

Technical Services 17-18 Annual Report

2017-2018

SHERYL M. CURRY

Professional Staff

Sherry Curry

Asst. Dean for Technical Services

Arthur Almazan

IT Coordinator

Sarah Anderson

Head of E-Resources & Serials (resigned Fall 2017)

Andrea Flockton

Head of Collection Development

Sandy Himel

Head, Government Information and Cajun & Creole Collection Librarian

Neil Guilbeau

Reference Archivist, Special Collections

Zachary Stein

Digitization Archivist, Special Collections; Head of Special Collections, April 2018)

Laurie Vanderbrook

IT Systems Specialist

Janelle Zetty

Head of Cataloging

SUMMARY

The year was marked by staff vacancies and hires, new applications and platforms, and increased collaboration between the library and across campus.

DEPARTMENTS

Cataloging

New Head of Cataloging; significant acceptance of the Library in LC program; new projects
Janelle Zetty, appointed permanent Head of Cataloging in May 2017, introduced new procedures and applications and performed an excellent job. She and her staff were active with new and ongoing projects, professional development and regular activities. During the year, members began working with items from the Public Service inventory. They completed the Latimer donation items, and worked on cataloging and barcoding items for the College of Education's Reading Center, which is now a part of University Libraries. The Library of Congress Program for Cooperative Cataloging- Name Authority Cooperative Program (NACO) accepted Dupré Library as a member after reviewing Janelle Zetty's application. This is prestigious for our institution. Janelle Zetty, Kim Miguez, Laura Truxillo and Sandy Himel completed a five-week course, with the goal of contributing one hundred name authority records annually to the Library of Congress.

Other Cataloging activities

- Addition of manuals and procedures to the Cataloging Wiki
- Additional training for staff in RDA, Fundamentals of Cataloging and other processes
- Advanced cataloging of music scores for Reference Department
- Cataloging board game collection in Public Services area
- Completion of processing the William Patout II Sugar Library Collection
- Increased collaboration and work with CCMC, Special Collections and the Gaines Center
- Preparation for new library catalog, Enterprise
- Utilization of the OCLC Reclamation Project, processing over 760,400 records for better representation in OCLC WorldCat
- Utilization of the SIRSI-Dynix Full Authorities program, which provided for cleanup of records and correct authority records

Cataloging Department Selected Data:

Titles in the General Collection: 575,679

Volumes in the General Collection: 969,475

Electronic books (titles currently in SIRSI ECAT): 545,950

Total item count, all formats, all libraries (9/1/17): **1,715,821**

iPeds/ACRL Selected Data

ACRL Books Physical Item Count: 598,908

ACRL Electronic Books Item Count: 331,602

ACRL Electronic Serials Item Count: 151,797

ACRL Physical Serials Item Count: 295,751

IPEDS Physical Media Item Count: 119,912

Collection Development

Despite lack of book budget, regular activities continue

Although there was no official book budget this year, the Collection Development Department ordered and received approximately 97 new items for the library, in addition to regular duties processing gift donations, repairing books and handling requests by library staff. This year the staff received 3,583 gifts from eighteen donors. They spent \$3,857.16 from Foundation Funds. Andrea Flockton and Sherry Curry gave a presentation on the management of the large donation that was received during the 2016 flood (the Latimer donation) at the LOUIS Users Conference. The donation consisted of multiple copies that were already in the library's general collection. Many books were given away to other libraries, groups and individuals. The Textbook Clearinghouse continued to operate well, although some departments on campus were slow to contribute course information. Andrea and Sherry also began investigating GOBI Library Solutions, a service of EBSCO that provides ebook and collection development services.

LOUIS provides a basic subscription to GOBI, and the department will consider utilizing their services in the next fiscal year.

