

Public Services

**Hilton M. Briggs Library
Annual Report
FY 2007
July 2006 through June 2007**

Submitted by
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Public Services

Public Services Mission

The primary mission of the Briggs Library public services departments is to enhance the role of the library in South Dakota State University's instructional and research programs. To do this it is necessary for our librarians to work collaboratively with other SDSU faculty members and researchers. Our librarians and staff members must work effectively to help the SDSU community meet their information needs, and they must seek opportunities to promote the library's role in meeting those needs. The BOR information literacy requirements legitimize the library's role in that important program and our librarians must continue to validate our contributions to that program as well as extend our instructional contributions to other programs. In addition, librarians should actively seek opportunities to contribute to the research being done by SDSU faculty and staff members. Along with our traditional role of advising on literature review strategies, our librarians should join other faculty members in their research pursuits by helping them review and locate the literature they need. Of course, our librarians and staff must also be responsive to, and effective in meeting, the information needs of the entire SDSU community, including on-campus and distance students, faculty, staff members and administrators. This requires being knowledgeable about the library's information resources, services, and policies; but also being as creative and flexible as possible in order to accommodate the needs of our constituents.

Public Services Ongoing Goals

- Enhance the role of all public service librarians and career service staff in the delivery of information services to the SDSU community.
- Educate the SDSU community about the value of the library and the effective use of the library and its resources. This includes promotional and teaching activities that enhance the role of the library and its staff and that teach the use of specific library resources.
- Increase the number and enhance the quality of librarian – teaching faculty and librarian – client interactions to improve the SDSU community's knowledge of library resources and services.
- Ensure that Briggs librarians play a leadership role in the enhancement of information literacy among the SDSU community.
- Develop and maintain the library's web site in a way that enhances the library's image and provides efficient access to information resources to the SDSU community.
- Develop and implement wise and user-friendly policies and procedures for library services.
- Provide friendly and effective assistance to members of the SDSU community in the pursuit of information.
- Enhance the team approach to service delivery and decision making among the public services faculty and staff.
- Facilitate the effective use of the SDLN Catalog and all the library's electronic resources by the SDSU community.
- Develop and maintain specific collections of library materials including the reference collection, the government documents collection, and the reserve collection.

- Evaluate and recommend purchase of electronic information resources and to work with Technical Services and the library's Computer Support Specialist to deploy electronic resources in the most useful manner.
- Recruit, develop, and retain a cadre of professional, service-oriented, scholarly, public service librarians and career service staff that works as a team to enhance library services to the SDSU community.

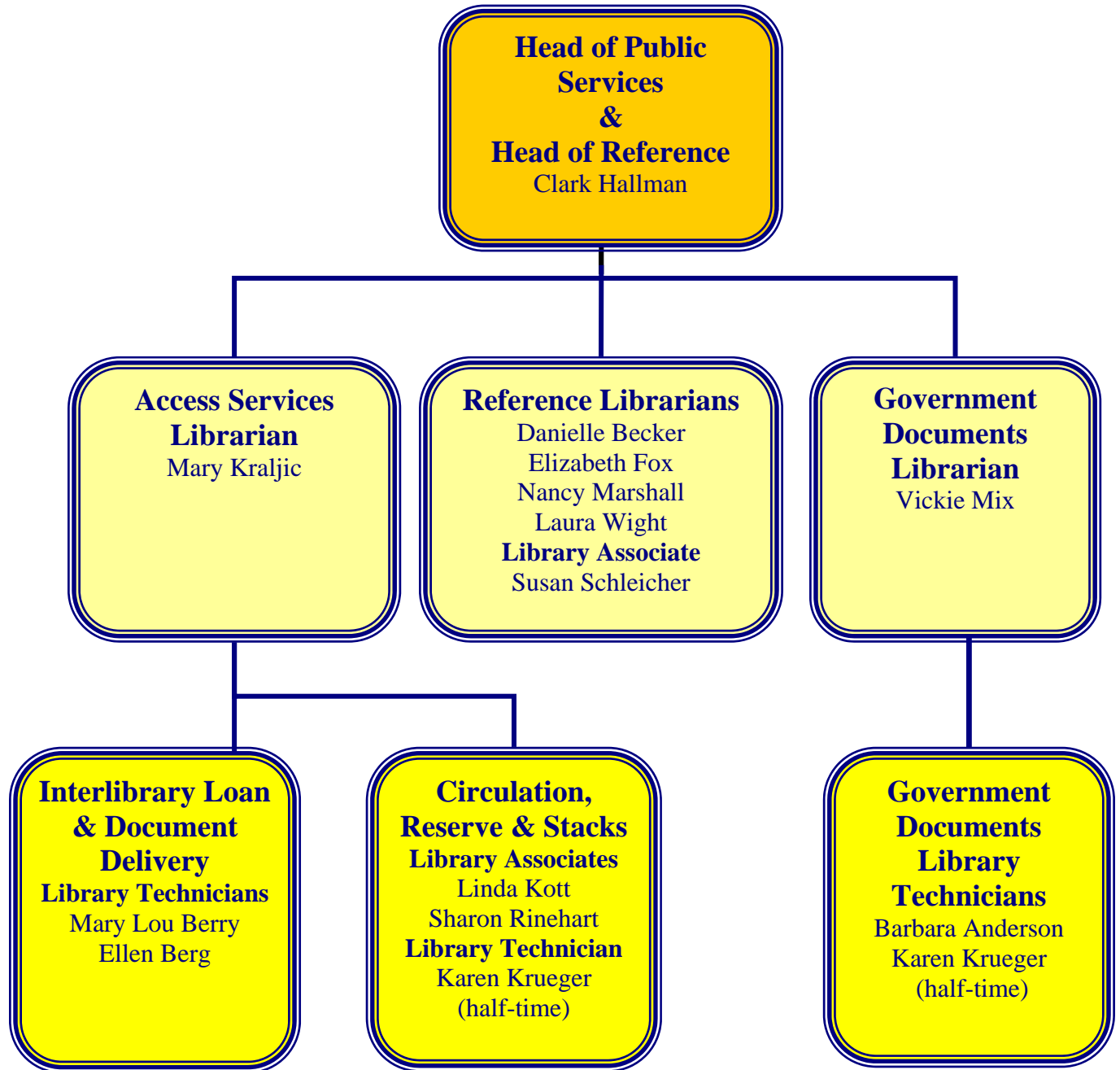
Public Services Objectives for 2007-08

- Implement a new design for Briggs Library web pages that is more attractive, more intuitive for our students, and more consistent across all pages.
- Plan and implement a popular fiction shelving/reading area on the main floor near the north windows.
- Review the Digital Services Librarian position to determine how to use that position in the future and initiate a recruitment process to fill the position. (Note; Danielle Becker has resigned effective March 15, 2008.)
- Enhance the library's image through increased publicity regarding collections, services, facilities, and accomplishments.
- See also individual department goals and objectives.

Public Services Staff, Organizational, and Service Changes 2006-2007

Danielle Becker joined the staff as Reference and Digital Services Librarian in October 2006, replacing David Alexander who resigned at the end of June 2006

Public Services Organizational Chart --- 2006 – 2007



Access Services Department

Submitted by Mary Kraljic, Access Service Librarian

Major Accomplishments

The staff in the Access Services Department had a busy year of changes and improvements to our services. Our most significant accomplishments are listed below.

- Withdrew many print indexes and abstracts from the collection and moved most of the remaining indexes and abstracts from the main floor to the lower level of the library. Shifting, reshelving and signage updates were completed between summer 2006 and summer 2007.
- Moved one of the service points at the circulation counter to make it more convenient to patrons and rearranged staff furnishings to improve supervision of the circulation desk.
- Set up a database and developed procedures to track copyright compliance of reserve materials.
- Implemented new check-out procedures to deter theft of DVDs.
- Began plans to add a laptop computer checkout service.
- Moved the Interlibrary Loan Borrowing office into the circulation/reserves area to create space for a new graduate computer lab and to improve collaboration between circulation and ILL staff members.
- Implemented ILLiad borrowing software.
- Cross-trained circulation staff to assist with processing ILL requests and cash reports.
- Moved responsibility for document delivery to distance learners from the Reference Department to ILL.
- Hired and trained new ILL lending staff member.
- Implemented a weeding review project for upper level book collection.
- Formalized a pilot project for the direct purchase of books requested through ILL that meet criteria specified by the acquisitions and access services departments.
- Opened 4 additional small group study rooms on a first-come-first-served basis.

Goals for FY 2008

- Implement laptop checkout service.
- Cross train ILL staff to assist at the circulation desk.
- Begin inventory of the circulating collection.
- Shift upper level book collection.
- Revise library procedures for handling outstanding fines and lost books.
- Implement email overdue notices and lost book notices in Aleph.
- Explore ways to further integrate all areas of access services and to build better collaboration with other public services in the library.
- Hire and train new ILL technician to fill an expected vacancy in May 2008.
- Implement the automated billing option in ILLiad.

Space Needs

Stacks Manager Sharon Rinehart reports that we have approximately 8 inches of empty space per shelf in the upper level circulating collection. This is considered the minimum "comfort zone" for stacks management. However, the new fiction collection will free up significant shelf space in the P's, and the weeding review project will free up additional space. We have adequate space for 2 year's growth but should explore additional options to manage the collection beyond 2 years.

We have space for 10-15 years of growth in the lower level bound periodicals.

