

Report – Fall 2008
Library
University of Montana – Helena College of Technology

Library Services

Items Circulated	1543
Items Borrowed/Lent (ILL)	84
Electronic Sessions	*3667
Instructional Attendance	231
Tests Monitored	471
AV Reservations	95
Red Envelopes Exchange	756
Information Services	827
Reference Questions	
Copier & Computer Help, Library Instruction, Research	

Total Transactions 7674

Library Collection

Items Ordered	225
Items Cataloged & Processed	659
Items Deleted	222
Net Items Added	437

Electronic Collection

Total Journal Holdings	57,651
Total Unique Titles	27,848
Total Databases	83

Transactions per FTE[†] 9.56

Items Added per FTE[‡] .54

Special Activities and Projects

- **Library Administration –**
 - Conducted a Faculty satisfaction survey. Surveys were distributed to 36 faculty members and 51 adjuncts. 24 responses (28%) were returned.
 - Filed National Center for Education Statistics (NCES) Biennial Academic Library Survey.
- **Website (Virtual Library)**
 - Based on research from user surveys of college websites, redesigned Library homepage and side links for all library pages, streamlining appearance and simplifying selections.

* On campus use only – does not include off campus use of some databases.

† Based on 803 FTE

‡ Based on 803 FTE

- Developed web mounted presentation for orientation of students to library services. Also developed online orientation for college staff.
 - Met with online instructors (Munn, Holt) to devise at least one strategy to improve visibility and access to online library resources for Blackboard students. Library link was added to the Blackboard template for UM-Helena online classes.
 - Worked with Mansfield Library to simplify authentication for remote access to databases for students, faculty and staff by substituting the process of creating a UserID/password combination with use of the institutional ID number.
 - Overdrive – Received training on and implemented web based library of 1,300 audio books. Records for all titles were added to the library's Online Public Access Catalog (OPAC). Promoted new service through Reader boards, Info Express, signs on Bulletin Boards, broadcast emails, and drawing for MP3 player.
 - Added 3 new electronic databases to library resources on college website – American Periodical Series Online, Historical Washington Post 1877-1992, and ebrary (39,000 electronic books).
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- **Collection**
 - A Perkins allocation allowed for the purchase of materials to support the Nursing Program and the new certificate in Space Planning and Design within the Construction Technology Department. Over 130 items were added to the collection as a result of this expenditure.
 - Obtained donation of 118 reference textbooks that were being removed from another library. The majority of the volumes are less than 10 years old and the others are on timeless topics – history, botany, etc. The total value of these items at their purchase price was \$8,058.80.
 - Maintained 5 reserved collections: Space Planning & Design; Current Trends and Nursing; General and Inorganic Chemistry; Introduction to Environmental Sciences; Advanced Adult Nursing Across the Lifespan.
 - Library staff and 3 instructors from the Business and Accounting program met on November 26, 2008 and cooperatively evaluated their respective sections of the library collection, weeding out 75 old and outdated books, sharing reviews on books, and suggesting purchase of certain topics and titles to improve the coverage of the collection.

- **Instruction**

- Provided 13 instructional hours in classroom, with an assignment integrated into all instructional session. A total of 231 students were instructed.
- Tutored 26 students in individualized “Book a Librarian” sessions.

