2018 – 2019 LIBRARY ANNUAL REPORT

MIGRATIONS AND TRANSITIONS

Brown-Daniel Library- Tennessee State University

TENNESSEE STATE UNIVERSITY

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DEDICATION

The Staff of the Brown-Daniel Libraries and Media Centers would like to dedicate this Annual Report to Dr. Murle Kenerson, who served the library for 35 years as Head of Reference, Assistant Director for Public Services and Administration and Interim Dean.

Dr. Murle E. Kenerson served as Interim Dean of Libraries and Media Centers at Tennessee State University, 2012-2018. He received his undergraduate degree from Southern University, Master degree of divinity at Colgate Rochester Divinity School, Master degree of library science from the University of Michigan, and his doctoral degree from Tennessee State University in Educational Administration and Supervision.

Murle has previously worked at the Chicago Public Library, Saint Joseph Mercy Memorial Hospital Library in Ann Arbor, Michigan and the Library of Congress, Congressional Research Service, Washington, D.C. He has worked at the American University in Cairo, Egypt as head of reference and has interned as a fellow at the Tennessee Board of Regents. He has also participated as a research fellow at the Defense Equal Opportunity Management Institute, Patrick Air Force Base, Cocoa Beach, Florida, sponsored by the Department of the Navy.

Other travels for Murle have included Spain, Portugal, Morocco, Jordan, Israel, Mexico and London.

Murle is married to Dr. Donna Ellis Kenerson and they have one son, Marvin.

Thank you!

<u>Report of the Interim Dean</u>
Murle E. Kenerson

       Fiscal 2018-2019 began with the campus showing signs of progress with the groundbreaking ceremonies for three new buildings. University administrators, State legislators, students, faculty and construction executives were on hand during the announcement of these new ventures. The new building projects included two new residence halls at an estimated cost of $75.3 million, and a Health Sciences Building projected to cost $38.8 million. Additionally, alums Amos and Brenda Otis made a commitment of one million dollars to fund the construction of the Alumni Welcome Center near the entrance of the campus. All construction projects are expected to be completed by 2020.

Groundbreaking for new residence halls (Photo credit: TSU Media Relations)

<u>Library Renovations</u>

       Also during the year, Title III funded upgrades to all three floors of the library, and campus planning personnel implemented the acquisition and installation of the renovations. The upgrades included new computer workstations, portable dry-erase boards, modern modular furniture, redesign of study rooms and study areas, and a Makerspace. The Reference collection and government documents were relocated to the opposite side of the floor to make the redesign of the commons area possible. The WRITE Studio and the Makerspace were constructed in those

areas. Students seem to approve of the upgrades. The WRITE Studio is awaiting it new occupants and no concrete date has been set for their relocation to their new home. The exterior walls offer an inviting blank canvas to visual artists to exhibit their creations. Thus far, the Tennessee Art League has used this space to exhibit extraordinary art.

Library renovations

Staff Promotions/Transitions

Three staff members transitioned into new roles. Angel Sloss moved from her role as Government Documents Librarian to the Embedded Librarian position. She will manage embedding a librarian in various classes to provide students with a library resource contact. Michael Doster moved from his position in Reference as a Library Assistant 3 to a Research Administrative Coordinator in the Circulation Department. He will assist in anchoring the evening/night shift and monitor the Ask Us reference email service. Jarvis Sheffield, formerly a Library Assistant 3 in Special Collections, was selected to be the Coordinator of our Media Centers. Jarvis will also manage our Makerspace and conduct monthly workshops, competitions and displays of creations among innovative and creative students.

The University is preparing to go through a transition due to falling enrollment during the 2018 - 2019 academic year. Due to expenditures exceeding revenues, the University's administration ordered a freeze on hiring which froze three position due to enrollment falling to 6,600 students.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

The various SACSCOC self-study committees were formed to write our report for reaffirmation accreditation. The Library is charged with writing Standard 11 and uploading it to

the website SharePoint. The first draft of the entire report is due on April 29th and the consulting firm, Silver and Associates, will review and return for corrections/edits, etc. The Final Draft is due on August 20th. The report will be received by SACSCOC on September 10th and the off-site review will take place April 21 – 24, 2020.

Research Day in the Library

Glenda Alvin arranged for a Research Day at Tennessee State University on April 5th. A representative from Web of Science was scheduled to make a presentation to faculty and graduate students on how to make their research and peer-review activity more visible, how to collect their research activity in Web of Science and generate a citation report, how to identify potential collaborators in their field of work, the capabilities and functionalities of the database, and more.

Art Exhibits

The Exhibits Committee consisting of Joyce Radcliff, Mitchell Chamberlain and Jarvis Sheffield has had some extraordinary art exhibits during the year. In particular, the Tennessee Art League (TAL) agreed to exhibit their art for more than two months on the Main Campus. Cynthia and Ned LaBonne, representatives of TAL, also coordinated the display of several paintings from various artist on the wall of the WRITE Studio. They further showed their generosity by donating a statue of Wilma Rudolph to the library which is displayed near the paintings and will later be relocated to the Ed Temple display case located on the first floor. TAL was "founded in Nashville in 1954 as an artist-run, non-profit art organization whose mission is to support and encourage participation in the visual arts for both artists and patrons." Their art displayed on the library second floor reveals artists' work that is professionally done and shows the efforts of highly skilled individuals who obviously have a passion for their creations. Other impressive art exhibits for the upcoming year includes Michael Hubbard, Healing Arts (HAPI), Lamar T. Wilson, James Spearman, Bob Clendening, Jr. and Brandon Donahue.

Tennessee Art League Exhibit

Wilma Rudolph statue
(Donated to the Library by Ned and Cynthia LaBonne 2018/TAL)

<u>Swan Song</u>

     Where has the time gone? After 35 ½ years, I have decided to retire on July 31st. TSU is a much different place now than it was in 1982. The campus has undergone a complete physical metamorphosis over that time and our buildings and grounds look great. I have served under two directors/deans and seven presidents including interims. The library director and dean that I served under were Dr. Evelyn Fancher, Director (1976-1989), and Dr. Yildiz B. Binkley, Dean (1989-2013). Presidents that I have served under include: Dr. Frederick S. Humphries (1975-1985), Dr. Roy P. Peterson (1985-1986), Dr. Otis L. Floyd (1987-1990), Dr. George W. Cox (1990-1991), Dr. James A. Hefner (1991-2005), Dr. Melvin N. Johnson (2005-2010), Dr. Portia H. Shields (2011-2013), and Dr. Glenda Baskin Glover (2013-present).

     When I came to the library in 1982 the most advance technology that we had was an electric typewriter that Ms. Lillie Shelton, secretary to the director had on her desk. Of course one of the reasons I was hired was to inaugurate online searching. To do this Dr. Fancher invested in a DecWriter IV dumb terminal that could be connected to the Internet via an acoustic coupler. The old DecWriter IV was the forerunner of online database searching during the beginning years for most libraries. Of course the University had mainframe computers that took care of student registration, enrolling students in courses, payroll, etc. but commercial online database searching in libraries was not available until the mid- 1960's. The online services included prototype versions of DIALOG, ORBIT, LEXIS, and SUNY/BCN (later BRS). Dr. Fancher chose DIALOG in 1981 which introduced online literature searching to TSU. However, over the ensuing years

with the development of technology we saw telnet, local area networks, towers with CD-ROMs, the Worldwide web, and the Internet come in to focus. Currently, the library subscribes to over 230 electronic database services where students can be their own brokers in accessing, locating and retrieving research information.

Over my three and a half decades with TSU, the size of the actual building had to be addressed to accommodate expanding collections, additional computer labs, study spaces and growing staff positions. This in large part was due to the explosion of information resources which increased collection sizes, and the need to meet new values, needs, and technology in the classrooms. Computer terminals had to be installed, space had to be redesigned/repurposed, and our integrated library system had to be upgraded to access various formats of materials, i.e. electronic books, journals, streaming videos, hard copy, and other resources in an integrated collection. Art exhibits and author talks, made possible by Joyce Radcliff and her committee, established the library as a 'place' where esthetics had an alluring effect on information seekers. Musical selections by Fletcher Moon made holding events in the library special which further integrated the arts in the library setting. Sharon Hull Smith work with preserving the University's history, Glenda Alvin maintaining our technological edge in collection development, and others who contribute to our innovations, alterations, adaptations is phenomenal as the 21st Century moves along.

The Brown-Daniel Library has indeed been reinvented during my time. The place called 'library', thanks to new technology, has made gathering information easier 24/7 due to computers in every students' hand. The initial impact of the new technologies on the library was and continues to be different from my initial days in the 1980's. Nevertheless, information secured from print has not vanished with the use of technology, nor have students ceased to enter the actual library to acquire that information. Indeed, usage has actually increased quite dramatically. The demand for services and access to the various technologies has driven the need to step up library activities whether of technology of more traditional formats.

