Annual Report Structure

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Overview

MISSION
The Discovery Services Division works to enhance the discoverability of library resources and services including: developing the branding and enhancing the functionality, findability and content of the Library’s website, web-based service platforms, integrated library system, discovery tool, and digital repository software; creating the descriptive cataloging, metadata, and contextual information related to the library’s analog and digital materials and resources; creating and curating digital collections for instruction and research; and supporting external and internal library users of these services.

DIVISION STAFF

CHRISTY ALLEN
ASSISTANT DIRECTOR FOR DISCOVERY SERVICES

RICK JONES
MANAGER, DIGITAL COLLECTIONS CENTER

RYAN LAZAR
SYSTEMS SPECIALIST

SCOTT SALZMAN
WEB DISCOVERY LIBRARIAN

NANCY SLOAN
CATALOGING & METADATA LIBRARIAN

(VACANT)
DIGITAL COLLECTIONS SPECIALIST
MAJOR CHANGES
The Discovery Services Division was created in January of 2012 as part of the Furman University Libraries reorganization initiative. Among the many outcomes of the initiative was the combination of the Library Systems, Cataloging, and Digicenter departments under the same Division. Since July of 2012, the Discovery Services Division has undergone many major changes.

- Staff vacancies have been the most significant barrier to the Discovery Services Division this year. The search for the newly created position, Assistant Director for Discovery Services, had to be re-opened in July of 2012 when no qualified applicants were found. The position was filled in October of 2012, and the new Assistant Director began in January 2013. However, the Division was without a dedicated leader for a full year.

- Jen Haldaman, Digicenter Manager, left her position to pursue other career opportunities in November 2012. A full search was launched to fill her vacant position. The recommended candidate turned down the position, and Rick Jones, former Digicenter Specialist, was promoted into her vacant position.

- Susan Yeargin, Cataloging Assistant, retired in December 2012 and her vacant position was eliminated. All the cataloging responsibilities were consolidated under Nancy Sloan, Cataloging & Metadata Librarian.

- When Rick Jones was promoted to Digicenter Manager in May of 2013, it left his position of Digicenter Specialist vacant. University Administration recently approved the position as a full-time temporary one lasting until December 2014. Until the position is filled, Tom Neal (Library Weekend Supervisor) is working as a part-time temporary Digicenter Specialist.

The Digicenter was renamed the “Digital Collections Center.” The idea for changing the Digicenter’s name was first proposed in Fall of 2012 and was officially approved in May of 2013. The new name more clearly defines the work being done, and will bring more prominence and attention to the Library’s digital collections. The name change is slowly being deployed across the Library’s virtual and physical presence.

Further building upon the work started with the reorganization initiative, Library Systems has been more clearly delineated from Web Services. Ryan Lazar, Systems Specialist, has taken on the majority of the Systems responsibilities including purchasing IT materials and serving as the first responder to IT issues. He is also the primary liaison with ITS on resolving systems-related issues. Scott Salzman, formerly Systems Librarian, is now the Web Discovery Librarian. His job description was re-written in Spring of 2013, and now his primary responsibilities include the implementation of the Furman University Libraries branding on the library’s primary web platforms, the management of web analytics and search engine optimization, and the development of enhanced functionality for specific library discovery tools and web platforms.
Activities and Accomplishments

CATALOGING

Consolidating Cataloging Responsibilities
After the retirement of Susan Yeargin, Nancy Sloan (Cataloging & Metadata Librarian) absorbed the following cataloging responsibilities:

- All “rush” requests cataloging
- All copy cataloging
- DVD cataloging
- Adds, updates, replacements
- All authority work
- Bindery preparation for books
- Hiring and supervising student workers

Weeding projects
The Collection Services Division initiated numerous weeding projects during Fiscal Year 2012-2013. Nancy was involved in withdrawing the items from the Catalog and deleting the OCLC holdings. She has been involved in the Juvenile Materials, PZs, and VHS weeding projects to date. 3,778 items were withdrawn as part of these projects.

Science Library Water Damaged Titles
In January 2012, a ruptured water pipe in the Science Library damaged 300+ titles. Of these, 139 titles were damaged so severely they had to be withdrawn from Millennium, the OCLC holdings deleted, and the items themselves destroyed.

DVDs with non-U.S. Region Codes
With the creation of the new Film Studies major, the Library began purchasing even more foreign language DVDs. After their purchase, it was discovered that many of the DVDs were coded for regions outside the United States. DVD region codes are a digital rights management technique designed to allow film distributors to control aspects of a DVD according to the region (release date, price, etc.) This is achieved by region-locking DVD players. For example, the DVD Region Code for the United States is “Region 1.” Therefore, DVDs sold in the United States are coded for Region 1 and DVD players sold in the United States can only play Region 1 DVDs. In the past, DVDs coded outside of the U.S. that were purchased by the Library have been played on the computer software “VLC”. This software is installed on all teacher workstations on the Furman campus. However, while attempting to catalog the most recent batch of non-U.S. Region DVDs, Nancy ran into the problem that certain DVDs would not play in VLC, and furthermore, had the potential of
permanently damaging DVD players in computers. Discovery Services, Collection Services, and ITS met several times over several months and came up with a solution to this problem, including labeling DVDs with potential play-back issues, and creating a LibGuide (made by Caroline Mills with some content from Joe Hiltabidel) which explains the best methods for accessing DVDs with non-U.S. region codes. The LibGuide is listed on DVD labels for non-region 1 DVDs and is available here: http://libguides.furman.edu/playing_DVDs

Electronic Reference Materials
At the request of Collection Services and Outreach Services, faculty and staff in Discovery Services brainstormed the best method for making electronic reference materials easily identifiable and searchable in Millennium. Working together, Discovery Services proposed the solution of creating a new location code for electronic reference materials. Collection Services identified relevant electronic reference materials which will be updated by Nancy.

In-House Shelf Ready program
Nancy regularly monitored this program to ensure its continued effectiveness.

DIGITAL COLLECTIONS

Completed Digital Collections

Furman Trustees Minutes. (Rod Smolla, University Administration)
The Furman Board of Trustees minutes from 1825-2000 were scanned during the previous fiscal year. However, only items from 1825-1949 were made available online due to privacy concerns. The collection was uploaded into LUNA in July of 2012 and restricted to the Furman community. Altogether, there are 260 individual documents available in LUNA for Furman users.

