



EMORY
OXFORD
COLLEGE

ANNUAL REPORT

OXFORD COLLEGE LIBRARY

EMORY UNIVERSITY

2017-2018

Submitted to Dean Douglas Hicks

By

Kitty McNeill

Dean of the Library

June 15, 2018

**Annual Report
Oxford College Library
2017-18**

Mission Statement

The library offers a powerful combination of traditional and digital resources, student-centered spaces, and a personal commitment to excellent service. As the social and academic hub of the Oxford College campus, the library is dedicated to the achievement and success of our students, faculty, and staff. Within an inclusive and supportive environment, the library provides agile services, information literacy instruction, learning and research opportunities, and preservation of Emory's history for Oxford College as a part of the larger University.

Vision Statement

- ✓ Build a more inclusive and transformative academic and social environment;
- ✓ Fully integrate the library's role into the teaching, learning, technology, research, and personal enrichment of the Oxford College community;
- ✓ Innovate and exceed traditional library expectations as a vital teaching, research, and community resource;
- ✓ Develop and enrich collaborative digital learning experiences;
- ✓ Advance the goals of the Emory Libraries and Information Technology Services, Oxford College, and the University through collaborative partnerships; and
- ✓ Become a leader on the local, regional, and national levels by expanding our presence and services.

Through dedicated, highly collaborative, and effective teamwork, the library organization made significant progress on the library goals in support of the College strategic plan and vision. In addition to the accomplishment of specific goals, the library staff managed a heavy teaching load and at the same time maintained significant daily operations including numerous back-office technology systems required for a 21st century library, an evolving library website, dynamic collections, academic technologies, and equipment for students. Essential to the success of the Oxford library is the ongoing, substantial collaboration with the Emory Libraries on all systems, collections, and services. All of these efforts were accomplished with a high degree of excellent customer service for our students and faculty. At the same time, the library staff supported 1,889 events and meetings in the library, 752 more than the previous year.

Renovation of Phi Gamma Hall started in January 2018. This important renovation meant there would be no 24/7 study space on campus. The library staff responded quickly to this campus need and extended library hours to 24/7 through adjustment of staffing and student employee schedules, policies, and procedures, and the addition of security officers to work overnight hours. Further, we welcomed the opening of *Oxpresso*, the long-awaited library café, in March 2018. The infrastructure for a café

had been built during the 2012-13 library renovation. Through the support of Dean Douglas Hicks, the initiative of Danielle Miller, the new Senior Associate Dean of Finance, Operations, and Technology, collaboration with Bon Appetit, the dining vendor, and a relatively small investment by the College, the project was implemented in a short period of time.

The library experienced a number of staff changes during the past year; and, the end result was a highly functional and effective team. Kerry Bowden was hired as the Evening Coordinator with a focus on archives and special collections in July 2017. China Redman was hired as the Late Night Library Specialist just prior to the start of the fall semester. When Stuart Temples left his position in August 2017, we redefined the position and promoted Paula Knight to Coordinator of Cataloging and Acquisitions in October.

Asia Hall resigned from her librarian position in December 2017; and, Nicole Nixon moved from her Administrative Coordinator role to a higher level position in Academic Affairs for the College. We promoted Marvlyn Corbin from her temporary Library Specialist position to full-time Administrative Assistant for the Library. In January 2018, we launched a national search for a redefined librarian position focused on teaching and assessment with subject expertise in the social sciences. Stephanie Darden was hired to fill Paula Knight's Senior Library Specialist position in March 2018.

To support the new staff and reorganization of responsibilities, the Library Leadership Team continued efforts to build a positive organizational culture and set priorities for the accomplishment of library goals through the collaborative work of ten internal library teams focused on specific operational areas. Staff development was a top priority for the year for both individuals and the library staff as a whole. We developed facilitation skills for all staff using a common reading, *Facilitator's Guide to Participatory Decision-Making*.

Further, we emphasized the development of supervisory skills for current and future supervisors. Ellen Neufeld participated in the University Librarian's Leadership program. Jessica Robinson was selected for the University's Essentials of Leadership Program in January 2018 and Elliott Kuecker will participate in the program in fall 2018. Courtney Baron is taking a number of courses to prepare her for a supervisory role. All library staff are participating in the Oxford College Growing Pathways to Success (GPS) program.

**Accomplishments
Library Goals
2017-18**

Goal: Re-articulate the Research Practices program to align with Oxford College strategic plan curricular initiatives and developments in information literacy in higher education.

The Research Practices instructional program is the library's top priority and all librarians are expected to teach. We taught 192 instruction classes, a twelve percent increase in classes over the previous year, while reaching a total of 3,504 students (some students in more than one course). This year was notable for the teaching librarians' collaboration with faculty on the information literacy outcome in the fall 2017 Discovery Seminar pilots. Also, for the 2018 Institute for Pedagogy in the Liberal Arts, the librarians presented a well-received session for over 40 Oxford College faculty on how to incorporate information literacy into their Discovery Seminars.

Supporting faculty and students in the use of digital humanities and other technology tools, the library staff taught multiple sound and stage design workshops using Audacity, an audio-editing software, and Sketch-Up, a 3D modeling software, to students in theater classes; worked with art faculty to create a Wikipedia editing assignment and in-class edit-a-thon for students in art; and taught workshops on Zotero research citation software to students in English, biology, economics, and chemistry.

Oxford College librarians contributed to the Emory Libraries' ongoing effort to create online modules based on the *Framework for Information Literacy for Higher Education*. Librarians completed modules on starting research, types of information, primary and secondary sources, and evaluating sources; and, librarians will work with faculty to incorporate the modules in the discovery seminars and other courses in fall 2018.

The demand for more library instruction and the implementation of the Discovery Seminar for all students in fall 2019 led to the approval of a new librarian position for a Teaching and Digital Projects Librarian with a focus on the sciences. This new librarian is in addition to the ongoing search for a redefined existing position as Teaching and Assessment Librarian to focus on the social sciences.

Librarians provided 325 one-on-one research consultations for a total of 11,322 minutes with an average of 35 minutes per session. Our research consultation statistics showed a decrease from the previous year; however, this decrease was due to one faculty member, who requires all of her students to meet with a librarian for a research consultation, being on sabbatical for the year.

The University Librarian recognized Oxford College's Research Practices instructional program as a model for the Emory Libraries' goal to improve the undergraduate experience across Emory. In June, librarians presented a session for the other Emory librarians on Oxford's Research Practices instructional program, the connections to the General Education Program, and best practices and resources to help other librarians develop information literacy teaching and learning opportunities for undergraduates.

