

ANNUAL REPORT OF DRAIN-JORDAN LIBRARY

2005 – 2006

Submitted by
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INTRODUCTION

The last decade has seen many changes at West Virginia State University. Land Grant status has been restored; graduate programs have been added and the college has become a university. State has been reshaping itself to match its new status as a university. Changing college “schools” to university “colleges”, strengthening the administrative structure, and focusing the university on research. One of the changes that must occur for the changing focus, is to fund for the library to match the needs of a research university.

The mission of the Drain-Jordan Library is to **support** the academic research needs of the students, staff and faculty of West Virginia State and serve the academic library research needs of the community and region. **To succeed** in this endeavor the library needs adequate staffing, material, equipment and space. To promote research and study the library must continue to maintain, enrich and strength the current library collections, while providing a comfortable environment (space and welcoming atmosphere) for students and faculty to access the resources.

Staffing: The library has been understaffed for several years. During the last ten years, the library hours have increased, the number of students has grown, graduate programs have been established and the need for internet/electronic resources has bloomed along with student expectations. Library staffing has not increased.

For nearly two decades, ending fall 1997, the responsibilities for maintaining library service to students on campus, were shared by two institutions, housed within the Drain-Jordan Library: West Virginia State College and the West Virginia College of Graduate Studies (now Marshall University Graduate College). Although staffing was a problem before fall 1997, the librarians and staff were able to handle personnel shortages due to shared responsibility for maintaining the public service areas (circulation desk, reference desk and periodical room). Service hours were split proportionally and each institution filled in during personnel shortfalls, aiding the other.

When there were two institutions in the building, WVSC had six librarians and a director (librarian), now WVSU has five librarian *positions* and a director (librarian). *One lost librarian position.* The classified staff positions, after years of effort, have been increased by one position. *One classified staff increase.* MUGC provided public service at the reference and circulation desk for one third of the public hours, they had three librarians (including their director) plus staff.

In the best of worlds, the Drain-Jordan Library would have gained six positions to fill public service gaps, (created when MUGC left the campus), allowing the library to refocus and expand services. *The Annual Report of the Director, Drain-Jordan Library 1997-1998*, page 10, indicates an attempt was made to rectify the situation nine years ago, when President, Dr. Hazo W. Carter, Jr. approved six new positions: two professional librarians and four para-professionals. The librarian positions were

created and filled, but disappeared during vacancy. The para-professional (classified staff) positions were never created.

Shortages in the Circulation Department have been the most critical. Before 1998, State's Circulation Department had three full time employees (one librarian, two LTAs) and about five work study students maintaining the circulation/reference stack areas, reserve collection and circulation desk. The Circulation Department staffing is now two: the Head of Circulation and one LTA. The number of student workers has also decreased. During this period, the responsibilities of the department have grown. The circulation department now handles circulation, interlibrary loans, government documents, reserves and is responsible for shelving and maintaining the book stacks and reference room. Other staff members augment the department's circulation duties, but that is at the expense of their regular duties in other departments

Staffing shortages, have stunted the growth and expansion of services. The immediate demands of day-to-day operation postponed and cut many regular and projected projects. A library can function that way, for a semester...a year, but longer periods impact the library and the institution. Library collections must be regularly maintained, like a building, or the core structure is undermined. Adequate staff, adequate budget to maintain and enhance book, media, and periodical collections are essential to a well-functioning library. Outdated material must be withdrawn, and new material selected, purchased, processed and added into the collections to maintain its integrity. Collection development takes staff and time, as well as funding for purchases.

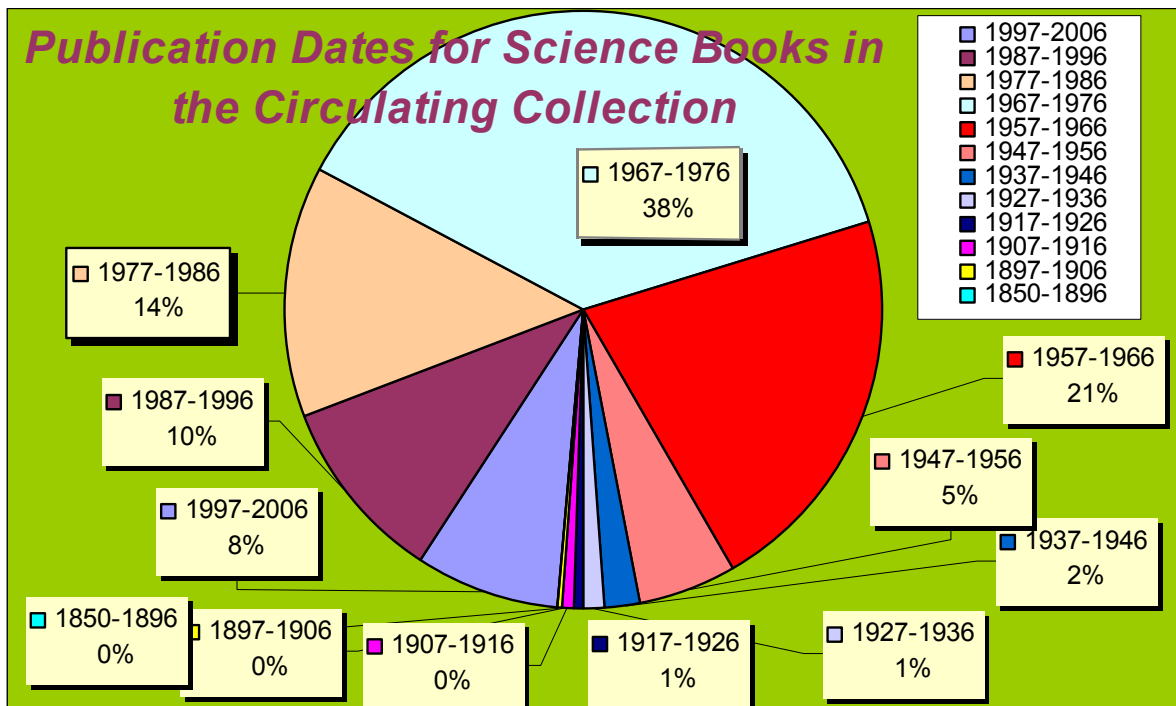
Material: Students, faculty, and staff need books, periodicals, media, computers and the internet to access up-to-date information for their research and class assignments. Despite urban legend, not everything is available on the internet. *Some* research resources are available online, but usually an "annual rent" is required instead of a one time physical purchase. Reference "print" resources usually have a set price; online versions of the same resources, are usually priced by FTE. As enrollment increases, so do the costs. Online resources do not have a fall back position, if the budget is tight and an item is cut, the resource can be lost. The Drain-Jordan Library's budget has been tight for many years.

In an attempt to maintain the *Reference Room collection* with a shrinking budget the last few years, some of the librarians have purchased "annual" reference titles every second, third (or less) year. The attempt has been made by reference librarians to maintain as much of the collection as possible by spreading the purchases over all subject areas. Alternate year purchases were better than no updates at all. Last year, in an attempt to start moving the whole collection into the twenty-first century, some of the older reference titles were updated with cheaper used copies only a year or so old. (The budget went further.) This was an attempt to move the reference collection closer to a "current research" collection, which can be more easily maintained. If the librarians eventually reach that goal, the current "standing orders" reference budget will need to

be increased to maintain a “current” collection. Many print titles only need refunding when a new version or update is printed. Other titles require regular update subscriptions. It would be wise, to add the online version of several reference titles to the collection. If an adequate *sustainable* budget for the online resources can be found, some titles could be switched. The librarians would like to start a reference e-book collection when funding allows and gradually expand it.

The *circulating book collection* is in worse shape, than the reference collection. Reference books are used daily to answer questions, and the librarians are more aware of developing problems and new student needs. Updating the circulating collection will take a great deal of time (staffing) and budget. It is a special project—a problem that took years to create—will take time, effort, staff and resources on the part of the librarians, staff and academic department faculties (selection/deselection of material) to put right. An illustration of the problem follows.

Typically, the evolving area of science (Q) in an academic library would have outdated material routinely replaced by more recent publications, retaining only “classics” in the field. The Drain-Jordan Library circulating collection does not follow that pattern. The following graph illustrates the publication dates of book titles (not volumes) in the circulating science collection (graph 1).



graph 1

Periodical title purchases have been drastically cut at least twice in the last decade due to budget restrains. First the paper subscriptions titles were cut, whenever a full text

periodical was indicated in one of the library databases. However, full text to a vendor can mean: cover articles are available (only); the major articles are available (only); selected articles are available (only); occasionally it is the full periodical. *Full text is determined by the periodical publisher, not the database vendor.* Some student assignments were impacted the first year, when a “full text” journal, did not include all articles in the issue. If the publisher does not renew the contract, a title(s) disappears with all back years. The second major cut into periodicals was the microfilm titles. As long as the library can maintain its database/index subscriptions and essential publishers renew their contracts with the database vendors, the library can maintain current periodical status and have thousands of additional titles available for the students and faculty. Database prices are usually based on FTE of the institution(s) served, as the student population increases, so do the cost of the databases. *Most* database agreements do not permit interlibrary loan of articles between institutions. In recent years, the library has added and restored some paper titles. Both graduate programs have provided funding for their periodicals, outside the regular library budgets.

Other *special collections* in the library also need attention. Much of the Archives collection should be digitalized, before it disappears. This task will require more staff, equipment, special training and a great deal of time, patience, technical skill and labor to do correctly. This is an essential project to maintain the university’s history and retain material unique at State. Unfortunately, the archives librarian and staff have too many tasks. In addition to doing research to answer questions and locate archival material for patrons, and continuing to organize and index special collections, their hours on the public service desks have increased to several hours a day. The “open hours” of the archives department have been reduced to reflect this reality; additional hours are available by appointment.

The Instructional Material Center has removed outdated media (filmstrips, slides, sound recording) from the collection. Additional educational material needs to be purchased.

Equipment: Modern libraries provide computer access to library resources and the internet for their users. The Drain-Jordan Library has over thirty public computers available for student/faculty/public use in the lobby area. The systems also have office suite software, the standard readers/plugins (Acrobat, Quicktime, etc.) and are networked to black and color laser printers. Four systems have scanner attached. There are also twenty computers located in the ETC used for bibliographic instruction. The ETC computers are nearly eight years old. The library offices and public service areas have computers to maintain library operations. Unfortunately all computer equipment in the library (except one PC in the secretary’s office) is over four years old. Memory upgrades and repairs have been done to maintain the equipment, but the library budget needs to be increased enough to allow replacement/rotation of equipment on at least a four to five year cycle. The cost of security, ADA, and special project software/hardware and repairs should be included in the equipment budget.

The library server and several servers on campus need to be replaced since software upgrades in each area require Oracle 9i or above. Eugene Stowers (Computer Services) has suggested the problem can be solved with one system, capable of serving as three “virtual servers” for the library, WebCT and campus email. Storage can be added to match growing needs. The system’s internal redundancy will prevent information loss due to equipment failure and downtime can be minimized. The systems librarian and Eugene Stowers checked with VTLS (library software) to see if there would be any problems with this solution.

Dr. Mehdi Seyedmonir, Director of the Student Assessment Center; Dr. Daryl Grider, Director of the Center for Instructional Technology (WebCT); and Deborah Wells, Interim Director of the Library/systems librarian gave a presentation about campus computer needs and developing problems at a Deans Meeting. Dr. Cooper, Vice President of Academic Affairs, assured us money for the new system would be found.

Migration of the library catalog (databases) will be scheduled to have minimum impact on students and faculty. The current server data will be “frozen,” but still accessible for searching while the new server is prepared.

Space: The layout and space limitations of the library building have been an increasing problem. The library was originally finished in 1951 and renovated in 1983, before the major impacts of computer technology and the growing electronic information needs of the public. The university has expanded in new directions and student population since then. A massive overhaul of the reference and circulating books collections, weeding, replacement of old with up-to-date material and the additional of e-books and other electronic resources *could be* adequate in the same space, but may not be the best choice. It would be expensive in staff, labor and purchases and would take *time*. An additional problem is that physical access to half the circulating tier area is only by staircase; librarians retrieve materials when patrons cannot. Most departments have simply outgrown their space.

Archive and Special Collections are growing; new boxes of material frequently arrive. Some material will be transferred/preserved in electronic format; much of the collection will be retained in physical format.

Most of the periodical titles currently available to students and faculty are accessed via database subscription with full text periodicals. The library receives several periodical titles in paper and microfilm, because the full text electronic titles are incomplete (they lack some articles and other contents). Paper and microfilm format allow the library to retain the periodical title, if it disappears from a database. The Periodical Collection is growing. Part of the bound paper periodicals has been moved to compact storage. When funding is available additional compact storage is planned. More space will be needed for Periodicals.

The ETC, used for teaching classes about the library’s electronic resources (and occasionally booked for a class session by faculty), should be larger. It can only seat

twenty; many classes are larger requiring split sessions. Movement through the ETC by the lecturer is limited; the equipment is several years old.

A few public computers were added in the lobby area over a decade ago and as library grants allowed the number of computers has increased. The lobby computer area is the “noisiest” spot in the library with students using computers, working on papers, asking questions at the reference desk, printing, photocopying and checking out material at the circulation desk. Additional “group project rooms” need to be developed with computer equipment for students working on “group” class projects. Two areas in the library are designated as “group study areas” isolated from the main floors by tiers (no equipment). This separation enables the rest of the building to be quiet for research and study. One important function the library should retain is to **have quiet places for study**. The campus has several small computer labs set up by academic departments for student use, but their hours are limited by staffing. The library is very popular for student computer use, because it has a large cluster of computers, longer hours and librarians/staff to help. Additional large clusters of (staffed) computers are needed around campus to provide more computer access for a growing population of students.

**West Virginia State University
Drain-Jordan Library
LIBRARIANS and STAFF 2005 - 2006**

LIBRARIANS

Abdul Aden (2004). Reference/Government Documents Librarian. B.S., Lincoln University; M.A., Indiana University of Pennsylvania; M.S.L.S., Clarion University, Pennsylvania, 1996.

Jean Fisher (2004). Catalog Librarian. B.A., Lock Haven University; M.L.S., Clarion University of Pennsylvania, 1994.

Mary Horn (2002). Periodicals/Reference Librarian. B.A., Marshall University; M.L.S., University of Tennessee, 1984.

Ellen H. Ressmeyer (1994). Archivist. B.A., American University; M.L.S., University of Texas at Austin, 1974.

Ravindra N. Sharma (1996). Director. B.A., University of Delhi; M.A., University of Delhi; M.L.S., North Texas State University; Ph.D., State University of New York at Buffalo, 1982.

Deborah Wells (1986). Systems Librarian/Interim Director. B.A., Marshall University; M.A., Marshall University; M.L.S., University of Kentucky, 1984.

STAFF

Toni Brown (1994, returned). Library Technical Assistant II – Cataloging.

Diana K. Haberfield (1989). Library Associate – Circulation, Reference/Government Documents, Interlibrary Loans. A.A.S. West Virginia State University; B.S. West Virginia State University, 1994.

Shonnette Y. Koontz (1984). Accountant-Acquisitions and Collection Development. A.A.S., West Virginia State University, 1995.

Nancy F. McClanahan (1992). Library Technical Assistant II – Periodicals.

Tammy Naylor (2002). Library Technical Assistant II – Cataloging.

Judy A. Russell (1980). Administrative Secretary Senior to Director of the Library

Nancy Sims (1995). Library Technical Assistant II – Instructional Materials Center

Eugenia M. Thompson (1995). Library Technical Assistant II – Systems

Janice D. Young (1975). Library Technical Assistant II – Archives and Special Collections.

APPOINTMENTS and RESIGNATIONS during 2005 - 2006

Resignations:

Abdul Aden, Reference Librarian resigned September 2005.

Dr. R.N. Sharma, Director of the Library, resigned February 17, 2006.

Lisa Caldwell, a part-time reference desk librarian, will be resigning at the end of summer.

Appointments:

Deborah Wells was appointed Interim Director of the Library until a new director can be hired.

No librarians or staff have been hired during the 2005-2006 fiscal year.

A library search committee was appointed to fill the vacancy created, when Abdul Aden resigned from the reference librarian position September 2005.

President Carter has appointed a search committee to seek a new Director for the Library.

LIBRARY STAFF TRAINING and DEVELOPMENT ACTIVITIES

Workshops and Professional Meetings:

- In-house Criminal Justice Workshop, December 12, 2005 attended by the librarians.
- Deborah Wells attended the VTLS Conferences and Workshops at the University of Tennessee-Chattanooga, May 3-5, 2006 (library software). As Interim director, she attended the Association of 1890 Library Deans & Directors Meeting, August 27-28, 2006 in Atlanta, Georgia.
- Nancy Sims attended the WVLA Spring Fling session on “Weeding the Collection” at Flatwoods, WV on April 6, 2006
- Tammy Naylor attended an online class, “MARC Tags Basic. A 3-part series” from PALINET on September 26, 28, 30, 2005
- Toni Brown attended an online class, “MARC Tags Basic. A 3-part series” from PALINET on September 26, 28, 30, 2005. She attended a seminar- “Raising the Awareness of Managers and Professors-Safeguarding the Helpful Environment of Work and Study” on November 15, 2005 and the WVLA Spring Fling Workshop, “Future of Cataloging: Where are we now?” on April 6, 2006

- Jean M. Fisher attended online workshops from PALINET for “MARC Tags”, “Digital Licensing Online”, “United States Copyright Online”, and “Government Resources on the Web”. She also attended WVLA’s Annual Conference in October at Shepherdstown, WV, for the Academic Libraries Division Roundtable, the Technical Services Roundtable and the pre-conference for 2005 “Developing Your Academic Marketing Plan”.

Committees:

- All librarians served on the Library’s committee for retention and the Reference Librarian search committee.
- Ellen Ressmeyer served as Faculty Senate alternate and on the campus Search Committee for a Library Director
- Janice Young served on the W.V.S.U. History and Culture Committee.
- Deborah Wells served on the faculty senate; served on the faculty senate executive committee (senate historian). She served on WVSU’s Institutional Review Board, the Legislative Affairs Committee and was appointed to the Student Hearing Council for 2005.
- Jean Fisher served as the library’s representative on the General Education Committee.

Memberships:

- Ellen Ressmeyer: Mid-Atlantic Regional Archives Conference
W.V. Historical Society
- Deborah Wells: ALA (American Library Association)
ACRL (Association of College and Research Libraries)
ACRL-ULS (ACRL University Libraries)
ACRL-CLS (ACRL College Libraries)
ACRL-DLS (ACRL Distance Learning)
ACRL-ARTS (ACRL Arts)
LAMA (Library Administration and Management Assoc.)
- Jean Fisher: WVLA
- Toni Brown: WVLA

Library statistics for fiscal year 2005 – 2006 for Factbook

Information used for calculations is from the department reports. Some of the examples below use formulas and data extracted from the reports for the final result:

Paper Volume count for the library is: 222520
(ACRL formula: catalog barcoded – av + bound periodicals)

Paper Titles: 165201

Microform (periodical cumulative): 63815

Subscriptions (paper + microform, not indexes): 396

Electronic database subscriptions: 17

Audiovisuals: 4866

West Virginia State University

Archives and Special Collections

Annual Report, 2005-2006

**Prepared by Ellen Hassig Ressmeyer
& Janice Young**

2006

**West Virginia State University
Archives
Annual Report, 2005-2006**

Preface:

Reference and research services were maintained. Key focuses were shifted to Library Public Services due to staff shortages. Corresponding hours for public service in Archives were reduced by approximately 6 hours per week.

Major accomplishments.

1. The WVSU Archives and Special Collections became the designated repository for the records of the West Virginia Chapter of the NAACP.
2. Began Media Digitization Project. The project is transferring out-of-date media tape (3/4" and VHS) to DVD format. IN the last year we have re-recorded 123 recordings, starting with materials recorded in the 1970's and through the 1980's. This part of the project is completed. The next phase will be to transfer the VHS materials into a digital format.

Exhibits:

1. "Out of Africa." Apr. 2003-
2. Benin Room Exhibition. Apr. 2003-
3. "FDR Remembered, the Views of History." Mar.-Aug. 2005.
4. "Eleanor Roosevelt, West Virginia Memories. Mar.-Aug. 2005.
5. "John W. Davis."

