1. Overview

The Hiram College Library celebrated a number of small successes during the 2013-2014 academic year. With the opening of the fall semester, the library opened the Friends of the Library Collaboration Station, a work area for students with a large whiteboard and a large screen for projecting a laptop monitor. Library staff implemented a new search feature, OneSource, which allows users to search the library’s catalog and multiple databases at the same time. Staff also implemented a new proxy service to allow off-campus students, including those at partner sites and online, easier access to the library’s growing online resources.

The number of online resources grew steadily, partly as a result of the move from print journals to online journals. Most notable in this scenario was the addition of *Nature* as an online resource in January 2014. At the end of academic year the library was able to add *Artstor*, a database of nearly 2 million digital images. The Archives, with funding from the Delmas Foundation, began a project to digitize the Garfield Collection and more than 100 images are now available on the Cleveland Memory project site (http://www.clevelandmemory.org/garfield).

Print collections also continue to grow. While the library continues to purchase print books (nearly 1,500 this year), the major growth came through four gift collections – Bauman (mostly CDs, along with some vinyl LPs and DVDs), Lucas (books and music scores, along with memorabilia from his career), McGarry (books related to biomedical humanities), and Crume (books related to philosophy and religion). In addition, Archives added 8 linear feet of printed materials.

During this year the library faced two major challenges. First, was a flat budget for the 9th time in ten years (and the tenth year was a 2.5% budget reduction), even though the cost of library resources, especially journals, continues to rise. Second, the building faces serious issues related to the roof, the wood siding deteriorating, and the HVAC system. As a result, the library has closed one group study room for the second year and the high humidity in the building causes additional problems for the collections housed here. These issues will continue for at least the near future.

2. Meeting Our Goals

Goal 1 – Continue to work with Professional and Graduate Studies (PGS) to evolve services and add resources to support their students, particularly online only students.

PARTLY ACCOMPLISHED – The library staff continues to work with PGS to support their programs and students. Changes in their priorities, however, have moved them away from an increasing online presence and, thus, made this less of a priority for the library.
Goal 2 – Successfully implement OneSource, the library’s discovery layer.  
**ACCOMPLISHED** – OneSource was launched in time for the start of the Fall semester.

Goal 3 – Successfully implement a proxy server that relies on Active Directory, not a library barcode, to provide off-campus access to the library’s online resources.

**ACCOMPLISHED** – The new server was installed and EzProxy software tested during the summer of 2013 and launched in time for the start of the Fall semester.

Goal 4 – Successfully switch link resolvers from OhioLINK’s FindIt to Ebsco’s Link Source.

**ACCOMPLISHED** – The switch was made in time for the start of the Fall-12 semester.

Goal 5 – Start the Garfield Digitization Project with the initial goal of having some documents available on the Cleveland Memory Project Web site by the end of October.

**ACCOMPLISHED** – A small number of images were available by the October report to the Delmas Foundation. There are currently 114 images on the project website, which is part of the Cleveland Memory Project.

Goal 6 – Begin the process to hire a new Information Literacy/Instruction Librarian.

**NOT ACCOMPLISHED** – The search for a new Information Literacy/Instruction Librarian was not approved.

Goal 7 - Acquire at least one online resource of primary source material, with the focus on ArtSTOR, Nature, or Science.

**ACCOMPLISHED** – Nature was made available online to the Hiram College community in January, while ArtSTOR came online in June.

### 3. Year in Review

Accomplishments for the year are grouped in the six areas of the library’s vision statement that show how the library meets its mission to create an environment that fosters intellectual excellence and encourages lifelong learning.

#### A. Collections

The library continues to grow its collections, most notably books, DVDs, and CDs, albeit more slowly than what would be ideal given budgetary restraints. Journals continue to move toward an all online collection, with most of the remaining print periodicals being popular magazines, with *Nature* being the most notable example of this change this year. The library also added *Artstor* to its online resources. Archives continues to add physical materials, while also working to digitize the Garfield Collection.

Several other collections also continue to grow:
• Government Documents Collection
  The Government Documents Collection continued to grow, but at a slower pace than in previous years. As predicted in last year’s Annual Report, we received fewer than 500 physical items. The federal government has continued to decrease the number of publications in print and microfiche formats, and most of the growth has been in the addition of electronic documents to the catalog. However, the number of new electronic documents has also slowed this year. An evaluation of new documents series is underway to identify items that are currently being missed by the library’s Item Number Profile. State of Ohio documents, except for a few publications, are entirely electronic.

