



Odum Library Annual Report FY 2021

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UNIT: Collection and Resource Services

Submitted by Kenneth Smith, Department Coordinator

Fiscal year 2021 saw continuing pandemic-related interruptions, with some staff working from home a day or two a week. These accommodations continued until the university's return-to-work in July. Even more disruptive than "WFH" arrangements was the loss of a couple of staff members. In September 2020, Dana Jack (LTA) left Acquisitions to take a position as Administrative Coordinator in the Library. In April 2021, Mary Ann Wheelis (LA) retired from Acquisitions. These two departures required re-assignment of job duties among remaining staff in the unit. Mary Ann's position was approved for rehire and was re-classed to an LTA. Fortunately, before Mary Ann left she was able to train Josh Wallace on bindery work. Josh was hired for the LTA position in early FY22. Work remains in re-assigning tasks, training, and configuring the department to function with reduced staff levels.

Acquisitions

Submitted by Robert Taylor

- The Acquisitions Unit purchased 1,831 monographic items at a price of \$108,736.10. The monographic count is low compared to last year (2,573).
- The Acquisitions Unit purchased 839 serial items at a price of \$867,787.90.

Gifts

- 1,689 gift items were received in FY 2021.
- The most significant gift of the year came from an anonymous donor who donated 492 plays and drama books.

Repairs, Binding & Replacements

The pattern of binding activity is changing in the Library. In-house binding of monographs is significantly up this year. The number of theses sent for binding is up this year.

- The Acquisitions Unit repaired 382 books in-house (FY20: 100; FY19: 150).
- 168 monographs/books were bound (FY20: 323; FY19: 400; FY18: 528)
- 196 bound periodicals were added (FY20: 123; FY19: 198; FY18: 343).
- 144 theses were bound (FY20: 102; FY19: 114; FY18: 108).

Cataloging

Submitted by Guy Frost

During the first half of FY21, Cataloging had to be creative with their work due to COVID-19 and the transition to teleworking. Many maintenance projects that had traditionally been pushed to the bottom of the to-do list were moved to the top with a variety of cataloging activities by all the staff. This change did have a minor negative impact of the cataloging of physical materials, but allowed more digital content to take precedence. Overall, numbers are higher in some areas providing evidence that Technical Services can be highly productive teleworking. In-building work returned beginning in January 2021.

STATISTICS (OCLC)

	Original		Enhancements		Imports		OCLC Adds		OCLC Deletes	
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021
Guy Frost	254	241	4003	3168	3116	2614	1904	2017	89	44
Robert Taylor	9	1	1400	1244	112	976	1291	1239	22	5
Michele Moye*	0	0	32	24	976	1400	1422	1735	4897	+1492
Dana Jack	0	0	0	0	2976	15	0	0	0	0
Harikleia Sirmans	96	12	1136	1770	60	70	560	1002	1	5
Jessica Lee	2	0	2	1	14	4	17	10	10	1
Alice Smoot	0	0	0	0	5	37	5	12	61	11
Ken Smith	0	0	9	0	48	1334	14	11	2742	3321
Students	0	0	4	543	0	0	0	0	0	0
TOTALS	361	254	6586	6750	7307	6450	5213	6026	8309	4879

+Excludes uncataloged physical items not in Alma or OCLC discarded by Moye

*Note, Sirmans and Frost work chiefly in OCLC while Moye works chiefly in Alma

STATISTICS (ALMA)

	+Items Added		Items Modified		Items Deleted		Portfolios Created	
	2020	2021	2020	2021	2020	2021	2020	2021
Guy Frost	479	562	2,766	2,554	0	17	149	100
							*687	*75
Robert Taylor	117	18	1,499	483	0	31	0	0
Michele Moye	2,014	1,979	7,259	9,158	0	653	0	0
Dana Jack	2,547	1,254	488	2,087	0	108	1	0
Harikleia Sirmans	30	33	754	82	0	4	0	0
Jessica Lee	370	19	0	3,402	0	1	92	29
Alice Smoot	3,953	2,403	5,141	2,530	0	662	0	0
Mary Ann Wheelis	3,048	6,070	9,895	8,118	0	1,683	0	0
Ken Smith	2	40	286	1,783	0	262	145	361
Josh Wallace	0	530	1,613	3,255	0	915	0	0
Tiffany Lee	0	0	0	1,257	0	23	0	0
Students	0	7,215		7,100	0	120		0
System	0	0	0	0	0	5,175	0	0

TOTALS	12,560	20,123	29,701	39,724	0	4,479	1074	565
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+Note: All Alma statistics are questionable and may not be a good measure of work activities. Alma Analytics simply lacks the robustness of Voyager.

*Total number of Portfolios created directly in the Network Zone for the Georgia Historic Newspaper project; all URLs are populated to the entire USG library catalogs

PROGRAM FOR COOPERATIVE CATALOGING

SACO (LCSH, LCGFT, LCC)

FROST

- 3 new subjects approved
- 1 new classification number approved

NACO (Valdosta and Georgia Funnel)

FROST

- 166 authorities created; 101 authorities revised

SIRMANS

- 97 authorities created; 1370 authorities revised

MOYE

- 2 authorities revised

TAYLOR

- 2- authorities created; 1 authority revised

GEORGIA NACO FUNNEL

- Total 2026 headings created or Updated
 - o 468 Original
 - o 1557 Updated

VSU PORTION

- Total of 1104 headings created or Updated
 - o 265 Original (57%); up 2% from previous year
 - o 1474 Updated (95%); down 1% from previous year

CATALOGING PROJECTS COMPLETED

- Adding of an Open Access code and text string to Vtext and Georgia Documents and other open access digital content

PERSONNEL ACTIVITIES

FROST

TEACHING

- MUSC 7050, Music Research & Bibliography (Fall)

PRESENTATIONS

- GUGM Online
 - o “Cataloging Archives and Special Collections for the Semantic Web”, May 12, 2021
 - o “Collaborations – ‘What are, projects you hope will work?’”, May 13, 2021

PUBLICATIONS

- Frost, Guy. “From Zines to Peer Reviewed Journals: Cataloging Contemporary Pagan Resources.” *Serials Librarian* 79, no.3/4 (2020).
<https://doi.org/10.1080/0361526X.2020.1851338>

WORKSHOPS, TRAINING, ETC.

- Virtual Symposium of Pagan Thought and Practice, July 17, 2021

- BIBFRAME Update Forum, June 28, 2021

SERVICE (UNIVERSITY)

- Chair. Library Promotion and Tenure Committee
- Liaison. International Studies
- Liaison. Music Department
- Advisor. Gender and Sexualities Alliance

SERVICE (SYSTEM)

- Member: GIL Cataloging Committee
 - o Representative: GIL RFI Committee
- RDA Toolkit Administrator

PROFESSIONAL

- Member. Program for Cooperative Cataloging (PCC)
- Member. Subject Authority Cooperative (SACO)
- Member. Name Authority Cooperative (NACO)
- Coordinator. Georgia NACO Funnel

MOYE

WORKSHOPS, SEMINARS, TRAINING, ETC

- CDX Roundtable, August 12, 2020
- Big Data September 1, 2020
- November Well-being Wednesday, November 11, 2020
- Dine & Discover: Bereavement: Copying with Loss, November 18, 2020
- Project Management for Digitization, November 19, 2020
- Dine & Discover: Mindfulness 1010, January 20, 2021
- Performance Management Series, January 20, 2021
- Appreciation in the Workplace, January 21, 2021
- GALILEO Alma Session: Cataloging/Record Management, January 21, 2021
- Mindfulness Moment, January 22, 2021
- First Well-Being Igniter Meeting, January 28, 2021
- Fundamentals of Management and Supervision, January 28, 2021
- GALILEO Alma Session: Bulk Cataloging, February 2, 2021
- Performance Management Series: Goal Setting and Setting Performance Standards, February 3, 2021
- Fidelity Investments Web Workshop, February 4, 2021
- Leadership Trends in the Workplace, February 4, 2021
- Be Kind to Your Heart, February 10, 2021
- Well-being Wednesday: Personalized Health Program, February 10, 2021

- DFL Digital Accessibility Working Group, February 12, 2021
- Budgeting: Where Does the Money Go?, February 17, 2021
- Dine & Discover: Best-Stress, February 17, 2021
- Mindfulness Matters: Kepro, February 17, 2021
- Partners for Campus Excellence (Staff), February 18, 2021
- SEO for Digital Libraries, February 18, 2021
- USG: Learn the Basics of When and How to Claim Social Security, February 18, 2021
- Listening Session: Diversity, Equity, & Inclusion (Virtual), February 23, 2021
- Moving More: Ways to Combat a Sedentary Lifestyle: Kepro, February 23, 2021
- Assessing Your Cohesiveness at Work, February 24, 2021
- Effect Stress Management: Kepro, February 24, 2021
- DLF Digital Accessibility Working Group, March 10, 2021
- Discoverability for Digital Libraries, March 11, 2021
- DLF Accessibility's Advocacy and Education, March 18, 2021
- Women in Leadership, April 7, 2021
- LD4 Wikidata Affinity Group Call, April 20, 2021
- DPLA Book Talk, April 22, 2021
- DPLA After the Book Talk, April 22, 2021
- DLF Museums Cohort
- Introduction to PowerNotes, April 28, 2021
- Using MARC to Enhance Records for Accessibility, April 29, 2021
- Effective Communication in the Workplace: Kepro, May 4, 2021
- IIF Content Search TSG, May 4, 2021
- LD4 Wikidata Affinity Group Call, May 4, 2021
- Library Staff & Faculty Development Session: Setting and Operationalizing Your Goals, May 6, 2021
- PCC Operations Committee, May 6, 2021
- PCC Operations Committee, May 7, 2021
- 17th Annual Paraprofessional Conference, May 11, 2021
- Automating the Discard Process in Alma, May 11, 2021
- Historians, Libraries and Archives, May 11, 2021
- Looking Ahead, May 11, 2021
- Marketing a Cyber Incident While in the Midst of a Pandemic, May 11, 2021
- Podcasting in Your Library, May 11, 2021
- Security & Privacy, May 11, 2021
- Training for All, May 11, 2021
- 2021 GIL Users Group Meeting, May 12, 2021
- Cataloging Archives and Special Collections for the Semantic Web, May 21, 2021
- Cooperative Cataloging Pilot Project, May 12, 2021
- Extending the Library Management System with Community Cloud Apps, May 12, 2021
- Finding Genealogy Resources and Tools on Archives.gov, May 12, 2021
- LIBstick: More than a "Cosmetic" Solution for Alma Label printing, May 12, 2021
- Collaborations – "What are, Projects you Hope will Work?", May 13, 2021
- Improving Title Access for Our Researchers, May 13, 2021
- Georgia Knowledge Repository, May 13, 2021
- What's This, What's This, There's Databases Everywhere!, May 13, 2021

- LD4 Wikidata Affinity Group, May 14, 2021
- IIF Community Call
- IIF Maps Community
- May ALA Connect Live: Passing the Gavel, May 20, 2021
- Importance to Tangible Formats, May 26, 2021
- IFLA Bibliography, Cataloguing and Subject Analysis and Access Sections, May 27, 2021
- Getting Started with Digital Accessibility Conference, June 10, 2021
- IIF Services and Tools, June 11, 2021
- GALILEO Annual Conference, June 15-16, 2021
- Language is an Adventure – From the Library to the Classroom, June 15, 2021
- Librarians Online: Expanding Virtual Library Services, June 15, 2021
- Merchant Marine Records at the National Archives at St. Louis, June 15, 2021
- Ebooks for All, June 16, 2021
- Engaging patrons Virtually During a Pandemic and Beyond, June 16, 2021
- Filling in the Gaps: Delivering Oral History Online, June 16, 2021
- OCLC Cataloging Community Virtual Meeting, June 18, 2021
- 2021 IIF Annual Conference

SERVICE (COLLEGE)

- Odum Library Professional Development Committee, February 2020-

SIRMANS

WORKSHOPS, SEMINARS, TRAINING, ETC

- How to Pitch Like an A-Lister
- Effective Stress Management
- Building Positive Relationships at Work
- Immunity Boost with Nutrition and Exercise
- Heart Disease and the Metabolic Syndrome
- Healthy Mind Toolkit: Boosting your Mental Health
- Turning Memories into Memoirs with Denis Ledoux
- Bereavement: Coping with Loss
- Best Stressed
- Burning Man - Writing a Biography of D.H. Lawrence (British Library)
- Agents, Editors, The Pitch Letter
- Office Stretch Breaks
- Annie’s Creative Studio (video tutorials on sewing, quilting, crocheting, and needlework)

