Library Assessment Team

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Submitted by:
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March 2011
Contents

About Florida A&M University .................................................................................................................. 5

The Florida A&M University Libraries ............................................................................................... 6
  About Us ........................................................................................................................................ 6
  Vision Statement ......................................................................................................................... 6
  Mission Statement .................................................................................................................... 6

The Year in Review: Library Strategic Achievement Highlights ..................................................... 6
  Achievement Highlights in User Services ...................................................................................... 6
  Achievement Highlights in Collection Management and Technical Services ......................... 10
  Achievement Highlights in Human Resources and Development ........................................... 15
  Achievement Highlights in Library Environment ....................................................................... 33
  Achievement Highlights in Administrative Processes and Accountability .......................... 39

Projected Objectives for 2008/2009 ............................................................................................... 45

Index ............................................................................................................................................... 54

Charts

Table 1 Monthly Service Counts ........................................................................................................ 9
Table 2 Monthly Computer Usage Scholars 1 & 2 ........................................................................ 10
Table 3 Library Materials Budget Expenditures ............................................................................. 11
Table 4 Materials Inventory ........................................................................................................... 13
Table 5 Five Year Comparison of Volumes per FTE ................................................................. 14
Table 6 Five-Year Total Volume Counts by Location ................................................................. 15
Table 7 Selected Budget Allocations ............................................................................................. 43

Figures

Figure 1 Lee Hall ................................................................................................................................. 5
Figure 2 Staff before Winter Break ................................................................................................. 15
Figure 3 Ophelia Chapman beside New Computer Generated Display ................................... 16
Figure 4 Compact Storage ............................................................................................................... 34
Figure 5 Lillie Muse beside New Art in State Buildings Acquisition Error! Bookmark not defined.
Figure 6 Use of Catalog Station ...................................................................................................... 44
Figure 7 Coleman Library - Front ................................................................................................. 55
Florida Agricultural & Mechanical University is a four-year, public, co-educational and fully accredited institution of higher learning.

The main campus is spread over 419 acres located on the highest of seven hills in Tallahassee, the capitol of Florida.
The Florida A&M University Libraries

About Us
The University Libraries are made up of the Coleman Memorial Library and branch libraries. Branch libraries are located in the respective academic units they support and include the School of Architecture Library, the School of Journalism, Media, and Graphic Communication Resources Center and the Science Research Center Library. The University Libraries also support the FAMU/FSU College of Engineering Reading Room and the FAMU Developmental Research School.

Vision Statement
The Florida A&M University Libraries will provide information, technology, resources and services to our users whether on campus or across the globe. These services and resources will be provided in such a way that we positively meet and exceed all expectations.

Mission Statement
The Mission of the Florida A&M University Libraries is to provide a user centered information environment that supports inspirational teaching, exemplary research, meaningful service, and life long learning to the local and global university community.

The Year in Review: Library Strategic Achievement Highlights

Achievement Highlights in User Services
Service Goal: Forecasting, establishing, promoting, maintaining, and assessing a range of user centered library services that facilitate the highest quality of instructional, research and educational outcomes.

Facts
More instructional materials were developed during the year because of a greater emphasis on collaborative teaching in Pharmacy and Environmental Education classes. Requests for collaborative classroom instruction have increased, possibly influenced by instructional emphasis on “evidence based medicine” decision-making.

- The library developed a series of power point presentations with brochure and handouts to be used with information literacy instruction:
  - EMBASE (Excerpta Medica Database)
  - Science Research Center Library: A Library information Guide. (PowerPoint)
  - Iowa Drug Information Service (IDIS) (PowerPoint) with brochure handout.
  - International Pharmaceutical Abstracts (IPA)
  - e-Books Collection
  - Health Reference Academic Database (PowerPoint)
Provided links to Pharmacy Information Resources for the College of Pharmacy and Pharmaceutical Sciences (COPPS) web site.

Collaborated with Dr. Angela M. Hill, pharmacy faculty in a librarian/team teaching plan and provided training for pharmacy students enrolled in pharmacy course, Drug Information PHA 3790. The Students were introduced to the FAMU Libraries Databases A-Z covering the pharmaceutical sciences. They were taught how to select the most appropriate drug information resources for answering pharmacy-related questions. Specific emphasis was placed on the use of the Internet and web sites useful in searching on drug information topics of interest. The introductory course was designed to equip students with skills for acquiring information for use in pharmacy systems. FAMU Libraries electronic databases covered by the Library Manager were:

- *Iowa Drug Information Service (IDIS) database*
- *EMBASE/International Pharmaceutical Abstracts database*
- *Science Direct database*
- *(IPA) International Pharmaceutical Abstracts*

Provided subject specialty presentations and some small group instruction on request from faculty in all health science disciplines. Instruction began in August and ended November of the fall semester. Presentations included:

- *How to locate materials in the Library, FAMU Libraries Online Catalog*
- *Searching the A-Z List of databases*

The Library staff responded to impromptu in-person requests for research help. Enough one-on-one help with a problem/question was given to enable the user to continue independently.

Participated in the College of Pharmacy “Doctor of Pharmacy First Professional Year Orientation 2008.” The Library Manager was co-facilitator in this three-day activity held in the New Pharmacy Building, Blue Cross Blue Shield of Florida Auditorium. The Librarian presented introductory orientation on the library for PharmD students, Public Health Students, and Basic Sciences Students,

The Library Manager, for the first time was appointed to serve as Co-Chairperson of the College of Pharmacy 2008-2010 Standing Committee on *Library and Drug Information*. The Committee is responsible for the provision of library services for students and faculty’ healthcare providers and the public. It recommends to
the Dean measures to improve library services for the improvement of information services for research and research training.

- Served on the FAMU Libraries Literacy Planning Committee.

- Participated in local, state and national conferences, seminars, meetings, and training sessions. Attendance and participation in the professional activities provided ongoing training and retraining that supported continuous updating and upgrading of the staff's knowledge base. Most importantly the exposure proved critical in meeting challenges in the changing FAMU health sciences disciplines. The following is a list of Meetings that made a major impact on SRC Library activities: through participation in professional training opportunities, conferences and seminars:

  - **September 2008** - FAMU Inaugural Committee Special Breakfast.
  - **November 2008** – “Cyber-Security Awareness Training,” Tallahassee, FAMU.
  - **November 2008** – “Critical Thinking/Introduction to Evidence Based Medicine;” a training session was held in the New Pharmacy Building for students and faculty. The SRC Library Manager arranged with Dr. Toni C. Yancey, Outreach/Exhibits Coordinator, National Network of Libraries of Medicine, and Southeastern/Atlantic Region to provide this session at FAMU.
  - **January 2009**: Tallahassee Community College - The SRC Library Manager visited and toured the facility focusing on literacy instructional materials developed by the TCC Library staff.
  - **February 2009**: Electronic Resources and Libraries (ER&L) Annual Conference, Los Angeles, California.
  - **April 2009**: Florida Health Sciences Library Association 2009 Annual Meeting, Gainesville, FL. Ms. Ellis-Hicks attended and was a participant in two hands-on courses: “Government Resources in Consumer Health,” and “Technology Planning for Health Science Librarians.” She earned 4.0 contact hours CEU for the former, and 6.0 contact hours for the latter. She also, was presented a Certificate of Attendance.
  - **May 2009** “Management Skills for Supervisors Training” held May 12th FAMU campus, (LTA Supervisor attended)
# Monthly Service Counts
Main and Branch Libraries FY 2008/2009

<table>
<thead>
<tr>
<th>MONTH</th>
<th>SC</th>
<th>FC</th>
<th>UA</th>
<th>UD</th>
<th>UI</th>
<th>RR</th>
<th>INQ</th>
<th>CU</th>
<th>INF LIT CLASS</th>
<th>INF LIT STU</th>
<th>RS</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>JULY</td>
<td>1144</td>
<td>204</td>
<td>585</td>
<td>1062</td>
<td>260</td>
<td>83</td>
<td>1571</td>
<td>4587</td>
<td>4</td>
<td>83</td>
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<td>11828</td>
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<tr>
<td>AUGUST</td>
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<td>341</td>
<td>751</td>
<td>1339</td>
<td>702</td>
<td>86</td>
<td>2765</td>
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<td>1</td>
<td>27</td>
<td>2723</td>
<td>15130</td>
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<tr>
<td>SEPTEMBER</td>
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<td>343</td>
<td>1709</td>
<td>1751</td>
<td>1263</td>
<td>260</td>
<td>3754</td>
<td>15240</td>
<td>35</td>
<td>730</td>
<td>4088</td>
<td>32184</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>3521</td>
<td>502</td>
<td>1459</td>
<td>1417</td>
<td>930</td>
<td>198</td>
<td>3435</td>
<td>16483</td>
<td>21</td>
<td>478</td>
<td>3955</td>
<td>32399</td>
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<tr>
<td>NOVEMBER</td>
<td>3153</td>
<td>238</td>
<td>1302</td>
<td>1437</td>
<td>1025</td>
<td>266</td>
<td>2740</td>
<td>13589</td>
<td>10</td>
<td>176</td>
<td>4784</td>
<td>28720</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>1335</td>
<td>222</td>
<td>531</td>
<td>464</td>
<td>269</td>
<td>131</td>
<td>1222</td>
<td>8856</td>
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<td>0</td>
<td>4804</td>
<td>17834</td>
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<tr>
<td>JANUARY</td>
<td>2069</td>
<td>235</td>
<td>617</td>
<td>583</td>
<td>539</td>
<td>335</td>
<td>1837</td>
<td>12305</td>
<td>5</td>
<td>109</td>
<td>3771</td>
<td>22405</td>
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<tr>
<td>FEBRUARY</td>
<td>2697</td>
<td>206</td>
<td>615</td>
<td>556</td>
<td>533</td>
<td>171</td>
<td>1854</td>
<td>14299</td>
<td>25</td>
<td>453</td>
<td>4720</td>
<td>26129</td>
</tr>
<tr>
<td>MARCH</td>
<td>2696</td>
<td>447</td>
<td>702</td>
<td>575</td>
<td>431</td>
<td>150</td>
<td>1603</td>
<td>13252</td>
<td>6</td>
<td>95</td>
<td>5220</td>
<td>25177</td>
</tr>
<tr>
<td>APRIL</td>
<td>2997</td>
<td>304</td>
<td>819</td>
<td>590</td>
<td>509</td>
<td>190</td>
<td>2106</td>
<td>17200</td>
<td>3</td>
<td>50</td>
<td>5807</td>
<td>30575</td>
</tr>
<tr>
<td>MAY</td>
<td>727</td>
<td>328</td>
<td>364</td>
<td>243</td>
<td>128</td>
<td>114</td>
<td>706</td>
<td>4252</td>
<td>2</td>
<td>17</td>
<td>2880</td>
<td>9761</td>
</tr>
<tr>
<td>JUNE</td>
<td>1205</td>
<td>197</td>
<td>445</td>
<td>553</td>
<td>191</td>
<td>54</td>
<td>1419</td>
<td>6837</td>
<td>3</td>
<td>64</td>
<td>2062</td>
<td>13030</td>
</tr>
<tr>
<td>TOTAL</td>
<td>25328</td>
<td>3567</td>
<td>9899</td>
<td>10570</td>
<td>6780</td>
<td>2038</td>
<td>25012</td>
<td>132522</td>
<td>115</td>
<td>2282</td>
<td>47059</td>
<td>26517</td>
</tr>
</tbody>
</table>

Table 1: Monthly Service Counts

SC – Student Circulation  RR – Ready Reference
FC – Faculty Circulation  INQ – Inquiries
UA – Users Assisted      COMP – Computer Usage
UD – Users Directed      CLAS – Information Literacy Classes
UI – Users Instructed    STU – Information Literacy Students
Achievement Highlights in Collection Management and Technical Services

Service Goal: Providing information resources to local and distant users that are appropriate to support the teaching, research, and service mission and vision of the University.