• Music Collections
  The sound recordings collection continues to grow at a steady pace, with approximately 150 titles added to the collection each month. Most of these are CDs, but the LP collection continues to expand with the cataloging of donations from Carl Bauman (Class of 1959), James Lucas (Class of 1951), and several other donors. There are still more than 1,000 Bauman LPs to process and catalog, a project that will continue for several years, since many of those remaining require original, and more time-consuming, OCLC cataloging, or special processing. The Lucas Collection sound recordings collection is smaller and will be completed in 2014-2015. In addition, several hundred CDs from the Crume Collection have yet to be cataloged.

  The library’s Northeast Ohio Music Initiative collection continues to grow at a rapid pace and has grown to more than 950 titles, nearly 400 more than last year. The collection is unique, the largest local music collection in the OhioLINK consortium (by contrast, the Rock & Roll Hall of Fame Library has fewer than 500, but does not circulate to other libraries), and perhaps the largest in the state. The collection is publicized through the Buzzard Tracks blog, which reviews new releases, as well as the newsletter, A Fistful of Music.

  The library’s music score collection continues to grow, although rather slowly, as expected.

• Gift Collections
  Four major gift collections occupied the time and labor of members of the staff. Only one of the gifts, the Lucas Collection, came with funding to purchase supplies necessary to fully process the collection.

  a. Bridget McGarry Biomedical Humanities Collection
     The McGarry Collection consists of more than 600 books and a large assortment of journals and magazines. In consultation with the Department of Biomedical Humanities and the donor, the library will house copies of those titles not already owned, with the remainder
returned to the Department for an in-house collection. Approximately 350 titles were selected for inclusion, with the vast majority now cataloged and in the collection. They range from science and social science works to memoirs, plays, poetry, and fiction. The collection is searchable using the title of the collection. All items received a suitable bookplate, and the materials returned to the Department have also received bookplates.

b. The James E. Lucas Collection

The Lucas Collection consists of more than 2,500 books, music scores, LPs, videotapes, and ephemeral materials related to the life, work, and reading interests of Mr. Lucas (Class of 1951). The entire collection was inventoried and sorted according to the expected disposition of materials. Some books and videotapes are either duplicates or otherwise unsuitable for the collection and are being sold in the book sale with the approval of the niece of Mr. Lucas. Many of the books and LPs, and nearly all of the scores will be added to the collection. The cataloging of the books and LPs is underway, but the scores are currently in storage. This collection is also searchable in the catalog using the collection name above.

c. The Reverend Father Cyril K. Crume Collection

The library received the book, music CD, and DVD collection of the Reverend Father Cyril K. Crume in the summer of 2013 through the auspices of Sheryl Buckley. A fine selection of several hundred items in religion, philosophy, history, and music, a significant portion of the collection has been slated for addition to the collection. However, many items were duplicates, and were placed in the book sale. As of July 2014, approximately 85 titles have been added, with many more that await processing and cataloging. We have heard that more items will be arriving in the near future.

d. The Carl Bauman Music Collections

In the continuing saga of the Carl Bauman Collection (Class of 1959), more than 1,000 CDs were received from Joanne Bauman (Class of 1958) during the 2013-2014 year. This adds to the backlog of sound recordings that await cataloging, with several thousand more to come. We continue to add materials at a rapid pace (see A Fistful of Music), but it is difficult to keep up with the continued influx of new items, especially in light of the other collections received that required our attention, and the occasional lack of necessary supplies and appropriate housing units. Regardless, these items are of high quality, and the members of the Music Department faculty are consistently pleased with the additions. The CD collection is heavily used despite the increased use of free streaming services. Some of these sound recordings could be replaced with subscription services (such as Naxos), but the library’s budget currently forbids this possibility.
B. Services

- OneSource – In the fall, the library launched a new single search-box option that searches the library’s catalog, the OhioLINK catalog, and many of the library’s online resources with a single search.
- Proxy Server – Also in the fall, the library initiated a new proxy server to provide off-campus users with easier access to its online resources. At the same time, authentication was switched from the library barcode to the user’s Hiram College computer login information so that students at our partner institutions and online will have an easier time gaining access.
- Whiteboards – At the very end of the year, the library added three portable whiteboards for students to use anywhere within the building. Markets and erasers are available at the circulation desk.

