

# THE LIBRARY

## Mona

Year ending July 31, 2013



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**Campus Librarian**

## – Overview –

Despite the difficult economic climate the Library continues to find innovative ways to improve its virtual presence, expand its collections in response to the needs of staff and students, and develop its staff to cope with the rapid changes in the information environment.

Collection growth of print material continued to decline as only books needed to support teaching and learning, based on recommendations from faculty, and new titles/editions that appear on submitted reading lists were purchased. Even the acquisition of West Indian material has been affected, resulting in a greater dependency on donations to build this collection. The value of the gifts added to the collection for the reporting year amounted to a total of J\$7,334,135.63 and a significant portion of this was for West Indian titles. The Library also focused on the development of its unique collections while at the same time negotiating with donors to obtain new ones. As a result of this the Special Collections benefitted from a number of significant donations. Electronic resources continue to increase through the collaborative purchases of subscription databases and e-books. In addition, more books for the Reserved Book Collection (RBC) were purchased in electronic format. Strides continued to be made with the development of the Law Branch Library. In April the Library successfully submitted a bid for the IMF Legal Library, and looks forward to receiving this significant collection of books and journals in the coming academic year. Notification of a large gift of legal material from the University of

Alberta Library was received in June to fill the gaps in a number of legal periodical resources. At the end of June the Library also submitted a second successful bid which will see the deposit of 850 West Indian literary titles.

A substantial portion of the bequest of the late Professor Richard B. Sheridan's Collection was received in 2008 but additional material was donated and brought to the Library by his son, Dr Rick Sheridan, in March 2013. The Deed of Gift was signed by Dr Sheridan and the Mona Campus Principal, at a special handover ceremony which was held on March 6, 2013, in the Multifunctional Room, Main Library.



*Principal Gordon Shirley and Dr Rick Sheridan signing the Deed of Gift for the handover of the Richard Sheridan Collection. In the background are the Campus Librarian, Mrs Leona Bobb-Semple, and the Dean of the Faculty of Humanities and Education, Dr Swithin Wilmot.*

Other benefactions received this year were:

The Professor John Joseph Maria Figueroa Collection which was donated by the late professor's children, and consists of research notes and papers, lecture notes, correspondence, literary manuscripts, photographs and postcards.

The Franz “Gerry” Alexander Collection, which consists of cricket memorabilia, photographs and publications previously owned by the late West Indies Cricket Captain, and donated by his family.

The Hugh Lawson Shearer Collection which was donated by the late Prime Minister’s wife, Professor Denise Eldemire-Shearer. This collection consists of books and papers.

The Library went through an extensive planning exercise in order to meet the challenges ahead. Our Strategic Plan for 2012–2017 and the Operational Plan are important markers for the future. The focus areas in the Operational Plan addressed specific targets set for Sections to achieve by 2013. Staff development and employee engagement were addressed and succession management was given attention due to the number of retirements scheduled to take place. A Senior Management Team was formed with the view of not only assisting in the management of the Library but also exposing senior librarians to leadership issues and equipping them with the requisite competencies. Other staff members were exposed to a number of training opportunities outlined later in this document, and team activities were strengthened with the reorganization of the Customer Service Team and the Marketing Team, and the formation of a Staff Development Team. Two new policies were implemented; namely, a Volunteer Policy to cope with the growing number of individuals seeking to do volunteer work in the Library, as well as a Liaison Librarian Policy which provides guidelines for librarians to effect more targeted interactions with faculty and students.

## **ACCESS TO COLLECTIONS**

### **Cataloguing and OPAC Enhancement**

Work continued in making hidden collections accessible to users through the discovery portal UWILinc. A record number of electronic books were catalogued this year with more than 80% of these acquired through the shared arrangement with the Alma Jordon (St. Augustine) and Cave

Hill Campus libraries. Approximately 1,021 records were imported from vendors such as Ebsco and Ebrary, 50 of which were West Indian titles purchased by the Library. Other titles came from different sources including free medical e-books identified by the Medical and Science Branch Libraries. The continuing emphasis was not only on making resources of the UWI Library accessible but also on adding material from the collections of the Department of Library and Information Studies Resource Centre and the Mona School of Business and Management Documentation Centre; and, including for the first time in web-accessible environment, the collections of the SALISES Documentation Centre and the Library of the Spoken Word.

