

Report – Fall 2011  
**Library**  
University of Montana – Helena College of Technology

**Library Services**

Items Circulated	2067
Items Borrowed/Lent (ILL)	112
Electronic Sessions	11,457
Instructional Attendance	431
AV Reservations	367
Room Reservations	114
Information Services	1050
Reference Questions	
Copier & Computer Help,	
Library Instruction, Research	
<b>Total Transactions</b>	<b>15,597</b>

**Library Collection**

Items Ordered	774
Items Cataloged & Processed	512
Items Deleted	34
<b>Net Items Added</b>	<b>478</b>

**Electronic Collection**

Total e-book Holdings	142,829
Total Journal Holdings	71,501
Total Unique Journal Titles	45,989
Total Database Collections	170

**Website**

Total visits to library pages	31,047
Total library homepage visits	13,840
UMH website rank	9th

**Transactions per FTE\* 13.96**

**Items Added per FTE† .43**

**Activities and Projects**

- **Library Administration**
  - Hosted one meeting of the Library Advisory Committee, 10/26/11 to review FY2011 annual report, procedural changes, and to discuss some long range planning for the library program.
  - Made report to Student Senate, 12/6/11 to highlight new resources and summarize how students are using the library and its services.

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\* Based on 1117 FTE

† Based on 1117 FTE

- **Academic Support**
  - Initiated semester newsletter to faculty.
  - Maintained 10 reserved collections: Introduction to Shakespeare, US History, Intro to General Chemistry, College Chemistry, Art Fundamentals, Intro to Nursing, LPN to RN Transition, American History, Sociology, and Library Research Skills.
  
- **Website (Virtual Library)**
  - Added Facebook page to alert students to library services and resources.
  - Added Credo Reference and integrated with existing resources.
  - Implemented an open URL link resolver (Serial Solutions) to seamlessly link our full text content across platforms, vendors and free websites (PubMed, Google Scholar).
  - Added HomeworkMT, online live tutoring.
  - Activated Interlibrary Loan (ILL) online request form.
  - Added 19 new electronic databases to library resources on college website
    - ACLS Humanities ebooks
    - Biosis backfile and free upgrade to Biosis Citation Index
    - Digital National Security Archive
    - Encyclopedia of Environmental Health (biology)
    - Encyclopedia of Virology (nursing)
    - Foundation Directory Online
    - Global Health (nursing)
    - Global Health Archive (nursing)
    - Historical Chicago Tribune
    - Irish Newspaper Archives
    - Nineteenth Century U.S. Newspapers (history)
    - North American Indian Thought and Culture (anthropology)
    - Overdrive College Library
    - ProQuest History Vault (Black Freedom Struggle; Vietnam War) (history)
    - Sage Ejournals: current and backfiles (nursing)
    - Springer Ebooks Complete Collection (includes Material Science and Engineering)
    - Springer Ejournal backfiles
    - Taylor & Francis Ejournal backfiles
    - Underground and Independent Comics, Comix and Graphic Novels

- **Instruction**

- Created and delivered new 2 credit course, Library Research Skills, LIBR121.
- Updated 2 course specific research guides: Research Resources for Marketing; Customer Service. (Updated 21 research guides during summer term 2011).
- Provided 28 instructional hours in classroom, with an assignment integrated into all instructional session. A total of 414 (37% of FTE) students were instructed.
- Tutored 22 students in individualized “Book a Librarian” sessions.

- **Personnel**

- Library Assistant took online course through UM, “Curriculum & Instruction 480: Collection Development,” fall, 2011.
- Librarian attended Montana Library Association, Academic & Special Libraries Division Retreat, Pray, MT, October 16-17, 2011.
- Director of Library Services participated as a discussion leader, “What are you reading . . . . and how are you reading it? Helena Education Foundation *Great Conversations*, November 16, 2011.

