CORNISH COLLEGE OF THE ARTS LIBRARY

Annual Report
June 2015 – May 2016
Hollis Near, Director of Library Services

## Contents

HIGHLIGHTS

Departmental Successes:

- During summer 2015, Cornish Librarians developed a new theme for the First-Year Spring Research Studio instruction sessions for Foundations students and first year Integrated Studies classes. The successful, but dated Harry Potter theme was replaced with a navigation theme that teaches first-year research concepts and skills through an exploration of maps and the ways in which communities use maps to create meaning and narrative. It was implemented in spring 2016. See Spring 2016 Research Studio Assessment Results.docx for a full report on the First-Year Spring Research Studio.

- All the Cornish performance recordings in VHS tape format have been converted to DVD for preservation purposes.

- 2015 Student Satisfaction Survey highest rating for library:
  "Our students reported highest Satisfaction with our library services, knowledgeable faculty and adjunct instruction, and freedom of expression on campus." From the Cornish Student Satisfaction Survey.

  Satisfaction ratings since 2008.
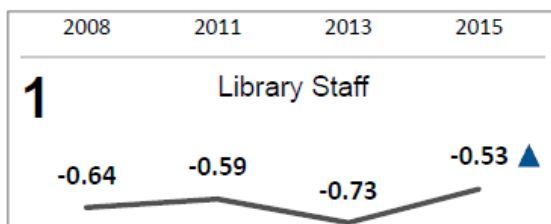
Outreach and Community Projects and Partners

- The library provided reference support and access to the archival collection for David Martin's Cascadia Museum show, "*Looking Back, Moving Forward: A Centennial Tribute to Nellie Cornish & the Cornish College of the Arts*."

- Bridget Nowlin, Visual Arts Librarian, participated in the Curtis150 community organizing meetings for the upcoming 2018 sesquicentennial for Edward S. Curtis; held at the Seattle Public Library (Sept 2015) and the Seattle Art Museum (March 2016).

Significant issues to be resolved in 2016-17

- Curriculum Development. Revise library student learning outcomes in light of the new Association of College Research Libraries (ACRL) *Framework for Information Literacy for Higher Education* (*Framework*). Integrate library instruction, as much as possible, with departmental curriculum revision.

- Align library student learning outcomes with Cornish core themes.

Follow-up Report on Significant Issues Identified in 2015-16

- Serials review project. Meet with library liaisons and available faculty in departments to review periodical subscriptions. In light of the many online resources added in recent years we need to review and update our print subscriptions.
    - o Completed reviews with Performance Production and Foundations in 2015-16.
    - o Continue in 2016/17 with other departments.

- Work with cross-departmental committee to help develop a copyright policy, procedures for obtaining rights permissions, and fair use guidelines for the college.
    - o Held one meeting in Fall 2015.
    - o Distributed minutes
    - o Committee members not available to work on this
    - o Chair will work on draft copyright policy in 2016-17
    - o Fair Use guidelines can be found on the library website http://libguides.cornish.edu/copyright/fairuse
    - o A preliminary site for gathering information about obtaining copyright permissions and performance rights has been established on the library website at http://libguides.cornish.edu/copyright/permissions

- Clean up as many corrupt diacritics in the catalog (left over from migration to Koha library system) in order to prepare catalog for next phase of authority control record updates.
    - o Two staff members worked on diacritic cleanup during fall and spring. Will continue diacritic cleanup in 2016-17, although there will be no funding for authority control due to budget cuts.

- Staffing level for Librarians will continue to be a critical issue. As demand for instruction increases and library involvement in curriculum development continues to grow, we will need another librarian.
    Currently the library has 4.75 FTE staff.
    - o No additional staff was added in 2015-16. None expected for 2016-17 due to budget cuts.

ACCREDITATION WORK

Completed two library reports in contribution to Cornish's NASAD and NWCCU proposals for the new Interior Architecture program. The reports covered library monograph, serial, media, and database holdings in design, architecture and related subjects. The reports also included amounts spent on Art and Design resources in the past three years.

OVERALL LIBRARY USE

Gate Count Statistics

"Gate count" is a measure of the number of visitors who walk into the facility. It does not identify how they use the library, but it does serve as a good overall indicator of the level of use.
I attribute the high count for 2010-2011 to the exceptionally high head-count enrollment of 1607 (from the Cornish Fact Book). This bump in enrollment statistics for 2010-11 shows up in a number of other library statistics.

CIRCULATION SERVICES

Annual Circulation Counts

Check-outs by year:

Year	Check-outs
2006-07	12156
2007-08	13079
2008-09	14647
2009-10	13375
2010-11	13357
2011-12	13077
2012-13	11452
2013-14	12039
2014-15	11335
2015-16	12165
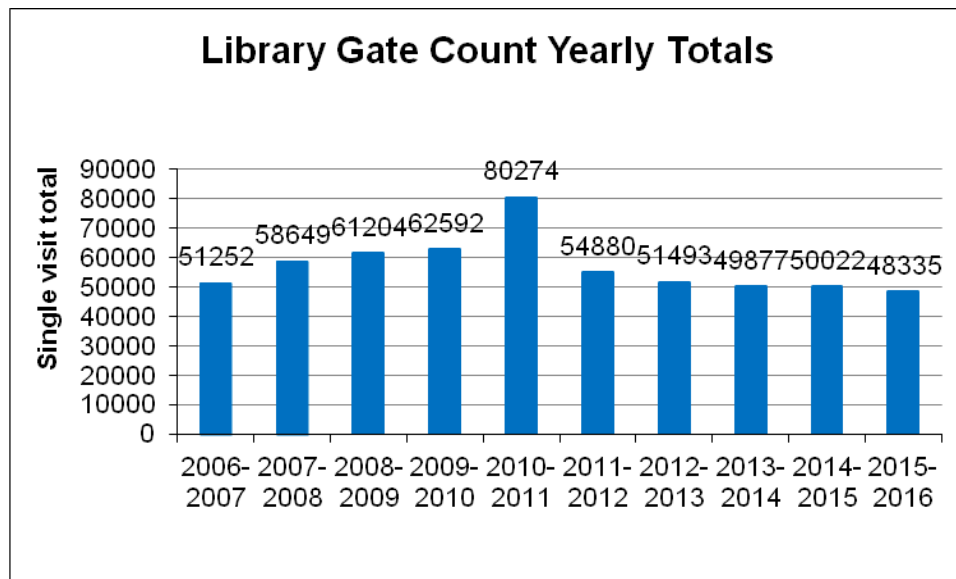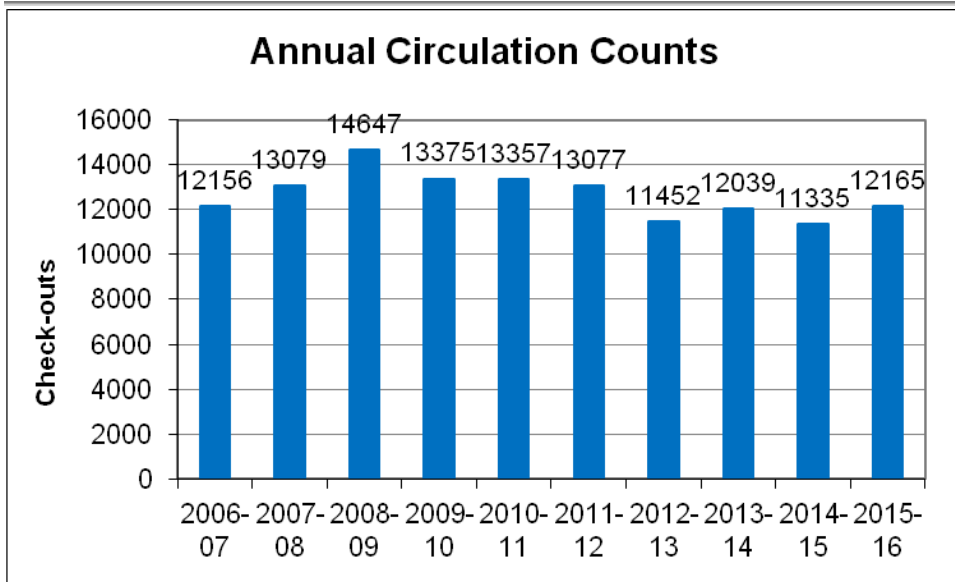
REFERENCE SERVICES

Annual Total Reference Count

There was a significant increase in reference questions this year.

Annual Reference Question Count

Number of Questions by year:

Year	Number of Questions
2004-05	959
2005-06	1619
2006-07	1708
2007-08	2239
2008-09	2084
2009-10	1727
2010-11	1688
2011-12	1451
2012-13	1615
2013-14	1655
2014-15	2159
2015-16	3007

Reference Questions by Department

Reference Questions by Department Academic Year 2015-16

- F+M 3%
- ART 14%
- DES 10%
- DAN 3%
- MUS 10%
- PPR 5%
- THE 23%
- H&S 8%
- GEN 24%
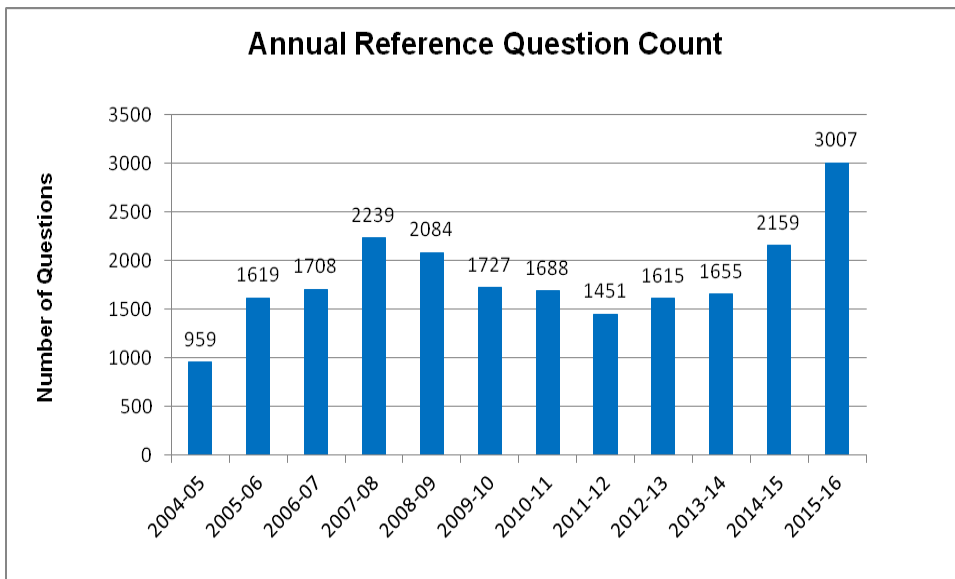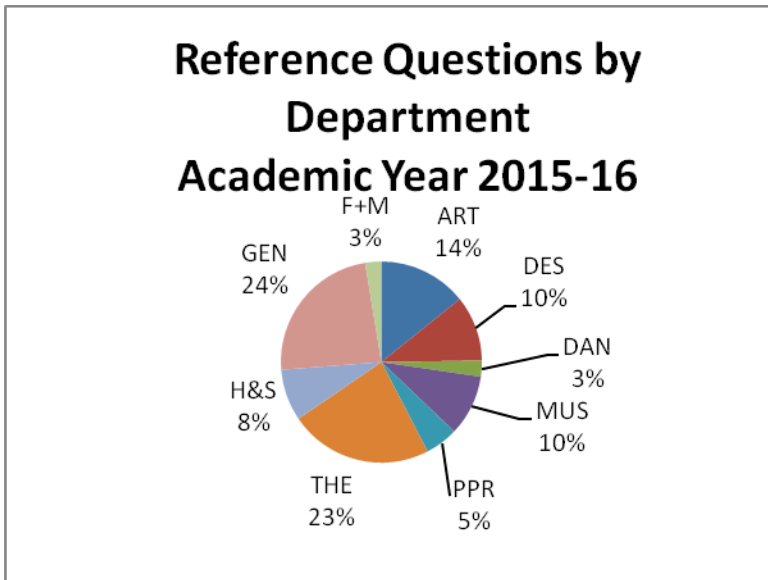
INSTRUCTION SERVICES AND CLASS SUPPORT

