

# Annual Report for FY2007-2008

## Albin O. Kuhn Library & Gallery

### Library Initiatives Supporting Faculty Research and Student Success:

#### I. Databases and E-journals: moving to online when cost efficient to do so.

The Library has adequate resources for an undergraduate curriculum. However, faculty and graduate students agree that we are sadly lacking in databases and resources necessary for a research institution. There have been resolutions in the UMBC Faculty Senate and many discussions in the Library Policy Committee stating this fact in FY2008. Over the past three years the library budget has not risen at the same rate as resource inflation, consequently we have had to cut serials and databases instead of adding the resources needed to support the research mission of UMBC. It is hoped that some method for increasing the amount of databases can be found over the next two years. On a brighter note, with the help of funding from the Dean of Graduate Studies and other departments, we were able to obtain *Web of Science* with a ten year backfile package and use of *EndNote*. Also, with the help of funding from the Dean of the College of Arts, Humanities and Social Sciences and contributions from interested departments, we were able to obtain access to *JSTOR III*. We hope to use this model of having contributions from interested departments in pooling their resources to allow us to purchase access to other multidisciplinary resources in the coming years.

#### II. Document Delivery: efficient, convenient, online delivery service complements holdings. (see also appendix 1)

Interlibrary Loan had a very busy year in FY08. The Borrowing unit processed almost 14,000 requests to borrow materials from other libraries, and was able to fill 9100 of them. Interestingly, almost 20% of the 14000 requests were found to be owned by UMBC or available within the USMAI. In addition, 201 books were purchased as part of the buy vs. borrow program where the Library purchases ILL requested materials rather than borrow them. The Lending unit processed over 15,300 requests to borrow material from UMBC, and was able to fill over 8,400 of them.

#### III. Paper Collections: achieved 1,000,000 volumes in 2006. (see also appendix 2)

Since 2006, when the Library achieved its holding goal of 1 million volumes, planning has intensified to participate in shared off-site shelving projects and work toward a zero growth rate in on-site collections. Shelving was added in 2007 so that the current capacity is approximately 1.1 million volumes. We now expect to have about four years of growth space, even if no further weeding or moving of materials off-site is done. Weeding projects in 2007 and 2008

have slowed the net growth rate; 10,040 volumes were weeded in FY08. Weeded materials were in computing, the sciences and nursing in the circulating collection, as well as in Reference and Government Documents. All candidates for weeding were subject to review by the relevant academic departments' faculties, as well as Librarians. Superseded Government Documents were weeded, as were print materials which are best accessed online.

7,757 volumes were added from purchase and 9,636 volumes were added from gifts in FY07. 7,255 volumes were added from purchase and 7,281 volumes were added from gifts in FY08.

**III. Student Learning Center:** initiated planning with allies. (see also appendices 3 and 4)

Following extensive consultations with campus governance constituencies, academic Departments and the campus administration, the Student Learning Center (SLC) vision was revised at the close of the Spring 2008 semester ([aok.lib.umbc.edu/slc/](http://aok.lib.umbc.edu/slc/)). The project is now progressing through two major tasks which we hope to complete during the 2008-2009 academic year. The first is working with UMBC Facilities Management to retain an architectural firm which will develop the vision into a Concept Study that will help sharpen our vision for the SLC and also provide a basis for further planning and fundraising. The second is to plan a "demonstration of concept" near the entrance of the Library's first floor. This calls for equipping that space with mobile furniture and advanced technology to show some examples of what might be achieved in a full SLC program. We especially hope to demonstrate how mobile furniture and flexible computing equipment will allow users to configure their work environment to their specific needs, especially for students working in groups. Our goal is to contribute to student success by providing a learning environment which is both inviting and conducive to collaborative learning.

**IV. Information Literacy:** developed plan, priorities & assessment tools. (see also appendix 5)

The Reference Department had a busy instruction year, providing over 120 library instruction sessions which reached nearly 2,500 students. Instruction was provided for graduate and undergraduate classes in over thirty departments. Thanks to years of Library outreach, six local high schools brought junior and senior classes in for instruction and orientation, as well.

The Reference Department also offered open workshops for UMBC faculty and staff on *Web of Knowledge/Web of Science*, *Endnote Web*, and Research Port. Open, drop-in "clinics" were also offered for undergraduate students who wanted an overview of Library resources or individualized assistance with a research paper. The Department also offered a number of subject specialized research seminars for graduate students.

**V. Library Assessment:** completed plan. (see also appendix 6)

The Library completed its assessment plan in May, 2008, as a part of the UMBC assessment initiative. This plan summarized current assessment of resources and services, and projected

assessment projects to be undertaken within the next three years. The foci of these assessment projects are: Library Instruction, website usability, use of space, comparative (with peers) analysis of NCES data on resources and service outcomes, and perceived adequacy of services provided.