Furman Faculty Notices. (Paula Gabbert, University Administration)
The Digital Collections Center completed conversion of the Faculty Notices to PDF and BookReader Objects and then uploaded the items and related metadata into LUNA. The collection was launched in April 2013 and includes Faculty Notices from 2002 – 2012. There are over 1600 individual documents currently available in this collection. In spite of its recent publication and limited access (to Furman faculty only), it is one of the most popular Furman-restricted digital collections.

The Furman Faculty Notices Collection went live in April 2013 and contains over 1,600 digitized items
Faculty Scanning Projects
Over the past year, the following faculty requested materials be scanned, edited, and returned to them for use in instruction. These items were not uploaded into LUNA.

- Ray Denny, Osher Lifelong Learning Institute – Slides
- Brian Siegel, Religion Department – Slides
- Willard Pate, English Department – Slides and photographs

Ongoing Digital Collections
Peter Wexler Digital Museum at Furman University
(Ross McClain, Art Department; Rod Smolla, University Administration)
The Digital Collections Center is partnering with New York artist, theater designer, and producer Peter Wexler in the creation of a unique digital collection known as “The Peter Wexler Digital Museum at Furman University.” The completed Museum will contain over 6,000 digital scans and photographs of the artist’s work which includes sculptures, models, drawings, paintings, designs, and photographs. In November of 2012, Rick Jones traveled to Peter Wexler’s New York studio and supervised the temporary relocation of his art to the James B. Duke Library. Since then, he has managed all the project logistics: He built shelves to store the artwork, hired and trained students, organized the physical collection, created new artists portfolios, worked with Peter to repair 7 (out of 8) damaged pieces, and supervised the cleaning of the models and sculptures. He also created 2 PowerPoint presentations and 1 sample project. Rick’s most impressive work, though, has been with the photographing and digitization of the collection itself. Working with a small group of students, he has digitized and processed approximately 2,400 images that have been approved by Peter Wexler. These images include 560 slides (approximately 520 are processed) and the contents of 116 artist portfolios (114 of those portfolios have been processed and approved by Peter Wexler.) Christy Allen is working on creating project-level and item-level inventories that will serve as the basis for the metadata. “The Peter Wexler Digital Museum at Furman University” is expected to be complete and available online in Fall of 2014. Anticipated users of the digital collection include Furman University Theater and Art faculty and students, as well as researchers, historians, designers, and artists from around the world.
Furman Magazine (Jim Stewart, Marketing & Public Relations)

As of November 2012, there were 84 issues of the Furman Magazine that had been scanned, edited, converted to PDF and BookReader Objects and uploaded into LUNA. However, there were 97 more issues that had been scanned, but were in various stages of completeness. Some required editing, others conversion to JPG, others conversion to PDF, etc. All of the later issues also required redaction. Starting in June of 2013, Tom Neal, working part-time in the Digital Collections Center, began editing and converting these 97 files. It is anticipated that he will be completed all the files by the end of July 2013, with the collection hopefully going live in Fall of 2013.

Furman Student Newspapers (DebbieLee Landi, Special Collections & Archives)

Special Collections & Archives scanned an additional 364 issues (volumes 53-67) of the Paladin student newspaper. These issues were converted into BookReader objects and uploaded into LUNA by the Digital Collections Center in July of 2012.

Postcard Collections (DebbieLee Landi, Special Collections & Archives)

Originally published in 2008, the Postcard Collections contain 849 items with limited metadata. In summer of 2012, Rick Jones began metadata clean-up of the collections. This effort was put on hold in late fall of 2012. To date, 492 of the 849 metadata records have been updated.

Furman Army ROTC. Korean War Veterans Ceremony (Bill Price, Military Science Department)

In November 2013, there will be a Veterans Day ceremony at Furman University to honor Furman alumni who served in the Korean War. As part of the Ceremony, the ROTC has requested that materials be scanned from the Furman Yearbooks related to Korean War veterans. Scanning is expected to be completed on this project in August 2013.

On Hold Digital Collections

The progress of the following collections have been put on-hold until the Digital Collections Center is fully staffed:

Freedom Stories (Lloyd Benson and Courtney Tollison, History Department)
LUNA Digital Repository System
In January of 2013, Christy Allen took over the management of the LUNA software. Working closely with Michael Vick and LUNA support, she has resolved several issues relating to the publication, display, and renaming of collections in LUNA. Christy has also undertaken a post-implementation review process to determine if LUNA continues to meet our needs. Working with documentation developed by ITS, Christy has conducted surveys of the Furman community and users of LUNA. She has also spoken with key faculty members and support personnel and collected their feedback. The completion of the post-implementation review along with recommendations is expected in early Fall 2013.

Digital Collections News
In January of 2013, the Digital Collections Center launched a new blog containing information about the Library’s digital collections. Maintained by Christy Allen, the blog has 21 posts and has highlighted 12 digital collections. The blog can be read here: http://blogs.furman.edu/digitalcollections/

LIBRARY SYSTEMS
Software Support
Millennium
Working with various library faculty and staff, Ryan Lazar has undertaken a number of configuration changes to Millennium including:

• Implementing an ‘in transit’ feature for items returned to the wrong location (with Collection Services)
• Reconfiguring staff classification codes in patron records (with Collection Services)
• Implementing a pop-up message field for Special Collections items, prompting student assistants to process the items more accurately
• Implementing a solution to the truncation of location information on Special Collections serials labels (with Collection Services)
• Collaborating with Innovative technical support to double the size of the Millennium server’s transaction file to allow Cataloging to load larger batches of records

Library Platforms / Software
In addition to Millennium, Ryan Lazar also provided support for library specific platforms and hardware including:
• Implementing a new instance of the PastPerfect database for the new Decorative and Fine Arts Committee. The new database gives them administrative access and control over their collection’s catalog records (with DFAC and ITS)
• Providing upgrades to the following software: ILLiad v8.4 and Connexion v2.4
• Reimaging the computers in the Research Commons (with ITS)
• Implementing the EBSCAN service from EBSCO (with Collection Services)

