

Lake-Sumter Community College
Libraries
Annual Report

2001 - 2002

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

2001 – 2002 Highlights

- ❑ 7,707 reference questions were answered
- ❑ 207 library instruction sessions were provided to students
- ❑ 7 workshops were provided to faculty and staff
- ❑ 11,896 physical items were circulated
- ❑ 17,891 connections were made to external databases
- ❑ 37,221 searches were generated in the libraries' catalog
- ❑ 3,033 items were added to the libraries' collections
- ❑ 3,591 items were weeded from library collections
- ❑ 420 items were requested from other libraries
- ❑ 735 items were lent to other libraries
- ❑ What's New, a weekly resource digest, was added to the libraries' web site
- ❑ 53 web pages on libraries' web site were converted to XHTML
- ❑ The library staff held a joint meeting/luncheon with the English department during convocation week
- ❑ 154 library cards were issued to community patrons

Staff Accomplishments

All library staff participated in committee work, library community service work, or continuing education activity during the 2001 – 2002 academic year.

Denise English, Director of Library Services, completed several continuing education courses offered by CFLC, including workshops on XML and UNIX, and a WebCT course offered by UCF. She served on several regional and statewide committees and including:

- Chair, College Center for Library Automation Advisory Board
- Library Management System Selection Committee Aleph Implementation Committee
- Treasurer, Central Florida Library Cooperative Board of Directors
- Florida Community College Learning Resources Standing Committee Internet Course Revision Committee

Nora Rackley, Reference/Instruction librarian at Leesburg, served on CCLA's Library Programs and Services Committee and was approved to receive a Title III stipend for the creation of an interactive information literacy tutorial on documenting resources. Nora has participated actively in the Central Florida Library Cooperative's (CFLC) Government Documents Interest Group, serving chair for the group until May 2002.

Rhonda Smith, Reference/Instruction librarian at Leesburg, co-authored an article "The Florida Community College Statewide Collection Assessment Project: Outcomes and Impact", published in the May 2002 issue of *College & Research Libraries*. Rhonda completed two CFLC workshops, Using Excel as a Database and Access, Level 2.

Richard Morrill, Reference/Instruction librarian at the Sumter campus, co-authored an article entitled "The Need for Speciation to Realize the Potential of Selenium in Disease Prevention." published in 2001 in Trace Element Speciation for Environment, Food and Health by the Royal Society of Chemistry. Richard attended the following workshops:

- 5 WebCT sessions offered by Title III,
- SIRSI automated library system training,
- Sumter County Public Library System Library Advisory Board workshop on the function of library advisory boards, and a
- NEFLIN Introduction to Networking workshop.
- Completed credit courses ENC 1102 and ENC 2135, and completed Element K courses in Excel 2000 Level 1, Access 2000 Level 2, HTML Programming 4.0 Introduction and HTML 40.1 Web Authoring Level 1.

David Goff, Cataloger/Interlibrary Loan librarian, attended CFLC ILL Interest Group meetings.

Betsy Hoagg, Reference/Instruction librarian at South Lake, served on CCLA's Information Portal Committee and the Aleph Implementation OPAC Task Force.

Raechel Gump attended a 4-day cataloging workshop offered by OCLC.

Scott Pennington, Library Technician at Leesburg, completed SCT Banner training on Purchasing, Accounts Payable/Receivable Summer 2001, Element K courses HTML Authoring Level I and HTML Authoring Level II. He served on the Lake County Martin Luther King Commemoration Committee in 2001.

Suzanne Shaffer, Library Specialist at Leesburg, completed Element K courses HTML Authoring Level I and HTML Authoring Level II and two LSCC Computer Institute courses on HTML.

