# Section 11: Library and Learning/Information Resources

11.1 The institution provides adequate and appropriate library and learning/information resources, services, and support for its mission. (Library and learning/information resources)
[CR]

# **Judgment**

**☑** Compliance □ Non-Compliance □ Not Applicable

#### **Narrative**

Fort Valley State University (FVSU) is in full compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 11.1. As a member institution in the University System of Georgia (USG), the library and learning resources available to FVSU students and faculty extend well beyond those available on its campus locations and include access to and borrowing privileges from the state's finest research university library collections and other special collections in Georgia. The USG's virtual library system is state-of-the art in support of library services in the digital age, and provides 24/7 support to FVSU's oncampus, off-campus, and distance learners via the internet wherever they may be in the world. Through the university's membership in the USG's statewide interconnected and virtual library systems, FVSU is providing its students and faculty with not merely adequate, but exceptional library and learning resources in support of its institutional mission in teaching, research, and service.

# The Availability of Exceptional Library and Learning/Information Resources and Services for FVSU Students and Faculty

Henry Alexander Hunt Memorial Library at FVSU is the primary library and information service facility on campus. Hunt Memorial Library stimulates learning and research by providing resources and services centered on the needs of students and faculty users. Moreover, the mission of Hunt Memorial Library is to support the curricula of each academic discipline with relevant print and non-print resources, online databases, and serials. The library strives to enrich the

learning capacity of students by providing supplemental resources to support FVSU's classroom experiences on-campus, off-campus, and in distance learning online.

Hunt Memorial Library accomplishes its mission in grand fashion as a function of being an integral component of Georgia's statewide network of public college and university libraries that supports a collective/universal catalog of their print and digital materials, provides a collective set of periodical databases, and freely shares access to and borrowing privileges from all of their library resources with all students and faculty throughout the USG. Georgia's collaborative libraries arrangement is much more than a typical consortium - it is a fully integrated statewide library network and system that levels the playing field of available library resources between students and faculty at the smallest state college and those at the state's flagship research universities in Georgia. No single university in this statewide integrated libraries network could afford to purchase and maintain the collective resources available through GALILEO (GeorgiA LIbrary LEarning Online) and GIL (GALILEO Integrated Libraries). Given the exceptional breadth and depth of GALILEO and GIL resources, none of the member institutions of the USG should ever be judged as lacking in library resources to support their degree programs and curriculums. Best of all, the financial support needed to create and maintain the administrative overhead and system support for GALILEO and GIL comes from the Georgia Legislature annually to the USG's Office of Information and Instructional Technology. That funding is outside of and on top of the operating funds member libraries receive for their local operations though their home institutions. That is a significant collections value and financial advantage that FVSU's peer institutions in other states do not have. GALILEO and GIL have operated in Georgia for more than two decades and represent an enviable model of state-supported learning resources for state citizens and state-supported higher education.

GALILEO is an online library portal to authoritative, subscription-only information that is not available through free search engines or web directories. GALILEO provides 24/7 electronic access to over 200 databases, indexing thousands of periodicals, newspapers, and scholarly journals with more than 10,000 journals titles provided in full-text. Member institutions of GALILEO supplement GALILEO's array of databases with others of particular interest to the students and faculty of their institutions. In this manner, FVSU students and faculty have access to 300 databases. Because GALILEO funds so many periodical database FVSU would have

otherwise had to subscribe to, the Hunt Memorial Library's financial resources can be diverted to securing other enrichment materials.

GIL includes the collections of all 26 state colleges and universities in the USG and has over 13 million bibliographic records in its USG Union Catalog, including the resources of the state's top research universities, as well as the libraries of the Atlanta History Center and the Georgia Department of Archives and History. FVSU students and faculty have access to and check-out privileges for these resources either in person at the member institution libraries or through interlibrary loan via GIL Express. None of the 26 member libraries that contribute to the USG Union Catalog have collections as large, diverse, or rich as GIL's. FVSU's 125,000 print volumes collection is multiplied over 100 times by the availability of 13 million bibliographic records in GIL's Union Catalog for FVSU students and faculty.

