



College of DuPage Library

Annual Report
FY2015

COLLEGE OF DUPAGE LIBRARY

ANNUAL REPORT

FISCAL YEAR 2015

July 1, 2014 – June 30, 2015

With Comparative Data from 2011 – 2015

College of DuPage Library

November 2016

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Highlights of FY2015

July 1, 2014 through June 30, 2015 marked the first full year of operations and services following more than three years of renovation. The reception by the students has been really rewarding; the **gate count** for FY2015 reached an all-time high of **848,086** as students flocked to our newly renovated facility. Student Library card holders topped 30,000 for the first time in recent memory (maybe ever).

The nationally normed **LibQUAL** survey was administered for the first time at COD in spring 2015 to assess student response to library services.

In particular demand were the Library's state-of-the-art **group study rooms**, which were checked out by student groups **13,043** times in FY2015. A new **Digital Media Lab** opened in spring 2015 and quickly saw student use. The Library also created a new **seminar room** to give faculty a place to meet with groups of students in the Library.

Through a grant from the IMLS, a research project co-developed by a Library and an Anthropology faculty member to involve COD students in an **ethnographic study** was launched to determine students' use and impressions of the Library.

The focus of collection development continues to move toward **electronic resources**, which are accessible from anywhere. A comprehensive review of the Library's print reference collection with respect to the availability of same or similar resources in electronic format was undertaken, and many print titles were removed. A new emphasis was placed on **Archives** collections and services, and the archivist position became full-time.

The Library's instruction program began developing curricula for a new **digital literacy program** to be offered in conjunction with the new **Digital Media Lab**. A concerted effort was made to engage Division faculty in information literacy through TLC and SOS workshops aimed at faculty, a number of which pertained to digital literacy and resources.

Library faculty hosted **Open Access Week 2014**, October 19-25, with Una Daley of the Open Education Consortium as keynote speaker, as the major part of College's Fall In-Service programming.

The College of DuPage Library's mission is to be an exemplary academic library that supports the educational goals and purposes of the college. The Library is dedicated to providing instruction and access to resources and services that support the academic program and the general information needs, diverse cultural interests, intellectual development, and professional growth of the entire college community.

Facilities

108,000 square feet on two levels with study seating for 500+ in collaborative, quiet and silent study zones

- 17 group study rooms, for groups of 2 to 12
- 1 faculty seminar room
- 1 silent study room
- 6 classrooms, including 5 computer classrooms, for groups of 20 to 40
- 1 multipurpose room

Technology

Public access computing and document production facilities as well as student digital media lab

- 100+ public access computers
- 23 laptops and 10 tablets for student use in-library
- Public wireless network throughout the facility
- BW & color printers and copiers, microfilm reader/printer and flatbed scanners

Collections

The largest community college library collection in Illinois built to support the College of DuPage Library Mission

Print Resources

235,655 Books
6,190 Bound Periodicals
435 Magazines/Journals
15 Newspapers

Non-Print Resources

73,043 Microforms
28,837 Video Recordings
22,451 Music Recordings/
Audiobooks
CD-ROMs, Slides, Biological Models
& Specimens

Electronic Resources

148 Databases
54,583 Electronic Books
89 Electronic
Audiobooks
809,800 Streaming
Video/Audio

Special Collections

Career & College Information
Philanthropy
Juvenile
Graphic Novels
Digital Commons @ COD
College Archive

41,263 LIBRARY CARD HOLDERS

- ✓ 30,063 Students
- ✓ 2,346 Faculty and Staff
- ✓ 8,854 Community Members

- ✓ 848,086 patron visits annually
- ✓ Approx. 2,669 visits per day with classes in session
- ✓ 13,043 group study rooms checkouts

- ✓ 1,063 laptop checkouts
- ✓ 1.4 million Library webpage views
- ✓ Approx. 3,863 Library webpage views per day

- ✓ 102,323 item checkouts
- ✓ Approx. 536,000 full-text article or chapter downloads/views
- ✓ 7,558 streaming media playbacks
- ✓ 1.175 million database searches

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instruction | |
| <ul style="list-style-type: none"> ✓ 874 classes ✓ Includes 94 workshops or webinars ✓ 15,560 attendees | Library faculty teach information literacy and research skills in course-based sessions and workshops (offered in person and online). They also create online lessons and guides available on the Library website. Special topics and collection orientations, open to the public, are taught throughout the year. |
| Reference | |
| <ul style="list-style-type: none"> ✓ 36,799 contacts ✓ Includes 865 chats and 434 emails | Reference Services are provided in person on both levels of the Library and via phone, chat and email. Librarians also consult with patrons by appointment. Service is provided all hours the Library is open. Peak service hours are Monday through Friday 9:30a to 2:30p. |
| Circulation | |
| <ul style="list-style-type: none"> ✓ 253,130 circulation transactions ✓ 10,684 new accounts ✓ 4,153 bookings | Circulation Services facilitates the checking out of library resources; maintains patron records; accepts fines and sells print cards; delivers instructional equipment and resources to classrooms and events; and processes interlibrary loan and I-Share transactions. |
| Resource Sharing | |
| <ul style="list-style-type: none"> ✓ 18,049 requests processed ✓ 4,228 items received ✓ 8,824 items sent | COD borrows and lends resources with other libraries through I-Share and OCLC Worldshare. I-Share provides COD affiliates with ready access to over 12 million items in academic libraries throughout Illinois. Participation in OCLC Worldshare delivers access to books and articles from libraries nationally. |
| Computer Support & Printing and Digital Media Lab | |
| <ul style="list-style-type: none"> ✓ 16,508 contacts ✓ Includes 2,416 software, 1,015 hardware and 1,345 web service assists | CSPS assists patrons with printers, copiers, scanners and microfilm readers, as well as basic computer tech support. In the Digital Media Lab, students can create and edit digital audio, video and imagery with state-of-the-art equipment and assistance from staff. |

Personnel

Administrators (1.5 FTE): 2

Librarians (13.3 FTE): 10 FT / 12 PT

Classified Staff (32.76 FTE): 19 FT / 2 30-Hr Benefitted / 26 PT

Student Workers (5.3 FTE): 26 PT

Total (52.86 FTE): 97

Total w/o students (47.56 FTE): 71

Contact

425 Fawell Blvd., Glen Ellyn, IL 60137-6599

(630) 942-2350 phone

(630) 942-4646 fax

<http://cod.edu/library>



COD Library Blog
codlrc.org/news

Hours of Operation

Mon-Thurs 7:30a-10p

Fri 7:30a-4:30p

Sat 9a-4:30p

Sun 12p-6p

College of DuPage Library

Mission Statement

The College of DuPage Library's mission is to be an exemplary academic library that supports the educational goals and purposes of the college. The Library is dedicated to providing instruction and access to resources and services that support the academic program and the general information needs, diverse cultural interests, intellectual development, and professional growth of the entire college community.

Goals

1. Educate the college community in accessing and evaluating information, library research skills, and critical thinking through a comprehensive information literacy program.
2. Select, maintain and provide access to a collection of materials chosen for their quality, currency and relevance to the academic curriculum and the educational needs of the community.
3. Provide an environment conducive to individual and collaborative research and study.
4. Deliver reference and information services that support the college's academic curriculum and programs and promote lifelong learning throughout the college community.
5. Recruit and support through continuing professional education a library staff whose knowledge, skills and abilities evolve with the changing landscape of information and education.
6. Endorse the Library Bill of Rights and the Code of Ethics as set forth by the American Library Association, affirming the library as a forum for information and ideas.

Revised: January 2013

Goal 1: Instruction

Educate the college community in accessing and evaluating information, in library research skills and in critical thinking through a comprehensive information literacy program.

NOTABLE IN FY2015

The total number of **information literacy classes** reached 874, up 9% over the previous year, and the total number of students in those classes was up 8% following the opening of new classrooms.

32% of full-time faculty and 11% of adjunct faculty brought their students to the Library for instruction.

New curriculum was developed and delivered as part of the Library's new **digital literacy program**.

The Library's Instruction Committee reviewed our **information literacy program** with a view toward ACRL's new "Framework" threshold concepts.

Librarians created and presented 23 TLC or SOS workshops for faculty on a variety of information and digital literacy topics including the future of research, incorporating e-resources into Blackboard courses, Wikipedia and Creative Commons, and creating portfolio assignments for students.

At College of DuPage, library instruction is focused primarily on students, and takes place mostly in a course-related setting. In addition, students as well as faculty, staff and the community are encouraged to participate in noncredit workshops and webinars that promote a more information literate learning environment. Instructional materials, online learning modules, subject research guides and informational sessions extend learning well beyond formal classroom interactions. Library instruction is offered to every academic division at COD. Additional instruction offerings support information literacy more broadly, focus on special collections, or provide professional development opportunities to the campus community. In this first year of availability of six library classrooms, instruction has recovered another 9%, nearing the level achieved in 2013. The number of students attending continues to correlate strongly with the number of classes taught.

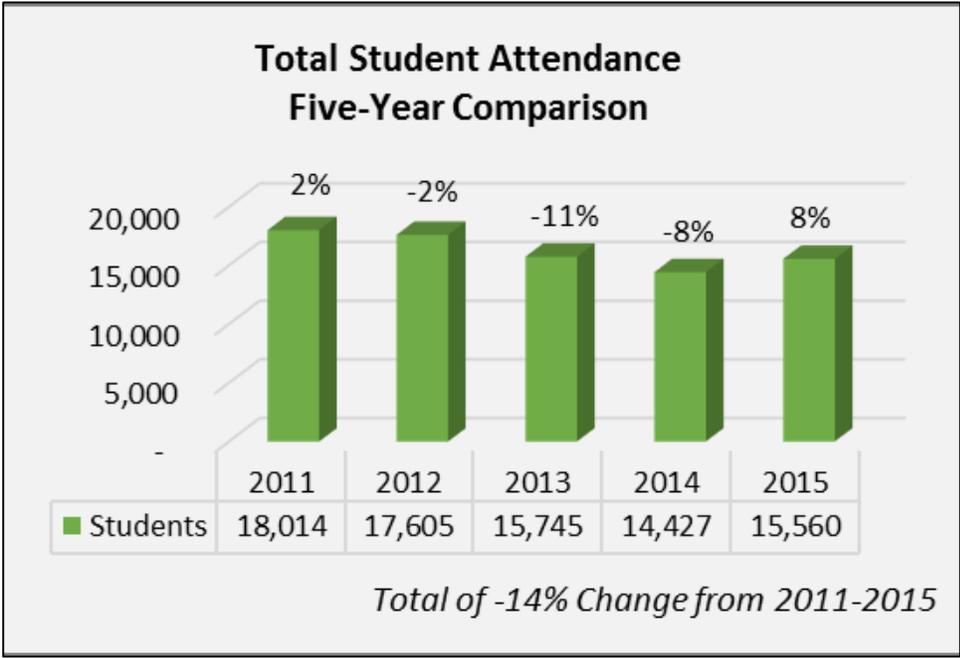
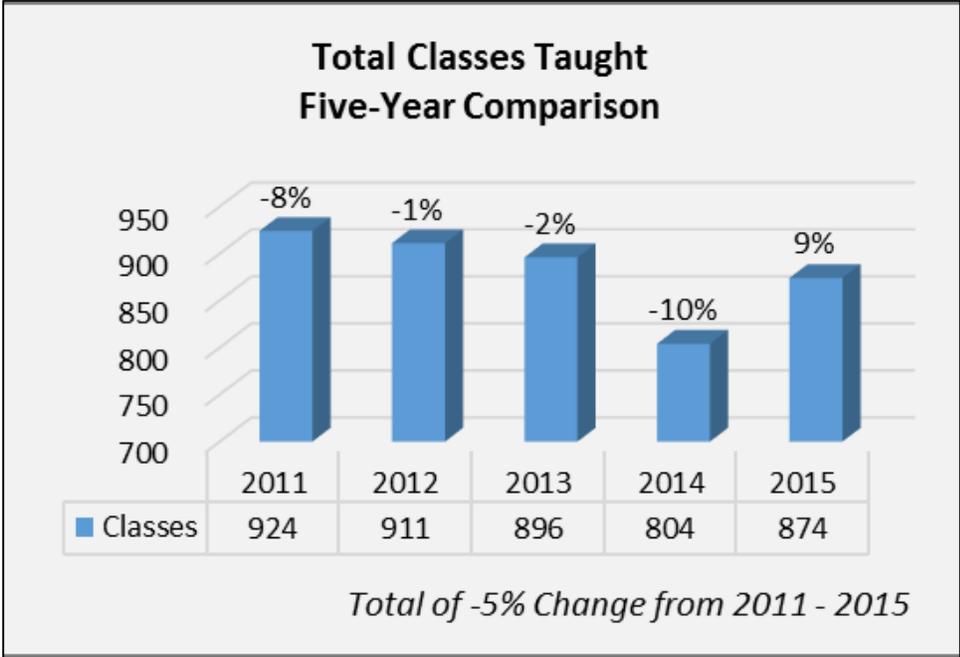
Information Literacy is a General Education Outcome

Information literacy (IL), the basis of all academic library instruction programs, is represented in the general education curriculum at COD but has not been formally integrated into the curricula of other targeted courses. Once the General Education Outcomes program is fully realized, students will work toward these IL learning outcomes through instruction with librarians as well as course instructors. The Library's Information Literacy Program seeks to expand and advance information literacy on campus by shaping the intention and focus of its teaching librarians, as well as acquiring and developing tools, learning objects and opportunities for discourse. Currently, faculty librarians are responsible for all of a student's information literacy outcomes.

A goal of the Instruction Committee is to help scale this responsibility by developing a process of creating IL course content that allows any librarian, full-time or adjunct, to teach it in any mode of delivery. An example of progress in that area is the self-guided online course called Research 101 (created by the librarians and offered through the Library website) that introduces the basic principles

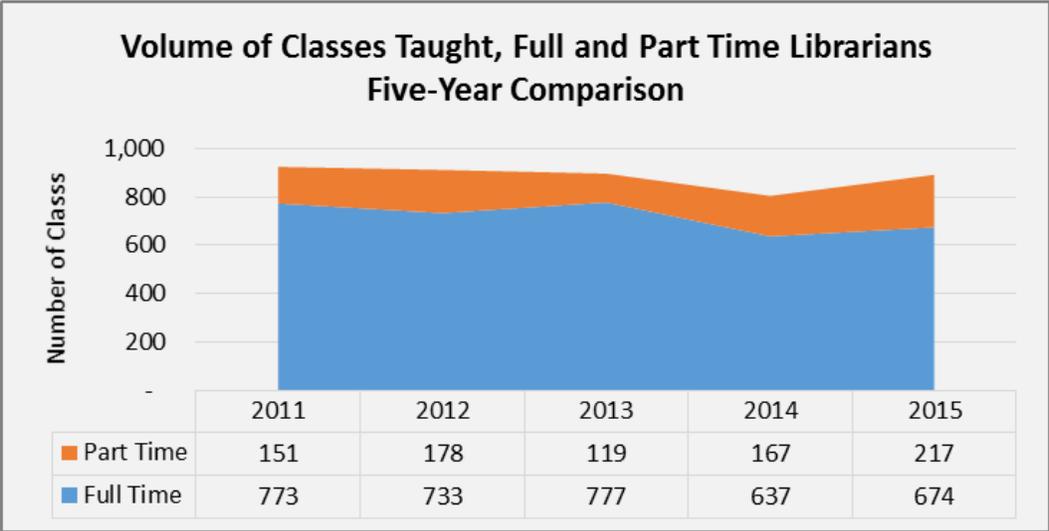
of information literacy and orients the student to research at College of DuPage. The Library intends to increase the number of information literacy sessions directed toward division faculty so that those faculty will be able to incorporate IL outcomes in their own curricula.

Another means of **scaling information literacy instruction** to reach a larger portion of the student body is to increase adjunct Library faculty participation in classroom instruction. The Library also desires to increase the number of full-time Library faculty positions to assist in this effort.

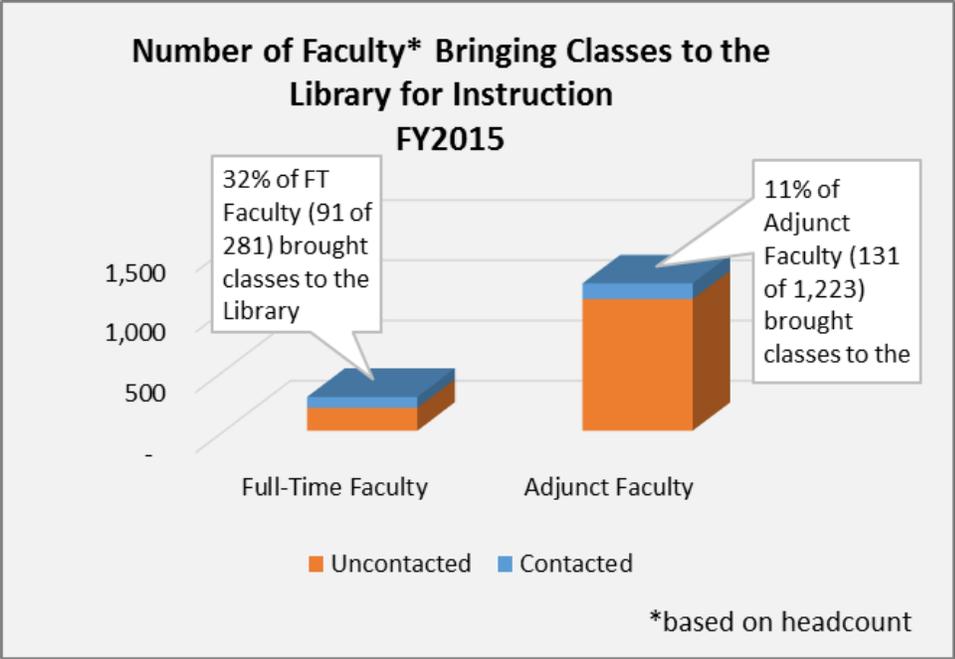


Course Integrated Instruction

Central to the “teaching library” philosophy is a commitment to engaging and collaborating with discipline faculty throughout the College. To that end, the Library faculty are designated liaisons to the college’s various academic and administrative programs, which among other duties includes developing and providing library instruction. Liaisons build relationships with discipline faculty to create effective learning experiences for students when they visit the Library for instruction.

