Gerald R. Sherratt Library
2010-2011 Annual Report

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Library Overview

An introduction to the Sherratt Library including: mission, vision, goals, and this year’s activities toward the fulfillment of those goals.
Vision, Mission, and Goals

Vision Statement
As the academic center of the University, the Sherratt Library promotes scholarship and lifelong learning to its community by providing quality resources, responsive services, and effective information literacy education in a constantly evolving environment.

Mission Statement
The mission of the Gerald R. Sherratt Library is to ensure access to global information within a personalized learning environment by collecting, organizing, preserving, disseminating and creating information for the university community. The role of the library is to actively stimulate the optimum use of information resources by developing information literacy skills that support the university curriculum, student and faculty research, and public service. Unique to our mission is the training of instructional media professionals.

Goals
To fulfill this mission, the Sherratt Library has the following goals:

Service Provide services that lead to academic success.
- Achieve median level of staffing as compared to peer institutions.
- Add student workers in areas needing assistance.
- Support University goal to encourage scholarly efforts of faculty and students.
- Promote library services.
- Encourage employee training and recognize exceptional performance.

Collections Build an outstanding library collection in suitable formats that supports teaching and learning.
- Increase access to print and electronic information.
• Improve access to collections (Special Collections, main collection, etc.) through increased hours.
• Compare percent of budget allocated to electronic vs. print resources as compared to peers.
• Expand opportunities to collect and disseminate student and faculty scholarship.

**Access** Provide efficient access to accurate and reliable information.
• Employ technological measurements to create more intuitive access to information.
• Manage collections through technology.

**Education** Educate students, faculty, staff, and the community in developing information literacy skills as well as the value of library information resources and services.
• Ensure every student graduates with a mastery of basic information literacy competencies and mastery of information resources in their subject specialties.
• Ensure every student in the library media program acquires a mastery of professional competencies upon completion of degree/endorsement.
• Sponsor conferences and exhibits.

**Preservation** Guarantee the preservation of records/artifacts essential to our cultural heritage.
• Expand the University archives.
• As the Southern Utah Regional Repository, provide services and materials to our region.
• Publish materials through the SUU Press.
• Participate as a regional hub of the *Mountain West Digital Library*.
• Review and promote improvements in campus records management mechanisms.

**Facilities & Equipment**
• Expand the physical special collections/university archives area.
• Provide additional mediated group study rooms.
• Update, distribute, and communicate emergency evacuation plan.
• Install flat panel monitors to promote and direct patrons to service points.
• Upgrade electrical sources for laptops and other mobile devices.
• Provide learning spaces where patrons can be productive and comfortable.
• Maintain and update computer network and equipment.
• Update circulation equipment (i.e. desensitizers for check in & check out, self-checkout machine).

**Assessment** Library services and collections are evaluated regularly to insure a superior level of quality.
• Assess library services and collections.
• Assess library personnel.

**Fundraising** Expand fundraising efforts to provide additional library collections and services.
• Coordinate efforts with SUU Advancement Office.
• Develop Friends of the Library activities (e.g. book sale, gala, Driggs Lecture, Folio project, *Iron County Record*).
• Identify potential funding sources.
Library Overview - Service
Activities

Service

Personnel

The most important resource that the library has is its highly qualified and experienced staff. They continue to provide outstanding service to the campus community and beyond.

Library Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of the Library</td>
<td>John Eye</td>
</tr>
<tr>
<td>Library Department Chair</td>
<td>Vik Brown</td>
</tr>
<tr>
<td>Administrative Assistants</td>
<td>Sheri Butler</td>
</tr>
<tr>
<td></td>
<td>Ellen Chalmers</td>
</tr>
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Special Collections & Archives

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Special Collections Librarian</td>
<td>Janet Seegmiller</td>
</tr>
<tr>
<td>University Archivist</td>
<td>Paula Mitchell</td>
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<td>University Archivist</td>
<td>Paula Mitchell</td>
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Technical Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Technical Services Librarian</td>
<td>Randall O. Christensen</td>
</tr>
<tr>
<td>Technical Services Analysts</td>
<td>Linda Ahlstrom</td>
</tr>
<tr>
<td></td>
<td>Susan Christopher</td>
</tr>
<tr>
<td>Collection Department Librarian</td>
<td>Jill Stucki</td>
</tr>
<tr>
<td>Collection Development Coordinator</td>
<td>Vik Brown</td>
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<tr>
<td>Serials &amp; Government Documents Librarian</td>
<td>Loralyn Felix</td>
</tr>
<tr>
<td>Electronic Resources Librarian</td>
<td>Scott Lanning</td>
</tr>
<tr>
<td>Network Administrator</td>
<td>Steve Irving</td>
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</table>

Access Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Access Services / Reference Librarian</td>
<td>Scott Lanning</td>
</tr>
<tr>
<td>Circulation Coordinator</td>
<td>Linda Liebhardt</td>
</tr>
<tr>
<td>Reserve Collection Manager</td>
<td>Susan Christopher</td>
</tr>
<tr>
<td>Circulation Assistants</td>
<td>Tammy Buehler</td>
</tr>
<tr>
<td>Copy Center Specialist</td>
<td>Carol Kunzler</td>
</tr>
<tr>
<td>Interlibrary Loan Coordinator</td>
<td>Trecia Loveland</td>
</tr>
</tbody>
</table>

Instruction & Outreach

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Technologies Librarian</td>
<td>Richard Eissinger</td>
</tr>
<tr>
<td>Library Instruction Librarian</td>
<td>Philip Roché</td>
</tr>
<tr>
<td>Library Media Program Librarian</td>
<td>Verlene Schafer</td>
</tr>
<tr>
<td>Special Projects Librarian</td>
<td>Matthew Nickerson</td>
</tr>
</tbody>
</table>

Personnel Changes

Verlene Schafer replaced Ralph Turner as the director of the Library Media Program which provides the instruction and practical experience required for obtaining the library media endorsement in the public schools. Verlene is a graduate of SUU and received her Masters of Arts degree in Information Resources and Library Science from the University of Arizona. Most recently she was the instruction Librarian at East Central University in Ada, Oklahoma. She has experience as both an elementary and secondary library media specialist in the public schools in Arizona and Texas.

Steve Irving is the library’s new Electronic Resources Librarian to fill the vacancy left by John Eye. He was most recently the Systems Librarian at Mohave Community College in Bullhead City, Arizona. He has a Master of Library and Information Science degree from Wayne State University in Detroit, Michigan. He has also worked as an IT manager for a private company as well as a teacher and library media specialist in the public schools.

Tammy Buehler moved from evening circulation to Media Collections and Interlibrary Loan when Karen Wais resigned. Tammy was replaced by Carol Kunzler.
Collections

One-Time Funding
As a result of one-time funding, the Library was able to make significant improvements to collections and equipment. The following items were purchased:

- A three-year subscription to LexisNexis database which includes full text coverage of news, legal, and business resources.
- Three-year subscriptions to eight subject specific databases indexing over 20,600 journals with many articles available full text.
- Twentieth Century Drama database which contains 2,500 plays (1890-2003) from around the world.
- Eighty subject specific electronic reference resources.
- Eight electronic subject encyclopedia databases.
- 500 new books.
- Seventeen years (1923-1940) of the Iron County Record, a local newspaper, was digitized and made accessible online.
- 96 general education textbooks (T-Bird Texts) were purchased for student checkout.

SUU Press
The activities of the SUU Press were expanded this year including emphasis on these projects.

- Volume 10 of the Journal of the Wooden O (formerly the Journal of the Wooden O Symposium) was published in June of 2011 including eleven scholarly papers chosen by the review board.
- The press is creating a full color cover and clean digital copy (.pdf) of George, the Handcart Boy, by Howard R. Driggs, in preparation for printing a historical reproduction copy of this work. The press signed a contract with Lightning Press as our initial Print-On-Demand (POD) provider.

Access
Efforts in increasing web access to our collections were spotlighted this year.

Federated Search Engine
Serials Solutions 360 Search, a federated search engine that allows researchers to search multiple databases at the same time, was implemented Fall 2010.

Library Web Pages
The Library web pages had not been updated for over two years as the Electronics Services Librarian position has been vacant. Our new librarian, with the help of a graphic design student and computer science student, cataloged and evaluated all...
of the web pages and designed a new layout format for them. The new website is more user friendly and was reorganized in a way to bring highly used services to the library home page. The mobile image was updated as well to meet the increased use of mobile devices by patrons. Google Analytics was also added to all pages for statistical purposes.

Library Research Guides
LibGuides was purchased and training was held for this software that allows librarians to create guides for recommended information resources. A few pages were created and as a result the library web page revisions using LibGuides will become a critical focus for presenting information.

Education

The library offers a variety of educational outreach programs annually to the campus and public each year. Following are some of the opportunities offered during 2010-2011.

Driggs Lecture
Award-winning filmmaker and writer Dayton Duncan presented the third annual Howard R. Driggs Memorial Lecture Preserving the Story of History on March 23, 2011. Duncan wrote and co-produced The National Parks: America’s Best Idea, a documentary produced in 2009 by Ken Burns. He is also author of nine books including Out West: A Journey through Lewis and Clark’s America. The lecture was sponsored in part by the Howard R. Driggs Memorial Foundation and the Friends of the Sherratt Library. (Left: Dayton Duncan)

Oral History Workshop
On September 15th an oral history workshop for authors, historians, students and genealogists was sponsored by the Sherratt Library and the Utah State Historical Records Advisory Board. Kent Powell, managing editor of Utah Historical Quarterly and director of several oral history projects, taught the workshop that included protocol for conducting an oral history, use of audio and digital recorders, and hands-on activities for both recording and transcribing oral history. Janet Seegmiller discussed SUU oral history projects concerning Iron County, Cedar Breaks, and Utah Parks Company employees.

Foundation Workshop
On October 13th, the Sherratt Library sponsored a workshop focusing on the use of Foundation Directory Online, a comprehensive database that provides information to grant seekers on private foundation funding, corporate giving programs, and grant making to public charities. The workshop was taught by Greg Ullman from the Foundation Center and provided an introduction to the Center’s comprehensive web subscription databases. Participants learned how to create customized searches to develop targeted lists of foundations that would match their organization’s funding needs.

Wooden O Symposium
Forty-one presenters participated in this year’s 10th Anniversary symposium held in conjunction with the Rocky Mountain Medieval and Renaissance Association annual conference. The symposium featured a mix of panels from both organizations and included an USF Actor’s Roundtable featuring the director and select actors from the USF production of Macbeth. The symposium opened both the Actor’s Roundtable and the Keynote Address to the Cedar City community and USF patrons.

Moviemaking Author
Movie historian and film archivist James D’Arc presented a lecture Moviemaking in Utah. The lecture highlighted films made in southern Utah and was accompanied by film clips to illustrate his stories. D’Arc recently published When Hollywood Came to Town: A History of Moviemaking in Utah that focuses on movies made in Utah since the 1920s. The lecture was co-sponsored by the Gerald R. Sherratt Library and the Iron County Historical Society.
Information Literacy Online Discussion
Using Adobe Connect software, Dr. Sharon Weiner, the W. Wayne Booker Endowed Chair in Information Literacy at Purdue University answered questions from the library faculty. Topics discussed included trends in information literacy, assessing information literacy, and multiple strategies (courses, tutorials, one-time instruction) to provide information literacy instruction.

Shakespeare First Folio Exhibit
As part of the 50th anniversary celebration of the Utah Shakespeare Festival in 2011, the Library will host an exhibit of rare books from June 23 until October 15 in the Reading Room of Special Collections (above). More Precious that Gold: the Works of William Shakespeare will include rare books from the Folger Library in Washington D. C., including one of Shakespeare’s first folios, as well as books and artifacts from the USF and the Library. (Above: Shakespeare’s First Folio on display in Special Collections)

Library Art Gallery
Located on the third floor of the Library the Library Art Gallery is available free to the campus and the public. The Library featured the following exhibits:

- **New Harmonies: Celebrating American Roots Music**: As part of this Smithsonian Traveling Exhibit, the Sherratt Library exhibited Music at SUU, a display of enlargements from historic SUU photos in Special Collections.
- **All State High School Art Show**: This traveling exhibition from the Utah Arts Council highlighted the talent, diversity, originality, and creativity of Utah’s high school artists.
- **A Visual Record of Paiute Life**: These photographs from the William R. Palmer Collection document the daily activities of the southern Utah Paiutes from 1900-1960.
- **World of the Wild**: A traveling exhibit from the Utah Arts Council and sponsored by Utah’s Hogle Zoo that presented numerous artists who are interested in displaying their view on wild animals, plants, and places.
Preservation

The library unveiled two significant historical preservation projects during Fall Semester.

