Missouri State University Libraries

Annual Report FY16

Content

- The overall library materials budget for FY16 was $2,232,304, down slightly from the FY15 budget amount of $2,233,503. This does not include expenditures from “b-funds” (e.g., overdue and lost book fines) and “f-funds” (e.g., money donations to support content).

- Items from the physical collections of 885,296 items circulated 47,348 times in FY16, for an average annual circulation of one circulation per 18.70 items.

Main Print Circulating Collection

- Over 37,000 circulations out of the main print circulating collection in FY16.

Electronic Resources (Databases and eJournals)

- Maintained 226 databases (e-resources), including the deletion of three and addition of two new resources.

- The Libraries spent $607,217 on e-resources, excluding individual e-journal subscriptions ($583,597 from the state budget; $23,620 from endowed funds). Annual costs for 16 of the 236 resources are now $10,000 or greater, and of those, 8 cost $20,000 or more, and of those, 4 are greater than $30,000.

- Total FY16 usage (LIT counter using only PURLS embedded in the Articles & Databases list, Subject Guides, and online course syllabi) = 291,437, down 2% from FY15.
  
  - One database, Academic Search Complete (ASC), accounted for 46% of all usage, up 10% from last year; the top five (ASC, JSTOR, Lexis, PsycInfo, MUSE) for 71%, up 10% from a year ago.

- Final journal inflation for FY 2016 was 4.8%. Inflation for FY17 is anticipated to be at least 5%, although the Libraries’ primary provider assumes it may be closer to 6%.

- Developed and implemented strategies for budget challenges due to periodicals inflation, including cancellation of 174 serial titles @ $64,000
(primarily low-use digital titles, print titles, and low or no-embargo aggregated titles).

- Local journal subscriptions currently total 3,227 (2,889 digital, 250 print only, 88 mixed state or other). Locally licensed journals are 90% digital, up 3% from last year. The collection is supplemented by approximately 37,293 aggregated titles in database collections.

- Began a journal holdings review with academic units including presentations to college groups and online forums with a few departments, which resulted in feedback from all departments in two colleges (CNAS, COB) and an additional four departments from two other colleges.

E-Books

- In FY16 items in the EBSCO collection of ebooks “circulated” 19,175 times. The ebook collection contained 100,765 ebooks, for an average annual circulation ratio of one circulation per 5.26 ebooks.

Documents (State, Federal, and United Nations)

- Conclusion of the MU/MSU Mellon grant: Beginning July 1, 2014, MSU’s Meyer Library was awarded $40,000 out of a $400,000 Mellon Foundation for the MU Library system. The purpose of this grant was to assist MU in rebuilding its U.S. government documents collection that was partially destroyed by mold in 2013. The MSU portion of the project ended October 31, 2015. Approximately 90,000 documents were discarded or re-distributed in FY16.

Institutional Repository

- In FY16 the university made the commitment to construct, launch, maintain, and grow an institutional repository. Funding is provided by the Office of the Provost, the Graduate College, and the University Libraries. Promotion and management of the institutional repository, called BearWorks, will be led by the University Libraries.

Long-Term, Collaborative Print Retention

- During FY16 the MSU Libraries began discussions with other major academic libraries in Missouri, such as Washington University and the University of Missouri-Columbia, on developing facilities, agreements, policies, and procedures for a long-term, collaborative print retention initiative.
Maps and Other Cartographic Materials

- In FY16 577 cartographic materials were used, compared to 695 in FY15.

- In FY16 113 maps were received through the Federal Depository Library Program, and 88 were withdrawn, for a net increase of 25 maps. In FY15, 222 maps were received through the Federal Depository Library Program, and 80 were withdrawn, for a net increase of 42 maps.

- The entire map collection of the Watershed Committee of the Ozarks was donated to the MSU Libraries.

Reference Collections

- Because usage of print Reference collections continues to fall, in FY16 approx. one-half of the print Reference collection was either moved to the main print circulating collection or discarded.

Special Collections

- New collections and material in CONTENTdm include the Claud Hawley Collection, the West Plains Campus History Project, a small part of the Arnold Civil War Letters (a collection held by the Garnett Library in West Plains), our YouTube-related collections (MSU Historical Films, Ozarks Voices Oral History Project, and additions to the Route 66 Oral Histories), and additions to the Greene County Aerial Photography (assisting the Maps and GIS unit). We currently have 7,468 items in our digital collections.