Thinking back, I remember all of my colleagues, and their faces are indelibly imprinted in my memory, especially the ones that are no longer with us. I am indebted and grateful to them in that I learned from them. They deserve a mention:

Deceased

Ira Kellum	Bernie Kerley	Lillie Jean Shelton	Ernestine Wilson
Jesse Hughes	Barbara Gaylog	Joseph Gaylog	Joan Williams
Martha Parker	Bernice Armstead	Jewel Moreland	Mable Jordan
Kirk Kirkwood	Dave Wilson	Georgiana Lavender	LaShanda Wilkins
James Trimble	Doris Collier	Markus Hall	Donald Joyce
Sam Cameron	Gloria Crutcher	Wanda Matthews	Moses Osemwegie
Yolanda Shaw	Neal Mumphrey	Gloria Turner	Clifford Abernathy
Emma Batts	Vallie Pursley	Dudley	Jewel Moreland

I'm also indebted and grateful to my living colleagues who are all represented here today. Others who have retired or moved on to other opportunities are:

Retirees

Evelyn Fancher	Earline Hudson	Barbara VanHooser	Nancy Henthorne
Janet Walsh	Annette Pilcher	Shirley Caldwell	Angela Garner
Yildiz Binkley	Estella Whitaker	Dorothy Fisher	Susan McCrumbly
Sharon Johnson	Helen Chen	Leon Coleman	Karen Gupton
Julius Shook	Shirley Wallace	Lynetta Alexander	Charles Havis
James Paxman	Arnie Cosby	Ricky Middlebrooks	James Lamp
Joseph Ridley	Charles Gray	Janet Jackson Thompson	JJ Wheelbarger
Lesan Terrell	Dorothy Fisher	Barbara Taylor	Roosevelt Cox
Tonya Jones	Desiree Holiday	Lillie Ewing	Paulette Calhoun-Covington
Palace	Brian Armatrout	Loretta Divens	Anita Etheridge

Current Staff

Jarvis Sheffield	Sharon Hull Smith	Lisa Parrish	Michelle Vaughn
Tammie Evans	Vanessa Smith	Yusef Lighari	Michael Doster
Angel Sloss	Conrad Pegues	Randyl Johnson	Linda Bell
Ernest Miah	Vandy Owen	Julia Huskey	Julia Rather
Elaine Brown	Chris Langer	Mitchell Chamberlain	Joyce Radcliff
Ruifang Wang	Jian-Hua Fan	Phil Yan	John Anderson
Don McElhiney	Mary Swanson	Toccara Porter	Fletcher Moon
Glenda Alvin	Xuemei(Sherry) Ge	Earl Driver	Daisy Brand
Rodney Freeman, Jr.		Colette Bradley	Presley Dyer
Michael Doster			

Staff photo (circa 1983)

Library staff circa 2013

Web Manager

Systems/Metadata Librarian

Computer Specialist

During FY 2018-2019 my major responsibilities as library webmaster involved creating new pages for the library's website from, daily routine maintenance of the library web pages, debugging and repairing bad URLs, troubleshooting vendor database errors reported by our patrons (staff, faculty and students) and working closely with our vendor contacts in several technical support offices in debugging various technical issues. Additional responsibilities involved maintenance of the Web Access Management (WAM) table in Sierra in order that statistical reports show proper accounting. I also created new web images as needed and updates for web content whenever necessary. This process guarantees patron's access to subscription databases and other related issues on our website.

I have been serving as a web consultant to other offices and departments on campus and assisted in the development of some of the following web projects: 1) Web Survey forms and databases for the English Department, WRITE Studio as well as the Library, 2) Database management for the English Department, Graphic design for TSU periodicals, serials and/books, and 3) Website creation and other technical support issues for other TSU offices.

For 2018 and part of 2019, my responsibility includes creating web pages for the art galleries at both Avon Williams Library and the main Library of TSU on a monthly basis.

In the coming year, I plan to work closely with TSU IT Department. TSU Public Relations and other offices as well as our library staff to enhance the performance and reliability of the library website by using up-to-date technology such as cloud computing, and software.

Systems/Metadata Librarian
Sherry (Xuemei) Ge, Assistant Professor

The 2018 to 2019 fiscal year was a busy year for me. The library went through four major implementations. We migrated from Innovative Interfaces' (III) Encore discovery tool to EBSCO Discovery Service (EDS). The library added the EBSCO widget to feature our new books jacket covers on a carousel on the library's webpage to promote library collections. The New Books List categories also got revised and expanded. There were encoding level issues with CJK records that affected their display, so working with III technical support I updated the load table and resolved the problem. I also deleted the Encore search box in all of the Research Guides and added the EBSCO EDS. III's WebBridge has not been upgraded in years and is no longer compatible with OpenAthens authentication, so we migrated all of our databases over to Full Text Finder. The A-Z list attached to the Periodicals tab is now called the Publication Finder, and the EBSCO link resolver product is now called the Full Text Finder. The Institutional Repository (Digital Scholarship@Tennessee State University) is now searchable in EDS. We incorporated BrowZine, Full Text Finder, and our institutional repository into one interface. Additionally, I implemented the Innovative Load Scheduler which is a tool used to update online catalog records in EBSCO EDS. New changes will show when I update the online catalog records in EDS, instead of overnight. I maintain and update the catalog records in EDS weekly. Current changes to the catalog can be found in the Classic Catalog.

The library also migrated from Innovative's IP Web Access Management (WAM) proxy authentication service to EBSCO's OpenAthens (OA) with single sign-on for an improved user experience. The single sign-on access requires faculty, staff, and students to use their assigned TSU login credentials. TSU students, staff and faculty members are assigned computer access accounts right after they register or are hired. With the OpenAthens implementation we now have two login options. All TSU faculty, staff and students should login on the first sign-in for Tennessee State University. The second login

(OpenAthens) is for users who have temporary access, such as adjuncts, doctoral students working on dissertations (but not enrolled in a class), and vendor tech support staff who want to test problems. As the primary OpenAthens administrator, I need to create patron records for the OpenAthens platform. The Assistant Director for Collection Management and I replaced the Database by Title, Database by Subject, Trial Databases and Ebooks page, which had the old III WAM URLs with the A to Z Database list on the Springshare platform by changing the databases over to the "Athenized" URLs. Now the Springshare platform is the library's main access to the databases, OpenAthens provides seamless and secure authentication, user and resource management. OA statistical tools not only provide usage reports for the resources that are being accessed, but also analytics for groups or individuals for specific resources. I will continue the ongoing maintenance and support for OpenAthens.

Innovative Interfaces moved its online catalog to two new service options and forced its customers to purchase one of the following options: Software Only (Hardware Migration), and Cloud-based hosting. We chose the Software Only with/Hardware Migration option. The library finished the transition for Sierra from turnkey to a software only site. Now the library uses virtual servers located in the Information Technology Center to host Sierra, and continues the management and technology support for Sierra software on those servers.

As a part of the ongoing management of the ERM, coverage load and MARC records for e-books, e-journals, streaming videos, sound records, and electronic theses and dissertations, I converted all the records with the WAM proxy URLs to the "Athenized" URLs in the system. The library no longer has a subscription for the Safari ebooks that we got through the TBR consortium agreement, but 26,577 ebooks records were added into the system from EBSCO and other vendors. I will continue the routine management of all the electronic resources records and ongoing database maintenance. Location codes, and location and holdings information for the print journals were

updated in the system to incorporate the bound periodicals weeding and shifting project. Patron records and media equipment records were maintained and created in the system. I also produced monthly headings reports in Sierra to detect blind headings or other headings reports that needed attention, before the library filled the catalog librarian position last Fall. One hundred twenty new works were added in Digital Scholarship @ Tennessee State University during the 2018 to 2019 fiscal year, with a total number of 1,823 now in the repository. The Digital Scholarship @ Tennessee State University had 13,140 metapage hits, and 2,659 full text downloads for the fiscal year.

Statistical reports of resources include books, ebooks, journals, ejournals, and steaming videos for the broad categories of all academic disciplines were created for the library's SACSCOC report. Several programs were up for reaccreditation, such as nursing, physical therapy, speech pathology, etc. Statistical analyses for resources that support these programs were created. Library statistical reports for circulation, general utilization, and management were also created. Finally, as part of my role as Assessment Coordinator for the Library, I supervised accreditation progress reports, Title III quarterly and annual reports and library survey data being uploaded in Compliance Assist!

As the Chair of the Website committee, I initiated a review of the library Site Index to exam all web pages. The committee identified and fixed the outdated information and bad links on the library pages, as well as corrected and revised many pages. The committee also updated the URLs with the old WAM proxy URLs to the "Athenized" URLs. Six library surveys and request forms were created by using Qualtrics. Idea Lab is designed for Innovative users to submit, discuss, and vote on ideas to improve the existing systems and to drive development on new products and services. As a member of Innovative Idea Lab team, I served as a moderator for the "Always Open Space for Sierra," reviewed and moderated ideas in Always Open Space for Sierra on the Idea Lab site (the IUG enhancement platform), and helped move ideas forward to Product Review. I participated in a team meeting at the IUG conference and joined the team Webex

meetings. My presentation proposal, titled "Migrating to OpenAthens", has been accepted for the EBSCO User Group Meeting for North American Academic Libraries

Since ILLiad is going to be phased out by OCLC and replaced by Tipasa, Toccara Porter, Mitchell Chamberlain and I underwent extensive training and are at the final stage of migrating from ILLiad to the new Tipasa interlibrary loan platform. We plan on going live in August 2019. Currently we are doing internal team training and continuing to get the behind the scenes features set up appropriately. Notices about Tipasa will be sent out to the TSU campus community before and after we go live to inform people about the system change and how to request items. Goals for 2019 to 2020 fiscal year includes completing the Tipasa migration, ensuring that the transition is smooth for our main and downtown campus users.

