

LIBRARY ADMINISTRATION

Rogers Library administration consisted of Dean Joyce M. Durant and Mrs. Janet S. McLeod, administrative associate. Mrs. Brenda B. Calcutt served as back-up to the library administrative office and one student assistant, Alyexis Davis, assisted with the ID card system.

Major projects and tasks engaged in during fiscal year 2015-2016:

- Compiled the Library's FY 2015-2016 Annual Report
- Dedicated the African American Collection
- Oversight of Library's Institutional Assessment Activities
- Hired new Reference/Instructional Services Librarian
- Administered the FMU identification card program
- Continued participation in PASCAL, the "Partnership Among South Carolina Academic Libraries"
- Continued association with three consortiums: *SciFinder Scholar*, *Science Direct*, and the Carolinas Consortium. Took advantage of increased opportunities for learning through the South Carolina Innovative Interfaces Incorporated Users Group, and *DISCUS* (Digital Information for South Carolina Users)
- Encouraged and supported continuous staff development

STAFF ACTIVITIES

Professional and service activities for Mrs. Durant include the following:

- Advised "undecided" majors and transfer students during orientation sessions
- Served as a faculty interviewer for Scholarship Interviews
- Provided on-site Library Instruction to RN to BSN students at Mt. Pleasant campus
- Served with the USC-School of Library and Information Science and Diversity Leadership Group
- Served as a member of the Provost's Deans and Chairs Council
- Chaired the Library Advisory Committee
- Commencement speaker for ITT Technical Institute, Columbia, SC

Mrs. McLeod's honors, professional and services activities included the following:

- Attended Staff Development Day 2015
- Received FM's Outstanding Staff Service Award
- Professional Development Workshop
- Served on the University's 2016 Staff Awards Committee
- Library Administrative Team, Recorder
- Library Hospitality Committee, Chair
- Beautification Committee, Chair
- Library Student Assistants Coordinating Committee
- Library Handbook Revision Committee
- Managed the campus ID card system
- Assisted with platform party robing during commencements
- Student Assistants Orientation

PROFESSIONAL GROWTH AND DEVELOPMENT

Professional growth and development opportunities:

- ACRL eLearning Webcast, April 6 ~ Durant
- Freshman Focus: Civic Engagement ~ Durant presenter
- SCLA Annual Conference, October 21-23, 2015, Columbia ~ Durant

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce M. Durant".

Joyce M. Durant
Dean of the Library

**ACCESS SERVICES DEPARTMENT
JAMES A. ROGERS LIBRARY
FRANCIS MARION UNIVERSITY**

**ANNUAL REPORT
2015-2016**

INTRODUCTION

The Access Services Department continues to provide the best service possible to all patrons. All staff have new responsibilities and additional duties as we seek to centralize access to many of our resources yet still strive to maintain a higher standard of customer service.

STAFF

Nichole M. Avant – Library Specialist

Karl D. McAlister – Circulation Coordinator

Steven C. Sims – Access Services Librarian

Dennis M. Sullen – Library Technical Assistant

The Access Services Department was fortunate to have the invaluable assistance of the following student workers to assist in covering the 85.5 hours per week the library is open:

DeAndrea Bartell

Chisom Agim

Imani Dwyer

Treonatae Spears (graduated Dec. 2015)

Jasmine Tucker

Bianca Britt

Sung Kim

Glennie Tanner

Tony Wise

Teliana Rice

DeKendrick Livingston

ACCESS SERVICES

- Total circulation of all materials – 11,970
- 7,391 books/items re-shelved
- 4,247 books checked out
- 3,707 reserve items borrowed
- 652 laptop checkouts
- 389 items (books and microform) borrowed; 612 books loaned via *Interlibrary Loan*
- 426 books borrowed; 633 books loaned via *PASCAL Delivers*

STAFF INVOLVEMENT

Each member of the Access Services Staff participates in planning and decision-making groups within the library, university, and state at large. Listed below are the committees/organizations we served:

Miss Avant served on the following in-house committees: Hospitality Committee, In-Service Planning and Staff Development Committee, Student Assistants Coordinating Committee, Computer Usage Policy Committee.

Mr. McAlister served on the following in-house committees: Institutional Effectiveness Committee, Preservation and Disaster Committee, Public Relations Committee, Survey Committee.

Mr. Sullen served on the following in-house committee: Preservation and Disaster Committee as well as elected to a second term as Parliamentarian for the FMU African-American Faculty and Staff Coalition.