Library Instruction: Sessions Taught

Academic Year – Summer thru Spring	Number of Classes
2006-07	78
2007-08	73
2008-09	75
2009-10	62
2010-11	67
2011-12	80
2012-13	59
2013-14	91
2014-15	86
2015-16	84
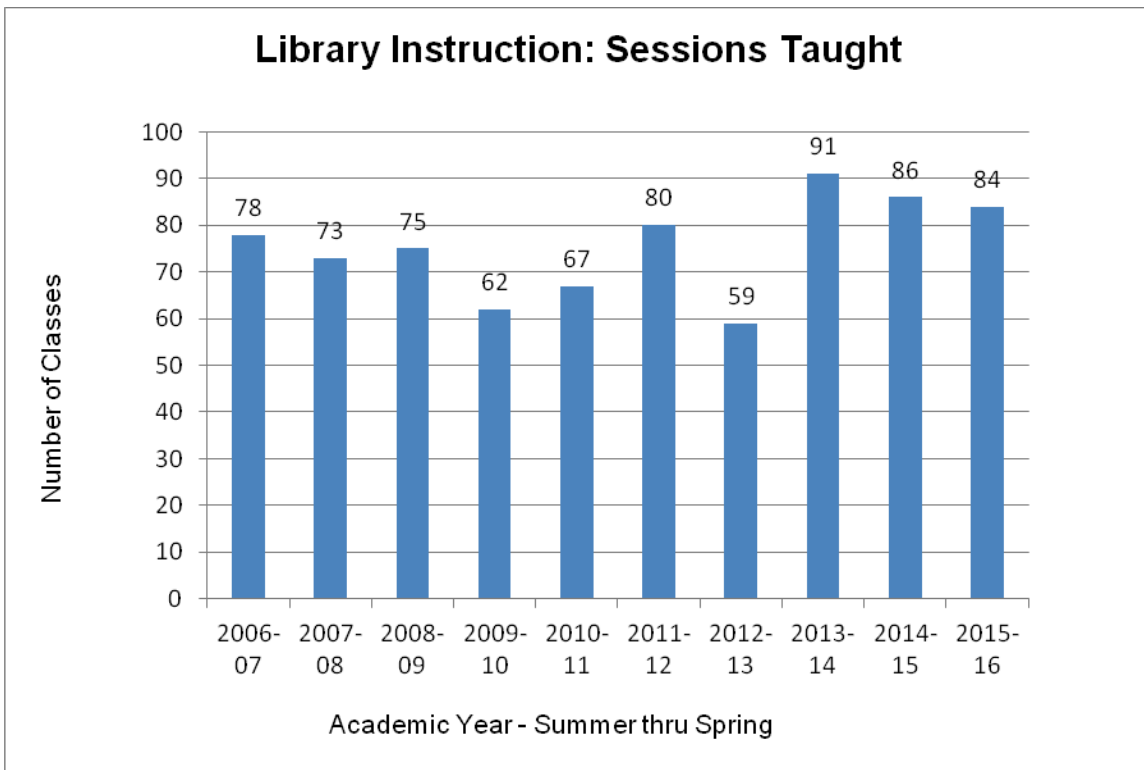
Library Instruction: Students Taught

Number of Students

Academic Year	Students
2006-07	1018
2007-08	873
2008-09	1143
2009-10	1170
2010-11	1612
2011-12	1396
2012-13	929
2013-14	1153
2014-15	1259
2015-16	1231