- With the assistance of an intern from University of Missouri-Columbia, we will soon be adding scans and metadata of several more items to the Katherine G. Lederer Ozarks African American History Collection online. Additionally, an intern from Truman University has assisted in adding metadata to CONTENTdm that describes and links to videos on our YouTube channel, such as the Ozarks Voices interviews, the Route 66 interviews, and the historical university films.

- On the MSU Libraries YouTube channel, student assistant Devin Mosier added 268 recordings to the McCann playlist, for a current total of 443 videos. Shannon Mawhiney also assisted the Research and Instructional Services unit with adding 8 of the videos now on the Tutorials playlist.

- Raegan Wiechert added all of our finding aids to the library’s catalog. Previously only a few could be found there, but now more than 150 are included.
Archives

○ The MSU Libraries continued working with the Waldensian Foundation to develop their archive, which the MSU Libraries is housing for them

○ The MSU Libraries continued housing a substantial portion of the archival materials owned by the History Museum on the Square.

Services

Cataloging and Metadata Services

● Cataloging/reclassifying Missouri documents: As part of the Mellon grant, Becky Thompson completed the re-classifying, cataloging, and inventorying of the Missouri documents collection, resulting in a historical and fully accessible Missouri documents collection.

● Metadata were created and updated for the 1936, 1938, 1953, and 1968 sets of aerial photographs.

● Interactive index maps were created with ArcGIS Online for the 1936, 1938, and 1953 aerial photos.

● Prepared to begin cataloging digital objects for the institutional repository, using the Dublin Core metadata schema.

● Major progress made on resolving extensive error reports for the entire SWAN catalog.

● The project to reclassify Dewey classified objects to the Library of Congress classification scheme is almost complete.

● Cataloged some of the materials from the Johnson Library and Museum in Osceola, Missouri.

● Completed the project to catalog all finding aids to special collections.

Circulation Services

● Laptop and tablet computers are now available for checkout.

Courier Services

● MOBIUS connected with more Kansas and Illinois libraries via courier, and that allowed us to more cheaply send MOBIUS and ILL books to libraries in those states. Next year certain Iowa libraries will connect with our courier system.
Government Information and the United Nations

- During FY16 the entire collection of printed government documents (federal, state, and United Nations) was judiciously weeded, then moved either to the compact shelving area on the Lower Level, or, for federal documents, sent to the University of Missouri - Columbia to fill gaps in their holdings resulting from the mold outbreak several years ago.

Group Study Rooms

- Number increased to 26 (up from 20 in FY15).
- Room Reservations Made: 3,879 (partial year -- new service in FY16).

Infant Through Grade 12 Services

Haseltine Library in the Greenwood Lab School

- Circulation of Print Materials: Circulation statistics continue to rise for this collection. The increased circulation has been achieved through careful selection of materials to meet the curricular and pleasure reading needs of the Greenwood community. Additionally, readers’ advisory and book talks helped keep these numbers elevated.

Gifts in Kind:

- BRB: Haseltine added 157 books, valued at over $2,100 in FY 16, compared to 461 books, valued at over $8,200 in FY 15. Due to space concerns, a collection development decision was made to add fewer BRB titles this year. The BRB continues to be a great resource, particularly for multiethnic titles.

- PTA: Donations from the Greenwood PTA increased. Haseltine received over $3,300 in Scholastic credits to purchase library materials in FY 16, compared to $2,800 in FY 15.

Library class sessions:

- Number of class sessions: 376 (compared to 378 in FY15)
- Overall Attendance: 8,556 (compared to 8,442 in FY15)
Institutional Repository

- January 1, 2016: David Adams begins working to design and structure MSU’s Institutional Repository, built using the Digital Commons platform from bepress.
- May 2016: The name “BearWorks” is chosen for the Institutional Repository.
- Launch will occur early in FY17, during the Fall Semester of 2016.

Instructional Services

- Information Presentations Provided to Groups (other than for-credit classes):
  In FY16 a total of 444 presentations were provided, with a total attendance of 10,301. The average group size was 23.2.