In addition to these efforts in the classroom, teaching librarians actively contributed to the field of library and information science at the local and national level. Librarians presented a session "Start with Why: Assessing Student Learning with Instructional Technologies" at the Atlanta Area Bibliographic Institute. After two years in development, Courtney Baron, Ellen Neufeld, and Jessica Robinson published a book chapter titled "Images Have Value: Changing Student Perceptions of Using Images in Art History" in *Disciplinary Applications of Threshold Concepts*, published by the Association of College and Research Libraries.

Goal: Collaborate with the Oxford College Writing Program, Information Technology, and the other Emory libraries to support strategic plan initiatives and improve library and technology services for students and faculty.

The library staff collaborated with the new Oxford College Writing Program Administrator, Gwendolynne Reid and Writing Center Director, Xiaobo Wang on curricular initiatives throughout the year. These initiatives included several "write-in" events to offer writing and research support to students at key times during the academic year. Also, librarians presented a session on library resources and answered questions about the research process for Writing Center tutors.

Librarians worked with Oxford College Information Technology to improve library and technology marketing and services based on the 2017 MISO (Measuring Information Service Outcomes) Survey. Using feedback from the MISO Survey, the library purchased a suggestion box and launched a "We Heard You" campaign on social media to inform more students, faculty, and staff about library services. The library collaborated with the Academic Technology department to share virtual reality technology at a library game night for students in spring 2018. We will partner with OCIT again next year to administer the 2019 MISO Survey at Oxford College.

Kitty McNeill and Courtney Baron contributed to the 2018 Teaching and Learning with Technology Institute (TLTI) by teaching a session on copyright and fair use for the faculty. Further, the library provided financial and technical support for hosting an institutional site license for Omeka, an exhibit and web-publishing platform. During TLTI, Courtney Baron provide one-on-one support for Gwendolynne Reid who will use the platform for an oral history assignment in her discovery seminar this fall.

Goal: Collaborate with other Emory Libraries on the development of the Emory Digital Library Program to provide access for students and faculty to the extensive digital resources of the libraries.

During the past year, the library focused on the Emory Digital Library program through multiple digital humanities initiatives at Oxford College Library. Notably, the library archived Dr. Susan Ashmore's oral history collection, developed for over a decade with student interviewers in her history classes. This collection included typed transcripts and digital audio. We digitized the typed transcripts and stored the digital audio in multiple ways for preservation purposes. This collection is the framework for the *Oxford Oral History* (OOH) collection that Dr. Ashmore calls her "life's work." Each year we will harvest her new oral histories, but we also will build the collection to include Dr. Florian Pohl's oral histories and other College oral history projects. In spring 2018, we developed a metadata standard for oral history interviews used to teach to students best practices and will use Dr. Ashmore's permission forms as the standard to make these oral histories available open access on a future Scalar multimedia website. "Scalar is a free open source authoring and publishing platform that's designed to make it easy for authors to write long-form, born-digital scholarship online."¹

Also, we partnered Dr. Tasha-Dobbin-Bennett and her student research scholars for the archival photograph project, *Visual Histories of Early Emory at Oxford*. This project was a year-long endeavor that included digitizing over 200 20th-century images from Oxford College Archives, using the library's new digital humanities iMac and photograph/film scanner. Students were trained in metadata creation and photographic forensics, then went on to conduct archival, scholarly, and interview research to write short histories to provide context to these photographs. This project is accessible on a Scalar website and was shared by the students at the Oxford Research Scholar Symposium.

Other projects included de-duplication of over fifty thousand photographs from Emory's Digital Archive Management System, Extensis. We added 200 historical photographs to the repository in digital form, and tagged over four thousand photographs with metadata, including locations, subject names, and dates. Further all pre-1915 Emory College and Emory Academy yearbooks were digitized and made available online.

¹Scalar is sponsored by the Alliance for Networking Visual Culture (ANVC) with generous support from the Andrew W. Mellon Foundation. <https://scalar.me/anvc/>

Goal: Build targeted collections, resources, and access in support of the Oxford College mission, curriculum, and strategic plan to ensure the achievement and success of our students, faculty and staff.

The Emory libraries provide access to incredibly rich resources including a variety of streaming films and documentaries. The switch from purchasing physical DVD films to streaming resources isn't inexpensive; but, it is mitigated by using an on-demand process. This year, we worked with the Woodruff library to provide this on-demand access to our faculty, staff and students. We made film access front and center on our library website and frequently work with faculty and student groups to provide streaming films for class and club screenings.

The Oxford library's collection development policy needed a complete revision in light of new types of collections. Completed this year, the new policy includes guidelines for a curriculum-based collection, collection types, retention policies, and information on preferred vendors and new resource information. Some of the specific disciplines targeted this year for additional resources in support of curriculum and new faculty included: rhetoric and composition, environmental sciences, Latin American studies, and Marxism (philosophy). Additional new collections included a complete game collection for student and classroom use. Student feedback indicated a need for more electronic equipment; so, we added new MacBook laptops, iPad pros, headphones, a GoPro camera, and microphones to the circulating collection.

Also, we were contacted by the HathiTrust Digital Library² with a detailed list of over 300 books in Oxford's collection that the Trust had identified for future digitization. Oxford identified all the titles to ensure retention of these important items for long-term preservation.

Goal: Continue development of Library Student Employee Leader Program and align program with the strategic plan Leadership initiatives.

The Student Employee Team hired, trained, and employed 46 student employees who were integral to the day-to-day operations of the library. Efforts were made to support the College's strategic plan Leadership initiatives by aligning our Library Leader program with other leadership programs on campus (e.g. Peer Assistant Leaders and Resident Assistants). The team conferred with the Assistant Director of Student Involvement and Leadership that the Library Leader program can fulfill one of the requirements for the Pierce Leadership Certificate. Library Leaders participated in common meetings with other campus student leaders including meeting with the Deans, received Sexual Assault Peer Advocates (SAPA) training, and learned about handling stressful situations from the Director of Counseling and Career Services.

²<https://www.hathitrust.org/>

Goals
Oxford College Library
2018-2019

Enhance the Research Practices program to support the Oxford College strategic plan and developments in information literacy in higher education. *(Directly supports Mapping Pathways of Academic Excellence, specifically the first year Discovery Seminar)*

- Hire two new teaching librarians, one with a focus on the social sciences, and the other with a focus on the natural sciences.
- Embed teaching librarians in the eight pilot Discovery Courses (fall 2018) and other courses throughout the curriculum.
- Establish librarian peer-evaluation methods to improve teaching practices.