Academic Year - Summer thru Spring
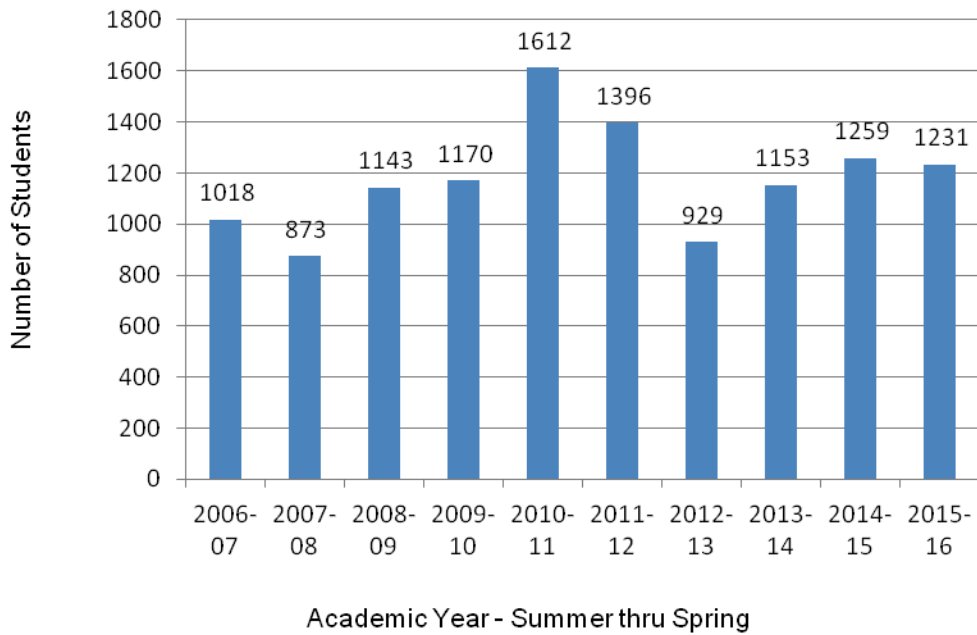
Library Instruction: Time with Class

Total Instruction Hours

Academic Year	Total Instruction Hours
2006-07	140.65
2007-08	69.5
2008-09	102
2009-10	80
2010-11	96.5
2011-12	160.5
2012-13	128.75
2013-14	132
2014-15	120
2015-16	120

Academic Year - (Summer thru Spring starting in 2012)
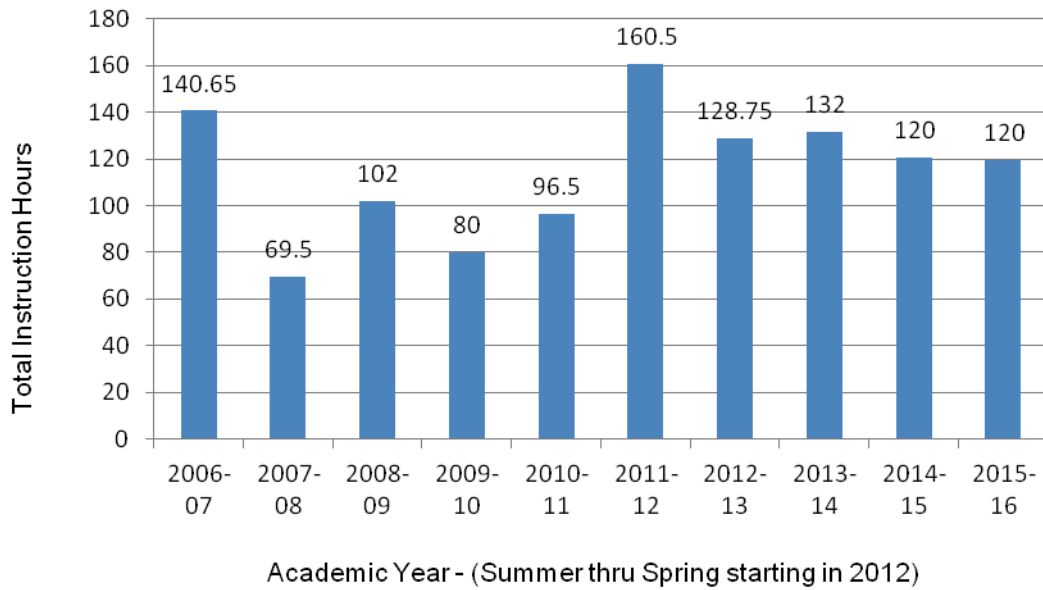
Library Instruction: Preparation Time

Total Prep. Hours (Y-axis)
Academic Year - Summer thru Spring (X-axis)

2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
215.85	221.75	258.5	294.5	347.25	298.75	166	119.8	216.5	184
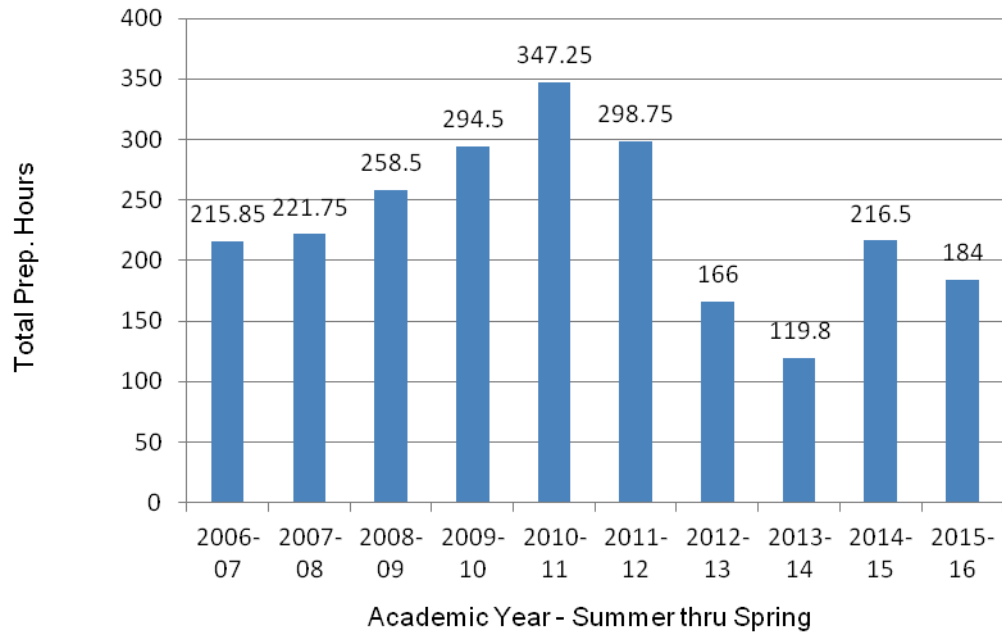
Library Instruction: Total Staff Time (Class Time, Prep Time, Curriculum Development Meetings)

