

# CORNISH COLLEGE OF THE ARTS LIBRARY

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Annual Report  
June 2016 – May 2017  
Hollis Near, Director of Library Services

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## OVERVIEW

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The Cornish Library annual report compiles statistical data related to library services and operations and comments on library programs, staffing and facilities. This data lays the groundwork for other annual reports throughout the year to the Association of College and Research Libraries (ACRL), AICAD, IPEDS, and any reports required by NWCCU or NASAD. It also informs the library staff and Cornish Community.

## LIBRARY STAFF

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### Regular Staff

The library has five regular employees totaling 4.75 FTE. The Circulation Supervisor left for a new position in February 2017. We conducted a successful search between February and May and the new Circulation Supervisor, Nicholas Triggs, was scheduled to start on June 28, 2017.

- Director of Library Services (1 FTE) – Hollis Near
- Reference and Instruction Librarian (.75 FTE) – Megan Smithling
- Visual Arts Librarian (1 FTE) – Bridget Nowlin
- Circulation Supervisor (1 FTE) – Melissa Logan
- Library Specialist (1 FTE) – Pamela Erskine

### Work-Study and Hourly Student Assistants

In addition to regular staff, the library employs up to 10 student assistants during the semesters, totaling 2.50 FTE at full staffing. During breaks and summer we generally employ 1-2 student assistants totaling about 0.5 FTE. This is funded through a combination of work-study and hourly employment with the college. The students help with shelving, staffing the circulation desk, data entry, and a variety of special projects. The library is one of the largest employers of students on campus and offers significant training and work experience that can translate into jobs when they graduate. Some of our student assistants have been accepted into graduate programs to become librarians and some have gone directly into para-professional positions in libraries.

## HOURS OF OPERATION

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- During the semesters the library was open Mon-Thurs 8-9, Fri 8-6, and Sat-Sun 1-5.
- During breaks and summer, the library was open Mon-Fri 9-5, closed weekends
- In fall of 2016 we were able to offer extended hours for midterms from Dec 5 –15, Mon-Fri 8-10, Sat-Sun 12-10.

- In spring of 2017 we were able to offer extended hours for finals from April 21 – May 4, Mon-Fri 8-10 (most days with some earlier days of 8 or 9 depending on student assistant availability) and Sat-Sun 1-10.
- Extended hours are always dependent on adequate funding and student assistant availability.

## OUTREACH, COMMUNITY PROJECTS AND PARTNERS

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- Participated in Writing Across the Curriculum Committee's *Writing Symposium* in May 2017.
- Coordinated Constitution Day events for the college. All Constitution Day events documented at <http://libguides.cornish.edu/c.php?g=330145&p=5128437>.
- Curated voting rights timeline display for Constitution Day, September 2016.
- Scheduled and supported 16 community exhibits in MCC 2<sup>nd</sup> floor display case.
- Curated book & DVD displays on:
  - Books related to First Year Reads title, *Hotel on the Corner of Bitter and Sweet*
  - Banned Books Week
  - Body Modification
  - Native American History Month
  - Feasting
  - Love/Health/Self Care
  - Black History Month
  - Women's History Month
  - Career Preparation
  - Scripts for upcoming Seattle performances
  - Student Library Assistant Picks
  - New Film Books
  - Pokemon Go theme books: Mystic/Valor/Instinct
  - Rotating books on current museum exhibits
  - Rotating DVD selections
  - Weekly New Book Display

## COLLEGE COMMITTEE SERVICE

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- Academic Council
- Curriculum Committee
- Academic Standards Committee
- President's Table
- Institutional Effectiveness Committee
- Inclusivity and Diversity Committee
- Library Liaison Committee
- Writing Across the Curriculum
- First Year Reads Committee
- Copyright Task Force
- Department Coordinators Meeting

## ACCREDITATION WORK

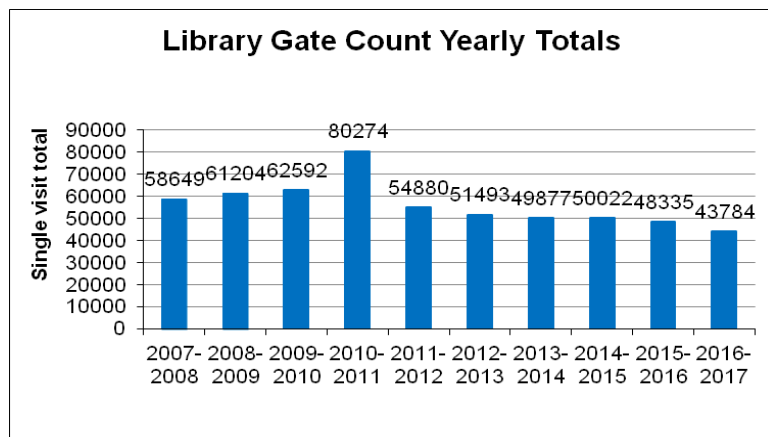
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The library has continued to gather and compile annual statistical data and conduct ongoing assessment for information literacy instruction. We have also started developing student learning outcomes for instruction with an eye toward aligning them with the college’s core themes. The library has not had to prepare any specific accreditation reports for NWCCU or NASAD in the last year.

