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2008 Annual Report for the Horace W. Sturgis Library

Horace W. Sturgis Library

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Horace W. Sturgis Library

Fiscal Year Facts

- 12,454 new titles added
- 79,866 items circulated
- 29 new electronic database services added
- \$2585 in FOL book sales

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Annual Report 2008



Serving the curricular and research needs of the students and faculty of Kennesaw State University by making available published materials, unpublished documents, and electronic resources that together comprise a current and retrospective record of scholarly research and the book within the western cannon



Executive Summary

Trends in e-journals and e-books usage are creating a complex and challenging opportunity for the Sturgis Library staff. If the last five years are an indicator, then the next five years will bring an unprecedented array of new scholarly content. Students and faculty at KSU are quickly adopting a variety of information dissemination technologies, from laptops, PDAs, smart phones, and MP3 players. The recent comingling of technologies is beginning to shape user expectations of access to and printing of, library information. Meeting these new expectations will present opportunities for the library staff as the State of

Georgia and the University budgeting priorities take shape in uncertain economic conditions.

What started out as a rather ordinary year, ended on a high note for the library at the end of the fiscal year. End of the year funds helped in building out our electronic library resources with more content and greater access regardless of time or day. As an early adopter of digital content, the library is meeting both current and anticipated needs of students and faculty with timely materials.

“He is wise who knows the sources of knowledge -- where it is written and where it is to be found.”

- A.A. Hodge

Public Services Division

Our challenge for the coming year is to continue integrating traditional monographs, journals, and documents with emerging e-content by building a better library organization and infrastructure. With that statement made, the single most important step we took this year was to redefine our Mission.

The public face of the library is our Public Services Division, which includes the Circulation Desk, Reference Desk, Library Instruction, Interlibrary Loans, Document Delivery, and Government Documents. The Public Services Division of the Sturgis

Library is a critical component of the overall strategic plan of the University.

In ongoing efforts to provide great customer services, the library developed multiple mission statements for various services in 2007-2008. Two of the most visible services offered by the library center around our refer-

ence and circulation desks. The missions of these desks include providing faculty and students with accurate information and assistance in locating, using and evaluating various types of information including e-journal and e-book content. Assistance is also given for resources not physically owned by the library. Our commitment is to meet and exceed user expectations. As a user centered organization, staff members are committed to the highest performance standards and to keep award-winning attitudes in providing dynamic customer service. Our staff of librarians and technical staff are involved in the various teaching, learning, and research developments of Kennesaw’s diverse students, faculty, and staff populations. The Public Services staff consists of nine librarians, four part-time librarians, five paraprofessionals, two temporary clerks and ten student assistants.



Betty Childres
Associate Director
Head, Public Service



Circulation

Library circulation in the broadest context covers a variety of formats including traditional books, electronic books, reserve materials, GIL Express, inter-library loans, microform usage, and document delivery. Circulation of various library resources continues to reflect a slight downward trend as users increasingly acquire and use electronic journal content. GIL Express usage is also increasing. Students and faculty requested 4,186 books from other USG libraries and the Sturgis Library lent 2,254 books to other USG libraries.

	Traditional Book Circulation	Electronic Book Circulation	Reserve Circulation	GIL Express Circulation	Microform Circulation	Total Circulation
2007	39,002	25,937	14,295	6,225	1,436	86,895
2008	35,729	22,406	12,525	7,440	1,766	79,866

Government Documents

Since 1813, depository libraries have safeguarded the public's right to know by collecting, organizing, maintaining, preserving, and assisting users with information from the Federal Government. The Sturgis Library has been a member of the system since 1968. The Government Documents Department provides access to Federal Government information in both print and electronic format. In addition to the publications, trained librarians are available to assist users in their information needs.

As with so many traditional library resources going digital, so are federal documents. Over the past five years the Government Printing Office has transformed itself from a traditional printing factory to a world class, state-of-the-art digital business, dedicated to meeting the 21st century information product needs of the Government and the public.

Document Holdings in the Sturgis Library:

Compact Disks	Microfiche	Print Documents	Web Documents	Total Documents
899	61,862	49169	22,642	134,572

... Serving the scientific and scholarly community in cooperative endeavors with other institutions locally and nationally to further the development of our collections and the provision of information resources with a global perspective. ...



**New MLS grads:
Chris Sharpe (above)
InterLibrary Loan**

**Rita Spisak (below)
Assistant Head
Circulation**



**New to the
Sturgis Staff
Jamarcus Whatley
Circulation**



Databases and Collections

Our Reference Area now has over 80 public computers for library research needs. In addition the library has 35 wireless laptop computers for student use.

The Library added 12,454 new titles representing 15,425 volumes this fiscal year. With extra year-end funds, 29 new database titles were added to the collection of electronic resources that directly support existing and new curricular needs and emerging online programs at KSU. In addition to new database titles, the

library acquired several major e-Journal backfile collections to deepen existing holdings coverage of core titles in a variety of disciplines.