Total Instruction Hours (class and prep) (Y-axis)
Academic Year - Summer thru Spring (X-axis)

2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
356.5	287.75	360.5	342.5	506.25	453.5	295	251	337	304
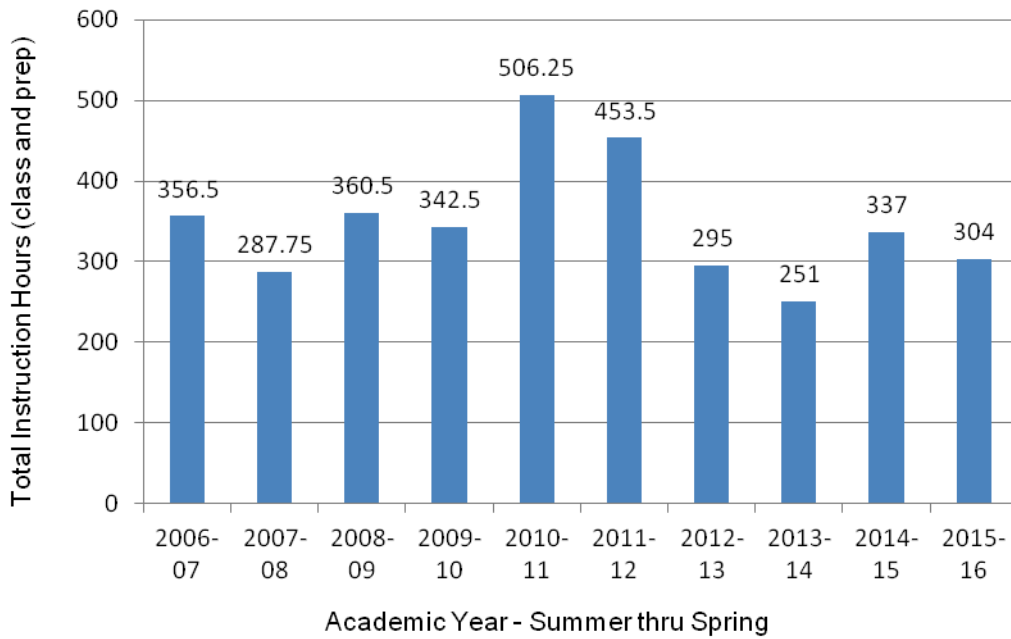
CURRICULUM DEVELOPMENT FOR LIBRARY INSTRUCTION AND ASSESSMENT
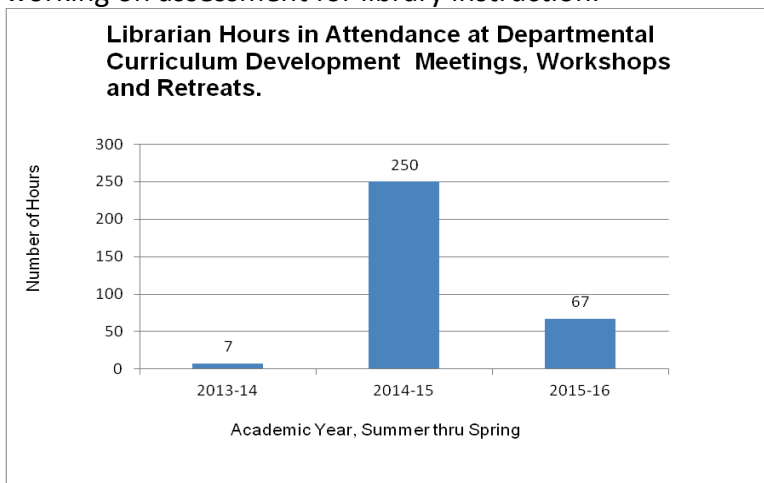
Cornish Librarians have always worked on curriculum development for library instruction, but this past year we decided to start tracking the time spent. We hold weekly meetings to work on overall information literacy learning outcomes for the library. We are also working on curriculum mapping to identify where library instruction is currently occurring in the departmental programs (and should be in the future) and assessment of instruction that has already been delivered.

Librarian Hours - Curriculum Development and Assessment for Information Literacy Instruction.

