LIBRARY GRAPHICS SERVICE
MARY SCOTT, HEAD
ANNUAL REPORT 06/07

OVERVIEW
2006/07 was a transformative year for Graphics. A new Exhibits and Environmental Graphics Coordinator was hired and with staffing levels reduced to 2 fte we reorganized job functions and duties to better serve the needs of all library units. The primary focus was on developing best practices and a renewed commitment to customer service.

YEAR HIGHLIGHTS

STATISTICS
Total number of jobs received: 498
Total number of jobs completed: 483

• 268 print publication jobs
• 142 environmental graphics jobs
• 73 exhibit jobs

PRINT PUBLICATIONS
Processes and procedures for print production were analyzed and a production schedule/check list for clients was developed to streamline scheduling, tracking, and production of print publications.

Notable print publication projects completed include:

• Donor newsletter *Fiat Lux*

• Library Annual Report 05/06

• Mark Twain Papers solicitation brochure

• EAL newsletter *East Asian Library*

• Bancroft Gala event package

• Development presentation folder

ENVIRONMENTAL GRAPHICS
Work is ongoing to re-design and update all Doe/Moffitt signage. Changes thus far have vastly improved the public face of the library, reduced the number of directional questions from patrons, and improved staff morale.

Notable signage projects completed include:

• Doe directories with floorplans

• Hour signs in calendar format for D/M public service units

• Finals and no food/drink signage

• Construction signage for annex shutdown

• Banner stands for Cal Day, Welcome Week, and exhibit signage

EXHIBITS

Processes and procedures for exhibit production were analyzed and a packet of support materials for exhibit curators was created which includes gallery floorplans, production schedules, curator checklist, inventory list, and insurance forms.

Recognizing the need to protect library materials 30-year-old latex painted case liners were replaced with archival linen fabric liners. Halogens lights were replaced with LED lights resulting in lower UV levels, lower heat, and reduced energy consumption.

Notable exhibits completed include:

Bernice Layne Brown Gallery
• Image Illustration Vision View: Hidden Treasures from the Fine Arts Collection
• The Changing Face of Europe

Moffitt Cases
• Faculty Spotlight

Prizewinner Case
• The Salton Sea

Reference Case
• Lunch Poems
• Spotlight on Interlibrary Borrowing Service

DEPARTMENT GOALS

Continue to build on initiatives begun this past year to increase efficiencies, boost productivity, and enhance customer service and satisfaction.

Implement a new online job tracking database system for all Graphics jobs.