Iron County Record

The *Iron County Record* from the years 1923 to 1940 was digitized into the online *Utah Digital Newspapers* database. The *Record* was published from the 1890s to the 1980s. The remaining years will be digitized as additional funding becomes available.

Deseret Iron Company Account Book

Through a joint agreement between the Library and *Footnote History and Genealogy Archives*, the *Deseret Iron Company Account Book* (1854-67) housed in Special Collections was digitized and included in the national historic database that includes more than 50 million full text documents. The company’s account book contains ledgers listing the names and occupations of the iron workers and the amounts credited for their services.

Facilities & Equipment

Study Rooms

One of the library study rooms was converted into an office for the director of the Center of Excellence for Teaching and Learning. Four new study rooms were constructed (three on the main level and one on the third level). The Seminar Room (201A) was also made available for student study use when classes are not scheduled. All of the new and existing study rooms were mediated with computer equipment, monitors or projectors and screens. The rooms are heavily used by our students for study and collaboration. They are checked out on a “first come, first served” mode rather than a reservation system.

Building Repair

As the Library celebrated its 15th birthday, the facility remains extremely functional and well maintained. Water leakage in a number of locations continues to be a problem. After years of repair, campus facilities management decided that the roof of the Library will be replaced during the summer of 2011. Broken water drains caused leaking in the basement storage room which is also scheduled for repair. The Huntsman Reading Room oval window continues to leak causing wall and wood damage.
# Assessment

## Access Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Items checked out</th>
<th>In-house use</th>
<th>Total items used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circulation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>31,207</td>
<td>11,100</td>
<td>42,307</td>
</tr>
<tr>
<td>Serials</td>
<td>538</td>
<td>5,348</td>
<td>5,886</td>
</tr>
<tr>
<td>Media</td>
<td>7,552</td>
<td>242</td>
<td>7,794</td>
</tr>
<tr>
<td>Special Collections</td>
<td>1,129</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewals</td>
<td>9,068</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In-house use</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>11,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serials</td>
<td>5,348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>242</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reserves checked out</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two hour reserves (includes T-bird Texts)</td>
<td>12,341</td>
<td></td>
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<tr>
<td>Electronic reserves</td>
<td>27,535</td>
<td></td>
<td></td>
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<tr>
<td>Study rooms</td>
<td>7,265</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptops</td>
<td>99</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total items used</strong></td>
<td></td>
<td></td>
<td>113,424</td>
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<tr>
<td>Patrons in the library, yearly total</td>
<td>467,973</td>
<td></td>
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<tr>
<td>Patrons in the library, monthly average</td>
<td>38,998</td>
<td></td>
<td></td>
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<tr>
<td>Patrons in the library, typical week</td>
<td>8,999</td>
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<tr>
<td>Students FTE, Fall Semester 2010</td>
<td>6,612</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student use of collection (average)</td>
<td>17.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of hours open per week</td>
<td>92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader stations</td>
<td>1,200</td>
<td></td>
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## Copy Center

<table>
<thead>
<tr>
<th>Service</th>
<th>Copies made</th>
<th>Patrons</th>
</tr>
</thead>
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<tr>
<td></td>
<td>240,216</td>
<td>156,946</td>
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## Interlibrary Loan

<table>
<thead>
<tr>
<th>Lender</th>
<th>Copy requests filled</th>
<th>Book requests filled</th>
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<tbody>
<tr>
<td></td>
<td>358</td>
<td>2,278</td>
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<tr>
<td><strong>Total requests filled</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2,636</td>
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</table>

<table>
<thead>
<tr>
<th>Borrower</th>
<th>Copy requests filled</th>
<th>Book requests filled</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>909</td>
<td>1,336</td>
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<tr>
<td><strong>Total requests filled</strong></td>
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<tr>
<td></td>
<td>2,245</td>
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## Reference Desk

<table>
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<tr>
<th>Service</th>
<th>Reference questions</th>
<th>Directional questions</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>6,926</td>
<td>1,013</td>
</tr>
<tr>
<td><strong>Total questions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7,939</td>
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</table>

## Special Collections

<table>
<thead>
<tr>
<th>Service</th>
<th>Patrons</th>
<th>Items used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9,218</td>
<td>1,129</td>
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### Internet Usage

#### Library Website

<table>
<thead>
<tr>
<th>Metric</th>
<th>Count</th>
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<tbody>
<tr>
<td>Library website visitors</td>
<td>144,916</td>
</tr>
<tr>
<td>Library home page views</td>
<td>1,359,003</td>
</tr>
<tr>
<td>Library website total hits</td>
<td>4,018,426</td>
</tr>
<tr>
<td>Library website total sessions</td>
<td>367,613</td>
</tr>
<tr>
<td>Total database searches</td>
<td>106,895</td>
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</tbody>
</table>

#### SUU Catalog

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<tr>
<th>Metric</th>
<th>Count</th>
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<tbody>
<tr>
<td>Page views</td>
<td>727,853</td>
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<tr>
<td>Total hits</td>
<td>4,726,150</td>
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</tbody>
</table>

#### ContentDM

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Page views</td>
<td>13,787,816</td>
</tr>
<tr>
<td>Total hits</td>
<td>14,160,690</td>
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</table>

#### Special Collections

<table>
<thead>
<tr>
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<th>Count</th>
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</thead>
<tbody>
<tr>
<td>Website visitors</td>
<td>6,055</td>
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<tr>
<td>Website page views</td>
<td>30,063</td>
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<tr>
<td>Total hits</td>
<td>133,237</td>
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<tr>
<td>Total sessions</td>
<td>12,347</td>
</tr>
<tr>
<td>Leavitt Collection visitors</td>
<td>1,748</td>
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<td>Leavitt Collection page views</td>
<td>5,375</td>
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<tr>
<td>Leavitt Collection total hits</td>
<td>14,851</td>
</tr>
<tr>
<td>Driggs Collection visitors</td>
<td>1,758</td>
</tr>
<tr>
<td>Driggs Collection page views</td>
<td>6,855</td>
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<tr>
<td>Driggs Collection total hits</td>
<td>17,395</td>
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### Technical Services

#### Collections

<table>
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<tr>
<th>Metric</th>
<th>Count</th>
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</thead>
<tbody>
<tr>
<td>Volumes added (includes eBooks)</td>
<td>15,927</td>
</tr>
<tr>
<td>Volumes deleted</td>
<td>10,350</td>
</tr>
<tr>
<td>Cataloged volumes in the collection</td>
<td>230,921</td>
</tr>
<tr>
<td>books, serial backfiles, and other paper materials</td>
<td>230,921</td>
</tr>
<tr>
<td>eBooks</td>
<td>11,075</td>
</tr>
<tr>
<td>microforms</td>
<td>37,877</td>
</tr>
<tr>
<td>audiovisual</td>
<td>15,593</td>
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</table>

#### Total Volumes

<table>
<thead>
<tr>
<th>Metric</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Volumes</td>
<td>295,466</td>
</tr>
<tr>
<td>Volumes per FTE student (including eBooks)</td>
<td>44.69</td>
</tr>
<tr>
<td>Serials titles (print and microform)</td>
<td>862</td>
</tr>
<tr>
<td>Serials titles (electronic full text)</td>
<td>40,593</td>
</tr>
<tr>
<td>Total serial titles</td>
<td>41,455</td>
</tr>
<tr>
<td>Active titles</td>
<td>380</td>
</tr>
<tr>
<td>ERIC titles</td>
<td>480,977</td>
</tr>
<tr>
<td>Databases (electronic reference sources and aggregate services)</td>
<td>230</td>
</tr>
</tbody>
</table>
Library Overview - Assessment and Fundraising

<table>
<thead>
<tr>
<th>Digital Collections</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ContentDM collections</td>
<td>27</td>
</tr>
<tr>
<td>ContentDM images</td>
<td>25,058</td>
</tr>
<tr>
<td>EAD collections (online manuscripts)</td>
<td>57</td>
</tr>
<tr>
<td>EAD images (online photographs)</td>
<td>12,162</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Academic Support &amp; Outreach</th>
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<tbody>
<tr>
<td>Library Instruction</td>
<td></td>
</tr>
<tr>
<td>Groups</td>
<td>223</td>
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<tr>
<td>Students instructed</td>
<td>4,615</td>
</tr>
<tr>
<td>LM1010 students</td>
<td>1,802</td>
</tr>
<tr>
<td>Personnel (FTE)</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>7.92</td>
</tr>
<tr>
<td>Professional staff</td>
<td>6.83</td>
</tr>
<tr>
<td>Classified staff</td>
<td>4.26</td>
</tr>
<tr>
<td>Students</td>
<td>6.66</td>
</tr>
</tbody>
</table>

**Fundraising**

Donations assist in funding numerous library collections and services. They include monetary donations, gifts-in-kind and grants. Some of the fund raising events or opportunities the library participated in this year were as follows:

**Friends of the Library**

The Library hosted the second annual Friends of the Library Gala on October 8. All four floors of the Library were utilized for displays, presentations, music and food. The William R. Palmer Collection, which is housed in Special Collections, was highlighted and over twenty members of the family were in attendance, including Richard Palmer, age 94, a son of William R. Palmer. The Palmer Collection contains Paiute beadwork and baskets as well as southern Utah historical articles, materials, and photographs. (Right: Library Gala dinner in the Huntsman Reading Room)

University professors who have written and published new books displayed their publications and a number of them read excerpts from their works. Authors included David Berri, Kyle Bishop, Bryce Christensen, Danielle Dubrasky, Todd Petersen, Ben Sowards, Scott Lanning, Andrew Marvick and Dezhi Zu. Professors Jon Smith, Paul Ocampo and Chien-Ying Wang presented videos of their creative works. Professor Thomas Herb directed the SUU Jazz Band and Caroleen Lee directed the SUU String Ensemble. Students of Professor Kirill Gliadkovsky provided piano music.

The Friends of the Library donated $4,200 to purchasing books for the library collection as well as $850 to assist in the digitization of the *Iron County Record*.

**Grants**

- Department of Education LSL Grant: In cooperation with the Iron County School District (ICSD), the Library wrote an Improving Literacy Through School Libraries (LSL) grant for $600,000. The focus of the grant was to improve library media service to the ICSD elementary schools by providing professional development, library materials, technology and a professional library media supervisor.
• Marriner S. Eccles Grant: A grant for $5,000 to purchase library books was received this year from the Marriner S. Eccles Foundation. This was especially significant since the grant was not funded last year for the first time in 15 years.

• Utah State Historical Records Advisory Board: The Library received funding of $2,500 to digitize photographs from the Cedar City Camp of the Daughters of the Utah Pioneers. The photos will be made available online through the Mountain West Digital Library.

• The Utah Humanities Council awarded the Library a grant for $4,820 to support and enhance the *More Precious than Gold: The Treasures of William Shakespeare* exhibit. Funding will support an audio tour using Guide By Cell, four presentations by Shakespearean scholars, exhibit publicity, and transportation of the rare works from the Folger Library in Washington D. C.
Access Services

Access Services is comprised of the following departments: circulation & reserve, media & curriculum, interlibrary loan, copy center, and reference.
Overview

Service
In spite of budget cutbacks, most departments in Access Services maintained their services and hours of operation. The exception was evening reference service which was cut last year and no evening reference service was provided this year.

Carol Kunzler joined the circulation staff as evening circulation assistant. She replaced Tammy Buehler who moved to media collections upon Karen Wais’ resignation. This position was increased from a .6 FTE to .75 which will assist in additional coverage in both the media collection and interlibrary loan where Tammy serves as backup.