### **Finding Aids**

Finding aids for the P.J. Patterson files, the Vic Reid and the John Hearne Collections have been completed and mounted on the Library's web page. All material in these collections have been listed, organized and stored in archival boxes. The Vic Reid Collection consists of 124 files in 19 boxes, while the John Hearne Collection consists of 7 boxes of textual prints, sound recordings, photographs and audio cassettes. Work continues on the Tanzilo Collection. Three boxes with 83 files have been completed. Work commenced on the Rex Nettleford Collection. A total of 424 books have been processed, 368 of these have been catalogued, while work continues on organizing the files. Work on the Sheridan Collection is behind schedule, but continues. Sixty three (63) files were checked, entered in the database, and processed. In addition, work began on organizing and listing the papers of Sir John Duckworth, a British Admiral stationed in the northern Caribbean and headquartered at Port Royal, Jamaica, during the Haitian revolution.

### **Seaga Collection**

Due to the lack of storage space in the Library the catalogued and digitized files from the *Edward Seaga Collection* were transferred to the UWI Archives for storage in October 2012. Access to the digitized images of this material is provided through UWILinc. Work continues

on organizing the remaining files. In addition, 46 Seaga Scrapbooks representing foreign public opinion of the period that he was Prime Minister of Jamaica, have been digitized and are gradually being made accessible on UWILinc.

### **Digitized Photograph Collection**

With the help of Professor Carl Campbell, work also continued on creating metadata for most of the UWI Digitized Photograph Collection. Metadata for three other collections were completed including the Roger Mais Postcards, Roger Mais Memorabilia, and the Making of the University of the West Indies. These are now accessible on UWILinc.

### **Library of the Spoken Word**

In May 2013, 699 short catalogue records were provided for the audio-visual collection held at the Library of the Spoken Word. This work was undertaken with support from student workers and an intern from the Department of Library and Information Studies. For the first time, works in this collection are accessible online by way of UWILinc.

### **SALISES Documentation Centre**

The UWI Library began the online conversion of the collection of the SALISES Documentation Centre in July 2013. This is the largest collection to date to be included in UWILinc through the UWIMINET initiative. Based on a work plan devised, and acting on phase one of the project, SALISES staff members were trained to perform copy cataloguing, add bar-codes to each item, and create holding and item records for the same.

### **Care of Collections**

In an ongoing effort to maintain the library's collection in an acceptable condition, preservation initiatives were undertaken in all the libraries particularly targeting West Indian material. A number of West Indian

periodical titles published in the mid 20th century were identified for special treatment. Various treatment options were carried out for rare books and pamphlets which are uncatalogued. In addition, all new special collections were fumigated before being integrated into the West Indies and Special Collections Section.

### Use of Collections

The declining trend in the checkouts of printed material continued with the highest checkouts reflected for material from the Reserved Book Collections in all libraries. There was, however, an increase in loans of open shelf material from the Main Library. The downward trend in the borrowing of printed journal material also continued, reflecting a decline of approximately 33% over last year's figures. Upward trends in the use of databases and other electronic resources continue with the suite of products from EbscoHost and Proquest being the heaviest used, and trails to databases such as DynaMed, Medline Complete, and Dentistry and Oral Sciences Source were well received and reflected heavy usage by the Faculty of Medical Sciences.

The discovery portal, UWILinc, which provides access to a variety of free and fee based electronic resources was also heavily used reflecting 817,471 searches. The largest number of searches on the Library's webpage was directed to database pages and examination papers. Usage time of computers through the PHAROS System amounted to 17,484,565 minutes.

### Checkouts by Library

Library	Overnight books	Reading Room books	Open Shelf books	Periodicals	Total
Law	6,762	2,286	1,298	130	10,476
Main	30,314	8,000	35,919	927	75,160
Medical	1,069	426	1,928	267	3,690
Science	8,476	1,005	5,307	40	14,828
WJC	833	126	154	–	1,113
<b>Total</b>	<b>47,454</b>	<b>11,843</b>	<b>44,606</b>	<b>1,364</b>	<b>105,267</b>

