

**Hiram College Library Annual Report,
2016-2017**

Submitted by:

**David Everett
Library Director**

1. Overview

This was a year of challenges. A variety of circumstances led to the loss of three positions within the library. As a result, existing staff were forced to take on additional responsibilities. The documents librarian, for example, has taken on responsibility for all cataloging tasks, a full-time job in itself. The result has left the staff stretched thin and with little time to focus on anything beyond day-to-day tasks.

A 10% budget cut also created challenges. The budget was met, but fewer books were purchased (roughly a 15% decrease) and some periodicals and databases were cut. Endowments continue to cover periodical costs. Endowments cover about 14% of the periodicals costs; money that in the past was used to purchase books. It should be noted that books represent under 10% of the dollars spent on collections, while periodicals account for 70%.

At the same time, the building and its infrastructure continue to be an issue. Roof leaks, high humidity in the lower level and the archival storage area, and deteriorating front steps discourage people from coming into the building. Some shelving areas have been abandoned due to continuing leak issues and one study room has remained closed for more than 5 years.

Despite these issues, the library staff experienced a number of successes during the year. Many of these were technology-related, such as the upgrade to Innovative's Sierra platform, the upgrade of our EZproxy software, and moving a number of general interest magazines online through a subscription to a new product called Flipster.

At the same time, library staff shifted microforms, the reference desk, and other furniture to accommodate Tech and Trek. An office for Director of Learning Technologies was available for his use when he started work in late June. Offices/work space for two Instructional Designers was scheduled to be available in late July. Space was also made for Tech and Trek to locate a help desk on the main floor of the building.

Through all of this, day-to-day operations – references assistance, poster printing, library instruction for classes, media set-ups, interlibrary loan, and many other services – continued, albeit at a somewhat slower pace.

2. Meeting Our Goals

Goal 1 – Complete the move to Innovative's Sierra platform. This will keep us on the most up-to-date integrated library software offered by Innovative and up-to-date with OhioLINK requirements. **ACCOMPLISHED.** Done on schedule with little interruption to staff work-flow.

Goal 2 – Work with the staff in the Dray Computer Center to move our EZproxy server back to a Hiram server. It is this server that allows the library to offer off-campus access to its online resources – an essential function for the increasing number of commuters, as well as supporting PGS' move to 8-week blended classes. **ACCOMPLISHED.** Minor issues remain on the administrative side, but should be solved within the coming year.

Goal 3 – Re-design the library’s Web pages. Most needed is a re-design of the home page. In addition, at least five new Web pages need to be added. **PARTLY ACCOMPLISHED**. Some changes were made (notably Books in the News and Technology Sandbox) and pages on jobs in the library (for CWS students) and new subject guides in support of new programs.

Goal 4 – Re-make the main floor of the library. Given there are no immediate plans for Hiram Connect to locate to its designated spot, the library needs to remove empty shelving and re-purpose space on the main floor. **MOSTLY ACCOMPLISHED**. The move of Tech and Trek staff into the library on the first floor jump started this project very late in the year. Space was cleared by weeding and moving microforms and by moving the reference desk to a new location. In addition, other furniture was moved to other locations within the library and some tables were given to Student Life.

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

Book Collections

The print book collection continues to grow although at a much slower pace, as the number of new titles purchased declined by more than 14% from the previous year. The library’s ebook collection, almost entirely through OhioLINK’s Electronic Book Center continues to grow with more than 19,00 ebooks added during the 2016-17 year.

What is increasingly obvious, however, is the need to weed the print book collection. It has grown old and is slowly, but surely, running out of space. The library needs to develop a plan for solving this issue.

Periodical Collections

The periodical collection continues its move toward an all-electronic collection. The library’s print collection declined by nearly 5.5%, while the online collection, mostly through OhioLINK’s Electronic Journal Center, grew by more than 6.5%. As a result, the foot print for the current periodicals collection has been reduced. In addition, some 50 popular magazines, including *iPad User Magazine*, were added on the online Flipster platform. A number of those titles were previously received in print.

