

**Prairie Research Institute Library Unit Annual Report**  
***Fiscal Year 2014: 1 July 2013 - 30 June 2014***

**I Unit Narrative**

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**1. Major Activities and Accomplishments**

Progress on the collections merger continued. We developed a retention policy for the Institute Library to guide selectors as we merged collections. We developed a space plan which accounted for existing books and journals here and still off-site plus growth. Processing of the library collections of the Illinois State Geological Survey is near completed. The former library space now houses the ISGS working maps collections, allowing the former map room to be repurposed as a conference room. All holdings of the former ISTC library have been processed, most cataloged materials at ISWS and ISGS have been processed and moved, and materials requiring evaluation and possible cataloging at ISWS and ISGS have been substantially reduced. A total of 461 documents were added to Institute collections in IDEALS, including the creation of article level metadata for a large set of digitized INHS Bulletins.

**2. Major Challenges**

Our user populations are geographically dispersed and their disciplines of study vary widely. Two librarians travel from other buildings to cover desk shifts at our public service point, where all four librarians perform functions, in addition to reference service, that are typically handled by students and paraprofessionals. Sorting and evaluating the merging collections and the associated space planning consumed a large share of time and effort. In addition to the official library collections, "unofficial" collections (amassed by retiring staff or small units) required rapid, focused response from librarians. The staff member who had performed much of the sorting and cataloging left to take a full-time position in February. The loss of her time, expertise, and institutional memory (she had been the ISWS Librarian during the 1990s) was strongly felt, and funds were insufficient to hire a replacement.

**3. Significant Changes**

During the spring semester we piloted staffing our desk with undergraduate students whenever the students were available. This was a significant departure from scheduling librarians to work every desk shift, and was based on review of recorded desk activity showing that most activity was circulation-related, and that questions received at the desk are mostly low difficulty (directional, technical issues, or known item searches). We identified some issues with referrals, but have adjusted training to help address them.

We decided to interfile books and journals in the library as an investment in providing better patron access and making management of the space and collection easier in the long term. The work began in May and was completed over the summer.

**4. Contributions to Library-wide Programs**

The Prairie Research Institute Library functions as a unit of the University Library, offering service to all students, faculty, and staff. Institute librarians are fully engaged with the

University Library. We are members of the Social Science, Life Science, and Physical Science and Engineering Divisions, serve on University Library committees including Reference Services Committee and eResearch Implementation Committee, and participate in exercises such as the Prioritization Meeting held in January. We contribute to, and gain benefit from, library initiatives.

Information Services: The Prairie Research Institute Library provides walk-up reference service at our desk. Librarians are available for referral, and the unit and individuals are listed in the University Library's referral database. We recorded 1231 patron transactions in Desk Tracker for the year, approximately half at the desk and the remainder from librarian offices (see more detail in Section II.3 and Appendix \*). We maintain a website to provide ready access to resources important to our users. We publish a blog for sharing news and promoting information resources and services to which the librarians made 109 posts in FY14. We maintain 43 LibGuides, 8 of them new this year (complete list, Appendix \*). We maintain staff bibliographies in RefShare databases for Institute departments to document and promote researchers' work. Combined, these resources received more than 50,000 pageviews (details in Section II.4). The Institute Library has an ex officio member on the Reference Services Committee, who assisted with the Reference Roadmap event in February.

Instructional Services: Our librarians provide instruction to Institute staff and others on an individual basis and in groups. In FY14, we provided 11 formal sessions, which reached 277 people. In addition to one-on-one work that occurs regularly, some notable instruction activity included: guest presentation and library tour to Osher Lifelong Learning Institute's (OLLI) Natural History class (Wohlgemuth), a presentations to EPA Region 5 Technical Assistance Providers (Barnes), and a lightning talk on DataCite and DOIs for data at the all-Institute Prairie Lightning symposium (Braxton). Our librarians were involved with GSLIS LEEP classes in Collection Development and Government Information, providing tours, presentations, and hands on weeding experience for students. Our LibGuides, website, and blog provide virtual instruction.

