Hiram College Library Annual Report, 2014-2015

Submitted by:

David Everett
Library Director
1. Overview

The 2014-2015 year was a quiet one for the Hiram College Library. A flat budget for the 10th time in 11 years (and the eleventh year was a 2.5% budget reduction) and a decline in the number of staff made any new initiatives unfeasible. Despite these challenges, the library did make some advancements during the year.

Friends of the Hiram College Library funded the purchase of a 3-D printer that is now housed in Media Services. Friends also funded initial supplies for the printer allowing us to offer Hiram College faculty, students, and staff the opportunity to try out this new technology without any fees.

While collections, print and electronic, continue to grow, albeit at a much slower pace, the Library was able to add online versions of three major journals; *Science, New England Journal of Medicine*, and *JAMA: The Journal of the American Medical Association*. No new databases were added, although as the year came to a close the Library moved to change its database “lineup,” especially in the area of business. Those changes, however, will not take place until the 2015-2016 year.

Archives continued to be used by classes with two classes receiving instruction from the College Archivist. Interest from outside the Hiram College community continued to grow. The Northeast Ohio Civil War Round Table met on campus and heard a presentation on “Hiram in the Civil War” from the Archivist. Work on digitizing the James A. Garfield Collection continued and 1,606 images may now be viewed on the Cleveland Memory Project website (http://clevelandmemory.org/garfield).

The library’s biggest challenge, however, has been the building itself. High humidity in the lower level forced the staff to move the Juvenile Collection to the main floor in order to protect that well-used collection. Leaks have forced the closure of three of the eight group study rooms, as well as the abandonment of 2 ranges of shelving on the second floor. It is not surprising, then, that the library saw a large decrease in the number of people entering the building.

2. Meeting Our Goals

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

**NOT ACCOMPLISHED** – This position was not approved.

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.
NOT ACCOMPLISHED – EBSCO suspended implementation for OhioLINK libraries due to some technical issues. Implementation is scheduled for the coming fiscal year.

Goal 3 – Acquire, set up in the Media Center, and make available a 3-D printer.  
ACCOMPLISHED – A MakerBot Explicator 2x was installed and operational for the start of classes. The printer continues to attract attention, but has not yet been used for courses.

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.  
NOT ACCOMPLISHED – While the library staff continues to evaluate space utilization in the building, no changes were made during the year.

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.  
NOT ACCOMPLISHED – No progress was made on writing a new plan.

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.  
PARTLY ACCOMPLISHED – The library staff did explore some new ways of communication with faculty, most notably monthly updates targeted to specific departments.

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

Two trends are obvious in the library’s collections. First, the move to digital continues as evidenced by the library’s move of three key journals from print to online; *Science, New England Journal of Medicine*, and *JAMA: The Journal of the American Medical Association*. Indeed, the library’s print periodical collection consists of a mere 163 paid subscriptions, partly due to moving titles to an online format and partly due to flat budgets that require cuts just to stay within budget. In addition, this year the library bought its first ebook, *Yvain; or, The Knight with the Lion*, outside of the collections available through OhioLINK.

The second trend is flat budgets have slowed the growth of collections. No databases were added this past year. The number of online journals dropped, mostly due to OhioLINK cuts. And the number of books purchased by the library dropped to a few more than 1200, a number that is very likely to drop again next year even though the vast
majority of books are now purchased from endowments or gifts to the Friends of the Library. One result of this decline is that the book collection has grown old and needs to be weeded.

The Government Documents Collection continued to grow at a steady but slower pace, with all of this growth in the electronic arena. This was in large part due to the continued distribution of electronically available documents from both the federal government and the State of Ohio, with fewer than 400 tangible items received. More than 5,700 electronic documents were added to the catalog. Federal documents bibliographic records were added to the catalog via the Marcive distribution service. Ohio documents were added individually.

The major event in this area was a Public Access Assessment of the Depository Collection by the Federal Depository Library Program. This was done by telephone, with appropriate documentation sent by email. The assessment was positive, with minor issues related to public use policies corrected. A final written report should be issued this summer.