ACCOMPLISHMENTS

- Certificate earned in “Introduction to Proofreading and Copyediting 101”

SERVICE (COMMUNITY)

- Lydia Project: sewed 10 Tote Bags for Women Who Undergo Chemotherapy
- Provided Sewing Services to Codrina Cosma for the physically challenged and the Lighthouse Baptist Church

PUBLICATIONS

- Editorial Critique: *North Star Platoon and a Guardian Angel* by Darrell Hamlin
 - o Amazon Review at the Request of the Author:
<https://www.amazon.com/gp/customer-reviews/R2KG33F930B3Q3/>
- Author Request for Review of book *Returning to Ionia* by Constantine Santas
<https://www.amazon.com/gp/customer-reviews/R1OJYUMG9KMTWT/>
- Review of book *Indigo Girl* by Natasha Boyd <https://www.amazon.com/gp/customer-reviews/RB2P9O9WDSXI4>
- Translated from the Greek *The Incredible Machine* by Spyros Vrettos
- Ghostwriter for *Always A Gentleman: The Life and Forestry Career of Dr. Loukas G. Arvanitis*

MEMBERSHIPS

Red Stone Glen Virtual Book Club, 2021

Women's National Book Association

Collection Development

Submitted by Ken Smith

Serial Cancellations

For the second year in a row there was a significant decrease in the Library's material budget. In 2021 this amounted to \$160,000, or 14% of the FY 2020 budget. To respond to this reduction, greater than usual serial cancellations were required. In addition, Collection Development reviewed database offerings and identified candidates for cancellation. Both processes involved considerable consultation with faculty. In the end, roughly 80 titles were cancelled, reducing Library obligations by \$140,525. A list of databases cancelled in 2021 is below.

ATLA Religion Database
IBISWorld
MathSciNet
Project Muse
S&P Capital IQ
Worldcat

Monographic Selection

Collection Development selects for a number Library General Funds. In 2021, 1,035 titles were selected with a total expenditure of \$48,449.67. A breakdown of counts and expenditures is below.

Library General Funds

Fund	Count	Expenditure
Hambrick	183	\$6,345.03
LB CD	664	\$23,850.35
LB GEN	166	\$17,270.14
Library Revenue	8	\$187.78
United Daughters	14	\$796.37

At the end of the year, Collection Development also selects for departments which have funds remaining (to spend them out). This year was significant because it allowed for selection of ebooks in support of the new Online College for Career Advancement. Although end of year selection is not closely tracked, at least 150 titles were selected with a total expenditure of \$14,338.37. A breakdown of counts and expenditures is below.

Fund	Count	Expenditure
Honors	8	\$996.96
KSPE	5	\$507.86
Management General	117	\$10,403.26
Marketing General	8	\$940.94
Psychology General	12	\$1,489.35

Weeding

Overall, Collection Development reviewed and deaccessioned 5,761 monographic items in FY21. This figure does not include the withdrawal of monographs in government document locations (or bound serials counts). Sufficient material was de-accessioned from the third floor to allow for to allow the E's to be shifted from the first to the third floor.

- Videos: 1,017 items withdrawn
- Stacks A to E: 182 non-video items withdrawn
- Stacks F to Z: 4,033 non-video items withdrawn.

Electronic Resources & Serials

Submitted by Jessica Lee

Alma Statistics

Portfolios:

Created: 5,601

Activated: 130,420

Modified: 50,804

Collections:

Created: 15

Modified: 231

Vendor Interface Creation: 3

License Information Attached to Portfolios and Collections

Portfolios: 17

Collections: 17

OCLC Statistics

	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	Totals	
Update Existing WorldCat Records	0	1	7	0	0	0	0	0	0	2	0	0	10	Attach Holdings
WorldCat Replaces	1	0	0	0	0	0	0	0	0	0	0	0	1	Revise Existing
WorldCat Exports	1	0	0	0	0	0	0	0	0	2	1	0	4	Export into Alma
Delete Holdings	0	0	0	0	1	0	0	0	0	0	0	0	1	Delete from OCLC

Usage Data

In fiscal year 21, we found that many more vendors made the switch from COUNTER 4 data to COUNTER 5 data. There may still be a very lingering vendors who still provide COUNTER 4 data.

- ‘Total_Item_Requests’: the total number of times the full text of a content item was downloaded or viewed.
- ‘Unique_Item_Requests’: the number of unique content items (e.g. chapters) requested by a user.

[Information from COUNTER 5 Guide.](#)

The data below is a comparison between the FY20 and FY21 data.

J1 Report COUNTER 5

Publisher	Total Item Requests FY20	Unique Item Requests FY20	Total Item Requests FY21	Unique Item Requests FY21
ACM	356	289		
Allen Press	333	296	25	21
American Chemical Society(ACS)	2599	2188	2601	2106
American Institute of Physics	71	63	149	129
American Mathematical Society	4	4	14	14
American Physiological Society	110	91	247	242
Annual Reviews	362	293	176	149
BioOne	308	224	270	205
Cambridge University Press	153	129	259	184
CQ Researcher	1074	1610		
Duke University Press	60	56		
EBSCO	219463	165479	204489	154502
Edinburgh University Press	1	1	8	7
Emerald	132	118	163	147

Health Affairs	409	351	NA	NA
Highwire	929	759	1060	898
IEEE			13	8
IGI Global	2	2	NA	NA
INFORMS	32	3	15	13
IngentaConnect	97	91		
IOP	30	28		
Journal of Studies on Alcohol and Drugs (JSAD)	9	8	6	6
JSTOR	35080	40533	46435	35526
Liverpool University Press	Unable to access usage data			
MIT Press Journals	18	18	24	22
Nature	716	664	1121	961
NRC Research Press	13	6		
Optical Society of America	6	6	1	1
OVID	2037	1438		
Oxford University Press Journals	1981	1465	1940	1412
Project Muse	2595	1932	1379	1025
ProQuest	27747	19821	23529	16141
Royal Society of Chemistry	80	67	86	63

Sage	10201	7902	12749	9451
ScienceDirect	10005	6803	10034	7188
SIAM (Society for Industrial and Applied Mathematics)	5	5	3	3
SpringerLink	4078	3068	5364	4201
Taylor & Francis Journals	5819	4545	6301	4785
Thieme Journals	42	34		
University of Chicago Press	89	72	942	788
Wiley	8582	6917	9839	7981
Total	336386	268055		

M1 COUNTER 5

Publisher	Views FY20	Views FY21
Films on Demand	1905	
AVON (Academic Video Online)	962	535
Total	2867	

B1 COUNTER 5 FY20

Publisher	Total Item Requests FY20	Unique Item Requests FY20	Total Item Requests FY21	Unique Item Requests FY21
EBSCO	27221	20422	37526	28207
Taylor & Francis EBooks	5	5	7	7
EBook Central	19012	14912	9898	6147
Oxford University Press Scholarship Online	417	319		
American National Biography	53	12	44	26
Encyclopedia of Social Work	13	9		
Grove Art Online	164	97	163	100
Grove Music Online	97	66	80	53
Oxford Dictionary of National Biography	1	1	1	1
Oxford English Dictionary	983	324	932	312
Gale Books	471	233	655	240
Total	48437	36400		

Print Journal Inventory

During FY21, there were staff changes as well as the COVID-19 pandemic which did not have an opportunity to inventory as many items in the previous fiscal year. Two circulation staff members were trained to work on the inventory to fill in the gaps of others who worked on the inventory previously, but had left their positions.

OpenAthens

In August 2020, with the blessing of reference, Odum Library removed IP authentication on campus. This means that OpenAthens would not look for the IP ranges of on campus users to automatically allow them access to library resources. To create the same experience for library users, we removed IP authentication so all users (on and off campus) would have to authenticate through OpenAthens to gain access to library resources.

In June, we met with IT to restrict alumni access to electronic content due to the nature of our license agreements. There will be a fix in place by the new fall 2021 semester.

Special Projects

In September 2020, a list was generated of Copy 2 and multi-volume sets in the general collection and Archives & Special Collection of titles that needed holdings collapsed and 866 fields fixed. There were 4468 items on the list. The first run through of the list was not finished by the end of the fiscal year but was nearly done. There were many titles that needed to be removed from the shelf and handled to resolve the issue.

Tickets for resolving issues for electronic resources and access

In March 2020, we decided to keep track of tickets put in for access issues and other issues pertaining to electronic content. 39 tickets were submitted across several different service providers. The bulk of the tickets were submitted to GALILEO/GIL, EBSCO, and Ex Libris.

UNIT: Reference and Lending Services

Laura Wright, Reference & Lending Services Coordinator

All statistics are derived from two Gimlet reports, included as separate attachments. Gimlet FY21 vs FY20 compares this year's and last year's statistics. Gimlet FY 20 vs FY 19 compares this year's statistics to the year before the pandemic, FY 19.

The total number of questions for FY 21 increased 15% from FY 20. FY20 was an anomaly, with a 16% decrease from FY19, due in large part to campus shift to online instruction in Mid-March 2020 and reduced library hours from March through summer.

Resuming on-campus classes and regular hours allowed for a nearly full recovery of library questions. The total number of questions is still down 3% from the pre-pandemic numbers in FY 19. Reviewing the Gimlet report comparing FY 21 to FY 19 shows similar question distributions in spring and summer semesters, indicating a strong recovery from the challenges presented by the pandemic.

There was a shift in the delivery of reference services over the last year and half. Consultations have increased 38% from FY 20. They are also 22% higher than FY 19 count, indicating consultations didn't just recover from the pandemic year they also grew during this time. Chat questions are up 56% from FY 20 and 51% from FY 19, indicating a consistent increase in Chat questions.

In addition, there is an increase in the BlazeVIEW/GoVIEW format, up 7% from FY 20, and the Other location, up 61% from FY 20. Some of these changes are due to the pandemic and social distancing restrictions. During FY 21 research appointments were only offered online, these are all coded as BlazeVIEW/GoVIEW format and Other location.

Consultations are any question that lasts 20 minutes or longer. Most, but not all, research appointments are consultations. Longer interactions at the reference desk, by chat, or over the phone are consultations. With an increase in Chat questions we see an increase in duration. Often patrons will pause during the chat to review search results shared by the librarian before continuing to ask questions, resulting in longer interactions. Another factor to consider is the popularity of research appointments increasing among graduate faculty. Several faculty encourage or require their students to meet with a librarian. Most of these sessions take at least 30 minutes.

UNIT: Reference, Government Documents

Emily Rogers, Reference and Government Documents Librarian

In FY 2021 Emily Rogers continued to serve as the reference librarian for government documents and FDLP coordinator. Cataloging faculty Guy Frost catalogued Georgia documents, and staff Michele Moyer continued to catalog and process federal documents. As federal depository coordinator, the reference librarian for government documents monitors compliance with FDLP membership requirements.

The number of reference questions and consultations tagged as govdocs is 148, up 40% from 106 in FY 2020. Average reported monthly use of government information resources to answer reference questions is 12.33, up 40% from the 2020 average of 8.8 per month. The breakdown of transactions tagged as govdocs by format of transaction is:

- In-person: 110
- Chat: 20
- BlazeView: 5
- Email: 8
- Phone: 0
- Social Media: 0

The breakdown of transactions tagged as govdocs by minutes of duration in FY2021 was

- 0-5 minutes: 50
- 5-10 minutes: 44
- 10-15 minutes: 14
- 15-20 minutes: 8
- 20+ min. Consultations: 32

In comparison, the breakdown of transactions tagged as govdocs by minutes of duration in FY2020 was

- 0-5 minutes: 41
- 5-10 minutes: 23
- 10-15 minutes: 7
- 15-20 minutes: 11
- 20+ min. Consultations: 24

The number of consultations increased by 33%; this year again a large part of the longer consultations came from graduate students in public administration, education, and social work, as well as from community patrons.

Compared to 18 circulating documents in FY2020, total annual circulation of print documents in FY2021 is 10, a decrease of approximately 44%. Circulation of federal government documents is 10, an average of .83 per month, down 9.8% over the FY2020 rate of .92 per month. Circulation of Georgia government documents has decreased to 0 for the year, compared to 7 in FY 2020. Circulation of documents is, of course, not the only indicator of usage, and it is true that much current usage of government information is in the online format.