As FVSU's Institutional Summary Form indicates, FVSU's degree program offerings are rather modest in number and diversity compared to those of the comprehensive and research universities in the state. Out of the 328,712 students enrolled in the USG in fall 2018, with over 53,000 graduate and first professional students, FVSU had 2,776 total students, only 417 of whom were at the graduate level. The array of undergraduate degree programs offered at FVSU is rather limited in comparison to those at the state's comprehensive and research universities and includes studies in the arts and science, education, business, human services, agriculture/animal science, and technology. Graduate programs are limited to largely master's level studies in education, counseling, public health, animal sciences, and biotechnology. Clearly, the GALILEO and GIL resources available to support FVSU's small student body and modest array of programs of study are more than adequate if not exceptional, thanks to the state's progressive vision and substantial investment in developing and sustaining a 21st century virtual and interconnected state-wide library system.

With such online resources as GALILEO, Nexis Uni, Academic Search Complete, several e-book collection databases, and the Discover search interface, FVSU is at the forefront of utilizing innovative technologies to enhance and promote student learning.

1. Click here for a complete listing of database resources on GALILEO.

- 2. Click here for a complete listing of e-journals.
- 3. Click here for a complete listing of e-books.

Because research in a given discipline is not restricted to certain databases, FVSU prides itself in affording students access to many research databases. This would include databases such as Academic Search Complete, Credo Reference, Films on Demand, JSTOR, and Opposing Viewpoints. All these databases, to include many others, can be accessed through GIL and GALILEO and would serve all majors offered at FVSU to include those offered in the areas of arts and humanities, STEM, social and behavioral sciences, business, education, agriculture/animal science, counseling, and public health.

# Evolution of the Hunt Memorial Library's Physical Facilities and Services in Response to the Changing Needs of Students and Faculty in the Digital Age

FVSU's library provides appropriate facilities and learning resources to support the mission of the university. The university's library consists of the Hunt Memorial Library which is located on the campus of FVSU and the branch library located in the Warner Robins Center. Total space allocation for both facilities is 73,500 square feet (72,000 in Hunt Memorial Library building and 1,500 at the Warner Robins Center) with a total seating capacity of 655 students. Approximately 90% of Hunt Memorial Library is dedicated to library operations.

The library houses 125,457 volumes. In addition to these resources, the library offers patrons access to 435,932 e-books, e-journals, and other electronic online databases. An effective document delivery system using interlibrary loan (ILL) services and GIL Express are in place. The library building is completely wireless and that allows students to use their mobile devices anywhere in the building. The library maintains a specialized collection called the Homie Regulus African American collection which houses 8,000 print volumes.

Raised in a world of digital connectivity and increased service expectations, students today are putting more demands on institutions than ever before. Hunt Memorial Library invests in solutions that meet the diverse needs of students from varying backgrounds and supports a mix of technology that is both scalable and flexible enough to meet the demands of a diverse student population. As such, Hunt Memorial Library is a digital library, using technology to enhance information

research, literacy, and learning. With access and engagement, Hunt Memorial Library seeks to advance the cause of education and meet the mission of FVSU.

The research experience at Hunt Memorial Library has evolved to keep up with the rapidly changing environment in higher education and changing expectations from students and faculty. As part of the USG, FVSU has a sizable collection of digital resources as students have access to all research databases associated with GALILEO and GIL. The electronic format of these resources has allowed the library to downsize its resources in print. Consequently, the digital collection has enabled the university to free up substantial square footage formerly devoted to shelving units for print materials and convert that space into highly functional, multi-use, collaborative seating areas and work spaces.

The Hunt Memorial Library serves as a hub of collaborative learning with open work areas, large tables, casual seating, and ample private space for meetings and engagement. In a digital world, the library adopts the latest in technology learning tools and provides students with constant connectivity, mobility, and access to the ever- expanding media environment. All study rooms and quiet study areas are located on the second floor.

Because learning also occurs outside the classroom, students expect immediate and easy access to the information they need from wherever they are. Hunt Memorial Library provides students with a learning environment abound with constant connectivity, access to eBooks, eJournals, and the latest technology learning tools in an ever expanding digital environment.

Hunt Memorial Library supplies mobile charging stations on each floor of the building. As more and more students bring devices to campus, the challenge for them is not to run out of power. Charged mobile devices therefore help students to stay connected with the university and to one another.

The Hunt Memorial Library has added technology collaboration booths to the second floor commons area. The collaboration booths are comprised of 28" monitors with audio-visual connection ports that allow users to connect their mobile devices, laptops, and tablets to work collaboratively on their assignments. The library supplies connection devices that will adapt to the electronics they are using at the booths. A student ID is required to check out the connection devices and assistance

is available as well. In addition, the library's three third floor conference rooms are equipped with 55" monitors that have the same features of the collaborative booths on the second floor. This allows larger groups of students to collaborate on assignments and projects and display their applications on the monitors for convenient feedback among themselves.