Scholarly Communication: We provide ongoing support for copyright issues, and have been working to assist with self-archiving of research from our departments. The Institute librarians mediate IDEALS deposits for Institute researchers in most cases. There were 461 additions to the Institute's IDEALS community, and 173483 document downloads from Institute collections. Institute librarians also assisted with beta testing for the IDEALS upgrade.

Data Services: We have worked to promote the University Library's data service initiatives and provide support for data stewardship. Susan Braxton serves on the eResearch Implementation Committee and played a leading role in the "EZID" pilot project to provide access to DataCite for creating DOIs for data resources created by University of Illinois Researchers.

Assessment: The Prairie Research Institute Library has been continuously reporting in Desk Tracker since we formed. We use the data along with other information to inform staffing decisions. We collect data on use print journals held in the unit, and use the data in

collection management decisions (e.g., print cancellations, Oak transfers). One of our Librarians is on the LibQual Working Group and assisted with the data analysis and summary report from the spring 2014 survey.

Collections: We added a total of 857 titles and 2136 items to the Prairie Research Institute Library collection in FY14. Types of Items are shown below:

Monographs	1357
Serials	735
Computer files	18
Cartographic	12
Video	7
Other	7

The Natural History funds, including the Bouseman endowment fund, are managed by Beth Wohlgemuth, and FY14 allocations totaled ~\$120K. From these funds, ~300 monographs, ~170 journal subscriptions, an electronic package (Springer Natural History), and 3 literature databases were purchased. A small fund for new acquisitions was established with Institute funds, approximately \$1,000, with which 12 books were acquired.

In FY14 we sent bulletins to 251 partners (69 US, 182 international). There are >300 active serial titles received via the Illinois Natural History Publications Exchange, with >100 of these titles held in other library units, including Funk-ACES. The exchange is funded by the Illinois Natural History Survey. FY14 materials and mailing costs were \$4,616.03. Institute library staff process materials received and prepare mailings.

The majority of new acquisitions were gift items including uncataloged materials from Survey collections and staff donations, with much of the cataloging done locally (260 gift acquisitions were processed in CAM, and 800 bibliographic records added to Voyager by Prairie staff). See section II.4 for additional detail.

During FY14, we withdrew from Voyager an estimated 3500 items identified as duplicates, and many more items not in Voyager were weeded from ISGS and ISWS collections. We transferred 5,883 items to Oak St.

An Institute librarian served on the Serials vendor selection team, which completed its review of vendor bids in the spring.

Digital Content Creation: We continue to identify and send materials for digitization as we find them. One outcome of reviewing our collections is the identification of missing pieces (maps, data) in materials already digitized, and in some cases we have been able to supply copies to add to incomplete digital copies. The largest single contribution this year was the IEPA Illinois Groundwater Protection Program Reports.

Staff Training and Development: Our librarians were actively engaged in professional development including archives online coursework with American Association of State and Local History (Wohlgemuth), attendance of Geoscience Information Society/Geological Society of America annual meeting (Huber), Green Chemistry Conference, Webmasters Forum and Statistics Workshop Series (Barnes). We maintain a local procedures guide

which we use to train students and staff. This year we developed additional "desk competencies" training content to help prepare students for regular desk shifts.

Public Engagement: Two library displays were held during FY14 in the Prairie Research Institute Library: Species Requiem Day in September 2013, and World Water Day 2014 in March 2014. Both were complemented by new LibGuides. The World Water Day display featured posters highlighting Institute research in addition to library materials. The display and LibGuide were promoted by the organizers of the Illinois Water Day symposium. It does not appear either display attracted many users to the space, but the LibGuides have enduring value. We are a loan location for Resource Trunks for Educators supplied by the Illinois Department of Natural Resources. Educators including teachers and scout/4H leaders can borrow the trunks. We actively encourage trunk borrowers to apply for courtesy cards to make use of the University Library's collections.

Advancement: A total of \$2,925 in donations was received in FY14 for the John K. Bouseman Natural History Survey Library Endowment Fund. The market value on the fund at the end of FY14 was \$73,944.06, and the book value was \$66,484.26.