Accomplishments

- Served on search committee for Research Administrative Coordinator (Evening Supervisor Circulation) position.
- Served on search committee for Catalog Librarian position.
- Served on search committee for Government Document Librarian
- Served as the Chair of the Library Web Committee
- LibGuides Accessibility – Online Workshops
- Attended staff retreat
- Attended New Student Convocation.
- Attended Fall & Spring Faculty-staff Institute
- Met with EBSCO Account manager
- Met with EBSCO Library Services Engineer
- Met with Tipasa OCLC representative (Webex meeting)
- Springy Integrations with Discovery Layers
- EBSCO Discovery Service (EDS) and OpenAthens implementation weekly meeting with EBSCO implementation manager (Webex meeting)
- Simplify ILS Systems & Security Management with Innovative's Cloud Hosting Services (Webinar)
- Met with Web of Science representative
- Attended An Effectiveness and Assessment work shop
- Met with the state auditor
- Attended Tennessee Innovative Users Group Annual Meeting
- Attended Library Council meeting
- Attended Web Editor Training

- Attended Amigos web conference, The Future of Cataloging: RDA, Linked Data and More.
- Attended digital project meeting
- Attend the Midwest book ordering database: Interacq training.
- Attended Campus Holiday Celebration
- WebEx meeting: TBR Libraries Accessibility Task Force
- OpenAthens Admin Training, Webinar
- Tipasa IT Session, Webinar
- Met with Silver & Associates as a UAIC member and a member of the Institutional Effectiveness Committee
- SACSCOC Workshop
- Met with Accreditation Commission for Education in Nursing representative
- Met with Innovative account manager
- Attended Research Day with Web of Science
- Attended Employee Recognition Luncheon,
- Participated in the Tipasa Cohort Training
- Attended Innovative Users Group Idea Lab team meeting
- Attended Innovative Users Group Annual Conference
- Patron Management & Notifications, Webinar
- Creating Constant Data for ILS, Webinar
- World Share ILL-Borrowing, Webinar
- Lending Priorities and advanced Leading Workflows, Webinar
- Attended University Assessment and Improvement Council monthly meeting

Computer Specialist
Colette Bradley
Computer Specialist

One of the main focus of the library during the 2018-2019 academic year was Migration. I had the pleasure of being a member of the team that led the library with this project. This migration project consisted of implementing two products; Open Athens which is a product that provides single sign-on authentication that allows patrons of the library to access the library's e-resources. The other product was the EBSCO Discovery Service which is an all-inclusive search solution that makes in-depth research simple. This migration required that the team have weekly conference calls with the vendor Ebsco where we discussed plans of action and solutions to problems that arose. The first to be implemented was Open Athens. Each member of the team had a different responsibility while I was responsible for testing the e-resources on and off campus. After this product was completed, we proceeded with implementing the Discovery Service. With this implementation the library's webpage was also updated. This implementation and update included not only the migration team but other personnel of the library just because the task was enormous. Although the migration and accomplishment of the new products took a great length of time and effort the improvement of the library's services and technology continues to provide our students, faculty and staff effective quick and scholar information with easy use.

In addition to my day-to-day responsibilities and because the library is a focal point of the university, I spent a lot of time assisting various departments that made reservations in the library with remote job interviews whether it was video or audio. The need for these features grew tremendously and was in high demand.

Another component of the library that I was involved with during this academic school year was the digitizing committee. This committee provided opportunities for the faculty, staff and the community to digitize material that was of importance to them. It was enjoyable to me to assist these individuals.

I also would like to thank the Information Technology department for providing the library's staff and faculty that had obsolete computers with new machines. The library is grateful that the IT department recognized that the library was had to have current hardware to be able to operate efficiently with the migrations and implementations that were in progress.

The accomplishments of the migrations and implementations this year came with a wealth of knowledge and enjoyment. The most rewarding is that Tennessee State University libraries and media centers continues to stay on the cutting edge of technology which allows us to provide resources in a resourceful manner.

Reference Department

Reference Department
Fletcher F. Moon, Associate Professor and Head

The 2018-2019 academic/fiscal year brought a number of major transitions and a "generational shift" in the staffing/personnel of the department. The current faculty/staff is highly qualified as replacements for the four colleagues who have retired in the last three years (with their collective professional/University tenure and experience of more than 100 years). However, there have been considerable adjustments (and in several instances, friction and personality conflicts) which have impacted our ongoing efforts to provide assistance, services, and support to the Library and University missions in the areas of teaching/instruction, research/creative activities, and public/community service.

Our situation was further complicated by lateral transitions which resulted in two departmental vacancies (Assistant Professor/Digital Reference and Government Documents Librarian; Library Assistant III) that remained unfilled as of June, 2019 due to a University-mandated hiring "freeze". Necessary schedule adjustments were made to maintain coverage and services in the department during regular and extended library/departmental hours of operation, which somewhat minimized the impact of having these personnel reductions.

Despite these challenges, the various information needs of students, faculty, administrators, researchers, and other visitors/users continued to be met through our variety of services and access points. The redesign of the Library website and the transition to the EBSCO Discovery platform made it necessary for library faculty/staff in the department to familiarize themselves with these new interfaces and incorporate these changes into information literacy/library orientation presentations, LibGuides, and other points of reference (in-person, telephone, and/or online reference inquiries and interactions).

Library faculty/staff in Reference and other departments also were proactive in identifying problems/issues with the new systems, and referring them to appropriate technical support (i.e., TSU IT Department, Collection Management, Systems/Metadata Librarian, etc.). Changes to the physical space/layout on the second floor also had indirect impact on the Reference Department. Both the Government Documents collection/office and microforms collections were relocated to the southeast section, while the expanded Makerspace area was constructed in the southwest section. Rewiring of the updated computer workstation units and the WRITE Studio external construction were also completed during the year, but work on the inside office, computer workstations, and other designated space was incomplete as of June 30.

The new office location for the Government Documents Librarian was temporarily "repurposed" several times during the year: 1) as office space for the interim dean of the College of Education while repairs were being made in their building; 2) as private interview space for consultants hired by the University; 3) as "quiet" test space for the Office of Disability Services; and 4) as a consultation space for sponsors/representatives with TSU student scholarship recipients.

Following are the activities and accomplishments of the faculty and staff in the department:

Fletcher F. Moon, *Associate Professor and Department Head*

- Continued to coordinate departmental faculty/staff and student worker schedules
- Continued to conduct/coordinate scheduling of information literacy presentations
- Continued to coordinate scheduling of library classrooms and conference room via the TSU Events Management System (EMS)
- Continued to conduct annual performance reviews and submit documentation
- Chaired search/selection committees for Asst. Prof./Reference and Government Documents Librarian and Library Assistant III/Reference
- Served on the University Tenure/Promotion Appeals Committee
- Served on the search/selection committees for Coordinator, Media Centers and Library Assistant III/Special Collections
- Served as copy editor for the Journal of the National Society for Allied Health (Fall 2018 issue)
- Met with Wendell Phillips, descendant of TSU co-founder Ben Carr, during his campus/library visit (August 20)
- Presented research on Buffalo Soldier, Congressional Medal of Honor recipient, and 1934 TSU alumnus LT William McBryar at Association for the Study of African American Life and History (ASALH) conference (Indianapolis, IN/Oct. 4)
- Facilitated display of 1968 TSU Olympians for Breakfast of Champions event (Oct. 19)
- Represented Library at Nashville Slave Market historical marker unveiling facilitated by research of TSU history professor Dr. Learotha Williams and students (December 7)
- Presented research on 1968 TSU Olympians at National Association for African American Studies (NAAAS) and Affiliates (Dallas, TX/February 13)

- Collaborated with Campus Planning, Facilities Management, and Communication/Information Technology units on Library renovation and construction projects impacting the Reference Department/second floor
- Attended Local African American History Conference (TSU/AWC/February 8)
- Presented biographical profile of Wilma Rudolph at Tennessee Art League/TSU Library exhibit reception prior to unveiling of Wilma Rudolph sculpture gifted to TSU Library by sculptor Ned LeBonne (March 21)
- Represented Library at retirement celebration for LT Col. Sharon Presley, TSU AFROTC Detachment 790 Commander (March 29)
- Served as judge for University-Wide Research Symposium (April 4)
- Facilitated research by Cameron High School alumni and filmmakers on 1968 Cameron court case records in TSU Special Collections/Avon Williams Papers for documentary film, "The Past is Prologue: the Cameron Class of 1969"
- Interviewed for film by Mark Schlicher at former Cameron High School location; also portrayed father in film sequences at Seay-Hubbard United Methodist Church, Cameron neighborhood, and Metropolitan Courthouse
- Participated in Community Archiving workshop at Fisk University Library (May 30)
- Provided overview of library resources, services, and policies to high school students in TSU Upward Bound program (June 3)
- Facilitated observations of TSU Library operations by Mrs. Jennifer Crawford, MTSU library science student and wife of TSU music professor Dr. Mark Crawford (June 3-5 and June 10)
- Attended Academic Affairs Deans and Directors Retreat at AWC as requested by/in place of Dr. Kenerson (June 27)

Angel Sloss, *Assistant Professor and Digital Reference/Embedded/Documents Librarian*