Government Documents via the federal government continue to transition from printed documents and microfiche to electronic resources. The library added 7,723 new documents with 3,629 Government Documents Web records added.

New Databases of Distinction Include:

Alexander Street Press—The Garland Encyclopedia of World Music Online:

More than 9,000 pages of material focused on world music.

Alexander Street Press—Theatre in Video:

This collection contains more than 250 of the world's most important plays, together with more than 100 video documentaries, online in streaming video—more than 500 hours in all.

Alexander Street Press--Classical Scores Library:

400,000 pages of the most important classical music scores, manuscripts, and previously unpublished material, allowing for the study and analysis of more than 8,000 musical scores. It allows users to access multiple types of scores across various composers, genres, and time periods.

Alexander Street Press—Dance in Video:

Dance performances from the stage and brings them directly to your computer through online streaming video, including 250 dance productions and documentaries by the most influential performers and companies of the 20th century.

Atlanta Constitution Historical Newspaper Backfile (1868-1939):

Offers full-image content, complete back files, fully searchable ASCII text, and instant delivery of images. Cross-searching with other ProQuest Historical Newspapers are also available.

Cambridge University Press—Econometric Society Monographs:

Research works in the fields of Economic Theory, Econometrics, and Quantitative Economics more generally.

CQ Press—Political Reference Suite:

Congress and the Nation 1st – 11th editions (1945 – 2004)

Political Handbook of the World (2005 – 2007)

Politics in America

Supreme Court Yearbook

Vital Statistics on American Politics

IGI Global InfoSci:

Full-text literature available in the fields of information science, technology, and management.

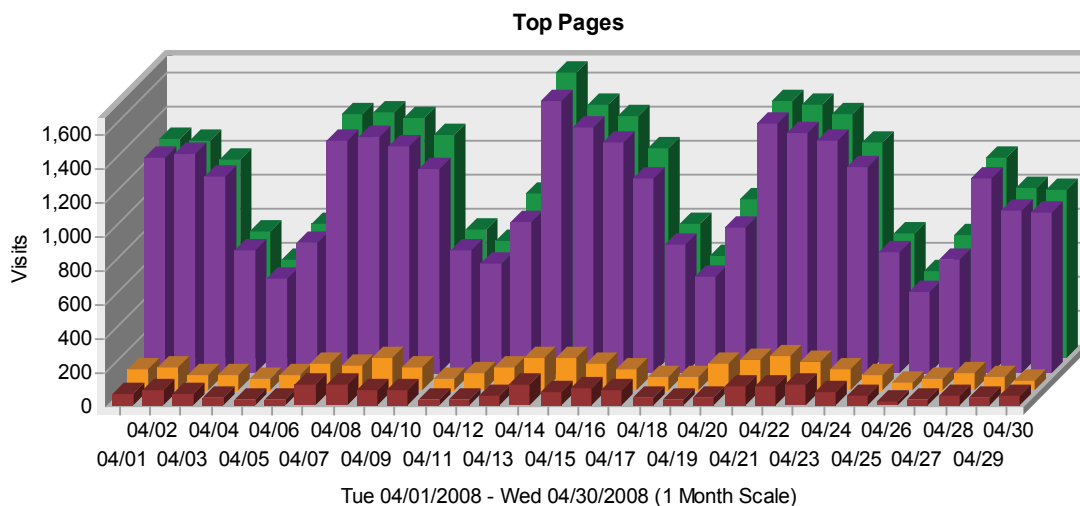
ProQuest Civil War Era:

2000 pamphlets and complete runs of eight newspaper titles, covering 1840-1865.