Interlibrary Loan

- Relocated the ILL work area to a location just east of Circulation Services, in anticipation of the renovation of First Level Northeast for the Open Access Computing Lab.
- ILL Items Loaned: 1,651 (down 634 -- 27.7% -- from the annual average for the preceding two years). 1,027 were returnable items, usually books, and 624 were non-returnables, usually digital copies of journal articles.
- ILL Items Received: 3514 (up 265 -- 8.2% -- from the annual average for the preceding two years). Of these, 517 were returnables, usually books, and 2,997 were non-returnables, usually digital copies of journal articles.

Exhibits

- Magna Carta

Library Information Technologies

- New website launched, including migration to Webpress (August 2015).
- Jan Johnson built, tested, and deployed the hardware and software configuration for the new University Testing Center (Fall 2015)
- Jan Johnson set up, tested, and deployed the new 3D printer and scanner (July 2015-January 2016)
- Working with Nathan Neuschwander, Mark Arnold developed a customized group study room scheduling and self-service reservation system.
- Peripatetic Workforce Initiative begun to transition faculty and staff computing to portable computers (Laptops) when appropriate.

- Developed and began implementing a four-year computer upgrade schedule for library faculty and staff.

**Music**

- Provided browsable public access to the fiction DVD collection.

**Media Services**

  - 3D Printing Services commenced during FY16.

**Reference and Research Services**

  - **Reference Assistance**
    
    - Approx. 12,350 questions were received at the main reference desk in Duane G. Meyer Library.
      
      - Approx. 3,500 were reference questions.
      
      - Approx. 8,850 were other/technical questions.
    
    - E-Mail Reference: In FY16 199 email reference questions were received and answered.
    
    - Chat Reference: In FY16 1,019 chat reference questions were received and answered
    
    - Text Messaging Reference: In FY16, 195 text messaging reference questions were asked and answered.

  - **Research Consultations**
    
    - 126 total research consultations in FY16
      
      - 103 face-to-face
      
      - 23 virtual

**Stacks Maintenance**

- Undertook an inventory project for the entire general collection, which may take years to complete.
University Testing Center

- New renovated space in the Lower Level and expanded staffing and services commenced during the fall semester of 2015.
- Available for open computing for 1,202 hours (partial year). Used for open computing by 928 patrons.

**Spaces**

**Gate Counts**

Duane G. Meyer Library

- In FY16 the gate count at the top of the interior ramp in Duane G. Meyer Library totaled 700,165.

Haseltine Library in the Greenwood Lab School

- In FY16 the gate count at the entrance to Haseltine Library in the Greenwood Lab School totaled 45,385.

**Summer of 2015 Renovation Projects**

- University Testing Center
- TRIO
- Disability Resource Center
- Room 107 Swing Space (Now Room 120)

**Summer of 2016 Renovation Projects**

- Research Commons: Work began on renovating the large open area in the northeast corner of the First (Main) Level.
- Technical Services: A new Technical Services work area was created in the northeast corner of the Lower Level.
- Veteran Student Services: A new, renovated space for Veteran Student Services was created in the northeast area of the First (Main) Level, adjacent to TRIO.
- Room 108 Swing Space: This room, now numbered 120, was converted from a staff-only work area into a public "swing space" (i.e., most days the double
doors into the room are wide open, and the room is available for general public use, but the room can be quickly converted for special uses (e.g., events and exhibits).

**Small Group Study Rooms**

- During FY16 the MSU Libraries began a new service that enables library users to reserve online small group study rooms. During the Spring Semester of 2016 this new service was used 3,879 times.

- The number of small group study rooms available increased from 20 in FY15 to 26 in FY16.

**Online Information Spaces**

- New website launched (August 2015)

**Administrative Support Services**

**Development (Outreach, Fundraising, and Gifts in Kind)**

- MSU Libraries Capital Campaign Committee: The MSU Foundation and the MSU Libraries worked together in FY16 to form and launch the MSU Libraries Capital Campaign Committee.

- Morgan Collection: In FY16 Pete and Sara Morgan began the process of donating to MSU and transferring to the MSU Libraries their massive, world-class collection of military insignia, patches, books, and related material. The transfer is expected to be completed in FY18.

