

**Rodney A. Briggs Library
Unit Annual Report
2002-2003**

Personnel

Conner, Matt	Assistant Librarian/Instruction Coordinator
Dean, LeAnn	Director
Dent, Christine	Assistant Librarian/Reference Coordinator, Government Publications
Haji, Shaheen	Library Assistant/Circulation
Hickman, Michelle	Library Assistant/Technical Services
Kill, Sandy	Library Assistant/Interlibrary Loan
Larson, Ardath	Head of Technical Services
Miller, Shirley	Library Assistant/Technical Services (75% time)
Panton, Miriam	Office Specialist
David Wuolu	Head of Systems, Head of Research & Consultation Services
Jeehae Park	Morris Administrative Intern for Electronic Services (Fall)
Jessica Thoennes	Morris Administrative Intern for Electronic Services (Spring)
Lauren Buck	Morris Administrative Intern for Public Services
Student Assistants	3.65 FTE

Purpose

The primary purpose of the Rodney A. Briggs Library is to support the mission of the University of Minnesota, Morris in its effort to achieve its place among the best liberal arts colleges through commitment to instructional excellence and undergraduate and faculty research. Briggs Library provides quality information resources and services to the students, faculty and staff comprising the campus community. The University is also an educational resource and cultural center for citizens of West Central Minnesota.

Function

1. Briggs Library supports the mission of the college by providing instructional services to the University of Minnesota, Morris and greater West Central Minnesota communities.
2. Briggs Library supports the curriculum by purchasing, organizing, maintaining and providing access to print and electronic information resources.
3. Briggs Library provides access to information beyond its local resources through fast and efficient interlibrary loan of materials from libraries throughout the United States and the world.
4. Briggs Library provides an environment supportive of independent inquiry by maintaining a quality reference service and sponsoring a user education program.
5. Briggs Library provides a friendly atmosphere that accommodates a variety of learning styles through interactions with a staff sensitive to cultural diversity and differences in individual learning needs.
6. Briggs Library provides cultural enrichment opportunities through programming, exhibits, displays and print and electronic collections.
7. Briggs Library supports the outreach efforts of UMM by providing access to U.S. federal documents and the local collection and by providing user education and reference services.

Narrative

Though it's true that each of the last 15 years could be described as years of **transition**, this term is especially appropriate as we look back at FY03. First of all, the library devoted considerable time and effort in the transition from our GEAC based **automation system** (utilized since 1988) to the ExLibris/Aleph system that we now share with the other units of the U of M, and soon all of the MnSCU institutions. Many hours were spent in cleaning up the current Summon, setting parameters and profiles to govern the new system, consulting with colleagues at UMTC, UMD and UMC, attending training sessions, and learning new terminology and procedures.

We also experienced a transition in **staff** as we welcomed a new staff member, Christine Dent, who assumed the duties of Coordinator of Reference Services and Government Documents Librarian on July 1. This brought our staff to full strength after three years with an open position. The situation of having staff members with varying perspectives, backgrounds and years of experience is an enviable one for an organization dedicated to a tradition of service at the same time it explores new and exciting vehicles for delivering that service.

The **collection** continues its transition from being paper based to a greater dependence on electronic format. Driven both by faculty and student preferences and funding constraints, the number of print journal subscriptions continues to decrease and the electronic offerings continue to increase, with the current number of electronic subscriptions now exceeding 10,000.

Library **services** are also in transition. Statistical data indicates that print reserve access is down and electronic reserve access up. Usage of print reference works and monographs is down slightly (though use of Briggs Library and the circulation of library materials continues to remain at high levels when compared to other academic libraries) while "hits" to online resources are up significantly. This year we began the transition from a reliance on face-to-face reference service in the library to the "Ask a Librarian" remote reference service option. The number of patrons who come in to the physical building remains at a high level at the same time that the number of times our "virtual" library offerings are used is increasing. Thanks to the Student Technology Fee, the library now offers wireless capability which adds flexibility of computer use within the building. Interlibrary Loan use continue to rise, with a gradual shift in proportion to higher numbers of books requested, since more articles are now available through electronic access. Library instruction is experiencing a transition from traditional bibliographic instruction to teaching information literacy skills and effective use of proprietary and free web-based resources. Under Matt Conner's leadership, with the participation of other Briggs Librarians, the library co-sponsored the Instructional Technology Institute, Instructional Technology Fair and a Census Workshop. We look forward to using the Instruction Classroom constructed in the library that will ready in FY04.

