Report – Spring 2011
Library
University of Montana – Helena College of Technology

Library Services

Items Circulated	**1,925**
Items Borrowed/Lent (ILL)	**94**
Electronic Sessions	**12,212**
Instructional Attendance	**134**
AV Reservations	**178**
Room Reservations	**75**
Audiobooks	**34**
Information Services	**956**

Reference Questions
Copier & Computer Help,
Library Instruction, Research

Total Transactions	**15,608**

Library Collection

Items Ordered	**290**
Items Cataloged & Processed	**565**
Items Deleted	**134**
Net Items Added	**431**

Electronic Collection

Total e-book Holdings	**92,730**
Total Unique e-book Titles	**91,109**
Total Journal Holdings	**82,593**
Total Unique Journal Titles	**41,574**
Total Databases	**121**

Website

Total visits to library pages	**19,974**
Total library homepage visits	**10,114**
UMH website use rank	**11th**

Transactions per FTE[*]   14.33   **Items Added per FTE[†]   .40**

Activities and Projects

- **Library Administration** –

  - Hosted one meeting of the Library Advisory Committee, 04/25/11 to review fall 2010 semester report, FY2011 assessment report (DRAFT) and FY2012 program goals (DRAFT).

  - Prepared section on library resources (section 5.3) for nursing program self-study in preparation for National League for Nursing accreditation visit, February 2011.

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[*] Based on 1089 FTE
[†] Based on 1089 FTE

- o Filed Association of College and Research Libraries (ACRL) annual survey of academic and research libraries data for 2010. The 2010 ACRL survey data will be added to the existing [ACRL Metrics database](#).

- o Streamlined Laptop/Projector reservation process by adopting Meeting Room Manager to reserve and track use of equipment.

- **Website (Virtual Library)**

  - o Created A-Z Databases page, listing all library databases.

  - o Added Chat Reference for real time online reference service during office hours.

  - o Added 2 new electronic databases to library resources on college website
    - Standard & Poors NetAdvantage
    - Wiley Online Library

- **Collection**

  - o Maintained 9 reserved collections: Nature & Society, Introduction to Archaeology, Intro to General Chemistry, Intro to Organic & Biochemistry, College Chemistry II, Nursing testing, Anatomy & Physiology, College Success, Montana History.

- **Instruction**

  - o Presented proposed course, Library Research Skills 121 (2 credits), to ASCR Committee. Course approved May 3, 2011.

  - o Created 1 new booklists: U.S. History – African Americans.

  - o Updated 5 course specific research guides: Intro to Business, College Writing, Intro to Psychology, Intro to Nursing and Intro to Scientific Methods.

  - o Provided 7 instructional hours in classroom, with an assignment integrated into all instructional session. A total of 134 students were instructed.

  - o Tutored 9 students in individualized "Book a Librarian" sessions.

- **Personnel**

  - Library Assistant attended Montana Library Association Annual Conference, April 6-9, 2011, Billings, MT and presented poster session on Leads Leadership Institute of the Pacific Northwest Library Association, Fall 2010.

  - Librarian attended Montana Library Association Offline Conference, February 18-19, 2011, Carroll College, Helena, MT.
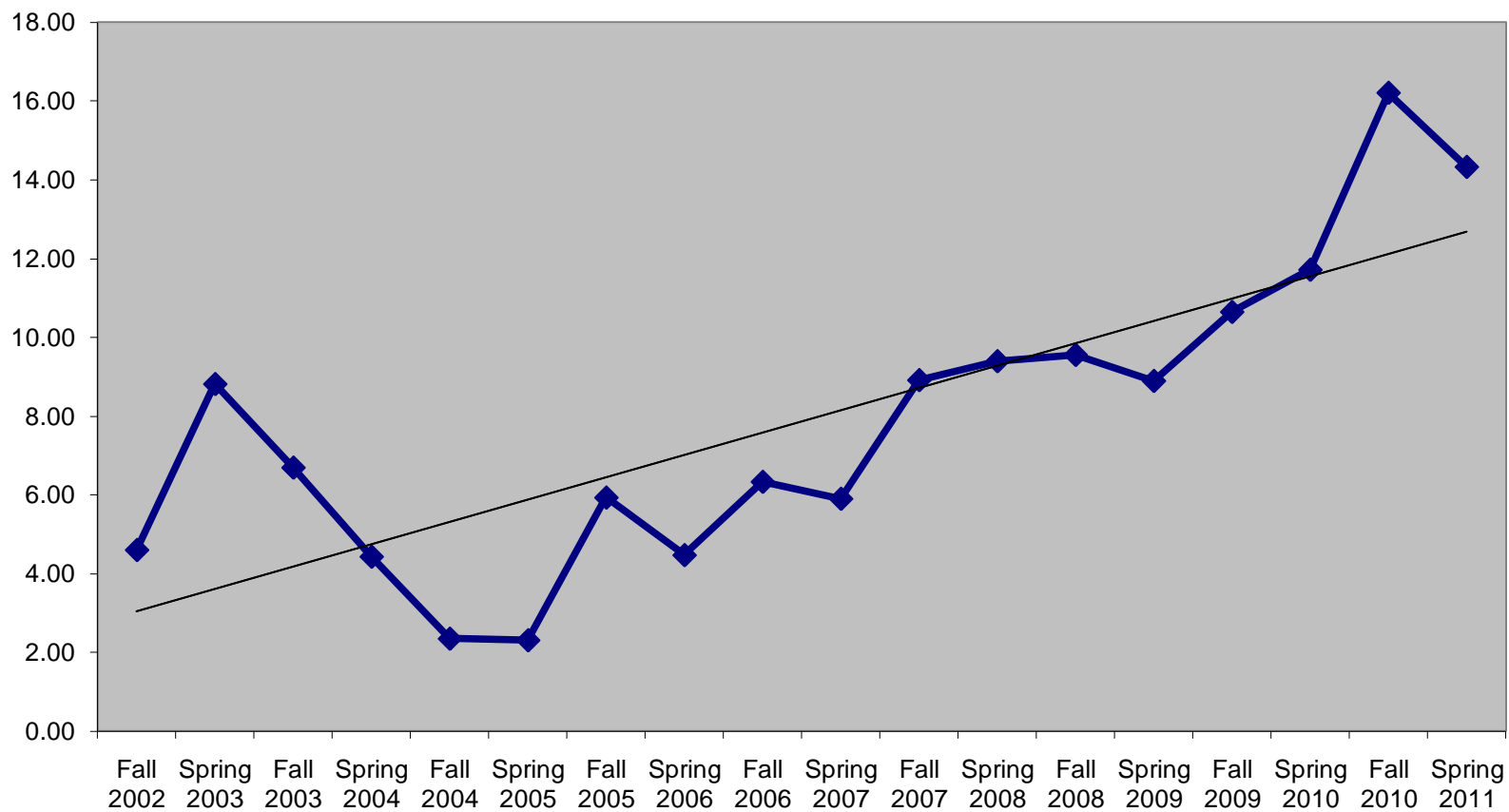
- **Facilities**

