

**Hiram College Library Annual Report,  
2017-2018**

**Submitted by:**

**David Everett  
Library Director**

## 1. Overview

In some ways this year was one of meeting the basics of a library. The staff has gone from 11 to just four. In December, Jeff Wanser retired and in April we welcomed Laurence Skirvin – an indication of three months were the library was staffed by three plus student workers.

One of the highlights was the opening of Tech and Trek in the building. This initiative, not part of the library, did bring more people into the building but library usage continued to decline.

A great fundraising year by the Friends of the Library allowed the library to take advantage of some end of the year specials and add a number of resources. Many of these are primary resources that will aid undergraduate research in the humanities. Highlights included the Times (London) Digital Archives, Early English Books Online, and the NAACP Papers.

## 2. Meeting Our Goals

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.

**Partially Accomplished** – A plan was developed and implemented but not completed. Work will continue next year.

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.

**Partially Accomplished** – A set up guidelines were developed for choosing e-book over print. These included having unlimited users and being no more than 3 times the cost of the print we would buy. Purchasing is done through the library's usual vendor and limited to books from JSTOR, Project Muse, and EBSCO.

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

**Not Accomplished** – A plan was not developed although weeding was done in the 100s and 300s.

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

**Partially Accomplished** – An initial plan was developed but not implemented.

## 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 collection continues to grow but at a snail's pace. The purchase of print books declined by 44% from the previous year. At the same time, thanks largely to OhioLINK's Electronic Book Center, the library's e-book collection is growing rapidly and has nearly caught the number of print books. It seems reasonable to assume that e-books will outnumber print books by the end of the coming year.

### **Periodical Collections**

The trend to digital is also true for the library's periodical collection. Twenty years ago, the library had more than 1,000 print periodicals. Today it has 85. The number of online periodicals, thanks to OhioLINK's Electronic Journal Center and the JSTOR database, has grown to more than 11,000. That trend should continue.

### **Video Collections**

Again, digital is coming to be the accepted format. The library added a third streaming service, Alexander Street Video (ASV), to its existing services. Fortunately, ASV does not overlap with either Swank or Kanopy. It is quite possible that the library will not buy any DVDs in the coming year.

### **Government Documents Collection**

Hiram College has been a depository library since 1874, when James A. Garfield was a Congressman. Such a designation allows us to receive a number of publications that add value to the library and aid in research. While the U.S. Government is moving to more online resources, it is also providing us with free cataloging records to allow our users to discover these documents. It should also be noted that the library is also a depository for State of Ohio documents.

### **Music Collections**

The music collections go against the online trend. At this point, there is no good online streaming service designed for libraries that covers the variety of genres that the CD collection does. Most of the CDs added this year were gifts, primarily from the Baumans. The collection is being supported by a new endowment funded by Joanne Bauman. It is likely that the library has the largest music collection of any college in Ohio that does not have a conservatory.

### **Archives**

With no archivist, the College Archives is best described as in limbo. Queries and donations have not stopped. The library director answers the queries as well and as quickly as he can. Donations remain unprocessed and are likely to continue that way.

## **B. Services**

The use of library services continues to decline, although the gate count did increase this year. That increase can be traced almost entirely to the Sunday before classes began the last week of August. On a day when the library would normally have been closed, the College officially

launched Tech and Trek. As a result almost the entire College community came into the library that day to see the help desk and attend several Tech and Trek sessions. It will be interesting to see if gate counts continue to increase with the presence of Tech and Trek in the building.

Circulation of library collections continues to decline, including items borrowed through OhioLINK. The one-to-one iPad initiative of Tech and Trek has basically killed the circulation of the library's laptops.

Reference queries also declined continuing a trend both nationally and at this library. It should be noted, however, that the reference desk is now somewhat hidden having had to move for Tech and Trek and that the reference desk is staffed only two nights per week rather than the four it was at one time.

### **C. Information Literacy/Instruction**

Instruction continues to be a hit or miss proposition although the librarians did one more session this year than the previous year. Traditionally, the library has given most of its sessions in the first year program and for senior seminar/capstone classes. This year that was something of a mixed bag. A library session is no longer required for FRCLs with 9 of the 16 (56%) sections having a session. The session is a requirement for FSEMs and FDLAs. Librarians gave sessions to 10 of the 13 (77%) of the FSEMs and 4 of the 5 (80%) of the FDLAs.

Senior seminars and capstones have been the other traditional source of library sessions. The changing curriculum and the resulting change in the nature of capstones means the librarians gave only 3 such sessions this year. Ironically, that is the same number of sessions given to CCP classes that meet at local high schools, suggesting that perhaps high school teachers place a higher value on the collections and services of the library.

### **D. Programming**

The library continued its successful Library Forum series which features faculty presenting on their latest research or creative efforts. Ten faculty gave presentations with more than 230 people attending.

Friends of the Library also contributed to the intellectual climate of the campus with two programs that drew more than 80 attendees. The fall program featured Case Western Reserve University professor Dr. Maddalena Rumor speaking on ancient medicine. Hiram College's own Dr. Matt Notarian gave the spring program speaking on his work on an archaeological dig in Italy as well as his work on a potential dig at the Garfield/Zimmerman/Robins house.

