

## FY2014 ANNUAL REPORT

Produced by Susan Whitehead, Library Director

August 2014

### Old Colony Library Network (OCLN)

Quincy College became a member of the Old Colony Library Network (OCLN) effective July 2013. During the summer months, Quincy College library staff, the college's IT Department and the OCLN Central Site staff engaged in an intense effort to convert the library's catalog from Voyager to SirSiDynix (the network catalog platform). Typical of most library conversions, the process was bumpy with many unanticipated problems arising. However, by the beginning of classes in September, the basic conversion was complete. Throughout much of the remainder of the year, the library staff worked on cleaning up "dirty" records and creating new records for materials that failed the conversion process.

An unexpected number of requests were made to borrow Quincy College books and DVDs. We quickly had to determine what materials needed to stay on-campus to support the curriculum as opposed to being able to be checked out by other network libraries.

Through the year, the library staff promoted OCLN to the college community. Special handouts were created and liberally distributed. TV slides were created and OCLN was featured in all of the library's monthly newsletters.

### Library Collections

- Journals. During fy2014, the library significantly reduced the number of print journal subscriptions and replaced them with online subscriptions. At the beginning of the fiscal year, the library subscribed to 117 journals – all of them in print. At the conclusion of the fiscal year, the library subscribed to 91 current journals 92% of them available online. The library staff worked with two serial vendors to create easy access to the online titles via the Library's website. Additionally, the library was able to reduce the amount spent on periodical titles while increasing accessibility.
- Book Weeding. A major project for the year was to weed the print book collection in the Quincy campus library. Many titles were earmarked during the conversion process as titles that were either out-of-date or had irregular records. Books that were in bad condition or were no longer relevant to the curriculum of the college were also weeded. The library contracted with Better World Books to handle the disposal of all weeded items which they provide as a free service to libraries. Any proceeds from their selling our discarded titles

were donated to the Association for Families & Children, a non-profit charitable organization. By the end of the fiscal year, 1,440 items had been weeded from the collection.

- Research Databases. The library added three new research databases to the collection: Business Source Premiere, History Reference Center and Humanities International. The total number of research databases now available through the Library's website is 54.

### **Information Literacy & Bibliographic Instruction**

- Classroom Instruction. Formal instruction sessions – conducted by either in the library's Computer Lab or by a librarian visiting a class for a refresher – declined compared to fy2013. Part of the reason for that decline is that one of the First Year Seminar sessions (out of two sessions) is now replaced by a video tutorial that the library produced. However, that does not explain the extent of the decline. The library staff believes that instructors are relying upon the First Year Seminar to provide ALL of the instruction students need to conduct research for a class assignment. In fact, the library sessions can only cover the basics of research and are more an introduction than in-depth instruction. Plus, not all students enroll in FYS. Such students receive little, if any, information literacy instruction.
- One-on-One Reference Interactions. The front area of the library was re-configured to provide space for a "reference station". Previously, students who needed bibliographic instruction came to the front desk and competed for attention with others asking general questions or to check out materials. Now students can come to the "reference station" and receive personalized 1-on-1 assistance. During Fall and Spring Semesters, 1809 questions were handled at this station.
- Course and Special Topic Research Guides. Throughout the year, all librarians created customized online guides to help students navigate through the maze of information available via the library and online. A total of 28 guides were created. These guides were accessed 10,759 times.