Circulation/Reserves Statistics

- Patron count
6.5% decrease in people entering the building since FY 2006
- Electronic Reserves
Usage of e-reserve documents increased by nearly 40%
- Circulation count
Total circulation has dropped by 6.5% since FY 2006
Undergraduates checked out 48% of all items circulated; about the same as last year
Some additional manual circulation statistics were lost during the year.
- In-house circulation
Decreased by 3.8% since FY 2006
- Photocopying and Microform Printing
Copying from print materials and microforms continues to decrease, although photocopiers still see significant use.

Table 1. Patron Count by Day and Month 2006-2007

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total |
|--------------|--------------|--------------|--------------|--------------|--------------|-------------|--------------|---------------|
| July | 1409 | 742 | 1193 | 1179 | 824 | 0 | 396 | 5743 |
| Aug | 1474 | 2015 | 2411 | 2090 | 853 | 0 | 79 | 8922 |
| Sept | 5639 | 6219 | 6438 | 5581 | 4298 | 1112 | 2092 | 31379 |
| Oct | 7259 | 8302 | 6096 | 5146 | 3557 | 1350 | 2710 | 34420 |
| Nov | 6735 | 6719 | 7404 | 5237 | 2146 | 628 | 2321 | 31190 |
| Dec | 4058 | 3879 | 3561 | 2671 | 2603 | 759 | 1846 | 19377 |
| Jan | 2191 | 2558 | 3064 | 1930 | 1757 | 256 | 577 | 12333 |
| Feb | 4275 | 5275 | 4349 | 4449 | 2608 | 696 | 1423 | 23075 |
| Mar | 4221 | 4293 | 4250 | 4132 | 2742 | 755 | 1576 | 21969 |
| Apr | 6570 | 5540 | 5306 | 4403 | 2532 | 734 | 2441 | 27526 |
| May | 2618 | 4004 | 3536 | 2712 | 1530 | 304 | 1197 | 15901 |
| June | 1443 | 1508 | 1361 | 1255 | 972 | 0 | 396 | 6935 |
| Total | 47892 | 51054 | 48969 | 40785 | 26422 | 6594 | 17054 | 238770 |

Table 2. Days the Library was Open and Average Number of Patrons per Day

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total |
|------------------------|--------------|--------------|--------------|--------------|--------------|-------------|--------------|---------------|
| July | 5 | 3 | 4 | 4 | 4 | 0 | 4 | 24 |
| Aug | 4 | 6 | 5 | 5 | 4 | 0 | 4 | 28 |
| Sept | 4 | 4 | 4 | 4 | 5 | 5 | 4 | 30 |
| Oct | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 31 |
| Nov | 4 | 4 | 5 | 4 | 3 | 4 | 4 | 28 |
| Dec | 3 | 5 | 5 | 5 | 5 | 2 | 2 | 27 |
| Jan | 4 | 5 | 5 | 4 | 4 | 2 | 2 | 26 |
| Feb | 4 | 4 | 5 | 4 | 4 | 4 | 4 | 29 |
| Mar | 4 | 4 | 4 | 5 | 5 | 5 | 4 | 31 |
| Apr | 5 | 4 | 4 | 4 | 4 | 4 | 4 | 29 |
| May | 3 | 5 | 5 | 5 | 4 | 1 | 2 | 25 |
| June | 4 | 4 | 4 | 4 | 5 | 0 | 4 | 25 |
| Total | 49 | 53 | 54 | 52 | 51 | 31 | 43 | 333 |
| Total for Day | 47892 | 51054 | 48969 | 40785 | 26422 | 6594 | 17054 | 238770 |
| Average for Day | 977 | 963 | 907 | 784 | 518 | 213 | 397 | 717 |

Table 3. Ten-Year Historical Patron Count

| Month | FY 1997/98 | FY 1998/99 | FY 1999/00 | FY 1900/01 | FY 2001/02 | FY 2002/03 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| July | 10040 | 9979 | 10263 | 9553 | 8860 | 9801 |
| Aug | 5543 | 5758 | 8473 | 7409 | 6396 | 5424 |
| Sep | 37199 | 37921 | 41771 | 31585 | 30742 | 36302 |
| Oct | 45954 | 44920 | 38877 | 36008 | 35715 | 39147 |
| Nov | 38298 | 38305 | 35889 | 29688 | 27763 | 33726 |
| Dec | 29652 | 32671 | 24284 | 20974 | 26452 | 27786 |
| Jan | 21604 | 24869 | 15528 | 15160 | 18321 | 19368 |
| Feb | 33232 | 33151 | 29160 | 23344 | 29260 | 27482 |
| Mar | 31739 | 31814 | 26665 | 23683 | 21636 | 24777 |
| Apr | 37636 | 34155 | 28373 | 29548 | 35351 | 31228 |
| May | 13688 | 13128 | 18093 | 16218 | 14742 | 15695 |
| June | 9215 | 9937 | 9533 | 8589 | 8292 | 8378 |
| Total | 313800 | 316608 | 286909 | 251759 | 263530 | 279114 |

Table 3. Ten-Year Historical Patron Count (Continued)

| Month | FY 2003/04 | FY 2004/05 | FY 2005/06 | FY 2006/07 | Average |
|--------------|---------------|---------------|---------------|---------------|-----------------|
| July | 9609.5 | 7343 | 6283 | 5743 | 8972.591 |
| Aug | 5307 | 7993 | 7780 | 8922 | 6817.545 |
| Sep | 40323.5 | 46016 | 38744 | 31379 | 37129.5 |
| Oct | 43618 | 41253 | 36584 | 34420 | 40400.64 |
| Nov | 35894 | 40222 | 34112 | 31190 | 34946.45 |
| Dec | 30224 | 26738 | 20584 | 19377 | 26200.18 |
| Jan | 19447 | 19620 | 12915 | 12333 | 18118.36 |
| Feb | 29430.5 | 35115 | 28267 | 23075 | 29713.77 |
| Mar | 29940 | 28403 | 26830 | 21969 | 27588 |
| Apr | 35973.5 | 38347 | 29367 | 27526 | 33771.14 |
| May | 14342.5 | 13545 | 18032 | 15901 | 15468.86 |
| June | 8411.5 | 8393 | 5874 | 6935 | 8395.318 |
| Total | 302521 | 312988 | 265372 | 238770 | 287522.4 |

Chart 1. Ten-Year Patron Count

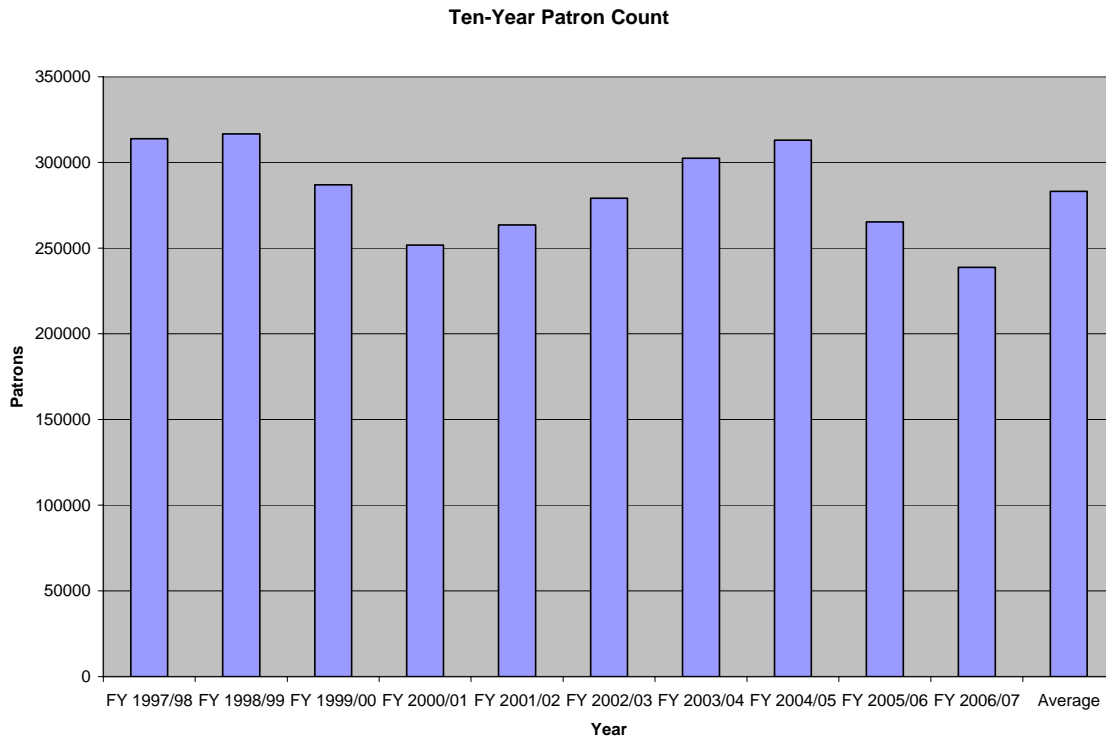


Table 4. Circulation by Patron Type

| Month | Undergrad | Grad | Staff | Faculty | Guest | ILL | Manual | Total |
|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-----------|--------------|
| July | 236 | 449 | 123 | 333 | 133 | 188 | 0 | 1462 |
| Aug | 350 | 1295 | 135 | 345 | 87 | 237 | 0 | 2449 |
| Sept | 2474 | 1125 | 255 | 520 | 46 | 285 | 3 | 4708 |
| Oct | 3630 | 826 | 175 | 2192 | 129 | 359 | 8 | 7319 |
| Nov | 4563 | 600 | 150 | 397 | 197 | 344 | 7 | 6254 |
| Dec | 1561 | 1159 | 54 | 474 | 164 | 212 | 7 | 3631 |
| Jan | 983 | 913 | 108 | 494 | 224 | 287 | 2 | 3011 |
| Feb | 2456 | 623 | 62 | 367 | 245 | 285 | 2 | 4040 |
| Mar | 2916 | 580 | 290 | 642 | 179 | 335 | 6 | 4948 |
| Apr | 3264 | 722 | 194 | 2026 | 231 | 262 | 0 | 6699 |
| May | 805 | 1078 | 259 | 643 | 126 | 212 | 0 | 3123 |
| June | 338 | 502 | 89 | 366 | 173 | 230 | 0 | 1698 |
| Total | 23576 | 9872 | 1894 | 8795 | 1934 | 3236 | 35 | 49342 |