### **Appropriate Library Services and Collection Development**

Hunt Memorial Library staff provide exceptional services that support teaching and learning at FVSU. Staff continuously play a proactive role in the evolution of library services in support of the university's educational strategic goals. To that end, feedback is important in helping meet library goals and improve services. Surveys are conducted to measure student opinions of the many services provided by the library. Specific areas assessed include customer service, collection (i.e., print books, journals, newspapers, etc.), collection (eBooks and eJournals), online databases, programs (information literacy classes), online services (library website and catalog), interlibrary loan services, GIL Express services, library computers and printers, facilities (restrooms), hours of operation, and overall rating of the library. Responses allow staff to assess library needs and make adjustments to services as needed. Results of this survey are available for spring 2019, fall 2018, and spring 2018. Another way to enhance the services of the library is the implementation of roaming librarianship. This approach takes librarians from behind the desk allowing them to provide face-to-face, as well as virtual reference services such as online chats which are especially helpful for off-campus and distance learners. Further, roaming librarianship allows staff to meet the needs of students where they are as opposed to having those students stop their work in order to seek out the services of the librarian in a fixed location. To further connect with students, Hunt Memorial Library has a social media presence with Facebook, Flickr, and Twitter. The library also provides links to library video tutorials and research subject guides on the library's website.

As a member library in the USG, Hunt Memorial Library uses ALMA, a cloud-based service library management system providing a unified library services platform, managing print, electronic, and digital materials in a single interface, thus providing a cost-effective management solution. Because Hunt Memorial Library assesses its library holdings annually, faculty and students are invited each semester to make recommendations for resource inclusion in their respective disciplines. Librarians participate in the collection development process by making sure

all programs offered on campus have relevant and up-to-date materials. A variety of vendors are also used to secure both print and online resources for the library. As a member of Georgia's interconnected library system, FVSU also benefits from the collection development activities ongoing in the libraries of its 25 sister colleges and universities in the USG.

# **Supporting Documentation**

- Henry Alexander Hunt Memorial Library
- **GALILEO**
- **GIL**
- **USG** Union Catalog
- Atlanta History Center
- Georgia Department of Archives and History
- Discover
- Database resources
- **&** e-journals
- **e-books**
- Collaborative learning
- Learning environment
- Collaboration booths
- Hunt Library Surveys
- Hunt Library Results
- 🔼 Social media Presence
- **S** Facebook
- Flickr
- **S** Twitter
- Library video tutorials
- Subject guides
- Faculty and Staff Recommendations

11.2 The institution ensures an adequate number of professional and other staff with appropriate education or experiences in library and/or other learning/information resources to accomplish the mission of the institution. (Library and learning/information staff)

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**☐** Compliance ☐ Non-Compliance ☐ Not Applicable

#### **Narrative**

FVSU is in compliance with Comprehensive Standard 11.2. While the professional and support staff of the Hunt Memorial Library may be small in number, they are strong on credentials and professional experience. Their day-to-day dedication and achievements are not merely adequate, but extraordinary, in managing and supporting a dynamic digital library like the one described in the narrative for 11.1. Keep in mind that FVSU is a relatively small state university with the smallest enrollment of 17 universities in the USG. It is also worth noting that the hundreds of professional librarians and hundreds of library support staff who contribute to the management of the USG's GIL and GALILEO resources indirectly, if not directly at times, also serve the needs of FVSU's students and faculty for library and learning/information resources.

#### **Hunt Memorial Library Staffing**

Listed below is a roster showing the Hunt Memorial Library staff by name, highest degree earned, institution attended and the number of years of related library experience.

Name	Highest Degree	Degree Institution	Position	Years of Experience
Frank Mahitab (Librarian)	MLS	Clark-Atlanta Univ.	Director of Library Services; and Head of Access Services	27
Agnes Muriuki (Librarian)	MLIS	Univ. of Southern Mississippi	Assistant Director of Library Services; and Head of Technical Services & Electronic Resources/Acquisitions Librarian	12
Betty Rogers (Librarian)	MLS	San Jose State Univ.	Librarian Metadata and Outreach	28

James Scott	MBA	Univ. of Phoenix  Library Technology Digital Support Specialist		26
Adama Fofana	MEd.	International Islamic Univ. Malaysia	Library Associate (Access Services)	2
Tanja Davis	BA	Fort Valley State Univ.	Library Assistant	1
Wilmetta Jackson	MLS	Atlanta Univ.	Archivist (Part-time)	45

In addition to the library personnel noted above, 15 part-time students work in lower level support roles. Of the total 15 students, eight work in the area of technical services and average approximately 10 hours per week, while seven work in the area of public access and average approximately 14 hours per week.