**5. Progress on FY13 Unit Annual Goals**

Progress on goals was almost exclusively limited to processing the merging collections. ISGS had an urgent need for space, so it was necessary to focus attention on clearing out library materials to make room for the working maps collection. The ISTC collection has been completely processed. Processing of the ISGS collection is largely complete, and that space in the Natural Resources Building has been repurposed. The cataloged book collection from ISWS has been processed and moved with the exception of folios. ISWS serials remain mostly on site at ISWS, but decisions as to where they will go have been made.

**6. Unit Annual Goals for FY14.**

The Prairie Research Institute Library will be undergoing a comprehensive review by an external committee this year, which will include membership from the Institute and the University Library. Our immediate goals are to support the work of this Committee and implement their recommendations.

**7. Number of GAs (FTE and Head Count) employed**

0 FTE, 0 Head Count

## II Statistical Profile

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### 1. Facilities

- User seating counts (if applicable)
  - at tables 13
  - at carrels 0
  - at public workstations 3
  - at index tables 0
  - in group study rooms 0
  - informal/other 4
  
- Number of hours open to the public per week (if applicable)
  - Summer II 2013 42.5
  - Fall 2013 42.5
  - Spring 2014 42.5
  - Summer I 2014 42.5

### 2. Personnel

- Academic Professionals, and Academic Hourly employees assigned to the unit

Name	Type	FTE	Period of employment
Barnes, Laura	AP	0.5	1 Jul 2013-30 Jun 2014
Braxton, Susan	AP	1.0	1 Jul 2013-30 Jun 2014
Day, Elizabeth	Academic hourly	0.3	1 Jul 2013-30 Jun 2014
Drone-Silver, Frances	Academic hourly	0.1	1 Jul 2013-14 Feb 2014
Huber, Anne	AP	1.0	1 Jul 2013-30 Jun 2014
West, Marcia	Academic hourly	0.4	23 Jun 2014-1 Jul 2014
Wohlgemuth, Beth	AP	1.0	1 Jul 2013-30 Jun 2014

- Student Assistant budget and FTE.

Head Count	FTE	Budget
3	0.3705 <sup>1</sup>	\$5937.58

### 3. User Services

- Gate Count (from continuous reporting).  
5,227 people (all counts, July 1, 8:30 am to June 27, 5pm)  
3,819 people entered the library during our open hours (excludes overnight / weekend counts)
  
- Circulation
  - Initial and renewal (of our holdings) 4126
  - Initial and renewal (at our desk) 2190
  - Manual 2
  - Resource Trunk loans 7
  - AV equipment loans to INHS staff 73

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<sup>1</sup> 2 students 10h/w for 8 months (0.3705), 1 student 18 h/wk for 1 month .0375

- Reference interactions (continuous reporting from DeskTracker, for details see Appendix B.)
  - All recorded transactions for the unit 1,231
  - Excluding directional/hours 1,099
- Presentations (from the Instructional Statistics database)
  - Number of presentations to groups 11
  - Number of participants in group presentations 277

#### 4. Optional Statistics

##### Collection Management Activities

###### Cataloging

- Bib records added by Prairie staff est. 800
- Gift cataloging for Prairie by CAM 260
- Sent to CAM to catalog for Oak 981
- Sent to CAM to catalog for STX 20

###### Transfers

- Items transferred to Oak 5,883
- Items transferred to Prairie 2,415

###### Withdrawals

- Items withdrawn from Voyager est. 3,500

###### Serials Management

- Issues checked in for Prairie 755
- Issues checked in for other units 120
- Journal volumes sent for binding 388

###### Preservation/Conservation

- Items sent 53

##### Print journal use , past five years

New issues are displayed for 1 week. "New" counts are use of displayed issues, as indicated by users marking a tag on the issue. Use of shelved items are reshelving counts and include items that have circulated in Voyager.