Facilities & Equipment
The major change to library facilities that affected access services was the addition of four new study rooms. The increase in study rooms available has been well received by the students and use of them is high. (Right: The ribbon cutting ceremony for the new study rooms)

Assessment
• The number of patrons using the Library increased from 435,900 to 467,973, an increase of 7.4%. This is especially noteworthy as more resources are available electronically to students and faculty off campus.
• The use of study rooms has risen dramatically over the past two years from 3,081 checkouts in 2008-09 to 7,265 this year.
• T-Bird texts experienced great success in its second year with 5,415 check-outs.

Each department in access services collects its own statistics which are included in the subsequent reports.
Circulation & Reserve

Service
The circulation area is staffed 92 hours a week by individuals who competently assist patrons with finding or checking out materials. They also serve as “back-up” for the reference desk, as that desk is staffed fewer hours. The circulation department staffs two service desks and employs nine part-time student workers.

- The five public access computers were changed to allow lengthened user time if other computers are available.
- Campus distance learners receive the educational materials they need by mail at no expense to them.
- Headphones are experiencing a high level of checkout and are replaced regularly.

Collections
- T-Bird Texts, in their second year, enjoyed high usage. Using one-time funding, the library purchased close to 100 text books to add to the collection. Student fees will be used to maintain the collection in the future.
- Electronic reserve sees consistent use by professors and keeps information accessible to students wherever they have internet access.
- Staff selected the new books for the book shelves in the recreational reading area. The circulation students participating in the selection are amazed at the number and diversity of the new books added to the collection. They are serving as great ambassadors as they share this information with their peers.

Preservation
- Circulation periodically clears off outdated academic flyers from the lobby bulletin board to be included in the university archives.

Facilities & Equipment
- Circulation houses the equipment that monitors the library’s security cameras which are also accessible to SUU Public Safety. This will be a vital part of our building security during the Folger Shakespeare Exhibit.

Assessment

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Material check-outs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main collections</td>
<td>38,869</td>
<td>37,151</td>
<td>40,426</td>
<td>+8.8%</td>
</tr>
<tr>
<td>Reserve</td>
<td>8,907</td>
<td>9,699</td>
<td>12,341</td>
<td>+27.2%</td>
</tr>
<tr>
<td>Electronic reserve</td>
<td>21,275</td>
<td>21,784</td>
<td>27,535</td>
<td>+26.5%</td>
</tr>
<tr>
<td>Renewals</td>
<td>9,438</td>
<td>9,432</td>
<td>9,068</td>
<td>-3.9%</td>
</tr>
<tr>
<td>Books in-house</td>
<td>19,292</td>
<td>12,550</td>
<td>11,100</td>
<td>-11.6%</td>
</tr>
<tr>
<td>Media in-house</td>
<td>920</td>
<td>502</td>
<td>242</td>
<td>-51.8%</td>
</tr>
<tr>
<td>Serials in-house</td>
<td>6,930</td>
<td>6,341</td>
<td>5,348</td>
<td>-15.7%</td>
</tr>
<tr>
<td>Study rooms</td>
<td>3,081</td>
<td>6,094</td>
<td>7,265</td>
<td>+19.2%</td>
</tr>
<tr>
<td>Laptops</td>
<td>319</td>
<td>199</td>
<td>99</td>
<td>-50.1%</td>
</tr>
<tr>
<td>Total check outs</td>
<td>109,031</td>
<td>103,752</td>
<td>113,424</td>
<td>+9.3%</td>
</tr>
<tr>
<td>Patrons</td>
<td>438,832</td>
<td>435,900</td>
<td>467,973</td>
<td>+7.4%</td>
</tr>
<tr>
<td>Tests proctored</td>
<td>44</td>
<td>14</td>
<td>40</td>
<td>285.7%</td>
</tr>
</tbody>
</table>
Media & Curriculum

Service
The primary focus this year has been deselecting material from the media collections. After examining circulation statistics and consulting campus faculty, items were identified and removed from the collection resulting in much needed shelf space. As a result, the staff has become more familiar with the collection, which helps provide better service to patrons.

Collections
As the collections continue to grow there will be areas of concern to accommodate growth and change:

- The shelf space for DVDs, CDs, and CD-ROMs has nearly reached its capacity.
- Audio books on cassette tape have been weeded as digital solutions for this collection are explored.
- Careful examination of the VHS tapes will determine which tapes should be replaced with DVDs and which will be deselected. Once VHS tapes have been deselected, DVDs and VHS tapes will be interfiled to streamline the search process for patrons.
- The quantity of free curriculum materials being sent to the library has slowed in recent years but still exceeds the shelf space available. As a result, it is not possible to add all of these materials to the collection. The circulation assistant continues to review each curriculum item to determine what will be added to the collection.
- More weeding needs to be done for oversize curriculum materials and curriculum kits.
- Outdated government document state maps were weeded.

Facilities & Equipment
The two viewing rooms, equipped with flat screen TVs and DVD/VCR players for viewing media reserves, have high demand. The rooms now require an ID for check out, and serve as backups to the other library study rooms. Students especially enjoy the comfortable banana chairs.

Assessment

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<tr>
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<tbody>
<tr>
<td>General statistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patron visits</td>
<td>9,093</td>
<td>8,577</td>
<td>8,864</td>
<td>3.3%</td>
</tr>
<tr>
<td>Curriculum items checked out</td>
<td>1,280</td>
<td>1,499</td>
<td>909</td>
<td>-39.4%</td>
</tr>
<tr>
<td>Media items checked out</td>
<td>7,904</td>
<td>7,260</td>
<td>7,552</td>
<td>4.0%</td>
</tr>
<tr>
<td>Media &amp; curriculum holdings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media items</td>
<td>15,849</td>
<td>15,594</td>
<td>15,159</td>
<td>-2.8%</td>
</tr>
<tr>
<td>Curriculum items</td>
<td>7,551</td>
<td>7,507</td>
<td>7,479</td>
<td>-0.4%</td>
</tr>
<tr>
<td>Audio format items</td>
<td>2,735</td>
<td>2,801</td>
<td>1,979</td>
<td>-29.3%</td>
</tr>
<tr>
<td>Video format items</td>
<td>9,632</td>
<td>10,364</td>
<td>9,612</td>
<td>-7.3%</td>
</tr>
<tr>
<td>Graphic items</td>
<td>82</td>
<td>81</td>
<td>77</td>
<td>-4.9%</td>
</tr>
<tr>
<td>Cartographic items</td>
<td>3,142</td>
<td>2,707</td>
<td>2,285</td>
<td>-15.6%</td>
</tr>
</tbody>
</table>
Interlibrary Loan

Service
Interlibrary Loan (ILL) has two aspects to its service: borrowing and lending.

• Borrowing involves filling requests from SUU students, faculty, staff and community patrons to obtain books, journal articles and other materials not available in the Sherratt Library collections.
• Lending involves sending loan items and journal articles to other libraries in nearly all fifty states and Canada, with the average year's number being over 700 libraries. Loan items are mailed and journal articles are sent electronically.

Access
Patrons submit their borrowing requests through ILLiad on the library home page. These requests come immediately to the ILL office where the staff searches OCLC, a huge union catalog that shows which libraries can provide the requested items. The requests are sent to a lender library. When the item is received, notification with instructions is e-mailed to the patron. If a patron needs personal assistance, the coordinator is available in his office or by telephone or e-mail.

As a result of patrons not returning ILL materials on time a $1 a day late fee was instituted on overdue items. This has reduced the number of overdue materials resulting in better relationships with other libraries.

Education
Interlibrary Loan created a workflow handbook to provide training for their employees.

Facilities & Equipment
ILL uses the ILLiad program for most of its lending/borrowing transactions. Journal articles are processed on Odyssey, a part of ILLiad, and Ariel, which is unreliable but necessary inasmuch as many libraries rely completely on it. A fax machine is also used for some journal articles. E-mail is yet another delivery system for articles.

Assessment
Interlibrary loan statistics are gathered using ILLiad Reports, a component of the software which provides statistics on all aspects of lending/borrowing. It shows requests filled daily, fill rate, turnaround time, as well as other data and is used to determine what is working well and what might need improvement.

A total of 6,388 borrowing and lending transactions were processed this year. The fill rate for lending was 61% with cancellations for non-circulating (12%), checked out (8%) and other (20%). A large factor for the high number of unfilled requests was the increasing difficulty of supplying journal articles. The fill rate for borrowing was 76.4%.

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Books loaned</td>
<td>2,134</td>
<td>2,382</td>
<td>2,278</td>
</tr>
<tr>
<td>Books borrowed</td>
<td>1,080</td>
<td>1,128</td>
<td>1,336</td>
</tr>
<tr>
<td>Copies sent</td>
<td>373</td>
<td>317</td>
<td>358</td>
</tr>
<tr>
<td>Copies received</td>
<td>875</td>
<td>910</td>
<td>909</td>
</tr>
<tr>
<td>Total</td>
<td>4,462</td>
<td>4,737</td>
<td>4,881</td>
</tr>
</tbody>
</table>
Copy Center

Service
The copy center changed the patron traffic flow, added more work surface space, and updated services and equipment for a more efficient, user friendly experience. The following services were changed or improved this year:

- Student printers: In cooperation with the IT Department, the copy center now stocks the paper in the printers. Paper is stored in the cupboards next to the IT printers for easier and faster refilling.
- Relocated equipment: The laminating machine and the butcher paper were moved out on the floor for easier access.
- Improved security: A USB extension cord and a monitor were installed at the register area to allow patrons to view projects before they are printed. This keeps patrons from entering the secure area and allows for security compliance for the credit card terminal.
- New products: An area was designated near the register for New Products to advertise services and products to patrons.
- Twitter: The copy center marketed services by revealing a secret word every other week on the library’s Twitter page or in the display case. As a result, students came to the copy center to receive a free copy center highlighter.
- Software update: The Adobe software was updated to the newest edition to meet the demand of campus.
- Poster printing: Poster layout and set-up was provided to improve customers’ results with the poster printer.
- Updated equipment: A new microfiche reader and a new VHS to DVD program were purchased this year which are more user-friendly.
- Public computer printing: The copy center installed a print release program for the public computers to cut back on waste.

Education
- Copy center students created a training manual on how to efficiently format print orders in Adobe for the poster printer. Training sessions for employees were conducted.
- Handouts highlighting copy center products and services were produced to give during student tours.
- Highlighters and spill resistant water bottles with copy center and library information were distributed during promos and tours.
- Copy center services were highlighted in the library display cases and on the library Twitter pages.

Facilities & Equipment
- One of the white walls was painted blue to make the work area more inviting.
- A second employee computer work station was added. This has helped in completing work orders in a more timely manner.
- Two big trash bins were located in the copy center as well as a paper only recycle bin.
- Three bulletin boards are available for students to post information about campus happenings.
- Another big work table was added for students to use while completing projects.
- Because of demand, a second sheet paper cutter was purchased.
- Since leasing copy machines is no longer as cost effective as purchasing, the copy center has purchased all copiers and will no longer lease machines. The last copier lease ended this year.
- A numbering machine was purchased which is faster and more precise at placing the numbers.
- A new binding equipment system was purchased that is more efficient and compact.

Assessment
The overall activity in the copy center was up considerably with almost 157,000 customers this year, up from about 112,000 last year for an increase of 40%.