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 time-consuming, OCLC cataloging. Approximately 1,960 CDs were cataloged, an average of 163 per month. Far fewer LPs (189), and scores (15) were added this year.

The library’s Northeast Ohio Music Initiative collection continues to grow, but at a slower pace, and has reached more than 1,100 in number. The collection is unique, the largest local music collection in the OhioLINK consortium 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 video collection also continues to grow with 58 new DVDs added, the smallest growth in several years. Budget has meant the library has purchased videos only when specifically requested by faculty. At the same time, the library looks for ways to incorporate streaming video solutions in order to stay ahead of the technology curve as DVDs continue to decline as a technology, as well as to support the growing number of blended courses.

Several major gift collections have continued to occupy the time and labor of the staff. While gifts may not always be the best materials, they can add considerably to the quality of the library’s collections. This was the second year in a row that the library added more gift books to the collections than purchased books.

Library staff continue to work on three major collections:
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). This year, the focus has been on cataloging books, and nearly 300 items have been added to the collection, the vast majority in the realm of music history. Remaining to be cataloged are the entire score collection and most of the sound recordings. Many of these items will go to Archives, assuming there is sufficient room.

The Reverend Father Cyril K. Crume Collection
The library received the book, CD, and DVD collection of the Reverend Father Cyril K. Crume in the summer of 2013. A fine selection of several hundred items, a significant portion of the collection has been slated for addition to the collection. As of July 2015, 157 titles have been added to the collection.

The Carl Bauman Music Collections
This year nearly all of the remaining music CDs were received from Joanne Bauman, totaling several thousand. As a result of this massive influx, we currently have a backlog of more than 7,000 CDs to be cataloged. Nearly 1,200 CDs were cataloged for this collection in 2014-2015. At that current rate of cataloging and processing, it would take the library more than 5 years to complete processing the Bauman CDs, assuming the library has the budget to purchase the supplies needed.

B. Services

- 3-D Printer – Thanks to the Friends of the Library, Media Services was able to add a 3-D printer to its list of services. Students and faculty have begun exploring its use and the use should grow in the coming year.

- Chat Service for reference assistance – Once the school year ended in May, the library changed its Chat Service this year moving from an annual subscription service to a free service. The new service does not, however, allow students to text the reference desk.

- Whiteboards – The first full year of having portable whiteboards in the building has been successful with markers checked out from the front desk 71 times.

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.
This was the second year in which a library session for the First Year Colloquia (FRCL) was made optional at the discretion of the instructor, although the goals of that session remained part of the goals of the course. A library session remained mandatory for the First Year Seminar (FSEM). This year participation in both decreased. Only 19 of 23 FRCLs (83%) participated in a library session. More troubling, only 10 of the 18 FSEMs (56%) had a library session. This latter number may reflect an inaccurate assumption that students learned all they needed to know about using the library during FRCL.

This assumption assumes that students actually had a session and/or the rubric for information literacy was met in the FRCL. It also seems to assume that students need learn nothing more about library research during their four years at Hiram, which may account for why only four senior seminars held library sessions this past year. Although the library holds the potential to contribute significantly to student success, especially in moving from high school to college, breaking this trend is particularly difficult given the abolishment of the Information Literacy/Instructional Librarian position.

D. Programming

- The Library continued its successful Library Forum series, with 10 presentations by faculty this year.

- The Library again offered two highly successful Humans vs Zombies events, one in the Fall-12 and one in the Spring-12. Both events brought about 70 students into the library.

- This year, for the first time in several years, The Friends of the Library offered a Fall program with Dr. Paul Gaffney speaking on J. R. R. Tolkien and the Mythology of the Rings Trilogy. The Friends also offered its usual Spring program, featuring Dr. Leonne M. Hudson of Kent State University speaking on “The Reaction of Black Americans to Lincoln’s Assassination.” Each program drew about 30 people.

E. Staff

Gwyneth Stine, Acquisitions Officer, retired at the end of January and the position was not immediately filled. A proposal to turn the position into a night Circulation Officer position to allow the library to extend its hours was ultimately unsuccessful. As a result, the library enters the 2015-2016 year with one-third fewer staff members than it had in the recent past.

