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Humboldt State University Library

ANNUAL REPORT

2006/2007



The mission of the Library at Humboldt State University is to provide the information, collections, and services that are necessary to support the instructional programs, research, and outreach services of Humboldt State University.

**Submitted to
Robert Snyder
Provost and Vice President for Academic Affairs**

**By
Ray Wang
Dean, University Library**

June 2008

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INTRODUCTION

The University Library supports the University's instructional mission by providing both high quality information resources and access to those we cannot provide on site.

Trends in Library Usage

Total ONCORES usage has more than doubled in the last three years. Although print reserve usage decreased 9% this year, twice as many instructors use print reserves as use ONCORES. Following the pattern of the last few years, ONCORES (electronic reserves) usage increased by 13%. Total collection usage was down by 5%.

The number of reference questions declined by 14%. This reflects nationwide trends: according to a 2005 OCLC study, respondents did not seek assistance when using library resources. The number of "hits" to databases declined by 8.3% to 182, 125 accessions; however, we have determined that if a database is bookmarked, as opposed to being accessed via our web pages, the counter is bypassed, and consequently this number underreports use to an unknown extent. Use of full text articles continues to grow, and in 2006/07, 238,997 full text articles were accessed, an increase of 33.5% over the previous year.

Budget

Materials: The Library was unable to allocate a monographic acquisitions budget from State funds in 2006/07 and instead relied almost entirely on gift and endowment accounts for this purpose. In total, we purchased 532 monographic titles (502 books and 30 videos), down from 2,230 the previous year and less than 6% of the number of titles purchased in 2001/02.

Staff: The Library had 33.75 fte faculty and staff in 2006/07, down from 36.2 in 2001/02. Our focus in 2006/07 was on digital initiatives to provide access to our resources and services and on planning for the Learning Commons. In preparation for upcoming retirements at the beginning of 2007/08, which positions will not be filled, we reviewed position assignments to develop and implement cross-training.

Learning Commons

The Library partnered with Information Technology Services and Student Affairs to propose the creation of a Learning Commons in the Library that will blend social and study spaces and provide co-located research and study services and extended hours of operation. An open meeting was held to solicit opinions from students, faculty, and staff on what services should be included. Among those suggested: 24/7 internet café, wireless access and support, support personnel available during all open hours; small high-tech classrooms.

Digital Initiatives

Library Web Page: Working with the Digital Services Committee, the Systems Department assisted in the complete redesign of the Library's web page. The resulting page uses advanced CSS (cascading style sheet) technology and is in full compliance with requirements for web accessibility.

Online Catalog: The Library's Voyager catalog software was upgraded to the latest version (6.1). The Systems Department worked with Cataloging staff to prepare for the re-authorization of all subject headings in the Library's online catalog.

Humboldt Digital Scholar: In 2006/07, the Humboldt Digital Scholar Steering Committee focused on clarifying and simplifying the procedures for submission of theses. At the end of the year, work began on updating the HDS web pages and attention shifted to identifying strategies to increase faculty participation.

ONCORES: The Systems Department developed a script for more effectively linking ONCORES electronic reserves to the Moodle system. The script allows ONCORES staff to eliminate repetitive steps in processing and should greatly reduce the number of broken links in Moodle to ONCORES readings. Full implementation of this technology continues.

Public workstations: The majority of the Library's public workstations were configured to use the campus Active Directory system. Logon is now required at the majority of public workstations, effectively reserving them for our primary users.

Special Collections

We received a major gift to the Humboldt Room in the extensive collection of the papers of Tim McKay, long-time director of the Northcoast Environmental Center in Arcata and an HSU alumnus. An exhibit, Northwest California Forest Communities, highlighted new Humboldt Room digital collections: Belcher Atlas of Humboldt County; Little River Redwood Company; The Town of Crannell, Samoa, A Lumber Company Town; and Tanbark Industry in Southern Humboldt County.

Library Advancement

New cash gifts to the Library totaled \$32,393, which includes \$10,000 from alumnus Po Chung to establish the Resource Collection for Entrepreneurship.

Community Collaboration

The Library collaborated with KEET-TV and the Morris Graves Museum of Art to offer Expression Sessions, a series of cultural and educational events for families and teachers sponsored by a National Center for Outreach (NCO) Connector Grant. As a part of the grant, the Library received numerous documentary films and some funding and was able to offer public programming both on campus and at MGMA.

Looking Ahead

In 2007/08, our focus will be on three initiatives: the Learning Commons, Bibliographic Instruction/Information Competence, and Humboldt Digital Scholar.

UNIT REPORTS

INFORMATION SERVICES

Overview & Accomplishments: Services

Reference Service

We continued to provide 51 hours of desk service on the main floor with an additional 12 hours of double coverage and 42 hours of desk service on the third floor. We decided that for next year we will cease double-staffing the main reference desk, dropping 12 hours of desk staffing. This will compensate in part for the loss of available desk staff due to the retirement of Sharmon Kenyon and Ray Wang's service as Acting Dean.

After being relatively stable for the last two years the number of reference questions declined by 14%, even with the same number of reference hours. The decline was similar at both the main and third floor service points. Our statistics reflect nationwide trends. According to a 2005 OCLC study on [Perceptions of Libraries and Information Resources](http://www.oclc.org/reports/2005perceptions.htm) (<http://www.oclc.org/reports/2005perceptions.htm>) respondents use search engines 84 percent of the time to begin an information search with only one percent beginning an information search on a library web site. In addition library users like to self-serve. Most respondents did not seek assistance when using library resources.

AskUs

This year marked the tenth year of the asynchronous ASK US email reference service. It remains a small—less than 1% of total reference questions—but useful service. The department continues to explore the possibility of offering a synchronous chat service. Whatever we do in terms of enhancing services additional linkages need to be made on secondary pages to “Ask a Librarian” services.

Electronic Resources

Database use declined by 8.3% this year to 182,125 accessions after being up 8% last year. Off-campus use remained the same but there were steep declines in in-library (-27%) and on-campus (-11.5%) usage.

Use of full text articles continues to grow as students become more familiar with the electronic world and their teachers are more conscious of the need to insist on quality information sources. In 2006/2007 238,997 full-text articles were used, an increase of 33.5% increase over 2005/2006. This is a bright indicator of what our users or at least their instructors appear to want from the Library.

Interlibrary Loan

After last year's enormous growth of 46% in the number of borrowing requests received they were down 5% this year. Last year's growth was attributed to the increased availability of electronic links to interlibrary loan through SFX and the automatic mapping of bibliographic information into ILL forms. Hopefully this year's downturn of 5% is in the range of normal annual variability. Lending requests received were down another 9% after being down 10% the previous year. Decreased availability of new materials that other libraries desire for their patrons is probably a prime reason. Another reason is that all video requests were automatically profiled this year to be rejected so requests were never seen by ILL staff as in the previous year.

Overall turnaround times for borrowing materials improved by 17% for copies and 9% for loans. The average turnaround time for loans from other CSU libraries is now 5.77 days which is presently 51% faster than from other libraries. The turnaround time for copies filled from other CSU libraries is 5.33 days which is 20% better than from other libraries. Hopefully the CSU turnaround time will continue to improve as more libraries use Odyssey to send articles electronically.

