

Lake-Sumter Community College Libraries

Annual Report

2005-2006



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Introduction

The 2005-2006 academic year involved much preparation and anticipation as staff readied for a library management system upgrade. No changes were made in the libraries' program responsibilities but library staff participated in extensive training in preparation for the July 2006 release of Aleph version 17, Florida's community college library management software. Staffing remained fairly stable, with turnover in just one librarian position. The libraries' budget provided adequate funding for databases, though the book budget was reduced by 10% from the previous year. However, the 2006 Florida legislative session provided substantial support for Florida community colleges with the allocation of nearly 3 million dollars in statewide funding for online resources, which will provide additional support for the libraries' budget in 2006-2007.

Highlights

- Records for e-books were loaded into the libraries' catalog, resulting in a 256% increase in e-book usage
- 246 library instruction sessions were taught with a total of 304.5 contact hours, a 6% decrease in number of sessions but a 10% increase in instructional contact hours over the previous year
- An Assessment Committee was formed and an assessment plan drafted. A student survey was created and administered using Survey Monkey, an online survey tool.
- Planning began for a joint-use library at the South Lake Campus that will serve LSCC, UCF, the Lake County Library System, and a new magnet high school to be located on that campus.
- The South Lake campus library had a 43% increase in library attendance
- Outreach activities included hosting the Lake County Library System In-Service Day October 2005, several CFLC workshops at the Leesburg campus library and a training session for librarians at the Coleman Federal Correctional Complex at the Sumter campus library.
- Relocation of classes at the Leesburg campus from the LA to M building created challenges for the delivery of classroom technology equipment; a golf cart was acquired to facilitate deliveries.
- A security system was installed to protect several outside doors at the Leesburg Library in November 2005.
- Though LSCC accounts for less than 1% of community college enrollment statewide, 3.3% of statewide database connections were generated by LSCC library users.

Campus Reports

Leesburg Campus

The Leesburg campus library remains the only LSCC library not serving as a formal joint-use facility, although ongoing talks with the Lake County Library System indicate a continued interest in locating county library offices and staff in a joint facility at the LSCC Leesburg campus. The library remains a busy, well-used facility, although a 3% decrease was noted in attendance.

South Lake Campus

The Library continues to serve the needs of the burgeoning student population on the South Lake campus. With class registration now reaching over 1,000 students each semester, the Library has recorded a sizeable jump in both gate attendance and instruction sessions.

There were several new wrinkles in the Library's operation this year. A handful of library classes were conducted on Saturdays, serving newly-minted Education programs. Orientation sessions for three online courses were held at South Lake for the first time, portents of things to come. A new Leisure Reading collection of contemporary light fiction has been put in place for our Reading students. And we were fortunate to have an intern from the University of South Florida's School of Library Science, Regina Seguin, work with us, developing online tutorials to assist students with our subscription databases.

The Library continues to wear other hats as well. We are now into our third full year of placement test administration, and as enrollment rises, a new venue and additional personnel will soon become necessary. The Library Classroom is increasingly busy as an open computer lab, hosting students working on papers and projects. Library staff continue to provide audiovisual and mobile computer equipment for classroom use. The need for additional computer and audiovisual equipment grows, along with pressure to create more 'smart' classrooms. The LSCC Foundation funded one LCD projector this year, which will be ceiling mounted in a classroom in Building 2 to relieve some of the demand for portable units.

LSCC's partnership with the University of Central Florida has resulted in the addition of many volumes to the book collection at South Lake, primarily in support of Education and Sports and Fitness programs. The half-time UCF librarian position was upgraded to full-time by the University, and promises to lend more stability to the staffing situation. A SACS site visit occurred in the spring 2006 as the University underwent its regular accreditation review. Several members of the team came into the Library, and Dr. Cecelia Rivers, UCF's Director for the Western Region, was pleased with their experience here.

While we continue to make the most of present circumstances, hopes and dreams are pinned on the new library scheduled for this campus. The projected 50,000 square foot structure will now serve not only Lake-Sumter programs, University of Central Florida students, and patrons of the Lake County Library System, but the Lake County Schools are now looking at us as a resource for a new magnet high school. Approximately 600 juniors and seniors focusing on careers in the health professions will attend classes at the new facility, and the Library will welcome them as well.

The 2006 - 2007 academic year promises to offer challenges and opportunities at South Lake, and the library will be deeply involved in the next phase of campus development.

Sumter Campus

The Sumter Campus Library remains a joint college-public library that provides reference, information, and inter-library loan (ILL) service to LSCC students and to all residents of Sumter County. LSCC and the Sumter County Library System (SCLS) are partners, contributing the staffing, collection development, and maintenance of the Sumter Campus Library. The SCLS policy extends library service to all residents of the state of Florida.

The Sumter Campus Library is most heavily used during the late fall, winter, and early spring months when college students are busily using the library and the number of community borrowers is augmented considerably by out-of-state visitors who are wintering in Sumter County and who want access to library materials.

In the period from July 1, 2005, to June 30, 2006, the staff members of the Sumter Campus Library processed all of the inter-library loans for all eight of the public libraries in Sumter County. A statistical analysis of the activities of the staff of the Sumter Campus Library shows:

Sumter County Library System Interlibrary Loan	
ILL materials borrowed	916
ILL materials lent	143

At the Sumter Campus, the library staff also provides learning laboratory support. Sumter Campus students come to the library to get assistance in the subject areas of mathematics, English, and computer science. Anatomy and physiology students use the study materials housed in the library.

Sumter Campus Library staff members provide instructional media services to the faculty, staff, and students at the Sumter Campus. Library staff members maintain instructional media, primarily projectors, TVs, VCRs and DVD players, in the individual classrooms and in a separate instructional media room in the library.

Community members

All residents of Sumter County are eligible for a borrower’s card that is valid at all campus libraries of Lake-Sumter Community College. All residents of the state of Florida are eligible to borrow materials at any of the eight libraries in the SCLS area. There are approximately 66, 500 residents in Sumter County. Fifty-two percent of the population falls between the ages of 19 and 64, with 20% aged 18 and younger, and 28% over age 65. Approximately 20% of the residents of Sumter County hold a library borrower’s card at present.

Students

The community college students are predominantly:

- part-time rather than full-time students (70% versus 30%)
- female rather than male students (60% versus 40%)
- students with Caucasian (non-Hispanic) rather than other ethnic and racial backgrounds
- 78% white (Caucasian)
- 10% black (African-American)
- 7.5% Hispanic
- 4.5% unknown ethnicity
- post-high-school students rather than dual enrollment students
- 10% students under 18 years of age

Students at Sumter Campus are exposed to formalized instruction in the use of libraries and library resources in three English classes: composition, literature, and argumentation. Through the use of library modules, the librarian teaches the students how to plan and research their topics and how to document the sources they will use in writing their papers. Students in English classes also come to the library at Sumter for tutoring and assistance with English grammar and punctuation and to have their draft papers revised.

In addition to assisting the students in the English classes, the library staff members at Sumter also help students doing library research for papers assigned in history, psychology and education classes. Moreover, the library staff at Sumter assists students who are doing math and computer course assignments.

Library Staff

Brent Kubasta, the Leesburg campus reference/instruction librarian hired in February 2005, left the College in November 2005. James Cason, former LSCC Media Specialist and part-time library support staff, was hired on April 11, 2006 to fill the position, which includes acquisitions responsibilities.

Professional librarian staffing for the LSCC libraries is adequate, but several support positions are badly needed. An additional position is needed in the Leesburg technical services area to support cataloging for LSCC, Sumter County and UCF library materials. Plans for a joint-use facility at the Clermont campus may include adding Lake County materials to the LSCC catalog, as well. Grant-funded nursing materials will add to the backlog, which remains at approximately 2,000 items. Sumter County material can no longer be added to the catalog until additional assistance is available in cataloging. In lieu of an additional position being funded, Raechel Gump, Library Technician II, has been trained to catalog library materials, although this is not reflected in her current job classification, and students are being used to perform most of the processing activities. Cataloging responsibility is a professional or high level paraprofessional activity and will necessitate a request for a position reclassification.

Goal 1: Revise Library Technician II job description to include cataloging duties, submit a proposal for reclassification of position.