Hardware Support

Ryan Lazar provided support for 269 pieces of library equipment and/or hardware. Some of the support issues encountered during FY 2012-2013 are listed below:
• Configured Circulation Desk computers to ensure library student assistants printing work-related materials would not have the print jobs count against their personal print quotas (with Collection Services and ITS)
• Provided ongoing support for the BookEye scanner and software, and addressed a number of issues pertaining to the integration of this scanner with ILLiad (with Collection Services)
• Purchased and assisted with the set-up of the following new equipment and hardware: a Chromebook, a portable document scanner, a digital voice recorder, barcode scanners, iMac and flatbed scanner, digital camera and accessories, and the digital sign and accessories.
• Successfully completed in-house repairs on two damaged iPads
• Purchased and installed 21 new computers and 14 new monitors
• Replaced 6 student assistant workstations with redeployed computers (with ITS)
• Assembled and installed the BookDrive Pro scanner and its computer (with the Digital Collections Center)
• Manually updated the BIOS firmware on all 32 Research Commons computers to resolve an issue with false hardware alerts

Set up an iPad (loaded with English and American literature apps) on permanent reserve for English Department faculty (with Outreach and Collection Services)
WEB DISCOVERY

Website Migration

James B. Duke Library Website Migration and Redesign

In Summer and Fall of 2012, Scott Salzman led the effort to migrate the Main Library’s secondary web pages into Sharepoint and LibGuides. He coordinated with Outreach and Collections Services to ensure all the content was migrated accordingly.

In Summer of 2013, Scott Salzman led the effort to redesign and migrate the Main Library’s homepage into Sharepoint. Working with Christy Allen, he met with all Library faculty and staff, collected feedback about their wants/needs for the home page, and designed/coded a uniquely interactive home page working within the Library’s existing template framework. The new home page is expected to go live in August 2013.

Digicenter Website Migration and Redesign

In Spring of 2013, Scott Salzman led the effort to redesign and migrate the Digicenter website into Sharepoint and LibGuides. He reviewed and rewrote the Digicenter website content, designed a new home page, migrated the content into Sharepoint, created a presence for the Digicenter in LibGuides, and set up and customized a Furman WordPress blog for the Digicenter.

In Summer of 2013, Scott coordinated with ITS to rename the Digicenter website and blog as per the “Digital Collections Center” name change. He updated navigation and other links in Sharepoint and the Springshare web platforms. Updating the name to “Digital Collections Center” across the Library’s web presence is expected to continue until Fall of 2013.

The newly redesigned Digicenter website went live in February of 2013.
Maxwell Music Library Website Migration and Redesign

In Summer of 2012, Scott Salzman collaborated with Jenny Colvin and ITS on the migration of the Music Library website into Sharepoint.

Special Collections Website Migration and Redesign

In Spring of 2013, Scott Salzman and Christy Allen coordinated with faculty and staff in Special Collections & Archives on the design of a new home page in Sharepoint. The redesign required the customization of the Library’s template framework to best fit the needs of Special Collections & Archives patrons. Scott also coordinated with DebbieLee Landi, Ryan Lazar, and Christy Allen on creating a web page content inventory for planning for the migration of web pages into Sharepoint. The Special Collections & Archives home page was successfully built in Sharepoint in May of 2013. Anticipated go-live date is August of 2013.

Enhanced Functionality and Customizations

Library Branding and Template

Scott Salzman has undertaken several design and functionality customizations for the Library’s website and/or web pages in Sharepoint including:

- Upon request from Outreach Services, implemented minimized/maximized header functionality for the Library templates on Sharepoint and Springshare platforms.
- Developed library branding for the Furman WordPress blog platform.
- Implemented new, standards-compliant navigation menus in Sharepoint and Springshare templates.
- Developed functionality that makes Library navigation menus work better on touch devices.

Springshare Customizations

Scott Salzman has undertaken several design and functionality customizations for the Springshare platforms: LibGuides, LibCal, and LibChat:

- Developed an improved method of searching for resources in LibGuides. The search was implemented on the Electronic Reference A-Z LibGuide. Scott Salzman presented on this new search method at Springshare’s online conference, SpringyCamp, and it received enthusiastic praise. A number of attendees at the conference have already implemented it on their own sites.
- Implemented a new model for displaying multiple views of normal and exception library hours on a single page. This display

The new Electronic Reference search in LibGuides was enthusiastically received at the international online conference SpringyCamp
includes blocks of exception hours in an "accordion" format with past exception periods automatically expiring, and with all of the data easily manageable via a LibCal calendar.

- Developed a method of using LibGuides’ internal persistent database URLs on external platforms.
- Developed a method of selectively bypassing Google’s caching of the LibCal data we use to display library hours. This method balances immediacy with load time.
- Collaborated with Outreach Services on the migration from Meebo to LibChat.

Search Functionality
Scott Salzman has rolled out the following search customizations and enhancements:

- Updated Summon search parameters on Main Library home page and across all library templates. Added messaging about new search behavior.
- Created custom form for searching for Special Collections’ church records in the Library catalog.
- Developed method of pre-limiting the Library’s Google custom website search to specific facets (the facets correspond to different Library sub-sites). This allows us to provide searches of specific subsites (e.g. Maxwell Music Library or Special Collections) while offering users the ability to expand their searches to multiple Library subsites or to the entire Library web presence by selecting a link.

Discovery of Resources
Scott Salzman assisted Collection Services in the improved discoverability of the following resources:

- Resolved issues with proxied access to PubMed and Science Direct.
- Developed a strategy for Collections Services to streamline access to the entire collections of EBSCO and Sage ejournals (as many as 5,000+ titles, depending upon our subscriptions) through integration of vendor-supplied “include files” with our proxy server configuration.

OTHER

Next Generation Integrated Library System Workgroup
With the consent of the Library Leadership Council, Christy Allen assembled a working group to investigate Next Generation Integrated Library Systems as a potential replacement for Millennium, Summon, and other related library services. The working group plans to have a recommendation for the LLC by December 2013. Members of the workgroup include: Christy Allen (chair), Nancy Sloan, Scott Salzman, Ryan Lazar, Jenny Colvin, Mary Fairbairn/Steve Richardson, DebbieLee Landi, Janet Nazar, and Linda Schink.
Digital Sign

In February of 2013, a new digital sign was activated in the Main Library. The sign was a touchscreen with information about the Library, news, upcoming events, library staff, and wayfinding capabilities. Rick Jones led a Digital Sign Committee in determining what content should appear on the sign and then coordinated with Joe Hiltabidel in ITS in implementing the signs features. A redesign of the graphics and layout of the sign is anticipated for summer of 2013. Members of the Digital Sign Committee included: Rick Jones (chair), DebbieLee Landi, Laura Baines, and Robyn Andrews.