Despite this, 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.

David Everett  
Chair, Hiram College Library Committee  
Non-voting resource member, Academic Program Committee  
Treasurer, Friends of the Hiram College Library  
Member, Western Reserve Book Festival Planning Committee

Jennifer Morrow  
Reference questions answered – 959  
• 426 via email  
• 409 in person  
• 124 via phone call

Time Spent per research question  
• 1-20 minutes: 471  
• 21-45 minutes: 399  
• > 45 minutes: 89

Visitors to the Archives – 182  
• Descendants of the James K. Rudolph whose letters we have in the Rudolph Family Collection visited and accessed the collection  
• 29 visitors Alumni Weekend who were interested in viewing not only yearbooks but also At-A-Glance books, Patterns, and student newspapers. (Doubles last year’s total in spite of competition from the Alumni Office’s “Hall of History” in the Kennedy Center)

Classes that used the Archives individually and in a group – 2  
• Matt Sorrick’s Freshman Colloquium, “Where in the World is Hiram”  
• Kirsten Parkinson’s First Year Seminar, “Visions of Hiram”

Exhibits prepared  
• Created Class of 1965 display for Alumni Weekend  
• Created display for Lawnfield National Site Civil War Encampment  
• Created small display from Civil War Stationery exhibit for the Northeast Ohio Civil War Round Table meeting in the Prichard Room

Accessions  
• 6 linear feet to the James A. Garfield Collection donated by Dean and Tom Zimmerman from the Garfield Robbins Zimmerman House  
• 2 linear feet to the college collection from Sidney Case whose father Maynard Case attended Hiram College in the 1930s

Presentations  
• At the Lawnfield National Site Civil War Encampment, July 2014 – 2 days maintained an exhibit and answered questions from visitors
regarding James A. Garfield’s history with Hiram College

- At the Northeast Ohio Civil War Round Table, May 2015—“Hiram in the Civil War” a presentation on the Civil War letters in Special Collections
- At the meeting of the Special Collections and Archives Interest Group of the Academic Library Association of Ohio, June 2015 – “Sure! No Problem! Problems? What Problems? Attitude is EVERYTHING for Lone Arrangers” a presentation on common issues facing one-person departments

Projects Supported
- Provided yearbooks to the Alumni Executive Board for their photograph identification workshop (issues in maintaining archival copies make this a project I do not see continuing)
- Provided extremely high resolution scans of images from the James A. Garfield Collection for Apograph Productions who continue to put together a program for PBS’ American Experience, entitled “Death of a President” based on Candice Millard’s book, *Destiny of the Republic: Madness, Money, and the Murder of a President* (projected date of broadcast is now January 2016)
- Provided high resolution scans of images from the Hiram College Photograph Collection for College Relations for use in a new Alumni Directory
- Provided a high-resolution scan of the 42nd Ohio Volunteer Infantry to Williams College for use in their Garfield exhibit

Off-Campus Service
- Ex Officio member of the Board of Trustees Hiram Historical Society

Professional Development
- Attended the joint fall meeting and conference of the Society of Ohio Archivists and the Ohio Local History Alliance in Worthington, Ohio
- Attended the spring meeting of the Special Collections and Archives Interest Group of the Academic Library Association of Ohio

Special Projects
- JAG Project
  - Completed spending of funds granted for the digitizing project by the Delmas Foundation
  - Hired Robin Singleton to complete goal of 3000 scanned images
  - Shifted Jocelyn Schmidt from scanning to creating metadata for images
  - Joanne Sawyer volunteered to create transcriptions of handwritten letters to and from Garfield
• Cleveland Memory
  • 685 files now accessible on the website (www.clevelandmemory.org/garfield) including 1606 images
  • Approximately 450 files with over 1350 images awaiting metadata, plus transcriptions of letters

• Chapbook – Work continuing on the third and final Civil War chapbook focusing on 1864 through the end of the war; continuing to research post war lives of scribes

• Civil War Soldier Database
  • Database currently offline
  • Continuing Research

Chris Schmidt

Job Description: Electronic Resource/Systems Librarian

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 with the start of a redesign of the front page and secondary and tertiary sections of the website. Began also with a graphical redesign that is dovetailing into a signage redesign of the library's physical space.

