

PUBLIC SERVICES ANNUAL REPORT

FY 2007-2008

**duPont-Ball Library
Stetson University
DeLand, Florida**

Submitted June 2008 by:

**Susan Ryan, Associate Director
Jane Bradford, Coordinator of Library Instruction
Barbara Costello, Government Documents Librarian
Sims Kline, Outreach Services Librarian**

TABLE OF CONTENTS

OVERVIEW

- Personnel
- Reference Desk Transactions
- Databases
- Library Hardware
- Web Pages
- Instruction
- Government Information Services
- Access, Circulation, and Reserves
- Interlibrary Loan and Document Delivery
- Archives and Special Collections

ACCOMPLISHMENTS

- Reference Services
- Circulation and Reserves
- Interlibrary Loan and Document Delivery
- Archives and Special Collections
- Instruction
- Government Information Services
- Outreach Services

ASSESSMENT

- Reference Services
- Circulation and Reserves
- Interlibrary Loan and Document Delivery
- Archives and Special Collections
- Electronic Services
- Instruction and Outreach Services
- Government Information Services

GOALS FOR 2008-2009

- Reference Services
- Circulation and Reserves
- Interlibrary Loan and Document Delivery
- Archives and Special Collections
- Electronic Services
- Instruction
- Government Information Services
- Outreach Services

PROFESSIONAL ACTIVITIES

- Susan Ryan
- Jane Bradford
- Barbara Costello
- Sims Kline
- Pat Nuzzaci
- Cathy Ervin
- Dee Buckley
- Susan Derryberry

STATISTICAL DATA

[Reference Desk Transactions: http://stetson.edu/library/annualreports/ARPS0708-01.xls](http://stetson.edu/library/annualreports/ARPS0708-01.xls)

[Reference Desk by Hour: http://stetson.edu/library/annualreports/ARPS0708-02.xls](http://stetson.edu/library/annualreports/ARPS0708-02.xls)

[Internet Database Use: http://stetson.edu/library/annualreports/ARPS0708-03.xls](http://stetson.edu/library/annualreports/ARPS0708-03.xls)

[FirstSearch Searches \(see TAB 2\): http://stetson.edu/library/annualreports/ARPS0708-03.xls](http://stetson.edu/library/annualreports/ARPS0708-03.xls)

[Library Web Pages Usage: http://stetson.edu/library/annualreports/ARPS0708-04.xls](http://stetson.edu/library/annualreports/ARPS0708-04.xls)

[Gate Count: http://stetson.edu/library/annualreports/ARPS0708-05.xls](http://stetson.edu/library/annualreports/ARPS0708-05.xls)

[Circulation by Semester: http://stetson.edu/library/annualreports/ARPS0708-06.xls](http://stetson.edu/library/annualreports/ARPS0708-06.xls)

[Reserves by Semester: http://stetson.edu/library/annualreports/ARPS0708-07.xls](http://stetson.edu/library/annualreports/ARPS0708-07.xls)

[Interlibrary Loans: http://stetson.edu/library/annualreports/ARPS0708-08.xls](http://stetson.edu/library/annualreports/ARPS0708-08.xls)

[ILL Reasons for No Lending: http://stetson.edu/library/annualreports/ARPS0708-09.xls](http://stetson.edu/library/annualreports/ARPS0708-09.xls)

[Document Delivery: http://stetson.edu/library/annualreports/ARPS0708-10.xls](http://stetson.edu/library/annualreports/ARPS0708-10.xls)

[Instruction Comparative Data: http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Instruction by Month \(See TAB 2\): http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Instruction by Librarian \(See TAB 3\): http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Instruction by Time/Place \(See TAB 4\): http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Instruction by Department \(See TAB 5\): http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Instruction by Database \(See TAB 6\): http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Instruction by Ranked Databases \(See TAB 7\):
http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Websites Demonstrated \(See TAB 8\): http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[RAP Sessions \(See TAB 9\): http://stetson.edu/library/annualreports/ARPS0708-11.xls](http://stetson.edu/library/annualreports/ARPS0708-11.xls)

[Federal Documents Tangible Collection: http://stetson.edu/library/annualreports/ARPS0708-12.xls](http://stetson.edu/library/annualreports/ARPS0708-12.xls)

[Federal Documents Item Profile \(See TAB 2\):
http://stetson.edu/library/annualreports/ARPS0708-12.xls](http://stetson.edu/library/annualreports/ARPS0708-12.xls)

Trends in Depository Receipts Last 5 Years (See TAB 3):
<http://stetson.edu/library/annualreports/ARPS0708-12.xls>

Claims (See TAB 4): <http://stetson.edu/library/annualreports/ARPS0708-12.xls>

Florida Documents Uncataloged Collection (See TAB 5):
<http://stetson.edu/library/annualreports/ARPS0708-12.xls>