The depository currently receives 54.91% of items available for selection, and will continue to review the item selection for additional opportunities for cuts.

An ongoing project for the federal documents collection is weeding the physical collection, both print and microfiche. The documents librarian has begun participating in the ASERL needs and offers system, run through the University of Florida libraries. Offers lists are therefore distributed throughout the southeast region rather than just through the Georgia depository system, and claims from other libraries have increased. Weeding has been slow this year in part due to the need to develop a new workflow for listing documents in the new system. The documents librarian looks forward to the help of the new Reference LTA for entering weeded documents into the ASERL database. The resulting workflow should result in steadier weeding of physical items in FY2022.

Cataloging of government resources is reported by the library's cataloging department and includes the addition of all FDLP and Georgia government publications and disposal of FDLP publications.

The primary outreach activity for the year was Constitution Day, which was virtual in focus thanks to concerns about the pandemic. A LibGuide of information about the Constitution was created and posted in the Odum 101 shell within BlazeView, and students had the opportunity to participate in an online quiz and games about the Constitution. The library awarded a first prize of a \$50 gift certificate to the VSU bookstore and two \$25 packets of office supplies to the second and third prize winners.

Since August 2020 there has been no exhibit of physical documents from the FDLP or Georgia collections. Currently the exhibit space for documents has been adapted for use as a table to provide additional distance between the public and the student assistants' workstation at the Reference Desk. Perhaps resuming use of this display space, or adoption of a new exhibit space, would help increase the circulation of government documents.

Distribution of print annual tax forms continues to decline, and only the 1040 forms and instructions were distributed to libraries; we made these available to the community in our government publications kiosk. We ordered 50 of the 1040 paper forms and 25 instruction booklets; a few copies were also available in Spanish. Other forms were available online; patrons can obtain copies of forms from these sources by asking at the Reference Desk. The GIL catalog record contains a link to the Hathitrust digitized past tax forms. The state of Georgia has ceased distribution of print tax booklets; forms are only available online. In the kiosk we are also offering various free government publications of interest to the public, including information on financial planning and fraud avoidance, the GovInfo information website, health issues, immigration and citizenship, and copies of the Constitution.

Documents-related professional development opportunities included participating in a number of webinars offered by GODORT and the FDLP. Topics included Census data, U.S. voting and elections, writing and publishing in government information, federal legislative history, and state legislative information. The Regional Librarian at UGA, Valerie Glenn, held monthly virtual office hours for Georgia depository librarians, which the documents librarian attended regularly. The documents librarian also served as a member of the GODORT Awards Committee and moderated the virtual Awards ceremony at GODORT's ALA Annual meeting.

UNIT: Lending Services, Interlibrary Loan

Amy Chew. Reference and Interlibrary Loan Librarian

Borrowing

Borrowing requests increased a modest amount this year, with, once again, electronically delivered items (articles) increasing and physical requests (loans) decreasing. Turnaround time continues to quicken. We were able to implement improved automation features in the Spring and were chosen to join OCLC's Express Delivery program.

- Requests increased from 3045 in 19/20 to 3111, 2%
 - Article requests: 2758 (increased from 2592)
 - Loans: 353 (decrease from 453)
- Fill Rate
 - Articles: 93% filled, 7% cancelled (improved 2%)
 - Loans: 81% filled, 19% cancelled (declined 3%)
 - Top 5 reasons for cancellation (percentage of all cancellations)
 - Duplicate request (25%)
 - Cancelled per patron request (14%)
 - Exhausted/No library able to lend (12%)
 - Available online (8%)
 - Too new, no library holds item yet (6%)
- Turnaround time
 - Overall: 2.7 days (26.3% *FASTER* than 3.41 days in 19/20 and 77.8 % faster than 4.8 days in 18/19)
 - Articles: 2.07 days
 - Loans: 13.95 days
- Most requested Journal Titles not owned/accessible by Odum:
 - *Personality and individual differences*
 - *Learning and individual differences*
 - *Physical Education*
 - *Annals of Allergy, Asthma & Immunology*
 - *Feminist Media Studies*

Document Delivery

Doc Del requests decreased significantly as fewer borrowing requests were routed here due to the automation improvements.

- Requests decreased from 1224 in 19/20 to 809
- Fill Rate
 - Articles: 100% filled
 - Loans: 100% filled

- Turnaround Time
 - Overall: 1.42 days (9.8% faster than 1.56 days in 19/20)
 - Articles: 1.38 days
 - Loans: 1.8 days

Lending

There were significant improvements in Lending this year: a very large increase in requests and a massive improvement in turnaround time. Loan fill rates also improved over last year.

- Requests increased from 4094 in 19/20 to 5531, 35% increase
 - Articles: 3444
 - Loans: 2087
- Fill Rate
 - Articles: 57% filled, 43% cancelled
 - Loans: 62% filled, 38% cancelled
 - Top 5 reasons for cancellation (percentage of all cancellations)
 - Our holdings end before this volume (26%)
 - Checked out (22%)
 - Our holdings begin after this volume (11%)
 - Not on shelf (9%)
 - Lack volume/issue (7%)
- Turnaround Time
 - Overall 12.9 hours (47% faster than 19 hours in 19/20)
- IFM Charges: We had a total of 64 requests from libraries that charge to lend and obtained \$1136 from those requests in IFM charges.
- Top 5 most loaned Journals
 - *International journal of science education.*
 - *Sport in society.*
 - *The Journal of school health*
 - *Journal of nursing care quality.*
 - *Journal of education for students placed at risk.*
- Most loaned monographs:
 - *Bronze age mindset* (OCLC# 1045066812) circulated 4 times.
 - No other books were lent more than twice

Departmental Requests - These are the top 10 requesting departments.

Department	ILL Requests	Doc Del Requests	Total
English	329	97	426
Curriculum, Leadership and Technology	309	67	376
Psychology and Counseling	211	74	285
Library and Information Science	181	56	237
Educational Leadership	192	38	230
Kinesiology and Physical Education	162	52	214
Public Administration	146	47	193
Communication Disorders	131	43	174
Biology	135	23	158
History	122	30	152

UNIT: Reference, Library Instruction 2020-2021

Catherine Bowers

September 2021

This annual report captures the work of the library instruction team. For the sake of this report, “library instruction” can be an orientation for a non-class cohort, instruction tied to a specific class, a session scheduled as a follow-up to an earlier session, or a library-related presentation with an emphasis on conducting research using library resources. Some instructors requested multiple sessions, and each of these were counted as they had an impact on faculty resources and time. This definition means that the numbers here will vary from other sources such as Digital Measures or other institutional record-keeping, and even within this report. Between Fall 2020 and Summer 2021, most of these sessions were scheduled for the library’s lab/class spaces, but others may have been in labs or classrooms elsewhere on campus, or virtual. Virtual sessions were occasionally hybrid, but most were synchronous with the class’s sessions.

Overview of total sessions, 2016-2021					
	2016-17	2017-18	2018-19	2019-20	2020-21
Total Number of Sessions Taught	145	171	166	152	144
Core/1000-2000 Sessions Taught	59	102	69	64	86
Upper division 3000-4000 Undergraduate sessions taught	61	35	41	44	24
Graduate Sessions Taught	13	17	18	15	8
Fall Semester Sessions Taught	63	74	81	84	79
Spring Semester Sessions Taught	71	90	78	64	59
Summer Semester Sessions Taught	11	7	7	4	9
South Georgia College Entry/SGCE	5		1	1	0
South Georgia community	2	2	6	0	0

Table 1

Table 1 shows the total number of all combined library sessions. For 2020-2021, that was 144 which is a continued decline from the previous year, although not as dramatic as anticipated. The COVID-19-driven switch to online instruction had a clear impact on our instruction load; it was hard to see the outcome after the campus re-pivoted to “new normal.” Many faculty instead requested asynchronous materials, such as libguides or filmed demonstrations of library resources. There is also the possibility that a mild decline could be attributed to changes in course offerings or pedagogical methods and assessments.

Orientations for student cohorts	
Fall	4
Spring	0
Summer	1
Total	5

Table 2

Instruction for student cohorts included Speech and Language, DPA, ACED, and Blazer Summer Research Institute plus an open invitation to graduate students; while this was repetitious for some students, it allowed another channel for library connections. There were no community library instruction sessions, as there had been in previous years for National History Day experiences with St John Catholic or Thomas County Middle School.

Library instruction to undergraduate students	
Fall	79
Spring	59
Summer	6
Total	144

Table 3

Library instruction to undergraduate students at all levels continues to be the majority of scheduled sessions. These classes range across the core and upper-level curriculum, and most of the courses attached to these sessions are in the Colleges of Humanities and Social Sciences, Science and Math, Nursing and Health Sciences, and Education and Human Services.

Library instruction to graduate students	
Fall	3
Spring	4
Summer	1
Total	8

Table 4

Library instruction to graduate students increased by one class this year. Some of these were offered online.

Library instruction to faculty	
Fall	2

Library instruction to faculty was the new faculty orientation presentations; in the past, the library has offered related instruction or presentations to help with navigations to new systems, and we anticipate this will be the case again this academic year. One proposal is to add a library orientation to Employee and Organizational Development portal. The shift to online teaching, and then back to mostly face to face has also had an impact on assessment and peer review of teaching,

Library faculty, sessions taught	Total 19-20	Fall 2020	Spring 2021	Summer 2021	Total 20-21
Amy	18	4	11	0	15
Emily	27	14	10	2	26
Catherine	60	24	16	6	46
Mike	14	2	3	0	5
Samantha	22	5	8	1	14
Laura	34	16	9	0	25

Table 5

Table 5 documents the distribution of library instruction. Some of the distribution is due to scheduling, focus area or personal request of faculty. The ambiguous status and expectations of one librarian who occasionally participated in instruction may account for other disparities. However, there were also many requests for consults, which often took as long (or longer) than library instruction sessions and that labor is not captured in this report; the data for that would surely compose a richer picture of time and instruction-affiliated activity.

UNIT: Reference, Print Resources

Laura Wright, Reference & Lending Services Coordinator

The reference collection has been fully reviewed. Processing titles that were identified for transfer or weeding is ongoing. Several factors have delayed this project, including the pandemic and a staff person leaving for another position.

The Loose Leaf was updated and maintained as it was received. The reference department is trialing online Choice cards, distributed by Acquisitions, for collection development.

Three reports were run for the reference collection:

- Items Withdrawn from REF FY21
 - 209 items withdrawn
- Reference Books Added FY21
 - 94 items added
- Reference Usage Report FY21
 - 319 titles items were used 401 times
 - Accurate usage data is difficult to gather because some titles get shelved without being scanned, especially Ready Reference titles.

UNIT: Reference, Virtual Services

Samantha Paul, Reference & Virtual Services Librarian

Embedded Librarianship

Number of embedded sections and % change from corresponding FY 2020 semester:

Summer 2020: 8 (+75%, up from 2)
 Fall 2020: 13 (-13%, down from 15)
 Spring 2021: 10(-33%, down from 15)

Embedded librarian services were marketed alongside library instruction using email.

Chat

On 7/1/2020, proactive chat was extended to EBSCO Discovery Service and EBSCO databases. A separate queue (odumeds) was created.

