

# CORNISH COLLEGE OF THE ARTS LIBRARY

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Annual Report  
June 2017 – May 2018  
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 provides annual highlights and 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. Our new Circulation Supervisor, Nicholas Triggs, started on June 28, 2017. All staff participated in his training and he is now a seasoned, fully contributing member of the staff.

- 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) – Nicholas Triggs
- 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 2017 we were able to offer extended hours for midterms from Dec 4-14, Mon-Fri 8-10, Sat-Sun 12-10.

- In spring of 2018 we were able to offer extended hours for finals from April 23 – May 3, Mon-Fri 8-10 (most days with some earlier days of 8 or 9 depending on student assistant availability) and Sat 12-10, Sun 12-7.
- Extended hours are always dependent on adequate funding and student assistant availability.

## LIBRARY HIGHLIGHTS

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- In response to a directive from Provost Rush, the librarians and the director of library services spent the year developing a proposal to present to the President that would re-classify the librarian positions as faculty rather than exempt staff. We held regular working meetings among ourselves and with the provost to accomplish this. The draft proposal will be completed by summer 2018 and will be submitted to the Provost for final approval before sending it forward.
- Curated book & DVD displays in the library on:
  - Sep: Books related to First Year Reads title, *Your Heart is a Muscle the Size of a Fist*.
  - Sep: Selected books on the *History of the Constitution and the 1st Amendment*. For Constitution Day.
  - Sep: Banned Books Week, *History of Book Censorship*.
  - Oct: Staff title picks
  - Oct-Nov: Arkangel Shakespeare Collection
  - Nov: Teaching Artists Career Path
  - Jan: Weather
  - Feb: Black History Month
  - Mar: Women’s History Month
  - Mar: Student Assistant title picks
  - Apr: Books on WWI in conjunction with Cornish Playhouse Exhibit.
  - Apr–Jun: Books on writing in conjunction with *In Other Words* student writing exhibition.
  - Jun-Jul: Utopias and Dystopias
  - Aug: Seattle and Environs
  - Rotating: Scripts for upcoming Seattle performances
  - Rotating: books on current museum exhibits
  - Rotating DVD selections: LGBTQ Directors, Cecil Taylor, Student Assistant Picks, Staff Picks
  - Weekly New Book Display

## OUTREACH, COMMUNITY PROJECTS AND PARTNERS

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- Participated with the Writing Across the Curriculum Committee and the Writing Center to plan and produce student writing exhibit event, *In other Words*, April 2018.
- Organized 2017 Constitution Day events for the college. All Constitution Day activities are documented at <http://libguides.cornish.edu/c.php?g=330145&p=5128437>.
- Scheduled and supported 16 community exhibits in MCC 2<sup>nd</sup> floor display case.
- Participation in faculty retreats for Theater, HS Gen Ed, and Foundations

## COLLEGE COMMITTEE SERVICE

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- Academic Council
- Academic Standards Committee
- College Round Table
- Curriculum Committee
- Department Coordinators Meeting
- General Education Task Force
- Library Liaison Committee
- Writing Across the Curriculum

## ACCREDITATION AND ASSESSMENT WORK

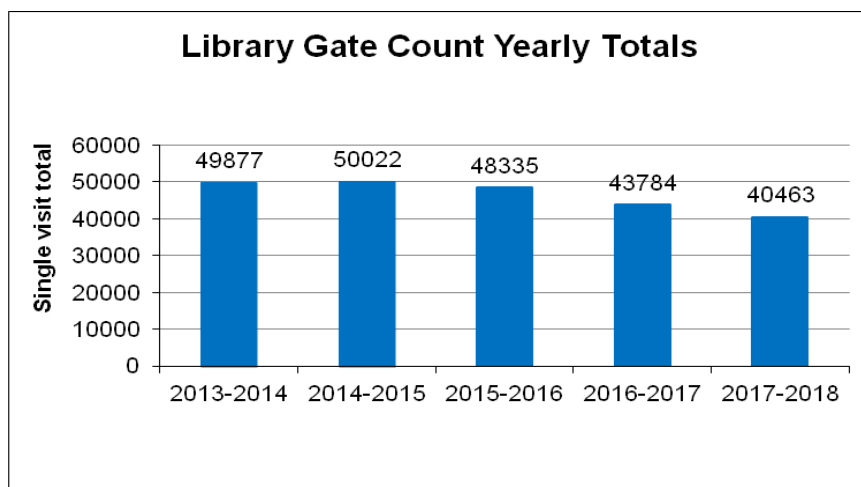
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The library has continued to gather and compile annual statistical data and conduct ongoing assessment for information literacy instruction. Work has been largely completed on student learning outcomes for information literacy instruction. The library has not had to prepare any specific accreditation reports for NWCCU or NASAD in the last year. IPEDS data was submitted.

