

THE LIBRARY

MONA

Year ending July 31, 2006



Norma Amenu-Kpodo, BA *Sask*, BLS *Tor* – Campus Librarian

Overview

The year under review started off on an auspicious note as major rains coincided with roof repairs and caused flooding in the technical services areas. This resulted in disruptions which saw the relocation of the Acquisitions and Cataloguing sections to the World Bank Caribbean Public Information Centre and the Cataloguing Section to the Academic Staff Room and to the West Indies and Special Collections for the period August 2005 to January 2006. Only minimal work could be carried out as lack of some tools and facilities, space, movement of materials to various locations and general coordination of the Sections resulted in lower production. The number of Student Assistants that were employed was also adversely affected by these developments.

Despite this setback and some resource constraints, the Library managed to achieve many of the targets that had been set and, except in a few areas where lack of staffing presented a challenge, had a creditable record for the period. Among notable and far reaching achievements was the creation of the **Mona Online Research Database (MORD)** which, for the first time, made Campus research for the period 1993-2005 available globally through the internet. This resulted from collaboration with Mona Information Technology Services (MITS) and Human Resource Management Division (HRMD). It also published **Research for Development - volume 3, 2002-2005** which, along MORD was launched on Research Day, 2006.

Highlights

Among the highlights were the following:

- Introduction of Fast track service for postgraduate students
- New cash management procedure introduced as a result of Management Audit

- Improved access to electronic resources with subscriptions to the JSTOR database and Net Library e-books.
- Launching of the web-based Mona Online Research Database to make research globally accessible.
- Publication of Research for Development Volume 3, 2002-2005
- Funding of the first visit of the Distance Librarian to the University Centres in Bahamas and Belize
- Significant increase by 21,716 in visits made to the Library
- Organisation of three major workshops
- Receipt of prestigious award by CARDIN

Targets

For the coming year emphasis will be placed on:

- Full implementation of all modules of ALEPH – the New Integrated System
- Seeking to increase funding base for ongoing development of facilities and services
- Strengthening the AV collection to support teaching programmes
- Acquisition of key Scientific databases – Scifinder and, IEEE
- Increasing the number of students offered IL training courses by including DE and BSc Nursing students
- Acquiring more RBC texts for undergraduate and postgraduate students
- Adding higher portion of unpublished research on the Mona Online Research

WORK OF THE DEPARTMENT

The Library consists of the Main Library and the Science and Medical Branch Libraries and the reports from the various sections are given below:

Acquisitions

A total of 361 new titles and 707 volumes of West Indian material in the print format were acquired. This compares to 750 titles and 1306 volumes for the previous year. Some significant non-print material was purchased viz. The House of Commons Sessional Papers 1852 – 1856; The Richard Hart Collection and two sets of Estate Papers dating from 1784 – 1793 and 1739 –1769 respectively.

There was no significant increase in the collection due to the disruptions described above, as well as a lack of funds. Below is a summary of the books accessioned during the year.

2005/06		2004/05		2003/04		2002/03		2001/02	
NT	Vols.	NT	Vols.	NT	Vols.	NT	Vols.	NT	Vols.
2544	3846	2798	4330	4546	6858	5486	8130	4826	8197

However, a major milestone was reached with the addition of a number of electronic books to the collection, viz, 32 reference books and 3398 textbooks.

Gifts

Gifts accounted for a high proportion of the material added to the collection. Of the total of 3846 volumes added, 1908 were gifts. Some of the larger donations came from the Brazilian Embassy, Mr. Samuel Bandara, Mrs. Judy Rao and Father Jim Webb. Professor John Rickford of Stanford University made a donation of several linguistics books as a follow-up to his assessment of the Department of Languages, Linguistics and Philosophy. A handing- over ceremony was arranged for this latter donation.

The Library received a gift of \$5000 from the Vice Chancellor which was used to acquire microfilm of the Richard Hart Collection and to replace British Sessional Papers which were lost in the Hurricane Ivan Flood 2004. Two lists of desiderata were prepared in response to offers of material – one from the **Research Institute for the Study of Man** and the other from the **Department of Modern Languages and Literatures**.