Summon Discovery Tool

In January of 2013, Christy Allen took over responsibility for the Summon Discovery Tool. Working closely with Scott Salzman, the following customizations were implemented:

- Newspaper articles and book reviews were automatically excluded from the theSearch results, decreasing the typical results list by an average of 15%
- LibChat was turned on in Summon, so that users can access chat from Summon’s toolbar.
- Serials Solutions was consulted on streamlining several facets within Summon. Christy Allen will follow up on implementing these facet changes in late summer of 2013.
- The “Best Bet” feature was activated and tested. Consultation with Library faculty and staff will need to occur before rolling this out.

Scott Salzman has also developed a method for searching only articles within Summon and thereby rebranding the “theSearch” into a powerful and flexible article search for the Library’s toolbar. Anticipated roll out of this feature is August 2013. Finally, Christy Allen is currently working with Serials Solutions to implement Summon 2.0, a new version of the Discovery Tool with additional features and an upgraded display.

Job Descriptions

The following job descriptions have been rewritten and approved during Fiscal Year 2012 – 2013:

- Assistant Director for Discovery Services (July 2012)
- Digicenter Manager (November 2012)
- Web Discovery Librarian (May 2013)
Digital Collections Specialist (June 2013)
The Systems Specialist job description is currently being rewritten, with an expected completion date of July 2013. The Cataloging & Metadata Librarian job description and the Digital Collections Center Manager position will be rewritten in Fiscal Year 2013-2014.

Window displays
Nancy Sloan and Rick Jones planned, organized, and assembled three unique window displays in the foyer of James B. Duke Library. The displays garnered a lot of praise and attention from Furman faculty, students, and staff. In fact, several faculty and staff asked for components of the displays after they were taken down. Information about the displays appears below:
SERVICES AND PROFESSIONAL DEVELOPMENT

Library and University Committees

Christy
- Digicenter Manager Search Committee (Chair)
- Government Documents Working Group
- ITS Instructional Technology Group
- Library Leadership Council
- Library Student Advisory Group
- Next Generation ILS Committee (Chair)
- Strategic Planning Committee

Rick
- Digicenter Manager Search Committee
- Digital Sign Committee (Chair)

Ryan
- Disaster Preparedness Committee
- ITS User Services Group
- Next Generation ILS Committee
- Social Committee

Scott
- Assistant Director for Discovery Services Search Committee
- Furman’s Instructional Technologist for Humanities and Social Sciences Search Committee
- Library Promotion Committee
- Next Generation ILS Committee
- University Web Projects Team

Nancy
- Assistant Director for Discovery Services Search Committee
- CLP Committee 2011-
- Government Documents Working Group
- Music Librarian Search Committee
- Next Generation ILS Committee

Local and National Committees

Nancy
- SCLA Technical Services Section. Panelist (10/25/12)
Scott
• South Eastern Innovative Users Group Steering Committee

Conference and Workshop Attendance
Christy
• PASCAL General Membership Meeting (6/13/2013 – SC State Archives)

Rick
• Consortium for Upstate South Carolina History (6/4/2013 – Furman University)

Ryan
• Southeastern Innovative Users Group (2/19/2013 – Winthrop University)
• South Carolina Book Festival (5/19/2013 – Columbia, SC)

Scott
• Southeastern Innovative Users Group (2/19/2013 – Winthrop University)

Nancy
• Southeastern Innovative Users Group (2/19/2013 – Winthrop University)

Presentations and Publications
Scott

Webinars Attended:
Christy
• Reimagining Library Service (4/11/2013 – ACRL)
• The Publishing Roller Coaster (4/12/2013 – ACRL)
• Summon 2.0 Demonstration (4/16/2013 – Serials Solutions)
• Taking Full Advantage: Discovery of Open Access Content (5/21/2013 – NISO)

Nancy
• RDA in a Nutshell (7/13/12)
• RDA 1: Structure, Principles and Core Elements (8/6/12)
• Metadata for Digitization and Preservation (8/21/12)
• RDA for the Non-Cataloger (10/31/12)
• Transitioning from Cataloging to Creating Metadata (2/27/13)
• Semantic Web: BIBFRAME, RDA, FRBR & Linked Data (3/8/13)
• Understanding FRBR for RDA and Beyond (4/15/13)

Ryan
• All the King’s Horses and All the King’s Men: College Libraries in the Digital Age (10/31/2012 – NITLE)
• Innovating at Webscale (11/28/2012 – OCLC and Library Journal)
• Responsive Web Design Bootcamp (3/14/2013 – O’Reilly)
• Mobile Website Design for Libraries (3/14/2013 - InfoPeople)

Scott
• All the King’s Horses and All the King’s Men: College Libraries in the Digital Age (10/31/2012 – NITLE)
• Innovating at Webscale (11/28/2012 – OCLC and Library Journal)
• Responsive Web Design Bootcamp (3/14/2013 – O’Reilly)
• Mobile Website Design for Libraries (3/14/2013 – InfoPeople)
• Summon 2.0 Demonstration (4/16/2013 – Serials Solutions)
Statistics

CATALOGING STATISTICS

Cataloging Statistics: Items Added to the Catalog
233,594 items were added to the Catalog. 95% of these items were electronic MARC records uploaded into the Catalog for e-books, e-journals, streaming video, or electronic government docs.

Cataloging Statistics: Physical Items Catalogued and Processed, 2009-2013
11,385 physical titles were catalogued this year. That is a 33% decrease from last year. 9,426 physical items were processed. That is an 18% decrease from last year.
Cataloging Statistics: E-Books Catalogued, 2009-2013
142,557 e-books were catalogued this year. This is a 59% increase from last year.

