

Report – Spring 2012
Library
University of Montana – Helena College of Technology

Library Services

Items Circulated	1124
Items Borrowed/Lent (ILL)	61
Electronic Sessions	10,431
Instructional Attendance	237
Room Reservations	64
Information Services	632

Reference Questions
Copier & Computer Help,
Library Instruction, Research

Total Transactions **12,727**

Library Collection

Items Ordered	554
Items Cataloged & Processed	612
Items Deleted	241
Net Items Added	371

Electronic Collection

Total e-book Holdings	333,263
Total Unique e-book Titles	302,902
Total Journal Holdings	69,165
Total Unique Journal Titles	45,018
Total Databases	171

Website

Total library homepage visits	15,413
Total visits to LibGuides	6,430
Total visits to library pages	24,124
UMH website rank	6th

Transactions per FTE* 11.73

Items Added per FTE† .34

Activities and Projects

- **Library Administration –**
 - Hosted one meeting of the Library Advisory Committee, 4/26/2012 to review FY2012 annual report, FY2013 Budget, Faculty and Student Surveys, and to discuss some long range planning for the library program.
 - Conducted a faculty user satisfaction survey and a student user satisfaction survey, April 2012.

* Based on 1085 FTE

† Based on 1085 FTE

- **Website (Virtual Library)**
 - Created a redesigned library homepage that is useful enough to rank 3rd in UM-Helena webpage use, right behind the homepage and My UMH.
 - Added 24 LibGuides to the library website, giving discipline and program specific research guidance to students.

- **Collection**
 - Maintained 15 reserved collections: Accounting Portfolio, Art History, Visual Language 2D Foundations, Human Anatomy and Physiology II, Business Plan, Intro to General Chemistry, Intro to Organic & Biochemistry, College Chemistry II, Intro to Public Speaking, Intro to Creative Writing, American History I, Enjoyment of Music, Introduction to Nursing, Fundamentals of Organizational Psychology, and Introduction to Sociology.

- **Instruction**
 - Provided 15 instructional hours in classroom, with an assignment integrated into all instructional session. A total of 237 students were instructed.
 - Tutored 10 students in individualized “Book a Librarian” sessions.

- **Community, Professional, & Educational Activities of Library Staff**
 - Library Assistant took two online course through UM, "Library Media Practicum" (3 credits) and "Literature for Children and Adolescents" (4 credits), Spring, 2012.
 - Librarian attended Montana Library Association, Annual Conference, Big Sky, MT, April 11-14, 2012.
 - Director of Library Services met with candidates for the Dean of the Maureen and Mike Mansfield Library, April 18 & 25, 2012.
 - Director of Library Services and Librarian attended Montana Academic Libraries Symposium, Bozeman, MT May 7-8, 2012.

