Pendergrass Library 2007-2008 Annual Report

Information Services

Provide timely and personal services to promote scholarly interaction within the University community

Provide support for the University programs and services that effect undergraduate learning and success

Provide information to inform and educate the University in scholarly communications

- Revised and updated Walking Tour. (August 2007)
  - Walking Tour Map
  - Walking Tour
- Animal Science 160 (August 2007)
- Forestry, Wildlife, and Fisheries 214 (October 2007)
- Assisted numerous patrons in configuring their laptops for accessing the wireless network
- Updated AVM workstation & software map.
- Soil Survey help webpage and manual
- Government Documents a Pendergrass webpage

User Education

- Open Access publishing outreach
- Alternatives to Laboratory Animals workshops
- Endnote training workshops
- Pendergrass collections handout
- Pendergrass Library Tour pod cast

Collections

*Evaluate and condense the collection to provide the most relevant materials required by the University in the formats used.*

- Shelf shifted Bay 4. SFs-Zs.
  - Made room for growing Veterinary Collection
- Created Binding Manual
  - Binding Manual
• Processed 902 binding items.
• Created Government Documents website
  o Government Documents
• Reformatted and updated Reserve Manual from Horizon to Aleph info.
  o Course Reserve Manual
• Course Reserves August 2007-June 2008 = 210 items
  o Processed 127 reserve items, 29 electronic requests, and 54
    personal reserve items.
  o Course Reserve Statistics
• Created online Reference Question Form
  o Reference Question Form
• Eliminated yellow dots from the collection
  o (Remaining items from old Reference Collection)
• Withdrew 990 items and Transferred 724 items
  o Withdraw and Transfer Statistics
• Webpage and paper guide to Tennessee Soil Surveys available at
  Pendergrass Library.
• Circulating current periodicals by adding barcodes on demand.
• Government Document web page including soil surveys and new
  additions to catalog.

Statistics

Binding: 902 volumes processed
Aleph records deleted: 395
Cataloging: 1,366 records edited
Government Document record edits: 556
Government Document discard lists: 3

Technical Infrastructure

Administer the tools and access required by today’s users within the
library and online.

Hardware

• Configured and deployed ten new Net ID workstations
• Configured and deployed ten new loaner laptops. These were configured
  so that no log in is necessary. The laptops now log in automatically and
  connect to Nomad when on campus, will also detect and connect to
  available wireless networks when off campus. Off campus and Net ID log
  in are no longer required.
• Sent one Gateway laptop to the factory for replacement of the LCD
  screen.
• Sent the Toshiba laptop to the factory for repair of the power supply.
• Assisted Library Technology Services with initial configuration of new
  office multi-function copier / printer / FAX / scanner.
8/28/2008

- Configured all staff workstations to operate network scanning application of new multi-function machine, and trained staff in using the application.
- Rebuilt and deployed the Macintosh after its hard drive died...twice.
- Configured and deployed workstation for microfilm / microfiche scanner. This involved configuring a workstation from scratch (the operating system, all applications, which included Acrobat Professional, networking, etc).
- Configured and deployed new Minolta MK10 document scanner.
- Configured wireless network receiver for use on microfilm / microfiche scanner
- Configured and deployed desktop workstation for Peter Fernandez, installed Adobe Creative Suite.
- Installed two monitor set up on Ag Adaptive workstation.
- Updated all public workstations to MS XP service pack three, added IE 7, Updated Flash, Shockwave, and Java at that time.
- Updated all Net ID workstations to MS XP service pack three, added IE 7, updated Flash, Shockwave, and Java at that time.
- Replaced stacks workstation

**Software**

- Installed the UT libraries web toolbar in both Firefox and Internet Explorer and all Net ID machines, laptops, and staff machines.
- Installed Office 2007 converter pack on all AVM workstations and laptops.
- Installed ALEPH v.18 on all staff workstations.
- Installed latest full feature version of Horticopia on the Agadaptive workstation.
- Upgraded all Net ID workstations to Internet Explorer 7.
- Installed Ralston Arc GIS data files, Easy GPS, Google Earth, and DNR Garmin on all laptop and desktop workstations. These are GIS / GPS applications and data for use of students in creating projects for classes.
- Created new Ghost image for laptop and desktop workstations, deployed image to target workstations.
- Added Gimp (photo editing freeware) to all laptop and desktop workstations.
- Added EndNote X.1 to all laptop and desktop workstations.
- Communicated with Library Technology Services to ensure renewal of licenses for ArcGIS and SAS applications
Management and Human Resources:

*Emphasize diverse, engaged, and trained work force by providing avenues for personal and professional growth*

- Created new employee training schedule
  - [Training Schedule](#)
- Prepared 2008-2009 SLA budget
  - [SLA budget](#)
- Hired and trained:
  - Katherine Morrow
  - John Bohling
  - Hari Chandar Vennelakanti
  - Courtney Maynord
  - Alex Anderson
  - Peter Fernandez

- Meeting with CDM for discussion of the types of catalog editing we do at Pendergrass.
- Staff meeting with Dr. Beyl CASNR Dean
- Special collections Tour
- Digital Library Tour

