

Lake-Sumter Community College
Libraries
Annual Report
2000 - 2001

Lake Sumter Community College
Leesburg, Clermont & Sumterville, Florida

Library Staff

Leesburg

Denise English, Director of Library Services
David Goff, Cataloger/Interlibrary Loan Librarian
Nora Rackley, Reference/Instruction Librarian
Rhonda Smith, Reference/Instruction Librarian
Suzanne Shaffer, Library Specialist I
Raechel Gump, Library Technician II
Scott Pennington, Library Technician II
Charles Lewis, Media Technician II

South Lake

Betsy Hoagg, Reference/Instruction Librarian

Sumter

Richard Morrill, Reference/Instruction Librarian

2000 – 2001 Highlights

- 4,392 reference questions were answered
- 8,238 directional questions were answered
- 182 library instruction sessions were provided to students
- 6 workshops were provided to faculty and staff
- 2188 students, faculty, staff and community residents received library instruction
- 11,135 physical items were circulated
- 332 e-books were accessed
- 12,607 LINCCWeb database connections were generated by LSCC library users
- 44,342 searches were conducted in the libraries' catalog
- 323 items were requested from other libraries, 551 items were lent to other institutions
- 23 pages were added to the libraries' web site
- 4,543 volumes were added to library collections
- 1,034 volumes were weeded from library collections
- 182 library cards were issued to community patrons
- LINCCPlus was released January 2001
- The Media Center was moved to the library department in July 2000
- Chuck Lewis joined the Leesburg library staff as Media Specialist in December 2000
- Rhonda Smith joined the Leesburg Library staff as Reference/Instruction Librarian March 2001

Cataloging

Extensive use was made of student workers from the Media center to assist with the processing of materials. This was in part to make up for the loss of the unfilled Library Assistant position at the South Lake campus that had responsibility for processing South Lake materials. The high volume of work was due to the increase in the number of items added to the collection.

A total of 4,543 items (books, audiovisual materials, and government documents) were added to the collections at all three campuses, bringing the total number of items held from 68,247 to 71,756. 1,034 items were withdrawn from library collections.

The Leesburg campus holds the largest and oldest collection of materials. The collection grew from 65,387 items to 65,927 items, based on an addition of 1,583 items and withdrawal of 1,043 items for a net increase of 540 volumes. This indicates a growth rate of less than 1%. The state legislature recommends the replacement of 5% of library collections each year, which would have necessitated the purchase of 3,269 book volumes for the 2000 – 2001 fiscal year, more than twice the number of items added.

The South Lake campus collection grew from 601 items to 1,524 by adding 923 items for a growth rate of over 153%. Though it is easier to increase the size of a very small collection, the South Lake collection is now 2.5 times larger than at the beginning of the last fiscal year.

The Sumter campus library is a joint-use facility with the Sumter County Public Library System (SCPLS). In essence there are two collections housed together as one--materials purchased by LSCC and materials purchased by SCPLS. The two collections have been cataloged separately to facilitate the division of materials in the event SCPLS should ever decide to separate from the joint-use facility. The LSCC Sumter campus collection grew from 2091 items to 2845 items by adding 754 items, for a growth rate of 36%. The SCPLS collection grew from 168 items to 1,460 with the addition of 1,292 items for a growth rate of 760%. The SCPLS collection is now more than 8 times larger than last year and is almost as large as the South Lake collection. Together the Sumter campus joint collection grew from 2,259 to 4,305 with the addition of 2,046 items.

Inventory

A major project to inventory all collections was begun to support the conversion of records to the new library automation program. Inventory has been completed for the smallest collection at South Lake. Inventory is ongoing at the Leesburg campus, with anticipated completion of the general book collection in late August. Special collections such as Government Documents will take longer to complete. The Sumter campus inventory is planned for July 2001.

Weeding

Extensive weeding has begun due to the impending conversion of the collection for the new library management system. Rhonda Smith and Nora Rackley are providing the systematic evaluation of individual items for withdrawal.

Items removed from the collection are physically processed to remove LSCC property stamps, to mark through or remove spine labels and barcodes, and are offered to other institutions if appropriate, in accordance with LSCC's Collection Development Policy. Items must be deleted from the OCLC database, the shared database that reflects holdings of most US libraries and many international institutions. This impacts library staff since there is as much labor involved in removing an item as in selecting and adding an item to the collection.

