



LIBRARY AND MEDIA SERVICES

ANNUAL REPORT

2005-2006

DESCRIPTION OF LIBRARY AND MEDIA SERVICES

DESCRIPTION AND GOALS

The department of Library and Media Services 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 Library and Media Services 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 Library and Media Services: David P. Bunnell, B.A., M.A.T.S., M.S.L.S.

Public Services 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: Tony Scott

Note: Erin Magan left in January, 2006 and was replaced by Tony Scott. Linda Jones resigned in April, 2006. A new Electronic Resources Librarian position is yet to be filled.

LIBRARY SERVICES

ACCOMPLISHMENTS

The 2005-2006 fiscal year saw several accomplishments that were notable:

1. Web-based Resources – The library has had very positive reaction from two new databases and a new service for students. The Faulkner databases on Computer Security and Information Technology have increased the number of full-text resources and given the College a unique resource that is well-suited to its technical orientation. The addition of the Noodle Tools online bibliographic formatting service has helped all Griffin Tech students in their assignments. The service allows Griffin Tech students to input bibliographic citations in an easy to use form and then format a bibliography for insertion into their papers in either MLA or APA format.
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 Library and Media Services Department is to provide instructional support to the GTC faculty. The Library and Media Services staff continued 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 third full year of providing tutoring services to developmental students through the Learning Support 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 200 students and conducted hundreds of one-on-one and small group tutoring sessions during the fiscal year. The Learning Support 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 four years. This year the program included

student poetry reading held in conjunction with the Spalding County Health Department's Sexual Assault Center. The theme of the reading was liberation from sexual violence. 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. This year's exhibit was displayed in the City of Griffin's Welcome Center during African-American History Month in February.

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 Library and Media Services staff undertakes multiplies each year. The staff of the Learning Support Center, Library, and Media 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 an automatic system restoration program across the computer laboratory.
3. Implementation of the TigerCard Services – The rollout of the TigerCard will increase the services to students provided by the library and the College. In addition, new services that utilize the TigerCard to gain access to library computers and then reset them after use will help with goal two above.

4. Expansion of the Learning Support 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.
 5. 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.
 6. Redesign and Upgrade of the Lecture Hall Facilities – Design, install, and implement an upgrade of all Lecture Hall audio-visual and presentation equipment facilities.
 7. Make Full Use of the Surpass Library Management System – The Surpass Library Management System has many features that have not been practical to implement because of lack of interoperability with the GTC BANNER system. The installation of ColdFusion software for generating reports on student data will allow the library staff to implement the Surpass PIN system opening up new services for students such as online renewal and hold requests.
 8. Clean up the Libraries Database – The possibility of a conversion to the GIL online library system by all DTAE libraries makes it necessary that the library staff clean up bad records and improve cataloging efficiency in order to be ready to move to the new system.
 9. Cultural Programs – Expand the cultural experience programs provided by the library to include more lectures, workshops, and performances that support the college learning environment.
 10. 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 Support Center – The Learning Support 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 Support Center improves retention and placement of students through assistance in learning basic mathematics, reading, and language arts skills. Many students come to the Learning Support Center to take diagnostic and practice tests that help them prepare for the COMPASS test.
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	2005-06
Print/Video Titles	12,370	14,585	15,058	16,518
E-book Titles	15,000	16,196	25,000	25,000
Total Titles	27,370	30,781	40,058	41,518
Print/Video Volumes	14,585	14,853	16,065	17,638
Total Volumes	29,585	31,049	41,065	42,638
New Print/Video Titles	2,474	3,165	1,552	1,952
Deleted Print/Video Titles	1,275	950	1,079	492
Journal Subscriptions	187	185	190	190
Volumes Circulated	N/A*	N/A*	3,592	3,524

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