Chat Question Count (from Gimlet)

Chat: 1,723 (increase of 55.5% of FY 2020 (1,108))

Chat Question Count (from Libraryh3lp)

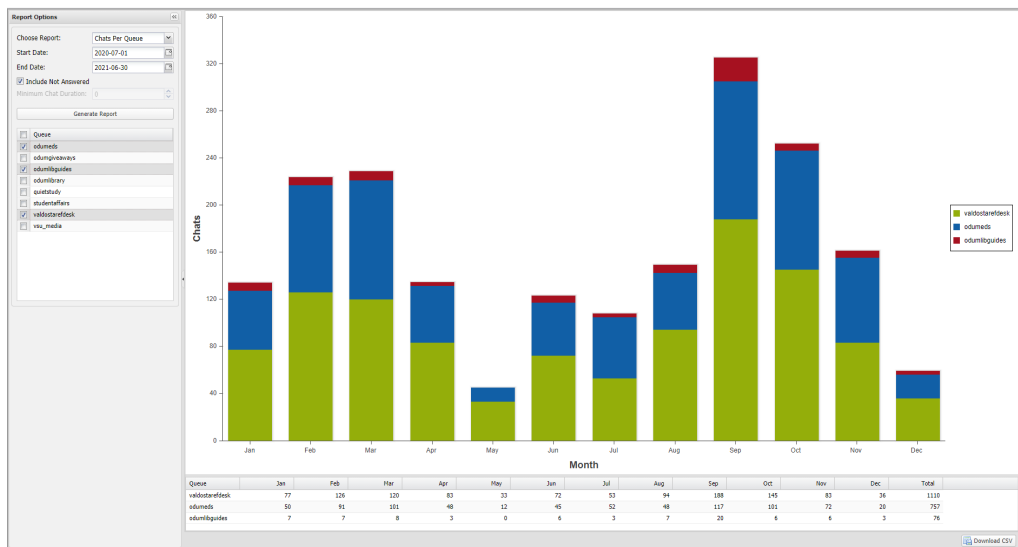


Figure 1. Chats per queue FY21

FY2021, all chat questions (including unanswered): 1, 943 (increase of 35.21% from FY 2020)

FY2021, all chat questions (answered): 1,926 (increase of 35.06% from FY2020)
FY2021, minimum 20-minute duration chat questions: 1,859 (increase of 38.42% from FY2020)

Libraryh3lp statistics have been included to account for human error of Gimlet statistics. There continues to be a discrepancy between Gimlet and Libraryh3lp statistics. However, there was a 36% reduction in the discrepancy (FY2020:318; FY2021:203). I would recommend continuing to monitor. A possible reason that could be contributing to the discrepancy is when patrons get disconnected from a chat and the system generates a new chat whereas it is logged as a single chat in Gimlet.

Enhanced FY2021 Breakdown – Gimlet (1,723) vs. Libraryh3lp (1,926)
July 1, 2020 – August 16, 2020 – Gimlet (129) vs. Libraryh3lp (133)
August 17, 2020 – December 31, 2020 – Gimlet (803) vs. Libraryh3lp (910)
January 1, 2021 – May 8, 2021 – Gimlet (655) vs. Libraryh3lp (735)
May 9, 2021 – June 30, 2021 – Gimlet (136) vs. Libraryh3lp (148)

Video Production

YouTube

No videos were created for YouTube this year due COVID-related production limitations.

The YouTube channel had 815 views for FY2021.

Most watched video on YouTube during FY2021:

Types of Sources for Historical Research Projects (427 views)

Instagram

Video efforts were focused on Instagram for FY2021. Instagram introduced and prioritized Reels during this time period and several reels were also created. When Reels were first introduced, analytics like Reach were not available but have since been added.

Several instructional/informative videos were created for Instagram including:

- (IGTV) Accessing GALILEO & More: Librarian Recommendations posted on August 20, 2020 (319 reach, 13 likes, 2 bookmarks, 129 views)
- Need to Print and Not Sure How? posted on August 28, 2020 (328 reach, 23 likes, 1 share, 4 bookmarks, 161 views)
- GIL Express posted on September 1, 2020 (400 reach, 53 likes, 2 comments, 4 bookmarks, 250 views)
- (Reel) ProQuest Historical Newspapers posted on February 2, 2021 (335 plays, 17 likes, 4 bookmarks)

- (Reel) Library home page posted on March 4, 2021 (372 plays, 37 likes, 1 comment, 3 bookmarks)
- (Reel) It’s National Poetry Month posted on April 1, 2021 (2,020 plays, 45 likes, 5 bookmarks)

Reels should continue to be prioritized. Instagram has added a “caption sticker” that allows stories/reels to be auto-captioned (with the ability to edit/correct). However, videos produced outside of Instagram will need to have captions added before uploading. The 9:16 aspect ratio is still preferred, however there is some flexibility.

LibGuides

FY2021 (8/30/21) From July 2020 to June 2021 – 139 published guides, 66,894 views (increase of 43.4%* to 53.9%**)

FY2020 NUMBER** (8/30/21) From July 2019 to June 2020 – 139 published guides. 43,458 views.

FY2020 NUMBER* (8/31/20) From July 1, 2019 to June 30, 2020, our 137 published guides received 46,648 views

*(Original statistic from last year)

** (Rerunning last year’s statistic, resulted in this discrepancy). Concerned about the inability to replicate LibGuide statistics with Springshare using the same parameters from year-to-year.

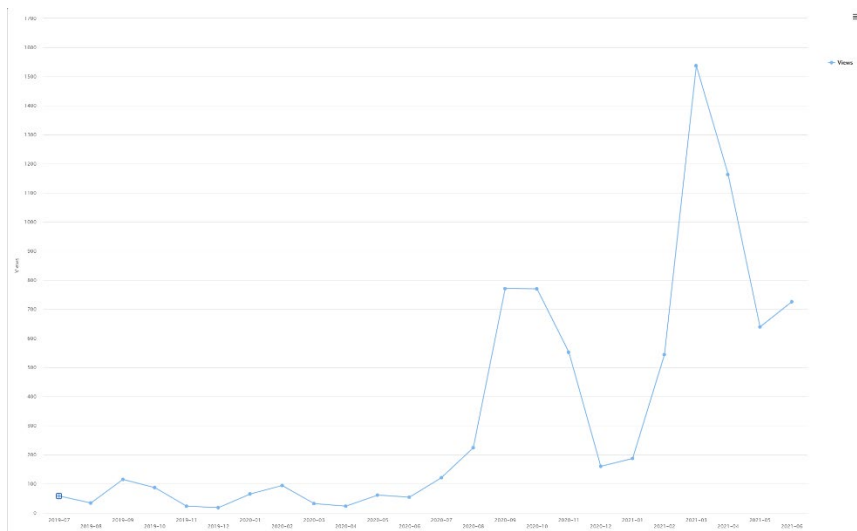


Figure 2 Types of Periodicals FY20 to FY21

Top Three LibGuides FY2021

- Types of Periodicals with 7,394 views (increase of 1,013% from previous year, 664)
- Education Research for Graduate Students with 7,154 views (increase of 57.1% from previous year, 4,553)

- Using the Library with 6,387 views (increase of 21.9% from 5,238)

Top Three LibGuides FY2020

- Using the Library with 5,238 views (decrease of 5.9% from previous year)
- Education Research for Graduate Students with 4,553 views (increase of 16.4% from previous year)
- K-12 Open Textbooks & Open Educational Resources with 3,557 views (increase of 83.3% from previous year)

Ongoing projects of link checking, working with Electronic Resources Librarian to add databases and resources. Prioritizing use of the Database functionality (which can be reused) rather than creating individual links.

UNIT: Lending Services Department

Steven Scheuler, Lending Services Manager

The Department operates two circulation desks, regulates the loan and return of materials, and maintains the stacks through constant shelving and shelf-reading.

- Review annual lost replacement fines.
- Place holds in Alma and Banner.
- Remove all Processing Fees and Banner Fees in Alma.
- Review all Library Charges and Library Service Charges in Banner.
- Requests to lift Banner holds by VSU Finance Department in accordance with Higher Education Emergency Relief Fund accomplished.
- Daily review of Expired Hold Shelf.
- Daily reviews of GilExpress Patron Blocks.
- Annual GilExpress Institutional Billing cycle.
- Daily review of Monitor Requests and Item Processes with detailed attention to In-Transit and Patron physical item request categories
- All items on Reserve go through a case-by-case basis to determine its appropriateness, relevance and necessity to be on Reserve each semester.
- Monitoring of Human Resources Termination Portal for Out-processing.
 - Check terminating staff and faculty for library loans
 - Deactivate retiring and resigning staff and faculty with no loans
 - Notify, and send activity reports to terminating employees with loans.
- Check Course Reserves Instructor section to contact about reserve materials
- Regularly put out boxes of paper throughout the building for the printers.
- Regularly checks the study rooms, that remained open, to clean boards, straighten furniture, remove books, pick-up trash, check signs, clean tables and any other issues that may exist with the rooms.
- Ensure that door access/ door locking is reported through proper channels during holidays and other shut down times and that proper signage is represented on the doors.
- Obtains OneCard door access for all staff and faculty that now work in the building and students whose cards may fail.
- Open the doors for access to the auditorium on weekends when necessary, including Blazer Beginnings and Open House.
- Arranges all roles of Fulfillment for the Special Collections/Archives Library.
- Shifting sections of the collection as needed.
- Enacts procedures for the first floor Hold Shelves concerning routing to departments within library.
- Missing item searches conducted on a bi-weekly basis.
- Acceptance of all community borrowers in an effort to increase circulation.

- All staff continued to cooperate with the library's Marketing and Assessment Department to collect data.
 - Gate counts
 - Suma head count throughout the library
 - Gimlet tracking on service desks
- Continuing to refine and improve workflows and procedures in the ALMA library system with more consistent role assignments for all employees.
- Patron questions and concerns are responded to on a daily basis by use of the circ@valdosta.edu
- Purple/Blazer Briefcase online job advertisement system used to recruit student workers.
- COVID-19 adjustments - During the pandemic, the department improvised, adapted and overcame:
 - Incoming items quarantined
 - Semi-self-checkout initiated
 - Staff Teleworking with reports
 - Personal protection equipment distributed

The Staff

Joseph Dietrich performs as an Evening Circulation Supervisor and is in charge of hiring and training and scheduling students. Lisa Harken provides desk coverage during the overnight hours and assigns students shelf reading. Tiffany Lee provides weekday circulation desk hours and assists in the acquisitions department. Crystal Miller provides daytime staffing at Circulation desk in addition to her Reference desk hours and serves on the Marketing Committee. Department Manager Steven Scheuler adds reference desk duties to his circulation desk hours and handles the day-to-day circulation issues. William Simmons provides desk service during evening and weekend hours and is continuing the spine label project. Craig Smoot provides afternoon and evening desk coverage and continues with his spine label project. Serina Taylor has Reserve responsibilities and continues her duties for the Inter Library Loan Department to assist with workflow there and also provides morning circulation coverage. Josh Wallace provides desk coverage and handles much of the GilExpress daily procedures and is helping out in Acquisitions while serving on the Signage Committee. Laura Wright is the Reference & Lending Services Director. The department hired, trained and provided employment for over 30 work study, student assistants and lab monitors at Odum Library throughout the fiscal year.

In addition to statewide cooperation through Georgia Interconnected Libraries, the Circulation and Lending Services staff will continue to collaborate with all library departments to meet any challenges encountered.

General Circulation Statistics 2020-2021

Library Name	Loans	Returns	Renews	Lost	Recal l
Odum Library	6,311	5,321	3,499	79	9
Archives	27	24	1	0	2

Items Loaned per Patron Group 2020-2021

Alumnus - VSU	Community Borrower	Consortial Student SGSCEP	Employee, VSU	Faculty, Current	Faculty, Retired	Graduate, Student	Staff, Current	Staff, Retired	USG GIL Express Patron	Undergrad, Dual	Undergraduate, Student
12	114	23	260	548	14	393	125	18	321	24	2,622

Items Loaned per Location 2020-2021

Location Name	Location	Loans
Big book	Odum Library	21
Circulation Display	Odum Library	8
Communication Arts Inventory	Mass Media	871
Communication Arts Public	Mass Media	300
FAMC AV at CIRC	Odum Library	6
FAMC Art case	Odum Library	1
FAMC Limited	Odum Library	9
FAMC Open	Odum Library	176
FAMC closed	Odum Library	1

Games	Odum Library	163
Gov Docs - U.S.	Odum Library	3
LZ Juvenile Literature	Odum Library	699
Literacy Center	Ruby R. Sullivan Literacy Center	121
New Media Center	New Media Center	4,989
Oversize	Odum Library	21
Popular Books	Odum Library	275
Puppet	Odum Library	32
Reference	Odum Library	4
Reserve Collection	Odum Library	593
SEWING	Odum Library	8
Special collections	Archives	20
Stacks A-E	Odum Library	769
Stacks F-Z	Odum Library	2,437
Grand Total		11,527

Top Loans Counts by Title 2020-2021

Prebles' Artforms 11th ed	167
Anthology of World Literature vol. B	151
The letters of Mozart and his family	141

Texas Instrument TI-83 Graphing Calculator	134
Anthology of World Literature vol. A	127
Norton Anthology World Literature 4th ed vol. D	120
Graphing Calculator RES MISC Graphing Calculator	115
Norton Anthology World Literature Vol D 4th ed	107
Me Talk Pretty One Day	106
Norton Anthology World Literature 4th ed vol. E	92
Gardner's Art Through the Ages Instructor's Edition	91
Norton Anthology World Literature 4th ed Vol D	80

UNIT: NEW MEDIA CENTER

Submitted by Kyle Culpepper

Activity Type	July 2020	Fall 2020	Spring 2021	June 2021	Sum
Printing (8.5x11)	507	780	1,741	106	3,134
Poster (22x34)	1	115	163	6	285
Poster Other Size	243	195	315	10	763
Dub	11	8	2	57	78
AV Capture/editing	0	0	52	7	59
binding	0	5	9	6	20
Scanning	0	5	1	0	6
3D Print (Grams)	0	141	166	32	339
Lamination	21	729	1,263	69	2082
Equipment Circulation	106	1,306	1,386	107	2,905
Faxing Impressions	-	-	-	-	1,230

NMC Traffic Flow

Due to the CoVID-19 pandemic, the NMC hours remained reduced for the fiscal year 2021. Services and resources become more available at the start of Fall 2020, as face-face sessions were becoming more normalized by VSU faculty. The process of equipment loans was

transformed to a reservation process in Summer 2020 and remains as such. The facility opened for walk-in requests starting July 2020. Social distancing plans were put into practice and employed throughout FY 2021. Depending on staffing we plan to explore expansion of NMC hours in Fall 2021.