Staff Activities:

Hampton University Archives visit, 2005 July 13. – Ressmeyer
Homecoming activities including the ROTC Hall of Fame Induction, book signing by Dr. Louis Gates at the Cultural Center, and alumni dinner honoring Howard Wilson. – Young
Criminal Justice Workshop, in house, 2005 Dec. 12.
Visit with president, W. Va. NAACP, Charles Town, WV, 2006 Feb. 2.
Unveiling of Hattie McDaniel 2006 Black Heritage Commemorative U. S. Postage Stamp, Wilson Student Union, 2006 Feb. 9 – Young.
Attended Black History Convocation with Leonard Pitts., Jr., Ferrell Hall, 2006 Feb. 16 – Young.
Attended Founder's Week Convocation and 115th University Birthday Party, Ferrell Hall, 2006 Mar. 17. – Young.
Attended Annual Service Awards Program, Wilson Student Union – Young.
Attended "Remembering Della," a ceremony to honor Dr. Della Brown Taylor Hardman, Davis Fine Arts Center, 2006 Apr. 10 – Young.
Staff alternate, Faculty Senate – Ressmeyer.
Member, Mid-Atlantic Regional Archives Conference – Ressmeyer.
Member, W. Va. Historical Society – Ressmeyer.

Member, W. Va. State University History and Culture Committee – Young.
 Member, Brown vs the Board of Education of Topeka Committee – Young.
 Member, Library Retention Committee – Ressmeyer
 Member, Library Director Search Committee – Ressmeyer.
 Member, Reference Librarian Search Committee – Ressmeyer.

Statistics:

Patron Use Statistics:

Monographs:	132
College documents:	51
College record requests:	45
Periodicals:	9
Video recordings & films:	6
Sound recordings:	(not processed)
Vertical files:	54
Manuscripts:	3
Photographs:	25
Other (maps, scrapbooks, artifacts, etc.):	
Visitors:	112
Phone inquiries:	176
Correspondence & e-mail:	107

New Acquisitions:

Books: 36 (see attached)

Archives and Manuscripts: 18.5 linear feet

1. 050823 005-06 Blennerhassett, Harmon. Papers, 1765-1831. 3 rolls microfilm
2. 050829 005-07 WVSC. Faculty housing. Records, 1934-1935. 5 in.
3. 050909 005-08 WVSC. President's Office. Sewage treatment records, 1949-1960. 1 in.
4. 050909 005-09 Scrap book, 1966. 1 v.
5. 050930 005-10 NDEA Institute for Advanced Study in English. (1966 June 13-Aug.) Plan of operation, 1966. 1 v.
6. 051007 005-11 WVSC. Records, 1974-1977. 1 ft.
7. 051026 005-12 Storer College, Heritage Day: the Black Perspective (1976 June 18-20) 2 in. slides
8. 051114 005-13 WVSC. Advanced Institutional Development Program. Records, 1978-1983. 2 in.
9. 051117 005-14 WVSC. Photographs, 1970-1995. 1 in.
10. 060201 006-01 W. Va. NAACP. Records, 1990-2005. 13 ft.
11. 060303 006-02 WVSC. Book Store. Epherma, 2005.
12. 060303 006-03 Kramer, Ida. Papers, 1972-1977. 1 ft.
13. 060313 006-04 WVSC. President's Home. Preconstruction records, 1988. 3 in.

- | | | |
|------------|--------|---|
| 14. 060316 | 006-05 | WVSC. Office of News Services. Papers, 1952 ; 1990-1993. 2 in. |
| 15. 060404 | 006-06 | WVSC. Yearbook Office. Records, [between 1970-1990]. 5 in. (col. photographs) |
| 16. 060428 | 006-07 | Sheeler, John Reuben. Negro heroes from West Virginia in the Struggle for freedom, c.1950 1 item. |
| 17. 060502 | 006-08 | WVSC. Chemistry Dept. Records, 1967- 1973. 1 ft. |
| 18. 060502 | 006-09 | Scobell, Elizabeth. Awards, 1999-2005. 2 items. |
| 19. 060502 | 006-10 | Photographs, 1918-1920, athletic teams, W. Va. State College. 4 items |
| 20. 060502 | 006-11 | Ferguson, James L. College campus [diagram], 16 April 1954. 1 item |
| 21. 060516 | 006-12 | Photographs, 1957-1973, buildings and grounds, W. Va. State College. 14 items. |
| 22. 060530 | 006-13 | WVSC. President's Office. Papers, 1968-1980. 1 in. |
| 23. 062906 | 006-14 | African Xylophone, n.d. 1 item. |

College Documents: 95 (see attached)

Goals for 2006-2007:

1. Reorganize archives vertical file, ongoing.
2. Continue digitizing media collections.
3. Continued organization and maintenance of College documents collections.
4. Address space constraints in the WVSU Archives.

Library Activities:

Number of Hours in Reference Duty: averages 18 hrs./wk. Increase in Public Services by 50% – Ressimyer.
 Bibliographic Instruction: 9 classes – Ressimyer.

**W. VA. STATE COLLEGE ARCHIVES
NEW BOOK ACQUISITIONS
2005-2006**

Bickley, Ancella R. ... to be Black in Fayette. [N. p.]: written and compiled for the Centennial Committee of the Second Baptist Church of Fayetteville, West Virginia and the Fayette County Black Caucus, 1992.

Bumgardner, Stan. Charleston. Charleston, S. C.; Chicago, Ill.: Arcadia Publishing, 2006.

Byers, Judy P., John H. Randolph and Noel W. Tenney. In the Mountain State: A West Virginia Folklore and Cultural Studies Curriculum. Charleston: West Virginia Humanities Council, 1999.

Byrd, Robert C. Robert C. Byre: Child of the Appalachian Coalfields. Morgantown, West Virginia University Press, 2005.

Canady, Herman G. and William C. Pyant. Curriculum Building and Behavior Adjustment in a Short Term Camp. [Institute]: West Virginia State College Press, 1936. *WVSU author*

Chambers, S. Allen, Jr. Buildings of West Virginia. New York: Oxford University Press, 2004.

Haynes, Carol L. Black Residents of Monro, Pocahontas & Summers Counties, West Virginia. Privately printed, 2005-2006. 26 parts.

Hudnall, William Roosevelt. Kelly's Creek Chronicles, Kanawha County, West: The Illustrated Diary of James Alexander Jones, Coal Miner, kept during the period, 1870 to 1939. New Canton, Va.: Kelly's Creek Publishers, 2005.

Hundley, Kimberly Dawn. Surviving Life: An Original Screenplay. Masters Thesis, West Virginia State University, 2006.

Johnston, Franklin. A Brief History of Chemistry in the Kanawha Valley. [N.p.]: American Chemical Society. Kanawha Valley Section, 1977.

Koontz, Shonnette, comp. A Collection of the Life and Work of Meta Vaux Warrick Fuller, 1877-1968. Institute: West Virginia State College, 2003. *WVSU author*

Lively, Teresa Anne. Crossings : Bridge Building in West Virginia. Master's Thesis, West Virginia State University. 2006.

McGehee, Stuart. Bluefield Regional Medical Center: A Century of Care. Parsons, W. Va.: McClain Printing Co., 1996. *WVSU author*

- Marshall, Paul D. Historical and Architectural Survey, West Dunbar/Institute Area, Kanawha County, West Virginia. Charleston, W. Va.: Paul D. Marshall & Associates, 1984.
- Miller, Kelly. The Ministry: The Field for the Tenth Talent. Washington, D. C.: Murray Brothers Press, 1911.
- National Defense Conference on Negro Affairs (1948 April 26 : Arlington, Va.)
Washington, D. C.: Department of National Defense, 1948. 2 v.
- Picturing West Virginia: A Century of Collecting by the West Virginia State Archives, 1905-2005. Charleston: West Virginia Division of Culture and History, 2005.
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Wilson University Union.
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birthday observance.
2006 Jan. 10 ; West Virginia State College, West Virginia State Community and
Technical College announce December graduates.
2006 Jan. 11 ; West Virginia State University, West Virginia State Community and
Technical College announce fall semester 2005-2006 Dean's list.
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2004 December 1 : West Virginia State Community and Technical College is semifinalist for Metlife Best-Practice College Awards.

2005 January 28 : West Virginia State Community and Technical College to unveil stamp honoring Marian Anderson.

2005 April 29 : Television personality Judge Joe Brown to be featured speaker at "Men's Summit."

2005 Nov. 14 ; West Virginia State Community and Technical College selects new Dean of Academic Affairs.

2006 Feb. 2 ; West Virginia State Community and Technical College and U.S. Postal Service to unveil Hattie McDaniel stamp..

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West Virginia State University

Drain-Jordan Library

ACQUISITIONS

2005-2006

Annual Report

**by
Shonnette Koontz
Accountant**

July 13, 2006

Drain-Jordan Library
Acquisitions
Annual Budget
2005-2006

EDUCATION AND GENERAL FUND (E&G): The total budget for this fiscal year was \$100,000.00. This fund supports the purchase of books for the Academic Departments and WVSCTC, and also our periodicals, and OCLC charges. This year all microforms were purchased with funds from Title III.

- **Book Allocations:** Twenty Academic Departments and the WVSCTC this year shared \$22,000.00 for books. All Reference Books were purchased with Title III Funds. The balance on the Book Budget Spreadsheet is actually encumbered, but the books have not been received as of this date.
- Notices were sent out four times to all the departments reminding them of their book budget and the last date to submit orders. Three departments failed to submit any orders, so there was a balance of \$7,908.04 which the librarians spent for titles in the Reference Department where updates were needed.
- **Microforms-Periodicals-OCLC:** The annual update of microforms were purchased from Title III Funds this year. All expenditures for periodicals and our OCLC charges were paid with the E&G Budget.
- **Supply Allocation:** This year the library was allocated \$2,650.00 which was divided as follows: Archival Supplies \$650.00, Library Supplies \$1,300.00, Printing \$400.00, and Interlibrary Loans \$300.00. On my spreadsheets all of these categories show a balance, because of orders being placed late and then items were not received until late in June.
- **Travel Allocation:** Funds for travel were \$350.00, however only \$60.00 of this fund was spent leaving a balance of \$290.00.
- **Title III, Activity Four:** The **Biotechnology Graduate Studies Program** was allocated \$20,000.00 for the renewal of journals. Some titles were cancelled, so the total cost was \$18,752.83.

This fund also supports the purchase of databases and journals for the **Media Studies Graduate Program**. Journal expenditures were \$5,262.04, and databases were \$627.39.

- **Title III, Activity Five:** The fiscal year for this fund is October 1, 2005 through September 30, 2006, and the total budget is \$132,000.00 with a balance of \$50,290.25.

Library Budget

COPY FUND ACCOUNT: Only a small portion of the funds in this account are generated from the Minolta Microform Reader/Printers. From December 10, 2004 to September 28, 2005, \$83.70 was collected from these machines, and for this fiscal year I have not received any funds.

As of July 11, 2006, the balance of this fund is \$2,703.90. The AVI commissions for this year amounted to \$1,556.28. This account is mainly used for the purchase of toner supplies and the maintenance of the printers and copiers. At times it is used for the purchase of books and the binding of journals.

Beginning Balance:	\$ 6,642.40	as of 7/1/05
Plus Deposits:	<u>\$11,313.13</u>	7/1/05-6/30/06
TOTAL	\$17,955.53	
Minus Expenditures:	<u>\$15,251.63</u>	FY06
Ending Balance:	\$ 2,703.90	as of 6/30/06

FINES/LOST BOOK ACCOUNT: This account generates funds when books are not returned within the due date. Fines are ten cents per day for each book, with a maximum fine of \$10.00 per book. If a book is lost, then the patron is charged the cost of replacing the book, plus a \$10.00 processing fee. Expenditures from this account include: educational supplies, books, printing/binding, and miscellaneous equipment.

Beginning Balance:	\$1,557.40	as of 7/1/05
Plus Deposits:	<u>\$3,228.62</u>	7/1/05-6/30/06
TOTAL	\$4,786.02	
Expenditures:	<u>\$2,738.57</u>	FY06
Ending Balance:	\$2,047.45	as of 6/30/06

Prepared by Shonnette Koontz
July 11, 2006

WEST VIRGINIA STATE UNIVERSITY
DRAIN-JORDAN LIBRARY
BOOK BUDGET 2005-2006

left Page 1

Budgeted	\$764.00	\$1,310.00	\$1,419.00	\$1,092.00	\$1,747.00	\$2,839.00	\$873.00	\$600.00	\$1,200.00	\$1,747.00	\$0.00	\$928.00
Balance	\$154.97	\$919.47	\$37.24	\$1,092.00	\$29.80	\$2,839.00	\$785.40	\$204.43	\$27.70	\$46.12		\$227.75
	Art	Biology	Bus Adm	Chemistry	Comm	CTC	Crim Jus	Economics	Education	English	Library	History
Expenditures	\$609.03	\$390.53	\$1,378.76	\$0.00	\$1,717.20	\$0.00	\$87.60	\$395.57	\$1,172.30	\$1,711.88		\$700.25
Vendor/Purchase Order												
VC10-05F Amazon.com												
VC10-05I Amazon.com												
VC10-05N Program Dev.Ass.									157.95			
VC10-05O Amazon.com					23.44							
VC10-05R Abebooks.com					60.52							
VC10-05W Amazon.com												
VC10-05Y Insight Media			297.83									
VC10-05Z Insight Media			187.95									
VC11-05Q Insight Media			-170.05									
VC11-05R Insight Media			-170.05									
VC11-05G Amazon					60.49							
VC11-05I Amazon					708.11							
VC11-05O Abebooks					-60.52							
VC12-05A Amazon					45.00							
VC12-05B Amazon					92.08							
VC12-05J Amazon										16.47		
VC12-05L Amazon										396.40		
VC12-05M Amazon			36.34									
VC12-05N Amazon										152.72		
VC12-05P Midwest Library					115.75							
VC1-06F Amazon												
VC1-06G Amazon												
VC1-06H Midwest					75.09							
VC1-06U Amazon												
VC1-06R BREPOLS Pub.										82.74		
VC2-06D Barnes&Noble												
VC2-06G Amazon												

VC2-06H Amazon												
VC2-06J Abebooks												
VC2-06L Amazon		11.53										
VC2-06M Amazon			34.26									
VC2-06O Amazon			129.53									
VC2-06R Barnes&Noble			431.90									
VC2-06T Amazon												
VC2-06U Barnes&Noble			37.95									
VC2-06V Barnes&Noble			37.95									
VC2-06X Midwest Library			32.75						30.88			
VC2-06X Midwest Library			126.97									
VC2-06Y Amazon			55.58									
VC2-06EE Barnes&Noble			33.20									
VC2-06Z Amazon												
VC2-06DD Career Ed. Inst.												
VC2-06JJ Midwest Library									62.53			
VC2-06KK Amazon	167.23											
VC2-06MM Insight Media												
VC3-06A Hawkhill												
VC3-06J Barnes&Noble												
VC3-06U Barnes&Noble												
VC3-06C Amazon									53.44			
VC3-06E Barnes&Noble									37.95			
VC3-06F Amazon									56.09			
VC3-06H Abebooks									83.89			
VC3-06I Barnes&Noble									387.77			
VC3-06K Amazon									39.21			
VC3-06M Abebooks									-83.89			
VC3-06N Barnes&Noble									34.67			
VC3-06Q Amazon									66.20			
VC3-06T Amazon									78.24			
VC3-06P Amazon											15.72	
VC3-06S Amazon											125.78	
VC3-06V Amazon											38.49	
VC3-06W Amazon											17.49	
VC3-06X Amazon											13.49	
VC3-06BB Amazon											23.44	

Book Budget 2005 - 2006 continues

left Page 3

VC3-06AA Amazon												
VC3-06EE Amazon	149.12											
VC3-06GG Insight Media												
VC3-06HH Barnes&Noble		204.25										
VC3-06KK Amazon												
VC3-06R Midwest Lib Ser			53.46									
VC3-06DD Midwest Lib Ser			139.22									
VC3-06II Midwest Lib Ser			47.50									
VC4-06A Barnes&Noble												
VC4-06B Amazon.com	50.40											
VC4-06C California Newsreel												
VC4-06D Amazon.com												
VC4-06E Barnes&Noble												
VC4-06F Barnes&Noble												444.35
VC4-06G Amazon.com												
VC4-06H Midwest Lib.Ser.	24.20											
VC4-06K Amazon.com											-78.24	
Below begins new PCard												
VC4-06A Insight Media									156.45			
VC4-06B Insight Media												
VC4-06C Amazon.com												
VC4-06D Amazon.com												
VC4-06E WV Humanities												
VC4-06F Barnes&Noble												
VC4-06G Amazon.com									18.27			
VC4-06H Amazon.com												
VC4-06I Barnes&Noble												
VC4-06M Barnes&Noble						385.65						
VC4-06N Amazon.com						99.95						
VC4-06O Overstock.com												
VC4-06P Films Media Grp.												
VC4-06Q Amazon.com												
VC4-06R Amazon.com									15.72			
VC4-06S Sage Publications										335.00		
VC4-06T Harcourt Psych												
VC4-06U Barnes&Noble												
VC4-06V Amazon.com												
VC4-06W NCS Pearson												

VC4-06X Amazon									320.95				
VC4-06Y Amazon													21.49
VC4-06Z Barnes&Noble								42.75					
VC4-06BB Amazon													
VC4-06CC Amazon									20.16				
VC4-06EE Amazon									20.47				
VC4-06DD Barnes&Noble													
VC5-06A Barnes&Noble													
VC5-06B Insight Media										376.95			
VC5-06C Barnes&Noble													
VC5-06D Barnes&Noble													
VC5-06E Barnes&Noble													
VC5-06F Midwest Lib.Ser.						85.60						133.73	
VC5-06G Midwest Lib.Ser.	60.22			36.47									
VC5-06H Midwest Lib.Ser.	37.04	34.00											
VC5-06I Amazon.com													
VC5-06J Insight Media													
VC5-06L Facts On File													
VC5-06O CQ Press													
VC5-06P Amazon.com													
VC5-06Q WV Humanities													
VC5-06R Insight Media										145.95			
VC5-06S Barnes&Noble													
VC5-06T Barnes&Noble													
VC5-06U Amazon.com													
VC5-06W Amazon.com	65.44												
VC5-06X Amazon.com													
VC5-06Y Amazon.com													
VC5-06Z Barnes&Noble													
VC5-06AA Barnes&Noble													
VC5-06BB Midwest LibSer	55.38					26.04						62.08	
VC5-06CC Amazon.com												99.00	
VC5-06DD Amazon.com													
VC5-06EE Amazon.com													
VC5-06GG Amazon.com													
VC5-06HH Amazon.com													
VC5-06II Midwest Lib.Ser.			140.75										
VC5-06JJ Amazon.com													
VC5-06KK Amazon.com													

VC5-06LL Amazon.com												
VC5-06MM Amazon.com												
VC5-06NN Abebooks.com												
VC5-06OO DYNO Corp.							44.85					

Book Budget 2005 - 2006 continues

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									217.48			
									200.56			
									6.99			

Prepared by Shonnette Koontz
Updated July 11, 2006

West Virginia State University
DRAIN-JORDAN LIBRARY
BOOK BUDGET 2005-2006
COLLEGE/DEPARTMENT

Prepared by Shonnette Koontz
September 8, 2005
Updated April 24, 2006

College/Department	Dean/Chair	College Allocation	College Expenditures	College Balance	Department Allocation	Department Expenditures	Department Balance
ARTS & HUMANITIES	Dr. Wohl, Dean	\$5,950.00	\$5,964.14	-\$14.14			
Art	Dr. Ovrebo, Chair				\$764.00	\$703.59	\$60.41
Communications	Dr. Wohl, Chair				\$1,747.00	\$1,888.09	-\$141.09
English	Dr. Alderman, Chair				\$1,747.00	\$1,883.13	-\$136.13
Foreign Language	Ms. Frye, Interim Chair				\$873.00	\$944.14	-\$71.14
Music	Dr. Giles, Chair				\$819.00	\$545.19	\$273.81
Totals					\$5,950.00	\$5,964.14	-\$14.14
BUSINESS ADMINISTRATION & SOCIAL SCIENCES	Mrs. Shafer, Dean	\$5,185.00	\$4,295.03	\$889.97			
Business Administration	Mrs. Shafer, Chair				\$1,419.00	\$1,408.07	\$10.93
Economics	Dr. Islam, Chair				\$600.00	\$557.82	\$42.18
History	Dr. McGehee, Chair				\$928.00	\$724.43	\$203.57
Political Science	Dr. Smith, Chair				\$600.00	\$632.84	-\$32.84
Psychology	Dr. Francis, Chair				\$819.00	\$752.65	\$66.35
Sociology	Vacant				\$819.00	\$219.22	\$599.78
Totals					\$5,185.00	\$4,295.03	\$889.97
Community & Technical College	Dr. Ron Bartley, Dean	\$2,839.00		\$2,839.00			
Associate Degrees & Continuing Ed.					\$2,839.00		\$2,839.00
NATURAL SCIENCES & MATH	Dr. Harper, Dean	\$4,476.00	\$793.97	\$3,682.03			
Biology	Dr. Ford, Chair				\$1,310.00	\$379.20	\$930.80
Chemistry	Dr. Anderson, Chair				\$1,092.00		\$1,092.00
Mathematics	Dr. Armstrong, Chair				\$1,474.00	\$201.47	\$1,272.53
Physics	Dr. Seyoum, Chair				\$600.00	\$213.30	\$386.70
Totals					\$4,476.00	\$793.97	\$3,682.03
PROFESSIONAL STUDIES	Dr. Flint, Dean	\$3,550.00	\$3,038.82	\$511.18			
Criminal Justice	Dr. Flint, Chair				\$873.00	\$840.92	\$32.08
Education	Dr. Harrison, Chair				\$1,200.00	\$1,322.25	-\$122.25
Health & Human Performance	Mrs. Anderson-Conliffe, Chair				\$983.00	\$875.65	\$107.35
Social Work	Dr. Wamsley, Chair				\$494.00		\$494.00
Totals					\$3,550.00	\$3,038.82	\$511.18
TOTAL EXPENDITURES & BALANCES		\$22,000.00	\$14,091.96	\$7,908.04	\$22,000.00	\$14,091.96	\$7,908.04

