

Doe/Moffitt Instructional Services Report (January 1-May 31)

The Instructional Services (IS) unit includes the "Teaching Library" and the Media Resource Center, both in Moffitt, and has fifteen staff including librarians, library assistants, and an administrative assistant. Note that only activities from January 1-May 31, 2007 are included as requested by Dupuis due to the new annual report structure and staffing changes.

Theme I. Teaching and Learning

A. Course-Related Instruction

- From 1/1-5/31, 140 of the 294 course-related instruction sessions taught Library-wide were taught by IS staff. History (48 sessions), English (19 sessions) and Comparative Literature (13 sessions) were our three top departments.

B. Coordinator and Liaison Roles

- IS staff have coordinator and liaison responsibilities for most academic support units (http://www.lib.berkeley.edu/Help/liais_support.html), five academic departments and programs, library programs such as tours, and key courses such as History 7b.
- In spring, History 7b coordinator Jones led an integrated approach to working with the large course that included a required pre-assignment; library instruction sessions for 38 sections and 735 students; coaching of GSIs in meetings; posting supporting materials to the bSpace site; and a GSI survey. On the occasion of the retirement of 7b Professor Litwack at the end of the semester, IS staff drafted a letter about the impact of the collaboration that was sent to the History Department on our behalf by the University Librarian.

C. Know Your Library (KYL)

- The long-established drop-in program included seven distinct classes and 20 total sessions in spring. Coordinator Dilworth worked with staff from across the library to develop and teach the sessions.
- Average attendance was 8, approximately half that of fall and consistent with recent years.

D. Tours and Special Events

- Coordinator Wright planned five twice-monthly DM tours led by a variety of DM staff and ten special tours, mainly for job candidates and international visitors.
- CalDay included four guided tours, two with more than 35 attendees. Unit Head McDaniel worked with Graphics to create special signage including a self-guided tour of the Stacks.

E. Online Tutorials

- The online tutorials project has progressed with the creation of a tutorial on LCSH in Melvyl; integration of the tutorial with course-related instruction sessions; and the creation of a directory on the "doemoff" website to house DM tutorials.
- To date, tutorials have been created using Captivate, with audio.
- The process of developing a library-wide website collocating tutorials from across all UCB libraries has begun, but is pending until summer 2007, when key groups will be ready.

F. Web Site

- E-Learning Librarian Munro is DM Web Manager for a two year term. She has spoken to ADMIRE and department meetings to raise awareness of the page owner/updater system in place in DM and maintains email lists for DM owners and updaters.
- Almost all of the approximately 16 page updaters have been moved to the Stellent CMS, and all updaters and owners have been briefed on the software and the process involved.
- Dreamweaver 8 has been ordered for all DM web updaters. Most have received and installed it, and a few have taken CAL PACT courses to update their knowledge.
- Review of the TLIB pages has begun, in concert with and preparation for the development of a more cohesive, centralized online instruction presence for the Library.

- A new MRC blog was developed to publicize MRC news and the library's film studies and mass communications holdings and resources in general.
- The MRC web site continues to be the most heavily used single site in the library: from January to May 2007: 1,008,005 visits.

G. Library Guides (numbers for 07/06-05/07)

- From July 2006 through April 2007, the printer delivered a total of 30,200 pages of guides. Of these, 18,200 were copies of Map of the Libraries. Approximately half were distributed by IS, and the other half were ordered, paid for, and distributed by Library Security and Doe/Moffitt Circulation. In the future, the latter two units will pay for Map Orders via permanent budget adjustments, based on statistics collected in Spring 2007 in IS.
- IS received orders for, and distributed a total of 10,995 printed guides, and 2,780 "on-demand" low-use guides which are copied in house as needed.
- IS provided guides for Moffitt Reference and leaflet racks, and for instructional use.

H. bSpace

- E-Learning Librarian Munro has worked with Educational Technology Services (ETS) and IBS to retire ERes, the Library's online reserves system. Files previously archived in ERes have been migrated to faculty members' bSpace accounts.

I. R and C group

- A group of IS staff chaired by Lee compiled information on the R and C requirement and its implementation in departments across campus as a first step in working more programmatically with these courses. A report on the group's findings is forthcoming.

J. Mellon Project

- IS Staff were involved in the Mellon Project as Steering Committee Members, Project Manager, Assessment Coordinator, Library Partner Coordinators and Library Partners.
- Project Manager Maughan redesigned the web site (<http://www.lib.berkeley.edu/mellon/>)
- Project Manager Maughan and Assessment Consultant McDaniel are contributing to the Project Evaluation and Final Report.