Mr. Sims served on the following committees: Library's Administrative Team, Handbook Revision Committee – chair, Student Assistants Coordinating Committee – chair, Selection and De-selection Committee, Beautification Committee, African-American Collection Steering Committee; member of the FMU African-American Faculty and Staff Coalition (Programming & Constitution/Bylaws chair), FMU Student Judicial Review Board, Student Leadership FMU Advisor, FMU Faculty Senate, FMU Advisor to Greek fraternity Iota Phi Theta, Co-Advisor for FMU's Young Gifted & Blessed (YGB) Gospel Choir, member of the South Carolina Library Association (SCLA), Chair of the Roundtable for African-American Concerns of SCLA, Association of College and Research Libraries Access Services Interest Group, Board Chair – Performing Arts and Science Academy of Marion, FMU Community Toastmasters Club President

STAFF ACTIVITIES/CONTINUING EDUCATION

July 2015 – Library Staff Development Day: Miss Avant, Mr. McAlister, and Mr. Sullen

August 2015 – Professional development tour to St. Helena's Island, SC: Mr. Sullen, sponsored by the FMU African-American Faculty and Staff Coalition
Freshmen Move In: Mr. Sullen

September 2015 – Student Assistants' Orientation: Mr. Sims and Miss Avant
African American Faculty and Staff Coalition Talent Show: Mr. Sullen
Humorous Speech and Evaluation Contest for Florence District 58 Toastmasters: Mr. Sims served as the *Time Keeper*, hosted by FM

October 2015 – Training for *ILL Borrowing* in Iliad: Mr. Sims
Area 53 Division contest of Toastmasters: Mr. Sims
The *Slave Dwelling Project Conference*, Charleston, SC: Mr. McAlister
South Carolina Library Association Annual Conference in Columbia, SC: Mr. Sims
Conducted library tours during Teacher Cadet Day: Mr. Sims

January 2016 – Online meeting of the Library Marketing Outreach Round Table of the SCLA: Mr. Sims

February 2016 – Webinar “Where There’s a Web, There’s a Way”: Mr. Sims
Fact finding panel discussion with select members of the Citadel’s Daniel Library: Mr. Sims
Heart of the Pee Dee Scholarship interviews: Mr. Sims
SCLA Leadership Retreat in Columbia, SC: Mr. Sims
School of Library and Information Science forum hosted by JARL: Mr. Sims

March 2016 – Faculty advisor traveling with FMU’s Young, Gifted and Blessed Gospel Choir to VA, PA, DC and NY: Mr. Sims

April 2016 – Faculty advisor to the Student Leadership Conference held at FM: Mr. Sims
Institutional Effectiveness workshop: Mr. Sims

May 2016 – *Educators and Librarians’ Transforming Librarians Conference* at USC Upstate:
Mr. Sims

June 2016 – Webinar “*Get It Now*”: Mr. Sims
Mad Money Financial Simulation Facilitator for the 8th grade Activate Academy at FMU: Mr. Sullen
Professional Development tour to Atlanta, GA: Mr. Sims
American Library Association’s Annual Conference in Orlando, FL: Mr. Sims

CONCLUSION

The previous academic year has been a very challenging year for the department. With the changes in staff duties, providing 24 hour access during exam week (December 8-10; April 26-28), and the implementation of a new resource sharing system, all proved to be daunting tasks yet the department persevered. Our aim is to continue to strengthen in these areas and others as we strive to ensure that our patrons have the best experiences when visiting/accessing the Rogers Library.