WEST VIRGINIA STATE UNIVERSITY
DRAIN-JORDAN LIBRARY
E & G BUDGET 2005-2006 MICROFORMS---PERIODICALS---OTHERS

May Balance Forwarded			\$1,607.31								
Budgeted	Title III Fund	\$68,000.00	\$9,200.00	\$300.00		\$400.00	\$1,300.00	\$350.00	\$650.00	\$80,200.00	Budgeted
Balance		\$986.66	\$1,991.57	\$103.01		\$400.00	\$201.51	\$290.00	\$400.70	\$2,766.14	Balance
	Microforms	Periodicals	OCLC	ILL	Bindery	Printing	Supplies	Travel	Archive Supp.	TOTAL	
Expenditures		\$67,013.34	\$8,815.74	\$196.99	\$0.00	\$0.00	\$1,098.49	\$60.00	\$249.30	\$77,433.86	Expenditures
Vendor/Purchase Order											
ILL July 2005				\$10.00							
ILL August 2005				\$25.00							
ILL September 2005				\$21.00							
ILL October 2005				\$50.00							
ILL December 2005				\$28.00							
ILL January 2006				\$5.00							
ILL March 2006				\$51.00							
VC8-05U Data Media Store									\$180.00		
OfficeMart.com									\$69.30		
PALINET Membership Fee			\$2,700.00								
PALINET June 2005			\$588.36								
PALINET July 2005			\$461.33								
PALINET Aug 2005			\$446.78								
PALINET Sep 2005			\$412.30								
PALINET Oct 2005			\$612.85								
PALINET Nov 2005			\$530.51								
PALINET Dec 2005			\$413.55								
PALINET Jan 2006			\$476.28								
PALINET Feb 2006			\$630.69								
PALINET Mar 2006			\$557.58								
PALINET Apr 2006			\$443.65								
PALINET May 2006			\$541.86								
EBSCO 6-3000		\$65,499.19									
EBSCO		\$15.80									
EBSCO		\$227.64									
EBSCO		\$379.08									
EBSCO		\$47.39									
EBSCO		\$111.77									

EBSCO		\$4.21									
EBSCO		\$361.20									
EBSCO		-\$25.00									
EBSCO		-\$25.00									
EBSCO		\$10.53									
EBSCO		\$31.59									
EBSCO		\$8.06									
VC10-05A DEMCO							\$117.68				
VC10-05E Staples							\$301.23				
VC10-05G Staples							\$0.99				
VC10-05K WV Media Mang.		\$74.15									
VC10-05L DEMCO							\$47.66				
VC10-05S Goldenseal Mag.		\$17.00									
VC10-05AA Charleston Gazette		\$39.00									
VC11-05F Staples							\$221.40				
VC11-05M PayPal ILL				\$6.99							
VC11-05N Kroger							\$8.00				
VC11-05H Charleston News.		\$22.10									
VC1-06K Charleston Gazette		\$75.00									
VC1-06S Wonderful WVA		\$34.00									
VC1-06C DYMO							\$44.85				
EBSCO PH Ord 2-28-06		\$63.13									
VC2-06P Charleston DailyMail		\$42.50									
VC2-06Q Staples							\$53.22				
WVLA Spring Fling/Toni Brown								\$25.00			
WVLA Spring Fling/NancySims								\$35.00			
VC3-06FF Demco							\$77.86				
VC5-06V Staples							\$225.60				

Prepared by Shonnette Koontz
Updated July 11, 2006

WEST VIRGINIA STATE UNIVERSITY
DRAIN-JORDAN LIBRARY
TITLE III ACTIVITY FIVE 2005-2006

Budgeted FY06	\$62,000.00	\$8,000.00	\$60,000.00	\$2,000.00	\$132,000.00	Budgeted
Balance	\$3,757.86	\$6,957.96	\$38,152.32	\$1,422.11	\$50,290.25	Balance
	Books/Journals	Equipment	Supplies/Software	Travel	TOTAL	
Expenditures	\$58,242.14	\$1,042.04	\$21,847.68	\$577.89	\$81,709.75	Expenditures
Vendor/Purchase Order						
ProQuest RD-12150	\$11,419.80					Microfilm & Wall St. J. Index
Thompson Pub. RD-12155	\$413.50					ADA Compliance Guide
Bowker RD-12146	\$1,486.67					BIP & Subject Guide to BIP 2005-06
LexisNexis Matthew RD-12149	\$123.25					WV Code Repl. V. 11 & 17
Palinet RD-12148				Cancelled		Workshop--Mary Horn
Thomson Gale RD-12140	\$602.01					Reference Standing Orders
West Payment RD-12239	\$247.50					Reference Standing Orders
Tiger Direct RD-12243		\$412.86				Computer Repair Parts
Mergent, Inc. RD-12282	\$1,480.00					Muni&Gov't Manual/Newsreports
Matthew Bender RD-12338	\$64.15					WV Code Repl. V. 16
Thomson Gale RD-12339	\$695.50					Reference Standing Orders
West Payment RD-12337	\$247.50					Reference Standing Orders
R.R.Bowker RD-12386	\$872.10					Reference Standing Order
EBSCO RD-12388			\$541.65			EJS Electronic Journals
H. W. Wilson Co. RD-12389	\$6,382.00					Indexes to Journal Articles
R.R.Bowker RD-12517	\$261.63					Reference Standing Order
McGraw-Hill RD-12516	\$131.80					Reference Standing Order
ProQuest RD-12520	\$8,898.69					Microfilm Sub. Renewals
Value Line Publ. RD-12515	\$798.00					Value Line Investment Survey
Thomson Gale RD-12543	\$476.50					Reference Standing Order
American Chem.Soc.RD-12545	\$4,449.00					Journal Organic Chemistry Film 2005 & 2006
West Payment RD-12544	\$371.25					Reference Standing Order
Midwest Library RD-12552	\$2,286.87					Reference Books
Midwest Library RD-12566	\$3,012.35					Reference Books
Mergent, Inc. RD-12586	\$3,950.00					Special Library Service
Tiger Direct RD-12634		\$373.29				Computer Repair Parts
Standard & Poor's RD-12632	\$963.92					Reference Standing Order
West Payment RD-12688	\$123.75					Reference Standing Order
Thomson Gale RD-12687	\$757.25					Reference Standing Order
Thomson Gale RD-12639	\$905.50					Encyclopedia of Philosophy/Ref. Book

**WEST VIRGINIA STATE UNIVERSITY
DRAIN-JORDAN LIBRARY
TITLE III ACTIVITY IV 2005-2006**

	Media Studies	Media Studies	Biotechnology		
Budgeted	\$5,000.00	\$5,000.00	\$20,000.00	\$30,000.00	Budgeted
Balance	-\$262.04	\$4,372.61	\$1,247.17	\$5,357.74	Balance
	Journals	Databases	Journals		
Expenditures	\$5,262.04	\$627.39	\$18,752.83	\$24,642.26	Expenditures
Vendor/Purchase Order					
EBSCO RD-12241	\$5,254.67				Journals
EBSCO RD-12240			\$18,748.62		Journals
C.I.O.S. RD-12542		\$627.39			ComAbstract & ComIndex
EBSCO RD-12633	\$7.37				Rate Adjustment
EBSCO RD-12636			\$4.21		Rate Adjustment

Prepared by Shonnette Koontz
July 11, 2006

WEST VIRGINIA STATE UNIVERSITY
DRAIN-JORDAN LIBRARY
COPY ACCOUNT 2005-2006

Balance Forwarded 7/1/05	\$6,642.40								
Balance	\$2,703.90								Balance
		Books77	MiscEquip58	Ed. Supp37	Miscellane51	House/Furn73	Print/Bind21	TOTAL	
Expenditures	\$15,251.63	\$5,638.82	\$1,355.75	\$7,130.86	\$587.05	\$0.00	\$539.15	\$15,251.63	Expenditures
Total Deposits	\$11,313.13								
Vendor/Purchase Order									
Deposit 06/27/05	\$26.70								
Deposit 6/28/05	\$10.50								
Deposit 6/29/05	\$16.05								
Deposit 6/30/05	\$12.75								
Deposit 6/30/05 AVI	\$172.92								
Deposit 7/1-7/05	\$42.50								
Deposit 7/8-9/05	\$4.30								
Deposit 7/11/05	\$85.00								
Deposit 7/12/05	\$10.00								
Deposit 7/13-14/05	\$27.20								
Deposit 7/15-16/05	\$5.50								
Deposit 7/18/05	\$21.20								
Deposit 7/19/05	\$10.25								
Deposit 7/20/05	\$19.10								
Deposit 7/21,22,25/05	\$48.15								
Deposit 7/26-29/05	\$97.00								
Deposit 8/1-10/05	\$23.80								
VC6-05A Barnes&Noble		\$65.40							
VC6-05B Barnes&Noble		\$40.23							
VC6-05C Amazon.com		\$27.77							
VC6-05D Insight Media		\$145.95							
VC6-05E Barnes&Noble		\$20.99							
VC6-06F Amazon.com		\$123.73							
VC6-05G Barnes&Noble		\$122.25							
VC6-05H Amazon.com		\$37.68							
VC6-05I Amazon.com		\$21.75							
VC6-05J Amazon.com		\$40.99							
VC6-05K Kroger-Dunbar					\$18.70				
VC6-05L Subway-Dunbar					\$29.45				
VC6-05N Laser Charge				\$522.00					
VC6-05P Information Today		\$213.00							
VC6-05R Am. Lib. Assoc.		\$38.50							

VC6-05S Amazon.com		\$16.80						
VC6-05T Amazon.com		\$18.49						
VC6-05U Amazon.com		\$4.57						
VC6-05V Amazon.com		\$28.19						
VC6-05W Amazon.com		\$38.00						
VC6-05X Amazon.com		\$8.38						
VC6-05Y Amazon.com		\$14.94						
VC6-05Z Amazon.com		\$3.50						
VC6-05AA WVSU Print.						\$25.00		
VC6-05CC Barnes&Noble		-\$8.11						
VC6-05DD Amazon.com		-\$4.57						
VC7-05A Amazon		\$4.87						
VC7-05B Amazon		\$6.66						
VC7-05C Amazon		\$4.24						
VC7-05D Amazon		\$5.44						
VC7-05E Amazon		\$10.06						
VC7-05F Amazon		\$117.11						
VC7-05G Amazon		\$27.16						
VC7-05H Amazon		\$10.87						
VC7-05I Abebooks.com		\$12.50						
VC7-05J Amazon		\$74.49						
VC7-05K Amazon		\$58.48						
VC7-05L Amazon		\$40.23						
VC7-05M Amazon		\$21.05						
VC7-05N Amazon		\$6.95						
VC7-05O Amazon		\$8.78						
VC7-05P Amazon		\$7.99						
VC7-05Q Amazon		\$99.43						
VC7-05R Thomson West		\$123.75						
VC7-05S Amazon		\$31.90						
VC7-05T Amazon		\$11.55						
VC7-05U Amazon		\$28.32						
VC7-05V Amazon		\$23.10						
VC7-05W Amazon		\$5.37						
VC7-05X Amazon		\$8.43						
VC7-05Y Amazon		\$5.23						
VC7-05Z Amazon		\$13.94						
VC7-05AA Amazon		\$122.71						

VC7-05BB Amazon		\$23.93						
VC7-05CC Amazon		\$17.21						
VC7-05DD Amazon		\$13.49						
VC7-05EE Amazon		\$17.99						
VC7-05FF Amazon		\$16.09						
VC7-05GG Amazon		\$29.59						
VC7-05HH Barnes&Noble		\$35.75						
VC7-05II Charleston Newspaper		\$39.00						
VC7-05JJ PALINET				\$441.34				
VC7-05KK Amazon		\$41.47						
VC7-05LL Amazon		\$53.49						
VC7-05MM Amazon		\$19.95						
VC7-05NN Amazon		\$15.95						
VC7-05OO Amazon		\$28.88						
VC7-05PP Amazon		-\$5.44						
VC7-05QQ Amazon		-\$3.50						
VC7-05RR Barnes&Noble		-\$5.98						
VC7-05SS Barnes&Noble		-\$2.02						
VC7-05TT Information Today		-\$9.95						
Deposit 8/11/05 AVI	\$172.92							
Deposit 8/17/05 AVI	\$172.92							
Library Design & Equip. 6-4294			\$1,355.75					
Nancy McClanahan 6-				\$5.31				
VC8-05A SFC Travel Pub.	\$173.90							
VC8-05B Access				\$62.67				
VC8-05C Staples				\$54.32				
VC8-05D Barnes&Noble	\$95.65							
VC8-05E Manufactures News	\$69.95							
VC8-05F Amazon.com	\$28.74							
VC8-05G Staples				\$35.99				
VC8-05H Barnes&Noble	\$126.83							
VC8-05I Amazon.com	\$8.49							
VC8-05J Amazon.com	\$4.41							
VC8-05K Charleston Newspaper	\$22.10							
VC8-05L Amazon.com	\$18.49							
VC8-05M American Lib.Assoc.	\$32.20							
VC8-05O R&D Corp.Dup.Ser.				\$480.00				
VC8-05P R&D Corp.Dup.Ser.				\$85.00				
VC8-05Q Amazon.com	\$55.90							

VC8-05R Amazon.com		\$6.99						
VC8-05S Amazon.com		\$26.50						
VC8-05T Amazon.com		\$10.88						
VC8-05AA Barnes&Noble		-\$5.41						
VC8-05BB Barnes&Noble		-\$7.18						
Deposit 8/11-16/05	\$12.00							
Deposit 8/17-18/05	\$18.50							
Deposit 8/19-24/05	\$84.20							
Deposit 8/25-31/05	\$131.15							
Deposit 9/1-4/05	\$65.50							
Deposit 9/6/05	\$54.50							
Deposit 9/7/05	\$69.10							
Deposit 9/8/05	\$54.50							
Deposit 9/9-13/05	\$150.00							
Deposit 9/14-15/05	\$94.50							
Deposit 9/16-19/05	\$105.50							
Deposit 9/20-21/05	\$151.50							
Deposit 9/22/05	\$39.50							
Deposit 9/23-29/05	\$279.35							
Deposit 9/30/05	\$12.00							
Deposit 10/1-5/05	\$164.85							
VC9-05A Amazon.com		\$44.95						
VC9-05B Laser Charge			\$693.00					
VC9-05F Grey House Pub.		\$191.00						
VC9-05H Thomson Gale		\$102.25						
VC9-05I Thomson Gale		\$143.00						
VC9-05J Thomson Gale		\$204.75						
VC9-05K WVSU R&D			\$52.50					
VC9-05L Laser Charge			\$89.00					
VC9-05M WVSU R&D					\$25.00			
VC9-05O Amazon.com		\$33.34						
VC9-05D WV Humanities		\$20.00						
VC9-05E Barnes&Noble		\$102.62						
VC9-05E Barnes&Noble		-\$5.81						
Deposit 10/6/05	\$49.50							
Deposit 10/7-9/05	\$37.00							
Deposit 10/10/05	\$73.50							

Deposit 10/11/05	\$54.00							
Deposit 10/11/05 AVI	\$172.92							
Deposit 10/12/05 Minoltas	\$83.70							
12/10/04-9/28/05								
Deposit 10/12-13/05	\$102.15							
Deposit 10/14-17/05	\$81.50							
Deposit 10/18/05	\$66.60							
Deposit 10/19/05	\$52.35							
Deposit 10/20/05	\$32.50							
Deposit 10/21-25/05	\$131.50							
Deposit 10/26-31/05	\$173.50							
Deposit 11/1-2/05	\$127.00							
VC10-05B Amazon.com		\$100.00						
VC10-05C Proquest		\$59.00						
VC10-05D Amazon.com		\$13.99						
VC10-05J WVSC R&D			\$100.00					
VC10-05M Amazon.com		\$27.15						
VC10-05T Amazon.com		\$8.49						
VC10-05U Amazon.com		\$11.99						
VC10-05V Amazon.com		\$13.29						
VC10-05X Amazon.com		\$111.92						
VC10-05BB Amazon.com		\$21.21						
VC10-05P Amazon.com		\$62.55						
VC10-05Q Amazon.com		\$54.88						
Deposit 11/3-6/05	\$133.40							
Deposit 11/7-8/05	\$143.70							
Deposit 11/9/05	\$48.10							
Deposit 11/10/05	\$62.00							
Deposit 11/17/05 AVI	\$172.92							
Deposit 11/11-13/05	\$85.00							
Deposit 11/14-15/05	\$147.00							
Deposit 11/16-17/05	\$157.50							
Deposit 11/18-20/05	\$43.50							
Deposit 11/21/05	\$77.50							
Deposit 11/22-27/05	\$83.50							
VC11-05A PayPal		\$15.00						
VC11-05B WVSU Bookstore		\$30.00						
VC11-05C Amazon		\$51.66						

VC11-05D Amazon		\$35.27						
VC11-05E Amazon		\$42.29						
VC11-05J WVSU R&D				\$9.00				
VC11-05K WVSU R&D				\$195.00				
VC11-05L Laser Charge				\$225.00				
VC11-05P Amazon		-\$42.29						
Deposit 11/28/05	\$95.00							
Deposit 11/29/05	\$70.75							
Deposit 11/30/05	\$103.00							
Deposit 12/1-4/05	\$123.00							
Deposit 12/5/05	\$90.10							
Deposit 12/6/05	\$105.50							
Deposit 12/7-8/05	\$92.50							
Deposit 12/9-11/05	\$80.00							
Deposit 12/9-11/05	\$55.00							
VC12-05C Amazon		\$9.38						
VC12-05D Amazon		\$15.43						
VC12-05E Amazon		\$32.34						
VC12-05G Amazon		\$31.50						
VC12-05H Amazon		\$58.35						
VC12-05F WVSU R&D						\$24.00		
VC12-05K WVSU R&D				\$95.00				
VC12-05O Laser Charge				\$275.00				
Shenandoah Valley Bind.						\$465.15		
Deposit 12/16/05 AVI	\$172.92							
Deposit 12/13/05	\$29.00							
Deposit 12/14/05	\$42.00							
Deposit 12/15/05	\$2.00							
Deposit 12/16-21/05	\$11.00							
Deposit 1/3-10/06	\$27.00							
Deposit 1/11/06	\$8.00							
Deposit 1/13-17/06	\$35.20							
Deposit 1/18-22/06	\$48.50							
Deposit 1/12/06	\$6.00							
Deposit 1/23/06	\$40.00							

Deposit 1/25/06	\$32.50							
Deposit 1/26/06	\$43.50							
Deposit 1/24/06	\$38.60							
Deposit 1/27-29/06	\$49.50							
Deposit 1/13/06 AVI	\$172.92							
Deposit 1/23/06 AVI	\$172.92							
Deposit 1/30-31/06	\$87.50							
VC1-06A Amazon		\$41.91						
VC1-06B Amazon		\$43.95						
VC1-06D Amazon		\$45.51						
VC1-06G Amazon		\$55.00						
VC1-06I Amazon		\$23.08						
VC1-06J WVSU R&D				\$65.00				
VC1-06L Amazon		\$92.52						
VC1-06M Gaylord Bros				\$386.00				
VC1-06N Amazon		\$43.59						
VC1-06Q ALA				\$81.00				
VC1-06T Amazon		\$44.84						
Deposit 2/1-2/06	\$101.00							
Deposit 2/3-5/06	\$27.00							
Deposit 2/6-7/06	\$99.50							
Deposit 2/8-9/06	\$110.50							
Deposit 2-10-15/06	\$214.50							
Deposit 2/16-19/06	\$128.75							
Deposit 2/20/06	\$62.00							
Deposit 2/21/06	\$44.50							
Deposit 2/22/06	\$58.75							
Deposit 2/23/06	\$56.00							
Deposit 2/24-26/06	\$22.50							
VC2-06A Amazon		\$67.79						
VC2-06B Amazon		\$13.57						
VC2-06C Amazon		\$11.53						
VC2-06E Ellison				\$1,465.16				
VC2-06I Amazon		\$28.74						
VC2-06N Amazon		\$5.89						
VC2-06S Amazon		\$10.88						