Unfortunately the **budget** is also in a state of transition as the library suffers with other UMM units in absorbing deep cuts in funding. The library's budget was cut significantly in mid-year as a result of state "unallotment." In light of the budget situation, the fact that the library received 1009 gift books was much appreciated. For years to come, scholars will note bookplates bearing the names of Hinds, Guyotte, Purdy, Burke, Dabbs, Chollett, Cox and others. We appreciated the enrichment of our multicultural resources this year, thanks to funding given in memory of Bea Nelson by her family. The Henningson Fund and Minority Student Program grants are other sources of collection enrichment. Another exciting and positive counter to budget difficulties was the organization of the Rodney A. Briggs Library Associates. Thanks to the leadership of Anne Schwaller, and the assistance of Maddy Maxeiner and UMM Fund Development, the Associates became a reality. A successful inaugural event was held, by-laws were approved by the membership and officers were elected. We look forward to the programming and the financial assistance that will be realized, thanks to this organization.

COLLECTION

Materials held

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Held at beginning of year	175,246	179,767	182,296	184,642	186,862	190,088	194,079
Books added	3,883	2,994	3,147	2,779	2,952	3,274	2,820
Non-Print added	225	103	155	215	400	388	312
Musical scores added	91	27	115	8	97	120	152
Curriculum materials added	322	285	628	137	313	605	257
Materials withdrawn	0	880	1,699	919	536	396	400
Materials held at end of year	179,767	182,296	184,642	186,862	190,088	194,079	197,220
Periodical titles (current)	967	965	927	898	911	913	885
Periodical titles (inactive)	1,361	1,389	1,389	1,424	1,342	1,230	1,252
Govt. Documents (FY end)	179,539	188,131	194,057	214,640	211,430	214,784	207,802
Curriculum Library (FY end)				12,162	12,398	13,001	13,251

SERVICES

Circulation of Materials (Loans and renewals)

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Student check-out	19,664	17,880	31,258	21,135	19,923	30,175	16,610	24,014	21,981
Faculty/Staff check-out	4,882	4,067	6,525	5,886	8,156	10,965	7,309	11,138	11,042
Community check-out	1,225	1,235	1,853	1,602	1,099	1,310	997	413	1,716
Course Reserve (paper)	18,697	16,004	22,481	18,266	13,610	22,327	10,092	15,017	7,069
Course Reserve (online)									18,628
Library web site visits					90,270	113,270	119,337	165,189	220,342
Searches of licensed databases								97,562	109,296
In-library book use	4,481	2,344	4,487	2,290	5,833	1,968	5,724	4,856	5,889
In-library journal use							9,649	8,993	8,063

Interlibrary Loan

Briggs Library as Lender

	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Requests received	783	736	738	732	771	934
Originals loaned	337	365	349	332	408	560
Photocopies provided	125	103	120	119	132	134
Requests unfilled	321	268	269	281	231	240
Total number of filled requests	462	468	469	451	540	694

Briggs Library as Borrower

	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Requests received	9,824	7,670	8,306	7,926	8,182	8,232
Originals borrowed	3,524	1,957	1,797	2,182	2,774	3,492
Photocopies received	5,910	5,004	4,870	4,346	4,082	3,284
Requests filled locally	748	371	1029	588	872	1,112
Requests unfilled	389	709	610	810	454	344
Total number of filled requests	9,435	6,961	6,667	7,116	7,728	7,888