Table 5. Electronic Reserves

| Month | Electronic Reserves: Number of Documents Accessed |
|--------------|--|
| July | 1,608 |
| Aug | 4,526 |
| Sept | 29,921 |
| Oct | 28,937 |
| Nov | 23,920 |
| Dec | 15,417 |
| Jan | 18,529 |
| Feb | 23,904 |
| Mar | 19,403 |
| Apr | 21,078 |
| May | 12,506 |
| June | 1,841 |
| Total | 201,590 |

Beginning in February 2007, Elizabeth Fox began tracking the number of electronic reserve documents examined for copyright compliance. This data appears below.

| E-Reserves Documents Examined for Copyright | |
|--|--------------|
| February | 313 |
| March | 326 |
| April | 247 |
| May | 131 |
| June | 234 |
| Total | 1,251 |

Table 6. In-House Circulation

| Month | Books | Bound Periodicals | Unbound Periodicals | Ref. | Docs & Curriculum | Other | Total |
|--------------|---------------|-------------------|---------------------|--------------|-------------------|---------------|----------------|
| July | 3,328 | 1,218 | 1,170 | 164 | 41 | 382 | 6,303 |
| Aug | 3,332 | 1,439 | 1,683 | 91 | 41 | 518 | 7,104 |
| Sept | 5,818 | 2,751 | 3,163 | 606 | 93 | 1,434 | 13,865 |
| Oct | 6,945 | 2,919 | 3,893 | 811 | 190 | 1,897 | 16,655 |
| Nov | 7,577 | 2,746 | 3,218 | 603 | 167 | 1,336 | 15,647 |
| Dec | 8,746 | 1,742 | 1,924 | 446 | 247 | 753 | 13,858 |
| Jan | 5,203 | 1,976 | 2,141 | 366 | 69 | 679 | 10,434 |
| Feb | 6,103 | 2,753 | 3,217 | 856 | 110 | 1,236 | 14,275 |
| Mar | 7,106 | 2,469 | 2,662 | 718 | 72 | 945 | 13,972 |
| Apr | 8,304 | 2,524 | 2,743 | 396 | 107 | 1,081 | 15,155 |
| May | 8,033 | 1,733 | 1,765 | 150 | 77 | 574 | 12,332 |
| June | 3,328 | 1,218 | 1,170 | 164 | 41 | 382 | 6,303 |
| Total | 73,823 | 25,488 | 28,749 | 5,371 | 1,255 | 11,217 | 145,903 |

See also: Table 24. Reference Dept. Multi-Year Reference Shelving Statistics, which presents statistics for shelving by the Reference Department student assistants.

Table 7. Copies Made by Copier and Month

| Month | Copier #1 | #2 | #3 | #5 (4) | #6 (5) | #7 (6) | Staff | Micro 1 | Micro 2 | Micro 3 | Total |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|------------|------------|------------|----------------|
| July | 1,795 | 1,318 | 681 | 850 | 1,816 | 701 | 120 | 17 | 3 | 3 | 7,304 |
| Aug | 2,011 | 1,550 | 1,186 | 1,804 | 1,764 | 1,181 | 116 | 69 | 168 | 3 | 9,852 |
| Sept | 3,954 | 2,521 | 2,541 | 5,016 | 8,543 | 5,713 | 376 | 292 | 79 | 0 | 29,035 |
| Oct | 2,904 | 2,683 | 2,897 | 5,395 | 6,053 | 6,994 | 162 | 72 | 0 | 28 | 27,188 |
| Nov | 2,259 | 1,824 | 2,839 | 3,333 | 5,104 | 4,505 | 78 | 35 | 44 | 4 | 20,025 |
| Dec | 2,791 | 34 | 1,822 | 1,624 | 3,007 | 3,127 | 131 | 15 | 0 | 11 | 12,562 |
| Jan | 2,518 | 1,103 | 1,450 | 1,812 | 3,408 | 1,867 | 42 | 52 | 9 | 37 | 12,298 |
| Feb | 3,857 | 930 | 1,997 | 3,716 | 5,737 | 2,142 | 178 | 10 | 103 | 25 | 18,695 |
| Mar | 1,900 | 1,866 | 1,959 | 2,975 | 2,752 | 3,724 | 308 | 44 | 5 | 0 | 15,533 |
| Apr | 3,828 | 2,103 | 1,952 | 3,753 | 3,181 | 2,561 | 150 | 167 | 1 | 52 | 17,748 |
| May | 2,079 | 1,054 | 846 | 2,599 | 2,023 | 1,469 | 58 | 28 | 63 | 65 | 10,284 |
| June | 1,011 | 1,289 | 565 | 906 | 941 | 296 | 0 | 3 | 18 | 33 | 5,062 |
| Total | 30,907 | 18,275 | 20,735 | 33,783 | 44,329 | 34,280 | 1,719 | 804 | 493 | 261 | 185,586 |

Copier numbers in parentheses reflect former numbering used in previous annual reports.

Table 8. Ten-Year Historical Copy Count

| Copier | 97/98 | 98/99 | 99/00 | 00/01 | 01/02 | 02/03 | 03/04 | 04/05 | 05/06 | 06/07 | Average |
|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| #1 | 58788 | 100238 | 81989 | 90729 | 67709 | 79529 | 81997 | 42771 | 47407 | 30907 | 68206.4 |
| #2 | 219874 | 92496 | 80523 | 69235 | 67248 | 61663 | 69546 | 26580 | 35094 | 18275 | 74053.4 |
| #3 | 278662 | 187928 | 131455 | 77285 | 86556 | 57695 | 49768 | 26784 | 29339 | 20735 | 94620.7 |
| #5 (4) | 48567 | 235156 | 130869 | 91378 | 80281 | 87931 | 54112 | 57659 | 41690 | 33783 | 86142.6 |
| #6 (5) | 255949 | 113481 | 90214 | 96745 | 102307 | 83507 | 104587 | 80469 | 52548 | 44329 | 102413.6 |
| #7 (6) | 304516 | 114625 | 143845 | 132569 | 127964 | 85204 | 68941 | 76457 | 54055 | 34280 | 113945.6 |
| Staff | 37544 | 15365 | 3228 | 4408 | 13669 | 17191 | 19222 | 13723 | 8051 | 1719 | 13412 |
| Micr #1 | 5595 | 3417 | 2204 | 1882 | 1198 | 1206 | 1246 | 538 | 532 | 804 | 1862.2 |
| Micr #2 | 4470 | 2774 | 1609 | 1108 | 480 | 318 | 442 | 593 | 193 | 493 | 1248 |
| Micr #3 | 3757 | 1308 | 764 | 797 | 323 | 684 | 366 | 270 | 593 | 261 | 912.3 |
| Total | 1217722 | 866788 | 666700 | 566136 | 547735 | 474928 | 450227 | 325844 | 269502 | 185586 | 556816.8 |

Copier numbers in parentheses reflect former numbering used in previous annual reports.

Distance Library Services

- 10.5% more requests received in FY 2007 than in FY 2006
- 24% more requests filled in FY 2007 than in FY 2006
- Despite increase in workload, 16% fewer individuals were served than in FY 2006
- College of Nursing is heaviest user: 91% of our distance delivery was to Nursing majors
- Nearly all photocopy requests are now delivered electronically

Table 9. Distance Library Services 2006-2007

| | | | |
|----------------------|------|------------------------------|------|
| Total Requests Rec'd | 1987 | Number of patrons served | 226 |
| Total Articles Sent | 1607 | Articles sent by Email | 1590 |
| Total Books Sent | 134 | Articles sent by Fax | 0 |
| Total Items Sent | 1741 | Articles sent by mail, other | 151 |
| Fill Rate | 88% | | |

Table 10. Off-Campus Materials Sent 2006-2007

| Month | INCOMING REQUESTS | | Department | | | ITEMS SENT | | | |
|------------|-------------------|-----------|-------------|----------|------------|---------------|------------|------------|-----------|
| | Delivery Method | | | | | Articles Sent | | Books Sent | |
| | Email | Other | Nrsg | Ed/CHRD | Other | SDB | ILL | SDB | ILL |
| Jul | 68 | 0 | 50 | 0 | 18 | 14 | 12 | 3 | 0 |
| Aug | 63 | 0 | 44 | 0 | 19 | 35 | 33 | 4 | 11 |
| Sep | 303 | 14 | 307 | 0 | 16 | 86 | 45 | 4 | 3 |
| Oct | 341 | 7 | 297 | 0 | 51 | 215 | 119 | 23 | 3 |
| Nov | 207 | 0 | 188 | 2 | 17 | 101 | 72 | 8 | 2 |
| Dec | 55 | 0 | 52 | 0 | 3 | 22 | 18 | 0 | 0 |
| Jan | 161 | 4 | 159 | 0 | 6 | 90 | 64 | 9 | 7 |
| Feb | 254 | 0 | 246 | 0 | 8 | 107 | 96 | 13 | 3 |
| Mar | 234 | 0 | 226 | 0 | 8 | 130 | 43 | 6 | 1 |
| Apr | 97 | 0 | 74 | 0 | 23 | 60 | 43 | 6 | 7 |
| May | 40 | 0 | 34 | 0 | 6 | 36 | 9 | 8 | 0 |
| Jun | 139 | 0 | 116 | 0 | 23 | 122 | 35 | 12 | 1 |
| YTD | 1962 | 25 | 1793 | 2 | 198 | 1018 | 589 | 96 | 38 |

