

Report – Fall 2010  
**Library**  
University of Montana – Helena College of Technology

**Library Services**

|                               |        |
|-------------------------------|--------|
| Items Circulated              | 2,721  |
| Items Borrowed/Lent (ILL)     | 115    |
| Electronic Sessions           | 13,053 |
| Instructional Attendance      | 267    |
| Tests Monitored               | 17     |
| AV Reservations               | 279    |
| Room Reservations             | 110    |
| Audiobooks                    | 43     |
| Information Services          | 820    |
| Reference Questions           |        |
| Copier & Computer Help,       |        |
| Library Instruction, Research |        |

**Total Transactions** 17,425

**Library Collection**

|                             |      |
|-----------------------------|------|
| Items Ordered               | 1149 |
| Items Cataloged & Processed | 783  |
| Items Deleted               | 170  |
| Net Items Added             | 613  |

**Electronic Collection**

|                             |        |
|-----------------------------|--------|
| Total e-book Holdings       | 88,085 |
| Total Unique e-book Titles  | 86,187 |
| Total Journal Holdings      | 78,106 |
| Total Unique Journal Titles | 38,702 |
| Total Databases             | 116    |

**Website**

|                               |        |
|-------------------------------|--------|
| Total visits to library pages | 29,902 |
| Total homepage visits         | 12,040 |
| UMH website rank              | 10th   |

**Transactions per FTE\* 16.21**

**Items Added per FTE† .57**

**Activities and Projects**

- **Library Administration –**
  - Hosted one meeting of the Library Advisory Committee, 09/23/10 to review FY2010 reports and FY2011 program goals.
  - Filed National Center for Education Statistics (NCES) Biennial Academic Library Survey.
- **Website (Virtual Library)**

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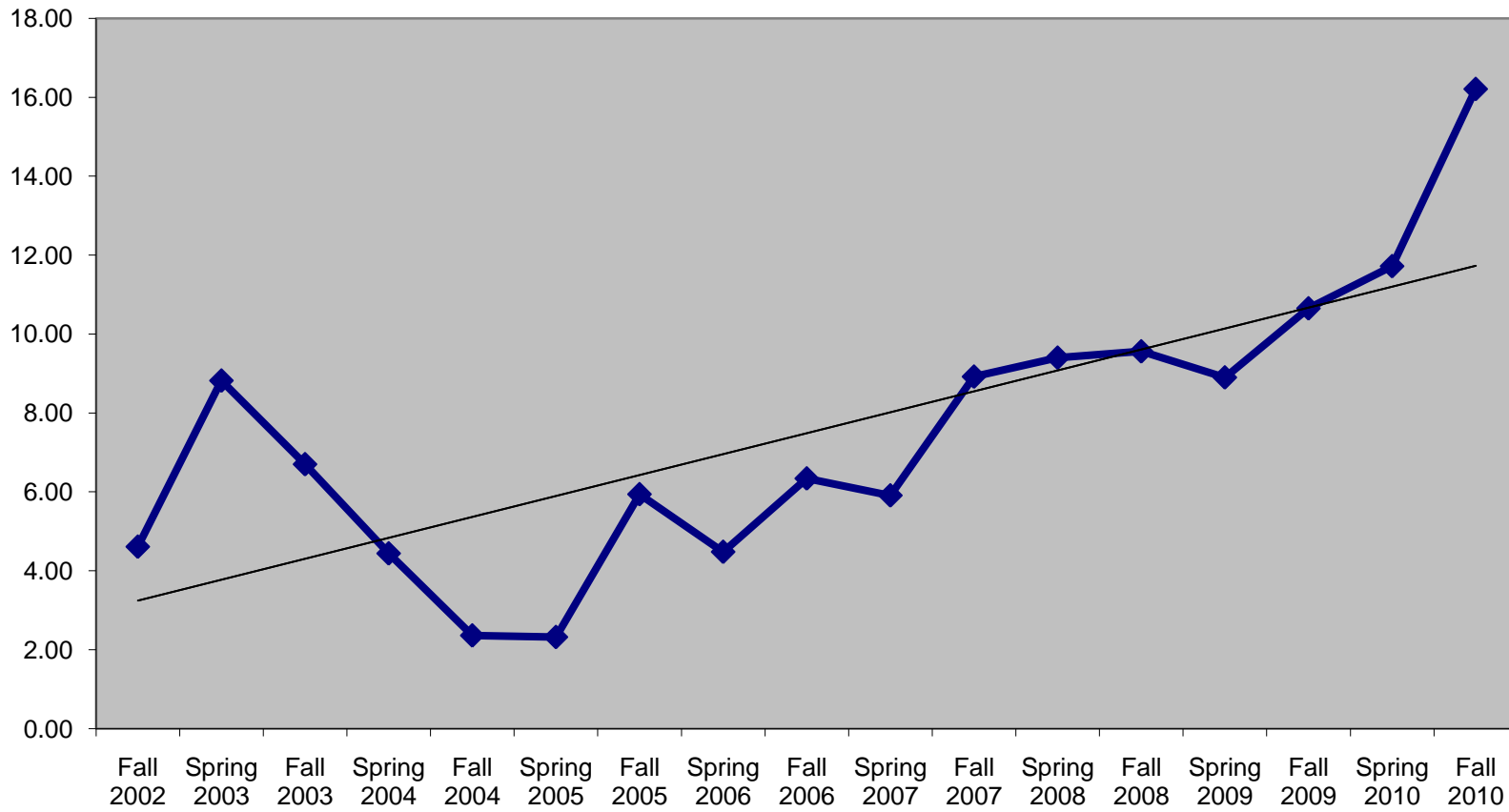
\* Based on 1075 FTE