- Coordinated embedded librarian services for online, hybrid, and traditional classes via TN e-Campus, E-learn, and other platforms/formats
- Conducted information literacy presentations as requested/assigned
- Worked assigned information/reference desk schedules
- Continued general oversight of government documents collection
- Continued library liaison activities with assigned academic departments
- Served on Faculty Senate as Library representative and chair, Library Committee
- Served on selection committees for Reference/Documents Librarian and Media Center Coordinator positions

- Participated in virtual TN embedded librarians meetings hosted by Janine Pino/PSCC
- Co-taught Speech Communications class with Prof. Jai Booker (Fall, 2018)
- Presented on genealogy research strategies/techniques at Library Faculty/Staff Retreat (August 2)
- Completed OEI required training (August, 2018)
- Submitted chapter proposal for book, "New Approaches to Liaison Librarianship in Academic Libraries" (September, 2018)
- Presented "A Space for Change" at Tenn-Share Fall Conference (Nashville Public Library, September 28)
- Participated in UNCF CPI Meeting at invitation of TSU VPAA Dr. Alisa Mosely (October, 2018)
- Volunteered to assist with TSU Student Activities "Hole- Coming" event (October, 2018)
- Attended annual TN Government Documents Librarians meeting at Vanderbilt University (November 16)
- Researched/submitted chapter for inclusion in upcoming work, "The Ideabook of Positive Change in Libraries" (December, 2018)
- Presented overview of library resources and services at Graduate Student Orientation (AWC, January 12)
- Began doctoral studies in TSU College of Education (January, 2019)
- Co-hosted/presented Digital Literacy workshop at American Baptist College (February 25)
- Spoke at Pearl-Cohn Comprehensive High School on information retrieval in secondary vs. higher education (March 22)
- Presentation proposal for Black Communities Conference accepted (March 27)
- Served as judge for University-Wide Research Symposium (April 5) and Tennessee History Day competition for high schools (April 13)
- Presented "Librarians as Instructional Partners based on the Framework for Information Literacy in Higher Education" at Library Instruction Tennessee Conference (Austin Peay State University, Clarksville, TN/June 3)
- Participated in Faculty Proposal Writing (developed "iCreate" virtual workspace proposal) and Summer Faculty Institute "Enhancing the Learning Experience" workshops (May and June, 2019)
- Participated in TSU/Apple/HBCU C2 training/coding initiative (Houston, TX/June 9-14)

Conrad Pegues, *Assistant Professor and Digital Reference Librarian*

- Conducted information literacy presentations as assigned/requested

- Worked assigned schedules at information/reference desk
- Continued library liaison activities with assigned academic departments
- Served on selection committee for Digital Reference/Embedded Librarian position
- Participated in webinars related to cataloging (Introduction to Cataloging for Non-Catalogers; The Accidental Cataloger; Introduction to MARC Cataloging; From MARC to BIBFRAME); Black Book Initiative Project, University of Kansas; 'How We Teach is What We Teach: Integrating Effective FYE Instruction with Faculty
- Participated in Massive Open Online Course (MOOC), "Moving the Margins: Fiction and Inclusion"/University of Iowa (2018)
- Continued studies toward MFA/Creative Writing, Lindenwood University
- Attended LYRASIS Conference at Nashville Public Library (October 24-25)
- Published article, "Engendering Social Justice in First Year Information Literacy Classes", *Communications in Information Literacy, 12* (2), 2018
- Revised entry, "Jungle Alley" for 2019 edition of Encyclopedia of the Harlem Renaissance
- Submitted chapter proposal, "Class, Race, and the Creation of Information Access Deserts in Public Libraries" for Advances in Librarianship series
- Served as peer reviewer for article, "Communities in the Crossfire: Models for Public Library Action", in *Collaborative Librarian* (January, 2019)
- Participated in Digital Humanities Project workshop (Berea College, Berea, KY/April 25-26)
- Attended Library Instruction Tennessee conference at Austin Peay State University, Clarksville, TN (June 3)
- Memberships: American Library Association (ALA); Black Caucus of the American Library Association (BCALA)

Toccara Porter, *Assistant Professor and Digital Reference/Interlibrary Services Librarian*

- Conducted information literacy presentations as assigned/requested
- Worked assigned desk schedules at information/reference desk
- Continued library liaison activities with assigned academic departments
- Served on selection committee for Digital Reference/Embedded Librarian position (July, 2018)
- Participated in webinar, "How We Teach is What We Teach: Integrating Effective FYE Instruction with Faculty" (July 24)
- Attended Library Faculty/Staff Retreat (August 2)

- Created/updated LibGuides for theater; daily news sources course guide; and media leadership/entrepreneurship course guide
- Coordinated interlibrary service transactions for TSU main campus
- Created ILL user tutorial for existing ILLIAD system
- Collaborated with Mitchell Chamberlain, Sherry Ge, and technical support in migrating interlibrary service system from ILLIAD to new TIPASA platform (August 10) conference call; April 2019 cohort training; May-June weekly meetings)
- Designed/installed book displays (Banned Books Week and Hallowe'en themes/September and October, 2018)
- Served on Digital Projects committee
- Published article, "A first-year ILL librarian's experience with the human element", in *Journal of Interlibrary Loan, Document Delivery, and Electronic Reserve, 27* (4-5), 139-144.
- Attended tenure/promotion workshops/meetings (June 19; July 18; December 12)
- Completed online Web Design Certificate courses (Summer 2018; Spring 2019)

Randyl Johnson, *Library Assistant III/Reference (part-time)*

- Continued assigned late evening work schedules in department
- Continued providing general assistance and documenting/forwarding information requests when necessary
- Continued monitoring of user/student behavior to ensure proper study environment
- Continued monitoring/troubleshooting of computers, printers, and other equipment
- Continued preparations for securing the library at closing times

Circulation and Reserves

Circulation and Reserves
Mary Swanson, Manager

The Circulation department provides lending services of books and other materials to students, faculty, and community members.

Circulation is the service desk responsible for checking in and out library materials to users. Circulation processes returned items and prepares them to be returned to the book stacks. Occasionally, staff will notice damage to returned materials and send them for repair. We also prepare library fines for damaged, overdue, or lost materials. Circulation staff is responsible for shelving new and returned materials. Additionally, circulation is where course reserves are held. We also provide lost and found services.

The circulation department is in the process of re-labeling call number labels that are worn due to heavy usage. This project is nearing completion. Ms. Tammie Evans and Vanessa Smith are overseeing this project. It is our goal to have the books uniformly labeled so that students can read the call numbers with ease.

We are also in the process of assisting in the removal of books deemed by cataloging to be outdated that are to be discarded and replaced with new books. Mrs. Michelle Vaughn, stack Supervisor, is responsible for shifting books and creating space for new books and overseeing work-study students.

Circulation staff has attended some of the following workshops:

- ❖ Harassment in the Workplace.
- ❖ Online Webinars.
- ❖ Cashier Workshop Training.
- ❖ Convocation.
- ❖ Commencement.
- ❖ Faculty/Staff institute.
- ❖ African American History & Culture Conference.

Staff Includes:
Mary Swanson, Circulation Manager/Reserves.
Yusef Lighari, Library Assistant III.
Tammie Evans, Library Assistant II.
Vanessa Smith, Library Assistant I.
Michelle Vaughn, Library assistant III & Stack Supervisor.
Michael Doster, Research Administrative Coordinator.

Circulation would like to thank Ms. Lisa Parrish for all of her valuable skills and assistance in helping out the department whenever needed. Thanks!

Special Collections & Archives

Special Collections and Archives
Sharon Hull-Smith, Department Head

Special Collections and Archives completed a successful academic/fiscal year in 2018-2019. We provided services to 2, 808 patrons, including in-person, e-mail inquiries; telephone requests; tours to the area; hits (online access) to the Special Collections homepage; access to Digital Research@Tennessee State University archive files; and assistance to patrons seeking help with informational and directional questions related to books and classrooms locations on the third floor of the library.

August 2018 brought an important visitor by the name of Wendell Phillips to Special Collections and Archives. Mr. Phillips was looking for information on his great-great grandfather Benjamin Carr, Sr. Mr. Carr was instrumental in getting TSU located in Nashville. Thanks to the efforts of Lisa Parrish's research, we were able to scan the information for Mr. Phillips.

The Theme for the 2018 Homecoming celebration was Visions of Excellence with a "Spirit of Success". The Grand Marshals were Mr. Robert Covington, Dr. Richard Lewis and Mrs. Delorse Lewis. The Honorees were Dr. Calvin Atchison; Mrs. Dorothy Lockridge and Coach James Bass. A special presentation was also given to Mr. James Shaw, "Waffle House Hero" by President Glenda Glover.

On Friday, October 19, 2018 The Breakfast of Champions and was held. This was the 50th anniversary of the 1968 TSU Olympic Medalists and the honorees were Wyomia Tyus, Madeline Manning Mims and Ralph Boston. Special Collections provided a portable/exhibit for the event.

Special Collections and Achieves extends a special thanks to Jarvis Sheffield who became the Coordinator of Media Center. Jarvis worked in the department for two years and was a valuable asset to the team. Lisa Parrish stepped into his place and provided the needed support.

On Saturday, February 9, 2019, a 40- minute documentary about Mr. Temple and the Tigerbelles was held at the Muhammad Ali Center in Louisville, KY. Special Collections and Archives along with Edwina Temple loaned the center 22 items for display.

July 1, 2019, our Interim Library Director Dr. Murle Kenerson announced plans of retirement after 35 years of service. The Hospitality Committee planned his retirement luncheon.