## GATE COUNT STATISTICS

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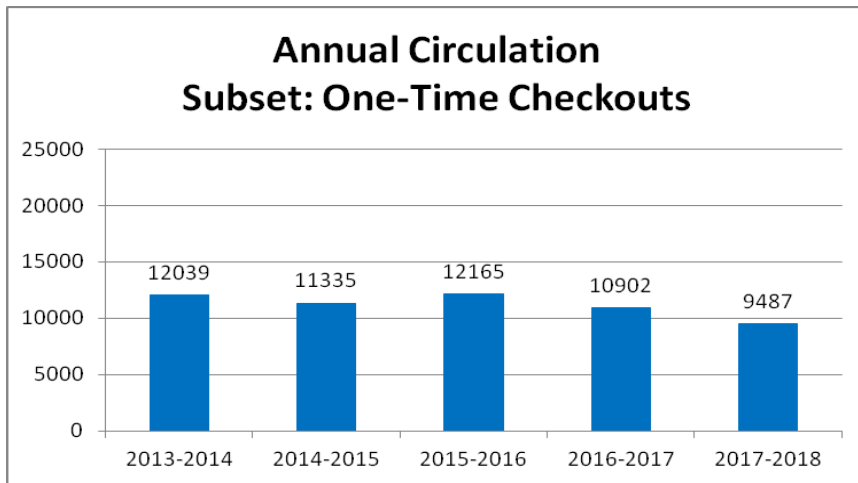
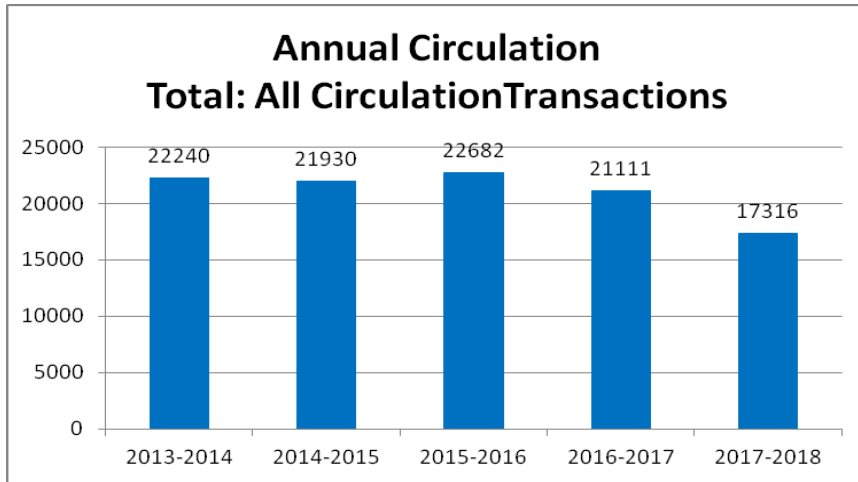
“Gate count” is a measure of the number times people walk into the facility. It does not identify how they use the library, but it does serve as a good general indicator of the level of on-site use. The gradual downward trend since 2013-14 continues. The last two years have seen a sharper decrease in numbers. The drop-in enrollment is possibly the biggest contributor, although further data would have to be studied to know for sure. 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 music and dance student access to MCC during the day.



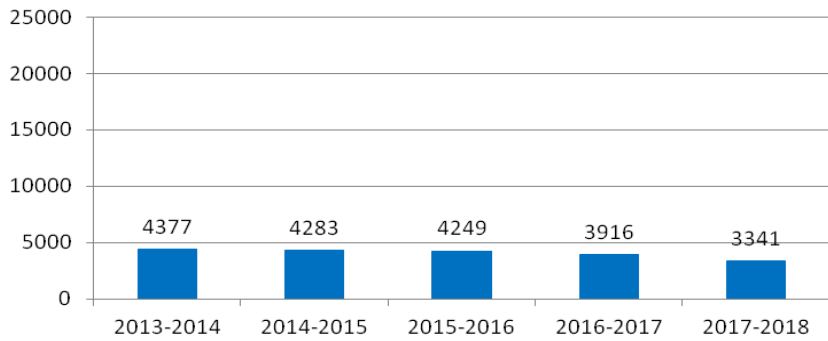
## CIRCULATION STATISTICS

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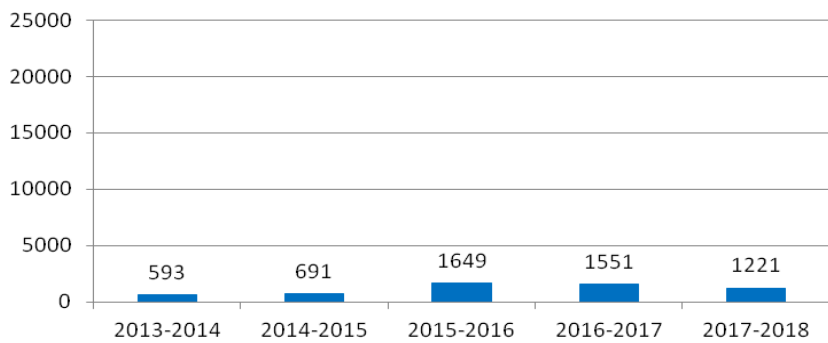
In order to prepare data for ACRL and IPEDS we collect circulation statistics in a variety of categories. There is a two year downturn. We lack data on why this is occurring, but it may be due to the same reasons for the downturn in Gate Count.