Interlibrary Loan Services

Table 11. ILL requests sent from and received by Briggs Library

| | 2006-07 | 2005-06 | 2004-05 | 2003-04 | 2002-03 |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|
| TOTAL REQUESTS SENT | 6236 | 7767 | 6321 | 7863 | 8163 |
| To SD Libraries | 272 | 675 | 1742 | 2913 | 3105 |
| To MINITEX | | | 1853 | 3465 | 3525 |
| To Other Libraries | 5950 | 7078 | 2715 | 1442 | 1526 |
| To Doc Suppliers | 14 | 14 | 11 | 43 | 7 |
| TOTAL REQUESTS RECEIVED | 12691 | 13067 | 12137 | 14272 | 13907 |
| From SD Libraries | 2196 | 2307 | 3446 | 5778 | 6228 |
| From MINITEX | | | 380 | 661 | 670 |
| From Other Libraries | 10495 | 10760 | 8311 | 7833 | 7009 |
| REQUESTS SENT VIA | | | | | |
| PALS/ALEPH | 272 | 675 | 3595 | 6378 | 6630 |
| OCLC | 5950 | 7078 | 2715 | 1442 | 1523 |
| Docline | 0 | 0 | 0 | 0 | 0 |
| Fax | 4 | 5 | 4 | 0 | 1 |
| Mail | 8 | 6 | 7 | 0 | 1 |
| Other Electronic | 2 | 3 | 0 | 43 | 8 |
| REQUESTS RECEIVED VIA | | | | | |
| PALS/ALEPH | 2196 | 2307 | 3826 | 6439 | 6528 |
| OCLC | 9718 | 9965 | 7465 | 6941 | 6593 |
| Docline | 598 | 640 | 707 | 758 | 680 |
| Fax | 26 | 40 | 34 | 46 | 28 |
| Mail | 63 | 33 | 33 | 48 | 70 |
| Other Electronic | 90 | 82 | 72 | 40 | 8 |
| Fill Rate – for Borrowing | 85% | 75% | 84% | 83% | 83% |
| DAILY ACTIVITY INDEX | 123 | 148 | 134 | 163 | 157 |

Table 12. ILL materials sent from and received by Briggs Library

| | 2006-07 | 2005-06 | 2004-05 | 2003-04 | 2002-03 |
|--|-------------|-------------|-------------|--------------|--------------|
| TOTAL ITEMS ACQUIRED | 5287 | 5822 | 5285 | 6581 | 6820 |
| Originals acquired | 1093 | 1510 | 1338 | 1738 | 2313 |
| From SD Libraries | 354 | 545 | 669 | 952 | 1314 |
| From MINITEX | 385 | 455 | 331 | 417 | 514 |
| From Other Libraries | 354 | 510 | 338 | 369 | 478 |
| From Doc Suppliers | 0 | 0 | 0 | 0 | 7 |
| Photocopies acquired | 4194 | 4312 | 5292 | 4843 | 4507 |
| From SD Libraries | 775 | 898 | 1071 | 1477 | 1403 |
| From MINITEX | 1984 | 2410 | 1856 | 2683 | 2537 |
| From Other Libraries | 1431 | 992 | 1016 | 640 | 567 |
| From Doc Suppliers | 4 | 12 | 11 | 43 | 0 |
| TOTAL ITEMS SUPPLIED TO LIBRARIES | 8870 | 9219 | 9469 | 10717 | 11024 |
| Originals supplied | 4060 | 4021 | 3947 | 5251 | 5270 |
| To SD Libraries | 2304 | 2222 | 2368 | 3509 | 3561 |
| To MINITEX | 417 | 447 | 308 | 382 | 332 |
| To Other Libraries | 1339 | 1352 | 1271 | 1360 | 1377 |
| Photocopies supplied | 4810 | 5198 | 4522 | 5466 | 5754 |
| To SD Libraries | 1421 | 1473 | 1766 | 1504 | 2360 |
| To MINITEX | 206 | 245 | 155 | 211 | 250 |
| To Other Libraries | 3180 | 3480 | 2601 | 3751 | 3144 |

Note: In previous annual reports, the statistics in this table have included requests from SDSU Off-Campus students, faculty and staff. This table has been adjusted to exclude any non-library transactions.

Table 13. ILL requests by department/college 2006-2007

| | |
|--|-------------|
| Aerospace Studies | 3 |
| Agricultural and Biosystems Engineering | 127 |
| Animal Science | 111 |
| Apparel Merchandising/Interior Design | 3 |
| Art | 48 |
| Biology/Microbiology | 181 |
| Chemistry/Biochemistry | 708 |
| Civil/Environmental Engineering | 177 |
| Computer Science | 18 |
| Cooperative Extension | 22 |
| Counseling/Human Resources Development | 120 |
| CST Communication, Speech & Theater | 75 |
| Dairy Science | 25 |
| Economics | 98 |
| Education | 54 |
| Electrical Engineering | 441 |
| Engineering Tech & Management | 292 |
| English | 198 |
| General Engineering | 3 |
| Geography | 165 |
| General Studies | 7 |
| HDCFS (Human Dev, Consumer & Fam Sci) | 29 |
| HFLP Horticulture/Forestry/Landscape/Parks | 10 |
| History | 95 |
| HPER Health/Physical Education/Recreation | 217 |
| Journalism/Mass Communication | 16 |
| Library | 114 |
| Mathematics & Stats | 38 |
| Mechanical Engineering | 154 |
| Military Science | 6 |
| Miscellaneous | 106 |
| Modern Languages | 160 |
| Music | 30 |
| Nursing | 938 |
| Nutrition/Food Science/Hospitality | 197 |
| Pharmacy/Pharmaceutical Sciences | 130 |
| Philosophy/Religion | 14 |
| Physics | 1 |
| Plant Science/Entomology | 110 |
| Political Science | 57 |
| Psychology | 269 |
| Residential Life | 0 |
| Rural Sociology | 208 |
| Veterinary Science | 265 |
| Wildlife & Fisheries | 354 |
| Total | 6394 |

Government Documents Department

Submitted by Vickie Mix, Documents Librarian

Purpose and Mission

South Dakota State University was designated as an official U.S. depository library in 1889. Currently, approximately 73% of the materials made available through the Federal Depository Library Program ([FDLP](#)) are selected and received at the library. Our purpose is to provide both the SDSU community and the general public with government information in accordance with Federal Depository Program and statutory guidelines.

The mission of the Federal Depository Library Program is to disseminate information from all three branches of government to participating depository libraries. Those libraries designated as depository libraries maintain federal information products and make those products freely accessible to the general public. The [FDLP](#) was established by Congress to ensure free access by the American public to its government's information. Depository libraries provide professional, local, no-fee access to government information.

Goals FY 2008

- Conclude analysis of tangible government documents volumes housed in Lincoln Music Hall remote storage for de-selection and/or relocation to main collection.
- Collaborate with other South Dakota depository libraries in establishing a state plan for South Dakota depository libraries as urged by the Federal Depository Library Program.
- De-select ERIC microfiche available full text via <http://www.eric.ed.gov/>.
- Complete redesign of Documents web pages.
- Promote government resources via instruction, staff training, library web pages, blogs, and university media.
- Work with the Head of Public Services and Public Services staff in exploring and proposing implementation options for a shared service point that may include Government Documents.
- Establish library policies specific to the federal documents collection as urged by the Federal Depository Library Program:
 - Access and Services Policy
 - Collection Development Policy
 - Binding Policy
 - Documents Replacement Policy

Accomplishments 2007

Collection maintenance

- Selected 73 percent of the materials offered to libraries via the Federal Depository Library Program.
- Added over 4,800 tangible government documents to the library's collection; withdrew 2,152; total number of federal documents 584,068. (Table 1).
- Added approximately 9,496 electronic documents records to catalog. (Table 1).
- Added 575 South Dakota documents; withdrew 252; total state documents currently maintained 34,350. (Table 2).
- Added 688 items to curriculum; total holdings 7,349. (Table 3).
- Created and implemented project plan for the disposition of federal documents housed in remote storage.

- Created workable database from Archives hand written inventory of federal documents in remote storage.
- Cleared miscellaneous clutter from documents and curriculum collection areas.

Collection Access & Service

- 2,505 materials re-shelved. (Table 4)
- The documents librarian reorganized and updated the government information web page
- Maintained database subscriptions to LexisNexis Congressional, LexisNexis Statistical, and MarciveWeb DOCS. (Marcive usage Table 5)
- Marcive tape load problems have been resolved and staff have made progress in addressing backlog.
- Provided classroom instruction specific to accessing government and legislative information as included in the library's schedule of instructional sessions each semester.
- Provided subject specific instruction utilizing government information, as requested by faculty.
- Provided patron assistance for government publications, public computers, microform readers, network printers, bound serials, and the photocopiers. (Table 6 and Table 7).
- A web page highlighting the services provided by the department publicizes the department and its resources to our patrons.
- Multiple displays have featured government information products on the lower level.