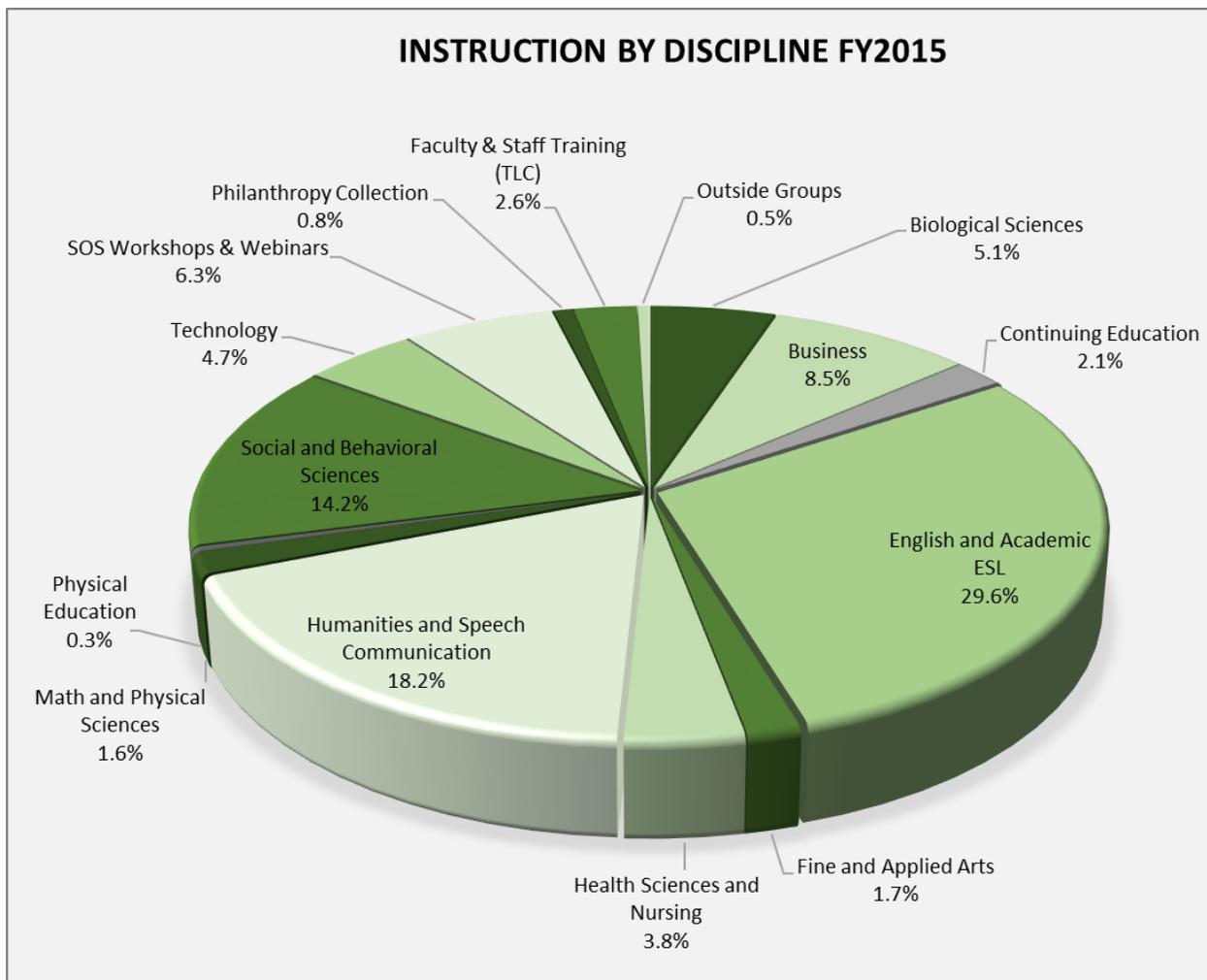


A significant portion of faculty do schedule time for their classes with a librarian. As the next chart indicates, 32% of the full-time faculty had at least one class work with a librarian in FY2014. While only 11% of the adjunct faculty did so, they account for 60% of all the faculty who engage a librarian for instruction. Another way to look at this is that 19% of all COD faculty bring classes to the Library for instruction.



COD librarians have created information literacy learning experiences for students throughout the college curriculum through collaboration with discipline faculty. The reach of these efforts is uneven by nature because participation is not mandatory. In some programs, library instruction may occur with all or almost all classes, while in other departments only one or two instructors take advantage of this opportunity.

A more detailed breakdown of classes taught reveals that the majority of library instruction supports **English Composition and Speech Communication** classes. This is to be expected because of the strong correlation between information literacy and composition/speech learning outcomes, where an emphasis is placed on research and writing skills. To better support this relationship, the Library is working on revising its Research 101 curriculum to create a customized set of information literacy modules for English 1102.

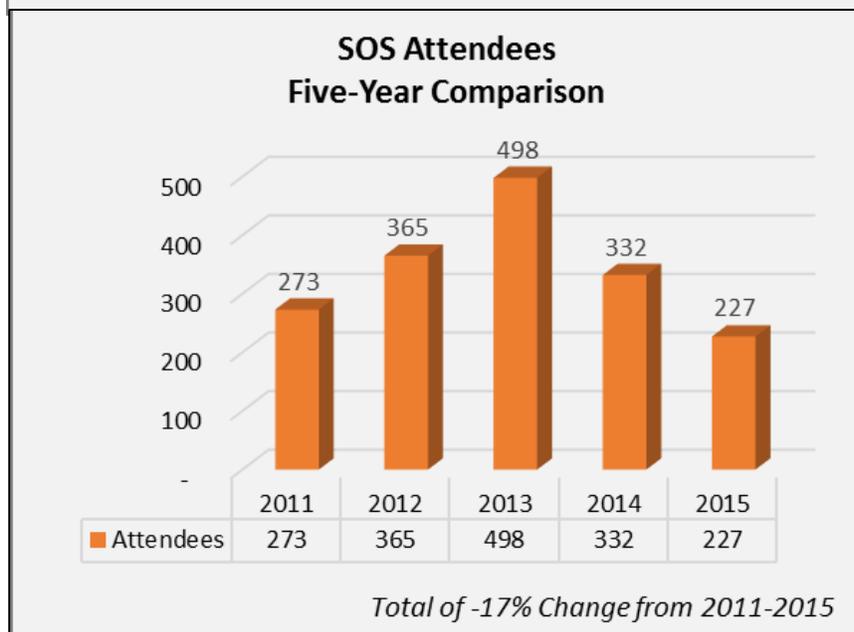
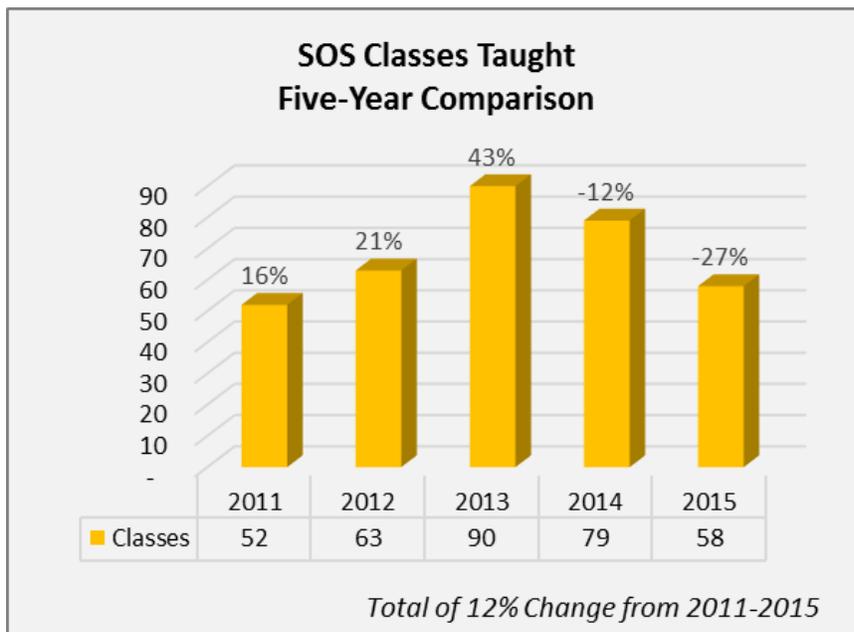


SOS Workshops and Webinars

While most instruction occurs in a course-related setting, the Library provides learning opportunities through other means as well. SOS workshops and webinars are offered throughout the year. They cover a broad range of topics at different times in order to accommodate the needs of students and are open to staff and community members as well. In FY2015, the health sciences subject librarian developed a very well-received series of consumer health and wellness workshops in conjunction with the Teaching and Learning Center and the Office of Human Resources.

SOS workshops and webinars constitute a small but critical portion of the total library instruction program (fewer than 7% of all classes in FY2015). These classes serve students who voluntarily seek out library instruction. This format lends itself to addressing concerns that students consistently voice in

class and at the reference desk. It also gives Library faculty an opportunity to deliver specific topic or resource instruction that cannot be included in the 1-2 hour block allotted to most Library visits.



Goal 2: Collections

Select, maintain and provide access to a collection of materials chosen for their quality, currency and relevance to the academic curriculum and the educational needs of the community.

NOTABLE IN FY2015

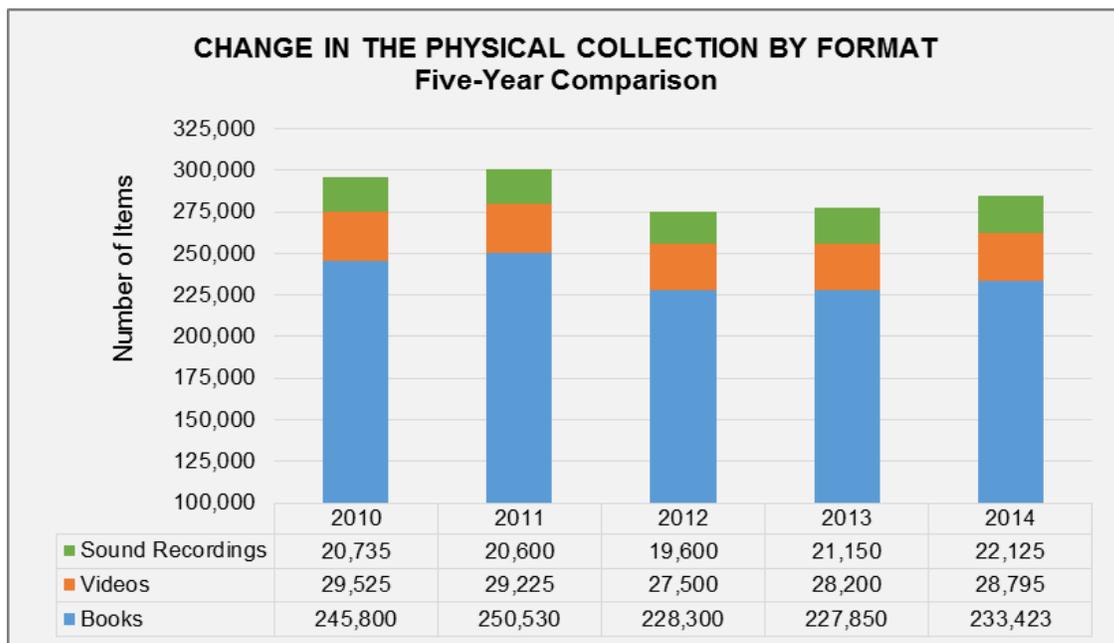
The size of the physical collection remained about the same, while the number of **electronic resources** continued to grow rapidly.

Electronic resources accounted for 51% of the Library’s materials budget expenditures.

There were 41,263 Library card holders: 30,063 students; 2,346 faculty and staff; and 8,854 community members.

There were 253,130 Circulation transactions, including 13,000 Resource Sharing transactions resulting from our new membership in the I-Share statewide academic catalog.

The College of DuPage Library’s collection supports our community college curriculum and the educational interests of our community. Through sound collection development, the Library maintains a current, relevant collection that serves students, faculty and staff in person and online. Collection development is based on proactive analysis of current and near-future needs of library users.



The formats of the Library’s resources reflect the diversity of the curricula supported. Print, electronic and audiovisual materials are all relevant and vital to meeting the information needs of the College community. The acquisition of some electronic formats continues to grow at an astounding rate, while access to some print sources is slowly decreasing.

The Library’s physical collection grew modestly in FY2015; the largest growth was in books. A metric that has been evaluated for many years by the COD Library is a comparison of the number of items held in three physical formats: books, videos, and sound recordings.

The size of the physical collection (using these three formats as the standard) is 286,943 in FY2015. This is a 1% increase over FY2014. The collection is still 8,000 items smaller than it was five years earlier. The largest increase in the physical collection was in the book collection, which experienced a net increase of 2,200 volumes over the previous year’s count.

This analysis of collection size does not include the great amount of collection growth seen in **electronic resources** during the same period (analysis to follow). The number of databases and the amount and types of content included within them has grown significantly in that time.

Special Collections

The COD Library special collections are developed to support a specific area of study or narrowly defined patron group, and in some cases, are a way of conveniently managing and providing access to group of resources. The Library maintains two collections with related training and orientation experiences for patrons, the **Career and College Information Collection** and the **Philanthropy Collection**. Both have a designated liaison to develop and promote them. The **Institutional Repository**, an online collection, also has a designated liaison, and the College **Archive** now has a degreed specialist with significant hours committed to working in that area. Other special collections such as **Juvenile, Graphic Novels** and **Popular Paperbacks** have a designated selector and are shelved separately from the General Collection. The Follett Collection of donated **course textbooks** on reserve in the Library provides students access to current textbooks selected on the basis of numbers purchased through the College bookstore. A new special collection added this year was AXIS360, a collection of popular e-books.

Archive

The COD Archive collects, organizes and answers requests for information regarding the College, with an emphasis on the College’s history.

In June, 2015 Jenny Dunbar became the College’s first full-time archivist. Plans are being laid to create a digital COD Archive, which will include selectively digitizing items from the existing print archive. The

| COLLECTION SNAPSHOT | |
|-----------------------|---------------------------------|
| Print | |
| 235,655 | Books ↑ |
| 6,190 | Bound Periodicals ↓ |
| 435 | Current Periodicals ↓ |
| 15 | Newspapers |
| Physical Media | |
| 22,451 | Sound Recordings & Audiobooks ↑ |
| 28,837 | Videorecordings (DVD & VHS) |
| 2,025 | Computer Software |
| 2,065 | Other AV (models, etc.) |
| 73,045 | Microforms |
| Electronic | |
| 54,583 | Ebooks ↑ |
| 809,800 | Streaming Media ↑ |
| 148 | Databases ↑ |

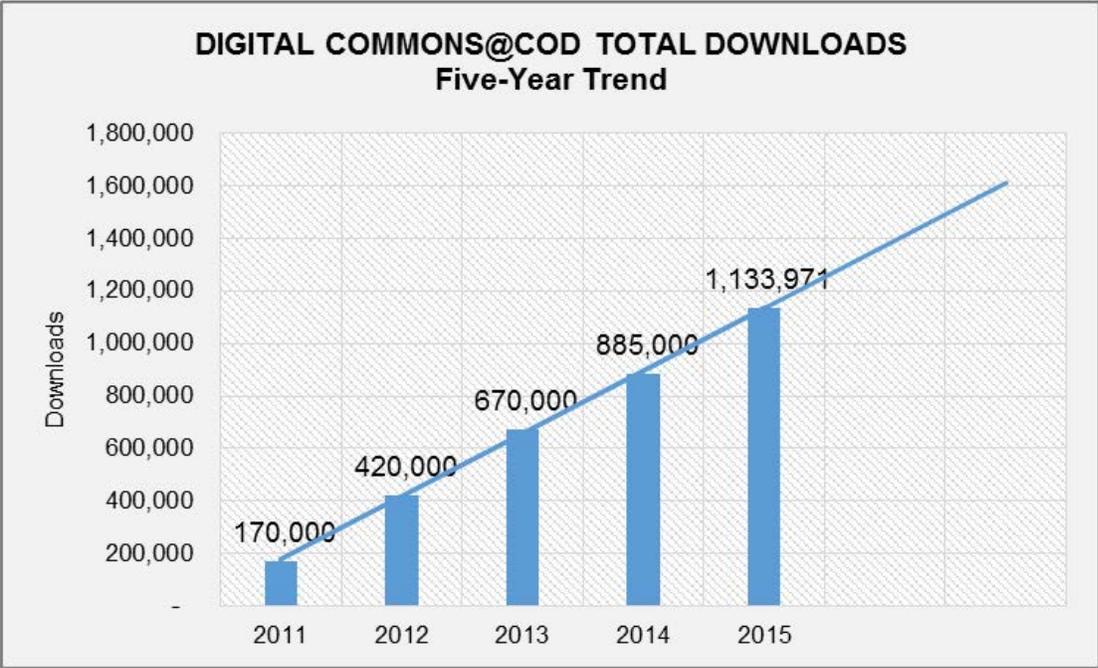
selection program will consist of both print/physical archives and digital archives. A major goal is to acquire important works about the College on a proactive and systematic basis.