To ensure FVSU provides academic librarians with appropriate educational credentials to accomplish the mission of the institution, the Hunt Memorial Library adheres to guidelines established by the Association of College and Research Libraries (ACRL). These guidelines state that a master's degree in library science from an ALA-accredited library program is the appropriate terminal degree for academic libraries. Each of FVSU's professional librarians hold a master's degree in library science from an ALA-accredited program.

The university library also employs ACRL standards for the selection and appointment of its academic librarians. Under the ACRL Guidelines for the Screening and Appointment of Academic Librarians, criteria require libraries when searching for professional librarians and support staff to:

- 1. Define the role and function of the personnel office in the hiring process;
- 2. Create a search committee that is representative of the constituencies affected by the position;
- 3. Develop a position description that serves as the standard for which the candidate would be judged;
- 4. Advertise both within the campus community and in appropriate regional and national publications; and
- 5. Utilize the search committee to screen and evaluate applicants according to the library and institution-wide policies.

As noted above, Hunt Memorial Library currently has three full-time professional librarians and a fourth part-time volunteer professional librarian serving as archivist. The Director of Library Services is responsible for the efficient management and direction of the library which includes operations; budget; supervision and direction of library staff; and the effective coordination of services with the rest of the university community. The director also provides instruction in information literacy as needed. Additional responsibilities include the management, development, and implementation of library goals, objectives, priorities, and policies. Lastly, the director provides leadership in the development and implementation of the library's strategic planning and assessment activities to ensure that information resources and services support and enhance the mission of the university.

The position of Director of Library Services is currently held by Mr. Frank Mahitab who holds a master's degree in Library Science and has extensive professional library experience spanning 27 years. During that timeframe, 19 years have been at FVSU where he has held various positions which include three years as the Head of References, one year as Coordinator of Public Services, seven years as the Interim Director of Library Services, three years as Assistant Director of Library Services, and the last five years as Director of Library Services.

The Assistant Director of Library Services plays a key role in the library's vision and mission by overseeing a network of core library services while working closely with, and under the guidance of, the library director. This includes the day-to-day operations; collections management; and marketing and supervising of all outreach services. The assistant director also serves as the primary contact for collection assessment activities such as program reviews, accreditation reports, and internal assessments. Additional responsibilities include negotiating and administering licenses and contracts for acquiring electronic and print collection. The assistant director also assists the director in administering the library materials budget while overseeing budget expenditures in the development of the library's annual operating budget.

The position of Assistant Director of Library Services is currently held by Ms. Agnes Muriuki who holds a master's degree in Library and Information Science from Mississippi Valley State University. Her career in library services with FVSU spans a total of nine years where she started and continues to serve as the Electronic Resource/Acquisition Librarian. In addition to this

assignment, Ms. Muriuki also serves as the Assistant Director of Library Services. She has held this position for the last five years.

Hunt Memorial Library staff includes an Outreach and Metadata Librarian. The person currently occupying this role is Ms. Betty Rogers who has more than 27 years of related work experience. In her capacity as Outreach and Metadata Librarian, her job responsibilities include, but are not restricted to, the digitizing and creation of metadata for print archival materials for online accessibility. Ms. Rogers holds a Master of Library and Information Science from San Jose State University.

In a library as high tech and digital as the Hunt Memorial Library, having a highly experienced and expert digital specialist on staff is vital. Mr. James Scott currently serves in this role as the Library Technology and Digital Support Specialist. Mr. Scott holds an MBA with a concentration in Technology Management and is currently pursuing a Master of Library and Information Science degree from Valdosta State University with an anticipated graduation date of December 2019. Additional education includes a B.S. in Mathematics with a minor in Computer Science. Mr. Scott has been in his current position since 2014, but previously served as the Instructional Technology Support Specialist at Savannah State University for 22 years. In his current role, Mr. Scott is responsible for providing technical support for all library technology which includes computers, laptops, tablets, classroom audio/visual equipment, computer software, mobile apps, and the learning management system Brightspace/D2L. He also provides support for online operations through the management of web pages, social media, library databases, and the online information and delivery systems of GIL express and ILL.