UCF library staffing at the South Lake partnership campus continued to be unstable. John Lamb, the part-time UCF librarian serving at the South Lake campus, resigned his position in November 2005. James Cason was hired for several months as a part-time interim librarian and was replaced by David Griesemer in February 2006. Mr. Griesemer was re-assigned to the partnership library at Valencia Community College in May 2006. As a response to the frequent turnover at the South Lake campus, UCF administration agreed to create a full-time librarian position for the fall 2006 term. In the absence of a UCF librarian, LSCC agreed to staff the joint library for the summer term, using Leesburg staff to provide coverage when needed. Betsy Hoagg and Denise English have been named to the UCF librarian search committee. Hours at the South Lake campus library are limited to 52.5 hours per week, with the library closing at 7:00 pm on week nights and no weekend hours. A full-time UCF librarian will help to cover the existing schedule but will not provide adequate staffing to extend hours. In addition, as planning progresses for a new South Lake campus joint-use library building to serve LSCC, Lake County, UCF, and possibly a magnet high school, the Library Technician position for South Lake needs to be reinstated as soon as financially possible.

Goal 2: In preparation for staffing the new joint-use library at South Lake, request the South Lake Library Technician position be reinstated as soon as financially possible.

The Sumter Campus library is open 56.5 hours per week, and current staffing is as follows:

- A full-time professional librarian (LSCC funds)
- A part-time English tutor (LSCC funds)
- Two part-time library assistants (SCLS funds)
- A part-time math lab assistant (LSCC funds)
- A part-time computer lab assistant (LSCC funds)

The one librarian, Dr. Richard Morrill, doubles as Learning Center coordinator for the Sumter campus. Dr. Morrill also provides reference services and open computer lab support to Sumter County residents as per the partnership agreement with the Sumter County Library System, and processes all of the interlibrary loan requests generated by the Sumter County system libraries. The Sumter County Library System provides \$10,000 per year, which covers hiring student assistants for approximately 29 hours per week. Sumter County has proposed making the Clark Maxwell Library a reference hub for the Sumter County Library System, with Dr. Morrill providing reference services for county libraries who lack adequate reference staff and resources, in exchange for an increase in the funding provided.

Goal 3: Establish a full-time Library Technician position at the Sumter campus with Sumter County Library System funding.

Each campus library provides an open lab or Information Commons, offering a wide range of technology assistance for students, including support for Microsoft Office applications, Banner, LOIS, WebCT, and course-related software. The college has traditionally used student assistants to provide this type of support in open lab settings. This presents many problems, from locating students qualified to provide advanced support, to continuously training those students to interact with students and community users, and scheduling those student assistants during all hours the facilities are open. Librarians and library support staff have been providing most of the technology support in order to provide an adequate level of assistance. At the South Lake and Sumter campuses, where staffing is inadequate, campus librarians are constantly on-call after hours to provide such support. The staff time commitment needed for advanced training in Microsoft Office applications has been particularly challenging due to many other essential library-related professional development activities. In addition, job descriptions for librarians and job descriptions and classification for library support staff need to be revised to address this needed upgrade in training and skills.

Goal 4: Meet with Computer Science and other appropriate faculty to determine a baseline level of support that libraries should provide for Microsoft Office applications and course-related software; determine an appropriate training program for library staff.

R.J. Prigge, Lab and PC Support Technician, was upgraded from a technical support PT2 classification level to a PT3, and his job title changed to Senior Media Specialist. Although this position is responsible for mobile computer equipment college-wide, LCD projectors mounted in all classrooms, the Leesburg Information Commons lab and assisting PC Support with computer support tasks when needed, it is still classified at one level below the PT4 classified PC Support technicians and the nursing technical support position. In order to meet lab management and staff training responsibilities, Mr. Prigge is working on Microsoft Office Specialist certification, the globally recognized standard for desktop skills. Due to the technical support demands of the position, the job description for the Media Specialist II needs to be upgraded to require the equivalent of the Microsoft Office Specialist certification.

Goal 5: Upgrade the job description for the Senior Media Specialist to require proficiency in Office applications equal to the Microsoft Office Specialist certification.

Professional Development

Library staff participated in many committee and professional development activities, as listed below. Each staff member participated in some type of professional development activity.

James Cason, Reference/Instruction Librarian, Leesburg Campus (joined LSCC library staff in April 2006)
CCLA Aleph v. 17 Acquisitions I & II training May 23, 2006

Denise English, Director of Library Services

Committees

- CCLA Executive Committee
- CCLA Advisory Board
- Learning Resources Standing Committee
- LIS 2004 Revision Committee
- LSCC Educational Services Council
- LSCC Technology Planning Committee
- LSCC South Lake Library Facility Planning Committee
- Chair, Distance Education Director Search Committee

Professional Development

- Meeting on Common Ground LSCC Staff Development September 2005
- SOLINET workshop Allocating Space in Your Library to Meet Changing Needs February 15, 2006
- Webcast demonstration of Primo, Ex-Libris' Google-like interface May 15, 2006
- SOLINET workshop Practical Library Assessment: Applying the ACRL Standards for Libraries in Higher Education May 17, 2006
- CCLA Aleph v. 17 Acquisitions I & II training May 23, 2006

David Goff, Cataloging/ILL Librarian

Committees

College Planning Council

Professional Development

LINCC Cataloging workshop July 2005

CFLC ILL Interest Group: Issues with FirstSearch Resource Sharing July 2005

LSCC Staff Training Creating & Delivering Presentations September 2005

LSCC Staff Training How to Say Anything to Anybody at Work September 2005

LINCC Aleph User Group Meeting September 2005, served as moderator for Technical Services discussion

CFLC Cataloging Interest Group: Errors in Records November 2005, served as chair 2003-2005

CFLC Cataloging Interest Group: MARC of Quality, AACR2 revision March 2006

CFLC ILL Interest Group: Stumpers March 2006

CFLC Cataloging Interest Group: Cataloging Photographs and Realia June 2006

LINCC ILL Module training May 2006

LINCC Cataloging in Aleph version 17 May 2006

Raechel Gump, Library Technician II

Committees

Chair, MaP (Managerial & Professional) Forum
President's Council as the MaP Representative
Administrative Council as the MaP Representative
Human Resources Committee as the MaP Representative
Helped start a new club on the Leesburg campus to discuss the science fiction & fantasy genre

Professional Development

CCLA Cataloging I training July 13, 2005
CCLA Cataloging II training July 14, 2005
CFLC workshop A Gentle Introduction to Library IT July 29, 2005
CFLC workshop A Gentle Introduction to Library IT, Part 2 August 19, 2005
SOLINET workshop Fundamentals of Book Repair (2 days) September 15,-16 2005
CFLC workshop A Gentle Introduction to Library IT Part 3 September 23, 2005
SOLINET workshop Introduction to Preservation and Collections Care February 15, 2006
CFLC workshop Book Blitz II (2 days) April 4-5, 2006
CCLA Serials: Review & What's New training May 25, 2006
CCLA Cataloging: Review & What's New training May 31, 2006
Local Holdings Maintenance Basics workshop (Live Online - 4 hours in 2 days) June 9, 2006

Betsy Hoagg, Reference/Instruction Librarian, South Lake Campus

Committees

Teaching and Learning Faculty Handbook Revision Subcommittee
Rules and Procedures, Faculty Rank & Promotion Committee
Faculty Senate Executive Committee
Ad-hoc Faculty Bylaws Committee
Adjunct Appreciation Week South Lake Subcommittee
Proctor for Florida Teacher Certification Testing
Psychology instructor search committee
Ad-hoc committee to evaluate IT tracking software

Presentations

"The Art of Bonsai," Faculty Forum on February 13, 2006

Professional Development

CFLC workshop A Gentle Introduction to Library IT August 2005
Florida Library Association Conference April 2006

Richard Morrill, Reference/Instruction Librarian, Sumter Campus Professional Development

NEFLIN workshop on Digital Archiving August 12, 2005

NEFLIN workshop on Effective School Libraries September 22, 2005

Hosted a regional meeting of the Florida chapter of the American Medical Writers Association at Sumter Campus and presented information about *Web resources for medical writers* October 22, 2005

NEFLIN workshop *Book Blitz I* December 6-9, 2005

Studied for, took and passed the Florida Teacher Certification exam for Middle Grades Math January 21, 2006

NEFLIN workshop on *Cataloging Videorecordings* February 2-3, 2006

Telephone conference with members of the American Medical Writers Association Chapters/Memberships Committee March 22, 2006

Throughout the year, completed Converse College (Spartanburg, South Carolina) distance-learning courses for secondary school teachers:

- MTE-506 Algebra I Refresher for Teachers
- MTE-507 Algebra II Refresher for Teachers
- MTE-502 Pre-Calculus Refresher for Teachers
- MTE-501 Calculus I Refresher for Teachers
- MTE-503 Calculus II Refresher for Teachers

Jeremy Norton, Access Services Librarian Committees

LSCC Web Revision Committee

LSCC Staff & Program Development Committee

LSCC Title III grant proposal concept meeting

Reference/Instruction Librarian Search Committee

Director of Distance Learning Search Committee

LSCC Libraries Assessment Committee

Professional Development

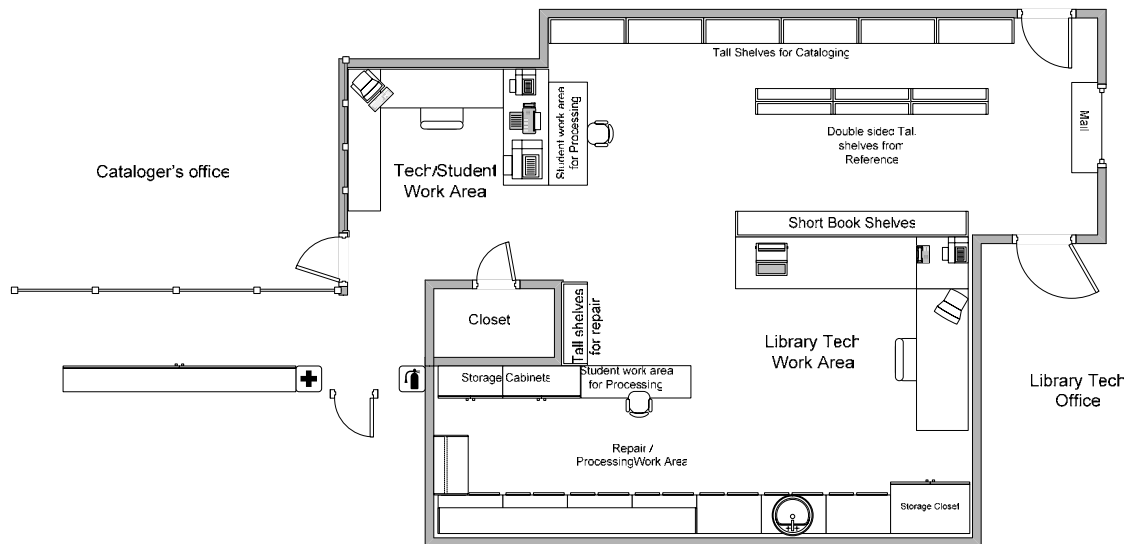
Conference "Digitization of Archival Materials" conducted by the Society of American Archivists in Atlanta May 2006

Library Facilities

Leesburg

An alarm system was installed at the Leesburg campus library to prevent patrons from exiting the lake-side doors, media center doors, and a back entrance in the stack area. An alarm sounds at the service desk if any of the protected doors are opened.

The Technical Services area in the Leesburg library, which houses for cataloging, processing and interlibrary loan services, has very little shelf space on which to store physical materials awaiting cataloging, and is in need of reorganization for better work flow. After discussing workflow issues, the following restructuring plan was developed. Some wiring will need to be moved and shelving will need to be purchased. A proposed layout follows, along with a list of furniture and equipment needed.



Furniture and shelving needed:

- 6 shelving units at \$2400.00
- 2 work desks for student work areas
- 2 office chairs for the student work areas
- 1 table for printers and fax machine

Goal 6: Request \$3,000 in grant funds from the College Foundation to reorganize the Technical Services area for better work flow.

Since some of the furniture may be available from college storage facilities, the total cost is estimated at approximately \$3,000.

South Lake

Planning began for a the construction of a joint-use library at the South Lake campus, to serve LSCC, the Lake County Library System, the University of Central Florida, and a magnet high school planned by the Lake County School System. Five million dollars for construction was received from Lake County and was submitted to the state by the college for an additional five million funding match. UCF is not planning to contribute any capital funding for the project, limiting the size of the facility to approximately 50,000 square feet.

Library Services

Reference Services

Documented questions asked at the libraries' service desks have dropped 13% overall since last year. The addition of the Computer Question category has had an effect on both directional and reference questions. Reference transactions have remained relatively flat since last year. There was a slight drop of 1.25% with desk questions falling the most.

Directional transactions have decreased considerably from the previous fiscal year in both phone and desk transactions. The total decrease was from 12,408 to 9,148, or 26.3%. Interestingly, if looking back to FY 03-04, there has been a net increase of 6.5% with a spike in FY 04-05.

Computer questions were added as a new category of service desk question at the beginning of the fiscal year. This category is defined as "any directional question involving the software or hardware function of a computer not associated with library information resources." The new statistic is included in this year's report and aims to track computer lab functions. Due to frequent service desk staffing with students at Sumter and South Lake, the recorded totals may be lower than actual numbers. Despite frequent reminders, students often are remiss in recording transactions.

Reference & Directional Transactions 2005-2006				
Reference	Leesburg	Sumter	South Lake	Total
Desk	1,797	4,741	1,854	8,392
Phone	297	1,076	537	1,910
Computer Questions	1,142	1,314	575	3,031
Total Reference	3,236	7,131	2,966	13,333
Directional				
Directional	Leesburg	Sumter	South Lake	Total
Desk	2,942	642	2,991	6,575
Phone	1,090	387	1,096	2,573
Total Directional	4,032	1,029	4,087	9,148

Circulation Services

Materials circulation had an overall increase of 12.5%. Book circulation has increased 9.5% since last year overall, but demonstrates a shift in patron preference for e-books, which were added to the library catalog in October 2005, with click-through capability from

the catalog to the full text of the e-book. Due to the addition of approximately 45,000 e-book records, print book circulation dropped 23% since the previous year and e-book circulation increased an amazing 356%. As more e-books are selected and their linked records loaded into the catalog, circulation of electronic books are expected to rise.

Other materials have seen a collective increase of about 14% with microfilm and fiche becoming irrelevant in the face of electronic access. In fact, some of these materials, including retrospective issues of the New York Times, have been completely replaced with an electronic version for easier access and remote retrieval.

Materials Circulation 2005-	Lees- burg	Sumter	South Lake	Total
Print Books	4,785	1,181	760	6,726
E-Books				4,203
Total Books				10,929
LSCC Reserves	430	0	497	927
Government Documents	77			77
Print Periodicals	4,604	0	0	4604
Microfilm	23			23
Microfiche	1			1
Software (CD-Rom and Computer)	84	0	0	84
Audio Visual (Video, Audio, and Slides)	332	5	84	421
TV Course Tapes	72	0	64	136
Total Materials Circulation	10,408	1,186	1,405	17,202

Copy/Print Services

Each library continues to offer black and white photocopy services utilizing leased photocopy machines and print services utilizing black and white laser printers. The cost of Black and white copies remains 10 cents per copy and color prints are available at 40 cents per copy.

Cataloging & Processing Services

Cataloging

This is the second full year in the new Aleph Library Management System (LMS). The major milestone was the addition of the NetLibrary collection of e-books to the LINCC catalog. This was an initial collection of almost 46,000 titles with an added collection of 39 nursing

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titles in the spring, bringing the e-book collection to 46,015 items. This e-book collection now comprises 40% of the titles in the library collection of 113,009 titles.

The Leesburg campus had a net increase of 532 titles; at South Lake, a net increase of 847 titles and at Sumter, a net increase of 222 titles for a total of 1601 titles added. The new e-book collection of 46,015 titles simply overwhelms the other additions.

Titles Held by Campus as of June 30, 2006					
Year	Leesburg	South Lake	Sumter	E-Books	Total titles
2004	55,315	2,930	6,420	0	64,665
2005	54,752	3,594	7,047	0	65,393
2006	55,284	4,441	7,269	46,015	113,009

Authority work

Each heading for personal and corporate names, for subject headings, and for uniform titles needs to be verified against the existing Authority headings database maintained in LINCC. When new headings are found (with no corresponding authority heading) a match is located in the Library of Congress authority records and imported into the LINCC Authority file. We have only been tracking the addition of authority headings into LINCC for the past two years. In the prior library management system, the Library of Congress Authority database was incorporated into the cataloging module and adding headings was much less labor intensive. As such we were not accumulating statistics to see how much work we were doing in this area. We currently have to search the LC authority file on OCLC and import records from there.