Public Hardware: <http://stetson.edu/library/annualreports/ARPS0708-13.xls>

Staff Hardware (See TAB 2): <http://stetson.edu/library/annualreports/ARPS0708-13.xls>

OVERVIEW

Personnel

- Fred Tangeman resigned at the end of the 2006-07 academic year and was replaced by Mcnoia Roberts. Sandra Kopecny, Night Circulation Assistant (part-time) resigned in May 2008 and was replaced by Cathy Parra. Susan Ryan, Associate Director, was on sabbatical during fall 2007 semester. Rob Lenholt, Electronic Services Librarian, was on short-term disability leave for three months in spring 2008 and retired on May 31, 2008.
- Current Public Services personnel include Susan Ryan, Associate Director; Jane Bradford, Instruction Coordinator and Reference Librarian; Barbara Costello, Government Document and Reference Librarian; Sims Kline, Outreach Services and Reference Librarian; Pat Nuzzaci, Part-time Reference Librarian; Jane Deighan, Part-time Reference Librarian; Cathy Ervin, Circulation Supervisor; Susan Connell Derryberry, Interlibrary Loan Coordinator; Mcnoia Roberts, Evening Circulation Supervisor (part-time); Dee Buckley, Night Circulation Supervisor (part-time); Cathy Parra, Night Circulation Assistant (part-time); Tina Battistone, Weekend Circulation Supervisor (part-time); and Gail Grieb, Archives Specialist (part-time).

Reference Desk Transactions

- Number of transactions: 7,002 total desk transactions (down 3% from last year)
708 non-desk transactions in public area (down 40%)
444 personal non-desk transactions (down 10%)
8,154 grand total transactions (down 8%)

Databases

- Databases added: 10 new (four courtesy of Stetson College of Law and one free offer from Ebsco [GreenFile]). Congressional Hearings (LexisNexis); GreenFile (Ebsco); Hein Online; Latino American Experience (Greenwood Press); Making of Modern Law: Treatises, 1800-1926 (Gale); Making of Modern Law: Trials, 1600-1926 (Gale); Science Direct (Elsevier); Tests in Print (Ebsco); United States at War (ABC-Clio); Westlaw Campus Research. Plus, added Serials Solutions' Central Search, software designed to search multiple databases at once.
- Databases cancelled (by the vendor, FirstSearch): Consumer Index; Fact Search; Media Review Digest.
- FirstSearch Databases: 2,037 paid searches used (\$1,935.15); 8,565 free searches used.
- Electronic reference books: 746 (now listed only in WebCat) as of May 31, 2008. Up from 613 last year.

Library Hardware

- Workstations:
 - 34 workstations in the front public area and 12 in the new East Room for a total of **46** public workstations as of May 31, 2008 (up from 40 last year). The 46 include:
 - GX 260: 8
 - GX 270: 7
 - GX 280: 15
 - GX 620: 10
 - Optiplex 745: 6
 - 34 faculty and staff workstations (five of those in the Music Library) as of May 31, 2008. Circulation student, ILL student, Documents student, Grieb, Johnson, Kirkland, Lopez, Ryan, and Story received PCs in IT roll-out in Fall 2007. IT replaced Blekicki's and Ervin's PCs after they crashed. A new laptop and a new scanner were purchased for Archives this fiscal year.
- Printers: 58 printers in the main library (34 public, including one laptop printer at reference desk; 1 networked public serving 12 workstations; 23 staff).

Web pages

- Library web pages: 566 active pages (up from 415 last year after a complete website redesign)
- Usage statistics (May 2007-April 2008): 538,128
- Top ten library pages (May 2007-April 2008)

| | |
|--------------------------------|---------|
| Library home page | 304,409 |
| Database page | 70,970 |
| Databases by Subject | 7,222 |
| Research Guides | 4,082 |
| ILL Department | 2,803 |
| Library Calendar | 2,801 |
| Databases for Journal Articles | 2,708 |
| Special Collections page | 2,622 |
| Library Hours | 2,498 |
| Jenkins Music Library | 2,483 |

Instruction

- Number of instruction sessions: 76 (up 10%)
- Number of people attending instruction sessions: 1135 (up 4%)
- Number of undergraduate sessions: 67 (up almost 10%)
- Number of undergraduate students attending instruction sessions: 1018 (up almost 8%)
- Number of graduate sessions: 9 (up 10%)
- Number of graduate students attending instruction sessions: 117 (down 20%)