Enhance support for current and new faculty research and scholarship. *(Directly supports building a World Class Academic Experience)*

- Provide librarian support for pre-tenured faculty on teaching sabbaticals.
- Provide analytics on librarian support for faculty research and scholarship.
- Facilitate and coordinate implementation of Emory FIRST to manage faculty data.

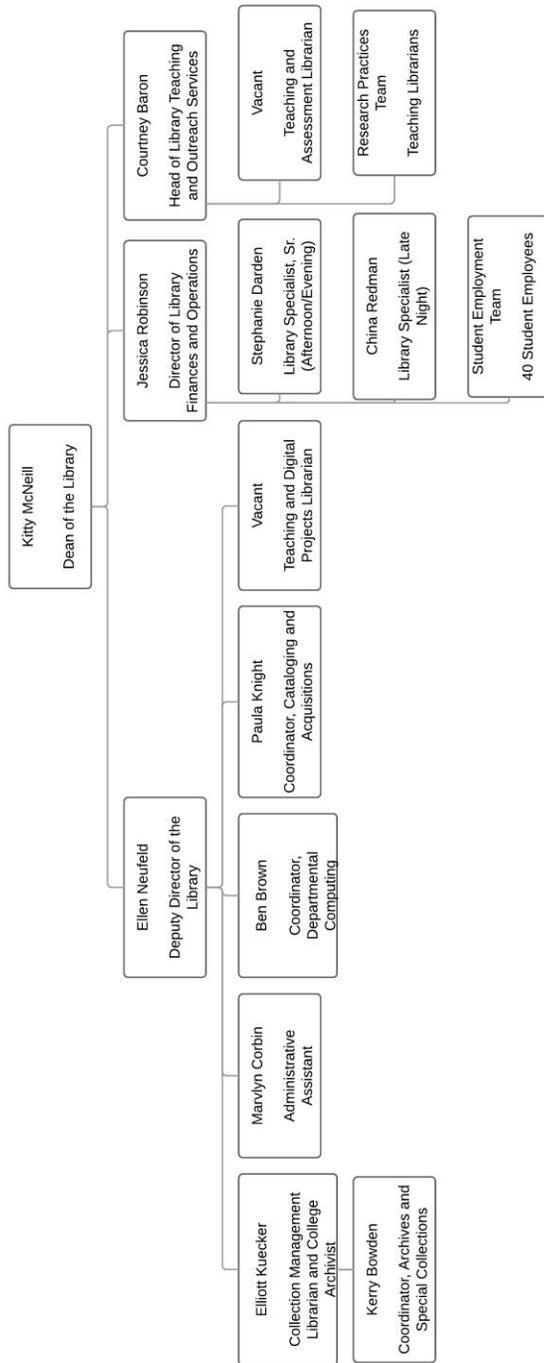
Collaborate with the Oxford College Writing Program, Academic Technology Department, Center for Academic Excellence, and the other Emory Libraries to support strategic plan initiatives and improve library and technology services for students and faculty. *(Directly supports building a World Class Academic Experience and Mapping Pathways of Academic Excellence)*

- Collaborate with the Center for Academic Excellence to offer faculty development workshops on designing research assignments and incorporating information literacy into Discovery Seminars and other courses.
- Work with faculty and other Emory librarians to develop and use the Emory Libraries' flipped-classroom online modules based on the *Framework for Information Literacy for Higher Education* into Discovery Seminars.
- Support Milestone Digital Portfolio pilot project.
- Participate in the 2019 MISO Survey administered by Bryn Mawr College along with Oxford College's Academic Technology department and use results to improve library services for students.
- Collaborate with Dean of Academic Affairs and Dean of Finance, Operations, and Technology to improve academic technology support for students and faculty.

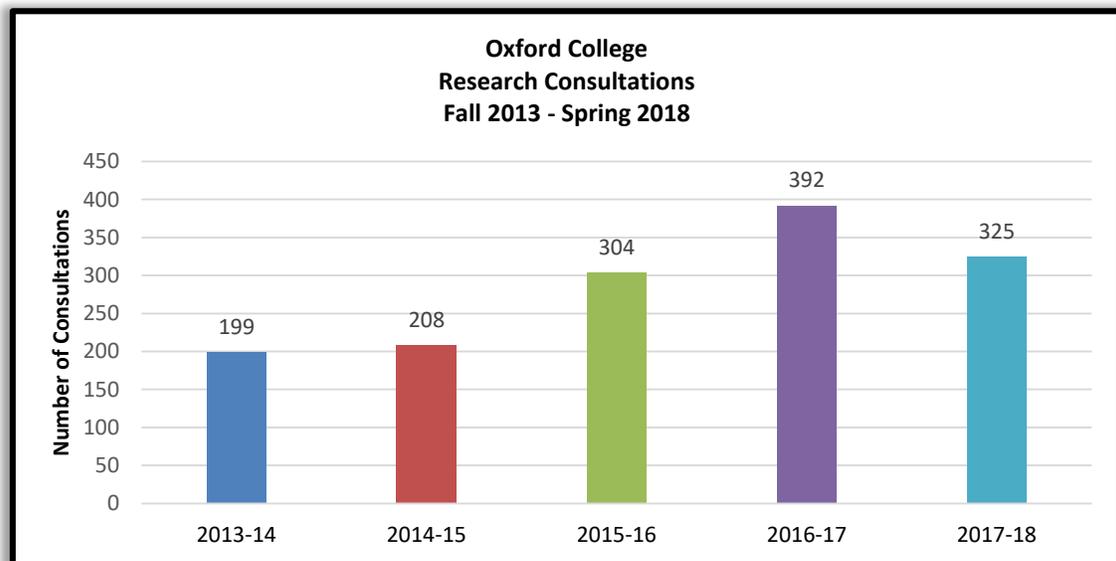
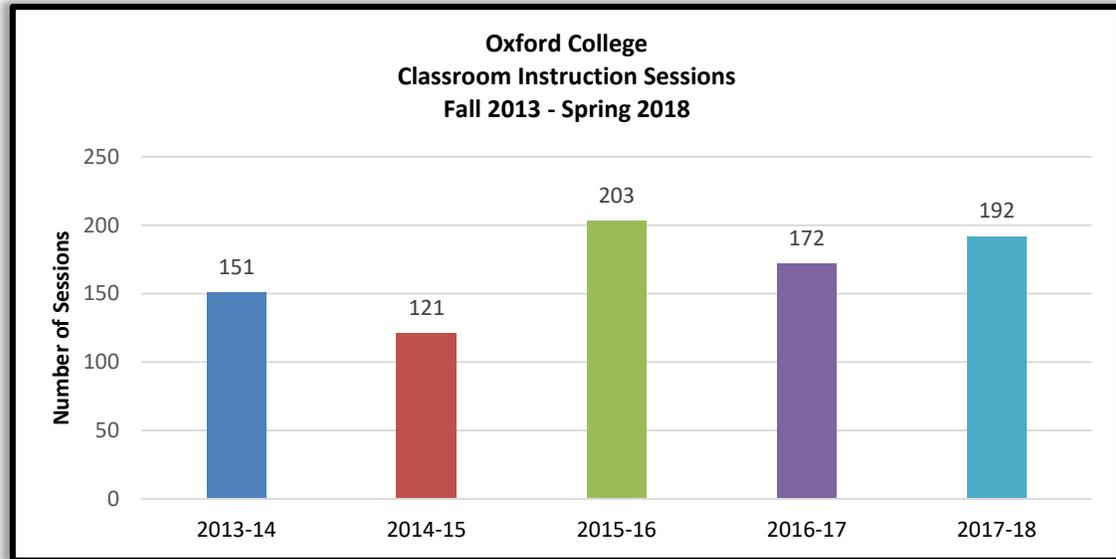
Collaborate with other Emory Libraries on the development of the Emory Digital Library Program to expand access for students and faculty to the extensive digital resources of the libraries. *(Directly supports building a World Class Academic Experience and specifically developing digital archival resources to support Discovery Seminars and potential Milestone Experience Projects)*