Library Instruction

After years of offering a formal one unit information literacy class with in-person instructors a new model was tried in Spring 2007 by Martha Johansen and Mary Kay using a self-paced class constructed in the Moodle course management software. Unfortunately this new model was not successful with initial low enrollment and lack of assignment completion by students. For now the Library will move away from a for-credit class and emphasize the creation of content that faculty can link to in Moodle or online syllabi to enhance their information literacy offerings. This is in addition to class-integrated instruction and OWLS which continues to be revised and enhanced.

This year's annual report offers a more realistic way of counting class integrated instruction that moves away from double counting students in multiple sessions of the same class. How to implement this statistical reporting will be discussed Fall 2007. Using these revised figures in 2006/2007 2135 students attended an instructional session (29% of campus headcount) and in 2005/2006 2166 students attended an instructional session (30% of campus headcount). Using the unrevised figures the totals are 2904 students (40%) and 2662 students (36%) respectively.

Overview & Accomplishments: Collections

Atlas & Map Collection

Nothing to report this year

Children's Literature & Curriculum Collections

Nothing to report this year

Government Documents Collection

Statistics for the year present a mixed picture. On the federal side there is an increase of shipments in general and on the state side there is a slight decrease. Shelving (use) is slightly down but the reference questions are up, but not significantly.

Other highlights for the year include:

- Creation of a display highlighting "Global Warming".
- Continued relationship with Student Affairs in an effort to place and utilize students doing community service.
- Updating of serial/periodical list for U.S. Government Documents and California Documents that is reflected in the Library Catalog and Journal and Newspaper Finder.
- Weeding of government documents from the Abstract/Index Collection.

ACCESS SERVICES

This year Access Services continued to effectively serve the needs of Library users, faculty, and staff, all the while laying the groundwork for future changes.

During the spring semester, two of our long-term staff – Gisela Rohde and Carol Russell – announced that they would be retiring from their positions in August 2007. Subsequent to those announcements, the Library dean decided that we would need to eliminate these two positions in order to help achieve a permanent Library budget reduction of \$165,000 that had been mandated by the University administration. The decision to eliminate these positions precipitated many hours of deliberations, as we devised creative strategies to cover those responsibilities. Among the positive outcomes of these discussions were decisions to: 1) outsource our authority control processing, and 2) take a team approach to staffing the Periodicals and Media Assistance Window.

A high point for the department and for the Library has been the enduring success of our ONCORES service. Despite the fact that the total number of new items processed for electronic reserves only increased by a slight margin this year, the use of ONCORES readings grew by

11%. With this increase, ONCORES usage has more than doubled over the past three years. Fueled by this continued growth, total reserves usage exceeded 200,000 hits/checkouts for the first time ever.

SPECIAL COLLECTIONS

Highlights. This section includes notable activities not described below in the ongoing goals.

- Produced the exhibit *Northwestern California Forest Communities* (<http://library.humboldt.edu/humco/holdings/ncfc.htm>) to highlight new Humboldt Room digital collections: Belcher Atlas of Humboldt County, Little River Redwood Company and the Town of Crannell, Samoa – A Lumber Company Town, and Tanbark Industry in Southern Humboldt County.
- Received a major gift to the Humboldt Room: the extensive collection of papers of Tim McKay, long-time director of the Northcoast Environmental Center in Arcata and an HSU alum.

In addition to these two items submitted for the Library Annual Report for the President, it must be recorded that Special Collections staff began the year in catch up mode as we sought to recover from Humboldt Room database setbacks which ate into the normally productive summer months and then experienced a *significant water disaster* the week before fall semester began in August. Edie's knowledge and expertise regarding disaster recovery and preservation were invaluable as we went through the lengthy and exhausting recovery process. The most significant "opportunity" provided by this event was collaboration with the County over the fate of the Assessment Rolls, 66 volumes of which were drenched. In July 2007 it appears that the County Auditor Controllers Office will place the use copy of the Assessment Rolls microfilm at the County Library, thus ensuring reliable public access to these major historical records and allowing us to move forward with planning for relocating some or all of the physical volumes stored in the HSU Library basement.

In accepting the *Tim McKay Papers* we faced the challenge of securing funding to prepare the collection for public access. Through collaboration with the Humboldt Area Foundation I established the HSU Library Special Collections Fund in June 2007. The purpose of the fund is to raise capital funds to acquire, describe, store and provide public access to the unique holdings of the HSU Library Humboldt Room collections, with the Tim McKay Papers as the first project. An initial anonymous donation of \$30,000 has been identified and deposited to the account and an appeal to augment the fund appeared in the July 2007 issue of *Econews*. A major goal for 2007-2008 is to begin processing this collection.

Presentations, publications and more. This eclectic mix of items reflects the continuing research and outreach activities of Special Collections staff, including professional development opportunities and articles highlighting Humboldt Room collections.

- *Describing Archives: A Content Standard*. Society of American Archivists Workshop, Mountain View, October, 2006. (Eddie attended)
- *California Library Association*. Annual Conference, Sacramento, November 11-13, 2006. (Joan attended)
- *Visions of Change: Academic Libraries in Transition*. Symposium, Sacramento State University Library, January 26, 2007. (Joan attended)
- *Museums and the Web 2007*. Annual Conference, San Francisco, April 11-14, 2007. (Joan attended)
- *Salmon People: Crisis and Continuity at the Mouth of the Klamath*, by Stephen Most, *California History*, vol. 84, no. 3, spring 2007. (Features 4 photographs from the Roberts and Swanlund-Baker collections)
- *Humboldt's Timber History Preserved Digitally*, by Vicki Horner, *Capital Press*, 2/2/07 (<http://library.humboldt.edu/humco/CapitalPress.mht> - review of the *Northwestern California Forest Communities* exhibit)
- *Library Exhibit on Forest Communities*, HSU press release, 1/3/07 (<http://library.humboldt.edu/humco/HSUNewsonline.mht>)

Humboldt Room use measures. The Humboldt Room collections continue to grow and to be used in both their physical and virtual forms. The primary physical use measure, reshelving count, is down from 6391 in 2005-06 to 5340 this year, although it must be noted that we have not been recording use of paged collections and this use has increased this year. Accesses to the Humboldt Room Photograph Collections database on the web site settled down from the phenomenal, introductory (Shuster) 40,469 in 2005-2006 to 24,948 in 2006-2007 with 63,518 total records viewed. The California Digital Library introduced [Calisphere](http://www.calisphere.universityofcalifornia.edu/) (<http://www.calisphere.universityofcalifornia.edu/>) this year providing an additional location for users to view 769 Humboldt Room images; I have not yet tracked this use count. (See *Search the Photograph Collections* - <http://library.humboldt.edu/humco/holdings/photocoll.htm> - for a list of which images may be searched in which database.) We continue to lack a count of the number of users of the Humboldt Room, with the only related count being the number of reference questions which involve Humboldt Room subjects (not yet available 7/10/07): these questions may occur physically at the first or third floor service points or anywhere else, either in person, by phone, or by email; additionally, those users in the Humboldt Room who do not seek help are not counted.