- Academic departments or other programs receiving instruction and number of sessions for each department/program: 19 (up 27%)
 - Admissions (New Student Orientation): 1
 - American Studies: 1
 - Business Communications: 3
 - Chemistry: 1
 - Counselor Education: 4
 - English (undergraduate): 38
 - Environmental Science: 1
 - History: 1
 - Honors: 1
 - Integrative Health: 1
 - Passport BBA: 2
 - Political Science: 2
 - Psychology: 3
 - Religious Studies, 1
 - Sociology, 1
 - Sport Management: 8
 - Teacher Education (undergraduate): 2
 - Teacher Education (graduate): 4
 - Women and Gender Studies: 1

- Research Assistance Program (RAP) sessions
 - Bradford, 8 sessions, an estimated 5.75 hours of preparation and meeting time
 - Ryan, 3 sessions, an estimated 6 hours of preparation and meeting time
 - Kline, several held, but no firm statistics kept

Government Information Services

- Total number of physical documents in collection: 353,591 (down 6.033%)
- Total number of physical documents added in 2007-08: 2,638 (down 26%)
- Total number of physical documents discarded in 2007-08: 25,338 (up 365%)
- Total number of online-only documents cataloged in 2007-08: 1,280 (down 20.3%)
- Total number of Federal documents titles in the catalog: 62,808 (down 13.5%)
- Number of uncataloged Florida documents received in 2007-08: 328 (down 15%)

Access, Circulation, and Reserves

- Gate Count: 221,104 total gate count (up 5.7% from last year)
 - Circulation: 21,831 total circulation (down 12% from last year)
5,955 total renewals (down 13.7%)
27,786 total circulation and renewals (down 12.4%)
17,110 books (down 14.8%)
3,427 DVDs (up 23.1%)
978 videos (down 40%)
78 docs (down 14.3%)
238 all other formats (down 9.2%)
 - Reserves: 3,848 total reserves (down 6.4% from last year)
2,702 books and articles (down 12.4%)
232 videos and DVDs (down 21.1%)
1,014 headphones and equipment (up 38.3%)
- Fall 2007 1,572 (down 10.4%)
Spring 2008 2,243 (down 1.1%)
Summer 2008 (Fiscal year only, May 8-31): 33 (down 25%)

Interlibrary Loan and Document Delivery

- Borrowing: 2,467 requests (down 17% from last year)
2,199 filled (down 17.3%)
266 unfilled (down 12.5%)

1,449 filled loans (down 16.2%)
750 filled copies (down 19.3%)
- Borrowing fill rate: 88.4% filled (down 1.4%)
11.6% unfilled (up 1.8%)
Average time filled (in days): 8.3 (same)
Average time unfilled (in days): 16 (up 11.1%)
- Lending: 5,066 requests (down 2.6%)
3,187 filled (down 9.6%)
1,880 unfilled (up 8%)

949 filled copies (down 17.5%)
2,238 filled loans (down 5.7%)
- Lending fill rate: 62.5% filled (down 6%)
37.5% unfilled (up 11.8%)
Average time filled (in days): 1.4 (up 6.1%)
Average time unfilled (in days): 1.2 (up 2.3%)

Note: OCLC automatic deflection feature deflected 289 lending requests that would have been printed off of OCLC, searched, and then denied based on a non-lending policy (in almost all cases, formats such as video and DVD or age of item).

- IFM: 112 transactions; \$1,558.25 (transactions down 25.8%; costs down by \$752.75)
- Non-IFM: 2 transactions: \$33.00 (transactions down 71.4%; costs down by \$65.00)
- Dialog searches: 3 searches; total cost: \$430.39 (searches down 66.7%; costs up \$166.99)
- CAS Chemical Abstract searches: 6 searches (5 student; 1 faculty); total cost: \$35.23 (searches down 53.8%; cost down by \$426.42)
- Dissertations purchased: 16 (11 student; 5 faculty); total cost: \$464.00 (number down 20%; cost down by \$116.00)
- Copyright Clearinghouse: no copyright charges incurred in FY 2007-2008

Archives and Special Collections

- Number of items in Archives spreadsheet: 1,826; up 116 items from last year's 1,710 total.
- Number of *Reporter* articles indexed this year: 204 (all articles published in FY 2007-2008). Total *Reporter* articles indexed in spreadsheet and available on the web: 2,688.
- Items in the E. Clay Shaw, Jr. Collection as of May 31, 2008:

Audiotapes: 1
 Books: 24
 Cassettes: 11
 CDs: 5
 DVD: 1
 Files: 14 file cabinets (99' linear)
 Films: 7
 Government Documents: 46
 Memorabilia Items: 132
 Notebooks: 336
 Photos: 2,691
 Slides: 1 tray
 Videos: 393

- Items in the Max Cleland Collection as of May 31, 2008:

Audio Reels: 21
 Books: 29
 Cassettes: 100
 CDs: 96
 DVDs: 20
 Film Reels, Small: 56
 Government Documents: 2
 Manuscripts by Max Cleland: 1 box (17" linear)
 Memorabilia: 540
 Miscellaneous Papers: 3' linear
 Notebooks: 15
 Photos: 3,365 (includes 618 photos in scrapbooks)
 Press Clippings: 1 box (14" linear)
 Scrapbooks / Photo Albums: 10
 Slides: 26 boxes (approximately 20 per box)
 TV Film Reels, 2" format: 6
 Videos, Extra Large: 2
 Videos, Large: 10
 Videos, Beta: 4
 Videos, VHS: 150

ACCOMPLISHMENTS 2007-2008

Reference Services

- With funding from an anonymous donor, the East Room (northeast corner of the main floor) was constructed to hold new computer workstations designed for collaborative work. Microforms moved to the far northeast corner and the basement.
- After last year's extensive inventory of reference material, reference books were shifted to allow the removal of three stack ranges for a large seating area.
- Designed a new format for all subject pages on the website and converted most pages by May 2008 with the remaining to be completed during the summer of 2008.
- Conducted the annual review of ICUF database offers and other databases and recommended purchases to Technical Services and the Library Director.

Circulation & Reserves

- Complete reorganization of reserves and electronic media storage area behind main Circulation area.

Interlibrary Loan & Document Delivery

- Trained new ILL student assistant.
- Updated interlibrary loan instruction manual.

Archives & Special Collections

- Added 116 new items to Archives collection (in spreadsheet), not counting the Shaw and Cleland collection items.
- New row of warehouse shelving added for additional storage; complete reorganization of Archives office.
- Created the Politicos Room that houses the Clay Shaw and Max Cleland collections, the main archives files, and other political memorabilia. Included installing furniture, file cabinets, display case, bookcases.
- Moved all Shaw papers into file cabinets in Politicos Room.
- Moved all archives files from Archives into Politicos Room.
- Inventoried the Cleland Collection which includes more than 3,300 photos; 121 audio tapes and cassettes; 116 CDs and DVDs; 166 videos; 62 reels of film; more than 500 items of memorabilia; manuscripts, papers, notebooks, books, press clippings, scrapbooks. Scanned photos, transcribed some print and audio material.
- Worked with Technical Services to convert Gift Room to Archives Annex.
- 2007-08 (to date) *Reporter* indexing completed.
- Created homecoming display with items from Archives, March 2008.
- Created two Archives displays in new oak display cabinets, spring 2008.
- Created semi-permanent Archives display of sports memorabilia on ground floor.
- Created a Cleland and Shaw display in hanging display case on ground floor.
- Held reception for the dedication of the Clay Shaw Collection, March 2008.

Instruction

- Bradford led two faculty information sessions with faculty from the School of Business Administration resulting in three BN301 classes of undergraduates.
- Kline produced several online draft library tutorials (using Camtasia software).
- Increased marketing efforts to involve the School of Business Administration in library instruction with the two faculty information sessions.

- Reviewed the library's Plan for Information Literacy for revision (ongoing).
- Reviewed the library's instruction presence at the library's website for revision (ongoing).
- Revised and merged the Research Guides and the My Subject pages (ongoing).

Government Information Services

- Resumed RECON project: records for a total of 1,249 titles were added to SIRSI, of which 965 records were for hearings of the House and Senate Foreign Relations committees.
- Completed the transfer of government document periodical titles from the Periodicals collection to the documents collection: 437 bound volumes were reclassified and reshelfed after the necessary shifting.
- Finished the de-accession of selected bound Serial Set volumes. Of the 318 volumes pulled from our collection and offered to other depository libraries, 187 (59%) were transferred to Federal Depository libraries in Florida and nationwide.
- Made significant progress on withdrawing the ERIC microfiche collection: 11,686 fiche were withdrawn, of which 407 (3.5%) were requested by other depository libraries.
- Nearly completed the project to withdraw individual Congressional reports and documents in FY 2007-2008 with the listing and subsequent withdrawal of approximately 7,050 pieces from the 105 through 108th Congresses.
- With the permission of the Regional Library, withdrew 1,350 daily *Congressional Record* issues from the collection, as their content is available through *GPO Access*.
- The Documents Librarian and the Documents Specialist completed a chapter-by-chapter review of the revised *Federal Depository Library Handbook* (January, 2008).
- Updated/edited an additional 350 documents catalog records as part of the catalog "clean-up" project.
- Added PURL links to online versions to 2,962 existing SIRSI records for tangible documents, representing a 46% increase over the number of PURL links added in the previous FY.
- Updated Florida Document pamphlet database file to match pamphlet boxes; added boxes for new titles and deleted boxes for discontinued titles.
- Expanded the federal documents microfiche collection into empty fiche cabinets to alleviate crowding; refilled all fiche that shifted when the cabinets were moved downstairs; created new labels for all the microfiche cabinet drawers to accurately reflect the contents.