**Training**

- IS 530
- Rape Aggression and Defense training
- Improve Your Listening
- CPR Training
- Dreamweaver Training
- Preservation Training
- Photoshop Training
- Myspace and Facebook
- Listening skills
- Delegation
- Leadership style
- Timesheet Training
Service

Communications Committee
Spirit Awards Committee
Diversity Committee
Agricultural Sciences & Natural Resources Librarian search committee
Growing Tennessee Steering Committee

Awards

- Performance Review Committee; group Spirit Award
- Miles 500 Spirit Award

Public Relations

*Provide consistent branding, content and programming that link services and collections and promotes awareness to the community.*

- Men’s garden club bibliography
- Ag day table and display
- Graduate student open house table and display
- Open access publishing outreach
- Growing Tennessee project participation
- Pet Health website
- Annual Continuing Education Conference for Veterinarians
- Jing tutorial for Veterinary Practitioners
- Services to Veterinarians pamphlet
- Flickr photo gallery
- Myspace page
- Delicious bookmarks
- Facebook page
- Volspace password promotion
- Pearl Fryar Demonstration
- UT Alert Table
- WUTK radio promotional spots

Bulletin Boards

*Biofuels Initiative*
*Birding in East TN/Ornithology*
*Conservation Fisheries*
*Ebooks*
*Farm Security Administration*
Green Gardening*
Government Document Display for Depository Anniversary (July)*
Leave-no-Trace
New Government Documents
Tennessee Symbols*
Wetlands*
What the World Eats*

**Smaller Displays**
Endnote X1
EndnoteWeb
Memorial Day*

*Highlighted collection with books and other resources

**Facilities**
*Create an efficient welcoming space for library visitors and accommodate the diverse workspace required through:*

- Housekeeping cleaning schedule
- Standardized door release schedule
# Webster C. Pendergrass Agriculture & Veterinary Medicine Library

<table>
<thead>
<tr>
<th>Gross Square Feet:</th>
<th>15,602</th>
<th>Separate areas for group and quiet study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per week</td>
<td>85.5</td>
<td>Additional hours during finals week</td>
</tr>
<tr>
<td>Seating</td>
<td>221</td>
<td>Flexible seating and tables in the Alcove</td>
</tr>
<tr>
<td>Group Study Rooms:</td>
<td>5</td>
<td>Each with a computer, tv/vcr, light box, white boards, and easel</td>
</tr>
<tr>
<td>Computers:</td>
<td>40</td>
<td>Software list: <a href="http://www.lib.utk.edu/agvet/avm/WorkstationMap2.08.pdf">http://www.lib.utk.edu/agvet/avm/WorkstationMap2.08.pdf</a></td>
</tr>
<tr>
<td>Circulating Laptops:</td>
<td>16</td>
<td>Each equipped with MS Office Suite</td>
</tr>
<tr>
<td>Scanners:</td>
<td>3</td>
<td>1 circulating</td>
</tr>
<tr>
<td>Digital Camera:</td>
<td>1</td>
<td>Circulating Canon PowerShot G1</td>
</tr>
<tr>
<td>Head Librarian:</td>
<td>1 FT</td>
<td>Head of Pendergrass, Music, &amp; Social Work Branch Libraries</td>
</tr>
<tr>
<td>Reference Librarians:</td>
<td>2 FT</td>
<td>1) Agriculture/Natural Resources 2) Veterinary Medicine</td>
</tr>
<tr>
<td>Staff:</td>
<td>4 FT</td>
<td>Day Supervisor; Evening Supervisor; Information Technologist; Cataloging/Documents</td>
</tr>
<tr>
<td>Student Assistants:</td>
<td>6</td>
<td>88 hours per week</td>
</tr>
</tbody>
</table>
| Graduate Assistants:     | 2      | Graduate Teaching Assistant: 10 hours/week  
                            | Science Links Graduate Assistant: 20 hours/week (grant) |
| UT Libraries Acquisitions Budget: | $8.6 Million FY 2007-2008 |
| Ag-Vet Book Budget:      | $65,000 FY 2007-2008 |
| Ag-Vet Journal Budget:  | $365,000 FY 2007-2008 |
| Journals:                | Thousands of journals are available on agriculture, animal science, and veterinary medicine topics |
| Databases:               | All agriculture and veterinary medicine databases are available  
                            | Complete database list at [http://www.lib.utk.edu/databases/](http://www.lib.utk.edu/databases/) |
| Pendergrass Library:     | 160,457 volumes on compact shelving. Includes materials on animal science, agronomy, plant science, food science, bioengineering, wildlife, pet health/human-animal bond, human medical journals and textbooks, and UN/FAO/USDA publications |
| Complimentary Collections: | Preston Medical Library/UT Medical Center, Nursing Collection at Hodges Library. Electronic collections including: Science Direct, Wiley and Springer ebooks, BioOne, and Current Protocols |
| Library Express          | Free service to pull/hold at a library or delivery to a campus location |
| Interlibrary Loan        | Electronic delivery of articles and loan of books from other libraries—no charge! |