Circulation

A review of fine charges at other institutions was made during the summer of 2000 and the results were discussed. It was decided not to remove fines but to try to reduce the number of small fines charged. In order to decrease the number of small fines, a seven-day grace period was instituted. Books returned during this time do not accrue fines but fines are still charged at

20 cents per day for books returned after the 7 days. This has reduced the number of small fines that trigger holds for registration, transcripts, and grades.

In anticipation of the implementation of the Banner software, the library staff discussed the possibility of collecting money in the libraries. It was agreed this would be a convenient, time-saving measure for students and would begin in the next academic year.

LSCC agreed to lend library materials to Troy State University students in support of Troy State University graduate programs offered at the Leesburg campus.

Telecourse tapes were set up to circulate in the Reserve Room module of LINCC. They have a three-day circulation from all three LSCC campus libraries.

Barcodes for student ID cards are now affixed in the library rather than at the time the student gets the card. There are not as many barcodes used this way since many students never activate their library cards.

Circulation Statistics				
Materials Circulation	Leesburg	Sumter	South Lake	Total
Print Books	6720	975	302	7997
E-Books (netLibrary)				332
Total Books				8329
LSCC Reserves	320	0	0	320
UCF Reserves	686	0	0	686
Government Documents	201	0	0	201
Print Periodicals	853	0	0	853
Vertical File	27	0	0	27
Microfilm	259	0	0	259
Microfiche	0	0	0	0
Software (CD-Rom and Computer)	11	0	0	11
Audio Visual (Video, Audio, and Slides)	252	24	11	287
TV Course Tapes	524	181	143	848
Total Materials Circulation	9853	1180	456	11821

Electronic Access				Total
LINCC External Database Connections				12607
LINCCWeb PAC Searches				42793
Captive PAC Searches				1549
Net Library				332
Total Electronic Access				57281

Miscellaneous	Leesburg	Sumter	South Lake	Total
Attendance	62221	6823	6108	75152
Community Cards	26	156	0	182
Total Miscellaneous				75334

Interlibrary Loan

At the annual Florida Library Information Network meeting in March 2001 the Florida State Library announced that interlibrary loan continues to grow throughout the state. Despite a 14% decrease by the Community College system in ILL activity on the OCLC network, overall activity has increased. The Community College system is not lending materials directly through the LINCC system.

Lending to other institutions remains stable for each of the past three years. However, borrowing activity by LSCC students and faculty continues to decline from the mid-400s to 323 this year (a drop of 30% compared to the number of items borrowed 5 years ago. There are several possible explanations for the decline in borrowing. Faculty and staff borrowing depends upon many factors, including new course development and faculty and staff enrolled in courses and degree programs, and varies each year. Student requests are declining as the usage of online full-text databases increases. The convenience of printing a full-text article on demand is preferable to waiting 4 – 10 days to receive an item via Interlibrary Loan.

Reference

After eight months without a librarian in the position, Rhonda Smith joined the library staff as Reference/Instruction Librarian in March 2001. Rhonda is responsible for reference, library instruction, collection development and acquisitions.

In August, five new databases funded by the Florida Distance Learning Library Initiative [DLLI] were offered through *FirstSearch*. These included *MLA Bibliography*, *SIRS Researcher*, *Contemporary Women's Issues*, *Business and Industry*, and *MEDLINE*. In January, seven new full-text databases were added to LINCCWeb. These included *Academic Search Elite*, *Biography Resource Center*, *Business Source Premier*, *Career and Technical Education*, *Grove's Dictionary of Art Online*, *Health Reference Center*, and *Literature Resource Center*. This brought the total number of LINCCWeb databases to more than 70.

Reference Statistics				
Reference	Leesburg	Sumter	South Lake	Total
Desk	2805	363	737	3905
Phone	303	0	178	481
Ask-A-Librarian				6
Total Reference	3108	363	915	4392

Directional	Leesburg	Sumter	South Lake	Total
Desk	2934	2466	768	6168
Phone	790	990	290	2070
Total Directional	3724	3456	1058	8238

Library Instruction

The 2000-2001 fiscal year presented challenges and successes with Library Instruction activities. The reference/instruction librarians at all three campuses taught a total of 189 sessions attended by 2188 participants. 29% of all enrolled students participated in library instruction sessions. Most of the classes that attended library instruction sessions were from the English department but the library also reached out to psychology, study skills and business classes among others.

In Summer 2001 Nora Rackley, Rhonda Smith and Betsy Hoagg conducted Faculty Enrichment Workshops workshops for full-time and adjunct faculty. Interested faculty members were paid stipends to attend the workshops. A web site was created for the workshops. Between May and June 2001 the librarians held 6 sessions and reached 9 students. In addition, Denise English, Director of Library Services, held a Grants Workshop for community patrons. The table below shows the number of sessions taught broken down by type of participant.