### TOP TEN E-BOOKS USED AT MONA LIBRARY

- *Inna Di Dancehall: Popular Culture and the Politics of Identity in Jamaica*
- *An Introduction to Politics: Lectures for First Year Students*
- *Competitiveness in Small Developing Economies: Insights from the Caribbean*
- *Nursing Theories and Nursing Practice*
- *Public International Law*
- *Harrison's Principles of Internal Medicine*
- *Current Diagnosis and Treatment: Pediatrics*
- *Competitive Destinations: A Sustainable Tourism Perspective*
- *Qualitative Research from Start to Finish*
- *Caribbean Libraries in the 21st Century: Changes, Challenges, and Choices*

As in previous years, the number of researchers visiting the library continues to grow, but more recently requests were being made by local schools either to complete targeted research or to tour the Library. Material in the West Indies and Special Collections is of particular interest. Examples of collections used during the year by researchers were:

- Nettleford Collection
- Vic Reid Collection
- Roger Mais Collection
- Oral History Tapes
- Tony McNeill Collection
- Seaga Collection
- The West Indian Linguistics Survey
- The Thistlewood Diary



The UWI theses continue to be heavily used by staff, students and external researchers. The Section processed 3,125 requests for the use of these theses.

## **NEW SERVICES**

### **Tablet Loan Service**

The Library was very supportive of the E-Book project launched by the Faculty of Medical Sciences. We negotiated to have an App for UWILinc built for inclusion on the tablets so that students can seamlessly move from the books provided on their tablet to the collection of the Library. Moreover, in order to increase user access to computing facilities, a tablet loan service was introduced in April to supplement the existing laptop loan service. Eligible borrowers were able to borrow a tablet on 3-hour loan.

### **Three Day Loan of RBC Books**

A more flexible loan regime was introduced in the Reserved Book Collection in the Main Library. Overnight and Reading Room loans were still offered but these were complemented by 3-day loans. The latter was introduced based on an analysis of usage statistics which continue to show a decline in usage. Anecdotal evidence suggests that students are not on Campus everyday and thus are reluctant to borrow books on Overnight Loan. An assessment will be done to see whether there is an increase in usage of books on 3-day loan.

### **Alert Services for Material on Loan**

The Integrated Library System, ALEPH, has been used to send loan notices to clients on a weekly basis. Two types of notices were sent – the courtesy notice which alerts the patron that the item borrowed will soon become due, and the overdue notice which informs the patron that an item is overdue. During the eight months from December 2012 to July 2013 a total of 4,408 courtesy notices were dispatched and 4,272 notices

relating to overdue items were sent to clients. It is expected that the number of overdue notices will fall as a result of the alert which the courtesy notices provide. This initiative earned positive feedback from clients.

### **Roaming Service**

To make the library more user friendly, especially for new students, the roaming customer service manned by Student Assistants was launched. Eight students were employed and given the primary role of assisting students in understanding the Library and its services, and in locating information in the online catalogue or on the shelves. The service commenced at the onset of each semester and was offered between the hours of 9:00 am to 8:00 pm, Monday to Friday.

### **Facilities**

The Library partnered with the Vice Chancellor's Ambassador Corps, UWISTAT (UWI Students Today, Alumni Tomorrow) to repurpose a small space in the Main Library for engaging the student body in the activities of the Corps. The space, which the Ambassadors named Chudy Zone (Chill and Study Zone) will be maintained by UWISTAT in collaboration with the Library. Chudy Zone will not only allow UWISTAT Ambassadors to promote "Pelican Pride", but will also expose students to the CARICOM Skills Certificate, various displays to promote the UWI Alumni Association, as well as other UWISTAT initiatives. Additionally, UWISTAT Ambassadors will be available in the area for one-on-one discussions with their fellow students. The Vice Chancellor officially launched Chudy Zone on April 4, 2013 while the Chancellor visited the area and unveiled the Chudy Zone plaque on April 19, 2013.

In July of 2013 the Medical Library received 54 refurbished lockers for the bag check area. This will assist with the Library's mandate of providing excellent customer service to clients in that facility. In addition, repurposing the space on the periodicals floor of the Science Library provided much needed additional seating for undergraduates.



*The Chancellor Sir George Alleyne making a presentation in Chudy Zone*

## **INFORMATION LITERACY**

One of the highpoints of the year in Information Literacy was the collaborative work undertaken by the Information Literacy Coordinators from the four Campuses. They held regular meetings in order to forge common strategies for achieving the goals of the Strategic Plan which aims to develop the information literate student. The group produced two videos which now appear on YouTube and can also be accessed from the campus libraries' websites.