Staff

- Documents Librarian, Vickie Mix appointed August 2006.
- 1.5 FTE Library Technicians: Barbara Pagel (1 FTE) and Karen Krueger (.5 FTE Documents, .5 FTE Access Services).
- 2-3 part-time students assistants.
- All staff members have attended library-sponsored training sessions on electronic resources.
- All staff members attended the Minnesota-South Dakota Government Documents Forum.
- All staff members attended University of Minnesota/MINITEX 2007 Collection Development Symposium Envisioning the Future: Government Information in an Age of Transition, May 14, 2007, Minneapolis, MN focusing on access and service for electronic government resources.

Trends

- Declining usage statistics (more electronic resources)
- Declining patron assistance (more electronic resources+ google-mania)
- Increasing electronic access via Internet for all collections served: documents, serials, curriculum.
- Slight increase in tangible item growth (documents and curriculum)
- Projected space needs for two years:
 - Lincoln Music Hall Storage: Congressional Serial Set (core title for depositories) shelving requirements in Briggs Library 324 shelves @ 972 linear feet (currently 5,766 volumes)

- Lincoln Music Hall Storage: War of the Rebellion Record, over 200 volumes, approximately 25 shelves.
- Other Lincoln Music Hall Storage: Unknown, estimate 30 shelves.
- Briggs Collection growth, no weeding, 4,800 documents volumes per year- approximately 25 shelves for two years; at least 8 microfiche drawers for two years (no drawers left); some CD/DVD drawer space.
- Curriculum growth 20 shelves for two years; 200 AV Curriculum materials; plus oversized materials
- Total estimated shelving needs: 424; Current empty shelves: 549 (top to bottom, not allowing for oversize)

Table 14. Government Documents Holdings

| | FY '03 | FY '04 | FY '05 | FY '06 | FY '07 |
|--|---------------|---------------|---------------|---------------|---------------|
| Government Documents in Paper | | | | | |
| Added | 3529 | 3464 | 2473 | 1757 | 1950 |
| Withdrawn | 2399 | 2242 | 392 | 263 | 254 |
| Total | 276904 | 278126 | 280207 | 281701 | 283397 |
| Government Documents in Fiche: Titles | | | | | |
| Added | 4013 | 3904 | 2253 | 2341 | 2405 |
| Withdrawn | 347 | 359 | 240 | 467 | 1650 |
| Total | 208654 | 212199 | 214212 | 216086 | 216841 |
| Government Documents in Fiche: Sheets | | | | | |
| Added | 8074 | 8156 | 5619 | 5654 | 5713 |
| Withdrawn | 569 | 595 | 461 | 1244 | 2187 |
| Total | 409210 | 416771 | 421929 | 426339 | 429865 |
| Government Documents in Microfilm: Rolls | | | | | |
| Total | | | | | 1297 |
| Government Documents in Floppy Disk, CD-ROM or DVD | | | | | |
| Added | 266 | 241 | 188 | 213 | 173 |
| Withdrawn | 96 | 78 | 43 | 56 | 42 |
| Total | 3828 | 3991 | 4136 | 4293 | 4424 |
| Government Documents - Maps | | | | | |
| Added | 1157 | 938 | 824 | 506 | 325 |
| Withdrawn | 781 | 636 | 505 | 471 | 206 |
| Total | 78631 | 78933 | 79252 | 79287 | 79406 |
| Total - All Documents Tangible Formats | | | | | |
| Added | 8965 | 8547 | 5738 | 4817 | 4853 |
| Withdrawn | 3623 | 3315 | 1180 | 1257 | 2152 |
| Total | 568017 | 573249 | 577807 | 581367 | 584068 |
| Percent Change | | 0.92% | 0.80% | 0.62% | 0.46% |
| Electronic added | | | | | |
| | | | | | 9496 |

Table 15. Government Documents South Dakota Holdings

| | FY '03 | FY '04 | FY '05 | FY '06 | FY '07 |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Added | 1984 | 2447 | 1310 | 708 | 575 |
| Discarded | | 156 | 1137 | 245 | 252 |
| Total | 31100 | 33391 | 33564 | 34027 | 34350 |

Table 16. Government Documents Curriculum Holdings (Items)

| | FY'03 | FY'04 | FY'05 | FY'06 | FY'07 |
|--------------|-------------|-------------|-------------|-------------|-------------|
| Added | 18 | 24 | 4 | 1086 | 688 |
| Withdrawn | 0 | 0 | 0 | 1215 | |
| Total | 6762 | 6786 | 6790 | 6661 | 7349 |

Table 17. Government Documents Materials Used

| | FY'03 | FY'04 | FY'05 | FY '06 | FY '07 |
|-----------------------|-------------|---------------|----------------|----------------|----------------|
| Paper | 1744 | 1878 | 1545 | 1179 | 906 |
| Documents Microfiche | 240 | 358 | 370 | 217 | 169 |
| Maps | 1236 | 919 | 574 | 310 | 265 |
| Electronic Documents | 43 | 40 | 36 | 12 | 24 |
| ERIC | 111 | 77 | 41 | 21 | 12 |
| Other Microforms | 1775 | 1417 | 832 | 772 | 842 |
| Curriculum | 195 | 300 | 241 | 295 | 287 |
| Total | 5345 | 4990 | 3639 | 2808 | 2505 |
| Percent Change | | -6.64% | -27.07% | -22.84% | -10.79% |

Table 18. MarciveWeb DOCS Use

| | FY '03 | FY '04 | FY '05 | FY '06 | FY '07 |
|-----------------------|--------|--------------|---------------|---------------|---------------|
| Sessions | 957 | 1008 | 927 | 1034 | 882 |
| Percent Change | | 5.33% | -8.04% | 11.54% | -14.7% |

| | | | | | |
|----------------|------|--------|---------|--------|--------|
| Requests | 7949 | 10450 | 8260 | 10326 | 12583 |
| Percent Change | | 31.46% | -20.96% | 25.01% | 21.86% |

"Sessions" are the number of times someone started over from your link to the service.
 "Requests" are the total number of searches, record views, navigation requests, etc.

Table 19. Government Documents Patron Assistance

| | FY'03 | FY'04 | FY'05 | FY'06 | FY'07 |
|-----------------------|-------------|--------------|----------------|---------------|---------------|
| Documents | 603 | 683 | 453 | 415 | 342 |
| Maps** | 31 | 22 | 22 | 39 | 22 |
| Serials | 844 | 765 | 489 | 490 | 286 |
| Equipment | 1050 | 1202 | 698 | 616 | 481 |
| Directional | | | | | |
| Referred | 82 | 132 | 71 | 60 | 40 |
| Other | 235 | 279 | 196 | 150 | 83 |
| Total | 2845 | 3083 | 1929 | 1770 | 1254 |
| Percent Change | | -8.3% | -37.43% | -8.34% | -29.1% |

Table 20. Reference Statistics from Documents Department

| | FY '07 |
|-----------------------------|------------|
| In-Person/Phone Simple | 544 |
| In-Person/Phone In Depth | 48 |
| In-Person/Phone Directional | 327 |
| Virtual/Email Simple | 4 |
| Virtual/Email In-Depth | 1 |
| Virtual/Email Directional | 1 |
| **TOTAL | 925 |

**Began Reference statistics October 2006 (Also included in total for Public Services)

Reference Department

Reference Department Goals from 2005-06 that Were Addressed in 2006-07

- Continue to provide effective, and accommodating, information service to the SDSU community, both on campus and off campus. – Information inquiries increased in 2006-07
- Enhance the role of librarians in the campus information literacy initiative and continue to develop the library's instruction program at a controlled pace. This includes planning the future development of the instruction program to enhance the role of librarians in the university's information literacy initiative. – Our librarians taught 368 instructional sessions reaching 7,658 students during 2006-07. 41% of those classroom instructional sessions focused on basic/information literacy information and all of them addressed information literacy to some extent.
- Continue to develop the library's web site to deliver electronic resources, library information, and instruction to the SDSU on-campus and off-campus community. – During 2006-07 we began a planning process for a website redesign. An enhanced redesign of the Research Databases pages was accomplished in 2006-07 and the redesign process for the website as a whole continues during 07-08
- Continue deployment of new electronic information resources at a controlled pace. -
- Facilitate electronic reference interactions via e-mail and virtual (chat) reference software. – During 2006-07, Briggs librarians continued to participate in the virtual reference cooperative with librarians from DSU, NSU, SDSM&T, and BHSU.

Information Inquiries

During 2006-2007 information inquiry transactions (not including Government Documents Department) rebounded after dropping to the fewest transactions during my 24 years at SDSU in 2005-2006. During 2006-2007, our librarians responded to 15,472 information inquiries, an increase of 25.86% from the number handled during 2005-2006. The 15,472 information inquiries recorded during 2006-2007 were the most since the 15,941 transactions handled in 1998-1999. Traditional transactions, i.e., those were handled in-person, via telephone, fax, or U.S. mail, accounted for 93.95% of the inquiries. Virtual transactions, i.e., those handled via email or chat, accounted for 6.05% of the information inquiries.