K. Research Course

- Following on the work of a task force, VPUE Maslach charged a group in 1/07 to develop an "introduction to the research university" course from concept to delivery.
- The project team includes three faculty members—one each from Physics, Education, and Southeast Asian Studies—and Gallagher in the dual role of project manager and co-curriculum developer.
- Plans are to pilot the course in a six-week, traditional face-to-face format during Summer Session D beginning on July 2. VPUE Maslach will be the instructor of record.

L. Library Prize

- Handman chaired the Library Prize Committee and Jones served Ex-Officio.
- Thirty-one applications (11 lower division and 20 upper division) were received.
- Four prizes were granted—3 upper division and 1 lower division.

M. Instructional materials TF

- Charged to investigate and recommend avenues of instructional material exchange amongst UCB library staff, the Instructor Materials Task Force chaired by Dilworth reconvened in spring and is writing a report to be submitted to Dupuis.

N. Facilities

- Maughan chaired the Teaching and Learning Spaces Task Force comprising representatives from campus Educational Technology Services, the Division of Undergraduate Education, and Subject Specialty Libraries.

- The 2/07 report recommended the designation of Moffitt Library as an initial campus demonstration project for creating a dynamic intellectual commons and innovative campus center for teaching and learning.
- McDaniel took on a lead role for Moffitt Library revitalization 3/07, and is working with Dupuis to draft documents for development groups and library staff as a first step in framing the process of improving spaces and services in Moffitt.
- Jones and Barker worked to improve the functionality of the 550C classroom including adding a wireless keyboard and mouse; relocating the instructor's workstation to improve sight-lines; and purchasing a smaller, fixed-height instructor workstation with storage space.
- 105 Doe was closed to classes in May 2007 to accommodate ILS during summer construction.
- McDaniel and Handman met with Moffitt Microcomputer Center Staff and are developing a proposal to include three multimedia stations in the lab.
- MRC is investigating more efficient modes of scheduling 150D and MRC group viewing rooms, particularly the use of the system currently used by Educational Technology Services.
- At the current rate of acquisition, MRC storage units will be filled in no more than 3-4 years.

Theme II: Service Excellence and Responsiveness

- McDaniel confirmed ongoing reference commitments with each staff member.
- Several IS staff worked evening shifts during 24-hour spring finals period.

Theme III: Collections

- Hurley funded the acquisition of digital video encoding hardware that will support the migration of a portion of the MRC collection to streamed video-on-demand. Handman has submitted a budget proposal to Eckman to fund cost of digital rights acquisition.
- MRC participated in a state-wide preservation survey revealing that 40% of MRC's videotape collections are classified as archival (no longer in commercial distribution, at physical risk).
- 1/07 the AUL for Collections Eckman established the Ebooks Advisory Committee (EBAG), charged with monitoring ebook products and related developments in the larger discovery environment, analyzing local processing and access issues, and making related recommendations. EBAG Convener Gallagher helped coordinate March/April presentations of three major aggregators and is currently working with the AUL on the group's next steps.
- Working with Dupuis, the Office of Educational Development, and LSO, Gallagher coordinated development and implementation of a pilot Summer Reading blog. Based on Berkeley's annual "unofficial" Summer Reading List, the blog will allow readers to discuss titles selected for inclusion, and locate copies in their library through open WorldCat links.

IV. Staff Support and Engagement

- McDaniel served as Interim Head 8/06-5/07. Following a national search, Dorner was selected to be Head beginning 6/07.
- Basso was appointed 20% temporary library instructor 8/06-6/07.
- Herrmann began as MRC Operations Supervisor 1/07.
- Tse began as IS Administrative Assistant 3/07.
- Barker and Wright will retire 6/28/07.

Key Issues

- Facilities problems in Moffitt are exacerbated by a lack of holistic oversight for the building. Most improvements are on hold awaiting a major project.
- Poor design and maintenance of staff workspaces in Moffitt impacts morale and productivity.
- A number of staff will be departing IS throughout June – Barker and Wright (retirements), McDaniel (reassignment) and Basso (contract ends). Admin has approved two positions, one addressing the fact that Munro is currently in a temporary position.

Submitted by Doe/Moffitt Instructional Services 6/28/07, rev. 7/5/07 by McDaniel

Sarah McDaniel, Interim Head (8/06-5/07)
Joe Barker, Program Coordinator
Anne-Marie Basso, Part-Time Library Instructor
Tim Dilworth, Program Coordinator
Kathleen Gallagher, Undergraduate Services and Collections Librarian
Lynn Jones, Program Coordinator
Aija Kanbergs, Program Coordinator
Corliss Lee, Program Coordinator
Patricia Maughan, User Research Coordinator
Karen Munro, E-Learning Librarian
Jo D Wright, Program Coordinator
Gary Handman, Head of the Media Resources Center and Film Studies Bibliographer
Gisele Herrmann, Operations Manager, Media Resources Center
Mary Louise Smith, Media Cataloger, Media Resources Center
Holman Tse, Administrative Assistant