These videos are designed to help students learn at their own pace how to use UWILinc. Despite challenges such as staff redeployment, the Unit continued to make a difference in the lives of the students. More than 241 information literacy sessions were delivered throughout the academic year. Some sessions were Faculty or discipline specific and were initiated by either an academic department or the Library. Small groups and one-to-one sessions were also conducted.

## NEW STUDENT ORIENTATION SESSIONS

The Library participated in the Annual Student Orientation exercise conducted by the Office of Student Services, and librarians at Branch Libraries collaborated with Faculties to offer a number of orientation sessions in the classroom environment. Sessions often included an introduction to the Library and its services, training in the use of UWILinc, and discipline specific online resources.

## THESIS SCRUTINY

Librarians assisted post graduate students with pre-consultation and final scrutiny of theses either by email or face-to-face. Figures below demonstrate this activity since 2009.

### Theses Pre-Consultations

Year	Consultations
2009–2010	23
2010–2011	54
2011–2012	86
2012–2013	72

### Theses Scrutiny

Theses	Total			
	2012/2013	2011/2012	2010/2011	2009/2010
Masters	28	32	41	43
PhD	55	54	53	49
<b>Total</b>	<b>83</b>	<b>86</b>	<b>94</b>	<b>92</b>

## **INFORMATION LITERACY AT BRANCH LIBRARIES**

The Science Branch Library continued to provide a number of training sessions in Information Literacy for students in the Faculty of Science and Technology. For the first time, Mona Information Literacy Unit in collaboration with the Faculty of Science and Technology convened a Graduate Thesis Writing Workshop in February and March 2013. Over 100 graduate students were taught how to write proposals, conduct literature reviews, avoid plagiarism and format their theses following the University's Thesis Guide. Information Literacy was also embedded in the MSc Food and Agro Processing and MSc in Agricultural Technology courses; and the goal to reach more students than in previous years was realized.

The Medical Library also achieved gains in the provision of Information Literacy. A total of 17 sessions were conducted for various courses in the Faculty of Medicine and one for the University Hospital of the West Indies, doubling the number of sessions requested the previous year. The Medical Library also held its annual E-Resources Fair on February 28. The fair included a display of electronic resources, hands-on demonstration on locating e-resources listed in the UWILinc, and sessions demonstrating medical databases which were conducted by EBSCO's Caribbean Representatives.

The Medical Library extended Information Literacy sessions to the Brown's Town Community College School of Nursing (St. Ann's Bay Campus) in March when Mrs Faith McKoy-Johnson presented two 90-minute seminars to 56 students and two faculty members. Participants were taught how to create search strategies; search for print and online sources from the databases and UWILinc; access the Library's electronic resources with their UWI identification numbers and domain passwords; evaluate and cite information sources. Relevant Health Sciences databases such as CINAHL and PubMed were highlighted.

The WJC Branch Library embarked on a major thrust to ensure that as many users as possible were reached by our information literacy initiatives. UWILinc sessions were scheduled twice each day to accommodate both



*IL Session at Brown's Town Community College, School of Nursing*

full- and part-time students for two weeks at the beginning of each semester. A total of 435 students were trained during the year across 57 hours of scheduled library sessions and foundation course modules. This is a 75 percent increase in the number of persons receiving training in information literacy over the previous year.

Additionally, on demand small group and one-on-one sessions were accommodated in the Library for both faculty and students throughout the year. With the introduction of the first year LLB programme at the WJC, a number of sessions were arranged for Law students. In addition to the WJC Library sessions, they were also visited by Law Librarian, Mrs Claudette Solomon, and transported to Mona for orientation in the Law Library and training in the use of Westlaw.

Information Literacy was embedded in the course on Legal Methods and Writing, exposing 270 first year students with specialized training. A number of one-to-one sessions were also provided.