## GATE COUNT STATISTICS

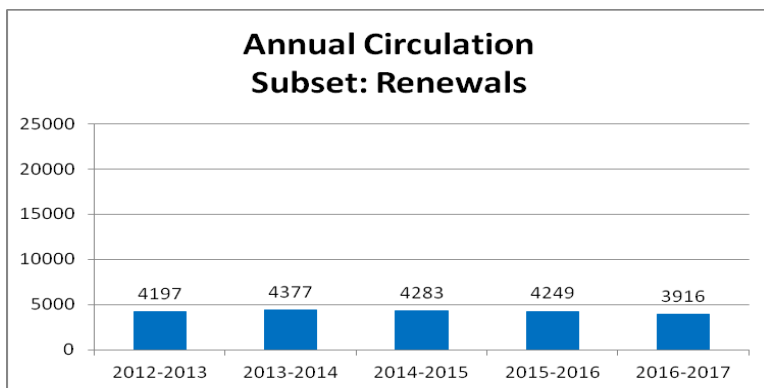
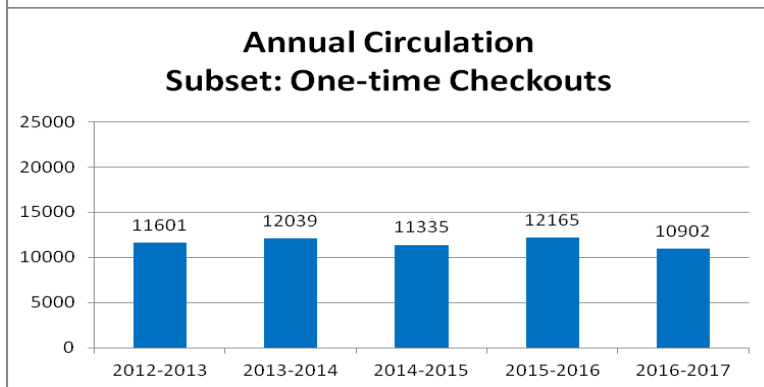
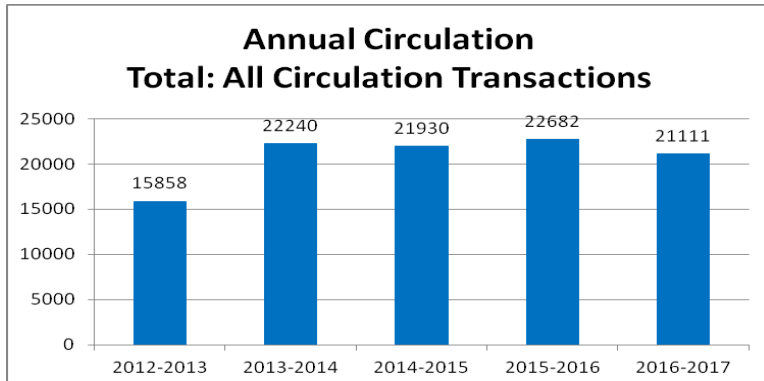
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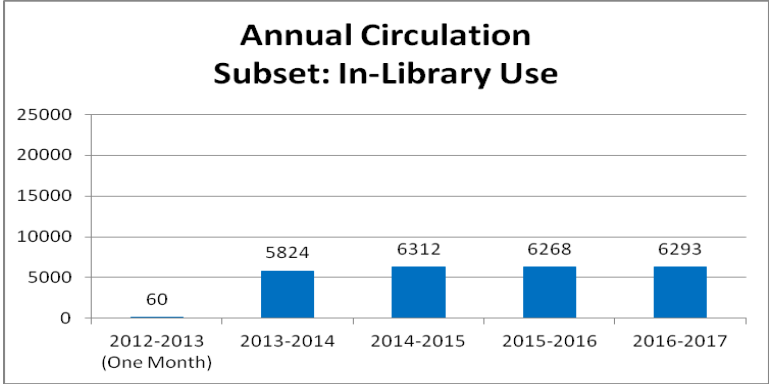
“Gate count” is a measure of the number times people walk into the facility. It does not identify how they use the library, but it does serve as a good general indicator of the level of on-site use. I attribute the high count for 2010-2011 to the exceptionally high head-count enrollment of 1607 (from the Cornish Fact Book). Although there has been a gradual downward trend since 2011-12 I think enrollment is probably the biggest contributor. The new residence hall was opened in fall of 2015-16 and it may be contributing to students using the library less for study space or computer use. Shuttle service to and from Kerry Hall was also cancelled in 2016-17 affecting student access to MCC during the day.