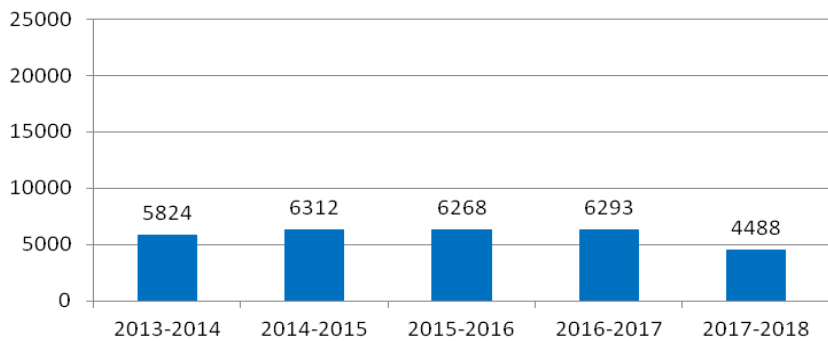
### Annual Circulation Subset: Renewals



### Annual Circulation Subset: Class Reserves Checkouts



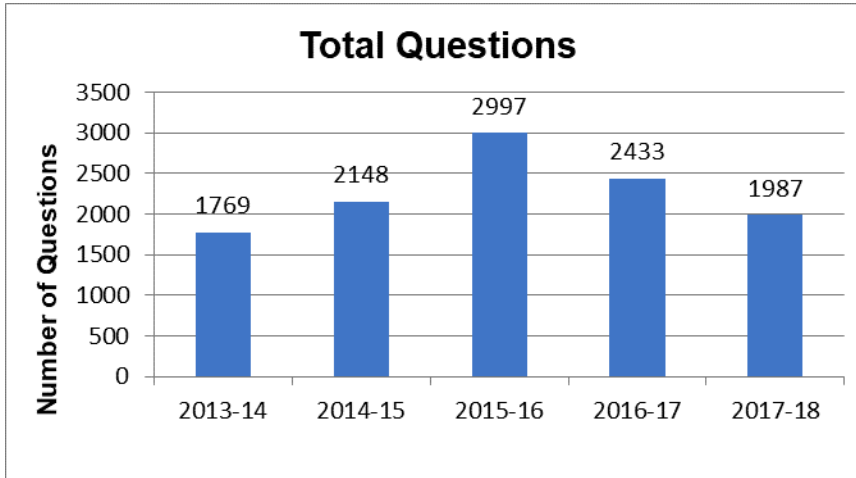
### Annual Circulation In-Library Use



## REFERENCE STATISTICS

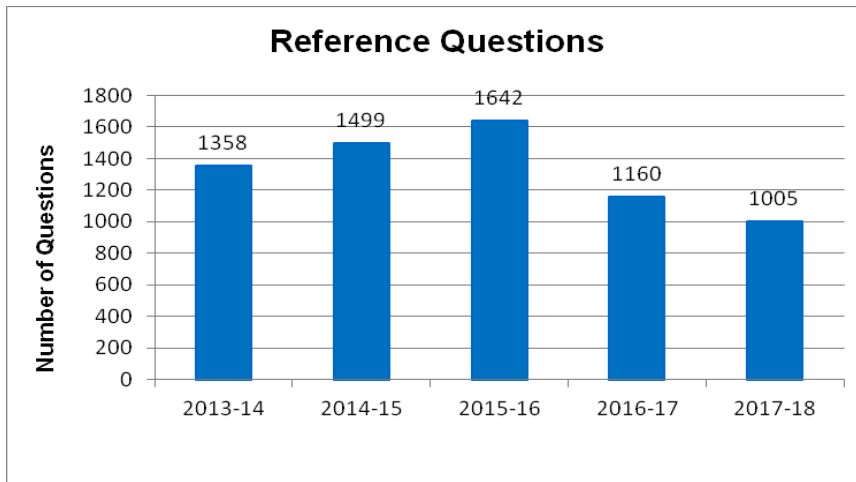
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Total combined Reference and Customer Service Questions.

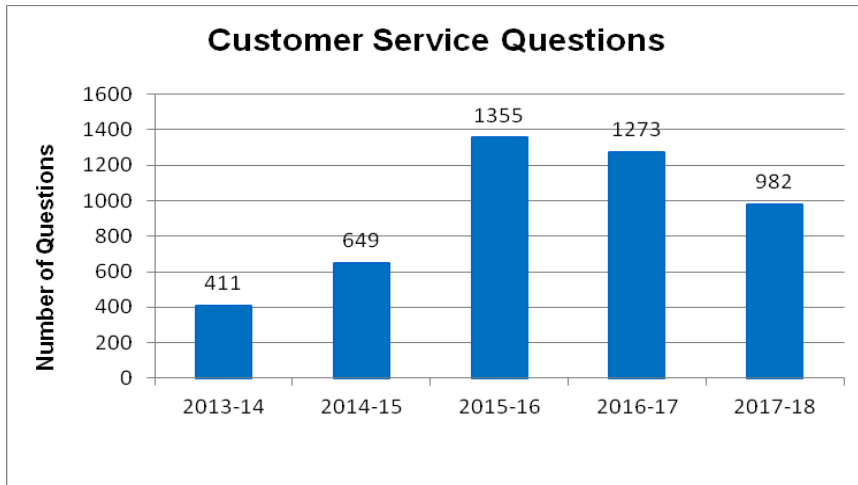


The library tracks Reference questions and Customer Service questions separately in order to provide data in the format required by ACRL, IPEDs and AICAD.

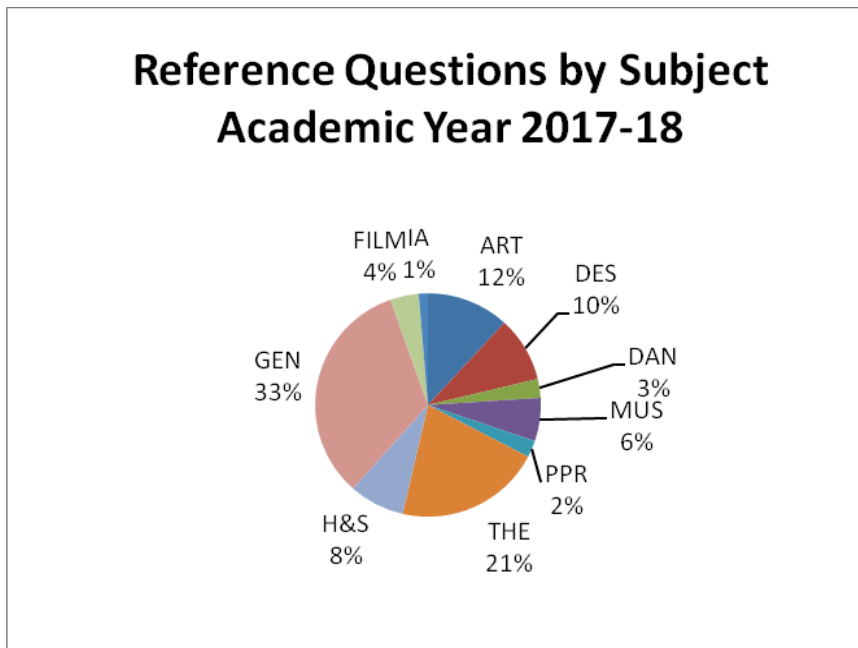
Reference and research questions require using an information resource: consulting the library catalog, research databases, texts in the collection, web resources, etc.