### **Library Facilities**

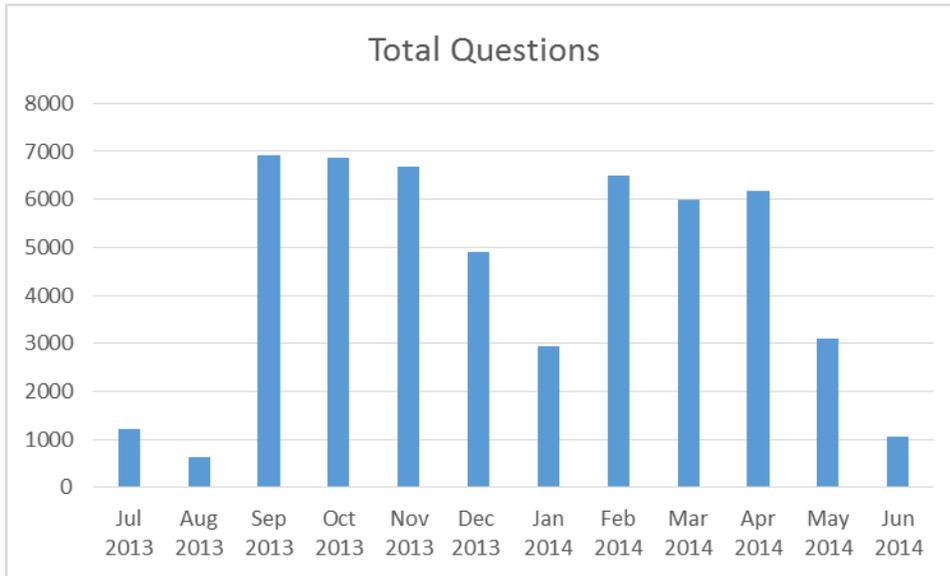
While no new major renovations took place in either the Quincy or Plymouth campus library, staff worked hard to provide interesting displays and feature new books and resources. A diverse collection of handouts were created and displayed in both libraries. The major challenge in Quincy continues to be the lack of sufficient seating space for students. The new Collaboration Room in Quincy, however, has been extremely popular. Demand for the room, which can be scheduled online via the Library's website, became so high that a limit of 2 hours had to be established per any "reservation".

## FY2014 Library Statistics

### On-Site Library Usage Data

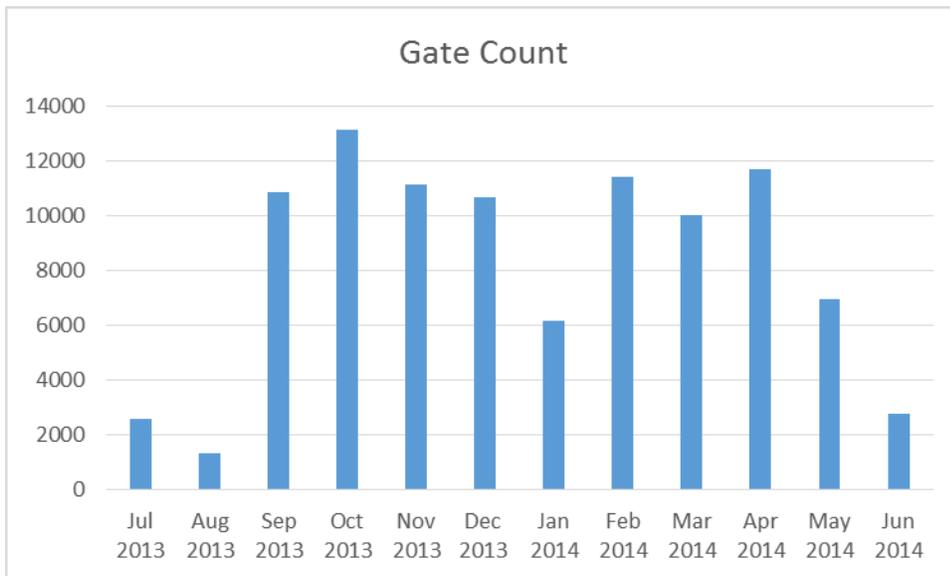
**Quincy Campus Library – Total Questions Asked FY2014 = 18,314**

(Comparison with previous fy = +8%)