## CIRCULATION STATISTICS

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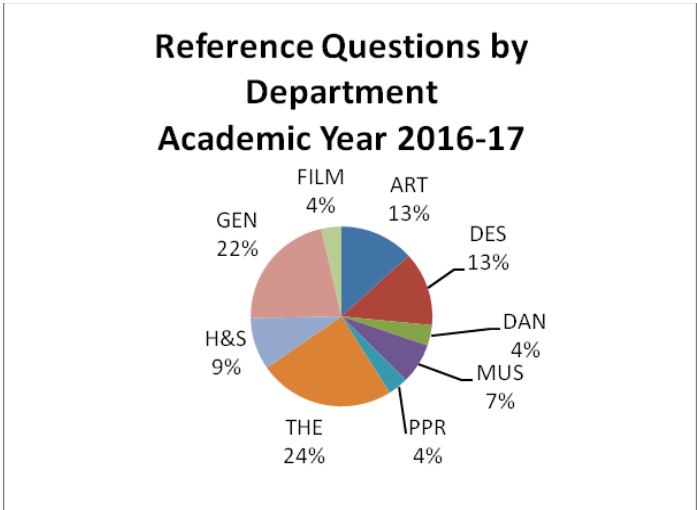
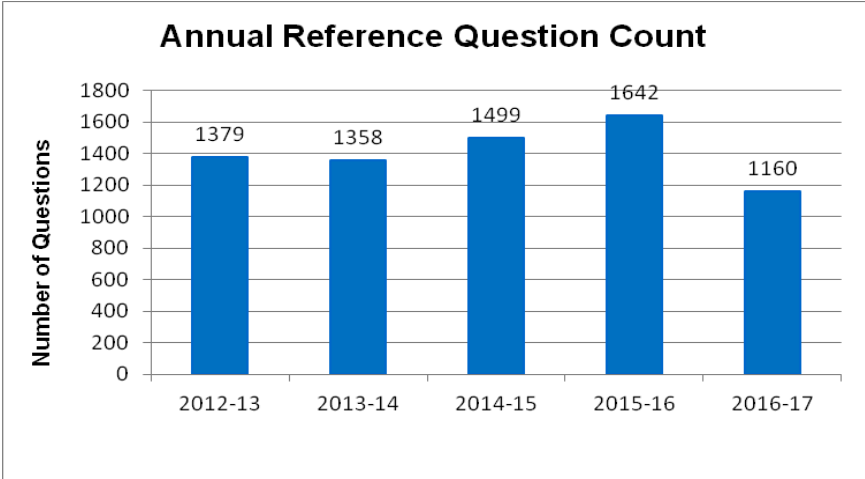




**REFERENCE STATISTICS**

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We adjusted statistics to separate reference questions from more general customer service questions; therefore numbers for these five years will be lower than previous reports.



## RESEARCH DATABASE USAGE

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These statistics reflect how often research database content is being accessed. The COUNTER statistical standard has been used whenever available from the database vendor. The COUNTER standard is used by publishers and libraries to maintain consistency and compatibility across platforms.

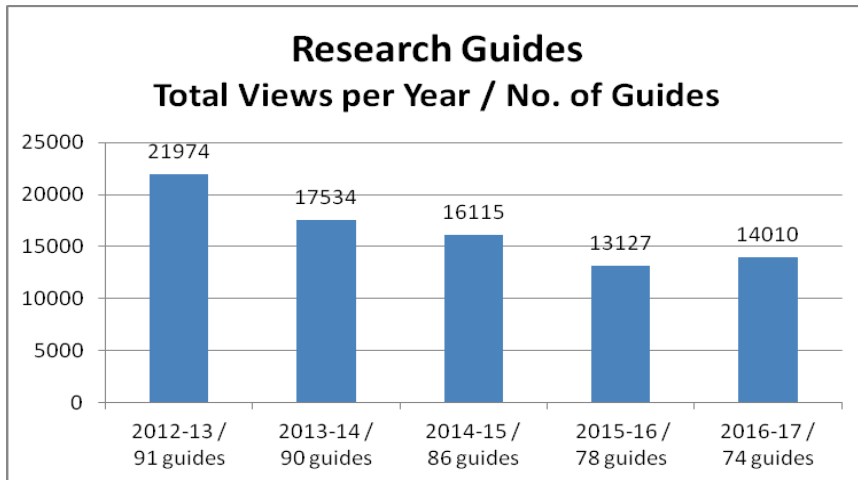
More detailed reports are available for many of these databases. If necessary, they can be analyzed in more detail on request.

Database	2016-17		
	Logins/ Sessions	Searches	Files viewed, streamed, or downloaded
Art & Architecture Source - articles	na	1970	2666
Artstor - digital images	941	2666	5208
Britannica Encyclopedia Online	1177	1263	2374
Chronicle of Higher Education Online	175	58	480
EbscoHost Ebooks (small coll. in catalog)	na	145	91
Ebook Central - electronic books	na	2561	609
Film & Television Index Full Text - articles	na	263	294
Intl Bibl of Theater & Dance - articles	na	595	685
JSTOR (Arts & Sciences III) - articles	na	2305	1506
Lynda.com - video tutorials	2442	na	7898
Naxos Classical Music -streaming music	479	na	2822
Naxos Jazz/Blues - streaming music	63	na	97
Naxos Video - streaming video	53	na	4
OntheBoards.tv - dance/theater videos	na	na	10
Oxford Art Online - Grove Dict. Art	166	390	189
Oxford Music Online - Grove Dict. Music	56	89	56
Oxford Reference: Encyclopedia of Dance	27	20	15
Pronunciator - language study	26	na	na
ProQuest Research Library - articles	na	5761	3975