<b><i>Print journals use</i></b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Titles used (new and shelved)	378	274	141	259	267
Titles used from display	170	94	102	85	94
Uses counted (new and shelved)	1472	880	889	905	890
Uses of displayed new issues	971	386	205	188	180

## Web content and social media use

### Website in the University Library CMS

- Users 8,427
- Sessions 16,487
- Unique pageviews\* 20,519

### LibGuides

- Guides 43
- New in FY14 8
- Total Views 28,322

### RefShare Databases

- Shared folders used 141
- Sum of "Hits"\*\*\* 149,886

### Blog "News from the Library"

- Sessions 2,750
- Users 3,342
- Unique pageviews 3,767
- Total subscribers 14
- New subscribers FY14 10
- FY14 posts 109

### Facebook (est. November 2013)

- FY14 Page Likes 145
- Average Daily Reach 25

\*Excludes URLs containing cms, beta, test (i.e., pages under development).

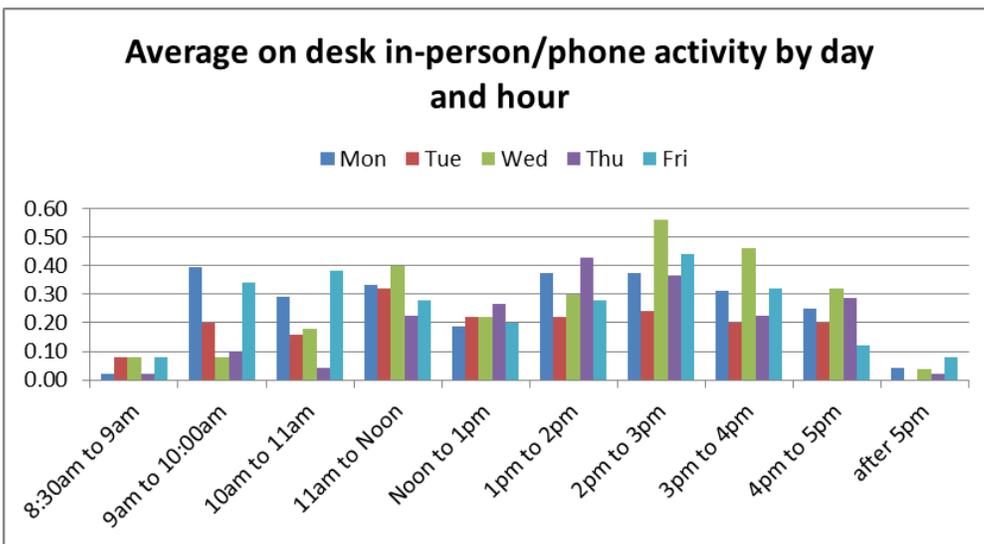
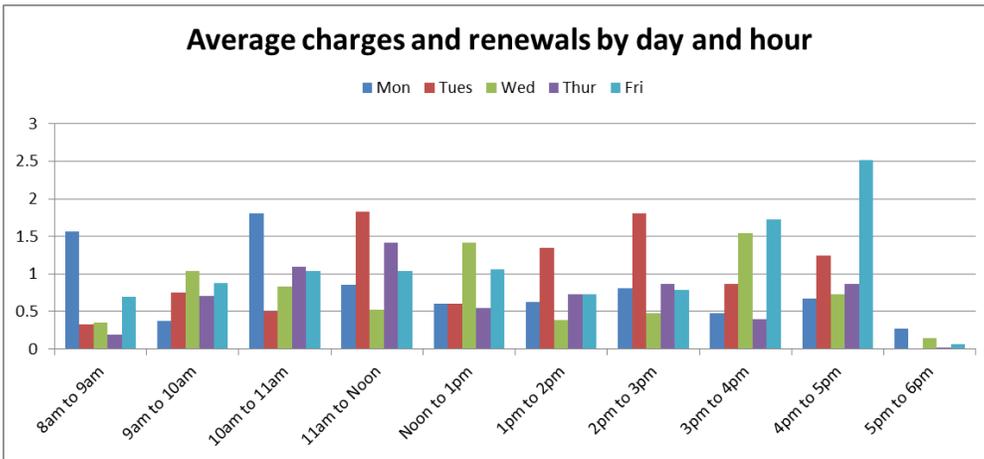
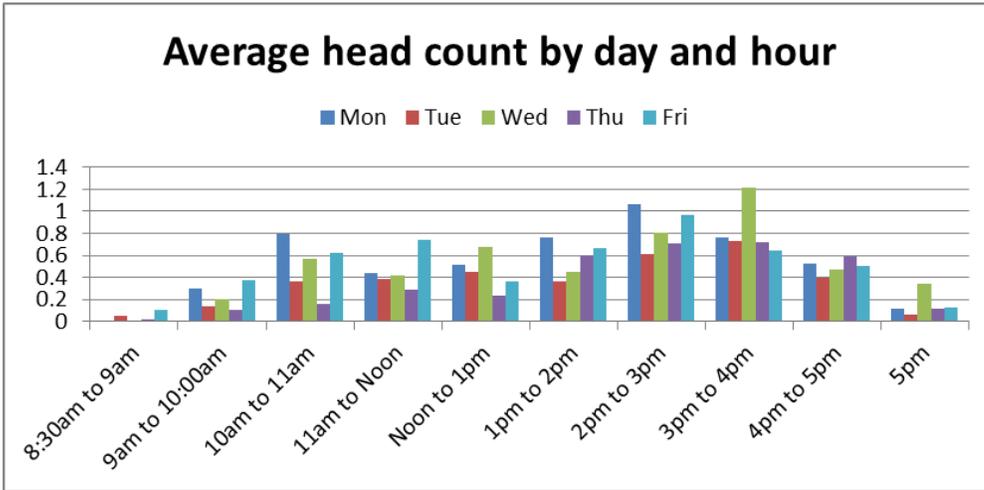
\*\*\*RefWorks hit count definition is uncertain.