Video Collections

The library began a serious move to using streaming video in place of DVDs. This move was driven large part by PGS’s move to a standard 8-week, blended model. As a result, videos were viewed on off-weeks rather than during face-to-face classes, thus rendering DVDs of little use. As a result, the library began working with two vendors. Kanopy uses a patron-driven model and

features documentaries. Swank requires faculty to go through the library director in order to license feature films.

Government Documents Collection

The Government Documents Collection continued to grow in its usual fashion. We received fewer than 800 physical items, many consisting of issues of periodicals or slip laws. 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. The number of new electronic documents has increased this year, in part due to the provision of older publications in electronic format. State of Ohio documents, except for a few publications, are entirely electronic, and continue to grow at a relatively slow pace.

Music Collections

The sound recordings collection continues to grow at a steady pace, with approximately 170 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) and several other donors. There are still more than 1,000 Bauman LPs to process and catalog, a project that will likely continue for several years, since many of those remaining require original OCLC cataloging, or special processing. Before the end of June the CD collection reached a milestone of 20,000 titles. This has become a remarkably comprehensive collection for a small liberal arts college. The collection is well-used, and the library receives a large number of requests for recordings through both OhioLINK and Interlibrary Loan. The collection continues to be publicized through the newsletter, A Fistful of Music, available through the library's web page.

Archives

Archives continued to see use from the campus and the general public. Unfortunately, the College Archivist position has been eliminated and the future is uncertain.

B. Services

The library added no new services during the year. Existing services declined almost across the board. This included circulation of books and other materials, reserve materials and laptops. At the same time, the number of reference queries declined.

There are a number of reasons for these decline. These include fewer students overall, the changes in popular majors (accounting majors make less use of a library than, say, a history major), and the physical condition of the library.

C. Information Literacy/Instruction

The library's instruction continues to focus on the first-year program with some emphasis on upper-division instruction, particularly at the senior capstone level. The number of instruction sessions remained flat, although the number of students reached did increase. The library's instruction efforts continue to be hampered by the lack of an information literacy/instruction librarian.

D. Programming

The library continued its successful Library Forum series which features faculty presenting on their latest research or creative efforts. This year saw nine presentations with more than 240 people attending.

The Friends of the Library also offered 3 programs that added to the intellectual life of the campus. The fall program, with 40 attendees, featured Ed Pershey, Director of Special Projects at the Western Reserve Historical Society, speaking on “The Original Groovy Man: Thomas Edison and the Invention of Recorded Sound.” The spring program, the initial “Wilson Hoffman Program,” featured Hiram professor James Thompson speaking on Brexit. The program drew more than 30 people. Finally, in March, the Friends sponsored a program on children’s literature featuring Hiram professor Jen McCreight. Drawing some 20 people from the local community, the program, held on the library’s main floor, highlighted the library’s children’s collections.

E. Staff

At the end of the year, Carol Denzinger, the library’s administrative assistant, retired. The position will not be replaced and most of those duties will fall on the library director.

In addition, the decision was made to eliminate the position of College Archivist. While the future of the archives is unclear, it is likely the library director will be answering queries (more than 800 in the 2016-16 year) as time permits and that new items, while received, will not likely be officially added to the collection.

David Everett

Chair, Hiram College Library Committee

Non-voting resource member, Academic Program Committee

Treasurer, Friends of the Hiram College Library

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 Design - Additional work over time is being done on reworking the front page and in particular the front end search box that is the workhorse of the website. The front end

of the site that doesn't include the search box was redesigned to accommodate less graphical material and more text based information. This was done to simplify the page and focus on more core utility.

Various Database Vendor Linking Upgrades - Due to a variety of upgrades to EBSCO, JSTOR, and other critical database vendors upgrading their linking, changing their host urls, or altering their security we have had to alter our ezproxy settings and connectivity a number of times this year. These included making changes to the ezproxy config file, some firewall changes, and in a few instances alterations to authentication methods on the vendor side.