## RESEARCH GUIDE USAGE

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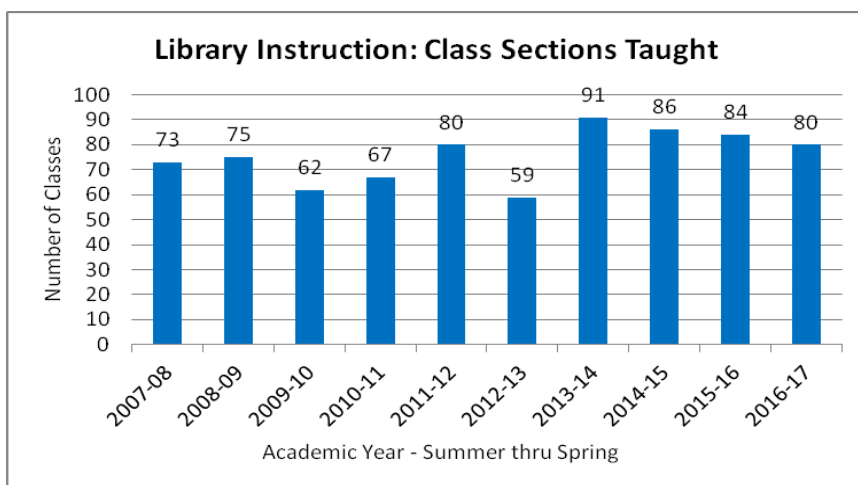
The librarians create Research Guides using a web platform called LibGuides. Research Guides provide in-depth support for classes and research assignments, and are used as finding aids for a variety of subject areas.



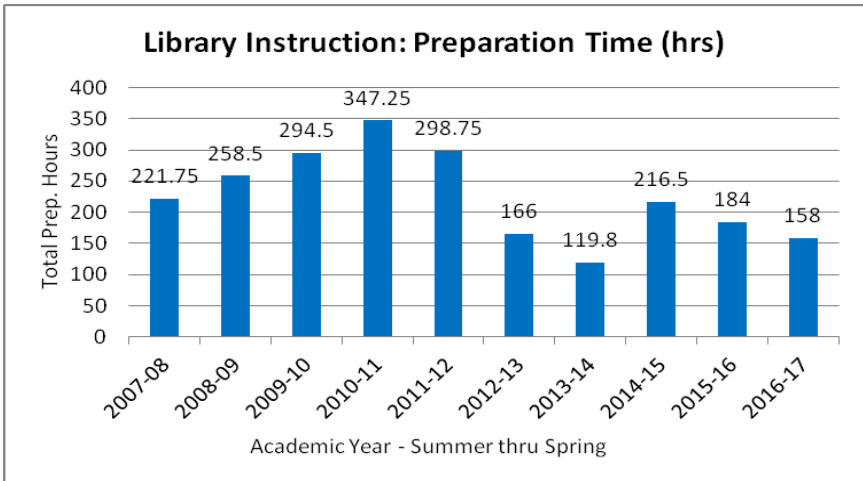
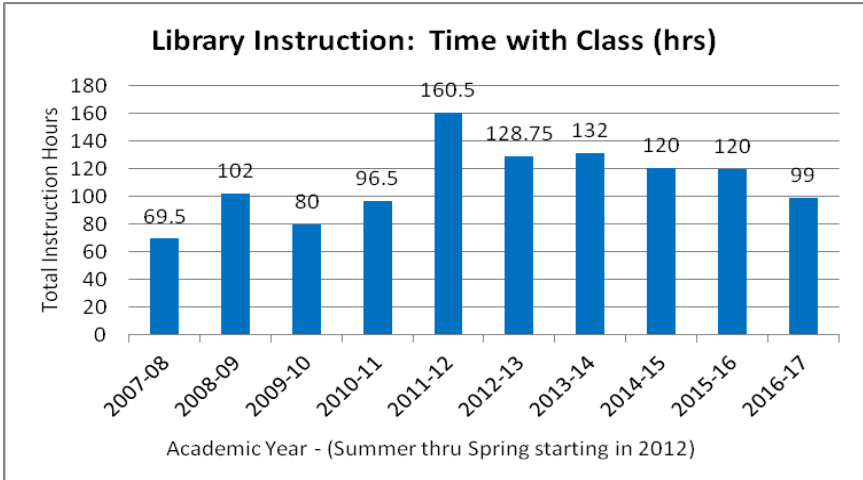
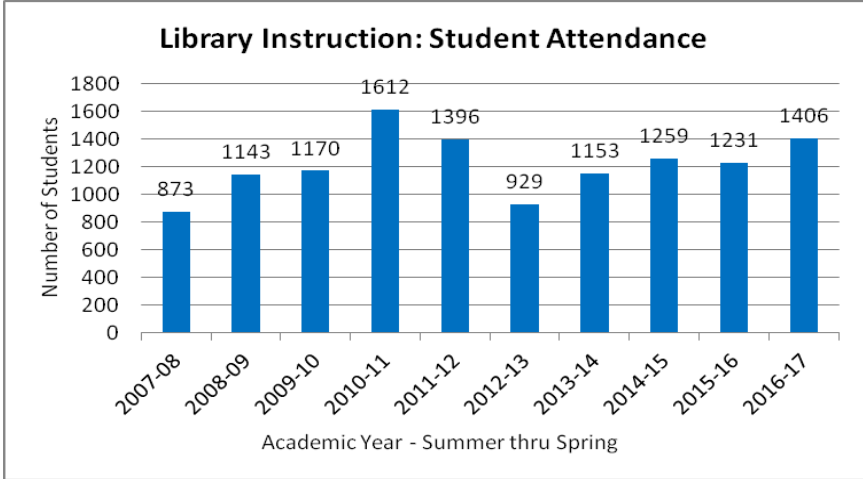
## INFORMATION LITERACY INSTRUCTION