**VI. Special Collections and Gallery:** developed world class collections in specialty areas. (see also appendix 7)

The Special Collections Department, housing rare and fragile archives, manuscripts, rare books, and photographs, and materials best handled in a controlled environment, connects people with research collections. During the 2007-2008 academic year more patrons utilized the collections than in previous years. Patrons typically came from Theatre, Visual Arts, English, History, Biological Sciences, American Studies, Africana Studies, Ancient Studies, and Sociology Departments, as well as from beyond the campus and as far away as Germany. The Photography Collections, considered to rank in the top six such holdings among U.S. colleges and universities, are the most utilized of our holdings, particularly by the numerous classes that visited the Reading Room.

The primary means of acquisitions for the Special Collections is from donations from generous contributors. During the FY08, in-kind gifts valued at greater than \$250,000 were received for Special Collections. The Robert Fichter Archive, a major collection of an important American artist, was accepted into the Photography Collections. Inventory of the Fichter Archive is currently underway.

Endowments dedicated to several of the holdings in Special Collections provided more than \$6,000 in purchase funds during the last year.

The Library Gallery is partner with the Special Collections, and, in keeping with the mission of the Gallery, frequently draws upon the holdings of the Photography Collections for exhibitions. Last year the “The Paradoxes of Modernism” show presented seventy-five masterworks from the Photography Collections. Also presented were two traveling shows that received great attention from the campus and the region. The operation of the Library Gallery continues with reduced staffing.

**VII. Staffing:** our highly trained service-minded staff and librarians are an asset to the campus.

Consistent with national trends, the Baltimore/Washington DC area has experienced rising Library faculty vacancy rates due to retirements in an aging profession. It is to be expected that we will continue to experience a relatively high turnover of professional staff over the next few years. The effects of this turnover on the Library are exacerbated by chronic understaffing as compared to our peers (on a FTE staff per FTE student basis).

The Library is constrained in developing further services in support of research by its limited staffing. In FY08 we continued to replace most faculty and staff who have resigned, but we have lost productivity due to gaps in staffing during the search processes. This cycle impacts our ability to offer basic services and develop additional ones. Now, in FY09 we are experiencing more frozen positions and expect to have to cut services accordingly.

**VIII. Vision and Plan:** completed previous version in 2006; 2008 Vision was reviewed by the UMBC Library Policy Committee in the Fall, 2008. (see appendix 8 for 2006 Vision and Plan)

The 2006 Library Vision and Plan runs through 2010 and focuses on improving access and services to our primary community. As it was written three years ago, it is time to update our strategic goals and vision for the next five years. Many of the same goals and issues are still relevant, but the environment for achieving these goals has changed and our plans need to keep pace with that change. During the Spring of 2009 we will continue to revise our current drafts of the Library Vision and Plan documents.

**IX. Digitization initiatives:** implemented CONTENTdm and PastPerfect software platforms.

The Library has acquired and implemented during FY2008 two key software packages for managing and presenting its collections online: CONTENTdm and PastPerfect. In the Fall of 2008, the Library began digitization of several important photographic collections in Special Collections, including the Hine collection, Civil War photographs, and the Bretz collection. Our goals are to preserve cultural heritage materials and to provide access to these in a digital form. Our digital collection management application provides a user-friendly interface that allows researchers to view images of library holdings, and has the ability to zoom in, compare images side-by-side, and save images for research and presentations.

We are also digitizing the Slide Library's extensive collection and planning for fully online access to images in support of Visual Arts, Ancient Studies, History, American Studies, and other academic programs within the next five years.

**X. Redesigned Website:** offers improved access to information using campus formats. (see appendix 9)

The Library's website was redesigned in August 2007 and provides easier navigation and online access to information and resources, including the numerous electronic databases, journals, special collections, and media owned by the Library. We have improved communications with a News & Events blog which also allows users to comment on library resources and activities. Our Ask a Librarian service added Instant Message (IM) reference via a chat widget embedded on both the Library's website and in Blackboard, UMBC's course management system. To build community with Web users, the Library also has a Facebook page, a YouTube channel, and a Flickr account.

**XI. Development of Library Reserves Services:** integration of Library Reserves with Blackboard; successful online reserves system. (see appendix 10)

The electronic reserves system was updated in 2004. Electronic Reserves posted since then have been (by calendar year):

2004: 1,708            2005: 2,353            2006: 3,099            2007: 2,923  
2008: 2,357        {through August}

Use of electronic reserves seems to have hit a plateau since the 2006 calendar year. This is primarily due to more and more faculty putting their own electronic reserves on Blackboard. However, this semester we have seen an increase in the number of new faculty using electronic reserves, so perhaps we are on the cusp of another growth spurt.