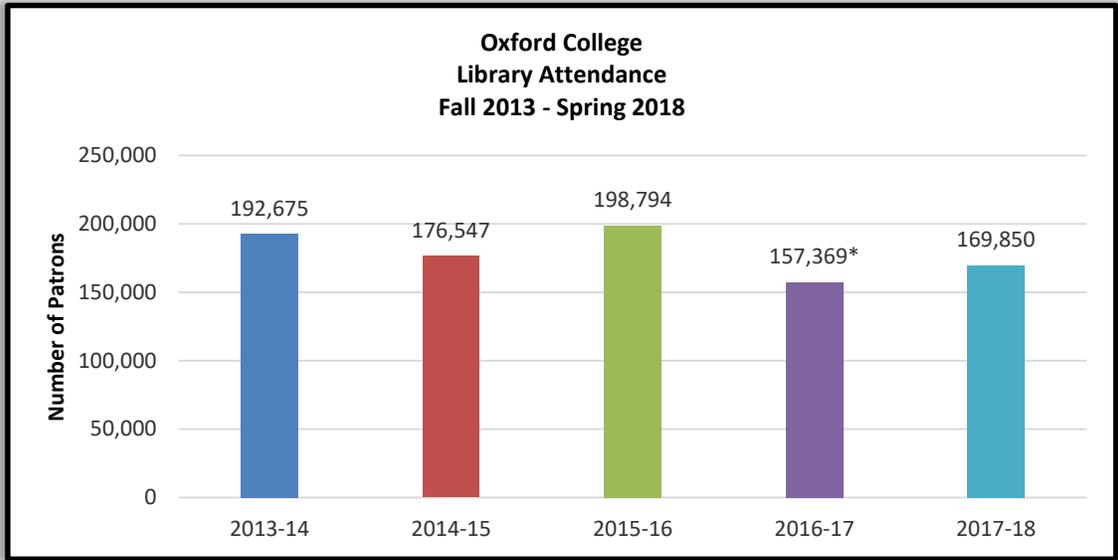
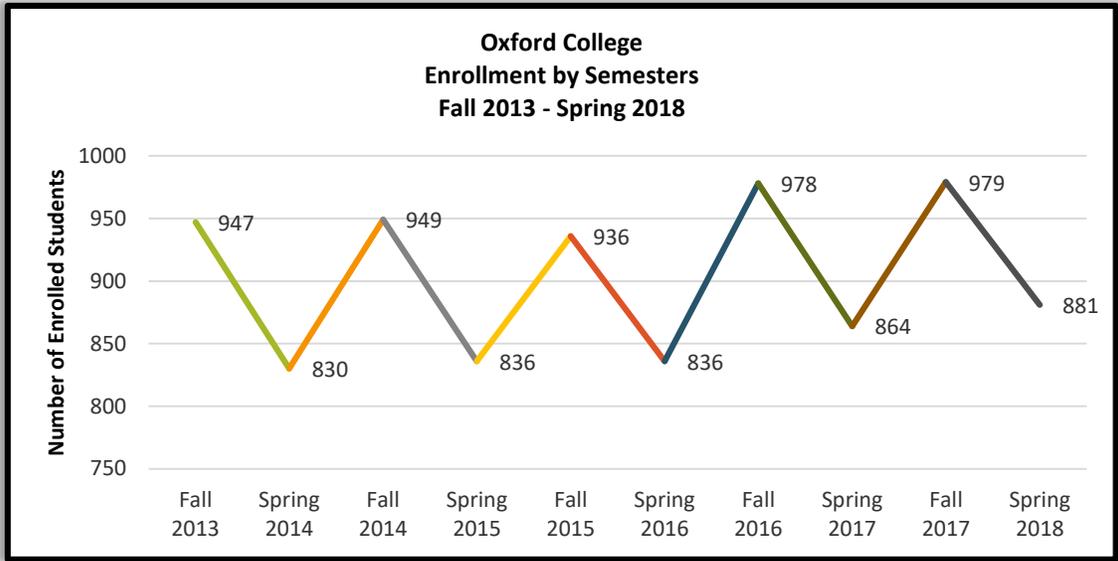
- Create a Scalar website for *Oxford Oral History* initiative to include streaming audio, digital transcripts, digital permissions and rights, and accompanying images.
- Digitize 300 additional archival photographs to contribute to the digital repository for future harvest at 600 PPI with metadata.
- Expand our Digital Humanities instruction in the classroom through oral history metadata and recording workshops, Omeka and Scalar training, and Oxford Research Scholar partnerships.