This year Special Collections played an increased role in the core research course for the History Department. Approximately 100 students used archival and manuscript materials from the Don Clausen Congressional Papers and President Gist collections to complete assignments for History 210 under professors McBroom and Pasztor.

Space for Humboldt Room/Special Collections. As part of last year's annual report and in consultation with the Library Dean and the IS Department Chair, I drafted a proposal to address the ongoing space needs. This proposal had several elements, covering both public space needs for the collections and for users, as well as staff, processing and storage needs. It was introduced at All Library Council on July 18, 2006, followed by a second reading on January 16, 2007. Outcomes from the second meeting included two tours of the various Special Collections spaces for interested staff members and direction to contact Plant Operations regarding air quality

implications of enclosing the space (four modules) on the second floor, to obtain costs related to compact shelving, and to open a conversation with Advancement regarding potential funding for the project. Plant Operations has been contacted: neither Craig West nor Mark Baker feels air quality will be a problem and they have recommended sending the proposal to the University Space Committee. A bid for compact shelving to house both CASE and 1,500 record storage boxes (more than double our existing processed as well as unprocessed collections) has been received from Systems Concepts, Inc. to the tune of \$97,000. I made an initial contact with Advancement, but will wait for a more propitious time to discuss this with them within the context of overall Library (and Learning Commons) needs after analyzing the results of the current Library annual appeal. In the meantime, the Humboldt Area Foundation fund has been established, with the expectation that some of the money raised for the McKay Papers will be devoted to shelving.

GOALS. This section reviews accomplishments of objectives from 2006-2007 where not covered above. It also provides 2007-2008 objectives. One new goal has been added to address web access to Humboldt Room collections.

Web access to Special Collections. As noted above under *Humboldt Room use measures*, remote access is a growing means by which researchers visit the Humboldt Room. The locally developed Humboldt Room Photograph Collections database now includes maps as well as photographs; development of the database was described in a memo of 12/8/05.

2007-2008 priorities include: input finding aids into Humboldt Digital Scholar, in conjunction with adding collection level records to the Library Catalog and planning for submission of new and updated finding aids to the CDL/OAC; add the map collections in the Access database to the web-searchable database; evaluate Archivists Toolkit and ContentDM (through Califa) as possible alternatives to our in-house database for photographs and maps; update the Humboldt Room web site to bring it into line with the main Library site.

Process collections. An unsorted box of Humboldt State football souvenir programs in the path of the water leak in August was partially salvaged and processed and is now accessible in the Archives Pamphlet Collection. In conjunction with developing the Northwestern California Forest Communities exhibit and web page, we also completed the Warren Collection finding aid and have 2 students continuing work on the LP/Hammond Collection, inventorying map drawers, during summer 2007. Finding aids were completed for the Hover, Herrick and Strobe collections. Edie began working with the Palmquist Collection this summer.

2007-2008 priorities include: complete the Palmquist Collection; plan for and begin work on the Tim McKay Papers; process and prepare finding aids for the Van Deventer, Boyle, Balke and Eureka Tidelands collections; continue work on the LP/Hammond Collection; address the Gimbel Collection.

Review the scope of the Humboldt Room Pamphlet Collection, building on retiring the backlog, with the help of Adrienne Harling, spring semester's intern – the backlog should be retired by September 2008. Consider alternative ways to preserve heavily used files, e.g., Indian Island Massacre.

Monitor cataloging of materials for Humboldt Room Collections. The emphasis of this goal is shifting as George and Carol have been able to keep up with what I have been sending through for processing, both new items and regularly occurring problems which surface in the course of providing reference service for the collections. I now, however, need to address the accumulating backlog of items in my office which need to be prepared to be sent for cataloging.

This is a continuing goal for 2007-2008. A continuing objective is to clear my accumulated backlog of items to be sent to cataloging and to develop guidelines for acquiring documents which are available only on the web.

Humboldt Room procedures and staffing. Monitoring of the room continues to be a difficult area, especially as we are making more archival collections available for use in the room. This was especially apparent during times of heavy class use of the Clausen and Gist collections. To reiterate from my 2002-2003 annual report: “The redesign of the third floor service point by Information Services in 2002-2003 has highlighted the challenges in providing adequate oversight for the supervised use collections in the Humboldt Room as well as handling research referral questions.”

We used very little student assistant time this year for anything beyond shelving for several reasons. First, both Edie and I were overwhelmed with “flood recovery” tasks for the bulk of the fall semester. Second, we had a MLIS graduate student from San Jose State, Adrienne Harling, available to us all year through structured practicums, one semester focusing on special collections and the other on archives. She helped provide collection oversight and limited reference assistance on the one day per week when she was in the room. She also was an immense help with regard to both the photograph and pamphlet collections. This was particularly important as Periodicals staff, Laurie and Gisela, whom Edie had trained to enhance photograph metadata in preparation for creating records for Genzoli Collection photographs, became increasingly unavailable to continue with this work due to other assignments and Gisela’s impending retirement. The procedures developed, however, were able to be tested and refined by Adrienne, who made several significant contributions to the Humboldt Room Photograph Collection.

Edie continues to be sought out as an archives consultant and performs this work both within the context of her Library position as well as managing projects outside of her Library employment. I noted last year that the Library may want to consider ways that Edie’s expertise can be used to form partnerships with other campus entities and the larger community. Indeed, an opportunity presented itself this year when the Eureka City Clerk was referred to her as they needed an archivist to help them implement a grant from the California State Archives/California Historical Records Advisory Board. The Library, however, was unable to devise a way to take advantage of this opportunity, so Edie is performing the work independently rather than as a representative of the University. We will continue to pursue more creative solutions for the future.

In 2007-2008 we will continue to solicit and train students, interns and volunteers to help with all aspects of Special Collections activities. I will continue to explore ways to mitigate the inconsistent reference service offered for the Humboldt Room.

Review the role of Special Collections gifts within the broader CSU/HSU development targets.

Little progress was made on last year's objective of developing a plan for assessing the value of the existing collections and updating the database of collections; the addition of the McKay Papers highlights the need to address this issue. We also did not make headway on addressing the backlog of small (1 box or less) donations; this is especially difficult to accomplish with the lack of processing space as well as retrievable storage space but it is becoming increasingly imperative to address this group of materials.

A high priority for 2007-2008 is to review the accumulating backlog of small gifts/donations and establish procedures for expediting processing of these types of acquisitions.

Develop the Northwestern California Newspaper web page and write grant applications in its support. Bound volumes of the *Redwood Record* were retrieved from the Humboldt Group (Patrick O'Dell) at the end of June 2007 and are on their way to be microfilmed in coordination with the California Newspaper Project.

Priority for 2007-2008: update the web page

Prepare a long-range space plan for Special Collections. See discussion of this under "Highlights" above.

Priority for 2007-2008: Develop a compelling vision statement and secure approval and funding for both compact shelving and enhanced public use and processing space.

In the short term, remove more materials from the HR to storage as projected to keep up with ongoing acquisitions. Likely candidates are the 1-2 shelf runs of the HSU Affirmative Action Plan and the Eureka City Budget. These will join 16 shelves of pre-1990 theses with non-Humboldt County specific topics located in Library 301; location is indicated via the file of checkout cards.