Library Instruction FY 2000-2001	Students	Faculty	Community	Totals
Total # of Sessions	182	6	1	189
Participants	2167	9	12	2188

Throughout most of the year Nora Rackley, Reference/Instruction Librarian, had primary responsibility for library instruction at the Leesburg Campus, providing 52 sessions fall 2001. David Goff and Denise English also conducted a few sessions. In March of 2001, Rhonda Smith joined the Leesburg campus staff as Reference/Instruction Librarian. Elizabeth "Betsy" Hoagg and Richard Morrill continued to conduct all library instruction classes for the South Lake and Sumter campuses respectively.

In the summer of 2000, the libraries began formalizing an information literacy instruction plan by creating information literacy competencies, based on ACRL standards. These competencies were posted on the libraries' web site in July 2000. In the summer of 2000, the English faculty and librarians designed a program of information literacy instruction now used on all three campuses. The program is based on teaching the following basic skills, strategies, and critical thinking competencies:

- recognize a need for information;
- identify and locate appropriate information sources;
- know how to gain access to the information contained in those sources;
- evaluate the quality of information obtained;
- organize the information;
- use the information effectively.

In the fall of 2000, the library instruction department began using modules that teach basic information literacy competencies for ENC 1101, 1102, and 2135 classes. In addition, Ms. Hoagg and Mrs. Rackley created and tested a pre-test and post-test for use with the ENC 1101 students.

Students were given the pre-test at the beginning of the term and the post-test sometime after they had the library instruction sessions. The tests were posted on the Internet and the students took the tests online. In the Spring of 2001, two of Elizabeth English's ENC 1101 classes were the first to use the pre- and post-tests. The response rate for the pre-test was higher than that for the post-test. All of the students who took the post-test showed improvement. Plans to implement the pre- and post-test procedure college-wide will go into effect in Fall 2001.

During the year, the library also was responsible for teaching LIS 2004: Introduction to Internet Research. Denise English taught this one-credit web-based course. The library also offered LIS 1002: Introduction to Electronic Research but the course was cancelled due to lack of enrollment.

Credit and non-credit classes in graphic arts, education, composition, and other curriculum areas continue to be scheduled in the Media Center graphics/Internet lab, reducing the number of BI sessions that can be taught in a hands-on mode. This is a growing problem as the reference/instruction librarians build the information literacy program.

Government Documents

Nora Rackley, Reference/Instruction Librarian, continues to manage the Government Documents collection. The conversion of all manual serials check-in records to LINCC records was completed in October 2000. Discard lists were prepared this year and distributed to the regional depository, all selective depositories in the region, local libraries and school media centers. Due to the inventory process underway at all LSCC Libraries Ms. Rackley is weeding the government documents collection heavily, especially in the microfiche sections.

Ms. Rackley has participated actively in the Central Florida Library Cooperative's (CFLC) Government Documents Interest Group this year. She coordinated and was one of the instructors for *What's up Docs: Government Documents for Reference Librarians* on November 3, 2000 at the University of Central Florida. Its purpose was to familiarize reference librarians with the most popular sources of government information in order for them to easily answer basic government documents reference questions. Ms. Rackley will serve as the chair for the Government Documents Interest Group during the coming fiscal year.

Yanci Mancillas was employed through work/study from August 1999 through December 2000. Erica Arvizu was employed through a foundation work scholarship from approximately July 1999 through April 2000. Stephanie Pincus, also a foundation work scholarship recipient, worked in the Government Documents department from January to July 2001.

The statistics in the following charts represent documents that were added and discarded monthly during this fiscal year.

ADDED	Paper by piece	Microfiche by piece	Electronic Products	Video	Totals
July-00	82	165	7	0	254
August-00	246	107	21	0	374
September-00	145	156	3	0	304
October-00	221	120	2	0	343
November-00	173	98	5	0	276
December-00	1	58	0	0	59
January-01	320	238	18	0	576
February-01	5	29	0	0	34
March-01	360	106	10	0	476
April-01	127	12	2	0	141
May-01	52	111	4	0	167
June-01	0	0	0	0	0
TOTALS	1732	1200	72	0	3004

Figure 1 - Materials added to the government documents collection, monthly.