## **E. Staff**

Again this year, the library had a long-time staff member retire. Jeff Wanser retired at the end of December after 33 years with the Hiram College Library. During that time Jeff served as Government Documents Librarian and Collection Development Librarian. He also participated in reference and library instruction. And for the past year he took on responsibility for cataloging.

In April, Laurence Skirvin was hired as Catalog Librarian, the first full-time cataloger since Rosanne Factor retired in January 2016. The hire allowed the library to catch up on processing new books, both print and e-books, into the collection, as well as moving more quickly to withdraw materials from the collection.

This also meant the library was left with two librarians to handle all of the reference work and the instruction sessions. In the past, this had been done by four librarians. As a result, reference desk hours were cut back to just two nights a week instead of four.

### **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.

#### **Additional Duties as Assigned: Government Document Librarian.**

Mid year Jeff Wanser retired after over thirty years of service, one of his jobs was acting as the government document librarian. That job has fallen to me. This is due to our library being a Government Depository Library for most of its existence. This job requires updating the electronic and physical catalog for materials we receive into the library from the GPO.

This year the library added 7816 electronic resources from the GPO, and 531 physical materials of all varieties. The types of physical materials that the library typical receives from the GPO are wide ranging, from Legislative calendars describing the complete congressional work in a given

year to trail maps for national parks throughout the country. The value of these materials for our patrons cannot be overstated and the value it adds to the collection immense. Work, however, needs to be done in the portion of the library that contains the government documents in terms of maintenance, weeding very old and very brittle congressional records in order to improve the accessibility of these docs. We lack the staff at the moment to address these issues.

## **Library Technology Projects**

### **HCL Library Website Design**

Additional work over time is being done on reworking the front page continual additions to the selection of items to be featured on the lists in the columns on the left and right. Added additional databases of note such as FLIPSTER, which is an e-magazine aggregator and display application through EBSCO. This is available through EBSCO on the webpage, an icon on the website itself, and an Ipad app.

### **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.

### **HCL Library Website Page Maintenance**

Books in the News and Five Books being a weekly updated component of the website that keeps the public aware of some of our physical and ebook selections available in the library.

### **DB Entries Added**

We have added a wide variety of databases to the libraries collection and each one required a module entry on the AtoZ list. These entries change over time however updating them is a core responsibility.

### **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 2017-2018 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.

### **Signage for Library Events**

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

## ***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.

### **Classes**

Taught a library research skills class for PGS in the spring 2018, it was an 8 week course with a single 8 hour face to face class session.

### **Committees**

#### **Book Sale Committee (in house) Kinda**

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.

## **Laurence Skirvin**

**Job description:** The Catalog Librarian provides access to all library materials through original and copy cataloging in all formats, as well as overseeing the physical processing of materials and managing the library's database on its Innovative Interfaces, Inc. system. Follows standard cataloging rules (RDA/AACR2), as well as protocols for OhioLINK.

### **Activities:**

- Cataloged the backlog of new purchased books and gift books that had accumulated since Jeff Wanser's retirement in addition to new materials that the Hiram Library received after April 2, 2018.
- Started original cataloging of the Hiram MAIS Capstones.
- Uploading ebooks that Hiram gets through OhioLINK and JSTOR Open Access into Hiram Library database and modifying the records to make them work for our system.
- Worked on fixing problems with items in the collection that do not have a barcode or correct labels and update the cataloging record of these items.
- Deciding which items in the collection that need to be weeded and withdrawing these items from the catalog.
- Supervising student workers in the physical process

## **F. Physical Spaces**

The physical condition of the building remains a problem. The good news is that Simon Roofing began work to replace the siding on the upper part of the building and to replace the roof, as well as replacing some windows.

Damage from many years of a leaky roof, however, continues to be a problem. Some shelving areas have been abandoned and the Bissell Study Room remains closed after more than 6 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.

#### **4. Challenges and Goals for the Coming Year**

Goal 1 – Continue to catalog e-books acquired through OhioLINK. Catch up to the current backlog and stay current.

Goal 2 – Continue to weed the print book collection. Emphasis should be placed on:

370s – Education

200s – Religion

700s – Arts, Music, Film, and Sports

Goal 3 – Implement the plan for moving the juvenile collection to the second floor

Goal 4 – Develop and implement a plan to clear library collections from the main floor in preparation for the Commons (aka first floor renovation)

## Appendix: Selected Statistics

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

| 2017-18 | % change | 2016-17 | 2015-16 | 2014-15 |
|---------|----------|---------|---------|---------|
| 41,916  | 3.8%     | 40,363  | 41,848  | 47,808  |

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

|                      | 2017-18 | % change<br>from prev.<br>year | 2016-17 | 2015-16 | 2014-13 |
|----------------------|---------|--------------------------------|---------|---------|---------|
| Book Circulations    | 2,781   | - 65.7%                        | 8,098   | 8,281   | 10,856  |
| Reserve Circulations | 144     | - 42.3%                        | 302     | 457     | 638     |
| Laptop Circulations  | 17      | - 80.0%.                       | 83      | 96      | 131     |