Reference Service (average number of transactions per time period)

Hours of the day

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
8:00	1.4	.8							
9:00	3.0	1.4	2.5						
10:00	4.2	2.1	3.7	2.6	3.1	2.2	2.0	1.9	1.8
11:00	4.8	2.0	3.5	2.6	2.6	2.3	2.0	1.9	2
12:00	4.7	1.7	3.8	2.0	2.3	2.4	2.4	2.1	2.1
1:00	4.0	3.1	6.0	2.3	3.1	2.4	2.5	2.5	2.2
2:00	5.4	2.9	7.6	2.8	3.4	2.4	2.9	2.7	2.3
3:00	5.3	3.0	7.6	2.4	3.8	2.6	3.0	2.9	1.9
4:00	4.7	2.1	4.4						
7:00	3.7	2.8	3.9	2.3	2.3	1.8	1.9	1.8	1.8
8:00	3.7	2.7	5.6	2.8	2.2	1.8	2.1	1.9	1.8
9:00	3.7	2.4	5.2	2.5	1.9	1.3	1.7	1.6	1.8

Days of the week

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Monday	38.4	19.7	25.1	13.6	17.6	12.1	14.4	16.0	14.6
Tuesday	43.2	19.3	39.1	16.5	17.3	16.8	15.5	17.8	16.4
Wednes	36.2	21.7	30.0	13.9	20.1	15.0	15.8	17.3	16.8
Thursday	34.8	15.9	20.4	14.3	20.2	15.7	16.7	17.5	16.1
Friday	34.7	16.8	24.1	17.5	15.0	12.5	12.2	14.4	12.4
Sunday	13.6	12.3	19.0	9.5	5.2	4.3	4.9	4.5	4.3

Nights

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Monday	20.5	15.0	23.4	9.1	8.7	9.1	9.1	8.2	8.2
Tuesday	11.5	7.8	11.1	9.5	9.2	6.2	5.5	5.5	5.5
Wednesday	16.0	5.0	9.8	7.1	4.6	6.8	4.5	4.5	4.5
Thursday	7.0	5.8	7.9	4.7	5.1	5.0	4.5	4.5	4.5
Sunday	12.8	6.6	12.1	10.6	6.6	4.0	4.3	4.3	4.3

Total Reference Transactions

	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Total	4,606	7,664	3,913	4,137	3,259	3,451	3,811	3,463

Library Instruction

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Sessions	53	58	87	100	83	147	146	161	126
Attendees	983	1,230	1,691	1,526	1,332	1,991	2,367	2,320	1,637
						Introductory		Subject Specific	
Number of sessions						65		49	
Faculty/Staff attendees						21		28	
UMM student attendees						766		603	
High school student attendees						31		21	
Community attendees						2		131	
Humanities division attendees								166	
Social Science division attendees								166	
Science/Math division attendees								156	
Education division attendees								112	

Patron Gate Count

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Number of patrons	269,452	254,734	243,548	231,204	223,529	198,749	178,331	228,076	224,136

Average number of patrons per day:

Sunday	472
Monday	920
Tuesday	864
Wednesday	874
Thursday	784
Friday	554
Saturday	280

Number of registered patrons:

FY 1999	4,443	
FY 2000	5,118	
FY 2001	5,858	
FY 2002	6,916	
FY 2003	7,053	
		Students 80%
		Faculty/Staff 9%
		Community 11%