Institutional Digital Repository

DigitalCommons@COD collects, preserves, and showcases scholarly, educational, and creative works created by the COD community. Its mission is to facilitate global discovery of and access to COD’s intellectual output while providing a stable, long-term home for digital scholarship by COD faculty, staff, and faculty-sponsored students. The collection continued to grow rapidly in FY2015, when the repository reached a high of 1,133,971 content downloads.

Highlights of this past year include a partnership with the College’s Art Gallery to collect and display in DigitalCommons student, faculty and professional works displayed at exhibits at the Wings Student Art Gallery and Cleve Carney Art Gallery. Additionally, a webinar orientation to DigitalCommons was created to promote faculty awareness of this resource.

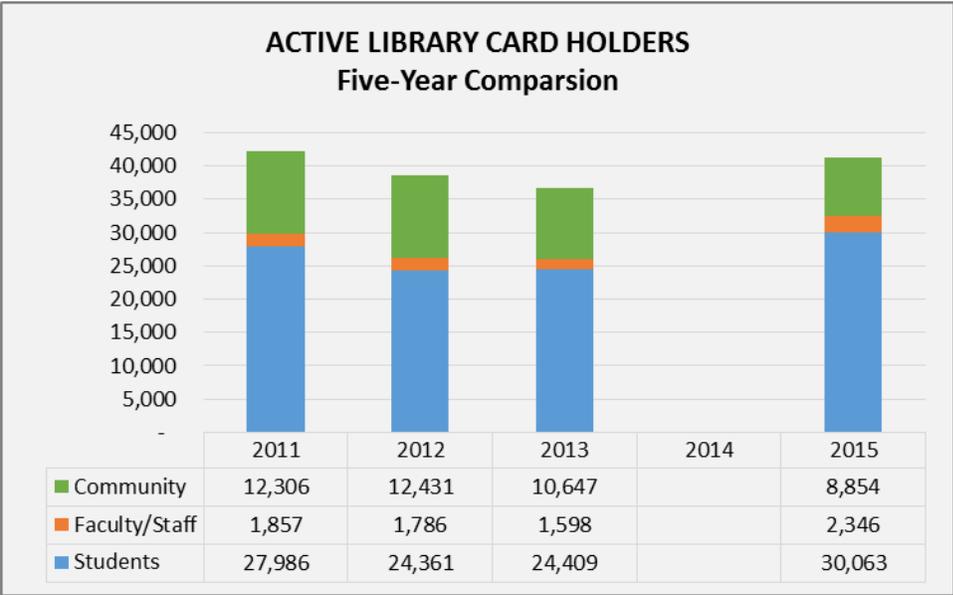
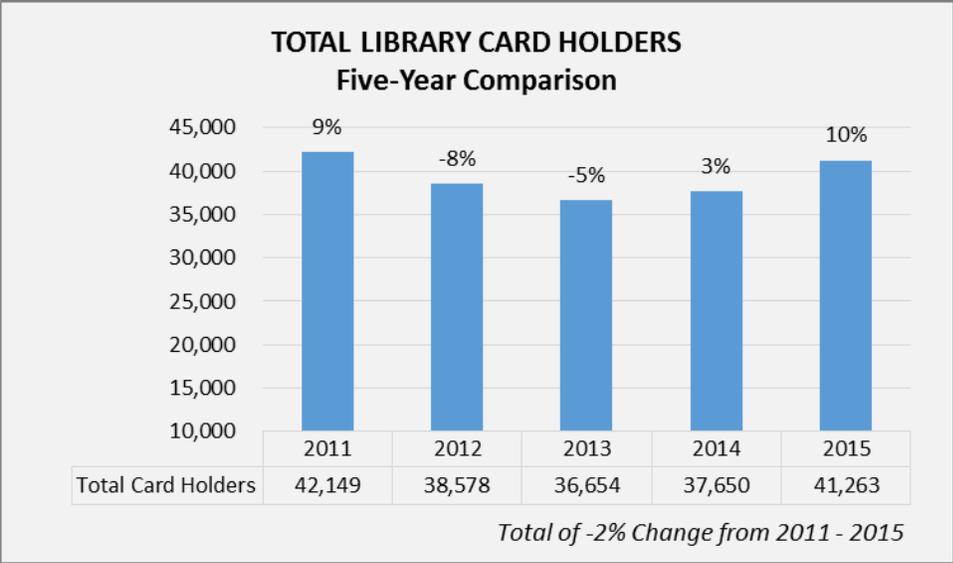
| INSTITUTIONAL REPOSITORY | | 2011 | 2012 | 2013 | 2014 | 2015 |
|--------------------------|--|---------|---------|---------|---------|-----------|
| Items Added | | 183 | 150 | 175 | 100 | 3,362 |
| Annual Downloads | | 110,000 | 250,000 | 250,000 | 215,000 | 248,971 |
| Cumulative Total | | 170,000 | 420,000 | 670,000 | 885,000 | 1,133,971 |



Collection Use

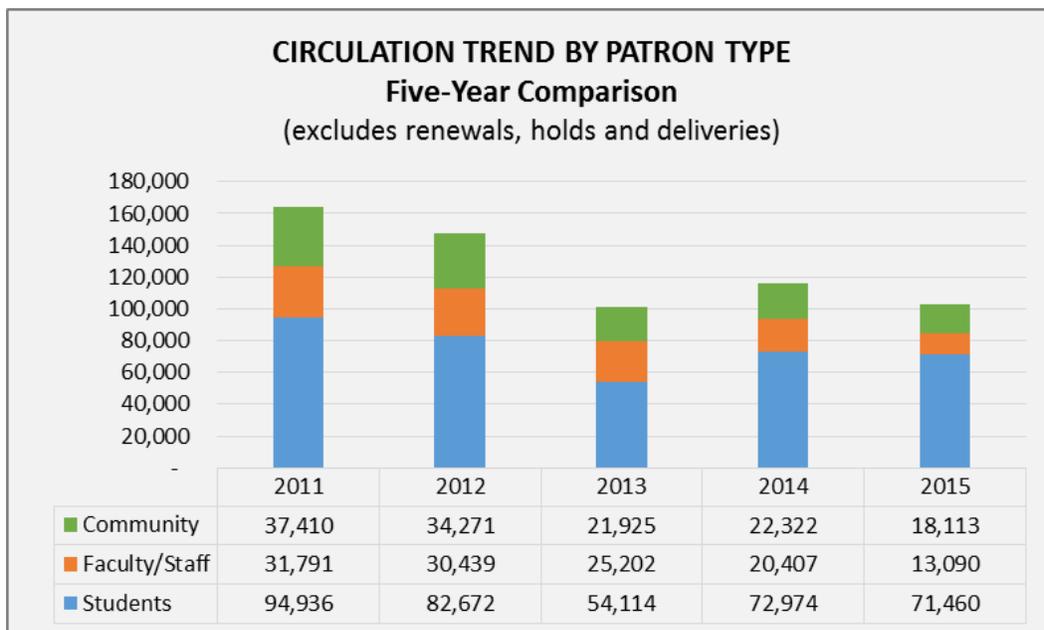
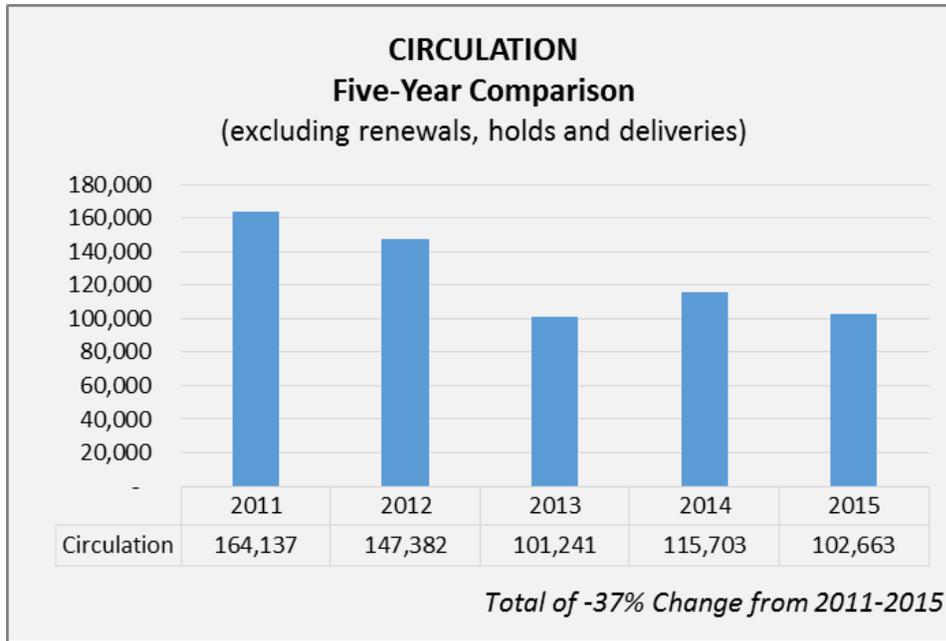
Library Card Holders

The Library maintains a large number of active card holders. In FY2015 the Library had 41,263 cardholders. The number of cardholders represents an increase of 3,613 over FY2014, again recovering from a slight downturn since 2011. By type of patrons 73% are students, 6% are faculty or staff members, and 21% are community members. At 30,063 students, this is the highest number of student cardholders for at least the previous five years.



Circulation

Items checked out from the collection decreased in FY2015 to 102,663 items, or -11%, after a significant increase in FY2014. In addition, there were 35,571 renewals, almost 10,000 more than in the prior year. This year's decrease in items circulated was unexpected but may be at least partially explained by the implementation of new automated catalog system, which we were still tweaking to solve problems related to item discovery. The overall change in total items checked out over the past five years is -37%. **Students** remain the most active group of materials borrowers.



Electronic Resources

The use of the Library's electronic resources continues to grow steadily, just as the percentage of the materials budget spent on them has grown in recent years. As a result, the traditional measurements, such as circulation checkouts and renewals, capture only a part of collection use. It is, therefore, a critical goal to identify the best means by which to measure use of our electronic resources.

Overall usage of electronic resources is fairly consistent with FY2014, though usage statistics from some vendors remain elusive. Total database search statistics we captured were at 1,175,000. Streaming media playbacks were significantly higher than previously, at 7,558, over the 1,370 playbacks of FY2014. Download or views of full-text articles or chapters increased to 563,000 from 461,708.

ELECTRONIC RESOURCES USAGE FY2015*

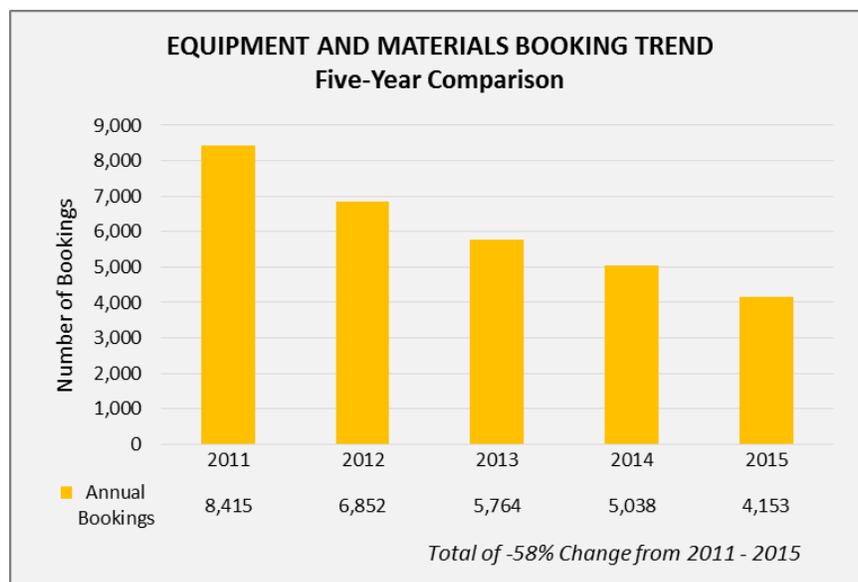
| FY2014 | FY2015 | TYPE OF E-RESOURCE |
|-----------|-----------|-------------------------------------------------|
| 1,244,776 | 1,175,000 | Total Database Searches |
| 1,3370 | NA | Searches in Streaming Media Collections |
| 1,370 | 7,558 | Playbacks of Streaming Media Files |
| 461,708 | NA | Full Text Article and Chapter Requests of Views |

*Because not all vendors provide reliable reports or those that conform to the latest version of COUNTER, these metrics are unavoidably approximate. There was less information available in FY2015.

The Library continued to promote **open access educational resources** throughout the College curriculum, and to that end, hosted Open Access Week October 20-26, 2014 as part of the College-wide in-service. There is growing interest nationally within higher education in the Open Educational Resources (OER) movement, due to the increasing availability of free electronic resources over the Internet as well as the high costs of commercially published resources, including course textbooks.

Equipment and Material Bookings

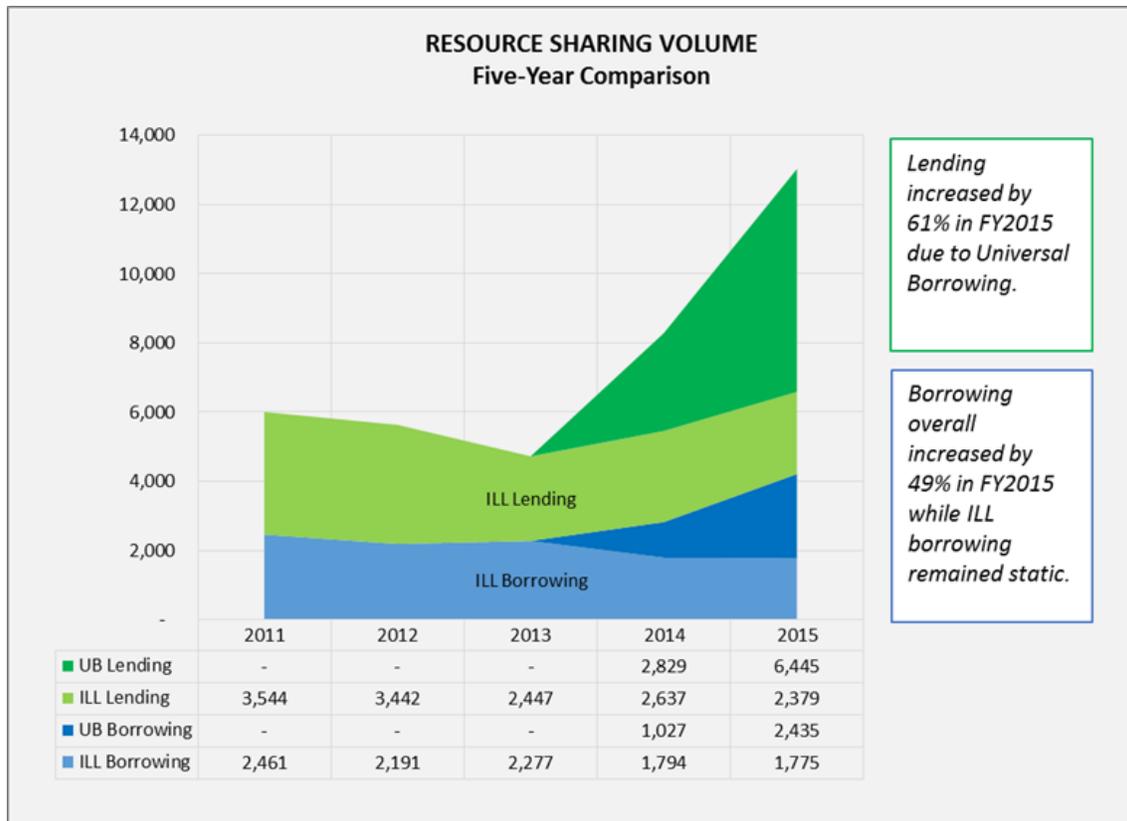
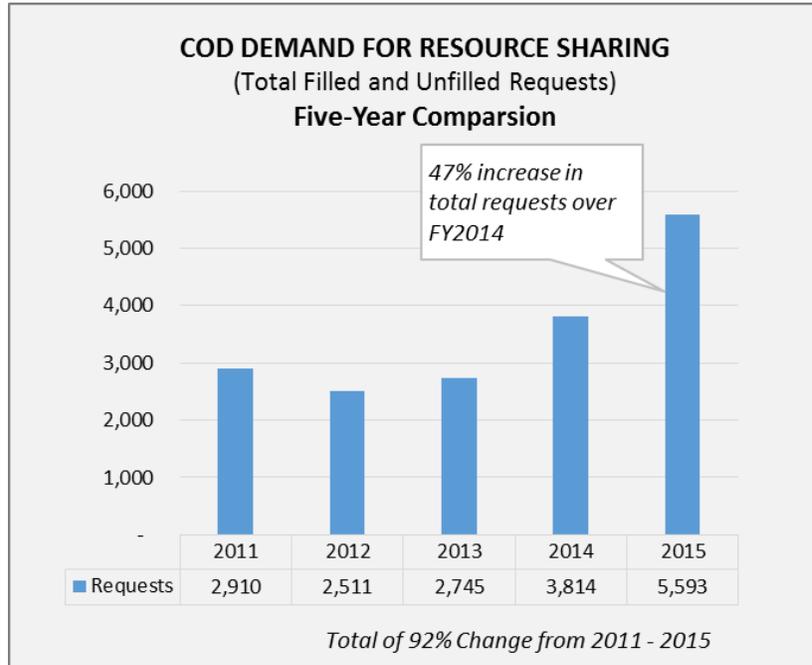
The delivery of instruction equipment and materials to classrooms continued the downward trend of recent years, down 51% since FY2011, and down 18% from last year. While statistically significant, this trend mostly shows that efforts to equip the COD campus classrooms with a full complement of technology resources have been successful. The decreased booking of DVDs is also concurrent with the adoption of streaming video in the classroom by instructors.



