2015 Highlights

- Increased Circulation of Library Materials to MMA Borrowers
- New carpeting throughout building
- Began construction of “One Button Studio”
- Library staff began work on a new mission and strategic plan

Library Collections

In 2015, the Library purchased 978 print titles for the collection. Additionally, we received 94 gift titles for a total of 1072 additions. These titles include books, DVDs, and other monograph items. In addition, Nutting Library maintains subscriptions to over 5700 electronic journal titles and participates in Maine InfoNet for increased access to electronic holdings statewide numbering in the hundred thousands. Through the EBSCO eBook subscription 150,000 electronic books are held by the library, with an emphasis on academic and business subjects. Additional JSTOR collections were added this year as well as a subscription to Statista, a database for market data. Finally, Nutting Library holds over 200 print journals and newspapers to support the curriculum at MMA.

The total amount spent on books (and other one-time ‘print’ purchases) is $38,000, $7600 of that total was directly requested by MMA Faculty. As past two years, the Faculty Research Fund was fully spent by the end of the academic year.

<table>
<thead>
<tr>
<th>Department Fund</th>
<th>2015 Book Purchase Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences</td>
<td>$2,391.00</td>
</tr>
<tr>
<td>Engineering</td>
<td>$2,802.00</td>
</tr>
<tr>
<td>Business</td>
<td>$269.005</td>
</tr>
<tr>
<td>Marine Transportation</td>
<td>$873.00</td>
</tr>
<tr>
<td>Ocean Studies</td>
<td>$114.00</td>
</tr>
<tr>
<td>Faculty Research Fund</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$7,676.00</td>
</tr>
</tbody>
</table>

Library staff worked on several collection management projects this year, including weeding from selected areas of the main collection. Staff identified items that were no longer relevant to the collection and deleted them from the catalog. 1089 items were deleted from the collection. Primarily
these items were outdated or irrelevant to the curriculum. Specific criteria are considered during withdrawal, including availability of materials on a regional basis.

Technical Services staff are active in processing and cataloging materials that are added or deleted from the collection. In 2015, the Technical Services Librarian cataloged 988 titles. The Library Assistant processes all titles using the ILS software before they reach the Librarian and finishes processing them once the cataloging is complete. The cataloging numbers are for 2015 are higher than previous years.

Library staff will continue to work with Faculty on collection development. Staff will also continue weeding sections of the main collection to improve the relevance of the collection. The Library Director will seek to add relevant electronic resources as able based on need and financial resources.

Archives

The Academy Archives are housed in Nutting Library. The Technical Services Librarian works as archivist. The Technical Services Librarian has been able to work record groups, assess needs for proper storage and care of items, and make recommendations to the Library Director for future developments in the care of the Archives. One project in process is to improve the storage shelves in the space for better use and security of materials. The archivist handles reference requests which included loaning a rare text for the community event surrounding the L’Hermione visit during the summer.

During the summer of AY14, Library staff worked on proper preservation of the campus art & artifacts collection. This was carried into AY15, with the addition of a few large items including the Bowdoin ice box. Additional work needs to be done on assessment of collection, cataloging items, etc. Library staff are interested in pursuing grant money and creating a possible internships to aid in this process.

Government Documents

The Library decided to cease membership in the Federal Depository Library Program. After multiple conversations with the regional representative and the federal office, Nutting Library was able to negotiate a model that facilitates the needs and use of our collection. Beginning in AY16, Nutting Library will maintain a limited FDLP collected in print only, including CFRs.

Library Spaces / Library Services

The Library received new carpeting during the semester breaks in January and Summer 2015. The Special Collections and Library Seminar rooms were the only spaces not included in this project, which spanned all three levels of the Library and the 24 hour space. This is of special note, as the last accreditation report called for an upgrade to the physical building, including carpeting, lighting, and windows.

The Library current has 287 seats, 52 study carrels, 44 tables, and 23 computers. There are 2 public printers which also provide fax, scanning, and copying. Library staff are in process of building a One Button Studio, a video recording space that will have wide application across campus. This space is
noted for its simple to use technology for video recording. The space was created by the Library and IT using a model from Penn State University. It will open in October 2015.

Overall, traffic in the building maintains a steady flow. During AY13 the Library had 65,513 with an additional 3200 visitors in the summer months. Traffic in the building for AY14 was 88,576 with an additional 3800 visitors during the summer months. This is a 35% increase during the school year from AY13 and a 53% increase from AY12. A slight decline was seen in AY 2015, most notably in the first weeks of the spring semester when the campus had several closures and faced inclement weather.