Reshelving of Reference Materials

During 2006-2007, the number of reference materials (including paper abstracts/indexes and the reference collection) reshelved (2,589) decreased 15.45% from the 2005-2006 year. Since 1999-2000 when we first began collecting reference reshelving statistics, the number reshelved has decreased by 41.87%. Due to their low usage, a decision was made to move the abstract and index titles that are no longer being received, i.e., either ceased or cancelled, to the lower level where they will be integrated into the bound periodicals collection by call number. That relocation was completed during 2006-2007. The Abstracts and Indexes titles that are still being received remain on the main level for now.

Table 21. Reference Dept. Multi-Year Information Transactions

| | 2006-2007 ***** | 2005-2006 ***** | 2004-2005 ***** | 2003-2004 ***** | 2002-2003 ***** |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Total | | | | | |
| Transactions | 15472 | 12293 | 15082 | 14971 | 14831 |
| Total Ref Trans | 8224 | 7395 | 9999 | 10069 | 11283 |
| % of Total | 53.15% | 60.16% | 66.30% | 67.26% | 76.08% |
| Total Dir Trans | 7248 | 4898 | 5083 | 4902 | 3548 |
| % of Total | 46.85% | 39.84% | 33.70% | 32.74% | 23.92% |
| Traditional | | | | | |
| Transactions* | 14536 | 11325 | 14329 | 14454 | 14372 |
| % of Total | 93.95% | 92.13% | 95.01% | 96.55% | 96.91% |
| Virtual Transactions* | 936 | 968 | 753 | 517 | 459 |
| % of Total | 6.05% | 7.87% | 4.99% | 3.45% | 3.09% |
| Simple Ref | 7430 | | | | |
| % of Total | 48.02% | | | | |
| In-Depth (10+mins) | 759 | | | | |
| % of Total | 4.91% | | | | |
| Consultations | 35 | 23 | 51 | 18 | 2 |
| % of Total | 0.23% | 0.19% | 0.34% | 0.12% | 0.01% |
| Directional | 7248 | | | | |
| % of Total | 46.85% | | | | |
| Info Desk | | | | | |
| Transactions | 9820 | | | | |
| % of Total | 63.47% | | | | |
| Ref Employee Trans | 757 | | | | |
| % of Total | 4.89% | | | | |
| Other Dept's Trans | 4895 | | | | |
| % of Total | 31.64% | | | | |
| Daily Activity Index | 48.20 | 38.78 | 46.98 | 46.21 | 46.06 |
| % Change in Total Trans from Last Yr | 25.86% | -18.49% | 0.74% | 0.94% | 1.64% |
| Decline since 1994-95 | | | | | |
| | -35.39% | | | | |

*Traditional includes face-to-face, telephone, and US Mail.

*Virtual includes virtual reference software and e-mail.

Table 22. Reference Dept. Monthly Information Transactions 2006-2007

| Month | Total Reference | Total Directional | Total Inquiries |
|--------------|-----------------|-------------------|-----------------|
| Jul | 247 | 102 | 349 |
| Aug | 279 | 115 | 394 |
| Sep | 962 | 682 | 1644 |
| Oct | 1247 | 1068 | 2315 |
| Nov | 1121 | 920 | 2041 |
| Dec | 420 | 531 | 951 |
| Jan | 542 | 509 | 1051 |
| Feb | 982 | 1116 | 2098 |
| Mar | 777 | 631 | 1408 |
| Apr | 928 | 811 | 1739 |
| May | 441 | 449 | 890 |
| Jun | 278 | 314 | 592 |
| Total | 8224 | 7248 | 15472 |

Table 23. Reference Dept. Electronic Database Use Statistics 2006-2007

| Database | Searches | Records | Full Text | Abstracts |
|--|----------|---------|-----------|-----------|
| Academic Search Premier - EBSCOhost | 39580 | 17577 | 21504 | 17577 |
| AGRICOLA - Cambridge Scientific | 12495 | | | |
| Arts & Humanities - FirstSearch (per search) | 458 | | | |
| Biography & Genealogy Index - InfoTrac | 155 | 103 | 0 | |
| Biological Abstracts - SilverPlatter | 1327 | 7963 | | 1670 |
| Biological Sciences - Cambridge Scientific | 4038 | | | |
| Biology Digest - Cambridge Scientific | 3072 | | | |
| Books @ Ovid | 297 | 23 | 64 | 0 |
| Book In Print | 2982 | | 3901 | |
| Business Source Premier - EBSCOhost | 6021 | 1988 | 2840 | 1988 |
| CAB Abstracts - SilverPlatter | 2040 | 16384 | | 2297 |
| Current Contents - SilverPlatter | 1927 | 7795 | | 2815 |
| CIAO | 169 | | 2746 | |
| CINAHL - EBSCOhost | 106568 | 46619 | 27142 | 46619 |
| PreCINAHL - EBSCOhost | 7039 | 199 | 19 | 199 |
| CINAHL - Ovid | 8455 | 1537 | 2665 | 0 |
| Total CINAHL | 122062 | 48355 | 29826 | 46818 |
| Conference Papers Index - Cambridge Scientific | 2735 | | | |
| Contemporary Authors - InfoTrac | 49 | 29 | 1 | |
| Contemporary Literary Criticism - InfoTrac | 107 | 37 | 1 | |
| Discovering Collection - InfoTrac | 125 | 31 | 30 | |
| Dissertation Abs - FirstSearch (per search) | 879 | | | |
| EBM - Ovid | 2078 | 44 | 612 | 0 |
| EBSCO EJS | 7928 | 46904 | 22855 | 3821 |
| EBSCOMegaFILE | 147786 | 121275 | 113259 | 121275 |
| EconLit - CSA | 2700 | | | |
| EI Compendex - Engineering Info | 5271 | 132788 | | 2246 |
| ERIC - Cambridge Scientific | 3185 | | | |
| Gale Virtual Reference Library | 193 | 149 | 81 | |
| Geobase - FirstSearch (per search) | 767 | | | |
| HaPI - Ovid | 392 | 6 | 103 | 0 |
| IEEE Xplore | 6468 | 0 | 3964 | 1227 |
| Image Collection - EBSCOhost | 200 | NA | 105 | NA |
| Informe | 110 | 96 | 94 | |
| Inspec - EBSCOhost | 2838 | 2 | 401 | 2 |
| Inspec - Engineering Village | 0 | 0 | NA | 0 |
| Total Inspec | 2838 | 2 | NA | 2 |
| Int Pharm Abs - EBSCOhost | 2373 | 422 | 5 | 422 |
| Journals @ Ovid | 5513 | 11688 | 4954 | 0 |
| Junior Edition - InfoTrac | 49 | 13 | 13 | |
| Junior Reference Collection - InfoTrac | 74 | 7 | 7 | |
| JSTOR | 22933 | | 29744 | |
| Kid's Edition - InfoTrac | 44 | 7 | 7 | |
| Kid's InfoBits - InfoTrac | 26 | 6 | 6 | |
| LexisNexis Academic Universe | 35389 | 45776 | | |

| | | | | |
|--|---------------|---------------|---------------|---------------|
| LexisNexis Congressional Universe | 1047 | 600 | | |
| LexisNexis Statistical Universe | 735 | 497 | | |
| Library, Information Science and Technology Abst | | | | |
| | 2635 | 317 | 5 | 317 |
| MasterFILE Premier - EBSCOhost | 5399 | 1281 | 1510 | 1281 |
| Medline - Cambridge Scientific | 4662 | | | |
| Medline - Ovid | 5637 | 2102 | 1569 | 0 |
| Total Medline | 10299 | 2102 | 1569 | 0 |
| MLA Directory of Periodicals - EBSCOhost | 3201 | 150 | 0 | 150 |
| MLA International Bibliography - EBSCOhost | 6222 | 2782 | 76 | 2782 |
| NCJRS Abstracts Database - Cambridge Scientific | 1483 | | | |
| NetLibrary | 1277 | | | |
| Physical Education Index - Cambridge Scientific | 4719 | | | |
| Plant Science - Cambridge Scientific | 3152 | | | |
| Pollution Abstracts - Cambridge Scientific | 0 | | | |
| ProceedingsFirst - FirstSearch (per search) | 0 | | | |
| Professional Collection - InfoTrac | 83 | 36 | 22 | |
| Project Muse | 1270 | NA | 1838 | NA |
| Proquest | 136913 | 2664 | 79427 | 31639 |
| PsycINFO - Cambridge Scientific | 9758 | | | |
| Regional Business News - EBSCOhost | 2180 | 218 | 189 | 218 |
| Social Services Abstracts - Cambridge Scientific | 1877 | | | |
| Sociological Abstracts - Cambridge Scientific | 2612 | | | |
| Student Edition - InfoTrac | 515 | 360 | 350 | |
| Teacher Reference Center | 2467 | 147 | 7 | 147 |
| TOXLINE - Cambridge Scientific | 2752 | | | |
| UlrichsWeb | 598 | | | |
| Your Journals @ Ovid | 0 | 0 | 0 | 0 |
| Worldcat - FirstSearch (subscription) | 4343 | | | |
| Total | 652372 | 470622 | 321715 | 238692 |