SYSTEMS

Working with the Digital Services Committee the Systems Department evaluated and selected BLOG (Web Log) software for introducing more interactive services to the Library web site. The Library's paper suggestion box was replaced with an online Library suggestion blog. The book of the year program is now supported by a Kite Runner, book of the year blog and blogs have been established but not brought into production for video recommendations and Humboldt Room collections.

Working with the Digital Services Committee the Systems Department assisted in the complete redesign of Library web page. The resulting page uses advanced CSS (cascading style sheet) technology and achieving full compliance with requirements for web accessibility.

The Library's Voyager catalog software was upgraded to the latest version (6.1). The Department also worked with the Library's cataloging staff to prepare for the re-authorization of all subject headings in the Library catalog.

The Systems Department developed a script for more effectively linking ONCORES electronic reserves to the Moodle system. The script allows ONCORES staff to eliminate repetitive steps in processing and should greatly reduce the number of broken links in Moodle links to ONCORES readings. Full implementation of this technology continues.

The Department converted the Library's paper song index to an online, web searchable database, with a web form for data input.

The Library's in-house produced listing of newspapers and periodicals was replaced by the searchable list provided by the ExLibris SFX system. Enhancements in the SFX service finally provided the same services that had been provided by the in-house software.

The Department participated in a pilot test of the LOCKSS (Lost of Copies Keep Stuff Safe) program with CSU campuses at Stanislaus and Fresno.

The Library's Ezproxy server began authenticating users with campus LDAP server, using the standard HSU User ID and password.

The department Implement the Xerxes XML server interface to the Metalib system for searching multiple databases through a single interface. The HSU Library is among first two campuses to implement this new technology locally.

The Department instituted an innovative, low cost, offsite backup program, storing full backups of critical data off-site, at Chico State University. Critical data from all Library servers is now backed up weekly, with one copy of the data always off-site.

The Library received and deployed 22 Leased computers for Library staff, allowing a significant upgrade in computing capacity for many library staff.

A new server for the Library's interlibrary loan application, Iliad, was purchased, configured and brought online.

The Library's aging mail server crashed. The Department recovered nearly all of the lost data and brought a new library mail server online using the latest Microsoft Exchange server software and Microsoft Active Directory.

The majority of the Library's public workstations were configured to use the campus Active Directory system. Logon is now required at the majority of public workstations, effectively reserving them for our primary users.

A team of Cataloging, Periodicals and Systems staff members was formed to manage the SFX system.

The Systems Librarian participated in LMS selection process, choosing Moodle for single HSU course management system.

The Systems Librarian continued active participation in the STIM (System-Wide Technology Initiatives Management) committee.

LIBRARY MEDIA

Highlights of 2006/2007

For the second year in the row, HSU Library collaborated with KEET-TV and Morris Graves Museum of Art to continue working on Expression Sessions, film viewing and discussion series sponsored by National Center for Outreach (NCO) Connector Grant. Thanks to this grant, the Library received numerous documentary films, some funding, and was able to offer public programming and exhibits both at MGMA and the Library. Most notable was the keynote speech and screening by filmmaker Byron Hurt, during Campus Dialogue on Race last November. This summer, Library Media began working on another collaboration called Power of Art sponsored by WNET, New York, a PBS affiliate. HSU Library also sponsored a third annual Multicultural Poetry Reading with seven local poets. Library Media staff worked closely with International Education Resources Committee in organizing the international flags display in the Library, to coincide with International Education Week in December.

Video Collection Development/Circulation

Library's video collection did not grow much during the past year due to the continuing budget limitations. The total number of videos increased only by 292 to 8,653. This increase was mostly attributed to the videos purchased with some grant money, and a large number of donations received from faculty and students. However, the trend to utilize videos in coursework and in the classrooms continued to increase. The circulation of video collection increased from 17% of total collection circulation during 2005/2006 to over 18% during 2006/2007. Considering that the video collection is quite small, 1.75% of total Library holdings, the circulation remains high. It is critical to replace our aging VHS collection with DVD or on-demand video as soon as some funding becomes available.

Media Resources Area

Media Resources Area remains popular with heavy usage throughout the day. The popularity of viewing videos and DVDs in the Library continued to increase during the last year. The Library Media added more DVD stations to reflect its changing collection format.

Other Projects

Library Media staff successfully wrote an application to get a highly competitive staff scholarship to attend ACRL in Baltimore this year, although she was not able to attend due to ill

health at the time. Library Media staff volunteered again to recruit Japanese students by attending weekly International Programs meeting, assisting in webpage updates for international students and attending several Study Abroad Fairs in Japan. Library Media staff also worked with the Artwork/Exhibition Committee to bring “How the Ink Feels” traveling exhibit with English and Art Departments. Both departments hosted a local letterpress broadside workshop and the finished products were exhibited at the reception, and also in Siemens Hall display case during May, 2007.

Projection

Library Media will continue to work with KEET-TV and Morris Graves Museum of Art to host “Power of Art”, a community outreach grant given by WNET, New York (PBS affiliate) this fall. We will continue to work with ITVS Community Cinema project, by offering film screenings and discussion series. It would be ideal to update some of the equipment in the Media Resources Area, and to monitor the development of Learning Commons. Library Media staff will also continue working with the Library Diversity Planning group, while monitoring the new trends in Library Media such as a video blog, streaming/online videos and on-demand videos.

LIBRARY DEVELOPMENT

Accomplishments during 2006/07 included:

- Total new cash gifts totaled \$32,393.43, including
 - From the Library’s annual appeal, various campus appeals, Honor with Books, memorial gifts, etc., \$19,633.43 (\$16,689.43 to the Library Fund; \$330 to Special Collections; \$2614, Booksale). This is an increase of \$5397.41 over last year for the combined Library Fund and Booksale and a decrease of \$9,895 for Special Collections.
 - From alumnus Po Chung, \$10,000 to establish the Resource Collection for Entrepreneurship.
 - From three campus units, a total of \$2305 toward the purchase of library materials to support their faculty, students, and/or staff.
- A total of 138 gift videos with an estimated value of \$2760 were added to the collection.
- With much assistance from Cheryl and Dee Dee, a new *Donor Profile* web page was created for Charles (Charlie) Bloom.
- An Honor with Books option was added to the *Giving to the Library* web page.
- A Major Gift-in-Kind Policy and Procedure was developed and was accepted by the Collection Development Committee.

