THE LIBRARY

Mona

Year ending July 31, 2014

LEONA BOBB-SEMLE
BA Univ of Guyana, Diplib UWI, MLS SUNY, Albany
Campus Librarian
Overview

During the year under review the Library continued to focus on achieving the goals outlined in its strategic plan. New services such as the Halls of Residence Librarians programme; access to the Library’s Courtyard for study and relaxation by users; staying in contact with users by means of social media: https://www.facebook.com/uwimonalibrary and the introduction of LIBGUIDES, a content management tool designed to provide users with access to research material, were all part of this year’s thrust to improve library services. Collection development activities saw the addition of a number of significant donations to strengthen our special collection resources. The Library was fortunate to receive the collections of the renown West Indian and Jamaican playwright, Mr Trevor Rhone; The Duperly-Pink Stamp Collection dating back to 1947, which includes first day covers of West Indian stamps; The John P. O’Connell Collection of West Indian literary works comprising 860 titles, and the Jamaican poet, Dr. Ralph Thompson, donated his manuscripts as well as his poetry collection of over 300 titles. A collection of Taino artifacts was also donated by Ms Olivene Thomas. These were authenticated by archaeologist, Dr. Ivor Connolly. Even as we greatly value these additions, each posed a challenge for storage as the present Rare Book Room has long outgrown its storage capacity, but the West Indies and Special Collections staff have been inventive with devising solutions to the storage challenges.

We were overwhelmed by the substantial gift of resources from the IMF
Legal Library which arrived in October but quickly put plans in place to organize the sorting and storage.

The Law Library benefitted significantly throughout the year from other valuable donations which included, from His Honour Judge Michael Hopmeier’s joint publication, *Millington and Sutherland Williams on the Proceeds of Crime* (*4th* ed. OUP 2013). Mrs. Suzanne Goldson, Deputy Dean at the Faculty of Law obtained 158 copies of books for the Law Library from the World Intellectual Property Office; the Legal Reform Department, Ministry of Justice, donated seven legal reference books; while The Honourable Mr. Justice B. Andrew Rattray, Puisne Judge of the Supreme Court of Jamaica, donated a set of *Cox’s Criminal Law Cases* valued at approximately £4,000 sterling.

In June, by way of the Contribution Agreement for an Improved Access to Justice in the Caribbean Project between The UWI (Cave Hill Campus) and the Canadian Department of Foreign Affairs, Trade and Development (DFATD), the Library was informed that it would receive legal resources to the value of CA$180,000.00. Throughout the year, significant gifts in other disciplines were received from a variety of donors.
The growth of content in UWILinC provided faculty and students with a wide variety of print and e-resources. Unique titles in UWILinC as at the end of the academic year numbered 1,548,233. There was a significant decline in the purchase of printed books over the previous year, but purchase and access to electronic books continue to increase. Collections in Nursing Education, Computer and Information Technology, Construction and Civil Engineering, Media and Communications, Sociology and Cultural Studies were augmented by 822 titles which will be shared with the other three campuses. Users at Mona also have access to packages in other disciplines purchased by the Alma Jordan Library and the Sidney Martin Library.

In the area of staffing a cadre of new librarians joined the staff to fill gaps created by the spate of retirements over the last five years. The Library also welcomed back the Law Librarian who resumed duties, having been on two years’ leave to complete the LLB degree. The core competencies which librarians are expected to display were reviewed, and a team of librarians worked on establishing a list of core competencies for librarians working at the UWI Mona Library in the 21st century. In the area of outreach we sought to strengthen our relationship with other tertiary level institutions in Jamaica by offering a week-long workshop entitled: Guide to the Research Process aimed at improving the competencies of academic librarians, and we fostered the attachment of a librarian from the University of Guyana. The Library participated for the first time in National Library Week and observed its first Preservation Awareness Week in April. Attention was also paid to the financial health of the Library with renewed efforts being directed to the rationalization of journal/database subscription resulting in projected savings of US$182,284.87 for the academic year 2014/15. Unfortunately, throughout the year there were prolonged delays in the payment for serial subscriptions to the extent that many titles published during 2013–2014 were not supplied to the Library by vendors.
ACCESS TO COLLECTIONS

The work of the Cataloguing Section progressed steadily during the period under review. Once again the emphasis was on the cataloguing of electronic resources and special collections. In order to maintain standards in the contribution of Name Authority records to the Library of Congress’ NACO Programme and original cataloguing of West Indian material to OCLC, the new standard for cataloguing – Resource Description and Access (RDA), was introduced subsequent to various training programmes which cataloguers attended. The sectional targets set for last year saw the creation of metadata for UWI electronic theses, the cataloguing of special collections, and the ongoing work of cataloguing and linking other collections in the library.