On Tuesday July 16, 2019, Special Collections and Archives welcome Elizabeth Oguguam, Library Assistant III to the area. An informal reception was held in the main campus conference room for her and Charles Graham, Library Assistant II in the Reference Department.

A retirement celebration was held for Dr. Murle Kenerson on Wednesday, July 31, 2019 at Jim n'Nicks restaurant. Former retirees of the library, university, faculty, staff and friends invited to the celebration. After well-wishers made their presentations, Dr. Kenerson was presented with gifts, and a framed photograph. The entire library staff will miss him, however we wish him well in his retirement.

I wish to thank everyone for a job well done. Listed below are our accomplishments and activities:

Donations

Bernard Wertham Jr Collection – 10 boxes
Dr. Gregory Clark, Admissions/Records and Alumni Material
Estate of Richard J. Frisius-Ten African Artifacts
Joseph White Collection-6 Boxes
Dr. Katie White Collection – 4 Boxes
Dwight Lewis, Temple's Tigerbelles-An Illustrated History of the Women Who Outran the World
Phil W. Petrie, Two Gates for Transformation-The Story of Beta Omicron of Alpha Phi Alpha Fraternity History Book (2 copies)
Ralph Boston donated his 1960 Olympic Sweat suit
TSU Students-Organizational Materials for Sororities and Fraternities

Digitalization Requests

Alumni	75	Media Relations	45
Alumni Relations	35	President's Office	409
Faculty & Staff	205	Students	100
Facilities Management	50	Visitors	179

Digital Projects-Scanning Projects

TSU Commencement Programs-2017 to present were added to the Library Website
TSU Undergraduate Catalogs – 1969 to present
TSU Yearbooks-2016-2018
The Meter (Student Newspaper) – 1950-1987

Accomplishments and Activities

Sharon Hull Smith

Assistant Professor and Head of Special Collection and Archives

University Committees
African American Culture and History Committee
Faculty Senate-Alumni Relations Committee

Library Committees
Chair, Search Committee for Research Administrative Coordinator
Chair, Search Committee for Coordinator of the Media Center
Search Committee for Special Collections and Archives Library Assistant III
Search Committee for Reference Library Assistant III
Search Committee for Reference Assistant Professor/Government Documents Librarian
Digital Projects Committee
Faculty Evaluation Committee
Tenure and Promotion Committee
Web Development Committee

Meetings/Workshops/Celebrations
Breakfast of Champions
Brown-Daniel Library Retreat
Farewell to Desiree Holiday Luncheon
Faculty and Staff Institute, Fall and Spring
Field Digitization Workshop, Vanderbilt University
Groundbreaking of the New Alumni Welcome Center, Coed Residence Halls, and
Health Sciences Building
Dwight Lewis Book Signing -TSU Bookstore
Library Council Meeting
Local Conference Planning Committee
Nashville Conference on African-American History and Culture
Office of Equity and Inclusion Mandatory Training
Retirement Luncheon for Karen Gupton
Retirement Luncheon for Murle Kenerson
SACSCOC Meeting
TAL Reception

Elizabeth Oguguam

Library Assistant III
Meeting/Workshops/Celebrations
Retirement Luncheon for Murle Kenerson

Lisa Parrish
Library Assistant III, Digital Projects Assistant

Library Committees
Digital Projects Committee
Display Committee
Disaster Planning Committee
Digital Projects Committee

Library Bulletin Board
Black History Month
Women Month
Library Month

Meetings/Workshops/Celebration
Fall and Staff Institute, Fall and Spring
Farewell to Desiree Holiday Luncheon
Office of Equity and Inclusion Mandatory Training
Retirement Luncheon for Murle Kenerson

Jarvis Sheffield
Library Assistant III
(July 1-November 15, 2019)

Library Committees
Art Corner Committee
Display Committee
Digital Projects Committee
Makerspace Committee
Multimedia Committee

Meetings/Workshops/Celebrations
Faculty/Staff Institute, Fall and Spring
Makerspace Presentation at Tenn-Share
Office of Equity and Inclusion Mandatory Training

Library Display
Homecoming

Collection Management

Acquisitions & Serials

Cataloging

<u>Collection Management</u>
Glenda Alvin, Assistant Director for Collection Management

This was a transition year because I supervised some important and consequential migrations and changes. We migrated to Innovative Interfaces, Inc (III) for our online library system in 2005 and we bought many of their products, such as the link resolver, WebBridge, Web Access Management (WAM) and the Electronic Resources Management module (ERM). Over the years, the company changed owners and the new ones provided poor customer service and failed to update their products. In addition, they began phasing out the turnkey version of the system, the main reason we purchased it, and provide just hosted or software only versions.

Since we were getting insufficient support and lack of updated functionality from III, in 2018 we decided to migrate to a different discovery layer for the online catalog, EBSCO EDS (instead of Encore) and different authentication service, OpenAthens (instead of WAM). After we migrated to OpenAthens, we discovered that WebBridge did not have the functionality to work with it, so we implemented Full Text Finder, another EBSCO product, as our link resolver. EBSCO EDS integrates databases and provides direct access to articles with much better functionality. In addition it interfaces/features Credo (reference titles), Springshare (Research Guides), the institutional repository, and other online sources such as YouTube with its search results.

With WAM, we were having to frequently troubleshoot authentication problems with ejournals and databases on a daily basis and our databases kept dropping off of GoDaddy, for no apparent reason. OpenAthens (OA) is on the cutting edge of authentication services, with more and more libraries, implementing it. We did run into difficulties with some databases which had not updated their services to accommodate it, but our OA IP address usually solved the problem.

Acquisitions and Serials Department
Glenda Alvin, Assistant Professor & Assistant Director of Collection Development

This year did not get off to a good start. To make room for the WRITE Center, the Summer Serials Project was rushed and not well organized, since we had to move and/or pack massive amounts of materials on short notice. The Reference Collection had to be weeded to accommodate the government documents, while the oversize collection was weeded and dismantled. The bound periodicals M-Z, including current subscriptions were moved to the second floor. The microforms were weeded and moved across the room.

Due to the two budget cuts, this was a difficult year in the Acquisitions and Serials Department. The second budget cut was unannounced and by the time we found out about it, we had approved renewals with several of our standard vendors. To accommodate the reduced budget, we had to drop the following databases: Sage Research Methods, BiblioBoard, Books-In-Print, NoodleTools, Emerald, Nursing Education in Video, Communication Sources, Nexis Uni, Books 24x7, Westlaw and Access Science. We asked the following vendors for delayed payment until the next fiscal year: SciFinder Scholar, Credo, Mergent, Gale Virtual Library and Gale Continuations titles. Since the break-up of TBR, the titles that we purchased with the consortium has been steadily decreasing. Last year we had to take on LLW Nursing Journals and this year we lost Safari ebooks.

The steep decline in the database budget meant that I had to transfer funds from the book budget to the database budget. This caused us to end the book buying early in the year. In addition, our document delivery services with ScienceDirect, Wiley, and the Get It Now service from the Copyright Clearance Center, suffered and had to operate on a shoestring. We also had to reduce the funds spent on the bindery for both campuses. We completed spending the budget for the replacement of books damaged by the flood of 2017.

The staff was able to absorb some of the archival work from the Special Collections Department. Both Julia Rather, Accounting Clerk III and Linda Bell, Senior Library Assistant, are processing documents from the Avon Williams Collection and creating finding aids. I completed the weeding of the entire collection, when I finished the Zs. However, I have started again, because we still have outdated and damaged books on the shelf. Vandy Owen continues to re-arrange the periodicals for better access and monitors leaks in the ceiling that can damage our collection. Due to the migration to electronic format, our bindery shipments have dwindled down to just three per year, therefore Ernest Miah will be taking on additional responsibilities.

The only database that could not comply was Up-To-Date, a nursing clinical database, and it can be replaced by DynaMed, an EBSCO database, which we trialed and is cheaper. We also acquired OpenAthens so that we can provide better usage statistics.

I implemented WebBridge as our link resolver and had maintained it for nearly ten years, however, the technology was not being enhanced. EBSCO included their link resolver, Full Text Finder, in our package. We had been paying for it as a part of our coverage load and MARC records subscription for years, but not activated it. It works just as good or better than WebBridge and we can rely on EBSCO Tech Support to resolve problems. We could not rely on III Tech Support to solve problems with WebBridge.

Since the URL links changed for all of the electronic resources because of OpenAthens, I implemented the A-Z module in Springshare. This included profiling/annotating each database (including ebooks), as well as creating and testing the OA URLs. This module replaces our Databases by Title, Databases by Subject and our Trial Databases webpages.

Xuemei Ge did an outstanding job of migrating us over to the software only version of III and Toccara Porter has been effective in transitioning the library from the ILIAD, Interlibrary Loan system to OCLC's new product, Tipasa.

I chaired the Faculty Evaluation Committee and research other tools used at academic institutions. We revised and re-formatted a new version, which was used for 2018-2019. I also coordinated the Library Staff Retreat in August 2018. We had informational speakers from inside and outside of the TSU and nearly all of the staff participated.