Facts

- Awarded $219,789 in Title III funding for graduate resources
- Awarded $399,960 in Title III graduate funding
- Awarded $1,000,000 in CCRAA funding
- Awarded $1,000,000 in CCRAA funding
- Circulation Reserves, the African American Collection, and the circulating Coleman Library collection HB - HM were inventoried this year.
- The OCLC WorldCat Collection Analysis subscription was renewed. Analysis findings were our collecting levels are heavily oriented toward the sciences, medicine, and technology; however, book collections are not as up to date as they could be in these areas. The following areas were identified as needing strengthening dance and theater, environmental science, nursing, pharmacy, chemistry, and veterinary medicine.
- Faculty and/or subject librarians selected 54.9% (5,000) of the titles purchased
- To support a new Veterinary Technology program, the USDA awarded $54,000 for the purchase of library materials. The VetMed Resource, an electronic database in support of Veterinary Technology, along with other books and journals have been identified as resources to purchase with the USDA funds.
• Full-text database use increased from 774,882 in academic year 2006/07 to 822,414 in academic year 2007/08.
• Title III funding provided 5,684 books to the collection through the approval plan.
• 803 volumes from gifts and donations were added to the collection
• The bulk of the library materials budget (LMB) was spent on sustaining current subscriptions to print and electronic resources
• 127 print subscriptions (14 of which were DRS titles) were cancelled. Approximately 190 continuations were cancelled. One database, IEEE, was downsized.
• JSTOR usage has steadily increased over the past 5 years. Usage has increased as new content and new collections are added. This year, thanks to additional Title III funding, 3 new collections were added, Arts & Sciences IV & V, and Life Sciences. Although a one-time purchase annual maintenance fees will be ongoing and will be absorbed by the regular Library Materials Budget (LMB)
• ScienceDirect remains the most highly used publisher package, while ProQuest Education Journals, ProQuest Nursing & Allied Health Source, and ProQuest Psychology Journals remain the highest used aggregate e-journal databases
• ABI Inform has remained the most used business database over the past 5 years and usage continues to increase.
• Micromedex is the most highly used health database
• LegalTrac is the most used legal database with 6,125 searches. Lexis Nexis usage continues to decline.
• Gale’s Literature Resource Center remains the most highly used literature database
• The upgrade from Florida’s newspapers to America’s newspapers does not appear to have increased usage.
• The FAMU Digital Resources Center (FDRC) was launched and the Gallery of Distinction collection represented the first submission to the FDRC.

<table>
<thead>
<tr>
<th>Library Materials Budget (LMB) Expenditures</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$ 629,432.39</td>
<td>$ 384,248.01</td>
<td>$ 258,594.27</td>
<td>$ 128,376.13</td>
<td>$ 335.25</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>$ 579,083.51</td>
<td>$ 611,004.98</td>
<td>$ 659,821.55</td>
<td>$ 1,245,270.78</td>
<td>$ 1,312,207.31</td>
</tr>
<tr>
<td>eResources</td>
<td>$ 681,859.82</td>
<td>$ 741,734.38</td>
<td>$ 864,186.45</td>
<td>$ 392,315.60</td>
<td>$ 439,047.07</td>
</tr>
<tr>
<td>DRS</td>
<td>$ 12,996.11</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Binding</td>
<td>$ 26,922.85</td>
<td>$ 23,137.36</td>
<td>$ 13,174.64</td>
<td>$ 11,691.93</td>
<td>$ 26,478.07</td>
</tr>
<tr>
<td>AV</td>
<td>$ 12,069.67</td>
<td>$ 9,225.95</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 950.82</td>
</tr>
<tr>
<td>Microfilm</td>
<td>$ 10,624.67</td>
<td>$ 10,036.34</td>
<td>$ 4,774.05</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Continuations</td>
<td>$ 9,320.40</td>
<td>$ 152,087.21</td>
<td>$ 141,633.50</td>
<td>$ 127,998.50</td>
<td>$ 100,575.00</td>
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<tr>
<td>Total</td>
<td>$ 1,962,309.42</td>
<td>$ 1,931,474.23</td>
<td>$ 1,942,184.46</td>
<td>$ 1,905,652.96</td>
<td>$ 1,879,593.52</td>
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Table 3: Library Materials Budget Expenditures
## Materials Inventory FY 2007-2008

<table>
<thead>
<tr>
<th>Location</th>
<th>06/30/2008</th>
<th>HOLDINGS</th>
<th>DISCARDED</th>
<th>6/30/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONOGRAPHS &amp; SERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Library</td>
<td>534,845</td>
<td>13,502</td>
<td>7,309</td>
<td>541,038</td>
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<tr>
<td>Architecture</td>
<td>30,890</td>
<td>255</td>
<td></td>
<td>31,145</td>
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<tr>
<td>Curriculum Laboratory</td>
<td>10,768</td>
<td>0</td>
<td></td>
<td>10,768</td>
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<tr>
<td>FAMU/FSU Engineering</td>
<td>1,027</td>
<td>3</td>
<td></td>
<td>1,030</td>
</tr>
<tr>
<td>Government Documents</td>
<td>159,079</td>
<td>7,460</td>
<td></td>
<td>166,539</td>
</tr>
<tr>
<td>Laboratory Schools</td>
<td>8,807</td>
<td>135</td>
<td></td>
<td>8,942</td>
</tr>
<tr>
<td>School of Journalism</td>
<td>2,032</td>
<td>124</td>
<td></td>
<td>2,156</td>
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<tr>
<td>Science Research Center</td>
<td>24,791</td>
<td>62</td>
<td></td>
<td>24,853</td>
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<tr>
<td>University Attorney's</td>
<td>1,713</td>
<td>0</td>
<td></td>
<td>1,713</td>
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<tr>
<td>Bound Periodicals</td>
<td>99,341</td>
<td>1,747</td>
<td>814</td>
<td>101,709</td>
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<tr>
<td>Law Library</td>
<td>91,832</td>
<td>10,691</td>
<td></td>
<td>101,709</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>965,125</strong></td>
<td><strong>33,979</strong></td>
<td><strong>8,123</strong></td>
<td><strong>990,981</strong></td>
</tr>
</tbody>
</table>

**ELECTRONIC RESOURCES**

e-book (i.e. Netlibrary & GVRL) | 56,410 | 2,815 | 59,225 |
e-Journals                       | 52,718 | 6,106 | 58,824 |
e-Journals (LAW)                 | 29,904 | 416   | 30,320 |
e-books (Gov. Docs.)             | 1,537  | 0     | 1,537  |
| **TOTALS:**                      | **140,569**| **9,337**| **149,906**|

**MICROFORMS**

<table>
<thead>
<tr>
<th>Description</th>
<th>06/30/2008</th>
<th>DISCARDED</th>
<th>6/30/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfilms</td>
<td>46,682</td>
<td>204</td>
<td>46,886</td>
</tr>
<tr>
<td>Microfiches</td>
<td>117,499</td>
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<td>117,499</td>
</tr>
<tr>
<td>Microcards</td>
<td>2,309</td>
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<td>2,309</td>
</tr>
<tr>
<td>Microfiches (Gov. Docs.)</td>
<td>47,193</td>
<td>6,402</td>
<td>53,595</td>
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<tr>
<td>Law Lib. Microforms (vol.eqv.)</td>
<td>234,413</td>
<td>3,663</td>
<td>238,076</td>
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<td><strong>TOTALS:</strong></td>
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<td><strong>458,365</strong></td>
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**NONPRINT RESOURCES**

<table>
<thead>
<tr>
<th>Description</th>
<th>06/30/2008</th>
<th>DISCARDED</th>
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</thead>
<tbody>
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<td>Audio Tapes</td>
<td>6,135</td>
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<td>Charts</td>
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<td>0</td>
</tr>
<tr>
<td>Computer Data Tapes</td>
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<tr>
<td>CD ROM</td>
<td>415</td>
<td>9</td>
<td>424</td>
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<tr>
<td>Films (Reels) 16mm</td>
<td>385</td>
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<td>385</td>
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<tr>
<td>Filmstrips</td>
<td>3,639</td>
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<tr>
<td>Globes</td>
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<td>1</td>
</tr>
<tr>
<td>Kits</td>
<td>70</td>
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<tr>
<td>Manuals/Guides</td>
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<td>12</td>
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<td>Phono Records</td>
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<tr>
<td>Slides</td>
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<td>57,297</td>
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<tr>
<td>Transparencies</td>
<td>272</td>
<td>0</td>
<td>272</td>
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<td>Videos (Cassettes &amp; DvDs)</td>
<td>1,487</td>
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<td>1,531</td>
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<td>Pictures</td>
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<td>65</td>
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<tr>
<td>Maps</td>
<td>18</td>
<td>0</td>
<td>18</td>
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<td><strong>TOTALS:</strong></td>
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<td><strong>65</strong></td>
<td><strong>76,832</strong></td>
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</table>

*Table 4 Materials Inventory*
Five Year Comparison of Volumes per FTE 2003/04 to-2007/08

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Number of FTE</th>
<th>Number of Volumes</th>
<th>Volumes Per FTE</th>
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</thead>
<tbody>
<tr>
<td>2004-05</td>
<td>9,083</td>
<td>899,558</td>
<td>99.04</td>
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<tr>
<td>2005-06</td>
<td>8,304</td>
<td>927,412</td>
<td>111.69</td>
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<tr>
<td>2006-07</td>
<td>8,436</td>
<td>951,985</td>
<td>112.84</td>
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<td>2007-2008</td>
<td>7,946</td>
<td>965,125</td>
<td>121.46</td>
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<tr>
<td>2008-2009</td>
<td></td>
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</tr>
</tbody>
</table>

Table 5 Five Year Comparisons of Volumes per FTE

Five-Year Total Volume Counts by Location 2003-2008

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Main Library</td>
<td>503,977</td>
<td>516,524</td>
<td>527,981</td>
<td>534,845</td>
<td>541,038</td>
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<tr>
<td>Architecture</td>
<td>30,182</td>
<td>30,371</td>
<td>30,687</td>
<td>30,890</td>
<td>31,145</td>
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<tr>
<td>Curriculum Laboratory</td>
<td>10,768</td>
<td>10,768</td>
<td>10,768</td>
<td>10,768</td>
<td>10,768</td>
</tr>
<tr>
<td>Government Documents</td>
<td>147,916</td>
<td>156,449</td>
<td>157,879</td>
<td>159,079</td>
<td>166,539</td>
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<tr>
<td>Laboratory School</td>
<td>7,674</td>
<td>8,780</td>
<td>8,782</td>
<td>8,807</td>
<td>8,942</td>
</tr>
<tr>
<td>FAMU/FSU Engineering</td>
<td>955</td>
<td>990</td>
<td>1,026</td>
<td>1,027</td>
<td>1,030</td>
</tr>
<tr>
<td>Journalism</td>
<td>1,817</td>
<td>1,971</td>
<td>1,998</td>
<td>2,032</td>
<td>2,156</td>
</tr>
<tr>
<td>Law Library</td>
<td>295,342</td>
<td>76,871</td>
<td>87,613</td>
<td>91,832</td>
<td>101,709</td>
</tr>
<tr>
<td>Science Research Center Library</td>
<td>24,102</td>
<td>24,495</td>
<td>24,651</td>
<td>24,791</td>
<td>24,853</td>
</tr>
<tr>
<td>University Attorney's</td>
<td>1,208</td>
<td>1,655</td>
<td>1,655</td>
<td>1,713</td>
<td>1,713</td>
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<tr>
<td>Archives</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Bound Periodicals</td>
<td>96,466</td>
<td>98,538</td>
<td>98,945</td>
<td>99,341</td>
<td>101,088</td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF VOLUMES IN ALL LIBRARIES: 1,120,407 927,412 951,985 965,125 990,981
Achievement Highlights in Human Resources and Development

Service Goal: Attracting, hiring, and retaining sufficient numbers of experienced and distinctly qualified human resources

Staff Resources

Librarians 29
Other Professional Staff 0
Other Paid Staff 43
Student assistants from all funding sources 24
Total full-time equivalent (FTE) staff 96

Total salaries and wages $2,673,228

*From National Center for Education Statics Academic Libraries Survey 2/2008

Figure 2 Staff before Winter Break
Staff Achievement

Service to the University
Service to the Libraries
Service to the Profession
Service to the Community
Association Meeting Attendance/Participation
Workshop/ Training Participation
Publications

- Ms. Taylor was elected to serve as a Delegate to the National Education Association Representative Assembly (NEA RA) in San Diego, CA. July 1-6, 2008. “Hope Starts Here” was the theme of the convention. Arne Duncan, Secretary of Education was the featured Speaker. Michael Eric Dyson, a Black writer, and Eugene Robinson, a black television columnist also made presentations. Dr. Walter Lee Smith, Past President of Florida A&M University was honored with the Applegate Dorros Peace and International Understanding Award for his work in Education and in Africa.

