

**Paul M. Adams Library  
Rocky Mountain College  
Annual Report  
2016/17**

**Message from the Director**

The library conducted a search for a new Assistant Library Director in July as Hannah Micono left the end of June. Two candidates were brought to campus and Alana Mueller-Brunkhorst was chosen for the position. The library continued with the implementation of its new Unified Resource Management system officially going live in mid-December. In August Beth Schatzke and Bobbi Otte attended three days of training for ALMA (the Unified Resource Management system) in Bozeman.

The campus compass classes were discontinued and a revamped freshman experience was implemented. This meant the library did not have guaranteed library instruction time with all freshmen. Library faculty reached out to the English 119 faculty and was able to conduct library instruction in all but two sections of English 119. They were also able to do library instruction in 5 sections of Public Speaking communications classes. The library staff feels confident that the majority of incoming freshmen were able to get library instruction. The assessment once again showed an improvement in pre and post-test numbers. Overall the library more than doubled its library instruction from last year. We conducted 47 classes compared to 20 last year. There was a much broader range of classes asking for instruction than in the past. This ranged from Equestrian, English, Communication, Environmental Science, Geology, Computer Science, History, Psychology and Sociology. The library also had drop in times for instruction in the fall semester. We did not have any students partake in the drop in sessions but feel this was mainly due to most students getting instruction in English 119. In the spring the library conducted training sessions for faculty and staff on several new databases and the new Unified Resource Management system. Through our Billings Area Health Sciences Information Consortium (Bahsic) we hosted an instructional design webinar conducted by the Medical Library Association. We also once again hosted an international game night during international week. It was a fun event and went longer than the time allotted as everyone was having such a good time. The library conducted training for cataloging and circulation functions in our new URM for our fellow consortium members Little Big Horn College and Chief Dull Knife College.

Bobbi Otte (Library Director)

Attended the Montana Library Association conference in Billings and the Academic Special Library Division retreat. Bobbi continued to serve as the treasurer of the Billings Area Health Sciences Information Consortium (Bahsic) and on the Intellectual Freedom Committee of the Montana Library Association. Bobbi was also asked to serve as chair of the By-Laws committee for the Montana Library Association. Bobbi continues serving on the Montana Information Literacy Alliance which is working on providing opportunities for all residents of Montana to become information literate. This group meets every other week online and is now an interest group of the Montana Library Association. She served on the Personnel and Policies Committee on campus.

She also participated in the following webinars/trainings:

- Weekly ALMA implementation meetings
- Managing Alma configurations in the Network Zone
- ALMA operational Reports training
- ALMA analytics training
- Three days of training for ALMA in Bozeman
- ALMA Certification training (40 hours of backend training for ALMA)
- Instructional Design webinar
- RefWorks training
- Proquest Admin training
- New Approaches to Highlighting Undergraduate Opportunities
- Fake News webinar

Alana Mueller (Assistant Library Director)

Alana started with the library August 1, 2016. She really hit the ground running with having to staff the library with a student assistant the three days Beth and Bobbi were gone in August for ALMA training. She quickly got up to speed on the library's new URM and started handling electronic resources activations and cataloging. Alana led a cataloging training session for consortium partners Little Big Horn College and Chief Dull Knife College. Alana also started doing library instruction the first week of school. Alana converted the library's old paper assessment exam to an online exam and it was used for the exit exam to much greater success than in the past. She was asked to serve on the first year experience committee and the common read committee and started attending those meetings in September. Alana was also asked to participate in the CAS review with student services. Alana attended training in Helena for the new URM. She also participated in the following webinars/trainings:

- Campus Compact Workshop
- Active Shooter Training (twice)
- Trends in Teaching Library Instruction
- Making Digital Resources more available
- ALMA Certification training (40 hours of backend training for ALMA)
- MLA Instructional Design (a month long course)
- Refworks training
- Proquest Admin training
- Credo Reference-Information Literacy Modules training
- Science Direct training
- QPR training

Beth Schatzke (Library Associate)

Attended the Montana Library Association conference in Billings. Beth continued to serve on staff council and Bahsic as secretary. She conducted a tie-dye event for International Week. Beth also helped (with Taisha Rocha from SAS) to organize a natural-home-and-beauty-products event for Earth Day. Beth presented to the RAs on campus about library services and collections offered. She continued to work on the implementation of the new URM in the areas of circulation and interlibrary loan. She attended weekly implementation meetings through December when the URM went live and continued attending fulfillment meetings. Beth updated all procedure manuals for students and the manual for the library associate office. She also updated all equipment records so pieces of equipment could be accounted for upon check-in and

check-out. This has led to far fewer lost pieces such as power cords. Beth led the circulation training for consortium partners Little Big Horn College and Chief Dull Knife College. She also participated in a training session at MSU-Billings where she again led a session on circulation functions in the new URM. She participated in the following webinars/trainings:

- Active Shooter Training (twice)
- How to Design Your Own Library READ Poster
- Managing Mobile: Library Device Checkout Made Easy
- ProQuest Central

Alice O'Reilly (Library Assistant)

Attended the Montana Library Association conference in Billings. Alice continued digitizing old photos in the archives to be uploaded to the Montana Memory Project. Alice assisted Sally McIntosh (Ryniker-Morrison Gallery Director) with gathering archival items for the *A visual history of RMC* exhibit. Alice retired the end of May 2017. She participated in the following webinars/trainings:

AIMHO 365 Webinar Series – Education or Customer Service

Both Beth and Alice participated in the Granite fitness challenge offered by the college.

## Library Goals

Goals for this year include:

- Continue working on updating information literacy guides/Library guides.
- Offer training to faculty on the new databases added.
- More fully develop our online assessment tool.
- Add e-books to the collection (based on feedback from the library survey).
- Work with other academic support services on retention and admissions.
- Have a more consistent social media presence

## Library Statistics

### Circulation

Books	1813
Periodicals	550
Media	257
Equipment	277
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Sub Total	2897

### In Library Use

Reserves	226
Reference books	60
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Sub Total	286

Grand Total Use 3183

Cataloging Activity	
Titles Added	605
Titles Deleted	826*

Interlibrary Loan Activity	
Items Borrowed for RMC Users	
From MT Libraries	526
Outside Montana	853
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Total	1379
Items Loaned to Other Libraries	
In Montana	546
Outside Montana	533
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Total	1079

Patrons Served	
Average patrons/week	1188
Average Questions/week	57
Total classes taught	47
Total students in classes	602

Database Usage	
Periodical databases Searches	
InfoTrac	4,884
EbscoHost	124,702
Proquest	64,130**
Science Direct	1062**

Reference database searches	
Britannica	1,339
Credo Ref	522
OED	293

## **Library Collection**

Books (titles)	
Print	46075
Electronic	9420

Periodicals (titles)	
Print	388
Online access (via databases)	37177

Media-AV	1895
Total titles	95802

\* Due to the loss of the curriculum resource center space 818 items were withdrawn that would not otherwise have been withdrawn.

\*\*This is for only a partial year as the subscriptions did not start until September 2016.