

GRIFFIN TECHNICAL COLLEGE

LEARNING RESOURCES ANNUAL REPORT

2001-2002

DESCRIPTION OF LEARNING RESOURCES

DESCRIPTION AND GOALS

The department of learning resources includes all library services (reference, collection development, circulation, interlibrary loans, reserves, collection maintenance, etc.), media services (photocopying, media production, media duplication, etc.), and distance learning support.

The goals of the department of learning resources are:

1. To promote awareness, support, and use of the academic library as a service-oriented information resource and gateway for the benefit of its clients.
2. To design, implement, and evaluate a total program of information based learning experience that reflects the learning objectives of the curricula.
3. To provide basic collections and access to supplementary materials in appropriate formats to support current and future programs.
4. To ensure that the griffin technical college library has the appropriate technological infrastructure to provide access to information for students and faculty and the management of library operations.
5. To attract, reward, and retain top quality library staff by providing appropriate tools, and training to foster team building and a full partnership in the griffin technical college mission.
6. To provide an appealing, well equipped, and secure library environment that fosters student learning.
7. To provide media services in support of the teaching and learning of griffin technical college faculty, staff, and students.
8. To ensure that the griffin technical college media center has the appropriate technological infrastructure to provide media services to faculty and staff.
9. To attract, reward, and retain top quality media center staff by providing appropriate tools, and training to foster team building and a full partnership in the griffin technical college mission.

CURRENT PERSONNEL

Director of Learning Resources: David P. Bunnell, B.A., M.A.T.S., M.S.L.S.

Evening Librarian: Sherry Brooks, B.A., M.Ed.

Library Aide: Jane Busby

Library Technical Assistant: Tim Slaton

Library Technical Assistant: Anita Jackson

Media Center Aide: Alicia Mascarenas

Media Center Evening Assistant: San Juana Perez

Robin Finney resigned from the media center aide position in April 2002. Alicia Mascarenas was hired in May 2002.

LIBRARY SERVICES

ACCOMPLISHMENTS

The 2001-2002 school year saw several accomplishments that were notable:

- Purchased and installed ten new workstations for student computer laboratory and network expansion.
- Designed and implemented new library website (<http://gtintlib.griftec.org/libhome/>).
- Purchased three new computer projectors for instructional support use.
- New reserve shelves purchased and new reserve book system implemented.
- New furniture purchased for circulation area and three new workstations purchased and installed for library staff.
- Rearrangements in library were made to improve access and usability of the collection.
- Weeding project was begun to improve the viability of the collection.
- The library became a member of the Georgia Information Network (GAIN). GAIN is a network of medical libraries in Georgia that provides research and training support to its members.
- The library staff administered a successful Carl Perkins grant for improvement of technical education. Two workshops on Universal Design for Learning were held.
- Purchase of two “Flipperport” devices for assisting students with visual impairments was completed. The devices were supplemented by CAST eReader and ZoomText software.
- Equipment for the student services department’s reader service for learning disabled students was purchased and used successfully.

PERSONNEL CHANGES

Anita Jackson was hired as Library Technical Assistant in February 2002 she replaced Kenny Harris who was hired in September 2001.

LIBRARY STATISTICS

Print Titles	10,291
E-book Titles	15,000
Total Titles	25,291
Print Items	12,493
Total Items	25,493
New Titles	1,071
Journal Subscriptions	184
Est. Door Count per Day	537/day
Est. Computer Usage*	25/day

* Includes only those who sign in – not all users

2002-2003 ANNUAL OBJECTIVES

The following objectives are to be completed during the 2001-2002 academic year.

1. Purchase and complete upgrade of student computer laboratory equipment and network.
2. Reorganize library collection space to provide for more efficient access and easier collection maintenance.
3. Complete media and computer equipment inventory.
4. Purchase three new laptop computers for instructional support use.
5. Complete library collection development plan for 2002-2004.
6. Update all policies and procedures.
7. Update all library job descriptions and personnel files.
8. Establish an improved library interlibrary loan service.
9. Establish and implement a comprehensive bibliographic instruction program.
10. Development and implementation of an online course for information research skills.

11. Development and implementation of workshops for Internet researching and distance learning through Blackboard.
12. Complete weeding project to improve the library collection.
13. Establish a new freshman orientation program.
14. Establish a new faculty orientation program and departmental workshops on accommodating students with disabilities in the classroom.

MEDIA SERVICES

ACCOMPLISHMENTS

The 2001-2002 school year was a transition in administration of the media center and its facilities. Several accomplishments were notable over the year:

- Two new photocopiers were purchased and installed. The new photocopiers have a higher capacity and are equipped with digital scanning technology. Each photocopier has the capability to be upgraded for network access in the future.
- The media center was moved from room 200 to room 207a in November 2001. The move was to a small room but the transition was made smoothly. The media center has been reorganized for more efficient use of space and staff time.
- A new program to update and repair all building signs was undertaken and will continue through the next year.
- All projection equipment was replaced and upgraded in the lecture hall. New wireless microphones were purchased and will be installed during the next year.
- The print card system for faculty and staff was established and is now working well.

PERSONNEL CHANGES

Alicia Mascarenas was hired in May 2002 to replace Robin Finney as media center aide. Ms. Finney left in April 2002.

San Juana Perez was given extend hours in August 2002. She now works 25 hours a week.

STATISTICS

The evaluation methods for media services are still in the developmental stage and will be more fully realized in next year's annual report. What is known is that faculty and staff copying per quarter averages around 200,000 copies per photocopier. In addition, the media center staff made another 250,000 copies for other departments and units at the college.

2002-2003 ANNUAL OBJECTIVES

The following objectives are to be completed during the 2001-2002 academic year.

1. Completion of a three-year plan for media services.
2. Installation of wireless microphone equipment in the lecture hall.
3. Upgrade and replacement of wiring in lecture hall projection room.
4. Completion of a policies and procedures manual.
5. Development of new evaluation methods for media services.