APPENDICES (Statistical Charts & Data)

Appendix A – Collection Size

<i>Holdings on June 30 for the last 3 fiscal years:</i>			
	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>
A. Print books and bound periodical volumes*	542,606	523,123	562,253
B. Electronic books (rev. def. for 06-07)	22,561	29,627	36,417
C. Government publications	428,459	433,756	388,858
D. State textbooks, K-12	2,422	2,422	2,548
E. Children's books	11,424	11,359	11,257
F. Other materials:			
Microforms	610,309	610,992	605,114
Sound recordings	14,377	15,014	15,775
Film and videos	6,585	6,941	7,118
Maps	27,989	30,432	30,552
Pictures	5,903	8,216	8,262
Periodicals currently received	1,057	984	702
Serials currently received **	657	429	267
Other printed works not cataloged	334,294	334,814	336,046
<u>Additions to the collection (purchases and gifts) :</u>			
	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>
Books (print)***	1,491	2,676	
Books (electronic)	19,686	7,248	7078
Sound recordings	59	703	935
Children's literature (this figure not included in books)	190	10	123
Videos	578	518	204
<u>Periodicals/Serials (subscriptions)</u>			
	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>
Paid periodicals	954	873	702
Gift periodicals	103	111	108
Paid serials	484	308	154
Gift serials	173	121	113
Microforms	23	25	25
Totals	1,737	1,438	1,102
* Large withdrawals from book collections in 04-05 & 05-06			
** Previously counted docs serial subscriptions as periodical subscriptions, should be serials - has been corrected for 05-06.			
*** Figures corrected for 03/04-04/05; gifts were not added.			

Appendix B – Library Expenditures Detail

Salaries and Wages

Salaries , Staff	1,919,876
Wages, student assistants plus Library's 25% work study responsibility	84,279
Total salaries and wages	2,004,155
Fringe benefits, staff	732,330
Total salaries, wages & fringe benefits paid by Library State funds	2,736,485
Wages, 75% work study student assistant, Federal funds	45,275
Wages paid from Other Library funds, (I.D. Cards \$5,493)	5,493
Wages/benefits paid from non-Library funds, (Release time & President's Office for Librarian Commitment)	152,333
Total salaries, wages & fringe benefits paid by Other funds	203,101
Total salaries, wages & benefits	2,939,586

Books, Periodicals and Other Library Materials

Books, (including nonsubscription serials)	25,541
Periodicals (Paid from Lottery)	129,173
Serial subscriptions	24,063
Microforms	15,799
Videos	2,042
Electronic access	417,127
Document delivery	8,482
Total books, etc., paid by State funds	622,227

Book Binding and Other Operating Expenses

Book Binding	2,900
Other Operating Expenses	151,727
Total book binding & other O.E. paid by State funds	154,627

Equipment & Furniture; Computer & Software Expenses

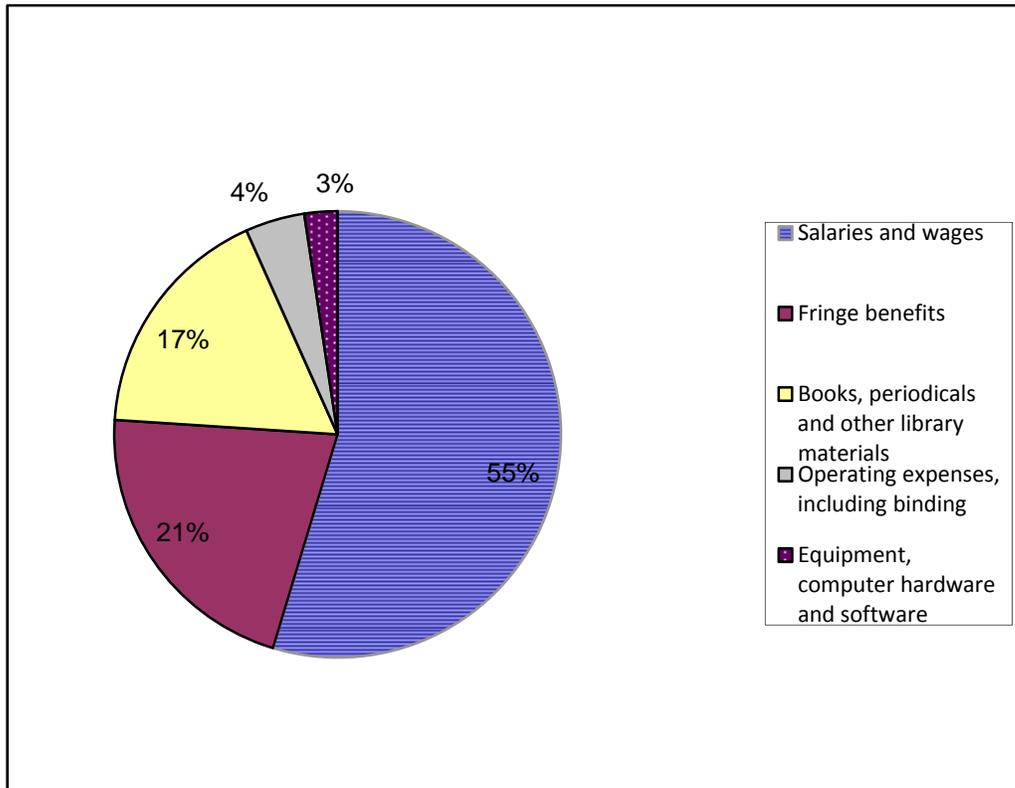
Equipment and Furniture	26,631
Computer and Software	59,333
Total equipment paid by State funds	85,964

Library Materials, Operating Expense and Equipment Paid by other Library Funds

Charles Bloom, Endowment (HSU Foundation) Library books, videos, supplies	\$4,040
Library Book Sale Trust (HSU Foundation) Library Supplies	\$1,599
Friends of the HSU Library (HSU Foundation) Library Supplies	\$253
Library Fund Trust (HSU Foundation) Library Supplies, books, and services	\$8,524
Ralph H. Lutz Endowment (HSU Foundation) Library books	\$579
Nordstrom Endowment (HSU Foundation) Library books	\$4,181
Special Collectins (HSU Foundation) Library supplies	\$11,063
Community Borrower Trust (State account) Library computer hardware and software	\$2,146
Library Service Trust (State account) Interlibrary loan services	\$3,643
Library Network Printer Trust (State account) Library computer hardware & supplies	\$1,500
Library Digital Reader Trust (State account) Library supplies	\$1,730
Lost Books (State account) Library books	\$10,847
Library I.D. Card (State account)	\$24,605
Library books, periodical subscriptions	\$56,588
<i>Total Library materials, etc., Other funds</i>	<i>\$131,298</i>
TOTAL Library expenditures, State funds (including Lottery)	3,861,829
TOTAL Library expenditures (including personnel and work study), Other funds	\$334,399
GRAND TOTAL LIBRARY EXPENDITURES	4,196,228

Appendix C – Library Expenditures (State Funds)