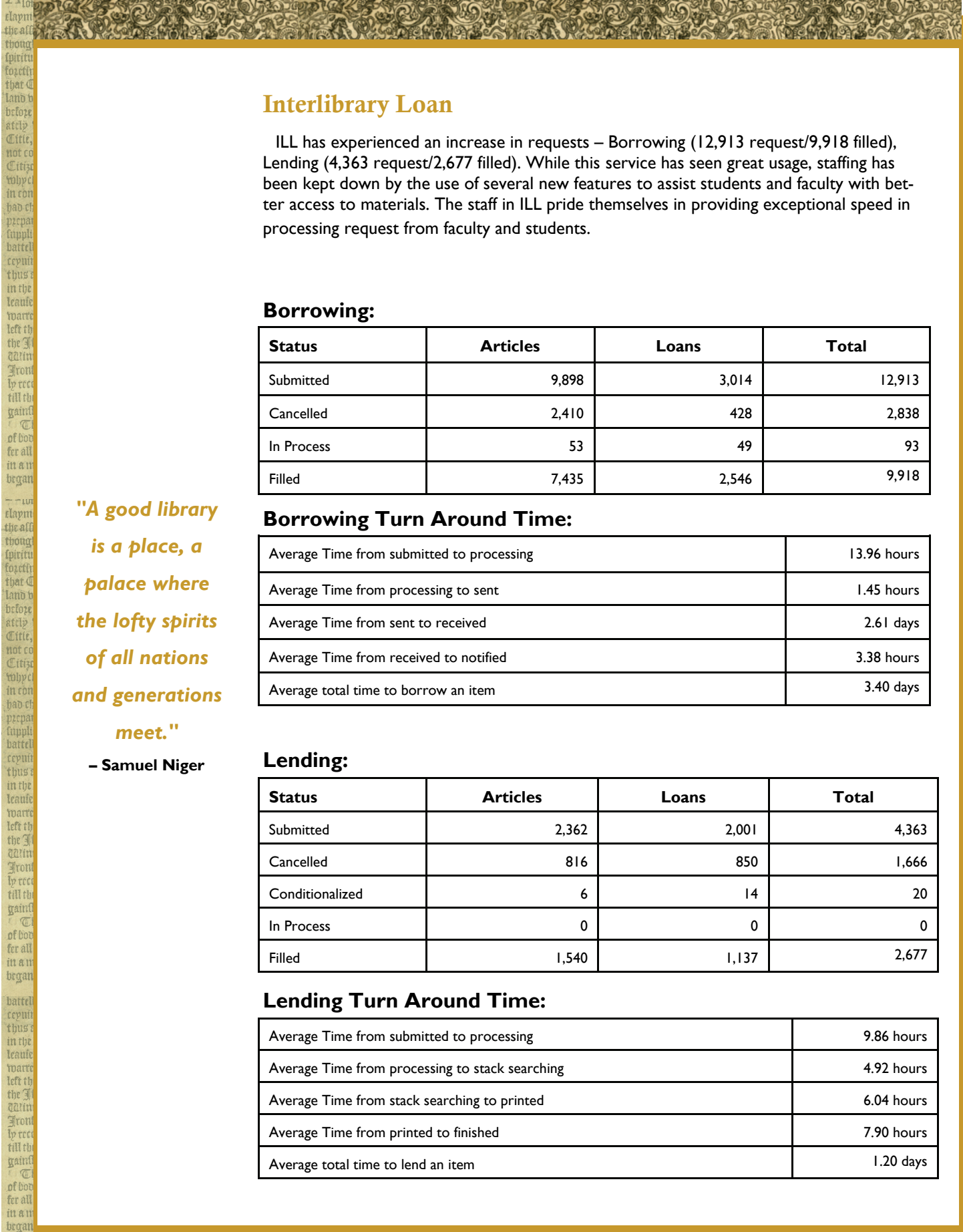


The Library Website

This table and chart identifies the most popular Web pages on the library web site; it shows how often these pages were viewed and displays the average length of time the page was viewed.



	Pages	Views	% of Total Views	Visits	Avg. Time Viewed
1	Horace W. Sturgis Library - Find Information http://www.kennesaw.edu/library/resources/resources.htm	65,449	33.51%	33,005	00:04:12
2	http://www.kennesaw.edu/library/	104,068	53.29%	31,531	00:00:54
3	Horace W. Sturgis Library - Find A Database http://www.kennesaw.edu/library/resources/findadatabase.htm	4,301	2.20%	3,759	00:07:26
4	Horace W. Sturgis Library - Find A Book http://www.kennesaw.edu/library/resources/findabook.htm	2,501	1.28%	2,246	00:08:15
5	Horace W. Sturgis Library - Library Services http://www.kennesaw.edu/library/services/services.htm	1,911	0.97%	1,835	00:01:08
6	Horace W. Sturgis Library - Find An Article On Your Topic http://www.kennesaw.edu/library/resources/findtopic.htm	1,941	0.99%	1,789	00:01:09
7	Horace W. Sturgis Library - About the Library http://www.kennesaw.edu/library/about/about.htm	1,700	0.87%	1,619	00:00:41
8	Horace W. Sturgis Library - Find A Database Password http://www.kennesaw.edu/library/resources/password.htm	816	0.41%	766	00:04:55



Interlibrary Loan

ILL has experienced an increase in requests – Borrowing (12,913 request/9,918 filled), Lending (4,363 request/2,677 filled). While this service has seen great usage, staffing has been kept down by the use of several new features to assist students and faculty with better access to materials. The staff in ILL pride themselves in providing exceptional speed in processing request from faculty and students.

Borrowing:

Status	Articles	Loans	Total
Submitted	9,898	3,014	12,913
Cancelled	2,410	428	2,838
In Process	53	49	93
Filled	7,435	2,546	9,918

"A good library is a place, a palace where the lofty spirits of all nations and generations meet."