- Content Management and Acquisitions received 1,826 gifts-in-kind for the general circulating collection from 25 individuals during FY’16. 689 items were added. The major general gift collection received during the year came from the late Michael Compton, former MSU SGA president (1969-1970). The gift was given by his sister, Deborah Jackson. Other significant gifts were received from Rick Westphal and Sharon & Phil Senger.

**Employee Development**

- Began a program to equip employees of the MSU Libraries with laptop computers for mobile working, when appropriate.

- As part of the self-study year of the Cataloging program review, several employees visited Kansas State University in April 2016 to share ideas and better practices regarding space, workflows, and metadata.
• Acquired licenses to the Pluralsight online technical training library for LIT staff professional development (June 2016)

Grants

External (Funded)

• National Park Service ($15,000) to conduct and make available to the public at least 20 oral history interviews about Springfield as the birthplace of Route 66, with an emphasis on the African-American experience. (Dave Richards and Tom Peters, co-PIs) See https://www.youtube.com/playlist?list=PLyugRJhQ4EwzWReYl71Cmf3tj0xyCjgn
  ○ The grant was completed on the NPS-funded Route 66 Oral History Project. To date, 29 interviews have been uploaded to YouTube and all interviews have been transcribed. (Final audio edits of the transcriptions should be completed by Fall 2016.)

• Springfield Black Tie ($5,000) to continue the OLGA (Ozarks Lesbian and Gay Archives) Oral History Project. (Dave Richards, PI)

• Missouri State Library ($1,113) in a “Show Me Steps Travel Grant” to support the professional travel of Tammy Stewart.

External (Not Funded)

• AMIGOS ($4,500) to study the scholarly information seeking habits and behaviors of MSU faculty (Lynn Cline, PI). [This foundational research was later funded internally.]

• Another grant was not successful (focused on glass plate negatives and correspondence from the O.E. Carter collection)

Summer Innovation Grants (2015)

• $8,119 to IG12 and Haseltine Library to update and increase the number of iMovie workshops offered through the BRB. Four student workshops and one teacher workshop were completed during the summer of 2015.

Summer Innovation Grants (2016)

• $15,000 to Haseltine Library for three projects: 1) BRB series reviewer revisions. 2) Haseltine lighting upgrades and table refinishing. 3) Integrate K-12 e-books into classroom lesson units.
Jan Johnson applied for and received a Summer Innovation Grant from the Library to purchase and set up a Virtual Reality system during Summer 2016

Mark Arnold and Nathan Neuschwander applied for and received a Summer Innovation Grant from the Library to evaluate digital signage solutions for the Library’s group study rooms during Summer 2016

Hiring

- Brooks Travis was hired as Unit Head of Library Information Technologies (May 2016).
- Tracy Stout was hired during FY16 to assume the duties of Unit Head of Research and Instructional Services. She will assume her new duties on July 1, 2016.
- When the University Testing Center became part of the MSU Libraries on July 1, 2015, Kevin Wilson continued serving as a Testing Technician.
- Sue McCrory became the Coordinator of the University Testing Center.
- Mitchell Bess was hired during FY16 to serve as the Administrative Specialist II in the University Testing Center.
- Dan Rose was hired full-time as a Library Associate I in Circulation Services.

Program Reviews

- Completed the first round of first year self-studies for the following programs:
  - Acquisitions
  - Cataloging
  - Content Management

Retirements

- Ann Fuhrman, United Nations Documents Librarian, retired after almost 15 years of service to the MSU Libraries. She started and developed the UN Documents collection and related services.
- Byron Stewart, RIS Unit Head, retired on June 30, 2016, after 11 years as department head and nearly 32 years at MSU.

Searches

- Late in FY16 a search was begun for an Associate Dean of Library Services.
Awards and Honors

- Lisa McEowen received the MSU Staff Excellence in Community Service Award.

- In May of 2016 the Springfield Metropolitan Bar Association was notified that it is the recipient of the 2016 NABE/LexisNexis Community & Educational Outreach Award for its work with its community partners, including Missouri State University, for its “Happy Birthday Magna Carta” project. The award will be presented during the ABA Annual Meeting in San Francisco in August (http://www.springfieldbar.com/news/290719/SMBA-Picked-for-National-Award.htm).

- Tom Peters received the 2016 Liberty Bell Award from the Springfield Metropolitan Bar Association, for his work with the Magna Carta Exhibit.