Evaluation

The library made progress towards realizing goals set forth in the Long Range Plan adopted by the library staff in FY 2002. **Focus One** (*To heighten the awareness of services and collection and to encourage utilization of the resources and physical facility, the library staff will pursue resources and connections to improve the image and perception of Briggs Library*) was addressed in a number of ways: involving community and UMM individuals in the Library Associates organization; continuing to give two student art awards each year to enhance the aesthetic appeal of the building; improving signage; offering instruction sessions and services to community groups, such as the Stevens County Genealogical Society; MAI for Public Relations activities such as writing articles on library services for the University Register and holding a focus group to elicit student comments; **Focus Two** (*To enhance the library's contribution to the overall success of UMM and the effectiveness of library services to both the UMM and regional communities, increased emphasis will be placed on collaboration with other units and organizations*): cosponsored Census Workshop, Instructional Technology Fair, Instructional Technology Institute; collaborated with Academic Assistance and Disabilities Services, Continuing Education, Media Services, Computing Services, International Travel programs, as well as other library organizations. **Focus Three** (*The library's commitment to instructional excellence and scholarly research will be exemplified by continued and expanded attention to content organization and management*): is dominated by the successful preparation for migration to a new automation system. Bibliographic records were examined and corrected when necessary and lingering cataloging projects were completed. Government Document collection management was also improved. We continued to meet with individual disciplines, with the information gleaned there informing journal and monograph collection management and service improvements. **Focus Four** (*In recognition of the reality of massive amounts of information facing library users, the library will undertake initiatives to enhance information literacy, research skills and instruction activities across the curriculum*): was addressed by continued participation in the First Year Seminar experience and the beginning of a collaborative relationship with the Faculty Center for Learning and Teaching concerned with faculty use of technology. **Focus Five** (*In order to strengthen the crucial role of the library staff in the mission of Briggs Library, more effort will be made in the areas of professional development and staff recognition*): is the most problematic section of the long-range plan. Concentration of effort and travel on the system migration and attending training and planning sessions in the TC dominated off-campus travel in FY 03. The minimal opportunities initially planned were reduced further after the unallotment. A commitment made last year during our federal depository library inspection to send the documents librarian to a training workshop was honored. In terms of recognition, Christine Dent was elected to a leadership position in the Minnesota Document Librarian's group. We celebrated with Ardath Larson in April when she received the UMM Academic Staff Award.

Major Changes/Plans for 2003-2004

- 1) Publicize change in **Summon**, offer instruction sessions to teach effective use of the database and continue to refine internal workflow and technological aspects of the new system.
- 2) **Staff** changes: accommodate leave of absence of circulation manager fall semester; plan for probable retirement of key senior librarian.
- 3) Develop an **assessment** program to ascertain strengths and weaknesses of library services, collections, and instruction program.
- 4) Broaden and refine **information literacy** initiative across campus.
- 5) Continue to arrange **meetings** between the professional librarians and individual **disciplines**.
- 6) Plan for **building renovation**.
- 7) Effectively use **new library instruction classroom**.
- 8) Introduce **new technology** (Open URL/SFX) for efficient linking of bibliographic data and full text.

Recommendations and Concerns

- 1) **Inadequate funding** is the dominant concern looking ahead to FY 2004. Just as is the case with other UMM units, the continued eroding of purchasing power and service support has a very real negative impact on the contribution the library can make to the overall success of UMM. 36% of the books added to the collection during FY 2003 were gifts. Lean budget years, combined with the large number of new books published in the various scholarly fields, results in serious gaps in the collection that will be almost impossible to ever fill.
- 2) Increasing costs of **interlibrary loan** services at the same time that demand is rising is problematic. As more institutions within our region are forced to cancel journal subscriptions and are unable to purchase as many monographs, it becomes necessary for us to borrow from libraries with which we do not have reciprocal (free) borrowing arrangements. The fees for articles, as well as books are rising dramatically.
- 3) The Inability to support adequate **professional development** of the library staff is also a continuing concern. Good library service, wise collection management decisions, and up-to-date technological expertise are dependent on a knowledgeable, motivated staff. It is essential that opportunities and support be provided to encourage participation in a wide variety of in-state and national workshops and conferences.
- 4) Just as there have been innovations in library service and changes in the collections, the physical facility must also be upgraded. The building is showing the deterioration that comes with 30 years of hard use and needs to be reconfigured to accommodate the technological realities and collegial needs of UMM in the 21st century. **Renovation** planning needs to be a high priority in FY2004.