Cambridge Scientific Abstracts

| | | | | |
|--|--------------|-----------|-----------|-----------|
| AGRICOLA - Cambridge Scientific | 12495 | NA | NA | NA |
| Biological Sciences - Cambridge Scientific | 4038 | NA | NA | NA |
| Biology Digest - Cambridge Scientific | 3072 | NA | NA | NA |
| Conference Papers Index - Cambridge Scientific | 2735 | NA | NA | NA |
| EconLit - Cambridge Scientific | 2700 | NA | NA | NA |
| ERIC - Cambridge Scientific | 3185 | NA | NA | NA |
| Medline - Cambridge Scientific | 4662 | NA | NA | NA |
| NCJRS Abstracts Database - Cambridge Scientific | 1483 | NA | NA | NA |
| Physical Education Index - Cambridge Scientific | 4719 | NA | NA | NA |
| Plant Science - Cambridge Scientific | 3152 | NA | NA | NA |
| Pollution Abstracts - Cambridge Scientific | 0 | NA | NA | NA |
| PsycINFO - Cambridge Scientific | 9758 | NA | NA | NA |
| Social Services Abstracts - Cambridge Scientific | 1877 | NA | NA | NA |
| Sociological Abstracts - Cambridge Scientific | 2612 | NA | NA | NA |
| TOXLINE - Cambridge Scientific | 2752 | NA | NA | NA |
| Total Cambridge Scientific | 59240 | NA | NA | NA |

EBSCO

| | | | | |
|--|---------------|---------------|---------------|---------------|
| Academic Search Premier - EBSCOhost | 39580 | 17577 | 21504 | 17577 |
| Business Source Premier - EBSCOhost | 6021 | 1988 | 2840 | 1988 |
| CINAHL - EBSCOhost | 106568 | 46619 | 27142 | 46619 |
| PreCINAHL - EBSCOhost | 7039 | 199 | 19 | 199 |
| EBSCOMegaFILE | 147786 | 121275 | 113259 | 121275 |
| Image Collection - EBSCOhost | 200 | NA | 105 | NA |
| Inspec - EBSCOhost | 2838 | 2 | 401 | 2 |
| Int Pharm Abs - EBSCOhost | 2373 | 422 | 5 | 422 |
| Library, Information Science and Technology Abst | 2635 | 317 | 5 | 317 |
| MasterFILE Premier - EBSCOhost | 5399 | 1281 | 1510 | 1281 |
| MLA Directory of Periodicals - EBSCOhost | 3201 | 150 | 0 | 150 |
| MLA International Bibliography - EBSCOhost | 6222 | 2782 | 76 | 2782 |
| Regional Business News - EBSCOhost | 2180 | 218 | 189 | 218 |
| Teacher Reference Center | 2467 | 147 | 7 | 147 |
| EBSCO EJS | 7928 | 46904 | 22855 | 3821 |
| Total EBSCO | 342437 | 239881 | 189917 | 196798 |

InfoTrac/Gale

| | | | | |
|--|-------------|------------|------------|-----------|
| Biography & Genealogy Index - InfoTrac | 155 | 103 | 0 | NA |
| Contemporary Authors - InfoTrac | 49 | 29 | 1 | NA |
| Contemporary Literary Criticism - InfoTrac | 107 | 37 | 1 | NA |
| Discovering Collection - InfoTrac | 125 | 31 | 30 | NA |
| Gale Virtual Reference Library | 193 | 149 | 81 | NA |
| Informe | 110 | 96 | 94 | NA |
| Junior Edition - InfoTrac | 49 | 13 | 13 | NA |
| Junior Reference Collection - InfoTrac | 74 | 7 | 7 | NA |
| Kid's Edition - InfoTrac | 44 | 7 | 7 | NA |
| Kid's InfoBits - InfoTrac | 26 | 6 | 6 | NA |
| Professional Collection - InfoTrac | 83 | 36 | 22 | NA |
| Student Edition - InfoTrac | 515 | 360 | 350 | NA |
| Total InfoTrac | 1530 | 874 | 612 | NA |

FirstSearch

| | | | | |
|---------------------------------|-------------|-----------|-----------|-----------|
| Arts & Humanities - FirstSearch | 458 | NA | NA | NA |
| Dissertation Abs - FirstSearch | 879 | NA | NA | NA |
| Geobase - FirstSearch | 767 | NA | NA | NA |
| ProceedingsFirst - FirstSearch | 0 | NA | NA | NA |
| Worldcat - FirstSearch | 4343 | NA | NA | NA |
| Total FirstSearch | 6447 | NA | NA | NA |

Ovid

| | | | | |
|----------------------|--------------|--------------|-------------|----------|
| Books @ Ovid | 297 | 23 | 64 | 0 |
| CINAHL - Ovid | 8455 | 1537 | 2665 | 0 |
| EBM - Ovid | 2078 | 44 | 612 | 0 |
| HaPI - Ovid | 392 | 6 | 103 | 0 |
| Journals @ Ovid | 5513 | 11688 | 4954 | 0 |
| Medline - Ovid | 5637 | 2102 | 1569 | 0 |
| Your Journals @ Ovid | 0 | 0 | 0 | 0 |
| Total Ovid | 22372 | 15400 | 9967 | 0 |

SilverPlatter

| | | | | |
|--------------------------------------|-------------|--------------|-----------|-------------|
| Biological Abstracts - SilverPlatter | 1327 | 7963 | NA | 1670 |
| CAB Abstracts - SilverPlatter | 2040 | 16384 | NA | 2297 |
| Current Contents - SilverPlatter | 1927 | 7795 | NA | 2815 |
| Total SilverPlatter | 5294 | 32142 | NA | 6782 |

Table 24. Reference Dept. Multi-Year Reference Shelving Statistics

| | 2006-07 | 2005-06 | 2004-05 | 2003-04 | 2002-03 |
|---------------------|-------------|-------------|-------------|-------------|-------------|
| Reference Materials | 2572 | 3040 | 2677 | 3319 | 2872 |
| Indexes & Abstracts | 17 | 22 | 56 | 93 | 185 |
| Total | 2589 | 3062 | 2733 | 3412 | 3057 |

Information Literacy and Instruction Services

Submitted by Laura M. Wight, Assistant Professor, Reference Librarian/ Instruction Coordinator

General Trends

This year, the number of library instruction presentations decreased 6% to 368 total presentations, accompanied by a decline in the total number of instructional contacts to 7,658. This decrease is reflected mainly in the topic-specific undergraduate (17.5 fewer classes) and drop-in session (11 fewer classes) categories. Last year all sections of English 201 were required by the English Department to visit the library for instruction. This year, library instruction was optional for these courses, likely resulting in the overall decrease. Fewer library drop-in classes were scheduled in an effort to balance the librarians' time and effort dedicated to these sessions with effectiveness of content. Librarians and staff participating in instruction spent 158 hours combined preparing for library instruction.

This year there were 19 total distance presentations to 446 students. The majority (12) of these sessions were taught in Sioux Falls, with Rapid City (7) and Watertown (1) at a much smaller proportion. Distance instruction sessions account for nearly six percent of the total instruction presentations and instructional contacts.

Information Technology Literacy/Information Literacy General Education

Members of the library instruction team continue to serve as a resource to faculty for consultation on how to incorporate information literacy concepts into specific course assignments and curriculum at both lower and upper division levels. During the FY2006-2007, 7 students contacted the library and received remediation for the ITL Exam. The ITL Exam was administered throughout the 2006-2007 academic year. The Information Literacy Exam developed and piloted system-wide from 2005-2007 will no longer be administered at South Dakota State University. It is unclear at this time what method(s) will be used on this campus to assess the student learning outcomes in General Education Goal #7.

Information Literacy and Instruction Program Mission Statement and Goals

Mission Statement

Information literacy is an integral and fundamental part of the academic experience at South Dakota State University. The Library Instruction and Information Literacy Program serves on-campus and distance learning communities providing learners with the concepts and skills necessary to satisfy immediate curricular needs, as well as for lifelong experiences with information beyond the classroom. Librarians teaching in the Instruction Program work in partnership with other SDSU academic units to assist a diverse student body in achieving the expectations stated in Goal #7 (the Information Literacy Goal) of the General Education Requirements as approved by the South Dakota Board of Regents:

Goal #7: Students will recognize when information is needed and have the ability to locate, organize, critically evaluate, and effectively use information from a variety of sources with intellectual integrity.

Student Learning Outcomes: Students will:

1. Determine the extent of information needed;

2. Access the needed information effectively and efficiently;
3. Evaluate information and its sources critically;
4. Use information effectively to accomplish a specific purpose;
5. Use information in an ethical and legal manner.

Program Goals:

- Provide instruction in the core competencies of information literacy as identified in the South Dakota Board of Regents System General Education Requirements Goal #7 Student Learning Outcomes;
- Teach transferable skills and concepts necessary to conduct basic and advanced research in general education and major discipline coursework, while at the same time emphasizing the practical applications of these skills beyond the classroom;
- Develop online and print instructional materials to enhance and facilitate instruction to on-campus and distance learners;
- Utilize a variety of instructional methods and learning theories to accommodate a diverse array of learning styles, educational and technology skill levels;
- Work collaboratively with faculty and staff to promote the integration of information literacy competencies into course curriculum;
- Develop objectives for and teach individual instruction sessions complimentary to the faculty member's specific assignments and course objectives;
- Work toward sequenced information literacy instruction reinforcing practice and integration of concepts and skills progressively;
- Conduct regular assessment of the instruction program, incorporating new research, technology and pedagogical methods to improve the program and accommodate changing curricular needs.