Respectfully submitted,

Steven C. Sims

Steven C. Sims

Access Services Librarian

**REFERENCE AND PUBLIC SERVICES DEPARTMENT
JAMES A. ROGERS LIBRARY
FRANCIS MARION UNIVERSITY**

**ANNUAL REPORT
2015-2016**

Introduction

The reference department acquired an instruction coordinator/reference librarian in 2015. Virginia Pierce joined the staff in September to fill that role. For the second year, instructors of University Life 100 classes were given the option of library instruction via group session attendance in the Chapman Auditorium, or traditional individual class tour. New this year was a ten-minute video giving an overview of the library's resources and services. We thank Lloyd Cole of the Systems department for his assistance in its creation. Some changes to the reference collection took place this past year. The newspaper indexes were relocated to the Reames Wing making them easier to use with the microfilm collection. To work toward the long-term plan of future growth in the main research area on the first floor, the reference collection was marked for reduction. The reference books, periodical indexes, and abstracts were analyzed and selections were made for deaccession or re-class to the circulating collection. One hundred fifty-six shelf units were removed. Also this year, the department moved towards migration from LibGuides first generation to 2.0. This required much clean-up by the librarians to prepare our current guides to move over smoothly. In order to provide evidence for Institutional Effectiveness involving student information literacy outcomes, this year the library instruction was evaluated by student learning assessment. Results from a quiz given to students in University Life classes and freshman English who received BI showed that over ninety-one percent passed the quiz at 75% or higher. Two Student Focus Group sessions were held in March in order to learn first-hand our students' needs for learning. From student feedback we learned that some students enjoy our reliable computers, high level of staff assistance and comfortable building, but would like to see more accommodations for collaboration and use of multimedia, plus more seating and study areas. The library had *The Patriot* newspaper digitized this year. Twenty years of campus newspaper issues were scanned by NA Publishing and prepared for optical character recognition to provide the best possible search capability. Virginia Pierce brought her experience with digitization to this project, which will be added to the SC Digital Library's *SC Memory*.

Staff

Senior Technical Assistant, **Donna Barnes**, serves on the Beautification, Hospitality, Student Assistant Coordinating and Survey committees. She assisted with writing up and inputting information of archived photos into the archival program which included a total of 3,832 photos and 322 slides. Assisted and answered 330 questions while on the reference desk or in the reference office. Mrs. Barnes also assisted with the deaccessioning and shifting of the Reference books during the months of May, June and July. Mrs. Barnes continues to learn more about the Reference Department and is assisting in conducting reference interviews with library patrons on a daily basis. She assists with the process of making the student, faculty and employee ID cards. Mrs. Barnes also co-administers the Francis Marion Student Marshal program with Faculty Marshal, Mr. Nathan Flowers. Mrs. Barnes handles the scheduling of Student Marshals for on campus events throughout the year, including the distribution of FMU blazers for marshals during those events and ordering the marshals nametags. She also assists with the planning of the "New Marshal" orientation/dinner for incoming marshals each fall. Mrs. Barnes also assists the platform party with the fall and spring Commencements.

Bernadette Johnson deaccessioned the Federal depository collection and assisted in the deaccessioning and shifting of the Reference collection and indexes. She attended three conferences: the South Carolina Library Association Conference, the Transforming Librarians Through Technology Conference, and the Library 2.0 Worldwide Virtual Conference hosted by the Federal Depository Library Program. She attended three workshops: Institutional Effectiveness workshop given by the FMU Institutional Effectiveness Committee, SLED training session with speaker Capt. Wayne Freeman, and a JSTOR database demonstration. She attended eight webinars focused on using and promoting government information, preparing libraries for natural disasters and resources to improve professional writing and research. She attended three humanities and science symposiums and several other programs, including the Moran lecture, the AAUP forum, the African American Faculty and Staff Coalition sponsored film on the Penn Center, and speakers at the Hispanic Heritage Month and Black Heritage Month programs. Ms. Johnson visited the Center for Civil and Human Rights, the Martin Luther King, Jr. National Historic Site, and the Archives Research Center in the Atlanta University Center Robert W. Woodruff Library in Atlanta, GA with the African-American Faculty and Staff Coalition. She participated in a focus group for the USC School and Library and Information Science alumni. Like other reference librarians, she co-hosted a library focus group for FMU students to get their perspectives and opinions regarding the library services and how these services can be improved. Ms. Johnson wrote and narrated the script for the James A. Roger Library's first virtual tour video. This video was presented at two mass library instruction presentations to University Life students. She also served as a volunteer for Activate Academy to help high-school students learn more about money management. Ms. Johnson also volunteered as usher at the FMU Performing Arts Center.

She served with the following university committees and organizations: Institutional Effectiveness Committee, the FMU Professional Development Committee, African-American Faculty and Staff Coalition (where she served as chairperson of the Membership Committee), and Multicultural Advisory Board. She served on the following Library committees: Exhibits Committee, Institutional Effectiveness Committee, Preservation and Disaster Committee, Public Relations Committee, Selection and De-Selection Committee, Student Assistant Committee, Survey Committee, the In-Service Planning and Staff Development Committee, the African-American Collection Steering Committee, Librarian Search Committee, and the Tenure and Promotion Committee (which she chaired). Ms. Johnson was awarded a Student Life Award at the Student Life Award Ceremony for her active participation on the FMU Multicultural Advisory Board. She is a member of the SCLA, serving as vice-chair on the SC Government Documents Roundtable (GODORT). Ms. Johnson taught 15 library instruction classes as well as classes and tour to the Wilson High School International Baccalaureate students, Teacher Cadets, and Wilson High School students. She answered 1295 questions of a variety of types.