VC2-06W WVSU R&D			\$67.50					
VC2-06AA Amazon		\$25.00						
VC2-06CC Amazon		\$44.00						
VC2-06GG Laser Charge			\$259.00					
VC2-06HH Amazon		\$50.41						
VC2-06II Access			\$49.00					
VC2-06LL Amazon		\$39.50						
VC2-06NN Lowe's			\$67.84					
VC2-06OO Amazon		\$29.95						
VC2-06PP Amazon		\$23.95						
Deposit 2/27-28/06	\$119.50							
Deposit 3/1/06	\$55.00							
Deposit 3/6/06	\$50.50							
Deposit 3/2-5/06	\$142.10							
Deposit 3/3/06 AVI	\$172.92							
Deposit 3/7/06	\$80.00							
Deposit 3/8/06	\$52.00							
Deposit 3/9-12/06	\$66.50							
Deposit 3/13/06	\$95.65							
Deposit 3/14/06	\$76.00							
Deposit 3/15/06	\$50.00							
Deposit 3/16/06	\$53.00							
Deposit 3/17-18/06	\$15.00							
Deposit 3/20-23/06	\$47.30							
Deposit 3/24-27/06	\$88.40							
VC3-06B Gale Research		\$17.26						
VC3-06D Amazon		\$48.49						
VC3-06G Amazon		\$35.57						
VC3-06L Amazon		\$11.53						
VC3-06U Amazon		\$107.20						
VC3-06Y Amazon		\$12.48						
VC3-06Z Barnes&Noble		\$47.50						
VC3-06 Amazon		\$8.09						

VC3-06JJ Ellison			\$55.00				
VC4-06I Amazon		\$55.00					
VC4-06J Laser Charge WV			\$783.00				
VC4-06L Amazon.com		-\$12.48					
Below begins new PCard							
VC4-06J WVSC R&D			\$25.00				
VC4-06K WVSC R&D			\$25.00				
VC4-06L WVSC R&D			\$25.00				
VC4-06AA Laser Charge				\$399.00			
VC4-06GG Laser Charge				\$139.90			
VC4-06FF Amazon.com		\$17.44					
Deposit 3/28-30/06	\$185.25						
Deposit 3/31/06	\$41.50						
Deposit 4/1-30/06	\$1,327.75						
Deposit 5/1-23/06	\$978.60						
VC5-06K Amazon		\$46.25					
VC5-06M WVSU R&D			\$135.25				
VC5-06N Laser Charge			\$160.00				
VC5-06FF Tiger Direct			\$61.98				

Prepared by Shonnette Koontz
 Updated July 11, 2006

WEST VIRGINIA STATE UNIVERSITY
DRAIN-JORDAN LIBRARY
FINES/LOST BOOK ACCOUNT 2005-2006

Balance Forwarded 7/1/05	\$1,557.40								
Balance	\$2,047.45								
		Books/Per	Educ Supp	IMC Supp	MiscEquip	HouseFurn	CompSoft	Print/Bind	TOTAL
Expenditures	\$2,738.57	\$487.89	\$942.98		\$1,216.00			\$91.70	\$2,738.57
Total Deposits	\$3,228.62								
Vendor/Purchase Order									
Deposit 6/27/05	\$10.30								
Deposit 6/29/05	\$34.38								
Deposit 6/30/05	\$12.50								
Deposit 7/1-7/05	\$67.00								
Deposit 7/8-9/05	\$138.00								
Deposit 7/11/05	\$10.00								
Deposit 7/13-14/05	\$2.00								
Deposit 7/18/05	\$52.10								
Deposit 7/19/05	\$0.25								
Deposit 7/21,22,25/05	\$17.30								
Deposit 7/26-29/05	\$46.40								
Deposit 8/1-10/05	\$88.20								
Deposit 8/2/05	\$12.40								
Deposit 8/5/05	\$9.10								
Deposit 8/11/05	\$10.00								
VC6-05BB WVSU Print.Serv.								\$20.00	
Library Design & Equip. 6-4294					\$1,216.00				
VC8-05N Amazon.com		\$59.95							
Deposit 8/11-16/05	\$17.60								
Deposit 8/17-18/05	\$27.60								
Deposit 8/19-24/05	\$20.60								
Deposit 8/25-31/05	\$35.00								
Deposit 9/1-4/05	\$132.12								
Deposit 9/6/05	\$24.00								
Univ. of LA at Lafayette		\$70.00							
Deposit 8/19/05	\$38.40								
Deposit 8/23/05	\$26.40								
Deposit 9/23-29/05	\$13.00								

Deposit 9/30/05	\$13.50								
Deposit 10/1-5/05	\$3.00								
VC9-05C Seneca			\$880.00						
VC9-05N ICBA		\$18.00							
Deposit 10/5/05	\$10.00								
Deposit 10/10/05	\$1.20								
Deposit 10/11/05	\$41.30								
Deposit 10/14/05	\$13.50								
Deposit 10/14-17/05	\$7.50								
Deposit 10/21-25/05	\$9.40								
Deposit 10/20/05	\$2.90								
Deposit 10/26-31/05	\$13.20								
Deposit 11/1-2/05	\$7.40								
VC10-05H Amazon.com		\$40.19							
Deposit 11/1/05	\$46.20								
Deposit 11/3-6/05	\$27.50								
Deposit 11/4/05	\$1.20								
Deposit 11/7-8/05	\$11.00								
Deposit 11/10/05	\$17.30								
Deposit 11/14/05	\$1.10								
Deposit 11/14/05	\$1.80								
Deposit 11/11-13/05	\$4.85								
Deposit 11/14-15/05	\$31.00								
Deposit 11/16-17/05	\$3.80								
Deposit 11/18-20/05	\$4.80								
Deposit 11/21/05	\$8.00								
Deposit 11/22-27/05	\$12.50								
Deposit 11/16/05	\$7.20								
Deposit 11/28/05	\$7.00								
Deposit 12/1-4/05	\$10.40								
Deposit 12/5/05	\$52.74								
Deposit 12/6/05	\$5.50								
Deposit 12/7-8/05	\$4.20								
Deposit 12/9-11/05	\$35.30								
Deposit 12/12/05	\$46.80								
Deposit 12/15/05	\$8.40								
Deposit 12/14/05	\$14.40								
Deposit 12/13/05	\$26.10								
Deposit 12/14/05	\$75.40								

Deposit 12/15/05	\$10.60							
Deposit 12/16-21/05	\$66.09							
Deposit 12/20/05	\$3.80							
Deposit 1/03/06	\$4.00							
Deposit 1/3-10/06	\$64.70							
Deposit 1/11/06	\$9.80							
Deposit 1/11/06	\$67.00							
Deposit 1/12/06	\$5.35							
Deposit 1/13-17/06	\$40.78							
Deposit 1/17/06	\$5.10							
Deposit 1/18-22/06	\$28.40							
Deposit 1/12/06	\$108.40							
Deposit 1/26/06	\$100.00							
Deposit 1/31/06	\$3.20							
VC1-06 Barnes&Noble		\$302.10						
VC1-06U Barnes&Noble		-\$17.10						
VC1-06P Judy's Locksmith			\$62.98					
Deposit 1/30/31/06	\$6.20							
Deposit 2/2/06	\$5.30							
Deposit 2/3-5/06	\$11.20							
Deposit 2/6-7/06	\$1.70							
Deposit 2/7/06	\$10.00							
Deposit 2/8-9/06	\$2.20							
Deposit 2/10-15/06	\$16.00							
Deposit 2/21/06	\$8.25							
Deposit 2/27-28/06	\$1.20							
VC2-06K Abebooks		\$7.25						
VC2-06BB WVSU R&D							\$71.70	
VC2-06FF TMT FreeCDSoftware		\$7.50						
Deposit 3/2-5/06	\$8.20							
Deposit 3/7/06	\$20.00							
Deposit 3/7/06	\$10.00							
Deposit 3/8/06	\$13.00							
Deposit 3/9-12/06	\$16.20							
Deposit 3/13/06	\$10.30							
Deposit 3/14/06	\$28.87							

Deposit 3/9-12/06	\$4.40								
Deposit 3/15/06	\$1.40								
Deposit 3/20-23/06	\$10.00								
Deposit 3/24-27/06	\$32.00								
Deposit 3/29/06	\$30.00								
Deposit 3/29/06	\$17.70								
Deposit 12/09/06	\$8.80								
Deposit 3/16/06	\$11.40								
Deposit 3/28-30/06	\$25.30								
Deposit 3/30/06	\$10.00								
Deposit 3/31/06	\$8.45								
Deposit 4/3-30/06	\$164.70								
Deposit 5/1-30/06	\$698.09								
Deposit 6/1/06	\$82.90								
Deposit 6/1/06	\$5.60								

Prepared by Shonnette Koontz
Updated July 11, 2006

WEST VIRGINIA STATE UNIVERSITY

ANNUAL REPORT

OF THE

DRAIN - JORDAN LIBRARY

CIRCULATION/INTERLIBRARY LOAN
DEPARTMENT

JULY 2005 - JUNE 2006

Submitted July 17, 2006

by

Diana Kay Haberfield, Head of Circulation/Interlibrary Loan Department

Pam Milam, Library Technical Assistant II

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Introduction

The Circulation/Interlibrary Loan Department of the Drain-Jordan Library serves the students, faculty, and staff of West Virginia State University. The main functions of the department include maintaining accurate patron files and their borrowing status, maintaining circulation of the collection and circulation records, maintaining material location records, giving patrons directions and referrals to staff and services within the library as needed, maintaining the book stacks, daily shelving, shifting projects, security of materials, daily accounting of money collected, processing all interlibrary loan requests, processing government documents, and maintaining the reference stacks.

Responsibilities

The Circulation/Interlibrary Loan Department includes two employees. The titles are Library Associate, and Library Technical Assistant II. Also, it is supported by an average of 5-6 student assistants during the academic year. Staff from other library departments assist in covering the public functions of the circulation desk as needed.

The Library Associate is responsible for supervising and coordinating all of the functions of the department and personnel within. In addition, the position requires the preparation of reports and special projects, training of all student assistants assigned to the department, assigning student assistants to other library departments, liaison to Registrar's Office via the Banner computer system for students with overdues and outstanding fine obligations, and represents the library at various campus meetings such as registration meetings. The position also requires the coordination of all the functions of interlibrary loans, and oversees the technical operations and maintenance of government documents. And, maintenance of the reference stacks.

The circulation staff is responsible for the following duties at the Circulation desk; charging books in and out of the library, preparing materials for reserve and maintaining their statistics, charging in/out reserves, maintaining circulation statistics, maintaining the daily accounting of money, maintaining printers, accepting payment for copies from printers, accepting fines for overdue materials, accepting payment for lost books, placing holds on materials for borrowers, issuing library cards, and being the first contact for library users by performing courteous public service and referral.

The circulation staff is also responsible for the following departmental duties: preparing and maintaining paperwork and the files associated with functions of the Circulation/Interlibrary Loan Department, supervising student assistants, monitoring and submitting student assistant time sheets, preparing materials for reshelving, reshelving materials, preparing materials to be sent to the bindery, sending overdue notices, searching for books in the library which are declared missing, assigning missing status to those materials which are not found, tagging materials with security strips, maintaining photocopiers and communicating with vendors for their supplies, assisting in the preparation of statistics for monthly and annual reports for the circulation/interlibrary loan department and the reference department, and aiding in the security of materials that should not leave the library.

Also, the circulation staff is responsible for interlibrary loan processing, maintaining and updating reference materials, and government document processing, and maintaining reference stacks. The Circulation/Interlibrary Loan Department is also responsible for the circulation of the Video and CD collection, and maintaining the Video and CD collection.

The student assistants are assigned to shelving books when needed. Other tasks include security tagging of materials, checking in materials, shifting the collection, and shelf reading to insure proper placement of materials on the shelves. The student assistants are also assigned to other departments in the library to perform duties for those departments.

Goals and Objectives, 2005-2006

1. Improve stacks maintenance.

This goal has been achieved , although it remains an ongoing project. Pam has been working every day in the stacks, shelving, shifting, and shelf-reading.

2. Improve patron files.

This goal has been achieved , although it remains an ongoing project. When time allows Pam is working on this project.

3. Improve Virtua Procedures

This goal has not been achieved.

Some other goals that were accomplished this year.

1. Hire and train a new Circulation LTA II.
2. Train Nancy Sims, and Jeanne on Government Documents and Interlibrary Loans.
3. Organized the Semester Reserve shelves at the Circulation Desk, and weeded out Reserve books from prior years and semesters.
4. Set up the Voice Mail phone message for the Circulation Desk.
5. Reorganized and rearranged all the Videos and CD's in the Circulation Workroom.

Before 1998 the Circulation Department consisted of 3 full time employees and about 5 work study students. And at that time, the Circulation Department only did circulation department's responsibilities. Now the Circulation Department is also a **computer lab, interlibrary loans, government documents, videos, CDs, some reference, repairing books and choice cards.** The Circulation Department has **more responsibilities** than any other department in the library. The Circulation Department has **more materials** than any other department in the library. The Circulation Department has **more square footage** than any other department in the library. The Circulation Department has **longer hours** than any other department in the library. But the Circulation Department **does not have more employees** than any other department in the library. **The Circulation Department has longer hours, more responsibilities, and less staff.**

Because the circulation desk is also a **computer lab** the desk is busier today then it was 1, 2, or even 3 years ago. Because of the increase in patron usage, it is very difficult for only one person to man the circulation desk. **In the past, there were 2 employees on the desk during the busiest hours during (8:00am-5:00pm).** The reason the circulation department needs more than one person so, the students do not become frustrated. We can help more then one patron at a time. And when it is slower, one staff member could watch the desk and the other could shelve books, or work on another project.

Because of the federal cuts, the library does not have the same number of work study students to help with some of the responsibilities.

Goals and Objectives, 2006-2007

1. Because of the reasons stated above the number one goal would be to have a second person at the circ desk.

2. Improve Government Documents

This has been an on going problem. Because of the lack of staffing. This position, Reference Librarian, as been either vacant, or the Reference Librarian is only here for a short time. One Librarian comes in and changes procedures, then another Librarian comes in and changes procedures again. We have had no consistency with government documents.

3. Train a work study student to help at the circulation desk.

4. Train Pam for Interlibrary Loan backup.

5. Work with new Library director on staffing the circulation desk.

6. Shelf-read government documents (microfiche).

Circulation Staff Activities

Pam Milam, Library Technical Assistant II:

Pam started November 1, 2005.

Routine Duties and Responsibilities

Check in/out books.

Add new patrons to Virtua.

Receive money for fines/lost books and clear holds from banner.

Help out with Interlibrary Loan.

Help out with Government Documents.

Send out overdues notices.

Check in videos.

Shelved videos.

Shelved books.

Receive money for printouts.

Check registration transcripts.

Help patrons with copiers.

Help patrons with computer software.

Put items on reserve for student usage.

Calculate Daily and Monthly Circulation statistics.

Projects

Organized the Semester Reserve shelves at Circ desk and weeded out Reserve books from prior years and semesters. Process new Semester Reserves as needed.

Began, and am continuing, to organize and update the Permanent Reserves (books and articles) checking with Professors regarding accuracy of our current reserve holdings.

Cleaned and organized Circulation desk area shelves and drawers. Made new Circ files

Sorted through all the old "Library Obligations" records and updated those still active.

Compiled the Circ Desk stats monthly & gave to Diana

Regularly checked lists of students requesting transcripts from Registrar's office for fines and over-dues

At the end of each Semester check list of Graduates sent over from Registrar for over-dues and fines, then delete records of all Graduates' names from Virtua that are clear.

Searched for Missing books, changed Virtua record to reflect those lost, and sent lists of missing books to Deborah Wells

Set up the Voice Mail phone message for the Circ Desk by deleting 284 old messages and recording Circ Desk message re our hours of operation, etc.

Checked all new books sent up from Cataloging before they are shelved to make sure their spine labels and Virtua records are correct

In the stacks, shelf-shifted on 2nd Tier and 3rd Tier a total of 472 shelves because of overcrowding in the G's, H's, and PN's. There is still more to do and I'm continuing to work on this as time allows.

Assigned Temporary Barcodes for visiting Sissonville High School students

Reorganized and rearranged all the Videos in the Circ workroom

Organized all the CD's in Circ workroom

Cleaned monitors, keyboards, mice and desks of all the public computers during the Christmas semester break

Tammy Naylor, Library Technical Assistant II:

Main duties were in the Cataloging Department. Tammy is the main back-up at the Circulation Desk, she work at the Circulation Desk for 362.5 hours.

Nancy Sims, Library Technical Assistant II:

Main duties were in the IMC Department. Nancy work at the Circulation Desk for 332.75 hours, during some of this time she would work on government documents.

Jeanne Thompson, Library Technical Assistant II:

Main duties were in the Systems Department. Jeanne process all books loaned and all articles copied for interlibrary loan. Jeanne works at the Circulation Desk for 340 hours during the last year.

Diana K. Haberfield, Head of Circulation/Interlibrary Loan:

Routine Duties and Responsibilities

Managed two departments and service points, Circulation and Interlibrary Loan.
Supervises three technical assistants one full-time and two part-time and an average of six work-study students, (train, schedule, assigns work, and supervises).
Prepares monthly reports for Circulation/Interlibrary Loan, and Reference, and has revised, streamlined and improved the format of the reports.
Prepares annual report for Circulation/Interlibrary Loan Department.
Prepares statistics for monthly and annual report for Reference Department.
Supervises the maintenance of the Library's circulation collection.
Supervises the maintenance of patron records and public service at the Circulation desk.
Oversees patron interactions that regard fines and overdue library materials and intercedes if a patron contests Circulation's records.
Revises and devises policies and procedures for Circulation/Interlibrary Loan.
Processes special patron applications.
Represents the library at various campus meetings such as Registration meetings.
Processes all interlibrary loan requests for faculty, students, and staff, and special patrons, by performing complex bibliographic searches on OCLC.
Oversees the technical operations and maintenance of government documents.
Oversees the technical operations and maintenance of reference.
Prepares semester schedules for staffing the circulation desk.
Maintaining the banner computer system by working in conjunction with the registration office.
Evaluates circulation departments inventory needs, and requests restock of materials and supplies are ordered.
Responsible for assuring that maintenance for copiers, and printers is carried out, and supplies are ordered.
Manage the course reserves, and permanent reserves for the library.
Maintaining accurate interlibrary loan requests of borrowed materials for copyright law purposes.
Prepare lost book invoices for borrowing institutions.
Process Government Documents received through institution's participating in the Federal Government's Depository Library Program as well as state documents.
Maintain an accurate record of the amount of reference materials and type of materials received.
Responsible for the daily maintenance of reference materials such as stamping all new reference materials, placing a security strip in the materials, and checking in the new materials.

Projects

Using used paper for paper used in-house.
Worked on the circulation desk an estimated 600 hours.
Deleted off campus students.
Shelf read some of the circulation collection.
Shelved some of the books in the circulation collection.
Shelved some of the books in the reference collection.
Revised new schedule for the Circulation Desk.
Revised new back-up schedule for the Circulation Desk.
Blocked students for overdue videos, and books.
Cleared out the missing books file.
Cleared out the video file.
Cleared out the books claimed returned file.
Assigned projects to Pam Milam.
Sent out ill overdue notices.
Process choice cards.
Government Documents projects.
Blocked students with outstanding library obligations.