Library Organization Chart 2018-2019

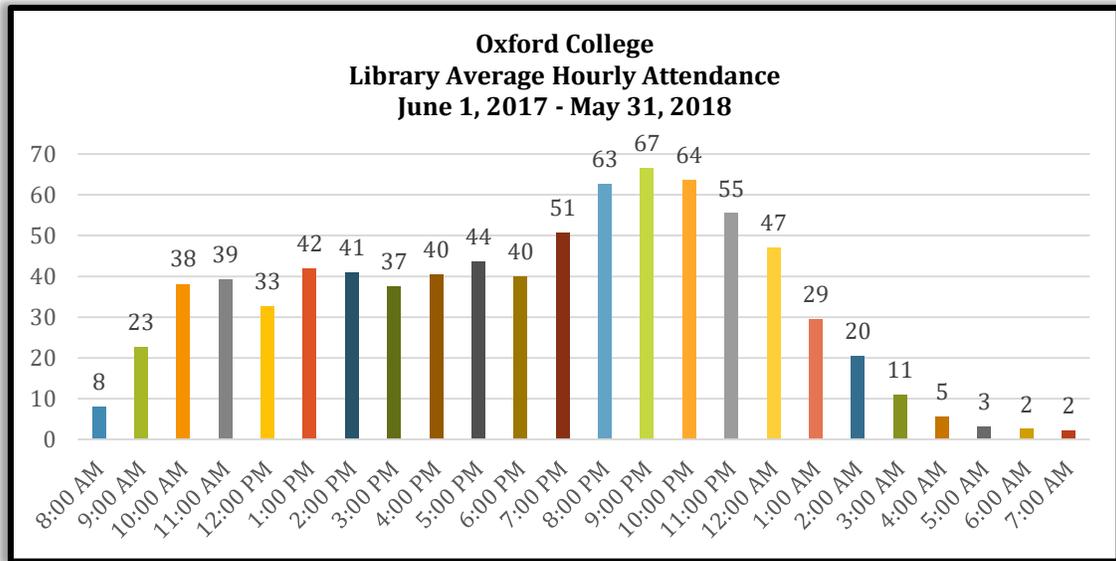


Oxford College Library
Annual Statistics Report
2017 - 2018

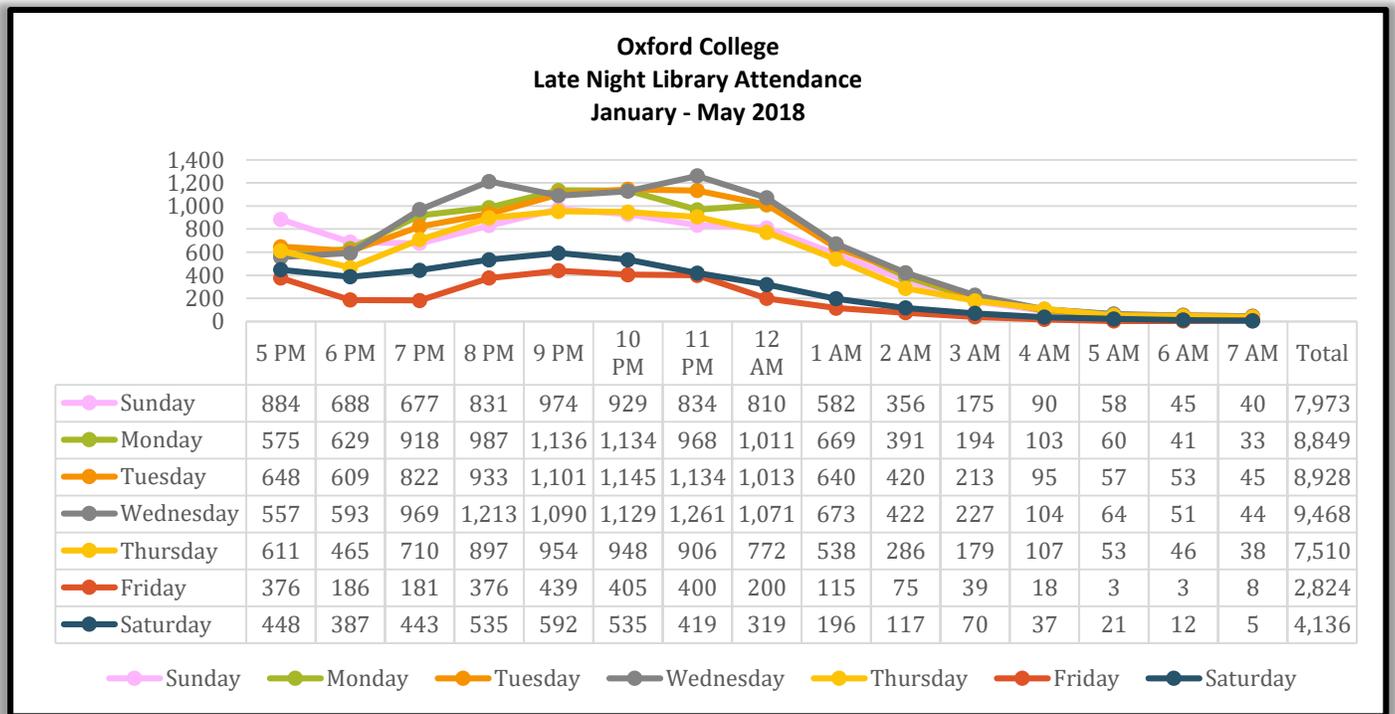