Authority Files By Year 2004-2006										
	Additions					Deletions				
	Per-sonal	Corp	Sub-ject	Title	Total	Per-sonal	Corp	Sub-ject	Title	Total
2004-2005	1,019	122	183	142	1,466	12	4	32	4	52
2005-2006	1,508	96	131	128	1,863	7	5	5	5	22
Total	2,527	218	314	270	3,329	19	9	37	9	74
Average	1,264	109	157	135	1,665	10	5	19	5	37

Shelving and library materials were purchased with grant funds for the early childhood education curriculum lab, although no materials have yet been cataloged. The EPI director has approved a plan to train the EPI support technician to catalog curriculum materials.

Goal 7: Train the EPI support technician to catalog materials for the curriculum lab.

Media Services

Major accomplishments are listed below:

- Purchased new security computer cart after a sharp LCD projector was stolen from LA building
- 2 new title III media carts were purchased by Title III for use in the M building during spring and summer semesters.
- Relocated additional equipment to M building in order to fill equipment requests due to heavy volume.
- The lecture hall was fitted with a multimedia console using Creston Technology.
- DeepFreeze has been installed on all computers in the library lab and information commons.
- New keyboards with USB ports were installed on all computers in the information commons.
- A golf cart was provided by facilities to expedite media deliveries at the Leesburg campus.
- The Media & PC Lab Technician title was changed to Senior Media Specialist and the job level has been moved up a step to a PT3.
- Additional responsibilities have been added to the position – projectors and mounted equipment campus wide.
- Senior Media Specialist now attends IT staff meetings monthly.
- Wireless Internet was installed in the Leesburg Library and is available to the public as well as students, faculty and staff.
- Received \$15,000 in Foundation grant funds to purchase 2 laptops, 2 LCD projectors, and 2 flat panel monitor for computers carts.

Setups and Checkouts 2005-2006	
Presentation Set-Ups	912
Equipment Check-outs	26
Off Campus Check-outs	24
Total	962

Equipment setups have increased a staggering 300%, from 329 in 2004-2005 to 912. This is an indication that more faculty and staff are using technology and increasing the need for computer equipment in the classroom. Classrooms at the South Lake campus are in particular need of permanently mounted equipment. This will eliminate the need for portable carts shuttling around the campus, keep equipment more secure, and allow faculty some consistency in their classroom use.

Goal 8: Request permanent computer and projection equipment for South Lake classrooms as soon as funding can be made available.

Production		
	2004-2005	2005-2006
Sign Production/Graphics	241	286
Lamination	241	772
Scanning	0	18
Transparencies	50	45
Color Printing (Faculty/Staff)	N/A	925
Name Tags	7	91
VHS Dub	40	39
CD Dub		135
DVD Dub		0
Audio Dub		0
Other/Misc.	35	291
Total		2602

Library Instruction

In Summer 2005, librarians revised the information literacy program criteria and many of the instructional handouts. Several new databases were added and librarians prepared to teach them. James Cason completed a supervised fieldwork project for LSCC as part of his master's degree program at USF. He created two tutorials explaining how to access and conduct a basic search in the two most-used databases, Academic Search Premier and Literature Resource Center.

The Reference/Instruction Librarians at all three campuses taught a total of 177 classes and 246 sessions. The sessions decreased by 26 from the 272 sessions taught last fiscal year. In 2005-2006, the librarians reached 3007 students, a decrease of 11 students from last year's total of 3018 (see chart below).

Library Instruction	Totals
Total # of Classes	177
Total # of Sessions	246
Headcount (all classes)	3007

Due to the volume of sessions taught each year, the five librarians normally divide teaching duties. John Lamb, part-time librarian for UCF at the South Lake campus, taught one session for UCF students, but left LSCC in September. James Cason worked part-time for UCF at the South Lake Campus in the Fall and Spring and taught one UCF session. Denise English, Director of Library Services taught LIS 2004 Introduction to Internet Research online in the Fall and Spring terms. This course, not reflected in the table below, is delivered via WebCT.

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Librarian	Number of Sessions				Totals
	Summer B 2005	Fall 2005	Spring 2006	Summer A 2006	
Betsy	5	35	33	10	83
Brent	0	30	0	0	30
James	0	1	0	2	3
Jeremy	0	13	29	4	46
John (UCF)	0	1	0	0	1
Nora	0	24	24	4	52
Richard	2	14	14	1	31
Totals	7	118	100	21	246

Even though the total number of sessions decreased for the year, the length of the classes increased. The librarians at all three campuses spent 304.5 hours teaching. This increased from 276 contact hours in 2004-2005. The table below details each librarian's contact hours.

Librarians	Contact Hours				Totals
	Summer B 2005	Fall 2005	Spring 2006	Summer A 2006	
Betsy	3.9	42.9	34.6	9.9	91.3
Brent	0	40	0	0	40
David	0	0	0	0	0
James	0	1.8	0	5.4	7.2
Jeremy	0	19	37.1	6	62.1
John	0	1.8	0	0	1.8
Nora	0	36.4	30.7	3.6	70.7
Richard	2.4	14	14	1	31.4
Totals	6.3	155.9	116.4	25.9	304.5

Library Resources

Acquisitions/Collection Development

Due to staffing issues, not much acquisitions activity for book or audiovisual collections occurred until late in the year. The library director assisted with book selection in the spring of 2006. James Cason began as the new acquisitions librarian in April 2006 and was able to assist in judiciously spending the remainder of library book funds. Nursing grant funds were made available and about \$15,000 was spent on library books and online resources.

As in previous years, online resources were selected as often as possible to provide access to students at all campuses and in remote locations. Faculty were recruited whenever possible to make selections of book and audiovisual material. Audiovisual materials were selected by faculty in English, Religion, and Theater. The former acquisitions librarian did not request membership on the Curriculum Committee and was not appointed. The current acquisitions librarian should serve on that committee in order to ensure adequate library resources are acquired to support new programs and courses.

No weeding was performed due to staff turnover and the five month hiatus in hiring an acquisitions librarian.

Government Documents Collection

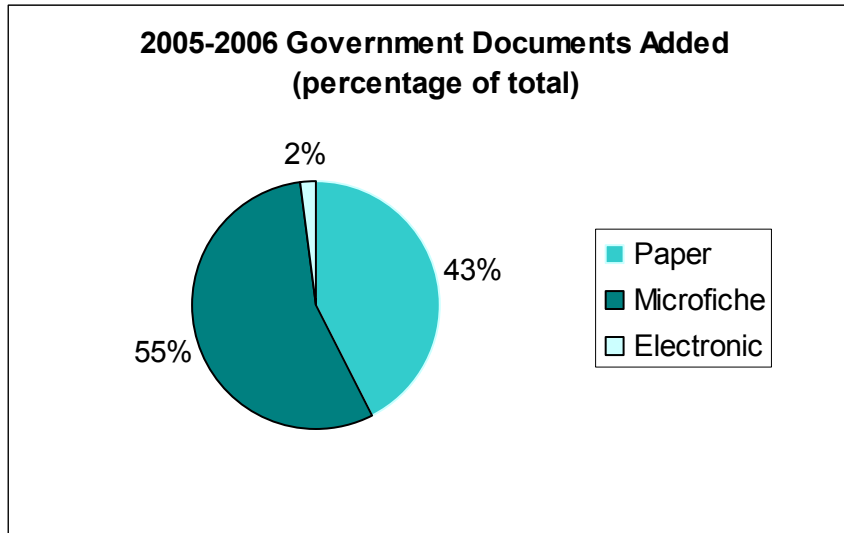
Nora Rackley, Reference/Instruction Librarian, continues to have Government Documents responsibilities. In the 2005-2006 fiscal year, 1413 government documents were added and 1975 documents were withdrawn from the collection. During the year, various weeding and withdrawal projects were carried out.

Phillip Suttkus, student assistant, weeded CD-ROMs and continued to assist with the weeding of paper documents. He also completed the final draft of a comprehensive procedures manual in December 2005. The manual was revised to accommodate new ALEPH procedures. Some of the procedures may require changes due to the evolution of the Federal Depository Library Program.

Phillip Suttkus accepted a job with the Educator Preparation Institute (EPI) at the end of Fall 2005 but trained another student assistant, Kelly Wells, to take his place. In April 2006, R.J. Prigge, Media Specialist, was trained to withdraw documents that were approved by the regional library (University of Florida) for discarding.