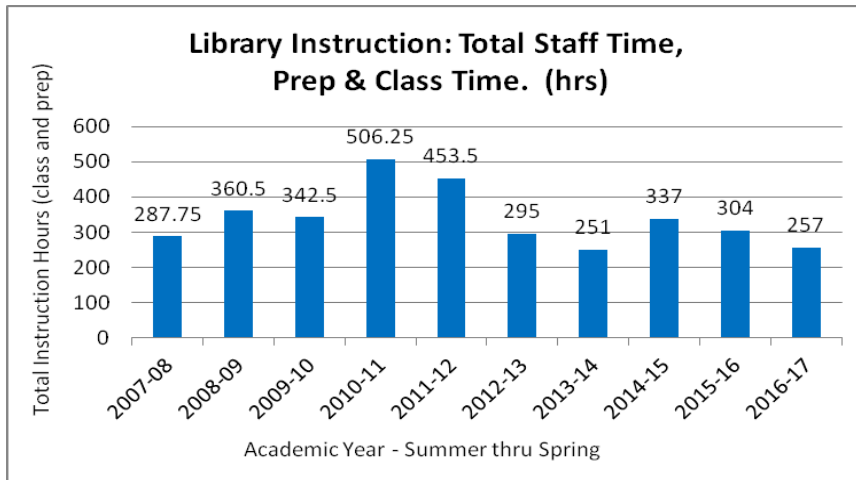
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The librarians provide information literacy instruction whenever possible in support of the Cornish curriculum. Required sessions are embedded in the first year curriculum of Integrated Studies and Foundations during fall and spring semesters. The goal of information literacy student learning outcomes is to scaffold the material across four years in a way that keeps it relevant to the assignments and supports the student in acquiring new research skills and understanding as they progress through their departmental curriculum. In reality, students have uneven access to this kind of instruction. While librarians do provide information literacy instruction for a number of upper level classes, participation in the classroom is by invitation of the class instructor. In departments where writing and research assignments are not fully represented across all four years, there is currently little opportunity to integrate information literacy instruction in a consistent manner.





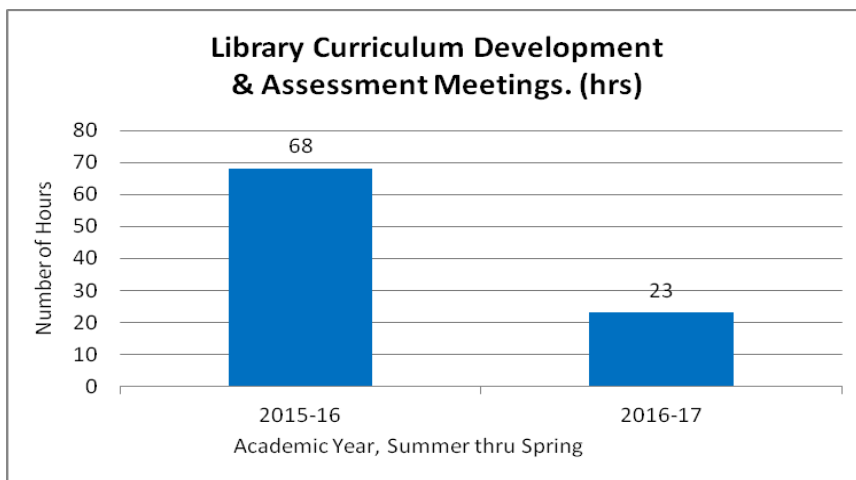




## CURRICULUM DEVELOPMENT AND ASSESSMENT

Cornish Librarians have always worked on curriculum development for library instruction, but since 2015 we decided to start tracking the time spent. We hold weekly meetings to work on curriculum planning, curriculum mapping to identify where information literacy instruction is currently occurring in the departmental programs, and assessment of instruction that has already been delivered. We are also developing student learning outcomes for information literacy instruction.

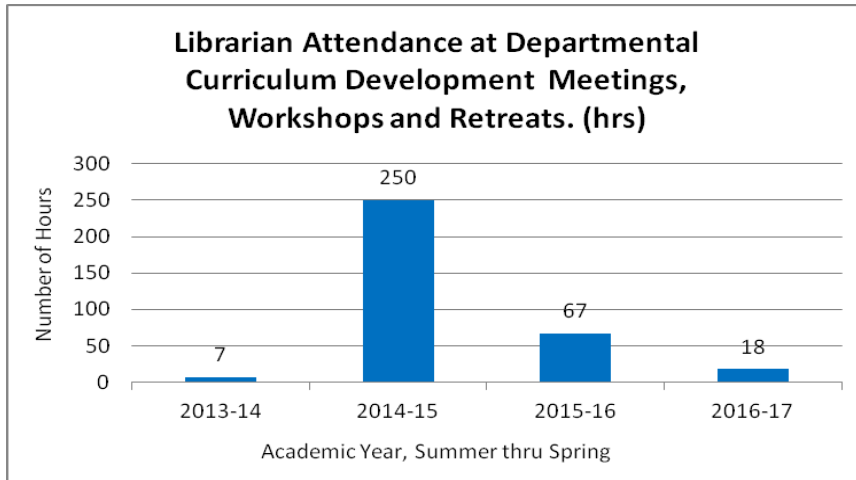
For an assessment of first year library instruction, see *Addendum A. First Year Library Program Spring 2017 Assessment Report*.