HCL Library Website Page Additions - Many new pages have been added to the library webpage these are employment, video/dvd device information, Library printing page, and a new feature called Books in the News and Five Books. The books in the news is a part of the website that details new books and reviews in the library including ebooks, and fiction. The 5 Books page is for keeping track of our five books feature. Five Books is a themed list of books which are located here at the library that allows us to showcase the variety of materials we have. These features are weekly.

Digital Signage Creation - Weekly digital signage creation continues along with special event signage creation such as HVZ, Alumni Weekend, Anime Club events, Special Visitors (Progressive, LDS, and Various Speakers).

Upgrade Version of EZProxy - Due to several database vendors upgrading their security and networks protections in 2017 we upgraded the Ezproxy version to the most recent. This allowed us to correctly interact with https style urls that are now being exclusively used by several of our most important vendors. This was then tested to assure that the system was functioning correctly.

Redesigned the primary search coding for Library Web Site - The central research portion of the library's website was redesigned in early 2017. This was done in order to correct some flaws in the original design as well as expand the offerings and solutions to the students and faculty who had concerns about which resources we were focusing on and how to access them. The windows were increased to 4 sections to include a full Journals A to Z section. The priority was also given to our local catalog and book collections over our electronic database selections.

Signage for Library Events - Created physical signage for a number of library events such as Book Sales, HVZ, Alumni Weekend, and others.

Set up a video reference system - One of the most important attributes of the iPad initiative is knowing that eventually all the students will have one. This has allowed us in the library to set up a reference system that is tied directly into apps that are resident on every iPad issued to the students. Through the Facetime application you can now call the reference desk directly and communicate with a reference librarian via video conferencing.

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.

Training

iPad iTunes U App Training - Being an Early Staff/Faculty Adopter of the iPad initiative we had to learn and get certified in the iTunes education apps. Additionally I needed to self teach the various aspects of the iPad that are relevant to the special library technology we could use. This includes xCode which is the language for programming Apple device apps.

Tech & Trek Early Adopter - In order to prepare for the arrival of iPads on campus en masse I became an early adopter of the initiative having to train and learn more about the technology. Most importantly trying to figure out new way we in the library can leverage this new device to allow more individuals access to the library collections.

Committees

Technology Infrastructure and Training Working Group - This working group was responsible to address the technical, financial, and training challenges and opportunities related to Hiram College's current and future ability to enhance its use of technology to further the educational mission and efficient operation of the college. Product included a large white paper on current and future technology initiatives.

Book Sale Committee (in house) - The Book Sale Committee was able to make some changes which altered the overall presentation for the Book sale dramatically. These included moving the book sale to the Pritchard room, putting all available books out and changing the overall hours of the event. In the future we will address the signage issue as it was a sticking point in relation to the success of the event.

Library Events

Planned and executed Humans vs. Zombies Spring Community event in the library - Humans vs. Zombies is a game played once or 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/ Interim Cataloger
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:

Interim Cataloger, February 2016--. Responsible for cataloging purchased and gift materials, withdrawal of outdated materials, catalog maintenance, supervision of student workers. Reorganized Technical Services and streamlined operations in advance of a new cataloger, incorporating processing space for sound recordings and government publications. Withdrew/Re-cataloged substantial portions of the former Reference Collection. Weeded/withdrew hundreds of volumes in the main collection, specifically older materials in the social sciences.

Awards/Honors:

Jessie Smith Award, Friends of the Hiram College Library. April 2017.

Scholarship

Articles/Papers:

“Rhythm & Blues and Soul Music.” (Discography). A Basic Music Library: Essential Scores and Sound Recordings. 4th edition. Edited by Daniel Boomhower. Vol. 1: Popular Music. Music Library Association, 2017. Co-compiled with Terry Simpkins.

