

Spring 2012

Executive Summary 2012

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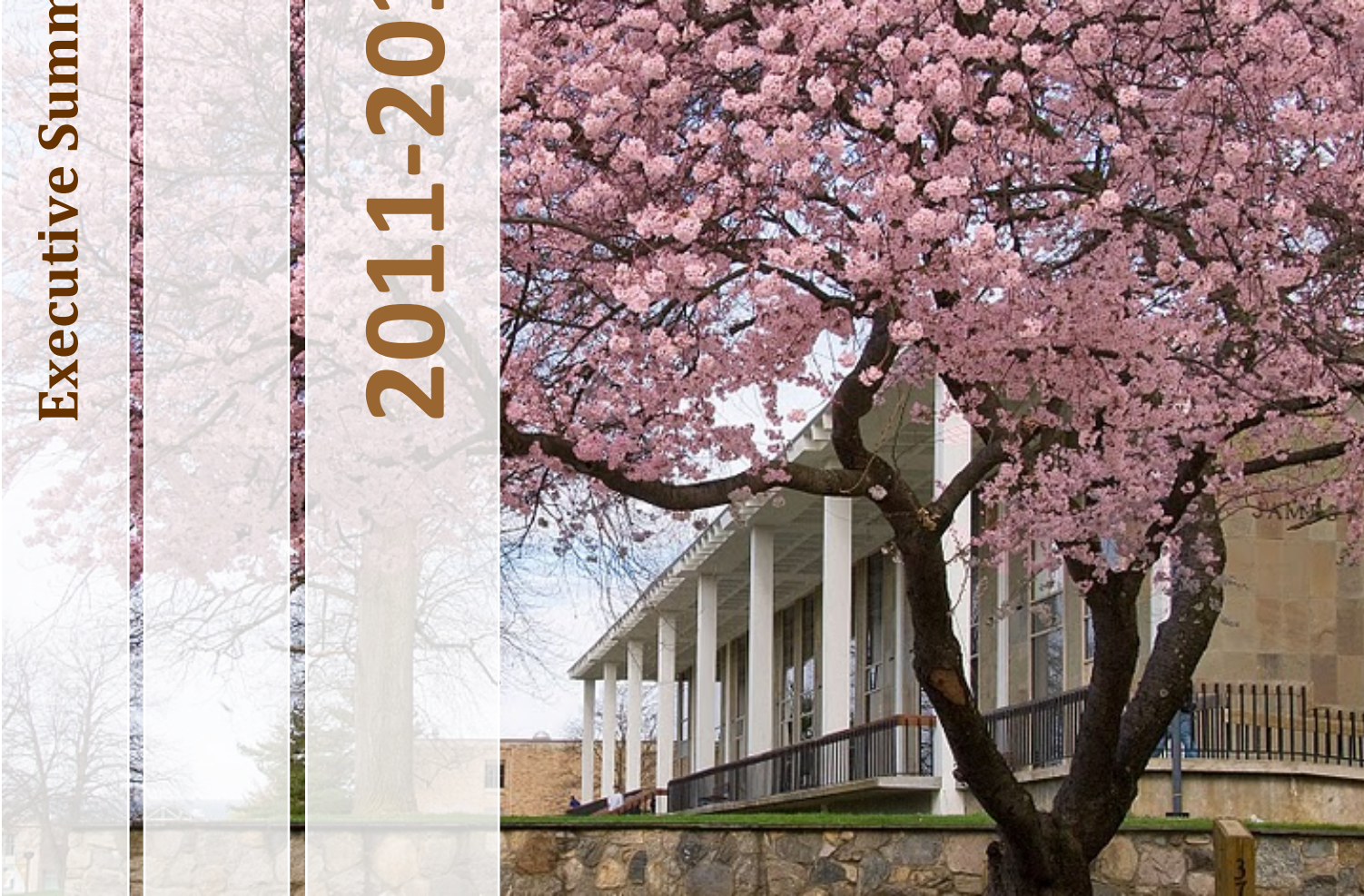
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Executive Summary

2011-2012



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**REACH
INSPIRE
CONNECT**

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Change in support of teaching and learning:

Since 2008, Adams library has embarked on reengineering the concept of the library from a place where resources are gathered to a dynamic participant in furthering our College mission and vision of teaching and learning. After four years of cooperative and collaborative efforts of its librarians and staff, Adams Library has emerged from the fringes of the campus community to become a hub of activity for all members of Rhode Island College. Thanks to energetic library staff, knowledgeable librarians and supportive classroom faculty, the library has evolved into a vibrant learning place, an experience that encourages, supports and strengthens life-long learning. We are very proud of what we have accomplished this past year. Our focus was on:

- enhancing and beautifying our physical space by rearranging and hanging art all around
- bringing our building up to code with new railings in and outside, new sprinkler system, new doors for fire protection, alarms on outside doors, and installation of new electronic system for exit and entry which be implemented soon, revived old and added new electrical outlets, new signage in and out of the building to better guide our users.
- reorganizing the space to make it more conducive to collaborative learning (**please see attached mini-master plan**)
- strengthening our print and resources in support of teaching and learning
- holding lecture series, exhibits, films and musical and cultural events to enrich our students' library experience
- promoting staff, library activities and resources through our Newsletter "*From the Steps of Adams Library*"
- fostering professional development growth through attending conferences, workshops and webinars to strengthen staff expertise with technology applications that enhance accessibility to our resources
- Continuing collaboration with classroom faculty (we now have a few faculty who are trained on how to create and publish LibGuides) we are hoping to enlist more during the next year

These activities illustrate the sense of mission among the staff and their commitment to collaboration and creativity in providing impeccable service to our students and our larger community. Our success has been roundly acknowledged by the NEASC team: during their brief final oral report, they described Adams Library as "the place to go to" on campus. The NEASC team's observations evidence our success in raising awareness about the role of the library and its centrality to teaching and learning at RIC. In addition, students voted our library as number one in services. Such recognition goes a long way to motivating us to continually embrace new technologies as we guide our users through the maze of information, knowledge and data and as we teach students about (among other things) information literacy, copyright, intellectual property, digital literacy and academic integrity. As educators, we aim to seize teachable moments to promote learning, critical thinking and global awareness among our students. We strive to do all this with thoughtfulness, civility and collaboration as we move our library into the 21st century.

Activities in support of teaching and learning:

The Library continued its effort to provide more access to computers for students' use (now the library has 37 computers including 2 Apples, a Bloomberg station, 40 laptops, two printers, 3 copiers and 1 color copier).

We successfully redesigned the library webpage according to best practices and we continue to maintain it despite the lack of dedicated staff and resources found at comparable institutions.

In collaboration with Student Government, we continued our 24 hours opening during the two weeks of exams.