- Black and white copies were down about 12% which is significantly less than the previous year’s drop of 25%.
• Color copies saw another 25% drop this year. This has been attributed to the fact that the IT department has provided color printers for student prints. In spite of this decrease, student print lab pages sold in the copy center were up significantly. 101,124 pages were sold compared with 65,184 pages last year: an increase of 55%.
• Bindings showed an increase of 9%, lamination increased 26%, and faxes were up 2%.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>General Statistics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patrons</td>
<td>29,535</td>
<td>111,655</td>
<td>156,946</td>
</tr>
<tr>
<td>Days open</td>
<td>316</td>
<td>316</td>
<td>316</td>
</tr>
<tr>
<td>Copies Made</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black &amp; white</td>
<td>290,862</td>
<td>252,469</td>
<td>224,495</td>
</tr>
<tr>
<td>Color</td>
<td>23,963</td>
<td>20,873</td>
<td>15,721</td>
</tr>
<tr>
<td>Total</td>
<td>314,825</td>
<td>273,306</td>
<td>240,216</td>
</tr>
<tr>
<td>Number of machines</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Number of bindings sold</td>
<td>n/a</td>
<td>1,748</td>
<td>1,905</td>
</tr>
<tr>
<td>Lamination total inches sold</td>
<td>n/a</td>
<td>37,708</td>
<td>47,603</td>
</tr>
<tr>
<td>Student print lab pages</td>
<td>n/a</td>
<td>65,184</td>
<td>101,124</td>
</tr>
<tr>
<td>Faxes (pages sent &amp; received)</td>
<td>2,645</td>
<td>3,256</td>
<td>3,330</td>
</tr>
<tr>
<td>Student employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student employees</td>
<td>5</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Total student hours worked</td>
<td>3,425</td>
<td>3,246</td>
<td>4,016</td>
</tr>
</tbody>
</table>

Reference

Service
Reference service provides individualized assistance to faculty, students and staff through a number of methods: in-person, phone, chat or email. As a result of budget cuts the evening reference position was eliminated Spring semester 2010. This was the first full year that evening reference was not provided since moving into this building in 1996. Reference service provides the following to patrons:

• Assistance to access library collections.
• Instructions in using electronic sources such as databases and the online catalog.
• Finding print journals and books in the collections.

Collections
This year emphasis has been placed on buying reference resources in electronic formats rather than print with approximately 50% of the resources purchased being electronic. This has created some duplication in print reference materials, such as the law resources. As a result, some areas will need to be weeded.
Access
Locating available electronic reference sources is difficult for a number of reasons.

- Sherratt Library catalog, like many others, does not support searching for electronic sources located in the reference collection.
- The list of electronic reference sources by subject on the library web page does not reflect our full holdings. A complete list would be too cumbersome.

To make this valuable electronic reference collection more accessible to our customers, a new method is needed to allow for easy access.

Assessment
Reference statistics were up slightly this year over last year which decreased significantly the year before due to the loss of evening reference service. More reference questions were answered this year, but fewer directional questions largely offset the gains made. The busiest times of the day continue to be 1:00 p.m. to 5:00 p.m. and the busiest days continue to be the middle of the week, Tuesday through Thursday. The Friday totals are good especially considering the shortened reference hours that day.

- LM 1010 questions accounted for 24% of reference transactions, which is the same as last year.
- Special Collections accounted for 35% of reference transactions, an increase of 3%.
Technical Services

Technical Services is comprised of the following departments: cataloging, digitization, collection development & gifts, serials & government documents, network services, and electronic services.
Cataloging

Service
The contract for Linda Ahlstrom, technical services analyst, was reduced from .625 FTE to .5 FTE. As a result, library assistant Tammy Buehler started cataloging new books and Susan Christopher began cataloging government documents microfiche. Technical services staff completed the following:

- 298 books were repaired in-house saving the charges of a commercial book bindery.
- Submission guidelines for inclusion of SUU student theses into the library’s online catalog were revised and approved by the Graduate Curriculum Committee.

Collections
Technical services staff catalog all books and materials in the library collections. Many of these items already have MARC records available. However, some items require original cataloging. Online, eBooks fall into this category. Technical services implemented the following:

- Since the titles of the Safari online electronic books available to SUU change regularly, technical services implemented new procedures for updating catalog records. The Safari MARC records will be deleted and reimported on a regular schedule making the records current.
- Expanded efforts were made to catalog additional electronic books as well.

Education
As a result of the processes required to catalog the Safari and other online eBooks, a cataloging procedure manual was completed.

Assessment

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<tr>
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</thead>
<tbody>
<tr>
<td>Books, serial backfiles, &amp; other paper materials</td>
<td>222,104</td>
<td>237,402</td>
<td>230,921</td>
</tr>
<tr>
<td>eBooks</td>
<td>8,346</td>
<td>9,023</td>
<td>11,075</td>
</tr>
<tr>
<td>Microforms</td>
<td>31,960</td>
<td>35,782</td>
<td>37,877</td>
</tr>
<tr>
<td>Audiovisual materials</td>
<td>15,849</td>
<td>15,594</td>
<td>15,593</td>
</tr>
<tr>
<td>Monographic volumes purchased</td>
<td>5,609</td>
<td>5,966</td>
<td>4,860</td>
</tr>
<tr>
<td>Gifts</td>
<td>5,167</td>
<td>5,945</td>
<td>4,724</td>
</tr>
<tr>
<td>Special Collections</td>
<td>28,558</td>
<td>29,463</td>
<td>29,737</td>
</tr>
<tr>
<td>Volumes added</td>
<td>22,640</td>
<td>13,389</td>
<td>15,927</td>
</tr>
<tr>
<td>Volumes deleted</td>
<td>9,300</td>
<td>865</td>
<td>10,350</td>
</tr>
</tbody>
</table>
Digitization

Service
As a Mountain West Digital Library hub, SUU partnered with Dixie State College to host their digital collections on our server.

Collections
Technical services continues to process digital collections. This year metadata was created for the following collections:

- Additional photos in the College of Southern Utah Collection.
- The John David Morrill Collection. Mr. Morrill was a southern Utah photographer and fish hatchery manager.

Education
SUU staff provided training to Dixie State College Library on how to input material into the Mountain West Digital Library.

Assessment

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<thead>
<tr>
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<tbody>
<tr>
<td>ContentDM collection</td>
<td>24</td>
<td>24</td>
<td>27</td>
</tr>
<tr>
<td>ContentDM images</td>
<td>23,126</td>
<td>24,770</td>
<td>25,058</td>
</tr>
<tr>
<td>EAD collections (online manuscripts)</td>
<td>50</td>
<td>54</td>
<td>57</td>
</tr>
<tr>
<td>EAD images (online photographs)</td>
<td>11,047</td>
<td>11,047</td>
<td>12,162</td>
</tr>
</tbody>
</table>

Collection Development & Gifts

Collections
Library subject specialists continue working diligently to increase library patrons’ access to electronic information. As online access to journal articles in full text databases increases, the use of the library’s print serials continues to decline. As a result, twenty more periodical subscriptions were cancelled this year.

- One-time funding: eight new databases acquired with one-time money the library received in the spring of 2010 became available for use at the beginning of July.
- Other additions: subscriptions to seven more databases were started, and 140 eBook titles were added to the library’s online reference collection.

The shift from print to electronic formats by academic libraries, along with the downturn in the economy, has negatively impacted library print providers. In early 2010 the library received notification that Blackwell North America was closing its offices in the United States, as a result the library’s approval plan, established in the fall of 1999, would be taken over by Baker & Taylor’s Yankee Book Peddler (YBP) Library Services as part of a merger agreement. The actual transition took place in late October, and although several adjustments have been made to the approval plan since then, the type and number of books received through YBP continues to be somewhat disappointing, especially after eleven years of good service from Blackwell.

Fundraising
In addition to the materials purchased with the collection development budgets, the library received 4,244 items as gifts from numerous donors. Names of both current and former SUU employees and students frequently appear on the monthly reports of contributors to the library.
Other donations came from:

- **Friends of the Sherratt Library:** The Friends have been actively working to increase awareness of the financial needs of the library. As a result of fundraising efforts, the advisory board was able to allocate $4,200 for the purchase of library materials this year. Ninety-six new books were added to the collection with these funds.

- **Marriner S. Eccles Foundation:** Although a request for grant money from this foundation was denied last year because of reduced funds available for donations, another application was submitted this year in hopes that the Foundation would have the fiscal ability to provide some assistance. The library was fortunate to be awarded a $5,000 grant which was used to purchase books that support the university’s academic programs.

- **Graduate book campaign:** Education Interim Dean Deborah Hill joined Business Dean Carl Templin in the year-old campaign to encourage parents of graduates to donate at least $50 for the purchase of new books for the library in honor of their graduating students. Seven education and seventeen business related books were added to the collection with the funds received. Gift plates recognizing the graduating students as well as the donors were placed in each book.

### Assessment

#### Collection Development & Gift Statistics

<table>
<thead>
<tr>
<th></th>
<th>2008-2009</th>
<th>2009-2010</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardback</td>
<td>832</td>
<td>679</td>
<td>1,031</td>
</tr>
<tr>
<td>Paperback</td>
<td>3,806</td>
<td>1,685</td>
<td>1,777</td>
</tr>
<tr>
<td>Magazines</td>
<td>967</td>
<td>427</td>
<td>559</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,036</td>
<td>597</td>
<td>877</td>
</tr>
<tr>
<td>Totals</td>
<td>6,641</td>
<td>3,388</td>
<td>4,244</td>
</tr>
</tbody>
</table>

#### Serials & Government Documents

### Collections

To make room for the three new study rooms on the main level, serial volumes were identified by subject selectors for deselection. Other libraries were then contacted to see if they could use the discarded serials. Following the deselection process, every item in the serials collection was moved. The consolidated journal collection should be easier to use.

During this past year, many of the government documents were converted from print and microform to electronic format. Since microformats are unpopular with library customers and print occupies shelf space, the conversion to electronic versions will make the management, specifically the weeding, of government documents much easier. It also provides patrons 24/7 access to many documents.

### Assessment

#### Serials Statistics

<table>
<thead>
<tr>
<th></th>
<th>2008-2009</th>
<th>2009-2010</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serials titles (print and microform)</td>
<td>1,005</td>
<td>992</td>
<td>862</td>
</tr>
<tr>
<td>Serials titles (electronic full text)</td>
<td>36,270</td>
<td>39,218</td>
<td>40,593</td>
</tr>
<tr>
<td>Total serial titles</td>
<td>37,275</td>
<td>40,210</td>
<td>41,455</td>
</tr>
<tr>
<td>Active titles</td>
<td>569</td>
<td>413</td>
<td>380</td>
</tr>
</tbody>
</table>
Network Services

Service

Upgrades to the Online Catalog
After recommendations from library faculty, the Symphony online catalog was modified significantly to better serve our campus community. The default search was changed to “Quick Search”, search buttons were placed on the main search page, Call Number and Advanced Search links were added, and the option to search only electronic books was also enabled and added to the default search. Additional improvements include the hot link on the Library Title for users to return to the Library Home Page, and a Permalink option on the Rootbar. Icon images were also enabled, creating a visual cue in the “Search Results” making it easier for patrons to recognize the type of item.

Server Maintenance
Network Services worked with the IT department in staging and migrating our existing data to a new library web server hosted in the IT’s server cluster. This server’s maintenance and updates will be performed by IT, but library personnel will have access and control over the web forms and pages displayed.

ContentDM Server
Network Services worked with Dixie State College to enable them to add some of their digital archives to our ContentDM server. Access was allowed through our campus firewall and to our ContentDM server so data can be uploaded and hosted by SUU Library.

Facilities & Equipment

Credit Card Compliance
All library credit card terminals and software are now compliant with industry standards. A credit card swipe was purchased for the circulation department.

Honor’s Commons Computer Lab
Network Services was involved in ordering equipment for, configuring and setting up the new Honor’s Lab.

Virtual Server
Network Services created a second virtual server, Sawmill, which is a tool used for log file analysis and reporting. Sawmill was migrated off the library Illiad server and upgraded to version 8. It is now running in a virtual environment on Windows 03. Plans are underway to move the library archive server to a virtual environment as well.

ILLiad
The ILLiad server was migrated to a different bare-metal server. The ILLiad software was updated to version 8, but still allows employees to work with the version 7.4 client if preferred.
Electronic Services

Service
A new library website was designed and will be rolled out this summer. The new website has a more user-friendly look and feel to it and was reorganized in a way to bring highly used services to the library home page. The mobile image was updated to accommodate the increase in types of mobile devices (smart phones and tablets) patrons are using. Google Analytics was also added to all pages for statistical purposes.