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

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Government Documents Added					
Added	Paper by piece	Microfiche by piece	Electronic Products	Video	Totals
July	31	78	0	0	109
August	66	88	3	0	157
September	51	42	2	0	95
October	40	72	4	0	116
November	76	40	1	0	117
December	29	70	0	0	99
January	60	85	0	0	145
February	71	56	2	0	129
March	28	103	13	0	144
April	86	56	2	0	144
May	17	66	1	0	84
June	46	28	0	0	74
Totals	601	784	28	0	1413

Archives Collection

Jeremy Norton, Access Services Librarian, along with Betsy Hoagg, South Lake campus librarian, took on the challenge of creating a draft Archives Policy for submittal to the College Cabinet. They developed a proposal for a College Foundation grant and \$3500 was awarded for the purchase of a computer, scanner, external hard drive and preservation supplies. The next phase of the plan is to submit the policy draft along with a proposal for the digitization of the college's archival materials to the College Cabinet. The proposal includes the following steps:

1. The Archives Policy must be adopted and implemented. The Policy outlines the participation of key constituents throughout the College. Those in positions of creating and disseminating information on behalf of the College will be playing an active role in building and maintaining the collections in the Archives. Staff will be required to receive, process, house, and provide access to these records. A concerted effort must be made to make this process as seamless and efficient as possible, so that important sectors are not overlooked.
2. Proper facilities are essential for the housing of the LSCC Archives. This will include the allocation and enclosure of a portion of the Leesburg Campus Library for this purpose. The space must be secure, environmentally stable, and user friendly.
3. Once the physical and procedural steps have been taken, guidelines for ongoing transfer of materials must be maintained.
4. A College Archivist should be appointed.

Goal 9: Submit Archives Policy draft and Proposal for the Creation of the LSCC College Archives to the College Cabinet for approval; if approved, carry out the first phase of the plan, to implement the collection of archives materials.

Access

Following a tumultuous year of change in 2004-2005, the 2005-2006 year was one of progress for access services, characterized by a relatively consistent staff and permanent duties in circulation and reference. This stability has resulted in some sense of normalcy and the addition of new services and projects.

The Aleph circulation system remained consistent through 2005-2006 and is scheduled to be upgraded to version 17 in late July 2006. Policies and procedures relating to circulation have remained unchanged since last year; however these will be upgraded before fall semester commences to adjust to the upgrade. Potential changes will include patron registration and lost book procedures.

Service Desk coverage at the Leesburg campus has been less of an issue since last year as the staff has remained relatively constant. All library staff members have contributed to reference and circulation services over the past year. James Cason came on board in late spring to fill the Acquisitions Librarian position and was able to contribute immediately at the Service Desk due to his prior experience. Jeremy Norton and Nora Rackley exchanged some library duties. Norton is now responsible for scheduling staff at the Service Desk and Rackley now updates the *What's New* webpage and Leesburg library displays. A full staff at Leesburg also allows more efficient coverage at the South Lake and Sumter campus libraries when necessary.

While basic services and procedures have remained constant, there has been an increasing shift towards the use of electronic resources by library patrons. LSCC libraries have responded to this shift by adjusting offerings and services online in step with, and occasionally contrary to, the advances made by the College Center for Library Automation (CCLA). In seeking to provide the best possible service, the libraries have embraced several new developments.

One new development is the availability of e-books via the LINCC Catalog. This allows patrons to access more than 45,000 full-text electronic books linked directly from the catalog record. CCLA has proposed to load additional e-book databases into the catalog, including the Greenwood Digital Collection and the Gale Virtual Reference Library. The Lake-Sumter library staff has lobbied CCLA to include other collections including the Oxford Premium reference collection and xReferPlus. The inclusion of additional e-Book databases in the OPAC will ensure their increased use.

A new Database Quick Links feature allows patrons on any of the LSCC campuses to access the most used databases directly without logging in using CCLA's authentication process (library barcode number and PIN). Only a select few community college libraries in the state have this capability. This new feature on the library's website will be used for library instruction sessions as well as quick access to valuable research databases for students and members of the public. In addition to the resolution of on-site database authentication, the Database Quick Links page includes online tutorials for the databases presented. James Cason began development of these unique resources in his library school fieldwork with the specialized software Captivate and they are being expanded by Regina Seguin, our current fieldworker from the University of South Florida.

Another development in electronic research offerings over the past year has been the connection of two of the library's subscription services, Serials Solutions and UlrichsWeb. Serials Solutions is an electronic journal resource that allows patrons to find which databases contain specific journal titles as well as connecting them to these e-journals without the using the inferior CCLA-provided ExLibris MetaLib product, which connects to the re-

quested article only about 40% of the time. This service is neither available nor supported by CCLA at the present time so its development and implementation has been accomplished by the library staff alone. UlrichsWeb is the online version of the essential, comprehensive *Ulrich's Periodicals Directory*. These two resources have been integrated through the E-Journal Finder feature on the library's website. Detailed descriptions and publication information from UlrichsWeb are now displayed along side e-journal access information. This service is already being used in several English courses with much success. This important research tool is not available in any other Florida community college.

Attendance/Registration

Attendance at the library measured by door counts has increased overall from 132,748 last year to 147,746 this year; an increase of over 11%. While Leesburg remained relatively flat (a 3% drop) the Sumter and South Lake libraries had substantial increases. The South Lake campus alone saw a spike of 43% since last year. The Leesburg Library Classroom/Lab had an 8% increase in usage and there was a 13% increase in Community patrons registered.

Attendance & Registration	Leesburg	Sumter	S. Lake	Total
Attendance	86,335	9,369	52,042	147,746
Leesburg Library Lab Usage	2,042			2,042
Community Patrons Registered	49	99	8	156

Web Site

The database pages on the libraries' web site were completely revised, and a new subject directory created for online resources. A Database Quick Links page was added, featuring on-campus IP authenticated database access. Access has heretofore utilized referring URL via CCLA and required in-house patrons to login with a library card number. Since the library site has not undergone major revision in several years and a new template for the college web site was released in June 2006, a complete revision is needed for the library web site.

Goal 10: Form an ad-hoc library web committee comprised of library staff , faculty and staff representatives, then plan and revise the libraries' web site.

Access to Online Resources

The following tables represent database usage. In the past, the only statistic reported was database connections. This data represents connections by LSCC library patrons to specific

database titles once they have logged in. While this is a good comparison of how often each title is chosen, it does not represent what or how many materials were obtained from the electronic resource. Furthermore, the interconnectivity of databases from the same vendor has made this method antiquated. In addition, when using the Serials Solutions, SFX, MetaLib, or Database Quick Links search tools, users do not have to go through the "connection" process. These factors have made the vendor statistics, which count searches, more representative of actual use. Nonetheless, both sets of statistics have been included with past available years listed for comparison purposes.

However, when viewing both connections and searches, it is evident that these electronic resources received much more use over the past year. Overall, database connections have risen from 30,383 in FY 04-05 to 43,329 this year; an increase of over 42%. Vendor supplied statistics show an increase of about 20%. The largest and most popular databases (those included on the Database Quick Links page) have had marked increases in use since last year, for example Academic Search Premier retrievals increased 70% and InfoTrac OneFile rose over 60%.

Database usage is fairly high at LSCC, accounting for 43,329 database connections out of 1,285,651 connections generated by community college library users statewide. Though LSCC accounts for less than 1% of community college enrollment statewide, 3.4% of statewide database connections were generated by LSCC library users.

In FY 05-06, the libraries added the following electronic resources:

- CINAHL Plus Full Text (nursing periodicals)
- The Cochrane Digital Collection (nursing books and reports)
- UlrichsWeb Periodicals Directory
- Historical Newspapers (New York Times, Washington Post, Wall Street Journal).