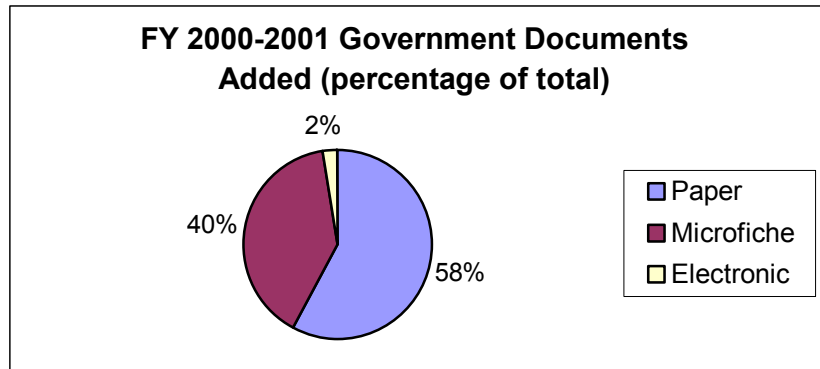


Figure 2 Percentages of total government documents added to the collection.

DISCARDED	Paper by piece	Microfiche by piece	Electronic Products	Video	Totals
July-00	20	0	0	0	20
August-00	0	0	0	0	0
September-00	0	0	0	0	0
October-00	0	0	0	0	0
November-00	0	0	0	0	0
December-00	0	0	0	0	0
January-01	71	0	0	0	71
February-01	0	0	0	0	0
March-01	0	0	0	0	0
April-01	216	0	0	0	216
May-01	195	0	0	0	195
June-01	0	760	0	0	760
TOTALS	502	760	0	0	1262

Figure 3 - Government documents discarded during the 2000-2001 fiscal year.

Web Site

The libraries' web site was completely revised, and twenty-three new web pages were added. The web site was converted to use a style sheet in September 2000 and the index page revised with more links to secondary pages. The library instruction section was completely revised, with separate pages linking to *Course Guides*, *Research Guides*, and library skills *Credit Courses* pages. New research guides were created for Avoiding Plagiarism, LC Class System, Understanding LC Call Numbers. New course guides were created for College Composition I, Marriage & the Family, and Transitional Concepts in Nursing (UCF course). The Information Literacy Competencies page was created, detailing the libraries' instructional plan for information literacy instruction. Media Center Mission and Media Center Policies pages were added. A Hospitality & Tourism page was added to the Cyberlibrary. The Staff Directory page was created with links to nine new pages providing information about library staff.

Leesburg Campus Library

The Media Center was moved under library supervision on July 1, 2000. Alice Burlington, Media Technician, was transferred to the Public Relations office in November, and Chuck Lewis was hired as Media Technician in December 2000.

The contract with Capital Copy, which provided a Danka photocopier machine was not renewed at the end of March, 2001, and a new Mita copy machine was installed on April 1.

Sumter Campus Library

The Sumter campus library served as the venue for three distinct types of activities in 2000 – 2001. First and foremost, it served as a college library for LSCC faculty, staff and students. LSCC students in English composition and literature, American history, psychology, business communications and college success skills classes were given extensive instruction in information retrieval strategies and skills and in the documentation of information sources. Reference and interlibrary loan services was provided on a daily basis. Approximately \$9,000 was expended for the acquisition of curriculum-related, mostly non-fiction books, and nearly \$3,000 was expended for subscriptions to current periodicals.

Secondly, the Sumter Campus Library served as the site for learning lab exercises and tutoring in 2000 – 2001. These activities included math lab, English lab, and computer lab. The learning lab activities meshed well with library activities. In both cases, the emphasis was on helping students to improve the skills they need in order to complete college-level work successfully.

Thirdly, the Sumter Campus Library served as a public library open to all residents of Sumter County. The following aspects of the joint library cooperation are worthy of mention:

- In 2000 – 2001, the Sumter County Public Library Coordinator provided approximately \$20,000 for book acquisitions, \$17,000 for staff, \$4,172 in operating funds, and \$2,000 for the purchase of supplies.
- The Sumter Campus Library staff took on the primary responsibility for the provision of centralized interlibrary loan service to county residents.
- The Sumter Campus Library staff began issuing green Sumter County Public Library System cards to county borrowers. The library user information from these borrowers is entered in both the college library user database and the county library user database.
- The Sumter County Public Library System began work on a countywide automated catalog project that will make the holdings of the public libraries in Sumter County more immediately accessible.

- Given the joint-use arrangement with the Sumter County Public Library System, the Sumter Campus Library Operating Committee agreed, on December 11, 2000, that the Sumter County Public Library System's guidelines for acceptable library use should apply to the use of public computers in the joint library. Circulation and use of book materials continue to conform to the circulation policies of the college.