Table 25. Reference Dept. Multi-Year Library/Bibliographic Instruction Statistics

| | 2006-07 ***** | 2005-06 ***** | 2004-05 ***** | 2003-04 ***** | 2002-03 ***** |
|--|------------------|------------------|------------------|------------------|------------------|
| Total Presentations | 368 | 382 | 346 | 317 | 323 |
| Percent Change In Total Presentations (From Previous Year) | 6.36% | 10.40% | 9.15% | -1.86% | 13.73% |
| Total Prep-Time | 157.85 | 164.30 | 168.65 | | |
| Instructional Contacts | 7658 | 8238 | 6240 | 6023 | 5668 |
| Basic Library Skills Percent of Total | 150 40.76% | 143 37.43% | 113 32.66% | 106 33.44% | 85 26.32% |
| Topic-Specific Undergrad. | 90.5 | 107.5 | 79 | 68 | 95.25 |

| | | | | | |
|------------------------|--------|--------|--------|--------|--------|
| Percent of Total | 24.59% | 28.14% | 22.83% | 21.45% | 29.49% |
| Topic-Specific Grad. | 14.5 | 13.5 | 20 | 18.5 | 21.75 |
| Percent of Total | 3.94% | 3.53% | 5.78% | 5.84% | 6.73% |
| Faculty & Staff | 18 | 10 | 20 | 5.5 | 10 |
| Percent of Total | 5% | 3% | 6% | 2% | 3% |
| Drop-In Sessions | 91 | 102 | 101 | 94 | 86 |
| Percent of Total | 25% | 27% | 29% | 30% | 27% |
| Other (tours, etc.) | 4 | 6 | 13 | 25 | 25 |
| Percent of Total | 1.09% | 1.57% | 3.76% | 7.89% | 7.74% |
| Distance Presentations | 19 | 18 | | | |
| Percent of Total | 5.16% | 4.71% | | | |
| Pierre | 0 | 0 | | | |
| Rapid City | 7 | 2 | | | |
| Sioux Falls | 12 | 15 | | | |
| Watertown | 1 | 1 | | | |
| Instructional Contacts | 446 | 414 | | | |
| Percent of Total | 5.82% | 5.03% | | | |
| Classroom Usage | | | | | |
| Room 105 | | | | | |
| Instruction | | 59 | | | |
| Non-Instruction | | 16 | | | |
| Total | | 75 | | | |
| Room 125 | | | | | |
| Instruction | 196 | 201 | | | |
| Non-Instruction | 100 | 97 | | | |
| Total | 296 | 298 | | | |
| Room 130 | | | | | |
| Instruction | 105 | 43 | | | |
| Non-Instruction | 50 | 9 | | | |
| Total | 155 | 52 | | | |
| Becker Classes | 37 | | | | |
| Percent of Total | 10.05% | | | | |
| Prep-Time | 19.00 | | | | |
| Fox Classes | 73 | 30.5 | 29 | 24.5 | 31.5 |
| Percent of Total | 19.84% | 7.98% | 8.38% | 7.73% | 9.75% |
| Prep-Time | 44.80 | 8.65 | 9.80 | | |
| Hallman Classes | 0 | 0 | 0 | 0 | 3 |
| Percent of Total | 0.00% | 0.00% | 0.00% | 0.00% | 0.93% |
| Prep-Time | 0.00 | 0.00 | 0.00 | | |

| | | | | | |
|--------------------|--------|--------|--------|--------|--------|
| Kraljic Classes | 29 | 43 | 36 | 42.5 | 41.5 |
| Percent of Total | 7.88% | 11.26% | 10.40% | 13.41% | 12.85% |
| Prep-Time | 4.90 | 23.00 | 24.42 | | |
| Marshall Classes | 62.5 | 40 | 46.34 | 47 | 29.5 |
| Percent of Total | 16.98% | 10.47% | 13.39% | 14.83% | 9.13% |
| Prep-Time | 14.70 | 15.10 | 21.10 | | |
| Mix Classes | 31 | 73 | 71 | 62 | 52 |
| Percent of Total | 8.42% | 19.11% | 20.52% | 19.56% | 16.10% |
| Prep-Time | 13.80 | 34.50 | 30.58 | | |
| Schleicher Classes | 38 | 55 | 51 | 36 | |
| Percent of Total | 10.33% | 14.40% | 14.74% | 11.36% | |
| Prep-Time | 2.25 | 1.65 | 4.00 | | |
| Van Buren | 1 | 1 | 2 | 3 | 4 |
| Percent of Total | 0% | 0% | 1% | 1% | 1% |
| Prep-Time | 0 | 0 | 7 | | |
| Wight | 81.5 | 97 | 80.83 | 76.5 | 84 |
| Percent of Total | 22% | 25% | 23% | 24% | 26% |
| Prep-Time | 52 | 75 | 67 | | |
| Kott Classes | 15 | 13 | 15 | | |
| Percent of Total | 4% | 3% | 4% | | |
| Prep-Time | 7 | 4 | 7 | | |
| Alexander Classes | | 29.5 | 30 | 26 | 30 |
| Percent of Total | | 7.72% | 8.67% | 8.20% | 9.13% |
| Adams Classes | | | | | 42.5 |
| Percent of Total | | | | | 13% |
| Theodosopoulos | | | | | 5.5 |
| Percent of Total | | | | | 2% |

Table 26. Reference Dept. Monthly Library/Bibliographic Instruction Statistics

| Month | Basic Skills* | Topic Undergrad | Topic Grad | Faculty & Staff | Library | | Monthly Totals | |
|-----------|---------------|-----------------|------------|-----------------|---------------|------------------|----------------|----------|
| | | | | | Open Sessions | Other Tours, Etc | Classes | Students |
| ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |
| July | | | | | | | | |
| August | | 3.5 | 5.5 | 1 | | | 10 | 289 |
| September | 49 | 29.5 | 7.5 | | 3 | | 89 | 2485 |
| October | 14 | 14 | | | 19 | | 47 | 700 |
| November | 27 | 2 | | 2 | 20 | 1 | 52 | 955 |
| December | 5 | | | 1 | 5 | | 11 | 221 |
| January | 8 | 13.5 | 0.5 | 7 | | 1 | 30 | 861 |
| February | 16 | 24 | | | 14 | 2 | 56 | 1145 |
| March | 13 | | | 3 | 11 | | 27 | 372 |
| April | 18 | 2 | 1 | | 17 | | 38 | 541 |
| May | | 1 | | 1 | 2 | | 4 | 45 |
| June | | 1 | | 3 | | | 4 | 44 |
| ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** | ***** |
| Total | 150 | 90.5 | 14.5 | 18 | 91 | 4 | 368 | 7658 |

*Basic Skills Sessions include: English 101 and GS100 sessions.

Table 27. Reference Dept. Multi-Year Instruction Evaluation Averages

Evaluation Scale: 1=Strongly Agree; 2=Agree; 3=Disagree; 4=Strongly Disagree; 5=Not Applicable

| | 2006-07 | 2005-06 | 2004-05 | 2003-04 |
|--|---------|---------|---------|---------|
| Presentation | | | | |
| 1. Information about the library and its services was explained thoroughly | 1.34 | 1.36 | 1.44 | 1.39 |
| 2. The librarian explained terminology which was new to me. | 1.48 | 1.70 | 1.62 | 1.56 |
| 3. The Information Presented was useful. | 1.27 | 1.36 | 1.35 | 1.34 |
| 4. The hands-on practice was useful. | 1.41 | 1.50 | 1.57 | 1.47 |
| 5. The tour was useful. | 1.39 | 1.48 | 1.47 | 1.47 |
| <i>Overall Presentation Average</i> | 1.38 | 1.48 | 1.49 | 1.45 |
| Handouts | | | | |
| 6. The handouts helped to clarify information presented in the session. | 1.37 | 1.42 | 1.42 | 1.45 |
| 7. The handouts will be useful when I come to the library. | 1.30 | 1.36 | 1.40 | 1.42 |
| <i>Overall Handouts Average</i> | 1.34 | 1.39 | 1.41 | 1.44 |
| Visual Aids | | | | |
| 8. The visual aids used during the session helped to clarify ideas for me. | 1.31 | 1.40 | 1.44 | 1.40 |
| 9. The computer demonstration was understandable. | 1.25 | 1.35 | 1.40 | 1.36 |
| 10. The computer demonstration made me more confident to use the computer by myself. | 1.35 | 1.44 | 1.47 | 1.40 |
| <i>Overall Visual Aids Average</i> | 1.30 | 1.40 | 1.44 | 1.39 |
| The Librarian | | | | |
| 11. The librarian that conducted the session was knowledgeable. | 1.15 | 1.18 | 1.19 | 1.18 |
| 12. The librarian who conducted the session was friendly. | 1.16 | 1.20 | 1.24 | 1.17 |
| 13. The librarian who conducted the session was enthusiastic. | 1.20 | 1.42 | 1.44 | 1.29 |
| <i>Overall Librarian Average</i> | 1.17 | 1.27 | 1.29 | 1.21 |
| Generally | | | | |
| 14. I now feel more comfortable using the library. | 1.33 | 1.45 | 1.39 | 1.37 |
| 15. I now feel more competent using the library. | 1.31 | 1.43 | 1.40 | 1.38 |
| 16. I now feel more comfortable about asking for help in the library. | 1.28 | 1.42 | 1.34 | 1.34 |
| 17. This session helped me (or will help me) do library research. | 1.20 | 1.20 | 1.26 | 1.27 |
| <i>Overall "Generally" Average</i> | 1.28 | 1.38 | 1.35 | 1.34 |

Respondent Demographic Information**Fall 2006-Spring 2007**

| | |
|--------------------------|-----|
| Freshperson / Sophomore | 394 |
| Junior / Senior | 9 |
| Graduate Student | 1 |
| Other Student | 2 |
| Faculty / Staff | 0 |
| <i>Total Respondents</i> | 406 |