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Database Connections	2003-2004	2004-2005	2005-2006
Academic ASAP (cancelled June 04)	1,049		
Academic Search Premier	8,461	5,835	8,936
Agricola via FirstSearch (OCLC)		74	42
Alternative Press Index via FirstSearch (OCLC)		71	22
American Humanities Index (cancelled June 05)	109	211	
Applied Science & Technology Full Text	85	140	103
Art Full Text	33	100	168
ArticleFirst via FirstSearch (OCLC)		109	265
Arts and Humanities Search via FirstSearch (OCLC)		83	77
Arts and Sciences I (now included in JSTOR)	18		
ARTStor		140	199
BasicBIOSIS via FirstSearch (OCLC)		13	16
Biography Index	60	146	101
Biography Resource Center	130	135	19
Biological & Agricultural Index Plus	42	39	64
Biology Digest via FirstSearch (OCLC)		25	9
Book Review Digest Plus	174	235	238
Books in Print via FirstSearch (OCLC)		56	106
Business & Industry	53	87	
Business Dateline via FirstSearch (OCLC)		14	37
Business Organizations, Agencies and Public. (OCLC)		37	18
Business Source Elite	210	504	550
CINAHL Plus Full Text			6
CINAHL with Headings	130	270	1
Clase and Periodica via FirstSearch (OCLC)		11	6
Clinical Pharmacology			76
Clinical Reference Systems			9
Communication & Mass Media Complete	45	64	42
Computer Database	35	83	146
Consumers Index via FirstSearch (OCLC)		4	18
Contemporary Women's Issues	38	78	140
CQ Researcher	1,316	776	954
Criminal Justice Periodicals Index	228	106	145
Custom Newspapers	567	200	544
Digital Collection			148
Dissertation Abstracts via FirstSearch (OCLC)		44	39
EconLit via FirstSearch (OCLC)		20	52
Education Full Text	719	1,485	1,002
Electronic Collections via FirstSearch (OCLC)		44	34
Encyclopædia Britannica	507	239	179
ERIC via FirstSearch (OCLC)		176	130
Essay & General Literature Index	140	242	440
Expanded Academic	397	598	527
FactSearch via FirstSearch (OCLC)		94	69
FirstSearch* (OCLC)	2,362	363	21
Funk & Wagnalls Encyclopedia	13	60	37
Gale Virtual Reference Library		4	231

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Database Connections (cont.)	2003-2004	2004-2005	2005-2006
General BusinessFile	13	69	286
General Reference Center Gold	39	102	132
General Science Full Text	31	75	85
GEOBASE via FirstSearch (OCLC)		11	6
GPO via FirstSearch (OCLC)		23	23
Health & Wellness Resource Center	926	811	674
Health & Wellness Resource Center	926	811	674
Health Reference Center Academic			20
Health Source: Consumer Edition	106	351	258
Health Source: Nursing/Academic Edition	217	484	409
History Reference Center		25	412
Hoovers Premium			508
Humanities Full Text	169	175	182
Humanities International Index			168
Informe Revistas en Espanol	6	3	8
InfoTrac Junior Edition	15	18	27
InfoTrac Kids	8	229	73
InfoTrac OneFile	149	1,680	2,837
InfoTrac Professional Edition	109	690	593
InfoTrac Student Edition	66	137	122
Issues and Controversies	227	411	565
JSTOR	1,274	947	1,266
Language and Literature (now included in JSTOR)	46		
Legal Periodicals	29	65	94
Library Literature & Information Science Full	97	218	123
Literature Resource Center	2,800	3,173	4,209
MagillOnLiterature	4		
MagillOnLiterature Plus	440	924	1,185
MAS Ultra School Edition	44	26	55
MDX Health Digest via FirstSearch (OCLC)		27	
MEDLINE via FirstSearch (OCLC)		160	206
Military & Government Collection	202	98	110
NetLibrary eBooks	2,066	1,105	1,376
New York Times (historical)			146
NewsBank	714	1,410	1,689
Newspaper Abstracts via FirstSearch (OCLC)		64	53
OCLC UnionLists of Periodicals via FirstSearch		16	
Omnifile Full Text Mega	176	157	291
Opac eBooks		13	2,827
Opposing Viewpoints Resource Center		162	1,570
Original Sources	15	62	28
Orlando Sentinel	712	673	539
Oxford English Dictionary			90
Oxford Reference Online Premium			177
PAIS International via FirstSearch (OCLC)		8	2
PapersFirst via FirstSearch (OCLC)		59	
Primary Search	132	146	84
ProceedingsFirst via FirstSearch (OCLC)		3	14
PsycArticles	1,591	748	751

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Database Connections (cont.)	2003-2004	2004-2005	2005-2006
PsycFIRST via FirstSearch (OCLC)		182	138
Readers' Guide Full Text	91	47	219
Regional Business News	29	31	24
SIRS Researcher	104	97	158
Social Sciences Full Text	82	179	154
SocINDEX with Full Text		8	227
Testing & Education Resource Center		14	187
TOPICsearch		12	104
Ulrichsweb			390
Wall Street Journal (historical)			57
Washington Post			21
What Do I Read Next?	28	239	130
Wilson Business Full Text	45	153	238
Wilson Science Complete	43	76	192
World Almanac via FirstSearch (OCLC)		20	12
World History Collection		12	238
WorldCat via FirstSearch (OCLC)		473	227
xreferplus	949	267	91
Total Database Connections	30,715	30,383	43,329

The following table provides data on database searches by vendor for 79 databases currently available. Data that is not available from CCLA nor from the vendor is not listed and the total number of searches provided in the table below is incomplete. Statistical data on searches is currently unavailable for the following databases:

ARTStor
 CQ Researcher
 Encyclopaedia Britannica
 History Reference Center
 Hoovers Premium
 Issues and Controversies
 JSTOR
 Historical Newspapers (New York Times, Wall Street Journal and Washington Post)
 NewsBank
 Original Sources
 Orlando Sentinel
 Oxford English Dictionary
 Oxford Reference Online Premium
 PsycArticles
 SIRS Researcher
 SocINDEX with Full Text
 Testing & Education Resource Center
 TOPICsearch

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Database Searches by Vendor				
Vendor	Database	2004- 2005	2005- 2006	
Ebsco	Academic Search Premier	31,332	53,300	
	American Humanities Index	170	172	
	Business Source Elite	8,375	4,633	
	CINAHL (cancelled July 2005)	541	—	
	Clinical Pharmacology	—	62	
	Communication & Mass Media	255	100	
	EBSCO Animals	6	2	
	Funk & Wagnall's Encyclopedia	110	95	
	Health Source—Consumer	1,464	1,470	
	Health Source—Nursing	1,935	1,884	
	MagillOnLiterature Plus	2,924	4,372	
	MAS Ultra	179	219	
	Military & Government Collection	786	494	
	Primary Search	187	259	
	Regional Business News	357	218	
	FirstSearch	Agricola	60	27
		Arts & Humanities Search	116	78
AltPressindex		88	32	
ArticleFirst		333	624	
Arts & Humanities		1	0	
Basic Biosis		20	19	
Biology Digest		27	24	
Books in Print		127	154	
Business Dateline		47	29	
Business Organizations		24	11	

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Vendor	Database	2004-	2005-
FirstSearch	Clase & Periodica	7	15
	Consumers Index	9	6
	Dissertations Abstracts	111	66
	Ebooks	20	19
	ECO (Electronic Collections)	203	125
	Econlit	14	49
	ERIC	373	246
	FactSearch	139	114
	GC Florida	72	4
	GEOBASE	21	13
	GPO	9	26
	Medline	338	348
	Newspaper Abstracts	88	91
	PAIS International	11	1
	PapersFirst	64	7
	ProceedingsFirst	11	17
	PsycFirst	467	211
	UnionL Lists	21	0
	World Almanac	48	52
	WorldCat	2,309	853
Gale	Business Index ASAP	96	220
	Computer Database	674	2,196
	Custom Newspapers	3,403	9,382
	Expanded Academic ASAP	23,903	14,507
	Gale Biography Resource Center	1,603	535
	Gale Virtual Reference Library	100	2,954

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Vendor	Database	2004-2005	2005-2006
Gale	General BusinessFile ASAP	264	2,783
	General Reference Center	18,357	10,083
	Health & Wellness Resource Center	8,970	7,810
	Health Reference Center	77	1,406
	Informe	5	26
	InfoTrac OneFile	33,352	53,567
	Junior Edition	57	1,218
	Kid's Edition	3,292	852
	Kid's InfoBits	101	—
	Literature Resource Center	59,176	64,815
	Opposing Viewpoints	1,724	31,529
	Professional Collection (Education journals)	3,934	10,016
	Science Resource Center	73	—
	Student Edition	763	1,785
	What Do I Read Next?	2,261	418
ProQuest	Criminal Justice	1,199	2,353
	Historical Newspapers (New York Times)	—	812
	Historical Newspapers (Wall St. Journal)	—	221
	Historical Newspapers (Washington Post)	—	152
Wilson	Applied Science FT	1,985	4,002
	Art FT	500	2,110
	Biograhpy Index	1,574	1,172
	Biological & Agricultural Index	1,022	2,581
	Book Review Digest	2,582	2,310

Vendor	Database	2004-2005	2005-2006
Wilson	Education FT	50,445	31,668
	Essay & General Literature	2,522	4,869
	General Science Abstracts FT	3,543	3,101
	Humanities Abstracts FT	4,150	3,594
	Index to Legal Periodicals FT	1,613	1,315
	Library Literature FT	2,550	1,403
	OmniFile FT Mega	7,882	9,972
	Reader's Guide Abstracts FT	714	4,069
	Social Sciences Abstracts FT	4,930	2,070
	Wilson Business Abstracts FT	4,438	4,313
	Totals	307,688	368,370

Resource Sharing/Interlibrary Loan

Late in the academic year, CCLA implemented a new web based Interlibrary Loan (ILL) module, which restores the statewide request feature previously available in the former library management system. In June 2006 LSCC began borrowing and lending in the new ILL module. So far it is working well.