Library of the Spoken Word (LSW) Collection

As of September 2013 the collection of the LSW was transferred to the University Archives Unit at the UWI Regional Headquarters. However, the cataloguing of this collection continued in the Main Library. Since the start of this academic year 754 records were added to the OPAC and in July 2014, 346 call numbers were added to the records for CD-ROMs and audio cassettes.

BBC Caribbean Archives

Access to the digital copies of the BBC Caribbean archives is available on the UWI institutional repository, UWISpace, while the physical copies of the collection were received at Mona this year, and are presently housed in the West Indies and Special Collections Section.

Special Collections

Efforts to publicize special collections through the construction of finding aids and the mounting of exhibitions continued. The aim of this exercise was to highlight hidden collections and encourage departments to promote the use of these collections by students in their research activities.
Documents in a number of collections were sorted and themed for more detailed organization. Work continued on the Edward Seaga Collection with 59 citations and awards digitized, and a draft chronological list of 267 speeches (1979–2004) prepared. In addition, 150 files were described, catalogued and bar coded, bringing the total number of files organized to 747.

**Caribbean Law Resources (CARIBLAR) Database Development**

In order to provide improved user access to Jamaican and West Indian legal material the Law Library continued to build the CARIBLAR Database which, by the end of the academic year, contained 9,614 records. This in-house database includes staff publications, subsidiary legislation, and articles from Caribbean law journals, reported judgments, unreported judgments and awards from the Industrial Disputes Tribunals.

**Use of Collections**

Electronic collections are becoming the resource of choice for our users in all libraries. Users have become very selective and view specific pages or download chapters and articles which is more convenient than borrowing an entire printed book or journal. This trend which became evident in recent years has continued, with a reduction in the checkout of printed material and increases in the use of electronic resources as evident from the statistics. Marginal increases were seen in the borrowing statistics for the Medical and WJC Branch Libraries but decreases were reflected in the Main Library, and Law and Science Branch Libraries. Of the total student population, only 8,287 were active borrowers of printed material. Based on the statistics it can only be assumed that the others are using electronic material.
Checkouts by Library

<table>
<thead>
<tr>
<th>Library</th>
<th>Overnight Loans</th>
<th>RBC 3 days Loans</th>
<th>Reading Room Loans</th>
<th>Open shelf Loans</th>
<th>Periodicals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>5,403</td>
<td>–</td>
<td>2,295</td>
<td>895</td>
<td>63</td>
<td>8,656</td>
</tr>
<tr>
<td>Main</td>
<td>19,490</td>
<td>1,982</td>
<td>5,584</td>
<td>15,626</td>
<td>1,451</td>
<td>44,133</td>
</tr>
<tr>
<td>Medical</td>
<td>954</td>
<td>–</td>
<td>1,522</td>
<td>1,400</td>
<td>108</td>
<td>3,984</td>
</tr>
<tr>
<td>Science</td>
<td>5,433</td>
<td>–</td>
<td>510</td>
<td>3,421</td>
<td>17</td>
<td>9,381</td>
</tr>
<tr>
<td>WJC</td>
<td>1,395</td>
<td>–</td>
<td>354</td>
<td>94</td>
<td>–</td>
<td>1,843</td>
</tr>
<tr>
<td>WI&amp;SC</td>
<td>–</td>
<td>–</td>
<td>3,295*</td>
<td>–</td>
<td>–</td>
<td>3,295</td>
</tr>
<tr>
<td>Total</td>
<td>32,675</td>
<td>1,982</td>
<td>13,560</td>
<td>21,436</td>
<td>1,639</td>
<td>71,292</td>
</tr>
</tbody>
</table>

*Issued in the Elsa Goveia Reading Room

E-BOOK USAGE

Heavy usage was reflected in eBooks with some titles being consulted more than the printed versions have ever been consulted. This is a new area of statistics gathering for the Library and vendors provide the statistics in different ways ranging from page views to full-text downloads. The top ten books listed below are the ones most consulted according to pages viewed and the number of times consulted.
## TOP TEN EBOOKS