Cataloging Statistics: Withdrawals
Titles withdrawn: 6,081
Items withdrawn: 8,000

Cataloging Statistics: LTI Authority Control Program
Subscription FY12/13: $34,054.60
Per record total 30,854.60
Semi-annual updates 3,200.00 (The update fees are not included in the figures below)

Bibliographic records sent: 193,308
Total headings checked: 864,373

Authority records added: 78,503
Names 49,766
Subjects 25,663
Uniform titles 1,198
Other 1,876

Average cost per heading: $ 0.04
Average cost per record: $ 0.16
DIGITAL COLLECTIONS STATISTICS

Digital Collections Statistics: Overview
17 of the collections deleted from LUNA were never published and were either empty, test collections, or obsolete collections from faculty/staff no longer working at Furman. The one published collection was a duplicate of the Furman Yearbooks & Catalogs.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Collections Launched in LUNA</td>
<td>2</td>
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<tr>
<td>Items uploaded into LUNA</td>
<td>2,226</td>
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<tr>
<td>Collections Deleted from LUNA</td>
<td>18</td>
</tr>
<tr>
<td>Items deleted from LUNA</td>
<td>298</td>
</tr>
<tr>
<td>Total Number of Collection Partners</td>
<td>27</td>
</tr>
<tr>
<td>Total Public Digital Collections</td>
<td>14</td>
</tr>
<tr>
<td>Total Furman Restricted Collections</td>
<td>22</td>
</tr>
<tr>
<td>Total Collections</td>
<td>36</td>
</tr>
<tr>
<td>Total Media in LUNA</td>
<td>56,928</td>
</tr>
</tbody>
</table>

Digital Collections Statistics: Collection Use by Department. 2012-2013
The following chart shows the departments who most frequently partner with the Digital Collections Center, the number of collections they’ve created, and the use of the collections. Please see Appendix 2 for additional information.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Number of Collections</th>
<th>Number of Visits</th>
<th>Avg. Visits per Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>14</td>
<td>38,533</td>
<td>2752</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
<td>6442</td>
<td>920</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
<td>343</td>
<td>57</td>
</tr>
<tr>
<td>Modern Languages and Literatures</td>
<td>3</td>
<td>116</td>
<td>38</td>
</tr>
<tr>
<td>Education</td>
<td>2</td>
<td>3385</td>
<td>1692</td>
</tr>
<tr>
<td>Earth and Environmental Sciences</td>
<td>2</td>
<td>2982</td>
<td>1491</td>
</tr>
<tr>
<td>University Administration</td>
<td>2</td>
<td>799</td>
<td>399</td>
</tr>
</tbody>
</table>
Digital Collections Statistics: Access and Usage 2010-2013
This chart tracks the usage of digital collections in LUNA for the last three fiscal years. Usage is random with occasional rare spikes of high usage. On average, LUNA receives 3,513 visitors a month. All statistics related to digital collections usage were collected from Google Analytics.

Digital Collections Statistics: Public Collection Usage
Usage of the public Digital Collections has increased since last year. The top 3 most used collections contain Special Collections & Archives materials: Old Campus Photos, New Campus Photos, and Student Newspapers. Please see Appendix 2 for additional information.
Digital Collections Statistics: Restricted Access Collections
Usage of Furman restricted-access Digital Collections has remained consistently low or generally decreased over the past 3 years. The top 3 most used collections are: Images of Germany - Austria - Switzerland, Religion in Life Lectures, and A History of Costumes. Please see Appendix 2 for additional information.
Digital Collections Statistics: Items Available in LUNA

The following chart tracks the number of digital objects available through LUNA from the launch of the digital collections repository in 2008 until current. In the beginning, the majority of collections were restricted to Furman access only. However, as the repository grew, more and more public collections became available until the number of items available to public users eclipsed the number of Furman restricted collections in 2012-2013. Please see Appendix 2 for additional information.

Digital Collections Statistics: Storage Capacity and Availability

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Storage Capacity</th>
<th>Storage Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>fushare/digicenter</td>
<td>Contains files for in-process collections. Original scans and all derivative files for a project are stored here until the project is done.</td>
<td>1.07 TB</td>
<td>84.3 GB</td>
</tr>
<tr>
<td>ngstore2/digicenter</td>
<td>Contains files from completed projects, containing original scans and all derivative files.</td>
<td>9.00 TB</td>
<td>4.75 TB</td>
</tr>
<tr>
<td>Dropbox (cloud storage)</td>
<td>This cloud storage space is used to store all the digital assets for the Peter Wexler Digital Museum including files that were not selected for inclusion on the website.</td>
<td>106 GB</td>
<td>25.5 GB</td>
</tr>
</tbody>
</table>
LIBRARY SYSTEMS STATISTICS

Library Systems Statistics: Support Requests
Currently there is no method in place for tracking the number of support requests received and processed by Library Systems. It is a goal for Discovery Services to begin systematically tracking this information for future annual reports.

Library Systems Statistics: Purchase Requests
39 purchase requests for information technology have been received and processed over the past year, totaling $18,648.55. 28% of these expenditures were purchased for the Peter Wexler Digital Museum at Furman University and paid out of the Wexler budget.

Library Systems Statistics: Hardware Supported by Library Systems
The following chart breaks down the hardware currently being supported by Library Systems.

![Hardware Support Chart]
- Desktop & Laptop computers (146)
- Tablets and e-Readers (42)
- Printers (28)
- Barcode Readers (21)
- Scanners (16)
- Cameras (Digital, Video, Web) (7)
- Digital Projectors (4)
- Plasma Televisions (3)
- Servers (2)
- Other (14)
Library Systems Statistics: Computer Workstations Supported by Library Systems, 2010-2013

The number of computer workstations supported by Library Systems has remained relatively unchanged over the past three years. The PC to Mac ratio has also remained relatively unchanged. 6% of all workstations supported by Library Systems are Macs.

Library Systems Statistics: OPAC Workstation Search Statistics

On March 25 of 2013, Ryan Lazar began tracking the number of searches conducted on the 11 OPAC workstations. Even with less than 4 months of statistics, strong trends have emerged.
WEB DISCOVERY STATISTICS

Web Discovery Statistics: Website Usage

Determining something as simple as “number of visitors” for our website is actually fairly complex since we currently have 3 locations where Library web pages live: the library server, Sharepoint, and LibGuides. The following chart provides an overview of our website statistics broken down by platform and by Branch. For a more in-depth breakdown of web statistics, please see Appendix 3.