THE BINDERY

The Bindery continued to make improvements in its operations. Every effort was made to continue the focus on a customer-service driven environment by completing requests for text in the shortest possible time

and facilitating the smooth transaction between Units and Sections. In addition, the book repair process introduced last year significantly aided the number of items returned to circulation in a much shorter time than it had previously taken.

CATALOGUING

Cataloguing and OPAC Enhancement

The cataloguing output was drastically reduced this year for reasons outlined earlier. Only 2584 monographic volumes were processed compared to 3670 last year. In addition, 32 electronic resources were also added to the OPAC. Statistics provided by the Systems Unit show that bibliographic records on the OPAC now stands at 212,215, up from 205,502 at the end of July 2005, while 293,043 items now exist.

Retrospective Conversion

The retrospective conversion exercise continued. To date, the bar-coding of materials in both the Science and Medical Libraries has been completed. In the Medical Library, approximately 95% conversion of the items has been completed, while conversion in the Science Library is at 85%. Conversion “on the fly” continues for the circulating materials from the open shelf in the Main Library.

Distance Library Services

The Unit realized an increase in the number of students exposed to information literacy instruction at the UWIDEC sites by partnering with the coordinator of the FD10A courses (for Distance students). The schedule of the information literacy classes was posted in the learning management system, Moodle, and students were instructed to attend. The attendance at the sites increased by about 50%. The coordinator and the Distance Librarian have agreed to continue working together as feedback from the students was positive, and improvements were observed in the way students cited reference materials.

For the first time, facilities were put in place for the Distance Librarian to travel to the School of Continuing Studies (SCS) - Belize and the Bahamas, between February 16 and 22, 2006, for the purpose of conducting information literacy classes for students in the Masters and Bachelors programmes facilitated by UWIDEC. However, students in School of Continuing studies courses were also allowed to attend the sessions and

expressed great appreciation for the information they received.

Government Serials

Online Government Documents

So as to enhance access to government documents, the Section began compiling links to government sites which will likely be of interest to researchers of government information.

Usage by all categories of users declined significantly. This could be attributed to the fact that much government statistical information is available on the Internet and easy access to many United Nations publications and data via the Internet.

Loans and Reference

Cash Management

In response to a management audit recommendation that the library streamline its cash collection, at cash collection points, new procedures were developed and have been in operation in the Main Library since May 2006. Although these procedures facilitate accountability, they are very time consuming and have affected services at the Circulation Desk. Efforts are being made to explore more efficient electronic solutions either through new modules of the new integrated library system or through initiatives being pursued by the University Bursary

Electronic Resources

Students increasingly depend on the Internet and technology for learning and communication and over the last eight years or more the library has provided access to electronic journals and databases. This year the library introduced access to e-books through a subscription to OCLC Net Library which provides access to 32 electronic reference books and over 3398 e-books. It continued to explore the possibility of increased provision of digitized material for items on students' reading lists. However a survey of costing to gain copyright clearance for items of interest resulted in a decision to put the matter on hold at this time

Exhibitions

During the year there was a busy schedule of exhibitions. Of the 21 which were mounted in the Loan and Reference area, five were significant titles. These were: Tourism, and a series honouring Professor Barry Chevannes,

The Most Honourable Hugh Lawson Shearer, His Excellency Professor Kenneth Hall and the Honourable Dr Richard Hart.

Circulation Statistics

Annual statistics show that the number of visits to the Main Library increased by 22,716 (from 300,843 in 2005 to 323,569 in 2006). This could be explained by the increase in the student intake. The busiest month, November, saw the combined total of persons entering the Library and Overnight Reading Room was 52,147 i.e. an average of 2000 person daily. The increase in library traffic was also reflected in the increase of 4,300 loans. Despite the increases in traffic, with the use of stanchions which were received as a gift from the Bank of Nova Scotia, there was a noticeable lessening of congestion at the Circulation Desk.

VISTAS

VISTAS continued to provide a welcoming space in the Library for our visually impaired users which numbered 8 of the 18 special needs students. Once again the facility was used for examination sessions.

Mona Information Literacy Unit (MILU)

On Friday November 4, 2005, Professor Velma Newton, Law Librarian (Cave Hill Campus) conducted a training session on Online Legal Resources: *“Locating materials for legal research in the Commonwealth Caribbean.”* Eighteen undergraduate law students attended. Professor Newton demonstrated searches using the CARILAW database.