C. Information Literacy/Instruction

The library continues to work with the first-year program to initiate students into the use of the Hiram College Library and to develop their research skills. Anecdotal evidence suggests this is more necessary than ever as students seem to be coming to college with less experience in working in libraries.

For the first time this year, the library session for the First Year Colloquia was made optional at the discretion of the instructor, although the goals of that session remained part of the goals of the course. Despite this change, 18 of the 19 colloquia had a library session.

The library session for the First Year Seminar remained a requirement. Despite this, only 13 of the 17 seminars had a library session.

The library continues to work with departments at the junior and senior levels, especially senior capstone courses. This past year, library staff gave 17 sessions in this category.

The library’s efforts in this area were further hampered by the lack of an Information Literacy/Instruction Librarian, as the position remained open. As a result, only 50 presentations were made, down some 28% from the previous year.

D. Programming

- The Library continued its successful Library Forum series, with 8 presentations by faculty and staff this year.
- The Library again offered two highly successful Humans vs Zombies events, one in the fall and one in the spring.

Given the increasing number of events on campus, particularly those sponsored by the Centers, library programming, including that of the Friends of the Library, often gets lost
in the shuffle. As a result, the library has cut back on programming and focused its efforts on two events, plus the Friends’ annual program in April.

E. Staff

The library staff accomplished much during this year and was highly active on the campus, within professional organizations, and made presentations at conferences across the country. This output is even more impressive since the Information Literacy/Instruction Librarian position was left unfilled.

David Everett
Chair, Committee on Committees
Member, Academic Computing Advisory Committee
Chair, Hiram College Library Committee
Non-voting resource member. Academic Program Committee
Co-Chair, Western Reserve Book Festival Planning Committee

Jennifer Morrow

References questions answered – 768

- 413 via email
- 299 in person
- 56 via phone calls

- 353 question researched in 1 -20 minutes
- 304 questions researched in 21 – 45 minutes
- 111 question researched in >45 minutes

Visitors to the Archives – 98

- Field Station interns used the College Collection to research land purchases at the Field Station
- Poetry Review used the College Photograph Collection for cover art for their annual publication
- 14 visitors Alumni Weekend
- Stacey Holman of Apograph Productions used the James A. Garfield Collection for research for the upcoming PBS American Experience program, “Death of a President”

Classes that used to the Archives individually and/ or in a group – 1

- WEC class, Writing About Art: Individual student queries regarding artwork in the Hiram College Library

Exhibits prepared
• Created “Hiram Disaster: a select look at the response to natural and manmade disasters at Hiram College and Hiram Township” exhibit for the Archives Reading Room using images and archival material from the Hiram College Collection, the Hiram College Photograph Collection, and the Mildred Bennett Local History Materials Collection (Hiram Historical Society’s collection)
• Created class of 1964 display for Alumni Weekend
• Created display for Lawnfield National Site Civil War Encampment
• Provided scanned images for the “Hiram In Winter” Display for the President’s Night annual holiday dinner

Accessions – approximately 8 linear feet of material added from faculty, alumni, and friends of the college.

Presentations
• At the Alumni Executive Board Meeting, May 2014 – “Stop Looking and You’ll Find It: When the search is as much fun as the answer” Explaining some of the ways information is found for supporting metadata in the Garfield digitization project
• At Lawnfield National Site Civil War Encampment -- 2 days maintained exhibit and answered questions from visitors regarding James A. Garfield’s history with Hiram College

Projects Supported
• Provided research to the Center for Global Interaction regarding the Hiram history, the number of international students at Hiram prior to 1950, and anecdotal stories of study abroad
• Provided research and images to Hiram Magazine
• Provided past “Books & Bytes” columns to College Relations to excerpt in the “Archivist’s Corner” piece for Hiram Magazine

Off-Campus Service
• Ex Officio member of the Board of Trustees Hiram Historical Society
• Advisory Board of the South Newbury Union Chapel

Professional Development
• Attended the fall meeting and conference of the Society of Ohio Archivists and the Ohio Local History Alliance in Worthington, Ohio