Assessment

Faculty/Staff surveys were distributed in February 2002 to all full-time and adjunct faculty and all full-time staff. 47 surveys, a 25.5% return rate, were analyzed by the Institutional Effectiveness department. The survey analysis indicated “the high regard in which the LSCC libraries are held. The first 17 questions asked respondents to rate various library characteristics and services on a scale where 5 – Satisfied, 3 = Neutral, and 1 = Not Satisfied. Only two of the 17 items had overall average ratings of less than 4.0:

- Adequacy of Resources for Professional Development: 3.9
- Print Book Collection: 3.7

In addition, nine of the 17 items had overall average ratings of 4.5 or higher.”

Color-coded student surveys were distributed at all campuses in March 2002. The surveys were distributed to a range of Arts and Sciences and Business and Technology classes. A total of 1252 surveys were distributed at the Leesburg campus, 416 at the South Lake campus and 102 at the Sumter campus. A total of 576 surveys were returned, a 42% return rate: 377 from Leesburg, 153 from South Lake, and 46 from the Sumter campus. According to the Institutional Effectiveness department analysis “The first 25 questions asked the student to indicate satisfaction with various library services or conditions using a scale where 5 = Satisfied and 1 = Not Satisfied. These questions indicate that students are generally satisfied or somewhat satisfied with the items evaluated. The lowest overall average score was 3.7 (on recreational reading resources), and 18 of the average scores were 4.0 or higher.”

It is useful to note that on an objective survey item, students were asked to rank ten possible additional services or enhancements from most to least preferred. Respondents replied the most important item was more print books, echoing the faculty survey item ranking the print book collection with the lowest average rating. The results of the surveys will be discussed at library staff meetings during the 2002 – 2003 academic year and changes and improvements will be considered based on survey results.

The library instruction section of this report includes information on assessment of that program.

Assessment of Library Department Objectives 2001 – 2002

Objective 1: Prepare for migration to new shared library management system

Analysis of Assessment: The following steps were taken to prepare for migration:

- Participated in CCLA site visit April 29, 2002
- On-the-fly records have been deleted
- Serials records have been cleaned up
- All collections have been inventoried
- Approximately 75% of Leesburg collections have been weeded
- PCs have been installed at the Leesburg service desk to support the new web-based system.

Objective 2: Continue developing and refining library instruction program

Analysis of Assessment: Faculty and staff workshops were developed and taught Summer 2001, with better than satisfactory ratings from participants. Reference librarians began developing two online tutorial modules.

Objective 3: Continue planning and implementing joint-use library collections and services for the South Lake Campus

Analysis of Assessment: Joint use agreement has been approved by LSCC and UCF. Plans were finalized to expand the library facility into the adjacent computer lab. Furniture has been ordered and construction scheduled for August 2002.

Objective 4: Support long-range planning for joint-use library facility with Lake County
Analysis of Assessment: The Lake County Library catalog was added to LINCCPlus. Discussions were held with the Lake County Library Director regarding the implementation of reciprocal borrowing.

Circulation

The libraries began collecting money on July 23, 2001 for fine payments and printing. Printers were moved to the service desks so that patrons could collect and pay for copies. Green courier bags were purchased and are used to deliver library materials among the three campus libraries via the college courier.

Circulation statistics indicate a 13% increase in book circulation from the previous year, from 8329 to 9415, primarily due to an increase of 109% at the Sumter campus from 975 in the previous year to 2047. South Lake circulation increased slightly, and circulation of print materials at Leesburg declined nearly 10%. E-book circulation increased from 332 the previous year to 911. Overall, materials circulation remained at the same level, from 11,821 the previous year to 11,896 in 2001 - 2002.

Materials Circulation	Leesburg	Sumter	South Lake	Total
Print Books	6079	2047	378	8504
E-Books (netLibrary)	911			911
Total Books	6990	2047	378	9415
LSCC Reserves	184	3	2	189
UCF Reserves	24			24
Government Documents	193			193
Print Periodicals	607	0	0	607
Vertical File	23			23
Microfilm	237			237
Microfiche	1			1
Software (CD-Rom and Computer)	1	0	0	1
Audio Visual (Video, Audio, and Slides)	247	9	7	263
TV Course Tapes	631	85	227	943
Total Materials Circulation	9138	2144	614	11896

The College Center for Library Automation provides statistics on in-house and remote database usage, including CCLA-funded databases and most locally funded databases. Database connections increased significantly from the previous year, from 12,607 to 17,891, a 41% increase.