Assessment
The surge of use of library electronic resources continues and many databases saw increased usage. 360 Search was added to the databases through SerialsSolutions which allows students to search all databases simultaneously via keyword and subject searches.

The majority of traffic on the library website continues to be searches on the subscription article databases and the library catalog. Databases with full text available, such as the Academic Search Premier, Business Source Premier, BioOne, Communication & Mass Media Complete, and JSTOR databases receive the most attention from patrons. The table shows a breakdown of search sessions, searches, and full text article recovery from the top 10 subscription databases.

The library website continues to see hits seven days a week and 24 hours per day. The number of times the Library website is accessed, daily and hourly, shows that it is a major resource to support this academic community.
Electronic Services Statistics

<table>
<thead>
<tr>
<th>Subscription Database</th>
<th>Sessions</th>
<th>Searches</th>
<th>Total Full Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Search Premier</td>
<td>65,816</td>
<td>176,422</td>
<td>94,078</td>
</tr>
<tr>
<td>Communication &amp; Mass Media Complete</td>
<td>22,683</td>
<td>30,921</td>
<td>11,351</td>
</tr>
<tr>
<td>ProQuest Newspapers</td>
<td>19,432</td>
<td>24,275</td>
<td>20,654</td>
</tr>
<tr>
<td>Master File</td>
<td>19,349</td>
<td>19,500</td>
<td>41,087</td>
</tr>
<tr>
<td>Opposing Viewpoints</td>
<td>15,532</td>
<td>15,922</td>
<td>20,466</td>
</tr>
<tr>
<td>Lit Resource Center-Gale</td>
<td>12,098</td>
<td>12,097</td>
<td>54,958</td>
</tr>
<tr>
<td>LexisNexis Academic</td>
<td>11,504</td>
<td>11,207</td>
<td>12,387</td>
</tr>
<tr>
<td>Business Source Premier</td>
<td>8,870</td>
<td>12,978</td>
<td>14,575</td>
</tr>
<tr>
<td>Psyc &amp; Behavior</td>
<td>4,987</td>
<td>8,793</td>
<td>2,935</td>
</tr>
<tr>
<td>Health Source Academic</td>
<td>3,876</td>
<td>6,411</td>
<td>1,763</td>
</tr>
</tbody>
</table>

Website Statistics

Average library homepage hits / visitors:
Up 27.7 from 20.1 in 2009-2010

Total library website homepage hits:
Down 4,018,426 from 4,868,469 in 2009-2010

Total library website homepage views:
Down 1,359,003 from 1,586,175 in 2009-2010

Total library website homepage visitors:
Down 144,916 from 242,007 in 2009-2010
Special Collections & Archives contains out-of-print, rare, and expensive materials that need special handling. The primary areas of collection are SUU archives, Paiute Indians, Utah authors, Shakespeare, music, southern Utah history, and maps.
Special Collections & Archives

Service
The librarians and staff of Special Collections & Archives provided quality reference and research results for patrons who requested services electronically or in person.

Extensive research of the collections supported the following projects:

- Research materials provided to creators from SUU and the Hubei Institute of Fine Arts for *The Dream of Helen* production based on the life of Helen Foster Snow, a Cedar City native who helped start the cooperative movement in 1930s China. This collaborative musical play will be performed with SUU faculty and students and Chinese students along with the Hubei Opera in China.
- Photographs provided to the Utah Shakespeare Festival from the extensive archive of images of the plays and campus which were used in two traveling photo exhibits and the commemorative history book for the Festival’s 50th Anniversary Season. Transcription of oral histories were also completed for the book, *Celebrate Fifty Years: Utah Shakespeare Festival*.
- Worked with Mindy Benson’s Event Planning class in providing artifacts to display at the homecoming luncheon, and provided photographs and information for the inductees honored at the annual President’s Gala and Founder’s Day celebrations.
- Photographs and other materials provided to Alumni Relations, University Relations, SUUSA, Business, Athletics, Utah Shakespeare Festival, *The Daily News & Spectrum*, and the Mormon History Association. Equipment was used for student assignments and faculty requests.
- Converted VHS tapes to DVD’s for the Theater Department of their plays that were filmed during the 80’s to early 90’s.

Volunteers
This year several volunteers worked in Special Collections on long-standing projects. Retired librarians Lorraine Warren and Diana Graff organized the CSU archives. Tacye Robinson processed the Royden C. Braithwaite Papers as an internship for his history degree. Anastacia Harlan transcribed oral histories, and Mike Broadbent is creating a database of the Max Bonzo photographs.

Collections
In addition to reference and access, Special Collections & Archives preserve and provide long-term storage for materials that document institutional, cultural and archeological heritage. As the repository for archival materials from SUU departments and programs, and the designated Southern Utah Regional Repository, resources from the campus and community continue to expand, filling the shelves and cabinets to capacity.

- SUU Archives: Campus departments have been educated in transferring records of historical value to the archives. This year large transfers of records were received from the Registrar’s Office, Provost’s Office, Faculty Senate, Utah Shakespeare Festival, and Regional Services. The Utah Shakespeare Festival’s archives will be added to other USF records already housed with the University Archives.
- Special Collections: Community members appreciate the accessibility of materials in Special Collections and have donated several items including Cedar Sheep Association ledger books from the Jones and Bulloch families, family papers, journals, and books.
- Utah Parks Company: A wonderful negative collection of 1930s photos of Zion, Bryce Canyon, and the Grand Canyon national parks was brought in by Mark Richtsteig. He rescued these from destruction in the 1970s. The Digitization Center has been scanning those photographs and they will be added to the online image collection.
Special Collections & Archives

- Book Collections: Barbara Matheson continues to add books to her collection Concerning Women: The Barbara Treahy Matheson Collection of Books By, For and About Women.
- Online Resources: Over 450 photographs from the William R. Palmer Collection will be integrated into the newly created Utah American Indian Digital Archive (UAIDA) of the American West Center at the University of Utah Library.
- R.D. Adams Photography Collection: Additions to the R.D. Adams Photograph Collection have been donated by Dixie Dover Adams.

Off-Campus Organizations

Partnerships have been formed with a number of people and organizations who have collections which fit the library’s mission statement and have brought them in for preservation. The Library will properly preserve the artifacts. Oral histories will be transcribed and photos digitizes as funds allow. Electronic access to these materials via the website will be provided not only to the donors but to all researchers.

- Grand Staircase-Escalante National Monument: Established an online archive, much like the Michael O. Leavitt Collection, with links to research materials and oral histories that have taken place in the area represented in the monument.
- Zion National Park: Transcribed 35 oral histories recorded at the 2009 Employee Reunion and 89 oral histories from a 1989 Civilian Conservation Corps Reunion held at Zion National Park. Zion National Park is funding a grant for this service.
- University of Texas at Dallas: Transcribed 24 oral histories from researchers Simon Fass and Ronald Smith for their project Meanings of Utah’s Tabernacles, funded by a Utah Humanities Council grant.
- Dr. James M. Aton, SUU English Professor: Transcribed oral interviews for his book project to explain the life and works of artist Jimmie Jones.
- SUU Development Office and project staff Ryan Paul and Darren Fraiser: Transcribed ten hours of oral interview recorded with SUU alumnus Val Clark, his wife Marilyn, and children that documents his contributions to his profession and his alma mater.
- Jon Smith, SUU Communications Professor: Agreed to transcribe oral histories from interviews by Professor Smith on the development of Bryce Canyon National Park in the 20th Century in preparation for a book and possible documentary.

Access

Special Collections is officially open for walk-in patrons from 1:00 to 5:00 p.m. Monday through Friday, and resources on the website are searchable 24/7. This year there have been many requests to open in the mornings for meetings in the Michael O. Leavitt and Grace A. Tanner conference rooms as well as the Christopher-Mann Reading Room.

Special Collections has a new blog to help disseminate information about the collections, items housed in Special Collections, and services available to our patrons. The address for the blog is http://paula-lookwhatifound.blogspot.com.

Improving access to collections was made in various areas:

- Access to photograph collections: Scanning and metadata description is complete for the CSU Photograph Collection and for two donated collections from the John David Morrill and the John Wesley Williamson collections. Scanning of the BNS yearbooks was begun.
- Work continues on making the William R. Palmer finding aid accessible online and access to the Royden C. Braithwaite Collection will be created following its organization this year.
- Using a new MacPro computer, student employees have been digitizing mini DV’s and storing them on an external hard drive for easier accessibility. They have also digitized cassettes from Zion National Park to files which make the transcription of the oral histories much easier.

There is a great need to update the Special Collections website and make online resources more available to the public as well as to the university’s staff and students.
**Education**

In September, SUU hosted a regional oral history workshop in partnership with the Utah State Historic Records Board. Kent Powell provided instruction to students, faculty and community patrons.

In October, as part of National Archives Month, the university archivist provided a workshop for the campus community to educate employees on archive policies and providing a clear method for the transfer of university records.

**Preservation**

All records and artifacts that come under the custody of Special Collections & Archives are accessioned and appraised as to the condition of the record. This is a key element of the mission of Special Collections in the library. Appraisal determines which individual documents require special conservation treatment, which includes removing metal fasteners and storing documents in acid-free boxes and folders. Photographs receive the same appraisal as to their condition and all photographs are put in protective sleeves to prevent finger prints and damage. As budgets allow, Special Collections continues to preserve the huge SUSC Photograph Collection and all negatives are stored in protective sleeves prior to returning them to file cabinets. This collection was the work of Boyd Reddington, university photographer from the 1960s to the 1980s. The newly acquired negatives in the Richtsteig Collections, which date from the 1930s, are also being preserved in protective sleeves after scanning.

**Facilities & Equipment**

While Special Collections & Archives continues to be a showcase in the library, there are some needs that should be addressed.

- Maintaining constant temperature and humidity levels in all Special Collections work areas is critical to protecting the resources which are entrusted to the institution and library. Consideration needs to be given for adding additional controls over at least some areas since the humidity fluctuates during storms and generally the humidity levels are much lower than recommended for special collections areas.
- Space for storage of the archival records of SUU departments is a critical issue. Shelving space in the archives was exceeded by 465 feet in April and there is no shelving available for record boxes recently transferred from Student Services.
- The shelving for book collections is nearly full and space could be exceeded if additions to the Matheson Collection are accepted.
## Assessment

### Special Collections Statistics

<table>
<thead>
<tr>
<th></th>
<th>2008-2009</th>
<th>2009-2010</th>
<th>2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General statistics</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance (door count)</td>
<td>9,414</td>
<td>10,179</td>
<td>9,218</td>
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<tr>
<td>Patron reference</td>
<td>2,650</td>
<td>2,008</td>
<td>2,406</td>
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<tr>
<td>Patron consultation requests</td>
<td>80</td>
<td>89</td>
<td>124</td>
</tr>
<tr>
<td>Materials / collections used</td>
<td>993</td>
<td>1,759</td>
<td>1,129</td>
</tr>
<tr>
<td>Oral histories transcribed</td>
<td>20</td>
<td>35</td>
<td>92</td>
</tr>
<tr>
<td>New SUU materials archived (linear feet)</td>
<td>122</td>
<td>79</td>
<td>465</td>
</tr>
<tr>
<td><strong>Materials accessible through online catalog</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Collections (Palmer, Matheson, Driggs, etc.)</td>
<td>14,341</td>
<td>14,796</td>
<td>15,002</td>
</tr>
<tr>
<td>Manuscript Collection</td>
<td>122</td>
<td>128</td>
<td>131</td>
</tr>
<tr>
<td>Burch Mann Collection</td>
<td>1,859</td>
<td>1,857</td>
<td>1,856</td>
</tr>
<tr>
<td>Dalley Scores</td>
<td>445</td>
<td>445</td>
<td>445</td>
</tr>
<tr>
<td>John Seymour Collection</td>
<td>3,921</td>
<td>3,921</td>
<td>3,921</td>
</tr>
<tr>
<td>Maps</td>
<td>434</td>
<td>434</td>
<td>434</td>
</tr>
<tr>
<td>Oral history collection</td>
<td>336</td>
<td>337</td>
<td>337</td>
</tr>
<tr>
<td>Performance library</td>
<td>298</td>
<td>298</td>
<td>298</td>
</tr>
<tr>
<td>Scores</td>
<td>2,490</td>
<td>2,490</td>
<td>2,490</td>
</tr>
<tr>
<td>Tanner Collection</td>
<td>2,772</td>
<td>3,223</td>
<td>3,292</td>
</tr>
<tr>
<td>Textbook collection</td>
<td>1,287</td>
<td>1,287</td>
<td>1,287</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>28,558</strong></td>
<td><strong>29,463</strong></td>
<td><strong>29,493</strong></td>
</tr>
<tr>
<td><strong>Other materials</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linear feet of manuscripts &amp; archives</td>
<td>1,831</td>
<td>1,910</td>
<td>2,350</td>
</tr>
<tr>
<td>Photographs, slides, &amp; negatives</td>
<td>1,291,813</td>
<td>1,292,063</td>
<td>1,294,689</td>
</tr>
<tr>
<td>ContentDM collections</td>
<td>24</td>
<td>24</td>
<td>27</td>
</tr>
<tr>
<td>ContentDM images</td>
<td>23,126</td>
<td>24,770</td>
<td>25,058</td>
</tr>
<tr>
<td>EAD collections (online manuscripts)</td>
<td>50</td>
<td>54</td>
<td>57</td>
</tr>
<tr>
<td>EAD images (online photographs)</td>
<td>11,047</td>
<td>11,047</td>
<td>12,162</td>
</tr>
</tbody>
</table>
Fundraising