- **Personnel**

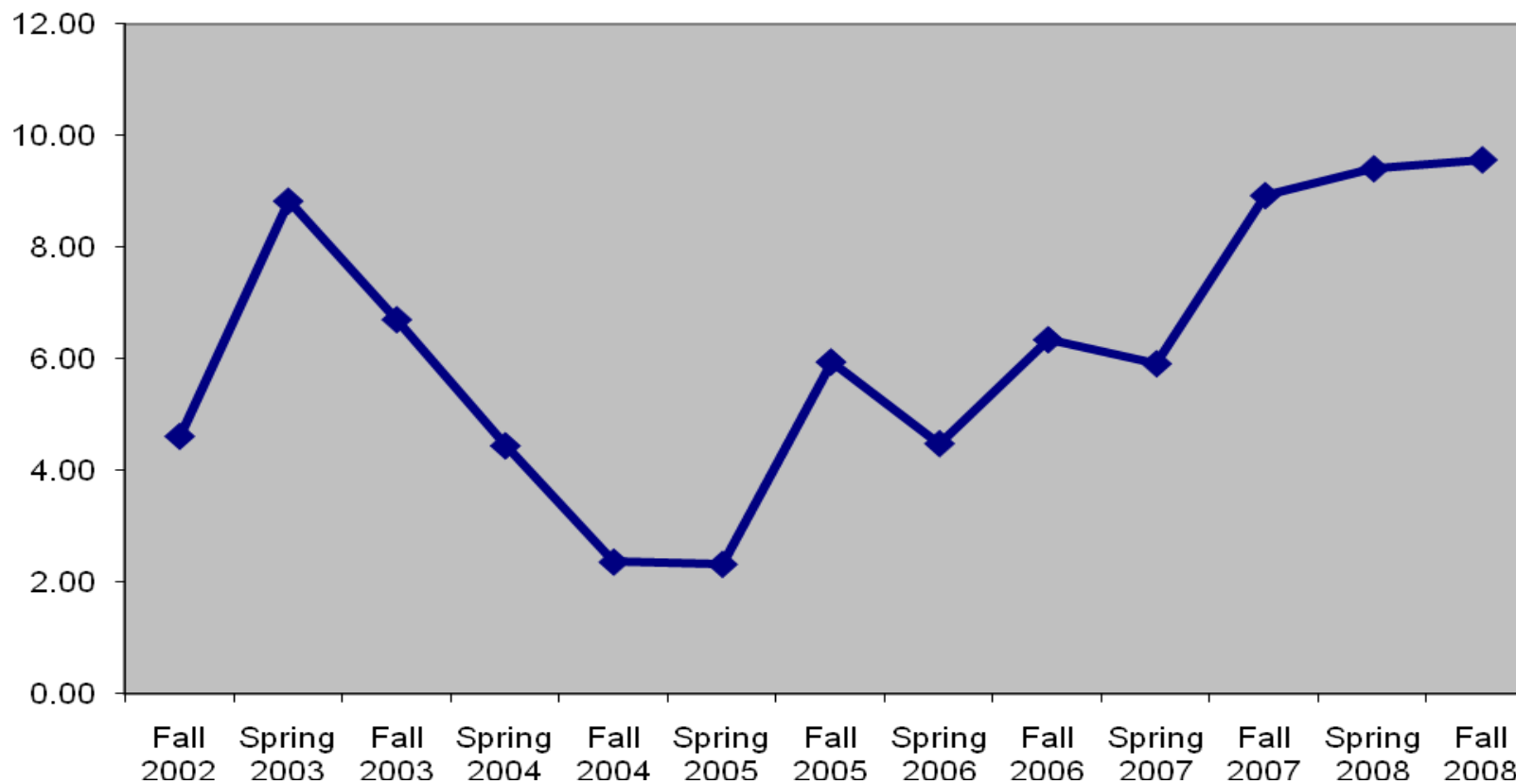
- Conducted group training for work study staff, including reviewing the Work Study Resource Manual and the Virtual Library, on September 3, 2008.
- Librarian attended two full day sessions on disaster preparedness presented by WestPas (Western States and Territories Preservation Assistance Service) on July 18 and August 22 at the Montana Historical Society.
- Librarian attended half day “Montana State Agency Digitization Forum” on Tuesday, September 30 at the Montana State Library.
- Librarian attended two day Montana Academic Libraries Symposium, “Information Literacy,” at the University of Montana in Missoula, October 9-10, 2008.
- Library Assistant attended The BCR OCLC MARC Basics Workshop Monday, October 20, 2008 sponsored by the Montana State Library. 6 CE credits were awarded for attending this workshop.

- **Facilities**

- Proposal was presented to Leadership in September to fund furnishing the new Library space, including seating chairs, office chairs, computer terminal stations with stools, and reupholstering of donated furniture to blend with new purchases. Proposal was funded for \$20,000. Bids were sought, evaluated, and selected. Furnishings were ordered and installed by December 2008.
- Provided weekend hours from midterm forward by opening Saturdays from 9 am – 3 pm throughout November and December.

- Produced several book displays on timely topics, including, Western/Montana History and Literature; Space Planning and Design; Elections; The Brain and Consciousness; Books Worth your Time.
 - Hosted two art displays -- the paintings of Linda McCray, UM-Helena Adjunct Instructor; and the paintings of UM-Helena students.
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- **Institutional**
 - Library Assistant coordinated and publicized activities for Constitution Day, including a voter registration drive, to fulfill the requirements of Federal Law.
 - Hosted the quarterly meeting of the State Agency Librarian's Roundtable, an informational and coordinating group of librarians in Montana State Government, on August 14, 2008.
 - Self Study Subcommittee for Standard Five, *Library and Information Resources*, met twice, October 28, 2008 and December 19, 2008, and then discussed Standard indicators weekly via a blog.
<http://libraryselfstudy.blogspot.com>

Library Service Transactions* per FTE



Net Items Added to Collection per FTE