- 1) The librarians and staff added each year more Libguides in various subjects and topics. So far there are 223 published and unpublished guides.
- 2) Librarians conducted 174 Sections of library instruction totaling 3,348 students and 244 contact hours.
- 3) The staff worked with Support Services to fully integrate the library resources into the College's Blackboard course management system to streamline the research process.
- 4) E-Reserve is now very popular. There are already 32,654 visits to consult the texts on e-reserve
- 5) Laptops are very popular as well, we recorded 7,579 check outs by students.
- 6) The library added more than 40 faculty profiles on Digital Commons in *Selected Works*, uploaded more theses, honors and dissertations as well as faculty papers, finished the digitization for preservation of the remaining selected slides from the Smolski collection and uploaded about 500 more slides with metadata from the same collection. We are so proud that our Digital Commons became the 3rd most visited and used site in the HELIN consortium. It is worth noting that the library came in very late into this after PC and Bryant.
- 7) In addition to more than a 1,000 new print material added, the library acquired more than 4,000 new e-books for reference and the general collection:
EconLit, Encyclopedia of Popular Music, DRAM is a scholarly resource of recordings including CD quality audio, Dance in Video, Garland Encyclopedia of World Music, Opera in Video, Literary Research Guide. The following reference books are available through Credo: 21st Century Economics: A reference Handbook, Berkshire Encyclopedia of World History, Encyclopedia of Curriculum Studies, Encyclopedia of Geography, Encyclopedia of Group Processes and Intergroup Relations, Women's Psychology: Feminism and Women's Rights Worldwide. New e-book titles were also acquired from Gale Press. One can look at them by searching the library catalog under *Gale Reference*. In addition, the Library acquired the following: the 4th edition of Corsini Encyclopedia of Psychology, three reference book sets (print and electronically): the 6th Edition of Magill's Medical Guide, Survey of American Industry and Careers and the 4th edition of Masterplots. We added Humanities E-Book (HEB) an online collection of over 3,300 books of high academic quality in the humanities and offered by the American Council of Learned Societies (ACLS), Stat!Ref is a collection of selected nursing e-books (textbooks, handbooks, etc.) and acquired top quality eBooks through the Johns Hopkins University project MUSE fully integrated with MUSE's scholarly journal content.
- 8) Most of us attended the HELIN workshop on the newly acquired Library Integrated System application called SIERRA that we will be using by next summer.
- 9) The library made a transition to a simpler, compatible and cheaper innovative cataloging application called Skyriver. Since PC made this transition ahead of us, we attended a workshop at PC. It was an excellent opportunity for the cataloging staff to share knowledge and expertise with another HELIN institution.

- 10) Workshop held to introduce all staff to the new application called LibAnswers that creates a knowledge base for answering standard reference questions. This application also allows easy statistical reports and allows text messaging of reference questions to mobile applications. This will prove helpful when more online courses are offered; we might be able to streamline this to ensure library support to distant learning students.
- 11) Many staff members and I attended a webinar offered by EDUCAUSE on the Horizon Report which describes areas of emerging technologies that are having a significant impact today on teaching and learning, library services and resources as well as they influence the new generation's learning style.
- 12) Most of our staff and librarians attended many HELIN task force and affinity group meetings to share knowledge and practice. They also attended local and national conferences pertaining to librarianship. Most of us are members of professional associations.
- 13) We are proud that VPAA accepted the nomination from the library which will allow the library to be represented in attending in June, with four other faculties, the 2012 AAC&U Institute on General Education and Assessment in Ellicott City, MD. This will help us understand the assessment mechanism and we might be able to implement some of it at library instruction sessions.
- 14) At the request of the VPAA, the Director ordered books and scheduled all lectures and appearances of authors for the Chief Executive Club's monthly meetings from January to June.

Lecture series, exhibits, cultural activities to expand teaching and learning:

Most of the exhibits held at the library have LibGuides prepared by staff and librarians to provide more information about the subjects.

August, 2011	Welcome Depot for new students
8/23/2011	New Faculty Orientation
September, 2011	Library Exhibit: OBOM
September, 2011	Library Exhibit: 10th Anniversary of 9/11 Attacks
October, 2011	Library Exhibit: Diversity Week, LGBT Children's Collection
October, 2011	Haiku Board in Library Lobby
Fall-Spring, '11-'12	Library Exhibit: Louisa May Alcott
October, 2011	Film Series: <i>Louisa May Alcott: The Woman Behind Little Women</i>
10/19/2011	Library Lecture Series: <i>What I Did on My Summer Vacation: Language Documentation in a Remote Amazonian Village</i> –Gale Goodwin-Gomez
Fall-Spring, '11-'12	Library Exhibit: Veteran's Day
11/3/2011	Living Literature Presentation: <i>Louisa May Alcott's Life Sketches</i>
11/16/2011	Author Reading and book signing, <i>Pyg</i> –Russell Potter
11/30/2011	Holiday Sale Friends of Adams Library
February, 2012	Library Exhibit: African American History Month
February-March, 2012	Library Exhibit: Charles Dickens Bi-Centenary
February 2-23, 2012	Black Women Writers, Film Series /Library Exhibit
March, 2012	Library Exhibit: Women's History Month
3/21/2012	Author Reading/Book Signing, <i>The 13th Apostle</i> --Raina Smith
3/22/2012	<i>The Addams Family</i> at Providence Performing Arts Center

April, 2012	Library Exhibit: Poetry Month
April, 2012	Library Exhibit: Yom Ha Shoah
April, 2012	Magnetic Poetry Board in Library Lobby
4/18/2012	Pizza & Poetry: Poetry Readings
4/26/2012	Poem in Your Pocket Day
April/May 2012	Music in Reinhardt --Karl Benziger, Tony Carlino, Kresten Jespersen
May, 2012	Erik Christiansen—History Student Exhibit on Civil War Library Exhibit
May, 2012	Library Exhibit: May Day
5/7/2012	Study Break with Pizza for Students (Reinhardt room)

Staffing plan in support of teaching and learning:

The library is unlike any other department on campus. In its service to the entire student body, faculty, staff and residents, it needs a mix of personnel to sustain its activities and its efforts to provide the best service in support of our students' academic wellbeing.

Librarians:

In 2007 the library had 10 librarians:

- İ 3 in cataloging
- İ 3 full-time reference librarians and 1 part-time
- İ 1 librarian in charge of special collections and serving as college archivist
- İ 1 librarian in charge of e-resources and periodicals
- İ 1 librarian serving reference and technology
- İ 1 librarian in charge of the CRC (retired in June 2007)

The library, during the past 4 years, lost 3 librarians due to retirement or resignation. Each year the remaining librarians had to take on more responsibilities to fill the void caused by these vacancies and to continue serving an ever increasing number of students. To protect the librarians from being overburdened with the increasing demands, the library made a request each time a vacancy occurred. Of course, we understand the need of the college to fill other teaching positions, but the library also is important in providing the necessary service and support to ensure the success of the college academic mission.

The library is aware of the changing trends in librarianship as well as in classroom teaching and we are very grateful for the recent VPAA's approval to fill a vacant position with a more forward looking and responsive position description to be ahead of the curve. The Emerging Technologies Librarian will definitely help in further raising the library profile as a dynamic partner in delivering up to date services and resources.

The Digital Initiatives Librarian took a leave from June 2011 to April 2012. During and before this absence, the cataloging team lost two librarians to retirement. But, we are lucky to have very capable support staff to carry on

the duties. With the Digital Initiatives Librarian's return, we gained the expertise and knowledge back. In addition to his responsibilities in digital initiatives, he is now overseeing the 3 cataloging staff. With dedication and a sense of mission the staff under the able guidance of the Digital Initiatives Librarian is steadily moving to modernize, streamline and simplify the cataloging processes.

Our next move, which is in keeping with the trends and will further enhance our ability to deliver more online services by using new technologies, will be hiring a digital projects librarian to strengthen and expand the existing foundation of our digital initiatives and create, improve and oversee new applications and programs. If approved, this librarian's responsibilities, among others, will include:

- 1) Evaluating requirements of digitization projects and making recommendations for appropriate methods of capture.
- 2) Creating a vision for such an endeavor, policies, guidelines, and best practices; and maintaining documentation on digitization best practices and digital preservation policies.
- 3) Investigating and recommending digitization hardware and software; monitoring and maintaining specialized hardware and software to capture, manipulate, and save images.
- 4) Communicating with vendors and other colleagues in the library in the consortium on issues related to hardware, software, and digitization of special formats such as audio and video; working with digitization vendors to establish project requirements and ensure quality of digital objects.