Faith Keller maintained and created content for the library's webpages both on the Extend platform and through LibGuides. She created a new guide for the African American Collection and made significant upgrades to the nursing guide and others. She also was responsible for the library's social media platforms and kept those current with a "Staff Picks" reading campaign and promoting library programs. Ms. Keller attended four conferences: SCLA, ILEAD, PALMCOP, and the Transforming Libraries Technology Conference at USC Upstate. She attended at State Library workshop on Digital Image Editing Techniques in Columbia, a Federal Digital Library program, and the

SLED training on campus. She attended eleven webinars, including eight geared to keep her current on the LibGuides platform and its upcoming changes. As liaison to the nursing department, she was involved with updating the resources pages, adding links for apps, getting new databases and giving instruction at the Mt. Pleasant campus.

This year Ms. Keller assisted with the reference deaccession project, the student focus groups, collection development, and UL100 group instruction. She was a co-creator of the library video. She gave 18 lecture and tours and answered 848 reference questions. Ms. Keller served on the following library committees: Public Relations, In-Service and Staff Development, Computer Usage Policy, Selection and De-Selection, and the Spread the Red Homecoming Ad-Hoc Committee. She is an active member of SCLA (Poster Sessions chair), LIBRIS, PALMCOP, and the FMU Toastmaster's chapter. She taught a UL100 section in the fall, volunteered for Freshman Move-In and was shot-clock operator for the Patriot basketball games.

Virginia Pierce joined the department on September 8, 2015 as instruction coordinator and reference librarian. She is the departmental liaison for instruction— making assignments, delivering and designing instruction, and keeping the faculty informed. She took an ALA e-course on Instruction Design Essentials this spring. She attended an SCLA iTeach workshop in Columbia, and a presentation by the Government Printing Office (GPO) Outreach Officer. She attended JSTOR and OCLC overviews from database vendors. She co-hosted a Focus group and summarized the results. She attended a Faculty Forum and helped record and type out a transcription in collaboration with Nathan Flowers, and participated in four FMU Scholarship Interviews. She participated in a USC School of Library and Information Science Alumni Feedback Interview. Other campus programs she attended were: the Moran Address, Francis Marion Day lecture, International Holocaust Remembrance, and the African American Collection Dedication. She also assisted in evaluation and shelf shifting of the Reference Collection and worked on digitization and metadata creation of *The Patriot* student newspaper.

Ms. Pierce accepted an appointment to serve as a member of the ACRL Government Relations Committee. She served as Chair of the ALA New Members Round Table Archives Committee. She completed an article [*Chronicling America Dispatches: "Published for the elevation of our race": Ten historical African American South Carolina newspapers in Chronicling America*](#) which is shared by the National Endowment for the Humanities: Division of Preservation and Access on their Featured Projects web page. She also began a bibliography of the South Carolina Institute for Archaeology & Anthropology Library (SCIAA) Collection. She coordinated 58 library instruction sessions, taught 22 sessions and one Wilson High School group, and responded to 1,553 reference questions including 1,383 walk-ins, 87 phone, 80 chat, two email, and one by appointment. She created two library exhibits, and created and improved various LibGuides.

Ms. Pierce volunteered as a cataloger for the South Carolina Institute for Archaeology & Anthropology Library, and with the Archaeological Archive Flood Recovery Project in West Columbia. She decorated the library and the FMU Homecoming Parade Rogers Library golf cart. She serves on the Library Public Relations Committee and the Selection and De-Selection Committee. She served as liaison to the Departments of Sociology, Psychology, and Physics & Astronomy/Industrial Engineering.

Suzanne Singleton serves as head of the reference department. This year she attended the PALMCOP Conference in Columbia, and two off-campus workshops: SCLA iTeach 3 workshop at Midlands Tech and SCSL's A Pathway to Normalcy: Partnering with Emergency Planners to Build Greater Community Resilience at the Florence County Library. She attended three workshops held on campus: Student Affairs Professional Development Committee presentation on Students with psychological disorders, Institutional Effectiveness workshop: Constructing an Effective IE Report, and SLED training: Active Shooters in Today's World. She attended three webinars including a LibGuides webinar, FDLP disaster webinar: Be Prepared, and an SCSL webinar: A Pathway to Normalcy: Virtual Tabletop Emergency Response Exercise. She participated in USC-SLIS Alumni and Employer Information Session and worked with FMU student intern Hayes McLendon. She consulted for Dr. Lynn Hanson's English class at Hobcaw Barony, and volunteered with the Archaeological Archive Flood Recovery Project in West Columbia.