### **Short to Medium Term Challenges (Fiscal Years 2009 - 2012):**

#### **Resources Requested by Faculty:**

The UMBC faculty, as evidenced by Library Policy Committee discussions and repeated resolutions in the Faculty Senate, have maintained that UMBC does not provide the library resources appropriate to a research institution. The Library concurs with this assessment. *Science Direct*, *ArtStor*, *JStor* upgrades, and subscriptions to more journals are the most requested subscriptions. There is also faculty concern that the number of books purchased per year has been in decline from 11,000 per year in the 1990's to less than 8,500 per year in recent years.

#### ***Science Direct:***

This is a collection of Elsevier published scientific, technical, and medical journals, and some social sciences and humanities journals. Primary support for *Science Direct* comes from the sciences and engineering departments. The funding for this resource should not be provided at the expense of departments which do not benefit significantly from it. As part of the Maryland Digital Library (MDL) consortium UMBC has the opportunity to participate in special pricing set for MDL libraries by Elsevier, for approximately one third of the *Science Direct* journals. Requirements are:

- No cancellations of UMBC's current Elsevier titles for 2009-2011 (3 subscription years)
- Online access only to all the UMBC Elsevier titles and titles subscribed to by other USM campuses (approximately one third of the Elsevier journals).
- An additional \$22,775 per year would be needed to participate in this proposal.
- Funding of additional cost increases for 2010 and 2011.

While the library would like to offer this package, we do not have the additional funding needed to move forward with it. We sent information to the departments with the most Elsevier journals over the Summer; most could not find sufficient additional cancellations to cover the cost this package, nor could they count on sufficient funding in the next two years to continue it. Therefore, this package is on hold indefinitely. Given the current economic downturn and its expected effects on the campus, we do not foresee this project being funded within the next three years without a major change in pricing from Elsevier.

### **Possible Rebalancing of Serials Allocations in Future Cuts:**

Up to now, all cuts in serials (most recently, a 4% cut in 2008 subscriptions and another 4% cut in 2009 subscriptions) have been “across the board,” i.e. all departments experienced the same percentage reductions, measured in dollars rather than numbers of subscriptions. The Library is reviewing the cumulative effects of this policy with the Library Policy Committee.

### **The Library Gallery:**

The Library Gallery is partner to the Special Collections which holds a major photography collection that is considered to rank among the top six academic collections. Faculty members from several departments strongly support filling the Library Gallery Curator of Exhibitions position which has been vacant and frozen since 12/1/06. The Library has attempted to keep the gallery functional using a contractual employee and extra effort from the Chief Curator at the cost of slowing progress on Special Collections projects. The campus will need to decide the future of the Library Gallery curator position soon.

- Faculty from departments concerned about the Library Gallery want to be involved in the decision making process about the future of the Library Gallery.
- The Library Gallery is a “laboratory” for Arts, Humanities and Social Sciences, and for the enrichment of student learning.
- The Special Collections depends on the Gallery for attracting donations to develop its collections, especially since State budget support for Special Collections acquisitions is minimal.
- Agreements with major donors include provisions for exhibitions in the Library Gallery.
- Diverse campus events such as the Humanities Forum and gubernatorial press conferences are held in the Library Gallery.

We would like to meet with the Provost and other campus leaders to discuss a decision process.

### **Student Learning Center:**

The Library faculty have developed a vision for repurposing much of the Library’s first floor as a Student Learning Center with consolidated access to assistance, high quality technology, and a socially supportive environment for study, especially group study. A “Concept Study” is being developed by an architectural firm following the informal development of the project by the

Library, Facilities Management and a Steering Committee which includes potential partners from OIT, LRC and Student Affairs. The Concept Study will provide a more developed vision and plan for the space and serve as a basis for fundraising. The Library will seek campus administration approval to continue this project by seeking outside funding in earnest once the Concept Study is completed.

### **Staffing:**

In our current (and expected future) context of frozen lines, chronic understaffing and a shrinking pool of qualified applicants, we face severe challenges in meeting UMBC's research-level demands for library services. We will need to review priorities and reallocate effort to the most crucial services while cutting back on some other services. We will need to continue to develop automated methods for providing services and processing, consider further introductions of user self-service and possibly reorganize, retrain and re-utilize elements of our workforce. Staff development programs and agile change management will be key to success in this challenging set of circumstances.