<table>
<thead>
<tr>
<th>Website</th>
<th>Total Pageviews</th>
<th>Mobile Pageviews</th>
<th>% Mobile Pageviews</th>
<th>Tablet Pageviews</th>
<th>% Tablet Pageviews</th>
<th>Mobile + Tablet Pageviews</th>
<th>% Mobile + Tablet Pageviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Legacy Websites (overall)</td>
<td>453,504</td>
<td>8,090</td>
<td>1.8%</td>
<td>9,756</td>
<td>2.1%</td>
<td>17,888</td>
<td>3.9%</td>
</tr>
<tr>
<td>Library Sharepoint Websites (overall)</td>
<td>68,759</td>
<td>923</td>
<td>1.3%</td>
<td>1,640</td>
<td>2.4%</td>
<td>2,585</td>
<td>3.7%</td>
</tr>
<tr>
<td>LibGuides</td>
<td>213,579</td>
<td>1,818</td>
<td>0.9%</td>
<td>n/a</td>
<td>2.8%</td>
<td>n/a</td>
<td>3.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>741,832</strong></td>
<td><strong>10,831</strong></td>
<td><strong>1.5%</strong></td>
<td><strong>19,116</strong></td>
<td><strong>2.6%</strong></td>
<td><strong>20,694</strong></td>
<td><strong>3.5%</strong></td>
</tr>
</tbody>
</table>

- **Main Library (legacy)**
  - 364,569 total pageviews
  - 4,644 mobile pageviews
  - 1.3% mobile pageviews
  - 6,026 tablet pageviews
  - 1.7% tablet pageviews
  - 10,671 mobile + tablet pageviews
  - 2.9% mobile + tablet pageviews

- **Main Library (Sharepoint)**
  - 10,679 total pageviews
  - 485 mobile pageviews
  - 4.5% mobile pageviews
  - 682 tablet pageviews
  - 6.4% tablet pageviews
  - 1,167 mobile + tablet pageviews
  - 10.9% mobile + tablet pageviews

- **Main Library (combined)**
  - 375,239 total pageviews
  - 5,129 mobile pageviews
  - 1.4% mobile pageviews
  - 6,708 tablet pageviews
  - 1.8% tablet pageviews
  - 11,838 mobile + tablet pageviews
  - 3.2% mobile + tablet pageviews

- **Special Collections and Archives**
  - 88,761 total pageviews
  - 3,170 mobile pageviews
  - 3.6% mobile pageviews
  - 3,438 tablet pageviews
  - 3.9% tablet pageviews
  - 6,608 mobile + tablet pageviews
  - 7.4% mobile + tablet pageviews

- **Music Library (legacy)**
  - 1,752 total pageviews
  - 25 mobile pageviews
  - 1.4% mobile pageviews
  - 21 tablet pageviews
  - 1.2% tablet pageviews
  - 47 mobile + tablet pageviews
  - 2.7% mobile + tablet pageviews

- **Music Library (Sharepoint)**
  - 15,139 total pageviews
  - 196 mobile pageviews
  - 1.0% mobile pageviews
  - 359 tablet pageviews
  - 1.9% tablet pageviews
  - 556 mobile + tablet pageviews
  - 3.0% mobile + tablet pageviews

- **Music Library (combined)**
  - 20,901 total pageviews
  - 221 mobile pageviews
  - 1.1% mobile pageviews
  - 390 tablet pageviews
  - 1.9% tablet pageviews
  - 613 mobile + tablet pageviews
  - 2.9% mobile + tablet pageviews

- **Science Library (Sharepoint)**
  - 34,463 total pageviews
  - 219 mobile pageviews
  - 0.6% mobile pageviews
  - 416 tablet pageviews
  - 1.2% tablet pageviews
  - 635 mobile + tablet pageviews
  - 1.8% mobile + tablet pageviews

- **Digital Collections (Sharepoint)**
  - 3,393 total pageviews
  - 23 mobile pageviews
  - 0.7% mobile pageviews
  - 167 tablet pageviews
  - 4.9% tablet pageviews
  - 191 mobile + tablet pageviews
  - 5.6% mobile + tablet pageviews

- **DFAC (legacy)**
  - 4,421 total pageviews
  - 251 mobile pageviews
  - 5.7% mobile pageviews
  - 311 tablet pageviews
  - 7.0% tablet pageviews
  - 552 mobile + tablet pageviews
  - 12.7% mobile + tablet pageviews

---

1. Between August, 2012 and April, 2013 the LibGuides Google Analytics tracking code was applied to the LibAnswers site. In this report, total and mobile pageviews were taken from LibGuides’ statistics and tablet percentages were taken from the limited Google Analytics data.

2. Most Main Library content, except for the home page, was migrated off the legacy web server and into Sharepoint in December, 2012. The higher mobile and tablet percentages are likely the result of testing functionality in the new Main Library home page design.

3. All of the Music Library content was migrated off the legacy web server and into Sharepoint at the end of August, 2012.

4. All of the Digital Collections Center content was migrated off its legacy web server and into Sharepoint in February, 2012. Data for this site is aggregated from its /digicenter and /digitalcollections URLs. The site URL was changed to /digitalcollections in late June, 2013. Usage data was not collected for the legacy Digicenter web site.
Web Discovery Statistics: Frequently Viewed Web Pages

The following chart shows the 20 most-visited web pages across all platforms. For number of visitors broken down by branch and platform, please see Appendix 3.