† Based on 1075 FTE

- Added 14 Subject Guide pages to the library website, giving discipline and program specific research guidance to students.
- Added On Shelf Hold functionality to Online Public Access Catalog (OPAC) so users can instantaneously request any book that they find in the collection of one of the other University of Montana Affiliated Libraries.
- Added 17 new electronic databases to library resources on college website
  - Business Source Complete,
  - Academic Search Complete
  - Communication & Mass Media Complete
  - JSTOR Business
  - JSTOR VIII
  - Safari Technical Books Online (3,700 titles)
  - Elsevier Encyclopedias (*Animal Behavior, Behavioral Neuroscience, Ecology, Forest Science, Inland Waters, Microbiology, Ocean Sciences, Soils in the Environment*)
  - Springer Ebooks (10,000 titles in the *Behavioral Sciences Library, Biomedical & Life Science Library, Business & Economics, Earth & Environmental Science Library, Humanities, Social Science, & Law Library, Mathematics & Statistics Library, Physics & Astronomy Library*)
  - Historical Chicago Defender Newspaper
  - Ethnographic Video Online, Sociological Abstracts, Web of Science (*Science Citation Index Expanded --1899-present, Social Sciences Citation Index, Arts & Humanities Citation Index* ),
  - BIOSIS Previews
  - Zoological Record
  - Omnifile Fulltext (H.W. Wilson)
  - The Senses: a Comprehensive Reference
  - Teacher Reference Center
  - Library, Information Sciences & Technology Abstracts
- **Collection**
  - Maintained 7 reserved collections: Introduction to Shakespeare, US History , Intro to General Chemistry, College Chemistry, Art Fundamentals, Intro to Nursing, LPN to RN Transition.
- **Instruction**
  - Created online research tutorial to be integrated into all Moodle online classes.

- Created 5 new booklists: History 101, History 102 (2 lists), Middle East, Shakespeare.
  
- Updated 8 course specific research guides: Intro to Anthropology, Intro to Business, Intro to Psychology, College Writing, Intro to Sociology, Intro to Public Speaking, Nursing –Core Concepts of the Adult, and Introduction to Nursing.
  
- Provided 14 instructional hours in classroom, with an assignment integrated into all instructional session. A total of 267 students were instructed.
  
- Tutored 22 students in individualized “Book a Librarian” sessions.
  