• HCL Library Website Subject Guide Redesign

Subject Guides have been getting a redesign as well improving their simplicity of use and narrowing the content that students can find there. Entry of these Subject Guides is ongoing and includes the addition of new SGs such as Newspapers, Multimedia, Anthropology, and others.
• Digital Signage Creation

Two digital signs were implemented for the front of the library that would inform visitors as to the hours of operation, classes and locations, as well as special events and new features of the library. The images are created weekly and delivered to the TVs that act as our signs.

• Created digital display images for student capstone projects to be displayed

In order to give students completing their capstones more exposure and inform the public we took the last semesters projects and converted them into a usable format in order to have them display on the digital signage equipment.

• Library Website upgraded to increase security, several modules removed.

Several times during this year the http://library.hiram.edu web page has been compromised due to hacking attempts. The intrusions have been minor however they have forced us to clean up some of the code and remove several modules which have yet to be replaced including a calendar module from Google calendar. No user data of any kind has been accessed as our website does not in any way contain user data, however it has been annoying and time consuming to address.

• Ebooks being added to Hiram College Library catalog via automated processing.

We now have the ability to add ebook records published by various vendors into the Hiram College Library catalog using batch processing. Currently this process still takes some time due to adjustments that need to be done to individual records in order for them to display properly. We have, however, added complete collections of Springer, Sage, and Oxford Scholarship ebooks. Total number of records from this process is approximately 32,096.

• Created and deployed a dedicated cataloging computer for the library entrance.

In order to aid patrons in locating material directly in the library building we created and installed a dedicated machine that only searches the local catalog. This allows staff to have a teachable moment about locating materials when visitors come in looking to see if we have something “on the shelf”.

Switched to a new library reference chat service and deployed it across the website.

Due to cost considerations the current library reference chat system was phased out this year in lieu of a new system produced by tawk.to. This system has the advantage of being free as well as having features which are brand new for the library such as providing chat help on every page on the website during reference hours as well as on off hours.

Library Instruction

- Library Instruction Sessions for FSEMs 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.

Training

- Load Profiling Workshop

Attended and completed the Innovative Load Profiling Workshop from August 5th through the 7th.

Committees

- Disaster Planning Committee

Participated in the library Disaster Planning Committee whose mandate was to create a formalized document to address the actions 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)

It was a 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, and increasing the hours of operation of the sale into the early evening and on Saturdays.

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, MAIS Program.

Library Job Description & Activities: 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; selection of materials to be removed from the collection; cataloging of government documents, sound recordings, scores, and gift books; retrospective cataloging of government documents; web page content development and maintenance in subject areas; planning for major physical reorganization of collections; college committee work.

Major Accomplishments & Activities:
Received a Certificate of Appreciation for chairing the Fred B. Kniffen-Allen G. Noble Book Awards Committee, and the Warren E. Roberts Graduate Student Paper Award Committee, Pioneer America Society (now the International Society for Landscape, Place, & Material Culture), 2014.

**Scholarship**

**Articles:**


**Book Reviews:**


**Website Reviews:**


**Music Reviews:**


**Publications in Press:**


Review of “Folklore Wiki,” from the American Folklore Society. *Choice*.

**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).


Editor, *Scholars@Hiram*, directory of faculty, student, and staff scholarship in the Hiram College community.

**Scholarship in Preparation:**

Paper/article on the history of moving houses in Hiram, with a focus on both the technology of house-moving, and the implications for moving old houses in the context of small village development and morphology.

Paper on the history of moving large, heavy objects such as buildings and bridges in the 19th century, with a view toward examining both the technologies of moving, and the fascination with, such activities.

**Teaching/Advising:**

MAIS 57100, Interdisciplinary Inquiry. Fall 2014, First 8-week session. 12 students.

MAIS 57200, Interdisciplinary Research. Fall 2014, Second 8-week session. 12 students.

Advisor to Deb DeLou stats-Miller, MAIS capstone.
Advisor to Stephanie Berger, MAIS capstone.