Customer Service questions do not require consulting an information resource. They involve general information, directional, or technical support – especially help with library computers and printer/copier support.



The same downward trend is appearing in the last two years as the gate count and circulation counts. Although we lack data on why this is occurring, the question count may be affected by some of the same factors suspected of affecting the gate count and circulation: decreasing enrollment, availability of a new residence hall, and lack of shuttle access from Kerry Hall during the day when the librarians are most available for consultation.



ART=Art, DAN=Dance, DES=Design, FILM=Film, GEN=General, H&S=Humanities & Sciences, IA=Interior Architecture, MUS=Music, PPR=Performance Production, THE=Theater.



## 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 for usage statistics is a professional standard used 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.

Statistics for research database usage follow:

	2017-18				
			COUNTER	COUNTER	STANDARD
Database	Logins/ Sessions	Searches	Result Clicks	Record Views	Full Content Files viewed, streamed, downloaded, or printed.
Art Full Text (became Art & Arch. Source)	na	na	na	na	na
ArtStor - digital images	79	2997	na	na	5908
Britannica Encyclopedia Online	1789	1490	na	na	6320
Chronicle of Higher Education Online	185	29	na	na	555
Ebsco Art & Architecture Source - articles	892	1714	2767	1775	981
Ebsco Ebooks - (small collection in catalog)	123	191	147	91	149
Ebsco Film & Television Index Full Text - articles	120	231	570	353	234
Ebsco Intl Bibl of Theater & Dance - articles	487	908	1413	924	467
JSTOR (Arts & Sciences III) - articles	na	2837	2423	107	2855
Lynda.com - video tutorials	2739	na	na	na	5808
Naxos Classical Music -streaming music	164	na	na	na	224
Naxos Jazz/Blues - streaming music	72	na	na	na	177

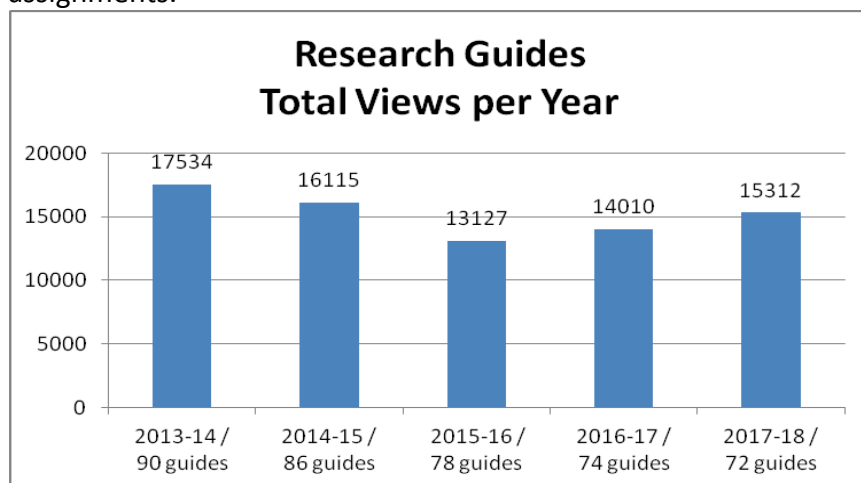
Naxos Video - streaming video	76	na	na	na	24
OntheBoards.tv - dance/theater videos	na	na	na	na	8
Oxford Art Online - Grove Dict. Art	248	550	325	na	551
Oxford Music Online - Grove Dict. Music	38	44	31	na	65
Oxford Reference: Encyclopedia of Dance	14	83	49	na	38
Pronunciator - language study	7	na	na	na	na
ProQuest Ebook Central - electronic books	na	4592	1291		12425
ProQuest Research Library - articles	na	4336	2578	1120	na

One additional note on databases for the year. In June the library director researched two streaming film services, SWANK and Kanopy, on behalf of the Chair of the Film department. Both were trialed by Film, but the image resolution was not up to desired standards and the price was prohibitive, so we will continue to rely on Blu-ray films until something better is available.

