

GRIFFIN TECHNICAL COLLEGE

LEARNING RESOURCES ANNUAL REPORT

2004-2005

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.

Public Services Librarian: Sherry Brooks, B.A., M.Ed.

Technical Services Librarian: Linda Jones, 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: Erin Magan

Note: There were no changes in personnel during the fiscal year.

LIBRARY SERVICES

ACCOMPLISHMENTS

The 2004-2005 fiscal year saw several accomplishments that were notable:

1. Web-based Resources – The GTC Learning Resources staff is always on the look out for new web-based resources that will meet the needs of our technical program students. This last fiscal year the department purchased subscriptions to Faulkner Information Service's Security Management Practices database. This database includes hundreds of articles on computer security issues on the personal computer and network level. This database was purchased in support of the new Internet Security Specialist program. A subscription to EBSCO's Automotive Repair Reference Center (ARRC). ARRC includes full diagrams, recall notices, and specifications of cars, trucks, and SUVs from current models to the 1950s. This has become one of our most popular databases and was purchased to support the Automotive Technology programs in both Griffin and the Jasper County Center.
2. 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. Major areas of new collections include materials for Forensic Science, Paralegal Studies, Printing Graphics Technology, and new programs in Allied Health.
3. Faculty Workshops – One of the continuing goals of the Learning Resources Department is to provide instructional support to the GTC faculty. The Learning Resources staff instituted a series of workshops for faculty that were designed to improve teaching and learning skills across the College. During the last fiscal year there were workshops on specific databases, plagiarism, and teaching students with disabilities.
4. Tutoring Services – This is the second full year of providing tutoring services to developmental students through the Learning Enhancement Center. The tutoring services in English and Mathematics are in high demand among the GTC student population. With only two part-time developmental studies instructors the Learning Enhancement Center has helped over 100 students and conducted hundreds of one-on-one and small group tutoring sessions during the fiscal year. The Learning Enhancement Center continues to grow and improve its services with access to computer aided instruction and diagnostic testing facilities.

5. Cultural Programs for Students – Libraries have traditionally been centers for the transmission of culture and the arts. Academic libraries in four-year colleges and universities usually have cultural programs and co-sponsored cultural programs for their institution's students. Technical college libraries in Georgia are evolving to meet the all the needs of their students. Griffin Technical College's library is also evolving to provide cultural resources that would help round out the technical education program. The library staff has promoted National Poetry Month for the past three years. This year the program included a local author and storyteller who performed and held a workshop on storytelling to young children. This program was popular and had an audience that included several Early Childhood Education classes. The library is also promoting local history, especially when it includes subjects of interest to GTC programs. One example of this is the display and lectures on local print maker and artist Dox Thrash. Dox Thrash was not only an artist born and raised in Griffin; he was also an inventor of the carborundum mezzotint print making process. This has been of immense interest to our new Printing Graphics Technology faculty and students.

CHALLENGES FOR THE DEPARTMENT

1. GALILEO and Web-based Resources – The nature of web-based reference resources is changing rapidly. There are a greater number of databases than ever that include full-text and full-image resources beyond the standard citations and abstracts. In addition, the interface for these resources must evolve to compete with free but disorganized and disjointed resources like Google. Therefore, the libraries that make up GALILEO are in the process of upgrading their website by including persistent URL tracking of resources and a federated search engine to make access to all databases easier for students. The challenge for the GTC library staff is to keep up with these changes and provide bibliographic instruction to the college community.
2. Staffing – The need for information resources continues to increase and the number and kind of projects that the Learning Resources staff undertakes multiplies each year. The staff of the Learning Resource Center is sparse in many places. Some key areas that will challenge the staffing patterns of the department are tutoring, instructional support (especially.. for media production), bibliographic and information resource instruction, and management of equipment.
3. Management of the Library Computer Laboratory – The library's computer systems for public access are always heavily used. There are many students at GTC that do not have ready access to computers at home or high-speed internet access. The implementation of web-based counseling and registration services has stretched the ability of the library's computers and staff to meet the needs of students. The challenge for the department is to redesign the computer laboratory to cut down on the number of computer shutdowns due to virus and Trojan horse attacks from the internet and repair after heavy mechanical use of the computers.
4. Collection Development – Collection development is a continuing challenge for the departmental staff. The collection must keep up with new programs, changes in the curriculum of established programs, and the constant advance of science and technology.

