Report – Spring 2008

Library
University of Montana – Helena College of Technology

<table>
<thead>
<tr>
<th>Library Services</th>
<th>Library Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items Circulated</td>
<td>Items Ordered</td>
</tr>
<tr>
<td>1090</td>
<td>61</td>
</tr>
<tr>
<td>Items Borrowed/Lent (ILL)</td>
<td>Items Cataloged &amp; Processed</td>
</tr>
<tr>
<td>133</td>
<td>235</td>
</tr>
<tr>
<td>Electronic Sessions</td>
<td>Items Deleted</td>
</tr>
<tr>
<td>2854*</td>
<td>169</td>
</tr>
<tr>
<td>Instructional Attendance</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Tests Monitored</td>
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</tr>
<tr>
<td>376</td>
<td></td>
</tr>
<tr>
<td>Student/Faculty Document</td>
<td>Net Items Added</td>
</tr>
<tr>
<td>1160</td>
<td>66†</td>
</tr>
<tr>
<td>Information Services</td>
<td></td>
</tr>
<tr>
<td>722</td>
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</tr>
<tr>
<td>Reference Questions, AV,</td>
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<tr>
<td>Copier &amp; Computer Help,</td>
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<tr>
<td>Library Instruction, Research,</td>
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<tr>
<td>Total Transactions</td>
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<tr>
<td>6440</td>
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</tr>
</tbody>
</table>

Transitions per FTE‡ 9.40  
Items Added per FTE§ .10

Special Activities and Projects

- **Library Administration** –
  - Conducted three surveys
    1. Faculty satisfaction with library services
    2. Library users satisfaction with library services
    3. Students interest in library services for Airport Campus, done in collaboration with Student Senate

- **Website (Virtual Library)**
  - Added 6 new electronic databases to library resources on college website
    - CINAHL with Full Text Plus, Small Engine Repair, Environment Complete, Britannica Online, ARTstor and Alldata.

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* On campus use only – does not include off campus use of databases.
† Low volume due to large weeding project in Nursing collection in preparation for Board of Nursing visit.
‡ Based on 685 FTE
§ Based on 685 FTE
Library
UM-Helena College of Technology

- Developed Adjunct Orientation PowerPoint presentation which was mounted on website. Also, mounted similar presentation on Library’s website for general orientation of faculty to library services.

- Published Library planning and assessment reports/documents for a range of years on website, including Strategic Goals, Annual Reports, Semester Reports, and Assessment Reports.

- Published Librarian’s vita on website. (detail in preparation for Self-Study)

- **Collection**
  - Worked with Nursing Faculty to weed nursing collection and make recommendations for replacement and development of the collection with suggested titles.
  - Maintained 3 reserved collections: Irish Literature, Adult Nursing Across the Lifespan, Anatomy & Physiology II.

- **Instruction**
  - Instituted new service, “Book a Librarian,” for targeted individualized service to students.
  - Presented College 101 workshops at Spring Orientation for new students, January 2008 – “Learning Center and Library: A Student’s Best Friend.”.

- **Personnel**
  - Librarian and Library Assistant both “attended” half the session in an online training project “Montana Library Web 2.0 Challenge” from January – March, 2008, sponsored by Montana State Library.
  - Librarian attended FERPA training April 2008.
• Facilities

  o Opened from 9 a.m. – 3 p.m. on Saturdays, the last four weeks of the semester. First weekend hours ever provided by library.

  o Produced several book displays on timely topics, including, Fire & Rescue, Archaeology, Presidents and their Advisors, Psychology, and Career and Job Search.

  o Hosted three art displays -- the art projects of UM-Helena art students from Fall 2007, instructor Sharon McLane; the works of Barbara Keith, UM-Helena Community Education Instructor; and the art of UM-Helena beginning painting students, instructor Lance Foster.

• Institutional

  o Librarian collaborated with staff of Student Services, Business Office, and IT to present “Supporting Student Success,” a summary of all the activities and processes that work toward student success and identification of improvements that can be made.

  o Library Assistant served on three institutional committees (Enrollment Management, Diversity, Energy), worked with Diversity Committee to present forum on deaf culture, and served as team captain for Shape Up Montana wellness activity.

  o Librarian served on three institutional committees: Budget Committee, Web Committee, and Self-Study Steering Committee.
Net Items Added to Library Collection per FTE

- Fall 2002
- Spring 2003
- Fall 2003
- Spring 2004
- Fall 2004
- Spring 2005
- Fall 2005
- Spring 2006
- Fall 2006
- Spring 2007
- †Fall 2007
- Spring 2008
Relation of Instruction to Use of Electronic Resources

Electronic Sessions

% of FTE Students Instructed x 10