– Samuel Niger

Borrowing Turn Around Time:

Average Time from submitted to processing	13.96 hours
Average Time from processing to sent	1.45 hours
Average Time from sent to received	2.61 days
Average Time from received to notified	3.38 hours
Average total time to borrow an item	3.40 days

Lending:

Status	Articles	Loans	Total
Submitted	2,362	2,001	4,363
Cancelled	816	850	1,666
Conditionalized	6	14	20
In Process	0	0	0
Filled	1,540	1,137	2,677

Lending Turn Around Time:

Average Time from submitted to processing	9.86 hours
Average Time from processing to stack searching	4.92 hours
Average Time from stack searching to printed	6.04 hours
Average Time from printed to finished	7.90 hours
Average total time to lend an item	1.20 days

Document Delivery

Faculty have taken full advantage of our document delivery services. Document Delivery provided 616 documents to faculty with the Humanities and Social Sciences faculty making the most requests (90). The department making the single most requests is Nursing with 75 docu-

ments delivered to them. The Ebsco and Proquest electronic databases provide slightly less than 50% of all electronic requests for documents. The average turnaround time for document delivery is about 2.2 days.

Request Filled by Source:

Format	Number of Requests
Book Chapter	1
Bound Journal	102
Current Journal Copy	44
Electronic Database	329
Microfiche	2
Microfilm	138
Total	616

“The dissemination of knowledge is one of the cornerstones of civilization.”

- John F. Budd

Electronic Reserves

Earlier this year the Reserve staff implemented Ares for electronic reserves. The Ares system is designed to automate library reserve services and provide fast effective use for faculty, students and reserve staff. Ares provides around-the-clock access to our reserves collection. Ares Web pages use a template-based system allowing our staff to markup the standard HTML web pages based on needs or university branding. By using OpenURL Ares allows teaching faculty to submit requests for electronic reserve materials via our library catalog.

Ares allows for different methods of Copyright Clearance. To help us keep track of items, reserve staff can make notations if copyright is required or if copyright has already been obtained. Additionally, Atlas Systems has partnered with the [Copyright Clearance Center](#) so that we can easily secure copyright permissions for electronic reserves materials. Ares allows for any type of file format to be added into the system ranging from Microsoft office documents to MP3 files. To ensure that only authorized users have access to reserve items, Ares limits access via NetID and password.



**New to the Sturgis Staff
Johnny Woods
Circulation, Reserves**

... Serving users across the State of Georgia as a component of the statewide library and information services network ...

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Staff Developments

“Knowledge is free at the library. Just bring your own container.”

- Unknown

Rita Spisak and Chris Sharpe completed the Masters in Library Science from Valdosta State University and have been promoted to full time librarians. Rita is the Assistant Coordinator for Circulation and Chris works in Inter-library Loans/ Document Delivery. Lillie Barber and Cynthia Parkins, both staff members, completed the Certificate Programs in Ethical Leadership.

Jamarcus Watley and Johnny Woods have been added to the staff. Jamarcus is no stranger to KSU having worked in the Bookstore from 2006-2008. Jamarcus attended Jacksonville State University in Jacksonville, Alabama for 2 years and will continue his undergraduate program at Kennesaw. Johnny Woods received his B.A. in

History from Georgia State in May 2007. Johnny is currently attending Valdosta State, working on his Masters of Library/ Information Science. Johnny came to KSU from Georgia Highlands College where he worked as Library Clerk since 2004.

The Acquisitions & Serials Unit filled two vacant staff positions this fiscal year. Kristin Denison is primarily responsible for serials check-in functions and GOLD processing. Kristen holds a B.A. in Psychology from the University of Illinois. Erin Murrietta manages financial-related routines for the Serials unit. Erin recently received her B.A. in English from George Mason University and worked for a number of years with Nestle Waters North America.



Library Instruction

Teaching students and faculty by providing instruction in information literacy, gives them the ability to access library resources, research, critically evaluate, decision making, and continuing professional development. Students attending Library Instruction classes were: Fall 2007 2,635, spring 2007 1,622 and spring 2008 1,849. Faculty attendance was 31 for fall 2007. Also, two new library instructors, Chris Sharpe and Johnny Woods, were added to the team.

The Library Building

In the wake of the terrible events at Virginia Tech, library staff have broadened discussion of safety measures to include all departments housed in the building. Discussions and meeting have resulted in an expansion of our emergency and disaster planning process, greater communication within the building between crisis managers, and testing of systems and procedures. The process of planning for an emergency, while new for the campus, is not new for the library. Our staff carefully wrote our emergency response plan over 18 years ago. Each year the document has been enhanced with new and additional information. The current edition serves as the bases for the entire building.

Technical Services Division

The Technical Services Division of the Sturgis Library is responsible for the ordering, receiving, and cataloging of books, serials, and other media in print and electronic format for the Library's collections.