This addition of another qualified librarian will strengthen the library's mission and diversify its expertise.

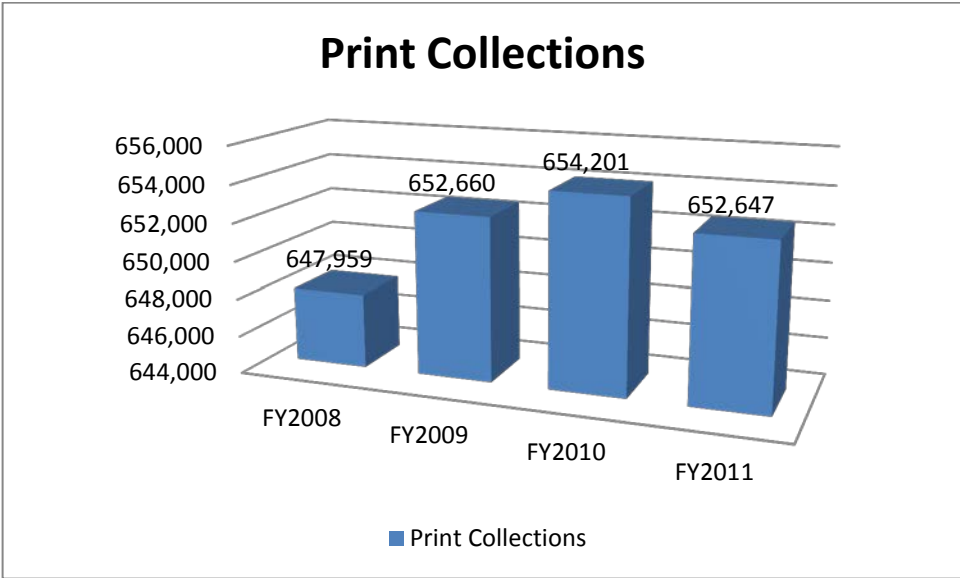
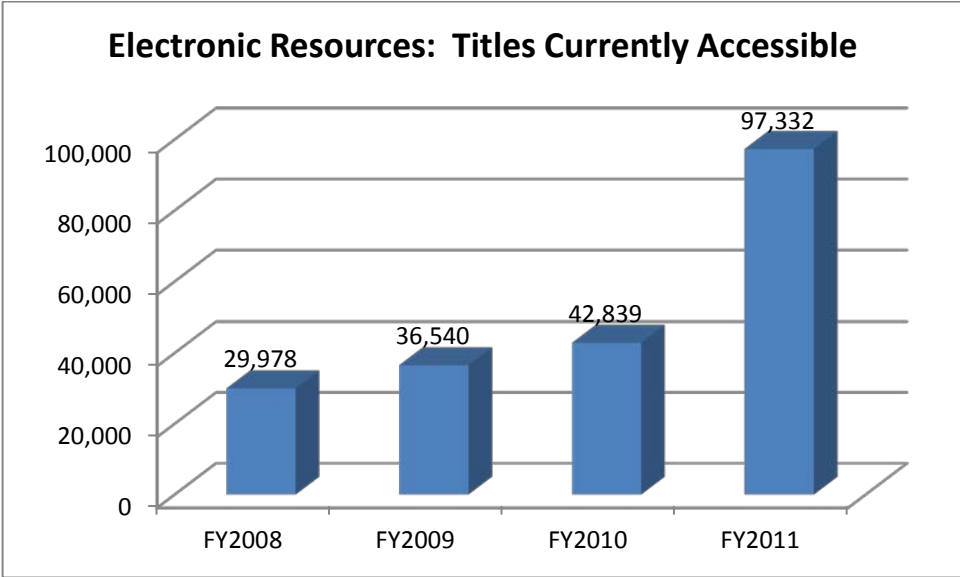
We will continue our professional development to update our knowledge and our practices.

Other staff (council 94 and PSA):

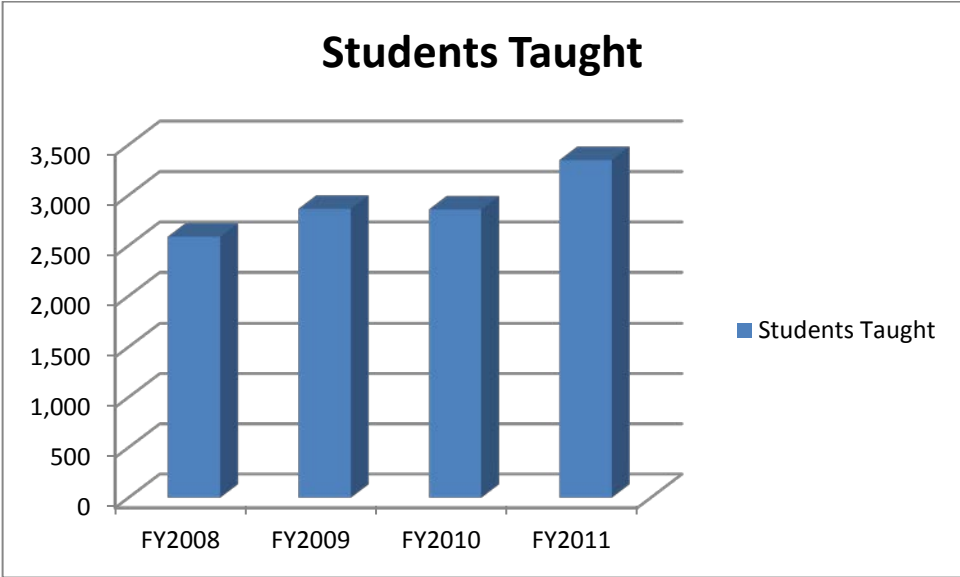
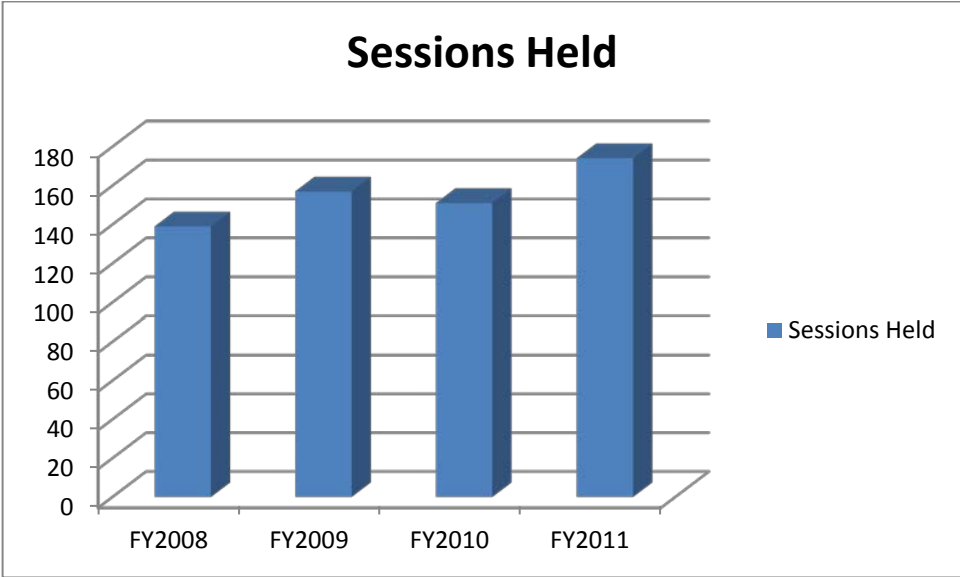
As long as we keep our current number of full-time staff and the necessary budget to hire special monthly staff and student workers, the library will maintain its superb service and activities. Student employees are an excellent asset in maintaining a highly professional service. We gain and the students gain experience and knowledge. Some of our student employees applied to library graduate schools.