Special Projects
• JAG Project
  o Received equipment to create a scanning station for the project through funds for the Delmas Foundation
  o Hired student intern, Jocelyn Schmidt to scan photographs and documents in the James A. Garfield Collection
- Schmidt completed scanning of all photographs in the JAG Collection
- Schmidt completed scanning of all postcards in the JAG Collection
- Schmidt started scanning original documents in the JAG Collection
  - Prepared job description for a graduate internship to assist in the creation of metadata necessary to upload files to Cleveland Memory website—to begin work in August 2014
- Cleveland Memory
  - Created a web page in Cleveland State University’s Cleveland Memory Project (www.clevelandmemory.org/garfield) for the JAG digitizing project
  - Uploaded 118 files to the Cleveland Memory page (114 are available for public viewing)
  - 979 items are awaiting metadata
- Chapbook – Work on the third and final chapbook began. Completion goal is still January 2015.
- Civil War Soldier Database
  - Current number of soldiers in list is 403
  - Continuing research
  - 2 soldiers were added to the database and 1 was removed

Chris Schmidt

Job Description: Electronic Resource/Systems Engineer

The electronic resource & systems engineer librarian position is an evolving position which, aside from core librarian duties, encompasses a wide variety of responsibilities. This position includes being the webmaster for the library, maintaining and upgrading the Millennium (Library catalog) system, acting as the Lead Implementer for OhioLINK, as well as maintaining and improving the accessibility of electronic resources both through OhioLINK as well as our own acquired databases. Additionally, as the on-site technology expert, I am responsible for troubleshooting, escalating, and providing solutions for issues which come up throughout the library computer systems. Furthermore I provide technical support for the Archives in its effort to provide electronic access to the vast amount of material available therein.

Library Technology Projects

- HCL Library Website Project

  Continued site development post release in August 2012. Site maintenance as well as continuous updates to the news section, publications, as well as the Archival site. We are continuing to roll out additional features and content periodically
after release, especially updates and additions to the Database list, news and features section, and publications.

• Support for OneSource Discovery Layer.

OneSource went live in August. Improvements have continued to be made in regards to number and quality of databases added, interface with the library website and EZProxy.

• EzProxy Maintenance and additional resources

EzProxy is the library’s new proxy server which has been installed to simplify access for our Distance Learning users. This includes students, as well as faculty and staff. Additionally we have set up data tracking with EZProxy in order to collect metrics on usage which will be published on the libraries new Dashboard.

• Development of Dash Board library data reporting pages.

Developed an easy and fast method of reporting to the public basic metrics involving the library such as Gate Count, Reference Help numbers, Usage of our EzProxy etc. These are updated monthly and typically include a YTD comparison.

• Library Website upgrade to version 2.5.

Due to a breach in security and our site being hacked in the second semester of the year we upgraded the site to version 2.5 and updated all relevant plug-ins.

• Library Website upgrade to version 3.0.

In an effort to bring the website to the most recently released version of Joomla we have upgraded it to version 3.0 and installed the most recent version of the plug-ins we use to motivate the sites features.

Library Instruction

• Library Instruction Sessions for FSEM’s Fall & Spring

Completed library instruction sessions for both fall and spring FSEM classes for faculty members in the Modern Language, Business, English, and Physics departments.

• Taught in the WEC WKSP: RESEARCH SUCCESS - LIBS 18000 51
During the fall semester I taught the 1 credit hour Research Success class. It was successful; however, the Spring class was canceled due to lack of students.

Committees

• Disaster Planning Committee

Participated in the library Disaster Planning Committee whose mandate was to create a formalized document to address the actions to be taken in the event of any number of catastrophes. I was tasked to conduct a technical survey of current systems, provide a document regarding the backup of Millennium system, and setup requirements in the event of a systemic loss.

• Academic Review Board

Currently serving on Academic Review Board from late 2013.

• Book Sale Committee (in house)

Good year in the Book Sale Committee as we were able to make some changes which increased revenues from the Book sale dramatically. These included increasing the number of tables available for books to be sold from, moving the tables from the front to the center of the main lobby, increasing the hours of operation of the sale into the early evening, and keeping the sale open on Saturday for WEC students.

Library Events

• Planned and ran Humans vs. Zombies community event in the library.