## ACADEMIC DEPARTMENT MEETINGS

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Cornish librarians work with departments to integrate library services with the general curriculum and provide input from the Library’s perspective. They attend departmental meetings, workshops and retreats to stay apprised of new curricular developments and share information about library services.



Most of the time in 2014-15 was spent in visual arts curriculum revision retreats.

## BUDGET DETAILS FY2016-17

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### Acquisitions Budget, Annual Totals 2012-2017. Library Fund 110-7060-1410

Fiscal Year	Allocated for Books, Scores, CDs, DVDs, & Periodicals.	Spent on Books, Scores, CDs, DVDs, & Periodicals.
FY2012-13	36,184.00	32,822.78
FY2013-14	38,550.00	37,533.58
FY2014-15	45,000.00	41,018.50
FY2015-16	35,000.00	31,129.32
<b>FY2016-17</b>	<b>25,000.00</b>	<b>24,875.29</b>

**NOTE:** The FY2016/17 \$25,000 allocation was the lowest since 1999.

The biggest change in the collection since 1999 is a significant increase in online research databases. Even though access to online resources has increased, the physical collection still needs to be maintained in order to keep the collection current and relevant to the curriculum and should not be allowed to stagnate. Library collection funding and collection size are both evaluated by the NWCCU when accrediting the college.

**Acquisitions Budget by Fund FY2016-17. Library Fund 110-7060-1410**

Used to purchase books, scores, CDs, DVDs & periodicals.

Explanation of fund names: There are two fund-lines per subject area.

- ART Dept: money allocated for faculty requests
- ART Lib: money allocated for library staff selections and overall collection development

<b>Fund name</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Balance</b>
7060-1410 ART Dept	800.00	787.01	12.99
7060-1410 ART Lib	300.00	283.98	16.02
7060-1410 BINDERY	0.00	0.00	0.01
7060-1410 DAN Dept	800.00	808.32	-8.32
7060-1410 DAN Lib	300.00	231.72	68.28
7060-1410 DES Dept	800.00	781.74	18.26
7060-1410 DES Lib	300.00	285.78	14.22
7060-1410 FILM Dept	1,200.00	1,203.10	-3.10
7060-1410 FILM Lib	0.00	0.00	0.00
7060-1410 FOUNDATIONS Dept	300.00	291.44	8.56
7060-1410 FOUNDATIONS Lib	50.00	21.87	28.13
7060-1410 GEN	380.00	377.04	2.96
7060-1410 HS Dept	800.00	778.11	21.89
7060-1410 HS Lib	400.00	343.68	56.32
7060-1410 INTARCH Dept	800.00	778.23	21.77
7060-1410 INTARCH Lib	300.00	323.92	-23.92
7060-1410 MUS Dept	800.00	835.19	-35.19
7060-1410 MUS Lib	400.00	308.50	91.50
7060-1410 PPR Dept	800.00	774.11	25.89
7060-1410 PPR Lib	400.00	372.50	27.50
7060-1410 SERIALS	13,570.00	13,833.34	-263.34
7060-1410 TAX	300.00	264.73	35.27
7060-1410 THE Dept	800.00	760.33	39.67
7060-1410 THE Lib	400.00	416.43	-16.43
<b>TOTAL</b>	<b>25,000.00</b>	<b>24,861.07</b>	<b>138.94</b>

## Information Technology Budget FY2016-17. Library Fund 110-6270-1410 (Operations)

Used to purchase online digital resources.

### Database Title List

Research Databases	Annual License Fee	Tax	Combined Lic. & Tax
<i>Art &amp; Architecture Source</i> - Journal articles.	4331.00	415.78	4746.78
<i>Artstor</i> - Digital images.	1920.00	184.32	2104.32
<i>Artstor Shared Shelf</i> - Online repository for Cornish digital image collection.	2039.62	195.80	2235.42
<i>Chronicle of Higher Education</i> - Digital newspaper.	1105.00	106.08	1211.08
<i>Encyclopedia Britannica Online, Academic Edition</i>	478.00	45.89	523.89
<i>Film and Television Literature Index with Full Text</i> - Journal articles.	3150.00	302.40	3452.40
<i>International Bibliography of Theater and Dance with Full Text</i> - Journal articles.	2625.00	252.00	2877.00
<i>JSTOR Arts &amp; Sciences III Collection</i> - full text journal literature database	1500.00	144.00	1644.00
<i>LyndaCampus</i> tutorial video database. 3rd and final year of 3-year fixed-price contract.	17575.00	1687.20	19262.20
<i>Naxos Music Library, Naxos Jazz Library, and Naxos Video Library.</i> Online streaming audio and video.	2175.00	0.00	2175.00
OnTheBoards.tv video database (dance, theater) Was \$350 in FY2015-16. Donated as a one-time "in-kind" gift to Cornish in FY2016-17.	0.00	0.00	0.00
<i>Oxford Art Online.</i> (Includes <i>Grove Dictionary of Art</i> , plus additional Oxford publications.)	2790.00	267.84	3057.84
<i>Oxford Music Online.</i> (Includes <i>Grove Dictionary of Music</i> , plus additional Oxford publications.)	2790.00	281.79	3071.79
<i>Intl. Encyclopedia of Dance</i> - Oxford Univ. Press. DRS hosting (Digital Reference Shelf) for. Minimal hosting fee of 5.50.	6.00	0.00	6.00
<i>Pronunciator</i> - online language study program. Was \$495 in FY2015-16. Cut during FY 2016-17. Expect to reinstate FY2017-18.	0.00	0.00	0.00
<i>ProQuest Research Library.</i> Multi-subject periodical and newspaper articles; includes many full-text articles for printing and downloading.	270.64	25.71	296.35
<i>ProQuest Ebook Central</i> - Liberal arts electronic book collection.	5372.00	515.71	5887.71
<b>TOTAL:</b>	<b>48127.26</b>	<b>4424.52</b>	<b>52551.78</b>