Electronic Access	Total
LINCC External Database Connections	
CQ Researcher	628
CQ Weekly	19
Criminal Justice Periodicals Index	89
eBooks (NetLibrary)	911
EBSCO Academic Search Elite	2099
EBSCO Academic Search Premiere	3640
EBSCO Business Source Elite	104
EBSCO Business Source Premiere	110
InfoTrac Business Wire News	58
Issues and Controversies	334
FirstSearch	3113
Academic ASAP	858
Biography Resource Center	553
Health & Wellness Resource Center	1503
Health Reference Center	233
Literature Reference Center	2199
Custom Newspapers	714
Grove Dictionary of Art	81
Newsbank Newsfile	575
Proquest Career & Technical	66
EBSCO Military FullTEXT	2
EBSCO MAS Ultra School Edition	1
EBSCO Primary Search	1
Total	17891
LINCCWeb PAC Searches	37221
Captive PAC Searches	854

Attendance was up 4% in all libraries, with a marginal increase at Leesburg from 62, 221 the previous year to 62,427, a 33% increase at the Sumter library, from 6823 the previous year to 8076, and a 25% increase at South Lake, from 6108 the previous year to 7666.

Attendance	Leesburg	Sumter	South Lake	Total
Attendance	62427	8076	7666	78169
Community Cards	40	112	2	154

Reference/Library Instruction

Both reference and directional queries increased substantially during the 2001 – 2001 academic year. Reference questions increased 75% college-wide from 4392 queries the previous year to 7707.

Reference Statistics				
Reference	Leesburg	Sumter	South Lake	Total
Desk	2465	3227	851	6543
Phone	236	652	224	1112
Distance Learning	5	0	0	5
2 + 2	7	0	0	7
Ask-A-Librarian	40			40
Total Reference	2753	3879	1075	7707

Directional	Leesburg	Sumter	South Lake	Total
Desk	2550	1900	1341	5791
Phone	507	949	345	1801
Total Directional	3057	2849	1686	7592

LINCCWeb

There were several database changes. In September 2001 FirstSearch was charged back to local institutions. In January 2002 LSCC-funded databases became available via remote access. Academic ASAP, CQ Researcher, FirstSearch, and Newsfile are now accessible via any Internet connection through LINCCWeb. Academic Search Elite was expanded to Academic Search Premier, which doubles full-text coverage to 3,260 scholarly and academic journals and indexes and abstracts for nearly 4,250 journals dating back to 1984. Business Source Premier was replaced by Business Source Elite, which provides full-text articles for nearly 1,060 scholarly business journals. Two new databases were added: Facts on File's *Issues and Controversies* and Proquest's *Criminal Justice Periodicals Index*.

In August 2001 My Account was added to the LINCC Search interface. Borrowers can view due dates and outstanding fines and renew materials. The Lake County Public Library System catalog was added to LINCCPlus.

January 2002: LINCC Search's request feature expanded -- Students, faculty and staff may place requests for material from any community college in the state.

Library Instruction

The 2001-2002 fiscal year presented challenges and successes for instruction librarians. The reference/instruction librarians at all three campuses taught a total of 207 sessions and reached 2165 students. This represents 31% of all enrolled students.

In the summer of 2001 Nora Rackley, Rhonda Smith and Betsy Hoagg conducted several Faculty Enrichment 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 July and August of 2001 the librarians held 6 sessions and reached 8 faculty members.

During convocation week in August 2001, Nora Rackley and Rhonda Smith hosted an instruction session for the English Department. The English faculty were introduced to some of the new interfaces for Literature Resource Center and given information about the new printing policy in the library. The librarians also discussed using the pre and post-tests with all ENC 1101 classes. After the sessions the Leesburg Campus library treated the English faculty to lunch in the library. The English faculty committed to making this an annual event.