Outreach Services

- Outreach Services Librarian Sims Kline made 8 draft Camtasia Studio web-based tutorials for students in Education.
- Reviewed 20 other libraries' use of Instant Messaging as a Reference outreach service.
- Collaborated with IT Blackboard specialist Jason Williams to set up a pilot Library resources Blackboard course, designed for later use as an enrolled course for all students.
- Developed a 30-point checklist for delivering specific content in Library instruction sessions.
- Kline made 17 presentations, with sessions on both the Celebration and DeLand campuses. These included 9 graduate and 8 undergraduate presentations.
- In addition to outreach support for the graduate Educational Leadership program, Kline developed a collaboration with faculty in the graduate Reading program.
- Library packets for all newly admitted regular M.B.A. students, enrolled at DeLand and at Celebration, were updated.
- Follow-up continued for graduate Education, E.M.B.A., Passport B.B.A., and Counselor Education students with presentations, as well as individual telephone and email support.
- Responded to requests from Media Services for information on Stetson history, buildings, personalities, and programs.

ASSESSMENT 2007-2008

Reference Services

- Associate Director Susan Ryan completed an article for publication detailing the results of the reference question studies and the effect on reference desk staffing.
- Compiled annual database statistics to track use of individual databases.
- Compiled monthly reference desk transactions to track use of desk services.

Circulation & Reserves

- Compiled annual circulation statistics by item type and user type for each semester and interim period throughout the fiscal year to determine use level and use patterns of library material.
- Compiled annual reserve statistics by item type and user type for each semester throughout the fiscal year to determine use level and use patterns of reserve material.
- Tracked monthly gate counts to help determine use of library.

- Conducted a study of types of queries coming to the Circulation Desk after the Reference Desk closed (after 10:00 pm).

Interlibrary Loan & Document Delivery

- Compiled annual interlibrary loan statistics for both borrowing and lending. Borrowing statistics tracked by patron type, department, and if the item was a loan or a copy.
- Compiled “reason for no” statistics on requests for loans from other libraries to help determine ways to cut down on requests for items that cannot be loaned.
- Tracked copyright compliance statistics; any journal titles that are requested beyond the copyright limit are reported for consideration for purchase. (None this year.)
- Tracked dissertation purchases to determine use level by faculty and students.
- Tracked IFM, non-IFM, and document delivery fees for budget assessment purposes.
- Supplied ILL borrowing data to Technical Services to identify areas for acquisitions.

Archives & Special Collections

- Worked with Technical Services on space needs for Archives, resulting in the transition of the Gift Room to the Archives Storage Annex.

Electronic Services

- Tracked additions and changes of equipment in the public and faculty/staff areas on the library’s hardware inventory spreadsheet.
- Tracked email reference questions received at Reference Desk.

Instruction & Outreach Services

- Evaluation forms are distributed to all persons in each instruction class.
- On the evaluation, averages of scores on each question for Jane Bradford ranged from 4.6 to 4.9; for Sims Kline the estimated averages were 4.4 to 4.9 (5 indicating the person thought the session was very clear/helpful/organized and 1 indicating the person thought the session was not clear/helpful/organized).

Government Information Services

- Completed the Annual Item Selection Update Cycle.
- Resumed collecting circulation statistics for RECON hearings.

GOALS FOR 2008-2009

Reference Services

- Continue transition from print to electronic reference works.
- Reevaluation of the physical reference desk and reference services.
- Annual database review to recommend possible additions to the collection.

Circulation & Reserves

- Continued emphasis on stack maintenance.
- Continued emphasis on student assistant training.

Interlibrary Loan & Document Delivery

- Maintain high standards for quick turn-around time on requests.
- Maintain high fill rates on both borrowing and lending.
- Continued emphasis on student assistant training.

Archives & Special Collections

- Identify items for possible inclusion in the Politicos Room.
- Research and possibly purchase archives software (eg: Content DM).
- Continue to address the photo backlog.
- Continue to add items to the Archives master spreadsheet.
- Continue to index the *Reporter*.
- Provide assistance for 125th Year activities.

Electronic Services

- Hire newly created position, Electronic Services Technician.
- Build new images for all public library workstations.
- Set up network printer near reference desk.
- Continue to track public workstation equipment on the library's hardware inventory spreadsheet.
- Continue cross-training with members of SWAT Team.

Instruction

- Continue review of the library's Plan for Information Literacy and revise as necessary.
- Continue review of the library's instruction presence at the library's website and revise as necessary.