Borrowing

It is hoped the restoration of the request feature may reverse the decline in the number of borrowing requests by our students. We reached a peak in borrowing in 2002-2003, the only full year of the former request system, with 541 requests. Without the LINCC request capability, numbers dropped to 345 in 2004-2005 and in 2005-2006 continued to decrease to 179, a decline of 48%. This pattern of borrowing follows the decline noted in circulation statistics.

In addition to the loss of the request capability, the loading of the e-book collection into the catalog may have aided in the decline in returnable requests. Many recently-published e-books are now available in subject areas in which we had little or dated material. The non-returnable decline may be due to the addition of more online full-text databases. Each year the libraries continue to select and add online databases with more full-text articles. The immediate access to online material has reduced the need for physical resource sharing and provides more timely service to students and faculty.

Interlibrary Loans by Returnables & Non-returnables								
	Borrowing				Lending			
Year	Return-able	Non-Return-able	Unfilled	Total	Return-able	Non-Return-able	Unfilled	Total
2000-2001	234	81	27	342	388	79	87	554
2001-2002	301	103	2	406	477	94	35	606
2002-2003	460	71	10	541	615	70	170	855
2003-2004	379	59	25	463	451	52	147	650
2004-2005	278	32	35	345	347	28	211	586
2005-2006	147	16	16	179	311	17	236	564

Lending

We reached a peak in lending during the period when the former LINCC request system was activated for the full year. Total lending requests surged from 606 during the partial year to 855 during the full year of LINCC request before dropping to 650 in the following year with only six months of LINCC request. In 2004-2005 lending continued to drop to 586 requests followed by 564 in 2005-2006. This represents a decline of about 4%.

The increasingly large number of unfilled lending requests is due, in part, to requests from other institutions for our e-book collection. Since the e-book collection was added to OCLC, unfilled requests jumped from 35 to 170 and have risen to over 200 request in each of the last two years. E-books now comprise 42% of the collection. These items cannot be loaned as they have no physical presence and are covered by a legal contract for use by LSCC library patrons only.

Most borrowing continues to be by students. Even though the numbers of loans have declined the percentages remain about the same with students requesting three out of every four loans.

Interlibrary Loans By Faculty, Staff & Students								
	Number of Loans				Percentage			
Year	Faculty	Staff	Stu- dents	Total	Faculty	Staff	Stu- dents	Total
2001-2002	105	3	271	379	28%	1%	72%	100%
2002-2003	134	14	326	474	28%	3%	69%	100%
2003-2004	103	8	322	433	24%	2%	74%	100%
2004-2005	61	24	228	313	19%	8%	73%	100%
2005-2006	35	6	137	178	20%	3%	77%	100%

As the following table depicts, Leesburg continues to be the major borrowing group among the three campuses for Resource Sharing accounting for over 70%. South Lake follows with 23% and Sumter trails with only 6% of borrowing.

Interlibrary Loans by Campus								
	Number of Loans				Percentage			
Year	Lees- burg	S. Lake	Sumter	Total	Lees- burg	S. Lake	Sumter	Total
2001-2002	256	71	52	379	68%	19%	14%	100%
2002-2003	244	115	113	472	52%	24%	24%	100%
2003-2004	311	83	39	433	72%	19%	9%	100%
2004-2005	228	33	52	313	73%	11%	17%	100%
2005-2006	125	41	10	176	71%	23%	6%	100%

Outreach & Cooperation

In the past year, the libraries have conducted several types of outreach to patrons. During Random Acts of Kindness Week, printing was free for all patrons. Free printing cards (10 prints per patron) were distributed on both Halloween and Valentines Day. A Halloween event was held at which library staff appeared in costume and snacks were provided for students. New student packets included an insert featuring library services available to them. The library survey was also highly marketed with flyers and faculty handouts.

During fall convocation week, the Leesburg library hosted the annual meeting of librarians and English faculty. Library staff provided lunch and a review of new library databases.



Halloween event at Leesburg Library

LSCC libraries maintained formal cooperative agreements, without any changes, with the Sumter County Library System and with the University of Central Florida. Planning began for a new joint-use library at the South Lake Campus, with the Lake County Library System, UCF, and the Lake County Schools as possible partners. Reciprocal borrowing agreements remain in place with Lake County, Sumter County, and public community colleges and universities statewide.

LSCC hosted the Lake County Library System's in-service training session on October 10, 2005, a SOLINET workshop *Allocating Space in Your Library to Meet Changing Needs*, co-sponsored with Lake County and CFLC on February 15, 2005, and hosted training and a print management demonstration for Lake County libraries on June 6 and 7, 2006.

Denise English and Richard Morrill hosted and delivered a training session for Coleman prison librarians at the Sumter campus library on May 10, 2006.

Administration

No changes have been noted in administrative structure. LSCC libraries are administered by the Director of Library Services, who reports to the Vice President of Academic Services.

Budget

Library budgets remained stable, with a total of \$45,000 allocated for books and \$78,000 allocated for subscriptions. Subscription expenditures included all electronic library resources, including e-books. Library expenditures, including salaries and benefits totaled \$547,154.53.

Subscriptions Expenditures 2003-2006			
CCLA Group Purchase of Online Databases			
	2003-2004	2004-2005	2005-2006
Academic Library Collection (NewsBank)		3,780.00	3,893.00
Academic Search Premier/Business Source (EBSCO)	2,185.00	2,404.00	2,601.00
Biography Resource Center (Gale)	860.00	cancelled	
Business & Industry (Gale)	589.00	cancelled	
Contemporary Women's Issues (Gale)	227.00	232.00	cancelled
CQ Researcher (CQ Press)		623.00	654.00
Criminal Justice Periodicals (ProQuest)	388.00	407.00	310.00
Custom Newspapers (Gale)	388.00	396.00	396.00
FirstSearch (OCLC)	2,158.00	909.00	State Lib
Greenwood E-books			684.00
Health & Wellness Resource Center (Gale)	1,332.00	1,358.00	1,358.00
Health Source: Nursing/Academic & Consumer		474.00	1,256.00
Historical NYT, WSJ, Washington Post (Proquest)			4,931.00
Issues & Controversies (Facts On File)	219.00	230.00	392.00
Literature Resource Center (Gale)	1,746.00	1,781.00	1,781.00
MagillOnLiterature Plus (EBSCO)		1,260.00	1,323.00
SIRS Researcher (SIRS)	310.00	278.00	292.00
XreferPlus 100 (Sept-Dec 2005, Jan-Aug direct)		425.00	1,275.00
Wilson Bundle	2,822.00	2,963.00	3,111.00
Total	\$13,224.00	\$17,520.00	\$24,257.00

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LSCC-Negotiated Subscription Expenditures 2003-2006			
LSCC Direct Purchases (Online & Print)	2003-2004	2004-2005	2005-2006
ARTStor	1,200.00	960.00	1,200.00
Auto-Graphics	650.00	650.00	cancelled
Daily Commercial (print)	104.00	110.16	119.67
Daily Sun (print)	43.00	43.00	44.86
EBSCO (History Ref, Literature Ref Ctr)			6,645.00
EBSCO (History Ref, Wld Hist, SocIndex, TopicS)		7,750.00	cancelled
EBSCO subscriptions (print) PO	14,769.41	13,915.00	15,000.00
Expanded Academic ASAP (Gale)	3,812.05	4,476.00	State Lib
Encyclopaedia Britannica (SOLINET)	1,608.00	1,605.00	784.00
Hoovers	995.00	1,090.00	1,199.00
HW Wilson (print)	379.00	379.00	379.00
JSTOR Arts & Sciences I, Lang & Literature	1,990.00	1,990.00	1,500.00
JSTOR Arts & Sciences II and III		987.50	2,300.00
NewsBank Orlando Sentinel	2,100.00	2,165.00	2,230.00
Opposing Viewpoints Resource Center		3,219.00	3,379.95
Orlando Sentinel (print) SO	312.00	314.00	117.00
Oxford English Dictionary		471.00	587.65
Oxford Reference Online Premium Edition		1,290.00	1,355.00
PsycArticles (EBSCO)	1,900.00	2,105.00	2,210.00
Serials Solutions	2,025.00	2,025.00	2,481.00
South Lake Press (print)	36.00	16.95	35.00
Sumter County Times	36.00	36.00	36.00
Turnitin.com (iParadigms)		2,426.29	2,826.40
Testing & Education Resource Center		884.00	928.20
Twayne's & Scribners' Literature Resource Center	5,254.62	5,517.34	5,793.00
Ulrich's Online Directory		995.00	1,100.00
Xrefer	1,100.00	1,100.00	via CCLA
Total LSCC Negotiated	\$38,314.08	\$56,520.24	\$52,250.73
Sum Totals CCLA & LSCC Negotiated	\$53,010.08	\$75,659.24	\$78,090.73

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Usage data in the form of database search counts is available for the databases listed in the chart below. This provides a cost-per-search comparison, which may be used to evaluate databases for renewal purposes.