Special Collections & Archives received funding from the following sources for preserving historic collections:

- Grand Staircase Escalante National Monument
- Utah State Historical Society Grant
- University of Texas at Dallas
- SUU English Department
- SUU Advancement & Development Office
- Utah State Historical Records Board Grant
- Dixie National Forest

Special Collections & Archives collaborated with the library administration to foster relationships with families and organizations that may lead to future donations. Special Collections increased their interaction with the following groups:

- Oregon California Trails Association (OCTA)
- Howard R. Driggs Memorial Foundation
- The William R. Palmer family
- Cedar City Livestock Company
- Utah Parks Company
Library Instruction

Librarians teach information literacy skills to students and faculty in all subject areas. In addition, the Library offers an endorsement or minor in library media in cooperation with the Beverly Sorensen College of Education.
Library Instruction

Education
The library faculty members taught a total of 123 library instruction sessions this year, assisting 3,081 students. The greatest number of recipients of instruction continued to be students enrolled in LM 1010 Information Literacy as well as College of Humanities and Social Sciences courses, especially from the English department. In addition to teaching students, library faculty assisted other campus faculty in utilizing information resources and provided instruction to various campus staff. Moreover, during summer 2010 a significant number of orientations were conducted for incoming freshmen students, thereby extending the reach of library learning further across the campus. Other departments serviced this academic year include: anthropology, biology, chemistry, communications, computer science and information systems, economics, family life and human development, finance, history, hotel, resort, hospitality management, business management, marketing, math, nursing, political science, sociology and university studies.

The Library's LM 1010 Information Literacy course concluded its eleventh year as a general education, one-credit, predominately online course. Once again, library faculty provided instruction to a large number of learners as 1,802 students were enrolled in 62 sections of LM 1010 during 2010-2011.

During summer 2010 the library collaborated with SUU’s University Orientation program to welcome new students to campus as well as provide concise instruction to freshman regarding accessing key library and information resources. Library faculty and staff met with 1,534 students as 100 groups toured the library as part of the orientation series.

Assessment
Instruction numbers trended downward somewhat this current year. Therefore, increasing outreach and instruction is a focus of the Department for 2011 - 2012.

<table>
<thead>
<tr>
<th>Library Instruction Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library instruction sessions</strong></td>
</tr>
<tr>
<td>Sessions</td>
</tr>
<tr>
<td>Students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library instruction by college</th>
<th>Tours</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>9</td>
<td>240</td>
</tr>
<tr>
<td>Computer &amp; Integrated Engineering</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>College of Education</td>
<td>2</td>
<td>130</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences</td>
<td>39</td>
<td>730</td>
</tr>
<tr>
<td>College of Science</td>
<td>5</td>
<td>112</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>University College</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>Freshman Orientation</td>
<td>100</td>
<td>1,534</td>
</tr>
<tr>
<td>LM 1010</td>
<td>62</td>
<td>1,802</td>
</tr>
<tr>
<td>Totals</td>
<td>223</td>
<td>4,615</td>
</tr>
</tbody>
</table>
Library Media Program

Service
In November Verlene Schafer was hired as the new Director of the Library Media program.

Education
Working to streamline the program, Professor Schafer started developing a roadmap that structures the courses in a specific progression. In order to better serve the students, the classes will be offered in order, ultimately keeping them in a cooperative group from first class to practicum.

A portfolio program was implemented for students to highlight artifacts they create during their program.

Assessment
This year a short survey was sent to recent graduates and the results were gratifying. Of the sixteen responses, fifteen are working as Library Media Specialists. Of those, they all felt the program prepared them more than adequately, they have recommended the program to others and they would be willing to mentor one of our program students in the future. The survey offered an opportunity for these students to tell us how we did and how they took that endorsement into the real world. The positive feedback was generous, thoughtful and will be useful in helping us build a stronger program. Taking the pulse of our graduates after some time has passed since graduation has proved to be a powerful tool to shape the program’s future.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New applicants accepted</td>
<td>35</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>Active minor students</td>
<td>n/a</td>
<td>23</td>
<td>19</td>
</tr>
<tr>
<td>Active endorsement students</td>
<td>n/a</td>
<td>93</td>
<td>86</td>
</tr>
<tr>
<td>Inactive students (2+ years)</td>
<td>n/a</td>
<td>69</td>
<td>98</td>
</tr>
<tr>
<td>Minors completed</td>
<td>n/a</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Endorsements completed</td>
<td>9</td>
<td>16</td>
<td>13</td>
</tr>
</tbody>
</table>
Faculty & Staff Activities

Faculty activities are based on Library leave, rank and tenure criteria for the promotion and tenure of faculty librarians. Staff report activities that have enhanced their position or are beyond the normal scope of their position.
Library LRT Criteria for the Promotion and Tenure of SUU Faculty Librarians

The library’s primary responsibility is to support the teaching and research mission of the university and its students and faculty. While the teaching role of librarians is different from that done by many other faculty, many of the primary faculty roles of librarians are scholarly in nature.

The next section of this report will consider the primary activities and academic responsibilities of library faculty.

Teaching
The teaching that is most characteristic of academic librarianship involves instructing people in becoming “information literate” independent learners who can find, assess and use information resources effectively. Teaching effectiveness is determined by a balance of student, peer, supervisory and self-evaluation methods.

- Teach regular course offerings in the Library Media curriculum, including non-traditional delivery methods such as web based courses.
- Provide introductory library orientation tours and workshops and teach subject specific information literacy skills sessions to students enrolled in SUU courses.
- Teach and assist library patrons at the Reference Desk.
- Providing research consultations for students, faculty, and community members.
- Teach training workshops to library and university faculty and staff.
- Supervise service learning activities.
- Supervise practicum students.

Scholarship
The purpose of all types of scholarship should be to advance librarianship, and most scholarly work should include some kind of dissemination through local, regional, national, or international audiences. Dissemination also provides opportunities for scholarly work to be peer reviewed, a significant indication of its quality, usefulness, and importance.

Scholarship of Teaching
Develop, test and/or improve pedagogical techniques for meeting library instruction objectives.

- Develop new courses or make major revisions to existing courses based on action research.
- Develop new delivery methods of instruction.
- Research and implement curriculum changes to the library media program.

Scholarship of Discovery
Apply quantitative and/or qualitative research methodologies in advancing the discipline’s knowledge base.

- Contribute to the knowledge base of the field by publishing in professional publications.
- Make presentations at professional conferences.
- Organize, administer, and/or review a regional/national conference.
- Edit or review for a professional publication or conference.
- Write grants and/or seek external funding for library programs.
- Progress toward and/or award of advanced degrees.
- Receive training or certification, with documentation.

Scholarship of Integration
Integration draws upon a wide range of other disciplines for knowledge that informs and transforms library work.

- Select and deselect resources for the library collection in specific subject specialties.
• Research, develop and implement new or improved services to patrons.
• Integrate knowledge and protocols from other disciplines into the library field.

Scholarship of Application
Apply the theory and knowledge gained through inquiry, integration, and pedagogical experimentation to meeting the research and learning needs of the academic and library communities.

• Research, develop and implement new or improved services to patrons.
• Complete significant course development to maintain currency of information presented.
• Conduct ongoing course development to implement innovative pedagogy, new media and technology into courses, instruction and training
• Write training guides for students and faculty.
• Provide in-service training.

Service
Academic librarians should be involved in service to their academic institution, profession, and to the general public in the form of outreach. Service activities benefit both the librarians and the groups to which they contribute.

Library
• Administer a library department or area of responsibility.
• Serve and/or chair library committees.
• Provide training to library staff in groups or individually.
• Select, train, supervise, and evaluate staff and student workers.
• Develop and implement policies and procedures.
• Maintain and develop services.
• Maintain statistics and track trends.
• Edit library publications.

University
• Organize and coordinate campus conferences, workshops, teleconferences, or training sessions.
• Represent SUU at state or national organizations.
• Chair university or faculty senate committees.
• Serve on university or faculty senate committees.
• Maintain web sites.
• Edit university publications.

Professional
• Organize and coordinate professional conferences, or workshops.
• Active in a professional organization.
• Attend professional meetings and conferences.
• Hold membership in professional organizations.
• Consult to organizations.

Public
• Participate in activities and organizations relating to professional duties.
• Apply academic expertise in community without pay or profit.
Collegiality
To meet the mission of the Library and the University, academic librarians need to work cooperatively with all constituents. Also refer to University Policy #6.28, Faculty Professional Responsibility.

- Treat all employees, students and patrons respectfully and professionally.
- Complete job responsibilities and commitments to associates in a professional, timely manner therefore enabling others to complete their responsibilities.
- Respect university colleagues and students and their right to academic freedom.
- Be accessible to students whenever reasonably possible, this includes posting and keeping office hours.
- Evaluate student and employee performance promptly, and without prejudice or favoritism.
- Provide a respectful atmosphere that does not reward agreement or penalize disagreement with their views of controversial topics.
Faculty Activities

**Vik Brown**  
Department Chair, Associate Professor, Collection Development Librarian

**Teaching**
- Taught four sections of LM 1010 *Information Literacy*.
- Team taught LM 4200/6200 *Library Technical Services* with Randy Christensen.
- Team taught LM 4190/6190 *Managing a Media Center* with Verlene Schafer.
- Taught reference skills four hours a week at the Reference Desk.
- Taught five library instruction sections (157 students) and assisted in teaching Freshman orientation sessions for 1,534 students, Summer 2010.

**Scholarship**
- Selected/deselected materials ($31,694) for the music, art, geography, French, nutrition, agriculture and world history collections.
- Edited the *Library Annual Report*, *Library Guide for Faculty* and numerous other library documents and policies.
- Participant in planning/writing grants: U.S. Department of Education, Marriner S. Eccles Foundation and USHRAB.
- Successfully completed post-tenure review.

**Service**
- Served as library department chair and collection development librarian.
- Supervised collection development department and network specialist.
- Oversaw library budgets including significant one-time money received by the library.
- Member, USHRAB (Utah State Historical Records Advisory Board).
- Grant reader, USHRAB grants.
- Co-chair, annual Friends of the Library Gala.
- Member, SUU Library Committee.
- Member, SUU Internship Committee.
- Member, SUU Academic Affairs Committee.
- Member, SUU Undergraduate Curriculum Committee.
- Member, SUU Program Review Committee.
- Member, Howard R. Driggs Memorial Lecture Advisory Committee.
- Member, Copy Center Committee.
- Member, Library Budget Committee.
- Member, Library Development Committee.
- Member, Friends of Library Advisory Board.

