

Xavier University

Library Resource Center

Annual Report for 2006-2007

The following is a summary of activities and accomplishments by Library Resource Center personnel during academic year 2006-2007. Personnel losses after Hurricane Katrina continued to be an issue, but the cooperative attitude and "can-do" spirit of the remaining Library faculty and staff insured that all departments functioned at high levels of efficiency.

Library activities were funded by the most generous budget in its history, a total of \$928,633.00, \$300,000.00 of which came from Title III. This represents a 7.89% increase over 2005-06. This enabled us not only to cope with rising serials costs, but also to add significantly to our growing collection of electronic resources.

Although serial subscriptions continue to be our single largest expense, we studied pricing models for a more economic way of providing more information at a lower cost. Ultimately we found that by moving a significant number of print subscriptions from EBSCO to digital-only versions offered by Elsevier ScienceDirect to be the solution we sought. This lowered our print subscription bill from **\$445,509.00 (51.8% of our budget in 2005-2006) to \$362,746.97 (39%)** in the current fiscal year.

These savings on serial publications resulted in an improved availability to purchase print books and monographs. **A total of \$67,243.00 was expended on new books**

and an additional \$39,620.00 went to sustain print standing order reference works. This combined total is a **139% increase** over last year's expenditure.

The big news in collection development is the extent to which we were able to increase our digital holdings, thanks to the savings in serials. Altogether we were able to invest **\$231,013.00** in digital resources, a **74% increase** over '05-'06. Among the electronic tools and publications acquired were the ACS Web Editions, an expansion of access to ScienceDirect, and the addition of the JSTOR Arts & Sciences III, IV, Compliment, and Biological Sciences collections.

Thanks to the decreased direct costs of electronic resources, plus the lack of indirect costs (processing and storing print serials), it is clear that we will probably invest more in electronic serials, databases, and book collections in the near future. Thanks to improvements in Xavier's digital network and better access to our computer resources from off campus, we seem well on our way to developing a true library without walls, available every day and at any hour.

Departmental Activities

Happily, we have experienced no further retirements, resignations, or terminations in the past fiscal year. However, the loss of four faculty members and nearly half of

the staff personnel has meant that some employees float between as many as three departments in a given day.

Because nearly everyone is in the process of rebuilding their homes in the aftermath of Katrina, it is not unusual for faculty and staff members to require time off, sometimes with little notice, so they can meet with insurance adjustors, architects, contractors, and state officials. Since so many of us are sharing the experience, it is noteworthy how the spirit of cooperation has grown among Library. Thanks to that spirit, there has been no interruption of service in any department due to personal concerns.

Access Services

Circulation/Reserve Statistics - Once again we note that although our electronic resources and the use of them continues to grow, we see an increase in the traditional circulations of print resources. The circulation of books rose 77% over last year.

Staff Borrowers	116
Faculty Borrowers	665
Student Borrowers	
- Undergraduate	2,826
- Graduate	17
Others	20
TOTAL	3,644

Possibly because more teaching faculty are making use of digital reserve materials, the number of reserve transactions fell off markedly in 2006-07. Library personnel circulated 1,231 reserve materials this past year, as compared to 5,031 in 2005-2006, a drop of more than 75%.

Because digital reserves do not require a night-time trip to the Library, it is possible to forecast that paper reserves may be on their way out as a teaching aid.

Reference Department - This department experienced the loss of two full-time faculty members after Hurricane Katrina, leaving the Assistant Director in charge of this with only one full-time reference librarian and the daily assistance of the Government Documents Librarian to staff the Main Reference Desk each day. Later in the year, a search committee, chaired by Reference Librarian Tom Bender, was formed to begin the search for replacements.

In spite of personnel shortages, we maintained a presence at Access Services information desks at Government Documents, Interlibrary Loan, and the Pharmacy Library each day. Inquiries at these desks are qualified as **short** (requiring less than five minutes to complete) or **long** (requiring five minutes or more of staff time to complete), **telephone**, and **computer assistance**.

	Main Ref	Gov Docs	ILL	Pharm	Totals
Short	2,385	458	1,471	29	4,343
Long	101	202	680	12	995
Phone	68				68
Cmp Ast	326				326

Totals	2,880	660	2,151	41	5,732

All desks reported greater activity during the year, the Main Reference Desk's workload increasing by a little more than 4%. Overall the workload increased a little less than six and a half percent.

Interlibrary Loan - Interlibrary Loan Manager Patricia Coston handled 2,330 interlibrary loan transactions this year, a jump of nearly **39%** over last year. Items borrowed rose almost 34% over last year. Those lent rose a bit over 40% since 2006-2007.

<u>Material Borrowed</u>			<u>Material Lent</u>		
<u>Filled</u>	<u>Unfilled</u>	<u>Total</u>	<u>Filled</u>	<u>Unfilled</u>	<u>Total</u>
316	93	409	1,158	763	1,921

Government Documents - Government Documents have been part of Xavier's Library for sixteen years now, and it's been a pleasure to see usage of the collection grow. We were particularly fortunate that we lost no federal or state documents during the Katrina emergency, as did a number of other New Orleans libraries, most notably at Tulane

University. We quickly realized that the complete loss of such a large collection as Tulane's would mean a knowledge gap in the city library infrastructure. Discovering that we owned a number of early twentieth-century documents scattered throughout our circulating collection, we began to search them out. We now have a policy that whenever documents are identified elsewhere in the collection, they are pulled, reclassified, and transferred to the Documents Department. It is a small thing, but we believe it is worth doing.

