

Nutting Memorial Library Annual Report

2015/16 Academic Year

2016 Highlights

- **One Button Studio opened Oct 2016**
- **EBSCO discovery tool “SeaSearch”**
- **First annual research contest**
- **Implementation of new mission and strategic plan**
- **24 hour computer lab construction**

LIBRARY COLLECTIONS

In 2016, the Library purchased 760 print titles for the collection. Additionally, we received 389 gift titles for a total of 1149 additions. (The majority of the gifts were from the Charles Dana Gibson collection.) 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 over 280,000 titles. Through the EBSCO eBook subscription 150,000 electronic books are held by the library, with an emphasis on academic and business subjects. Finally, Nutting Library holds over 240 print journals and newspapers to support the curriculum at MMA.

The total amount spent on books (and other one-time ‘print’ purchases) was \$43,500. \$12,446 of that total was directly requested by MMA Faculty which accounts for nearly 30% of the annual book budget. As past two years, the Faculty Research Fund was fully spent by the end of the academic year.

Department Fund	2015 Book Purchase Requests
Arts & Sciences	\$1649.00
Engineering	\$3092.00
Business	\$2023.00
Marine Transportation	\$2972.00
Ocean Studies	\$382.00
Faculty Research Fund	\$2,328.00
TOTAL	\$12,446.00

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. 1575 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these items were outdated or irrelevant to the curriculum.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. Many of the weeded titles are also reviewed by faculty in the related discipline.

Technical Services staff is active in processing and cataloging materials that are added or deleted from the collection. In 2016, the Technical Services Librarian cataloged 784 titles, 25 of which were original cataloging. The Library Assistant processes all titles using the ILS software before they reach the Librarian and finishes processing them once the cataloging is complete.

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. This year's major electronic resource addition was creating a transactional account for ScienceDirect, enabling instant download of items not held by the Library through a token system.

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. The Archivist responded to 19 reference inquiries this year.

Government Documents

Library Staff implemented a model for annual replacement of charts, in lieu of government printing of these items. 200+ charts were replaced, with an additional 100 planned for replacement annually. The Library maintains its status in the Federal Depository Library program, although on a limited basis, and continues to receive relevant publication.

LIBRARY SPACES / LIBRARY SERVICES

The Library currently has 309 seats, 52 study carrels, 44 tables, and 43 computers. There are 2 public printers which also provide fax, scanning, and copying. This figure includes numbers for the newly constructed 24 hour computer lab, which opens for classroom use in August 2016.

The One Button Studio was launched in October 2015 and has seen steady use. 171 reserved sessions and many walk-in appointments occurred during the school year, with the majority of the users being MMA students. Jim Picariello gave 89 trainings/tours of the space during this year.

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 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. A small decrease was observed this year, most likely related to a change in printing charges (moving from a free

to pay system). Library staff will remain active in working to maintain traffic into the facility with programs, resources, and marketing. The remodeled space for a 24 hour computer lab will likely increase traffic in AY16/17.

Year	Gate Traffic
AY2010	47,951
AY2011	61,722
AY2012	57,947
AY2013	65,513
AY2014	88,576
AY2015	83,725
AY206	80,542

Circulation

24% of total circulation for AY16 was for the circulating book collection. 14% of the total circulation was DVDs. Nearly 52% of the total circulation was for items on the reserve shelf. Total circulation is 6008 items, a slight increase over 2015.

Faculty	991
Graduate	44
Undergraduate	3882
Part-time student	0
Staff	460
Local patron	166
Total items circulated to MMA patrons	5543
Total items circulated (includes ILL)	6008

Interlibrary Loan - Borrowing

MMA patrons borrowed 209 items from other libraries in Maine via MaineCat in AY2016. Faculty accounted for 73% of MaineCat borrowing, students for approximately 17%, and staff for approximately 10%.

Staff filled 57 article requests and 13 book requests for MMA patrons via WorldShare ILL. (Books not available through MaineCat are requested via WorldShare.) The online ILL request form on the library web site continues to work well and allows staff to easily track requests from the time they are placed until fulfillment. This is a distinct improvement over the system used in the past.

The addition of a token-based system allowing patrons to retrieve articles from the Science Direct database has, as predicted, slightly reduced the number of article requests sent via Interlibrary Loan.

Interlibrary Loan - Lending

This year, library staff sent 415 items to other libraries in Maine via MaineCat ILL. 11 items were sent to other libraries through WorldShare Interlibrary Loan, a small decrease from AY15. An additional 50 items (reflected in the table above) were sent in response to email or phone requests, often to other libraries in Maine.

The Library continues to participate in MaineCat and receives deliveries twice per week during the academic year. The Library also participates in OCLC’s WorldShare.

Instruction

Bibliographic Instruction and Information Literacy are taught by the Public Services Librarian. There were 30 sessions in AY2016, comprised of tours, presentations, orientation programs, etc. The Public Services Librarian conducts the majority of these sessions. Combined attendance totals over 630. All composition classes were reached through Information Literacy Instruction.