- Revise instruction to first-year students as necessary based on the new Arts and Sciences first-year seminars and course curriculum designs.

Government Information Services

- Complete the ERIC microfiche weeding project.
- Withdraw individual Congressional Documents and Reports for the 109th Congress, thereby completing the weeding project.
- Continue retrospective cataloging of Y 4.F 76/2: (Senate Committee on Foreign Relations).
- Update the *Government Documents Department Procedures Manual* to conform with the January, 2008, revision of GPO's *Federal Depository Library Handbook*.
- Ensure that all requirements of the *Government Documents Department Procedures Manual* are being met in practice.
- Continue "clean-up" of documents records in SIRSI.

Outreach Services

- Continue liaison with graduate program instructors and staff, DeLand and Celebration campuses, to maximize library orientation and instruction opportunities.
- Using software upgrade to Camtasia Studio 5.1, revise Education web-based tutorials and develop tutorials for Counseling and Business.
- Implement for Fall 2008 Library Resources Blackboard course for all students.
- Target communication, emphasizing availability of Library research assistance, to all College of Arts and Sciences instructors and students listed as teaching and enrolled in Senior Research projects, Fall 2008 (48 instructors, 190 students); repeat for Spring 2009.

PROFESSIONAL ACTIVITIES

Susan M. Ryan, Associate Director
Professional Activities, June 1, 2007 – May 31, 2008

(Sabbatical, Fall 2007)

Professional Meetings / Seminars Attended:

- FOCUS Planning Meeting, June 14, 2007
- Library Introduction to FOCUS leaders, August 14, 2007
- Presentation on Web of Science databases by Thomson rep, March 17, 2008
- Westlaw Training Webinar, April 9, 2008

Publications:

- Sabbatical publication (in-press, *Journal of Academic Librarianship*, September 2008), "Reference Transaction Analysis: The Cost-Effectiveness of Staffing a Traditional Reference Desk."

Publications, Web pages:

- Complete library website revision, June-August 2007
- "Reference Service Procedures," revised September 2007 (with Reference Librarians)
- "Reference Service Standards," revised September 2007 (with Reference Librarians)
- Extensively revised: Index to the Stetson *Reporter*, http://www.stetson.edu/library/publications_reporterindex.xls
- New sets of subject web pages for: Biography, Communication Studies, Economics, Law & Legal, Latin American Studies, Political Science.

Professional Service:

- Referee, *Southeastern Librarian*, 2002 to date
- Referee, *College & Undergraduate Libraries*, 1993 to date

University Service:

- University Promotion & Tenure Committee, 2004-2009
- University Faculty Compensation Committee, January-August 2007

Community Service:

- Vice Chair & Secretary, Staff-Parish Relations Committee, Trinity United Methodist Church, January 2006-December 2007. (Committee member 2004-2007)

**Jane Bradford, Coordinator of Library Instruction
Professional Activities, June 1, 2007 – May 31, 2008**

Professional Presentations Made

- “Why We Can’t Google Everything: Smart Searching Strategies and Controlled Vocabulary,” with Laura Kirkland, Central Florida Library Consortium, Cataloging Interest Group, Stetson University, May 20, 2008
- “Why We Can’t Google Everything: Smart Searching Strategies and Controlled Vocabulary,” with Laura Kirkland, Florida Library Association Annual Conference, St. Pete Beach, Florida, April 24, 2008
- “American Library Association Children/Young Adult Book Awards as a Means of Selection,” 6th Biennial M. Jean Greenlaw Children’s Literature Conference, Stetson University, March 28, 2008
- Introduction to Business Research Resources II, School of Business Administration Faculty, Feb. 29, 2008
- Introduction to Business Research Resources I, School of Business Administration Faculty, Feb. 19, 2008
- “Introducing Web Sites,” I-4IL Instruction Librarians Group, Seminole Community College, Lake Mary Campus, Oct. 5, 2007

Professional Conferences Attended

- Florida Library Association Annual Conference, St. Pete Beach, Florida, April 23-24, 2008