Service:
College Service:

Professional Service:
Chair, Book Awards Committee, International Society for Landscape, Place, & Material Culture, Fall 2014. Member of committee, 2015. (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, International Society for Landscape, Place, & Material Culture, Fall 2014, Spring 2015. (This award is for students of material culture)

Professional Development:

F. Physical Spaces

In their book, Useful, Usable, Desirable: Applying User Experience to Your Library, Aaron Schmidt and Amanda Etches write “If you’re aiming to create a great user experience but your building is broken down or dirty, your services will have to be extremely amazing to offset the negative impact of an unpleasant physical environment.”¹ Those phrases “building is broken” and “unpleasant physical environment” perfectly describe the Hiram College Library building and go a long way in explaining the drastic decrease in the number of people entering the building. There are five issues that must be addressed:

The HVAC system and temperature and humidity control – The building tends to be either cold and damp or hot and steamy. Neither is ideal for people or for the collections within the library. One piece of evidence for this is the number of windows that are opened on a given day in the library, even though the building is designed to be a closed environment and there are locks on all windows except in staff offices. Those locks are forced, broken, or in several cases, simply removed to allow library users to adjust the environment as best they can. At the same time, the library has been forced by these environmental conditions to abandon the Chamberlain Room on the lower level as a location for the juvenile collection.

Roof and siding issues that result in countless leaks – Continued leaking has forced the closure of 3 of the library’s 8 group study rooms, which I would note are named spaces. Two ranges of shelving on the second floor have simply been abandoned, leaving rust-colored stains on the shelving. And the permanence of plastic sheeting, buckets, and soaking mats do not make for a physically inviting space.

Lighting – Lighting has always been a problem in the library, but the move to motion detectors has exacerbated the issue. Too often at night, the building simply looks closed due to the lack of lights on in the building. And stepping off the elevator into a dark floor is not a welcoming sight. The situation is not helped by the need to walk several feet down some aisles in order to “trip” the lights.

Furniture – The furniture is now 20 years old. It is not in good shape nor particularly comfortable. Of the eight chairs in the Clock Tower, for example, six have rips in the upholstery that show the stuffing in the chairs.

Issues in Archives – While Archives has a separate HVAC unit, it continues to work only sporadically. As a result, the Archives office has been overly warm for most of the year and the Archives Reading Room, where temperatures should average between 66 and 70, has seen temperatures in the mid-70s to low-80s. The storage area humidity is higher than it should be and leaks continue in that space during heavy snowmelt. Finally, the Archives is simply out of space with roughly 8 feet of empty storage space left. As a result, Archives will soon reach a point where it can no longer accept additional material.

4. Challenges and Goals for the Coming Year

The biggest challenge for the coming year will be living within the library’s budget. The 2015-16 fiscal year will be the eleventh year the library’s budget did not see an increase. In one of those years, and quite possible in FY16, as well, the library actually had a budget decrease. The cost of online resources, notably journals and databases, continues to rise. The result is a cut in the library’s resources.
Meanwhile, the library has six goals for the coming year:

Goal 1 – Implement EBSCO’s Full-Text Finder, a new service that combines the A to Z periodical list and the Link Source link resolver. EBSCO has resumed implementation of this product.

Goal 2 – Clear the Reference Area on the main floor. Reference books will be moved to a much smaller reference area in front of the current periodicals, moved to the circulating collections on second and third floor, or weeded from the collection. The tall reference shelving will be removed. The result will allow space for Hiram Connect, or, if this is not implemented in this space, a new location for the juvenile collection will be created. This move is necessary due to the high humidity on the lower level that has forced us to abandon the Chamberlain Room, the former location of the juvenile collection.

Goal 3 – Create and begin the implementation of a long-term plan to evaluate every item in the library’s collection.

Goal 4 – Review and, if appropriate, adjust the pricing structure for services offered by Media Services. This review has been necessitated by the addition of 3-D printing and increase use of some services by groups not affiliated with Hiram College.

Goal 5 – Develop and implement a library marketing plan.