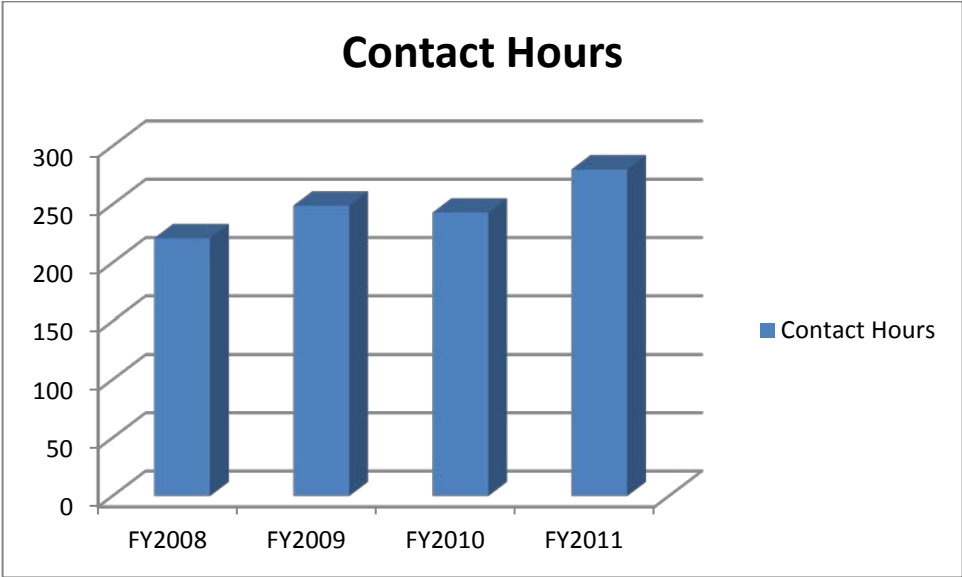
Library at a glance including fiscal year 2011-2012

Collections:

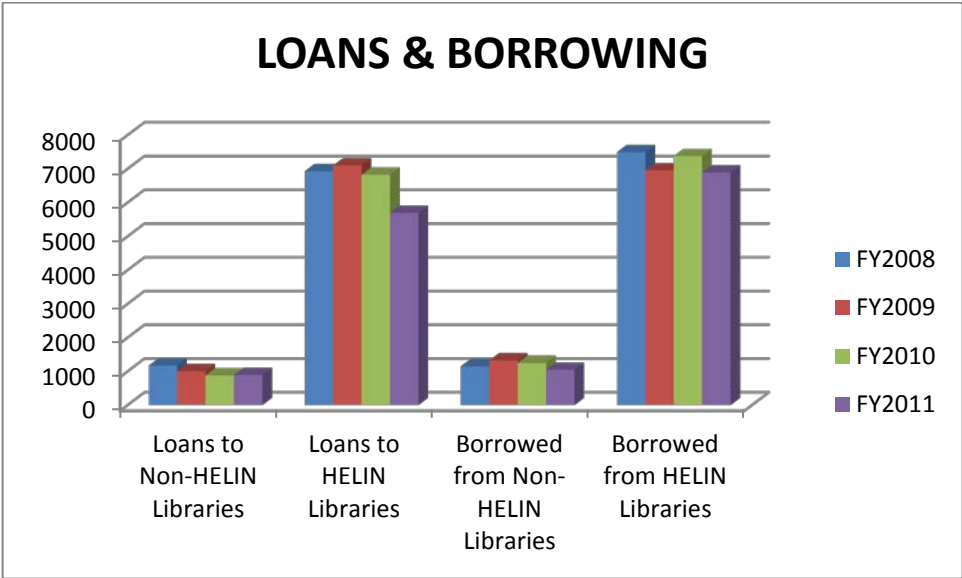


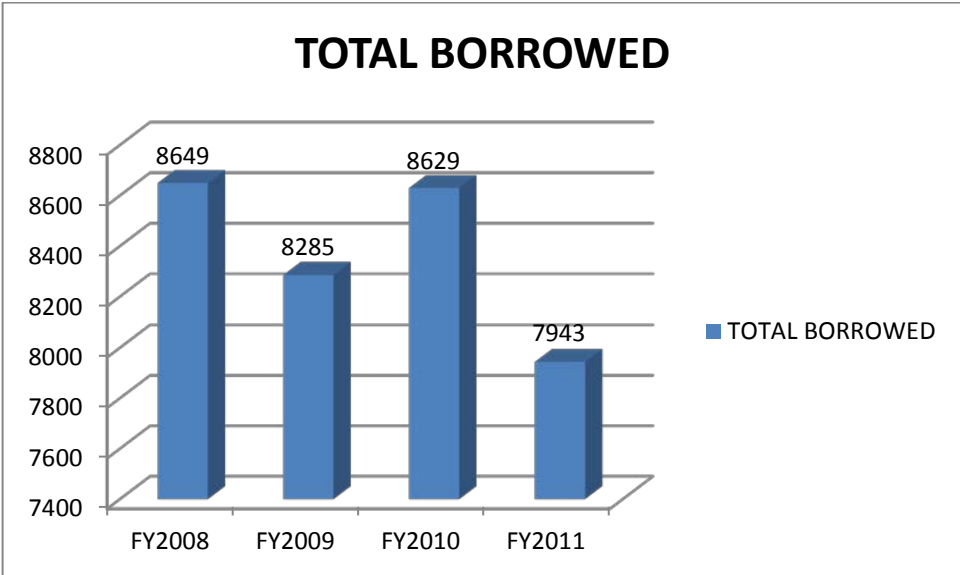
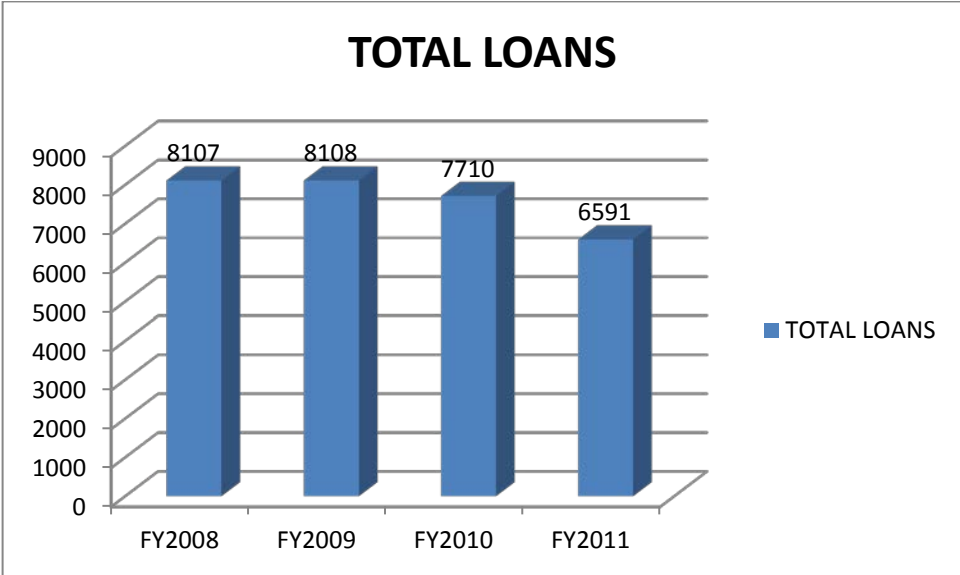
Library Instruction:



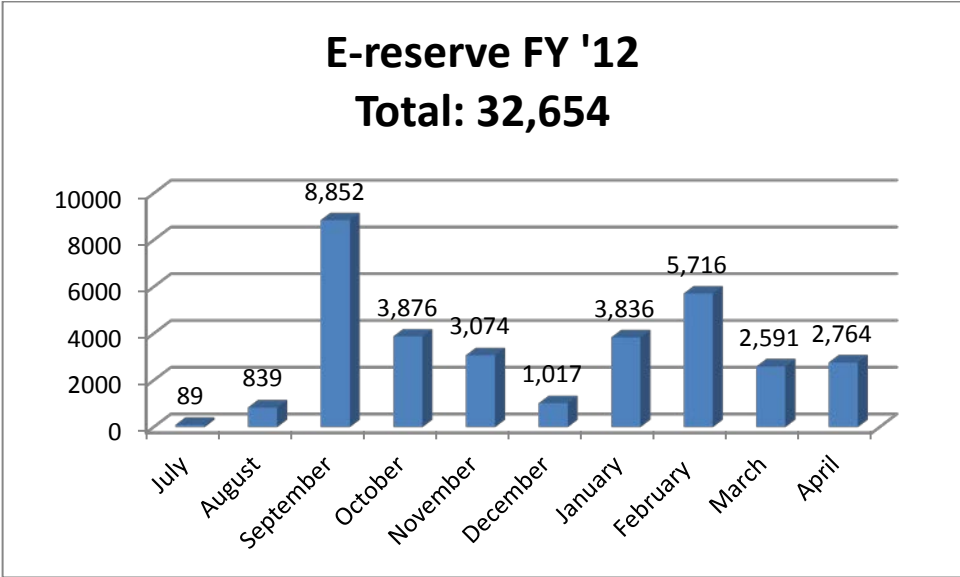


Inter-library Loans:

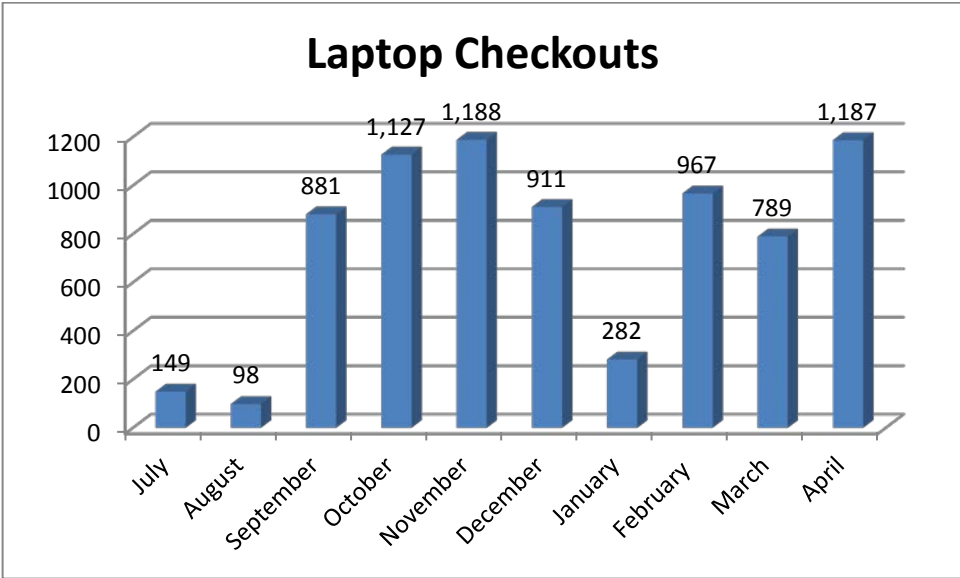


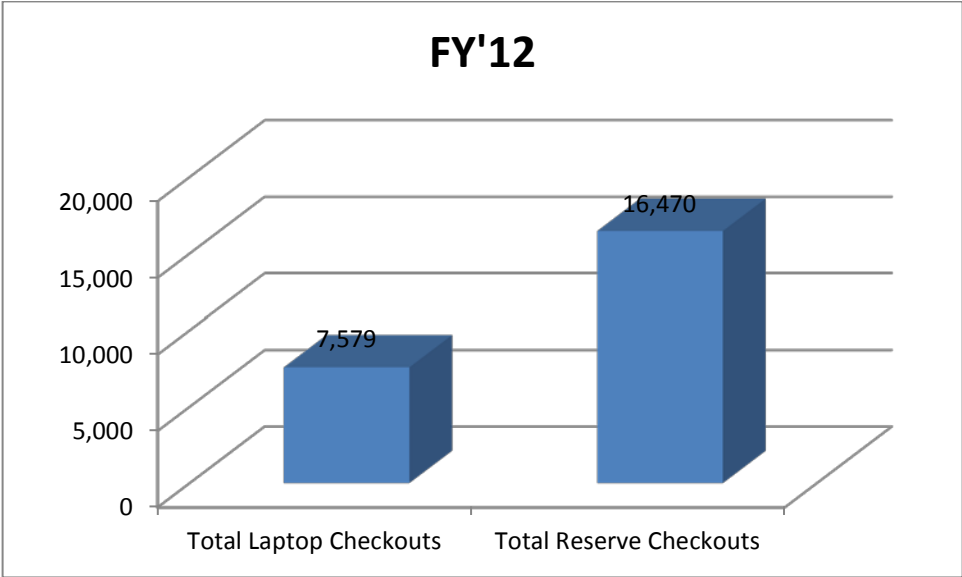


E-Reserves:



Laptop use:





Mini-Master Plan

Adams Library Space Allocation and Use Assessment Report

The purpose of this report is to show how space is allocated to library departments and activities on all floors of the library. It also notes other departments of the college housed in the library building but not administered by the library.

James P. Adams Library is actually two buildings joined by an expansion joint. The original section of the building was built in the early 1960's and a major addition was added in the late 1970's. There are four floors in each of the two buildings, (old and new) although they do not line up floor to floor. The old side of the building (south side) has levels 4, 3, 1B and 1A. The new side of the building (north side) has levels 1, 2, 3 and 4. There are two mechanical rooms (HVAC), one for each side of the building. The building is serviced by two elevators, one for each building and is served by five stairwells, (2-old side) and (3-new-side)

The departments of Counselor Education and Psychology, Gender and Women's Studies, Faculty Center for Teaching and Learning (room 405), and the TV Studio are also part of the James P. Adams Library building.

The following is a floor by floor listing of all library departments, equipment, furniture, and collections housed in the library along with a brief assessment of space use and seating capacity.