Resource Sharing

Resource sharing by the COD Library is done primarily via two methods: interlibrary loan (ILL) and “Universal Borrowing” (UB) within the I-Share network. In FY2014 the COD Library greatly increased its access to statewide educational resources by joining I-Share. This created direct access for our students to the catalogs/collections of 85 Illinois academic libraries. The I-Share database contains over 11.5 million unique bibliographic records and more than 36 million item records. An additional benefit of this partnership is how it allows us to concentrate collection

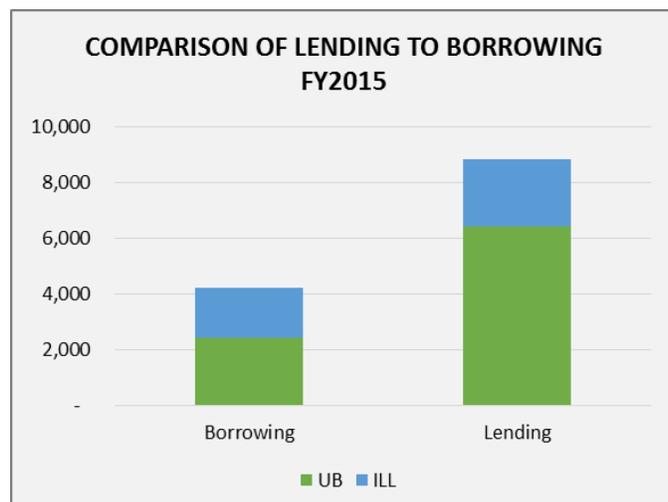
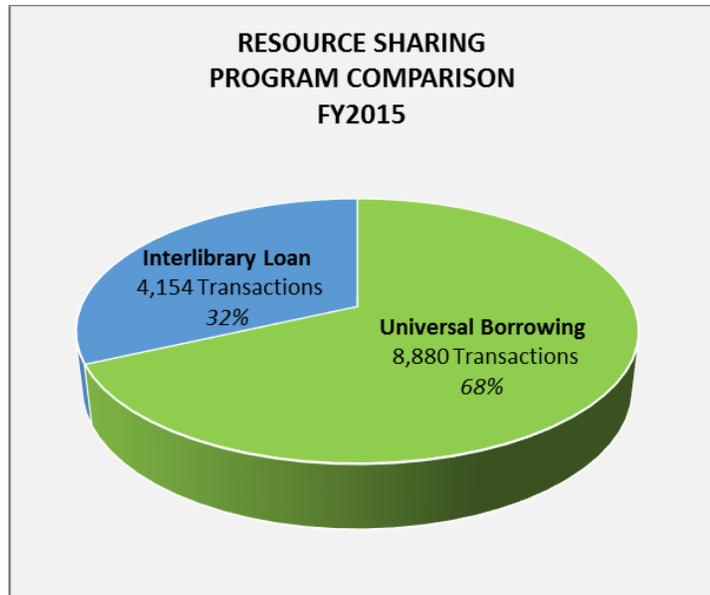
development efforts more on materials that support specific academic programs at COD. There are some types of resources excluded from I-Share circulation. These include electronic resources purchased or leased by specific institutions, course reserve materials, and many audiovisual resources.



In FY2015, COD patrons requested 5,593 items through UB or ILL (primarily through UB). Of that number, 4,210 were filled. That borrowing traffic constituted a 47% increase in the number of requests our patrons made for items not available in the COD collection.

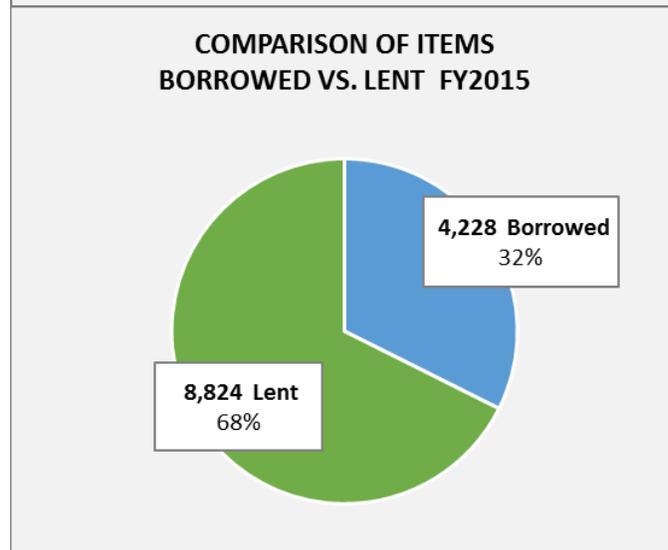
Total resource sharing in FY2015 continued its upward soar since the College joined I-Share in mid-FY2014. By the end of FY2015, with UB in effect an entire year, resource sharing reached a total of **13,039** items (13,034 transactions), a 57% increase over FY2014, or a total increase of 176% since FY2013.

The Library continued the new trend of being a **net lender** since joining I-Share.



ILL now accounts for approximately one-third of resource sharing activity, and that portion will no doubt continue to decrease. However, ILL remains a very important service as there are items not available even in I-Share, and our community members cannot take advantage of UB, so traditional ILL is especially important to them.

The volume of lending experienced a dramatic increase in FY2015. The dominance of lending over borrowing also continued in FY2015, with lending making up 68% of all resource sharing (up from 66% of all resource sharing in FY2014). In the future this ratio could change as COD patrons begin to take full advantage of the vast resources available to them through I-Share.



Technical Services: Collections Discovery and Access

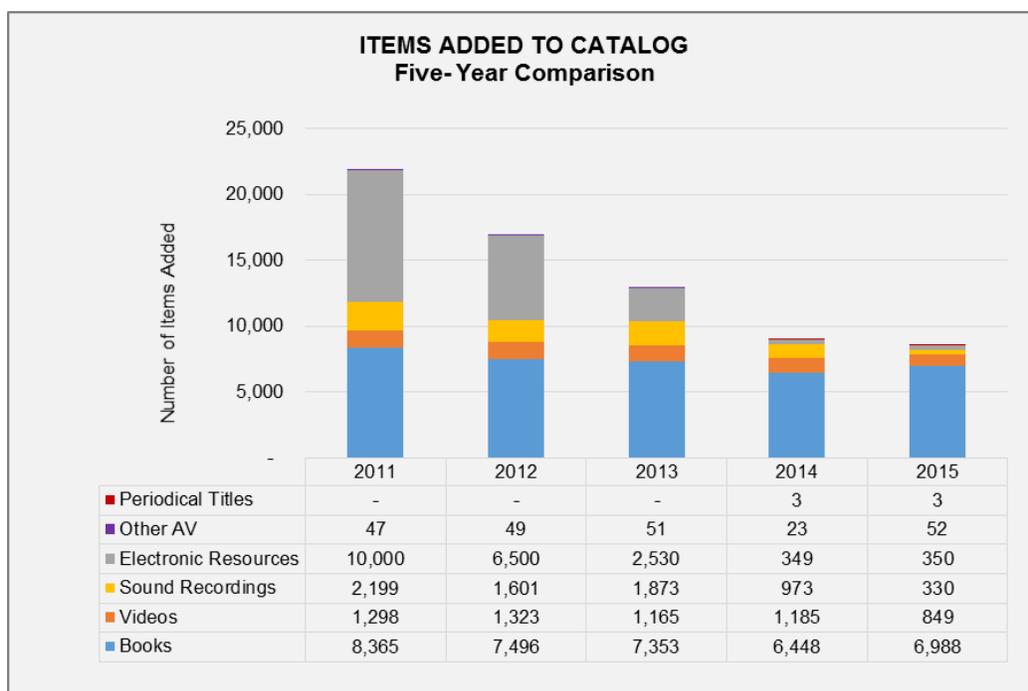
Technical Services accomplished a great deal of cataloging and Voyager catalog database cleanup in FY2015 and successfully migrated to the Voyager acquisitions module. Over 8,000 new items, primarily books (6,998), were added to the catalog; 1,613 item records were updated or corrected; and 5,557 items were discarded and removed from the catalog. Processing, repairing, or re-processing of materials totaled almost 1,500 items, many the result of the sweeping collection inventory performed prior to our renovation and move.

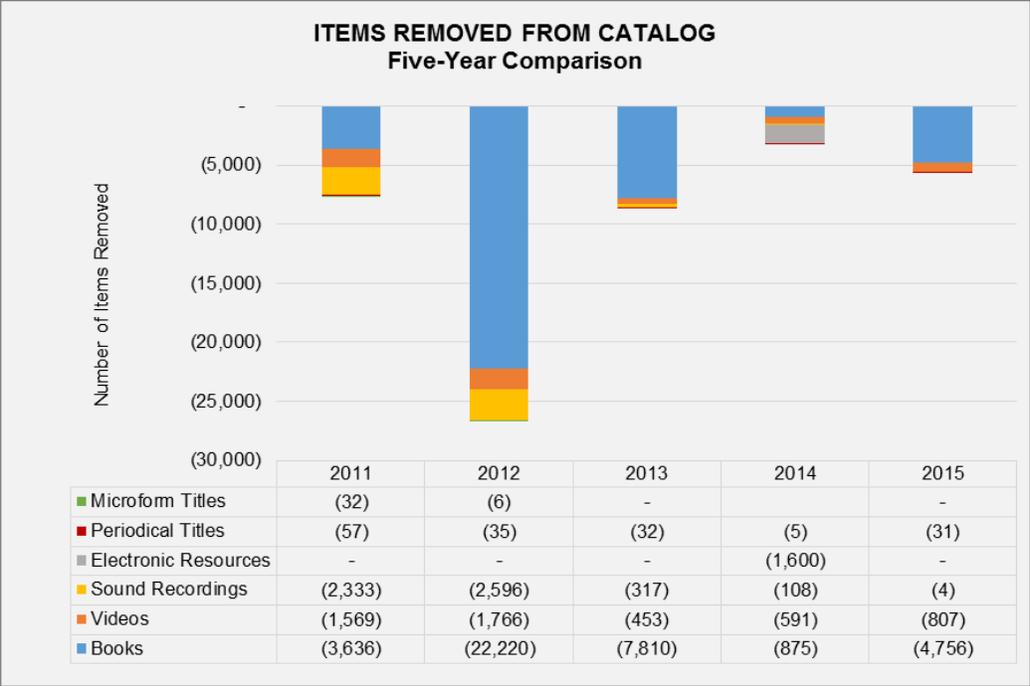
The Technical Services department, as in previous years, created and maintained reports that enabled the Library to make evidence-based decisions on collection development and budgets. The first fiscal close via CARLI, involving an updated accounting model, was successful. A new acquisitions reporting module was created, which includes final closing expenditures, number of items purchased, and average cost of items by format. Periodicals staff conducted a major review of periodical subscriptions which facilitated an approximately \$4,400 reduction in periodicals expenditures.

Cataloging Statistics

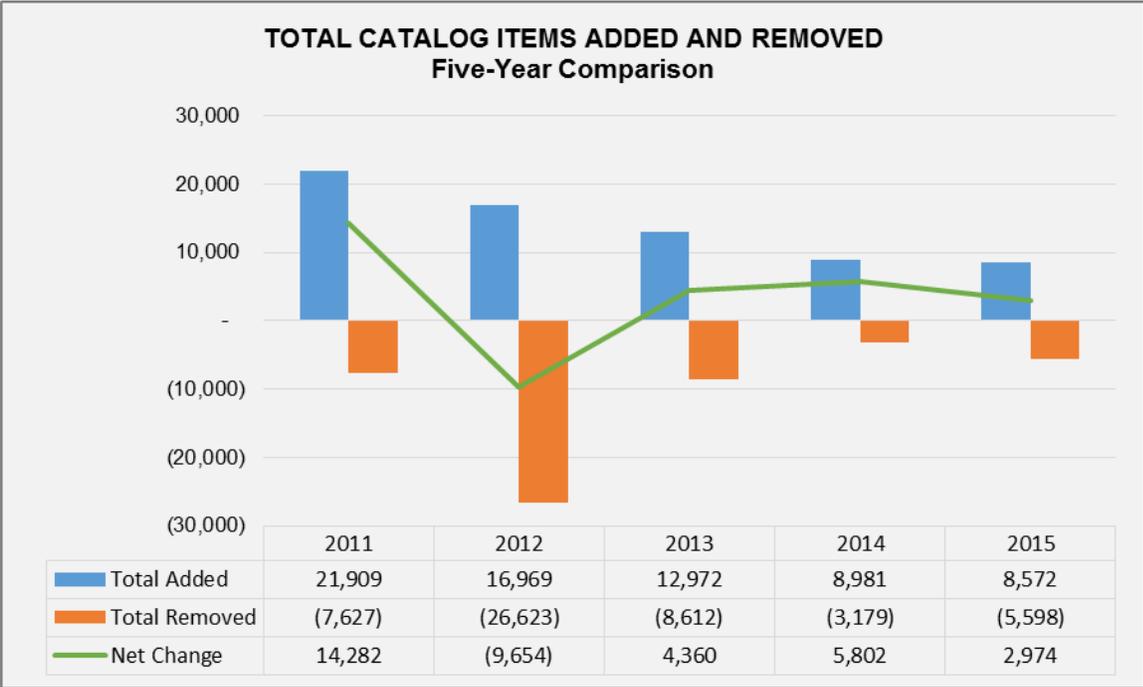
More print books were added to the collection in FY2015 than the previous year, and they remain the largest category and represent the highest growth among all of the physical formats collected. In FY2015, fewer DVDs were purchased than previously, down from 1,185 last year to the current 849.

Additional books, videos, and sound recordings are collected in electronic format, but these items frequently don't appear in the catalog. Electronic resources are typically not cataloged and are not represented in the cataloging statistics. This is the result of the transition to WorldCat Local, which resulted in much of the onsite work of adding catalog records for electronic resources being replaced by a local "knowledge base" of vendor records that are "associated" with the COD library. This new protocol will have a lasting impact on cataloging volume and workflow for the foreseeable future.





In FY2015 librarians continued to actively weed items either obsolete or damaged. 4,756 books and 807 videos (primarily VHS) were removed from the collection this year. The following graph charts the total items added to and removed from the catalog over the past five years. “Net Change” tracks the difference between these two numbers for a given year, an estimate of the cataloged collection’s growth. In FY2015, the overall size of the physical collection saw less growth than in the previous two years.



Again, cataloged items make up a smaller and smaller portion of the items we make available to our users, since most electronic resources we purchase are not cataloged. New methods of counting physical and electronic collections and assessing their breadth and depth need to be developed and implemented so that we can continue to make strong evidence-based decisions. This is an issue for all libraries.

Goal 3: Environment

Provide an environment conducive to individual and collaborative research and study.

NOTABLE IN FY2015

FY2015 was the first full year the Library inhabited its new space following major renovation.

Students were attracted to the many types of study spaces available to them. Gate count reached 848,086 and group rooms were booked by 13,043 groups.

Departments in addition to the Library made productive use of classroom and conference room space in the Library.

Public services were reorganized to reflect new space.

The new Digital Media Lab opened.