## RESEARCH GUIDE USAGE

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



## INFORMATION LITERACY INSTRUCTION

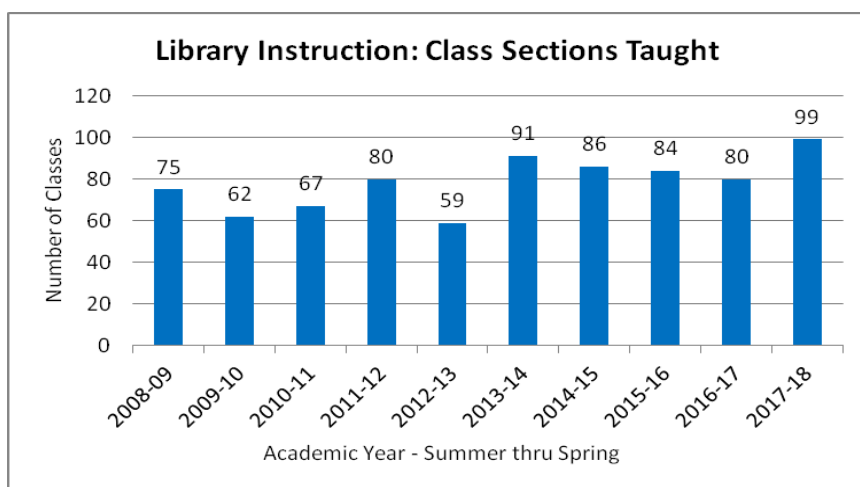
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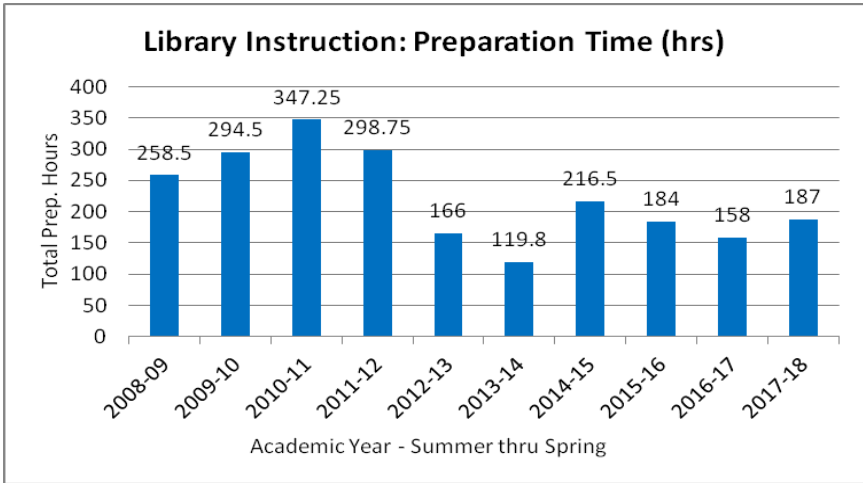
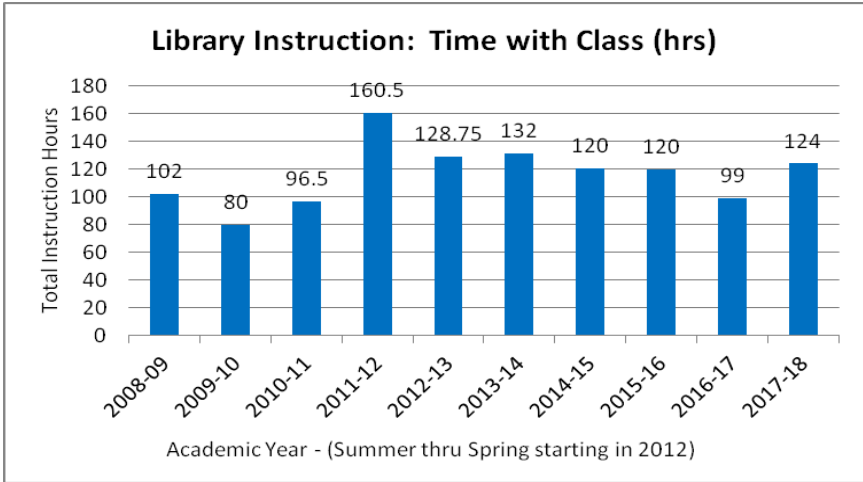
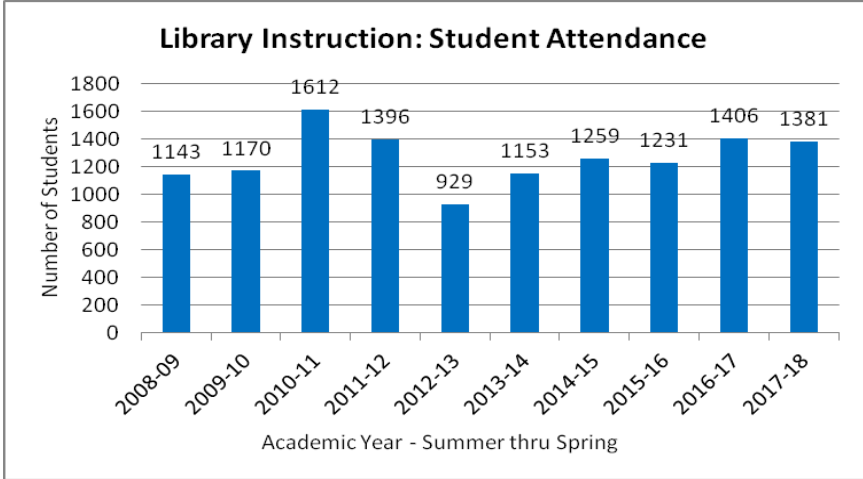
The librarians provide information literacy instruction whenever possible in support of the Cornish curriculum. Required sessions are embedded in the first year curriculum of Integrated Studies and Foundations during fall and spring semesters.

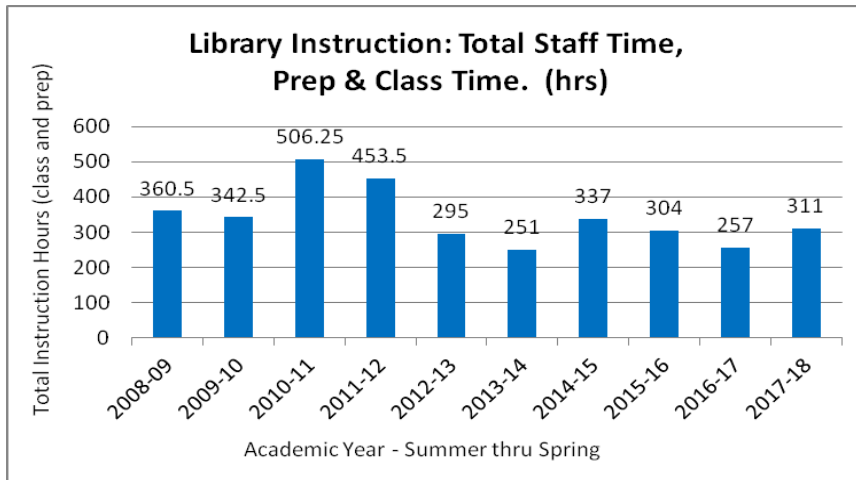
The Library’s long-term goal is to scaffold consistent information literacy instruction across four years. This approach keeps the content relevant to increasingly complex assignments and helps the student acquire new research skills and understanding as they progress through their major and the core (general education) curriculum. In reality, students have uneven access to this kind of instruction after the first year.