Humans vs. Zombies is a game played twice a year in the library where a group of students fight off an ever growing horde of “zombie” characters played by other students not lucky enough to avoid getting tagged by the first zombie. The game is played with nerf-style guns and is typically a huge success on campus.
Jeff Wanser

Government Documents/Collection Development Librarian
Adjunct Instructor, Dept. of Sociology

Library Job Description: Responsibilities include administration of the depository library program of Federal and State of Ohio government information; collection development in the sciences, social sciences, and music; development of music score and recording collections; reference service; library instruction; disposition of gift items; cataloging of government documents, sound recordings, scores, and gift books; web page content development and maintenance; college committee work.

Major Accomplishments & Activities:
From the perspective of collection development and cataloging, much of my activities surrounded the processing and cataloging of gift materials from several sources. Significant collections worked on include: 1. The Bridget McGarry Medical Humanities Collection (books); 2. The Reverend Father Cyril K. Crume Collection (books, CDs); 3. The James E. Lucas Collection (books, LPs; scores still await cataloging); and 4. The Carl Bauman CD and LP Collections. Smaller donations of materials were also received and processed into the collection, or alternatively, the book sale. In addition, I continue to catalog the backlog of gift materials held in the storage room.

Reference and instruction continue to block off a major portion of my work week, as they always have, with nine hours per week during the academic year devoted to the Reference Desk, and approximately twenty library instruction classes. Many of these consisted of FCRL and FSEM classes, but others were devoted to mid-to upper level courses in Psychology, Sociology, and Nursing.

On the scholarly side, my activities shifted from last year’s round of conference posters and presentations to preparation of manuscripts for publication based upon them. Two articles should reach publication by the end of the year. In addition, articles written several years ago are finally beginning to see the light of day, with those in the Grove Dictionary of American Music leading the way. My discography of Rhythm & Blues and Soul Music should also arrive in print this year. I continue my regular round of book reviews, which I have been doing for over two decades, and my music review output has increased to accommodate the needs of regular weekly publication of the Buzzard Tracks blog.
As for service, I continue to be a member of various committees, with much of the time allocated to the New Course Committee and the Masters Oversight Committee.

Professional development was somewhat minimal this year, as I attended no conferences. I intended to be involved in several other webinars, but time conflicts prevented my participation in three webinars for which I had registered.

While teaching is not officially a part of my job, other than library instruction, I feel it is important to include here as an indication of my continued attempts to contribute to the course offerings at the college, particularly in Anthropology and the MAIS program. This year, budget realities led me to teaching an FSEM, a very interesting intellectual exercise, but a difficult experience from an emotional perspective.

Scholarship:

Articles:

Book Reviews:
Web Site Reviews:

Music Reviews:


Concert review of “Lady Be Good,” by Gershwin, Ohio Light Opera.


Publications in Press:

“Collecting and Collaborating to Build Community: The Evolution of a Local Music Collection at a Small Liberal Arts College Library.” Technical Services Quarterly. Submitted, October 10, 2013, Accepted for publication.


“Documenting and Monitoring Scholarly Communication at a Small Liberal Arts College: A Case Study from Northeast Ohio.” College & Undergraduate Libraries. Prospectus accepted December 2013, manuscript submitted March 2014, manuscript accepted May 2014.

Other Writings/Related Activities:

Editor, Hiram Historical Society Newsletter.

Editor, A Fistful of Music, Library newsletter informing the campus community about music additions to the collection. 9 issues (academic year)


Scholarship in Preparation:

An article on the history of Cleveland as a center of Hawaiian music, with an emphasis on the businesses selling sheet music and instruments, and promoting the playing of Hawaiian music as popular culture.

Teaching:

FSEM, Ancient Mysteries, Lost Civilizations. Spring 2014. 18 students.
Supervised 1 MAIS Capstone student, Fall 2014/Spring 2014.

Service:
College Service:
- New Course Committee. Member, 2013-2014.
- Volunteer, Western Reserve Book Festival.
- Volunteer Disc Jockey, Hiram College Radio, the Bark.

Professional Service:
- Chair, Book Awards Committee, Pioneer America Society, 2013-2014.
  (These awards are for the best-authored and best-edited books in the area of material culture studies)
- Chair, Warren E. Roberts Graduate Student Paper Competition Committee, Pioneer America Society, 2013-2014. (This award is for students of material culture)

Professional Development:

F. Physical Spaces

Overview – While the library is often viewed as a new building on campus, it will be 20 years old in 2015 and is showing its age. The library staff continues to look for ways to repurpose space given that the building reflects a time before laptops and other hand-held devices and before online resources were available in such large quantities.