In the spring of 2002, Denise English conducted her annual Grants Workshop for the Lake-Sumter Grant Writers Association. The workshop covered Internet basics and specific resource information for grant writing. 12 people attended the session.

The chart below describes the number of sessions taught, by patron type.

Library Instruction FY 2001-2002	Students	Faculty & Staff	Community	Totals
Total # of Sections	148	7	1	156
Total # of Sessions	207	7	1	215
Headcount (all sections)	2165	20	12	2197

In fall of 2001, Library Instruction Evaluation Surveys were distributed to students to determine their perception of the library instruction sessions. The Institutional Research department on campus compiled and analyzed the results of the surveys. They also made recommendations for revising questions based on the results. The reference instruction librarians at the three campuses collected a total of 242 surveys. 184 of 242 (76%) students said they would recommend the session to someone else. Only 32.7 % (79) of the students said that the material covered in the session was new to them, while 59.9 % (145) said that most of the material covered was new. Almost 97% of students thought the presentations and the handouts were clear and well organized. Large majorities also agreed that the amount of material covered was about right (198 or 81.8%), that the resources covered were relevant to their needs (184 or 76%) and that they would be able to apply the information while doing research (194 or 80.2%). The survey was used again in the spring after the few minor modifications suggested by the Institutional Research office were applied.

In the spring 2002, the Library Instruction Evaluation Surveys were distributed to more students but the results were similar. The reference instruction librarians at the three campuses collected a total of 501 surveys. 416 of these students (83%) said they would recommend the session to someone else. Only 13% (67) of the students said that all of the material covered in the session was new to them, while 78% (392) said that some or most of the material covered was new. Over 95% of students thought the presentations and the handouts were clear and well organized. Large majorities also agreed that the amount of material covered was about right (84%), that the resources covered were relevant to their needs (84%) and that they would be able to apply the information while doing research (83%).

In the fall 2001 the Library Skills pre- and post- tests were distributed to ENC 1101 classes campus wide. The students took the tests via online forms located on the ENC 1101 course guide. 13 classes (with an enrollment of 212 students) took the tests. The average score on the pre-test was 58% while the average score on the post-test was 32%. The lower score on the post-test reflects the low level of returned tests. Less than half (103) of the 212 students enrolled in the participating classes completed the post-test.

After evaluating the results of the Fall 2001 pre- and post-tests, Ms. Smith and Ms. Rackley decided to reword some of the questions to from both tests so that a better comparison could be

made. The librarians also decided to distribute the questions in paper format to see if the response rate improved.

The results of the Spring 2002 pre- and post-tests showed improvement or did not improve from those of the previous term. The tests were distributed to 190 ENC 1101 students college-wide in paper format. The average score on the pre-test was 57% while the average score on the post-test was 61%. Only 20% (56) of students completed both the pre- and post-tests.

Introduction to Internet Research (LIS 2004) was offered online in the Fall 2001 and Spring 2002.

Collections

Print/AV Collections

A total of 3,038 items were added to library collections college wide, 2,769 items were withdrawn, for a total collection size of 72,025 items.