Thesis Scrutiny Report

Over 20 theses received by MILU were dispatched to Liaison Librarians for scrutiny. Librarians reported that the majority of postgraduate candidates do not follow consistently the citation style recommended for their Faculty. As a result of a follow meeting with the Office of Graduate Studies efforts will be made by MILU to work directly with Deans and other faculty members and through Library representatives to Faculty Boards to offer assistance in improving the information Literacy skills of Post Graduates

Summer Information Literacy High School Project

A very successful workshop at the end of the year, *“Learning for Life: Information Skills for Today and Tomorrow”* sought to increase information literacy skills among high school students and improve research readiness among incoming UWI Mona students. Twenty-three students, from twelve schools in Kingston and the rural areas and two teachers were invited to attend the sessions. The workshop provided hands-on experience in analyzing an information need and identifying, locating, evaluating and using information resources to fill the need.

MILU Statistics

The number of students reached by MILU increased this academic year. Below are summary statistics:

In the academic Year 2002 – 2003 over 310 sessions were delivered to approximately 3,600 users. This year, over 160 sessions (tours, subject-oriented sessions and foundation-course modules) were held. The sessions, totaling approximately 252 hours, were delivered to over 5,093 users. Faculty gave positive feedback regarding the MILU teaching programme.

Medical Library

The Medical Library continued its drive to improve access to health science information, maintain and update internet resources linked to the curriculum and improve staff performance.

It also endeavoured to have in the holdings, all the printed and electronic format copies of items listed in MEDCARIB and exceeded the 300 target set up to physically identify these items.

A draft compilation of **Guidelines for locating journal articles without cost for the use of faculty** was produced and this was well received. In addition, it organized a MEDLINE training course with emphasis on searching, in an effort to improve staff helpfulness to patrons. Staff also received training in better use of Excel spreadsheets to maintain and produce statistics.

Periodicals Section

Databases

The highlight of the year was the acquisition of two new databases - Web of Science and JSTOR. These databases were acquired through funding support recommended by the Strategic Transformation Team. The

amount allocated for databases acquisitions was J\$2,620,000.00; the expenditure for the two databases was J\$1,963,033.46 which resulted in a surplus of J\$656,966.54. These surplus funds will be carried over and will be sufficient to pay the subscription for a second year.

Additionally the acquisition of these two databases was done in conjunction with the other two campuses. This cross-campus co-operation, while not without its own difficulties, resulted in significant savings.

Perhaps the most disappointing and frustrating event of the year was the non-acquisition of SciFinder Scholar due to the lack of funds.

Science Library

During the year under review the collections housed in the basement were again seriously affected by two floodings due to faulty plumbing and clogged drains. Periodicals and books stored in the basement were damaged and replacements will be difficult in the printed format. Some of the roof repair work carried out by maintenance during the year and efforts made to keep drains unclogged should improve this vulnerability to flooding.

Accommodation for Energy Conservation Project

Since January 1, 2006, the Library has been temporarily housing the office of the Energy Conservation Project under the direction of Mr Walling. This is located on the second floor, and it is hoped that their presence will help to encourage a quieter Reading Room and that on their departure the physical structure will be used as a faculty/ postgraduate reading area.

CARDIN Secretariat

Mr. Robert Routh, CUSO volunteer, revamped the Caribbean Disaster Information Network (CARDIN) website during a short assignment to the project. Descriptors were created for the website allowing greater visibility on the internet. With a revamped website, CARDIN now offers an updated newsletter, a “What’s New” section and a country profile page. Mr Routh also further developed **The Caribbean Disaster Virtual Library**. The website of which was posted and later launched in January, by Professor Ronald Young, Dean of the Faculty of Pure and Applied Sciences, as part of Research Day activities. A student assistant assigned

to the project, helped to digitize one hundred and ninety seven documents and convert to portable document format (PDF). All documents are currently available on the world-wide web.

The virtual library currently has 148 records in full text as well as presentations, maps, audio and video clips related specifically to the Caribbean region. It includes a special collection of the Unit for Disaster Studies, (Department of Geography and Geology) and documents from other disaster-related agencies.