- Ms. Taylor has attended many workshops, classes, meetings, and other activities as reported on the 2008-2009 Annual Self-Evaluation Report.

- Demonstrations/presentations/training performed by Documents staff:
  - on behalf of Joyce Johnson, was spokesperson for short presentations on Libraries in the FAMU New Employee Orientations, “Discover FAMU”, organized by the University’s Training Office. With few exceptions, these orientations were scheduled monthly. (J. Cox)
  - 12/18/08 (3-4 PM) – presented an Overview of the Web OPAC PowerPoint presentation to staff; it was sponsored by the ALEPH Maintenance Committee. (J. Cox)
  - 4/21/09 – J. Cox did a forty-five minute presentation on “How to Do an Online Tutorial to Find Documents More Easily in Your Library’s Catalog” at the Spring
Federal Depository Library Council Meeting, held April 20-22, 2009, in Tampa, FL.

- 6/22/09 – J. Cox gave short presentation on Libraries’ services to the staff of the Office of New Student Orientation at their invitation.

Demonstrations/presentations/training attended by Documents staff:

- 7/29/08 – Public Services Train-the-Trainer: attended Dale Thomas' demonstration on the use of equipment and software for “Cricut Expression” paper cutting system. (J. Cox)
- 8/13-15/08 – the University's 2008 Annual Faculty Planning Conference: Creative Changes in a Climate of Strategic Visioning. (J. Cox)
- 8/19/08 - [Webinar] Elsevier e-book demo presented by representative named Kenyatte Baylor. (J. Cox)
- 8/20/08 – [Webinar] “Find Sources” feature demo by Lexis-Nexis Academic database vendor representative. (J. Cox)
- 8/22/08 - [Webinar] “Legal Research” feature demo by Lexis-Nexis Academic database vendor representative. (J. Cox)
- 8/28/08 – [PLAN/SOLINET Webinar] “10 Interactive Information Literacy Teaching Strategies”. (J. Cox)
- 8/29/08 - Public Services Train-the-Trainer: attended Dale Thomas' introduction on the basics of the testing and surveying features of the “SchoolVue” software used for class management. (J. Cox)
- 9/4/08 (10 AM-12 PM) – one-on-one DigiTool Meditor Client Training with Priscilla Caplan, Assistant Director, FCLA Digital Library Services. (J. Cox)
- 9/15/08 (10 AM-3 PM) - one-on-one DigiTool Meditor Client Training with Priscilla Caplan, Assistant Director, FCLA Digital Library Services. (J. Cox)
- 10/13/08 – Introduction to Blackboard, pt. 1, presented by Joe Roache and Danny Malone from the Instructional Media Center. (J. Cox)
- 10/15/08 – Introduction to Blackboard, pt. 2, presented by Joe Roache and Danny Malone from the Instructional Media Center. (J. Cox)
- 10/22/08 – Mandatory Cyber-Security Awareness Training, sponsored by the University's Office of Enterprise Information Technology (EIT). (J. Cox & L. Muse)
- 10/29/08 – [Webinar] WorldCat Collection Analysis: Making Heroes Daily, scheduled by Brenda Wright, various panelists. (J. Cox)
- 11/18/08 – [Webinar] Upgrades to Ex-Libris' SFX Service, scheduled by Ernestine Holmes for the ALEPH Maintenance Committee members. (J. Cox)
- 11/18/08 – lecture by Toni C. Yancey, Outreach/Exhibits Coordinator for the National Network of Libraries, on “Critical Thinking/Introduction to Evidence Based Medicine Presentation”; she was invited by Ms. Pauline Hicks. (J. Cox)
- 12/2/08 – Public Services Train-the-Trainer on SchoolVue software presented by Dale Thomas. (J. Cox)
- 12/18/08 (3-4 PM) – Effective Communication at Work workshop presented by the FAMU Training Office. (L. Muse)
- 1/13/09 – demonstration on the use of the large Canon ImagePrografPrinter located in Coleman Library, Technical Services. (L. Muse)
1/16/09 – MICROMEDEX Database: Point-of-Care Solution, vendor demonstration. (J. Cox)

1/27/09 - Do Your Really Understand Identify Theft?, a workshop, presented by a State Appointed Legal Expense Agent in the Coleman staff lounge. (L. Muse)


2/27/09 (11 AM – 1 PM) – Overview of FAMU Ovid Collections and Introduction to Nursing Full-Text: Lunch & Learn sponsored by Ovid and facilitated by Diane Campagnes. (J. Cox)


4/30/09 - [Webinar] Introduction to ALEPH V. 19 presented by FCLA staff and scheduled by Ernestine Holmes for the ALEPH Maintenance Committee members. (J. Cox)

5/12/09 (1:30 PM) – 4-Day Work Week Schedule Briefing presented by FAMU Human Resources staff in the Pharmacy auditorium. (J. Cox)

5/15/09 (8:30-10:30 AM) – VetMed Database Resource Training presented by vendor representative. (J. Cox)

5/19/09 – attended demonstration session held in the Coleman staff lounge on the use of a defibrillator. (L. Muse)

5/20/09 (11 AM – 1 PM) – DigiTool Training, refresher and update by Priscilla Caplan and Lu Ai from FCLA Digital Services. (J. Cox)

5/21/09 (9 AM – 5 PM) – FCLA staff site visit and Workshop on ALEPH V.19. (J. Cox)

5/21/09 (9 AM – 5 PM) – FCLA staff site visit and Workshop on ALEPH V.19. (J. Cox)

5/22/09 (8:30 – 10:30 AM) – [Webinar] Black Studies Center Database Training by a ProQuest vendor representative. (J. Cox)

5/26/09 (10:30 AM) – Libraries Director’s Budget Planning Meeting, Round 2 with staff. (J. Cox)

6/16/09 (10 – 11 AM) – GOBI3 Workshop presented by Yankee Book Peddler vendor representative. (J. Cox)

6/26/09 (2:30 PM) – [Webinar] SchoolVue Class Management System training by CrossTec vendor representative. (J. Cox)

Emmett Denny, University Librarian, Head of Cataloging

Committees

- ALEPH Maintenance Committee
- Library Assessment Committee
- Serial Inventory Project Committee, Chair
- TSPC-Technical Services Planning Committee
- Metadata Subcommittee
- Statewide Storage Facility Task Force
Attended the Following:

- ALEPH Maintenance Committee Meeting (at least two times a month)
- Meetings with Mrs. Brenda Wright (at least two times a month)
- Library Assessment Committee (at least two times a month)
- Metadata Subcommittee Conference Call (once a month)
- Statewide Storage Facility Meeting (bi-weekly)
- TSPC-Technical Services Planning Committee Conference Call (once a month)
- President’s Forum (July 2)
- Inventory Training of Cataloging Staff (July 10-17)
- Inventory Committee Meeting (August 1)
- GenLoad Training with Mary Ann O’ Daniel of FCLA (August 27)
- Inventory Project (various days in August)
- Library Professional Development Elections (September 2)
- Council of State University Libraries Meeting (presented and took minutes)(September 4)
- FCLA Board Meeting (Took minutes) (September 5)
- Faculty Senate Meeting (for Mrs. Holmes) (September 16)
- GenLoad Training with Mary Ann O’ Daniel of FCLA (September 18)
- General Faculty Meeting (FAMU Constitution) (September 23)
- Inventory Project (various days in September)
- Aleph Meeting (October 2, 23)
- Inventory Cleanup Project (October 7)
- General Staff Meeting (October 15)
- Submitted Cataloging Draft to Statewide Storage Task Force for JANUS report (October 21)
- Cyber Security Meeting (October 22)
- LibQUAL + Town Hall Meeting For Faculty (November 18)
- Library Director’s Meeting for CSUL (November 21)
- Submitted Metadata Subcommittee Quarterly Report to TSPC (November 21)
- Metalib Webinar (December 2)
- CSUL Briefing (December 16)
- Aleph Meeting (December 18)
- ENDECA OPAC Meeting (December 18)
- Demo for Canon Printer (January 13)
- Demo by Bradley Scott, Librarian candidate (January 26)
- Identity Theft Training (January 28)
- Trained Cataloging staff on Ticklers and Creating OPAC Notes for Title III materials (January 28)
- Completed New Books List (African American Collection) (February 9)
- PLAN Library Customer Service Workshop (February 10)
- Submitted Quarterly Report to the Metadata Subcommittee (February 13)
Faculty Senate Meeting (February 17)
General Staff Meeting on QEP (February 23)
CAGER/DISC Working Group (March 2, 17)
CSUL Preparation Meeting (March 3)
Acquisitions Subcommittee Conference Call (March 16)
Reviewed the new Aleph indexes before sign off by FAMU Libraries (March 22)
Attended presentation of Mr. William Nichols, candidate of Asst./Assoc University Librarian (March 31)
Disaster Preparedness Workshop (April 9)
Trained Senior LTA’s on Inventory Cleanup in Aleph (April 14)
Meeting with Brenda Wright and Connie Taylor on procedures for AAC books (April 21)
Metadata/DISC Working Group (April 27)
Completed Annual Performance Evaluation for Carla Harrison (April 29)
Aleph Meeting FCLA Webinar on Aleph v.19 (April 30)
Meetings with Keith Fagg and Elaine McCreary Topic: Serials (May 11)
Statewide Storage Facility Task Force (May 12)
Serials Solutions Webinar (May 12)
Aleph Version 19 Webinar (May 14)
General Staff Meeting (May 18)
Digitool Training (FCLA staff) (May 20)
Aleph Version 19 Training with FCLA staff (May 21)
Library Budget Meeting (May 26)
Digitool Training (FCLA staff) (June 9)
Technical Services Bulletin Board Poster (June 9)
CSUL Briefing with Library Director (June 9)
CAGER/Metadata Conference Call (June 10)
Preparations for Fire Marshall Inspection (June 10-12)
Technical Services Staff Meeting (June 29)

