

Lake-Sumter Community College
Libraries
Annual Report

1999 – 2000

1999 – 2000 Highlights

- The South Lake campus opened September 29, 1999.
- The Clark Maxwell Library opened at the Sumter campus in January 2000.
- A joint-use agreement was finalized with the Sumter County Public Library System in July 1999.
- Betsy Hoagg and Pete Semple joined the library staff in October 1999, serving as South Lake Reference/Instruction Librarian and Library Assistant.
- The South Lake Library location was added to LINCC in October 2000.
- Richard Morrill joined the library staff in February 2000, serving as Sumter Center Reference/Instruction Librarian.
- Shelving was added to technical services and the reference section at the Leesburg library.
- Air conditioning leak in the southeast corner of the Leesburg library leaked, damaging a number of books in the T section.
- UCF installed three computers and a printer at the Leesburg library in September 1999, providing access to the UCF web site.
- E-mail computers were installed for LSCC students at the Leesburg library in January 2000.
- The Leesburg campus library hosted:
 - A librarian information exchange with Santa Fe Community College in August 1999
 - A CFLC workshop for Leesburg Public Library in November 1999
 - An OCLC FirstSearch workshop in June 2000

Circulation Statistics

Circulation	Leesburg	Sumter	South Lake	Subtotal	TOTAL
Books	7089	205	* 12 18		7324
Reserve Circulation	64				64
Government Documents	226				226
Periodicals:					8336
LSCC In House	1141			1141	
First Search				7195	
Vertical File	41				41
Microfilm *	550				550
Microfiche *	2				2
Software (CDRom and Computer)	3				3
Audio Visual (Video, Audio, and Slides)	243	4			247
TV Course Tapes	269				269
Total Circulation	8487	209	30		17062

* Non-LINCC Items

Miscellaneous	Leesburg	Sumter	South Lake	Subtotal	TOTAL
Attendance	59515	935	1794		62244
Reference					5233
Desk	4180	182	407	4769	
Phone	414		50	464	
Directional					4439
Desk	2835	225	369	3429	
Phone	833		177	1010	
Community Cards (LINCC)	51	26			77
UCF Reserve Use	270				270

Collections in LINCC

Collections	July 1999 - June 2000		
	+	-	Total
Leesburg			
Print Material	725		51,578
AV	240		856
GDoc	1,066		10,630
Microfiche	353		2,323
Print Mat. Total	1,791	0	62,208
Total All Lee	2,384	0	65,387
Sumter			
Print Material	390		2,086
AV	4		5
SCPLS	168		168
AV	0		0
Print Mat. Total	558	0	2,254
AV Total	4	0	5
Total All Sum	562	0	2,259
South Lake			
Print Material	574		599
AV	2		2
Total All S.Lk.	576	0	601
Print Mat. Total	2,923	0	65,061
AV Total	246	0	863
Total All	3,522	0	68,247
Title Count Total			56,458

Library Instruction

The 1999-2000 fiscal year was a success for library instruction. The four Reference/Instruction librarians combined taught a total of 105 classes and reached 1,529 students at all three campuses. This represents 23% of all enrolled students.

Library Instruction Statistics

	# of on campus classes	# of off campus classes	# of 2 +2 classes	Total # of classes	# of students all disciplines
Leesburg Campus	71	1	3	75	1145
Sumter Campus	23	0	0	23	273
South Lake Campus	7	0	0	7	111
Totals	101	1	3	105	1529

Throughout the fiscal year Nora Rackley and Sharon Lambert, Reference/Instruction Librarians, had primary responsibility for library instruction at the Leesburg Campus. From July 1999 through February 2000, Ms. Rackley and Ms. Lambert regularly traveled to the Sumter Center to provide instruction sessions. Ms. Lambert left the college in June 2000. A replacement had not yet been found as of the writing of this report.

In October 1999, Elizabeth Hoagg was hired as the Reference/Instruction Librarian for the South Lake Center. She assumed all library instruction responsibilities at that campus. No instruction sessions were performed at the South Lake Center in 1999 due to continuing construction. In March 2000, Richard Morrill began work as Reference/Instruction Librarian and assumed instructional responsibilities at the Sumter Center.

Spring of 2000 brought new challenges to the library instruction program. The following new databases were added to LINCC prompting librarians to prepare new handouts: EbscoHost's *Academic Search Elite* and *Business Source Premier*, GaleNet's *Health Reference Center-Academic*, *Biography Resource Center*, and *Literature Resource Center*, Grove's *Dictionary of Art*; and ProQuest's *Career and Technical Education*. The ENC 1102 classes used GaleNet's *Literature Resource Center* heavily prompting an increase in instructors willing to bring their classes to the library for instruction sessions.