Major Projects Accomplished

- The Cataloging Unit completed processing of DVD and Video titles for the Foreign Language Resource Center, and cataloging work started on materials added for the new Center for the Study of the Civil War Era.
- Inventory work was completed for areas of the circulating collection that are most heavily used. Cataloging staff has provided reports and instruction for TRAC to implement an inventory project during the summer 2008.
- New online catalog location and item type codes have been created for the Performing Arts Library in order to provide more effective access to their collections. Additional clean-up work has been done to correct and update music records in the Voyager catalog.
- The installation and use of the "Cataloger's Toolkit," a software program developed by Gary Strawn, Northwestern University Libraries, has greatly streamlined the authority control workflow process.
- The Cataloging Unit has also begun to attend workshops on FRBR (Functional Requirements for Bibliographic Records). This is a new model that catalogers will soon begin to use to help describe and organize all formats of information.
- Cataloging of full-text e-Journals remains an ongoing high priority as the Library continues to acquire serial titles in digital format. 1,478 digital full-text journals were cataloged in Voyager and OCLC.
- The Acquisitions & Serials Unit filled two vacant staff positions this fiscal year. Kristin Denison is primarily responsible for serials check-in functions and GOLD processing. Erin Murrietta manages financial-related routines for the unit.
- The Acquisitions & Serials Unit continues to work on maintaining GOLD (Georgia Online Library Database) records - 878 records were updated in the statewide database. This work reflects the Library's commitment toward improving efficient access to its holdings for Interlibrary Loan purposes.
- Bound periodical titles reclassified by Library of Congress Call Number in order to provide more effective access for the Library's users.
- Several electronic resource management initiatives have been implemented this fiscal year. In order to more effectively measure library database usage, the Acquisitions & Serials Unit started a trial of the *Scholarly Stats* (Swets) product in June 2008. In addition, the Library started an annual subscription to the Portico product, a digital preservation and electronic archiving service.

**"Libraries are
not made, they
grow."**

**Augustine Birrell
(1850-1933)**





**New to the
Sturgis Staff**
Erin Murrietta
Acquisitions & Serials

Cataloging Unit

- *Center for the Study of the Civil War Era* collection of materials cataloged and shelved in the Library
- Performing Arts Library inventory project identified older cataloging records in Voyager system that were corrected
- New cataloging locations created in Voyager system for the Performing Arts Library to enhance user access to various formats in the collection
- Inventory of library's main stacks more than half completed using new Voyager Report System software; to date over 150,000 items inventoried
- Inventory project planned for TRAC – to be completed in summer 2008
- Athos Menaboni art collection cataloged for the new Don Russell Clayton Gallery
- Harriett C. Graham collection cataloged for the Rare Book Room
- *Cataloging Toolkit* software program implemented to streamline Voyager workflow processes for bibliographic and authority record maintenance
- Ongoing collaboration and planning with the Archives Department to identify digitization projects for cataloging using metadata-based content management tools



**New to the
Sturgis Staff**
Kirsten Denison
Acquisitions & Serials

Acquisitions/Serials Unit

- 29 new database collections purchased that target research support of existing academic programs and new distance education initiatives; 5 e-Journal backfile collections purchased that will deepen coverage of existing core periodical holdings
- E-Journal backfile collections acquired that strengthen the Library's coverage of core periodical titles
- Additional eBook collections in wide variety of subject areas are purchased through SOLINET
- Bound periodical collections reclassified by Library of Congress Call Numbers in order to provide more effective access to these titles



**Difazio Children's
Literature Collection**

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Grants

The Sturgis Library was awarded a \$2,500 grant from American Library Association for the *Let's Talk About It: Jewish Literature — Identity and Imagination* project. The ALA has offered *Let's Talk About It* grants on a wide range of themes since 1982 as a part of their mission to promote cultural programming as an integral part of library services. The *Jewish Literature — Identity and Imagination* award supports a scholar-led reading and discussion program for libraries interested in exploring Jewish literature and culture. The grant application was written by Alan Lebish, Associate Director of Technical Services, and KSU's Sturgis library became one of six libraries in the state of Georgia and 86 around the nation to receive an award from the ALA's 2008-2009 competition. The project will offer faculty, staff, students, and community

members the opportunity to participate in a series of five book discussions, planned for the fall semester of 2008 and built around the theme "Modern Marvels: Jewish Adventures in the Graphic Novel." The project scholar is Catherine Lewis, and the five books to be discussed are *A Contract With God* by Will Eisner, *The Complete Maus: A Survivor's Tale* by Art Spiegelman, *Julius Knipl, Real Estate Photographer* by Ben Katchor, *The Quitter*, by Harvey Pekar, and *The Rabbi's Cat* by Joann Sfar.

The Library was also awarded a \$2,500 grant in May from the Institute of Turkish Studies. This grant covers procurement costs for library resources relating to Turkish studies. Materials acquired will help support KSU's upcoming *Year of Turkey* annual country study program.



Alan Lebish
Associate Director
Head, Technical
Services

Friends of the Library

The Friends of the Horace W. Sturgis Library had an eventful year. There were 44 members this year. Membership drives were held at the Fall & Spring Friends Used Book Sales, the KSU Bazaar on the Bricks, and the KSU Conference on Literature for Children and Adolescents.