Comparative Statistics	July 1999 - June 2000			July 2000 - June 2001			July 2001 - June 2002		
	+	-	Total	+	-	Total	+	-	Total
Leesburg									
Print Material	725		51,578	1,177	847	51,908	796	2,045	50,659
AV	240		856	37	1	892	110	41	961
GDoc	1,066		10,630	181	243	10,568	368	187	10,749
Microfiche	353		2,323	240	4	2,559	305	448	2,416
Print Mat. Total	1,791	0	62,208	1,358	1,090	62,476	1,164	2,232	61,408
Total All Lee	2,384	0	65,387	1,635	1,095	65,927	1,579	2,721	64,785
Sumter									
Print Material	390		2,086	640	4	2,722	304	16	3,010
AV	4		5	118	0	123	25	13	135
SCPLS	168		168	1,292	0	1,460	916	-3	2,379
AV	0		0	0	0	0	1		1
Print Mat. Total	558	0	2,254	1,932	4	4,182	1,220	13	5,389
AV Total	4	0	5	118	0	123	26	13	136
Total All Sum	562	0	2,259	2,050	4	4,305	1,246	26	5,525
South Lake									
Print Material	574		599	767	7	1,359	147	9	1,497
AV	2		2	163	0	165	66	13	218
Total All S.Lk.	576	0	601	930	7	1,524	213	22	1,715
Print Mat. Total	2,923	0	65,061	4,057	1,101	68,017	2,531	2,254	68,294
AV Total	246	0	863	318	1	1,180	202	67	1,315
Total All	3,522	0	68,247	4,615	1,106	71,756	3,038	2,769	72,025
Title Count Total			56,458	3,459	1,277	58,640	2,578	2,619	58,599

Acquisitions

The libraries were finally able to move to Amazon.com as the major supplier near the end of the year, which added approximately 12% to the value of the remaining budget over what would have been achieved using only our previous major supplier, ABC. Some foundation grant purchases were made through reputable second hand dealers and resulted in the acquisition of virtually new materials at significant savings. Purchasing department requirements do not facilitate the use of these suppliers for regular budget items.

The college budget provided approximately \$8000 at Leesburg and \$2000 at South Lake, concentrating on books most directly supportive of the curriculum in those areas that make most use of the library -- issue-oriented materials used for English 1101 and 1102 writing assignments, literary criticism and psychology. Areas of secondary emphasis where classes make lesser use of the library included U.S. history, criminal justice, international relations, comparative religion, education, philosophy and nursing. Very few titles were purchased for level C (minimal) subjects except where likely to be useful for composition courses.

Grants provided \$9500 for the purchase of books. A Student Government grant provided \$2000 at the Sumter campus library, which was used to purchase books for the general collection.

Significant and useful donations were received in the areas of nursing, human relations, and art (technique). LSCC Foundation Grants provided \$7500:

- \$2000 at Leesburg -- concentrating on adding important works of literary fiction by contemporary authors. Also some titles aimed at achieving a minimal level of coverage in international history and politics (i.e. something written within the last 5-10 years on regions and major countries.)
- \$2000 at South Lake -- psychology
- \$2000 at Sumter -- math and science including study guides
- \$1500 at Sumter -- basic collection for new construction program

E-Books

In June of 2002, a total of 28,816 electronic books were available to LSCC students, faculty and staff. Two netLibrary shared collections were purchased via SOLINET in June 2002. Collection I includes 16,355 unique titles, Collection II includes 11,311 titles. These collections are shared by more than 600 libraries in the southeast US, and are accessible along with more than 1,150 titles made available via CCLA.

Weeding/Inventory

In December 2001 inventory was completed at all campuses. By June 30, 2002, weeding was completed for subject areas that contained badly dated and inappropriate material. These included Q (math & science), (R) health sciences, (S) agriculture, (T) technology, (U-V) military and naval science and (Z) bibliography. The (H) social sciences, (K) law, (N) art were completely weeded and weeding was begun in (B) philosophy, psychology & religion and (D) History General & European. The Board of Trustees approved removal from the collection of approximately 1200 books and approximately 100 additional items were identified and are awaiting approval.

2002 – 2003 goals include:

- Weed general collections in B, D, E, F, J, and P; weed the reference collection.
- Write an evaluation estimating what it would cost to bring the current range of coverage up to date, and add discussion points suggesting further areas to be downgraded or eliminated if that cannot be achieved, e.g. no print encyclopedias, no coverage of science and technology.
- Apply for Foundation Grants to be used to update Reference and provide a small collection of pre-K to 3rd grade children's books for students in the 2+2 Early Childhood Education program.
- Maintain current spending priorities for general collection / regular book budget.