- **Personnel**
  - Library Assistant attended week long Leads Leadership Institute of the Pacific Northwest Library Association, October 17-22, 2010, Sandpoint, Idaho.
  
  - Librarian attended all-day training for Moodle LMS on October 22.<sup>nd</sup>
  
- **Facilities**
  - Produced several book displays on timely topics, including Personal Finance, Love and Relationships, the Middle East.
  
  - Installed flat screen TV and white board in Group Study Room for collaborative learning.
  
- **Institutional**
  - Director of Library Services served on three institution-wide committees: Budget, ASCR, and College Council.
  
  - Librarian served on one institution-wide committees: IT Committee.
  
  - Library Assistant served on two institutional committees: Quality of Worklife, Staff Senate Vice President/Treasurer.

## Library Service Transactions\* per FTE

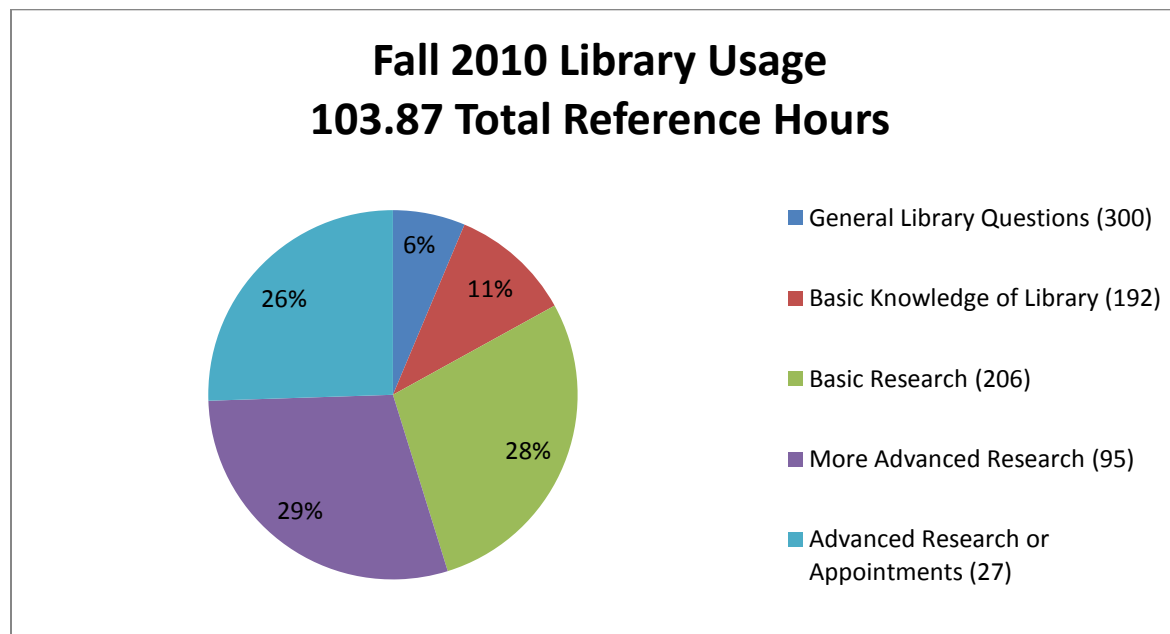


‡

‡ \*Reference questions, research help, copier and computer assistance, AV reservations, circulation of materials, instruction, interlibrary loan, database sessions

## Library Reference Transactions

| Fall 2010                                | Number of Transactions | Time in hours | Average Time per Transaction |
|--|------------------------|---------------|------------------------------|
| 1 General Library Questions (300)        | 300                    | 6.58          |                              |
| 2 Basic Knowledge of Library (192)       | 192                    | 11.05         |                              |
| 3 Basic Research (206)                   | 206                    | 29.32         |                              |
| 4 More Advanced Research (95)            | 95                     | 30.42         |                              |
| 5 Advanced Research or Appointments (27) | 27                     | 26.50         |                              |
| <b>Total</b>                             | <b>820</b>             | <b>103.87</b> | <b>7.89</b>                  |



## Net Items Added to Library Collection per FTE