MONTHLY CIRCULATION STATISTICS BY CALL NUMBER RANGE

July 2005 - June 2006

LC	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
A	0	0	2	1	0	0	0	0	0	0	0	0	3
B	16	17	82	70	71	13	38	32	51	31	23	10	454
C	0	0	3	2	1	0	0	1	3	3	0	0	13
D	19	21	23	16	47	6	5	22	19	61	6	3	248
E	10	8	8	31	38	0	11	41	35	25	5	2	214
F	0	1	4	9	10	0	2	14	6	5	2	0	53
G	4	7	36	19	14	4	6	7	13	7	5	18	140
H	27	18	125	236	178	17	47	103	174	160	44	19	1148
J	7	13	3	13	5	0	11	6	18	17	4	1	98
K	0	5	24	7	23	1	10	18	19	20	6	0	133
L	0	3	16	14	23	1	0	8	25	25	0	8	123
M	0	0	4	12	30	7	8	9	24	9	3	3	109
N	1	10	10	3	13	11	9	7	18	24	5	7	118
P	5	51	123	119	154	21	35	61	63	142	28	12	814
Q	19	24	54	55	43	12	20	50	50	41	4	13	385
R	12	23	77	71	67	11	14	39	30	77	24	22	467
S	0	0	4	8	0	0	0	2	0	0	0	0	14
T	7	1	28	10	14	2	6	9	26	18	0	0	121
U	0	0	1	0	3	0	0	8	3	8	0	0	23
V	0	0	0	0	0	0	0	0	0	0	0	0	0
Z	0	0	3	0	5	0	0	1	3	3	0	0	15
Total	127	202	630	696	739	106	222	438	580	676	159	118	4693

MONTHLY CIRCULATION STATISTICS July 2005 – June 2006

July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------

Patron Analysis

Students	123	190	623	685	730	106	219	433	572	663	123	108
Faculty	4	12	0	11	9	0	3	5	8	13	36	10
Total	127	202	630	696	739	106	222	438	580	676	159	118

Videos checked out	1	3	7	1	7	2	101	4	17	17	6	4
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Books repaired	0	0	0	0	0	12	10	6	0	0	0	0
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Security Stripped Books	13	8	9	8	9	61	21	31	33	41	60	25
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Missing Books

Searched	0	0	40	7	12	20	15	9	56	12	0	13
Found	0	0	13	2	4	8	7	1	5	3	0	3

In House Use	13	67	242	29	383	341	240	535	301	357	241	61
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Overdues	112	0	0	0	0	0	0	0	0	0	0	0
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COMPARATIVE MONTHLY CIRCULATION STATISTICS

LC	2004 - 2005	2005 - 2006	CHANGE
A	1	3	2
B	710	454	-256
C	33	13	-20
D	540	248	-292
E	322	214	-108
F	104	53	-51
G	211	140	-71
H	1491	1148	-343
J	236	98	-138
K	221	133	-88
L	246	123	-123
M	285	109	-176
N	283	118	-165
P	900	814	-86
Q	1265	385	-880
R	674	467	-207
S	88	14	-74
T	235	121	-114
U	67	23	-44
V	6	0	-6
Z	17	15	-2
TOTAL	7935	4693	-3242

PATRON USE	2004 - 2005	2005 - 2006	CHANGE
Students	7791	4582	-3209
Faculty	144	111	-33

GATE COUNT

July 2005 - June 2006

Month	2004 - 2005	2005 - 2006
July	3719	4125
August	5603	8058
September	15937	17138
October	14780	15503
November	12125	14698
December	7499	6767
January	6677	8239
February	13325	13903
March	11808	11783
April	12942	13026
May	9207	9351
June	4125	3032
TOTAL	117747	125623

RESERVE MATERIAL STATISTICS

June 2005 - July 2006

Item	Number	Times Circulated
Books	187	397
Articles	60	267
CD's	1	3
Cassette Tapes	21	0
VHS Tapes	46	16
Scripts	149	43
Total	464	726

Professors Who Used Reserve Service	27
Students Who Used Reserve Items	726
Items On Permanent Library Reserve	322

INTERLIBRARY LOAN STATISTICS

July 2005 - June 2006

	In-State	Out-of-State	Total
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Mail

Packages Mailed	447	537	90
Letters Mailed	284	232	-52

Materials Loaned

Books	119	195	76
Articles Copied	13	37	24
No. Of Pages	139	477	338
Requests Unfilled	229	307	78

Materials Borrowed

Films	4	20	16
Books	160	153	-7
Articles Received	239	227	-12
No. Of Pages	3663	2367	-1296
Requests Unfilled	144	135	-9

Requests

Faculty	356	379	23
Students	299	264	-35

OCLC Processing

Requests	733	746	13
Fulfillments	103	241	138

WEST VIRGINIA STATE UNIVERSITY

ANNUAL STATISTICS
OF THE
DRAIN - JORDAN LIBRARY
REFERENCE DEPARTMENT
JULY 2005 - JUNE 2006

Submitted July 18, 2006

by

Diana Kay Haberfield, Head of Circulation/Interlibrary Loan Department

Pamala Milam, Library Technical Assistant II

REFERENCE CIRCULATION STATISTICS FOR JULY 2005 - JUNE 2006

LC	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	<i>cum. Total by subject</i>
A	7	10	32	25	14	32	29	26	23	18	15	12	243
B	4	15	40	23	12	25	19	53	25	42	30	12	300
C	0	3	12	10	12	11	8	23	14	12	14	0	119
D	0	2	18	15	11	10	21	33	11	13	16	14	164
E	3	18	14	25	41	39	23	41	36	37	35	5	317
F	1	6	16	16	9	8	10	27	6	7	13	11	130
G	1	13	34	16	19	32	23	25	14	14	13	22	226
H	15	18	64	112	102	104	33	58	60	170	71	33	840
J	6	10	17	34	23	36	19	22	28	27	31	22	275
K	31	14	53	72	63	47	25	31	39	49	29	20	473
L	2	12	29	24	49	21	24	25	32	26	22	20	286
M	0	13	14	16	21	56	31	19	17	27	27	11	252
N	0	2	23	11	33	35	22	28	28	29	19	19	249
P	6	14	72	41	81	22	30	35	45	41	52	18	457
Q	0	14	38	40	14	18	26	37	17	36	14	13	267
R	16	4	42	35	39	49	11	58	36	65	33	3	391
S	0	2	5	9	5	3	2	16	3	19	0	0	64
T	0	1	19	12	11	12	8	21	12	11	14	0	121
U	1	1	0	3	0	0	0	5	2	3	7	0	22
V	0	0	0	2	0	0	1	7	1	0	0	0	11
Z	3	4	12	17	13	20	3	17	13	25	14	1	142
QTO	12	10	42	27	25	35	36	33	40	49	23	35	367
<i>TOTAL by month</i>	108	186	596	585	597	615	404	640	502	720	492	271	5716

CIRCULATION OF OTHER REFERENCE MATERIALS

July 2005 - June 2006

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Mat. For Year
U.S. Paper	0	0	0	0	0	0	0	0	0	1	1	1	3
U.S Microfiche	0	0	0	0	0	0	0	0	0	0	0	0	0
W.V. Paper	0	1	0	0	0	0	0	0	0	0	0	0	1
Paradise Film													
Books	0	0	1	0	0	0	10	8	7	2	0	0	28
24-Hour Reference	3	0	0	10	0	0	0	0	0	0	0	0	15
Total by month	3	1	1	10	0	0	10	8	7	3	1	3	47

REFERENCE DESK STATISTICS

July 2005 - June 2006

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
General Reference	31	63	172	168	127	45	80	130	129	119	59	29	1152
Ready Reference	23	41	115	120	115	13	64	82	79	111	47	24	834
Phone Reference	24	18	47	41	31	15	17	20	27	47	33	23	343
Directional Referrals	99	214	501	289	288	80	218	396	314	395	192	131	3117
Printed Resources Instruction	3	16	99	15	13	1	31	71	12	17	5	4	287
Electronic Indexes	17	41	96	51	70	11	21	78	80	77	22	9	573
Electronic Web	0	0	10	1	2	3	2	6	9	18	13	17	81
Electronic Other	45	66	142	127	165	44	74	166	129	145	122	37	1262
Serving Equipment	22	32	51	71	69	18	37	71	64	76	69	19	599
Total	264	491	1233	883	880	230	544	1020	843	1005	562	293	8248

REFERENCE HOURLY STATISTICS FOR JULY 2005 - JUNE 2006

TIME	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
8-9	16	28	78	34	39	11	42	36	25	41	25	17	392
9-10	51	61	109	81	53	30	66	60	52	60	38	35	696
10-11	28	37	117	92	65	17	57	84	70	82	38	31	718
11-12	23	61	126	101	91	19	65	101	86	58	34	33	798
12-1	22	47	126	88	72	28	54	135	99	101	55	34	861
1-2	31	62	117	83	79	24	41	120	98	88	57	22	822
2-3	28	50	114	73	95	12	42	112	91	112	61	21	811
3-4	22	33	96	79	73	20	36	59	60	113	45	20	656
4-5	18	32	78	58	67	11	26	83	72	67	55	20	587
5-6	16	34	82	54	77	15	40	72	60	66	48	19	583
6-7	8	18	78	57	52	11	33	52	48	87	39	17	500
7-8	1	12	48	50	47	10	17	53	43	68	28	24	401
8-9	0	10	40	26	46	15	18	43	31	54	19	0	302
9-10	0	6	24	7	24	7	7	10	8	8	20	0	121
Total	264	491	1233	883	880	230	544	1020	843	1005	562	293	8248

**REFERENCE DESK STATISTICS
TOTAL QUESTIONS**

July 2005 – June 2006

Month	2004 – 2005	2005 - 2006
July	157	264
August	235	491
September	1135	1233
October	868	883
November	636	880
December	304	230
January	483	544
February	1032	1020
March	779	843
April	764	1005
May	405	562
June	331	293
Total	7129	8248

**REFERENCE DESK
HOURLY STATISTICS
TOTAL QUESTIONS**

July 2005 – June 2006

Time	2004 – 2005	2005 - 2006
8 - 9	342	392
9 – 10	536	696
10 – 11	596	718
11 – 12	751	798
12 – 1	747	861
1 - 2	767	822
2 - 3	702	811
3 - 4	594	656
4 - 5	528	587
5 - 6	536	583
6 - 7	456	500
7 - 8	286	401
8 - 9	204	302
9 - 10	84	121
TOTAL	7129	8248

BIBLIOGRAPHIC INSTRUCTION SESSIONS

July 2005 – June 2006

Month	2004 – 2005	2005 – 2006
July	0	0
August	5	12
September	36	28
October	13	10
November	3	2
December	0	0
January	17	15
February	28	17
March	11	9
April	1	1
May	0	1
June	6	4
TOTAL	120	99

COMPUTER USE STATISTICS

July 2005 – June 2006

Month	2004 – 2005	2005 – 2006
July	1549	1534
August	1329	1914
September	4096	4899
October	5554	5388
November	4320	5385
December	2617	2544
January	1758	2415
February	1032	5015
March	4265	4309
April	4789	5056
May	3256	3509
June	1224	1079
TOTAL	35789	43047

REFERENCE MATERIALS RECEIVED
July 2005 – June 2006

United States Documents	Total
Paper	1966
Cataloged	175
Microfiche	3627
CD's	66
Maps	9

West Virginia Documents	Total
Paper	52
Catalog	3
Maps	0

Reference Books Added	444
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Reference Materials Withdrawn	Total
Reference Books	0
U.S. Paper	174
U.S. Microfiche	0
U.S. CD's	0
U.S. Maps	0

WEST VIRGINIA STATE UNIVERSITY

PERIODICALS DEPARTMENT
Drain-Jordan Library

ANNUAL REPORT

July 2005-June 2006

Submitted July 2006

By

Mary Horn, Serials/Reference Librarian
Nancy McClanahan, Library Technical Assistant II

INTRODUCTION

The Periodicals Department is home to all serial or continuing publications the Drain-Jordan Library subscribes to in order to support the curriculum and research needs of West Virginia State University. A major challenge in the Periodicals Department has always been to keep pace with the ever-expanding body of knowledge while the budget does not increase. Thanks to the generosity of the West Virginia Legislature paying for several of the library's databases, this frees up funds to upgrade and/or purchase additional relevant databases. Not only has this enhanced the Drain-Jordan Library database collection, but has resulted in a 55% percent increase in usage. **Yes, that's right folks-A 55% INCREASE IN DATABASE USAGE!!** This is proof that the West Virginia taxpayers' money is well spent in higher education.

Even the print and microform collection resulted in a modest increase of 7% usage. That statistic is even more dramatic since the budget for print and microform has remained stagnant, allowing just enough to absorb the 10% annual renewal increases. The only decrease in the Periodicals Department was the number of volumes bound during this past fiscal year. That number declined by 56%-which is why adding a line item to the library's budget for binding is one of next year's goals. The library needs funds to not only purchase materials but also to maintain collections, specifically through binding.

HIGHLIGHTS OF THE JULY 2005-JUNE 2006 YEAR

This past fiscal year resulted in many physical changes within the Periodicals Department. Last summer, Dr. Sharma requested that all of the same colored microform cabinets be grouped together. In order to do this, each microfilm had to be taken out of every cabinet; boxed and labeled until every cabinet was in its correct place. Of course after the cabinets were in place, every roll of microfilm was placed in the correct cabinet. Every roll of microfilm as well as each cabinet (there are a total of 38 cabinets) was moved to comply with Dr. Sharma's request. The microform machines were also moved.

In addition to moving the entire microform collection, the following was also performed:

- Discarded all of the Index Medicus and ERIC indices
- Moved the newspaper collection to the space freed up by discarding Index Medicus and ERIC indices
- Shifted the entire journal collection on the left side of the department
- Nancy McClanahan shifted the indices on the index tables so that now only ten years of indices are kept on the index tables
- Nancy designed new signs for the Periodicals Department by indicating whether the titles are newspapers or magazines and installed each sign.
- Nancy moved the furniture in the newspaper reading area to enhance light and space

- Physical facilities refurbished the popular reading shelving unit and Nancy made new signs to include the 2006 subscriptions of Essence and “O”-Oprah Magazine.

Basically, the entire Periodicals Department was reconfigured and moved.

Since the Periodicals Department does not have a maintenance contract on the microform machines, Nancy performed a thorough cleaning and routine maintenance on all of the microform machines recently. Thanks to her hard work, technical knowledge and dedication to the Periodicals Department, the microform machines continue to work as smoothly as possible without additional monetary support from WVSU.

Professional Development

Unfortunately, Nancy McClanahan and Mary Horn did not participate in any professional development activities.

GOALS

Goals of the past year-2005-2006

- Publish an updated “Periodicals List.” Unable to accomplish due to time constraints and lack of reference librarian since Sept. 2005. ***See below.
- Meet with more academic departments-not accomplished
- Write grant proposals to improve services/equipment for the Periodicals Department-Finished working on the Daywood Foundation grant begun in Spring 2005. Grant not funded.
- Continue to catalog journal titles into Virtua-not completed. Since Dr. Sharma requested the microform cabinets be moved, Nancy spent much of her time splicing microfilm instead of cataloging journal titles into Virtua.***See below.

Future goals of July 2006-June 2007

- Purchase a serials listing service such as Ebsco’s A to Z for a more accurate depiction of journals our patrons can access. By subscribing to a listing service, the Periodicals List would no longer be published.
- Convince the new library director to include a line item in the budget for adequate binding money.
- Maintain a more timely weeding/de-selection program in the Periodicals Department
- Meet with more academic departments

STATISTICS

Work Statistics

Nancy worked approximately 243 hours at the circulation desk during this past fiscal year. This accounts for 12% of her actual work time spent in the Circulation Department, which took her away from her work in the Periodicals Department.

***Although Nancy did not meet her goal of cataloging more journal titles into Virtua, she did splice 1,683 reels of microfilm that resulted in eliminating 1,135 microfilm reels. The prior fiscal year she spliced 42 microfilm reels and eliminated 28 reels.

Mary worked 1,000 hours staffing the reference desk this past fiscal year. ***This is due to lack of a full-time reference librarian since Sept. 2005. The 1,000 hours translates to over 50% of Mary's work time spent staffing the reference desk thereby resulting in less time working in the Periodicals Department. Also, since the full-time reference librarian generally schedules all the bibliographic instruction, classes, tours and ETC (Electronic Teaching Classroom) reservations, Mary scheduled approximately 156 of these during the past fiscal year. She also taught 53 classes that included a total of 755 students.

Mary, along with Lisa Caldwell-part-time reference librarian, finished shifting the entire reference collection. Abdul Aden, former reference librarian who resigned in September 2005, began this project but never completed it. Mary decided to finish this project since reference books could no longer be shelved and Lisa was available to help.

Print and Microform Titles

Current print subscriptions

Newspapers-25
Indices-----15
Journals-----264
TOTAL-----304

Current Microfilm subscriptions-92

PLEASE SEE ATTACHED IN-DEPTH NON-ELECTRONIC STATISTICS.

ALSO ATTACHED ARE ELECTRONIC STATISTICS.

West Virginia State University

Drain-Jordan Library

Periodical Statistics July 2005 - June 2006

In Library Use	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Bound Periodicals	5	16	23	15	10	0	1	13	12	7	1	4	107
Unbound Periodicals	123	386	307	367	326	206	227	426	490	387	173	144	3562
Newspapers	24	51	61	60	29	24	22	70	87	119	30	17	594
Microfilm	36	113	38	77	80	18	11	127	39	24	7	18	588
Microfiche	0	0	0	4	0	0	0	1	0	0	0	0	5
Indexes & Abstracts	43	132	70	86	37	0	65	111	32	72	18	25	691
ERIC Documents	0	0	0	0	0	0	0	0	7	0	0	0	7
Total	231	698	499	609	482	248	326	748	667	609	229	208	5554

Special Authorizations

Bound Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	0
Unbound Periodicals	9	0	1	0	0	0	5	0	8	7	0	18	48
Newspapers	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	9	0	1	0	0	0	5	0	8	7	0	18	48

Periodical Volumes Bound	0	0	0	0	0	0	34	0	0	0	0	0	62
Periodical Issues Claimed	9	4	18	4	5	9	9	37	9	14	2	37	157
Microfilm Reels Received	12	7	14	5	12	4	14	42	28	35	15	12	200
Microfilm Reels Spliced	0	0	134	0	0	0	0	278	1010	235	0	26	1683
NO. Of Reels Eliminated	0	0	92	0	0	0	0	184	672	169	0	18	1135

Patrons Assisted	10	38	16	15	17	4	10	26	5	7	2	13	163
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DATABASE STATISTICS

EBSCOHOST DATABASES	TOTAL NUMBER OF TITLES-FULL-TEXT AND ABSTRACTED	FULL-TEXT TITLES	SEARCHES	TOTAL NUMBER OF RETRIEVED DOCUMENTS	TOTAL OF RETRIEVED ABSTRACTED DOCUMENTS	TOTAL OF RETRIEVED FULL-TEXT DOCUMENTS
1. Academic Search Premier	8,030	4,459	63,311	67,981	32,758	35,223
2. Master File Premier+	1,956** Full-text Periodicals only	1,956	9,442	3,644	1,570	2,074
3. Business Source Elite+	1,100 **Full-text Periodicals only	1,100	13,300	8,966	3,430	5,536
4. Regional+ Business News	50	50	5,594	975	449	526
5. Newspaper+ Source	282	(selected full-text) 282	14,091	9,629	4,100	5,529
6. Communication & Mass Media	390	285	7,234	1,186	361	825
7. Health Source-Consumer Ed.+	NA*	286	9,190	1,538	715	823
8. Health Source-+ Nursing/Academic	822	542	7,055	900	459	431
9. CINAHL	2,818	70	5,477	957	745	29+ 183 (linked FT)
10. Pre-CINAHL	2,818 **Not counted in grand total-duplicate above	70 **Not counted in grand total	3,846	12	9	3 (linked FT)
11. Alternative HealthWatch+	180 ** Full-Text Periodicals only	180	6,304	782	310	472
12. Clinical Pharmacology+	NA-Drug Info ONLY		4,558	3	1	2
13. Medline	4,800	Linked*** 1,750	7,771	1,534	1,523	11
14. PsycINFO	2,000	Linked FT 900***	10,778	2,428	1,951	51 + 426 (linked-ft)
15. ERIC	3,200	2,200	12,426	2,016	1,668	65 + 283 (linked ft)
16. MLA International Bibliography	4,400	Linked FT*** 558	5,622	779	610	21 + 148 (linked-ft)
17. MLA Directory of Periodicals	7,100	NA	5,570	16	16	NA-no full-text
18. Serials Directory	NA**	NA	3,857	91	91	NA-no full-text
19. TOPICSearch+	2,500*	2,500	9,260	978	405	573
20. EJS E-Journals	Journal management	NA	5,360	827	628	1 + 198 (linked FT)
21. Primary Search+	70 **Full-text Periodicals only	60	7,354	627	188	439
22. Funk & Wagnalis New World Encyclopedia+	NA	NA	3,991	76	20	56
23. Ebsco Animals+	NA	NA	2,975	76	28	48
24. Library Information Science & Technology	600	NA	2,525	192	175	5 + 12 (linked FT)
TOTAL	40,298	17,178	226,891	106,213	52,220	53,993

*includes pamphlets, reference works, etc.