Number of Hours

80	
70	68
60	
50	
40	
30	
20	
10	
0	

2015-16

Academic Year, Summer thru Spring
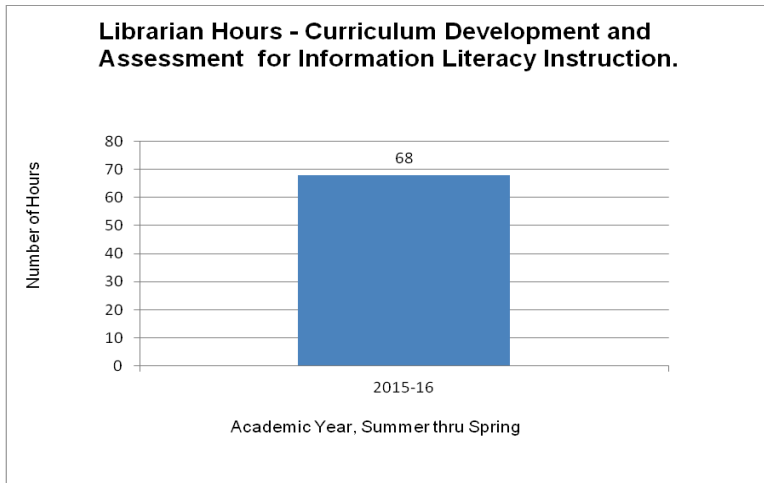
CURRICULUM DEVELOPMENT MEETINGS WITH ACADEMIC DEPARTMENTS

Cornish librarians work with departments to integrate library services with the general curriculum and provide input from the Library Services perspective.
Librarians also spend time developing the library's information literatcy instruction curriculum and working on assessment for library instruction.

Librarian Hours in Attendance at Departmental Curriculum Development Meetings, Workshops and Retreats.

Number of Hours

300			
250		250	
200			
150			
100			67
50			
0	7		

2013-14 2014-15 2015-16

Academic Year, Summer thru Spring

(Much time in 2014-15 was spent in visual arts curriculum revision retreats.)

RESEARCH DATABASE USAGE

Database (June 2015-May 2016)	Logins/ Sessions	Searches	Files viewed/ streamed/ downloaded
Art Source - articles	na	3438	4062
ARTstor - digital images	962	3039	4871
Britannica Encyclopedia Online	806	858	4065
Chronicle of Higher Education	326	37	834
EbscoHost electronic books (in catalog)	na	17	105
Ebrary - electronic books	724	3582	566
Film & Television Index Full Text	na	424	473
International Bibl of Theatre & Dance	na	779	950
JSTOR (Arts & Sciences III)	na	2457	1830
Lynda Campus video tutorials	3622	na	8496
Naxos Classical Music	558	na	4797
Naxos Jazz/Blues	59	na	211
Naxos Video	76	na	56
OntheBoards.tv – dance/theater videos	na	na	14
Oxford Art Online	357	1177	525
Oxford Music Online	87	187	113
Oxford Reference: Encyclopedia of Dance	52	37	52
Pronunciator - language study	133	na	na
ProQuest Research Library - articles	na	4781	3401

BUDGET DETAILS FY2015-16

Acquisitions Budget – Fund 7060

Budget for books, scores, scripts, DVDs, CDs and serials/periodicals.

Fund Titles Explanation: Two fund-lines per department/subject area.

    Art "Dept" - money allocated for faculty requests

    Art "Lib" - money allocated for library staff selections and overall collection development

Fund	Budgeted	Ordered	Spent	Balance
7060-1410 ART Dept	1,125.00	0.00	828.20	296.80
7060-1410 ART Lib	1,125.00	0.00	1,205.43	-80.43
7060-1410 BINDERY	595.00	0.00	548.58	46.42
7060-1410 DAN Dept	1,125.00	0.00	784.20	340.80
7060-1410 DAN Lib	1,125.00	0.00	349.44	775.56
7060-1410 DES Dept	1,125.00	0.00	1,192.14	-67.14
7060-1410 DES Lib	2,400.00	0.00	2,381.65	18.35

7060-1410 FILM Dept	2,095.73	0.00	2,081.23	14.50
7060-1410 FILM Lib	454.27	0.00	454.27	0.00
7060-1410 FOUNDATIONS Dept	450.00	0.00	415.60	34.40
7060-1410 FOUNDATIONS Lib	30.00	0.00	11.94	18.06
7060-1410 GEN	750.00	0.00	569.57	180.43
7060-1410 HS Dept	1,002.64	0.00	573.87	428.77
7060-1410 HS Lib	1,247.36	0.00	1,247.36	0.00
7060-1410 MUS Dept	1,125.00	0.00	362.94	762.06
7060-1410 MUS Lib	1,125.00	0.00	965.86	159.14
7060-1410 PPR Dept	1,125.00	0.00	958.29	166.71
7060-1410 PPR Lib	1,125.00	0.00	1,107.02	17.98
7060-1410 SERIALS	13,000.00	0	12749.66	250.34
7060-1410 TAX	600.00	0	373.22	226.78
7060-1410 THE Dept	1,125.00	0.00	803.97	321.03
7060-1410 THE Lib	1,125.00	0.00	1,096.09	28.00
TOTAL	**35,000.00**	**0.00**	**31,060.53**	**3,938.56**

NOTE: The **FY2015/16 allocation was originally $55,000**. The budget was cut by $20,000 in Sept 2015 to make up for the college shortfall. **We were also asked to stop spending in April**, leaving another $3938 on the table. **The final acquisitions budget we had to work with was $31,060.**

