Library Annual Report FY13

Teaching and Reference Services

- FY13 Library Instruction Sessions (Danvers and Lynn campuses) –212.
- FY 13 Website Statistics (Google Analytics)—77,995.
- 153 LibGuides were added to or updated, to facilitate information literacy objectives.
- Created LibGuide for open access resources for online courses
- Created LibGuides for faculty resources and for special subject areas.
- Created 37 video tutorials on using library resources.
- Library website, blog and Facebook page updated.
- LSC101 (“Research Methods”) being offered as online course in Spring 2014; librarians trained in online teaching.
- LSC101 offered as independent study in Fall 2013.
- Continued Library Liaison program with librarians and all college departments—particularly relevant to programs and departments that changed campus locations, as well as programs undergoing accreditation.
- Included library presence on college-wide mobile app.
- Moved to using Gimlet, a reference statistics tracker.

Circulation/Reciprocal Borrowing Agreements

- FY13 Circulation Statistics (Danvers and Lynn total books, periodicals, and reserves)—10,841.
- FY13 Full-text Articles Requests—213,000.
- FY13 Gate Count Statistics (Danvers and Lynn)—190,533.
- Transitioned to open source course reserve system (Syrup), resulting in new reserves policy in line with copyright law and the introduction of e-reserves of digitized articles available in Angel. This involved overseeing communication with faculty regarding e-reserves.
- Assessed Evergreen system with goal to make recommendations in various areas that need development, in particular Reserves System (Syrup).
- Transitioned to Springshare LibAnalytics tool to gather and share MCCLPHEI and Ipeds data.
- Used mobile technology at college programs to circulate relevant library materials on the spot.
Collection Management

- Added to downloadable audiobooks and ebooks collection available through NOBLE.
- Transitioned away from VHS format and moved towards increased streaming music and films media.
- Collaborated with Academic Technology and IT Committee with regard to policies regarding videos and other technology facing obsolescence.
- Oversaw paralegal and veterinary technology program accreditations which needed Library support documentation.
- Used Pinterest to showcase new books and for relevant college-wide programs
- Collaborated with academic departments to facilitate program accreditations which needed Library-support documentation.

Physical Space

- Collaborated with Information Systems to replace and upgrade library staff computers in both libraries, particularly those circulation and technical services computers that needed wide-screen capabilities for Evergreen.
- Upgraded all ADA stations with new software.
- Consolidated Lynn Library reference area by weeding materials and reducing shelving. A better environment, with more natural light, allowed for more students' collaborative work space and more computers.
- Remove reference shelving in Danvers to enhance seating areas and group study work, as well as allowing more natural light.
- During Arts in April, ran a successful “Your Art Here” campaign which featured artwork by students, staff and faculty on display in the libraries.

Funding

- Moved database purchases and renewals to the WALDO purchasing consortium to realize higher percentage of savings discounts
- Purchased ipads/tablets for library use and, eventually, for lending via grant.
- Collaborated with Grants Office to seek grant money to purchase 60 iPads for student use, collaborating with targeted instructors in conjunction with specific research projects.
- Realized significant budget savings ($30,000) due to multi-year constracts for online services, consortial buying, and price negotiations
• Met with vice-presidents regarding depleting Loring fund.

Professional Development

• Served on NOBLE Executive Board as NOBLE treasurer during year of ILS transition and re-configured future membership costs.
• Librarians presented to CTLA programs for new faculty, Academic Technology's Summer Institute, TRIO, and Operation Bootstrap.
• Staff participated on college governance committees and in special programs, such as ITFAC (Information Fluency Across the Curriculum) and Opt-Ed (Open Public Tools-Education).

Staffing

• Hire new Lynn Campus Library coordinator.
• Staff participated in a variety of network, consortial, and statewide workshops on optimal workplace behaviors and public service strategies.
• Established new internal communications blog that public services use to communicate with day & evening staff.
• Reviewed, collaborated with and updated library coordinators’ job descriptions (E7s).
• Reviewed and re-wrote, with participation of all library staff, relevant library policies.