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.

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.

Questions Answered	1-5 minutes	5-10 minutes	over 10 minutes	Distance
Directional / General Information	870	230	8	15 =1123
Reference Questions	184	45	21	26 =276
Faculty Assistance	120	54	25	109 =308
				=1707 TOTAL

Orientation

The Library was involved in three orientation check-in sessions for new students in the summer of 2016, offering information about the Library and branded promotional items. In addition, the Library Director and Public Services Librarian made a brief interactive presentation to the assembled first-year students during Academic Orientation.

A brief presentation about the Library was made to new faculty during their orientation program in August. Additionally, a tea (New Facult-Tea) was held at the Library on August 28th to welcome faculty back to campus.

Outreach

As in previous years, the Library hosted numerous informal learning and outreach opportunities throughout AY2016.

In September, Banned Books Week was celebrated with a “Freedom to Read” cake. We also awarded the grand prize for the photo contest, held in conjunction with Campus Relations.

In October, the Library held a party to celebrate the launch of its One Button Studio, attended by many faculty and students. Resume Clinics were again held on the two days prior to the Career Fair. These evening sessions were well-attended (70+), and library staff and Writing Center tutors assisted students with resume review, editing, and formatting. Also in October, two Halloween events were held featuring local horror author Gill French, who read a short story she had recently published, and Academy staff member Ryan King, who recounted information related to local history.

In November, the Library offered free hot cider and donuts following the Veterans Day ceremony.

During final exam week, the Library once again hosted therapy dogs, as well as offering extended hours and free coffee/tea/cocoa in the evenings.

In January, the Library debuted a new audiobook collection. Approximately 20 books on CD were made available to patrons and will be added to periodically.

In February, the Library offered patrons donuts on Mardi Gras and free “Leap Day” coffee on the 29th.

In March the Library hosted three resume review sessions in cooperation with Career Services. Staff from both departments were on hand to review students’ resumes and provide advice and editing help during the one-hour sessions. A new event for the Library this year was the Staff Appreciation Day held during the March break. Staff were offered cake and coffee and an opportunity to learn more about the library’s services; as a result, several staff members who did not previously visit the Library have become regulars.

April 2016 events at the Library included the fourth annual Faculty Scholarship Reception, the fourth annual Poetry Contest, and the now-traditional end-of-semester Root Beer Float Day, as well as therapy dogs during the final week of classes. A first in AY2016 was the student Research Contest, winners were

announced during the Faculty Scholarship Reception and received prizes totaling \$800 (from an alumni donation).

INSTRUCTIONAL DESIGN

The Instructional Designer did 147 help sessions in the Fall semester and 152 Canvas in the Spring for a total of 299 sessions. The Instructional Designer all visited academic departments individually to grow faculty interest and understanding on Canvas. Use of Canvas continues to grow with this year seeing 201 published courses in the Fall and 169 courses in the Spring. This position has also been lead support person the One Button Studio, and has provided 89 tours and trainings of the facility. Additionally, The Instructional Designer gave 3 “Technology Petting Zoo” sessions to increase interested in learning technologies, which were attended by over 60 people.

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 also reports to the Library Director. The Library Assistant supervises about 15 student employees who are integral to keeping the Library open during its 87 hours of service each week.

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
- New England Archivists Spring Conference, Portland ME
- The Charleston Conference, Charleston SC
- ACRL New England Chapter, Manchester NH
- SXSW Interactive, Austin TX

Library staff worked to develop a new mission statement, core values, and a strategic plan. The plan was implemented in June 2016. Copies are located at <http://mainemaritime.edu/nutting-memorial-library/about-the-library/>

Library staff served on many committees including NEASC Self Study, Outcomes Assessment, Academy Council, Curriculum Review, 75th anniversary, Data Integrity, and Learning Technology. The Library is also represented at Faculty Senate and Academy Council. The Library Assistant has served for many years as a dedicated PFD advisor. Library staff will continue to be involved in these committees in AY17.

CONCLUSION

The Library saw steady use during AY2106. Of note are the physical improvements made to the facility with the basement renovation to include the 24 hour computer lab and the One Button Studio, the strategic growth and breadth of the collection including online resource and Discovery layer, and the campus wide collaborations for events. We are looking forward to continuing these trends into the next academic year. At the end of this report year, Director Wendy Girven will step down from her position and a search will be conducted.

Summary of Library Data – AY2016

Books & Other Materials

Total added:	1072
711 purchased with Library funds	
49 purchased with gift funds	
389 gifts/donations	
Total withdrawn:	1575
Total number of titles held:	83682
Videos/DVD:	1494
Audio:	306
Estimated number of volumes held:	94560

Periodicals

Paid subscriptions:	226
Complimentary/free:	17
Gift subscriptions:	1
Total active subscriptions:	244

Government Documents

Total added:	305
	203 paper
	102 fiche
	204 charts (replacement)
	11 map (replacement)
Total discarded:	4384
Total Depository items held:	35,078
Total maps and charts held:	455