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 research assignments are not fully represented across all four years, there is currently little opportunity to integrate information literacy instruction in a consistent manner, so not all students receive it past the first year. This lack of consistent access for students over years 2-4 does not meet the spirit or letter of NWCCU standard 2.E.3. *Consistent with its mission and core themes, the institution provides appropriate instruction and support for students, faculty, staff, administrators, and others (as appropriate) to enhance their efficiency and effectiveness in obtaining, evaluating, and using library and information resources that support its programs and services, wherever offered and however delivered.*

Statistics for Library Instruction follow:



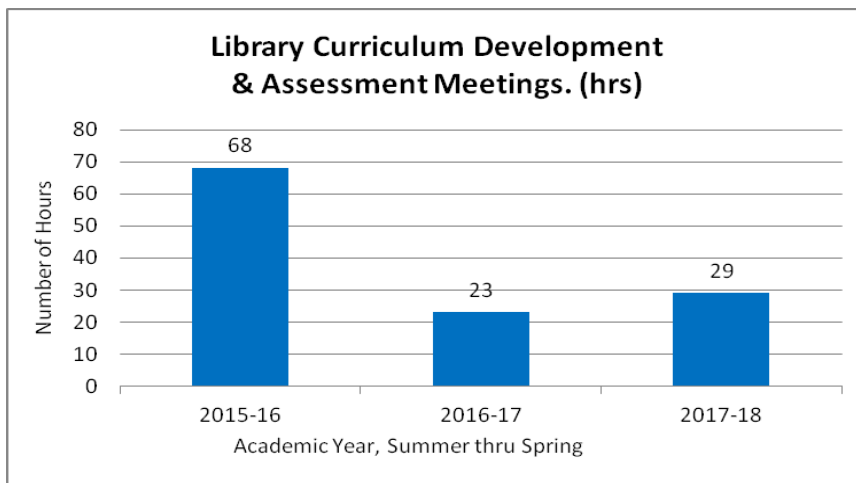




## CURRICULUM DEVELOPMENT AND ASSESSMENT

Librarians and the Library Director, in consultation with the Interim Provost, continued working on the Student Learning Outcomes for Information Literacy this year. These will be finalized and submitted to the Provost in summer 2018.

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.



Higher numbers in 2015-16 were due to curriculum development work done to develop parallel information literacy instruction to serve both the Integrated Studies curriculum and the newly created Foundations curriculum.

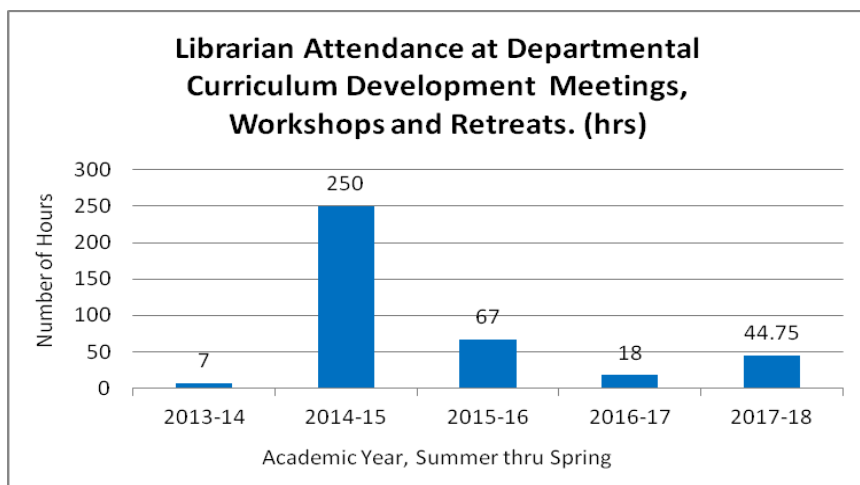
**Additional Information Literacy Assessment Documentation:** For an assessment of first year spring library instruction, see Addendum A: *Spring 2018 Research Studio Assessment Results, Final Report.*

## 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.

The particularly high numbers in 2014-15 are due to the Art and Design meetings for complete curriculum overhaul that year. The higher numbers in 2015-16 were due to meetings with the HS First Year Specialist to develop parallel information literacy instruction to serve both the Integrated Studies curriculum and the newly created Foundations curriculum.



## BUDGET DETAILS FY2017-18

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### Acquisitions Budget, Annual Totals 2012/13 – 2017/18. Library Fund 110-7060-1410

Fiscal Year	Acquisitions Allocation for Books, Scores, CD, DVDs, Print Journals.	Spent on Books, Scores, CDs, DVDs, & Periodicals.
FY2012-13	\$36,184.00	\$32,823.00
FY2013-14	\$38,550.00	\$37,534.00
FY2014-15	\$45,000.00	\$41,019.00
FY2015-16	\$35,000.00	\$31,129.00
FY2016-17	\$25,000.00	\$24,875.00
FY2017-18	No formal allocation	\$31,698.00

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. It should not be allowed to stagnate. Library collection funding and collection size are both evaluated by the NWCCU and NASAD when accrediting the college.

**Acquisitions Budget by Fund FY2017-18. 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

This data comes from the library’s Koha Integrated Library System acquisitions module. The total amount spent is \$311 more than the amount figured in the Finance Department’s 110-7060-1410 Ledger Report which does not track the 7060 fund as granularly as we do. As per CFO’s instructions, **we received no formal allocation in 2017-18**, but I did provide budget amounts in order to cap each fund line.