### III Appendices

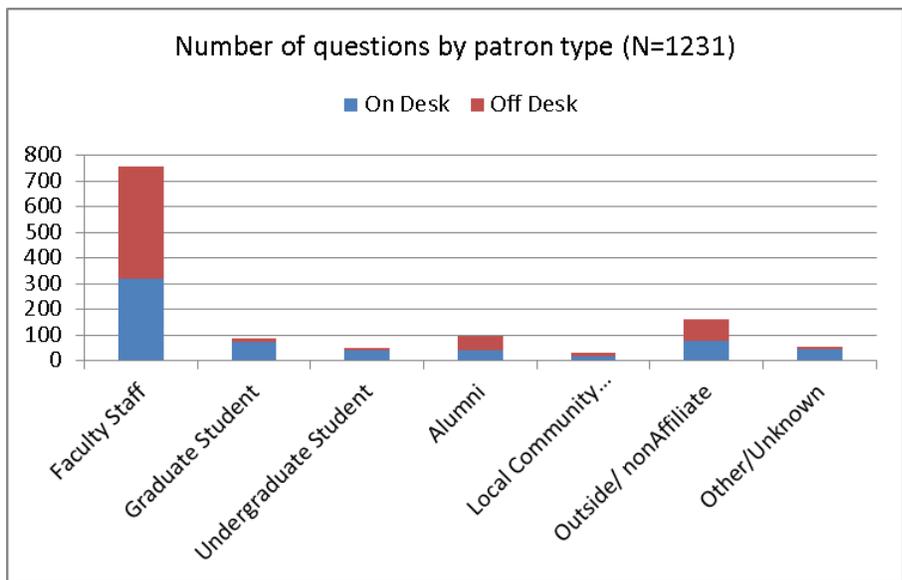
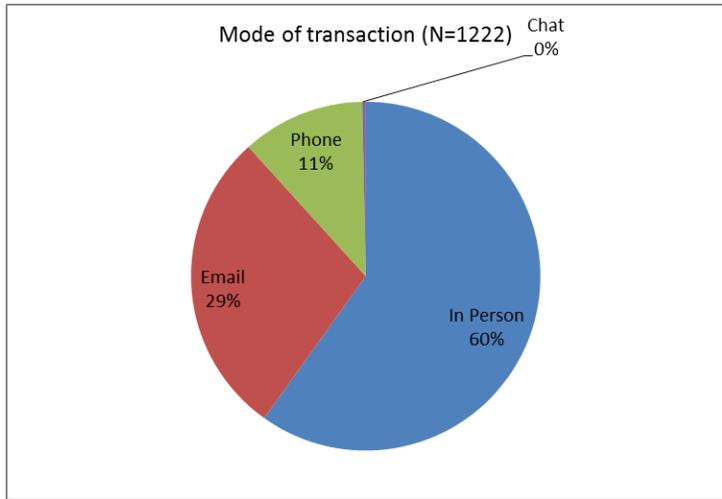
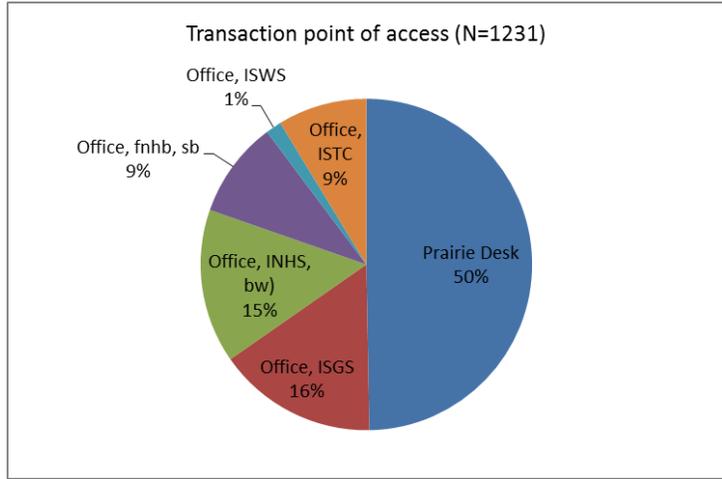
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- Appendix A: Desk activities by hour and day of week
- Appendix B: Characterization of reference transactions (DeskTracker data)
- Appendix C: Website use patterns
- Appendix D: LibGuides

