

**Paul M. Adams Library
Rocky Mountain College
Annual Report
2020/21**

Message from the Director

Due to Covid-19 and the loss of a staff member, this past year was a challenge for the library. The library staff continued to work staggered days in the library until the library reopened to the Rocky community in late August of 2021. The library has remained closed to the general public. Mask were required and enforcement took a toll on the staff. It was also a challenge to staff the library. Due to the configuration of our front desk we could only have one student on at a time to maintain social distancing. Items checked out from the library had to be in quarantine for a minimum of three days which made managing reserve items challenging. Faculty was very understanding and where possible we tried to provide an alternative electronic version of the reserve item. Due to the loss of the Assistant Director in September for another opportunity and only being able to have one student on at a time we were forced to cut our hours. There was no Saturday hours, limited Sunday hours, and we closed earlier than normal. The inability to replace the Assistant Director due to college budget constraints required the retooling of positions. The Assistant Librarian for Instruction and Web took over maintaining our electronic collections and digital preservation. The Director took over collection development and maintenance, cataloging, all archival duties as well as committee work in the library consortium TRAILS* that the Assistant Director had been involved in. The Library Associate took on managing all aspects of serials. It also left a gap in the chain of command when the Director was out as there was no clear individual to take on that roll.

The library had been making great strides in library instruction over the past 5 years and had gotten into classes in every division. Due to Covid-19 that was not the case this past year. Due to the semester being compressed with no breaks library instruction was often an item Faculty cut from their schedule. We did however get to do instruction in all of our graduate programs and still maintained instruction in several English 119. A consequence of not having as great of access is that the library has very little assessment data for this year. We were also forced once again to forgo our annual survey. Due to Covid-19 restrictions we were unable to have our survey booth in the Student Union and communications with students via email was restricted. Despite all of these challenges the library was still able to accomplish many of its goals. Before the Assistant Director left she made a big push to catalog the Krieg Collection. With the exception of a few oversize items that was completed. The Assistant Librarian for Instruction and Web continued developing tutorials and subject specific pages for programs. The archives web page was also redone making it more user friendly and aligning it with the other library web pages. Pages were created for the Krieg Collection and for an Ancient coin collection donated to the library by Alumni Jim Freeman. A new subject page for the Doctor of Medicine program was developed. This is Rocky's first entirely online program and made the library aware of some access issues that required some changes on our part and some education of students in that area. We were thankful to get time with them via Zoom to go over library access and how to report issues if they had any. We are anticipating Covid continuing to bring challenges but are feeling better prepared to deal with those ups and downs.

Library Goals

- Increase library instruction
- Increase general usage of the library
- Update Collection Development Plan
- Align Library strategic plan with colleges new strategic plan

Library Statistics

Circulation

Books	1020
Periodicals	199
Media-AV	77
Equipment	102

Sub Total 1398

In Library Use

Reserves	188
Reference books	13

Sub Total 201

Grand Total Use 1599

Cataloging Activity

Titles Added	625
Titles Deleted	103

Interlibrary Loan Activity

Items Borrowed for RMC Users	
From MT Libraries	217
Outside Montana	263

Total 480

Items Loaned to Other Libraries

In Montana	191
Outside Montana	200

Total 391

Patrons Served

Average patrons/week	408
Average Questions/week	38
Total classes taught	11
Total students in classes	177

Database Usage

Periodical databases Searches

EbscoHost	90,098
Gale InfoTrac	6475
Heinonline	73
Proquest	12,832**
Science Direct	1637

Reference database searches

Britannica	683
Statista	168

Library Collection

Books (titles)

Print	49,175
Electronic	232,125

Periodicals (titles)

Print	376
Online access (via databases)	50,853

Media-AV

Streaming Video	1865
	74,308

Total titles	<u>357,473</u>
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*Treasure State Academic Information & Library Services

** This is unique searches. In the past total searches had been reported.