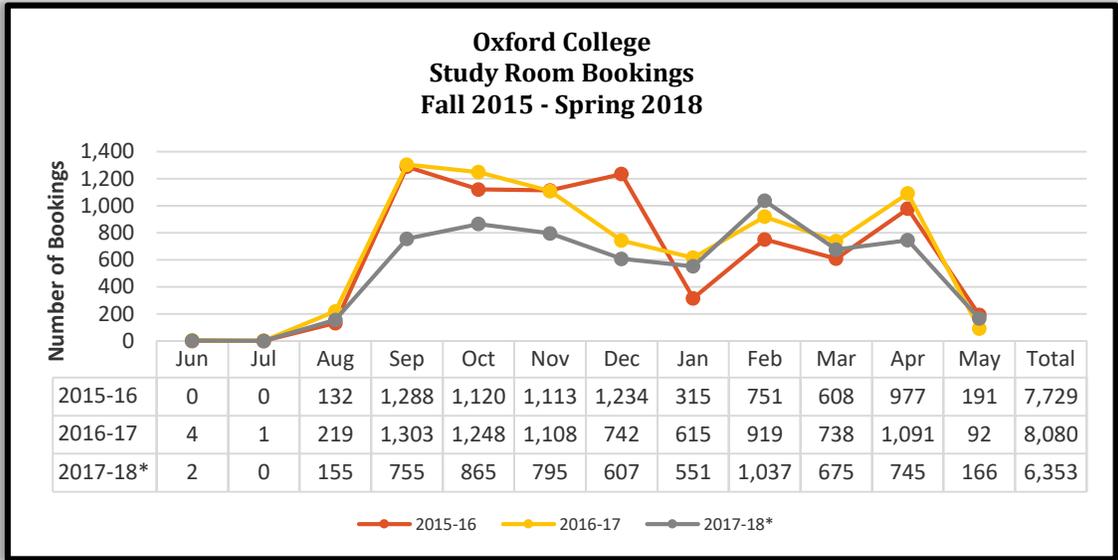
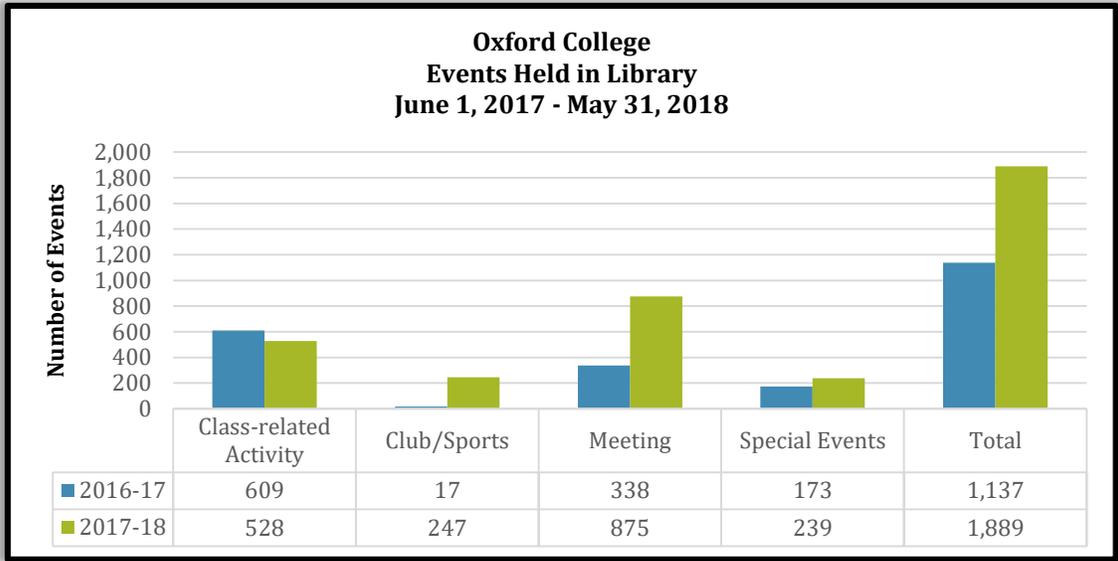


* Issues with door counter accuracy during 2016-17.

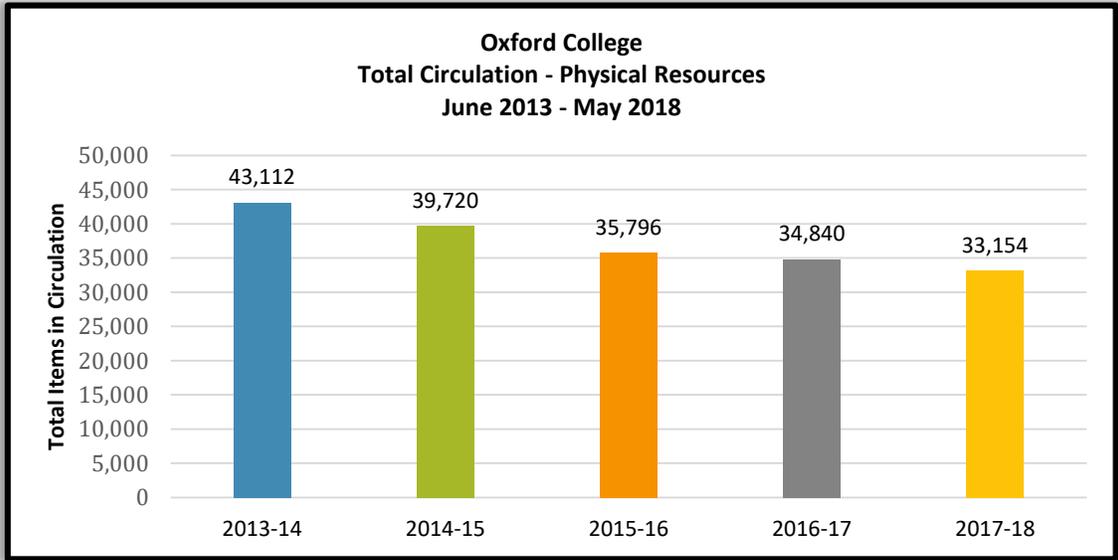
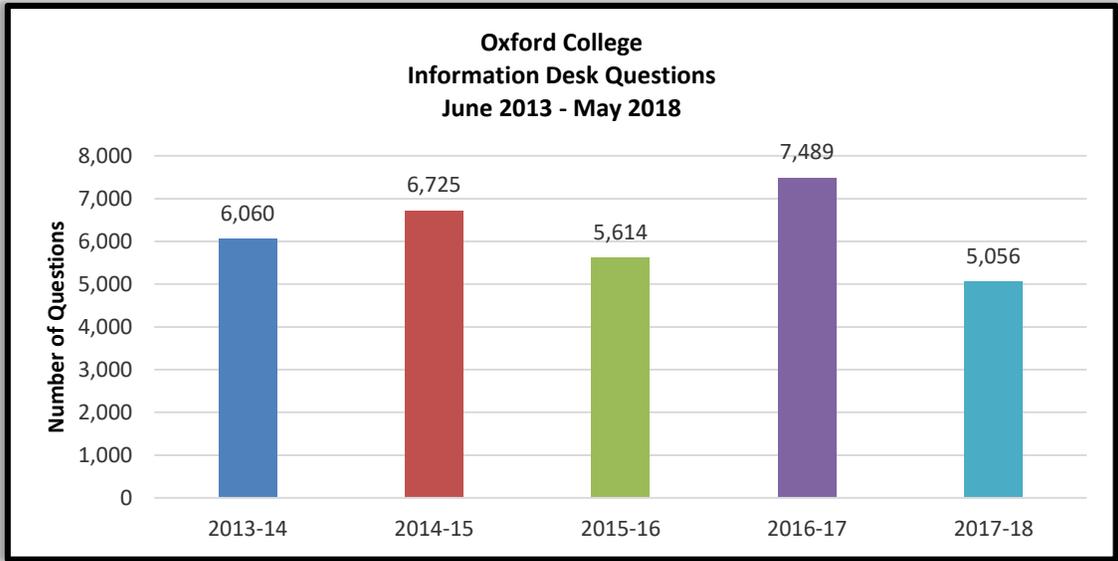