Information Technology Budget for FY2015/16 – FUND 6270

Research database license fees paid, plus tax.	Cost
Art Source – articles	4609
ARTstor – digital images $2000 subscription payment bumped into FY2016. Should have been paid in FY2015.	0
ARTstor Shared Shelf - online repository for Cornish digital image collection.	2020
Britannica Encyclopedia Online	498
Chronicle of Higher Education	1050
Ebrary Electronic Book Collection	5717
Film and Television Index Full Text (Price will be going down to $1114 in future due to AICAD consortium discount.)	3278
International Bibliography of Theater and Dance	2750
JSTOR (Arts & Sciences III)	1644
Lynda Campus video tutorials	19262
Naxos Music Library, Naxos Jazz Library, and Naxos Video Library.	2100
OnTheBoards.tv – dance/theater videos	384

Oxford Art Online. (Grove Dictionary of Art, plus additional Oxford publications.)	2943
Oxford Music Online. (Grove Dictionary of Music, plus additional Oxford publications.)	2943
Oxford Reference: Encyclopedia of Dance (hosting fee)	6
Pronunciator – language study	543
ProQuest Research Library – articles.	290
TOTAL:	**$50037**

Library utility database license fees paid, plus tax.	Cost
Classification Web - Online Library of Congress cataloging tool.	356
Filemaker Pro License Maintenance Renewal (used for cataloging and storing digital images) Covers regular upgrades for each of the 3 Image Collection computers.	128
Gimlet -- Reference question tracking statistical software	263
Koha Library System 5th yr (of 5 yr payment plan) for Installation*	973
Koha Library System 5th yr (of 5 yr payment plan) for Training * $520. Listed here to keep track of vendor payment agreement, but paid from fund 6032 Training.	0
Koha Library System annual hosting fee *	3050
LibGuides - Instructional/tutorial software hosting (via Springshare).	1314
OCLC Cat Express - catalog record utility	548
OCLC Interlibrary Loan database access	60
OCLC -- Tax on Cat Express and Interlibrary Loan	58
Syndetics Solutions, book cover images and record enhancements (table of contents, summaries, reviews) for the online catalog.	965
Total	**$7715**

* Koha Note: From the 6/15/2011 service contract with ByWater Solutions for the Koha system and installation.

PAYMENT FOR SERVICES. In exchange for the Services the Client will pay ByWater according to the following schedule:
(a) Installation/Data Migration: $4,500.00, payable in full or in five annual payments of $900.00 due on 6/15 of each year starting on 6/15 2011
(b) Unlimited annual support and hosting fee: $2,850.00, due on or before 6/15 of each year, beginning on 6/15, 2011.
(c) Training: $2600.00 for the first 3 days (24 hours) , payable in full or in five annual payments of $520.00 due on 6/6 of each year starting on 6/15 2011.

COLLECTION SIZE

There was a **net increase of 1296 items in 2015-16**.

Annual Collection Count - June 2012-2016

Year	Books	Scores	Sound Recordings	Videos
2012	26541	4731	6062	2999
2013	27065	4873	6234	3199
2014	28143	4922	6600	3347
2015	29048	5016	7167	3612
2016	29608	5354	7220	3957

Significant weeding was done in the areas of religion, philosophy, general history, dance, music history and theory, theater, art, photography and the general reference section. Various criteria such as condition, currency, subject relevance and usage were taken into consideration before items were removed from the collection. **We removed a total of 1647 items:**
> 638 books/scores/scripts from the book stacks
> 6 DVDs
> 4 CDs
> 812 periodical issues
> 135 VHS tapes
> 3 vinyl records
> 1 CD-ROM
> 1 DVD-ROM

COLLECTION DEVELOPMENT

The entire physical collection was inventoried in Summer 2015 and the status for all items (on-shelf, checked-out or missing) was updated in the database.

A total of 24 books and scores were sent for rebinding.

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

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 film program and some clarification about adding materials to the library's small archival collection related to Cornish College of the Arts.

Department Library Liaisons for 2015-16. 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 – no liaison	Dance: Lodi McClellan
Design: Tiffany DeMott	Film: Lyall Bush
Foundation: Dawn Cerny	H&S: Raymond Maxwell
Music: Janice Giteck	Theater: David Taft

FACILITIES

Since Cornish moved into MCC it was made clear by the architects that our most logical path of expansion would have to be along the east side of the 2nd floor where Video and the Writing Center are currently located. The reason for that is because heating, ventilating and cooling equipment is located on the west side of the 2nd floor -- between the library and cafe and behind the freight elevator. So the library cannot expand in that direction.

This information has been in all the master campus plans I have seen up through 2014 and has been communicated to all space planning consultants who have met with unit heads.

Why does the library need to expand?

1. Staff Growth. The college is in its third year of major curriculum revision in the visual and performing arts. Information literacy instruction is positioned to become more integrated in the curricula of all the majors, especially as writing and research become more embedded across all four years. If the library is to meet the demand for instruction and maintain a sufficient level of support for the departments, the college will need more instruction librarians. The library has run out of office space for additional staff.

2. Computer/Instruction Lab Capacity. 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 wide variety of classes throughout the year. Since most classes have more than 12 students enrolled, teaching computer related skills is always challenging. Students have to share or watch when they should be able to practice on their own computer. Sometimes we are forced to run two sessions per class, which doubles the work load. Just based on the needs of student capacity, the computer lab should be expanded or relocated to a larger room.