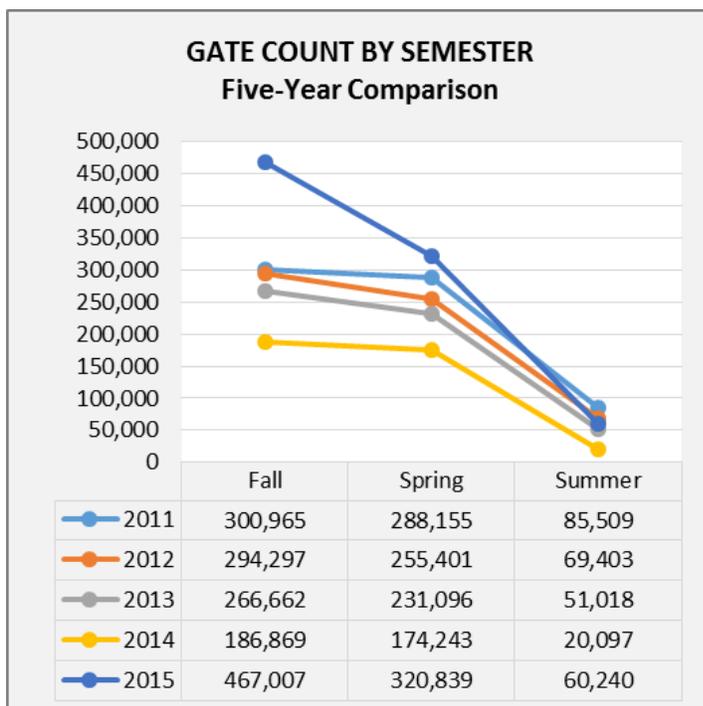
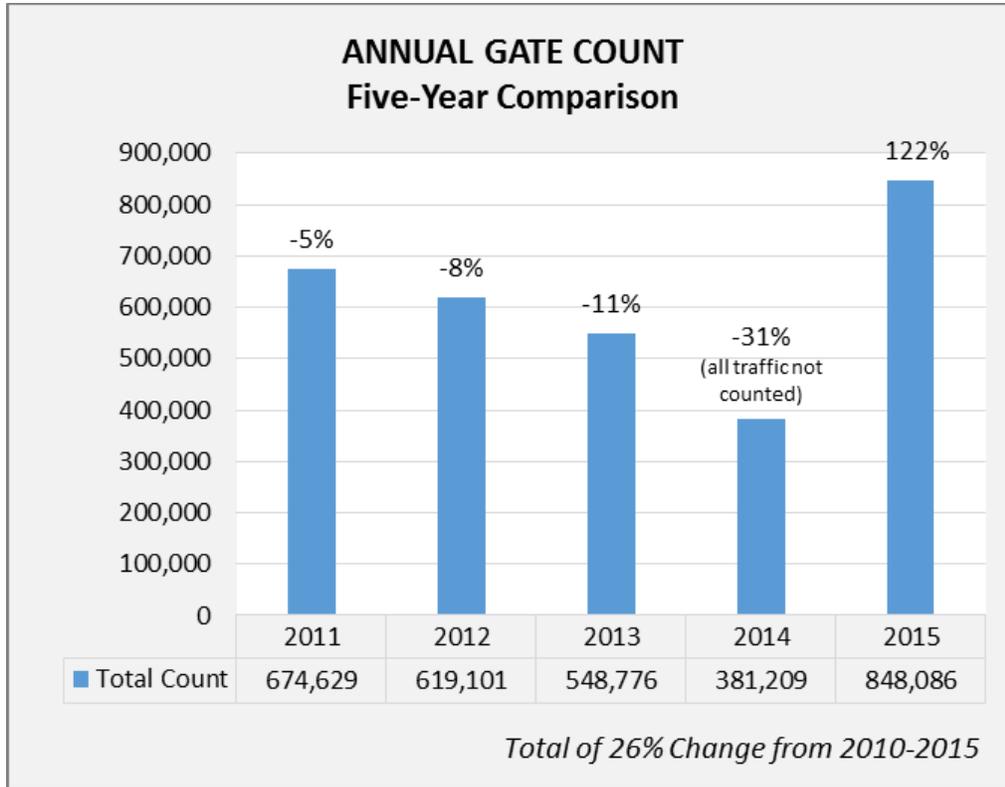
The Library replaced many carrels and tables not covered in the renovation.

New SmartPrint equipment and printing system replaced the former equipment and processes.



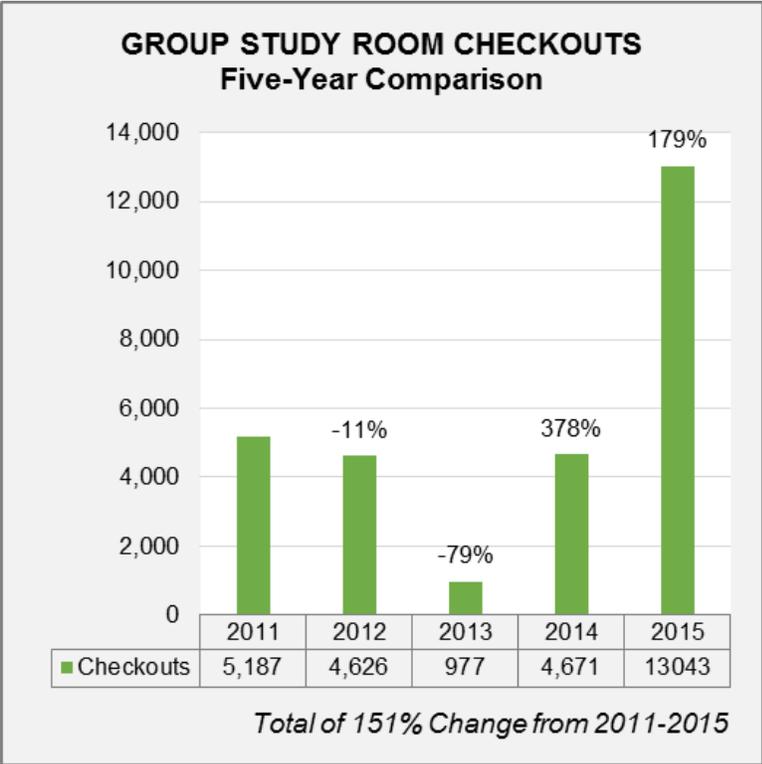
FY2015 was the first full year the Library inhabited its new space following the major renovation completed in FY2014. Services were reorganized, necessitating the revision of a number of classified staff position descriptions to reflect the new spaces and the changing duties brought about by new systems and technology. Traffic immediately increased as students flocked to the attractive facility. Gate count soared to a new high of 848,086 for the year. Students made use of all types of study space the Library provides, ranging from a Silent Study Room to collaborative areas with tables, carrels, and comfortable seating. Group room bookings soared to over 13,000, compared to 4,671 in the year before, when they were available only from January through June.

Despite the great results of the renovation, there were a few facilities improvements in FY2015 as well. The Library received institutional funding from College administration for a large group of **furniture** not replaced through the renovation project budget. Replacement shelving for reference, periodicals, CCIC and Juvenile as well as study tables, and downstairs carrels were installed over Spring break.



Group Study Rooms

Group room use has greatly increased this year. Students populate all of the rooms, from a small room with four seats and no technology to the largest rooms with a wide array of technology. The Library makes technological refinements based on user needs and will continue to review and apply new technology as available.

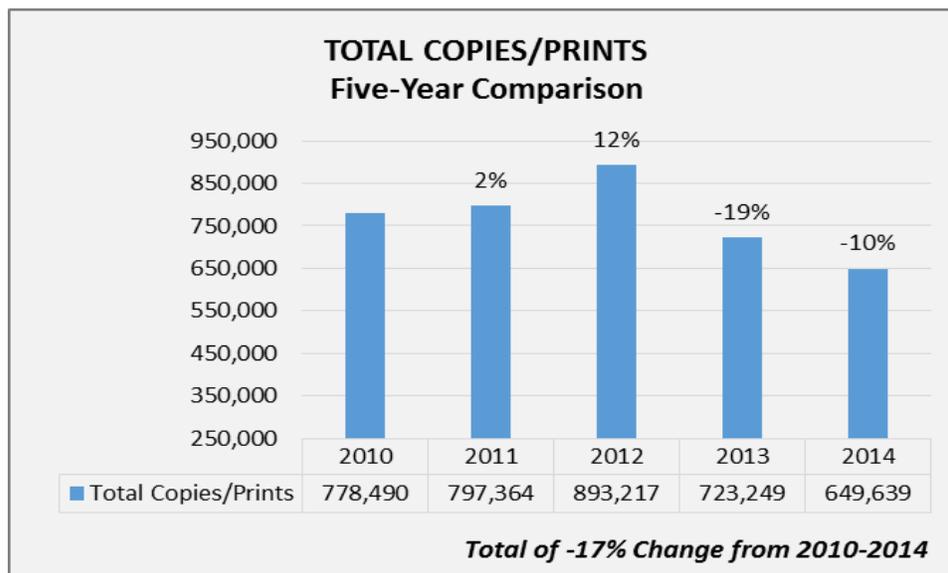


Library Classrooms

The reopening of the lower level had a dramatic impact on the availability of Library classrooms. The renovated Library facility now includes five computer classrooms, one non-computer classroom, and a multi-purpose meeting room. Classrooms were booked by librarians, discipline faculty and other COD affiliated groups. The number of Library instruction sessions taught annually can be found in the Instruction chapter of this Report.

Technology

The Library is a technology rich environment that has been designed to meet, if not anticipate, student demand. In addition to the technology integrated into study rooms, classrooms and the media lab, the Library facilitates access to in-library use of laptop computers, cameras, video and audio recording equipment, calculators, device cables, and certain assistive devices. Some media can be checked out for use outside of the Library.



There are 100+ public access computer workstations, 33 laptops or tablets available for checkout, and a public wireless network throughout the facility. Community patrons may use to our public access computer workstations for personal or educational purposes.

The Computer Support and Printing Services (CSPS) department manages an array of printers, copiers and scanners to facilitate document production within the Library. In FY2015, CSPS, along with two Circulation staff employees, oversaw the operations of the new digital **Media Lab**, which opened with minimal hours and services this year. This lab is fitted with a variety of equipment and software to assist students with digital technology increasingly necessary for the completion of assignments or creative projects.

Virtual Environment

Patrons of the Library interact regularly with its website. In addition to accessing the catalog and electronic resources, they can find there a complete set of research guides for COD academic offerings and detailed information about services and collections, virtual reference services, online learning opportunities and social media. The Library website acts as a virtual library where many of our services are offered directly to patrons on- or off-campus, such as requesting item holds, interlibrary loan and electronic reference.

Goal 4: Public Service

Deliver reference and information services that support the College's academic curriculum and programs and promote lifelong learning throughout the College community.

NOTABLE IN FY2015

The Library staffs five service desks during all hours of operation, including a circulation and a reference desk on each level and a computer support and printing services desk on the lower level. Additional service is provided by phone, email, chat or text. This two-floor service model is a result of the recently completed building renovation that added two additional entrances to the Library on the upper level. Statistics that demonstrate the volume and types of Library services are collected through a variety of methods in each service unit.

Circulation Services

- Library cards and patron accounts
- Checking in/out of library resources, cameras, calculators, computers, and various peripherals
- Group study room check-out and monitoring
- Audiovisual equipment bookings and delivery
- I-Share and interlibrary loans
- Reserve collections
- Answering of the main Library phone
- Processing of all monetary transactions
- Floor monitoring for an environment conducive to study



The Circulation desks are the first point of contact for most Library patrons, and they were extremely busy this past year. Recorded Circulation patron transactions were 253,130 in FY2015, and statistics are incomplete due to glitches caused by system implementation. The estimated number for the prior year was 180,000, so the Circulation desks are, at minimum, much more active than the year before. The Library created 10,684 new Library accounts in FY2015.

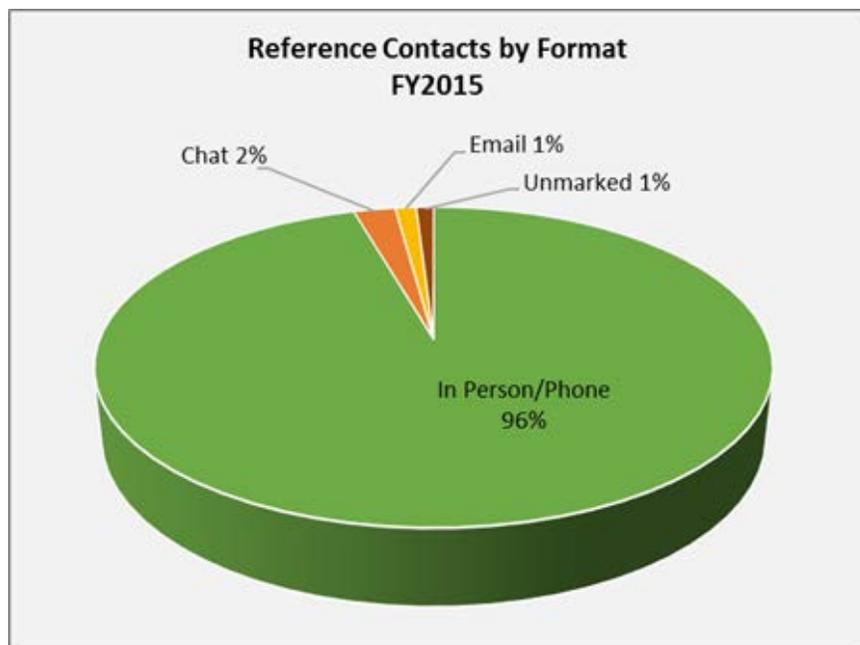
Materials check out via the self-check machines remains slow, as patrons prefer interacting with a person at the desk. In FY2015, a total of 2,720 items were scanned in 1,417 patron transactions, a very small fraction of total items circulated.

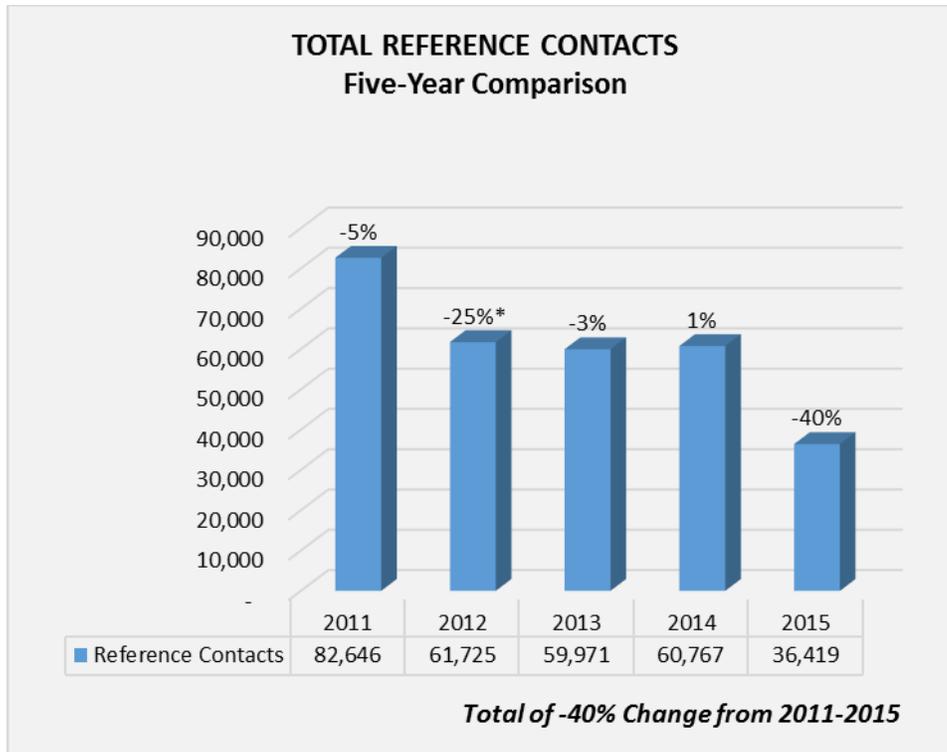
Reference Services

- Provision of research assistance and instruction including use of catalogs, databases, and research guides, as well as assistance with citations
- Assistance to patrons placing ILL and I-Share requests
- Library, campus and general information
- Location of materials in the Library collection
- Assistance with basic technology use questions
- Scheduling of classrooms in coordination with teaching faculty

The Reference Service team is composed of full-time and adjunct librarians and reference assistants. This past year, the total number of reference contacts decreased dramatically. The Library is embarking on a better method of tracking reference statistics to determine the types of questions by complexity in order to inform future reference staffing.

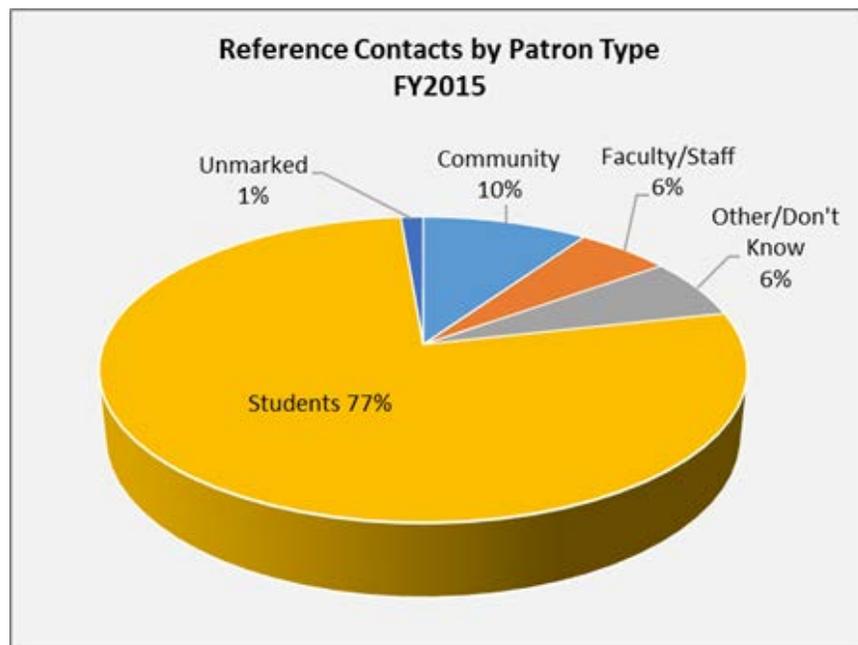
The primary points of contact with patrons seeking reference assistance continue to be overwhelmingly in person and by phone at the reference desk. Virtual services via chat and email remain a small percentage (only 3%) of the total reference contacts but fill a critical role in serving the commuter student population of COD as well as COD Online students.