**journal information only

***linked journals are linked to and counted in Academic Search Premier

+denotes these sub-databases were paid for by the West Virginia Legislature

DATABASE STATISTICS CONTINUED

INFOTRAC DATABASES	TOTAL NUMBER OF TITLES- FULL-TEXT AND ABSTRACTED	FULL-TEXT TITLES	SEARCHES	TOTAL NUMBER OF RETRIEVED DOCUMENTS	TOTAL OF RETRIEVED ABSTRACTED DOCUMENTS	TOTAL OF RETRIEVED FULL-TEXT DOCUMENTS
Expanded Academic ASAP	4,038	2,379	10,066	8,252	2,600	5,652
Business and Company Resource Center	4,436	3,416	2,277	914	257	657
TOTAL	8,474	5,795	12,343	9,166	2,857	6,309

PROQUEST DATABASES	TOTAL NUMBER OF TITLES- FULL-TEXT AND ABSTRACTED	FULL-TEXT TITLES	SEARCHES	TOTAL NUMBER OF RETRIEVED DOCUMENTS	TOTAL OF RETRIEVED ABSTRACTED DOCUMENTS	TOTAL OF RETRIEVED FULL-TEXT DOCUMENTS
Criminal Justice Periodicals	220	65	3,843	2,894	1,417	1,477
PsycARTICLES++	50	50	3,823	848	193	655
TOTAL	270	115	7,666	3,742	1,610	2,132

ACS (American Chemical Society) ARCHIVES++	TOTAL NUMBER OF TITLES- FULL-TEXT AND ABSTRACTED	FULL-TEXT TITLES	SEARCHES	TOTAL NUMBER OF RETRIEVED DOCUMENTS	TOTAL OF RETRIEVED ABSTRACTED DOCUMENTS	TOTAL OF RETRIEVED FULL-TEXT DOCUMENTS
TOTAL	26	26	99	69	25	44

SCIENCE DIRECT++ (Biochemistry subject collection)	TOTAL NUMBER OF TITLES- FULL-TEXT AND ABSTRACTED	FULL-TEXT TITLES	SEARCHES	TOTAL NUMBER OF RETRIEVED DOCUMENTS	TOTAL OF RETRIEVED ABSTRACTED DOCUMENTS	TOTAL OF RETRIEVED FULL-TEXT DOCUMENTS
TOTAL	242	242	1,292	1,812	889	923

++ denotes full-text databases

DATABASE STATISTICS CONTINUED

CRIMINAL JUSTICE ABSTRACTS	TOTAL NUMBER OF TITLES- FULL-TEXT AND ABSTRACTED	FULL-TEXT TITLES	SEARCHES	TOTAL NUMBER OF RETRIEVED DOCUMENTS (records viewed)	TOTAL OF RETRIEVED ABSTRACTED DOCUMENTS	TOTAL OF RETRIEVED FULL-TEXT DOCUMENTS
TOTAL	639	NA	884	4,995	476	NA

COM (Communication) ABSTRACTS	TOTAL NUMBER OF TITLES- FULL-TEXT AND ABSTRACTED	FULL-TEXT TITLES	SEARCHES	TOTAL NUMBER OF RETRIEVED DOCUMENTS	TOTAL OF RETRIEVED ABSTRACTED DOCUMENTS	TOTAL OF RETRIEVED FULL-TEXT DOCUMENTS
TOTAL	127	NA	163	NA	NA	NA

DATABASE TOTALS

TOTAL NUMBER OF TITLES- FULL-TEXT AND ABSTRACTED	TOTAL NUMBER OF FULL-TEXT TITLES	TOTAL SEARCHES
50,076	23,356	249,338

**COMPUTER DEPARTMENT
ANNUAL REPORT**

**of the
DRAIN-JORDAN LIBRARY
2005 - 2006**

Deborah Jean Wells
Systems Manager/Associate Librarian

Jeanne Thompson
Technical Assistant II

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The Library Computer Department is responsible for: a) evaluation, testing, selection, implementation, maintenance and coordination of all computer operations and equipment in the Drain-Jordan Library, b) instruction of staff in computer operations and use of software, c) maintenance of the online catalog, d) maintenance of the library web pages, e) maintenance of online indexes and other electronic or web resources f) production of jobs, programs, forms, statistics, etc. to make tasks easier for other departments g) analysis of electronic and physical data to produce accurate statistical information for various reports and surveys needed by the library, academic departments and university units h) security software and equipment.

COMPUTER OPERATIONS:

1. Maintenance of the on-line database of library materials, patron files and statistical records used by other departments in the Drain-Jordan Library and for public access of the on-line catalog on via campus network/internet.
Maintenance includes:
 - a. Installation of updates and uploads/patches for the library (VTLS/Virtua) software to the main AIX library server and to staff PCs (which use VTLS software modules to interface with the server).
 - b. Correction of software, hardware problems; troubleshooting.
 - c. Updating of manuals; instruction of changes to users.
 - d. Analysis and modification of existing databases in accordance with changes in efficiency due to fragmentation, expansion, and deletions in datasets.
 - e. Creations of scripts/jobs and examination of printouts for possible problems and errors in the catalog.
 - f. Tuning, selection and modification of the parameters and VTLS jobs to tailor the software to the needs and policies of the library and university community.
2. Statistical software maintenance includes both the library's database and spreadsheet software, the VTLS statistical software, and the writing of jobs/scripts and programs to access the database for extraction of statistics and bibliographic information for various departments in the library and on campus. During the year special programs and jobs needed to be written and run for several academic departments to produce library reports, statistics for accreditation, fiscal reports and retrieval of other data.
3. Selection, set-up, installation and repair of the library's PCs, printers and other computer equipment; installation of software. Correction of problems that develop with equipment, software or staff needs.
4. Maintenance of on-line communication linkage between WVSU (AIX/unix server, windows PCs) and OCLC, including software updates. OCLC is an international bibliographic utility based in Ohio from which MARC-format records are downloaded by the cataloging department for the online catalog and WVSU holdings are uploaded. Member libraries' holding records are used by the Interlibrary Loan department to fill student, faculty and staff requests.

Maintenance of EbscoHost, InfoTrac and other web-based subscription search resources used by the library for database searches by faculty, staff and students. Several software services have been added, dropped and expanded during the last few years.
5. Setup and maintain library web pages to provide internet access to library resources and other

information resources, including online indexes (InfoTrac, EbscoHost, etc.), search engines, the online Periodical List, the online catalog (VTLS Chameleon Gateway), government resources, hours, etc. for students, faculty, staff and the public.

6. Maintain stability of the paradox database used for production of the paper version of the Periodical List by the periodicals department, production of electronic and web-based versions for internet use. Due to the increasing number of online database full text titles, and the constant changing of titles available from the database vendors, the library will be purchasing an online indexing tool (probably Ebsco's AtoZ) in the next year. After the online database/title configuration is working, data will be extracted from paradox, edited and uploaded to AtoZ allowing the library's paper, microform and bound periodical information to be included.
7. Evaluate continuing equipment and software requirements as technology, equipment and library needs change and expand to meet user demands. Prepare initial budget requests, grant proposals, orders with prices, quotes, bids and justifications for approval by the director of the library. Follow through the process to final installation of equipment and material.

SECURITY:

The library has several independent and interacting systems to maintain the security of materials, equipment and the building. The materials (books and media) use a security strip detected by the 3M alarm system at the front door. Items are sensitized/desensitized as they are checked in and out at the circulation desk. The library also uses an interior alarm system to detect patrons in the evacuation staircases; the staircases provide direct emergency exits the building, bypassing the 3M system. The librarian on duty at the reference desk, retrieves the "lost" patron and guides them back to the public areas. The third system is the perimeter alarm and camera system, which protects the building and contents when the library is closed by notifying security of a break-in or fire. It records activity in the building and near the exits. The perimeter system suffered irreparable system failure two years ago. Ms. Thompson, with Physical Facilities staff and a consultant selected and installed a replacement for the old perimeter system. Several unfortunate events in recent months indicate the need to improve security in the building by adding additional cameras. Expansion of the perimeter (camera) system will require upgrading the present system. Campus security and computer services have recommended that the upgraded "camera" security system serve as a pilot/test for possible expansion across campus

Ms. Wells as the Systems Manager/Librarian is responsible for all the computer operations described above, correction of problems, statistical programs/scripts, the library web pages and accessibility of the online catalog and software upgrades. She typically works at the reference desk, a few hours a day, one evening a week and weekend rotation, teaches bibliographic instruction classes and is library liaison for the art, mathematics/computer science departments. Since February 2006, she has also been serving as Interim Director of the Library.

Ms. Thompson, Technical Assistant II is responsible for regular maintenance/ troubleshooting of PCs in the library, updates of government CDs and tracking government document sites on the web and maintenance of the security systems. She is currently repairing/upgrading several PCs. Technical problems that she cannot handle are resolved by the Systems librarian. Ms. Thompson aids and gathers information for the Systems Librarian and creates HTML link pages under her direction. Due to staff shortages Ms. Thompson spends about five hours a week plus weekend rotation at the circulation desk.

INSTALLATION & UPDATES

SERVER HISTORY:

The library is using an AIX server originally set up with Oracle7 in 1999. (There was a Y2K problem with the previous server's architecture.) VTLS software uses Oracle; software support for updates after VTLS release 35 required Oracle 8i.

In August 2001(between semesters), the system was updated to Oracle 8i and the VTLS software updated from version release 35 to the latest stable version for an "academic library". Each time the Virtua server software is upgraded the client PC software must be upgraded. The Chameleon Gateway software and reporting software must also be compatible with the server version. The system librarian usually upgrades the server to the latest Virtua versions during August semester breaks each year; minor upgrades have usually been done during Christmas breaks.

When Oracle announced they would be dropping support for Oracle 8i, in December 31, 2004, VTLS started writing Virtua updates for the newer version (9i), with limited support for changes in the older Oracle. Virtua upgrade 43 point releases would continue to be written for both versions of Oracle, but version 44 releases and beyond would only be written for Oracle 9i. **The current server cannot be upgraded to Oracle 9i, which requires a 64-bit architecture.**

In preparation for migration, the systems librarian completed the move to Virtua 43.4 the second week of August 2004. Virtua 43.4 was the last stable release for the Oracle 8i server. The gateway, PCs client and other software were upgraded to compatible versions at the same time. Plans were made for the Oracle 8i server to be on the latest stable release before the migration to the Oracle 9i server.

The best solution for the library was to purchase a server useful for five+ years, preferably one which could handle the next Oracle version beyond 9i. VTLS provided the systems librarian with specifications for server requirements in the next few years; Eugene Stowers, of Computer Services, had them translated into AIX specs for an Oracle 9i/Oracle 10g (current release from Oracle) server. **2005 estimates were at least \$50,000 for a new server matching the specifications.**

Several of the campus servers faced the same problem; the need to upgrade to Oracle 9i and the lack of a 64-bit architecture. At the same time, the campus was facing budget cuts. Eugene Stowers (Computer Services) suggested the problem could be solved with one computer, capable of serving as three "virtual servers" for the library, WebCT and campus email. Storage can be added to match growing needs, internal redundancy will prevent information loss due to equipment failure, and downtime can be minimized. VTLS was consulted about the feasibility of the combined "virtual servers" plan.

After a presentation by Dr. Mehdi Seyedmonir, Director of the Student Assessment Center; Dr. Daryl Grider, Director of the Center for Instructional Technology (WebCT); and Deborah Wells, Interim Director of the Library/systems librarian about campus computer needs and developing problems at the Deans Meeting, Dr. Cooper assured us money for a new system would be found.

SERVER FUTURE:

Migration to a new server can be expensive, not only involving equipment costs but the migration of data. When the operating system is changed (in addition to a server change), the online database must be frozen for the move, the database restructured and data remapped by VTLS, before the online catalog and software are reinstalled. Circulation and cataloging processes freeze, essential changes are recorded manually to be entered onto the new system. By moving from one AIX system to another

AIX system, the library can eliminate one set of migration data costs and the lag time incurred remapping data. The systems librarian has reserved AMS visits from the last three years to further reduce or eliminate costs for moving from one server to the other. AMS visits can be used for training, software installation/setup, and migration of data.

The system librarian consulted Eugene Stowers, who currently maintains Oracle operations on campus, about the setup, and he approved VTLS setup of the server for *their* software. A VTLS migration will be planned for either early August or after Fall/Spring semester. *To minimize student/faculty impact*, migrations of the online catalog and Virtua databases, should be planned to occur during a semester break of several weeks duration. The older server will be maintained online, searchable by the public during the entire migration; although, the status of an item will not reflect current check in/out.

PC: NEEDS in equipment and software

The library needs to replace most of the computer equipment in the building and purchase current versions of the software. Other than the secretary's new system (purchased through campus computer services), the last new PCs added to the library were thirty-one systems placed in the lobby during 2002-2003. The staff and public area (circulation and one reference desk) systems were also replaced in 2002-2003. All lobby internet computers are windows 2000 systems with a minimum of 128 Mb ram (most upgraded to 256M or more), zip/cd drives, usb ports, word processing suites, multiple browsers (internet explorer, mozilla/firefox), and plug-ins installed for commonly used viewers (flash, acrobat, quicktime, etc). Macromedia suite (Dreamweaver) was added to two of the lobby computers in 2003. Other lobby systems have older versions of Adobe's PhotoShop suite, Paint Shop Pro, Corel's WordPerfect Suite, Microsoft Word Office Suite, Microsoft Works. A listing of computer software availability is at <http://library.wvstateu.edu/computersinlib.html>. Books on the software packages are located in the lobby LESH bookcases (adjacent to the systems). Four lobby computers have scanners. Detailed directions for the scanner software (photo, OCR, PhotoShop Elements[®], etc) was written by the systems librarian and attached to each scanner for student use. Thumb drives are available for fourteen-day checkout by students at the circulation desk. The availability of thumb drives, cd burning software and the zip drives (on all lobby systems) provide a solution for students *developing* class PowerPoint[®] presentations too large for diskette and email. Security software is installed on all systems in public areas, wiping the drives of new content/changes on reboot. Thirty-four student computers (including two ADA systems) are located in the lobby area. The library also has twenty computers in the ETC used for Bibliographic Instruction (demonstrations of how to locate and use online library resources). The ETC computers were purchased with Title III funds about eight years ago and should be replaced.

During the 2002-2006 academic years the number of computers in the lobby was adequate for student library demand; on only a few occasions did some one have to wait a few minutes for a computer. However, computer use is steadily increasing and other campus sites with 30-40 computers grouped, printers and supervision/help will be needed to serve increasing a student population. Despite the age of the library computers, most students were satisfied with access to office software, the internet, WebCT and their email. Although, students may have a computer at home, *on campus access to the web/email and quick updates to their class work during the day, make campus computer locations essential to a modern campus*. Smart web phones and hot spots may change that in a few years, but equipment costs and bandwidth price have not yet changed the situation for State students.

Several computers have been repaired this year, and memory upgraded. Software problems have been corrected on PCs and software upgrades installed. Work has also been done on the network printers. **The systems budget has not allowed equipment replacement for several years, the limited funds have been used for repair/upgrade and maintenance of current equipment.** The system librarian was formerly using a five-year rotation schedule, to add and replace computer equipment, until the Title

III funds were reassigned. The regular library budget has never included funds for computer equipment; all computer equipment in the library (except the secretary's current system) has been purchased with grant funds. Microsoft Office (campus licenses) have been upgraded for most public lobby systems during the year. The older PCs in the ETC, used for bibliographic instruction, had memory added three years ago, the hard drives wiped (to remove several years of student tinkering during lectures), then Windows XP operating system, browsers, adobe acrobat and other plugins installed. Security software was installed on the ETC computers to maintain the setup.

Campus computer services replaced routers in the library to improve network speed during summer/fall 2004. Additional networking equipment has been replaced due to failure. All areas of the library should be wireless accessible.

LIBRARY WEB PAGES:

The library web pages were first created and posted in November 1997 by the systems librarian and are continually updated to reflect changes. The focus has been **content, accessibility** for ADA patrons, older systems or browsers and **clarity/ease of use**. Initially the VTLS book catalog, reference resources, and information about the library: library hours, location of library, phone numbers were posted. During the years, as cd-based database/indexes migrated to the internet, a page for the web database/indexes was created, government document resources added, and a search engine page included. More pages giving information for electronic citation, library handouts, links for homework assignments and library departments were written. In 1998-1999 the systems librarian recreated the print version of the Periodical Holding List in html (the web version is constantly under revision as subscriptions change).

Additional instruction webpages are written/linked to enable staff to aid students in the library and offcampus. The pages continue to grow and develop. New electronic citation pages and other instructional/resource material from the librarians are being developed and will be included. The library web pages are at <http://library.wvstateu.edu> .

GOALS FOR 2005 - 2006 COMPLETION

To continue the development of library automation in the Drain-Jordan Library by:

- A. Continuing education and training for computer staff. Continuing education and training are an ongoing process; manuals for hardware software are extensive and frequently received. The computer department staff, study much of the material *on their own time* due to the large number of concurrent projects. In addition to the software she regularly uses, the Systems Librarian, Deborah Wells, has been expanding her range by learning several photography/graphics and 3D applications after work. She was invited to be one of a thousand worldwide participants in the PixelCorps online summer 2004 beta classes and will continue to participate in PixelCorps. She also attended several workshops (on her own time/expense) held by her computer club and purchased several software products and books (own funds) to expand/develop her skills. The Technical Assistant (Jeanne Thompson) has been working to expand her knowledge of Microsoft applications and is continuing her studies of computer/software repair and maintenance. The library provides ample opportunity for hands on experience in computer repair. Students are requiring more technical support as their homework projects become more media/technology dependent.
- B. Continuing education and training for other staff on computer software, the internet and

operation of PC workstations in their work. As VTLS software was modified staff were informed. Suggestions and tutorials are given as requested, needs noted, or questions made from the library staff. Software was customized to staff needs/preferences whenever possible by the systems librarian; Virtua has hundreds of parameters/switches for customization; however, the change sometimes effects more than one department. The systems librarian and computer staff are on call if help is wanted or problems arise.

The library has one AMS visit allocated per year; the 2002-2003 VTLS AMS site visit was used to provide the acquisitions department with *additional* special training, which occurred August 2004. The 2003-2004 and later visits are being reserved for migration to the new server and the Oracle upgrade. Each "AMS visit" gives the library two days of service by VTLS; this can be used for training, software installation, migration of data, etc. During an earlier server migration, one set of data transfer costs were saved (AMS time for processing instead of cost per record). In 1999 over \$16,000 in training costs were saved by using reserved AMS days.

- C. Continue the growth, development and enhancement of the Drain-Jordan Library services by:
1. *Additional access to library resources.* Both the catalog and periodical database/indexes are web based. Several of the databases have extensive full text coverage of journal articles available, which students/faculty can access in their offices and at home. The number of computer users in the library has grown significantly since 1997 and approximately matches the demand for in library use. The number of active systems reserved for internet/online catalog/word processing is currently thirty-four (including two ADA systems). Special software is available on one of the ADA systems: Scan and View, Window Eyes and the Complete Reading System, enabling print and electronic material to be more easily accessed by visually impaired students. Earlier, the systems librarian added a specially adapted tape recorder and additional wiring to enable visually impaired students to listen and record "voiced" scans simultaneously. The lobby ADA systems have electronic table lifts. Both ADA systems are occasionally in active use at the same time. An Optelec ClearView System was added to the periodical room a few years ago; the Optelec system is used for reading. It allows a student/patron with vision problems to enlarge print up to full screen size; it also tracks the current location on the print page enabling the student to retain their place. Four lobby systems have scanners with software including PhotoShop Elements[®], and OCR programs. One of the ADA systems also has a scanner (part of the Complete Reading System software). Dedicated systems for catalog access are located in the reference room, periodical room, IMC, second floor, lobby and third tier. The computer department has not had funds to purchase new systems this year; most of the budget has gone toward repair of in-service computers and security software for the public systems.
 2. Addition of new services and access to library resources via the internet and library web pages. The library web pages were set up with information about the library (hours, staff, policies), the different library departments, (archives, InterLibrary Loan, periodicals, etc.), links to online periodical indexes, the catalog, ILL forms, other library resources and additional sources of information. Links and other information are constantly changing, the web pages constantly change and grow with new information and resources.
- D. Continuing to examine and purchase applications and equipment which automate tasks for all departments of the library and to train the staff involved in those departments. All departments had their computers replaced by new systems in 2002-2003. Most of the office systems were upgraded to at least 512Mb last year. The oldest remaining office systems (not yet upgraded) had motherboard/cpu upgrades and more memory added in 2005-2006. Virtua software is designed for windows 2000, NT and XP. VTLS software provides automation for most library

functions. Due to budgeting, there were no major purchases of computers or software by the computer department during the year. Campus computer services purchased a new computer for the director's secretary; the library computer department provided a zip drive and additional software for the system.

- E. Continue to ease access for students, faculty and staff on the library computers by:
1. Web pages have been added, links updated and additional resources added to the library web site. The site is constantly being checked for corrections and improvements.
 2. Continuing to refine location codes for the online catalog (which produce the location label for display). For example, the Reference collection has several items not shelved on the room's regular shelves. The systems librarian created codes whose labels display: Reference and location within the reference room (table or bay) for the user. Other labels display tier and floor locations or special areas, such as codes to identify IMC materials stored on tables or file cabinets instead of shelves. These codes also enable selected lists of material by location, subject, and media to be produced for statistics, problem resolution and staff examination.
 3. Continuing to modify library help screens on the online catalog. Changes are made to the VTLS Gateway help and logon screen to reflect West Virginia State University and the services available from the Drain-Jordan Library after each update. Internet links are modified to reconnect to the library web pages. Most of the library's web pages were created by and are maintained by the systems librarian. Additional resources are constantly being added to site.
 4. Continuing to create/rewrite programs to find inconsistencies in the online catalog for correction and run the programs/scripts already created at regular intervals for correction of data. Correction of the library catalog is an ongoing process done by the computer and cataloging staff (with occasional help from other departments).
 5. Continuing to create methods for retrieval of library holdings information. An HTML version of the Periodical Holdings List was finished by the systems librarian in the fall of 1998. It is constantly being updated to reflect new changes in the holdings. A subject (LC) listing of currently received full-text was placed on the web at about the same time; the systems librarian has been working on its revision.
- F. Continuing to participate in ALA and VTLS users group workshops and classes to further the development and use of automation in the Drain-Jordan Library. The systems librarian paid her own transportation costs to the VTLS Meeting/workshops this year. VTLS produces the software for most library operations.