Miss Singleton processed over nine cubic feet of archival material and coordinated the cataloging of over 4400 archival photographs. She hosted Fore-Edge Painting Book Showing in the Arundel Room and provided a Faculty Open House. In addition to leading instruction to 12 classes, she delivered a library tour to faculty from Nakhon Sawan Rajabhat University (in Thailand) enrolled in EDUC 560 and participated in Teacher Cadet Days. She attended Staff Development Day and hosted a student focus group. Miss Singleton chaired the Search Committee, Exhibits Committee, Preservation and Disaster Committee, and served on the Tenure and Promotion Committee, Selection and Deselection Committee, Public Relations Committee and Institutional Effectiveness Committee. She created four exhibits (SC Academy of Authors, Pee Dee Fiction Festival, Archives Month, Gen. Francis Marion Day) and served as liaison to Departments of Nursing, Fine Arts, and History. She was chair of PALMCOP for 2015-16. She responded to 863 reference questions including phone, email, and chat.

The department was assisted by three student workers for evening and weekends. Their assistance at the reference desk is especially valuable to us.

Alexis Goodwin
Carolyn Jeffords
Jhakera Shaw

Respectfully submitted,

Suzanne Singleton

Suzanne Singleton
Head of Reference

**SYSTEMS DEPARTMENT
JAMES A. ROGERS LIBRARY
FRANCIS MARION UNIVERSITY**

**ANNUAL REPORT
2015-2016**

Introduction

During fiscal year 2015-2016 the Systems Department saw several changes in systems, and staffing. The public computing labs continued to be used heavily, and the implementation of the pay-for-print system continued to be a success.

Staff

The Systems Department was led by Systems Librarian Nathan E. Flowers, with the expert assistance of Library Systems Support Technicians Mr. H. Dorrell McNeil and Mr. Lloyd Cole. In November 2015, Mr. McNeil departed FMU for a position in Greenville, SC. In January 2016, the department hired Mr. Mark J. Stack to serve as the Sunday-Thursday PM Systems Support Technician, and Mr. Cole was moved to a Monday-Friday AM schedule.

The department was aided during the 2015-2016 year by competent student assistants who continue to play an integral part in user support of the public PCs. They were as follows:

Tori Peltzman
Avery Covington
Tiffany Fields
Shakara Mitchell
Katrina Moses

Leslie Thao
Tabitha Morehead
Phillip Rodgers
Jack Evans
Sandy Cen

Integrated Library System

The Systems Department continued to support Innovative Millennium and the Library's web catalog. The library's server continues to be shared with five ALPSC ILS member libraries, with support of PASCAL. In 2015-2016, the Systems Department continued work on determining an upgrade path to a next-generation Integrated Library System. In July 2016, PASCAL will move to a new server that is hosted by Innovative Interfaces. Following this, more conversations will be held within PASCAL member libraries to determine when a move to a "Next-Generation" library software system will be capable. The department will continue to work with PASCAL and other local university libraries to determine if a vendor switch will be necessary, or upgrading with Innovative Interfaces will be the correct course of action.

Workstations/Networking

The Systems Department staff continues to use the print management system deployed with the assistance of FMU Campus Technology and Coker Business Solutions. The waste paper created by the new system continues to decrease, and the library staff is well-pleased with the new system.

In June 2016, the Systems Department and Campus Technology implemented a new server for the library's virtual terminals, and an upgraded network circuit between the library

and the Academic Computing Center. The upgraded network capacity will allow the library to increase the number of terminals available for students in the future.

Other Activities

Mr. McNeil served on the Library Preservation and Disaster Committee, the In-Service Planning and Staff Development Committee, and the Student Assistants Coordinating Committee.

Mr. Flowers served on the Library Administrative Team, the Selection/Deselection Committee, and the Institutional Effectiveness Committee. Mr. Flowers also served on the Executive Committee of the South Carolina Library Association, and the Council of the American Library Association.

Mr. Cole served on the Hospitality Committee, and the Computer Usage Policy Committee. He also served as a member of the FMU African-American Faculty and Staff Coalition.