<table>
<thead>
<tr>
<th>Year</th>
<th>Gate Traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY2010</td>
<td>47,951</td>
</tr>
<tr>
<td>AY2011</td>
<td>61,722</td>
</tr>
<tr>
<td>AY2012</td>
<td>57,947</td>
</tr>
<tr>
<td>AY2013</td>
<td>65,513</td>
</tr>
<tr>
<td>AY2014</td>
<td>88,576</td>
</tr>
<tr>
<td>AY2015</td>
<td>83,725</td>
</tr>
</tbody>
</table>

Circulation

Nutting Library circulated 5964 total items including 5526 items to patrons during AY15. This includes 2133 Reserve Desk items, an increase of 472 items over AY14.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>976</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>38</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>3842</td>
</tr>
<tr>
<td>Part-time student</td>
<td>71</td>
</tr>
<tr>
<td>Staff</td>
<td>471</td>
</tr>
<tr>
<td>Local patron</td>
<td>128</td>
</tr>
<tr>
<td><strong>Total items circulated to MMA patrons</strong></td>
<td><strong>5526</strong></td>
</tr>
<tr>
<td><strong>Total items circulated (includes ILL)</strong></td>
<td><strong>5964</strong></td>
</tr>
</tbody>
</table>

Interlibrary Loan

This year staff sent 13 items to other libraries through Interlibrary Loan, a small decrease from AY14. MMA patrons borrowed 243 items from other libraries, approximately the same number as AY14. The Library continues to participate in MAINECAT and receives deliveries twice per week. The Library also participates in OCLC WorldShare.

Instruction

Bibliographic Instruction and Information Literacy are taught by the Public Services Librarian. There were 26 sessions in AY2015, comprised of tours, presentations, orientation programs, etc. The Public Services
Librarian conducts the majority of these sessions. This figure is lower than AY2014, possibly due to turnover in faculty who worked closely with the information literacy program. The Public Services Librarian has made plans to increase these sessions in AY2016.

Reference

All Library Staff work at the reference desk. The desk serves as a pivotal point for interaction with students, faculty, and staff. Reference help is available through the desk, telephone, and email. Chat service has been discontinued due to lack of use for the service.

Many important interactions occur at the reference desk that do not fall into the categories below that help build patron comfort and confidence in the Library. Additionally, it is difficult to count each interaction so the figures below are likely lower than the actual transactions.

**AY2015 Reference Transactions**

<table>
<thead>
<tr>
<th>Questions Answered by Time Spent</th>
<th>1-5 minutes</th>
<th>5-10 minutes</th>
<th>over 10 minutes</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directional / General Information (hours, directions, printing, computers)</td>
<td>Fall: 532</td>
<td>Fall: 46</td>
<td>Fall:4</td>
<td>Fall:9</td>
</tr>
<tr>
<td></td>
<td>Spring: 495</td>
<td>Spring:48</td>
<td>Spring: 1</td>
<td>Spring:10</td>
</tr>
<tr>
<td></td>
<td>Total:1027</td>
<td>Total:94</td>
<td>Total:5</td>
<td>Total:19</td>
</tr>
<tr>
<td>Reference Questions (finding or demonstrating a resource, answering a question related to Library collections, services, etc.)</td>
<td>Fall:177</td>
<td>Fall:58</td>
<td>Fall:22</td>
<td>Fall:20</td>
</tr>
<tr>
<td></td>
<td>Spring:121</td>
<td>Spring:48</td>
<td>Spring:8</td>
<td>Spring:9</td>
</tr>
<tr>
<td></td>
<td>Total:298</td>
<td>Total:106</td>
<td>Total:31</td>
<td>Total:29</td>
</tr>
<tr>
<td>Faculty Assistance (updating reserve materials, discussing resources, etc.)</td>
<td>Fall:93</td>
<td>Fall:20</td>
<td>Fall:28</td>
<td>Fall:68</td>
</tr>
<tr>
<td></td>
<td>Spring:54</td>
<td>Spring:11</td>
<td>Spring:18</td>
<td>Spring:40</td>
</tr>
<tr>
<td></td>
<td>Total:147</td>
<td>Total:31</td>
<td>Total:46</td>
<td>Total:108</td>
</tr>
</tbody>
</table>

Total Fall 2014: 108  
Total Spring 2015: 868  
Total AY15: 1966
Programs & Exhibits

The Library sponsored its 3rd annual poetry contest during April for National Poetry Month. The contest had 12 student submissions. MMA faculty and staff members served as judges.

The Library also sponsored a Faculty Research Reception in April. Twenty faculty members shared their publications, posters, etc. for a reception to honor their accomplishments and work outside the classroom. This year’s event also highlighted student research that was presented or published. Library staff organized and coordinated the event, which was catered by Sodexo. Over 60 people were in attendance, including students.

Nutting Library sponsored a Resume Clinic during the week of the Career Fair. Librarians partnered with writing center staff and assisted over 70 students with their resumes.