Faculty support for the library instruction program also increased in Spring 2000. In April, Betsy Hoagg and Nora Rackley met with the English faculty to discuss a formal instruction program for ENC 1101, 1102 and 2135. The faculty examined the librarians' plans to have individualized modules for all the classes and agreed that library instruction should be mandatory, at least at the ENC 1101 level. Dr. Jeff Smith and Dr. Gary Sligh agreed to work with the librarians to develop the modules. At this time the modules are almost complete and Ms. Rackley is working on a web version. A working draft of the ENC 1101 module will be ready for testing by Fall 2000.

Government Documents

Nora Rackley, Reference/Instruction Librarian, continues to have Government Documents responsibilities. The conversion of all manual serials check-in records to LINCC records continued and will be complete by August 2000. The Cataloger will have to enter cataloging records into LINCC for those titles that have no available record. Discard lists were prepared this year and distributed to the regional depository, all selective depositories in the region and to local libraries and school media centers.

Ms. Rackley has participated actively in the Central Florida Library Cooperative's (CFLC) Government Documents Interest Group. She was chosen to coordinate a workshop for CFLC to help reference librarians understand a few of the basic government reference sources. This workshop is scheduled for November 3, 2000 at the University of Central Florida.

Yansi Mancillas, a new student worker, began working 10 hours a week in August 1999. Ms. Mancillas began working 20 hours a week in January 2000. Denise Thomas, the previous student worker, resigned to concentrate on her studies in January 2000. Erica Arvizu, was hired through a foundation scholarship and worked throughout the Spring 2000 term.

Government Documents Statistics

ADDED	Paper by piece	Microfiche by piece	Electronic Products	Video	Totals
July-99	294	424	16	0	734
August-99	169	236	3	0	408
September-99	166	202	8	0	376
October-99	151	259	11	0	421
November-99	102	183	0	0	285
December-99	21	91	5	0	117
January-00	304	500	21	6	831
February-00	0	0	0	0	0
March-00	312	124	19	0	455
April-00	226	92	8	0	326
May-00	196	95	127	0	418
June-00	219	153	6	0	378
TOTALS	2160	2359	224	6	4749

DISCARDED	Paper by piece	Microfiche by piece	Electronic Products	Video	Totals
July-99	0	0	0	0	0
August-99	0	0	0	0	0
September-99	0	0	0	0	0
October-99	0	0	0	0	0
November-99	0	0	0	0	0
December-99	0	0	0	0	0
January-00	0	0	0	0	0
February-00	0	0	0	0	0
March-00	595	77	221	0	893
April-00	107	0	3	0	110
May-00	0	0	0	0	0
June-00	0	0	0	0	0
TOTALS	702	77	224	0	1003

Web Site

Denise English, Director of Library Services, has been working on updating the libraries' web site. Forms have been added for Library Instruction, Reference, Acquisitions, Interlibrary Loan and Web Site Evaluation. Many of the print handouts have been placed online and plans are underway to eventually offer all of the print handouts on the web site.

Nora Rackley has been working on brochures for first year, dual enrollment and telecourse students as well as on a library handbook and a new version of the *Guide to the Library*. These new publications will help to promote the libraries among students and community residents.

South Lake Campus Library

The library on the South Lake campus opened to students in late October 1999. Five public computer workstations were installed to serve the needs of students, faculty and staff, and the building of a print collection was begun.

During the spring semester, more than 100 students received instruction in the use of library resources, including electronic delivery of full-text journal articles. They also took advantage of inter-campus courier delivery to borrow materials from the Leesburg and Sumter campus libraries. The South Lake library designation was added to LINCC, the online catalog, for easier access to in-house titles. The library quickly became a popular place for study and information gathering, not only to meet class needs, but for personal enrichment as well.

Sumter Campus Library

A joint-use agreement was finalized with the Sumter County Public Library System in July 1999, and the Clark Maxwell Library opened at the Sumter campus in January 2000. Richard Morrill joined the library staff in February 2000, serving as Sumter Center Reference/Instruction Librarian.

Circulation of materials at the Sumter library during March - June of the academic year was characterized by frequent use by the following groups of library users:

1. Students who have been introduced to the library as a part of their class and who have assignments involving the use of library materials, e.g. students taking the English composition classes, the Introduction to Education class, etc.
2. Sumter County community residents
3. Students using the telecourse videos
4. Students seeking recreational reading

Interestingly, the Sumter library has been a net interlibrary loan lender. This can be explained by two factors:

1. The Sumter campus library, by virtue of its join-library status, has materials that other community college libraries do not, and
2. The Leesburg campus and other community college libraries have many more borrowers than the Sumter campus library.