Professional Workshops / Seminars Attended

- Westlaw Campus Research Training, April 9, 2008
- Demonstration of Possible Uses of iTunes University, Stetson University Media Services Department and Representative from Apple Corporation, Stetson University, April 4, 2008
- WorldCat Local Webinar, March 20, 2008
- New Interface for Gale Literature Resource Center, March 11, 2008
- Sirsi Java Client, Cataloging Training, March 4, 2008
- Sirsi Java Client Periodicals Check-In Training, March 3, 2008
- Business Reference 101.” Reference and User Services Association (RUSA) Online Professional Development Course, January 28-February 22, 2008
- “Cataloging for Non-Catalogers,” Solinet Live Online Class, January 8, 2008
- “LexisNexis Academic,” New Interface Training, November 29, 2007
- “LexisNexis Business,” New Interface Training, November 12, 2007
- “Online Encyclopaedia Britannica Training Session,” Encyclopaedia Britannica, Oct. 24, 2007
- “LexisNexis Finding Sources,” New Interface Online Training, October 23, 2007
- “The Accidental Technology Trainer,” WebJunction, October 17, 2007
- “Librarian’s Role in Combating Student Plagiarism,” ACRL Webcast, October 16, 2007
- “Credo Reference Overview,” Solinet, October 11, 2007
- “LexisNexis Legal,” New Interface Online Training, October 8, 2007
- “TurnItIn Online Training,” WebEx, October 4, 2007
- “360 Search,” Serials Solution Webinar for Searching Central Search, October 4, 2007
- Teaching, Learning, and Technology (TLT), “E-Clip Clinic,” September 28, 2007
- “Thinking Like a Designer,” ACRL e-Learning Workshop, September 25 and October 2, 2007

- "Update to Biography Resource Center," Gale-Thomson, Web Conference, September 25, 2007
- "New Literature Experience," Gale-Thomson, Web Conference, September 18, 2007
- WestLaw Training, conducted by WestLaw trainer at Stetson University, August 28, 2007
- "Getting Started with Screencasting," ACRL e-Learning Webcast, July 26, 2007
- "What's New with Podcasting," a SirsiDynix Institute Webinar, June 5, 2007
- "Copyright in the Digital Age: An Update," College of DuPage Teleconference, June 1, 2007

Other Professional Activities

- Participant in year-long Book Feast sponsored by the Stetson Center for Science, Nature, and the Sacred, *When Science Meets Religion* by Ian. G. Barbour. September 5, 2007, October 17, 2007, October 30, 2007, February 26, 2008, April 8, 2008
- Participant in Values Council Book Feast, *One World: the Ethics of Globalization* by Peter Singer, March 19, 2008
- Participant in Values Council Book Feast, *Why Globalization Works* by Martin Wolf, February 20, 2008.
- Organized Library display of the *Atlantic Monthly* "Civil Rights: Black Identity," February 2008
- Organized Library display of the *Atlantic Monthly* "American Icons," Oct. 19-December 12, 2007

Publications, In-House

Research Guides Revised to My Subject Pages:
 Academic Honesty and Plagiarism; Art; Biology; Citations; English; Graduate School; Jobs and Careers; Juvenile Literature; Marine Biology; Religious Studies; Sociology and Anthropology; Teacher Education; Women and Gender Studies

Professional Associations

- American Library Association
- Florida Library Association
- Association of College and Research Libraries (ACRL)

University Service

- Faculty Advisor, Honor System, 2007-2008
- Member Faculty Compensation Committee, 1997-2008
- Editor, Stetson *Bulletin*, 1997-2006, 2007-2008

Community Service

- Vice President, Board of Directors, Stetson University, People Helping People
- Member, Committee on Ministry, Mosaic Unitarian Universalist Church
- Gave the program on my librarian exchange in Germany at the March meeting of the DeLand Branch, American Association of University Women, March 8, 2008
- Yearbook Editor, DeLand Branch, American Association of University Women, 2007 and 2008

**Barbara Costello, Government Documents Librarian
Professional Activities, June 1, 2007 – May 31, 2008**

Professional Presentations Made

- “Historical Treasures, Genealogical Gems,” a presentation to the Daughters of the American Revolution Gemini Springs Chapter, Lake Helen Public Library, April 12, 2008.
- Highlights from the Fall 2007 Federal Depository Library Conference: presentation to the CFLC Government Documents Interest Group, October 24, 2007, Stetson University DuPont-Ball Library.

Professional Conferences Attended

- 2007 Florida Federal Depository Library Meeting & 100th Anniversary Celebration, University of Florida George E. Smathers Libraries, Gainesville, FL, August 17, 2007.
- Government Printing Office Depository Library Council and Conference, October, 2007
- Florida State Documents Depositories Meeting, February, 2008

Professional Workshops / Seminars Attended

- National Coalition Building Institute (NCBI) workshop, Stetson University, May 9, 2008
- Gale Biography Resource Center Web seminar, March 6, 2008
- SIRSI Java client training (in-house), March 5, 2008
- Web 2.0: Introduction to Web 2.0 & Library 2.0, CFLC training session, Maitland, FL, December 11, 2007
- Web 2.0: Social Networking Sites, CFLC training session, Maitland, FL, December 11, 2007
- Serials Solutions 360 Search Web seminar, October 4, 2007
- Gale Literature Solutions Web seminar, September 27, 2007
- Westlaw Campus Research database training, August 28, 2007

Publications, External

- “Moving in the Right Direction: Developments in the Online Availability of Full-Text Congressional Committee Hearing Transcripts.” Government Information Quarterly 25, no. 1 (2008): 104-117.