### **Budget:**

Like most Libraries, and campuses, nationally the UMBC Library's budget has been unable to keep up with the rising costs of subscriptions. The campus has not funded the full 8% per year in subscription cost increases. Consequently, we cut 4% of our subscriptions in FY08 and another 4% in FY09. While these cuts are typical of many libraries nationally, UMBC is in a more difficult position than other research institutions for implementing such cuts, due to two factors:

- UMBC had not yet ramped up Library funding to research institution levels
- UMBC funding keyed to a smaller student body than typical for a state assisted research campus, so that the cost per student to purchase a typical array of resources tends to be higher than average.

UMBC will continue to face spiraling subscription costs over the next few years and needs to plan its response to this reality. Further, we must plan for possible campus budget cuts in the face of the recession.

### **Transition to digital resources and services:**

The Library has made progress in reallocating staff effort to online projects, moving to online access to documents (especially journal articles), and in developing online services. Much more needs to be done. We expect to complete the transition to "online only" journal article access within the next few years, by taking all cost efficient opportunities to do so. In the medium term, we expect to discard paper copies of journals which will have reliable, long term, online

access. We plan to hold to the vision of maintaining the most used hard copy resources in house (up to about 1.1 million bound volumes) while working through consortia to house less used materials off site. The lower level of the Library will be fitted with additional shelving for less used materials; eventually this shelving may be replaced by compact shelving to boost total building capacity to 1.2 million volumes. We do not expect to expand the building in the foreseeable future.

<b>Fiscal Year 2008 Budget/ Expenditure:</b>	<b><u>WORKING BUDGET 6/11/08*</u></b>	<b><u>FINAL BUDGET</u></b>	<b><u>EXPEND</u></b>	<b><u>Roll to FY09</u></b>
<b>Personnel (excluding Fringe Benefits, incl. Gallery personnel</b>	<b>\$2,932,330</b>	<b>\$2,912,151</b>	<b>\$2,855,752</b>	<b>\$ 56,399</b>
<b>Materials (excluding databases in LIMS, DRIF) Monographs \$ 435,684 Serials \$2,840,542</b>	<b>\$3,304,813</b>	<b>\$3,276,226</b>	<b>\$3,291,582</b>	<b>(\$ 15,356)</b>
<b>Operating, Library **incl. \$12,716 budget for For Gallery</b>	<b>\$ 250,873**</b>	<b>\$ 244,501**</b>	<b>\$ 233,326</b>	<b>\$ 11,175</b>
<b>LIMS (Incl. \$145,276 for UMBC-selected, and \$ 49,188 for consortium- wide databases)</b>	<b>\$ 583,042</b>	<b>\$ 583,042</b>	<b>\$ 583,042</b>	
<b>Fines &amp; Fees Revenue</b>				<b>\$ 38,602</b>
<b>Totals:</b>	<b>\$7,071,058</b>	<b>\$7,015,920</b>	<b>\$6,963,238</b>	<b>\$ 90,820</b>
<b>DRIF for Serials</b>	<b>\$ 187,678</b>	<b>\$285,536</b>	<b>\$ 235,536</b>	<b>\$ 50,000</b>
<b>Rollover from FY07, Included In the above:</b>				
<b>books &amp; serials</b>		<b>(\$28,587) - No trans. to cover</b>		
<b>personnel</b>		<b>(\$20,179) - trans. from Revolving to cover</b>		
<b>operating</b>		<b>(\$ 6,372) – covered by trans. from Revolving</b>		
<b>DRIF</b>		<b>\$26,451 - total trans. from Revolving to FY08</b>		
		<b>\$47,860</b>		

\*prior to rollover

1. Document Delivery and other Interlibrary Loan services described:  
<http://aok.lib.umbc.edu/ill/>
2. Basic Library statistics: <http://aok.lib.umbc.edu/aboutaok/>
3. Student Learning Center project summary: <http://aok.lib.umbc.edu/spaces/slc.php>
4. Student Learning Center drawing of first floor spaces  
<http://aok.lib.umbc.edu/spaces/docs/SLCv6.pdf>
5. Information Literacy program described: <http://aok.lib.umbc.edu/informationliteracy/>
6. Assessment plan for the Library sent to Provost's Office 5/30/08. [appended -  
[planning for assessment v3.pdf](#) ]
7. Special Collections and Gallery materials: <http://aok.lib.umbc.edu/specoll/>
8. 2006 Vision & Plan [appended - [visiondraft5.pdf](#) ]  
[export planning rev 20060404.pdf](#) ]
9. Library web pages <http://www.umbc.edu/aok/main/index.html>
10. Reserves information <http://aok.lib.umbc.edu/reserves/>
11. 23 years of data on Library materials acquisitions  
[appended - [comparison fy07 revised.xls](#) ]
12. Most recent peer comparison – FY04 data  
[appended - [key lib measures shortened version.xls](#) ]