Goal 6 – 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.
Appendix: Selected Statistics

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

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>% change</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>47,808</td>
<td>- 24.9%</td>
<td>63,685</td>
<td>64,279</td>
<td>74,665²</td>
</tr>
</tbody>
</table>

² 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. Use of Hiram Library Collection by the Hiram Community

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Circulations</td>
<td>10,856</td>
<td>- 12.8%</td>
<td>12,451</td>
<td>13,391</td>
<td>23,084</td>
</tr>
<tr>
<td>Reserve Circulations</td>
<td>638</td>
<td>- 4.2%</td>
<td>666</td>
<td>957</td>
<td>956</td>
</tr>
<tr>
<td>Laptop Circulations</td>
<td>131</td>
<td>- 51.8%</td>
<td>272</td>
<td>279</td>
<td>1,037</td>
</tr>
</tbody>
</table>

3. Interlibrary Use

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OhioLINK Borrowed by Hiram</td>
<td>4,373</td>
<td>- 13.4%</td>
<td>5,048</td>
<td>3,067</td>
<td>4,964</td>
</tr>
<tr>
<td>OhioLINK Loaned by Hiram</td>
<td>1,885</td>
<td>- 45.3%</td>
<td>3,448</td>
<td>4,076</td>
<td>6,877</td>
</tr>
<tr>
<td>Interlibrary Loan items borrowed</td>
<td>250</td>
<td>27.6%</td>
<td>196</td>
<td>171</td>
<td>107</td>
</tr>
<tr>
<td>Interlibrary Loan items loaned</td>
<td>524</td>
<td>- 0.2%</td>
<td>525</td>
<td>750</td>
<td>530</td>
</tr>
</tbody>
</table>
4. Services Used

<table>
<thead>
<tr>
<th>Service</th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Queries</td>
<td>560</td>
<td>-20.8%</td>
<td>707</td>
<td>768</td>
<td>841</td>
</tr>
<tr>
<td>Instruction Presentations</td>
<td>54</td>
<td>8.0%</td>
<td>50</td>
<td>70</td>
<td>71</td>
</tr>
<tr>
<td>Students in Instruction Presentations</td>
<td>689</td>
<td>- 7.6%</td>
<td>746</td>
<td>1,007</td>
<td>1,236</td>
</tr>
<tr>
<td>Archives Research Questions</td>
<td>959</td>
<td>24.9%</td>
<td>768</td>
<td>754</td>
<td>704</td>
</tr>
</tbody>
</table>

5. Media Services Usage

<table>
<thead>
<tr>
<th>Service</th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camcorders</td>
<td>90</td>
<td>- 1.1%</td>
<td>91</td>
<td>119</td>
<td>244</td>
</tr>
<tr>
<td>Digital Cameras</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>11</td>
<td>181</td>
</tr>
<tr>
<td>LCD Projectors</td>
<td>410</td>
<td>- 42.7%</td>
<td>715</td>
<td>598</td>
<td>649</td>
</tr>
<tr>
<td>Laptops</td>
<td>313</td>
<td>23.2%</td>
<td>254</td>
<td>399</td>
<td>290</td>
</tr>
<tr>
<td>CD &amp; DVD Duplication</td>
<td>35</td>
<td>169.2%</td>
<td>13</td>
<td>137</td>
<td>124</td>
</tr>
<tr>
<td>Video to DVD Transfer</td>
<td>3</td>
<td>- 93.8%</td>
<td>48</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Poster Printing</td>
<td>509</td>
<td>- 1.4%</td>
<td>516</td>
<td>399</td>
<td>587</td>
</tr>
<tr>
<td>Color Copies</td>
<td>2,273</td>
<td>59.7%</td>
<td>1,423</td>
<td>2,237</td>
<td>2,923</td>
</tr>
<tr>
<td>Equipment Setups</td>
<td>632</td>
<td>-28.3%</td>
<td>882</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