Collaboration Station – The library repurposed a small storage area on the main floor, creating the Friends of the Library Collaboration Station. The Friends provided funding for a large whiteboard and a large, wall-mounted monitor to use with a laptop. The room is available to students working in groups on a first-come, first-serve basis. In addition, the room is used on Monday and Thursday nights for the Writing Center Satellite service housed in the library.

Physical Condition of the Building – The library suffers from frequent water intrusion due to the condition of the roof and the deterioration of the wooden siding on parts of the building. As a result, several rows of shelving have been abandoned, one section continues to have plastic draped over the books, and a named study room has been closed for nearly two years.

Environmental Condition of the Building – For the past two summers, the chiller for the library has failed to keep the humidity low. This has led to the outbreak of mildew in several
areas, as well as carpet stains where the metal on the bottoms of chair legs have rusted. Both lead to a look that is not conducive to recruiting students on the admissions’ tours going through the building, to say nothing of the cost of cleanup.

Archives’ Physical Plant Issues – The Archives operates on a separate system for cooling and dehumidifying, a system that needs replacement. The Archives also lacks the necessary space to grow its collections and to meet its mission.

- HVAC unit for archives’ storage continued to be a serious issue throughout the year. The average daily temperature was above 70 degrees with temperatures since in July through September, May and June staying at about 76 to 80 degrees. During winter months, we resorted to opening windows in the Archives Reading Room to reduce temperatures. Temperatures in storage should not exceed 60 degrees.
- Storage space filled almost to capacity with only about 15 feet of empty shelving left. Plans to expand Archives into a renovated Pritchard Room are on hold due to lack of funding.
- Leaks in storage area during heavy snowmelt. The roof was patched and this has provided temporary relief.

4. Challenges and Goals for the Coming Year

Goal 1 – Acquire approval to begin a search for a new Information Literacy/Instruction Librarian.

Goal 2 – Implement EBSCO’s new Full-Text Finder, a new service that combines the A to Z periodical list and the Link Source link resolver.

Goal 3 – Acquire, set up in the Media Center, and make available a 3-D printer.

Goal 4 – Continue to look at spaces within the library and services and identify possible innovations that have little cost and can be implemented quickly.

Goal 5 – Develop a new strategic plan for the library as the current plan was written with the assumption that it would look ahead only through 2014.

Goal 6 – Explore new ways to communicate with faculty and students. It is clear that most of the library’s newsletters, which are time-consuming to produce, are not effective in getting information about the library to our users.
# Appendix: Selected Statistics

## 1. Use of the Hiram College Library Building – Gate Counts

<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th>% change</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>63,685</td>
<td>- 0.9%</td>
<td>64,279</td>
<td>74,665</td>
<td>73,589</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th>% change from prev. year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Circulations</td>
<td>12,451</td>
<td>- 7.0%</td>
<td>13,391</td>
<td>23,084</td>
<td>21,468</td>
</tr>
<tr>
<td>Reserve Circulations</td>
<td>666</td>
<td>-30.4%</td>
<td>957</td>
<td>956</td>
<td>1,033</td>
</tr>
<tr>
<td>1,033 Laptop Circulations</td>
<td>272</td>
<td>-2.5%</td>
<td>279</td>
<td>1,037</td>
<td>1,316</td>
</tr>
</tbody>
</table>

## 3. Interlibrary Use

<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th>% change from prev. year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>OhioLINK Borrowed by Hiram</td>
<td>5,048</td>
<td>64.5%</td>
<td>3,067</td>
<td>4,964</td>
<td>8,653</td>
</tr>
<tr>
<td>OhioLINK Loaned by Hiram</td>
<td>3,448</td>
<td>-15.4%</td>
<td>4,076</td>
<td>6,877</td>
<td>4,643</td>
</tr>
<tr>
<td>Interlibrary Loan items borrowed</td>
<td>196</td>
<td>14.6%</td>
<td>171</td>
<td>107</td>
<td>130</td>
</tr>
<tr>
<td>Interlibrary Loan items loaned</td>
<td>525</td>
<td>-30.0%</td>
<td>750</td>
<td>530</td>
<td>557</td>
</tr>
</tbody>
</table>

---

1 Count does not include July 1 through August 21, due to construction on front of the building that closed the front door, requiring the use of a temporary entrance that had no counter.