Collection Development Selected Data

Gifts from eighteen donors: 3,583

Materials added to collection: 900

Funds spent from Foundation accounts: \$3,857.16

E-Resources and Serials

Head of department vacancy; new databases, \$1 million + expenditures

It was a busy year for E-Resources and Serials. During the fall, the Head of E-Resources and Serials left her position. In early 2018, a position announcement was posted and an applicant was hired during early summer 2018. Staff remained active throughout the year performing a journal audit, managing holdings, working with e-resource access problems, and reviewing licenses and renewals. A new e-resources management application was purchased shortly before the departure of Ms. Anderson, and was not fully utilized. Staff worked with Circulation on inventory issues with serials.

Although budget cuts were threatened by the state, the department spent a total of \$1,791,804.54 on databases, subscriptions, applications and online serials. This is an increase of \$75,176.13 from the previous year. Expenditures rose for online databases funded by the library and for e-journals funded by the Office of Distance Learning. As expected, the LOUIS membership fee showed an increase of about \$18,000 from the previous year.

Database and online applications continued to be costly as well. A total of \$637,999.22 was spent by E-Resources and Serials, with the Office of Distance Learning contributing \$156,548.76 towards renewals and new acquisitions. New databases acquired this year included the Emerald eCases collection and the backfiles to the ScienceDirect Freedom Collection. Many databases changed names (Lexis Nexis to Nexis Uni) or had other changes, new features and modifications. LibGuides CMS was upgraded to LibGuides v. 2 in December after hard work by the new Library IT Systems Specialist, Laurie Vanderbrook.

E-Resources and Serials Selected Data

Total expenditure on databases, subscriptions, applications & online serials: \$1,791,804.54

Distance Learning expenditure on database and online applications: \$156,548.76

E-Resources and Serials expenditure on database and online applications: \$637,999.22

Print subscriptions: \$17,156.10.

Special Collections

Changes in staff

With the retirement of Jean Kiesel (Reference Archivist) and departure of Johna von Behrens (Interim Head of Archives) from Special Collections in early summer 2017, search committees were formed for both positions. A new Reference Archivist, Neil Guilbeau, was hired in late summer 2017, while the search for the renamed Head of Special Collections continued for several months. Jane Vidrine, long-time Library Specialist Supervisor, was invaluable for her guidance and assistance during this period. Zachary Stein, former Digitization Archivist for the department, was ultimately appointed as Head of Special Collections in early spring 2018. He has served capably in that position.

Other positions in Special Collections became available during the year, including the Digitization Archivist position and a library specialist. Katie Atkins began as library specialist in early summer, and an individual was chosen for the digitization archivist position by mid-summer 2018. It should be noted that shortly after being hired, Katie was struck by a car while she was walking to her parking lot after work. Due to her injuries, she had shoulder surgery in late June, and subsequently took physical therapy, which were both approved by Workman's Comp.

Advances in technology; a new Institutional Repository; archival and other activities

Throughout the year, Zack Stein created several digital exhibits, available at <https://library.louisiana.edu/collections/digitization/digital-exhibits>, including the well-received UL Lafayette Presidents images. He coordinated the President's Exhibit with the University's unveiling of the Presidential Portraits in the library's Grand Hallway in September. Zack added the majority of new pages to the Manuscripts section, representing many papers, photographs and other historic collections of Special Collections. Zack continued to act as Records Manager for the Library and University. He served on the Annual Caffery Competition Committee; unfortunately, no award was given this year.

An Institutional Repository for the University. A vendor, Islandora on Demand, was chosen in the spring, and was informally launched in mid-summer 2018. The Institutional Repository will serve as an online platform for faculty, student and departmental projects, papers, conference presentations, media and other scholarship.