Publications, In-house

- “Be an Informed Citizen: 2008 Presidential Election Information on the Web.” December 2007. (handout to accompany January 2008 book display)
- “American FactFinder: How to Search it for Census 2000 Data.” Rev. December 2007
- “The U.S. Civil War: A Research Guide.” Rev. August 2007.
- “Environmental Science: A Research Guide.” Rev. July 2007.
- “Florida Politics and Government: A Research Guide.” Rev. July 2007.
- “United States History: A Research Guide.” Rev. July 2007.
- “United States Diplomatic History: a Research Guide.” Rev. August 2007.
- “United States Politics and Government: Congress.” Rev. August 2007.
- “United States Politics and Government: The Judicial Branch.” Rev. August 2007.
- “United States Politics and Government: The Presidency.” Rev. August 2007.
- ATG 301, Taxation of Individuals. August 2007. (posted to course Blackboard site)
- ATG 530, Estate, Fiduciary, and Gift Taxation. May 2008. (posted to course Blackboard site)

Publications, Web pages

Created or reformatted and updated the content of library subject pages in the following areas:

- Chemistry
- Digital Arts
- Geography and Environmental Science
- Florida Politics and Government
- Government Information
- History
- Mathematics

Library Instruction Sessions Taught

- Spring Semester 2008; SM435, Promotions and Development for Sports Programs. (Dr. Carina King)

Committee Memberships / Offices Held in Professional Associations

- Chair, Central Florida Library Cooperative Government Documents Interest Group, 2007-2008

University Service

- Tenure, Grievance, and Academic Freedom Committee

Sims D. Kline
Professional Activities, June 1, 2007 – May 31, 2008

Publications, Web Pages

- Research Guide: Philosophy
- Research Guide: Sport Management
- Research Guide: U.S. Politics and Government [revised]
- Research Guide: Foreign Relations, Primary Sources [revised]
- Web Tutorials: Welcome, Library Web Site, WebCat, ERIC Database Searching, Journals List, Formatting and Saving Citations, WorldCat, Previewing Recent Books

Workshops, Meetings Attended

- Westlaw Database seminar, July
- ACRL Webcast on Screencasting, July
- CFLC Interest Group on Library 2.0, August
- CFLC Workshop on PowerPoint, September
- CFLC Web 2.0 Workshop on Social Networking, January
- TLT Webcast on Faculty Outreach, March
- CFLC Workshop on Google, May
- CFLC Cataloging Interest Group: Subject Searching, May

University Service

- Faculty Associate, Canterbury House, Episcopal campus ministry
- Selected published texts for School of Music Candlelight Concert, December
- Wrote and presented "Stetson Christmas Stories," Quality of Service Holiday Luncheon, December
- Videotaped various School of Music concerts, recitals
- Judge, Stetson Undergraduate Research and Creative Arts Symposium (SURCAS), April
- "Stetson: History, Heritage, and Hallmarks" presentations to Stetson Citizenship Project, September and February

Community Service

- "It Was Festination" presentation to DeLand Area Parkinson's Support Group, October
- Accompanist, Blue Lake Elementary School 25th Anniversary presentation, May
- "It Was Festination" presentation to Daytona Area Parkinson's Support Group, April
- "Historic Scenes from Lake Helen" presentation at Lake Helen Coffee and Tea Company, April
- "Genealogical and Historical Resources" presentation to Roots & Branches, DeLand Public Library, February

Pat Nuzzaci, Part-Time Reference Librarian
Professional Activities, June 1, 2007 – May 31, 2008

- Compiled six sets of new-format web subject pages: Accounting, Business, Finance, International Business, Management, and Marketing
- Volunteer, Palm Coast Friends of Tennis

Cathy Ervin, Circulation Department Coordinator
Professional and Volunteer Activities, June 1, 2007 – May 31, 2008

- Various Quality of Service luncheons and Campus Wide Breakfasts
- Benevolence committee for Stetson Baptist Church
- Volunteer, Interfaith Soup Kitchen
- Volunteer and Organizer, Annual Golf tournament for Christ to Inmates

Dee Buckley, Night Circulation Supervisor
Professional Activities, June 1, 2007 – May 31, 2008

- Member, University Gender Equity Committee

Susan Derryberry, Interlibrary Loan Supervisor
Professional Activities, June 1, 2007 – May 31, 2008

- Attended CFLC Cataloging Presentation, Stetson University, May 20, 2008