**2006/2007
LIBRARY EXPENDITURES (State Funds)**

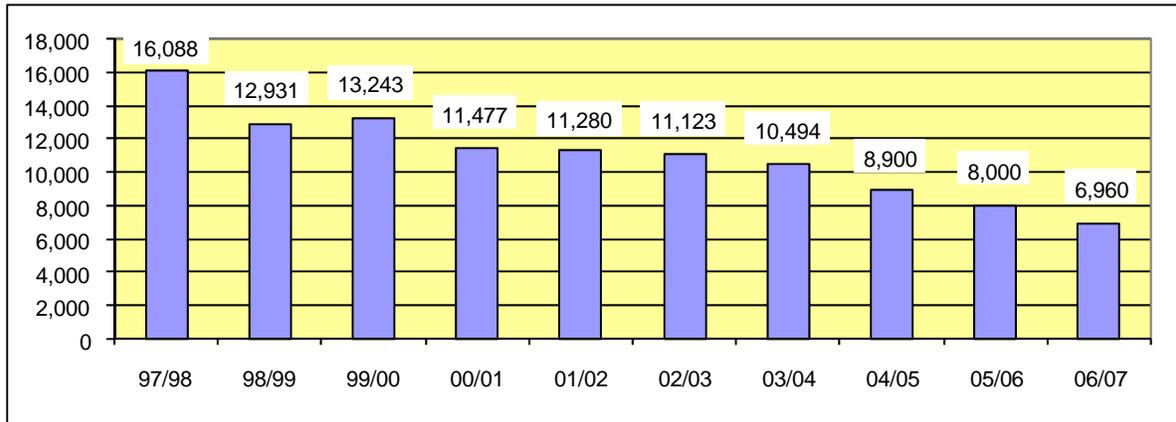


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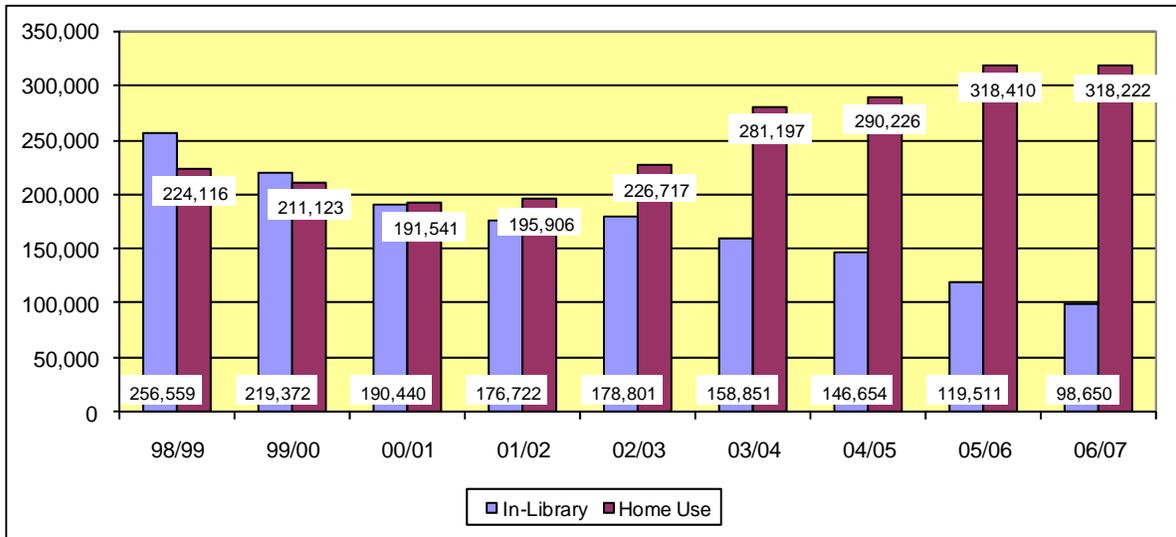
Salaries and wages	\$1,967,742	55%
Fringe benefits	\$768,743	21%
Books, periodicals and other library materials	\$622,227	17%
Operating expenses, including binding	\$154,627	4%
Equipment, computer hardware and software	\$85,964	3%
Total Library Expenditures, State Funds	\$3,599,303	100%

Appendix D – Community Borrowing & Circulation

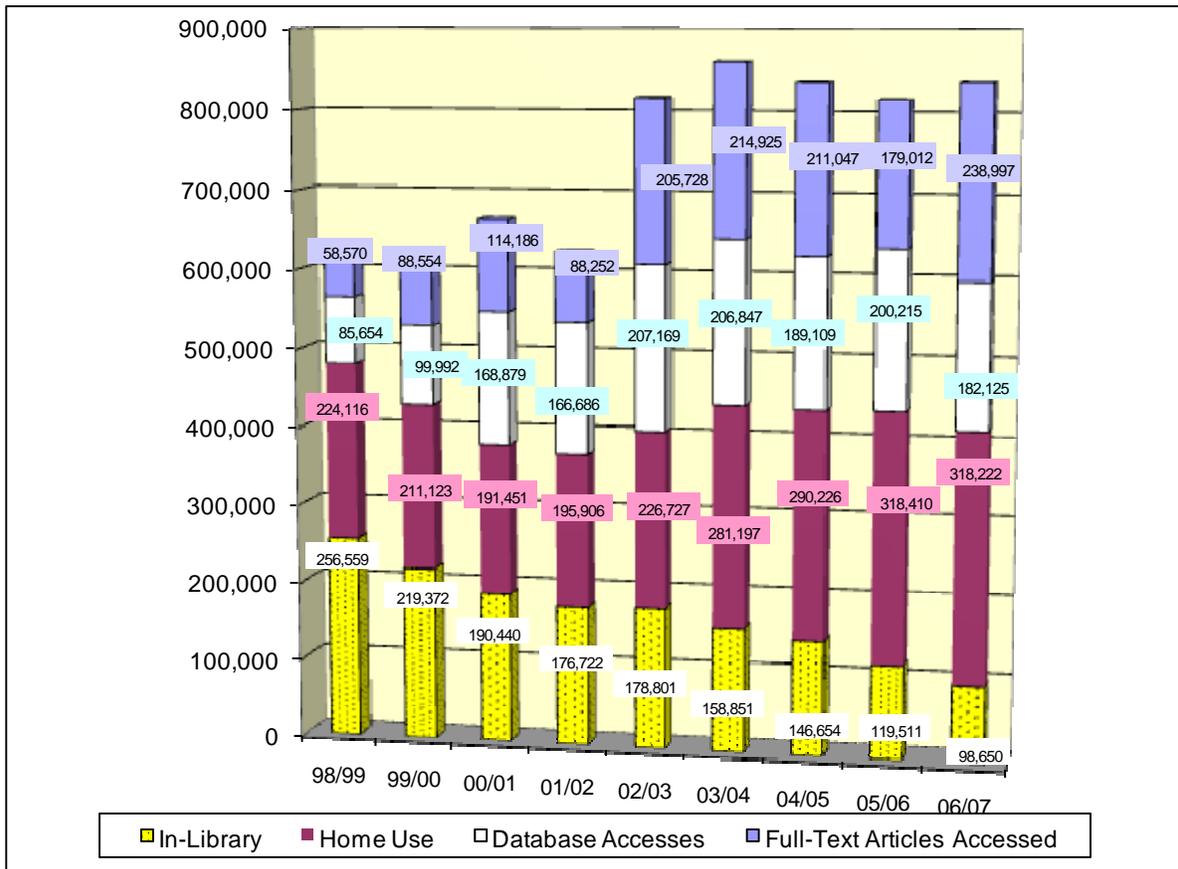
COMMUNITY BORROWING - CHARGED CIRCULATION



IN-LIBRARY AND HOME USE CIRCULATION



Appendix E – In-Library and Home Use Circulation Plus Database Accesses & Full-Text Articles Accessed