3. Instruction Lab to Learning Commons. (Aspirational) The need for a lab expansion presents an opportunity to rethink instruction space with a broader purpose than simply more computers. It creates a design opportunity to create a learning commons. This kind of space allows for the functions of libraries, labs, and seminar areas to overlap in a single community gathering place.

21st century libraries are moving toward spaces that promote exploration, collaboration, and creation between students, teachers, and the whole college community. They bring together the best of physical and digital resources to create learning hubs. Cornish does not currently have the space for such an endeavor, and the cost of remodeling or new construction would be considerable, but learning commons are an accepted part of contemporary library design and practice.

4. Collection Growth. 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 often need high resolution reproductions for their assignments that can only be found in books, many visual arts books are not available in digital format and, online digital score collections still lack sufficient licensing agreements with publishers to provide anything close to what can be covered in a print collection. 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.

The shelves are at capacity in the main stacks area. For five years we have had to regularly "weed" the collection to make room for new material. Removing material from the collection due to condition, subject relevance, and amount of use is a natural part of collection maintenance; however we are nearing the limit of what can reasonably be removed without starting to cut into material we should be keeping. We cannot meaningfully grow the score, script, media, equipment and book collections without more space.

During 2014-15 the library received funding to install additional wall shelving to accommodate expansion in the script collection. That was as much extra shelving as could be squeezed in without re-programming existing floor-space.

GIFTS

The library received 23 separate gift–in-kind donations consisting of a total of 303 books, 23 scores, 26 CDs, 14 DVDs, 74 periodical back-issues, and a box of letters, photos and other ephemera related to Cornish history this past year. The library does not add every item to the library, but selects materials appropriate to the collection depending on condition and criteria outlined in the gift policy. Material not added to the collection is mostly put on a free cart for the community. Some items that are in good condition, but not suitable to the collection, are set aside for sale or trade with book dealers.

In addition, the library received a significant gift of about 4000 classical CDs from the estate of a donor who once ran a record/CD shop on Capitol Hill near Kerry Hall. Since the library has subscription to NAXOS streaming music, a CD collection of over 5000, much of the content is duplicated. After going through the gift for what can be used, the library will be working with Silver Platters to purchase the remainder.

INTERLIBRARY LOAN

Cornish Library as borrower 2015-16
- Items requested from other libraries by Cornish: 182
- Items received from other libraries: 148
- Requests declined by other libraries: 21

Cornish Library as lender 2015-16
- Items requested from Cornish by other libraries: 38
- Items lent to other libraries: 14
- Requests from other libraries declined: 23 – most because of material types we do not lend, such as CDs and DVDs (system automatically deflects such requests), or items were checked out or do not circulate.

PROFESSIONAL DEVELOPMENT AND PROFESSIONAL SERVICE

Hollis Near, Director of Library Services
Professional Accomplishments 2015-2016
- Served on the Year Seven evaluation committee to The Art Institute of Portland, in Portland, OR, for the Northwest Commission on Colleges and Universities, April 21-24, 2015.
- Attended ARLIS/NA & VRA joint conference in Seattle. (Art Libraries Society of North America & Visual Resources Association), March 9-11, 2016.
- Hosted all-day meeting of AICAD Library Directors at Cornish, March 12, 2016.

Megan Smithling, Reference and Instruction Librarian
Professional Accomplishments 2015-2016

- CLAMS (College Librarians and Media Specialists of Washington) Spring Conference, May 21 & 22, 2015.
- ASTR-TLA (American Society for Theatre Research – Theater Library Association) conference, Portland, OR, Nov 4-8, 2015
- Quarterly Instructional Roundtable @ UW: Dec 18, 2015 (and another one earlier in the year).
- CLAMS (College Librarians and Media Specialists of Washington) instructional librarian meet-up @ Shoreline CC, Jan 22, 2016
- ATAP-NW (American Theatre Archive Project, NW chapter) : monthly meetings and archive workshop at ASTR-TLA.

Bridget Nowlin, Visual Arts Librarian
Professional Accomplishments 2015-2016

- Curated the Cornish Centennial exhibition Stitch in Time: Imogen at Cornish.
  Gave several tours of the exhibition.
  http://bnowlin.weebly.com/curation.html
- Presented at the College Librarians and Media Specialists conference Weaving a Community: Library as Place held at Everett Community College presentation title: Developing Visual Literacy: Images as Information.
  http://bnowlin.weebly.com/college-librarians-and-media-specialists-confrence.html
- Visual Resources Association Pacific Rim Chapter meeting July, 2015.
- History of Photography lecture at Horizon House August, 2015 and April 2016.
- ARLIS Northwest chapter meeting - planning for 2016 conference in Seattle where I served on the Tour committee.
- ARLIS Northwest Chapter 3-City Event! January 2016.
- Quarterly Instruction Round Table, University of Washington March 2015 and December 2015.
- Assisted in the research for the Cascadia Art Museum exhibition Looking Back, Moving Forward: A Centennial Tribute to the Cornish College of the Arts curated by David Martin.
- College Librarians and Media Specialists meeting: Information Literacy in the context of the ACRL framework held at Shoreline Community College January, 2016.
- ARLIS/NA & VRA Joint Conference in Seattle March 2016.
- Participated in sessions, lectured on Edward Curtis' North American Indian and of Alfred Stieglitz's Camera Work in the Seattle Room; lead tours of the Frye Art Museum, Asian Art Museum, Volunteer Park, and Book Arts and Rare Books at the University of Washington.