



Quincy College Library FY2013 Annual Report

Prepared by Susan Whitehead, Director of Library Services

Accomplishments:

1. Library moved to Presidents' Place in August 2012
2. New Library Director started August 2012
3. FYS program expanded to 3 credits, resulting in doubling library instruction commitment
4. Professional librarian hours increased on Plymouth campus
5. New course specific mini-websites developed
6. Librarians adopted new functional roles & responsibilities
7. Circulating and reference collections reviewed and weeded
8. New website launched
9. Streaming video database introduced for broader range of AV learning materials
10. 1st electronic journal access beta tested
11. AccuTrack student I.D. identification system installed in both Quincy & Plymouth libraries
12. Increased outreach to local libraries initiated
13. Membership request to Old Colony Library Network accepted June 20, 2013.

August 2012 was the beginning of both new space for the Quincy campus library and the oversight of the Quincy College Libraries by a new director. The initial move into the Presidents' Place required an initial reduction in the reference collection in order to fit into the new space. Seating for students was limited but, fortunately, an adjacent classroom was opened up in December 2012 with access from the library. The Quincy campus Library can now seat about 58 users plus provide an additional 42 computer student workstations.

Beginning with Fall Semester 2013, the First Year Seminar course was expanded from 1 credit to 3 credits. The library's responsibility in this program is to teach information literacy. That responsibility was increased from 1 class session to 2 sessions. To accommodate this increased responsibility, the library worked with an outside vendor, Literati, to develop self-paced online learning modules. Students worked through the modules independently so that the classroom sessions could be more interactive. Feedback from both faculty and students during Spring Semester was very positive about this experience. Of 100 students who responded to the survey question "How valuable would you rate the Library Visit and the online tutorial in helping you succeed as a student at Quincy College?" 84.8% rated this experience as Very Valuable.

The Plymouth campus library is staffed by a .5 professional librarian. Enrollment in Plymouth has been increasing and the library wanted to provide both expanded open hours and more professional coverage. This became even more necessary with the expanded First Year Seminar program and the increase in library-specific instruction. In October, 2 librarians from Quincy traveled down to Plymouth on alternative Thursdays and Fridays to expand professional services. Usage of the library on those days is modest and the decision was made jointly by the Plymouth campus dean and library director to provide professional services Monday through Thursday. This schedule seems sufficient to meet student needs for library services.

Beginning with Spring Semester the library staff produced 19 Research Guides that operate as mini-websites. These guides are often course specific and bring together for students all of the resources and help aids they need to complete assignments for their course in one easily navigable environment. During 3 short months, these guides were viewed over 1,200 times by faculty and students. Several faculty provided direct links to their course's Research Guide directly from their portal course page.

Towards the end of Fall Semester, the library director proposed the adoption of specific role functions within the professional staff. Prior to this time, the professional staff considered themselves as "generalists" and while the responsibilities had been divided up between them, there were no definite role descriptions to guide planning, development or accountability. Roles were discussed with staff and each librarian adopted the role that was closest to their current work and best matched their professional interests.

When the library first moved into its new location, some "on the spot" weeding of the reference collection had to occur. During Spring Semester a more thoughtful weeding project was initiated that involved the participation of faculty in reviewing the circulating and reference collections in their discipline. In all, 30 faculty devoted time to this task. By the end of the academic year, nearly 3000 titles were deleted from the Quincy campus collection. The library used the services of Better World Books to sell the weeded materials. Five percent of anything that Better World Books were able to sell was donated to the charitable organization, Foundation for Children and Families.

Throughout the academic year, the staff discussed changes to the library's website. The goal was to capture the attention of our users with more colorful and graphic images and a more intuitive organization of content. After much work and review, the new site was launched at the end of Spring Semester.

Important learning tools are visual media. The library has always collected individual DVDs and CDs that were requested by faculty. However, these are limited in how they can be used. The library purchased a streaming video database that faculty and students can access and use 24/7 wherever they are located. Called Films of Demand, the product offers a wide range of video material. By providing this type of service, the library better meets the needs of remote users and enhances the virtual library presence for the community.

Several of the print journals to which the Quincy Libraries subscribes are also available electronically at no additional cost. However, the library had no way to access these online issues. Working with the journal vendor, the library developed and tested an “eportal” to these journal titles. While still being tested, this appears to be a straightforward and convenient way for the library to provide access to the electronic journal literature.

Collecting data that is meaningful and which can lead to better planning and learning outcomes is always a challenge in libraries. In late March, AccuTrack was installed in both the Quincy and Plymouth libraries. As students entered and exited, they are asked to swipe their ID cards. Many students didn't carry their ID cards with them and didn't know their number. By mid-April we were able to start to collect reliable data on most of the students using the library. While there are still some technical issues to resolve, with several months of data over the entire course of a semester, the library will be able to analyze which courses are driving the greatest use of the library. This should lead to better resources development and assessment of the impact of the library on student success.