College Units (not administered by the library)

- FCTL- Rm. 405 The library played a very important role in securing furniture for all FCTL personnel as well as conference table, coffee table and worked with USS to ensure that the connectivity to telephone, computer and that all the necessary equipment are in order before its opening. While the FCTL does not administratively report to the library, the center is part of the building when it comes to cleaning, mail service, and use of library public equipment and use of the conference room. Only the FCTL personnel have the keys to 405 for security reasons. [Fourth Floor]
- Gender and Women Studies: This part of the TV Studio that was abandoned for a long time. The library also helped in securing keys, some furniture, ensured that USS does the necessary networking and brings the necessary equipment, house cleaning was alerted to this addition so ensure a healthy environment. We are so glad that the space is finally used. The access to this office is by coming through the library onto level 1B or from outside by entering through the TV Studio main entrance and proceeding up to the second level. These offices were recently renovated as they were formerly part of the TV Studio. [Mezzanine entrance to TV Studio from the library]
- Department of Counselor Education: This a carved out space from the ground floor of the library rear building. That department calls the library when they need any repair, cleaning and other miscellaneous. Payroll checks are received and distributed by the library. [Ground Floor]
- Assistive Technology Lab (Student Disabilities Services)-Room 300 [Third Floor]

4th Floor:**Library Equipment, Furniture and Public Seating Capacity:**

- Curriculum Resources Center [Rm. 410]-(1) photocopier, (1) DVD equipped TV, (6) group study tables, (2) individual study carrels. CRC seating capacity-(24) Study space has been maximized by consolidating collections into the CRC main room
- Networked Student Group Study Room (Rm.406) - (3) networked computers with printing capability to the public network printers on level 3, (7) various size tables for small to large study groups. Seating Capacity- (27) This room became very popular as a student study space.
- Other Fourth Floor public seating- Grand Hallway connecting the old and new buildings: (2) group study tables-Seating Capacity-(12)
- Special Collections-Conference table seating (8), other study seating (-3), one public access computer-Seating Capacity- (12)
- Fortes Room- (Rm. 409)-Multi-purpose room for lecture, conferences, meetings, and receptions. Room is equipped with computer/AV/sound capability, podium and seating for up to (50) in lecture style, (28) comfortably in conference style, and (50+) for receptions. The library beautified the room with a mural, sketches and equipped the room with projector and screen through generous donations. With collaboration with User Support, the room received a computer and sound system as well as a podium. This room is heavily used by the library, the college community and outside groups though reservations on EMS.

Library Collections:

- CRC collection
 1. Main and Reference collection- (12.5) stack ranges-Rm. 410
 2. Video collection-(1) stack range
 3. Kit collection-(4) stack ranges and two storage cabinets -Rm. 410
 4. Big Book collection-(6) large display tubs-Rm. 410
 5. Visual File collection-(2) large file draw cases- Rm. 410
- Juvenile collection-(2) stack ranges- Rm. 410
- Young Adult collection-(15) bookcases- Rm. 406
- Special Collections and College Archives- Room 415- (18) collapsible stack ranges not including bookcases lining the entire perimeter of the room.

Library Departments and room/office on 4th floor:

- Library Administration- Rooms 403
- Library Purchasing/Acquisitions and Gifts- Room 401
- Special Collections/College Archives- Rooms 413
- CRC (Curriculum Resource Center)-Rm. 410
- Networked Student Group Study Room- Rm. 406
- Library Faculty Offices- Rooms 411 and 412
- Fortes Meeting and Conference - Room 409

Comment: Total fourth floor Public Seating Capacity- (not including Fortes Room) is 71. This is an improvement from years before when the 4th floor was never used by students.

Third Floor:

Library Departments and room/office #'s:

- Access Services- Rooms 302, 304-305, 308
 1. Circulation Desk- Rm. 302
 2. Reserve Desk and Reserve Collection- Rm. 302
 3. Interlibrary Loan/Document Delivery- Rm. 305
 4. Facilities and Stack Maintenance- Rm. 308
 5. Access Services Manager- Rm. 304
- Staff Lounge- Room 303
- Reference
 1. Reference Desk
 2. Reference Work/Meeting Room- Room 306
- Reinhardt Room- Room 301
- LIF (Library Instructional Facility) Room 307

Library Collections:

- Reference collection- (21) stack ranges
- Periodicals collection- (36) stack ranges

- Reserve collection- (10) stack ranges
- New Book collection- space for over a 1,000 newly featured items to the collection
- Faculty Publications collection- (1) bookcase
- Alumni Publications collection- (1) bookcase
- Browsing collection
 1. McNaughton current fiction and non-fiction-space for nearly 1,400 items
 2. DVD's-space for up to 1,500 DVD's
 3. Music CD (coming soon)-space for nearly 2,500 music compact discs

Library equipment, furniture and Public Seating Capacity:

- Reserve Reading Area- (1)" kiosk" Dell public computer, (1) networked color copier/printer, (3) TV/monitors equipped with DVD, (1) audio sound set up including turntable, compact disc and cassette audio capability. Sofa/Lounge seating- (12) (3) group study tables. Reserve Area seating capacity- (26)
- Reinhardt Lounge- Equipped with large screen for special event viewing, wall mounted TV for streaming headline news, (14) easy chairs with side tables, (20) Counter and table seating.

Reinhardt Rm. Seating Capacity- (34) or (50) for special functions.

Browsing area- Current Newspaper and Magazine display racks, (7) group study tables, (11) sofa and easy chair space. Browsing Area seating capacity- (38)

- Library Instruction Facility- [Rm. 307]- an electronic teaching classroom for (31). Equipped with (32) Dell Desktop computers, a networked printer, and a 4'x15' whiteboard. Additional seating can be brought in but without computer access. Seating Capacity- (32)
- Public Computer, Printing and Copying Area- (24) individual work stations featuring 22 Dells and 2 Apple Mac's. (4)"Kiosk" Dell computers, (2) Dell network laser printers. (5) Savin B/W copiers. Other networked Dell desktops are found in: Reference front reading area, level 3 (4) and one each on level 1 and 2. Total public computers building wide with network printing capability: (38) totally networked desktops and (40) networked laptops for a grand total of (78) available networked public computers.
- Study areas:
 1. Periodicals Stack areas- (18) individual study carrels, (10) group study tables-Total Seating Capacity- (58)
 2. Reference Stack and front study areas- (49) individual study carrels, (11) lounge easy chair seating. Total Seating Capacity- (118)

- Microforms
 1. (3) microform machines including (1) pro scan networked microform computer and reader. Seating capacity (3)
 2. (70+) cabinets of microforms (fiche and film)
- (1) Bloomberg Business computer station- Seating capacity (1)
- (1) CD-ROM computer (non-networked) Seating Capacity (1)
- (3) public exhibit areas featuring 12 exhibit cases in total.

Total Third Floor Seating Capacity- (339)

Comment- 3rd floor is the public services floor. Therefore, it is the busiest by far and away of all the floors. A variety of seating options are available from individual study to group study to the browsing area, the Reinhardt Lounge and the Reserve areas for more in-formal meeting and socializing. The LIF is heavily utilized as an electronic teaching classroom. The many specialized collections on the floor feature contemporary fiction and non-fiction as well as the newest items to

our collection and works authored by faculty and alumni. The space has been carefully allocated to achieve a variety and balance of desirable study spaces for students. The large inner lobby serves as an area for special events such as the annual book sale and the Holiday fair. The space on the 3rd floor is used to its full potential!

Second Floor:

Library Departments and room/office #'s

- Technical Services- Rooms 201-203
 1. Cataloging Dept. - Rm. 201
 2. Faculty Office - Rm. 202
 3. Periodicals/Faculty Office-Rm. 203
- Faculty Office- Rm. 204

Library Collections:

- Library of Congress N-NX- (10) ranges
- Federal Government Documents- (37) ranges
- State Government Documents (1) range
 - Public Papers (6) ranges
 - Science Periodicals (5 ranges)

- VHS Tape Collection (2.5 ranges)
- RIC Yearbooks (>.5) range
- Bound Theses, CAG's, Honors Projects, and Dissertations (1.5) ranges

Library Equipment, Furniture and Public Seating Capacity

- (1) Networked Dell Desktop Computer
- Individual Study space for (81) Total present seating capacity- (81)
 1. (79) individual study carrels
 2. (2) other easy chairs

Comment- Level 2 is known as the "Silent Study" Floor. Study space and seating have been purposely arranged to maximize individual silent study space for those needing a quiet area.