Additional staff in the library include the Library Associate and the Library Assistant. Considering the necessity of the role the library plays in academia, its importance cannot be overlooked. To that end, it is imperative that the library be equipped to meet the needs of all patrons and students as they work toward degree completion. Having Associate and Assistant Librarians are essential to the daily operations of the library. The role of Library Associate is currently held by Mr. Adama Fofana who holds a master's degree in education. Mr. Fofana has been in this position since 2017 and has vast experience in communicating and dealing with students from diverse cultural backgrounds. As the Library Associate, Mr. Fofana is responsible for overseeing the circulation

desk; conference room scheduling; shelf maintenance; training and scheduling; and library upkeep to name a few. It is also his responsibility to provide weekend supervision for student workers.

The role of the Library Assistant is to assist customers in the use of online resources and library facilities; locate print materials as requested; answer phone calls and route to appropriate party; and provide direct customer service by explaining library policies and procedures. These responsibilities are not exhaustive as the Library Assistant also serves as evening shift manager and supervises student workers. The person currently occupying this role is Ms. Tanja Davis who has been in this position for one year. She holds a bachelor's degree in Criminal Justice from FVSU.

Although Hunt Memorial Library does not have a full-time archivist, volunteer part-time services are provided by Ms. Wilmetta Jackson. Ms. Jackson holds a master's degree in Library Science from Atlanta University and has worked in various capacities within the library in a career spanning 45 years. As a volunteer archivist, Ms. Jackson has been in this role since 2002 where she strives to provide services to alumni and the university community in a timely and professional manner. In addition to serving as a volunteer archivist, Ms. Jackson also holds the distinction of being the FVSU historian and member of the FVSU Master Plan Task Force.

#### **Professional Development Opportunities**

In support of employee professional development, FVSU provides Hunt Memorial Library staff professional development opportunities. Improved staff skills and advancing their knowledge, helps to keep up with changing trends and emerging technologies. Such professional development opportunities provide library staff with the expertise needed to render better services to library users and campus community. Because of the cooperation among library staff, members can attend various conferences and other professional development activities with no disruptions to daily operations.

#### **Supporting Documentation**

Erank Mahitab Resume

Director of Library Services Job Description

🔼 Agnes Muriuki Resume

- Assistant Director of Library Services Job Description
  Betty Rogers Resume
- Librarian Job Description
- ☑ James Scott Resume
- Library Technology Digital Support Specialist Job Description
- Adam Fofana Resume
- Library Associate Job Description
- Tanja Davis Resume
- Library Assistant Job Description
- Wilmetta Jackson Resume
- ALA-accredited library program
- ACRL Guidelines for the Screening and Appointment of Academic Librarians
- Dutreach and Metadata Librarian
- Master Plan Task Force
- Professional Development Opportunities
- Professional Development Activities

11.3 The institution provides (a) student and faculty access and user privileges to its library services and (b) access to regular and timely instruction in the use of the library and other learning/information resources. (Library and learning/information access)

# **Judgment**

**☑** Compliance □ Non-Compliance □ Not Applicable

#### **Narrative**

FVSU is in compliance with Standard 11.3. FVSU not only grants substantial student and faculty access to the library resources it owns, but because of FVSU's required participation in the statewide USG integrated libraries system, FVSU students and faculty have substantial access to the library resources of the finest research libraries and other special library collections in Georgia through GIL and its 13 million bibliographic entries in the USG Union Catalog. Furthermore, GALILEO's extensive access to hundreds of databases and full-text retrieval services provides comparable access to digital resources of the flagship universities in the state to other GALILEO partners, including FVSU. With the evolution of the Hunt Memorial Library from a largely printoriented collection to an ever-growing digital library, FVSU faculty and student access to digital materials extends well beyond the operational hours of the Hunt Memorial Library to 24/7 access to digital information which can be acquired from world-wide locations. The evolutionary transformation of the library's physical and services configuration greatly increases access to library and information resources in the digital age. Obviously, such evolutionary changes in the ways digital libraries operate require timely instruction in the use of contemporary library resources, and such instruction is available to FVSU students and faculty in face-to-face instructional modes, as well as virtual instructional modes.

#### a) Student and Faculty Access and User Privileges to Library Services

Colleges and universities are places to share knowledge and technology, and libraries should reflect this belief. Faculty and staff of Hunt Memorial Library remain current with best practices in emerging technologies and harnessing information technology for increased access to library collections and information systems, not only locally, but also statewide and nationally. In providing increased access to library resources and services, Hunt Memorial Library enhances

learning outcomes for students and improves outcomes for other users of the library by meeting their information needs.