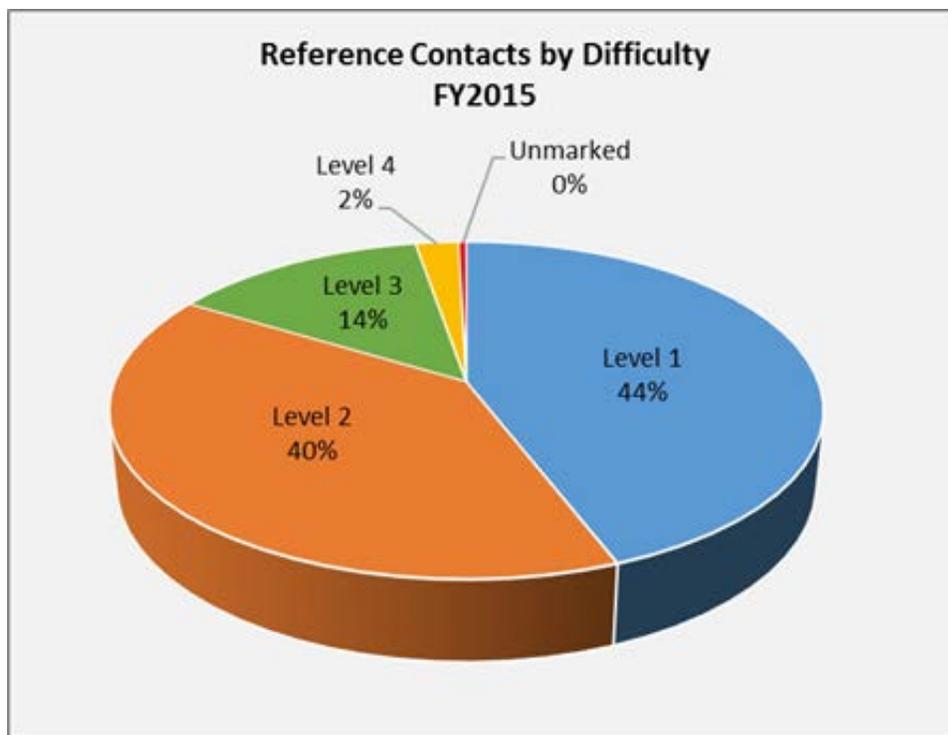




The overall number of reference contacts was down considerably in FY2015, as the graph above shows. While there are still over 36,400 contacts, this is down 40% from the previous year. This decrease in personal research and referral contact needs to be examined and service delivery and staffing examined.

The greatest number of reference contacts occurs at the beginning of the fall semester (late August through September), with the second highest number in February through April. A far smaller number occurs in the summer from late May through early August. The busiest hours of the day Monday through Friday are typically 9:00 am through 2:30 pm. Evenings and weekends are increasingly slower.





Most reference contacts are with students (77%), but that percentage is down from the previous year, when students made up 85% of the questions. Community patrons were second, with 10% of the total (up from 6% of the total from FY2014), and faculty and staff accounted for 6%, the same proportion as the prior year. 7% of patrons were not

readily identified with one of these categories, a common occurrence especially with chat contacts that consist of a basic informational query.

An important factor to consider in staffing the reference desk is the level of question posed. This is the first year we have calculated the percentage of inquiries by question type, using the Warner Scale to categorize questions by level of difficulty.

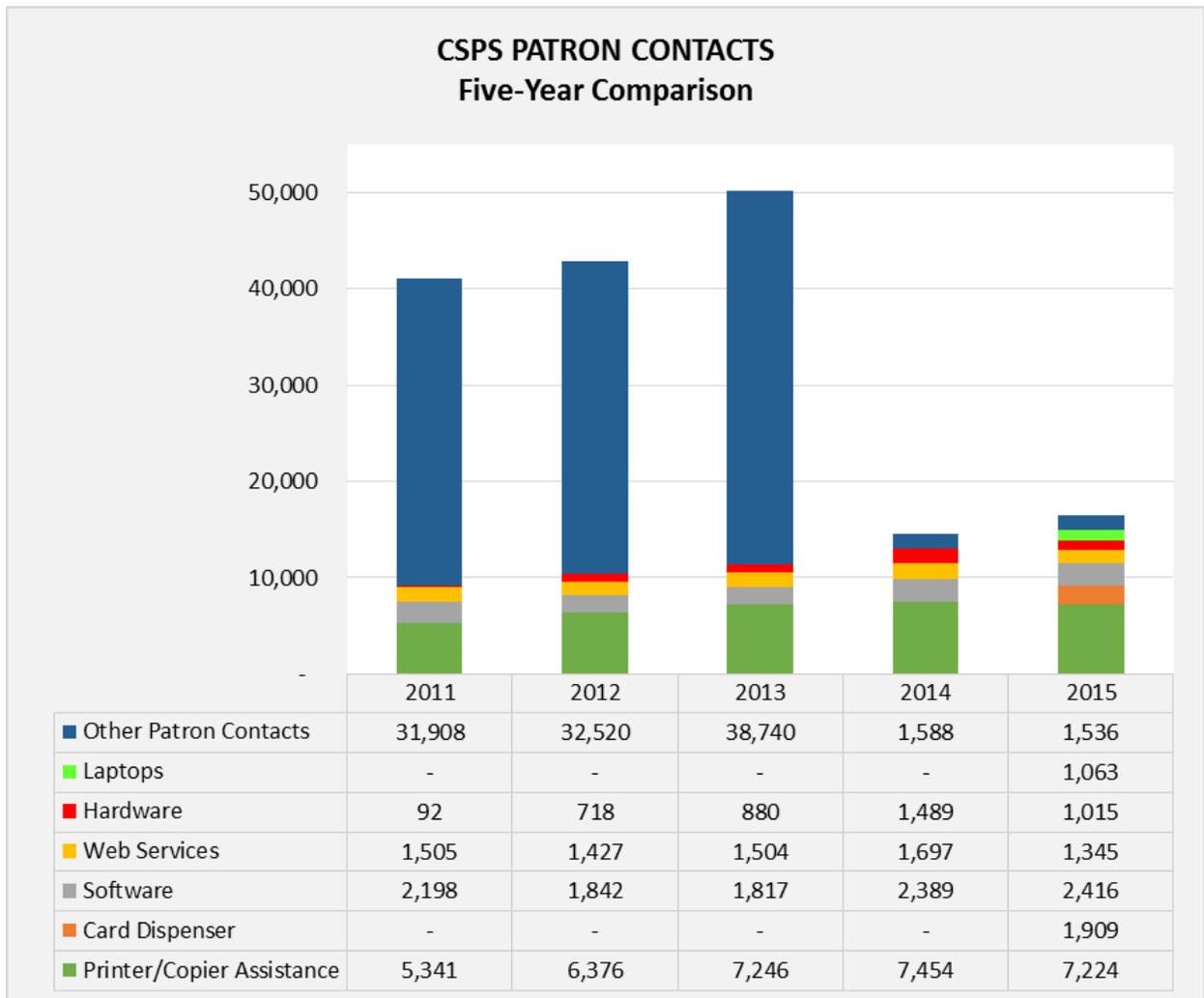
| REFERENCE CONTACTS FY2015 | | | | | |
|---------------------------------|--------|---------------------|--------|------------------|---------------|
| Question Format | | Question Difficulty | | Patron Type | |
| In Person/Phone | 35,120 | Level 1 | 16,228 | Students | 28,380 |
| Chat | 865 | Level 2 | 14,535 | Community | 3,558 |
| Email | 434 | Level 3 | 5,022 | Other/Don't Know | 2,345 |
| Unmarked | 361 | Level 4 | 844 | Faculty/Staff | 2,018 |
| - | | Unmarked | 151 | Unmarked | 478 |
| TOTAL REFERENCE CONTACTS | | | | | 36,779 |

Computer Support and Printing Services

- Facilitation of document production and duplication for Library patrons
- General computing support within the Library
- Support for printing, photocopying, scanning, and microfilm/fiche reader usage

The College reconfigured its campus wide printing and copying operations in FY2015. The Library is the busiest public printing site on campus, with students the highest users by a large margin. CSPS conducted over 16,500 patron transactions in FY2015, up from 14,716 the previous year. It is

interesting to note that assistance with the new SmartPrint card dispenser constituted over 1,900 of the FY2015 patron transactions. The Media Lab has its own printing equipment compatible with its Mac computing environment, and those statistics are not included in these CSPA numbers.



Support for Accreditation and New Academic Programs

The Library continually monitors changes in the College’s academic and continuing education programs and adjusts services and collections to meet the needs of these programs. FY2015 saw the beginning of a number of new technology programs for which the Library had to develop resources. Librarians also provide research support to faculty creating proposals for certificate programs, including information like career prospects and market trend data. In FY2015, funds were allocated to subject librarians to purchase resources for new programs and certificates, including several health science, science, and technology programs. Effectively supporting program accreditation reviews is an ongoing process of collection review with periodic reporting. In FY2015, the Library again successfully participated in program accreditations including Art (NASAD), by providing information on Library resources and services.

Goal 5: Staffing & Professional Development

Recruit and support through continuing professional education a library staff whose knowledge, skills and abilities evolve with the changing landscape of information and education.

NOTABLE IN FY2015

The Library held an all-day In Service program in January, providing both general and specific training for Library staff.

A new Associate Dean, Blake Walter, was appointed in August, 2014, filling a vacancy in that position since Lisa Stock left in June 2013 and Ellen Sutton became Interim Dean.

The Archivist position became full-time, and Jenny Dunbar became the first full-time Archivist for COD.

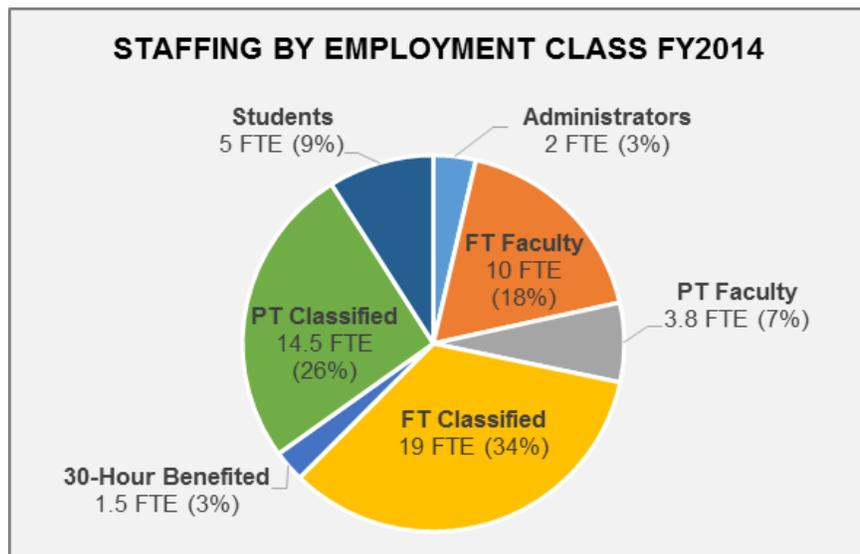
Two Circulation staff took on new Media Lab duties.

Staffing

The headcount total for the Library staff remained the same in FY2015 as in FY2014, at 97, representing 52.8 FTE. The headcount total for

Library staff excluding students is 71, down 1 from FY2014.¹ Adjunct librarians constituted 3.3 FTE in FY2015. The movement to assign adjunct librarians to key daytime positions, allowing them to be more readily available for teaching

and project assignments, was temporarily stalled in FY2015 with the departure of two key adjunct librarians. The Library had 26 student workers who constituted 5.3 FTE, or 10% of the Library's total FTE.

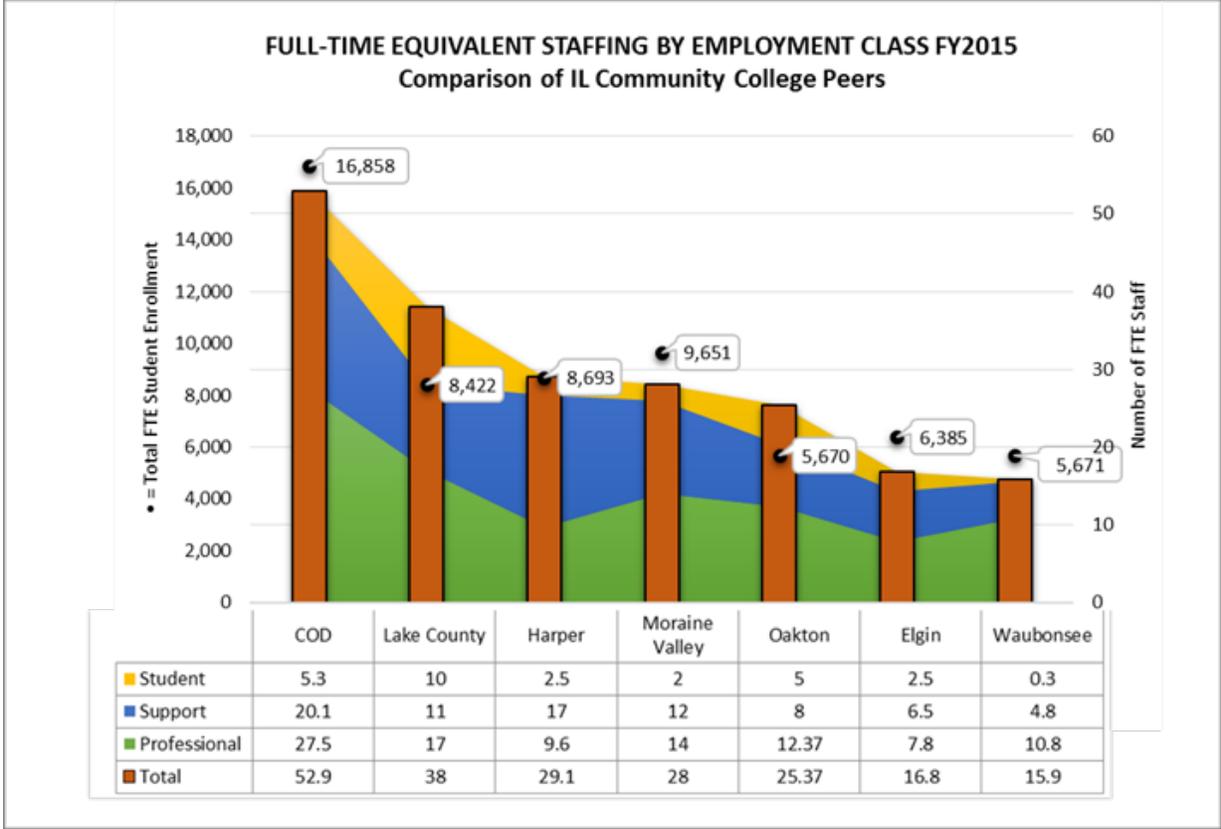


Peer Comparison

In a comparison of Illinois community colleges derived from statistics collected by the Association of College and Research Libraries, COD reports a total Library staff of 53.22 FTE. Other libraries have less total FTE staff and dramatically fewer classified employees. COD does have a larger base of professional

¹ See the Appendix pg. 48-52 for the FY2015 Library Organization Chart, Librarian Assignments, and Committees.

staff, but only by a few FTEs; the additional work associated with serving our much larger academic community is performed primarily by classified staff. With enrollment levels reaching historic highs at COD and an ever increasing emphasis on integrating information literacy into the general education curriculum, it would be appropriate to evaluate whether or not the number of professional Library staff meets the needs of the community.



Source: Staffing levels from ACRLMetrics and Fall 2014 FTE Enrollment from ICCB.

Professional Development

Staff Development Opportunities Provided by the Library

The Library Training Group (LTG) oversees the scheduling and delivery of in-house library training. They planned and executed a two-day in-service program in January 2015 focusing on team building, general training, and department specific training. Multiple other training opportunities were provided that included both full-time and adjunct librarians and staff. Librarians initiated internal group discussions on a number of issues in academic librarianship and held a day-long retreat to discuss the ACRL Value of Academic Libraries Report.

Within the Library, efforts to improve communication among all sectors of staff to improve skills and working knowledge have been made. Increased adjunct faculty involvement and adjunct librarian involvement in projects with full-time librarians have contributed to adjunct librarian professional development. Regular email announcements keep staff up to date on procedural or policy changes and other information vital to their work, and work is underway on revising the Library’s intranet.

Regional and Out of State Professional Development

Professional activities outside of campus took a variety of forms in FY2015. Travel included librarian and classified travel to the ALA annual and midwinter conferences, the ACRL national conference, the Information Literacy Summit, numerous CARLI workshops, and other training opportunities on the entire spectrum of library and information science practice. COD librarians provided professional development for their local and national peers in addition to their own development attained through attendance at conferences, workshops and meetings.

