

Report – Fall 2009  
**Library**  
University of Montana – Helena College of Technology

**Library Services**

Items Circulated	1513
Items Borrowed/Lent (ILL)	123
Electronic Sessions	*7263
Instructional Attendance	198
Tests Monitored	16
AV Reservations	140
Audiobooks	45
Information Services	1116
Reference Questions	
Copier & Computer Help,	
Library Instruction, Research	
<b>Total Transactions</b>	<b>10,414</b>

**Library Collection**

Items Ordered	378
Items Cataloged & Processed	718
Items Deleted	74
<b>Net Items Added</b>	<b>644</b>

**Electronic Collection**

Total e-book Holdings	52,989
Total Unique e-book Titles	51,192
Total Journal Holdings	63,219
Total Unique Journal Titles	30,810
Total Databases	87

**Transactions per FTE<sup>†</sup> 10.65**

**Items Added per FTE<sup>‡</sup> .66**

**Special Activities and Projects**

- **Library Administration –**
  - Hosted two meetings of the Library Advisory Committee, 09/29/09 and 11/25/09, to review policies and guidelines.
  - Gave report to and solicited suggestions/feedback from Faculty Senate 10/08/09, Student Senate 10/21/09, and Staff Senate 11/19/09.
- **Website (Virtual Library)**
  - Added 3 new electronic databases to library resources on college website – Eighteenth Century Collection Online, Small Business Resource Center, Career Library.

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

† Based on 978FTE

‡ Based on 978FTE

- Revamped layout and copy for library portion of new website. Consolidated 35 pages into 16 pages. Updated all pdfs and all links associated with website.
- Worked with Missoula to revamp OPAC (Online Public Access Catalog) to reflect new website design and to add more functionality, including online renewals, online holds, links to book reviews, and user access to information on their current items on loan.
- Worked with Serial Solutions to redesign display of Full-Text Journal Finder to reflect new website design.
  
- **Collection**
  - Launched a Leisure Reading collection of approximately 550 books by selecting, ordering, processing and cataloging a rental collection of popular fiction and non-fiction, supplemented by popular titles from the core collection.
  - Maintained 3 reserved collections: Introduction to Nursing; Art Appreciation; Nursing Transition to RN.
  
- **Instruction**
  - Provided 13 instructional hours in classroom, with an assignment integrated into all instructional session. A total of 198 students were instructed.
  - Tutored 28 students in individualized “Book a Librarian” sessions.
  - Offered 12 instructional workshops to help students finalize their research/term papers and projects.
  
- **Personnel**
  - Librarian attended annual Montana University System Academic Libraries Symposium. “Redefining Relevance: Meeting User Expectations in a Digital Age. September 24-25, 2009 Gallatin Gateway Inn, Bozeman, MT.