2 Count does not include April 28 through June 30, due to construction on front of the building that closed the front door, requiring the use of a temporary entrance that had no counter.
### 4. Services Used

<table>
<thead>
<tr>
<th>Service</th>
<th>2013-14</th>
<th>% change from prev. year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Queries</td>
<td>707</td>
<td>-7.9%</td>
<td>768</td>
<td>841</td>
<td>775</td>
</tr>
<tr>
<td>Instruction Presentations</td>
<td>50</td>
<td>-28.6%</td>
<td>70</td>
<td>71</td>
<td>75</td>
</tr>
<tr>
<td>Students in Instruction Presentations</td>
<td>746</td>
<td>-25.9%</td>
<td>1,007</td>
<td>1,236</td>
<td>1,232</td>
</tr>
<tr>
<td>Archives Research Questions</td>
<td>754</td>
<td></td>
<td>704</td>
<td>770</td>
<td></td>
</tr>
</tbody>
</table>

### 5. Media Services Usage

<table>
<thead>
<tr>
<th>Service</th>
<th>2013-14</th>
<th>% change from prev. year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camcorders</td>
<td>91</td>
<td>-23.5%</td>
<td>119</td>
<td>244</td>
<td>48</td>
</tr>
<tr>
<td>Digital Cameras</td>
<td>0</td>
<td>-100%</td>
<td>11</td>
<td>181</td>
<td>46</td>
</tr>
<tr>
<td>LCD Projectors</td>
<td>715</td>
<td>19.6%</td>
<td>598</td>
<td>649</td>
<td>342</td>
</tr>
<tr>
<td>Laptops</td>
<td>254</td>
<td>-36.3%</td>
<td>399</td>
<td>290</td>
<td>285</td>
</tr>
<tr>
<td>CD &amp; DVD Duplication</td>
<td>13</td>
<td>-90.5%</td>
<td>137</td>
<td>124</td>
<td>75</td>
</tr>
<tr>
<td>Video to DVD Transfer</td>
<td>48</td>
<td>92.0%</td>
<td>25</td>
<td>38</td>
<td>24</td>
</tr>
<tr>
<td>Poster Printing</td>
<td>516</td>
<td>29.3%</td>
<td>399</td>
<td>587</td>
<td>321</td>
</tr>
<tr>
<td>Color Copies</td>
<td>1,423</td>
<td>-36.3%</td>
<td>2,237</td>
<td>2,923</td>
<td>2,246</td>
</tr>
<tr>
<td>Equipment Setups</td>
<td>882</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### 6. Collection Growth

<table>
<thead>
<tr>
<th>Category</th>
<th>2013-14</th>
<th>% change from prev. year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOOKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloged into Collection</td>
<td>3,052</td>
<td>9.9%</td>
<td>2,778</td>
<td>3,363</td>
<td>3,001</td>
</tr>
<tr>
<td>Purchased and Received</td>
<td>1,485</td>
<td>-15.4%</td>
<td>1,755</td>
<td>1,827</td>
<td>1,901</td>
</tr>
<tr>
<td>Paid Print Periodical Subscriptions</td>
<td>159</td>
<td>-10.7%</td>
<td>178</td>
<td>224</td>
<td>425</td>
</tr>
<tr>
<td>Paid Online Periodical Subscriptions</td>
<td>9,028</td>
<td>-4.5%</td>
<td>9,453</td>
<td>9,420</td>
<td>9,037</td>
</tr>
</tbody>
</table>
7. Government Documents Collection

<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th>% change from prev. year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Documents Added</td>
<td>314</td>
<td>-1.6%</td>
<td>319</td>
<td>428</td>
<td>578</td>
</tr>
<tr>
<td>Microfiche Documents Added</td>
<td>8</td>
<td>-70.4%</td>
<td>27</td>
<td>3,543</td>
<td>554</td>
</tr>
<tr>
<td>CD-ROM Documents Added</td>
<td>13</td>
<td>-38.1%</td>
<td>21</td>
<td>34</td>
<td>43</td>
</tr>
<tr>
<td>Total Documents Deselected</td>
<td>48</td>
<td>-99.7%</td>
<td>14,908</td>
<td>1,049</td>
<td>1,446</td>
</tr>
<tr>
<td>TOTAL COLLECTION SIZE</td>
<td>278,181</td>
<td>0.1%</td>
<td>277,894</td>
<td>292,435</td>
<td>289,470</td>
</tr>
</tbody>
</table>