Summer 2020 Hours – Summer 2021 Hours

Monday – Thursday: (8 AM – 5:30 PM) | Friday: (8 AM – 3 PM)

Measure	July 2020	Fall 2020	Spring 2021	FY 21
Total	192	11,868	11,024	23,084
Daily Average <small>Weekday hrs.</small>	96	125.69	105.83	109.18

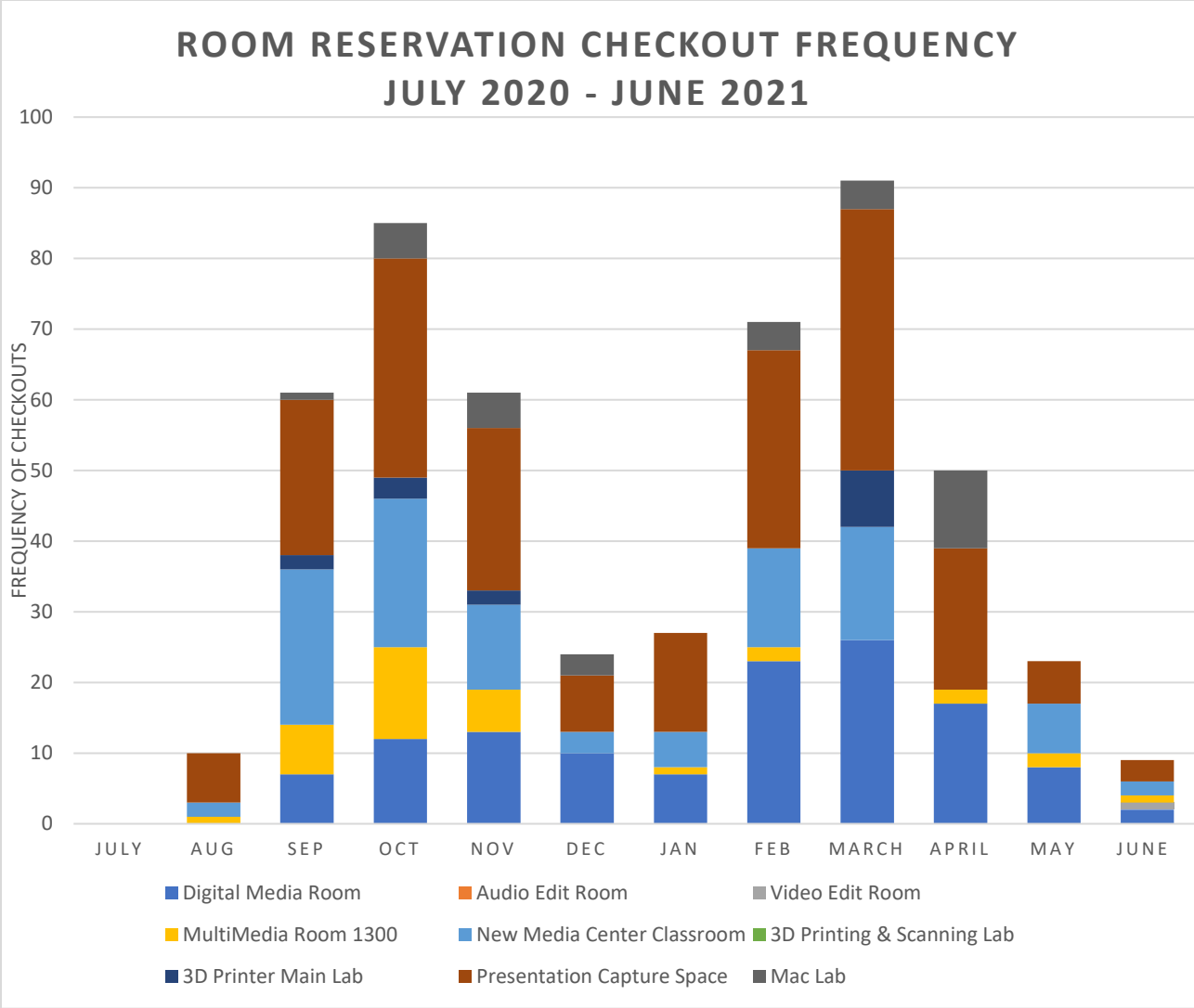
Room Utilization

The NMC has nine spaces available for reservation by Student, Staff, and Faculty, which is being tracked through a room calendar system. We manage 73 lab machines, 5 editing suites and 8 staff computers. The list below is reflective of our computers per location as of July 1, 2021.

Student Lab Spaces (73 Computers)	Student Editing Suites (5 Computers)
Front lab 1240 - Updated Spring 2014 13 - HP EliteOne 800 g1 2 - HP Compaq 8200 Elite SFF (3D Print Space)	3D Print/Scan Lab 1360 - Updated Spring 2017 1- HP EliteOne 800 G1 SFF
MultiMedia 1300 - Updated Spring 2014 15 - HP EliteOne 800 g1	Presentation Capture Space 1250 - Updated Fall 2018 1 - HP Z440 Tower (Fall 2018)
NMC Classroom 1370 - Updated Fall 2016 24 - HP EliteOne 800 g1 1 – HP Compaq 8300 Elite SFF	Video Edit Room 1310 - Updated Fall 2018 1 - HP Z440 Tower (Fall 2018)
Mac Lab 1350 - Updated Summer 2017	Digital Media Room 1280 - Updated Fall 2018 1 - HP Z440 Tower (Fall 2018)

13 - iMac 21.5 inch (Originally Mass Media Surplus)	Audio Edit Room 1290 - Updated Spring 2019 1 - HP Z240 SFF (Spring 2019)
-----------------------------------------------------	------------------------------------------------------------------------------------

The NMC has had over 1,024 hours of use for all nine spaces reserved, which is a 60.28 % decrease from FY 2020. Our most popular space (199 reservations) is our Presentation Capture Space followed closely by our Digital Media Production Room (125 reservations) and NMC Classroom (104 reservations). The overall reduction in traffic has a lot to do with the transitioning from solely online classes in Summer 2020 to a high-flex or hybrid teaching model being utilized by Faculty across campus after Summer 2020. Overall the traffic in the Library has seen a significant decrease as students decide to work more remotely to complete assignments due to the ongoing pandemic.



Equipment Circulation

The overall equipment circulation counts from July 1, 2020 to June 30, 2021 is 2,835 loans. We have gone through the process of surplusing 239 items from inventory in Spring 2021. This allowed for more functional space in the Equipment Circulation area. The decisions for surplus was made based on utilization and functionality. A major shift in the checkout period was implemented in Fall 2020. We transitioned from a 2-day loan period to the ability to have equipment for a full week. Also, clients were able to have renewals if requested and approved for some items like laptops for up to two times. We did this as we were moving away from full semester loans for laptops and MiFi units being provided in Spring and Summer of 2020. This will greatly impact the observed quantity of loan frequency from the prior year. Thus, it would

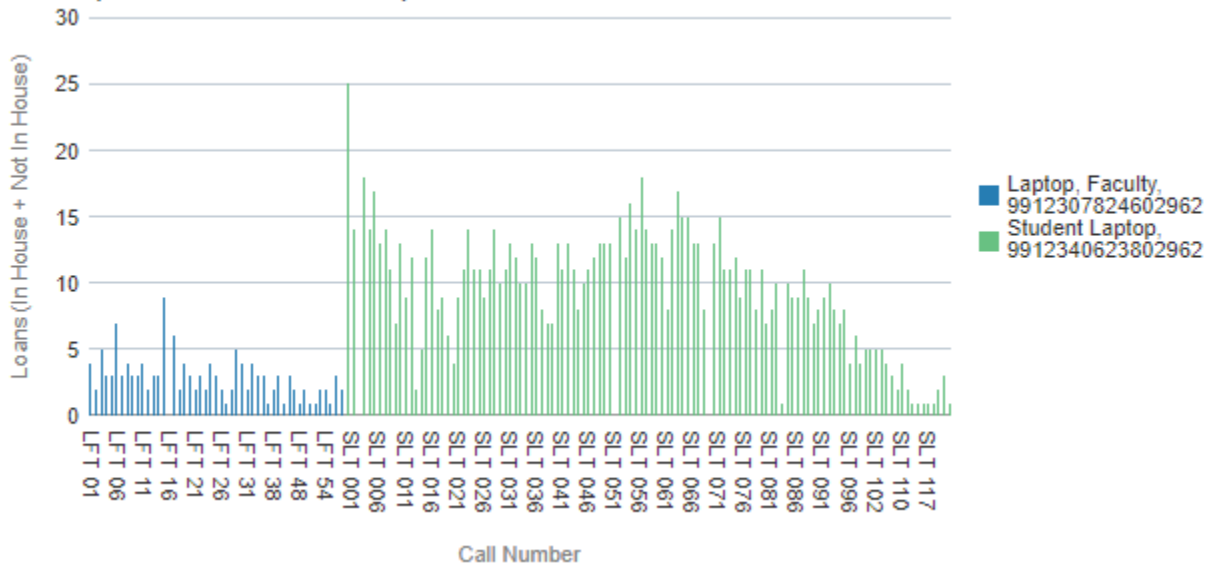
be important to also compare the daily length equipment is out on loan from year to year to know what kind of impact there was for equipment loan frequency with the variety of changes that were made during FY 2020.

Laptop Circulation

The NMC is closely monitoring equipment loans. One particular equipment type that is very popular, are the NMC laptops. Below is data of how frequently laptops are loaned out, as well as the total number of days all laptops were out on loan for. In July 2020 we were on a full semester loan basis for the 14 loans completed. Though there is a dramatic decrease of 91.77 percent for the loan frequency, the amount of time that we had laptops out for was much higher at a loan period totaling for all laptops as 769 days or 93.71 percent greater for the loan period when compared with July 2019. This was in direct support of remote learner needs for full semester loan periods. This type of support would not have been possible without the financial support from the Cares Act that was managed by IT. IT assisted our unit with shipping and with MiFi funding to work in tandem with these laptop loans for remote learners and Faculty.

Equipment Type	July 2020	Fall 2020 <small>Total Loans , (% Change)</small>	Spring 2021 <small>Total Loans , (% Change)</small>	June 2021 <small>Total Loans , (% Change)</small>
Laptops Loan Frequency	14 Loans (-91.77%)	553 Loans (-70.34%)	654 Loans (-53.32%)	54 Loans (+116%)
Laptops Sum of Days on Loan	769 Days Loaned (+93.71%)	11,907 Days Loaned (+112.52%)	8,814 Days Loaned (-66.63%)	600 Days Loaned (-46.76%)

Loans (In House + Not In House)



All Equipment Loans (In House + Not In House)

Patron Group	Library Name	2020 (Jan. 1 – Dec. 30)	2020 (Jan. 1 – July 14)
Unknown	New Media Center	1	
Consortial Student SGSCEP	New Media Center	62	6
Employee, VSU	New Media Center	282	103
Faculty, Comm Arts	New Media Center	26	3
Faculty, Current	New Media Center	194	87
Faculty, Retired	New Media Center	3	0
Graduate, Student	New Media Center	220	108
Staff, Current	New Media Center	144	48
Undergrad, Dual	New Media Center	35	18
Undergraduate, Comm Arts	New Media Center	1,009	213
Undergraduate, Student	New Media Center	3,013	935
Grand Total		4,989	1,521

Workshops

The NMC offered both special request (20 classes) and scheduled workshops (12 classes) for VSU, targeting primarily student patrons (196 registered). In sum the NMC provided 39 workshops with a total of 156 students who have attended.

