Carpenter Library Annual Report

2008-2009

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Educational Goals

Personal Librarian Program

The Library initiated a Personal Librarian program in the fall of 2008. Librarians work with new students to point them towards helpful resources related to specific courses or rotations throughout the course of their four years at Wake Forest. Students, in turn, can ask their personal librarian for help at any time. We believe this personal contact with the Library will facilitate access to materials, answer questions, and make the Library a more useful, tailored resource.

The program was introduced to the new medical students during orientation. Following orientation, participating librarians sent each of his or her students an email message welcoming them to Wake Forest, outlining the PL program, and giving contact information. Librarians plan to periodically follow up with additional messages throughout the academic year to share library news, highlight library resources that may be pertinent, or alert students to new resources. In November, the Library hosted a luncheon for the entire 1st year class so that the students could meet their Personal Librarian.

EMERGENCY EXIT ONLY
ALARM WILL SOUND

The Physician Assistant program asked the Carpenter Library to initiate a Personal Librarian program for its students. We began with the class of 2011 during their orientation week in June, 2009, providing them with a tour of the Library and the opportunity to meet their Personal Librarian at a reception afterwards.

Human Resources Training Support

The Library developed a training webinar on Microsoft® Outlook for the North Carolina Baptist Hospitals' leadership development program: LeaderTREK200. This webinar helps NCBH staff enrolled in this program increase their management skills: http://infinet.wfubmc.edu/depts/orgdev/LeaderTREK/Level200.aspx

Library-taught Classes

Librarians taught 313 classes to 1,462 students, faculty, residents, and staff. These classes included instruction in PubMed searching, Evidence-based Medicine, Reference Manager, EndNote, Adobe Acrobat, Excel, Photoshop, and Outlook.

Bindery Service

On May 1, the Library began providing a bindery service to all departments. The Library will bind theses and dissertations, journals, and other items.

Dorothy Carpenter Medical Archives

Digital Forsyth, a project of the Z. Smith Reynolds, Coy C. Carpenter, Winston-Salem State University, and Forsyth County Public Libraries, reached completion on June 30, 2009. Created to digitize over 12,000 photographs depicting the history of Forsyth County, the library coalition secured a federal grant of $225,000 for equipment and staffing for over three years from the Federal Institute of Museum and Library Services (IMLS). Carpenter Library has met its goal of 375 images for Year 3; there are a total of 900 images from this Library.

A video of museum objects from the Archives was created and uploaded to YouTube: http://www.youtube.com/watch?v=v5-zttiRaDo

A three part video illustrating the history of the medical school was uploaded to YouTube. The video was based on the address by the Dorothy Carpenter archivist to the Forsyth County Genealogy Society.

Part one covers the years from 1902 - 1941: http://www.youtube.com/watch?v=8u_MtDJcspY

Part two covers the years 1941 – 1964: http://www.youtube.com/watch?v=2XvAODrPjDY

Part three covers the years 1965 – 2008: http://www.youtube.com/watch?v=2XvAODrPjDY

Textbooks Relocation

For more convenient access, all textbooks published since 2005 have been moved from the 6th floor of the Library stacks and are now shelved with the Reserve collection in the Reference Reading Room. These books are still available for 4 week checkouts. Books with yellow RESERVE or REFERENCE stickers must be used in the Library.

Clinical Goals

Clinical Medical Librarians

A reference librarian began working with the Department of Family and Community Medicine. She attends Morning Report, Journal Club, and other departmental meetings where she is available to instruct residents and medical students in Medline searching and in the use of Library resources to enhance their clinical skills. The Library now has three clinical medical librarians, one with the Department of Internal Medicine, one with the Nursing Research Council, and one with the Department of Family and Community Medicine. They continue to instruct and promote library resources in these forums.

Research Goals

Nursing Publications

The Library is working with the Department of Nursing Education & Research and Information Services to create a database capturing all nursing publication activity. The data are not limited to just journal or monographic materials but include poster presentations, speeches, and awards. The Nursing Research Council approved the submittal guidelines and the submittal forms are available on the web at:
http://www1.wfubmc.edu/Library/Library+Services/Nursing+Publications.htm

The Library has input all citations that have been collected by the Nursing Education and Research Department over the past five years. We hope to have a searchable public web page available in 2010.

Faculty Publications

The Library added journal impact factor data from ISI's Journal Citation Reports to the Faculty Publications database in PeopleSoft. The impact factors data is attached to the journal name so that searches will show not only publishing activity for a given faculty, but also the impact factor of the journal. This data is not viewable in the public database [http://www2.wfubmc.edu/library/about+the+library/library+departments/faculty+publications/] yet but we hope to make it available with the new design of the Library's website coming in 2010.