This collection is always in a state of flux, since weeding of obsolete documents is built into Depository regulations. At the same time, even though the Federal Government is moving more into electronic documents, they still produce a considerable number of publications on microform. This past year's activities on all fronts is shown in the table below:

June 2006 - June 2007

	Electronic	Microform	Paper / Map		Total
Jul.-Dec -06	39	155	713	84	991
(Discards)	-0	-55	-230	-0	-285
	39	100	483	84	706
Jan-Jun. -07	43	23	704	2	772
(Discards)	-0	-0	-36	-0	-36
	43	23	668	2	736

Totals	82	123	1,151	86	1,442

University Archives and Special Collections - Although many passers-by tend to view the University Archives as a locked box filled with esoteric materials, we tend to think of it as fulfilling a role central to the operation of the University. Alongside the rare books, manuscripts, photographs, and three-dimensional objects stored there, the real heart of the Archives is the accumulation of university records stored there.

The personnel also serve as reference librarians, interlibrary loan staff, and catalogers, making the Archives a library within a library. This past year, the archival staff provided reference assistance to **222 visitors** and provided acid-free photocopies (**685 pages in all**) of rare material to an additional **34 requesters**.

Collections grew at a healthy rate this past year. In addition to **271 rare or otherwise significant books**, the following manuscript special collections were enriched as follows:

<u>Collection Name</u>	<u>Linear Feet</u>
AAHE: Black Caucus	3.2
Newspaper Assn of America:	
Diversity Awareness	4.0
<i>Xavier Review Press</i>	.6

Total	7.8

Of perhaps greater significance are the following additions to the University Archives:

<u>Collection Name</u>	<u>Linear Feet</u>
Convent Vault Str. Veronica Kuhn Collection)	50.0 ft. (approx.)
Drexel Center, Upward Bound	9.6
English Dept.	.4
Fiscal Services	14.4
Institute for Black Catholic Studies	2.8
Library	.8
Institutional Planning	9.2
Political Science	8.4
University Relations	2.4

Total	98.4 ft.

We were particularly excited to receive the materials from the Convent vault, since many had not been examined for many years. In a sense, it was a time capsule containing University history that was decades old when we acquired it.

Technical Services - Thanks to our relatively stable buying power, catalogers had quite a bit to do during 2006-2007. New additions exceeded last year's by 58%.

Titles added from August-September 2006 327

Titles added from October-December 2006 963

Titles added from January-March 2007	1,079
Titles added from April-June 2007	810

Total Book Titles Added	3,179

In addition, we added **225 new audiovisual titles**, something of a record for this library.

Although we continued our weeding project, other business slowed our progress this past year. Only 714 titles were withdrawn for various reasons, considerably fewer than the 2,069 withdrawn last year.

In the Serials Department, we sent a total of 1,822 volumes to the bindery, at a cost to the University of \$14,083.01. Twenty-five new serial titles were added to the collection during the year.

Use of Library Study Rooms - Although they have nothing to do with books, group study rooms are one of our most used services each year. The Reference Department administers the rooms, located on the outer walls of the second (5 available), third (3 available), and fourth floors (4 available) of the Library. These rooms are let out to small groups of students (no more than six) through the Reference Desk or the Pharmacy Reference Desk. The number of times these rooms were let out during the year is as follows:

<u>Second Floor</u>	<u>Third Floor</u>	<u>Fourth Floor</u>
1,705	127	879

Use of the rooms, primarily by students, rose about 3%, a total of 2,711 times over the course of the year.

Instructional Media Center

The Media Center experienced a significant change in part of its mission with the departure of Dr. Elizabeth Rhodes. Dr. Rhodes, who served as the Library's Educational Technology Support Specialist and **BlackBoard** instructor, departed about mid-year to take up a similar post at Southeastern Louisiana University. The University opted not to replace Dr. Rhodes, which brought to a close the Library's efforts toward distance, or non-traditional, education.

The Media Center continued to schedule its classrooms, usually equipped with DVD players and monitors and computers at a rate that exceeded last year's usage by a considerable degree. During 2006-2007, Rooms 400-F, 407-A, 417-A and 417-B were scheduled for **1,634 hours of use** over a period of **816** days (**a nearly 74% increase**) for a total of **1,179** events (**a 127% increase**).

Along with this increased use of our AV-equipped classrooms, the Media Center circulated equipment and DVD video presentations to professors for use in other buildings. **One hundred forty DVDs were circulated**, along with **87 pieces of audiovisual equipment**.

Although it isn't the most widely publicized of our services, our carrel room, which boasts more than 20 electrified study carrels for individual use, continues to attract the student user. **Four hundred fifty-one students used individual carrels for a total of 360 hours.**

Information Literacy Instruction

Because we got the opportunity to reach so few students with information literacy instruction last year, we felt it was particularly important that we make up for it during 2006-07. We also believed that since more information was becoming available electronically, the students needed to know what was available and how to use it.

Although we didn't see as much activity this past year as in years past, information literacy instruction experienced a mild rebound. Our instructors met with **23 classes**, nearly twice as many as last year, reaching **499 students, an increase of about 114%.**

Among the senior Library faculty, in particular, it has been a long-unrealized dream to get information literacy into every course of study at Xavier. This year we spent our efforts making up lost ground. Hopefully, next year, we'll edge a bit closer to our goal.

Afterword

Although we remain somewhat in recovery mode after 2005's storms, the Library and its staff fulfilled our

mission with professionalism and efficiency. Surveys of courtesy and efficiency conducted by Institutional Planning and the semi-annual survey of the faculty and staff conducted by the Library Committee found that the Library's staff functioned at above average levels, and that, in general, the Library adequately satisfied student and faculty needs. As many of us continue to rebuild our homes and lives, those are good things to hear.