Utility Databases	Annual License Fee	Tax	Combined Lic. & Tax
Classification Web - Online Library of Congress cataloging tool.	325.00	0.00	325.00

Filemaker Pro License Maintenance Renewal (used for cataloging and storing digital images) Covers regular upgrades for each of the 2 Image Collection computers. <b>Price-incentive discount applied this year.</b>	78.00	7.88	85.88
Gimlet -- Reference question tracking statistical software	240.00	23.04	263.04
Haiku Deck - presentation software	29.99	0.00	29.99
Koha Library System annual hosting fee	2992.50	287.28	3279.78
LibGuides - Instructional/tutorial software hosting (via Springshare).	1235.00	0.00	1235.00
OCLC Cat Express - catalog record utility	571.66	54.88	626.54
OCLC WorldShare - Interlibrary Loan database access	58.66	5.63	64.29
OCLC Access fee. <b>Was \$7.74 last year. Rolled into Cat Express from this year forward.</b>	0.00	0.00	0.00
Syndetic Solutions from ProQuest - book cover images and record enhancements (table of contents, summaries, reviews) for the online catalog.	928.00	88.16	1016.16
<b>TOTAL:</b>	<b>6458.81</b>	<b>466.87</b>	<b>6925.68</b>

<b>FUND 6270 RESEARCH &amp; UTILITY DATABASES COMBINED TOTAL:</b>	<b>54586.07</b>	<b>4891.39</b>	<b>59477.46</b>
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## COLLECTION SIZE

### Physical Collection Count, Annual Totals 2013-2017.

Year (June)	Books	Scores	Sound Recordings	Videos	Periodical titles	Periodicals individual issues	Slide Collection	Digital Images
2013	27065	4873	6234	3199	193	14448	45014	2343
2014	28143	4922	6600	3347	192	15165	45014	2694
2015	29048	5016	7167	3612	201	16061	45014	2828
2016	29608	5354	7220	3957	185	16986	45014	1459
<b>2017</b>	<b>31060</b>	<b>5375</b>	<b>7344</b>	<b>3883</b>	<b>183</b>	<b>16805</b>	<b>45014</b>	<b>1570</b>

### Deaccession Count

Materials are regularly evaluated to be removed from the collection, or deaccessioned, each year in a process called "weeding." Various criteria such as condition, currency, subject relevance and usage are taken into consideration before items are removed. A total of 1013 items were removed in 2016-17.

224 books/scores/scripts  
 3 DVDs  
 2 CDs  
 25 periodical issues

248 VHS tapes  
 1 vinyl record  
 7 CD-ROM/DVD-ROM

We also removed 503 catalog records for electronic book titles from the *Northwest Academic netLibrary Consortium* (NANC) collection, obtained through a one-time consortium purchase in 2000. We currently have 2534 remaining ebook titles from that collection in the catalog. The original collection was 2968 titles. (This collection is separate from the *Ebook Central* online collection of 130,000+ titles which are not listed in the library catalog.)

### Online Collections Count, 2016-17

Online Collections		Database Titles
Electronic Books	150,343	<i>EBook Central</i> and Ebooks on <i>EbscoHost</i>
Full-text Journals	12,392	<i>ProQuest Research Library</i> , <i>Art Source</i> , <i>JSTOR Arts &amp; Sciences III</i> , <i>Film &amp; Television Literature Index with Full Text</i> , <i>International Bibliography of Theater and Dance with Full Text</i> , <i>Chronicle of Higher Education</i>
Digital Images	1.9 million	<i>ARTstor</i>
Streaming Music Tracks	1.5 million	<i>NAXOS Music Library - Classical and Jazz</i>
Streaming Videos	2500	<i>NAXOS Video Library</i> and <i>On the Boards.tv</i>
Online Video Tutorials	100,000	<i>Lynda.com</i>
Online Encyclopedias	4	<i>Britannica Online Academic Edition</i> , <i>The International Encyclopedia of Dance</i> , <i>Oxford Art Online (including Grove Dictionary of Art)</i> , and <i>Oxford Music Online (including Grove Dictionary of Music)</i>

### COLLECTION DEVELOPMENT

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The entire physical collection was inventoried in Summer 2016 and the status for all items (on-shelf, checked-out or missing) was updated in the database.

No volumes were sent for rebinding during the year because it had to be cut from the budget to meet the budget goal.

The book stacks were shifted to redistribute volumes on shelves and maximize remaining space.