DEPARTMENTAL GOALS 2005-2006

1. Collection Development – Acquire resources that support all new academic programs, replace and upgrade all materials that are out-of-date or in need of major repair.

2. Management of the Library Computer Laboratory – Provide a pop-up blocking service and implement a automatic system restoration program across the computer laboratory.
 3. Expansion of the Learning Enhancement Center – Increase the number of tutors through part-time and full-time appointments and the establishment of a sustainable peer tutoring system. Provide tutoring services for MAT 191 and MAT 193 courses.
 4. New Services for the Media Center – Develop the facilities for instructional media production beyond the standard reproduction facilities. This includes video, computer aided instruction, and audio services.
 5. Redesign and Upgrade of the Lecture Hall Facilities – Design, install, and implement an upgrade of all Lecture Hall audio-visual and presentation equipment facilities.
 6. Equal Opportunity Center Grant – Work with the Development, Student Services, and Adult Literacy offices to develop and submit an Equal Opportunity Center Grant for FY2006. The Equal Opportunity Center will include academic advising, tutoring, and career planning services for the college and surrounding community.
 7. Perkins Technical Innovation and Improvement Grant – Complete, submit, and implement a Perkins Technical Innovation and Improvement Grant for the development of computer-aided instructional services. The computer-aided instructional services will be used to develop learning units in study skills and learning enhancement skills for students in the developmental studies courses.
 8. Cultural Programs – Expand the cultural experience programs provided by the library to include more lectures, workshops, and performances that support the college learning environment.
 9. Update and Rewrite All Policies and Procedures Manuals – All departmental policies and procedures manuals are due for updating in order to keep up with changes in technology and resource access.
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WORKFORCE DEVELOPMENT

1. Learning Enhancement Center – The Learning Enhancement Center supports all workforce development through tutoring in basic mathematics, reading, and language arts skills.
 2. Collection Development – The library collection supports workforce development through support of all programs at the college and providing resources in science and technology, humanities, and society that expand on these programs.
 3. Instructional Support and the Media Center – The department provides instructional support to the GTC faculty through workshops, media reproduction, and media production facilities.
 4. Information Research Skills and Bibliographic Instruction – The department supports workforce development for all GTC students by providing training opportunities in information research skills not otherwise available in the regular academic program curriculum.
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IMPROVING GRADUATION, RETENTION, AND PLACEMENT

1. Learning Enhancement Center – The Learning Enhancement Center improves retention and placement of students through assistance in learning basic mathematics, reading, and language arts skills. Many students come to the Learning Enhancement Center to take diagnostic and practice tests that help them prepare for either the ASSET or COMPASS tests.

2. Collection Development – The library collections provide resources that help students develop basic skills, write resumes for employment, and inform them about career and business opportunities.
3. Instructional Support and the Media Center – The library and media center help students in developing media presentation and communication skills through the use of equipment, facilities, and consultation with staff.
4. Students with Disabilities – The department provides technological and instructional design support for enabling students with disabilities to take advantage of college courses and instruction.
5. Cultural Programs – Cultural programs provided by the department help students to expand their horizons and have a deeper understanding of the society in which they live and work.

LIBRARY STATISTICS

	2002-03	2003-04	2004-05
Print/Video Titles	12,370	14,585	15,058
E-book Titles	15,000	16,196	25,000
Total Titles	27,370	30,781	40,058
Print/Video Volumes	14,585	14,853	16,065
Total Volumes	29,585	31,049	46,065
New Print/Video Titles	2,474	3,165	1,452
Deleted Print/Video Titles	1,275	950	550
Journal Subscriptions	187	185	190
Volumes Circulated	N/A*	N/A*	4,514

*The move from TLC to Surpass during these years made the circulation statistics unusable.

Comments: The number of titles added seems low for this year, but the number of volumes increased significantly. This is because several titles purchased or donated were large reference sets for the new paralegal program. As an example, the *American Jurisprudence* is only one title with over 110 volumes included. This makes the number of new titles acquired seem much lower than its true impact on the amount of information sources added to the collection.