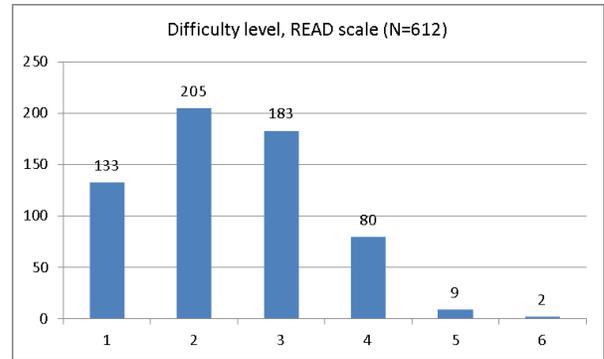
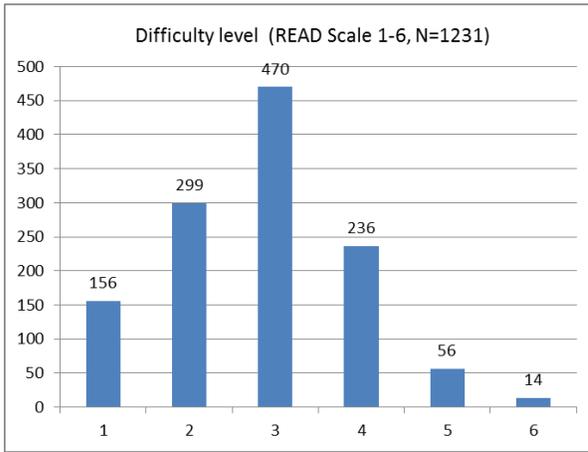
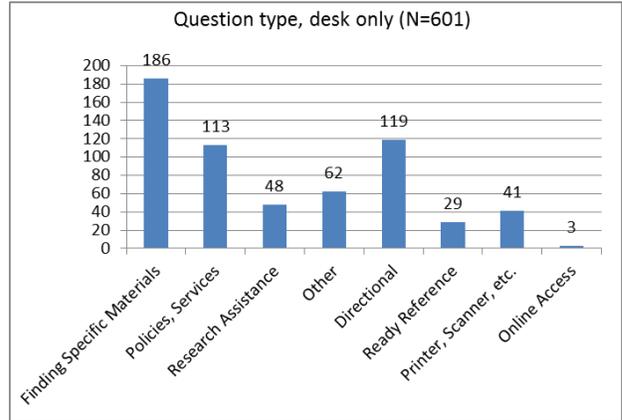
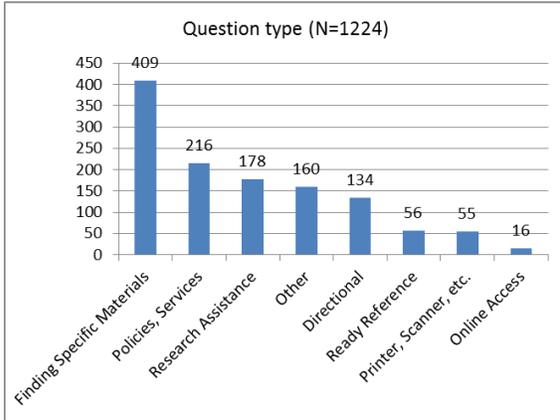
Appendix A: Average head count, circulation, and patron transactions at desk by day and hour. Provides an indication of use of the physical space and in-person, onsite resources and services.