For the first time in my career, I had a program proposal accepted by Association for College and Research Libraries (ACRL) division of the American Library Association (ALA) for presentation at the Annual Conference. "Climbing the Ladder: African American Deans and Directors Speak of Leadership," included Dr. Theresa Byrd, University Library Dean at U. of San Diego, Dr. Richard Bradberry, Director of Library Services at Morgan State University and Trevor Dawes, V.P for Libraries, Museums and the University Press at the U. of Delaware. Each speaker provided valuable mentoring advice for mid-level librarians who were contemplating moving into management and supervision. I also served as the ACRL/AASLIG Liaison for the Association for the Study of African American Life and History and attended their national conference in Indianapolis. As the past ACRL/AASLIG Convener, I maintained our listserv and served as a member to African American Funnel Project, which creates new LC subject headings for African American history and culture.

I remain a Conference Director for the Charleston Library Conference on "Issues in Acquisitions and Serials." I also served as Secretary of the University Personnel

Committee for Tenure and Promotion. Our department conducted a search for an Assistant Cataloger and hired Anna Presley Dyer.

Accomplishments 2018-2019

Glenda Alvin
Associate Professor and Assistant Director for Collection Management

- Coordinated Library Staff Retreat.
- Supervised Summer Serials Project
- Attended Association for the Study of African American Life and History. Attended annual conference as ACRL/AASLIG Liaison. October 2018
- Attended Charleston Library Conference on Issues in Book and Serials Acquisitions. Conference Director, November 2018
- Supervised migration to EBSCO EDS, Jan.2019-April 2019
- Supervised migration to OpenAthens authentication, Jan. 2019-April 2019
- Supervised migration from WebBridge link resolver to Full Text Finder, March 2019-April 2019
- Proposal accepted by ACRL/ALA for 2019 Conference, Nov. 2018
- Secretary, University Personnel Committee
- Served as member of African American Funnel Group
- Chair, Faculty Evaluation Committee
- Research Guides-edited several and increase the subjects covered.
- Attended Commencement, May 2019
- Moderator/Session Coordinator: Climbing the Ladder: African American Deans and Directors Speak on Leadership. ALA National Conference, June 2019.

Linda Bell, Senior Library Assistant

- Served on the Disaster Planning Committee
- Served on the Governments Documents Librarian Search Committee
- Served on the Cataloging Librarian Committee
- Attended Web of Science Research Day
- Attended Faculty/Staff Institutes
- Participated in Summer Serials Project
- Participated in Library Staff Retreat
- Processed the following archival collections: Edgehill Urban Renewal, Mapp, Monroe, and Avon Williams Legislative Collection

Ernest Miah, Senior Library Assistant

- Online Workshop: Recognizing and Preventing Harassment and Discrimination
- Attended Faculty/Staff Institutes(Fall & Spring)

- Assisted Cataloging Dept with packing discards
- Participated in Summer Serials Project 2018
- Participated in Library/Staff Retreat

Vanessa Owen, Technical Service Software Librarian

- Tennessee Library Association- Conference Planning Committee- Sponsorships Co-chairperson
- Tenn-Share- Conference Planning Committee
- Southeast Young Adult Book Festival Volunteer
- Search Committee for Cataloging Librarian
- Member, Faculty Evaluation Committee
- Attended Faculty-Staff Institutes
- Attended Tennessee Innovative Users Group meeting
- Attended Tenn-Share Annual Conference
- Attended Tenn-Share DataFest
- Attended Web of Science Research Seminar
- Attended Health and Wellness Fair
- Attended Tennessee Library Association Annual Conference
- Attended Data-Driven Collection Development: The Approval Plan in Today's Academic Library Webinar
- Served as a judge for the MTSU Forensic Institute for Research and Education CSI presentations
- Participated in Library Staff Retreat
- Participated in Summer Serials Project

Julia Rather, Accounting Clerk III

- Learned electronic invoice payment for serials
- Learned to create order records
- Participated in Summer Serials Project
- Made a presentation at the Library Staff Retreat on genealogy
- Assisted in the processing of the Avon Williams Collection
- Supervised student worker to assist in the processing the Avon Williams Collection
- Attended Faculty Staff Institute
- Attended Web of Science Research Day

<u>Cataloging Department</u>
Julie Huskey, Assistant Professor and Head of Cataloging
Anna Presley Dyer, Assistant Professor and Catalog Librarian

The total number of volumes cataloged for, FY2018 – 2019 was an increase of three percent over the FY2017-2018. The department provided support for the libraries' weeding and reorganization projects. Items to be withdrawn from the collection were processed, listed in an Excel spreadsheet, and offered on the Tennessee Board of Regents email list before discard. Over 12,000 items were offered through the TBR email list. Authority control and general database maintenance continued to be a priority for the department. Presley consulted OCLC's weekly "Closed dates in authority records", and I worked with the monthly "Library of Congress Subject Heading" approved lists to provide consistency in access points.

I served on the Disaster Planning & Safety Committee; Presley, who joined our staff on October 15, 2019, served on the Digital Projects Committee. Cataloging had the support of one student assistant who worked the entire school year for a total of 150 hours.

Goals for FY2020 include assisting with an OCLC Connexion data sync, adding HathiTrust ebooks to the catalog, and continuing to modernize existing catalog records to conform to developments in the area.

<u>Accomplishments and Activities</u>

<u>Julie Huskey</u>
Assistant Professor and Head of Cataloging

Other librarianship tasks

- Substituted on reference desk on several occasions
- Conducted one library orientation
- Served as liaison to the Department of History, Geography, Political science, Women's studies, and Africana studies
- Participated in search committee for Reference and interlibrary loan librarian and Government documents librarian; led search committee for Catalog Librarian
- Attended retirement events for several colleagues

Conferences attended and other professional development

- Tennessee Library Association (Volunteered at registration desk; contributed gift basket to scholarship fundraiser)

- Tennessee Innovative Users' Group meeting (co-presented)
- Solinet Users' Group meeting
- Tenn-Share meeting
- Served on TLA Legislative Committee
- Volunteered at TLA Legislative Day
- Completed twenty-four semester hours *(of thirty-three required)* toward M.A. in history at Southern New Hampshire University
- Maintained list of Tennessee databases for GODORT
- Published two book reviews in *Against the grain*
- Attended two Shannon lectures
- Attended Graduate commencement
- Attended Faculty/Staff Institute, August

Anna Presley Dyer
Assistant Professor and Catalog Librarian

- Attended Tennessee Library Association Annual Conference in Chattanooga
- Attended Solinet Users' Group conference
- Served as liaison to Dental Hygiene and Health Sciences departments
- Published one book review in *Tennessee Libraries*
- Attended graduate commencement
- Created several LibGuides for library website
- Served on Digital Projects Committee
- Accepted into Film and Media Studies M.A.S. program at Arizona State University *(to begin in August 2019)*

Avon Williams Campus Library

Avon Williams Campus Library
Rodney Freeman, Assistant Professor and Coordinator

The Avon Williams Campus Library supports the needs of patrons, faculty and staff. The patrons represent a cross section of departments served on the downtown campus and a vast number of commuter students who enjoy the quick, convenient and relevant library resources and services.

Supporting undergraduate and graduate majors in the College of Business, College of Health Sciences, College of Public Service and Urban Affairs, and College of Education requires us to utilize and seek additional ways to support library users. A continuing goal from the previous academic year was to incorporate a curious intellectual, social, and communal culture through relevant resources, engaging outreach, and creative programs. This focus has led to steady usage statistics, ongoing patron interaction, and community engagement.

Hands-on experience with library duties and responsibilities remains an integral of the Coordinator's position. By remaining up to date with current professional, technical, and social priorities of graduate students and students, one is able to offer creative and contemporary library services via traditional and revolutionary methods. These library practices, software, apps, and equipment have enhanced material circulation, software interfacing, and ongoing knowledge of cutting edge APPS and technical shortcuts used by students.

Some of my individual and collective activities and accomplishments:

Williams Campus Library
July2018- June 2019
Undergraduate 126
Graduate 78
Faculty 75
Staff 32
Interlibrary Loan 134
Community Users 4
Total 449

Library User Satisfaction Survey Results

- The AWC Library received 31 surveys with one being discarded because it was not completed. 30 completed surveys
- The breakdown of the number of participates of this survey where: Freshman 1; Sophomore 5; Junior 4; Seniors 11; Graduate 7; Faculty 0