The Library held extended hours during Finals week during both Fall and Spring semesters. During the Fall semester, the Library sponsored a free coffee (tea and hot chocolate too!) event for students studying late into the evening. All supplies were used each of the 4 days and the service was counted as a success.

Library staff finished a major art exhibit of Gordon Bok woodcarvings, displayed in the Harborview and Leeward rooms. The exhibit was on display from January 2014 through January 2015. A closing reception and concert were held with over 100 in attendance. Donations benefitted the Schooner Bowdoin. One piece was purchased by the Academy and is on permanent display in the Library.

In March, the Library celebrated Pi day (3.14) with an afternoon of Pie eating. Math faculty brought their classes to visit and all pies were eaten, joyously.

The Public Services Librarian made monthly displays in the Library related to campus or current events, maritime history, and Library collections. The Technical Services Librarian provided several displays from the Archives as well, including a display to represent the changes in the Library over the past 40 years. Library staff continued making a monthly newsletter called “Headlines” for the Library bathrooms announcing services, new titles, and other news.

Library staff offered several informal information sessions to highlight resources such as Ancestry and JSTOR. Other activities include hosting therapy dogs, root beer floats to end the semester, and a celebration of Mardi Gras via the literature of New Orleans.

Library staff participated in academic orientation, 3 sessions of new student orientation, and new faculty orientation.

In the Spring, Nutting Library partnered with Campus Relations and Admissions to sponsor a photo contest.
**Instructional Design**

The Instructional Design position joined the Library staff in July 2014. The position serves the MMA community with Canvas training, technology advisement, and assists with library technology needs. The Instructional Designer did 183 Canvas help sessions in the Fall and 167 Canvas help sessions in the Spring for a total of 350 sessions during the year. The Instructional Designer all visited each academic department individually to grow faculty interest and understanding on Canvas. This position has also been lead for seeing up the One Button Studio, working closely with the Library Director, and implementing new course evaluation software. By the end of the school year, 68% of faculty are using Canvas and 42% of courses utilized Canvas.

**Library Staffing**

The Library staffing consists of one Library Director, two Librarians, and one Library Assistant. The position of Instructional Designer transferred to the Library in July 2014 and now reports to the Library Director. The Library Assistant supervises about 20 student employees who are integral to keeping the Library open during its 87 hours of service each week. This was also the first year since 2008 that all staff worked on a 12 month contract, which has been helpful in accomplishing projects and maintaining the workflow during the summer months.

Staff participated in conferences regionally and nationally. In addition to the conferences and workshops listed below, staff participated in a number of virtual webinars and trainings to enrich their professional development.

- The Library Collective, Knoxville TN
- Association of College and Research Libraries Conference, Portland OR
- ISTE, Philadelphia PA
- SAIL Conference for Marine Science & Aquatic Libraries, Charleston SC (poster presented by Library Director)
- Maine Academic Libraries Day
- Maritime Education Summit, Castine ME

With the support of the Academic Dean, Ellysa Cahoy, Mellon Grant recipient and Education Librarian from Penn State University, came to help guide Nutting Library staff through the strategic planning process and provide training in Mendeley citation software. Library staff are currently in development of a new strategic plan and mission statement, with an expectation to complete this process by the end of the Fall Semester 2015.

Library staff served on many committees including Maritime Education Summit, Outcomes Assessment, Academy Council, Curriculum Review, and Learning Technology. The Library Assistant has served for
many years as a PFD advisor. Library staff will continue to be involved in these committees in AY16 as well as serving on and chairing several NEASC self-study committees.

**Conclusion**

The Library saw steady use during AY2105. Library staff members are proud of their service to the MMA community. Librarian Lauren Gargani was honored as the Unsung Mariner this year, an example of our commitment to service to the Academy and our focus on student success. Also of note are the physical improvements made to the facility, the strategic growth and breadth of the collection, and the campus wide collaborations of the Library. We are looking forward to continuing these trends into the next academic year.

Respectfully Submitted,

Wendy Girven

Library Director
**Summary of Library Data – AY2015**

*Books & Other Materials*

Total added: 1072
- 855 purchased with Library/Grad Studies funds
- 123 purchased with gift funds
- 94 gifts/donations

Total withdrawn: 774

Total number of titles held: 83,114
Estimated number of volumes held: 93,166

*Periodicals*

- Paid subscriptions: 209
- Complimentary/free: 21
- Gift subscriptions: 1
- Government publications: 2
Total active subscriptions: 223

*Government Documents*

Total added: 972
- 850 paper
- 111 fiche
- 10 charts
- 1 map

Total discarded: 3667

Total Depository items held: 39,157
Total maps and charts held: 4559