The library channels its communication with the student body through the Ask-a-Librarian service on its webpage that can be accessed via phone, email, or social media sites like Facebook, Flickr, and Twitter to respond to user needs. The response time of library staff to the needs of students is essential to providing and maintaining good customer service. It is the hope of the library to respond to student requests in no more than 24 hours.

In developing Hunt Memorial Library's infrastructure, extensive and diverse resources are provided to foster research and educate and engage library users. The library orders and processes all library resources in a timely manner, while digitizing and expanding access to other unique collections of scholarly materials.

Besides the library liaison program which assigns librarians to reach out to teaching faculty for their input, the library also utilizes request forms and accommodates faculty input to order resources. The information received is the justification for additional funding for long-term purchases and emphasize library's critical role in the management of resources that support the overall mission of the university.

Access to the USG's Union Catalog has been upgraded substantially by the adoption of Primo. Primo is an integrated search platform provides enhanced access to the USG's library collections by providing students and researchers with fast access to scholarly materials and intuitive ways to explore new content. Additionally, the USG's document delivery service, Gil Express, and FVSU students' library accounts, have been integrated into the Primo platform. Students can log into their library accounts using their campus network login and have access to the local Hunt Memorial Library Catalog and all university system catalogs from a single source. Access to student use of library resources is also promoted through attractive information fliers that highlight the many services of the library.

When libraries were largely print-oriented, food and drinks on library premises were prohibited to avoid damaging print materials. In the digital library, such precautions are less necessary. Consequently, FVSU has opened Jazzman's Café & Bakery which is housed on the first floor of

Hunt Memorial Library. The presence of this eatery encourages students and faculty to make use of the collaborative learning resources of the library while giving them more than one reason to stop by the library.

Although hours of operation of the library facilities are increasingly less important as library resources and information go digital, FVSU continues to provide adequate hours of operation for the library as summarized below:

#### **Hours of Operation**

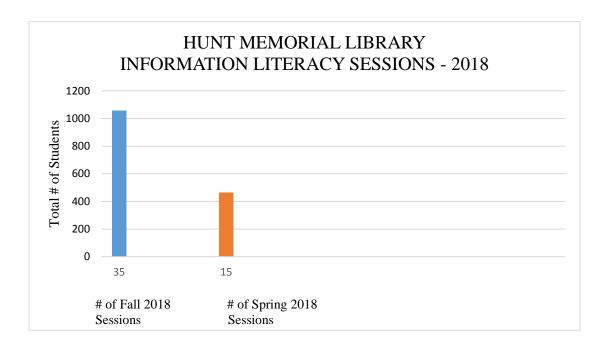
Location	Mon Thu.	Fri.	Sat.	Sun.
Hunt Memorial Library	8:00 am	8:00 am	10:00 am	4:00 pm
68 hours per week	10:00 pm	5:00 pm	4:00 pm	10:00 pm
Warner Robins Center	5:00 pm	Closed	8:00 am	Closed
20 hours per week	9:00 pm	Closed	12:00 pm	Ciosed

In addition to the above noted hours, students have 24 hours/7 days a week access to nearly all resources within the USG via web access. Library, Archives, GIL, and GALILEO usage statistics confirm that FVSU students and faculty are actively engaged in accessing library and information resources.

#### b) Regular and Timely Access to Training in the Use of Library and Information Resources

Information Literacy classes are conducted regularly for training students in research skills and the use of reference resources and databases in the library system. Through its Information Literacy Program, FVSU librarians, in collaboration with course instructors, conduct classes in the use of databases, reference resources, and instructions in how to look up information and get started with research. As the table below indicates, over half of FVSU's student body receive such information literacy instruction each year. Information Literacy sessions are scheduled upon request, but accommodations are also given to walk-in requests whenever possible.

**Table 11.3.1: Information Literacy Sessions** 



Relevant technology training is also available. To ensure students utilize the wide array of technological resources available, the university has developed a comprehensive training program in the use of each technology and computer application. A sample of such instruction related to accessing library and information sources is shown via screenshot to illustrate the usefulness of this service.

# **Supporting Documentation**

- Ask-a-Librarian
- Response time to Social Media Platforms
- 🔼 Login
- 🔁 Hunt Memorial Library Catalog
- **E** Fliers
- 🔼 Jazzman's Café & Bakery
- Resources and Service Usage Statistics
- Accessing library and information sources