

GRIFFIN TECHNICAL COLLEGE

# LEARNING RESOURCES ANNUAL REPORT

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2002-2003

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## DESCRIPTION OF LEARNING RESOURCES

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### 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: Joyce Kierbow

Media Center Aide: San Juana Castellanos

Media Center Evening Assistant: Sandra Styles

Alicia Mascarenas resigned from the media center aide position in June 2003. San Juana Castellanos (formerly Perez) was hired in August 2003. Anita Jackson resigned in January 2003 and Joyce Kierbow was hired in July, 2003. Sandra Styles was hired in September, 2003. A search is ongoing for a new Technical Services Librarian.

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## LIBRARY SERVICES

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### ACCOMPLISHMENTS

The 2002-2003 school year saw several accomplishments that were notable:

- Guidelines for Accommodating Students with Disabilities - The Guidelines were developed in response to the needs of disabled students at Griffin Technical College. A Carl Perkins Technical Education Improvement and Innovation Grant were obtained. Adaptive equipment for visually disabled students was purchased. Experts in Universal Design for Learning were contracted as consultants and trainers for faculty and staff development workshops.
- Peer Tutoring Program and Learning Enhancement Center – The Peer Tutoring Program was designed around a need expressed by students and faculty. Students and faculty have expressed interest in extra-class tutoring through the College in numerous surveys and interviews. The Peer Tutoring Program is currently funded through a Carl Perkins Technical Education Improvement and Innovation Grant. The Department of Technical and Adult Education and the College have begun the funding of a Learning Enhancement Center which will extend the Peer Tutoring Program and provide much needed physical facilities and staff support.
- Collection Development – The GTC Library Collection is constantly growing and evolving to meet the needs of the Colleges academic programs, students, faculty, and staff. A regular library survey is conducted and the collection development plan is updated based on student and faculty feedback. The GTC library staff also compares the College's library collections with peer institutions in Georgia and standard bibliographies and resource guides for each program subject area.
- ADA Compliant Facilities in the Library – The library staff monitor use of library resources by GTC students with disabilities. Adaptive technology and an ADA compliant workstation have been purchased to fill the needs of GTC disabled students.
- Student Computer Laboratory - One of the needs identified by several library use surveys was the desire to have additional computers and current technology in the Library student laboratory. The College provided funds to replace all twelve of the student laboratory workstations, added two new workstations, replaced all staff workstations, replaced aging printers, added a second server for the library website (<http://library.griftec.org/>) and purchased software updates.

LIBRARY STATISTICS

<b>Print/Video Titles</b>	12,370
<b>E-book Titles</b>	15,000
<b>Total Titles</b>	27,370
<b>Print/Video Volumes</b>	14,585
<b>Total Volumes</b>	29,585
<b>New Print/Video Titles</b>	2,474
<b>Deleted Print/Video Titles</b>	1,275
<b>Journal Subscriptions</b>	187
<b>Est. Door Count per Day</b>	545/day
<b>Est. Computer Usage*</b>	35/day

\* Includes only those who sign in – not all users

2003-2004 ANNUAL OBJECTIVES

The following objectives are to be completed during the 2002-2003 academic year.

1. Move to the new library facility in October 2003.
2. Reorganize library collection space to provide for more efficient access and easier collection maintenance.
3. Complete media and computer equipment inventory.
4. Develop new maintenance methods for the student computer laboratory..
5. Complete library collection inventory.
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. Update the 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.

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## **MEDIA SERVICES**

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### PERSONNEL CHANGES

San Juana Castellanos was hired in August 2003 to replace Alicia Mascarenas as media center aide. Ms. Mascarenas left in June 2002.

### 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.

### 2003-2004 ANNUAL OBJECTIVES

The following objectives are to be completed during the 2002-2003 academic year.

1. Revision and completion of a three-year plan for media services.
2. Upgrade of audiovisual equipment in the lecture hall.
3. Upgrade and replacement of wiring in lecture hall projection room.
4. Move of media center to room 600.
5. Development of new evaluation methods for media services.