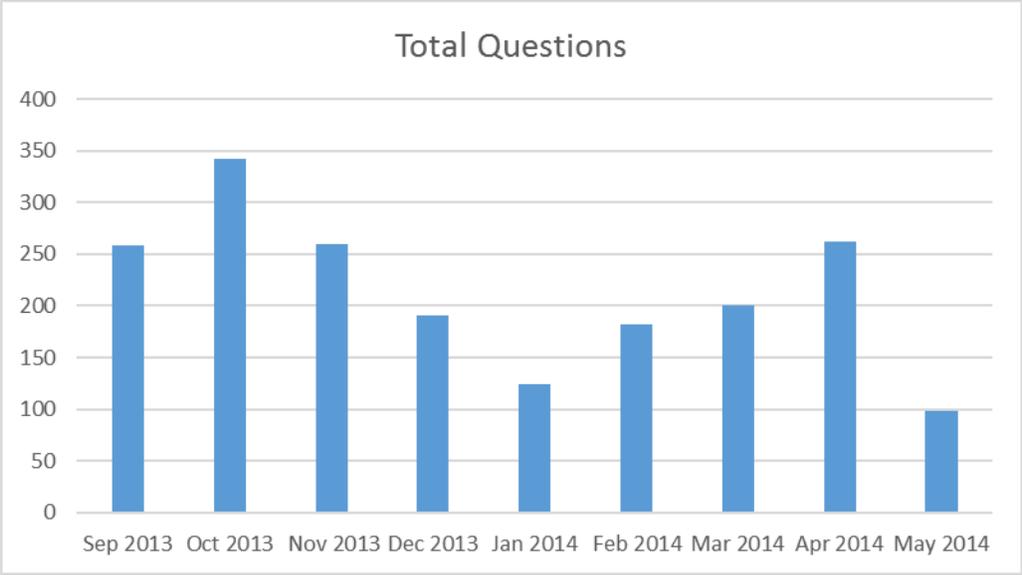
**Quincy Campus Library – Total Gate Count FY2014 = 92,059**

(Comparison with previous fy = -7%)



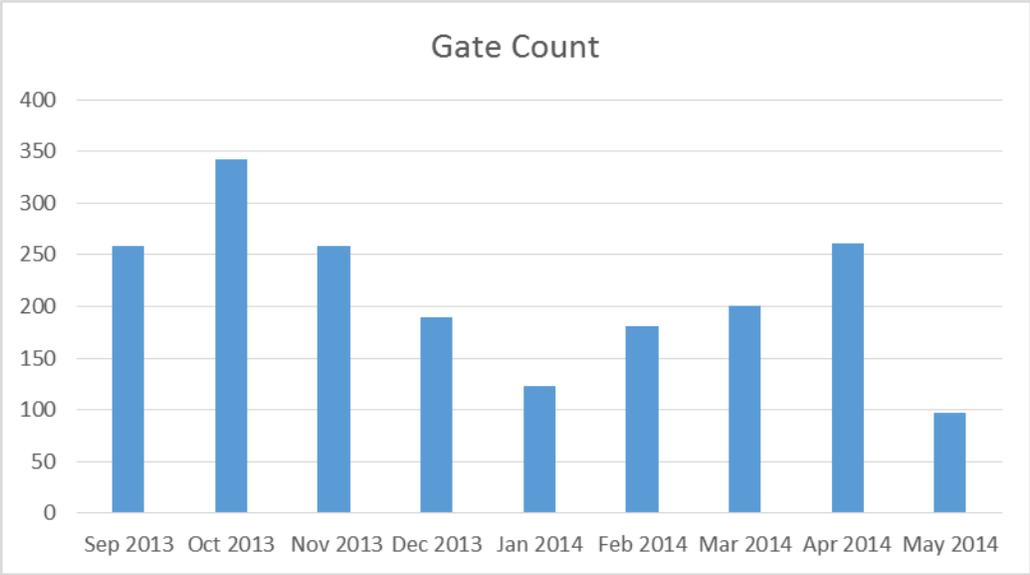
**Plymouth Campus Library – Total Question Asked = 1,344**

(Comparison with fy2013 = +30%)



**Plymouth Campus Library – Total Gate Count = 1,911**

(Comparison with fy2013 = -25%)



## Library Collections Data

### Current Collection Size (as of 8/1/2014)

<b>Books:</b>	
Circulating	9155
Reserve	372
Reference	664
Electronic	32,190
Hardcopy AVs	479
Streaming Video	15,343
Journals	91
Databases	<u>54</u>
<b>Total Collection- Titles</b>	<b>58,348</b>

Items deleted from collection = 1,440

Print & DVD items added to the collection = 244

### Circulation – Items Checked Out

#### Quincy:

Circulating Books = 1655 (Comparison to fy2013 = +58%)

Reserves = 2991

AVs = 240 (Comparison to fy2013 = +56%)