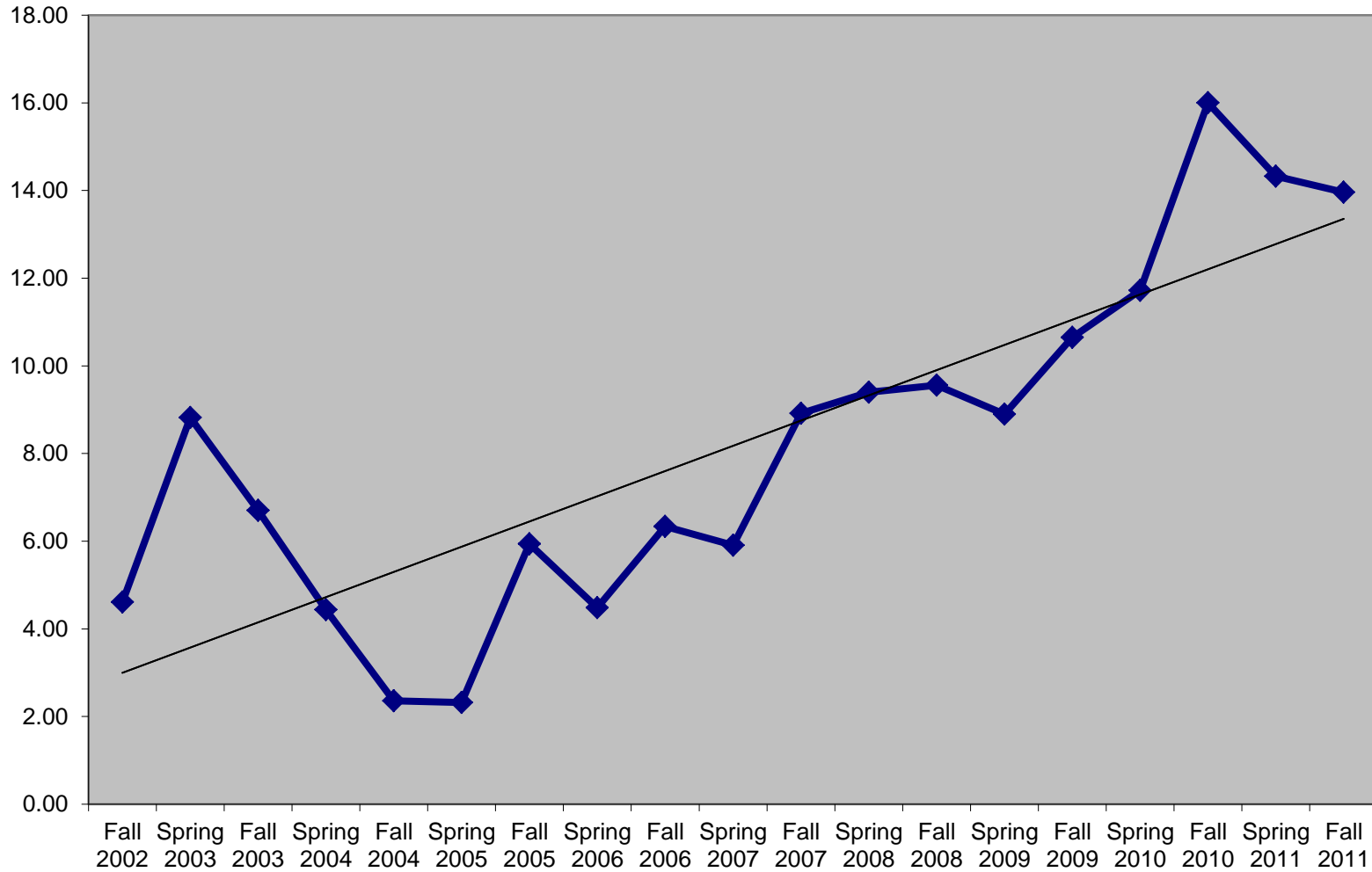
- **Facilities & Programming**

- Participated as institutional sponsor in city-wide BIG READ of Fahrenheit 451. Distributed 130 free copies of the book and held a book discussion group attended by 19 students, faculty, staff, and community members.
- Produced several book displays on timely topics, including Study Skills, Fahrenheit 451 & Censorship, Big & Beautiful (Oversize books), Veterans & Wars, Leisure Reading for Semester Break.
- Installed new reference shelving range and additional shelves in non-fiction for a total gain of 150 linear feet of shelving. Shifted collection accordingly.
- Designed workspace and solicited bids for Library Workroom.

- **Institutional**

- Administered Standardized Assessment of Information Literacy Skills (SAILS) to 132 students. Test will be used as a baseline to measure student change in performance before graduation.
- Director of Library Services served on two institution-wide committees: Budget and ASCR.
- Librarian served on two institution-wide committees: Enrollment Management and IT Committee.
- Library Assistant served on two institutional committees: Budget Committee, Quality of Worklife; also served as Vice President/Treasurer of Staff Senate.

## Library Service Transactions\* per FTE



## Library Reference Transactions

Fall 2011		Number of Transactions	Time in hours	Average Time per Transaction (Minutes)
1	General Library Questions	287	8.75	
2	Basic Knowledge of Library	201	13.15	
3	Basic Research	256	44.50	
4	More Advanced Research	49	18.33	
5	Advanced Research or Appointments	18	18.00	
<b>Total</b>		<b>811</b>	<b>102.73</b>	<b>7.60</b>