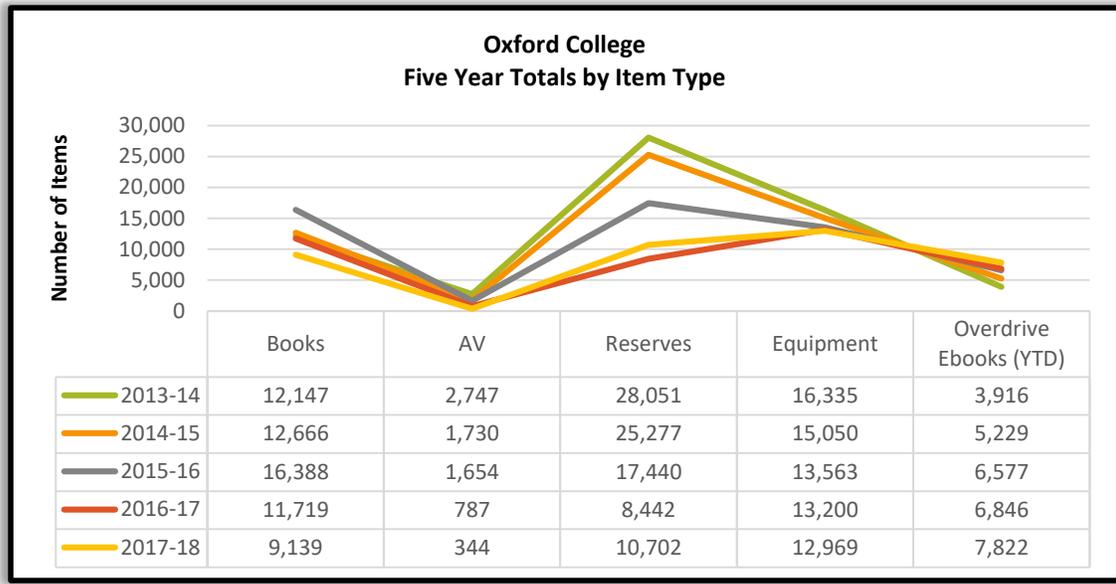
Library security from 12 AM – 8 AM, Sunday – Thursday and 8 PM – 12 AM, Friday – Saturday.





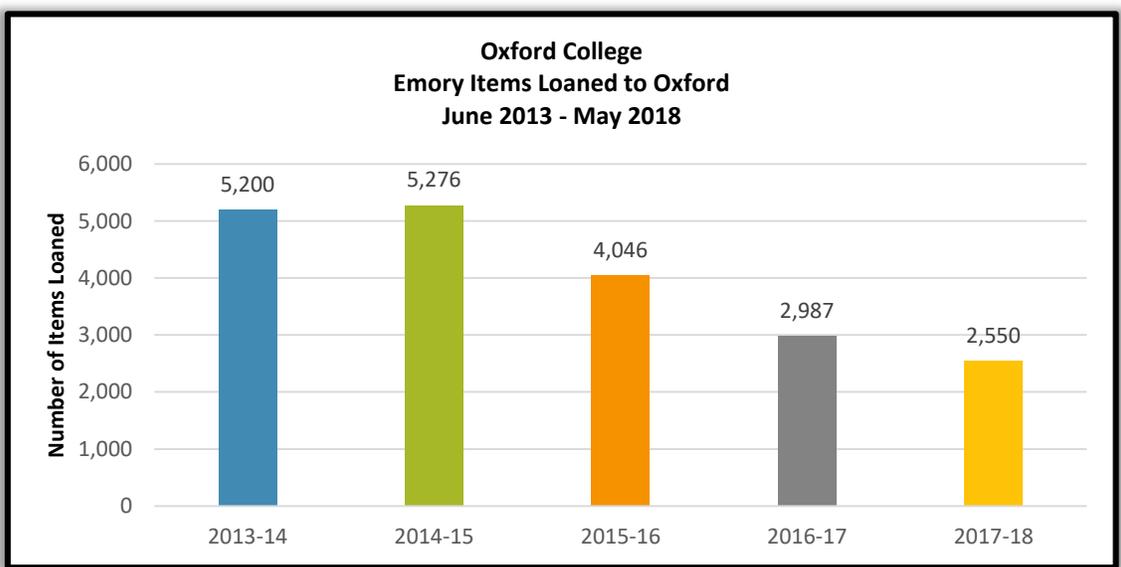
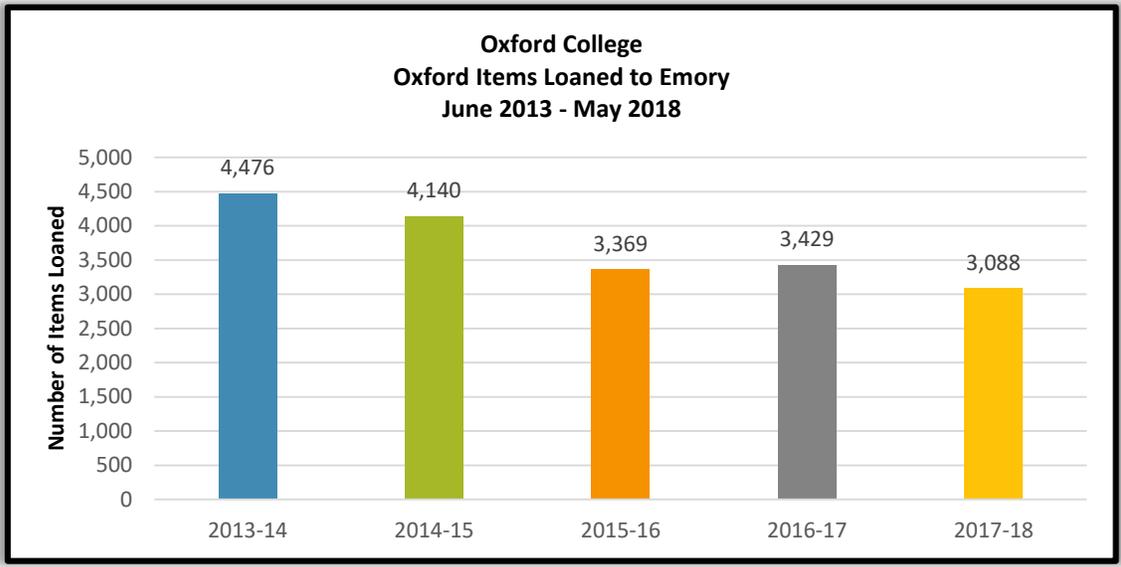
* Study room reservations were low due to several rooms being used as offices.