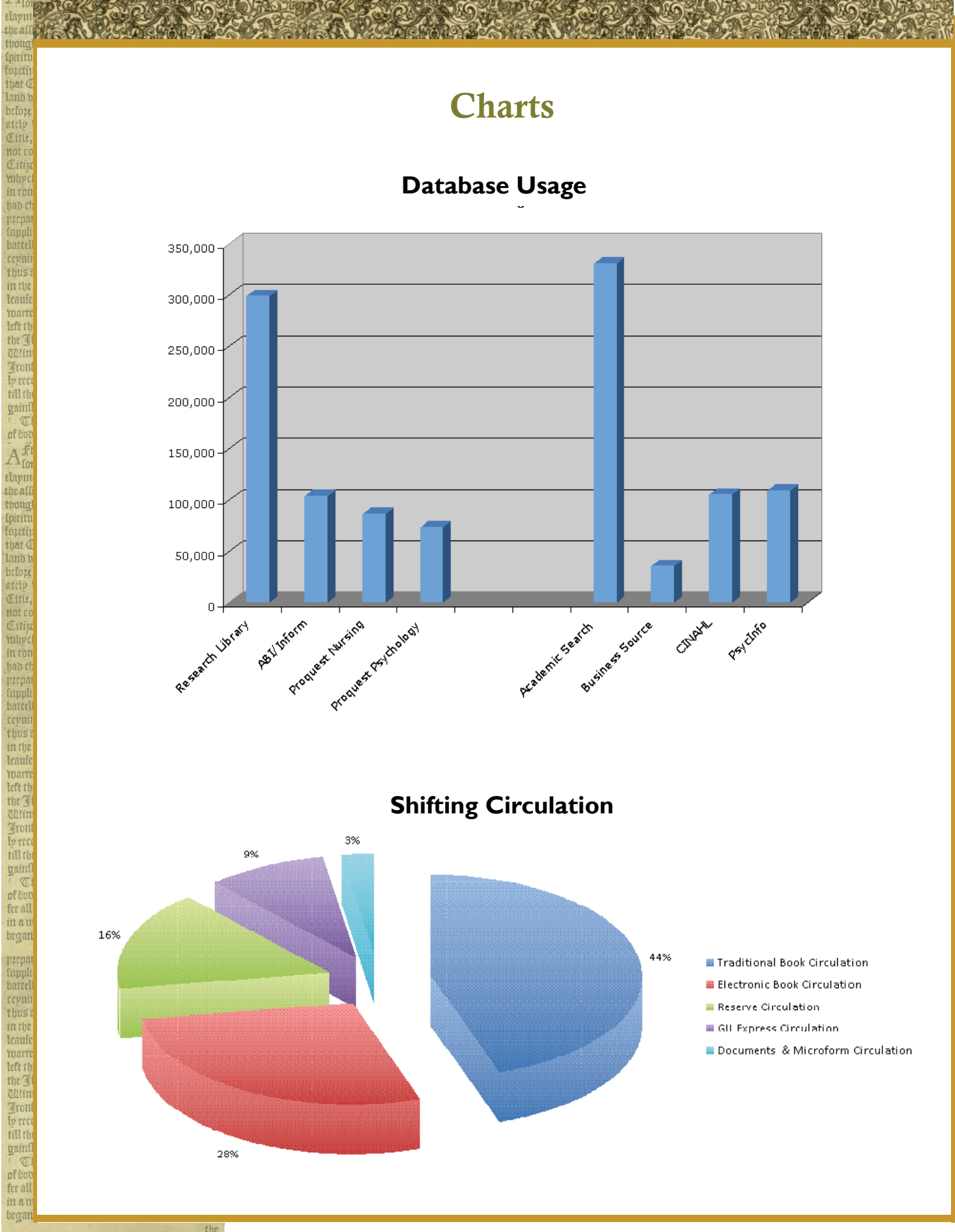
The university community donated several hundred books to the Fall & Spring Used Book Sales. Alumni, students, library staff and Friend members volunteered their time to collect, sort, price and sell the books. The combined book sales netted \$2,585.50.

In November, the Friends sold note cards with an image from the Bentley Special Collection, an illuminated leaf from the *Ave Maris Stella*, 1460-1470. Dianne Bridges, the Library Administrative Associate, designed

the cards for the Friends. This endeavor made \$120.