Cost Per Search 2005-2006 CCLA-Negotiated Databases	Cost	Database Searches	Cost per Search
Academic Search Premier/Business Source (EBSCO)	2,601.00	57,933	.04
Criminal Justice Periodicals (ProQuest)	310.00	2,353	.13
Custom Newspapers (Gale)	396.00	9,382	.04
Health & Wellness Resource Center (Gale)	1,358.00	7,810	.17
Health Source: Nursing/Academic & Consumer	1,256.00	3,354	.37
Literature Resource Center (Gale)	1,781.00	64,815	.02
MagillOnLiterature Plus (EBSCO)	1,323.00	4,372	.30
Wilson Bundle	3,111.00	78,549	.04

Assessment

A Libraries' Assessment Committee was formed and met to discuss the creation of an assessment plan for the libraries. A draft plan has been created and will be refined over the next year. Two members of the committee, Denise English and Nora Rackley, attended a SOLINET workshop in May 2006 that provided guidelines for assessing library services and resources using ACRL standards. The workshop specifically addressed using ARCL standards in the ongoing SACS reaccreditation process. Information gathered at the workshop will be invaluable in completing the libraries' assessment plan and in creating assessment tools.

The Assessment Committee also designed a student feedback survey. The online survey was administered over the course of three weeks in April. The 35 questions covered a wide variety of issues such as library facilities, equipment, materials (both print and electronic), staff assistance, and services. It was advertised on all three campuses through flyers and instructors' announcements with an incentive of 10 free library print outs. A link to the survey was posted prominently on the Library's web site and on the WebCT announcement board. A total of 158 responses were received. Overall, the findings were positive and the comments, especially, gave many insights into the problems and concerns of library patrons both on and off campus. Once the issues raised have been addressed, the survey will be given again to measure the effectiveness of these changes. These issues will be discussed by the Assessment Committee in fall 2006.

In order to ensure input from a broad spectrum of library users, a Library Committee or Learning Resources Committee is often part of a college's standing committee structure. LSCC's standing Learning Resources Committee was eliminated in 2001-2002, due to a college-wide effort to reduce committees. Although SACS does not require such a committee, faculty, staff and student input is vital in planning process for LSCC libraries. This committee could be structured as a subcommittee of a standing committee such as Teaching and Learning.

Goal 11: Request that a Library Services Planning Subcommittee of Teaching & Learning Committee be created to ensure appropriate faculty contribution to library planning.

**Status of Goals & Objectives
for 2005-2006**

Goal 1.	Demonstrate the need for a new Cataloging Technician position
	Status: Incomplete. Although recommended in the libraries' program review, discussed with the Vice President, and requested for 2006-2007, the position was not funded due to staffing needs in other departments.
Goal 2.	Increase book funding, if budget allows
	Status: Incomplete. The budget did not allow an increase in book funding. A request was made to the President to divert some savings realized from statewide database funding to enhance the book budget. In addition, the book budget for 2005-2006 was stretched with purchases of discounted and used books purchased from Amazon.com. \$15,000 from Nursing grant funds were used to purchase print and electronic nursing books and databases.
Goal 3.	Measure library effectiveness
	Status: Partially complete. A library assessment plan is in progress. Surveys were administered to students. A workshop on using ACRL standards for assessment was completed and workshop materials are being used to create assessment tools.
Goal 4.	Establish an Early Childhood Education collection at Leesburg campus library
	Status: Partially complete. Shelving and materials ordered with grant funds and a plan created to train the ECE Technical Support person to catalog ECE materials.
Goal 5.	Increase library security for Leesburg library
	Status: Complete. A security alarm system was installed, staff trained in its operation, and is currently functioning.
Goal 6.	Update libraries' web site
	Status: Complete. All databases and e-book pages have been revised and a Database Quick Links feature added that provides IP authentication for on-campus library users.
Goal 7.	Establish development of LSCC archives policy/procedure
	Status: Partially complete. Foundation request funded, equipment purchased, draft policy ready for submission to cabinet.
Goal 8.	Participate in planning for joint-use library at South Lake Campus
	Status: Complete. Participated in all planning meetings, along with county staff visited partnership libraries at St. Petersburg College.
Goal 9.	Plan for necessary staffing levels at South Lake Campus Library
	Status: Partially Complete. UCF has agreed to hire a full-time librarian with Director and South Lake librarian serving on search committee. Although the Library Technician position was recommended in the libraries' program review, was discussed with the VP, and was requested for 2006-2007, it was not funded.

Goals & Objectives 2006-2007

- Goal 1:** Revise Library Technician II job description to include cataloging duties, submit a proposal for reclassification of position.
- Goal 2:** In preparation for staffing the new joint-use library at South Lake, reinstate the South Lake Library Technician position as soon as financially possible.
- Goal 3:** Establish a full-time Library Technician position at the Sumter campus with Sumter County Library System funding.
- Goal 4:** Meet with Computer Science and other appropriate faculty to determine a baseline level of support that libraries should provide for Microsoft Office applications and course-related software; determine an appropriate training program for library staff.
- Goal 5:** Upgrade the job description for the Senior Media Specialist to require proficiency in Office applications equal to the Microsoft Office Specialist certification.
- Goal 6:** Request \$3,000 in grant funds from the College Foundation to reorganize the Technical Services area for better work flow.
- Goal 7:** Train the EPI support technician to catalog materials for the curriculum lab.
- Goal 8:** Request permanent computer and projection equipment for South Lake classrooms as soon as funding can be made available.
- Goal 9:** Submit an *Archives Policy* draft and *Proposal for the Creation of the LSCC College Archives* to the College Cabinet for approval; if approved, carry out the first phase of the plan, to implement the collection of archives materials.
- Goal 10:** Form an ad-hoc library web committee comprised of library staff, faculty and staff representatives, then plan and revise the libraries' web site.
- Goal 11:** Request that a Library Services Planning Subcommittee of Teaching & Learning Committee be created to ensure appropriate faculty contribution to library planning.

Appendix: Libraries' Mission Statement

In support of the college's institutional mission and purpose, the mission of the Lake-Sumter Community College libraries is to serve LSCC students, faculty, staff, and the residents of Lake and Sumter counties by providing a variety of services and resources that support and strengthen the instructional programs of the college and complement the services of local public libraries.

The following goals support this mission:

1. To provide organized and accessible collections of print, audiovisual and electronic resources, and to provide access to remote information resources, in support of the college's instructional programs
2. To provide physical facilities and technology equipment supporting teaching and learning
3. To provide qualified professional and support staff to serve users
4. To offer information literacy instruction for students, faculty, staff and community users
5. To provide reference services and to stimulate interest in learning
6. To offer community users access to the resources and facilities of the college libraries in support of the college's mission to provide cultural, social, and community service activities that enrich the lives of local residents
7. To cooperate with all types of libraries, library networks, and consortia in sharing resources and providing maximum access to information in a cost effective manner
8. To serve the college's joint-use endeavors by partnering with libraries and educational institutions to provide collections, access to remote resources, facilities, and services in support of joint-use and cooperative programs
9. To evaluate library resources and services on a regular and systematic basis and to participate in the college's institutional planning and evaluation process
10. To develop and assess innovative library services by keeping abreast of advancements and trends in the library and information technology professions.

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