6. Collection Growth

<table>
<thead>
<tr>
<th>Category</th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloged into Collection</td>
<td>2,497</td>
<td>- 18.2%</td>
<td>3,052</td>
<td>2,778</td>
<td>3,363</td>
</tr>
<tr>
<td>Purchased and Received</td>
<td>1,206</td>
<td>- 18.8%</td>
<td>1,485</td>
<td>1,755</td>
<td>1,827</td>
</tr>
<tr>
<td>Paid Print Periodical Subscriptions</td>
<td>163</td>
<td>2.5%</td>
<td>159</td>
<td>178</td>
<td>224</td>
</tr>
<tr>
<td>Paid Online Periodical Subscriptions</td>
<td>7,732</td>
<td>-14.4%</td>
<td>9,028</td>
<td>9,453</td>
<td>9,420</td>
</tr>
</tbody>
</table>
7. Government Documents Collection

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Documents Added</td>
<td>338</td>
<td>7.6%</td>
<td>314</td>
<td>319</td>
<td>428</td>
</tr>
<tr>
<td>Microfiche Documents Added</td>
<td>16</td>
<td>100.0%</td>
<td>8</td>
<td>27</td>
<td>3,543</td>
</tr>
<tr>
<td>CD-ROM Documents Added</td>
<td>20</td>
<td>53.8%</td>
<td>13</td>
<td>21</td>
<td>34</td>
</tr>
<tr>
<td>Total Documents Deselected</td>
<td>621</td>
<td>1193.8%</td>
<td>48</td>
<td>14,908</td>
<td>1,049</td>
</tr>
<tr>
<td>TOTAL COLLECTION SIZE</td>
<td>277,934</td>
<td>- 0.1%</td>
<td>278,181</td>
<td>277,894</td>
<td>292,435</td>
</tr>
</tbody>
</table>

8. Database Use

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-12</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dataware (OhioLINK) Searches</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>217</td>
<td>6,309</td>
</tr>
<tr>
<td>EBSCO Database Searches</td>
<td>189,431</td>
<td>- 24.2%</td>
<td>249,826</td>
<td>202,820</td>
<td>159,346</td>
</tr>
<tr>
<td>Lexis-Nexis Academic Searches</td>
<td>279</td>
<td>- 20.3%</td>
<td>350</td>
<td>347</td>
<td>522</td>
</tr>
<tr>
<td>Oxford Database Searches</td>
<td>665</td>
<td>- 24.5%</td>
<td>881</td>
<td>578</td>
<td>873</td>
</tr>
<tr>
<td>ISI Web of Science</td>
<td>2,720</td>
<td>32.7%</td>
<td>2,049</td>
<td>2,044</td>
<td>1,265</td>
</tr>
<tr>
<td>SciFinder Scholar</td>
<td>1,139</td>
<td>- 37.7%</td>
<td>1,827</td>
<td>2,125</td>
<td>1,227</td>
</tr>
<tr>
<td>ProQuest Databases</td>
<td>1,529</td>
<td>- 28.4%</td>
<td>2,136</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>TOTAL Searches</td>
<td>195,763</td>
<td>- 23.2%</td>
<td>254,933</td>
<td>208,131</td>
<td>169,542</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>Service</th>
<th>2014-15</th>
<th>% change from prev. year</th>
<th>2013-14</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Journal Center</td>
<td>4,919</td>
<td>- 9.6%</td>
<td>5,442</td>
<td>7,922</td>
<td>9,323</td>
</tr>
<tr>
<td>EBSCO Full-Text</td>
<td>29,931</td>
<td>- 11.2%</td>
<td>33,719</td>
<td>23,495</td>
<td>26,014</td>
</tr>
<tr>
<td>Digital Media Center</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>1</td>
<td>62</td>
</tr>
<tr>
<td>JSTOR</td>
<td>10,657</td>
<td>- 17.8%</td>
<td>12,971</td>
<td>13,228</td>
<td>16,928</td>
</tr>
<tr>
<td>Electronic Book Center</td>
<td>714</td>
<td>- 19.1%</td>
<td>883</td>
<td>982</td>
<td>991</td>
</tr>
<tr>
<td><strong>TOTAL DOWNLOADS</strong></td>
<td>46,221</td>
<td>- 12.8%</td>
<td>53,015</td>
<td>45,628</td>
<td>53,318</td>
</tr>
</tbody>
</table>