Other activities taking place during this year included posting more social media (such as participating in "Ask an Archivist Day" on Twitter in October), acquiring and processing several donations, outreach, rearrangement of the Reading Room and additional shifting of the Louisiana Room stacks, adoption of WorkFlows, full adoption of ArchivesSpace and use of the Gimlet Reference Desk Application. Staff arranged for the donation of the large volume of old Daily Advertisers to the Advertiser organization. In addition, the large Oil & Gas Collection was donated and moved to LSU. This was in preparation for the cleaning out of Room 389 for the

new Blanco Public Policy Center. In advance of the construction of this Center, about ninety boxes of Blanco papers were shipped in April to the library. They were moved to Room 390, the new home for the unprocessed archival materials that had been housed in Room 289.

The Digital Archives Management Committee created or modified public documents, including the Records Management Policy, Digitization and Photoduplication Policy, the Permission to Publish Form and Permission for Commercial Use Form. These are now online.

Special Collections Selected data

Finding aids posted online: 121

Louisiana Room usage: 1473

Louisiana Room new books: 617

Louisiana documents received: 530

Major donations to archives: 8

Major digitization projects: 5

Total image scans: 2, 517

CCMC/Government Information

CCMC Publicity, Donations and other activities

The CCMC received donations and promotions during the year. Sandy Himel received a thank you in the acknowledgment section of the book, "Cajun Dancehall Heydey," by Ron Yule for assisting with discographical research. Helen Boudreaux, a local Cajun musician, donated one of her guitars to the CCMC. Other individuals donated books, family photographs and other materials to the CCMC over the year. Sandy participated in the Library of Congress Program for Cooperative Cataloging- Name Authority Cooperative Program Training Online Workshop, along with others from the Cataloging Department. Sandy also participated in the OCLC Reclamation Project, described later. She attended the annual Dewey Balfa Cajun & Creole Heritage Week in the spring. The department participated in the OCLC Reclamation project, library inventory, the Library 360 Tour, preparation for the new library catalog and other activities.

Government Information

Staff continued the lengthy task of deselection of government documents and offering titles to fellow depository libraries. They were involved in distributing materials for the Total Solar Eclipse event and Constitution Week. Sandy completed work on the Biennial Federal Depository Library Survey, a 10-page survey required by all depositories. The publication and distribution of new and historical federal government publications online or digitally by GPO and other publishing/distribution entities continues to increase, as the number of newly published print and tangible government publications decreases. This is reflected in the increase of cataloging records with links (PURLs) to online publications received by the library, along with the decrease in print publications received. While statistics do not adequately count usage, the number of online log entries of government information searches in the library's catalog was

10,703. In an effort to continue to obtain an updated total volume count for government publications in the library catalog, missing GPO Item numbers and MARC 074 field tags are being added to existing monograph and serial records/titles in our catalog.

CCMC Selected Data

Total recordings: 8,998

Other materials & artifacts: 526

Government Information Selected Data

Library catalog new titles and records: 8,045

Depository selection rate: 42% - 43%

Fiscal year total for item count of government documents in catalog (total): 252,911

Item count for U.S. government documents added to catalog (print and online): 9,140

Systems and Web Development

Additional staff; BlueCloud Analytics; upgrade of library catalog; SIRSI WorkFlows, web site

Arthur Almazan continued another successful year as the library's IT coordinator. He advanced to the primary System Administrator for the library and developed custom reports using both SIRSI WorkFlows and the newer program SIRSI BlueCloud Analytics. Arthur was responsible for creating new SIRSI WorkFlows profiles to match the growing demands of library departments, including Circulation and Special Collections. Based on increasing issues with access to online journals and publications, he coordinated with EBSCO and LOUIS to resolve problems and discover opportunities to maintain online access. Arthur's strong alliance with Campus IT and affiliated systems staff have led to more local administrative control over equipment, software and networking.