Book Reviews:

Review of “American Heathens: The Politics of Identity in a Pagan Religious Movement.” Journal of Folklore Research Reviews. Published online, posted September 13, 2016.

Review of “The Archaeology of Ancestors: Death, Memory, and Veneration.” Choice 54 (3): 419, November 2016.

Review of “Minicars, Maglevs, and Mopeds: Modern Modes of Transportation around the World.” Choice 54 (3): 358-359, November 2016.

Review of “Historic Sites and Landmarks that Shaped America: From Acoma Pueblo to Ground Zero.” Choice 54 (7): 998, March 2017.

Music Reviews:

Review of “Requiem for a Jazz Lady,” by Ernie Krivda. Buzzard Tracks: Northeast Ohio Music News & Reviews, July 2016.

Review of “Trouble in Mind,” by Rock Salt and Nails. Buzzard Tracks: Northeast Ohio Music News & Reviews, December 2016.

Review of “Pastures,” by Roger Hoover. Buzzard Tracks: Northeast Ohio Music News & Reviews, December 2016.

Publications in Press:

Review of "Home Fires: How Americans Kept Warm in the 19th Century." Material Culture.
Review of "Rave: Rave and Its Influence on Art and Culture." Music Reference Services Quarterly.
Review of "Archaeology's Footprints in the Modern World." 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. 8 issues (academic year).
Editor & Manager, Buzzard Tracks: Northeast Ohio Music News & Reviews. Blog.
Editor, Scholars@Hiram, directory of faculty, student, and staff scholarship in the Hiram College community.
Regular contributor to Books in the News, Hiram College Library webpage.

Scholarship in Preparation:

Paper/article on the history of street cleaning technology in the 19th and 20th centuries.

Teaching/Advising:

MAIS 57100, Interdisciplinary Inquiry. Fall 2016, First 8-week session.
Outside Reader for David Krems, MAIS Capstone, 2016.
Outside Reader for Bianka Sinkfield, MAIS Capstone, 2017.

Service:

College Service:
New Course Committee. Member, 2016-2017.
Institutional Research Committee. Member, 2016-2017.
MAIS Oversight Council. Member, 2016-2017.

Professional Service:

Member, Book Awards Committee, International Society for Landscape, Place, & Material Culture, 2016. (These awards are for the best authored and best-edited books in the area of material culture studies) Became Chair for 2017.
Chair, Warren E. Roberts Graduate Student Paper Competition Committee, International Society for Landscape, Place, & Material Culture, 2016. (This award is for students of material culture)

Other Service:

Member, Friends of the Hiram College Library. Organized books for the Friends' annual book sale.

F. Physical Spaces

The physical condition of the building continues to be an issue. The front steps need repair yet again and serve to discourage people from entering the building. The roof continues to leak and the library has abandoned some shelving areas and the Bissell Study Room remains closed after

more than 5 years. Humidity, particularly in Archives and the lower level, continues to be a problem and mildew is growing on the bound periodicals on the lower level.

In order to accommodate Tech and Trek offices and help desk, the library moved quickly to rearrange the first floor. The results have not necessarily been aesthetically pleasing with microform cabinets in the Schneider Room and other furniture filtered throughout the building, but especially in the Krabil Room.

4. Challenges and Goals for the Coming Year

Given the loss of two positions during the current year, as well as two others the previous year, the library has set very modest goals for the coming year.

Goal 1 – Develop and implement a plan to get all e-books in the OhioLINK Electronic Book Center cataloged into the Hiram College Library Catalog.

Goal 2 – Develop a policy on the role of e-books in the library's book collection and when an e-book should be purchased instead of print.

Goal 3 – Develop and implement a plan for weeding the print book collection.

Goal 4 – Develop and implement a plan to move the juvenile collection from the main floor to the second floor.