Library User Satisfaction Survey

Legend: Excellent, Good, Fair, Poor, Don't Know

Categories: Customer Service, Library Website, Collections, Computers and Printers, Hours of Operation, Study Space, Environment for Study, Document Delivery, Media Resources, Overall
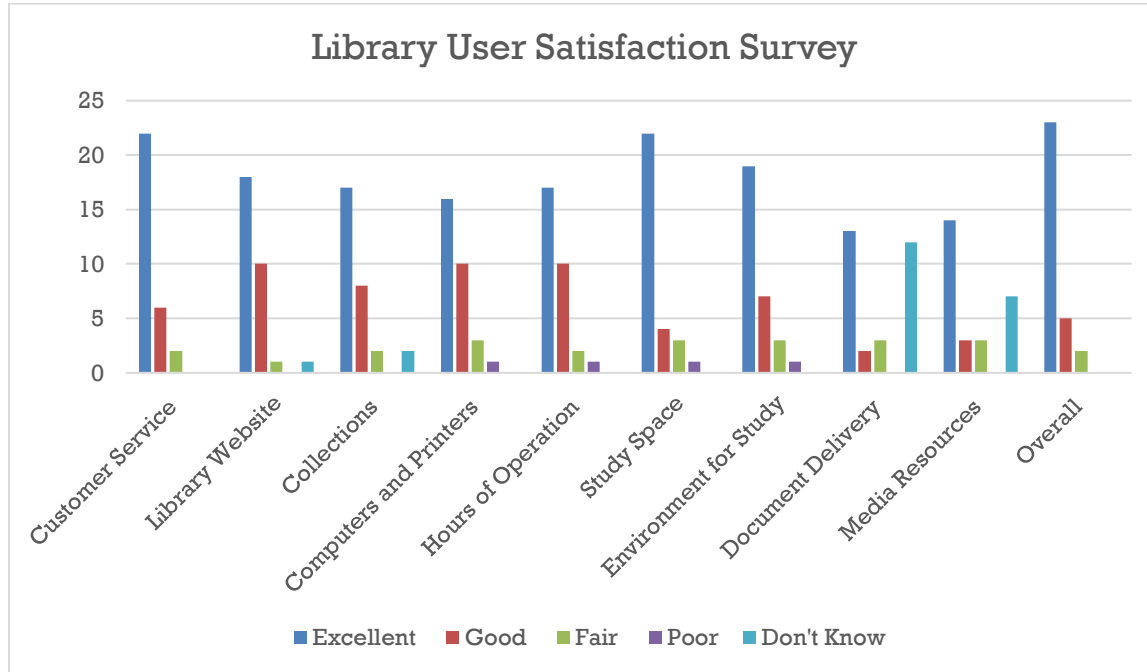
Media Centers

Jarvis Sheffield, Coordinator

The vision for the media center is to facilitate positive learning outcomes for faculty, staff and students through various media. The 2018-2019 academic/fiscal year was productive and rewarding for our two campus Media Centers. Both Media Centers support the needs of students, faculty and staff. Users represent a cross section of departments served on the main and downtown campuses and a large number of commuter students. We support undergraduate and graduate students in meeting their media and equipment needs. We continue to strive to improve usage statistics and interaction annually.

Some changes were made in general operations this year. We made adjustments to increase our visibility, effectiveness and professionalism within the department. This was accomplished by planning, increased communication between the media centers and the library, encouraging our employees to be proactive, investing in the right tools and training, and encouraging our stakeholders to give us meaningful feedback and to take pride in their work.

Our Media Specialist and work-study students continue to work with students and faculty on computer projects, Digital recording of classroom culminating activities, lectures, and individual student and faculty projects. We facilitate the University Makerspace facility, "The Imagineering Lab" and a way to develop our students and assistant in student retention. Faculty and students come from various departments across the main campus and the Avon Williams campus. We continue to have a budget that is inadequate to provide the media and equipment to serve faculty and students to that will allow us to reach our full potential. I look forward to another successful year with the Media Center learning and keeping abreast of trends of media usage and format change

Jarvis Sheffield, M.Ed.
Coordinator

- Focused on bringing the Media Center up to an acceptable standard by beautifying the area so that it is professional and inviting by clearing and updating all classrooms, media spaces, hallways, entryways, adding art and information boards, in addition to adding a sitting area

- Facilitated utilization of proper classroom technology by and obtaining new office equipment, updated old computer systems, obtained 5 new computers and setup space for student computer use with mac and pc computers

- Facilitated a 3D Printing Lecture for the Graduate School department on Avon William Campus to further the awareness and sue of our Makerspace

- Attended Mellon Partners in Humanities Education Haiti symposium and the Field Digitization workshop at Vanderbilt University to stay abreast of the latest technology and best practices for digital archiving media

- Participated in Tenn-Share Conference at Nashville Public Library where I did a presentation on our 3D printing facilities, "The Imagineering Lab" and facilitated a mini workshop

- Joined the Tenn-Share organization and serve as the acting marketing team chair where I develop and implement the marketing plan, tools calendar and strategy

- Communicate to the university that we are here to facilitate classroom needs through added signage to guide individuals to the center

- Met with one on one meetings with dean and professors in Engineering, Computer Science, Upward Bound, and the Graduate Studies department to discuss working on collaborations

- Obtain up to date tools to facilitate requests for professional photography, audio video setups, video production, 3D printing and classroom instruction.

- Facilitated extra security measures in library and media center by purchasing, installing, testing and calibrating security camera systems and providing a plan on their operation.

- Formalize Makespace STEM/STEAM Strategy by providing workshops, one on one training, training videos, creating an operating manual and providing a plan for training and staffing

- Completed training with the Office of Equity and Inclusion, held in the Avon Williams Campus Auditorium
- Attended the Tennessee State University Library's Annual Staff Retreat, including a full day of training and informational sessions.

John W. Anderson
Media Specialist II

- Produced physical and digital media versions of the AWC Library's Artist Reception and Talk, "A Tri-Force of Creative Expression,"
- Completed training with the Office of Equity and Inclusion, held in the Avon Williams Campus Auditorium
- Produced physical and digital media versions of The Tennessee Art League's Exhibit and Reception, held in the Avon Williams Campus Library.
- Produced, advised, recorded, and edited a series of voice-over pieces for presentation at the "Mr. and Miss Tennessee State University Coronation"
- Produced physical and digital media versions of the AWC Library's Artist Reception and Talk featuring painter V. Mammina.
- Provided audio support and consultation for Tennessee State Senate Representative Brenda Gilmore's appearance at the Avon Williams Campus, held in the Atrium.
- Attended the first in a series of training sessions on 3-D Printing techniques and technology,
- Produced physical and digital media versions of the AWC Library's Artist Reception and Talk, "In His Presence… What Would Bring a King to Town?
- Produced physical and digital media versions of the afternoon sessions of the Nashville Conference on African-American History & Culture, "Memory, Mobility, and Sound,"
- Produced physical and digital media versions, as well as still photographs, of the Main Library's Artist Reception and Talk, "The Thompson-Wilson Collection: A Legacy Remembered,"
- Produced physical and digital media versions of the Samuel Shannon Distinguished Lecture Series' presentation of "Revising the Narrative: Exploring the lives and impact of two Syrian women on the emergence of Protestantism in Ottoman Syria,"
- Produced physical and digital media versions of the Tennessee Art League's exhibit, and presentation of Ned LaBonne's "Winning, A Wilma Rudolph Sculpture".
- Produced physical and digital media versions of the closing ceremonies and keynote speaker of the 7th Annual Africa Conference, "Slavery in the African World: Interrogating the Past and Confronting the Present"
- Produced physical and digital media versions of "Unfair & Underfunded: The History of Land Grant Funding in Tennessee and Its Impact on TSU,"
- Produced and digital media versions of the Tennessee State University Graduate Commencement

- Produced physical and digital media versions of Olasubomi Aka-Bashorun's "Art by Ola" live-painting and artist reception

Desiree Holiday Jordan
Media Specialist II

- Assisted with audio/visual set-up for EOS Harassment Seminar held in POAG Auditorium
- Provide Video services for University Fall Commencement
- Assisted with classroom preparation for Media Center classroom use
- Attended the first in a series of training sessions on 3-D Printing techniques and technology, held at the Main Campus Library.
- Captured photos of newly installed "Maker Space" 3D printing station, and newly updated library furniture.
- Attended the Tennessee State University Library's Annual Staff Retreat, including a full day of training and informational sessions.
- Assisted with audio/visual set-up for Medical Seminar
- Provided Photography service from on campus Apple Computer Corporation Event
- Assisted with audio/visual set-up and breakdown for Africana Studies Annual Mixer
- Provided training and instruction for Media Center work-study students
- Assisted with audio/visual set-up for Professor Griff, guest speaker of Africana Studies Dept.
- Assisted with student senior project in conjunction with police department. Project included a short film demonstrating a police robot that assists police officers in high-intensity traffic stops.
- Provide Video services for University Spring Commencement

Don G. McElhiney
Media Specialist II

- Set up a video camera. Filmed the event. Edited the footage, and transferred it to a jump drive. For the Adult Learning Center. Under Tekla Moller.

- Participated in the required T.S.U. harassment training courses.

- Edited still images, and transferred them to a jump drive. For Harald Webb, under Events Management.

- Set up a video camera. Filmed the event. Edited the footage, and burned several copies, to a DVD, and backed it onto the computer. For the T.S.U. Fall Commencement exercises.

- Setup a video camera. Filmed the event. Edited the footage, burned two copies, to a DVD, and backed it onto the computer. For the African American History and Culture conference.

- Set up a video camera. Filmed the event. Edited the footage, and burned two copies, to a DVD, for the Distinguished Lecture Series. Exploring America, Social Movements. The Speaker: Nancy Hewitt.

- Set up the PA audio Equipment & the still photography camera, and photographed the event. I edited the photographs, and transferred them to a jump drive. For Joyce Radcliff, for AWC Library Gallery Exhibit.

- Set up a video camera. Filmed the event. Edited the footage, and burned two copies, to a DVD, The Annual Africa Conference.

- Set up the PA audio Equipment & the still photography camera, and photographed the event. Then I edited the photographs, and transferred them to a jump drive. For Joyce Radcliff, for AWC Library Gallery Exhibit.

- Cleaned out boxes of old materials, such as old wires cases and things not used anymore, to have them discarded. Helped to clean up the Media Center, on the Avon Williams Campus. As we were instructed to do so by Department Head.