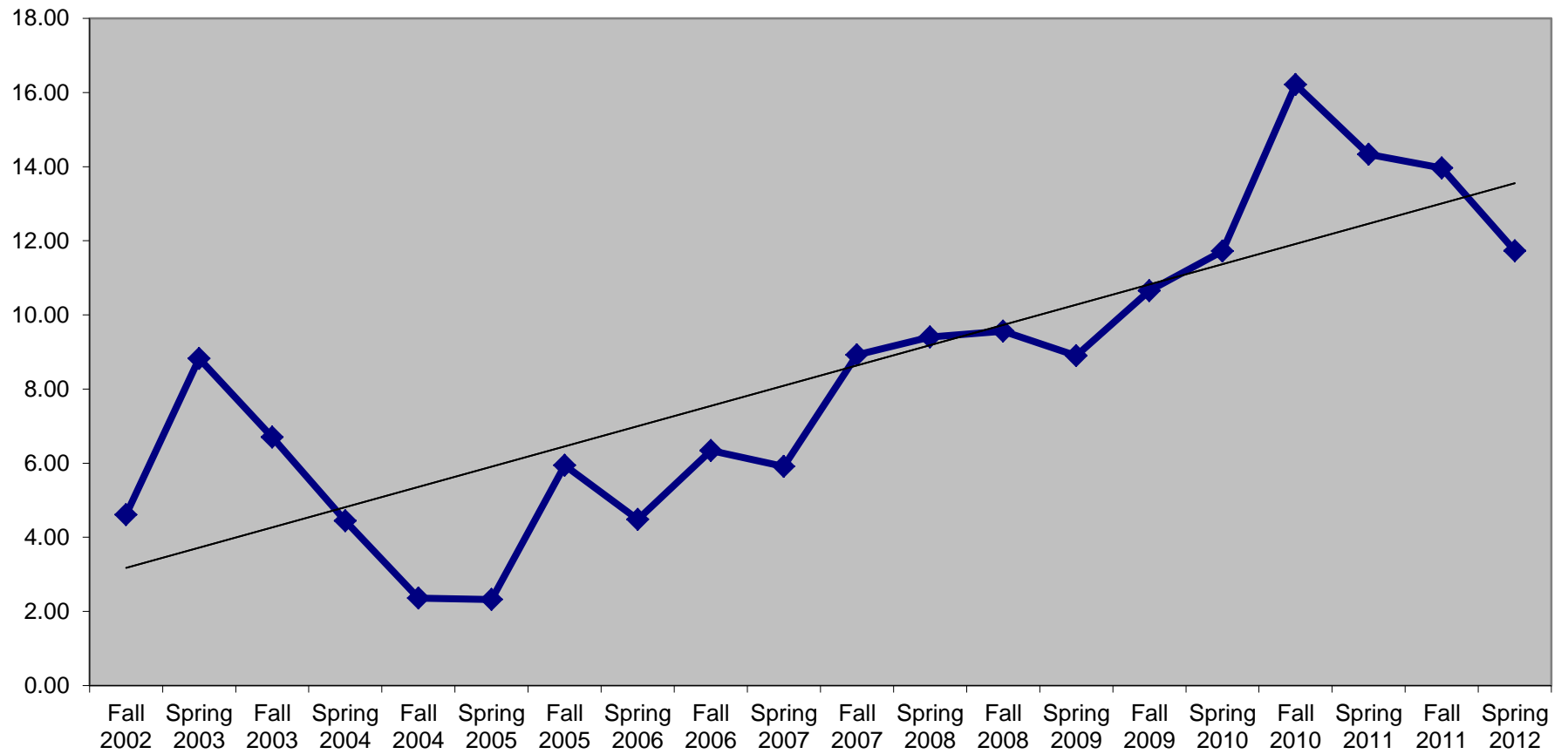
- **Facilities & Programming**

- Hosted Kay Ryan, United States Poet Laureate 2008-1010, for seminar with 25 students and luncheon with 10 poets and teachers of the greater Helena community, April 24, 2012.
- Produced several book displays on timely topics, including Women's History, Poetry, and Science.
- Established display of trade and popular magazines at Airport Campus.

- **Institutional**

- Director of Library Services served on two institution-wide committees: Budget and ASCR.
- Director of Library Services served on ad-hoc Accreditation Committee, Spring 2012.
- 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

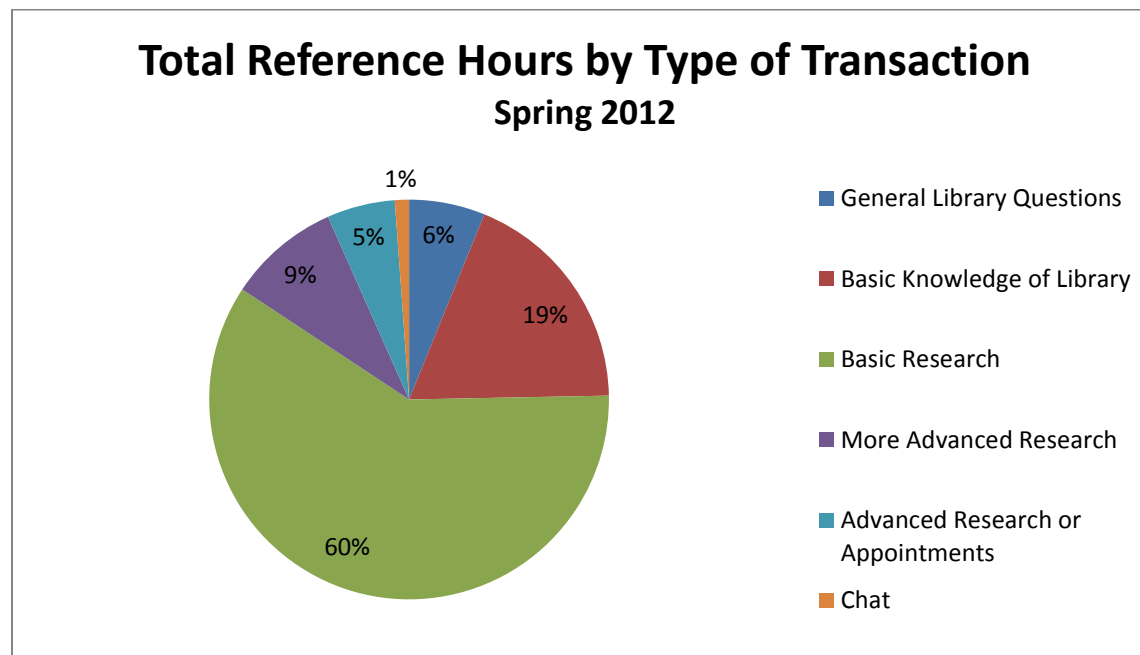


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‡ *Reference questions, research help, copier and computer assistance, AV reservations, circulation of materials, instruction, interlibrary loan, database sessions

Library Reference Transactions

Spring 2012 Usage		Number of Transactions	Time in hours	Average Time per Transaction (Minutes)
1	General Library Questions	200.00	4.47	
2	Basic Knowledge of Library	199.00	13.47	
3	Basic Research	215.00	43.28	
4	More Advanced Research	10.00	6.58	
5	Advanced Research or Appointments	5.00	4.00	
Chat	Chat	3.00	0.83	
Total		632	71.80	6.86



Net Items Added to Library Collection per FTE