Mr. Stack served on the Preservation and Disaster Committee and the Computer Usage Policy Committee.

Continuing Education

- June 9, 2016: Mr. Cole and Mr. Stack attended Springshare LibGuides V2.0 webinar.
- March 15-18, 2016: Mr. Flowers attended the Innovative Users Group Conference.
- October 1, 2015: Mr. Flowers attended Illiad WebEx training session.
- September 30, 2015: Mr. Flowers attended SirsiDynix ILS seminar demonstration at Coastal Carolina University.
- August 5, 2015: Mr. Flowers, Mr. Stack, and Mr. Cole attended ScanPro Microfilm Demonstration.

**TECHNICAL SERVICES DEPARTMENT
JAMES A. ROGERS LIBRARY
FRANCIS MARION UNIVERSITY**

**ANNUAL REPORT
2015-2016**

INTRODUCTION

The Technical Services Department continued to thrive and tackled multiple projects during the past fiscal year. The staff's collaborative efforts were prominently showcased. Projects included:

- Continuation of the deselection/deaccession of the general circulating, reference, and bound periodical collections. This process involved deleting item and bibliographic records from the library's online catalog, updating holding removing FMU library holdings from OCLC.
- Facilitated the reclassification of over 700 reference volumes that were placed in the general circulating collection. Processing of these volumes involved the reassignment of locations in the item (barcode) records, the tedious removal of old bookplates and spine labels, and production and placement of new spine labels and date due slips.
- Quality control of links to electronic journals to ensure access
- Relocation of newspaper indexes to bound periodical section to facilitate access for patron use
- Formal dedication of the African American Collection
- Acquisition of some vintage African American titles for the African American Collection (AAC)
- Creation of a new location designation for AAC Special Collections
- Received and processed a record number of gift books, many of which were from retired provost Dr. Richard Chapman's personal collection as well as other donors
- GOBI workflow implementation for selected monograph orders
- Reviewed and revised departmental policies and procedures Collection Development
- Acquisition of an exhibit case for African American Collection

COLLECTION DEVELOPMENT AND MANAGEMENT

We continue to keep pace with patrons requests by ordering more materials in electronic format. When renewing or purchasing new serials, we continue to choose the electronic version instead of the print format. We continue to order materials for the African-American Collection as well as the general collection. New acquisitions totaled 2665 books, which comprised of 572 gift books and 2093 new books. The Library also incorporated 33 DVD titles and 757 monograph titles into the African-American Collection. We continue to review our serials collection for possible cancellations. In serials, we added 21 new electronic subscriptions and canceled 10 electronic periodical subscriptions.

Other collection development and management highlights include:

- 2430 monograph volumes cataloged
- 150 audiovisual materials cataloged
- 3582 book volumes withdrawn
- 8507 bound periodical volumes withdrawn
- 951 reels of microfilm withdrawn
- 2860 monographs processed
- 362 pieces of microform processed
- 1296 volumes of bindery processed: 1023 monographs + 273 serials
- 2 standing order titles converted from print to online only:
 - Who's Who in American Politics
 - Solid State Physics
- Cancellations: OCLC First Search (online database)
- Upgraded Nursing Full Text database to Lippincott Williams & Wilkins Nursing & Health Professions Premier Collection.
- Subscribed to Get it Now, the service from CCC that provides our patrons with instant access to journal content through ILL.

STAFF

The Technical Services Department staff members are:

Mrs. Demetra W. Pearson, Technical Services Librarian
Mrs. Brenda B. Calcutt, Coordinator of Acquisitions and Electronic Resources
Mrs. Wanda D. Joseph, Acquisitions Assistant
Mrs. Cynthia P. Miller, Collection Development Librarian
Ms. Wendy Moore, Cataloging Coordinator
Mrs. Janet Pearson, Library Technical Assistant
Mrs. Marcella Turner, Library Specialist, Serials
Miss Erikah Keith, Student Assistant
Mr. Jefferson Hayes McLendon, Student Intern

The Technical Services staff has transitioned nicely into new or expanded job duties. The staff displayed exceptional teamwork this year and continued due diligence in monitoring e-resource usage statistics and shared data in order to facilitate better informed purchasing decisions. The staff also continued to participate in professional development opportunities by attending conferences and workshops as well as frequent viewing of webinars.

Cataloging Coordinator Wendy Moore completed her graduate studies and received her Master in Library and Information Science degree from the University of South Carolina in December 2015.