**Randall O. Christensen**  
Associate Professor, Technical Services Librarian

**Teaching**
- Taught six sections of LM 1010, *Information Literacy*.
- Taught reference skills an average of five hours a week at the Reference Desk.
- Conducted eleven library instruction sessions (216 students).
Faculty & Staff Activities

Scholarship

- Selected/deselected materials ($22,671) for the auxiliary history, political science, physical science, mathematics/computer science, engineering/construction, and military history collections.
- Published an education game, *Quickdraw Shootout* with Richard Eissinger for the recently published *Let the Games Begin! Engaging Students with Interactive Information Literacy Instruction*, Neal Schuman. 2011.
- Presented *mLearning Tools for Teachers and Students* with Richard Eissinger and Steve Irving at the UCET Conference, Sandy, Utah.
- Successfully completed post-tenure review.
- Began learning Spanish by taking Spanish 1010 and 1020.

Service

- Supervisor, technical services and digitization center.
- Member, SSUU Leave, Rank and Tenure Committee.
- Member, SUU Institutional Effectiveness and Assessment Committee.
- Member, Faculty Senate Outstanding Educator Committee.
- Member, UALC Cataloging Committee.
- Member, UALC Digitization Committee.
- Attended the UELMA Conference, Salt Lake City, Utah.
- As a Mountain West Digital Library hub, provided training and coordinated the hosting of digital collections for the Dixie State College Library.
- Taught English to Spanish speakers by giving free lessons to them in their homes.

Richard Eissinger  Associate Professor, New Technologies Librarian

Teaching

- Taught five sections of LM 1010, *Information Literacy* to SUU students, and taught two sections to SUU Success Academy students.
- Taught one section of UNIV 1000, *First Year Seminar*, Fall 2010.
- Taught reference skills five hours per week at the Reference Desk.
- Conducted 15 library instruction sessions (438 students).
- Provided one-on-one consulting and personal research assistance for five SUU faculty.
- Provided hands on assistance to 15 SUU faculty in set up and use of the Turnitin program.

Scholarship

- Selected/deselected library materials ($21,237) for the life sciences, criminal justice, nutrition, and medicine/nursing library collections.
- Investigated and implemented new library technologies including:
  - Evaluation, selection and trial of the new state-wide Learning Management System (Instructure Canvas).
  - Improvements in the LM1010 course including Turnitin integration, screencast videos and a searchable PDF online textbook.
  - Implementation of Serial Solutions 360 *Federated Search* and 360 *Link* to cross link database resources.
  - Implementation of use of the *LibGuides* system to provide consistent library and course research guides for the library.
  - Establishment of a Sherratt Library Twitter account.
- Managed the library databases and served as contact librarian for newly acquired databases for Fall semester 2010 until the new Electronic Services librarian arrived. Presented three programs at the 2011 UCET Conference: A Jing Screencast is Worth 1,000 Words!, *Teaching with Twitter*, and *mLearning Tools for Teachers and Students*. 
Published an education game, *Quickdraw Shootout* with Randy Christensen for the recently published *Let the Games Begin! Engaging Students with Interactive Information Literacy Instruction*, Neal Schuman. 2011.

Conducted three workshops for the Center of Excellence for Teaching and Learning to faculty and staff in the use of the campus licensed Turnitin plagiarism prevention program.

Conducted two workshops for the SUU Campus Training Committee: *What’s @ the Library* providing tips on using library resources and technology, and *Tips on using Microsoft OneNote*.

**Service**

- Member, UEN LMS Selection Committee.
- Chair, SUU Distance Education Committee.
- Member, SUU Distinguished Faculty Lecturer Committee.
- Co-chair, SUU Academic Computer Users Group.
- Member, SUU Library Department Leave, Rank, and Tenure Committee.
- Member, SUU Library Strategic Planning Committee.
- Member, SUU Library Web Committee.
- Member, UALC Collection Development Committee.
- Member, UALC Utah Educational Network, Regional Pioneer Advocate.
- Member, Utah Library Association.

**John Eye** Dean of Library Services, Associate Professor

**Teaching**

- Taught four sections of LM 1010, *Information Literacy*.
- Taught reference skills three hours a week at the Reference Desk.
- Conducted four library instruction sessions (120 total students).

**Scholarship**

- Selected/deselected library material ($7,238) for the technology collection.
- Presented *Copyright Law for Educators* at the annual Utah Rural Schools Association Conference, Cedar City, Utah.
- Presented *Understanding Copyright Law* at the Mountain Plains Library Association Conference, Billings, Montana.
- In collaboration with Matt Nickerson, Vik Brown, Jean Truman, Bill O’Neill, and others, submitted a $600,000 grant proposal to reform Iron County school libraries.
- Served as a peer reviewer for the International Symposium on Engineering Education and Educational Technologies.

**Service**

- Member, Deans Council.
- Member, UALC Directors Council.
- Chair, University Convocation Hour Focus Group.
- Chair, PVA Dean Search Committee.
- Secretary/Treasurer, Friends of the Library Advisory Board.
- Secretary/Treasurer, Howard R. Driggs Memorial Lecture Advisory Committee.
- Secretary, Library Committee.
- Member, American Library Association/AASL.
- Member, Utah Library Association (ULA).
- Member, Utah Educational Library Media Association (UELMA).
- Member, Mountain Plains Library Association (MPLA).
Steve Irving  Associate Professor, Electronics Resources Librarian

Teaching
• Taught four sections of LM 1010 Information Literacy.
• Taught research skills four hours per week at the Reference Desk.

Scholarship
• Selected/deselected materials ($23,995) for the philosophy, psychology, religion, linguistics, geography, environmental science, anthropology, folklore, and foreign languages collections.
• Co-presented mLearning Tools for Teachers and Students with Richard Eissinger and Randy Christenson at UCET.
• Updated SUU Library website.

Service
• Served as Electronic Services Librarian.
• Appointed, SUU Faculty Senate.
• Appointed, Faculty Senate representative to the SUU Staff Association Board.
• Appointed, SUU Distinguished Faculty Lecturer Committee.
• Member, Utah Library Association.
• Member, Utah Academic Library Consortium.
• Member, American Library Association.
• Member, Association of College and Research Libraries.
• Vice-Chair, ACRL Intellectual Freedom Committee.
• Chair, College and Junior College EBSCO Community College Learning Resources and Library Achievement Awards.
• Assisted Sunrise Residential Treatment Program with setting up library and library catalog for their residential students.

Scott Lanning  Associate Professor, Access Services & Reference Librarian

Teaching
• Taught two sections of LM 1010, Information Literacy.
• Taught one section each of LM 4160/6160, Library Computer and Reference Skills.
• Taught twelve library instruction sessions (341 students).
• Taught research skills six hours per week at the Reference Desk.

Scholarship
• Received a contract to write a book for Libraries Unlimited title Concise Guide to Information Literacy. About 80% of the first draft is completed.
• Wrote an article with Wayne Roberts entitled Predictors of Freshman Success in a Credit Bearing Introductory Information Literacy Course.

Service
• Supervisor, access services, reference, government documents & serials departments.
• Chair, Library IRB committee.
• Member, Library Department LRT Committee.
• Member, SUU Academic Planning and Steering Committee.
• Member, SUU Faculty Salary Equity and Merit Pay committee.
  o Chaired, subcommittee on merit pay.
• Member, Utah Library Association.
• Chair, ULA Bylaws committee.
• Member, UALC Professional Development Committee.
• Member, UALC Government Documents Committee.
• Member, American Library Association.
• Member, Association of College and Research Libraries.
• Member, American Association of School Librarians.
• Member, Reference and User Services Association.
• Chair, Web Services Librarian Search Committee.

Matthew Nickerson  Professor, Special Projects Librarian

Teaching
• Taught four sections of LM1010 Information Literacy.
• Taught reference skills at the Reference Desk six hours per week Fall Semester and four hours per week Spring Semester.
• Provided four library instruction sessions (150 students).

Scholarship
• Selected/deselected materials ($22,480) for the agriculture, communication/theatre arts, dance, PE/recreation, Spanish collections.
• Reviewed proposals for the 9th International Conference on Education and Information Systems, Technologies and Applications (EISTA 2010)
• Supervised publication of Political Rhetoric and Leadership in Democracy, ed. Lee Trepanier, in cooperation with the Tanner Center for Human Values.
• Marriner S. Eccles Foundation: wrote a grant request and received $5,000 for ongoing improvement of the Sherratt Library Main Collection. (funded).
• Utah Humanities Council: wrote a grant that was funded for $4,820 in support of the library’s First Folio Exhibit in connection with the 50th Anniversary of the Utah Shakespeare Festival.
• Marriner S. Eccles Foundation: submitted a grant request for $10,000 for ongoing improvement of the Sherratt Library Main Collection.
• Conference Chair and reviewer for the 2010 Wooden O Symposium, an international cross disciplinary conference exploring Medieval, Renaissance, and Early Modern Studies.
• Worked with library colleagues and USF staff to develop, create and administer More Precious than Gold: The Treasures of William Shakespeare the library’s First Folio exhibit. Major responsibilities included the Speakers Series, phone tour and Utah Humanities Council compliance.

Service
• Member, SUU Mission Statement Steering Committee.
• Member, SUU Workplace Harassment Investigation Team.
• Member, Foreign Languages and Philosophy Department LRT Committee.
• Member, Theater Arts and Dance Department LRT Committee.
• Member, Art and Design Department LRT Committee.
• Member, SUU General Education Committee.
• Member, SUU Service Learning Committee
• Member, SUU Convocations Committee.
• Member, Library Search Committee for Electronic Services Librarian.
• Member, Search committee for Enrollment Management, Northern Utah Rep. position.
• Library Representative, SUU Utah Cluster Acceleration Partnership.
• Chair, SUU Press Board.
• Created instructional video for Cedar Mountain Student Science Camp.
• Presenter, Reading and Literacy, Iron Springs Elementary School

**Phil Roché** Assistant Professor, Instructional Services Librarian

**Teaching**
• Taught eight sections of LM 1010 Information Literacy.
• Taught five LM 1010 Test-Out Workshops.
• Taught two sections of LM 3120/6180 Children’s Literature/Utilization of Literature in the Classroom.
• Taught research skills five hours per week at the Reference Desk.
• Taught 41 library instruction sessions (830 students).
• Participated in library instruction sessions during summer 2010 University Orientation.

**Scholarship**
• Selected/deselected materials ($26,853) for the American and English literature collections.
• Spearheaded effort to acquire the Early English Books Online (EEBO) database in support of the newly-created Center for Shakespeare Studies.
• Created or updated several printed handouts for English Department courses.
• Completed graduate courses MGMT 6200 Negotiation, PADM 6000 Administrative Theory, and PADM 6200 Public Sector Budgeting & Financial Management as part of SUU’s Master of Public Administration program.

**Service**
• Administered and managed library instructional programming including the coordination and participation of library faculty colleagues.
• Directed and coordinated library information literacy efforts including administration and maintenance of LM 1010 Information Literacy courses.
• Chair, SUU Faculty Publication Award and Student Scholarship Committee.
• Member, SUU Convocation Hour Focus Group.
• Member, SUU Faculty Development and Evaluation Committee.
• Member, SUU Faculty Senate.
• Member, SUU Institutional Review Board for Research on Human Subjects Committee.
• Member, SUU Search Committee for Center for Shakespeare Studies Director.
• Member, SUU Shakespeare Studies Group.

**Verlene Schafer** Assistant Professor, Director of the Library Media Program

**Teaching**
• Taught one section of LM1010 Information Literacy.
• Team taught LM 4190/6190 Managing a Media Center with Vik Brown.
• Team taught LM4890/6190 Library Media Practicum with Vik Brown
• Taught reference skills four hours a week at the Reference Desk.
Scholarship
- Selected/deselected materials ($23,304) for the education and library science collections.
- Served as Library Media Program Director.

Service
- Member, Utah Library Association.
- Member, Utah Library Media Specialists Association.
- Member, American Library Association.