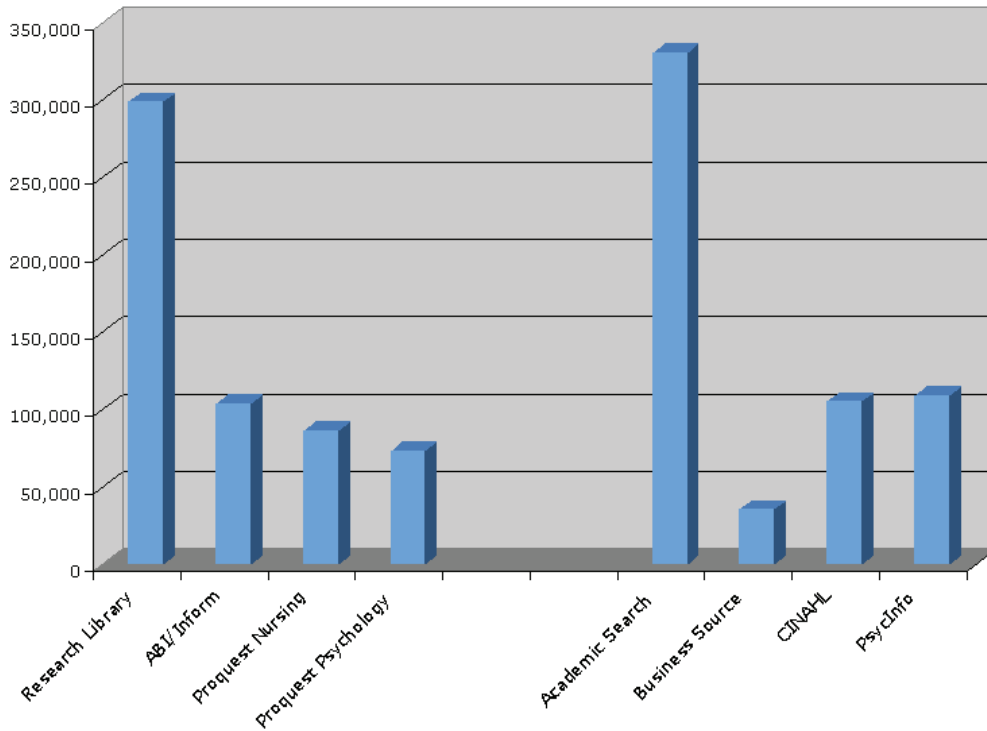
The Friends donated to the Bentley Special Collection an autographed copy of *A Way Out of No Way: the Spiritual Memoirs of Andrew Young*. Twelve additional books were donated to the Sturgis Library circulating collection. During the evenings of finals, the Friends provided coffee, tea, and hot chocolate for the students. The Friends also supplied the circulation desk with candy for the students during the first week of classes and the mid-term week of tests during the Fall and Spring semesters.