GOALS FOR 2006- 2007

- A. Continuing education and training for the computer staff.
- B. Continuing education and training for other staff on computer software and operation of the PC workstations in their work.
- C. Continue the growth, development, and enhancement of the Drain-Jordan Library services by:

1. Additional methods of access to library resources, and useful information for the students on the library website and within the library.
 - a. Ensure **alternate** access methods are available for ADA students whenever possible. Physical replacement of equipment and furniture in the library is done to provide access for ADA students and faculty and has been included on all grant proposal budgets written by the system librarian for the former director.
 - b. Purchase a database indexing service (similar to EbscoHost AtoZ) to enable students and faculty to quickly locate availability of a particular full text periodical title amid the library databases.
 2. Addition of new services and access to library resources via the internet and library web pages. Since links and other information are constantly changing the web pages will be constantly changing and growing with new information and resources. Additional pages continue to be added to help students outside the library building (in the cyber café, labs, on and off campus).
 3. Continuing to examine and purchase applications and hardware which automate tasks for all departments of the library and to train the staff involved in those departments.
 - a. Purchase a database indexing service (similar to EbscoHost AtoZ) will enable information to be more quickly and accurately updated onto the library website. The growing number of database/indexes subscriptions and the databases' growing lists of periodical titles available would require several hours a week to maintain.
 - b. As personnel shortages are eased, work with other campus units to replace library computers. (It has been indicated to the system librarian/Interim Director that the library' Title III budget will be reduced for the 2006-2007 year. Since most of the Title III budget is used for online database/indexes and reference standing orders, there will be very little for computers.)
 - c. Work with other campus units to replace the library server enabling the VTLS software to be updated to the latest stable release.
- D. Continue to ease access for students, faculty and staff to library resources by:
1. Improving and extending the library web pages for better access to internet and library resources, extending "content". Creation and posting "new" resources created by the librarians and staff.
 2. Continuing to refine location codes (which produce the location label for display).
 3. Continuing to modify the help screens on the Virtua Gateway server and correct and modify default VTLS screens. The Systems librarian redesigns the interface to match the familiar interface screens, or provides a second familiar interface during major design changes for quick access by students. Create *additional* statistical programs for the unix/Virtua system.
 4. Continuing to create programs to find inconsistencies in the online catalog for correction.

5. Continue to create methods to locate library resources such as the original HTML Periodical List, and the Currently Received Periodical List Sorted by Subject/LC Classification. Continue updating created resources.
6. Encourage creation of additional instruction screens, help pages, and pathfinders by other librarians and staff for web publication.
- E. Continue to participate in the VTLS/Virtua users group workshops and classes to further the development and use of automation in the Drain-Jordan Library.

WORKSHOPS, CONFERENCES AND ACTIVITIES OF THE COMPUTER DEPARTMENT

The Systems Manager/Librarian, Deborah Wells:

attended the *VTLS Conferences and Workshops* at the University of Tennessee-Chattanooga, May 3-5, 2006. VTLS software is used for library operations: circulation, cataloging, etc in the WVSU library.

As Interim Director, she attended the *Association of 1890 Library Deans & Directors Meeting*, August 27-28, 2006 in Atlanta, Georgia.

On her own time, she has been involved in PixelCorps online training, classroom/workshop. She routinely attends the programs/workshops done by PCHUG (Huntington Computer Users Group) after work, to see demonstrations of new products, resolve computer problems, and share information with other systems managers.

Professional Memberships and Committees:

Librarianship:

- ALA (American Library Association)
- ACRL (Association of College and Research Libraries)
- ACRL-ULS (ACRL University Libraries)
- ACRL-CLS (ACRL College Libraries)
- ACRL-DLS (ACRL Distance Learning)
- ACRL-ARTS (ACRL Arts)
- LAMA (Library Administration and Management Association)

Arts:

- PixelCorps

Service to the University and Community

Deborah Wells is a member of the faculty senate this year and serves on the faculty senate executive committee (senate historian).

She serves on WVSU's Institutional Review Board, and the Legislative Affairs Committee and was appointed to the Student Hearing Council for 2005.

As Interim Director, she attends the Academic Leaders meetings and serves as an *ex-officio* member of the faculty senate library committee.

Technical Assistant II, Jeanne Thompson continues to improve her skills on Microsoft products and computer repair.

Description & Explanation of TABLE/GRAPHS included in Report

- table/graph 1: **"Circulating Materials in the Computer System - June 2006"** Number of circulating barcoded materials in the entire collection as a table divided by LC Subject Headings. Table also includes Title (marc record) count for June 2006 by LC call number range. A single title record is used for duplicate copies or multiple volumes of a work no matter where they are located in the building.
- table/graph 2: **"WVSU Library Records in Catalog - June 2006"** Bar graph showing the number of titles (marc records) and volumes (barcodes) in the library by subject area (LC call numbers) (**See table/graph 7 for LC classification.**)
- table/graph 3: **"Titles in the Drain-Jordan Library by Subject - June 2006"** Pie graph showing percentage of **titles** in the library by subject area.
- table/graph 4: **"Drain-Jordan Library Catalog June 2006"** Table with statistics total title (marc bib) and total items (barcodes) used in table/graphs 2 and 3.
- table/graph 5: **"Non-Circulating Materials in the Computer System 2006"** Number of titles and items (barcodes) in the library's collections (reference, archives, etc.) broken down by area and LC subject.
- table/graph 6: **"West Virginia State University Materials Barcoded at the End of June 2006 by Collections"** Pie chart showing amount of the library collection in each department and the circulating stack collection. The circulating stacks are broken out by LC classification A to Z, other collections use a single figure.
- table/graph 7: **"Outline of Library of Congress Classification"** *Breakdown of the LC classification in plain English* (ex. K=LAW). **"Three Year Gain/Loss of Barcoded WVSU Items - June 2003 - 2005"** Changes to the collection by purchases, weeding and reclassification/relocation of media.
- table/graph 8: **"Audio Visual Material in the Library"** Stack graph of media statistics in table 9, displayed by LC classification.
- table/graph 9: **"Barcoded Items in the Instructional Materials Center & Lobby Media Locations - June 2005"** Table showing a breakdown of IMC/Media barcoded material by media or collection.

CIRCULATING MATERIALS IN THE COMPUTER SYSTEM

JUNE 2006

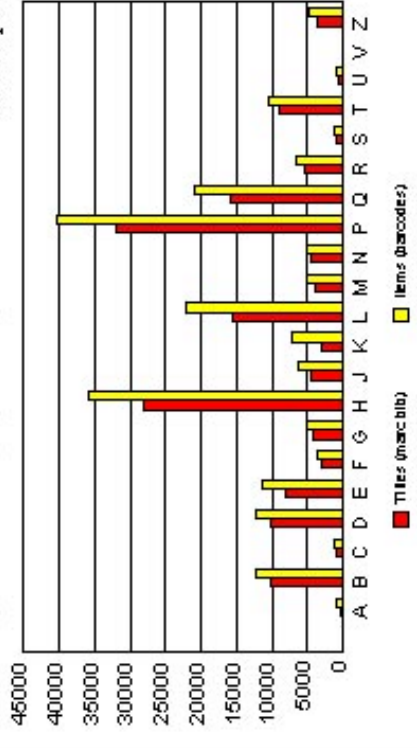
table/graph 1

		Circulating collections										
	TOTAL Title RECORDS circulating	TOTAL Items BARCODED circulating	Regular STACKS		Oversized "Qto"		IMC (not media)		Media Collections			
			titles	items	titles	items	titles	items	titles	items		
A	352	686	339	519	1	1	11	165	1	1		
B	9819	11737	9555	11310	27	31	154	211	83	185		
C	911	1088	854	1020	15	16	39	40	3	12		
D	9932	11701	9502	11129	98	139	255	274	77	159		
E	7637	9827	6972	8917	77	101	458	597	130	212		
F	2795	3204	2523	2876	45	50	188	206	39	72		
G	4009	4593	3462	3970	121	139	382	413	44	71		
H	26572	32022	25807	30478	65	70	386	870	314	604		
J	4214	5075	4141	4972	6	6	44	56	23	41		
K	2640	3317	2568	3211	5	6	30	33	37	67		
L	14905	20843	14172	18168	21	24	530	1810	182	841		
M	3395	4499	2704	3238	151	181	177	586	363	494		
N	4195	4924	3079	3549	873	978	201	320	42	77		
P	30876	38202	25630	31077	96	113	4899	6427	251	585		
Q	15250	19894	14060	17463	174	200	859	1864	157	367		
R	5203	6098	4935	5633	32	37	178	305	58	123		
S	1026	1124	934	1028	35	38	57	58	0	0		
T	8647	9795	8163	9227	190	207	230	253	64	108		
U	684	753	653	719	16	17	13	14	2	3		
V	158	175	139	154	8	9	10	11	1	1		
Z	2678	3144	2555	3008	30	33	84	92	9	11		
OTHER												
TOTAL	155898	192701	142747	171666	2086	2396	9185	14605	1880	4034		

>IMC Circulating Collection figures include the IMC stacks, award books, cabinets sets. They do not include IMC reference (non-circ), those are included under the Non-circulating chart with 'other'. See the IMC chart for complete break down of IMC materials and media collections in the library

>Media Collections does not include the "non-circulating" record bin or Paradise Film Institute materials. PFI figures are included in the Non-circulating Collections chart under Special Collections. See the IMC chart for breakdowns of PFI materials.

WVSU Library Records in Catalog June 2006
 In (All Collections) by LC Subject Title/Items *Table/Graph 2*



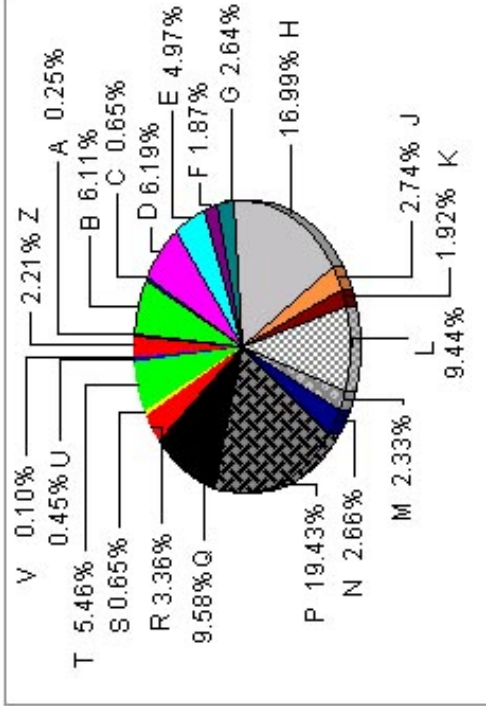
Table/graph 2 displays the number of items (barcoded) with the number of bibliographic (macro) records in the library by LC subject

Table/graph 3 displays the catalog by TITLE count; one 'title' may have several volumes (a set) or a second copy as indicated in Table/graph 2.

Check Table/graph 7 which outlines the LC Classification system. *table/graph 4*

Drain-Jordan Library Catalog - June 2006						
	Total Titles (macro bib.)		Total Items (barcoded)			
	Circulating	Non-cir	totals	Circul. Non-cir		
A	415	63	963	886	277	
B	10090	271	12163	11737	426	
C	1069	158	1341	1088	253	
D	10227	295	12338	11701	637	
E	8214	577	11283	9827	1456	
F	3092	297	3683	3204	479	
G	4866	357	5175	4593	582	
H	28070	1498	35785	32022	3763	
I	4626	312	6334	5075	1259	
J	3173	533	7206	3317	3889	
K	15697	692	22247	20843	1404	
L	3848	463	5082	4499	583	
M	4387	192	5224	4924	300	
N	32091	1215	40414	38202	2212	
O	15818	568	20932	19894	1038	
P	5544	341	6576	6098	478	
Q	1079	53	1207	1124	83	
R	9025	378	10490	9795	695	
S	739	55	829	753	76	
T	169	11	188	175	13	
U	3652	974	4936	3144	1792	
V	10	10	512		512	
W						
X						
Y						
Z						
other						
total	165201	155898	9303	214908	192701	22207

TITLES in the DRAIN-JORDAN LIBRARY
 by SUBJECT- JUNE 2006



Table/Graph 3

NON-CIRCULATING MATERIALS IN THE COMPUTER SYSTEM
JUNE 2006

table/graph 5

	Non-circulating collections													
	TOTAL Title RECORDS non-circulating		TOTAL Items BARCODED non-circulating		Reference		Archives		Special Collections		Other			
	titles	items	titles	items	titles	items	titles	items	titles	items	titles	items		
A	63	277	59	256	2	17					0	0	2	4
B	271	426	243	393	26	31					1	1	1	1
C	158	253	123	212	29	35					1	1	5	5
D	295	637	258	598	16	16					14	14	7	9
E	577	1456	371	1131	195	302					0	0	11	23
F	297	479	116	208	180	270					0	0	1	1
G	357	582	325	532	19	21					1	1	12	28
H	1498	3763	1413	3595	66	147					3	3	16	18
J	312	1259	295	1239	10	12					4	4	3	4
K	533	3889	510	3857	16	22					3	3	4	6
L	692	1404	504	911	169	409					0	0	19	84
M	453	583	178	294	17	20					1	1	257	268
N	192	300	165	272	19	20					5	5	3	3
P	1215	2212	846	1808	80	99					240	254	49	51
Q	568	1038	539	951	2	2					1	1	26	84
R	341	478	333	457	4	16					1	1	3	4
S	53	83	52	82	1	1					0	0	0	0
T	378	695	345	658	11	14					13	14	9	9
U	55	76	53	74	2	2					0	0	0	0
V	11	13	11	13	0	0					0	0	0	0
Z	974	1792	883	1666	18	24					0	0	73	102
other	10	512	1	1									9	15
TOTAL	9303	22207	7623	19208	882	1480	288	304	510	719				

>The statistics included for Archives are mostly published books accounting for less than 15% of the collection. Due to the nature of archival material unique "items" will require original cataloging (not downloaded from OCLC) and then creation of "holding records" instead of barcoding before they can be added to the catalog.

>Special Collections includes the Benin Room (most uncataloged) and the Paradise Film Institute Collection.

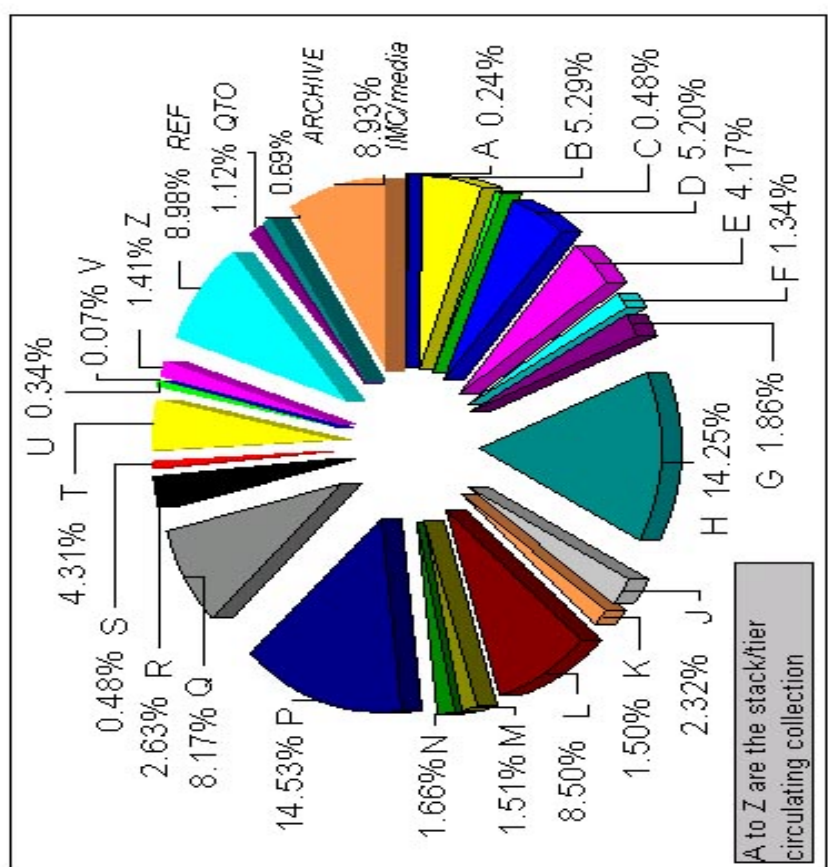
>Other includes office books, items in transition, items on reserve, the IMC's "reference" collection and the record bin (LPs).

OUTLINE OF LIBRARY OF CONGRESS CLASSIFICATION Table/Graph 7

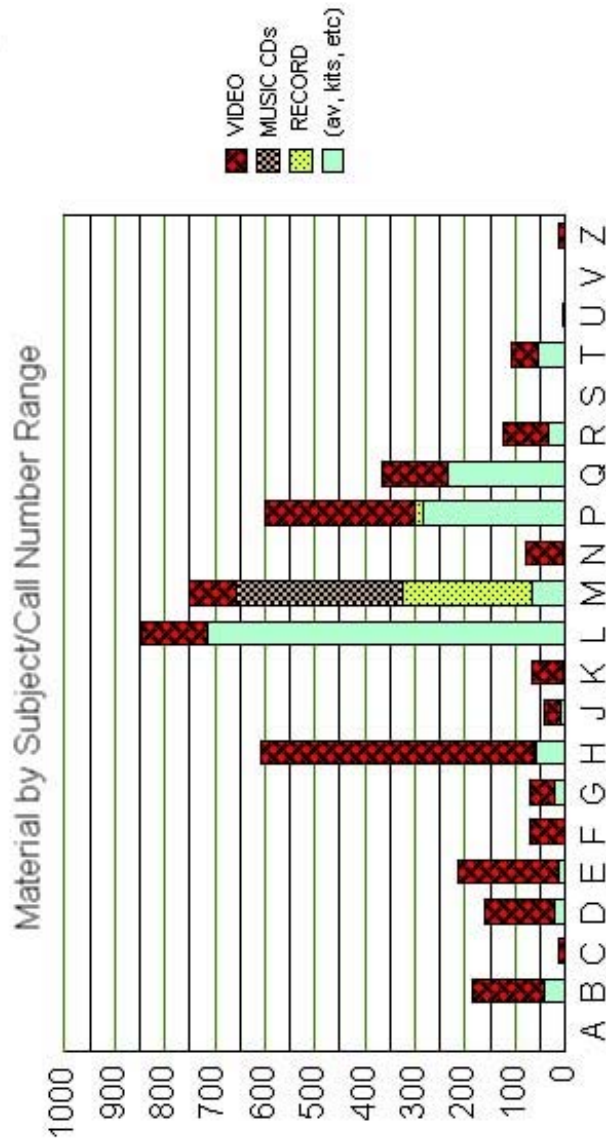
A	GENERAL WORKS
B	PHILOSOPHY, PSYCHOLOGY, RELIGION
C	AUXILIARY SCIENCES OF HISTORY
D	HISTORY: GENERAL AND OLD WORLD
E	AMERICAN (General) and U.S. (General)
F	UNITED STATES (Local) and AMERICA (except US)
G	GEOGRAPHY, ANTHROPOLOGY, RECREATION
H	SOCIAL SCIENCES
J	POLITICAL SCIENCE
K	LAW
L	EDUCATION
M	MUSIC AND BOOKS ON MUSIC
N	FINE ARTS
P	LANGUAGE AND LITERATURE
Q	SCIENCE
R	MEDICINE
S	AGRICULTURE
T	TECHNOLOGY
U	MILITARY SCIENCE
V	NAVAL SCIENCE
Z	BIBLIOGRAPHY AND LIBRARY SCIENCE

Table/Graph 6 displays the percentage of items in the circulating s by call number A-Z. See chart above for LC subject description Reference, oversized (Qto), Archives and IMC/media areas are included as units to indicate their proportion of the total library collection.

Table/Graph 6
West Virginia State University Material
Barcoded at the End of June 2006 by collections



Audio Visual Material in the Library



table/graph 8

statistics are from table/graph 9 column OV - Video

This chart separates the Audio-Visual material from the rest of the material in the ILC and circulation/lobby. The audio visual collection: kits, transparencies, filmstrips, etc. has been weeded in the last few years to remove outdated and deteriorating material. Mimeograph stencils, red/faded filmstrips, damaged kits have been cleared to provide space for new material. See table/chart 7 for LC subject descriptions.