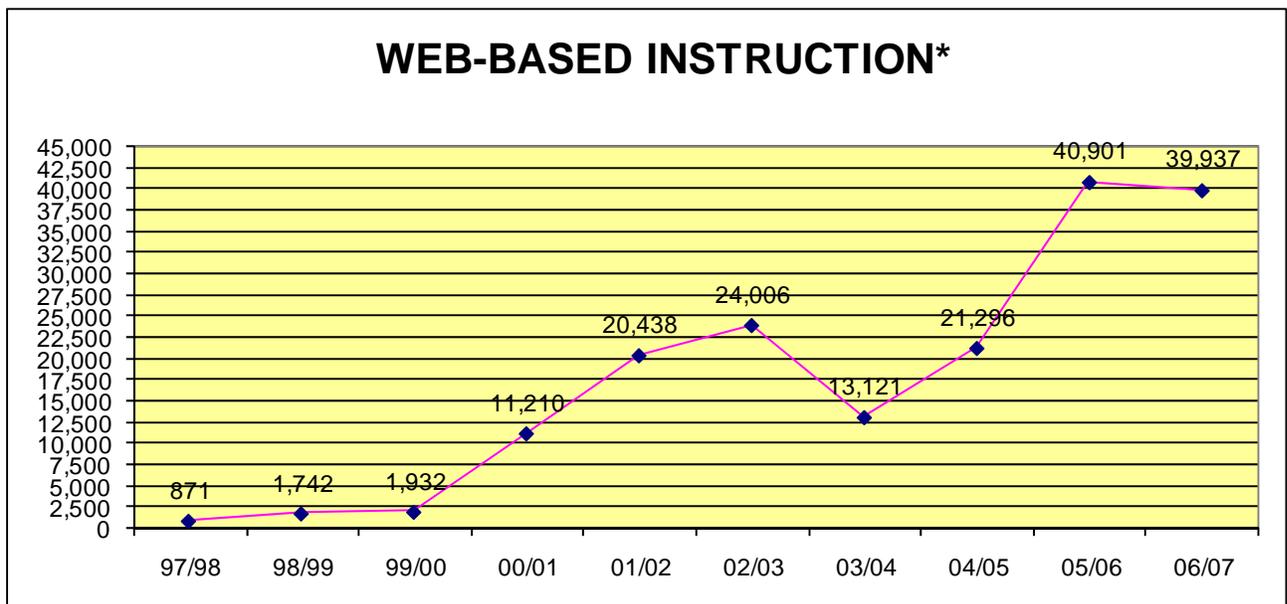
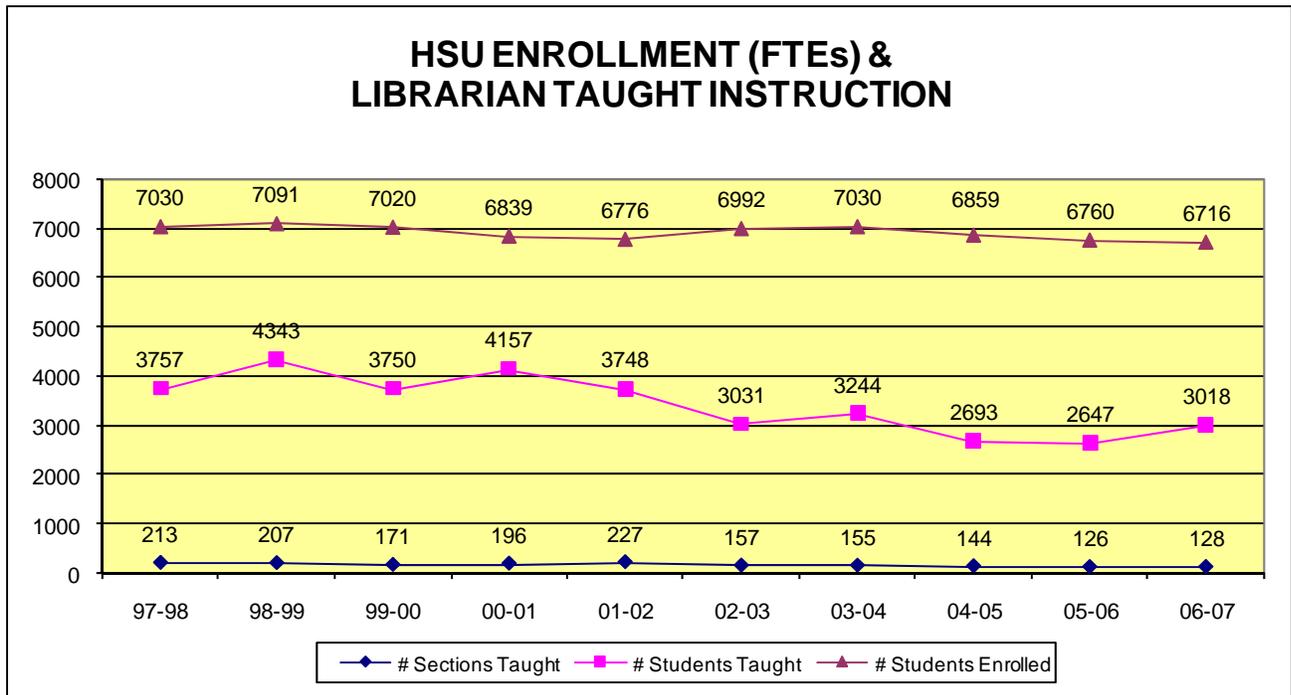
Year	In-Library	Home Use	Database Accesses	Full-Text Articles Accessed	TOTAL
97/98	308,217	264,250	69,160	14,898	656,525
98/99	256,559	224,116	85,654	58,570	624,899
99/00	219,372	211,123	99,992	88,554	619,041
00/01	190,440	191,451	168,879	114,186	664,956
01/02	176,722	195,906	166,686	88,252	627,566
02/03	178,801	226,727	207,169	205,728	818,425
03/04	158,851	281,197	206,847	214,925	861,820
04/05	146,654	290,226	189,109	211,047	837,036
05/06	119,511	318,410	200,215	179,012	817,148
06/07	98,650	318,222	182,125	238,997	837,994

In-Library = materials used w/in the Library & were reshelved

Home use = checked out of Library (includes print and electronic reserves)