University Scholarly Communications Project

The University's institutional repository (WakeSpace) is adding digital collections from various departments and the university libraries. WakeSpace is designed to be a permanent online repository of work created by University faculty, staff and students. The School of Medicine is

represented on the Scholarly Communications Committee by Drs. Kathi Kemper and James Wofford and staff from the Office of Research and the Library. They have developed policies for submission, removal, privacy, and copyright. School of Medicine dissertations have been submitted along with some collections from the Dorothy Carpenter Medical Archives.

Electronic Theses and Dissertations

The Carpenter Library joined forces with the Z. Smith Reynolds Library to train graduate students on how to submit their papers into the ETD database. Electronic submission became mandatory this year. Librarians will also work with students regarding copyright concerns.

Library Development Goals

Library Publications

Silvis ML, Clinch CR, Tillett JS: What is the best way to evaluate an acute traumatic knee injury? *J Fam Pract* 2008; 57(2):116-118.

Library Staff Development

The North Carolina State Library in 2003 developed a core list of knowledge and skills which all library staff need in order to provide superior service. Using the NC State Library's revised 2007 list, Library administration created an online survey that was completed by all staff. The survey results provided a good picture of where training was needed. The Technical Services team taught a series of classes to Library staff throughout 2008-09, that addressed these training needs. Classes in PowerPoint, Excel, MS Word, File Management, Google Docs, NC Live databases, and finding good health information on the internet were offered. It is hoped that the availability of training such as this, offered on a regular basis, will enhance the quality of service Library staff provides our users.

Library Stacks Project

The Engineering Department informed the Library that we might have to install sprinklers in the stacks to satisfy the School's insurance company. In the summer of 2008, we analyzed the journal collection and determined how many titles needed to be discarded. Since we have purchased several collections of electronic backfiles over the past few years, we determined that we could eliminate around 13,000 volumes from the collection that are sufficiently covered by the electronic information. Temporary employees were hired to do the actual moving of books and, with the assistance of Cataloging, managed to discard 10,000 volumes. Another 13,000-15,000 volumes will need to be discarded or relocated if a sprinkler system is required. Since there is not sufficient offsite storage to accommodate all the volumes, and limited funds to purchase additional electronic materials, we will have to negotiate some other options.

Library Renovation

The Library began its long anticipated renovation in June. The Library centralized all service points into one desk and moved all public computers into one area. We added three more study rooms. This makes a total of six rooms available that can be reserved for group study. In order to facilitate registration and use, we have renamed the rooms.

Orange Study (formerly Classroom D)

Blue Study (formerly Library Conference Room),

Green Study (*new room* off the History of Medicine Room)

Purple Study (*new room* off the History of Medicine Room)

Red Study (formerly SGI room, in Reserve Reference area)

Yellow Study (formerly a *small quiet study room*)

Rooms may be reserved, for up to two hours, at the front desk. The study rooms are for group study only. Single occupants may get bumped. White boards are installed in each room.

The Drug Information and Service Center (DISC) will occupy a new space and the School's bookstore will move into the Library in the fall of 2009.

STATISTICS

LIBRARY COLLECTION (Volumes)

Books

29,905

Serials

118,120

Audiovisuals

1,909

Microforms

2,363

Software

485

Total Library Collection

152,782

PERIODICALS & SERIALS SUBSCRIPTIONS

(includes electronic subscriptions)

2,916

COLLECTION USE (includes electronic resources)

3,746,163

PHYSICAL GATE COUNT

(the number of persons counted entering or leaving the Library)

124,261

ELECTRONIC GATE COUNT

(the number of persons counted entering the Library's Web site)

1,507,297

PUBLIC DESK STATISTICS

REFERENCE QUESTIONS

Public Desk	Reference	Directional
Reference	3,917	1,300
Circulation	797	4,268
LRC	48	2,102

Reference Desk

Librarian-Mediated Searches
339

Circulation Desk

Faxes	Phones	Photocopier Assistance	Refunds/Change	Paging	Photocopier Use: No. of Copies
116	2,475	61	324	37	220,015

Learning Resources Center Desk

Computer Use	Microfilm Use	Computer Assistance	Clerical Testing for HR
3,763	10	1,693	995

DOCUMENT DELIVERY STATISTICS

Photocopy Requests

3,490

Photocopier Use (number of copies)

57,145

INTERLIBRARY LOAN TRANSACTIONS

Borrowed

1,078

Loaned

12,564

LIBRARY QUARTERS

Total Square Feet, Net

32,108

Total Seating Capacity

252

Number of study seating

(reading, lounge, carrels,)

150

Number of specialized seating

(computers, classrooms)

