information literacy. Students come to college, and not just Hiram, with less knowledge of library and research methods. This is not simply the library's responsibility, but what is missing is any sense within the campus community of the library's role in information literacy or even that the library might have something to contribute. At the very least, the library must continue to work to make sure that each faculty members knows the library resources available in his or her discipline.

#### **5. Goals for 2007-2008**

- Hire a new Acquisitions Officer
- Begin building a Nursing collection. While the library actually began this process in 2006-2007, this is the year that requires us to make rapid strides given that additional faculty will be hired during the year and that the first advanced courses will be offered in 2008-2009.
- Finish vision statement and planning document
- Prepare for and conduct an outside evaluation per the Assessment Schedule.
- Re-design the library's online catalog pages and add functionality.

## Selected Statistics

### 1. Use of Hiram Library Collection by the Hiram Community

	2006-07	% change from prev. year	2005-06	2004-05	2003-04
Book Circulations	22,255	13.3%	19,643	17,971	17,327
Reserve Circulations	1,392	-30.5%	2,003	1,970	1,251
Laptop Circulations	1,809	3.0%	1,756	1,118	N/A

### 2. Interlibrary Use

	2006-07	% change from prev. year	2005-06	2004-05	2003-04
OhioLINK Borrowed by Hiram	8,377	29.3%	6,478	6,250	6,214
OhioLINK Loaned by Hiram	8,019	20.5%	6,657	6,404	6,569
Interlibrary Loan items borrowed	293	27.4%	230	391	361
Interlibrary Loan items loaned	524	18.6%	442	492	530

### 3. Services Used

	2006-07	% change from prev. year	2005-06	2004-05	2003-04
Reference Queries	623	-6.0%	663	808	1,018
Instruction Presentations	44	10.0%	40	48	42
Students in Instruction Presentations	572	19.2%	480	587	566
Archives Research Questions	236	-2.1%	241	240	280

#### 4. Collection Growth

	2006-07	% change from prev. year	2005-06	2004-05	2003-04
<b>BOOKS</b>					
Cataloged into Collection	4,050	6.8%	3,789	5,280	4,347
Purchased and Received	2,331	11.3%	2,095	1,958	2,060
Paid Periodical Subscriptions	510	0.4%	508	535	564
Paid Online Periodical Subscriptions	7,997	4.4%	7,661	6,855	6,021

#### 5. Government Documents Collection

	2006-07	% change from prev. year	2005-06	2004-05	2003-04
Paper Documents Added	994	8.9%	913	1,285	2,181
Microfiche Documents Added	1,297	-33.0%	1,936	2,372	3,978
CD-ROM Documents Added	51	-3.8%	53	85	156
Total Documents Deselected	734	1,234.5%	55	1,051	819
<b>TOTAL COLLECTION SIZE</b>	<b>285,867</b>	<b>0.6%</b>	<b>284,259</b>	<b>281,412</b>	<b>278,721</b>

#### 6. Database Use

	2006-07	% change from prev year	2005-06	2004-05	2003-04
Dataware (OhioLINK) Searches	10,424	-36.6%	16,429	20,497	20,487
EBSCO Database Searches	38,201	4.2%	36,649	31,195	18,667
FirstSearch Database Searches	1,816	19.5%	1,520	7,815	5,539
Lexis-Nexis Academic Searches	2,465	-0.4%	2,474	3,188	2,213
Oxford Database Searches	4,715	140.2%	1,963	1,615	N/A
ISI Web of Science	698	-14.5%	816	541	N/A
<b>TOTAL Searches</b>	<b>58,319</b>	<b>-2.6%</b>	<b>59,851</b>	<b>64,815</b>	<b>47,906</b>

## 7. Text/Images Downloaded

	2006-07	% change from prev. year	2005-06	2004-05	2003-04
Electronic Journal Center	12,320	5.9%	11,668	11,737	10,821
EBSCO Full-Text	17,000	-16.5%	20,369	12,887	18,984
Digital Media Center	725	159.9%	279	368	N/A
JSTOR	4,767	68.4%	2,830	286	N/A
<b>TOTAL DOWNLOADS</b>	<b>34,812</b>	<b>-1.0%</b>	<b>35,146</b>	<b>25,278</b>	<b>29,805</b>

## 8. Ten Most Searched Databases

	Searches 2006-07
1. Academic Search Premier	15,453
2. PsycINFO	5,747
3. Business Source Complete	5,267
4. Communication & Mass Media	3,116
5. Lexis-Nexis Academic Universe	2,320
6. Biological Abstracts	1,782
7. MLA Bibliography	1,704
8. Psychological & Behavioral Sciences Collection	1,336
9. Historical New York Times	1,150
10. Medline	924

## 9. Ten Most Downloaded Journals (OhioLINK Electronic Journals Center Only)

	Downloads 2006-07
1. Journal of Personality and Social Psychology	119
2. Journal of Applied Psychology	114
3. Animal Behaviour	100
4. Neuropsychologia	71
5. Handbook of Business Strategy	66
6. Journal of Human Evolution	55
7. Personality and Individual Differences	54
8. Psychopharmacology	47
9. American Psychologist	46
10. Consciousness and Cognition	44

## 10. Ten Most Downloaded Periodicals (all sources)

Downloads 2006-07

1. Library Journal	360
2. USA Today	229
3. Advertising Age	228
4. Economist	184
5. Newsweek	176
6. School Library Journal	160
7. Sports Illustrated	139
8. Explicator	136
9. Time	134
10. History Today	127