CARDIN received the *Albertina Perez de Rosa Information Units Alliances and Collaborative Projects in the Caribbean* award which recognizes and honors the excellent performance of alliance and collaborative efforts of local or regional information units.

Information Literacy

The assignment of a Librarian dedicated to Information Literacy for the community served by the Faculty of Pure and Applied Sciences continues to be heartily welcomed. Two new courses, Research Methods in Science (BL60E) and MSc Computer Science, received Information Literacy sessions for the first time in the year under review.

Greater effort will need to be made to bring other courses on board in the coming year as despite the addition of two new courses, there was a decrease in the number of sessions offered.

Gifts

Gifts were received from Dr Samuel Wray formerly of the Faculty of Pure and Applied Sciences. Professor Emeritus, Ivan Goodbody, formerly of the Department of Life Sciences, again offered much of his personal library, mainly periodical issues, to the Library. Again, as in the previous year, from this gift, the Library was able to fill gaps in holdings from the journal titles donated.

Exhibitions

Four exhibitions were mounted during the year under review. Of particular interest were those mounted by the Jamaica Intellectual Property Office in April on Intellectual Property. An exhibition specifically mounted for Research Day activities focused on the then newly launched Caribbean Disaster Virtual Library was on display from January 26 – February 24, 2006.

Systems

The Systems Section continued to provide technical support for all other services and projects of the Library. A significant project undertaken by the Systems Section was the support for the publication Research for Development Vol. 3 2003-2005, and the subsequent development of the Mona Online Research Database (MORD) in conjunction with MITS.

The main area of focus was the implementation of the Library's New Integrated System, Aleph from ExLibris. After lengthy contract negotiations the contract was finally signed on December 22, 2005. Implementation began in January 2006 with a switch to production date set for January 3, 2007.

Weekly one-hour project management meetings via UWIDITE teleconferences were held between ExLibris, and the campus project coordinators in the Libraries at St Augustine and Cave Hill campuses. A joint UWI initial project meeting was held in Trinidad on May 8 and 9, followed by a conversion and project analysis visits by an ExLibris representative to Mona Campus on May 25 and 26. Three training sessions by staff trainers were held as follows: April 21 and 24, and June 12 to 16. The final training sessions are scheduled for August and September 2006.

The Library acquired Content Dm software to start its digitization projects.

West Indies and Special Collections

Audio-Visual Material for Teaching

There was a large increase in the use of audiovisual material with the introduction of courses in film and the use of film to support teaching, mainly in Faculty of Humanities and Education. The Library did not own most of the items and had to use material on loan from the lecturers. Use was varied. The major portion was students who were required to critique films as part of their *Introduction to Film* course. There was also the *History of the Middle East* course which required that a movie be viewed. In addition, there was one tutorial which was based on a movie. Also, several special loans were made to lecturers who used the movies away from the Library as there was no adequate viewing space for their classes.

For the coming year, the Section will make an effort to acquire both equipment and material to improve this service.

Income Generation

The Bindery

Theses-binding was the activity that generated the most revenue for the past two academic years, followed by the binding of books. The total amount of monies paid to The University's Bursary for the binding of theses in this academic year (sent from Graduate Studies) is \$389,400. The Library's Accounts Section, also collected \$132,661. The total amount of monies generated in this area would be \$422,061. The amount is slightly less than in the previous year.

The Library received a \$4 million award from the CHASE Fund for improvement of Preservation and Conservation facilities at the Library. The grant is for the purchase of three specialized pieces of equipment- a Foredom bench drill, an adhesive binding machine, and a computerized lettering machine.

The Multifunctional Room

Income from this source shows a decrease in comparison to last year. The amount collected for the period under review is \$227,400.

Project Funding

The Research Fellowship Committee gave \$564,000 in 'New Initiatives' funds for the research project *Mona Online Research Database, Phase 3*.

Some income was also received from the workshops that were organized in Antigua and Jamaica.

PAPERS PRESENTED

Norma Amenu-Kpodo

- "The Library and Quality: Issues for Libraries in Higher Education" – Joint Committee for Tertiary Education General Meeting, Edna Manley College of the Visual and Performing Arts. March 2006.