We purposefully arranged the carrels to achieve a maximized layout for individual silent study. In 2010, a number of stack ranges were re-positioned to increase the amount of "electrified" study space. This has made level 2 a very popular study space. With level 2 being the "catchall" for many smaller library collections, there is potential to create more individual silent study space as collections shrink or go electronic in the future.

Level 1:

Level 1 is actually a three part floor. Sections 1A and 1B are located on the old side of the building and level 1, on the new side, is actually below ground level. They are connected by an internal ramp and stairways. For the purpose of this description, I will describe each area separately.

Library Collections:

- Library of Congress PR-Z
- (52) total ranges, 3 empty (for future growth/shifting)

Library Equipment, Furniture and Seating Capacity:

- (1) Networked Dell Desktop Computer
- Study space: Total Seating Capacity- 94
 1. Individual Study Carrels- (18)
 2. Group Study Tables- (19)

Comment- Level 1, with its easy access to the rear ground level entrance, is a popular group study location. Ample natural light augments the library lighting for a bright area for study. Group study tables are located on the east side facing Clark Science and along the connecting point between level 1 and 1A. Individual Study carrels are situated along the north wall and the west wall somewhat away from the group study areas. After

shifting the Juvenile and Young Adult collections to the fourth floor in Jan. 2012, a perfect open space exists in the southeast corner of the floor to develop café style seating such as in the Reinhardt Room on the third floor. This would be very attractive and conducive to group study and meeting.

Level 1A:

Level 1A is the middle section of greater level 1. It is completely dependent on library lighting because there are no windows. It is mainly a floor housing a great portion of the Library of Congress collection and also has a beautiful mural on the west wall of the floor.

The floor is broken into two major sections, a large open area featuring book stacks and group study space and a large closed in space underneath level 1B featuring book stacks and individual study carrels.

Library Collections

- Library of Congress- F-PQ (not including N-NX)
(58) stack ranges (4) empty for future growth/shifting

Library Equipment, Furniture, and Public Seating Capacity:

- Total Seating Capacity-(97)
 1. Group study Tables- (18)
 2. Individual study carrels- (25)

Comment: Level 1A (along with 1B) are probably the two least attractive locations in the library. The space is used efficiently to house a large percentage of the library's bound collection as well as offering a large group study space. Individual study space is somewhat isolated and not appealing. Because of the amount of area and the age of the physical space and furniture, this section (along with 1B) would be the most difficult and costly to renovate. Its best use is as it is now, an accessible area for book stacks and study space, even if on the dreary side.

Level 1B:

Level 1B is essentially the balcony of level 1A. There is no second floor on the old side of the building. This floor contains only individual study carrels and book stack ranges. The floor is accessed by elevator and (3) staircases.

Library Collections:

Library of Congress- A-E

(58) stack ranges, all full or nearly full

Library Equipment, Furniture and Public Seating Capacity:

- Total Seating Capacity- (32) all individual study carrels

- Library Storage- the only library space in the building totally dedicated to library storage

Allocation of space for current use and future possibilities:

The building (s), although presenting some major challenges with regards to consistent air-conditioning and proper regulation of heat, is a very functional physical space for the most part. Although some sections of the library are older and un-attractive on the inside, (level 1A and 1B), other levels such as 3 and 4 have been renovated within the past 10-12 years with new bathrooms, carpet and paint. Combined with the many recent initiatives by the library to create more user friendly and inviting space for students, the library has many appealing and very functional user spaces which it didn't have four years ago. With our forward looking approach to collection development, some hard bound collections will shrink as electronic collections grow, the possibility of creating more user-friendly quiet and group study spaces for a variety of student needs will become possible.

Our ultimate goal is the renovation of levels 1 and 2 with new carpet and paint, along with more user friendly furniture that will address modern student needs for comfortable learning places. Asbestos abatement is also needed on 1A and will become a greater need as the old floor tiles continue to crack creating a health and safety concern. These renovations would be major improvements to the library.

Level 1A and 1B are certainly in need of renovation but the cost/benefit may be prohibitive.

Space as presently allocated in the building (non-withstanding the recent addition of the FCTL on level 4) is efficient and maximized for ease of use by students and faculty. The consolidation and unification of certain collections created a user friendly atmosphere and opened up space for creative use by students.

In addition, recent capital improvements to the building, (fire sprinkler system, fire alarm system, and various safety updates are a major improvement to the building.

Status Report on un-catalogued items found in Technical Services

After Carol Hryciw-Wing and Dena Janson's retirements, a thorough survey of the cataloging area was conducted to determine which items we should keep and which items were outdated, particularly CRC items which had been in that area for several years without being catalogued and were no longer needed.

Many un-catalogued CRC items, included hundreds of other items that were in the area, were in various stages of cataloging or processing. Some had been purchased and others were gifts, both sent to technical services a long time ago for cataloging. Some of the items, including books, CD's and DVD's, were ordered more than 5 years ago by the previous director of the CRC, David Woolman, using either budget or development funds. These valuable items had apparently never made it as far as the library shelves.

The team went through each and every item to make the decision on whether the item should remain or be discarded. The result is below.

The items handled during this project include:

CRC:

Educational Sets - Two large reading sets and a social studies set consisting of grade-level books, teacher editions, workbooks, supporting materials and non-book items – Carla will only add the texts, not peripheral materials, to the CRC. The peripheral materials will go into the book sale.

Gifts that David Woolman requested to be added to the CRC prior to 2005. David would add just about anything that came his way. Now that they have been sitting here for 8 or 10 years or more, they are outdated and do not need to be added. Most are being recycled or saved for book sale.

Visual file materials – Dozens of maps, posters, etc. which have been catalogued but never processed. They show up as “available” in the catalog, but have been sitting in Tech. Services for up to 10 years. Some visual file items were part of the original CRC in Horace Mann but were never re-classed for JPA. Most are so old and/or ripped, damaged, etc. that I am deleting the records and recycling the materials. Others which fit the CRC collection development criteria are being routed to Carla for review and/or to Chhann to be added to the CRC.

Kits (catalogued) – about a dozen educational kits, which were catalogued, processed, and in boxes, located on the book trucks outside the office. These never made it to the shelves. They are now considered out-of-date by CRC standards (more than 10 years old). Carla will determine whether they should be added or discarded. – Update: Most of these have now been withdrawn.

Kits (un-catalogued) – Several kits in their original packaging or in library kit boxes, with multiple volumes and various parts, some with notes by David Woolman as to their origin, others with order records. Most of these are too old (1990's) to be useful, and were added to the book sale. Several of the newer texts and teacher's guides were added to the CRC, but without the ephemeral classroom materials.

Extra copies of CRC materials were located on the shelves and on book trucks outside the office. Some had been handled by David Woolman, some by Carol, and some by Dena, with notes saying “save as replacements.” I will determine whether these items need to be replaced, then discard the extra items. – Most of these items

were discarded, as replacements were not needed. – A couple of these items were used to replace missing items, the rest were recycled or put in the book sale. Many of the items which these were meant to “replace” were no longer part of the collection.

Art prints, maps, etc. - These were supposed to be CRC items. Both purchased items and gift items, about 2 dozen, being evaluated by Carla.