8. Database Use

<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th>% change from prev year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dataware (OhioLINK) Searches</td>
<td>N/A</td>
<td>N/A</td>
<td>217^3</td>
<td>6,309</td>
<td>5,450</td>
</tr>
<tr>
<td>EBSCO Database Searches</td>
<td>249,826</td>
<td>18.8%</td>
<td>202,820</td>
<td>159,346</td>
<td>120,655</td>
</tr>
<tr>
<td>Lexis-Nexis Academic Searches</td>
<td>350</td>
<td>0.9%</td>
<td>347</td>
<td>522</td>
<td>742</td>
</tr>
<tr>
<td>Oxford Database Searches</td>
<td>881</td>
<td>52.4%</td>
<td>578</td>
<td>873</td>
<td>2,563</td>
</tr>
<tr>
<td>ISI Web of Science</td>
<td>2,049</td>
<td>2.4%</td>
<td>2,044</td>
<td>1,265</td>
<td>1,719</td>
</tr>
<tr>
<td>SciFinder Scholar</td>
<td>1,827</td>
<td>-14.2%</td>
<td>2,125</td>
<td>1,227</td>
<td>837</td>
</tr>
<tr>
<td>ProQuest Databases</td>
<td>2,136</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>TOTAL Searches</td>
<td>254,933</td>
<td>22.5%</td>
<td>208,131</td>
<td>169,542</td>
<td>132,385</td>
</tr>
</tbody>
</table>

^3 Dataware was discontinued effective December 31, 2012 and databases shifted to other platforms, most notable EBSCO.

^4 Part of increase is because the implementation of OneSource allows multiple EBSCO databases to be searched simultaneously.

^5 Does not include ProQuest searches to make best year-to-year comparison.
9. Text/Images Downloaded

<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th>% change from prev. year</th>
<th>2012-13</th>
<th>2011-12</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Journal Center</td>
<td>5,442</td>
<td>-31.3%</td>
<td>7,922</td>
<td>9,323</td>
<td>12,686</td>
</tr>
<tr>
<td>EBSCO Full-Text</td>
<td>33,719</td>
<td>43.5%</td>
<td>23,495</td>
<td>26,014</td>
<td>21,763</td>
</tr>
<tr>
<td>Digital Media Center</td>
<td>N/A</td>
<td>N/A</td>
<td>1</td>
<td>62</td>
<td>92</td>
</tr>
<tr>
<td>JSTOR</td>
<td>12,971</td>
<td>-1.9%</td>
<td>13,228</td>
<td>16,928</td>
<td>18,667</td>
</tr>
<tr>
<td>Electronic Book Center</td>
<td>883</td>
<td>-10.1%</td>
<td>982</td>
<td>991</td>
<td>N/A</td>
</tr>
<tr>
<td>TOTAL DOWNLOADS</td>
<td>53,015</td>
<td>16.2%</td>
<td>45,628</td>
<td>53,318</td>
<td>52,208</td>
</tr>
</tbody>
</table>

10. Ten Most Searched Databases

<table>
<thead>
<tr>
<th>Search</th>
<th>Searches</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Search Complete</td>
<td>32,407</td>
</tr>
<tr>
<td>2. Image Collection (EBSCO)</td>
<td>26,211</td>
</tr>
<tr>
<td>3. PsycINFO</td>
<td>12,181</td>
</tr>
<tr>
<td>4. CINAHL</td>
<td>10,833</td>
</tr>
<tr>
<td>5. Library, Information Science and Technology Abs</td>
<td>9,753</td>
</tr>
<tr>
<td>6. Medline</td>
<td>6,738</td>
</tr>
<tr>
<td>7. Business Source Complete</td>
<td>5,518</td>
</tr>
<tr>
<td>8. Business Videos</td>
<td>5,009</td>
</tr>
<tr>
<td>9. Market Line/Medtrack Company Profiles</td>
<td>5,008</td>
</tr>
<tr>
<td>10. Company Information (EBSCO)</td>
<td>5,007</td>
</tr>
</tbody>
</table>