Fund	Budgeted	Spent
7060-1410 ART Dept	2000.00	208.48
7060-1410 ART Lib	1600.00	1101.68
7060-1410 BINDERY	1000.00	183.61
7060-1410 DAN Dept	2000.00	617.46
7060-1410 DAN Lib	1600.00	33.92
7060-1410 DES Dept	2000.00	406.36
7060-1410 DES Lib	1600.00	861.42
7060-1410 FILM Dept	2000.00	1910.17
7060-1410 FILM Lib	1600.00	456.15
7060-1410 FOUNDATIONS Dept	500.00	0.00
7060-1410 FOUNDATIONS Lib	500.00	78.93
7060-1410 GEN	2000.00	1151.83
7060-1410 HS Dept	2000.00	204.47
7060-1410 HS Lib	1600.00	855.90
7060-1410 INTERIOR ARCH Dept	2000.00	395.44
7060-1410 INTERIOR ARCH Lib	1600.00	225.84
7060-1410 MUS Dept	2000.00	1502.83
7060-1410 MUS Lib	1600.00	1598.21
7060-1410 PPR Dept	2000.00	321.66
7060-1410 PPR Lib	1600.00	914.12
7060-1410 REPLACEMENTS	2055.00	1931.62
7060-1410 SERIALS	15000.00	13792.28

7060-1410 MISC TAX	500.00	340.86
7060-1410 THE Dept	2000.00	1418.67
7060-1410 THE Lib	1600.00	1497.18
<b>TOTAL</b>	<b>53955.00</b>	<b>32009.09</b>

**Information Technology Budget FY2017-18. Library Fund 110-6270-1410 (Operations)**

Used to purchase online digital resources.

**FY2017-18 detail for Library Fund 6270 - Information Technology**

Data pulled from 6270 detail ledger report and the Library's "Library World" acquisitions rollover report.

<b>Research Databases</b>	<b>Annual License Fee</b>	<b>Tax</b>	<b>Combined Lic. &amp; Tax</b>
<i>Art &amp; Architecture Source</i> - Journal articles.	4461.00	450.56	4911.56
<i>Artstor</i> - Digital images.	1920.00	193.92	2113.92
<i>Artstor Shared Shelf</i> - Online repository for Cornish digital image collection.	2109.00	213.01	2322.01
<i>Chronicle of Higher Education</i> - Digital newspaper.	1160.25	none listed	1160.25
<i>Encyclopedia Britannica Online, Academic Edition</i>	500.00	50.50	550.50
<i>Film and Television Literature Index with Full Text</i> - Journal articles.	1175.00	118.68	1293.68
<i>International Bibliography of Theater and Dance with Full Text</i> - Journal articles.	2756.00	none listed	2756.00
<i>JSTOR Arts &amp; Sciences III Collection</i> - full text journal literature database	1500.00	151.50	1651.50
<i>LyndaCampus</i> tutorial video database. <b>3rd and final year of 3-year fixed-price contract. Lynda cancelled at end of contract.</b>	17575.00	1687.20	19262.20
<i>Naxos Music Library, Naxos Jazz Library, and Naxos Video Library.</i> Online streaming audio and video.	2250.00	none listed	2250.00
OnTheBoards.tv video database (dance, theater)	400.00	40.00	440.00
<i>Oxford Art Online.</i> (Includes <i>Grove Dictionary of Art</i> , plus additional Oxford publications.)	2900.00	292.90	3192.90
<i>Oxford Music Online.</i> (Includes <i>Grove Dictionary of Music</i> , plus additional Oxford publications.)	2900.00	292.90	3192.90
<i>Intl. Encyclopedia of Dance</i> - Oxford Univ. Press. DRS (Digital Reference Shelf) hosting fee.			
<i>Pronunciator</i> - online language study program.	495.00	50.00	545.00
<i>ProQuest Research Library.</i> Multi-subject periodical and newspaper articles; includes many full-text articles for printing and downloading.	269.93	27.26	297.19
<i>ProQuest Ebook Central</i> - Liberal arts electronic book collection.	5533.00	531.17	6064.17
<b>TOTAL:</b>	<b>47904.18</b>	<b>4099.60</b>	<b>52003.78</b>



<b>Utility Databases</b>	<b>Annual License Fee</b>	<b>Tax</b>	<b>Combined Lic. &amp; Tax</b>
Classification Web - Online Library of Congress cataloging tool.	325.00	none listed	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.	78.00	7.88	85.88
Gimlet -- Reference question tracking statistical software	240.00	none listed	240.00
Haiku Deck - presentation software	59.88	none listed	
Koha Library System annual hosting fee	2992.50	269.32	3261.82
LibGuides - Instructional/tutorial software hosting (via Springshare).			1285.73
OCLC Cat Express - catalog record utility	595.96		595.96
OCLC WorldShare - Interlibrary Loan database access	250.00		250.00
Syndetic Solutions from ProQuest - book cover images and record enhancements (table of contents, summaries, reviews) for the online catalog.	1056.96	none listed	1056.96
<b>TOTAL:</b>	<b>5598.30</b>	<b>277.20</b>	<b>7101.35</b>

<b>FUND 6270 RESEARCH &amp; UTILITY DATABASES COMBINED TOTAL:</b>	<b>53502.48</b>	<b>4376.80</b>	<b>59105.13</b>
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## COLLECTION SIZE

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### Physical Collection Count, Annual Totals 2013-2018.

<b>Year (June)</b>	<b>Books</b>	<b>Scores</b>	<b>Sound Recordings</b>	<b>Videos</b>	<b>Periodical titles</b>	<b>Periodicals individual issues</b>	<b>Slide Collection</b>	<b>Digital Images</b>
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
2017	31060	5375	7344	3883	183	16805	45014	1570
<b>2018</b>	<b>32163</b>	<b>5428</b>	<b>7408</b>	<b>4004</b>	<b>183</b>	<b>17363</b>	<b>45014</b>	<b>2556</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 155 items were removed in 2017-18.