Instructor	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Total Taught
Jeremy	0	13	10	6	29
Kyle	0	2	0	1	3

Workshop Total Workshop Counts Total Attendees

<i>Audacity</i>	0	0
<i>Audition</i>	4	15
<i>Camtasia</i>	1	1
<i>iMovie</i>	1	1
<i>Orientation Workshop</i>	6	80
<i>Poster Creation</i>	6	17
<i>Photoshop</i>	6	10
<i>Premiere</i>	8	32
<i>Tinkercad</i>	0	0
<i>TOTAL</i>	32	156

NMC Expenses from Non-Revenue Supply Account:

- Starting Balance for Operating Supplies & Expenses (700000) - \$7,921.00

Equipment Circulation Upgrades Expense: (\$5,284.17)

- **Audio Visual Equipment**
 - o (1) ION Block Rocker Plus
 - o (2) Wireless Lapel UHF Mic with body pack

- (3) Moukey Desk Mic Stand Universal Adjustable
 - (6) HDMI to VGA adapter
 - (1) Set of 10 Reusable Grocery Bags Extra Large
 - (2) Firewire capture device
 - (1) Power cable for Firewire device
- **Computers**
- (4) 10 AC Outlet/3 USB Fast Charging Ports, 6.5 FT Extension cable/Power strip
 - (1) Pack of 4 locks with the same key
 - (57) 1-Year HP Absolute Pro w Control SW Lic 1Yr (Laptop Tracking Software)
 - (50) 5-Year HP Absolute Pro w Control SW Lic 5Yr (Laptop Tracking Software)
- **Repair & Replacement**
- (1) Damaged keyboard replacement for HP ProBook 440 G5
 - (1) DSLR Panasonic Lumix FZ80
 - (1) BM Premium 2 BP-718 Batteries and charger for Canon Vixia HFR800
 - (4) Quick Release Plate for Magnus Tripods
 - (1) Canon Camcorder HF R800 Black replacement

Facility Upgrade Expense: (\$2,400.53)

- **3D Printers:**
- (1) White Lithium Grease for 3D Printers
 - (3) Micro Swiss .5mm Plated Nozzle for LulzBot Taz 5 and Mini
- **Office Space:**
- (1) VOIP Phone Annual Charge
 - (1) Humanity (SAAS) License
 - (1) 2 Network Jacks added to Circulation Room
- **Editing Suites:**
- (2) Display to HDMI Adapter for Audio and Digital Media Editing Suites
 - (4) 10-FT HDMI Cables
 - (2) 27BK400H-B - LCD DISPLAY - 27, LCD Display for Digital Media Room and Audio Room
 - (1) Mini Display Adapter to HDMI for Audio Edit Room Monitor Connection to Graphics Card

NMC Expenses from Revenue Accounts:

- **Total Revenue Obtained (Departmental Invoices) - \$4,171.60**
 - Total Budget Appropriated - \$3,717.00 (For Supplies, Repairs, Publications and Printing)
 - Total Budget Spent - \$3,962.09
- **Total Revenue Obtained (Cash/Check Receipts) - \$2,899.89**
 - Total Budget Appropriated - \$3,043.00 (For Supplies, Materials, Publications and Printing)
 - Total Budget Spent - \$2,802.52

**Departmental Invoice Amount that Funded Facility & Circulation Needs:
(\$2,150.49)**

- **Editing Suites:**
 - (1) Wireless Lapel Microphone for Presentation Capture Space
- **Equipment Circulation:**
 - (2) ProBook 450 G8 i5 4C 16GB 256GB 3Y NBD On-Site w ADP (Replacement for Lost Items)
 - (1) Micro USB Charger (Replacement for Lost Items)

Library End of Year Support (\$3,105.98)

- (2) ProBook 450 G8 i5 4C 16GB 256GB 3Y NBD On-Site w ADP (For Replacement of Lost Items)
- (1) Dell Precision 3440 SFF (For NMC Director Computer Upgrade)

Academic Affairs Support (\$340.00)

- (1) GBC 65" Thermal Roll Laminator 1" Core Diameter Z403- TH1906300118 (For Laminator Maintenance Contract)

Cares Act Funds (\$8,963.99 + Unknown amount managed by IT for MiFi Service & Shipping)

- Excess funds of \$9,000 redirected from unused MiFi shipping and service to instead add to NMC circulating inventory
 - (7) 4K 30fps Video Camera Camcorder Kit
 - (7) DSLR Panasonic Lumix FZ300 Cameras
 - (3) Gaomon PD1161 11.6" Drawing Display
 - (42) 5-Year HP Absolute Pro w Control SW Lic 5Yr (Laptop Tracking Software)
 - (7) SDHC Card, 6 Hours Speed Class 10, 16GB

- Shipments of MiFi and Laptop Devices to Students
 - o (6) MiFi Boxing and Shipping
 - o (42) Average Monthly Active Units

End of Year Funds Awarded (Awarded \$62,000, Spent \$61,986.12)

- Lab Upgrade Purchases for All NMC Labs/Classrooms
 - o (13) Mac Mini (2020) w/16GB RAM, 256 GB SSD, M1 Processor
 - o (13) Apple Care (3-Year)
 - o (13) Premium High-Speed HDMI Cable with Ethernet and Digital Video with Audio, UHD 4K
 - o (13) Tryten Mac Mini Security Mount Enclosure - VESA Compatible
 - o (13) HP P24v G4 FHD Monitor VESA MOUNT COMPATIBLE (100 X 100)
 - o (55) OptiPlex 7480 AIO 10th Gen i5-10500, 16GB DDR4, M.2 256GB, Non-Touchscreen
 - o (54) Adesso Headset Xstream P2 USB wired Multimedia Headset with Microphone Retail

Staff Achievements

Joel Dion – Computer Service Assistant

- Started position in late February 2021.
- Became proficient at a novice level with ALMA tasks within 1st month of employment
 - Perform equipment checkout/returns using “Manage Patron Services” vs. “Return Items”
 - Perform renewals or change due dates for equipment approvals
 - Enter fulfillment notes for equipment return issues or alerts
 - Find and export reports from ALMA for data like MiFi loans, Laptop loans, and Equipment Out from the NMC
 - Locate key features and understand how they function (i.e. Fulfillment Configuration Utility, Manage Sets, and Design Analytics)
 - Understand the process of account creation and access for patron groups (i.e. VSU Student, SGSCEP, Mass Media, Employees... etc.)
- Became proficient at an intermediate understanding of metadata entry within ALMA by 2-3 months in position.
 - Able to identify and comprehend different user roles in ALMA that are used at the NMC for Student Employees vs. Fulltime Staff. Also, able to assign roles for new student hires.
 - Able to identify the three different resource types in ALMA used when crafting material available for checkout (Bibliography, Holding Record, and Item Record).
 - Understand how renaming, removing, or modifying components of a Bibliography, vs. Holding Record vs. Item Record will influence the information shown when equipment is loaned to a patron.
- Gained access and obtained a novice level of understanding within the first 1-2 months of employment for NMC applications and tools.
 - OneNote, ALMA, Humanity, NMC V: Drive, Presence, BlazeVIEW D2L (Student Employee Training Shell), Absolute, Ivanti, Planner, Look-Up Tool, Kaltura, Banner.
- Gained access to and obtained at a novice and intermediate level of understanding within the first 2-3 months of applications commonly used by NMC supervisors.
 - NMC poster printing, Xerox printing, Deep Freeze Console, HP warranty repair requests, and imaging for labs or laptops used in the NMC.
- Worked closely with IT to construct an image to deploy to our laptops in Spring 2021. Updated all laptops available in inventory with the new image created by the start of Summer 2021.

- Surplus of 239 items out of inventory to either IT or Campus Warehouse for unused items in Equipment Circulation or in other parts of the NMC. This involved finding, documenting, and reviewing with the NMC director that items were to be removed due to wear and tear, underutilization, or obsolete.
- Worked with campus painters to arrange a time to repair the NMC Presentation Capture Space accidental wall damage in Spring 2021.
- Received 1 “I caught you caring” card.
- Able to repair both 3D printers in the front lab of the NMC to obtain general operation prior to Student Orientations in Summer 2021.
- Assisted with NMC facility improvements like getting the locks replaced for the glass sliding doors in the Mac Lab, shifting the pickup location for completed projects for ease of access to NMC staff, and working with campus painters to schedule time to paint the NMC. One example that Joel went above and beyond for was that he used his knowledge and experience to patch the hole in the wall in the Presentation Capture Space, which saved the university painters time when re-applying the chroma key paint. Joel also has been instrumental in clearing out the foam board mounting room and re-utilizing this space to better store low-volume items in a more orderly manner, as well as, surplus materials that are considered obsolete.
- Created a new checkout solution under the guidance of the NMC Director for on the go laptop classrooms. Pulled 30 of the HP 255 laptops from the Student Laptop pool and re-classified these laptops as cart laptops in ALMA. Also re-labeled all 30 laptops and found a new location for storage when not in use. Reviewed the request form constructed by the NMC Director and supplied helpful feedback to improve form utilization. Implemented the request to meet the needs of Student Orientation for better social distancing measures that the Student Orientation advisors required while working with incoming freshman.
- At the end of Spring 2021, Joel inspected all laptops returned for unreported damages that could be covered under HP accidental repair. This led to the repair of 9 damaged laptop devices. After further review, a more proactive solution was drafted up to improve the return inspection process performed by NMC staff. This checklist draft was crafted by Joel in June 2021. Both Kyle and Jeremy reviewed and edited the document to be ready for implementation starting no later than Fall 2021. NMC supervisors will be expected to maintain and implement this new process.

Jeremy Hardin – Instructional Technology Specialist

- Provided 29 workshops on multimedia applications in FY 2021.

- Supported the Blazer Summer Research Institute by providing a workshop on poster creation.
- Participated as a search committee member for the NMC Computer Service Technician position.
- Participated on the Library Marketing Committee to represent the NMC.
- Participated in hiring and training 5 New Media Center Student Technicians.
- Assisted with the Summer Orientation Program to introduce new incoming Freshmen to the NMC.
- Provided Outreach via the Summer Part Time Job fair to recruit new student assistants.
- Served as a judge at the South Georgia Film Festival in Spring 2021.
- Generated a weekly advertisement pool that can be used for our social media outlets, email, and website. Advertisement and promotion included our training services, equipment reservation system, and printing services for student patrons.
- Received 1 “I caught you caring’ card.

Kyle Culpepper – New Media Center Director

- Collaborated with IT and VP of Student Affairs to provide MiFi hotspot and Laptop devices to students affected by the pandemic who were at high-risk of un-enrolling due to technology issues while working remotely. With the collaborative support we were funded to support new laptops, MiFi units, and shipment during Summer 2020 through Summer 2021. The need began to diminish as vaccination became an option starting in Spring 2020. Thus, excess funding became available for us to utilize. I worked with the CIO of IT to determine the best use for the unused amount of \$9,000 from the Cares Act funding ear marked original for MiFi devices not being used.
- Placed in an End of Year Fund request to purchase PC and Mac computer upgrades in Summer 2020. Estimated accurately the cost of \$62,000 to make the lab upgrade possible. Spent a total of \$61,986.12 for upgrading all lab and classroom computers for lab spaces managed by the NMC. Awaiting the arrival of all devices from IT as of writing this report.