Professional Memberships
- ALA- American Library Association
- NASIG- North American Serials Interest Group
- NFLA- North Florida Library Association

Saiyed Ahmad, University Librarian, Special Projects Cataloger
Committees
- ALEPH Maintenance Committee

Attended the Following:
- ALEPH Maintenance Committee Meeting (at least two times a month)
• General Staff Meeting (October 15)
• Cyber Security Meeting (October 22)
• ALEPH Access Meeting (October 28)
• ENDECA OPAC Meeting (December 18)
• Identity Theft Training (January 28)
• Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
• Disaster Preparedness Workshop (April 9)
• Aleph Meeting FCLA Webinar on Aleph v.19 (April 30)
• Aleph Version 19 Webinar (May 14)
• General Staff Meeting (May 18)
• Library Budget Meeting (May 26)
• Preparations for Fire Marshall Inspection (June 10-12)
• Technical Services Staff Meeting (June 29)

Professional Memberships
• ALA- American Library Association
• NFLA-North Florida Library Association
• Friends of FAMU Libraries, Charter Member

**Cassandra Brooks,** Clerk Typist
Attended the Following:
• President’s Forum (July 2)
• Inventory Project (various days in August)
• Inventory Project (various days in September)
• General Staff Meeting (October 15)
• Cyber Security Meeting (October 22)
• ALEPH Access Meeting (October 28)
• ENDECA OPAC Meeting (December 18)
• General Staff Meeting on QEP (February 23)
• Preparations for Fire Marshall Inspection (June 10-12)
• Technical Services Staff Meeting (June 29)

Assisted With the Following:
• Provided Back-up Clerical Service for Library Administration Office

**George Bruton,** Senior Library Technical Assistant
Committees
• Information Commons Committee
• Recycle Committee

Attended the Following:
- President’s Forum (July 2)
- Information Commons Committee (at least two times a month)
- Inventory Project (July 10, 17)
- Faculty Staff Breakfast (August 15)
- FAMU Convocation (August 29)
- President’s Forum (September 22)
- Recycle Committee (various days in September)
- Inventory Project (various days in September)
- Founder’s Day (October 10)
- General Staff Meeting (October 15)
- Cyber Security Meeting (October 22)
- ALEPH Access Meeting (October 28)
- President’s Forum (November 12)
- Recycle Committee (December 17)
- ENDECA OPAC Meeting (December 18)
- Demo for Canon Printer (January 13)
- Identity Theft Training (January 28)
- Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
- Recycle Committee (January 29)
- PLAN Library Customer Service Workshop (Guest Services) (February 10)
- General Staff Meeting on QEP (February 23)
- Disaster Preparedness Workshop (April 9)
- Aleph Version 19 Webinar (May 14)
- General Staff Meeting (May 18)
- President’s Forum (May 18)
- Automated External Defibrillator Training (May 19)
- Digitool Training (FCLA staff) (May 20)
- Preparations for Fire Marshall Inspection (June 10-12)
- Technical Services Staff Meeting (June 29)

Assisted With the Following:
- Homecoming Decorations for Library
- Art Work for Library Bulletin Board Displays

Gladys Clark, Senior Library Technical Assistant
Attended the Following:
- President’s Forum (July 2)
- Inventory Project (July 11)
- President’s Forum (September 22)
• Inventory Project (various days in September)
• Founder’s Day (October 10)
• General Staff Meeting (October 15)
• Cyber Security Meeting (October 22)
• ALEPH Access Meeting (October 28)
• President’s Forum (November 12)
• ENDECA OPAC Meeting (December 18)
• Identity Theft Training (January 28)
• Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
• General Staff Meeting on QEP (February 23)
• Aleph Version 19 Webinar (May 14)
• General Staff Meeting (May 18)
• Preparations for Fire Marshall Inspection (June 10-12)
• Technical Services Staff Meeting (June 29)

**Anatole Cloud, Senior Clerk**

Attended the Following:

• Presidents Forum (July 2)
• Inventory Project (July 11, 14)
• Dial In Contact- Metadata Subcommittee Meeting (August 13)
• Faculty Staff Breakfast (August 15)
• FAMU Convocation (August 29)
• Inventory Project (various days in August)
• Inventory Project (various days in September)
• Founder’s Day (October 10)
• General Staff Meeting (October 15)
• Cyber Security Meeting (October 22)
• ALEPH Access Meeting (October 28)
• Recycle Committee (December 17)
• ENDECA OPAC Meeting (December 18)
• Demo for Canon Printer (January 13)
• Identity Theft Training (January 28)
• Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
• Recycle Committee (January 29)
• PLAN Library Customer Service Workshop (Guest Services) (February 10)
• General Staff Meeting on QEP (February 23)
• QEP Showdown on “The Set” (March 3)
• Disaster Preparedness Workshop (April 9)
• Lunch with University President (April 17)
• Aleph Version 19 Webinar (May 14)
• General Staff Meeting (May 18)
• Automated External Defibrillator Training (May 19)
• Preparations for Fire Marshall Inspection (June 10-12)
• Technical Services Staff Meeting (June 29)

Assisted with the following:
• Provided Back-up Courier Service for Library Administration Office

Motunrayo Fadiora, Senior Library Technical Assistant
Attended the Following:
• Inventory Project (July 15)
• Inventory Project (various days in August)
• Inventory Project (various days in September)
• General Staff Meeting (October 15)
• Cyber Security Meeting (October 22)
• ALEPH Access Meeting (October 28)
• ENDECA OPAC Meeting (December 18)
• Identity Theft Training (January 28)
• Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
• General Staff Meeting on QEP (February 23)
• Disaster Preparedness Workshop (April 9)
• Aleph Version 19 Webinar (May 14)
• General Staff Meeting (May 18)
• Preparations for Fire Marshall Inspection (June 10-12)
• Technical Services Staff Meeting (June 29)

Carla Harrison, Senior Library Technical Assistant
Attended the Following:
• Presidents Forum (July 2)
• Inventory Project (July 15)
• FAMU Convocation (August 29)
• Inventory Project (various days in August)
• Inventory Project (various days in September)
• Founder’s Day (October 10)
• Cyber Security Meeting (October 22)
• President’s Forum (November 12)
• Metalib Webinar (December 2)
• ENDECA OPAC Meeting (December 18)
• Identity Theft Training (January 28)
• Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
• General Staff Meeting on QEP (February 23)
• Disaster Preparedness Workshop (April 9)
• Aleph Version 19 Webinar (May 14)
• General Staff Meeting (May 18)
• President’s Forum (May 18)
• Preparations for Fire Marshall Inspection (June 10-12)
• Technical Services Staff Meeting (June 29)

**Elaine McCreary,** Instructor Librarian, Serials Librarian

Committees

• Collection Development Committee
• Inventory Committee
• Serials Inventory Project Committee

Attended the Following:

• Collection Development (once a month)
• Inventory Project (July 1-3, 11, 14-18)
• Inventory Project (various days in September)
• Collection Development (October 7)
• General Staff Meeting (October 15)
• Charleston Conference (November 4-8)
• Metalib Webinar (December 2)
• ENDECA OPAC (December 18)
• Collection Development (January 6)
• Micromedex (January 16)
• Identity Theft Workshop (January 28)
• Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
• Collection Development (February 3)
• General Staff Meeting on QEP (February 23)
• Mergent Online (February 24)
• Ovid (February 27)
• Collection Development Resource Sharing Conference – Florida State University (March 26, 27)
• Disaster Preparedness Workshop (April 9)
• Aleph Version 19 Webinar (May 14)
• Vet Med (May 15)
• Preparations for Fire Marshall Inspection (June 10-12)
• Gobi Training (June 16)
• Technical Services Staff Meeting (June 29)
Professional Memberships
  • ALA- American Library Association
  • NFLA-North Florida Library Association

Eva Rodgers, Senior Library Technical Assistant
Attended the Following:
  • Presidents Forum (July 2)
  • Inventory Project (July 15)
  • FAMU Convocation (August 29)
  • Inventory Project (various days in August)
  • Inventory Project (various days in September)
  • Founder’s Day (October 10)
  • General Staff Meeting (October 15)
  • Cyber Security Meeting (October 22)
  • ALEPH Access Meeting (October 28)
  • President’s Forum (November 12)
  • ENDECA OPAC (December 18)
  • Identity Theft Workshop (January 28)
  • Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
  • General Staff Meeting on QEP (February 23)
  • Disaster Preparedness Workshop (April 9)
  • Aleph Version 19 Webinar (May 14)
  • General Staff Meeting (May 18)
  • President’s Forum (May 18)
  • Preparations for Fire Marshall Inspection (June 10-12)
  • Technical Services Staff Meeting (June 29)

Gloria Singleton, Senior Library Technical Assistant
Attended the Following:
  • Presidents Forum (July 2)
  • Inventory Project (July 16)
  • Faculty Staff Breakfast (August 15)
  • Inventory Project (various days in August)
  • President’s Forum (September 22)
  • Inventory Project (various days in September)
  • Screening Committee (October 15, 27, 28)
  • General Staff Meeting (October 15)
  • Cyber Security Meeting (October 22)
  • ALEPH Access Meeting (October 28)
  • President’s Forum (November 12)
• Screening Committee Position 17541 (December 1-3, 5, 8-9, 11)
• ENDECA OPAC (December 18)
• Identity Theft Workshop (January 28)
• Trained on Ticklers and Creating OPAC Notes for Title III materials (January 28)
• Disaster Preparedness Workshop (April 9)
• Screening Committee Position # 17136 (April 17, 20, 23, 24, 28)
• Preparations for Fire Marshall Inspection (June 10-12)
• Technical Services Staff Meeting (June 29)

Assisted with the following:
• Provided Back-up Clerical Service for Library Administration Office

**Ernestine M. Holmes**, University Librarian – Head of Acquisitions

• Faculty Senate Steering Committee Meeting s
• Collection Development Meeting s
• ALEPH Committee Meetings
• Faculty Senate Meeting s
• Assessment Committee Meetings
• University Curriculum Committee Meeting s
• Acquisitions Staff Meeting s
• Meetings with Supervisor
• Policy Committee Meeting s
• Staff Evaluations
• Inventory Committee Meeting s
• NFLA Board Meeting s
• President Forums
• Faculty Planning
• Faculty & Staff Scholarship Endowment
• Psychology Faculty Meetings
• Sunshine State Library Leadership Institute Web Conference
• Sunshine State Library Leadership Institute 2008-2009 Class 5
• General Staff Meetings with Dr. Sapp
• General Faculty Meeting
• PLAN Workshop “Just when I got comfortable everything change
• Mandatory Cyber-Security Awareness Training
• NFLA Kick Off membership
• WCA Webinar
• PLAN Annual Meeting
• SFX Webinar
• Digitool Webinar
• Preservation Webinar
• MetaLib Webinar
• Broomfield Retirement Dinner
• NFLA Fundraiser Java Girls Poets
• FLA 2009 Annual Conference
• Screening Committees, chair-Position #17958 & #17542
• Acquisitions Subcommittee Meetings
• NFLA Annual Dinner
• FCLA Site Visit v.19 ALEPH Update
• CSUL/FCLA Update Meeting with Dr. Sapp
• GOBI3 Training
• Technical Service General Staff Meeting

Sharon Bee, Senior Library Technical Assistant
• President Forum
• Acquisitions Staff Meeting
• Faculty & Staff Scholarship Endowment
• General Staff Meetings with Dr. Sapp
• Mandatory Cyber-Security Awareness Training