Janet Seegmiller Associate Professor, Special Collections Librarian

Teaching
- Taught eight sections of LM1010, *Information Literacy*.
- Taught research skills 12 hours per week at the Reference and Special Collections desks.
- Taught 13 library instruction sessions (331 students).

Scholarship
- Selected/deselected materials ($24,455) for North and South American history, communications, sociology, and Juvenile and William R. Palmer Collection ($1400).
- Principle Investigator, Challenge Cost Share Grant ($60,000) from the National Park Service for the Cedar Breaks National Monument Multi-Media Tour.
- Principle Investigator, Colorado Plateau Cooperative Agreement ($14,981) with Zion National Park for project: Complete and Transcribe Oral History Interviews from Zion National Park.
- Continued work on manuscript for publication, *Sing-Away: 50 Years of Working and Playing for the Utah National Parks*.
- Presented *Memories of Zion National Park*, a paper and group discussion at the Iron County Historical Society on February 9th completing the Utah Humanities Council grant to record Oral Histories at the Zion Centennial Reunion.
- Member, Mormon History Association Best Article Awards Subcommittee to select the best scholarly articles published in 2010 in Mormon history. Reviewed and evaluated 15-20 refereed journal articles.

Service
- Managed, evaluated and provided guidance to Special Collections & University Archives Department and Utah Regional Repository.
- Chair, Howard R. Driggs Memorial Lecture Advisory Committee.
- Member, Library Strategic Planning Committee.
- Member, Provost's Faculty Scholarly Support Committee.
- Local arrangements Chair, Oregon-California Trails Association Southern Wagon Road Symposium, SUU Campus.
- Local arrangements co-chair for 2011 Mormon History Association Conference in St. George, Utah, and post-conference tour guide.
- Secretary-Treasurer, Iron County Historical Society.
- History project coordinator, Cedar Livestock and Heritage Festival. Published fourth chapter.
- Co-chair of the Utah Parks Company History project.
- Member, Utah State Historical Society.
- Member, Oregon-California Trails Association.
- Member, Mormon History Association.
- Provided presentations and exhibits on local community history.
Faculty & Staff Activities

Staff Activities

**Linda Ahlstrom** Technical Services Analyst
- Contract modified to .5 FTE.
- Trained Tammy Beuhler to catalog new and some gift books.
- Started importing new online Safari eBooks and deleting old ones.

**Tammy Beuhler** Library Assistant, Media Curriculum Collections
- Continued to deselect and organize media/curriculum area for increased efficiency and to make it more presentable to the public.
- Weeded audio books on cassette tapes to accommodate expansion of CD and DVD collection.
- Began the process of comparing shelf lists to what is actually in the collection.
- Worked with Technical Services department to select curriculum items to enhance collection, process new books and government documents microfiche.
- Added barcodes to non-cataloged curriculum items and cataloged them.
- Attended campus staff trainings.
- Attended Interlibrary Loan training webinars.
- Wrote a basic training guide for ILL 8.
- Completed 12 credits with a 4.0 GPA in continuing my pursuit of a bachelor’s degree.
- Member, Library Marketing Committee.
- Member, Library Sunshine Committee.
- Member, Library Food and Drink Policy Committee.
- Member, Evening Circulation Assistant Search Committee.

**Sheri Butler** Administrative Assistant IV
- Coordinated the second Annual Library Gala for the Friends of the Library.
- Helped organize the annual Howard R. Driggs Memorial Lecture.
- Completed layout, design and editing for *Political Rhetoric and Democracy*, ed. Lee Trepanier, in cooperation with the Tanner Center for Human Values.
- Helped coordinate the exhibit of a First Folio of the Works of Shakespeare from the Folger Library in Washington, D.C. in celebration of the 50th anniversary of the Utah Shakespeare Festival.
- President-Elect, SUU Staff Association 2010-11
- Delegate, SUU Staff Association to UHESA (Utah Higher Education Staff Association).
- Attended UHESA day at the Capitol in Salt Lake City.
- Member, Library Development Committee.
- Member, Library Budget Committee.
- Attend and take minutes for Friends of the Library Advisory Board.
- Member, SUU Staff Association T-Fit Challenge Committee.
- Member, SUU Insurance and Benefits Committee.
- Member, SUU Parking Task Force.
- Attended and took minutes for the SUU Convocation Hour Focus Group.
Ellen Chalmers Administrative Assistant II

- Created posters, tabletop signs and bookmarks for various library projects and promotions including the food and drink promotion “leave no trace”, freshman orientation, and cell phone etiquette.
- 100+ hours of Photoshop training via lynda.com.
- Attended various campus trainings.
- Assisted with the annual Howard R. Driggs Memorial Lecture.
- Assisted with the second annual Library Gala.
- Created a survey for the Library Media program which was distributed to program graduates; tabulated results.
- Maintained/updated new twitter feed daily.
- Learned/maintained Marketplace, a new charge card website for each account in the library to accept charge cards over the phone and allow the library to be in compliance with federal regulations.
- Assisted with the grand opening program for the new study rooms.

Philip Dillard Interlibrary Loan Coordinator

- Processed or supervised the processing of 5,232 ILL transactions of which 4,881 were completed.
- Kept records of UPS shipping to Utah academic libraries for reimbursement by UALC of over $5,000.
- Trained Tammy Buehler as a back-up in ILL.
- Served as back-up in circulation.
- Member, UALC Resource Sharing Committee.
- Member, Library Leave, Rank, and Tenure Committee.

Loralyn Felix Collection Development Coordinator

- Established new procedures to track the library’s eBook purchases and identify which vendor provides the service for each title.
- Compiled a detailed list of the books purchased with the $4,200 donated by the Friends of the Sherratt Library.
- Prepared a report of the books purchased with the Marriner S. Eccles Foundation Grant.
- Selected and prepared gift plates for the books that were purchased with funds donated to the library in honor of the School of Business and College of Education graduates.
- Taught four sections of LM 1010 Information Literacy.
- Attended a LibGuides training session.
- Attended the Friends of the Library Gala.
- Attended the Howard R. Driggs Memorial Lecture.
- Participated in the SUU T-Fit Challenge Program.
- Member, Library Sunshine Birthday Party Committee.
- Member, SUU Bookstore Advisory Committee.
- Member, SUU Insurance Committee.
- Member, Utah Library Association.

Carol Kunzler Evening Circulation Library Assistant

- Participated in a free ethics course for librarians through LEAD at the Utah State Library website.
- Deleted all graduates from computer system.
- Applied to and accepted to attend Texas Woman’s University 100% on-line MLS program.
- Attended annual ULA conference in Draper, Utah.
- Supervised and trained student employees in circulation.
- Member, Utah Library Association.
- Participated in SUU T-Fit challenge.
Linda Liebhart  Circulation Coordinator

- Worked with lock and key shop staff implementing new back door alarm system.
- Helped re-organize the circulation staff schedule to accommodate the Folio exhibit.
- Volunteer, Utah Shakespeare Festival.
- Attended T-Fit Challenge meetings and participated in monthly challenges.
- Viewed ALA Webinar trainings: Certification and Graphic Novels.
- Attended all the training meetings to be a “chaperone” for Alternative Winter Break to Mexico (trip cancelled).
- Attended campus training on “Scheduling”.
- Attended annual ULA Conference, Layton, UT.
- Member, American Library Association.
- Member, Utah Library Association.
- Member, Utah Library Association Para-Professional and Support Staff Round Table.
- Chair, ULA Para-Professional Certificate Review Board.
- Member, SUU Women’s Week Committee.
- Member, Sherratt Library Disaster Planning Committee.
- Member, Sherratt Library Sunshine Committee.
- Member, SUU Staff Association and Legislative Liaison.
  - Attended UHESA Day at State Capitol.
  - Organized Legislative Day on SUU campus.

Trecia Loveland  Copy Center Specialist

- Purchased new equipment for copy center:
  - Xerox Copy Machine.
  - Numbering Machine.
  - Binding Machine.
  - Industrial Shredder.
    - Spill-proof water bottles with Library info printed on them.
    - Highlighters with Copy Center info printed on them.
- Updated the look and feel of the copy center.
  - Had one of the white walls painted blue.
  - Re-organized the flow of tables and equipment on the floor.
- Attended Microsoft Office Access training.
- Attended on campus training “Improving writing skills and discourage plagiarism”.
- Installed a print release station for the public computers to cut back on waste.
- Collaborated a work order station for employees that include a computer and monitor.
- Attended the annual Staff Association Closing Social/Parterre Planting.
- Trained employees on Adobe Acrobat.
- Made copies and bound year books for the Upward Bound department for the fifth consecutive year.
- Member, SUU Staff Association T-Fit Challenge committee.
- Member, Library Food and Drink polices committee.
- Advisor, Aquamanics Club on campus.
Paula Mitchell  University Archivist

- Taught Archives Training Workshop to campus personnel.
- Taught five sections of LM 1010 Information Literacy.
- Created displays for Library Gala and Howard R. Driggs Memorial Lecture.
- Created blog for Special Collections.
- Attended A. Dean Larson Book Collecting Conference at BYU.
- Attended Photo Archives Training at BYU.
- Attended Electronic Records Meeting at Utah State Archives.
- Attended and participated in ULA in Layton, Utah.
- Attended Mormon History Association Conference in St. George.
- Participated in Research Fair at Mormon History Association in St. George.
- Participated in ULA T-Fit Challenge Program.
- Transcribed or edited 24 Oral Histories on Tabernacles of southern Utah.
- Transcribed or edited 11 Oral Histories on Jimmie Jones.
- Chair, Iron Mission Museum Foundation Board.
- Co-Chair of Archives, Manuscripts and Special Collections Round Table.
- Member, SUU Staff Association Executive Board.
- Chair, SUU Staff Association Training Committee.
- Member, SUU Parking Ticket Appeals Committee.
- Member, SAA (Society of American Archivists).
- Member, ACA (Academy of Certified Archivists).
- Member, CIMA (Conference of Intermountain Archivists).
- Member, UMA (Utah Manuscripts Association).
- Member, ULA (Utah Library Association).
- Member, Library's Disaster Planning Committee.
- Member, Special Collections Committee.
- Volunteer, supervisor hostess for Utah Shakespeare Festival.

Jill Stucki  Technical Services Analyst

- Submitted over 50 NACO authority records on OCLC.
- Cataloged 100 Tanner books.
- Cataloged four Master's Theses from SUU Master's Students.
- Cataloged 120 books from Michael O. Leavitt collection.
- Mended 298 library books. Mended additional books for patrons.
- Trained two practicum students in cataloging and repair.
- Attended ULA Conference, Layton, UT.
- Took art class Spring Semester.

Julie Wood  Library Network Administrator III

- Worked with IT in staging and migrating Library Web Server to a new virtual machine running Windows 08, server housed in IT department.
- Set up a new Honor's Commons Lab with seven PC's, two Mac's and one printer.
- Participated in the PCI compliance mandate on campus to follow through in getting our credit card terminals and software in compliance with industry standards.
- Modified online catalog page and search results: Changing default search to “Quick Search”, adding search buttons, Call Number Search, hot link on title bar and item type icons displaying in Search Results making item records easier to identify item with a small image.
• Installed Archon on a server for special collections; archival software we are testing to possibly replace our existing EAD searching software.
• Set up second workstation in Copy Center for employees to work exclusively on Creative Suite projects.
• Upgraded ContentDM server software to v5.4.
• Migrated Sawmill logging software/server to own dedicated server, hosted on a virtual server and upgraded software to v.8.1.
• Provided guest lecture tour of the server room for Professor Dezi Wu’s class.
• After initial testing of ILLiad v8.0, cut over to go live in production on new server on.
• Upgraded EZproxy to v. 5.3
• Worked with Dixie State College Library and Randy Christensen in allowing access to the library ContentDM server to host some Dixie digital archives.
• Enrolled in Web Development and Design class, fall 2010.
• Attended Consumer Electronic Show (CES), Las Vegas, NV.
• Attended Kbox training.
• Attended UEN Firewall and Forensics training.
• Upgraded virtual servers running VM ESX 4 to ESXi 4.1.
• Member, UALC System’s Committee.