86 books	2 CDs
6 scripts	10 periodical issues
3 scores	15 VHS tapes
1 DVD	

We also removed 36 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 2498 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, 2017-18

Online Collections		Database Titles
Electronic Books	155,000	<i>EBook Central</i> and <i>Ebooks on EbscoHost</i>
Full-text Journals	9225	<i>ProQuest Research Library</i> (7155), <i>Art &amp; Architecture Source</i> (1004), <i>JSTOR Arts &amp; Sciences III</i> (152), <i>Film &amp; Television Literature Index with Full Text</i> (346), <i>International Bibliography of Theater and Dance with Full Text</i> (567), <i>Chronicle of Higher Education</i> (1). NOTE: adjusted from 12,392 last year to account for some non full-text titles that were counted inadvertently.
Digital Images	2.5 million	<i>Artstor</i>
Streaming Music Tracks	2.2 million	<i>NAXOS Music Library - Classical and Jazz</i>
Streaming Videos	3080	<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</i> (including <i>Grove Dictionary of Art</i> ), and <i>Oxford Music Online</i> (including <i>Grove Dictionary of Music</i> )

### COLLECTION DEVELOPMENT

A new website was developed for the Library Liaisons. All supporting collection development policies, procedures, forms and documentation can be accessed there.

<http://libguides.cornish.edu/liaisonguide>.

In consultation with the Director of Library Services, and at the urging of the Chief Financial Officer, the Provost decided not to renew *Lynda.com* at the completion of the license year ending on July 31, 2018. The price had increased to \$20,000/yr and usage rates for students, faculty, and staff did not support

such a high price. Also, the database is now available online to the public from Seattle Public Library and King Co. Library system with a public library card.

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, most student requests were purchased when we could not obtain titles via Interlibrary Loan.

During 2017-18 we began inventorying the periodical collection against a shelf list printout from Koha to catch some issues that were not bar-coded properly in the original 2004 bar-coding project. (The entire physical collection was last inventoried with barcode scanners during summer 2016.)

Periodicals were shifted during winter break to absorb issues coming off the display shelves.

Seven volumes were sent for rebinding during the year. We kept binding at a minimum out of budgetary concerns.

**Department Library Liaisons for 2017-18.** 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: Not assigned

Humanities & Sciences: Justine Way  
Interior Architecture: Julie Myers  
Music: Randy Halberstadt  
Theater: Ryan Hartigan

## INTERLIBRARY LOAN

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### **Cornish Library as borrower 2017-18**

- Items requested from other libraries by Cornish: 183
- Total items received from other libraries: 128
- Physical items received: 108
- Copies or document delivery received: 20
- Requests cancelled: 5
- Requests unfilled by other libraries: 39

### **Cornish Library as lender 2017-18**

- Items requested from Cornish by other libraries: 36

- Total items lent to other libraries: 10
- Physical items lent to other libraries: 10
- Copies or document delivery sent to other libraries: 0
- Requests from other libraries cancelled: 0
- Requests from other libraries unfilled: 25 – 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 2017-18 the library received 25 separate gift-in-kind donations consisting of:

- 669 books
- 60 magazine issues
- 22 scores
- 3 Blu-ray discs
- 2365 art auction catalogs
- 1 24" Sony Trinitron monitor

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.

In August 2017 the library sold roughly 4000 CDs to Silver Platters from two earlier estate gifts received in April 2016 and July 2014. Silver Platters worked on processing the CDs throughout the year and deposited payments to the college as they went, bringing in \$1519.75. (The library was not able to spend it all from its unrestricted 4240 fund before the end of the fiscal year, but the college did benefit from the sale.) Silver Platters will continue processing the gift into FY2018-19 with continued payments. The library was able to add over 1000 CDs to the collection from the two estate gifts.

## **FACILITIES**

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Space needs remain the same since the last year. 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 has been a priority of prior provosts and continues to be a priority with the interim Provost; especially as writing and research become more embedded across all four years. If the library is to meet growing demand for instruction, the college will need more librarians.
  - a. The first step would be to reclassify the Circulation Supervisor position to Librarian so they can help with reference and instruction. Plans are already in the works to submit a Personnel Action Form for that in summer of 2018 after consultation with the person in the position, the Provost and HR. The current work load for reference and instruction has already made this a priority.
  - b. The second step would be to hire an additional librarian. The library may be able to fit in one more person in the existing office space, 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.** The same thing has been reported 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. Expanding along the east side of the 2nd floor would provide that space.
  
- 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 physical 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. Many digital books omit the original illustrations and/or charts. 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 scores. 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

- PMWMLA, Music Library Association, Pacific Northwest Chapter annual meeting, Anchorage, AL, Jul 7, 2017.  
Elected Chapter Chair Elect for 2017-18.

Bridget Nowlin, Visual Arts Librarian

- *Critical Librarianship in Practice, Unconference*, University of Washington Libraries, Sea, WA, Aug 25, 2017.
- ACRL WA/OR, Association of College and Research Libraries, WA and OR chapters joint annual conference, Pack Forest, WA, Oct 19-20, 2017.
- ARLISNW, Art Libraries Society of North America Northwest Chapter annual meeting, Tacoma, WA, Nov 3, 2017.  
Elected Chapter Secretary for 2017-18.
- *Protecting Cultural Collections Workshop*, University of Washington, Sea, WA, Nov 16, 2017
- ARLIS/NA, Art Libraries Society of North America, national conference in New York, NY, Feb 26–Mar 2, 2018.
- Western Libraries *Undergraduate Teaching and Learning Unconference*, Western Washington University, Bellingham, WA, Apr 13, 2018

Megan Smithling, Reference and Instruction Librarian

- *Critical Librarianship in Practice, Unconference*, University of Washington Libraries, Sea, WA, Aug 25, 2017.
- ACRL WA /OR, Association of College and Research Libraries, WA and OR chapters joint annual conference, Pack Forest, WA, Oct 19-20, 2017.

Nick Triggs, Circulation Supervisor

- *Protecting Cultural Collections Workshop*, University of Washington, Sea, WA, Nov 16, 2017