Gloria Curry, Program Assistant
• President Forum
• Acquisitions Staff Meetings
• ALEPH Committee Meetings
• Mandatory Cyber-Security Awareness Training
• SFX Webinar
• Digitool Webinar
• Preservation Webinar
• MetaLib Webinar
• General Staff Meetings with Dr. Sapp
• GOBI3 Training
• Technical Service General Staff Meeting
• Emergency Preparedness Response Workshop

Kathyn Hill, Senior Library Technical Assistant
• President Forums
• Acquisitions Staff Meetings
• Faculty & Staff Scholarship Endowment
• General Staff Meetings with Dr. Sapp
• Mandatory Cyber-Security Awareness Training
• SFX Webinar
• MetaLib Webinar
• GOBI3 Training
• Technical Service General Staff Meeting
• Emergency Preparedness Response Workshop

Darren Warren, Library Technical Assistant
• President Forums
• Acquisitions Staff Meetings
• General Staff Meetings with Dr. Sapp
• Mandatory Cyber-Security Awareness Training
• GOBI3 Training
• Technical Service General Staff Meeting
• Emergency Preparedness Response Workshop
• Stress Management Presentation
• Career Center Presentation
• Live Text Presentation
• Microsoft Excel Presentation
• Exit Graduation Interview/Earned a BS Degree in Office Administration
• Career Fair Presenter for the College of Education at Rickards High School

**Marilyn Williams**, Senior Library Technical Assistant
- President Forums
- Acquisitions Staff Meetings
- Faculty & Staff Scholarship Endowment
- General Staff Meetings with Dr. Sapp
- Mandatory Cyber-Security Awareness Training
- Screening Committees, Position #17958 & #17542
- GOBI3 Training
- Technical Service General Staff Meeting
- Emergency Preparedness Response Workshop

**Brenda Wright**
*Library & University Meetings:*
- Weekly Assessment Committee
- Weekly Information Commons
- Weekly Collection Management meeting with the Director of Libraries
- Weekly Meeting with the Acquisitions Department Head
- Weekly meeting with the Head of Cataloging
- Monthly CSUL Electronic Resources Subcommittee conference call
- Monthly Collection Development meeting
- Annual CSUL Collections Planning Committee, Jan 29-30, Gainesville, FL
- President’s Forum, Jul 2, Sep 22
- Title III meeting, Jul 23
- Digital collections subgroup, Jul 23
- Title III site visit & audit, Aug 12
- CSUL update, Sep 4
- Provost’s faculty meeting, Sep 23
- Marketing meeting with Dr. Davis, Sep 26
- Library faculty/staff meeting, Oct 15
- Digitization subgroup meeting, Oct 15
- Title III Summative Evaluation, Oct 15
- Digital collections meeting, Oct 28, 29
• Title III meeting, Nov 19
• JANUS meeting with Associate Director, Nov 21

Vendor Meetings:
• Tevis, Vandergriff, Mergent, Oct 24
• Briana Lomax, Chief Executive, Thomson Reuters (Micromedex), Jan 16
• Elaine Roegge, Solinet, Jan 20
• Rose Tison, Ebsco Subscription Services, Mar 3
• Sandra Brown, Book House, Apr 2
• Colleen Lubinsky, Northern Micrographics, Apr 23
• Walker Godin, Ebsco Subscription Services, May 13
• Louis Sookla, Ebsco, June 10
• Suzanne Kapusta, Yankee Book Peddler, Jun 16
• Kenyatte Baylor & Gene Quigley, Elsevier, Jun 17

Workshops/Conferences/Training:
• Scopus Demonstration Webinar, Aug 5
• Faculty Planning Conference, Aug 13-15
• Title III training for the new funding cycle, Title III staff, Mar 4
• Cyber-security Awareness Training, Oct 22
• Charleston Conference, Nov 4-7
• Training on the Canon ImagrProGraphix large format printer, Fred Cantley, Jan 13
• Books and Their Users, NFLA, May 28
• ACRL webcast, Jun 3

Other:
• President’s Convocation, Aug 29
• President’s Installation , Oct 31
• Interviews and screening for Instructor Librarian, and Asst/Assoc Librarian, Jan 6, 7, 26.

Training Sessions Coordinated:
• Elsevier ebook demonstration, Aug 19
• Lexis Nexis Academic, Finding Sources, Aug 20
• Lexis Nexis Legal Research, Aug 21
• WoldCat Collection Analysis Webinar, Oct 29
• Mergent Online database training, Tevis Vandergriff, Feb 24
• Micromedex training with Briana Lomax, Jan 16
• VetMed Resource database training, May 15
• Digitool training, May 21
• Black Studies database training, coordinated, May 22
• Digitool Training, June 9
• GOBI3 Training, June 16
• Managing and Accessing Your E-Resources webinar, June 17

LaTrika Quinn
Library & University Meetings:
- Monthly Collection Development meetings
- Hospitality Committee, Sep 18
- President’s Staff Forum, Sep 22
- Founders Convocation, Oct 3
- Library faculty/staff meeting, Oct 15
- President’s Forum, Nov 12
- Fire/Hazards meeting, Jun

Workshops/Conferences/Training:
- Cyber-security Awareness Training, Oct 22
- ExLibris Product update Webinar, Nov 18
- Serials webinar, Jun 17

Other:
- Trained new staff member on gift books procedures, Sep – Oct 2009
- Assisted with activating multiple database hyperlinks for the Databases A-Z list
- Martin Luther King, Jr. Convocation, Jan 2009
- Participated in the QEP Challenge, Mar 3
- Filmed Heritage Room video Apr 13
  - Served on committees and attended workshops
  - Assisted in creating tutorials and subject guides
  - Assisted in creating subject librarian’s webpage

Jacquelyn Hickman
- Assisted with ‘Current Subscriptions’ project
- Assisted with Fire Inspection/Building Safety
- Attended President’s Forum
- Attended Cyber-Security Awareness Training
- Attended Faculty Planning Conference
- Conducted Circulation Inventory

King McCaskill
- Assisted with ‘Current Subscriptions’ project
- Attended A&D Defibrillator Training
- Attended Customer Satisfaction Workshop
- Moved IOP Journals to storage
- President’s Inauguration Committee
- Interview Committee
- Attended Cyber-Security Awareness Training
- Attended Faculty Planning Conference
- Attended President’s Forum
Conferences:

- American Library Association (ALA) Conference
- Health Sciences
- e-Health Conference for HBCU’s
- Computers in Libraries
- Spring Federal Depository Libraries Conference
- Librarians attended the 2007 Faculty Planning Conference, “Enhancing Quality Performance and Productivity in the Academy”. Librarians and support staff was available at the Library display to assist with promotion and answer any questions regarding library services provided.
- Information Literacy Post Institute

Committees

There is representation and participation on approximately thirty committees. The following lists are not inclusive.

- Staff has been assigned to state and university committees and participates in several FCLA affiliated committees: Business, Circulation, Education, Humanities, Information Literacy, Interlibrary Loans, Science, Health Science, Public and Information Service and Social Sciences. These subcommittees assist to keep colleagues abreast of work group discussions, decisions and implementations.
- Library Assessment Committee
- ALEPH library committee
- Faculty and Staff Endowment Committee
- Faculty Senate
- Curriculum
- Disaster Planning Committee
- Information Literacy Advisory Council
- Library Information Commons Committee
- Library Newsletter Committee
- Library Screening Committees
- Southeastern Association of Colleges and Schools (SACS) Committee
- Sabbatical Committee
- Tenure and Promotion Committee
- University Constitution Committee

Workshops:

- Captivate
- Florida Center for Library Automation (FCLA) Joint Meetings for Public and Information Services (PSPC), Circulation, and Interlibrary Loans.
- Customer Service
- Safety and Security Awareness
• Introduction to Blackboard
• Workers Compensation Procedures Workshop
• Cricut Expressions equipment and software
• Camtasia
• Cyber-Security Awareness
• Introduction to ALEPH V19
• Management Skills for Supervisors
• Discrimination/Harassment Workshop

Staffing Changes
Cataloging Department Staff:

Sharon Bee, Senior Library Technical Assistant, Resigned October 27, 2008

Ms. Ella Woodbury, Ms. Woodbury was contracted to work during the fall 2009 and spring 2009

Mr. Ryan Wright, Undergraduate Student Assistant Mr. Wright was hired for the Spring Semester, January 2009- April 30, 2000.

Mr. Qwami Petra, graduate student, was hired for the Fall Session September. The contract ended December 2008. The College of Pharmacy funded the appointment.


June 16, 2009, Tiger Swan, Instructor Librarian, started as the new Coordinator of the Information Literacy Program.

Achievement Highlights in Library Environment
Providing user centered environments that enable users to efficiently and effectively meet learning outcomes, research and instructional goals.

Facts
• Art in Public Buildings artworks for BR318 (Coleman Library Expansion) were received and installed in Coleman Library. They were also digitized.
• A presentation practice room was created in Coleman Library room 208 to give students a dedicated space and presentation equipment to practice class presentations
• Maintained over 400 public and staff computers and peripherals throughout the libraries
• Public use scanners were placed in Coleman Library
• Set up Aleph circulation capability for the Developmental Research School and the Instructional Media Center
• Refurbished the 211 study room lobby with new group seating and paint.
• Facilities Planning installed an electric shade in the A415 Conference Room
• Installed a curbside bookdrop on Orr Drive
• The exterior of Coleman Library was painted
• Purchased the first iMacs for Coleman Library
• FAMU President Ammons was the subject of the libraries’ first READ poster, which was installed in Coleman Library. Bookmarks of the READ poster were produced and distributed to the campus.
• Installed nine new display cases in Coleman Library
• Installed new computer tables in Scholar 2 and in Reference

• Full-time Documents continued to work shifts at the Periodicals and Information Commons Service Desks on a rotating basis along with other Public Services staff.
• On behalf of Joyce Johnson, J. Cox was spokesperson for short presentations on Libraries in the FAMU New Employee Orientations, “Discover FAMU”, organized by the University's Training Office. With few exceptions, these orientations were scheduled monthly.
• J. Cox had responsibility for scheduling Public Services staff on a weekly basis for three customer service desks in Coleman; L. Muse assisted her by providing her with first draft each week.
• Efforts to Provide Public Access to Digital Collections - Digitization/Metadata Subgroup of the Information Commons Committee:
  o In Fall 2008 J. Cox spent considerable time working diligently and at length to report to FCLA (database center in Gainesville) and correct problems with:
    - our DigiTool Meditor client not recognizing our separate administrative unit; first DigiTool logins connecting only to the FCLA DigiTool test
server and not the production server; our production server not allowing us to add metadata to thumbnails of Gallery of Distinction collection items.

- on July 2008, at J. Cox’s request, FCLA Digital Services created a unique URL for the FAMU Digital Resource Center (FDRC) as a portal for future library digital collections. She also requested that a collection be created for the “Gallery of Distinction”.
- J. Cox was approved to send problem ticket to FCLA Digital Services requesting information on how to get the Gallery of Distinction records to reappear in Mango (OPAC) and the PALMM catalogs
  - In addition, during that time J. Cox was:
    - granted login permission to the DLU01 database (for PALMM records of digitized materials) in the ALEPH cataloging client module.
    - assigned to be responsible for copyright and (digitization) software utilization.
    - She also spent time meeting with other in subgroup resulting in her recommending the use of MARC records for metadata; and format for scanning record of images, metadata worksheet, and finding aid forms.

- Bibliographies/Subject Guides/Tutorials:
  - completed and submitted subject guides on “Geography” and “History: American Revolution, 1775-1783”.
  - completed and submitted an online tutorial with my voice as audio with title, “Quick Guide: Recording Entries from the Library Catalog”.