Verna George

- "The UWI Library's Mona Information Literacy Unit (MILU): Enhancing Academic Learning". 8th CTLPA Conference. Nassau, Bahamas. June 19-23, 2006.

Beverley Lashley

- “Caribbean Disaster Information Network”, XXXVI Conference, Association of Caribbean University, Research and Institutional Libraries (ACURIL), Aruba.
- “Effective and Efficient Internet Search Engines”. Grace Kennedy’s Multifunctional Room, April 13, 2006
- “The Experiences of the Caribbean Disaster Information Network”. American Council of Learned Societies/Social Science Research Council Cuba, March 22-23, 2006.

Faith McKoy-Johnson

- “The UWI Library’s Mona Information Literacy Unit (MILU): Enhancing Academic Learning.” 8th CTLPA Conference, Nassau, Bahamas. June 19-23, 2006.

Evadne McLean (with Stephen Dew)

- “Providing Library Instruction to Distance Learning Students in the 21st Century: Meeting the Current and Changing Needs of a Diverse Community”, Twelfth Off-Campus Library Service Conference. Hyatt Regency at Savannah, Georgia, April 26-28, 2006.

Tereza Richards

- R. Linder (Lübeck), F. Weichert, A. Streng, A. Groh., M. Wagner (Homburg), W. Liese (Marburg), **T. Richards (Kingston)**, M. Diefenbach (Dortmund). “E-Learning exemplified by teaching the blind and severely visually impaired: how to read histological slides.” Paper prepared for the 51st Annual Meeting of the German Society for Computer Sciences, Biometry and Epidemiology in Medicine, Leipzig, Germany, 2006

Frances Salmon

- “Intellectual Property Issues in the Preservation of Cultural Heritage” UNESCO workshop Preservation as a Means of Protecting Caribbean Cultural Heritage. Antigua, Nov. 2005.

Sandra Stubbs

- “Facilitating Free Flow of Information and Access to Knowledge: Current Initiatives at the University of the West Indies, Mona Libraries.” ACURILL XXXVI Conference, May 30, 2006.

- “Jamaica’s Right to Know: Implications of Jamaica’s Access to Information Act for Libraries and Information Professionals.” ACURILL XXXVI Conference, May 31, 2006.

PUBLICATIONS

Leona Bobb-Semple and Rosemarie Runcie

- * “Resources Sharing in Authority Work: International Efforts Regional Realities.” LIAJA Bulletin 2005-2006. (2006): 18-24.
- * **Tameca Thelwell, Faith McKoy Johnson and Frances Salmon.** “Tourism, the Driver of Change in the Jamaican Economy? An Annotated Bibliography of Staff Publications”. Edited by Kenneth P. Hall and Rheima Holding. Kingston: Ian Randle, 2006. 375-409.

Tereza Richards

- * M. Wagner, M. Zamelczyk-Pajewska, C. Landes, H. Sudhoff, J. Kosmider, **T. Richards**, UM Krause, R. Stark, A. Groh, F. Weichert, R. Linder. “Simulating soft data to make soft data applicable to simulation.” In Vivo. 2006 Jan-Feb; 20 (1) : 49-54.

Awards

Mrs. Verna George – Second Place (Poetry), Observer Literary Arts Awards, December 2005. Lesley University Creative Writing Scholar.

PUBLIC SERVICE

Norma Amenu-Kpodo

- Executive Secretary, Commonwealth Library Association
- Executive Member, Library and Information Association of Jamaica (LIAJA)
- Executive Member, Management of Library Associations Section of International Federation of Library Associations
- Member, IFLA National Association Membership Fees Working Group
- Member, University Council of Jamaica Assessment Team Library Association
- Member, UNESCO National Commission for Jamaica, Committee on Information for All

Mrs Enid Brown

- Member, Historical Society of Jamaica

- Member, Social History Project, Dept. of History
- Member, Seminar on the Acquisitions of Latin American Materials (SALALM)

Beverley Lashley

- Member, Public Relations Committee, Jamaica Fulbright Alumni Association
- Member, LIAJA
- Member, UWI Safety and Emergency Management Systems – Liaison Officer 2005 – 2006

Joan Vacianna

- Member, UNESCO World Bank and Copyright Committee.
- Secretary, Jamaican Historical Society