Appendix: Selected Statistics

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

2016-17	% change	2015-16	2014-15	2013-14
40,363	- 3.5%	41,848	47,808	63,685

2. Use of Hiram Library Collection by the Hiram Community

	2016-17	% change from prev. year	2015-16	2014-15	2013-14
Book Circulations	8,098	- 2.2%	8,281	10,856	12,451
Reserve Circulations	302	- 33.9%	457	638	666
Laptop Circulations	83	- 13.5%	96	131	272

3. Interlibrary Use

	2016-17	% change from prev. year	2015-16	2014-15	2013-14
OhioLINK Borrowed by Hiram	4,006	4.5%	3,834	4,373	5,048
OhioLINK Loaned by Hiram	1,272	56.4%	813	1,885	3,448
Interlibrary Loan items borrowed	226	- 6.6%	242	250	196
Interlibrary Loan items loaned	700	2.2%	685	524	525

4. Services Used

	2016-17	% change from prev. year	2015-16	2014-15	2013-12
Reference Queries	419	-20.8%	529	560	707
Instruction Presentations	37	0.0%	37	54	50
Students in Instruction Presentations	502	1.2%	496	689	746
Archives Research Questions	N/A	N/A	827	768	768

5. Media Services Usage

	2016-17	% change from prev. year	2015-16	2014-15	2013-12
Camcorders	38	- 22.4%	49	90	91
Digital Cameras	4	---	0	0	0
LCD Projectors	399	- 10.1%	444	410	715
Laptops	307	30.6%	235	313	254
CD & DVD Duplication	0	-100.0%	17	35	13
Video to DVD Transfer	3	200.0%	1	3	48
Poster Printing	419	- 4.6%	439	509	516
Color Copies	3,390	35.6%	2,500	2,273	1,423
Equipment Setups	604	- 3.8%	628	632	882

6. Collection Growth

	2016-17	% change from prev. year	2015-16	2014-15	2013-14
BOOKS					
Cataloged into Collection	2,155	1.7%	2,119	2,497	3,052
Purchased and Received	1,088	- 14.3%	1,270	1,206	1,485
Paid Print Periodical Subscriptions	123	- 5.4%	130	163	159
Paid Online Periodical Subscriptions	10,886	6.6%	10,214	7,732	9,028

7. Government Documents Collection

	2016-17	% change from prev. year	2015-16	2014-15	2013-14
Paper Documents Added	752	57.8%	477	338	314
Microfiche Documents Added	20	900.0%	2	16	8
CD-ROM Documents Added	17	21.8%	14	20	13
Total Documents Deselected	281	- 12/7%	322	621	48
TOTAL COLLECTION SIZE	278,614	0.2%	278,105	277,934	278,181

8. Database Use

	2016-17	% change from prev year	2015-16	2014-15	2013-14
EBSCO Database Searches	139,825	- 38.6%	227,704	189,431	249,826 ¹
Lexis-Nexis Academic Searches	N/A	N/A	N/A	279	350
Oxford Database Searches	510	- 62.5%	1,361	665	881
ISI Web of Science	2,130	- 16.3%	2,544	2,720	2,049
SciFinder Scholar	4 ²	- 99.7%	1,306	1,139	1,827
ProQuest Databases	1,035	- 13.4%	1,195	1,529	2,136
TOTAL Searches	143,504	- 38.7%	234,110	195,763	254,933

9. Text/Images Downloaded

	2016-17	% change from prev. year	2015-16	2014-15	2013-12
Electronic Journal Center	3,305	- 21.3%	4,198	4,919	5,442
EBSCO Full-Text	26,809	1.0%	26,553	29,931	33,719
JSTOR	7,521	- 0.9%	8,595	10,657	12,971
Electronic Book Center	939	6.2%	884	714	883
TOTAL DOWNLOADS	38,574	- 4.1%	40,230	46,221	53,015

¹ Part of increase is because the implementation of OneSource allows multiple EBSCO databases to be searched simultaneously.

² This is the reported number from ACS, but one that strikes me as wrong given past years.