- Take advantage of sales to bring up to date some suspended serials (Short Story Criticism, maybe Poetry Criticism).
- Pay in advance for book subscriptions and order selected items pre-publication where discounts are available.
- Try to find a way to use second hand dealers for some regular budget purchases.

Government Documents

Nora Rackley, Reference/Instruction Librarian, continues to have Government Documents responsibilities. Discard lists were prepared in June of this year and distributed to the regional depository and all selective depositories in the region. Ms. Rackley is weeding the government documents collection heavily, especially in the microfiche, Library of Congress, Health and Education sections. A thorough inventory of the library's collections, including Government Documents, was completed in the fall.

Due to a remodeling project that began in June, a wall was created closing in the Government Documents office and ready reference section from the rest of the library. The ready reference documents will be moved to open shelving in front of the circulating government documents collection. The existing shelving in the closed off area will be used for overflow of uncataloged items.

Nora Rackley has participated actively in the Central Florida Library Cooperative's (CFLC) Government Documents Interest Group this year. She served as the chair for the group until May of this year.

Melissa Williams began as a student assistant in Fall 2001. Another student assistant, Kristie Haynes, began in Spring 2002. In the summer, Raechel Gump, Library Technician, assisted in processing disposal lists, weeding and rearranging sections of the department.

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	Totals
July 2001	3	30	0	33
August 2001	113	22	2	137
September 2001	169	0	12	181
October 2001	113	91	2	206
November 2001	43	104	2	149
December 2001	97	32	4	133
January 2002	107	59	3	169
February 2002	78	69	4	151
March 2002	103	67	4	174
April 2002	58	132	3	193
May 2002	84	104	3	191
June 2002	60	102	4	166
Totals	1028	812	43	1883

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

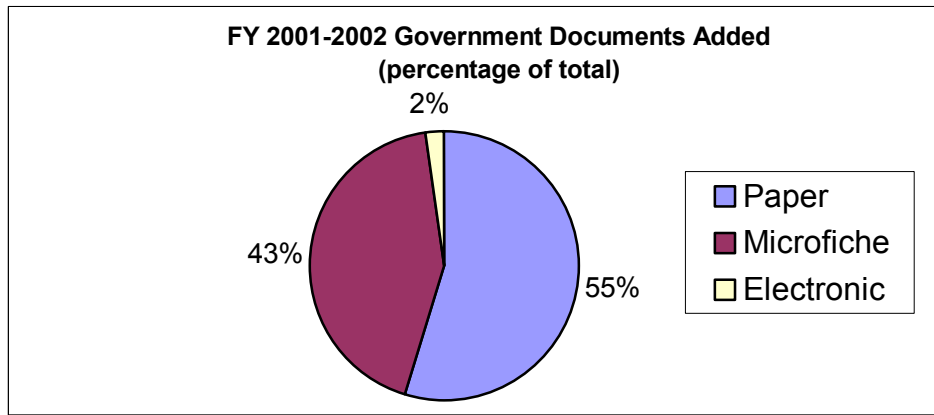


Figure 2 - Percentages of total government documents added to the collection.

Added	Paper by piece	Microfiche by piece	Electronic Products	Totals
July 2001	0	925	0	925
August 2001	0	0	0	0
September 2001	0	0	0	0
October 2001	0	0	0	0
November 2001	200	0	0	200
December 2001	0	0	0	0
January 2002	0	0	0	0
February 2002	100	0	0	100
March 2002	0	0	0	0
April 2002	0	0	0	0
May 2002	0	0	0	0
June 2002	124	0	0	124
Totals	424	925	0	1349

Figure 3 - Government documents discarded during the 2001-2002 fiscal year.

Web Site

In January 2002, the library staff began upgrading the web site to XHTML, using Tidy to convert HTML to XHTML. This is planned as the first step towards reaching 508 compliance for disabled users. Footers were added in JavaScript to provide address and revision date. In April 2002 a JavaScripted news ticker was added to feature and to provide links to new or timely resources on the web site. *What's New*, featuring new library resources and services as well as a weekly Best of the Web digest, was added October 2001. The In Print feature, highlighting new book acquisitions, was added to *What's New* in June 2002.