*Mrs Claudette Solomon, Law Librarian, conducting IL Session with Law students at WJC Library*

## STAFF DEVELOPMENT

The Library has experienced a spate of retirements over the last five years. This continued with five long-standing members of staff retiring during this academic year. Among these were the Head of Acquisition Section, the Acting Chief Binder, and the Deputy Librarian. As a consequence, the former Head of the Science Branch Library, Ms Beverley Lashley was appointed to the position of Deputy Librarian, and Mrs Karlene Robinson, Coordinator of Mona Information Literacy Unit was deployed to head Science Branch Library. The Senior Binder was appointed to the position of Chief Binder. Three librarians also joined the staff on temporary contracts during the year. In an effort to improve leadership competencies, Ms Beverley Lashley and Mr Dunstan Newman attended the Leadership Institute for Academic Librarians held at the Harvard Graduate School of Education, USA, from August 5–10, 2012. Mr Newman also attended a programme, “Library Leadership in a Digital Age”, held at Harvard Graduate School of Education, USA, in March 2013. Ms Lashley and Mrs Robinson attended a series of Change Leadership Workshops organized by the University.

In preparation for the coming changes in Cataloguing Rules cataloguers participated in professional development activities by attending workshops and conferences. Rosemarie Runcie and Karen Tyrell attended the UWI-UNESCO Pre-Conference Workshop “Metadata and Resource Discovery.”

Mrs Faith McKoy-Johnson was sent to the BIREME *Train the Trainers* Workshop for the English-Speaking Caribbean which took place in Bridgetown, Barbados, May 6–10, 2013. The workshop was hosted by the PAHO Barbados/ECC office, and the facilitators were Marcia Barretto and Veronica Abdala from BIREME. Participants were also given hands-on training in various aspects of LILACS Bibliographic Description and Indexing (LILDBI).

Seventeen (17) members of staff attended the Occupational Health and Safety Training Workshop which was held on the Mona Campus on March 4 and 5, 2013. As a result, protective gear was acquired for six staff members in compliance with the *Factories Act of Jamaica*.

Staff members also attended the STIN Workshop on Management and Marketing of Information held at Scientific Research Council on November 28, 2012. Additionally, ten staff members were trained through the NVQ Level 1 Data Operations Training and Certification Programme, a UWI HEART Trust/NTA initiative.

## **OUTREACH**

The Mona Library also engaged in a number of outreach activities ranging from delivering lectures to conducting workshops and facilitating in-library sessions for organizations and high schools students. On March 25, 2013, Mrs Pauline Nicholas made presentations to students at the Caribbean Maritime Institute on APA Style, and a presentation to staff at the Planning Institute of Jamaica on Research Strategies, in June, 2013.

Mrs Karlene Robinson and Mrs Faith McKoy-Johnson conducted workshops which 425 participants from across Jamaica attended. This was organized by Jamaica Library Service (JLS) School Library Network



for Teacher/Librarians, and was held during the period January 17–March 14, 2013 throughout the six regions of the JLS, under the theme “The Changing Face of School Libraries.”

Head of the Cataloguing Section, Mrs Rosemarie Runcie, coordinated a seminar which was hosted by the Planning Institute of Jamaica (PIOJ), the Library and Information Association of Jamaica, and National Library of Jamaica on the future of Cataloguing using the new rules Resource Description and Access (RDA).



*Minister of State in the Ministry of Science, Technology, Energy and Mining, Hon. Julian Robinson (right), in conversation with President of the Library and Information Association of Jamaica, Matthew Blake (left); and Head of the Cataloguing Section at the University of the West Indies, Library Rosemarie Runcie.*

## PAPERS PRESENTED

### Rochelle Davis

- “Online Databases, Websites and Other Electronic Formats: Negotiating Electronic Licensing Agreements”. DLIS Summer Institute 2013 Workshop – Legal Information Resources Unravelling. Multifunctional Room, UWI Main Library. June 20, 2013.

**Myrtle Harris & Karlene Nelson**

- “Creating a Student-Centred Environment: The Learning Commons at the University of the West Indies, Mona”. 43rd Annual Conference of the Association of Caribbean University, Research and Institutional Libraries (ACURIL), San Juan, June 9–14, 2013.

**Sasekea Harris**

- “The Cultural Politics of Librarianship: The Place of Post-colonial Librarians in Development”. DLIS Graduate Studies Seminar. DLIS, UWI Mona, Jamaica. February 15, 2013.

**Karlene Nelson**

- “Exploring the Use of Text Messaging to Enhance Reference Services at The University of the West Indies Library, Mona Campus”. Department of Library and Information Studies 40th Anniversary Conference, The University of the West Indies, Mona. October, 2012.