48

Number of Network Connections

158

Number of Public Workstations

54

Gray Collection Volume Capacity

159,220

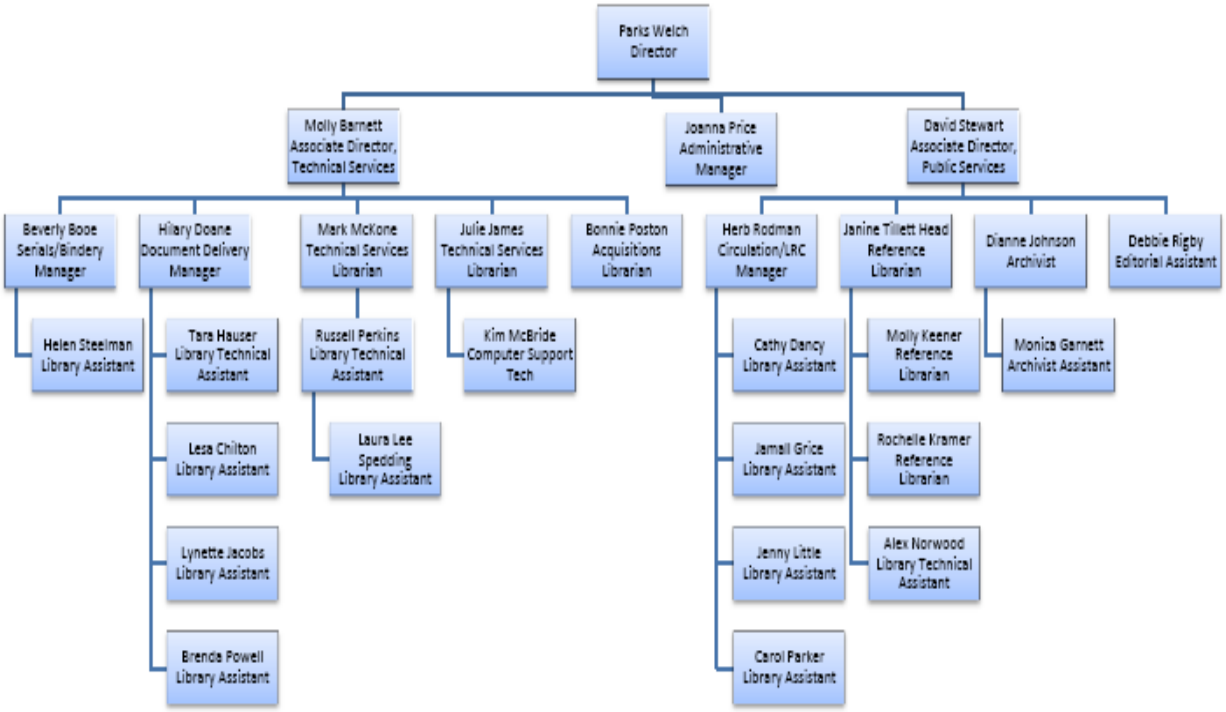
Piedmont Collection Volume Capacity

36,000

Total Volume Capacity

195,220

Coy C. Carpenter Library Organizational Chart



STAFF ROSTER

ADMINISTRATION

Name	*Library Position*
Welch, Parks	Director
Price, Joanna	Administrative Manager

ADMINISTRATIVE FACULTY

Name	*Library Position*
Barnett, Molly	Associate Director, Technical Services
James, Julie	Technical Services Librarian
Johnson, Dianne	Archivist
Keener, Molly	Reference Librarian
Kramer, Rochelle (.75 FTE)	Reference Librarian
McKone, Mark	Technical Services Librarian
Poston, Bonnie	Collection Development Librarian
Stewart, David	Associate Director, Public Services
Tillett, Janine	Head Reference Librarian

STAFF

Name	*Library Position*
Booe, Beverly	Serials/Bindery Manager
Chilton, Lesa	Library Assistant II
Cunningham, Craig	LAN Administrator
Dancy, Catherine	Library Assistant II
Doane, Hilary	Library Technical Assistant
Garnett, Monica	Archivist Assistant
Grice, Jamall	Library Assistant II
Hauser, Tara	Library Technical Assistant
Jacobs, Lynette	Library Assistant II
Little, Virginia	Library Assistant II
McBride, Kim (.75 FTE)	Computer Support Technician
Norwood, George	Reference Assistant
Parker, Carol (.8 FTE)	Library Assistant II
Perkins, Russell	Cataloging Assistant
Powell, Brenda	Library Assistant II
Rigby, Deborah (.9 FTE)	Editorial Assistant II
Rodman, Herbert	Circ/LRC Manager
Spedding, Laura Lee (.8 FTE)	Library Assistant II
Steelman, Helen	Library Assistant II

RETIREMENTS

Name	*Title*
Jones, Janet (.95 FTE)	Library Assistant I