The library welcomed Laurie Vanderbrook, IT Systems Specialist and assistant to Arthur. Laurie is an administrator for the library's web site, manager for LibGuides, the library listserv and several other applications, including customization of the new library catalog and EDS. Laurie is the backup Systems Administrator. She successfully managed the long-awaited migration of LibGuides CMS to LibGuides Version 2. With the assistance of Communications and Marketing, Laurie set up and began administration of Google Analytics, Google Search Console & Google Business for the Library and Ernest J. Gaines Center web sites and she created a separate Google Analytics dashboard for LibGuides and Enterprise. She worked with Public Services and the Gaines Center to add a link to their 360 virtual tour on the Library & Gaines Center homepages. Laurie has been a great asset to the library.

IT selected activities

- Attendance of LOUIS Boot Camp (on site training) and LOUIS Systems Administrator Meetings
- Cleaning up of EBSCO Full Text Finder
- Deployment of new computers for Faculty/Staff

- Enhancement of SIRSI Reports for Cataloging and Circulation
- Implementation and training on Islandora on Demand Institutional Repository
- Implementation and training on SIRSI WorkFlows for the College of Education Reading Center
- Implementation of SIRSI WorkFlows policy for the board game collection in Public Services
- Inventory of library equipment
- Library web site: many enhancements; new pages (including a presentation on the Library Mural), news and events posts; accessible tools; more user-friendly, consistent and aesthetically pleasing; assumed responsibility for Database pages
- Migration of Dupré mailing list to new platform
- Migration to LibGuides Version 2, involving customization of new platform, moving and modifying over thirty LibGuides on LibGuides CMS, creating an A-Z list of databases, training librarians and creation of Help Guides
- Monitored replacement of SMART Classroom projector and podium with new equipment
- New customizations for library databases including Credo, EDS, IEEE, Sage and more
- Preparation for the library's new catalog, Enterprise; working with LOUIS, adding layout/style customizations, etc.
- Training and usage of BlueCloud Analytics
- Upgrade of OCLC EZ Proxy authentication application with moderate security enhancements
- Vertical Files project for Louisiana Room

Library Web Team (as of June 2018)

- Arthur Almazan
- Elaine Martin
- Heather Plaisance
- Jennifer Hamilton
- Laurie Vanderbrook
- Neil Guilbeau
- Sandy Himel
- Sheryl Curry
- Tiffany Ellis
- Zachary Stein

IT Selected Data

Library Web Site Statistics (7/1/17 – 6/30/18)		
Page Views	941,739	
Top Five Web Pages		
Homepage	31.37%	

Find Articles (<i>Databases</i>)	14.73%	
Search the Library Catalog	6.33%	
Reference Online Center (<i>Research</i>)	2.79%	
Hours & Directions	2.69%	
Top Browsers Accessing Web Site		
Chrome	44.23%	
Safari	25.40%	
Firefox	13.31%	
Devices Accessing Web Site		
Desktop	72.69%	
Mobile	23.56%	
Tablet	3.76%	

LibGuides Version 2 (7/1/17 – 6/30/18)	
Page Views	941,739
Homepage Views	4,282
Total Guide Views	73,442
A-Z Databases Page Views	977
Total Published Guides	71
New Guides	11
Top Five Viewed Guides	
Resources for Distance Learners	37,571
Resources for RN-to-BSN Students	15,437
A Guide to the Ernest J. Gaines Center	4,636
Resources for Nursing	4,609
Integrating the Library into Moodle	846
Top Browsers Accessing LibGuides	
Chrome	39.02%
Safari	32.24%
Firefox	17.44%
Devices Accessing LibGuides	
Desktop/Laptop	91.58%

Mobile/Tablet	8.42%
Most common screen display resolution size	1366 x 768

LOUIS

The LOUIS team moved from the LSU campus to the Board of Regents, subsequently hosting the biannual Systems Administrator meetings in its new building downtown. They submitted an RFI to several ILS companies in advance of the renewal of the SIRSI-Dynix ILS. Several Dupre Library staff attended vendor demos at the River Parishes Community College in the summer. As of this writing, LOUIS has continued their service with SIRSI-Dynix for one more year. LOUIS was instrumental in providing a very large ebook package, the SAGE Knowledge Compete Collection for the year, with the intent of distributing allocations for each academic library to purchase ebooks from this collection. They also purchased a collection of about twenty-five historical full text databases for the libraries in the late fall. LOUIS continues to provide valuable service to Dupré Library and its sister academic libraries in the state.