During Fall 2015, FMU Senior Hayes McLendon contemplated graduate studies in Library and Information Science and inquired if a voluntary nonpaid internship could be possible in the library. A scheduled rotation among all library departments was devised to acclimate Mr. McLendon to the various activities of academic libraries. The Technical Services staff readily welcomed Mr. McLendon during his internship and made such an indelible impression that he was ultimately offered the opportunity to work in the library in a paid temporary position during the summer months.

The completion of multiple projects and the way the department accommodated and mentored Mr. McLendon and student assistant Erikah Keith continue to make me proud to be a part of such a phenomenal team.

CONTINUING EDUCATION AND STAFF DEVELOPMENT OPPORTUNITIES

Brenda Calcutt

Library Committees:

- Beautification Committee
- Hospitality Committee
- Student Assistants Coordinating Committee
- Survey Committee, Chair

Professional Development Activities:

- Staff Development Day, Florence Museum, Florence SC – July 8, 2015
- Ebsco Admin Training Webex – September 1, 2015
- Ebscohost Collection Management – September 1, 2015
- Assisted in training student intern Hayes McLendon – October 2015
- Charleston Conference, Charleston, SC – November 4-6, 2015
- Ovid Demo with vendor representative Diane Campagnes – November 20, 2015
- Rittenhouse R2 Digital Library Collection Demo – Gina Ferrigno – February 18, 2016
- GetItNow Webex – April 13, 2016
- Ebsco – Zach O'Dell – April 25, 2016
- *SLED Training, Capt. Wayne Freeman, Lowrimore Auditorium, FMU, (May 4, 2016)
- Carolina Consortium Meeting, Greensboro, NC – May 10, 2016

Wanda Joseph

Library Committees and Organizations:

- Student Assistants Coordinating
- African-American Faculty/Staff Coalition (AAFSC)
- LIBRIS Planning Committee
- Handbook Revision Committee
- Beautification Committee

Professional Development Activities:

- Gobi Training - July 7, 2015
- Staff Development Day, Florence Museum, Florence SC – July 8, 2015
- Assisted in training student intern Hayes McLendon – October 2015
- *SLED Training, Capt. Wayne Freeman, Lowrimore Auditorium, FMU, (May 4, 2016)

Cindy Miller

Library Committees:

- Outreach and Public Relations Committee, Chair
- Computer Usage and Web Committee
- Exhibits Committee
- In-Service Planning and Staff Development Committee
- Selection and De-selection Committee

FMU Faculty Committees:

- Faculty Grievance Committee

Professional Development Activities and Service:

- Assisted in training student intern Hayes McLendon – October 2015
- Interviewed FMU Scholarship recipients – February 2016 (multiple dates)
- OCLC representative demo – 2/16/16
- Rittenhouse representative demo – 2/18/16
- Advising workshop – 3/21/16
- Interviewed Scholarship recipients – 3/21/16
- Women's Leadership Conference, Columbia, S.C. – 4/28/16
- *SLED Training, Capt. Wayne Freeman, Lowrimore Auditorium, FMU, (May 4, 2016)
- "Transferring Librarians Through Technology" workshop, USC Upstate, Greenville, S.C. – 5/5/16
- Staff Development Day, Florence Museum, Florence SC field trip, Charleston, S.C. – 7/7/16
- Library Journal Fiction Reviewer, June 2013-
- Friends of Florence County Library Board Member Secretary, July 2013-

Wendy M. Moore

Library Committees:

- Selection/Deselection Committee
- African American Collection Committee

Organizations:

- American Library Association (ALA)
- South Carolina Library Association (SCLA)
- Southeastern Library Association (SELA)

Professional Development Activities:

- Staff Development Day: Florence Museum (Jul. 8, 2015)
- Four week. ALA e-course: Introduction to Instructional Design for Librarians, Carla James, (Sept. 7- Oct. 12, 2015)
- *Assisted in training student intern Intern Hayes McClendon (October 2015)
- *Charleston Conference, Charleston, S.C. (Nov. 4-7 2015)
- *Rittenhouse Presentation (Nursing Resources), James A. Rogers Library,

RM. 201 (Feb. 17, 2016)