Appendix B: Characterization of Reference transactions



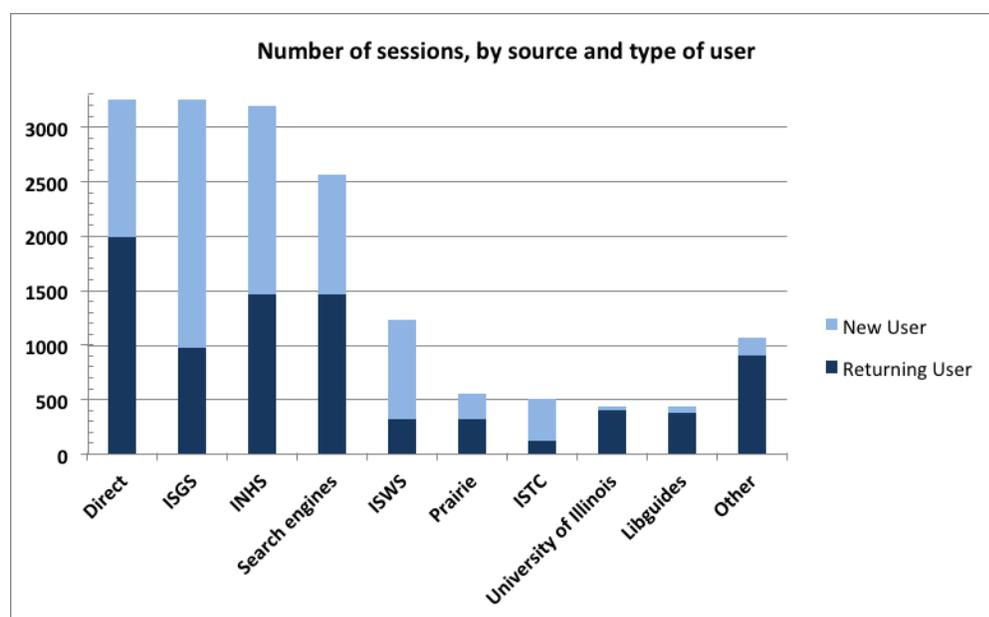
Question type and READ scale analysis. Graphs on the left are data for all locations, and those on the right show transactions at the public desk only.



## Appendix C: Website use observations.

Google analytics indicates only slightly higher numbers of users, sessions and pageviews for the Prairie Research Institute Library website than in FY13. The number of returning visitors in FY14 was essentially identical to FY13, so the core audience does not appear to be growing.