Grants and Honors

“Informing Architecture: a Collaboration between Dupré Library and the School of Architecture and Design.” Friends of the Humanities Grant. \$458 awarded to Sheryl Curry.

“Travel Grant.” Academic Affairs Division, UL Lafayette. \$500 awarded to Janelle Zetty to present at 2019 SIRSI-Dynix COSUGI conference.

Faculty/Staff Highlights

Arthur Almazan

- Contributor to LOUIS Lagniappe newsletter about the LOUIS site visit
- Member campus IT Admin Group
- Member STEP Sustainability Council

Sheryl Curry

- Appointed to university's QEP 2020 committee
- Awarded Friends of the Humanities Grant to support the Architecture Department and to host a library exhibit
- Completed reporting on the Board of Regents/Northwestern State University grant, "Scaling OER Adoption at a High Intensity Research University." She was appointed lead investigator of the grant after her co-investigator, Dr. Luke Dowden, left the University for other employment. This \$19,914 grant was awarded in 2017 to fund portions of an online MBA program implemented at UL Lafayette.
- Member Undergraduate Research Council
- Moderator of panel discussion on multiple roles and responsibilities at the 2018 Louisiana Library Association Conference
- Presenter at 2017 LOUIS Users Conference

- Review Column Editor for *Louisiana Libraries*
- Temporary responsibilities for Head of Archives and Head of E-Resources & Serials during position vacancies
- Worked on accreditation for Industrial Design, Visual Arts and School of Music
- Worked on assessment and SACS accreditation for library
- Worked with Laurie Vanderbrook on the customization of the library's new catalog

Andrea Flockton

- Member Academic Affairs Committee
- Member University Gen Ed Committee
- Presenter at 2017 LOUIS Users Conference

Sandy Himel

- Member Endowed Professorship Selection Committee
- Member Editorial Board of *Louisiana Libraries* and Article of the Year Award
- Member Grievance Committee
- Member Guilbeau Charitable Trust Research Awards Committee
- Member Louisiana Libraries Editorial Board
- Member Traditional Music Advisory Board
- Officer on Board of Directors of Louisiana Folk Roots
- Library representative to UL Faculty Senate

Zachary Stein

- Featured on KATC News in December regarding his digital exhibit on the Jewish community of Acadiana
- Incoming chair of the Subject Specialists Section of the Louisiana Library Association
- Member of Louisiana Digital Libraries
- Member of several ALA Committees
- Organized and presented at a digitization pre-conference of the 2018 Louisiana Library Association Conference

Laurie Vanderbrook

- Contributor to *LOUIS Lagniappe* newsletter about the LOUIS site visit
- Invited to participate on a panel discussion on Enterprise at the upcoming LUC 2018 Conference
- Member of Honors Convocation Committee
- Member of IT Admin Group
- Member of focus group for university web site redesign

Jane Vidrine

- Processed large Genealogy Collection on weekends for future intake

- Treasurer for LaSSal, Louisiana Library Association

Janelle Zetty

- Appointed as a Cataloging Forum Moderator for COSUGI (Customers of SIRSI-Dynix Users Group, Inc)
- Member of several ALA/ NMRT Committees; member of the ALCTS Mentoring Program and
- Presenter at 2017 LOUIS Users Conference
- Presenter at 2018 Annual American Library Association Conference
- Published two articles and one book review
- Recipient of UL Lafayette Travel Award
- Selected as Friends of Edith Garland Dupré Library/LEQSF Regents Professorship
- Vice-Chair, Chair-Elect of the Subject Specialists Section of the Louisiana Library Association