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Pageviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library Home Page</td>
<td><a href="http://library.furman.edu/">http://library.furman.edu/</a></td>
<td>285,560</td>
</tr>
<tr>
<td>All Databases</td>
<td><a href="http://libguides.furman.edu/alldatabases">http://libguides.furman.edu/alldatabases</a></td>
<td>60,152</td>
</tr>
<tr>
<td>Classic Library Catalog</td>
<td><a href="http://alcuin.furman.edu/search/X">http://alcuin.furman.edu/search/X</a></td>
<td>42,870</td>
</tr>
<tr>
<td>Summon / theSearch</td>
<td><a href="http://furman.summon.serialssolutions.com">http://furman.summon.serialssolutions.com</a></td>
<td>25,038</td>
</tr>
<tr>
<td>Research by Subject</td>
<td><a href="http://libguides.furman.edu/bysubject">http://libguides.furman.edu/bysubject</a></td>
<td>22,486</td>
</tr>
<tr>
<td>Maxwell Music Library Home Page</td>
<td><a href="http://www2.furman.edu/library/music/Pages/default.aspx">http://www2.furman.edu/library/music/Pages/default.aspx</a></td>
<td>18,453</td>
</tr>
<tr>
<td>Sanders Science Library Home Page</td>
<td><a href="http://www2.furman.edu/library/science/Pages/default.aspx">http://www2.furman.edu/library/science/Pages/default.aspx</a></td>
<td>17,839</td>
</tr>
<tr>
<td>Articles</td>
<td><a href="http://libguides.furman.edu/articles">http://libguides.furman.edu/articles</a></td>
<td>7,694</td>
</tr>
<tr>
<td>Databases by Subject</td>
<td><a href="http://libguides.furman.edu/content.php?pid=221151">http://libguides.furman.edu/content.php?pid=221151</a></td>
<td>6,346</td>
</tr>
<tr>
<td>Music Research Guide</td>
<td><a href="http://libguides.furman.edu/music/">http://libguides.furman.edu/music/</a></td>
<td>6,307</td>
</tr>
<tr>
<td>Special Collections &amp; Archives Home Page</td>
<td><a href="http://library.furman.edu/specialcollections/">http://library.furman.edu/specialcollections/</a></td>
<td>6,214</td>
</tr>
<tr>
<td>Books</td>
<td><a href="http://libguides.furman.edu/books">http://libguides.furman.edu/books</a></td>
<td>5,496</td>
</tr>
<tr>
<td>Psychology Research Guide</td>
<td><a href="http://libguides.furman.edu/psychology">http://libguides.furman.edu/psychology</a></td>
<td>4,947</td>
</tr>
<tr>
<td>History Research Guide</td>
<td><a href="http://libguides.furman.edu/history">http://libguides.furman.edu/history</a></td>
<td>4,249</td>
</tr>
<tr>
<td>Baptist Church Files</td>
<td><a href="http://library.furman.edu/specialcollections/baptist/baptist_church_files.htm">http://library.furman.edu/specialcollections/baptist/baptist_church_files.htm</a></td>
<td>4,088</td>
</tr>
<tr>
<td>Main Library Hours</td>
<td><a href="http://libguides.furman.edu/mainlibhours">http://libguides.furman.edu/mainlibhours</a></td>
<td>3,144</td>
</tr>
<tr>
<td>Multimedia</td>
<td><a href="http://libguides.furman.edu/media">http://libguides.furman.edu/media</a></td>
<td>3,142</td>
</tr>
<tr>
<td>Reference Tools</td>
<td><a href="http://libguides.furman.edu/referencesources">http://libguides.furman.edu/referencesources</a></td>
<td>3,039</td>
</tr>
<tr>
<td>Baptist Resources</td>
<td><a href="http://library.furman.edu/specialcollections/baptist/baptist_resources.htm">http://library.furman.edu/specialcollections/baptist/baptist_resources.htm</a></td>
<td>3,013</td>
</tr>
</tbody>
</table>

* Note: The statistics from the Music Library Home Page were a combination of visits from the old home page (located on the Library’s server) and the new page (located in Sharepoint).
Web Discovery Statistics: Most Viewed Databases Accessed from LibGuides

The following chart shows the top 20 databases most frequently accessed through LibGuides. These statistics were collected from Google Analytics. For the top 50 databases, please see Appendix 3.

<table>
<thead>
<tr>
<th>Database Name</th>
<th>Link Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSTOR</td>
<td>6,049</td>
</tr>
<tr>
<td>Academic Search Premier</td>
<td>5,825</td>
</tr>
<tr>
<td>PsycINFO</td>
<td>3,955</td>
</tr>
<tr>
<td>Web of Science</td>
<td>2,285</td>
</tr>
<tr>
<td>Business Source Complete</td>
<td>1,431</td>
</tr>
<tr>
<td>Furman Classic Catalog</td>
<td>1,410</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>1,309</td>
</tr>
<tr>
<td>PubMed</td>
<td>1,300</td>
</tr>
<tr>
<td>Factiva</td>
<td>1,295</td>
</tr>
<tr>
<td>Naxos Music Library</td>
<td>1,243</td>
</tr>
<tr>
<td>RefWorks</td>
<td>1,222</td>
</tr>
<tr>
<td>M.L.A.</td>
<td>1,170</td>
</tr>
<tr>
<td>WorldCat</td>
<td>1,079</td>
</tr>
<tr>
<td>ERIC</td>
<td>1,017</td>
</tr>
<tr>
<td>LexisNexis</td>
<td>978</td>
</tr>
<tr>
<td>ATLA Religion Database with ATLAS Serials</td>
<td>949</td>
</tr>
<tr>
<td>EconLit</td>
<td>803</td>
</tr>
<tr>
<td>MEDLINE (EBSCO)</td>
<td>773</td>
</tr>
<tr>
<td>Noodlebib</td>
<td>697</td>
</tr>
<tr>
<td>Science Direct</td>
<td>646</td>
</tr>
</tbody>
</table>
OTHER STATISTICS

Other Statistics: Summon Search Statistics. 2011-2013
The following chart indicates the number of users who visited Summon and/or searched Summon from 2011-2013. The data was collected from the Summon Editor Usage tab.

Other Statistics: Millennium Search Statistics. 2011-2013
The following chart indicates the number of users who visited and/or searched Millennium from 2011-2013. The data was collected from the Search Statistics Report compiled by Nancy Sloan from Millennium as well as the “Alcuin” account on Google Analytics.
Other Statistics: Searches Conducted in Millennium by Day of the Week. 2012-2013

The following chart breaks down number of searches by day of the week. The data was collected from the Search Statistics Report compiled by Nancy Sloan from Millennium as well as the Summon Editor Usage tab.

Millennium is most frequently used on Sunday and least frequently used on Friday. Summon is most frequently used on Tuesday and least frequently used on Saturday. Statistics from Millennium also indicate that Millennium sees the highest usage between 1pm – 4pm (20.5%) and 10pm – 1am (20.4%). Millennium sees the least amount of usage from 4am – 7am (2%). Time-of-day statistics are not available from Summon.
Other Statistics: Summon Circulation Statistics. 2011 - 2013

When a user runs a search in Summon and clicks on a record that is redirected to Millennium, the Search Statistics Report tracks this. The Report also tracks how many of the titles associated with these records subsequently circulate. Below are charts of the circulation of items that were identified in Summon for the fiscal years 2011-2012 and 2012-2013. For more information, please see Appendix 1.