Appendix

STATISTICAL SUMMARY

| INSTRUCTION | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|---------------------------------|---------------------------------------|--------|--------|--------|--------|
| COURSE-BASED INSTRUCTION | | | | | |
| Classes | 976 | 911 | 896 | 804 | 767 |
| Student Attendance | 18,287 | 17,605 | 15,745 | 14,427 | 14,621 |
| WORKSHOPS | | | | | |
| Classes | 52 | 63 | 90 | 87 | 94 |
| Student Attendance | 273 | 365 | 498 | 467 | 512 |
| OUTREACH | | | | | |
| Classes | Counted with Course-Based Instruction | | | | 5 |
| Student Attendance | Counted with Course-Based Instruction | | | | 395 |
| FACULTY/STAFF TRAINING | | | | | |
| Classes | Counted with Course-Based Instruction | | | | 8 |
| Student Attendance | Counted with Course-Based Instruction | | | | 32 |

| COLLECTIONS | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|---------------------------------------------|------------|------------|------------|------------|------------|
| COLLECTION SNAPSHOT | | | | | |
| Books | 250,530 | 228,300 | 227,850 | 233,423 | 235,655 |
| Bound Periodicals | 7,050 | 6,500 | 6,500 | 6,576 | 6,190 |
| Current Periodicals | 515 | 470 | 465 | 463 | 435 |
| Newspapers | 18 | 15 | 15 | 15 | 15 |
| Microfiche | 45,000 | 45,000 | 45,000 | 45,000 | 61,238 |
| Microfilm | 14,160 | 12,600 | 12,600 | 12,625 | 11,805 |
| Computer Software | 2,350 | 2,000 | 2,000 | 2,025 | 2,032 |
| Sound Recordings/ Audiobooks (CD) | 20,600 | 19,600 | 21,150 | 22,125 | 22,451 |
| Videorecordings (VHS/DVD) | 29,225 | 27,500 | 28,200 | 28,795 | 28,837 |
| Other AV Materials | 2,050 | 1,950 | 2,000 | 2,025 | 2,065 |
| e-Books | 15,415 | 15,000 | 15,450 | 21,645 | 54,583 |
| e-Audiobooks | - | - | - | - | 89 |
| Streaming Media | 985 | 1,005 | 1,005 | 1,019 | 809,800 |
| Databases | n/a | | | 120 | 148 |
| INSTITUTIONAL REPOSITORY | | | | | |
| Items Added | 183 | 150 | 175 | 100 | 3,362 |
| Annual Downloads | 110,000 | 250,000 | 250,000 | 215,000 | 248,971 |
| Cumulative Total Downloads | 170,000 | 420,000 | 670,000 | 885,000 | 1,133,971 |
| COLLECTION EXPENDITURES | | | | | |
| <i>Allocation</i> | \$ 747,279 | \$ 656,006 | \$ 703,547 | \$ 714,083 | \$ 811,000 |
| <i>Expenditures</i> | | | | | |
| Allocated Funds | \$ 674,000 | \$ 638,749 | \$ 701,563 | \$ 713,083 | \$ 809,799 |
| Grant/Endowed Funds | \$ 20,000 | \$ 20,000 | \$ 20,003 | \$ 15,124 | \$ 24,210 |
| Total | \$ 694,000 | \$ 658,750 | \$ 721,566 | \$ 728,207 | \$ 834,009 |
| <i>Expenditures by Material Type</i> | | | | | |
| Audiovisual | \$ 55,000 | \$ 40,000 | \$ 45,056 | \$ 52,752 | \$ 65,253 |
| Print Periodicals | \$ 119,000 | \$ 118,000 | \$ 107,682 | \$ 102,944 | \$ 99,222 |
| Books | \$ 275,000 | \$ 235,500 | \$ 269,360 | \$ 231,019 | \$ 244,612 |
| Electronic Resources | \$ 245,000 | \$ 281,000 | \$ 284,796 | \$ 342,603 | \$ 424,913 |

| COLLECTIONS | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|-------------------------------------|---------|---------|---------|---------|-----------|
| COLLECTION USE | | | | | |
| <i>Library Card Holders</i> | | | | | |
| Students | 27,986 | 24,361 | 24,409 | n/a | 30,063 |
| Faculty/Staff | 1,857 | 1,786 | 1,598 | n/a | 2,346 |
| Community | 12,306 | 12,431 | 10,647 | n/a | 8,854 |
| Total | 42,149 | 38,578 | 36,654 | 37,650 | 41,263 |
| <i>Circulation</i> | | | | | |
| Students | 94,936 | 82,672 | 54,114 | 72,974 | 71,460 |
| Faculty/Staff | 31,791 | 30,439 | 25,202 | 20,407 | 13,090 |
| Community | 37,410 | 34,271 | 21,925 | 22,322 | 18,113 |
| Total | 164,137 | 147,382 | 101,241 | 115,703 | 102,663 |
| <i>Electronic Resources</i> | | | | | |
| FT Article Downloads/Views | - | - | - | - | 563,000 |
| Streaming Media Playbacks | - | - | - | - | 7,558 |
| Database Searches | - | - | - | - | 1,175,000 |
| <i>Equipment/Materials Bookings</i> | | | | | |
| Materials | 3,140 | 2,153 | 1,887 | n/a | 581 |
| Equipment | 5,275 | 4,699 | 3,877 | n/a | 3,572 |
| Total | 8,415 | 6,852 | 5,764 | 5,038 | 4,153 |
| RESOURCE SHARING | | | | | |
| <i>Borrowing</i> | | | | | |
| Loan Filled | 1,721 | 1,546 | 1,718 | 1,274 | 3,696 |
| Copy Filled | 740 | 645 | 533 | 520 | 514 |
| Document Delivery | 58 | - | 26 | 24 | 18 |
| Unfilled | 425 | 321 | 467 | 510 | 1,357 |
| Total | 2,944 | 2,512 | 2,744 | 2,328 | 5,585 |
| <i>Lending</i> | | | | | |
| Loan Filled | 2,737 | 2,579 | 2,016 | 1,898 | 8,217 |
| Copy Filled | 807 | 863 | 431 | 739 | 607 |
| Unfilled | 2,948 | 2,809 | 3,049 | 3,291 | 3,658 |
| Deflected | - | - | - | - | 3,225 |
| Total | 6,492 | 6,251 | 5,496 | 5,928 | 15,707 |

| COLLECTIONS | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|----------------------------|----------------|-----------------|----------------|----------------|----------------|
| COLLECTION ACCESS | | | | | |
| <i>Catalog Changes</i> | | | | | |
| Items Added | | | | | |
| Books | 8,365 | 7,496 | 7,353 | 6448 | 6,988 |
| E-books | - | - | - | 0 | 296 |
| Bound Periodicals | - | - | - | - | 482 |
| Current Periodicals | - | - | - | 3 | 3 |
| Newspapers | - | - | - | - | - |
| Microfiche | - | - | - | - | - |
| Microfilm | - | - | - | - | 5 |
| Computer Software | - | - | - | - | 7 |
| Sound Recordings | 2,199 | 1,601 | 1,873 | 973 | 330 |
| Videorecordings | 1,298 | 1,323 | 1,165 | 1,185 | 849 |
| Streaming Media | - | - | - | - | 38 |
| E-audiobooks | - | - | - | - | 11 |
| Other AV | 47 | 49 | 51 | 23 | 40 |
| Electronic Resources | 10,000 | 6,500 | 2,530 | 349 | |
| Total Items Added | 21,909 | 16,969 | 12,972 | 8,981 | 9,049 |
| Items Removed | | | | | |
| Books | (3,636) | (22,220) | (7,810) | (875) | (4,756) |
| E-books | - | - | - | - | - |
| Bound Periodicals | - | - | - | - | (97) |
| Current Periodicals | (57) | (35) | (32) | (5) | (31) |
| Newspapers | - | - | - | - | - |
| Microfiche | - | - | - | - | - |
| Microfilm | - | - | - | - | - |
| Microfom Titles | (32) | (6) | - | - | - |
| Computer Software | - | - | - | - | - |
| Sound Recordings | (2,333) | (2,596) | (317) | (108) | (4) |
| Videorecordings | (1,569) | (1,766) | (453) | (591) | (807) |
| Streaming Media | - | - | - | - | - |
| E-audiobooks | - | - | - | - | - |
| Other AV | - | - | - | - | - |
| Total Items Removed | (7,627) | (26,623) | (8,612) | (1,579) | (5,695) |
| Net Change | 14,282 | (9,654) | 4,360 | 7,402 | 3,354 |

| ENVIRONMENT | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|-------------------------|----------------|----------------|----------------|----------------|----------------|
| Gate Count | | | | | |
| Fall | 300,965 | 294,297 | 266,662 | 186,869 | 467,007 |
| Spring | 288,155 | 255,401 | 231,096 | 174,243 | 320,839 |
| Summer | 85,509 | 69,403 | 51,018 | 20,097 | 60,240 |
| Total | 674,629 | 619,101 | 548,776 | 381,209 | 848,086 |
| Group Study Room | | | | | |
| Total Checkouts | 5,187 | 4,626 | 977 | 4,671 | 13,043 |

| PUBLIC SERVICE | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|-----------------------------|----------------|----------------|----------------|---------------|----------------|
| Circulation Contacts | | | | | |
| Checking Out | 88,301 | 78,033 | 56,557 | - | - |
| New Accounts | 10,913 | 10,465 | 10,741 | - | 10,684 |
| Account Updates | 15,143 | 16,263 | 14,090 | 14,875 | - |
| Questions/Lookups | 13,094 | 13,748 | 20,464 | 24,280 | - |
| Phone Calls | 5,519 | 5,701 | 8,295 | 6,880 | - |
| Fines | 6,169 | 4,706 | 2,814 | 1,861 | 12,273 |
| Total | 139,139 | 128,916 | 112,961 | 47,896 | 22,957 |
| Materials Handling | | | | | |
| Check-outs | 142,440 | 124,085 | 83,601 | - | 102,323 |
| Check-ins | 141,048 | 124,160 | 86,269 | - | 104,935 |
| Renewals | 40,887 | 36,046 | 26,173 | - | 35,571 |
| Local Call Slips/Holds | 5,233 | 5,059 | 11,582 | - | 924 |
| UB Routing | - | - | - | - | 9,377 |
| Total | 329,608 | 289,350 | 207,625 | - | 253,130 |
| Reference Contacts | | | | | |
| In-Person/Phone | 79,910 | 59,541 | 57,979 | 59,151 | 35,120 |
| Chat | 2,313 | 1,687 | 1,439 | 1,211 | 865 |
| Email | 423 | 497 | 553 | 405 | 434 |
| Unmarked | | n/a | | | 361 |
| Total | 82,646 | 61,725 | 59,971 | 60,767 | 36,779 |
| CSPS Contacts | | | | | |
| Printer/Copier Assistance | 5,341 | 6,376 | 7,246 | 7,454 | 7,224 |
| Card Dispenser | - | - | - | - | 1,909 |
| Software | 2,198 | 1,842 | 1,817 | 2,389 | 2,416 |
| Web Services | 1,505 | 1,427 | 1,504 | 1,697 | 1,345 |
| Hardware | 92 | 718 | 880 | 1,489 | 1,015 |
| Laptops | - | - | - | - | 1,063 |
| Other Patron Contacts | 31,908 | 32,520 | 38,740 | 1,588 | 1,536 |
| Total | 41,044 | 42,883 | 50,187 | 14,617 | 16,508 |

Instruction Statistics by Semester

| NUMBER OF INSTRUCTION ATTENDEES FY2015 | | | | |
|----------------------------------------|--------------|--------------|--------------|---------------|
| RANKED HIGHEST TO LOWEST | | | | |
| | FALL | SPRING | SUMMER | TOTALS |
| English and Academic ESL | 1,969 | 2,382 | 342 | 4,693 |
| Humanities and Speech Communication | 1,502 | 1,211 | 307 | 3,020 |
| Social and Behavioral Sciences | 1,235 | 1,145 | 70 | 2,450 |
| Business | 863 | 627 | 18 | 1,508 |
| Biological Sciences | 424 | 449 | 72 | 945 |
| Health Sciences and Nursing | 477 | 236 | 73 | 786 |
| Technology | 253 | 261 | 60 | 574 |
| Outside Group | - | 327 | 14 | 341 |
| Math and Physical Sciences | 199 | 126 | 15 | 340 |
| Fine and Applied Arts | 122 | 114 | 10 | 246 |
| SOS Workshops | 114 | 78 | - | 192 |
| Teaching and Learning Center | 82 | 110 | - | 192 |
| Continuing Ed | 80 | 40 | 20 | 140 |
| Philanthropy | 64 | 12 | 1 | 77 |
| Physical Education | 15 | 23 | - | 38 |
| TOTAL | 7,399 | 7,141 | 1,002 | 15,542 |
| | | | | |
| NUMBER OF CLASSES FY2015 | | | | |
| RANKED HIGHEST TO LOWEST | | | | |
| | FALL | SPRING | SUMMER | TOTALS |
| English and Academic ESL | 104 | 134 | 21 | 259 |
| Humanities and Speech Communication | 75 | 65 | 19 | 159 |
| Social and Behavioral Sciences | 58 | 61 | 5 | 124 |
| Business | 35 | 35 | 4 | 74 |
| SOS Workshops | 29 | 24 | 0 | 53 |
| Biological Sciences | 21 | 20 | 4 | 45 |
| Technology | 16 | 21 | 4 | 41 |
| Health Sciences and Nursing | 19 | 11 | 3 | 33 |
| Teaching and Learning Center | 8 | 16 | 0 | 24 |
| Continuing Ed | 9 | 6 | 3 | 18 |
| Fine and Applied Arts | 7 | 7 | 1 | 15 |
| Math and Physical Sciences | 7 | 6 | 1 | 14 |
| Philanthropy | 5 | 2 | 1 | 8 |
| Outside Group | 0 | 2 | 2 | 4 |
| Physical Education | 1 | 2 | 0 | 3 |
| TOTAL | 394 | 412 | 68 | 874 |

LIBRARIAN AREAS OF RESPONSIBILITY BY DISCIPLINE 2015-2016

BUSINESS & TECHNOLOGY

Business

Accounting – Christine Kicks
 Business – Christine Kicks
 Business Law – Christine Kicks
 Culinary Arts – Christine Kicks
 Facility Management – Denise Coté
 Hospitality & Tourism – Christine Kicks
 Management – Christine Kicks
 Marketing – Christine Kicks
 Paralegal Studies – Christine Kicks
 Real Estate – Christine Kicks

Career & Technical Education

Architecture – Denise Coté
 Automotive Service Technology – Denise Coté
 Construction Management – Denise Coté
 Cosmetology – Denise Coté
 Construction Management – Denise Coté
 Electro-Mechanical Technology – Denise Coté
 Electronics Technology – Denise Coté
 Fashion Studies – Denise Coté
 Heating, Ventilation, Air Conditioning & Refrigeration (HVAC) – Denise Coté
 Horticulture – Denise Coté
 Interior Design – Denise Coté
 Manufacturing Technology – Denise Coté
 Vocational Skills – Christine Kicks
 Welding Technology – Denise Coté

Technology

Computer Information Systems (CIS) – Colin Koteles
 Computer & Internetworking Technologies – Colin Koteles
 Library & Information Technology – Colin Koteles
 Office Technology Information – Colin Koteles

HEALTH & SCIENCES

Health Sciences

American Sign Language Interpreting – Debra Smith
 Cancer Registry Management – Debra Smith
 Dental Hygiene – Debra Smith
 Diagnostic Medical Imaging (DMI) – Debra Smith
 EMT & Paramedic – Debra Smith
 Fire Science - Denise Coté
 Health Information Technology – Debra Smith
 Hearing Instrument Dispensary – Debra Smith
 Long-Term Care Administration – Debra Smith
 Medical Assistant – Debra Smith
 Nursing (ADN, PN, BNA, Perioperative) – Debra Smith
 Ophthalmic Technician – Debra Smith
 Pharmacy Technician - Debra Smith
 Phlebotomy/EKG – Debra Smith
 Physical Therapist Assistant (PTA) – Debra Smith
 Polysomnography – Debra Smith
 Radiation Therapy – Debra Smith
 Respiratory Care – Debra Smith
 Speech-Language Pathology Assistant – Debra Smith
 Surgical Assisting & Anesthesia Technology – Debra Smith

Math

Engineering – Laura Burt-Nicholas
 Mathematics – Laura Burt-Nicholas

Natural Sciences

Anatomy & Physiology – Laura Burt-Nicholas
 Biology – Laura Burt-Nicholas
 Botany – Laura Burt-Nicholas
 Chemistry – Laura Burt-Nicholas
 Earth Science – Laura Burt-Nicholas
 Meteorology – Laura Burt-Nicholas
 Microbiology – Laura Burt-Nicholas
 Physics – Laura Burt-Nicholas
 Zoology – Laura Burt-Nicholas

Physical Education

Physical Education – Laura Burt-Nicholas

CONTACT INFORMATION

| | | |
|---------------------|--------------|-----------------------|
| Dan Blewett | 630-942-2279 | blewett@cod.edu |
| Laura Burt-Nicholas | 630-942-3907 | burt-nicholas@cod.edu |
| Denise Coté | 630-942-2092 | cotede@cod.edu |
| Jason Ertz | 630-942-3317 | ertzja@cod.edu |
| Jennifer Kelley | 630-942-2383 | kelleyj@cod.edu |
| Christine Kicks | 630-942-2313 | kicks@cod.edu |
| Colin Koteles | 630-942-2923 | koteles@cod.edu |
| Kenneth Orenic | 630-942-2338 | orenick@cod.edu |
| Debra Smith | 630-942-4305 | smithkak@cod.edu |