**Dunstan Newman, Olivene Thomas and Stanford Moore**

- “Mentor/Mentee Dyads: Determinants of Successful Tacit Knowledge Transfer”. ACHEA, Montego Bay, Jamaica, July 2013.

**Karlene Robinson**

- “Teaching Information Literacy”. Department of Library and Information Studies Workshop *Delivering Information Literacy Instruction* for HEART Trust/NTA Library Personnel. July 29–30, 2013.

**Rosemarie Runcie**

- “Creating Metadata for UWI’s Digital Resources”. UNESCO/DLIS 40th Anniversary Pre-Conference Workshop. Department of Library and Information Studies. October 4, 2012.

**Jeanne Slowe, Claudette Solomon, and Karlene Robinson**

- “Information Literacy: Making Law Resources More Accessible Through the Use of Information Communication Technologies”. CARALL XXVI. July 2013.

Jeanne Slowe, and Claudette Solomon

- “Acquisitions and Collection Development on Shoe-string Budgets”. CARALL Conference, Cayman Islands. July 2013.

## **PUBLICATIONS**

### **Monograph**

**Beverley Lashley**

- “Energy Conservation Awareness Manual for Jamaican Secondary Schools”. Jamaica Fulbright Association, Caribbean Energy Information Systems, Jamaica Public Service Company Limited. Edited by Beverley Lashley and Mona Whyte. Kingston, Jamaica. 2012.

### **Refereed Journal Articles**

**Sasekea Harris**

- “Agricultural & Food E-Resources Usage at the University of the West Indies (UWI) Mona Campus”. *Information World Journal* 14(1) (2013):141–162.

**Rosemarie Runcie**

- “Collaborative Cataloguing within a Centralized Network: The Case of the University of the West Indies, Mona Campus”. *Cataloguing & Classification Quarterly*, 51:1–3, (2013). 156–167.

**Frances Salmon and Cherry-Ann Smart**

- “The Role of the Academic Library in Facilitating Scholarly Communication”. *Caribbean Quarterly: A Journal of Caribbean Culture*, 58 (2&3), (2012) 67–77.

**Cherry-Ann Smart**

- “Developing Hybrid Models for Library Customer Service Standards”. *Journal of Creative Library Practice* (2013).

**Cherry-Ann Smart and C Stewart-Fullerton**

- “Consideration of an Academic Library Consortium in Jamaica: An Initial Exploration between The University of the West Indies, Mona, and the University of Technology, Jamaica”. *Advances in Librarianship*, 37, (2013): 243–268.

**PUBLICATION IN NON-PRINT/MULTIMEDIA**

**Claudette Sutherland Solomon and Jeanne Slowe**

- “Legal System & Legal Research in Jamaica.” Globalex. Published online November 2012 at <http://www.nyulawglobal.org/Globalex>

**PUBLICATION IN NON-REFEREED JOURNAL**

**Cherry-Ann Smart**

- “The 10-Step Recovery Program: The Sign-Addiction Recovery Guide for Libraries”. *LIAJA Newsletter*. (January 2013).

**PUBLIC SERVICE**

**Sasekea Harris**

- Chair, LIAJA Research & Publications Committee

**Beverley Lashley**

- Chair, Special Projects, Jamaica Fulbright Association 2011–2013

**Tanya Manassi**

- Member, Bibliographic Editorial Team, *Caribbean Library Journal*

**Karlene Nelson**

- Honorary Treasurer, Library and Information Association of Jamaica (LIAJA)

**Pauline Nicholas**

- Executive Member, Library and Information Association of Jamaica (LIAJA)
- Chair, LIAJA Education Committee
- Member, Orientation Committee, International Relations Roundtable of the America Library Association.

**Karlene Robinson**

- Library Representative, Planning Committee, UWI/Guardian Life Premium Teaching Award.
- Library Representative, Quality Evaluation Site Visit Team, Knox and Excelsior Community Colleges.

**Cherry-Ann Smart**

- Member, International Reading Association
- Member, Editors' Association of Canada
- Board Member, Jamaica Reading Association

**HONOURS AND AWARDS**

**Sasekea Harris**

- 2013 Academic & Research Libraries (ARL) Essay Competition (IFLA/WLIC Attendance Grant).