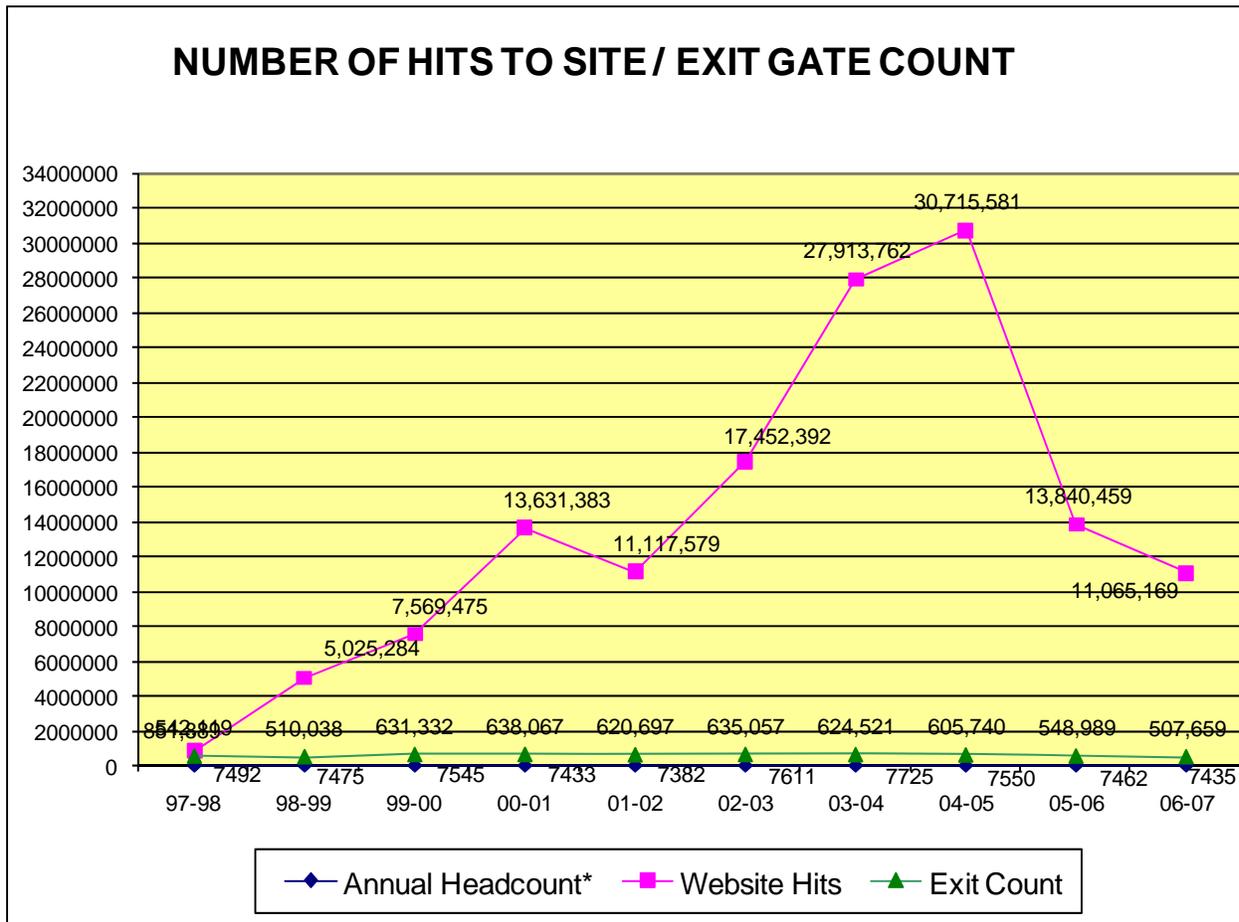
Databases & Full-text were accessed online vs. print copies.

Appendix F – HSU Enrollment (FTEs) & Librarian Taught Instruction and Web-Based Instruction



*In 00-01 switched to using Web Trends to do analyses and are now reporting on Number of User Sessions. This includes both on and off campus use of OWLS. 01/02 and 02/03 sessions revised.

Appendix G – Number of Hits to Site / Exit Gate Count



Fiscal Year	Annual Headcount*	Website Hits	Exit Count
97-98	7492	851,889	542,119
98-99	7475	5,025,284	510,038
99-00	7545	7,569,475	631,332
00-01	7433	13,631,383	638,067
01-02	7382	11,117,579	620,697
02-03	7611	17,452,392	635,057
03-04	7725	27,913,762	624,521
04-05	7550	30,715,581	605,740
05-06	7462	13,840,459	548,989
06-07	7435	11,065,169	507,659

*Does not include summer. Fall semester headcount (higher of the two semesters) is used for most reporting.

Appendix H – Library Summary Organization Roster 2006/07

	<u>FTE</u>	<u>TOTAL</u>
LIBRARY ADMINISTRATION		
Wang, Ray, Interim Dean of the University Library	1	
<u>Library Administrative Support Services</u>		
Washburn, Dee Dee, Administrative Support Coordinator II	1	
Sowle, Jennifer, Administrative Support Assistant II	1	
<u>Collection Development</u>		
Kay, Mary, Librarian	0.5	
<u>Development Officer and Special Projects</u>		
Mueller, Carolyn, Librarian	1	
<i>Total Library Administration FTE</i>		<i>4.50</i>
ACCESS SERVICES		
Wayne R. Perryman, Librarian, Chair	1	
<u>Acquisitions</u>		
vacant, Library Assistant III (1.0)		
Stevens, Lois, Library Assistant II	0.5	
<u>Cataloging, Mending & Processing</u>		
Wrenn, George, Senior Assistant Librarian	1	
Berning, Jim, Library Assistant II	1	
David, Cathy, Library Assistant II	1	
Russell, Carol, Library Assistant III	1	
Stevens, Lois, Library Assistant II	0.5	
<u>Circulation, Reserve Services, ID, & Stack Maintenance</u>		
Taloff, John, Supervisor, Administrator I	1	
Albanese, Barbara, Library Assistant II	0.5	
Coleman, Lesa, Library Assistant II	1	
Durkee, Mary Kate, Library Assistant II	0.5	
Lyall, Pamela, Library Assistant II, I.H.*	0.3	
Reagan, Keith, Library Assistant III	1	
Simon, Noelle, Library Assistant II	0.8	
Statzer, Kathy, Library Assistant II	0.5	
<u>Periodicals/Serials</u>		
Maxwell-Chamberlain, Laurie, Library Assistant III	0.8	
Rohde, Gisela, Library Assistant III	0.9	
<i>Total Access Services FTE</i>		<i>13.25</i>

INFORMATION SERVICES			
Sathrum, Robert, Librarian		1	
<u>Administrative Support</u>			
Conner, Cheryl, Administrative Support Coordinator I		1	
<u>Information Desk & Services</u>			
Berman, Joan, Librarian		1	
Butler, Edie, Library Assistant III		1	
Chadwick, Sharon, Librarian		1	
Crosby-Muilenburg, Corryn, Librarian (FERP)***		0.5	
Johansen, Martha, Librarian		1	
Kay, Mary, Librarian		0.5	
Kimura Mottaz, Elizabeth, Library Assistant III		1	
Schafer, Quynh, Senior Assistant Librarian**		0.5	
<u>Interlibrary Loans</u>			
Carro, Lina, Library Assistant II		0.8	
Graham, Julia, Library Assistant III		0.8	
	<i>Total Information Services FTE</i>		<i>10.10</i>
LIBRARY MEDIA			
Watanabe-Schock, Kumi, Library Assistant III		1	
	<i>Total Library Media FTE</i>		<i>1.00</i>
SYSTEMS UNIT			
Shellhase, Jeremy, Associate Librarian		1	
Mendenhall, Thomas, Information Technology Consultant - C		1	
Mottaz, Steve, Information Technology Consultant - F		1	
Pierce, Andrew, Information Technology Consultant - F		1	
	<i>Total Systems Unit FTE</i>		<i>4.00</i>
	GRAND TOTAL LIBRARY FTE		32.35
* Lyall retired in 1994 - Intermittent Hourly staff employee.			
**Schafer (FERP replace.)is a temporary librarian employee.			
***Crosby-Muilenburg, FERP, 1.0 in spring.			