Sources of traffic to the website by user type are shown below. The largest sources were “direct” traffic, referrals from the Illinois State Geological Survey (ISGS) website, and referrals from the Illinois Natural History Survey (INHS) website. The greatest number of returning users are “direct” users, although this is misleading as it includes users coming from elsewhere on the University Library website. Of the web domains within the Prairie Research Institute, most users come from ISGS and INHS, in about equal numbers, and the greatest number of returning users are referred to our website from the INHS website.



Nearly half (9,501, 47%) of the unique pageviews were in FY14 were for the home page of the Institute Library (<http://www.library.illinois.edu/prairie/>). The index page of the Illinois Natural History Survey Library Resources subdirectory (<http://www.library.illinois.edu/prairie/inhs/>) accounted for another 26% (5,368) of the overall unique pageviews. Other pages receiving more than 200 views during the year were the Resources on Illinois Geology, Prairie Research Institute Publications, Electronic Maps, two Literature Databases directories, Contacts, Find Us, and a Digital Collections directory. Pages in the /inhs/ subdirectory accounted for 35% of the unique page views on the site.

Considering returning users coming direct to the site, the most common entrance page is the /inhs/ index page (1,060 entrances), compared to 661 entrances to the /prairie/ home page. Because the public terminals and staff workstations default to Prairie, 661 is probably an overestimate of intentional selection by users, whereas the /inhs/ directory data *does* represent intentional selection—these direct entrances likely represent users who have the page bookmarked.

## Appendix D. LibGuide list with use

Guide Name	Views	Author	New FY14
Getting Started with Social Media: A Guide for Nonprofit Organizations and Government Agencies	5124	Barnes	
Environmental Novels	4811	Barnes	
Green Libraries	2178	Barnes	
Table of Contents Alerts	2155	Wohlgemuth	
Battery Recycling	1456	Barnes	
Environmental Education	1442	Barnes	
Sustainable Product Design	1378	Barnes	
Endangered and Threatened Species	1147	Wohlgemuth	
Illinois Forest Preserves	888	Braxton	
Library Orientation Guide	862	Wohlgemuth	
Pollution Prevention 101	615	Barnes	
A Quick Reference Guide to Developing Library Policies and Procedures	511	Barnes	
Social Media Best Practices	462	Barnes	
Green Business	383	Barnes	
Prairies Research Guide	363	Wohlgemuth	
Librarian's Environmental Toolkit	308	Barnes	
Environmental Impact Statements	295	Braxton	
World Water Day 2014 - Water & Energy	283	Braxton	New FY14
Green/Sustainable Building	280	Barnes	
Library Resources & Services for Illinois State Geological Survey staff	273	Huber	
Endangered and Threatened Species in Illinois	268	Wohlgemuth	
Guide to Library Resources & Services for Illinois State Water Survey Staff	258	Braxton	
Light Pollution and Sensible Lighting Alternatives	245	Barnes	
Wetlands Research Guide	239	Wohlgemuth	
Illinois Water Supply Information	233	Braxton	
Ecological Restoration	218	Wohlgemuth	
Green Up Your Library	210	Barnes	
Illinois Natural History Survey Social Media Sites	207	Wohlgemuth	New FY14
Environmental Films	158	Barnes	
Library Resources for Illinois Sustainable Technology Center Staff	157	Barnes	
Guide to Library Resources & Services for Illinois State Archaeological Survey Staff	132	Braxton	
Green Living	132	Barnes	
Illinois Nature Preserves	123	Braxton	New FY14
Biochar and the Environment	119	Barnes	
ISTC Sustainability Film Festival 2014	107	Barnes	New FY14
Illinois Endangered & Threatened Species Books and Reports	104	Wohlgemuth	
Prairie Research Institute News	71	Braxton	New FY14
Earthquakes and the New Madrid Fault System	38	Huber	
Carbon Sequestration	30	Huber	
Printing -- Lithography Topic Hub	23	Barnes	New FY14
Illinois Environmental Law - Pollution and Sustainability	19	Barnes	New FY14
Printing -- Flexography Topic Hub	17	Barnes	New FY14
	28322		