Leesburg Campus Library

Library instruction facilities remained the greatest issue at the Leesburg campus. Some classes were taught in the new Health Sciences Center since the Internet lab was unavailable. Due to electrical problems the student computer area was rewired. Planning began for renovating the library building with new carpet, furniture, and a library classroom/lab located in the Media Center. Reserve shelving space was increased. Dumb terminals at the Service Desk were replaced with PCs and laser scanners. Banner access was added to all circulation computers.

During Convocation in August 2001, the library staff hosted an open house for all staff of the college. The library staff brought in refreshments and gave away most of the withdrawn books.

South Lake Campus Library

The activity at the South Lake Campus Library stepped up a notch during the 2001 - 2002 academic year, despite flat enrollment. Walk-in use of the library increased, as did the number of questions posed both in person and by telephone. A record number of 461 students received instruction in the use of library resources, an increase of [see Nora] % of the previous academic year. In addition, Interlibrary Loan activity increased dramatically, accelerated by the self-generated request option in LINCC, the community colleges' consortia catalog. Students had become accustomed to requesting materials from the Leesburg and Sumter LSCC libraries; this past year, they were empowered to seek out and ask for items from any of the more than 70 libraries represented in LINCC.

The Library also added a significant number of titles this year, despite tight budgets. The LSCC Foundation provided a generous gift to enhance the Library's holding in psychology, which resulted in the acquisition of more than 60 new monographs.

Planning began for the expansion of the library space in the spring after most South Lake classes and services moved into the new Higher Education Facility next door. The room next to the Library, which had been the Computer Lab, will be remodeled to afford more stack space for books, as well as a sixteen workstation computerized library instruction classroom. A LSCC/UCF joint-use operations agreement was finalized in February 2002.

The response of the South Lake faculty to the Libraries' instruction initiatives has been very gratifying. Both full-time and adjunct instructors in many disciplines have had their students take advantage of the opportunity, and with the advent of the South Lake Library classroom, the program can expand even further. During times when a class is not scheduled, the room will be an open lab for students to engaged in research and writing to fulfill their academic requirements.

Sumter Campus Library

For the second year in a row, Sumter Campus Library served as the site for three distinct types of activities in the year 2001-2002. The library was open to the public six days a week for a total of 56 hours per week.

The Sumter Campus Library served as a college library for LSCC faculty, staff and students. 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 inter-library loan service was provided on a daily basis. Students and staff at Sumter Campus had access to a wide range of electronic databases containing bibliographic citations and full-text articles in scholarly journals. Approximately \$5000 was expended for the acquisition of curriculum-related, non-fiction books, and nearly \$3000 was expended for subscriptions to current periodicals.

Secondly, Sumter Campus Library served as the site for the college's learning lab exercises and tutoring in the year 2001-2002. These activities included math lab, English lab, and computer lab. The learning lab activities meshed well with the library activities described in the above paragraph. In both cases, the emphasis was on helping students to improve the skills they need in order to do college-level work successfully.

Thirdly, 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 this report:

- The Sumter Campus Library handled the inter-library loan transactions for all of the public libraries in Sumter County. With the opening of the first of a projected two public libraries in the Sumter County part of the Villages, the number of inter-library loan transactions doubled, and this growth is expected to continue.
- The Sumter Campus Library staff continues to issue green Sumter County Public Library System cards to county borrowers. The library user information from these borrowers is entered both in the college library user database and in the county library user database.
- The Sumter County Public Library System now has a countywide automated public access catalog and circulation database. Sumter Campus Library is working on establishing a connection to the Sumter County Public Library System's server so that Sumter Campus library personnel can update records in both the college and the county databases.

The Sumter County Public Library System provided the Sumter Campus Library with Time-Warner RoadRunner connections for six computers provided by Sumter County. LSCC students use these computers for Web access.