- Supported the Undergraduate Symposium going virtual alongside Michael Holt, Jessie Whitten, and Danielle Costello. We worked together to plan and shift the whole experience to allow for virtual presentation of posters and research exhibitions.
- 3 ICYC awarded on April 2021 and 1 on September 2020.
- Developed a transition plan in Summer 2020 for a more face-face modality for service delivery. This involved a procedure for equipment return and loan, mask policies, re-mapping the facility to allow for social distancing, and staffing responsibilities and scheduling to ensure safety for workers and visiting patrons based on CDC guidelines. This plan was approved by the Dean of the Library prior to Fall semester implementation.
- Completed the hire process for re-filling the Computer Services Technician (CST) position. During the transition from November 24, 2020 to February 19, 2021 both Jeremy and Kyle shared responsibilities that would normally be performed by the CST. On February 22, 2021 Joel Dion started working for the NMC. Kyle took on the primary responsibility of training and developing Joel with resources and one-on-one mentoring.
- Constructed a student employee tier system to offer NMC student workers the opportunity to grow via new responsibilities, experience, and pay while working with the NMC during Summer 2021. Worked with the Dean of the Library and with HR to ensure that the proposed change could be afforded via the Library student worker budget and meet justifications required by HR. Obtained approval for the new proposed student roles in June 2021. Began the first shift for student's currently employed to improve the pay rate from \$7.25 an hour to \$7.50 an hour for the first-tier level effective for Summer employees starting July 11, 2021.
- Began the process of taking ownership of managing purchasing needs away from the Administrative Coordinator, Dana Jack for both NMC revenue accounts in Spring 2020. This includes completing required training from procurement for budget management, crafting an annual budget prior to the start of the new fiscal year, and ensuring that the budgeted amounts for all three NMC accounts are accounted for and tightly aligned with the goals set by the original budget drafted in terms of spending. The revenue account will still require the Library Administrative Coordinator to be involved for auditing purposes for just the transfer of money received by the NMC over to the bursary office to the correct revenue account based on whether the amount comes from departmental

invoice funding or from non-departmental funding. The NMC Director will continue to be involved in the transfer of funds process over to Dana for internal audit review. This includes tracking of funds received and ensuring that the amount is properly reflected in the Financial Warehouse portal to the proper revenue accounts.

UNIT: VSU Archives and Special Collections

Submitted by Deborah S. Davis, Director

General Usage Statistics:

Year	Number of recorded questions and sign in patrons	Observed reasons for changes
2020-2021 (July 1-June 30)	<p>664 (Gimlet and Registry combined)</p> <p>Registry Breakdown:</p> <p>Faculty 16</p> <p>Staff 7</p> <p>Students 246</p> <p>Alumni 4</p> <p>Other 11</p> <p>Gimlet Breakdown:</p> <p>127 consultations over 20 minutes</p> <p>Audience: 97 for community; 86 for Unknown</p>	<p>This is a 3% increase over last year. It is still greatly decreased from 2018-19. Most of the classes we taught were not taught in Archives, and we ceased our Volunteer program for the year, which accounts for a large decrease over 2018-19. We did not resume our full hours until August 2020. Work projects were also phased back. We did have out of town researchers coming for 6 full days this year. Our face to face encounters show a preponderance of students, while our longer Gimlet questions show much more community or outside area requests.</p>
2019-2020	<p>643</p>	<p>This represents a 59% decrease over last year, mainly due to being closed for over three months for the corona virus. When we resumed partial hours, we saw almost no in person patrons and very few email requests. Coinciding with the closing was IT closing access to our databases for security and recoding purposes. This is ongoing and will affect our requests for information.</p>

2018-19	1026	This represents a 21% increase over 2017-18. Given that we turned over all our student assistants and our archives assistant this year, this is a very impressive amount of record keeping.
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Outreach:

1. Outreach:
 - a. The Happening with free posters created in house and water, Fall 2020
 - b. Co-created Roy Copeland African American History Museum with Langdale College of Business, working with Ashley Braswell, took in donations and processed them, assisted with selection and hanging of materials, donated museum panel on integration to museum—Re-did exhibit in Feb/March 2021.
 - c. Digital Library of Georgia used our photograph of Eleanor Roosevelt at the Powell Hall dedication as the basis of their Poster for the 5th grade Standards of Excellence and distributed through out Georgia, July 9, 2020

Note: We had very little outreach in 2020-21 because of COVID, and we tried not to bring people to into Archives, especially during the winter surge.

2. Exhibits:
 - a. First renovated area Art exhibit, done by April 2021.
 - b. “Eichberger East African Art Exhibit, January 2020-present—Kept exhibit up.
 - c. Rehung Rembrandt exhibit in Renovated area, April 2021
 - d. Removed and returned exhibit of Antique Georgia Maps to Georgia College and State University
 - e. Received and installed Zaccari Sculpture *Head of a Woman* on 2nd floor South
 - f. 2 pieces fabric art by Bessie Hill hung first floor North Lobby
3. News Activities:
 - a. Images from VSU Archives & Special Collections posted on monthly theme pages by Digital Library of Georgia on their social media. We are the most often highlighted archives on their social media.

Teaching:

For Credit Classes:

Fall 2020, PERS 2299, Archives/Libraries for Historians: Freshman History cohort class with Professor Melanie Byrd of the History Department, 2-credit hour course, SOI’s 4.90, with 37% responding.

Spring 2021, MLIS 7710, Introduction to Archival Theory and Issues, Online, 3-credit hour course, SOI’s 3.95 with 42% response.

Received a “Thank a Teacher” note from student: *Dr. Deborah, Thank you so much for your instruction this semester. I found you to be an incredibly kind, clear instructor, that came across as entirely human even through a digital screen. That was so helpful as we were trying to learn and be productive through so many global crises, it really felt like we were all in it together. I hope to take more classes with you soon.*

Internships:

Supervised semester-long internships of students working on Indexing *Equal Rights Newsletter* from the 1920’s and 1930’s. Their internships lasted from 130 (Women’s Studies) to 150 (History) hours work in the Archives.

Fall 2020:

Women’s Studies Intern, Maya James,

Spring 2021:

History Intern: Cassidy Weaver

Women’s Studies Interns: Makalyn Sabella, Roshni Patel, and Alana Hiers

Total Internships 2020-2021: 5

Archives Orientations, Classes and Work Projects:

2020-07-23, Taught one-hour History Orientation

2020-08-24 - 2020-08-26 Byrd, History 1011. Taught 3 classes of Babylonian Clay Tablets Evaluations 4.5

2020-09-09 Byrd. Taught Babylonian Clay Tablet Presentation to junior-level Ancient History class. Evaluation 4.5

2020-09-01 - 2020-09-15, Byrd, Taught 3 day sessions to HIS 4950 Capstone class on finding books, finding journals, and finding primary sources tailored to their particular topics. Takes lots of preparation as all handouts and exercises are just on their topics.

2020-09-03 Kicey, Taught History of Mathematics a course on early accounting using Babylonian Clay Tablets

2020-10-13, Frost. Taught graduate music class how to do archival research on music sources.

2020-10-05 - 2020-11-11, Dunn. Created and oversaw a work project for J. Dunn's HIS 3000 over 11 days on indexing Equal Rights Magazine. Trained and tracked work, assigned grade. This is part of experiential learning program.

2021-1-27, Byrd, HIS 1011, taught 2 HIS 1011 classes on Babylonian Clay Tablets

2021-2-9—2021-2-11; Workman, Graduate Class Higher Education History: History of VSU and Archival Research. Class met 3 times in Archives

2021-2-22—2021-3-1, Byrd, HIS 4950. Library and Primary Source Research, met 3 times in Media Classroom.

Total Archives classes taught: 29 for 2020-2021. This is a 45% decrease over 2019-2020. Part of the reason for this decrease is that we are missing 5 volunteer orientations, one full semester of work projects, and several professors who did not return because of COVID. This is just the “core” of our teaching program. We did achieve some important teaching accomplishments this year because PERS 2299 as well as our HIS 3000 work projects were written into history department curriculum by COHSS as official “experiential learning” classes, and paperwork was completed to code them EL 1 in the course listings for Fall 2021.

An important part of our teaching program is our **Extra Credit Volunteer** program. This program was cancelled in 2020-2021 because of social distancing restrictions due to COVID. Our Program is set to come back in Fall of 2021 with a total of 8 classes participating.

Digital Usage and Impact

Websites: Note: Incomplete Data. Only partial statistics available in Google Analytics this year due to moving sites to a temporary server and then to a new server.

Website	Users	Sessions
Archives Website (CMS)	4167	N/A
Vtext	9.4k	11k
Cobec (Retired)	700	811
Babylonian Clay Tablets	25	38
Eichberger	No Data	
Campus Canopy Index	80	110

Valdosta Daily Times Index/Gendex	73	133
Equal Rights Index	No Data	
Civil Rights Index	No Data	
Folklife Project	134	159
Video Index	No Data	

Digital Library of Georgia Data (DLG): July 1, 2020-July 30, 2021

This is data from our harvested collections served up by the Digital Library of Georgia. It gives the title of the collection and the number of pageviews. Note the high number of pageviews. Obviously almost as many are coming across our collections via DLG as via VSU’s website:

- Deeds and Plats, Georgia Collection Items - Digital Library of Georgia 497
- Digitized Deeds and Plats Collection Items - Digital Library of Georgia 296
- 19th Century Song Book Collection Collection Items - Digital Library of Georgia 190
- South Georgia Folklife Project Photograph Collection Collection Items - Digital Library of Georgia 139
- Deeds, Camden County, Georgia Collection Items - Digital Library of Georgia 71
- Wiregrass History Collection Items - Digital Library of Georgia 44
- Pinecone Collection Items - Digital Library of Georgia 32
- South Georgia Folklife Collection Collection Items - Digital Library of Georgia 28
- Slavery Papers and Speeches Collection Items - Digital Library of Georgia 24
- Campus Canopy and VSU Spectator Collection Items - Digital Library of Georgia 14

Note that Deeds and Plats are by far our most used collections via Digital Library of Georgia (DLG). These were scanned via a DLG subgrant in 2019. Obviously, the grant paid off.

Social Media

YouTube	6.42k Subscribers 787,703 Views 15,391,639 Impressions 106 Videos
Facebook	2005 Page Reach
Twitter	929 Followers
Instagram	915 Page Reach
Flickr	3,630,276 views 11,449 Photos 108 Followers

Note the high usage numbers of **Flickr** where we have over **11,000** photographs. This reflects strong usage from the VSU community and beyond. We have had numerous campus offices, from the President’s mural to Athletics, using these pictures. We have had requests from documentary film-makers asking permission to use these photographs.

Archives Physical and Digital Acquisitions

Archival (non-digital) Acquisitions

We added **133 linear feet (lf)** to our physical collections, a **29% increase** over 2019-2020. The bulk of the addition was 46 lf from the Southeastern Library Association in their Book Award Collection. We also added a 7’x4’x4’ sculpture by Ronald Zaccari to our VSU Art collection and took in many feet of African American artifacts from Roy Copeland for the Copeland Museum. The Copeland Museum connection also brought us a unique collection of early 20th century racist artifacts to be used with classes.

Special Collections:

We only ordered **13 books** were selected and purchased with the archives book budget this year to add to Special Collections, Rare Books, or the Archives Practice section on the third floor. This is a 70% decrease on what was ordered last year. Given the budget

cuts the materials budget absorbed last year, I wasn't motivated to purchase Special Collections books. I hope to do better this year.

Digital Acquisitions:

Here is a list of Digital Acquisitions for the year 2020-2021. Many of these are quite large:

1. Alma Mater Instrumental (Audio), 2020-09-03
2. COVID Testimonial, 2020-09-09
3. COSA Minutes, accrual
4. Athletic Committee Minutes, accrual
5. Faculty Senate Minutes, accrual
6. New Age Movements, Occultism, and Spiritualism Research Library materials, accrual
7. Association of Graduate Students (AGS) Minutes, 2020-11-16
8. GLA Constitution and Bylaws, 2020-12-04
9. COVID Testimonial, 2020-12-09
10. COBEC Minutes, accrual
11. COBEC Video History, 2021-02-23
12. Research Colloquium Presentation, 2021-03-18
13. SELA Journal, 2021-03-16
14. Gwen Sommers Redwine Digital Materials, accrual
15. Folklife DAT Digitization, 2021-03-23
16. Joyce Ann Joyce Black History Video, 2021-03-28
17. Undergraduate Symposium Presentations, 2021-03-31
18. SELA Photograph Album Collection, accrual
19. Broun Family Letters (2nd Batch) for Digitization, 2021-04-12
20. Creative Services/Athletics Digital Materials Acquired
21. SACSCOC Accreditation Certificates, 2021-08-10
22. Spectator Web Archive
23. ZIP100 Reader

Electronic Theses and Dissertations:

This year we added a total of **54 dissertations and theses** to our Vtext system and to our Digital Preservation system (see below) for permanent storage and preservation.