Because of the particularly low acquisitions budget, purchases this year were prioritized to meet faculty requests with a modest amount allocated for general collection development. Within the limits of the budget, new publications were reviewed for all subject areas (art, dance, design, film H&S, interior architecture, music, performance production and theater) and purchased for the collection whenever appropriate and possible.

All faculty requests for new titles were fulfilled. Within budget limits, some student requests were purchased when we could not obtain titles via Interlibrary Loan.

The Collection Development Policy was reviewed and updated to reflect the addition of the Interior Architecture program.

**Department Library Liaisons for 2016-17.** Library Liaisons help coordinate faculty requests for new titles, provide information about curricular changes, and share their discipline specific perspective on how the collection can be developed to support their department.

Art: Preston Wadley  
Dance: Lodi McClellan  
Design: Tiffany DeMott  
Film: Lyall Bush  
Foundations: Ruth Tomlinson

Humanities & Sciences: John Wilson  
Interior Architecture: Julie Myers  
Music: Roger Nelson  
Theater: David Taft

## INTERLIBRARY LOAN

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### **Cornish Library as borrower 2016-17**

- Items requested from other libraries by Cornish: 176
- Items received from other libraries: 147
- Requests cancelled: 9
- Requests declined by other libraries: 19

### **Cornish Library as lender 2016-17**

- Items requested from Cornish by other libraries: 33
- Items lent to other libraries: 11
- Requests from other libraries cancelled: 0
- Requests from other libraries declined: 22 – usually because of material types we do not lend, such as CDs, DVDs and reference books (system automatically deflects such requests).

## GIFTS

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In 2016-17 the library received 21 separate gift-in-kind donations consisting of:  
261 books

- 14 scores
- 629 CDs
- 50 DVDs
- 935 art auction catalogs



The library does not add every item to the collection, but selects appropriate materials based on subject, condition, and other criteria outlined in the gift policy. Material not added to the collection is mostly put on a free cart for the community. Items that are in good condition, but not suitable for the collection, are set aside for sale or trade with book dealers.

## FACILITIES

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When Cornish moved into MCC, the architects identified the most logical path for library expansion as being along the east side of the 2nd floor where the Writing Center and Video Lab are currently located. This is because HVAC equipment is located on the west side of the 2nd floor between the library and cafe and behind the freight elevator. This information has been in all the master campus plans up through 2014 and has been communicated to all space planning consultants who have met with the library.

### Why does the library need to expand?

- 1. Staff Growth.** Integrating Information literacy instruction into the curriculum, especially as writing and research become more embedded across all four years, has been a priority of prior provosts and continues to be a priority with the Interim Provost. If the library is to meet such a demand instruction, the college will need more librarians. The library may be able to fit in one more person, but it would require appropriate partitions and office furniture. After that the library will be at its maximum unless we expand into adjacent space.
- 2. Computer/Instruction Lab Capacity.** I have reported the same thing in prior years. The library computer lab has only 12 PCs. The lab functions as an open student computer lab and is also used for library instruction for a variety of classes throughout the year. Faculty can also schedule it for individual lab sessions. Since more classes are enrolling more than 12 students, it has become difficult to teach computer related skills. Students have to share a computer or watch the overhead projection when they should be practicing on their own computer. Sometimes we resort to running two library sessions per class which doubles the work load. Based on the needs of student capacity, the computer lab should be expanded or relocated to a larger room.
- 3. Collection Growth.** The shelves are at capacity in the main stacks. We regularly “weed” the collection to make room for new material. Removing material due to condition, currency, subject relevance, and amount of use is a natural part of collection maintenance; however we cannot meaningfully grow the collection without more space.

Though the library now offers more digital content, art schools are not in a position to get rid of physical collections. For example, visual artists need high resolution images for assignments that can only be found in books. In general, digital art books lack adequate image quality. Online digital score collections still do not have enough content to justify the licensing fees and

our faculty would rather spend the money on specific print titles. So while the library offers a number of online resources, we still need to maintain a physical collection in order to support the programs taught at Cornish.

## CONFERENCES AND PROFESSIONAL ACTIVITIES

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Hollis Near, Director of Library Services

- Attended Music Library Association, Pacific Northwest Chapter and California Chapter Joint Meeting, University of Washington, Sept 2016.
- Participated in AICAD Library Directors online meeting, Oct 2016.

Bridget Nowlin, Visual Arts Librarian

- Attended *Storytelling Strategies for Dismantling Racism*, diversity training at New Directions Consulting, Jun 2016.
- Attended *Diversity Best Practices Roundtable*, Ethnic Cultural Center, University of Washington, Feb 2017.
- Attended the ARLIS/NA (Art) National conference in New Orleans, LA, Feb 2017.
- Guest speaker at UW iSchool Digital Humanities class, Apr 2017
- Attended the ARLIS/NA VRA (Art) chapter meeting in Portland, OR, Nov 2017.
- Peer-reviewed an article for *Art Documentation Journal*.

Megan Smithling, Reference and Instruction Librarian

- Attended Library Instruction West, Utah State University, Jun 2016.
- Attended ASTR/TLA (Theater), Minneapolis, MN, Nov 2016 -- Career Panel presentation *Transforming Research Literacies: Improving Undergraduate Theatre and Performance Research* (co-sponsored by the Theatre Library Association).
- Guest speaker at UW iSchool Digital Humanities class, Apr 2017.
- Attended ILAGO conference, Washington State University, May 2017.