### 3. Interlibrary Use

|                                  | 2017-18 | % change<br>from prev.<br>year | 2016-17 | 2015-16 | 2014-15 |
|----------------------------------|---------|--------------------------------|---------|---------|---------|
| OhioLINK Borrowed by Hiram       | 1,430   | - 64.3%                        | 4,006   | 3,834   | 4,373   |
| OhioLINK Loaned by Hiram         | 2,532   | 99.1%                          | 1,272   | 813     | 1,885   |
| Interlibrary Loan items borrowed | 241     | 6.6%                           | 226     | 242     | 250     |
| Interlibrary Loan items loaned   | 647     | - 7.6%                         | 700     | 685     | 524     |

### 4. Services Used

|                                       | 2017-18 | % change<br>from prev.<br>year | 2016-17 | 2015-16 | 2014-15 |
|---------------------------------------|---------|--------------------------------|---------|---------|---------|
| Reference Queries                     | 287     | - 31.5%                        | 419     | 529     | 560     |
| Instruction Presentations             | 38      | 2.7%                           | 37      | 37      | 54      |
| Students in Instruction Presentations | 551     | 9.8%                           | 502     | 496     | 689     |
| Archives Research Questions           | N/A     | ---                            | N/A     | 827     | 768     |

## 5. Collection Growth

|                                      | 2017-18 | % change<br>from prev.<br>year | 2016-17 | 2015-16 | 2014-15 |
|--------------------------------------|---------|--------------------------------|---------|---------|---------|
| <b>BOOKS</b>                         |         |                                |         |         |         |
| Cataloged into Collection            | 1,015   | - 52.9%                        | 2,155   | 2,119   | 2,497   |
| Purchased and Received               | 600     | - 44.0%                        | 1,088   | 1,270   | 1,206   |
| Paid Print Periodical Subscriptions  | 85      | - 30.9%                        | 123     | 130     | 123     |
| Paid Online Periodical Subscriptions | 11,282  | 3.6%                           | 10,886  | 10,214  | 7,732   |

## 6. Government Documents Collection

|                              | 2017-18        | % change<br>from prev.<br>year | 2016-17        | 2015-16        | 2014-15        |
|------------------------------|----------------|--------------------------------|----------------|----------------|----------------|
| Paper Documents Added        | 531            | - 29.4%                        | 752            | 477            | 338            |
| Microfiche Documents Added   | 0              | -----                          | 20             | 2              | 16             |
| CD-ROM Documents Added       | 0              | -----                          | 17             | 14             | 20             |
| Total Documents Deselected   | 0              | -----                          | 281            | 322            | 621            |
| <b>TOTAL COLLECTION SIZE</b> | <b>279,145</b> | <b>0.2%</b>                    | <b>278,614</b> | <b>278,105</b> | <b>277,934</b> |

## 7. Database Use

|                          | 2017-18        | % change<br>from prev<br>year | 2016-17        | 2015-16 | 2014-15 |
|--------------------------|----------------|-------------------------------|----------------|---------|---------|
| EBSCO Database Searches  | 85,987         | - 38.5%                       | 139,825        | 227,704 | 189,431 |
| Oxford Database Searches | 329            | - 35.5%                       | 510            | 1,361   | 665     |
| ISI Web of Science       | 1,666          | - 21.8%                       | 2,130          | 2,544   | 2,720   |
| SciFinder Scholar        | <sup>1</sup> 4 | ---                           | <sup>2</sup> 4 | 1,306   | 1,139   |
| ProQuest Databases       | 1,859          | 79.6%                         | 1,035          | 1,195   | 1,529   |

<sup>1</sup> This is the reported number from ACS, but one that strikes me as wrong given past years.

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

|                |        |        |         |         |         |
|----------------|--------|--------|---------|---------|---------|
| TOTAL Searches | 89,845 | -37.4% | 143,504 | 234,110 | 195,763 |
|----------------|--------|--------|---------|---------|---------|

## 8. Text/Images Downloaded

|                           | 2017-18       | % change<br>from prev.<br>year | 2016-17       | 2015-16       | 2014-15       |
|---------------------------|---------------|--------------------------------|---------------|---------------|---------------|
| Electronic Journal Center | 3,212         | - 2.8%                         | 3,305         | 4,198         | 4,919         |
| EBSCO Full-Text           | 22,929        | - 14.5%                        | 26,809        | 26,553        | 29,931        |
| JSTOR                     | 10,092        | 32.4%                          | 7,521         | 8,595         | 10,657        |
| Electronic Book Center    | 2,093         | 122.8%                         | 939           | 884           | 714           |
| ProQuest Databases        | 1,655         | -----                          | N/A           | N/A           | N/A           |
| <b>TOTAL DOWNLOADS</b>    | <b>39,981</b> | <b>3.6%</b>                    | <b>38,574</b> | <b>40,230</b> | <b>46,221</b> |