Archival Preservation:

Physical Preservation

Our physical preservation actions were of course built into regular processing activities. These include re-boxing, re-foldering, encasing in inert polyester sleeves, encapsulating oversized materials and creating phase boxes for rare materials. Since we didn't do much

processing with all of our students working offsite or on the ArchivesSpace clean-up, we did very little physical preservation.

- We did however conserve a damaged portrait of Dr. and Mrs. Bailey that we received from Sago house.
- We completed the DLG Subgrant of preservation and access scanning several hundred Deeds and Plats of South Georgia and have completed the metadata to make them available in Vtext.
- We also received a GHRAC grant to digitize for preservation and access 113 DVC PRO tapes from Mass Media. Both of those grants were completed in 2020-2021, although most of the DLG grant was completed in 2019-2020.

Digital Preservation and Storage:

We use Amazon Glacier as our back up storage and at this time have **10.95 TB** of data stored on it. We also have a “bag” database with **1080** bags, or digital collection/item records. (Archival Information Packages, backed up to Glacier, Ext. Hard Drives, and Dark Archive).

Archival Description and Processing:

1. This year 2020-2021, instead of processing, we did a huge clean-up of our ArchivesSpace migrated data from Archon. We also made the records DACS (Describing Archives: A Content Standard) compliant and added LC subject headings to all records. DACS is the “cataloging standard” for archives. **Doug Carlson** and our GA and a student assistant worked for the year touching **205 Collections and 35,000 box, folder, item and digital object records in ArchivesSpace. Over 1000 LOC and local subject and agent records were assigned in ArchivesSpace. This project also took place between March-June of 2019-2020, and in the end all collection records were touched.**
2. To protect our ArchivesSpace records from budget cuts such as the one experienced in 2020, we changed our hosting contract from \$7500 Lyrasis hosting agreement to the \$1500 Digital Library of Georgia hosting services. We migrated the summer of 2021 and completed the work during the 2021-2022 school year. Because of last year’s budget cut, we renegotiated our second year with Lyrasis to \$5200, but there was no guarantee that that price would hold, so we made the decision to migrate. Doug, Dallas, and Deborah worked on this migration and on preparing records for migration.

External Funding

Completed **\$2137.50** by Digital Library of Georgia to scan deeds and plats from South Georgia, Fall 2019 and Spring 2020. Final completion date of metadata, July 2020.

Awarded Grant by GHPRC to digitize 113 DVC PRO tapes from our VSU TV collection: **\$3,461.54**. Grant completed in 2020-2021.

Awarded **\$16,000** end of year funding proposal to purchase KIC Bookeye scanning system to increase Archives' digital capabilities.

Deborah S. Davis, Director, VSU Archives and Special Collections

Service to the profession and institution:

Service to the profession nationally and in the State:

- Academy of Certified Archivists, member, recertified in 2016-present.
- Georgia Library Association, member and Archivist. Have worked with officers on questions for materials from GLA Archives and added new materials to collection. Chairman of the Records Committee
- Society of Georgia Archivists, member
- COBEC, Consortium on Belize Educational Cooperation. Serving as Archivist since 2005, Documentarian beginning in fall, 2014-
- GIL Special Collections Committee (statewide), 2018-
- DLG (Digital Library of Georgia) Partner
- DLG sub-grant program Grant reviewer, 2021-

Service to Valdosta State University

- University-wide Art Committee: responsible for upkeep of current art holdings and selection of future materials. maintain the Art Collection Database, and place art on campus
- Faculty Senate Scheduling Committee, 2016-2019
- COHSS Executive Committee, 2018-
- COHSS Awards Committee, Chair, 2019-present
- COHSS Experiential Learning Committee, member, 2019-
- History Department Public History Search
- Copeland Museum Board, member, 2021-

Service to Odum Library

- Library Art Committee, Chair-2010-Responsible for all art installations in Odum Library: 2021-2022: First installation of art in Renovated area, Rehung Rembrandts, took down and returned Rare Georgia Maps to Georgia College and state university, re-did slides
- Strategic Planning Committee, member, 2013-
- Web Page Committee, current

Presentations and Publications and Grants

- Panel Discussion, “Mothers Hear Each Other” sponsored by sociology action group, **A.C.T.I.O.N.** Fall 2020
- Presented online with Christine James on Women’s Studies interns at Gender Studies in Georgia Conference. Oct. 2020
- Presented online with Melanie Byrd on “Teaching Archives and History: A long-term collaboration” at **Society of Georgia Archivists Annual Meeting**, Nov. 2020
https://www.youtube.com/watch?v=TK2u_PujT4w&t=6s
- ArchivesAware interview: “Deborah S. Davis on Building a Successful Archives & Special Collections Program Through Constant Advocacy”:
<https://archivesaware.archivists.org/?s=Deborah+s.+Davis> Sponsored by **Society of American Archivists**, January 2021
- Presented online with Melanie Byrd “Historians, Libraries, and Archives: Collaboration for Education” at 2021 **GIL User’s Group Meeting**, May 2021
https://www.youtube.com/watch?v=G1eWkkDdU6E&list=PLvf_OH0jasgoRivo0N1_KottC_VYqrg&index=15
- Completed Grant of **\$2137.50** by **Digital Library of Georgia** to scan deeds and plats from South Georgia, Fall 2019 and Spring 2020, work completed July 2020
- Awarded Grant by **GHPRC** to digitize 113 DVC PRO tapes from our VSU TV collection: **\$3,461.54**, Work completed Summer, Fall 2020
- See section above for Gallery Displays.

Training and Meetings:

Online Webinars, Trainings, and Conferences:

- Six episodes of Digitization 101 over six weeks, June-July 2020
- GIL Special Collections committee meeting, July 2020
- Georgia Library Association—variety of online presentations, 3 days, Oct. 2020
- Society of Georgia Archivists—variety of online presentations, 3 days, Nov. 2020
- Diversity, Equity, and Inclusion, DLG Webinar, Jan 2021
- GLA Midwinter day-long meeting, online, Jan 2021
- COBEC Winter Conference, Online, Feb 2021
- ArchivesSpace Training, DLG Webinar, Feb 2021
- DLG Discussion on Discovery
- 3-day ArchivesSpace Forum, Digital Library of Georgia, March 2021
- 3-day GUGM (Georgia User’s Group Meeting), various Online Presentations, May 2021

- 3-day Digital Library of Georgia Partner Conference, April 2021

Douglas Carlson—Archives Technical Assistant

Presentations

1. DLG Annual Conference - “The Time is Now: The VSU Archives ArchivesSpace Migration Experience”, April 2021
2. VSU MLIS 7710 Archival Theory YouTube lectures, Spring Semester 2021
 - ArchivesSpace Part1: <https://youtu.be/r17LjiHPwpg>
 - ArchivesSpace Part2: <https://youtu.be/08DI9TJEIOY>
 - ArchivesSpace Part 3: <https://youtu.be/mHCDJdBycNg>

Classes, webinars, conferences

1. DPLA -Standardized Rights Statements, July 2020
2. Conservation Center for Arts and Historic Artifact (CCAHA) Webinar- Digitization 101: File Specifications for Digitization, July 2020
3. CCAHA - Digitization 101: Metadata for Digitization, July 2020
4. Digital Library of Georgia July Townhall, July 2020
5. CCAHA - Digitization 101: In-House vs Outsourcing and Quality Control, July 2020
6. USG Library Services - Introduction to GALILEO Search for Academic Library Staff, July 2020
7. CCAHA - Digitization 101: Equipment Selection, July 2020
8. DLG - Audiovisual Digitization, August 2020
9. SAA - Making and Talking Money: LAM Salary Transparency, September 2020
10. DLG - ArchivesSpace Language Plug-ins, October 2020
11. GALILEO - Are You Open to Athens? If So, Alma Going to Show You Something, October 2020
12. GIL – Gil Express Basics, October 2020
13. OCLC - 21st Century Indexing: Learn how FAST (Faceted Application of Subject Terminology) can help libraries and other cultural institutions to assign subject headings, October 2020
14. SGA Annual meeting, November 2020
15. DLG - Project Management for Digitization, November 2020
16. SAA DAS class - Preserving Digital Archives, December 2020
17. SAA DAS class - Appraisal of Digital Records, December 2020
18. Georgia Trust for Historical Preservation – Preserving African American History, December 2020
19. LOC - John Wood: United States Capitol Photographer (1856-1864), January 2021
20. DLG - DLG Town hall and Diversity, Equity, and Inclusion Discussion, January 2021
21. VSU Employee Development - The Virtual Connection: How to Successfully Engage Your Audience Through Online Delivery, February 2021
22. DLG - SEO for Digital Libraries, February 2021
23. DLG Annual Conference, April 2021

24. VSU Library Staff & Faculty Development, May 2021
25. SAA Webinar - Archiving Student Life on Campus, May 2021
26. GUGM/Gil - Users Group Meeting, May 2021
27. SGA – AUC Virtual Tour, May 2021
28. SAA – Using Primary Sources for Instruction, June 2021
29. DLG - Loading Spreadsheets into ArchivesSpace 2.8, June 2021

Committees/Organizational participation

1. GALILEO Interconnected Libraries (GIL) Special Collections Steering Committee
2. Odum Library Marketing Committee
3. Odum Library Art Committee
4. Valdosta Campus Pride

Professional Memberships

1. Society of Georgia Archivists
2. Society of American Archivists
3. Georgia Library Association
4. American Library Association

Awards

“I Caught You Caring” recipient:

- August 2020
- October 2020
- February 2021
- May 2021
- June 2021

Dallas Suttles—Computer Services Associate

Digitization Projects Completed

1. ArchivesSpace to Digital Library of Georgia - Server Transition
2. Peach State Summer Theater
3. Video Collection Digitization, 33 videos added
4. VSU Symphony Guild (10 TB of raw files, format migrated to 4TB stored files)
5. ArchivesSpace/Vtext - Linked digital collections
6. ArchivesSpace - Metadata and organization cleanup
7. Art in Odum Signs and Labels
8. Oglesby - Oral History Audio Addition
9. SELA Scans and Photographs
10. SELA Journals
11. VSU TFV WVVS FM
12. Bud Williams Oral History Interview, Turpentine Camps and Naval Stores
13. Langdale Collection Exhibit and Calendar
14. NAMSORL Digital Records
15. Faculty Senate Minutes, 1997-2011; 2012-2013
16. Spectator Website (Web Archive)
17. huna-seminar_program_19780623_bag (Max Freedom Long)
18. VSU-TV News and Sports DVCPRO Videos, 2001-2010
19. Valdosta State University Undergraduate Symposium Posters, 2016
20. Backed up and bagged dozens of older collections (not listed)
21. Patricia Marks Floppy Disks Migration (Zip100)

Patron Projects

Approximately 22 Digital Requests

1. carter_ms72_scans_patron20201201
2. leonard-long_scans_patron_20201020
3. patron-project_20201130
4. savannah-tribune_19170804
5. chubb-henry_nfl_pp20210510
6. hart-arthur_ua6-6-1_b08f04_1974-75_bag
7. little-rock-nine_display-label
8. patron-project_20210323
9. patron20210805_powell-hall_hi-res
10. plumley-wayne_economic_19820503
11. pp20210106_odradek2017_vicsotka
12. pp20210121_obit_varnedo
13. pp20210127_course-cat
14. pp20210202_mckinney

15. pp20210325_assembly-of-god_clippings_1959
16. pp20210428_chea-2005_scan
17. pp20210504_moreno-tirso_folklife
18. teals-darrien_baseball_1986-1989
19. union1922_ua23-2_b03f39_p20210312
20. mccullen-sherry_obit_vdt19620407.pdf
21. VDT-Obit_Lester-Warren_1984-11-09.pdf
22. wiregrass-obit_pg144.pdf

Conferences, Committees & Webinars

- Odum Library Art Committee
- Library Web Committee
- Society of Georgia Archivists Conference 2020
- GALILEO Conference 2020
- DLG ArchivesSpace Webinar