- Coleman Library Materials Inventory Project (shelfreading of General Collection): in July 2008, L. Muse and J. Cox each received a packet with pages of call nos. between HD and HM to shelfread on the 1st floor old bldg. Other staff from Publics Services and Technical Services also worked on this project which started on July 10.

- Publicity Activities emailed to:
  - Public Services staff on:
  - Libraries’ Catalogers:
    - announced the placement, on loan, in the Cataloging Department of the 2008 edition of the Free-Floating Subdivision: an Alphabetical Index.

- Other “Marketing” Efforts of Government Documents:
  - resubmitted in memo form to Brenda Wright a request to add to “Databases A-Z List” entries/links for two government digital collections.

- 2,081 books were checked out and counted, down from last year.
- Approximately 363 new books were received, checked and shelved.
- Mrs. Bennett has been preparing new book lists for Special Collections, these lists will be placed within the library’s home page.
- Mrs. Bennett attended ALEPH Reserve Workshop on July 9, 2009.
- Ms. Taylor has been working with the digital commons committee preparing resources for digitalization.
- Mrs. Bennett and Ms. Taylor worked on shifting and shelving books, and removing from the reserve room books no longer needed for Reserve.
Mrs. Bennett prepared and sent books to the bindery.
Due to budget cuts, the SLTA has not been replaced.
Mr. Metcalf has been reassigned to Special Collections.
Ms. Taylor worked with the Assistant Director of Public Services and the Collections Management and Development Librarian to prepare for an exhibit honoring Dr. C. U. Smith and his work.

Faculty was informed about our ILP at the annual Faculty Planning Conference, and the University Libraries’ website and newsletter.
Ms. Cox shared information on our ILP to the staff of the New Student Orientation Office and to new faculty attending the “Discover FAMU” new employee University orientations.
Ms Hicks, Ms. Williams-Smith, and Ms. Woody offered literacy instruction in actual classes at their corresponding branches.
Ms. Chapman shared information on our ILP to distance learner students and at presentations sponsored by the Office of International Students.

Additional online tutorials and subject guides were created and posted on the University Libraries’ website.
Librarians participated in a variety of professional development opportunities that enhanced their skills for the ILP. These opportunities have included:
- demonstrations of electronic databases;
- demonstrations/training on new technology such as the CrossTec SchoolVue software for class management;
- train-the-trainer sessions for in-house sharing of skills and knowledge; and
- travel to conferences and meetings involving the topic of information literacy.
Assessment of the Information Literacy Program has been done through faculty and student surveys, as well as LibQUAL.

We diligently surveyed students and faculty at the end of each information literacy class session.
Based on faculty and students’ survey results, users are generally satisfied with the Information Literacy classes and services.
A total of 13,395 students were taught in Information Literacy classes during the five-year period with an average of around 2,679 students.
The Information Literacy Program is based on the standards established by the Association of Colleges and Research Libraries’ (ACRL) Information Literacy Competency Standards for Higher Education.

The User Education Team was reactivated as the Information Literacy Advisory Council.
The Information Literacy Advisory Council worked for months on developing a draft of a new version of an Information Literacy Plan for the FAMU Libraries. This Plan incorporated many of the principles being touted in the University’s Quality Enhancement Plan (QEP). The research completed by the Council members was extensive and covered many of the best practices across the nation on the use of critical thinking in teaching information literacy.
Librarians continued to be subscribed to both Information Literacy and Reference listservs.

We continued to have representation on the CSUL Information Literacy Subcommittee.
A greater effort was made to plan Information Literacy classes based on prior consultations with the instructors’ and their particular class assignments.
Access Services

- Interlibrary loan staff continued to provide service for Interlibrary Loans and Micro Media.
- The library was opened promptly and consistently to ensure access to services and collections.
- Access services also conducted shelf reading in preparation to begin the inventory of selected classification of the collection. The collection on the first and fourth floors was shifted.

Architecture Library

- Completed three subject guides and three Captivate tutorials.
- Participated in a gift books exchange with Harvard University School of Architecture.
- Increased Computer workstations by 12.
- Created a Library blog.

Engineering Reading Room

- Services are also provided for users at this facility, and we continue to provide requested support.

Government Documents

- Presented a forty-five minute presentation on”How to do an Online Tutorial to find Documents More Easily in Your Library Catalog” at the Spring Federal Depository Library Council Meeting.
- Staff manned on a rotation basis at the serials and Information Commons desk to provide service.
- The Librarian continued to upload MARCIVE bibliographic records.
- Librarian presented at several Discover FAMU New Employee orientations.
- Completed two subject guides and a Captivate tutorial with audio.
- Presented an overview of the Web OPAC.

Information Literacy

- Provided Information Literacy instruction for classes and students.
- The Pharmacy librarian collaborated with a pharmacy faculty member to integrate information literacy into coursework.
- The Information literacy librarian analyzed evaluations received after instruction sessions.
- A librarian attended the post Information Literacy Institute at Johnson Smith University to complete an Information Literacy plan for Florida A & M University.
An Information Literacy Advisory Council was appointed to guide the Information Literacy program.
Staff met with the Director of the University’s QEP to collaborate on the Libraries’ participation and support for Critical Thinking.

Journalism and Graphic Communication Resource Center

- Librarian Chaired the Libraries newsletter.
- Published @famulibraries.edu Vol. 4 Issue2, Fall 2008 on FAMU Libraries webpage
- Participated in Photography Forum hosted by the Office of Communications; and monitored class on Photoshop software
- Served as photographer for newsletter
- Composed PowerPoint presentation for “database of the week” instructional display: Communications: Sage Full Text Collection
- Published “celebrity” READ poster and bookmarks of University President for display.
- Published “celebrity” READ post of University Provost for display

Periodicals/ Serials

- Staff assisted with the Serials holdings project to record all serial holdings.
- Stacks were properly labeled for periodical/journal access.

Reference

- References services were provided at the Information Commons desk.
- A Librarian was available for reference assistance during all library hours of operation and continued to provide efficient reference service.
- Librarians continued to provide virtual reference services to the University community through QuestionPoint (Ask a Librarian) available 24 hours a day via chat or email.

Science and Research Center

- The Library was determined to be compliant in the College of Pharmacy ACPE accreditation review.
- The Librarian is actively involved in Pharmacy faculty committees.
- Published the Science Research Center Library Newsletter.
- Developed a Series of power point presentations for Information Literacy Instruction

Special Collections

- Displays were prepared to market and publicize the collection.
- The Heritage Room was staffed to provide access to specialized resources.
• The inventory of the African American Collection was completed.

Distance Learners

• Distance Learners were assisted via virtual reference, AskALibrarian, a toll free number, and online tutorials.
• Staff met with Continuing Education administrators.

Libraries Web Page

• Revision was completed and launched this fiscal year into Content Management System II.
• Library webpage were updated frequently to include the addition or deletion of databases.
• The Librarian attended the Computer in Libraries Conference.

Public Relations

Services were advertised and promoted through several venues.
• Information packets were distributed during the Faculty Planning Conference and to the Faculty Liaisons at Collection Development meetings.
• The Library Newsletter was published Fall semester.
• Bulletin Boards were displayed in Coleman Library to publicize services. The Libraries website and FAMUINFO were also utilized to market and advertise services.
• Staff participated in the New Employee Orientation (Discover FAMU)
• Staff presented at Graduate Student Orientation.
• Staff presented at International Students Orientation.

Collection Development

• Public and Information Service Librarians conducted fourteen Train the Trainer workshops.
• Workshops were also conducted for faculty in several disciplines.
• Resource Guides for Program Reviews were completed for ESI (Engineering Science Institute, Nursing, Pharmacy and Pharmaceutical Sciences, and History.
• Employee Selection Committees.

Achievement Highlights in Administrative Processes and Accountability

Researching, implementing, communicating, and assessing best administrative and management practices that support the vision and mission of the University Libraries and that meet the standards and regulations of the University, professional, governing and accrediting bodies.
• Completed the first collection inventory and database clean up
• Won the QEP Challenge
• Anatole Cloud and LaTrika Quinn lunched with the University President
• Darren Warren graduated with a BS Degree in Office Administration
• Ernestine Holmes participated in the Sunshine State Library Leadership Institute
• Upgraded to ALEPH version19
• Implemented e-journals and e-newspapers access through the OPAC
• Cataloged and processed 14,000 more items than last year
• Began work with DLU01, the metadata component of the Aleph cataloging module
• A finding aide was created for digitized images of the FAMUAN
• Received Digitool and Meditor training
• Restored the Databases A-Z list
• Evaluated, withdrew from or added to holdings, and cleaned up records for collections in the remote storage facility
• Added 10 new databases
• Added 23,288 holdings
• Acquired 15 new journal subscriptions

Bibliographic Management of the Collection (Processing and Preserving):

• Management of Catalog Records:
  o did complete bibliographic cleanups: International Law Studies monographic series; and Library of Congress’ Free-Floating Subdivisions: an Alphabetical Index.
  o did not complete the testing of loading of suppressed records for the tangibles included in the backlog of GPO MARCIVE files; by suppressing the records we were going to avoid records received before we had revised our MARCIVE profile to its current status; unsuppressing them selectively would provide for more accurate loads of the tangibles (paper, microfiche, maps, electronic media).
  o the project to record what microfiche we owned and had never been cataloged in OCLC or had the wrong location in our catalog record was placed on hold; we were hoping to obtain the assistance of the GPO catalogers but a project of this magnitude required a commitment in staff and time from us that we could not provide; we hope to continue to correct those records with the incorrect locations as they appear; it is encouraging to know that GPO is committed to continue cataloging retrospectively all government documents that have no records in OCLC.
  o hundreds of catalog records had their location information corrected. This task will be ongoing for some time. For years, one standard location was used for loading all GPO Documents records received from MARCIVE regardless of what their location code was supposed to be. Since migrating to the ALEPH library system, several years ago, we have at our disposal a number of location codes depending on the different locations of our materials.
  o continued to use the ALEPH library system and OCLC Connexion (web version) for doing copy cataloging and updating of documents records in our online catalog.
  o using FCLA’s GenLoad Client to Load Records Into the Catalog:
  o continued to use the information from publishing announcements received in the mail to locate OCLC records for online-only USDA publications and import them onto our online catalog.
Exercised responsibility for managing the services contracted through MARCIVE Bibliographic Records Service for the data files with catalog records of government documents by:

- recommending to Head of Collection Management that we pay MARCIVE the $75 to update their profile to correspond with our revised depository Item Selection List.
- Recommending to the Head of Collection Management the renewal of our annual subscription to MARCIVE’s Enhanced GPO Database Service Subscription service; this service provided the automatic update of our OCLC holdings for records we received through our monthly MARCIVE-GPO data files.
- librarian continuing to receive email alerts on the availability of data files from MARCIVE.
- librarian continuing to receive monthly batch counts report from OCLC for the number of records for which they updated our holdings information in their database, WorldCat.

ALEPH Committee Highlights Affecting Our Bibliographic Management:

- in early summer of 2009, our libraries prepared to be upgraded to version 19 of the ALEPH Library System; the modules most affected were those for Acquisitions and Course Reserves; members of our ALEPH Committee spent time testing the functions in the test mode prior to the upgrade.
- FCLA provided us with a test version of GenLoad to correspond with the test version of version 19 of ALEPH; final implementation was scheduled for later in the summer of 2009.