- *USC Alumni & Employees Meeting, James A. Rogers Library, RM. 201 (Feb. 23, 2016)
- FMU Advising Workshop, CEMC Lowrimore Auditorium, March 21, 2016
- *Women's Leadership Institute Conference, USC, Columbia, S.C. (Apr. 27, 2016)
- *Webinar: Preserving Your Digital Life (Apr. 28, 2016)
- *E-forum: Cataloging & Metadata Management, Karl Pettitt (May 3-4 2016)
- *SLED Training, Capt. Wayne Freeman, Lowrimore Auditorium, FMU, (May 4, 2016)
- *Webinar: Heritage Quest: Your 24/7 Genealogy Research Tool, Curtis Rogers (May 5, 2016)
- *ALA Virtual Membership Meeting (Online) (June 2, 2016)
- *SCLA Workshop: iTeach3: Information Literacy Workshop, Midlands Tech., Columbia, S.C. (June 8, 2016)

Demetra Pearson

Library Committees:

- Library's Administrative Team
- Handbook Revision Committee
- Institutional Effectiveness Committee
- Selection and Deselection Committee
- African-American Collection Committee

Professional Organizations and University Service

- FMU African and African American Studies Advisory Committee
- African-American Faculty and Staff Coalition
- South Carolina Library Association
Roundtable for African-American Concerns
Technical Services Section

Professional Development

- Staff Development Day, Florence Museum, Florence, SC – July 8, 2015
- Ebsco Admin Training Webex – September 1, 2015
- Ebscohost Collection Management webinar – September 1, 2015
- Assisted in training student intern Hayes McLendon – October 2015
- Charleston Conference, Charleston, SC – November 4-6, 2015
- Ovid Demo with vendor representative Diane Campagnes – November 20, 2015
- Rittenhouse R2 Digital Library Collection Demo with vendor representative Gina Ferrigno – February 18, 2016
- GetItNow Webex – April 13, 2016
- Met with Ebsco representatives Mary Sue Howle and David Putz – April 20, 2016
- Met with Ebsco representative – Zach O'Dell – April 25, 2016
- *Women's Leadership Institute Conference, USC, Columbia, S.C. (Apr. 27, 2016)
- *SLED Training, Capt. Wayne Freeman, Lowrimore Auditorium, FMU, (May 4, 2016)
- Carolina Consortium Meeting, Greensboro, NC – May 10, 2016

- Assisted in advising Undecided majors.

Janet Pearson

Library Committees and Organizations

- Hospitality Committee
- FMU Staff Advisory Committee
- FMU African American Faculty and Staff Coalition (AAFSC)

Professional Development Activities

- Staff Development Day, Florence Museum, Florence SC – July 8, 2015
- Assisted in training student intern Hayes McLendon - October 2015
- *SLED Training, Capt. Wayne Freeman, Lowrimore Auditorium, FMU-May 4, 2016

Marcy Turner

Library Committees:

- Computer Usage & Web Committee
- Hospitality Committee
- In-service Planning and Staff Development Committee
- Preservation and Disaster Committee
- Survey Committee

Professional Development Activities:

- Staff Development Day – July 8, 2015
- Ebsco Admin Training Webex – September 1, 2015
- Ebscohost Collection Management – September 1, 2015
- Ebsco Full Text Finder and Link Management Webex – September 23, 2015
- Ebsco – Steve Strother, Steve O'Dell, Zach O'Dell – September 29, 2015
- Assisted in training student intern Hayes McLendon – October 2015
- Ovid Demo – Diane Campagnes – November 20, 2015
- Get It Now Webex – April 13, 2016
- Ebsco – Mary Sue Howle, David Putz – April 20, 2016
- Ebsco - Zach O'Dell – April 25, 2016
- *SLED Training, Capt. Wayne Freeman, Lowrimore Auditorium, FMU-May 4, 2016

CONCLUSION

The Technical Services Department continues to seek ways to streamline effective workflow processes without compromising the quality of services provided. Our primary goal is to continue to ensure that materials and resources are readily available and accessible

Goals for the upcoming year include:

- Continue to deselect the more congested areas of the circulating collection as well as print serial titles that are duplicated electronically in the bound periodicals section
- Continue to update the Acquisitions Procedures Manual and convert to electronic format
- Continue to monitor and share usage statistics for e-resources to facilitate fiscally responsible purchasing decisions
- Train librarians in utilizing GOBI for title selections/recommendations
- Utilize Ebsco Statistical Consolidation to better monitor electronic resource usage
- Continue to review and/or develop additional departmental policies and procedures including but not limited to collection development and electronic resources

Respectfully submitted,

Demetra W. Pearson
Technical Services Librarian