  - Rearranged library furniture and collection to create a magazine reading area adjacent to leisure reading and new books. Also shifted complete collection to correct overcrowding on shelves.

  - Added MS Office Suite to library workstations.

- **Institutional**

  - Library Program was highlighted by National League for Nursing accreditation site visitors as a "strength" of the Nursing Program at UM-Helena.

  - Director of Library Services served on three institution-wide committees: Budget, ASCR, and College Council.

  - Librarian served on two institution-wide committees: IT Committee, Enrollment Management Committee.

  - Library Assistant served on two institutional committees: Quality of Worklife, Staff Senate Vice President/Treasurer.

  - Library Assistant administered 7 sessions of the CCSSE Survey.
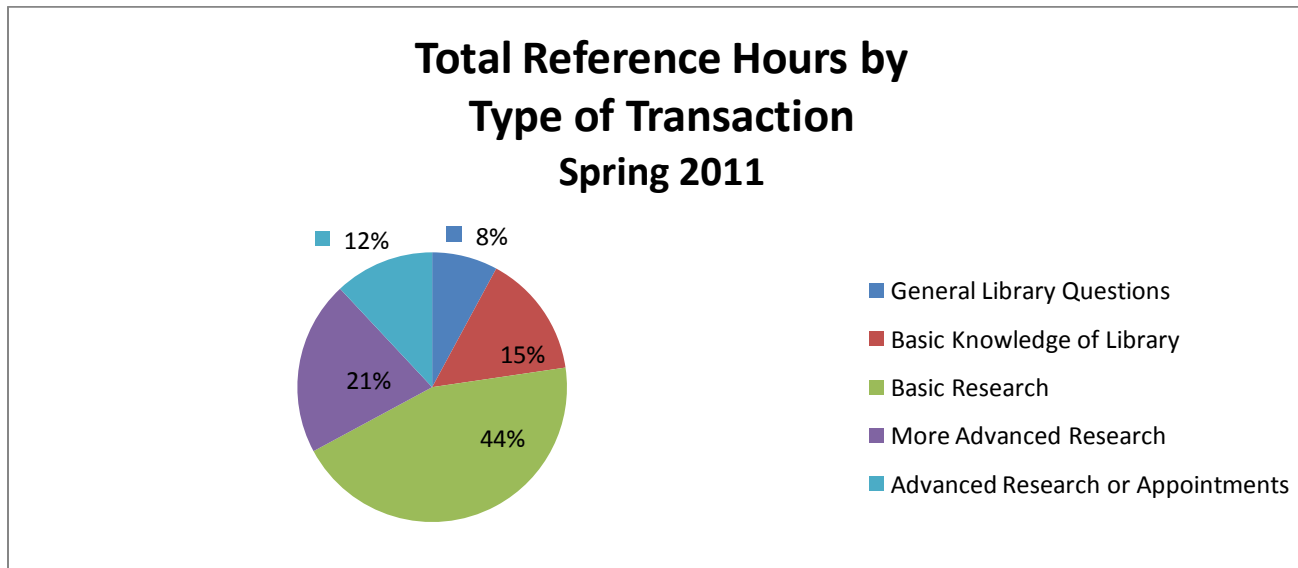
Library Service Transactions* per FTE

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

Library Reference Transactions

Spring 2011 Usage		Number of Transactions	Time in hours	Average Time per Transaction (Minutes)
1	General Library Questions	328	7.47	
2	Basic Knowledge of Library	257	14.00	
3	Basic Research	289	42.08	
4	More Advanced Research	66	19.78	
5	Advanced Research or Appointments	13	11.33	
Chat	Chat	3	0.92	
Total		953	94.67	5.96

Totals Do Not Include Chat

Total Reference Hours by
Type of Transaction
Spring 2011

Net Items Added to Library Collection per FTE