**TOTAL = 4886**

#### Plymouth:

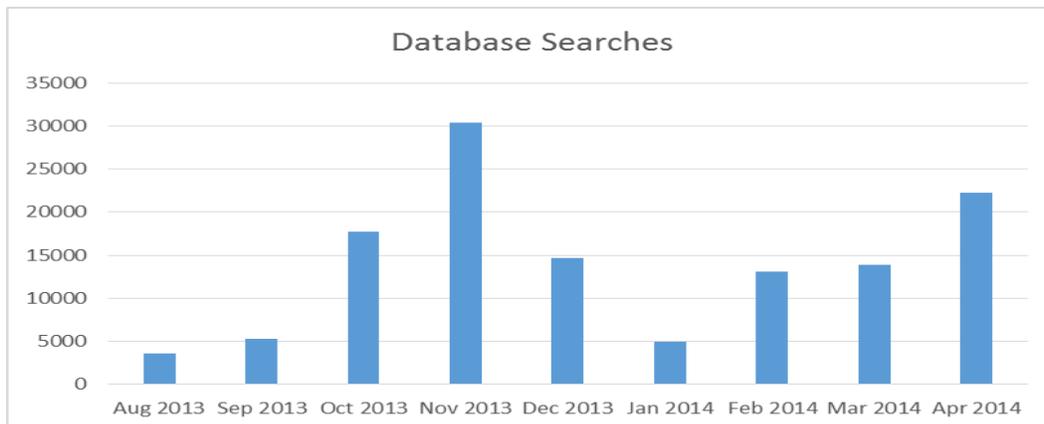
Circulating Books = 40

**TOTAL = 40**

### Databases

**Total Database Searches = 130,959**

(Comparison with fy2013 = +6%)



### Library Website

**Total Page Views = 128,153** (Comparison with fy2013 = +34%)

## Library Instruction Fact Sheet

Fall 2013 - Spring 2014

- Total Classes Taught by Librarians: 124
- Total Hours of Teaching: ~120
- Total Students Taught: 2,248

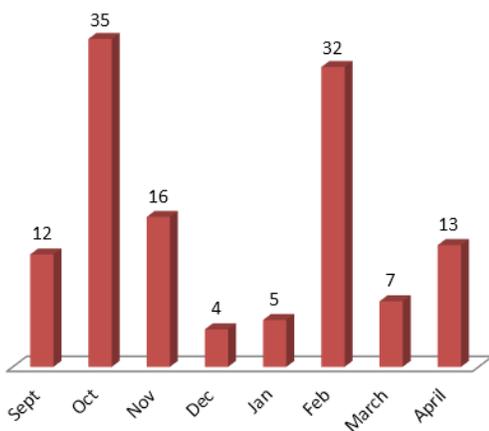
### Library Computer Lab Usage

(Library Instruction + Other)

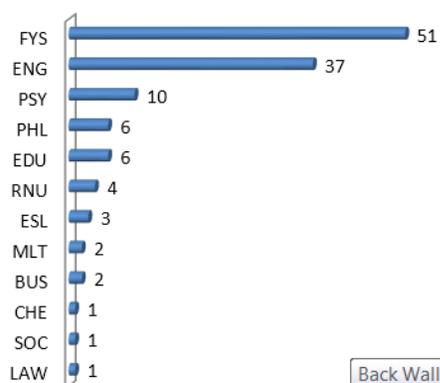
Total Sessions held: 191

Total Hours used: ~217

**# of Classes by Month**

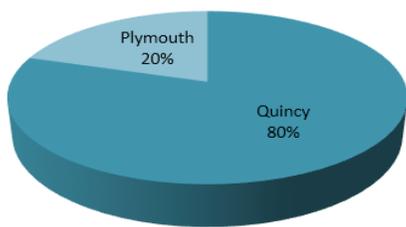


**# of Courses by Subject**

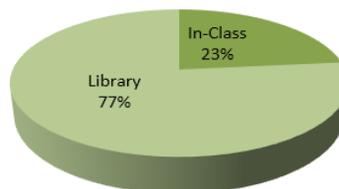


[Back Wall](#)

**% of Classes by Campus**



**% of In-Class Visits vs. Library Visits**



**Comparison with fy2013:**

Total classes taught = -17%

Total students taught = -7%

Total # of subject courses (non FYS) taught = -14%