The video and music CD collections, formerly housed in the Instructional Materials Center (IMC) are currently housed in the Circulation workroom off the library lobby. A television, VCR and DVD player are located in the same area. Most of the video collection is PBS, whenever possible the library is purchasing video material in the DVD/CD format. Most of the computer systems in the library lobby can play dvd/cd format.

Materials Cataloged in the Instructional Materials Center & Lobby Media Locations

JUNE 30, 2006

both circulating and noncirculating

	IMC STACK COLLECTION		IMC REF COLLECTION		AWARD BOOKS		CABINET SETS		UNSORTED RANGE		OVERSIZED COLLECTION (av, kits, etc)		RECORD BIN		MUSIC CDs (at circ)		VIDEO COLLECT.		PARADISE FILM	
	titles	items	titles	items	titles	items	titles	items	titles	items	titles	items	titles	items	titles	items	titles	items	titles	items
A	8	98	2	4	0	0	3	67	0	0	1	1	0	0	0	0	0	0	0	0
B	145	202	1	7	7	7	2	2	0	0	26	40	0	0	0	0	57	145	0	0
C	39	40	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	12	0	0
D	243	261	2	4	10	11	2	2	0	0	10	19	2	2	0	0	67	140	0	0
E	409	470	6	17	26	28	23	99	0	0	12	12	1	1	0	0	118	200	0	0
F	168	184	1	1	9	11	11	11	0	0	1	1	0	0	0	0	38	71	0	0
G	372	403	9	25	7	7	3	3	0	0	18	20	0	0	1	1	25	50	1	1
H	371	807	1	1	0	0	15	63	0	0	29	58	3	3	1	1	284	545	1	1
J	42	54	1	1	0	0	2	2	0	0	7	7	1	2	0	0	16	34	0	0
K	30	33	1	1	0	0	0	0	0	0	5	5	0	0	0	0	32	62	3	4
L	520	1730	11	73	1	1	9	79	0	0	107	713	2	3	0	0	75	128	0	0
M	167	537	0	0	7	7	3	42	0	0	24	67	247	258	275	332	64	95	1	1
N	188	213	0	0	3	3	10	104	0	0	5	5	0	0	0	0	37	72	3	3
P	4429	5890	27	29	466	531	4	6	0	0	66	284	15	15	1	1	184	300	233	247
Q	830	1808	11	66	10	14	19	42	0	0	125	233	0	0	0	0	32	134	1	1
R	173	300	3	4	1	1	4	4	0	0	7	33	0	0	0	0	51	90	1	1
S	54	55	0	0	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0
T	221	244	0	0	4	4	5	5	0	0	32	54	0	0	0	0	32	54	13	14
U	12	12	0	0	1	2	0	0	0	0	0	0	0	0	0	0	2	3	0	0
V	10	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
Z	82	86	58	74	0	0	2	6	0	0	2	2	0	0	0	0	7	9	0	0
OTHER									0	0			0	0	9	10			0	0
SUBTOTAL	8513	13438	137	304	554	629	538	118	0	0	477	1554	271	284	287	345	1125	2145	257	273

TOTALS titles= 11739 items= 19237 table/chart 9

Instructional Materials Center

**Drain-Jordan Library
West Virginia State University**

Annual Report

2005 - 2006

**Submitted by
Nancy Sims
Library Technical Assistant II - IMC**

The Instructional Materials Center has had a good year. In spite of the fact that I was on sick leave for two months, from November 12th through January 16th and no statistics of attendance in the IMC were kept, the figure is still up a bit. We are being added to the library tour given by some librarians during their classes and I believe it is making students aware of the existence of, and benefits offered, in the IMC.

Thirteen classes met in the IMC to find out what is available here and do projects using the Ellison equipment. During the second summer session of classes in 2005, we had a Children's Literature class use the IMC as their classroom, meeting from 10am till noon, Monday through Thursday. I worked with the teacher to have appropriate materials available every session. They also used the Ellison equipment for their projects.

Two new magazines were added, *Faces, People, Places and Cultures*, which creates an appreciation and understanding of other cultures; and *Footsteps*, which covers the black culture and it's impact on art, music, literature, sports, science and technology.

The periodicals were weeded this year and five old magazine titles were discarded. They are: *Highlights, Jack and Jill, Sesame Street, Sesame Street Parents* and *Zillions*. We have not received these magazines for over eight years. Their material was dated and they were not being used by our students.

Several boxes of poster size art prints from the oversize section were moved to the picture file cabinets. I changed the location codes on all the catalog records. New labels had to be made for the drawers also. They are easier to view and select in the large drawers and take up less space than the large boxes on the oversize shelves.

We ordered several new dies for our Ellison machine, some directly related to class assignments, and were able to take advantage of the free machine coupon this year. The storage bins had to be re-labeled to make space for the new dies and the wall display was updated. The Ellison equipment and it's many uses are currently featured in the display tables in the upstairs lobby.

There were 217 new books added to the IMC collection this year. Several were by West Virginia authors. This is a regular assignment in Children's Literature classes and we had very few. There are many sections in the IMC collection that need to be expanded and updated.

Progress on Goals for 2005-2006 School Year

One of the goals I set for this year was to move the Paradise Film Institute materials to the Reference Room and in September 2005, I was finally able to do just that. I changed the location in the catalog record and made signs. There is more space available for storage and the materials are more accessible to the students. The scripts that had been kept at the circulation desk have been moved to the new location also, freeing up much needed space in that area. Students may actually browse the scripts now rather than make a selection from a list.

Having all the kits weeded, repackaged and cataloged was another goal I set for this year. Many of our kits have never been cataloged so they can not be located in the card catalog and no accurate record shows they have been checked out of the library. When everything is cataloged, they will be put on the shelves in call number order as they should be so anyone may locate them.

I sent a memo to Dr. Harrison, the Education Department Chair, inviting him and/or any of the education faculty interested, to give their input on materials to be kept and those to be discarded. In addition, they could make recommendations for any new materials they felt would be useful for the students. No one responded to my invitation.

After attending a session on weeding at the West Virginia Library Association Spring Fling in April 2006, I used the knowledge and advice I gained there to begin the weeding process in earnest.

I began by pulling all the kits from the shelves that had never been cataloged. The rest, I put in call number order on the shelves.

Those not cataloged are being examined and either processed for cataloging or discarded. All cataloged materials are also being examined. Damaged packaging is being replaced and clearer labeling is being added. Those with missing parts and damaged pieces as well as those not used in many years are also being discarded. A list of the discarded materials is sent to cataloging so they may be deleted from our system.

To date, approximately 100 pieces have been cataloged from the oversize area. Students are now able to locate these materials in our card catalog and check them out with their student ID.

Another goal for this year was producing a book of subject lists for children's materials. They are not readily found when doing a subject search in the card catalog. The book contains many lists on the most frequently requested topics. It has a long way to go but a good start was made this year.

The last goal I had set for this year was locating the educational tests in our collection and putting them in one location. I was not able to get started on this so it will be added to the goals for the coming year.

Goals Set for the 2006-2007 School Year

I hope to complete the weeding, repackaging and cataloging process of the kits area this coming year. A large stride was made this year and I believe I can finish up in the coming months. The most time consuming part is waiting for cataloging to be able to get the records done. The least amount of time the kits are off the shelves, the better.

I will try again this year to amass the educational tests in one location in the IMC. I will need to choose an area and change the location codes when I move the materials.

Along the same vein, I wish to locate all the textbooks in an area of their own. Other libraries I have checked, keep them separate and it seems so much easier on the students to find what they need. Then I can determine which areas need updated materials and work toward acquiring those.

This year I would like to expand on the subject list notebook for children's books. It would be even easier if the materials could be accessed on the card catalog by subject. I would like to learn how to list the subjects on the book record. That would allow the student to simply check the card catalog for the materials we have available that meet their needs. These subject headings could be added as a matter of course on all new materials received in the future.

**Career Development
Nancy Sims, LTA II - IMC
2005 - 2006**

Faculty Lecture Series
WVSU - Davis Fine Arts
"Service Learning"
by Beth Oppe, Ph.D
February 2, 2006

WVLA Spring Fling
Flatwoods, WV
"Weeding the Collection"
by Mary Hogue
April 6, 2006

Year End Statistics

2005 - 2006

Attendance

The number of students using the IMC for the 2005 - 2006 school year.

Materials Use Statistics

Materials checked in and out, used in house, questions answered and production equipment use for the year of 2005 - 2006.

Responsibilities in Other Departments

The hours spent by the technical assistant working outside the IMC, therefore not available to help students or complete projects.

Note: The number of hours was higher than last year in spite of my being off for two full months. I spent, on average, one week per month at the circulation desk.

Production Projects for the Library

Hours used by the technical assistant for "library use" projects, and the cost of the "student funded" materials used in those projects.

Note: Statistics are not available for evening and weekend hours. Also, no statistics were taken for the two month period between November 12th and January 16th when I was on sick leave.

INSTRUCTIONAL MATERIALS CENTER STATISTICS

2005-2006 Year End Totals

	BOOKS CHECKED OUT	
LC CLASS	CHECKED OUT	IN HOUSE
A		4
B	11	10
C	1	5
D	22	31
E	29	53
F	19	20
G	43	55
H	41	81
I-K	13	24
L	36	58
M	6	25
N	4	7
O	1	
P	556	818
Q	131	292
R	7	31
S	1	24
T	10	29
U-Z	1	7
TOTAL	932	1574

AV MATERIALS USED		
KIND	IN HOUSE	CHECKED OUT
PICTURES/POSTERS	5	1
RECORDS		
MAPS		
FILMSTRIPS/SLIDE		
KITS/MODELS	141	38
MAGAZINES	66	
PUPPETS	29	23
GAMES	44	20
TOTAL	285	82

QUESTIONS ANSWERED	
REFERENCE	358
INSTRUCTIONAL	277
DIRECTIONAL	133
EQUIPMENT	217
TOTAL	985

PRODUCTION LAB USE	
LETTERING MACHINE	887
LAMINATION	29
BINDER	59
TOTAL	975

COMPILED BY NANCY SIMS

IMC DAILY ATTENDANCE
2005-2006 Year End Totals

DAY	8:00-10:00AM	10-NOON	NOON-2:00	2:00-4:00	4:00-6:00	6:00-10:00 PM	TOTAL
1	17	14	33	26	6		96
2	44	10	13	6	3		76
3	5	12	16	9	9		51
4	4	4	11	34	4		57
5		33	6	9			48
6	26	20	15	15	5		81
7	31	35	10	9	32		117
8	3	8	9	14	5		39
9	2	6	7	21	3		39
10	3	7	7	43	4		64
11	22	17	11	6	5		61
12	12	23	19	16	2		72
13	28	29	13	11	2		83
14	51	40	24	29			144
15	2	11	18	20	35		86
16	32	1	3	3			39
17	2	6	2	3			13
18	2	38	10	26	10		86
19	22	28	8	11	1		70
20	2	71	18	9			100
21	22	46	8	23	2		101
22	2	19	16	17	1		55
23	12	7	8	9			36
24	15	16	2	11	2		46
25	1	8	1	10	4		24
26	2	20	8	5			35
27	25	21	16	8	2		72
28	25	65	23	17			130
29	2	6	8	9	2		27
30	30	16	7	6	5		64
31	1	13	10	5	1		30
TOTAL	447	650	360	440	145	0	2042

Compiled by Nancy Sims

Responsibilities in Other Departments

Nancy Sims-IMC LTA II
2005-2006 Year End Totals

Circulation

Check in/out of material, handle reserves, account for funds (fines, copies etc), give out copies and answer questions.

Hours worked 332.75

Acquisitions

Write out order cards, check in new materials and take them to the cataloging department.

Hours worked 5.5

Cataloging

Repair damaged materials, put protective plastic coverings on paperbacks and stamp, strip, bar-code new IMC materials.

Hours worked 56.5

Books repaired 9

Books covered 61

Books processed 151

Archives

Open the door and stay with faculty or students that are doing research in archives.

Hours worked 3.75

**Total Hours Spent
in Other Departments 398.5**

Production Projects for the Library
Completed by Nancy Sims - IMC LTA II
2005-2006 Year End Totals

<u>Signs Created</u>	14
Time spent	6 hours
Cost for materials	\$4.60
<u>Materials Laminated</u>	27
Time spent	5.5 hours
Cost for materials	\$29.00
<u>Materials Bound</u>	26
Time spent	6 hours
Cost for materials	\$4.50
<u>Total Hours Spent</u>	17.5 hours
<u>Total Cost for Materials</u>	\$43.10

WEST VIRGINIA STATE UNIVERSITY

DRAIN-JORDAN LIBRARY

CATALOGING DEPARTMENT

ANNUAL REPORT
2005-2006

Compiled by

Toni Brown
Technical Assistant II

Tammy Naylor
Technical Assistant II

Jean Fisher
Catalog Librarian

INTRODUCTION

Service to the students, faculty, staff and the community of West Virginia State University is at the core of the Cataloging Department's endeavor to process items as effectively and efficiently as possible.

The cataloging Department is composed of a Catalog Librarian and two (2) Library Technical Assistants (LTAs). These individuals work to provide accurate and timely access to the various materials and resources in the Drain-Jordan Library. The Catalog Librarian has overall supervision of the department; determines policies for the department, creates or checks call numbers, subject headings, finds or gives advice on records and catalogs items when time allows. Additionally the Catalog Librarian has Reference Desk and Bibliographic Instruction duties. The LTAs process and catalog items, have Circulation Desk duties and attack other cataloging projects with gusto.

The department locates, using the bibliographic utility tool OCLC, a record for most cataloged items. The record is transferred into VIRTUA, corrections are made and the item (book, government document, video, dvd, and/or cd) is given an accession number, cataloged, processed (barcode attached, security stripped, pockets, labels, identification and property stamped...) and moved along to the appropriate location (Reference, Archives, IMC, stacks etc.) Although an incomplete or adaptable record can usually be found in OCLC, occasionally no record is available and an original record must be created. The creation of an original record is time consuming. Library holdings are in the Library of Congress Classification scheme and use Library of Congress Subject Headings according to the Anglo-American Cataloging Rules 2nd Ed, 2002 revision. All records are maintained in USMARC format.

GOALS for fiscal year 2005-2006

While cataloging could insert a long list of goals here, it is best to be realistic. With the ongoing personnel shortage in the library the only goals cataloging will set for itself are as follows:

- a. to continue working on the Policies & Procedures Manual
- b. to continue to build a "standing orders" list
- c. to each catalog 10, original record, music cds
- d. to strive to keep abreast of the flow of new items purchased by the library,
and
- e. to endeavor to catalog any/all gift items when time allows.

GOALS for fiscal year 2005-2006

As cataloging did not set many goals for itself in fiscal year 2004-2005 we are happy to be able to say that we did meet those goals. Given that for the first four months of the year the catalog LTAs, just as other library LTAs, covered extra hours at the circulation desk, cataloging was still able to keep up with the flow of ordered items and a respectable number, please the following statistical pages, of gift/donation items.

OVERVIEW 2005-2006

The Cataloging Department balanced a very heavy workload this year. There were disruptions and problems that caused impediments to our productivity. The following statements are just a few examples.

1. Cataloging hired from within the library and the new catalog LTA remained an integral part of the circulation area. This condition remained the case until the Circulation LTA position was filled in November of 2005 (four months of this annual year.) The senior catalog LTA also worked regularly scheduled hours at the Circulation Desk. In total the senior catalog LTA worked 225 hours and the new catalog LTA worked 362.5 hours (25 % of her work year) at the Circulation Desk. Both cataloging LTAs work additional unscheduled time at the Circulation Desk.

2. The catalog librarian worked the Reference Desk an average of 18.5 hours a week. Conducted Bibliographic Instruction for 30 classes for a total of 501 WV STATE University students. Conducted an additional 6 public school tours for a total of 211 public school students.
3. The department did not have a student worker this fiscal year. Therefore the new catalog LTA assumed the processing duties normally performed by a student worker.
4. Cataloging experienced interruptions in work and delays in returning to our normal workflow due to numerous electrical problems from outside sources, i.e. power outages, Internet access down (our connection to the library's catalog is via the Internet.)
5. Vacation and sick leave granted to, and used by, cataloging and university mandated breaks need to be factored into cataloging's productivity statistics.
6. A fairly good number of multi-part items from the library's IMC were processed in a joint-endeavor/project with the IMC personal to make ease of use more advantageous for the student/patron.
7. Additionally the Cataloging department personnel attended several meetings and workshops in an endeavor to try to remain up to date with changing technology and trends/advancements in the field of cataloging. (This is not simply due to a desire to be up to date in the field—the department is conscientious and do want of do our best by the library—but it is a requirement of our individual job descriptions and evaluations.) The Cataloging Department's activities in this area are as follows:

Tammy Naylor:

- September 26, 28, & 30, 2005. MARC Tags Basic. A 3-part, online, series from PALINET.
- Received a Certificate of Appreciation from the WVSU Pre-Alumni Club-August 2005.

Toni Brown:

- September 26, 28, & 30, 2005. MARC Tags Basic. A 3-part, online, series from PALINET.
- November 15, 2005. Seminar—"Raising the Awareness of Managers and Professors—Safeguarding the Helpful Environment of Work and Study".
- April 6, 2006, WVLA Spring Fling.

Workshops attended:
Future of Cataloging: Where are we now?

Jean M. Fisher:

- Attended online workshops, from PALANET (our OCLC provider) for:
 - MARC Tags,
 - Digital Licensing Online,
 - United States Copyright Online,
 - and
 - Government Resources on the Web.
- Presented a lecture in the Faculty Lecture series.
- Attended the West Virginia Library Association's Annual Conference in October, in Shepherdstown, WV.
Roundtables Attended:
 - Academic Libraries Division
 - Technical Services RoundtableAnd
The one-day Developing Your Academic Marketing Plan the WVLA Pre-conference for 2005.
- Served as the library's representative on the WVSU General Education Committee.

Processed by Cataloging

STATISTICS:

WITHDRAWALS:

IMC:	110
Circulation:	75
Reference:	30
TOTAL:	215

Gift Book Collection: 250

LOCATION CHANGE:

From Reference to Circulation: 85

BOOKS RE-LABELED:

IMC:	55
CIRCULATION:	85

BINDERY: 7

Additions to the Collection by CAMPUS DEPARTMENTS:

Art	25
Biology	4
Business Administration	59
Chemistry	5
Communications	98
Criminal Justice	48
CTC-Allied Health	39
Economics	18
Education	41
English	96
History	21
HHP:Health & Human Performance	29

International Studies	15
Math	46
Modern Foreign Languages	30
Music	35
Nursing	65
Physics	7
Political Science	30
Psychology	32
Social Work	15
Sociology	49
TOTAL:	807

LIBRARY ORDERS

Archives	31
Circulation	130
Instructional Materials Center	147
Reference	164
TOTAL:	472
Total Books Ordered & Processed:	1,279

Beginning April 2006, Nancy Sims, the IMC LTA, began an inspection and restoration of the material located in the IMC oversized section. This section consists of various materials in several different classifications i.e. Education, Mathematics, Music in kits, boxes, containers that have several dimensions and sizes and measurements.

This project will take some time to complete -there are several steps involved (see IMC Annual Report 2005-2006 for complete details) before the completed materials can be given to the Cataloging Department for the final cataloging procedures. Several steps are involved in cataloging this material.

As of June 2006, the Cataloging department has cataloged **99 pieces** of IMC materials. These materials have been cataloged and returned to the IMC and are available for student usage.

IMC Project began 4/06

BF	1	BOX
DU	1	book
E	2	BOOKS
F	2	books
LB	4	boxes-BLOCKS
LB	1	BOX
LB	1	BOX
LB	1	BOX [12] BEAN BAGS
LB	2	ENVELOPES PARQUETRY DESIGNS [PICTURES]
PE	1	BOOK
PR	1	BOOK
PS	2	BOOKS
PZ7	42	BOOKS
PZ8.1	5	BOOKS
PZ8.3	2	BOOKS
PZ10.3	4	BOOKS
MT	1	PAIR CYMBALS
	1	STEEL TRIANGLE
ML	1	SET WRIST BELLS
MT	2	SANDPAPER BLOCKS
QA	2	SETS TANGRAM'S
QA	1	SET OVERHEAD COUNTERS
QA	2	SETS COUNTING CUBES
QA	1	SET CIRCLE PLACE COUNTERS
QA	2	SETS GEOMETRIC SHAPES
QA	3	PLASTIC BAGS-GEOMETRIC SHAPES
QA	4	CONTAINERS-CENTIMETER CUBES
QA	5	CONTAINERS-TWO-COLOR COUNTERS
QA	1	PACKAGE-COIN COUNTING CARDS
QC	1	BOX [10] GLASS MAGNIFIER

TOTAL: 99 PIECES As of June 2006.