Physical Management of the Collection (Processing and Preserving):

- L. Muse completed a shift to make space for the issues of the Code of Federal Regulations which were no longer be house in the FAMU General Counsel Office; since we are required to keep only the latest version of each issue, we are a number of Regulations discards every month.
- Continued to: replace, when possible, hand-written call no. labels with computer-generated ones for new and old materials to better identify them in the stacks; straighten and shelfread, as necessary, the materials on the stacks; and submitted supply requests. This fiscal year we again requested the purchase of an additional number of Princeton files to use in the stacks to contain thin publications or brochures.
- Binding of materials: although budgetary constraints continued we were not limited to quota for binding this fiscal year; however, as it turned out we did not send any volumes to the Bindery because we really did not see the need to preserve any issues from damage caused by heavy use or to restore their appearance.

Federal Depository Library Program Highlights (Acquiring, Processing, and Preserving):

- GPO Item Selection Update:
  - added 59 electronic-only titles to our Item Selection List of federal depository government documents. These included SuDocs call nos. that ranged from A 13.32: through HH 20.3620/2: All these additions were for electronic-only items.
dropped 58 titles (paper, microfiche, or electronic media) from our Item Selection List of federal depository government documents; consulted beforehand with Head of Collection Management.

- **Collection Development:**
  - recommended to Head of Collection Management: (1) cancellation of paper subscription of the *Statistical Supplement to the Federal Reserve Bulletin*, we have electronic format; (2) cancellation of paper subscription of *Social Security Bulletin*, we receive a depository paper copy.
  - at the request of the Office of General Counsel, all paper issues of the *Code of Federal Regulations* were no longer sent to them on loan, we shifted to make room for them in our stacks.

- **Weeding of Government Documents:**
  - made greater use of the “Need & Offer List” Service through Regional Depository Library at the Univ. of Florida. This resulted in getting approval to discard all issues of the *Social Security Bulletin* dating prior to 1990; a total of 141 pieces.
  - instructed staff to retrieve and discard all microfiche of the *Federal Register* for years prior to 2007 (1985-2006), they were superseded by the *Code of Federal Regulations* and we are not required to keep more than the last two years; 5,688 microfiche were discarded.
  - instructed staff to retrieve and discard issues of *Slip Laws* from the 108th Congress and earlier, they are codified and superseded by the *U.S. Statutes*; 2,422 pieces were discarded.
  - instructed staff to retrieve and discard issues of the *Internal Revenue Bulletin* numbered from 2006-1 to 2006-52, superseded by *Internal Revenue Cumulative Bulletin*; 52 pieces were discarded.

- **GPO Biennial Survey:** none was required this fiscal year.

- **GPO Segmentation Survey:** responded in June 2009; to be used for reassessing the categorization of depository libraries.

- **GPO Depository Shipment Issues:**
  - (7/2008) - by the end of this month we seemed to be back on track (no serious gaps) with shipments of microfiche that were received with Shipping Lists (versus those that are not).
  - (12/2008) - discovered that multiple duplicate shipments of microfiche had been sent to us by one of the GPO microfiche contractors; we were told that we had claimed these duplicates but there was no documentation to support this; we returned the duplicates and took note to be more observant with our log entries when we document microfiche shipments received; contractor was also going to make a greater effort to accompany shipments with copies of claims documentation.

**Facts**
The Cataloging staff participated in a wide range of activities that included training, workshops, committee work, special projects, and professional enrichment. The Department cataloged and processed 14,000 more items than in the previous year. In addition, staff were able to work on the backlog of gift and microform materials, download electronic books and e-journals, and perform database cleanup projects.

### Selected Budget Allocations

**Fiscal Year 2008/2009**

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<tr>
<td>E&amp;G</td>
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<tr>
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Table 7 Selected Budget Allocations

Invoices and materials processed in Acquisitions Department:

- **B&T Continuations** 470 $142,808.16
- **Approval Books** 2026 $121,690.26
- **Bindery** 2319 $26,478.07
- **Electronic Databases/License Fees** 170 $434,740.07
- **EBSCO Journals** 1221 $206,334.31
- **Serial Direct** 13 $9,613.48
- **Standing Order Direct** 3 $335.25
- **SOLINET** 2 $101,210.00
- **GIFT BOOKS** 325
- **ILL REPLACEMENT COPIES** 1 $15.00
- **IMC** 54 $10,521.57

**Title III Funds**
- 6551 Undergraduate Titles (YBP) $400,000.00
- 1430 Graduate Titles (YBP) $124,417.21
- 9 ALIBRIS $747.45
- 923 Lost Books $323.91
Figure 5 Use of Catalog Station
Projected Objectives for 2008/2009

- To provide access to all resources of the Coleman Library and its branches by accurately cataloging, processing and maintaining all library resources in paper and digital format
- Continue work on the Serials Holding and classification project
- Implement Interlibrary Loan service in the Technical Services section of the library
- Finish the withdrawal project in the Remote Storage Facility
- Continue to move forward with the Library’s digitization project

1. To provide statistical records of all encumbrances and expenditures made and to provide an overall status of the plans of the Acquisitions Department to the Library Administration.
2. To create order, receive, and make payments in a timely manner.

Collection Development
- Held 13 collection development meetings
- Subject librarians and academic faculty collaborated to select titles

Acquisitions
- Acquired approximately 9,106 new monographs
- Faculty or subject librarians selected 54.9% (5,000) of the titles purchased
- Eleven 2006 and 2007 (collection gaps) African American titles were purchased
- 817 titles from gifts and donations were added to the collection

Customer Service (Servicing):

- We will continue to stay abreast of policies and developments affecting the services provided at Coleman service desks so that we will be better prepared to assist users during our shifts at those desks.
- We will continue to pursue opportunities to share information with other Public Services library staff about using materials in the Government Documents Department. This would help many new staff and those whose skills in researching these materials may need updating. Some staff may also be able to use this information to enhance their teaching of library literacy classes and/or development of resource guides.
- We will continue to offer assistance to those needing to use the Documents Collection.
- We will make an effort to identify and place on Library Reserves (at Information Commons Desk) any title that is being used heavily by students or that sometimes tends to go missing from the stacks.

Bibliographic Management of the Collection (Processing, Servicing, and Preserving):
• We will continue our efforts to correct discrepancies with records in the online catalog.
• We will continue our efforts to populate the online catalog with records for materials not being represented; of special interest will be those titles or series for which we keep getting requests.
• We will continue to load on a timely basis the MARCIVE data files with our weekly shipping list provisional records.
• We will continue to attempt to load all the monthly GPO MARCIVE data files since the migration to ALEPH in 2005. This will require us to try a method for suppressing certain records until we can confirm the tangible pieces.
• We will continue to attempt to revise our holdings for documents on Library Reserves behind the Coleman Information Commons Desk and for those in the stacks we currently receive.
• We will continue to attempt to decrease the amount of publications with special cataloging problems currently located in the work area.

Physical Management of the Collection (Processing and Preserving):

• We will continue to take measures to maintain our Collection organized and orderly. This will require using student workers as they are made available to our Department.
• We will continue to identify issues that need call number labels or call numbers.
• We will continue to place in containers or bind materials that are damaged, loose leaf, or with multiple loose sections.

Internal Management of the Department (Processing and Preserving):

• As necessary, we will continue writing guidelines and procedures for cataloging tasks being done or in the works in the Department.
• We will aim for improved accuracy in compiling our shelving statistics.
• We will attempt to find time to update all the copies of the Policies & Procedures Manual to match the master copy kept in the Department.

Federal Depository Library Program (Acquiring, Processing, and Preserving):

• We will continue to respond in a timely manner to all surveys, important questionnaires, and item selection updates from GPO.
• We will attempt to find how to monitor the usage of materials of materials we receive on deposit that are in online-only format in our online catalog.
• We will continue to stay abreast of new developments and best practices with the Depository Program through the email listservs, newsletters, and attendance at conferences.

Staff Training (Acquiring, Processing, Servicing, and Preserving):

• We will continue to attempt to participate in training offered by the Libraries and University as it applies to our job duties and functions. Of special interest will be training addressing customer service topics.
Collections:
☐ Continue to identify subject areas in need of strengthening
☐ Replace 100-150 of the lost African American titles
☐ Work with subject librarians to create program reviews
☐ Continue to assist public services in promoting resources
☐ Add bibliographic records for print journals to the ejournal portal
☐ Evaluate collections for retention, storage, and discarding
☐ Identify 19th century and older African American collections
☐ Continue to encourage gifts and donations
☐ Evaluate the SFX list of “journals requested but have no full text”
☐ Continue training of personnel to maintain the SFX linking service
☐ Continue training of personnel to maintain the Metalib metadata service
☐ Work with FCLA to initiate database searching via mango
☐ Brand and customize database home pages
☐ Assess methods of reporting for database usage
☐ Brand and customize the Ejournal and newspaper Search
☐ Assess the impact of netLibrary’s presence in FirstSearch

Services that support this goal:
- B&T Continuation Plan
- Collaborative Partnerships
- Collection Development Committee (liaison program)
- Collection Development Policy
- Collection evaluation and assessment
- CSUL Collection Planning Committee (CPC)
- CSUL Electronic Resources Subcommittee (ERS)
- EBSCO Subscription Service
- YBP Approval Plan
- Vendor relationships

Address specific needs of faculty and students through cooperative collection development with each college, school, or department.

Services that support this goal:
- Collection Development Committee (liaison program)
- Collection Development meetings
- Purchase recommendation form
- Subject librarians and academic liaisons meetings and correspondence
- Program support assessment
- Wish lists

Work collaboratively with external partners to ensure better library resources.
Services that support this goal:
- CSUL Collection Planning Committee (CPC)
- CSUL Electronic Resources Subcommittee (ERS)
- Florida Center for Library Automation (FCLA)
- HBCU Library Alliance
- Solinet membership
- Vendor relationships

Acquire resources that directly support FAMU strategic initiatives.

Services that support this goal:
- Library Assessment Committee membership
- Program support assessment
- Purchase recommendation form
- Subject librarians and academic liaisons meetings and correspondence
- University Curriculum Committee membership
- Wish lists

Ensure that acquisitions procedures are efficient.

Services that support this goal:
- Aleph Acquisitions module
- Online selection
- Online ordering
- Standardized fund codes
- Standardized object codes
- Periodic workflow analysis

Organize and maintain library collections for efficient access by library users.

Services that support this goal:
- E-Resource Access & Management Service (Serials Solutions 360 Core)
- A-Z list of databases
- E-journal and Newspaper Search
- EZproxy proxy server
- Metalib metadata service
- Online catalog
- Policies & procedures manuals
- Quality control procedures
- SFX link resolver

Assess collections, subsequently allocating funds to improve deficits.

Services that support this goal:
• Collection Development Committee (liaison program)
• Collection Development Policy
• CSUL Collection Planning Committee (CPC)
• CSUL Electronic Resources Committee (ERS)
• EBSCONET
• JANUS Task Force
• Program Support assessment
• Worldcat Collection Analysis tool
• YBP Approval Plan
• Program support assessment

Promote and encourage use of library resources.

Services that support this goal:
• Training and instruction sessions
• Vendor demonstrations
• Working Collaboratively with Public Services to market and promote resources and services

Achieve the benefits of as longer life as possible for library resources.