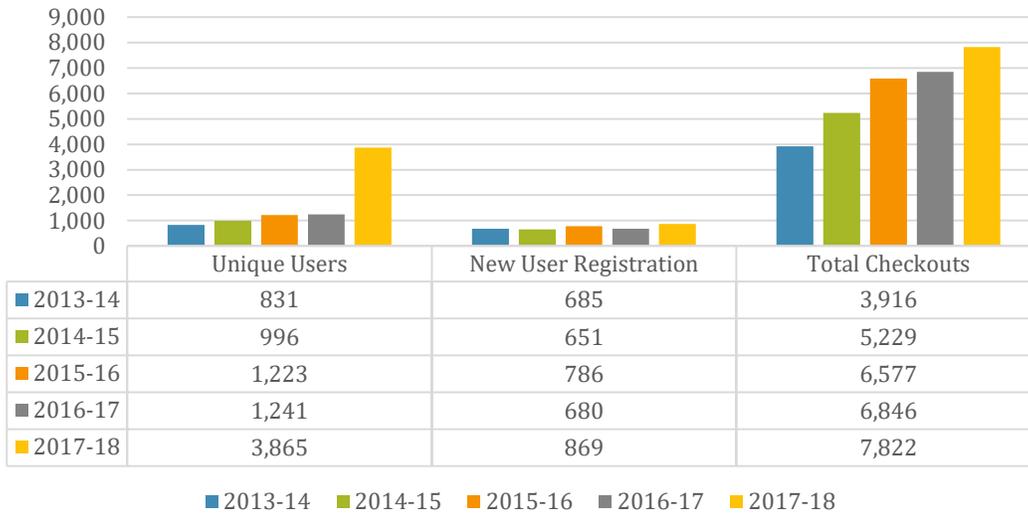


Oxford College Physical Collection Resources As of June 2018	
Titles Held	64,939
Volumes Held	64,949
Volumes Withdrawn	4,025
Physical Media	2,220
Archives Added (Linear Feet)	1.36
Total Archives (Linear Feet)	124.09*

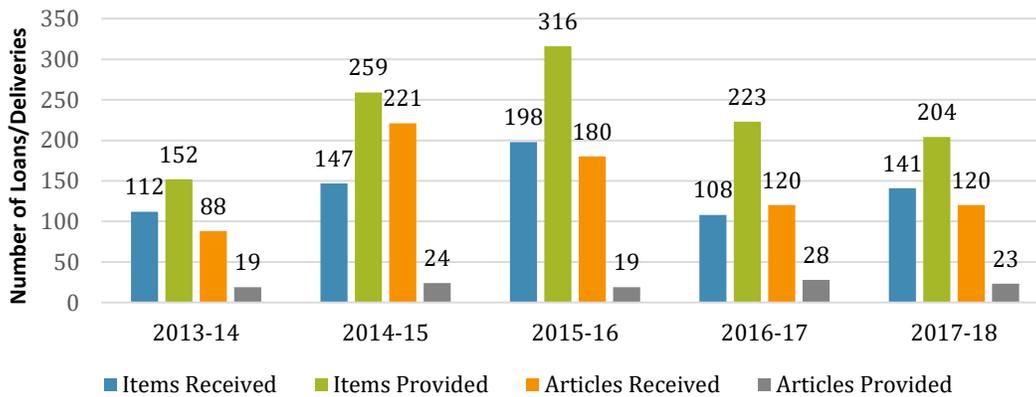
* Recount as of February 2018 (122.73)

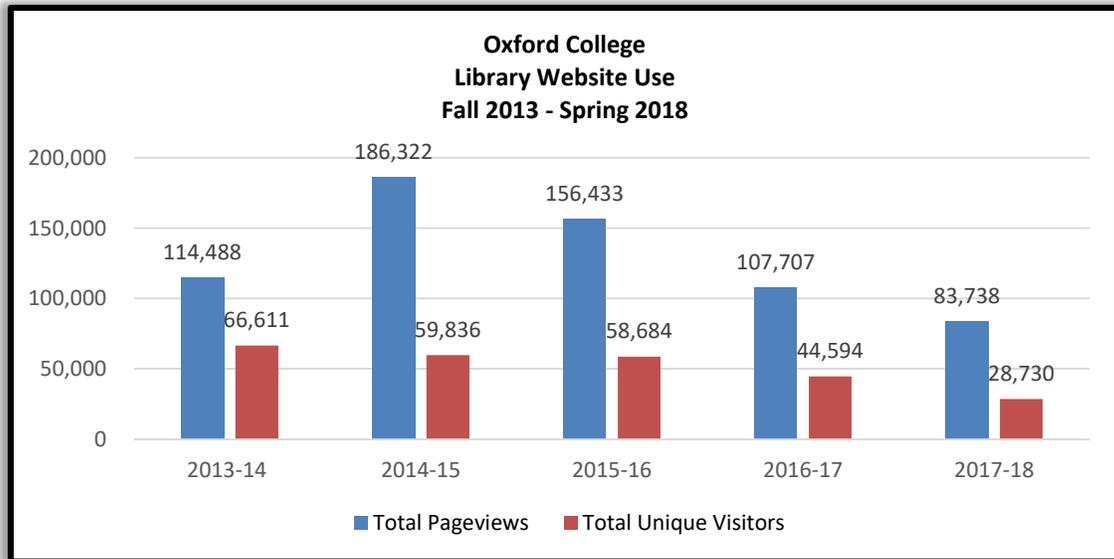


**Oxford College
OverDrive Usage
Fall 2013 - Spring 2018**



**Oxford College
Interlibrary Loan and Document Delivery
June 2013 - May 2018**





Top Library Pages June 2017 - May 2018

Rank	Page	Views	Percent of Total
1	Homepage	52,061	81.69%
2	Library Materials	3,004	4.71%
3	Research & Learning	1,759	2.76%
4	Databases	1,673	2.63%
5	About	1,656	2.60%
6	Directory	1,230	1.93%
7	Citing	1,080	1.69%
8	Hours	558	0.88%
9	Films	448	0.70%
10	Finding Journal Articles	138	0.22%

