

Report – Spring 2009
Library
University of Montana – Helena College of Technology

Library Services

Items Circulated	1207
Items Borrowed/Lent (ILL)	55
Electronic Sessions	*3163
Instructional Attendance	108
Tests Monitored	476
AV Reservations	247
Audiobooks	60
Red Envelopes Exchange	802
Information Services	742
Reference Questions	
Copier & Computer Help, Library Instruction, Research	
Total Transactions	6850

Library Collection

Items Ordered	284
Items Cataloged & Processed	262
Items Deleted	129
Net Items Added	133

Electronic Collection

Total Journal Holdings	59,287
Total Unique Titles	29,037
Total Databases	83

Transactions per FTE[†] 8.90

Items Added per FTE[‡] .17

Special Activities and Projects

- **Library Administration –**
 - Hosted the annual meeting of the Library Advisory Board on January 16, 2009.
 - Formalized and documented approval process for library procedures, regulations and processes by explicitly stating in Library Operations Manual.
- **Website (Virtual Library)**
 - Based on discussion in Self Study Committee for Standard 5, worked with IT department to design and implement online forms for 1) Suggestion for

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

† Based on 769 FTE

‡ Based on 769 FTE

Book Purchase for the library collection, and 2) Request for interlibrary loan (ILL) of a journal article or a book.

- **Collection**

- Received Montana Board of Regents Approval to institute a Student Library fee for development of the core collection.
- Maintained 5 reserved collections: Space Planning & Design; Introduction to Nursing; Introduction to Business; Art Appreciation; Consciousness Studies; Montana History.

- **Instruction**

- Provided seven instructional hours in classroom, with an assignment integrated into all instructional session. A total of 93 students were instructed.
- Tutored 15 students in individualized “Book a Librarian” sessions.

- **Personnel**

- Librarian attended annual conference of the Association of College and Research Libraries (ACRL) March 12-15, in Seattle, Washington. Attended sessions focused on Information Literacy and sessions focused on Assessment.

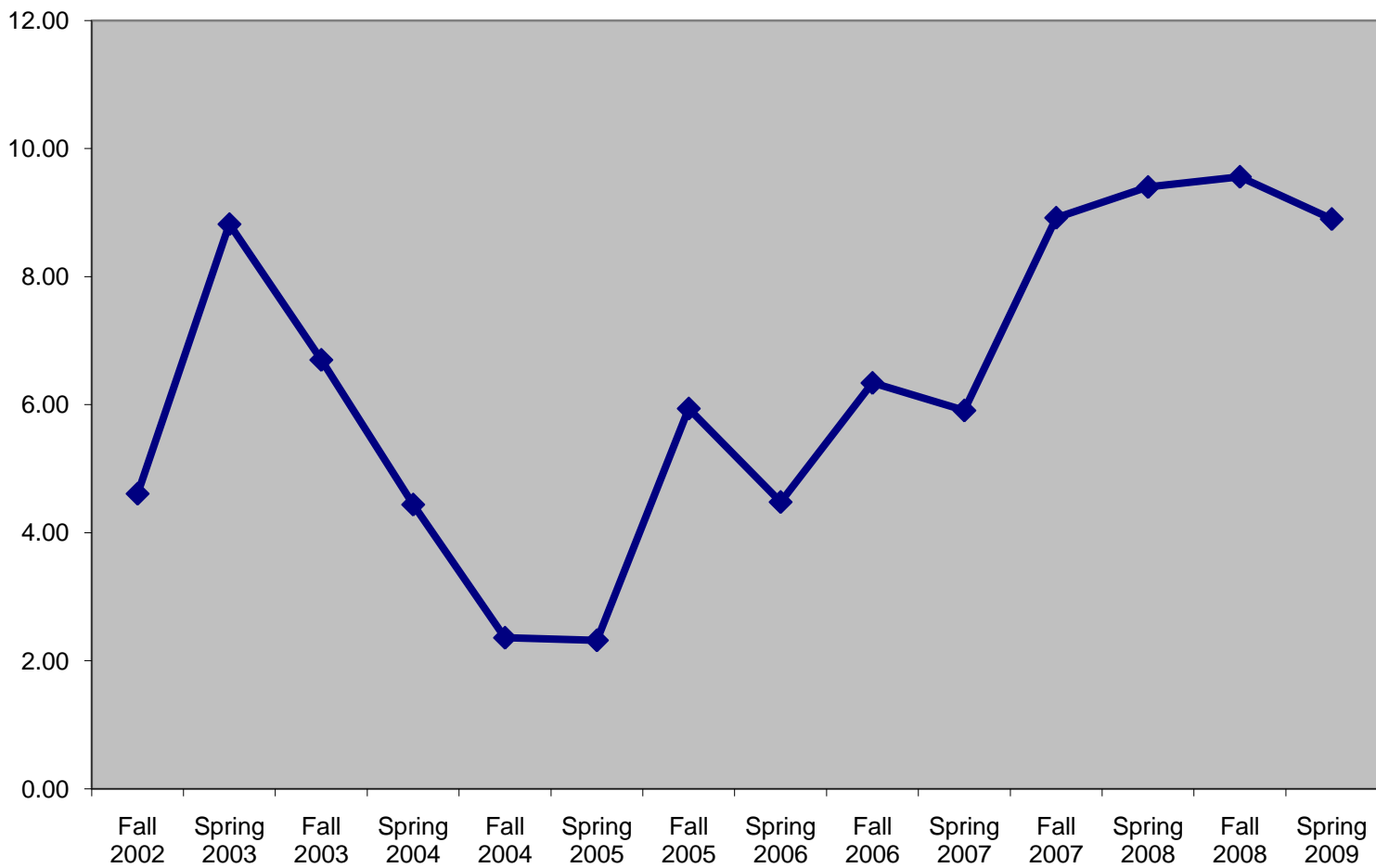
- **Facilities**

- Provided weekend hours from midterm forward by opening Saturdays from 9 am –3 pm throughout April and May.
- Produced several book displays on timely topics, including, Lincoln & Darwin : 200 Years; Self Help for your New Years’ Resolutions; Reconstruction to WWI, Figure Drawing and Abstract Painting, Poetry, and Job Hunting.
- Hosted two art displays -- the photographs of Russ Fillner, UM-Helena Assistant Dean for Fiscal and Plant; and the art from students in two UM-Helena Community Education classes – Figure Drawing, and Abstract Painting.

- Created area in library for handouts and information on using the library and its electronic resources.

- **Institutional**
 - Reconstituted Library Advisory Board with broad based institutional representation to more effectively advise the Director of Library Services in developing the library's collection and services in support of the college's mission. Documentation added to *Operations Manual*.
 - Coordinated and publicized activities for the citywide Big Read and on February 27, 2009 hosted a book discussion of *Call of the Wild*, moderated by Suzanne Hunger, Director of Retention and Advising.
 - Hosted a reception and lecture, "The History of Art from Life and Beyond," by Linda McCray in coordination with the life drawing and abstract art exhibit.
 - Librarian served on six institutional committees: Budget, ASCR, Website, Accreditation Steering, Standard 2 Self-Study, and Standard 5 Self-Study (Chair).
 - Library Assistant served on three institutional committees: Enrollment Management, Accreditation Steering, and Standard 3 Self-Study (Co-Chair).
 - Self Study Subcommittee for Standard Five, *Library and Information Resources*, met twice, February 9, 2009 and April 13, 2009, and then discussed the standard's indicators weekly via a blog. <http://libraryselfstudy.blogspot.com> Also submitted self study draft to Accreditation Steering Committee.

Library Service Transactions* per FTE



Net Items Added to Library Collection per FTE