LIBERAL ARTS

Communications

English – Jason Ertz
 Mass Communication – Jason Ertz
 Speech Communication – Jennifer Kelley

Fine & Applied Arts

Art – Kenneth Orenic
 Dance – Kenneth Orenic
 Graphic Design – Colin Koteles
 Motion Picture/Television – Colin Koteles
 Music – Kenneth Orenic
 Photography – Colin Koteles
 Theater – Kenneth Orenic

Humanities

History – Kenneth Orenic
 Humanities – Kenneth Orenic
 Languages – Kenneth Orenic
 Literature (foreign language) – Kenneth Orenic
 Philosophy – Kenneth Orenic
 Religious Studies – Kenneth Orenic

LIBRARIAN AREAS OF RESPONSIBILITY — 2015-2016

Rev. 08/21/2015

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Dan Blewett x.2279, SRC 3136 blewett@cod.edu</p> <p>Reference scheduling & collection COD Administration Homeland Security Archives Reference Student outreach/HS contact Students with special needs Social & Behavioral Sciences Anthropology Criminal Justice Economics Geography Human Services Political Science Psychology Social Science Sociology</p> | <p>Laura Burt-Nicholas x.3907, SRC 3111 burt-nicholas@cod.edu</p> <p>Math Engineering Mathematics Natural Sciences Anatomy & Physiology Biology Botany Chemistry Earth Science Meteorology Microbiology Physics Zoology Physical Education Physical Education</p> | <p>Denise Côté x.2092, SRC 3133 cotede@cod.edu</p> <p>ILS Coordinator Electronic resources Web services backup Business (split) Facility Management Career & Technical Education Architecture Automotive Service Technology Construction Management Cosmetology Electro-Mechanical Technology Electronics Technology Fashion Studies Fire Science Heating, Ventilation, Air Conditioning & Refrigeration Horticulture Interior Design Manufacturing Technology Welding Technology</p> | <p>Jason Ertz x.3317, SRC 3113 ertzja@cod.edu</p> <p>Juvenile Literature Communications (split) English Mass Communication Education Education Early Childhood Education & Care</p> | <p>Jennifer Kelley x.2383, SRC 3134 kelleyj@cod.edu</p> <p>ABE/GED Copyright Education 1115 ESL/ELI Online College Popular reading & graphic novels Popular videos & audiobooks Communications (split) Speech Communication</p> |
| <p>Christine Kickels x.2313, SRC 3132 kickels@cod.edu</p> <p>COD Business Solutions Career & College Information Education 1105 Philanthropy Business (split) Accounting Business Business Law Culinary Arts Hospitality & Tourism Management Marketing Paralegal Studies Real Estate Career & Technical Education Vocational Skills</p> | <p>Mary Konkel x.2662, SRC 2034a konkel@cod.edu</p> <p>Technical Services Acquisitions Cataloging Periodicals Processing Collections Grants Accounting</p> | <p>Colin Koteles x.2923, SRC 3142 koteles@cod.edu</p> <p>Web services Library technology ILS backup Electronic resources backup Institutional repository backup Fine & Applied Arts (split) Graphic Design Motion Picture/Television Photography Technology Computer Information Systems (GIS) Computer & Internetworking Technologies (CIT) Library & Information Technology Office Technology Information</p> | <p>Kenneth Orenic x.2338, SRC 3115 orenick@cod.edu</p> <p>Institutional Repository Archives Reference Fine & Applied Arts (split) Art Dance Music Theater Humanities History Humanities Languages Literature (Foreign Language) Philosophy Religious Studies</p> | <p>Debra Smith x.4305, SRC 3149 smithkak@cod.edu</p> <p>Health Sciences American Sign Language Interpreting Cancer Registry Management Dental Hygiene Diagnostic Medical Imaging EMT & Paramedic Health Information Technology Hearing Instrument Dispensary Long-Term Care Administration Medical Assistant Nursing (ADN, PN, BNA, Perioperative) Ophthalmic Technician Pharmacy Technician Phlebotomy/EKG Physical Therapist Assistant (PTA) Polysomnography Radiation Therapy Respiratory Care Assistant Speech-Language Pathology Surgical Assisting & Anesthesia Technology</p> |

LIBRARY COMMITTEES & WORKING GROUPS 2015-2016

COLLECTION DEVELOPMENT COMMITTEE

Committee charge:

- To advise the Associate Dean on collection development fund allocation.
- To advise the Head of Technical Services on concerns related to acquisitions, cataloging and processing activities.
- To investigate and recommend the purchase of new electronic information resources.
- To coordinate the review of serials and continuations collections.

Committee members:

| | |
|--------------------------|-------------|
| Christine Kickels, Chair | Mary Konkel |
| Dan Blewett | Ken Orenic |
| Denise Coté | |

INSTRUCTION COMMITTEE

Committee charge:

- To keep informed of instructional issues and activities in the library profession and discuss, investigate, and explore them as they apply to this Library.
- To support and promote the delivery and excellence of course-related instruction by all appropriate delivery methods.
- To design and implement non-course-based instructional opportunities for all users.
- To oversee the provision of non-course-based instructional materials including print, non-print and electronic.
- To make recommendations on classroom usage, design and equipment.
- To develop and maintain web pages directly related to instruction.

Committee members:

| | |
|---------------------|---------------|
| Jenn Kelley, Chair | Colin Koteles |
| Laura Burt-Nicholas | Ken Orenic |
| Jason Ertz | |

LIBRARY SYSTEMS COMMITTEE

Committee charge:

- To provide management and general oversight of the Library ILS and related software/services.
- To oversee software development, implementation and maintenance of the ILS and related software/services.
- To maintain CARLI & I-Share services and evaluate/implement system recommendations from the consortium.
- To oversee the development and maintenance of the Library's database (bibliographic, authority, holding, patron, and, acquisition data).
- To evaluate and make recommendations on new and existing ILS-related systems and services.
- To serve as a forum for discussion concerning ILS-related issues and services.
- To collaborate with other Library committees as needed and request the establishment of working groups as needed.
- To participate in ILS future planning and make recommendations to Library Administration on other ILS and I-Share topics.

Revised 4/19/2016 rc

Committee members:

| | |
|--------------------|-------------------|
| Denise Cote, Chair | Colin Koteles |
| Becky Brown | Marcella Nowak |
| Mary Konkel | Christine Kickels |

PUBLIC SERVICES COMMITTEE

Committee charge:

- To assess current public services and recommend changes in policies or procedures.

Committee members:

| | |
|----------------------------|-----------------|
| Laura Burt-Nicholas, Chair | Jenny Dunbar |
| Dan Blewett | Valeria Fike |
| Becky Brown | Ken Orenic |
| Denise Coté | Alireza Shirani |
| Rebecca Cremin | Debra Smith |

TECHNOLOGY COMMITTEE

Committee charge:

- To investigate and make recommendations concerning hardware, software, and technology available for public, student, and instructional use in the Library.
- To make recommendations on technology user spaces in the Library.
- To advise on new software and technologies for use by staff.

Committee members:

| | |
|----------------------|-----------------|
| Colin Koteles, Chair | Marcella Nowak |
| Denise Coté | Ken Orenic |
| Jason Ertz | Alireza Shirani |

LIBRARY PUBLICITY GROUP

Charge:

- To provide regular input and feedback on the library's promotional activities and program; to participate in planning of publicity and promotional activities; and to create content for library publicity.

Members:

| | |
|-------------------|---------------------|
| Jenn Kelley, Lead | Christine Kickels |
| Rebecca Cremin | Laura Burt-Nicholas |

LIBRARY TRAINING TASK FORCE

Charge:

- To develop and assign responsibility for delivering library-related training for Library staff.

Members:

| | |
|------------------------|--------------|
| Becky Brown (Co-Chair) | Valeria Fike |
| Denise Cote (Co-Chair) | Debra Smith |
| Dan Blewett | |

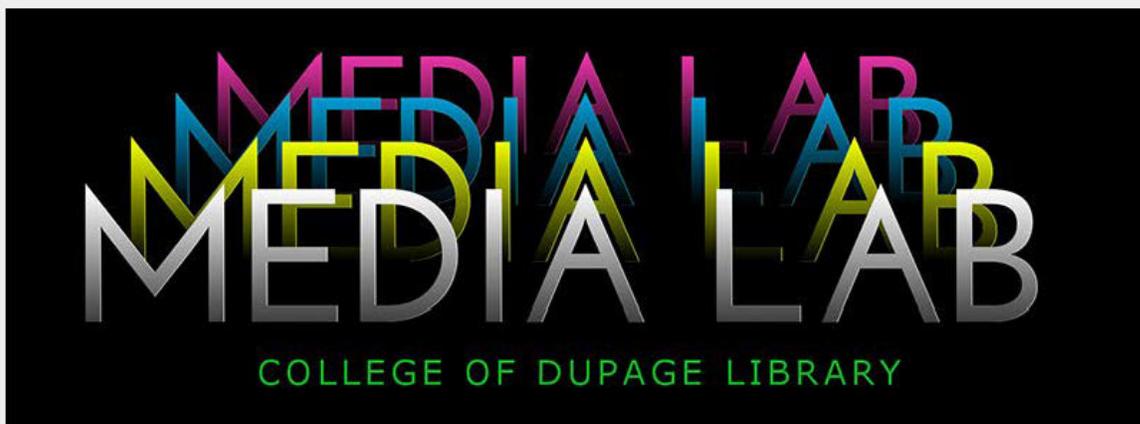
Revised 4/19/2016 rc

Selected Advertising FY2015

Announcing the New Media Lab

Submitted by [Blake Walter](#) on March 16, 2015 - 12:08pm

We are pleased to announce that the College of DuPage Library's Media Lab is now open for student use:



Three years in the planning, the Media Lab is a place *“where COD students can create and edit all kinds of digital audio, video, and images. The Lab consists of four imaging stations and two separate A-V editing suites. The Lab is free for all COD students to use--you just need a valid COD Library card.”* During the hours that it is open, the Media Lab is staffed with assistants who are prepared to help students using the equipment and software.

Increasingly in today's workplace and for students in any program of study, digital literacy requires more than knowledge of computer technology for word processing or spreadsheets. It also requires the ability to edit and implement media elements for projects, portfolios, or simply for personal enjoyment. In creating this Media Lab, our desire has been to provide a place where all students in all programs of study can experience firsthand what it takes to design, create, and produce a media project.

For the experienced student who needs access to a high-end Mac workstation to finish a project, or for the new user who would like to experiment with Adobe's Creative Cloud software for the first time, the Media Lab is the right place to be. For more information and for the hours of service, please see the Media Lab's web page at <http://codlrc.org/lab>.

Be watching for the following promotional announcements about the Media Lab:

- Pick up a Media Lab bookmark in the Library
- Watch the **Courier TV** broadcast on March 19 to see a segment about the Media Lab.
- There will be orientation sessions to introduce the features of the Media Lab.

If you would like to know more about how the Library's Media Lab can benefit your students and classes, please come see us in the library or send an email to Colin Koteles at koteles@cod.edu.

Today in Open Access: Textbooks, Software and Copyright

Submitted by [Jennifer Kelley](#) on October 22, 2014 - 12:26pm

Welcome to Day Three of Open Access Week @COD!

We hope that you have enjoyed the events so far this week, including Colin Koteles' webinar on Open Software, Una Daly's In-Service Day presentation and this morning's session on Copyright, Licenses and OER.

If you missed any of these events, or would like to learn more about the topics covered in them, you can browse these handy primers in our OA blog:



- [Open Source Software](#)
- [Open Access Textbooks](#)
- [Open Access and Copyright](#)

To attend any of the upcoming webinars, just head to <http://codlrc.org/sos/online/join> and follow the simple steps to join the session.

New Models Website

Submitted by [Laura Burt-Nicholas](#) on February 12, 2015 - 1:37pm



Discover what models the Library has to support your program and your students!

Head to <http://codlrc.org/models> and search or browse through our collection. Please [contact me](#) if you have any suggestions for the future purchases.

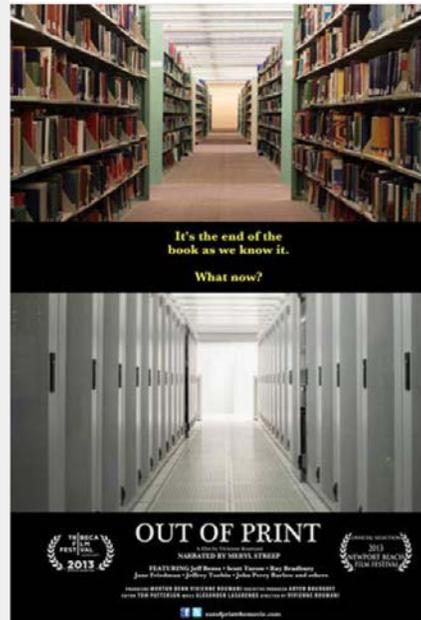
Out of Print: Film Screening and Discussion

Submitted by [Christine Kickels](#) on April 8, 2015 - 3:59pm

Join us on Thursday, April 16, from 12 - 1:30 pm, for a National Library Week event where the Library will screen the documentary [Out Of Print](#).

Narrated by Meryl Streep, *Out of Print* draws us into the topsy-turvy world of the written word, illuminating the turbulent, exciting journey from the written book through the digital revolution. Jeff Bezos, Ray Bradbury, Scott Turow, Jeffrey Toobin, parents, students, educators, scientists - all highlight how this revolution is changing everything about the printed word - and changing us. Discussion will follow.

The screening will take place in SRC 2032 on the main level of the Library.



Help Your Library, (Maybe) Win a Gift Card!

Submitted by [Laura Burt-Nicholas](#) on April 16, 2015 - 8:53am

Hearing feedback from our library users is important to us. It's so important that we're willing to ante up with prizes.

Complete the library survey and enter your email address, and we'll enter you into a drawing to win one of several Amazon gift cards* :

- a \$100 card
- 2 \$50 gift cards
- 4 \$25 gift cards

Let us know how we're doing, both good and bad. The survey will help us compare ourselves to academic libraries throughout the country and help to build a dataset used by libraries nationwide. Not only will you help us to become a better library, but you could win!

Take the survey.

**Fine print: library employees, immediate family members of library employees, or other people sharing the same residence (i.e. – a roommate or apartment mate) with a library employee will not be eligible for the prizes. Anyone receiving a prize must be willing to sign an affidavit of receipt. Winners will be announced by Tuesday, May 12.*

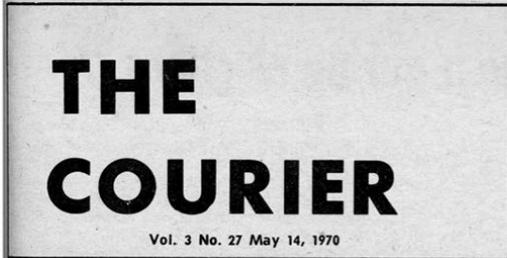
The graphic is a promotional poster for a survey contest. It features a background image of a library aisle. The text is arranged as follows: 'WIN a fabulous GIFT CARD From the Library' in large, bold letters. Below this, 'HOW?' is written in a large, bold font. Underneath, 'All we need is 5 minutes OF YOUR TIME' is written, with '5 minutes' in a very large font. A smaller line of text says 'You have 5 minutes, right?'. The next line is 'go to www.cod.edu/library'. Below that, it says 'Click "Take Survey about the library" Include your email address to be entered for a chance to Win! (There's that word again)'. The prizes are listed as 'PRIZES: 4 \$25 CARDS, 2 \$50 CARDS, AND 1 \$100 CARD*'. A small note says '*Please see library website for complete rules and restrictions.' At the bottom left is the 'COLLEGE OF DU PAGE Library' logo. At the bottom right, a purple banner says 'That wasn't so hard, was it?'. The overall design is clean and uses a mix of red, black, and white text on a light background.

From the Archives: Remembering Kent State

Submitted by [Colin Koteles](#) on May 4, 2015 - 2:22pm

On May 4, 1970, a scheduled antiwar rally at Kent State University in Ohio turned tragic when a troop of National Guardsmen opened fire on the protestors, wounding nine and killing four students. Directly after, during the month of May, more than 1200 colleges and universities demonstrated against the war and the shootings. At College of DuPage, approximately 250 students and faculty gathered on West Campus on May 7, 1970, to protest the U. S. involvement in Cambodia. The following day, a service was held and four trees were planted as a memorial to the slain students.

Images: [COD Library Archives](#)



Thursday afternoon

In mid-afternoon 15 students came up the hill from the main buildings toward the farmhouse. Three students went to the flag directly opposite the art barn and lowered it to half staff.

Several students entered the storage barn at the side of the bookstore and emerged carrying shovels. A minute after they left a security guard drove up to the shed but he was too late to lock it.

The students descended the hill and proceeded to dig five holes signifying graves for the four students killed at Kent State. The fifth grave was later to be marked "Who's Next?" The graves were located in the field between the main parking lot and building J, just east of the N.E. entrance to building K.

Continued on Page 3



DuPage students prepare mock graves to symbolize deaths of four students at Kent State University. Four trees have been purchased to memorialize the incident.

--Photo by John Pingel