Services that support this goal:
• Binding preference listed as cloth in profiles and polices
• H. F. Bindery profile
• Digital Commons

1. To acquire books, print and non-print serials, standing orders needed to enhance the learning environment.
   • Order from the following vendor: YBP, B&T Continuation, Insight Media, SOLINET, Midwest Library Services, and MARCIVE
   • Use the following software: GOBI3, EBSCO and HF Group
   • Committee: Collection Development

2. To provide statistical records of all encumbrances and expenditures made and to provide an overall status of the plans of the Acquisitions Department to the Library Administration.
   • ALEPH Acquisitions Serials Module
   • Excel Spreadsheet of Invoices Processed

3. To encourage participation in staff development activities necessary to enhance the role of the Acquisitions Department.
   • ALEPH Training
   • OCLC Connexion
   • GOBI3
   • SFX Training
4. To create order, receive, and make payments in a timely manner.
   • ALEPH Acquisitions Serials Module
   • OCLC Connexion
   • GOBI3

5. To encourage participation in collection development in support of instruction and research.
   • Collection Development Committee
   • Assessment Committee
   • PLAN Workshops

Collegiality continues to be the SRC Library major focus. During Fall of 2008 library the librarian taught databases critical to pharmacy and pharmaceutical sciences in the classroom for a drug information course. Instruction was done in cooperation with pharmacy faculty in fulfillment of the requirements of PHA - 3790. Nursing and Environmental faculty requested Special classroom presentations on electronic resources. The presentations were followed up with classroom assignments requiring use of the sources. Plans are to encourage faculty of the other disciplines to use the Pharmacy model.

❖ Efforts will continue to create a more visible presence among all the other disciplinary units. The Library will accelerate its efforts to communicate and promote cooperative enterprises.

❖ Revise and refurbish the Vertical File. Files will be reevaluated in terms of relevance to current curricula. Old and outdated items will be purged and replaced with current materials if unique, or not easily accessible elsewhere.

❖ Currently an area set aside on the fifth floor is used for small group instructional sessions. The library plans to set up Room 404F to be used instead. Originally the College of Pharmacy used the room for computers, and the equipment continues be stored there. The room sometimes serves as library staff office space.

• Complete online checkout for serials
• Complete resource guides and tutorials
• Continue to improve aesthetics in the area
• Continue to improve quality of and access to the periodicals collection.
• Continue binding issues to prevent mutilation of periodicals
• Inquire about a more reliable copier
• Inquire about a 3rd floor print station
**VII. Projected Objectives for 2009-2010**

**Information Literacy**

1. Increase collaboration with faculty about the Information Literacy Program (ILP).
   1.1. Collaborate with other programs on campus, such as the University Honors Program, to expand the reach of our ILP.
2. Develop user-friendly products for marketing our ILP to faculty.
   2.1. Update and add additional online tutorials and subject guides to the Libraries’ website.
3. Work closely with the English and History Departments to comply with the guidelines on information literacy outlined in the QEP for ENC 1101, ENC 1102, and African-American studies.
4. Develop user-friendly training aids for our librarians to seamlessly assimilate the principles of critical thinking and evaluation of students when teaching information literacy. Specifically, the five main standards outlined by ACRL.
5. Continue to conduct pre and post assessments of the Information Literacy instruction to determine student and faculty Information Literacy needs, and the effectiveness of the overall Information Literacy Program.
   5.1. Continue exploring ways that technology might be able to support ILP assessment.
6. Revise and complete the additions to our course on Blackboard.
7. Revise the draft Information Literacy Plan.
9. Draft an online Information Literacy Request Form.
10. Research best practices and trends in information literacy and use of critical thinking concepts in the classroom.

All of the objectives for 2009-2010 have been put into place and we will continue to work on them throughout the year.

11. To provide effective, professional, and friendly user service.
12. To raise awareness of the holdings of Special Collections.
13. To publicize the Heritage Room.
14. To administer Special Collections services and resources efficiently.
15. To continue to evaluate library usage and satisfaction with services through user surveys.
16. To evaluate the African American Collection strength and weakness and recommend new titles for purchase.
17. To pursue an active collection development policy in order to strengthen collection.
18. To build a relationship with faculty in the African American Studies Program in order to develop mutually beneficial collaboration in acquiring, promoting and using the collection.
19. To contribute resources to the digitization program which has been established at the library.
20. To encourage the donation of gifts.
21. To retain qualified staff and encourage their professional development.

   21.1.1. Increase collaboration with faculty about the Information Literacy Program.
   21.1.2. increasing the promotion and marketing of the Information Literacy Program through print and electronic publications.
21.1.3. Work closely with the English and History Departments to comply with the guidelines on information literacy outlined in the QEP for ENC 1101, ENC 1102, and African-American studies.

21.1.4. Collaborate with other programs on campus, such as the University Honors Program, to expand the reach of our ILP.

21.1.5. Develop user-friendly training aids for our librarians to seamlessly assimilate the principles of critical thinking and evaluation of students when teaching information literacy. Specifically, the five main standards outlined by ACRL.

21.1.6. Assist our librarians in promulgating a new paradigm for our ILP without overburdening them with logistics. Seek for ways to empower them to develop class plans (notes) to share with students so that they can continue learning about our library resources on their own.

21.1.7. Continue to conduct assessments of the Information Literacy program to determine student and faculty Information Literacy needs and the effectiveness of the overall Information Literacy Program. Implement the use of brief pre-class and post-class quizzes to show measurement of general knowledge taught during class session. Compile and tabulate this information.

21.1.8. Update and add additional online tutorials and subject guides the Libraries’ website.

21.1.9. Revise and complete the additions to our course on Blackboard.

21.1.10. Update, when necessary, the ILP information on the Libraries’ website.

21.1.11. Continue to assess the ILP through faculty and student surveys. Continue exploring ways that technology might be able to assist us with this effort by improving efficiency while protecting the integrity of the raw data and making it user-friendly to staff use.

21.1.12. Draft an online Information Literacy Request Form.

21.1.13. Revise the draft Information Literacy Plan.


21.1.15. Research best practices and trends in information literacy and use of critical thinking concepts in the classroom.

21.1.16. Continue to have librarians participate in information literacy professional development opportunities.

21.2. Develop additional electronic and print resource guides and online tutorials.

21.3. Develop learning outcomes for the Information Literacy program.

21.4. Continue to create the Digital Commons, to include participation of all university departments and increase services to the Information Commons.

21.5. Find new ways to reach Distant Learners.

21.6. Reassess the use of faculty and graduate carrel use.

21.7. Continue to inventory the Micro media collection. (All collections will be inventoried to accurately reflect resources in the catalog and to make practical decisions about weeding and space allocations).

21.8. Complete online checkout for journals. (Procedures have been completed for checking out periodicals located at the service desk. The Head of Reference Services knows the procedure and will train the Periodicals Librarian to complete this process.)
Index

Assessment, 13
Center and the Science Research Center Library, 6
Coleman Memorial Library, 6
Customer, 17
FAMU Developmental Research School, 6
FAMU/FSU College of Engineering Reading Room, 6
Inventory, 10
LibQUAL, 17
Mission Statement, 6
Resources, 6, 8, 12, 17
School of Architecture Library, 6
User Services, 6
Vision Statement, 6
Volumes, 11
Goals and services

The mission of the library to provide such information services as will adequately support the standards and requirements set forth by the local, state, and national standards that drive the expectations of each department. Towards that end the Library strives to:

1. Maintain program activities, media, equipment, space, and staff commensurate with the instructional, student learning, research and scholarly needs of each department.

Supervisory Staff: Mrs. Pauline Ellis Hicks, a credentialed librarian with many years of professional experience in health science libraries headed the SRC Library. The position became vacant upon her retirement April 30, 2009. Interviews, selection of candidates, and recommendations for hiring have taken place. The staff is waiting for approval to hire. In the interim, a Librarian will be assigned the responsibility for maintaining the SRC Library processes until a new Library Manager is hired.

Collegiality: The librarian participates and is actively involved on College of Pharmacy faculty committees. A close association with all faculty and departmental activities allows the librarian to be familiar and knowledgeable when planning for and implementing specialist needs of each department. The librarian keeps surveillance on activities in each department to detect
opportunities to become involved, establish and cement Cooperative and collaborative relationships. The library strives to keep abreast of changes in standards for the professions that impact information services. 

*Collection Development* consists of acquiring, maintaining and keeping up-to-date the collection of various media, materials and technical equipment. The responsibility is shared between the professional librarian and the Library Technical Assistant (LTA) supervisor. All staff participates in weeding, shelf reading, shifting, bindery preparation, inventory, preparation of media lists, housekeeping, etc. The librarian keeps abreast of advance notice of new releases, reviews, media lists, special publications and similar matter, recommending for purchase as is appropriate.

*Library Instruction (Information Literacy)* is a major portion of SRC library activities. The Library Manager participates as a team teacher on the instructional staffs The College of Pharmacy and Environmental Sciences instructional staff. All classes are taught by the SRC professional librarian in the SRC Library, and Faculty classrooms. Request for instruction is open to faculty, staff, and students. Tours of the facility are also available on request.

2. *Promote the Library through Public Awareness Activities*

The Library staff publishes the *Science Research Center Library Newsletter* highlighting trends, new acquisitions, activities and services. The staff showcases resources using display shelving, tables, racks and bulletin board displays on both fourth and fifth floors. Flyers and brochures are produced and handed out in conjunction with classroom visits, tours, meetings, and presentations. The Library staff revises materials highlighted on FAMU Libraries/SRC Library web site assignment.

3. *Sustain a Library Environment Conducive to Intensive Study and Research Activities*

The SRC Library designs its program of activities with the serious student or researcher in mind. A quiet climate supportive of individuals engaged in intensive study and research prevails. Users are asked to maintain low noise levels. Groups in collaborative study are encouraged to use the Conference Room. Work stations sheltered by book stacks on the fifth floor creates quiet zones for users who wish to study with little noise or distractions. An area on the fifth floor set up for small group instruction satisfies the needs of some study groups. Everyone is asked to maintain quiet phones. Food and drinks are discouraged. A paper cutter, pencil sharpener, stapler, and hole-punch are supplied for the convenience of the users. Otherwise students are asked to bring their own work supplies. For students who like to study in a less formal climate, the SRC Library recommends an informal area set aside in the Coleman Library facility. The SRC library consistently receives high ratings for study climate from user survey results.
The staff goes the extra mile to help users focus and filter information to find just what they need. Every effort is made to empower and make the students, faculty, staff, and community professionals feel the SRC Library is their library.

4. **Measures of Program Effectiveness** is ongoing throughout the year. The library relies heavily on formal and informal polls of users for determining effectiveness of its program of services in meeting user needs. It is included in the formal LIBQUAL survey instrument, in-house Library user surveys as well as course-related quizzes and exams. Assessment of library resources takes place in conjunction with accreditation standards of the various departments. During the academic year the SRC Library staff distributed, collected and summarized the following polls and surveys measuring its performance:

- **LIBQUAL**
- FAMU Libraries Systems Department System Survey
- In-house Survey Box
- ACPE Accreditation Self Study (College of Pharmacy) Library Section
- To provide outstanding service and resources to meet the needs of our users.
- To provide collection management activities responsive to the needs of our users.
- To provide a collection appropriate in depth and scope which supports the African American discipline.
- To provide access to the resources necessary for the support of our undergraduate, graduate, professional and research programs offered by the University.
- To provide an aesthetically pleasing area that is conductive to study and research.
- To provide a well-balanced collection that supports the curricular and research needs of students and the teaching needs of faculty.
- To provide well organized, user friendly, readily available guides and publications to help students locate information.
- To promote services offered through publications pertaining to the area’s collections and activities when deemed necessary and useful.
- To encourage the donation of gift collections, manuscripts, artifacts, rare books, and related materials that fall within the collection parameters.
- To promote interest in, and the use of the department’s collections through exhibits.
- To provide directional, informational, instructional, reference, and related public services within Special Collections.
- To recommend improvements in library/departmental facilities and services.
- To encourage staff development through workshops, classes and related activities.
- To take appropriate measures to insure the security of the collections.
- To create a digitization process for the library.