A major initiative of the new director has been to more closely connect the Quincy College Libraries with other libraries in the area. Consequently, the library director conducted site visits of Massasoit Community College, Eastern Nazarene College and Bunker Hill Community College, and visited Hesser College in New Hampshire to better understand how a small private college created a totally virtual library. Staff met with a representative of the Massachusetts Library System and have availed themselves of free webinars on a number of timely library topics. Beginning in 2013, the library director open discussions with Old Colony Library Network and proposed joining that network as of FY2014. That proposal was approved and the catalog conversion process began in June.



FY2013 Data Summary

Collections

Print Books	13,893
Electronic Books	37,917
Journal Titles	113
Audio Visuals	1,121
Research Databases	52

Hours Open: Fall & Spring Semester = 62.5 Hrs. per week

Staff: 6 FTE (4.5 Librarians, .5 Library Assistant, 1 Director)

Facilities:

Quincy Library:

Approximately 4,500 Square Feet

Seating Capacity: 58 study seats

Computer Workstations: 31 in Computer Lab; 11 in open use area

2 Printers; 2 Copiers

Plymouth Library:

Approximately 462 Square Feet

Seating Capacity: 16 study seats

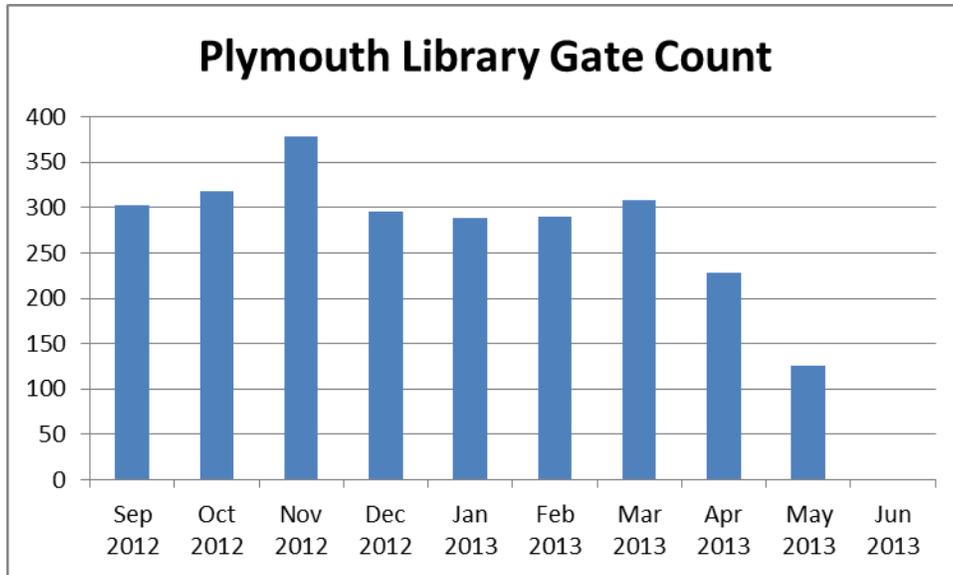
Computer Workstations: 6

1 Printer

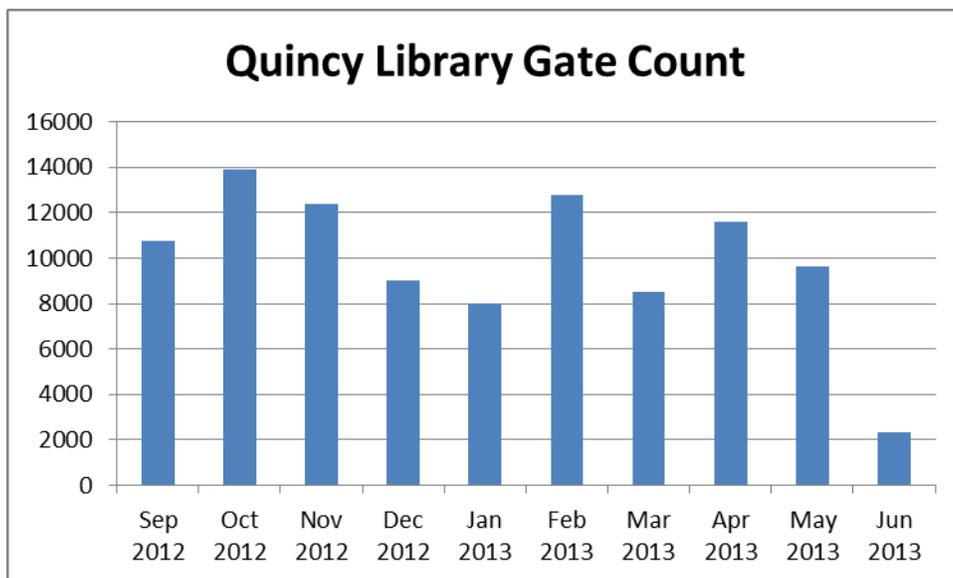


Library On-Site Usage

Plymouth Library - Total Gate Count = 2,534



Quincy Library – Total Gate Count = 98,912

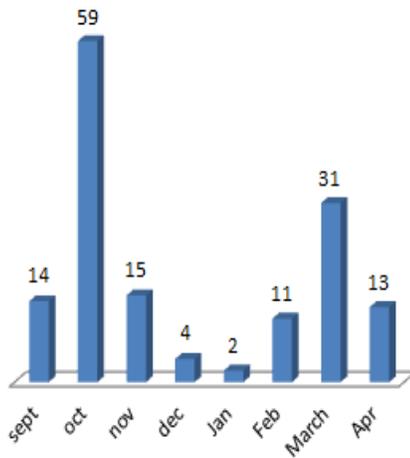




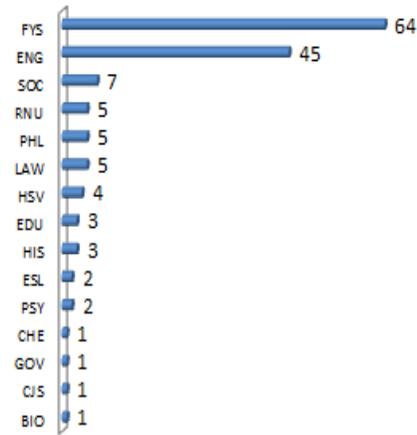
Library Instruction Fact Sheet

- Total Classes Taught: 149
- Total Hours of Teaching: ~171
- Total Students Taught: 2,427

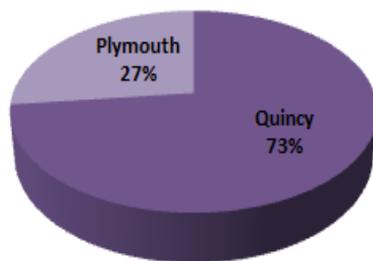
of Classes by Month



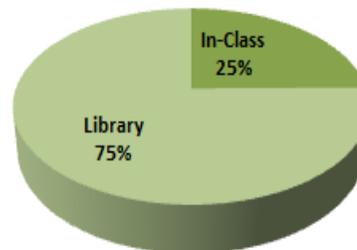
Courses Taught by Subject



% of Classes by Campus



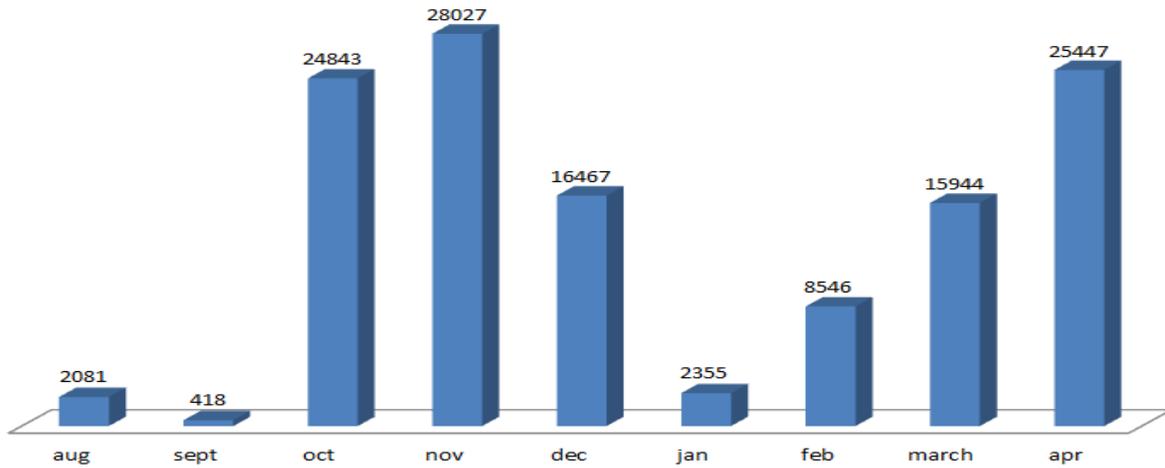
% of In-class Visits vs. Library Visits





Resources Usage

Total Database Searches by Month



Circulating Materials By Category