Other Statistics: Top 10 Searches in Summon. 2012-2013

<table>
<thead>
<tr>
<th>Search Term</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>[blank]</td>
<td>214</td>
</tr>
<tr>
<td>obama</td>
<td>140</td>
</tr>
<tr>
<td>capitalism</td>
<td>80</td>
</tr>
<tr>
<td>jstor</td>
<td>68</td>
</tr>
<tr>
<td>older adults regeneration</td>
<td>67</td>
</tr>
<tr>
<td>James L. farmer</td>
<td>63</td>
</tr>
<tr>
<td>game of thrones</td>
<td>57</td>
</tr>
<tr>
<td>Li/CFx</td>
<td>56</td>
</tr>
<tr>
<td>urban* and population*</td>
<td>54</td>
</tr>
<tr>
<td>marie antoinette</td>
<td>52</td>
</tr>
</tbody>
</table>
Other Statistics: Top 10 Searches in Millennium. 2012-2013
For more search statistics information, see Appendix 4: Millennium Search Statistics 2012-13.

<table>
<thead>
<tr>
<th>Search Name</th>
<th>Search Type</th>
<th>Number of Searches</th>
</tr>
</thead>
<tbody>
<tr>
<td>pr6113.c369 c3 2010b</td>
<td>LC Call Number</td>
<td>306</td>
</tr>
<tr>
<td>ps3525.a17725 m37 2011</td>
<td>LC Call Number</td>
<td>306</td>
</tr>
<tr>
<td>adams john luther 1953</td>
<td>Author</td>
<td>272</td>
</tr>
<tr>
<td>furman university dept of music</td>
<td>Author</td>
<td>265</td>
</tr>
<tr>
<td>ml82 .w65 1996</td>
<td>LC Call Number</td>
<td>231</td>
</tr>
<tr>
<td>smolla rodney a</td>
<td>Author</td>
<td>222</td>
</tr>
<tr>
<td>jazz</td>
<td>Subject</td>
<td>204</td>
</tr>
<tr>
<td>silverman david p</td>
<td>Author</td>
<td>198</td>
</tr>
<tr>
<td>employment forecasting united states periodicals</td>
<td>Subject</td>
<td>196</td>
</tr>
</tbody>
</table>
Goals for Fiscal Year 2013-2014

CATALOGING

RDA / FRBR
Stay current on the developments of RDA and FRBR, specifically how they will impact catalog records both for Library employees and users of the Catalog. Conduct a brief workshop on RDA and FRBR for the library faculty and staff. RDA cataloging rules have changed the MARC fields that are used in bibliographic records. Library faculty and staff need to be introduced to these changes. A brief philosophy of FRBR will also be included.

In-House Shelf Ready Program
Continue to evaluate the in-house Shelf Ready program in comparison to outsourced shelf-ready options. Recommend and implement changes, if needed.

Assessment
Monitor the responsibilities and expectations of the Cataloging Department. Since it is now a department of one, workflow needs to be evaluated so that the best needs of the overall Department and Library are met. Procedures should be put in place to ensure that there are back-ups for critical responsibilities if Nancy Sloan is out-of-the-office.

DIGITAL COLLECTIONS

Digital Collections Specialist
Complete the search for a new Digital Collections Specialist. Train the specialist to complete many of the on-hold digital collections as well as undertake new projects. In Summer of 2014, craft a solid justification for the ongoing retention of this position as a permanent staff member.

Peter Wexler Digital Museum at Furman University
Complete photography and digitization of all materials in the Peter Wexler collection and coordinate the return of the artwork to New York. Begin the planning and implementation of an online interface for the collection and develop more detailed metadata. The anticipated go-live date for the Digital Museum is September 2014.

Digital Repository Software
Complete the post-implementation review of the LUNA digital repository software and act on the recommendations of the review. This may involve researching and recommending a new digital repository system.
Advertise Digital Collections
Develop methods for advertising and promoting existing and new digital collections and Digital Collections Center services to the Furman community and beyond.

LIBRARY SYSTEMS

Procedures and Documentation
Implement procedures to ensure that there are back-ups for critical responsibilities if Ryan Lazar is out-of-the-office. Develop strategies for tracking additional statistics such as technology support requests.

Computer Reimaging and Replacement
Based on OPAC station statistics, reduce total number of computers and potentially replace those with newer redeploys. Investigate newer options for OPAC kiosk modes.

Replace/reimage public computers in:
• 041/043
• Special Collections & Archives
• Music Library

WEB DISCOVERY

Discoverability
Continue to support the Library’s strategic goal to enhance the discoverability of library resources and services. Assess, recommend and implement improvements to the user experience of the library’s web-based content and services on all devices.

Google Analytics
Implement a strategy for optimizing the Library’s use of Google Analytics across the Library’s distributed web presence.

Website Migration
Continue migrating website content into Sharepoint and LibGuides as appropriate, and coordinate the consistent use of Library branding across various web platforms.

Professional Development
Continue to develop knowledge and skills in web development, search engine optimization, and managing and interpreting web analytics.
Back-up Procedures
Implement procedures to ensure that there are back-ups for critical responsibilities if Scott Salzman is out-of-the-office.

OTHER
Next Generation ILS / Discovery Tool
Working with the Next Generation ILS Workgroup and ITS (as needed), conduct research on a Next Generation Integrated Library Systems. The end-result of this research will either be to recommend a new system or continue with the Library’s current system.

Summon
Roll out Summon 2.0 with customizations and enhancements, as needed, to best serve our library users.

Job Descriptions
Rewrite job descriptions for the Cataloging & Metadata Librarian and the Digital Collections Center Manager to better reflect current and future responsibilities.

Special Collections and Archives Discoverability
Work with Special Collection and Archives to make their materials more discoverable including: completing the migration of their website into Sharepoint and LibGuides (if appropriate), assessing the readiness of Special Collections and Archives’ web and print-based finding aids for automated conversion to structured data, and providing more access to Special Collections and Archives materials in the Digital Collections.
Appendices

Appendix 1: Millennium Summon Search Results 2012-13

Appendix 2: Digital Collections Statistics 2012-13

Appendix 3: Website Statistics 2012-13

Appendix 4: Millennium Search Statistics 2012-13