2 Sets of posters –

14 posters with supporting materials delivered to the library and catalogued in 1990, but never processed or put in the collection. The poster exhibition was to celebrate the bicentennial of the U.S. Senate. This will be forwarded to Rachel for her consideration as to whether or not to add the poster set to the Government Publications collection.

32 posters from NARA “The World in Flames”. Delivered in 1996 from the RI Dept. of Education to David Woolman for the CRC in Horace Mann. There are no records of these in any library catalog or bibliographic utility. Some of these will be framed for library use, others will be recycled.

Government Publications:

Several GPO items on CD-ROM /DVD. Dena had noted that they were not found in OCLC. Other HELIN libraries have catalogued them so I forwarded them to Chhann to be added to the collection.

Dept. of Education boxes with educational games (2). I contacted Rachel about these, asking whether she felt that they should go in the GPO collection or in the CRC, and whether they should circulate or not. She indicated that if Carla did not want them in the CRC she would like them in the GPO collection, circulating. Rachel will take a look at all of the GPO items “during Spring break”.

Dept. of Health & Human Services pamphlet with accompanying instructional cards. Note from Carol indicating transfer to CRC “when time allows”, dated 12/21/05. Will ask Carla to evaluate for CRC, may be retained in GPO collection.

SunWise School Program – found 4 sets of this, one dated 2005, two dated 2007 and one dated 2008. A couple of older sets have been catalogued and show up as “in process” in HELIN; they are being withdrawn from the CRC because these materials are now available online. These sets will be forwarded to Rachel for her review re: keep in the GPO collection or discard.

Maps and charts with no accompanying materials. Will be sent to Rachel for her to determine what to do with them.

CD-ROMs that had already been withdrawn but still had labels and barcodes attached, so were not de-accessioned. These have been de-accessioned and disposed of (recycled).

Music:

Scores – Gifts - About 50 musical scores/parts. These scores were part of two gifts (2002 and 2006) and some were reviewed by Tish. Some are marked “do not add”. They are at various stages of cataloging. Some that

have records in HELIN have the status “available”. Many of them are in poor condition and should not be added. I will be putting most of them in the recycle bin, and some in the book sale.

Over 100 “spoken word” LPs, some of which were copied onto CDs. This was part of a project undertaken in 2004 when we eliminated the LP collection. These recordings might be of interest, but are probably also under copyright. Quite a few of them have CD’s which were burned from the LPs in an attempt to make an archival collection of these materials. However, the “collection” was never catalogued or processed, and is in such a state of disarray that it will take a day or two just to sort it out. The CDs need labeling, and it appears that Dena was using an Avery label product to try to create labels for these CDs so that we can see what is on them, but nothing was completed. If we have gone for 8 years without access to these materials, one wonders how much demand there would ever be for them. I will check to see if any are available on CD commercially, and determine whether we want to spend any additional resources (time, money, supplies) to complete this aborted project.

Scores –that were received as part of long-since-cancelled standing orders which are part of large sets of collected works of major composers. These are, in essence, added volumes, so Linda and Chhann will complete the cataloging for them.

Errata sheets for scores in collections – these were given to Linda to be inserted in the appropriate volumes.

Unprocessed scores - About ½ dozen scores that were received in 2006 and were catalogued and only partially processed. These will be completed by Linda. Some of these have item records for each part, while others have just one item record and a note that says, for example “check for three pieces”. Linda will add item records for each part.

Scores (2) completely catalogued and processed in 1999 and 2008. Listed as “available.” Given to Circulation to be shelved.

CDs - Several CDs that were not catalogued. Some have records in HELIN and I have forwarded them to Linda.

Audiocassettes (2) which accompany books in the collection. Since we are no longer keeping audiocassettes in the collection, I will find the accompanying books and give these to Carla for a decision whether to keep or withdraw the cassettes and/or books. – One book was located, the other was not. The book and the CDs were sent to tech. services to be withdrawn.

DVDs:

A book that accompanies 4 DVDs. DVDs were catalogued in 2009. Book was not. I will look at the DVDs and see if we can add the book to the collection as we have with other DVDs. – Book does not need to be added, each DVD already had a book.

Pamphlets that accompany DVDs. After checking, determined that the DVDs already have pamphlets with them. The pamphlets will go in the book sale.

Study guides to accompany 2 DVDs were processed and put on the shelves with the DVDs.

An extra copy of a DVD that was mistakenly purchased. We will not add it, and will put it in the book sale.

A RIC-copied DVD of a VHS tape of Oedipus the King from Films for the Humanities. A VHS copy is still showing in the catalog but is not on the shelf. Was it discarded? Was it used to make the DVD? It may yet turn up, so I will hold the DVD for now.

5 DVDs with notes attached saying that they are defective. Notes date back to 2009. One DVD was found to be in working order, so it went back on the shelf. Two have already been replaced, (in Sept. and Oct. 2010) so the defective copies will be withdrawn. Replacements for the other two will be ordered.

Videocassettes:

30-40 videocassettes, some catalogued, some un-catalogued, were found in Technical Services. It appears that some of these were being copied onto DVD in order to preserve the content for library use, but that project was never completed, in fact it looks like it was barely begun. – VHS tapes having local or college content were sent to Marlene for her review. Others were withdrawn and recycled.

Special Collections:

Books sent by Marlene for cataloging for Special Collections never catalogued. Those needing original cataloging will be retained until someone can catalog them. Books with records in HELIN or Skyriver were given to Linda McEnery for cataloging.

Facsimiles of seven Rhode Island broadsides from the Civil War, donated in 2002, which had been catalogued but not processed. A note written by Carol dated 2005 indicated that Marlene wanted the items in the Rhode Island Collection of Special Collections but only if they were added as a set, along with notes for cataloging and processing. The items are individually catalogued and each one was shown as “available” in the catalog, but they have not been processed with the exception of bar code labels. Marlene will be consulted as to how she would like these handled. – Marlene asked that the processing be completed and the items retained in Special Collections. They were given to Linda for processing.

An archival box labeled “Rhode Island Archaeology Collection” containing several file folders labeled for different items, all but one of which are empty, and a list of items which presumably should be in the box. I will consult with Marlene to find out the status of the items on the list, and why the box was in Technical Services. – Marlene remembered that this box of materials was given to Dena for cataloging, and that most of the items from the box were catalogued and are now back in Special Collections. Marlene retained the remaining materials.

Faculty publications (4 exhibition catalogs) sent by Marlene to Dena for cataloging in September, 2011. These will require original cataloging, and bookplates. Given to Brenda for bookplates, then to tech. services to await original cataloging.

Books:

Dozens of library books, most of which are damaged. After review, I repaired a couple, and ordered replacements for several of them, but sent most of them to Technical Services to be withdrawn.

Dozens of gift books, which were sent to Dena for review as the History selector. I used my judgment and put many of these in the book sale while adding several to the collection.

A discarded CCRI library book that was sent to Dena via HELIN delivery in 2009. Since there are many copies of this book in HELIN, this was discarded.

Maps:

10 maps photocopied from The Times Historical Atlas and the Rand McNally Atlas of World History which have been laminated but not catalogued. I am in the process of trying to find out why these were laminated; (assuming someone in Reference requested it) and then determine whether or not they need to be catalogued.

A folded map of the world dated 2006, to accompany an atlas, catalogued but not processed, listed in catalog as shelved in the map case. The atlas it accompanies has been on the shelf in reference since 2007, and has had 4 newer editions since 2006. The map was withdrawn.