LIBRARIES
BOOK CIRCULATION
TABLE 1

FY2018-2019	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Grand Total
Main Campus													
Faculty	55	106	62	46	64	86	79	37	68	76	72	52	**803**
Staff	39	16	18	9	3	22	27	18	20	33	24	22	**251**
Undergraduate	56	148	280	342	359	55	175	234	233	276	42	42	**2,242**
Graduate	56	59	74	98	68	42	76	71	40	45	16	22	**667**
Alumni	7	10	8	8	8	4	13	15	8	11	13	8	**113**
Communnity	6	4	2	2	1	1	2	7	4	21	2	2	**54**
Interlibrary Loan	64	56	48	82	76	44	105	63	78	52	37	24	**729**
Total	**283**	**399**	**492**	**587**	**579**	**254**	**477**	**445**	**451**	**514**	**206**	**172**	**4,859**
Williams Campus													
Faculty	5	6	8	9	7	6	9	7	3	4	8	3	**75**
Staff	1	0	0	13	1	0	3	8	3	2	0	1	**32**
Undergraduate	1	6	6	18	10	2	12	19	18	16	5	13	**126**
Graduate	0	4	9	13	5	1	5	5	11	10	3	12	**78**
Alumni	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Communnity	1	0	0	0	0	0	0	0	0	0	3	0	**4**
Interlibrary Loan	9	6	1	17	16	0	18	14	7	13	13	20	**134**
Total	**17**	**22**	**24**	**70**	**39**	**9**	**47**	**53**	**42**	**45**	**32**	**49**	**449**

MEDIA CENTERS CIRCULATION

FY2018-2019	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Grant Total
Main Media Center													
Video	0	4	2	3	2	0	0	3	2	1	0	0	**17**
DVD	0	4	2	3	1	0	0	2	4	2	1	0	**19**
Equipment	7	16	31	32	48	19	14	26	40	56	8	6	**303**
Total	**7**	**24**	**35**	**38**	**51**	**19**	**14**	**31**	**46**	**59**	**9**	**6**	**339**
Williams Campus														
Equipment	3	11	27	14	7	3	10	13	14	28	9	10	**149**
Total													

LIBRARIES
REFERENCE QUERIES
TABLE 5

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Grand Total
Main Campus													
Directional	168	211	377	317	280	76	151	223	249	303	77	98	2530
Informational	219	240	322	416	391	144	288	336	555	457	269	206	3843
Telephone	271	283	564	627	405	198	414	512	284	320	175	224	4277
Monthly Total	658	734	1263	1360	1076	418	853	1071	1088	1080	521	528	10650
Williams Campus													
Directional													0
Informational													0
Telephone													0
Monthly Total:	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Collections													
Directional													0
Informational													0
Telephone													0
Monthly Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total:	658	734	1263	1360	1076	418	853	1071	1088	1080	521	528	10650

LIBRARIES

RESERVE UTILIZATION

TABLE 6

FY 2018-2019	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan.	Feb.	Mar.	Apr.	May	June	Grand Total
Main Campus	4	19	37	29	27	7	51	36	18	41	2	6	**277**
Williams Campus	0	3	17	11	5	0	26	22	25	7	0	0	**116**
Monthly Total	4	22	54	40	32	7	77	58	43	48	2	6	**393**

LIBRARIES - MAIN CAMPUS
SPECIAL ACTIVITIES
TABLE 7

Main Campus	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Grand Total
Bibliographic Instruction													
of Classes	0	12	10	29	8	0	3	8	11	1	0	3	85
Students													
in Class	0	610	187	351	147	0	29	128	157	29	0	64	1,702
Online Biblio-													
Graphic Searches													
Paid Searches													0
Free Searches													0
Monthly Total													
Funds Received													
On-Line Searches													
Cash $													0
Voucher $													0
Microforms													
Cash $													0
Voucher $													0
Monthly Total	0	0	0	0	0	0	0	0	0	0	0	0	0

LIBRARIES
FUNDS COLLECTED

TABLE 8

FY 2018-2019	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Grand Total
MAIN CAMPUS													
BOOKS													
Fine charges assessed													
Fine charges collected	$59.10	$112.40	$3.00	$93.40	$12.10	$12.00	$44.40	$10.00	$10.10	$590.46	$614.41	$47.20	**$1,608.57**
WILLIAMS CAMPUS													
BOOKS													
Fine charges assessed													
Fine charges collected	$0.00	$3.70	$5.40	$0.00	$0.00	$0.00	$10.00	$0.00	$0.90	$95.00	$15.70	$0.00	**$130.70**
Total Fine Charges Collected													

LIBRARIES
INTERLIBRARY LOAN
TABLE 9

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Main Campus													
LOANED:													
Materials Requested	452	443	537	691	579	359	705	639	697	588	454	401	6545
Materials Loaned	164	105	100	217	192	100	203	161	197	148	100	67	1754
BORROWED:													
Materials Requested	40	40	41	42	31	35	67	42	56	37	72	71	574
Materials Borrowed	37	15	29	36	22	30	49	37	31	50	84	60	480
Avon Williams Campus													
LOANED													
Materials Requested	7	4	0	8	5	1	5	2	1	2	2	4	41
Material s Borrowed	5	3	0	5	4	0	4	2	1	2	2	3	31
BORROWED:													
Materials Requested	0	3	1	9	15	0	12	11	4	9	9	15	88
Materials Borrowed	0	0	1	9	11	0	10	11	4	9	9	14	78

***NOTE: Borrowing stats for April/May 2019 are skewed
due to my training and processing requests in two
OCLC systems: ILLiad and Tipasa.--Toccara**

MEDIA RESOURCES
EQUIPMENT CIRCULATION
TABLE 11

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Audio Recorder													
Main Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Williams Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Disc Player													
Main Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Williams Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Film Projectors 16mm													
Main Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Williams Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Filmstrip Projectors													
Main Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Williams Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Slide Projectors													
Main Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Williams Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Television Receivers and Monitors													
Main Campus	1	2	3	4	6	2	2	3	5	6	2	1	37
Williams Campus	1	3	6	3	2	1	3	3	4	6	2	2	36
Overhead Projectors													
Main Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Williams Campus	0	0	0	0	0	0	0	0	0	0	0	0	0
Video Players													
Main Campus	1	2	3	4	6	2	2	3	5	6	2	1	37
Williams Campus	1	3	6	3	2	1	3	3	4	6	2	2	36
21st Century Cart	1	2	4	2	1	1	3	3	2	6	2	3	30
Grand Total	5	12	22	16	17	7	13	15	20	30	10	9	176

					LIBRARIES								
					TECHNICAL PROCESSING 2018-2019								
					TABLE 12								
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
ACQUISTIONS/SERIALS													
Orders Placed	106		361	465	510	321	544	343	345	202	173	318	3,688
Received	259	115	68	444	359	234	540	546	267	317	309	203	3,661
Books Lost													61
Books Discarded	1253	344	234	286	2359	164	1299	1319	1113	825	1397	1780	12373
Gift Items													
Received							1	38			27	3	69
Serials Processed													
Periodicals(Bound)			50			44			55		64		213
Microfiche													0
Microfilm	3	3	3	1	2		1	3	3	1	3	1	24
Total	3	3	53	1	2	44	1	3	58	1	67	1	237
Gov. Documents													
Processed													
Reference													
Acquisitions		1						2				2	5
CATALOGING DEPT													
New Titles													total
Main Campus	225	183	227	339	414	243	452	487	249	224	346	187	3,576
Williams Campus	16	7	8	6	40	43	77	48	35	28	29	19	356
Total	241	190	235	345	454	286	529	535	284	252	375	206	3,932
Volumes Added													
Main Campus	9	18	37	8	14	9	21	25	5	3	3	0	152
Williams Campus	2	3	0	2	3	3	0	2	4	0	0	0	19
Total	11	21	37	10	17	12	21	27	9	3	3	0	171
Total New Books Added	252	211	272	355	471	298	550	562	293	255	378	206	4,103
Other													
internet													
ebook													
thesis and dissertation													0

CD	1	0	2	0	1	0	12	1	2	0	1	0	20
DVD	61	12	0	14	4	0	73	11	0	0	0	6	181
missing													61
withdrawn	1536	344	234	387	2359	164	1299	1219	1113	825	1340	2103	12923
discarded													

LIBRARIES/MEDIA RESOURCES 2018-2019
COLLECTION SIZE
TABLE 14

YEAR:	Held 2017-2018	Added 2018-2019	Lost/Damaged Discarded 2018-2019	Total
Books (purchases, fits & GPOs) - Print	212,287	3,735	12,373	203,649
Books - Online*	290,671	26,577	52,113	265,135
Book Transfers*		377		377
Periodicals				
Online Databases**	231	1	12	220
Bound	75,750	213	1,250	74,713
Subscriptions	604	65	83	586
Microforms				
Microfiche	450,000	0	2,426	447,574
Microfilm	12,984	24	1,996	11,012
Government Doc (Hard Copy)				0
Government Doc (Microfiche)				0
Audio Tapes				0
Compact Discs				0
Phono Discs				0
Instructional Kits				0
Slide Sets*				0
Video Tapes				0
Archival Items				0

*Dropped Safari Books and IEEE Books

**Does not include open access and free
websites listed with databases

CIRCULATION (CHECKOUT) STATISTICS	
Main Campus Library	
	July 2018-June 2019
P TYPE	**QTY**
Undergraduate	2,242
Graduate	667
Faculty	803
Staff	251
Interlibrary Loan	729
Alumni	113
Community Users	54
Total	**4,859**