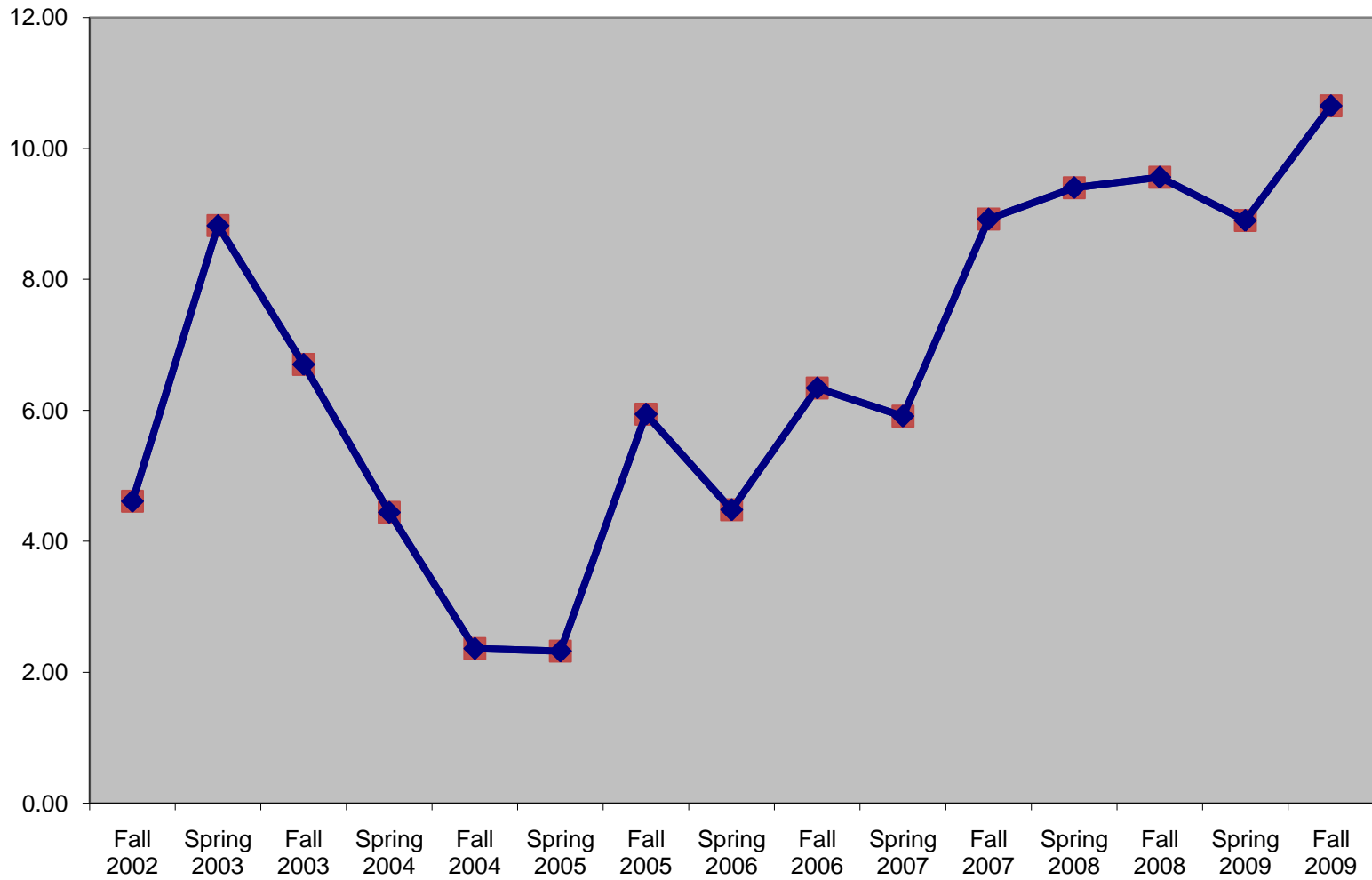
- **Facilities**

- Provided 42 weekend hours from midterm forward by opening Saturdays from 9 am –3 pm throughout October, November, and December. Daily door count ranged from 6 – 24, with 89 total visitors on Saturday.
- Produced several book displays on timely topics, including, Teaching and Learning Online, Banned Books; The Vietnam War Experience; and The Green Economy.
- Acquired and installed a donation of 96 linear feet of shelving. Acquired a donation of an additional 576 linear feet of shelving to be stored for future use.
- Expanded area in library for handouts and information on using the library and its electronic resources.

- **Institutional**

- Coordinated and publicized activities for the citywide Big Read and on October 20, 2009, hosted a book discussion of The Things They Carried, by Tim O'Brien moderated by Randy Furhmann, UM-Helena Counselor. Distributed 74 free copies of the book, including 10 to the Airport Campus.
- Hosted activities for Constitution Day, including a book display, an online quiz, and a drawing for prizes.
- Librarian served on eight institution-wide committees: Budget, ASCR, IT Committee, Accreditation Steering, Standard 2 Self-Study, Standard 5 Self-Study (Chair), Online Courses, and College Council.
- Library Assistant served on three institutional committees: Enrollment Management, Accreditation Steering, and Standard 3 Self-Study (Co-Chair).
- Revised draft for Standard Five, self-study.

## Library Service Transactions\* per FTE



## Net Items Added to Library Collection per FTE