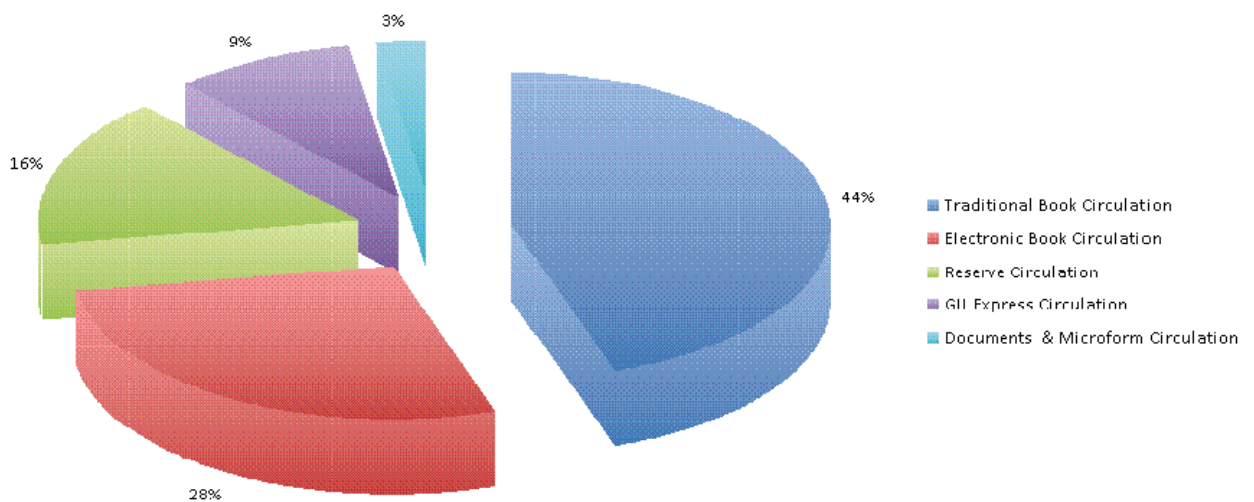


Charts

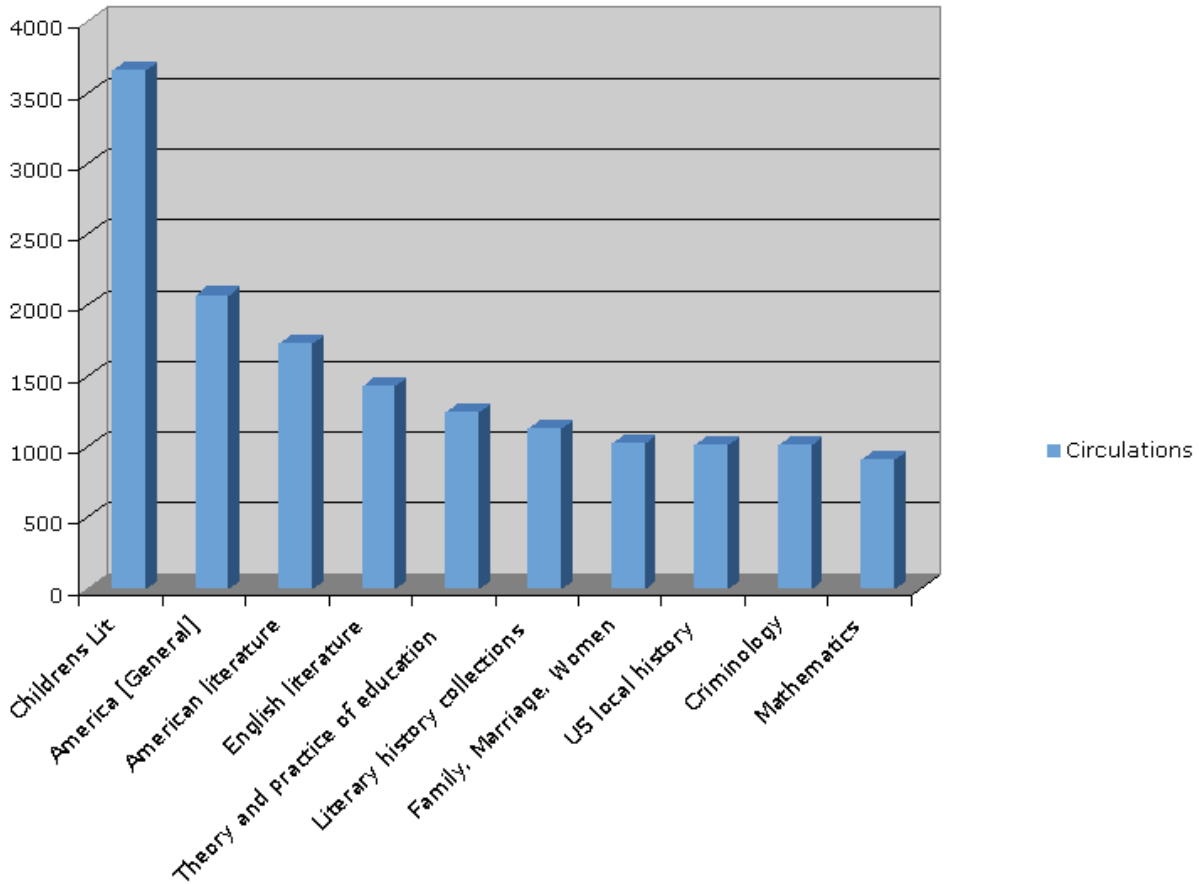
Database Usage



Shifting Circulation



Top Ten Circulating Collections



Library Holdings

Books	E-Books	E-Journals	Government Documents	Microforms
476,942	184,925	46,034	134,572	1,753,012

... Building upon a rich heritage grounded in the book, the Library seeks to maintain a position as an institution that offers unparalleled opportunities for intellectual exploration of the written word.

— Mission Statement, Horace W. Sturgis Library

KENNESAW STATE UNIVERSITY

Horace W. Sturgis Library
Building 17
1000 Chastain Road
Kennesaw, GA 30144

Administration: 770.423.6186
Circulation: 770.423.6202
Reference: 770.423.6325

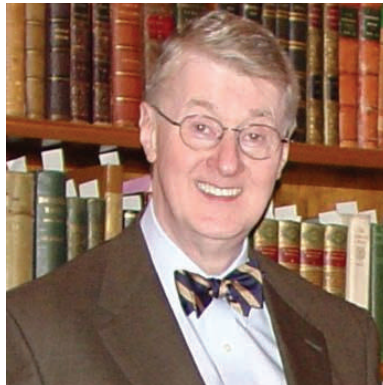
<http://www.kennesaw.edu/library>

*"What a school
thinks about its
library is a
measure of what it
thinks about
education."*

**-Harold Howe,
former**

**U.S. Commissioner of
Education**

Library Administration



Robert B. Williams
Assistant Vice President for
Library and Archives



Dr. David Evans
Library Director

Goals for 2009

Commitment to quality

The Library will improve and enhance quality in all aspects of its services and operations. This means that we will create a culture of quality and give users of the Sturgis Library the best possible service, listen to and act on their concerns when appropriate, and to make their experience of using the Sturgis Library a rewarding one.

Continue building the electronic library

The Sturgis Library has developed an extensive collection of electronic resources during the last 10 years, and has coupled this with desktop access to many of its conventional services such as book reservation and loan renewal. We know from user feedback that our electronic library facilities are very popular, and that they are particularly valued by distance learners and those wanting 24/7 access. We will extend these collections and services over the next five years, and bring new services into operation, integrating them with other electronic resources.

Supporting scholarship

The Sturgis Library makes an important contribution to the quality of scholarship at the University in all disciplines. Our goal is to sustain and develop this contribution through careful collection management and enhancement, contributing to the training of researchers in information skills, and through collaboration with other area libraries.