<table>
<thead>
<tr>
<th>Titles</th>
<th># of times used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inna the Dancehall: Popular Culture and the Politics of Identity in Jamaica</td>
<td>305</td>
</tr>
<tr>
<td>Public International Law</td>
<td>260</td>
</tr>
<tr>
<td>Commonwealth Caribbean Tort Law</td>
<td>225</td>
</tr>
<tr>
<td>An Introduction to Politics: Lectures for First Year Students</td>
<td>191</td>
</tr>
<tr>
<td>Confronting Power Theorizing Gender</td>
<td>125</td>
</tr>
<tr>
<td>Interrogating Caribbean Masculinities</td>
<td>115</td>
</tr>
<tr>
<td>Understanding Crime in Jamaica</td>
<td>110</td>
</tr>
<tr>
<td>Caribbean Security in the Age of Terror</td>
<td>109</td>
</tr>
<tr>
<td>Man Vibes: Masculinities in the Jamaican Dancehall</td>
<td>57</td>
</tr>
<tr>
<td>Slaves Who Abolished Slavery</td>
<td>49</td>
</tr>
</tbody>
</table>

## DATABASE USAGE STATISTICS

A sample of usage of popular databases is provided below. The UWI Campus Libraries are still working with vendors to disaggregate statistics in instances where database was purchased jointly.

<table>
<thead>
<tr>
<th>Database Title</th>
<th>Searches</th>
<th>Full Text Downloads</th>
<th>Abstract Downloads</th>
</tr>
</thead>
<tbody>
<tr>
<td>EbscoHost</td>
<td>134,565</td>
<td>69,486</td>
<td>511,819</td>
</tr>
<tr>
<td>ABI Inform</td>
<td>128,519</td>
<td>63,486</td>
<td>15,290</td>
</tr>
<tr>
<td>Proquest</td>
<td>87,505</td>
<td>59,943</td>
<td>14,905</td>
</tr>
<tr>
<td>SCIFINDER</td>
<td>7,394</td>
<td>3,982</td>
<td>–</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>357,983</strong></td>
<td><strong>196,897</strong></td>
<td><strong>542,014</strong></td>
</tr>
</tbody>
</table>
SERVICES

Halls of Residence Librarians

A new initiative, the Halls of Residence Librarian (HRL) Programme, was launched in October 2013 and became the flagship activity of the Library throughout the year. Using the tagline “Bringing Your Library to You” this service was designed to facilitate first year students in overcoming the anxiety that is usually associated with using the library. In partnership with Hall Managers through the Office of Student Services and Development (OSSD), each hall of residence was assigned a dedicated librarian to provide assistance to the new students on all library-related issues. The programme was also extended to commuting students who accessed the service at the hall to which they are attached or at the Commuting Students’ Lounge. The programme was strengthened by “Research Rescue” days during which students were:

Students at the ABC Hall being assisted by their HR Librarian, Mrs Faith McKoy-Johnson
• Assisted with navigating the library’s online resources
• Offered advanced research assistance for individuals or study groups
• Given guidance with using citations styles (APA, Chicago, MLA, ACS & others) and citation management software (ENDNOTE)
• Supported through in-person consultations, email and chat use and ASKMONA.

Visits to the Commuting Students’ Lounge took place every other week during the months that Research Rescue was conducted. While the mandate of the programme was to assist first year students, students from other years welcomed and utilized the service.

RESEARCH GUIDES

Through the auspices of the Alma Jordan Library, the content management programme, LibGuides was introduced. The guides are particularly useful in bringing together information resources to help users in areas that support new course offerings. For example, at the WJC Branch Library a guide was prepared for the Digital Media Production which is unique to WJC. Liaison librarians prepared nine guides for publication at the end of the academic year. However, students also have access to the guides prepared by the librarians at the Alma Jordon Library and vice versa. All guides can be accessed at http://libguides.uwi.edu/.

LIBRARY COURTYARD

The Library Courtyard off the Overnight Reading Room was made available for use by the Library’s clientele. The Courtyard which is Wi-Fi enabled provides an additional area for relaxation, study, quiet cell phone conversations, and group discussion.

INFORMATION LITERACY

The Library continues to strengthen its efforts to integrate information literacy training in the students’ learning experience. Two hundred and
seventy nine (279) group information literacy sessions were conducted throughout the year along with a number of one to one sessions in all libraries. One of the observations from all libraries is that even though sessions are offered during the days, nights, and weekends, only marginal increases are seen in participation, and maximum attendance is only being achieved if sessions are embedded in courses.

During the year, the Information Literacy coordinators/librarians from all four Campuses drafted an undergraduate course entitled *Fundamentals of Information Literacy* at the request of the University Librarian. The online/blended learning course which is based on the Information Literacy Standards for Higher Education developed by the Association of College and Research Libraries of the American Library Association explores the importance of information literacy, emphasizing the skills needed for conducting effective academic research. The course has been submitted to the University Librarian for review and submission to the Board for Undergraduate Studies.

**GRADUATE STUDIES**

**Thesis Scrutiny**

Mona Information Literacy Unit sustained its strong relationship with the Office of Graduate Studies and Research (OGSR) and provided assistance to postgraduate students through face-to-face and email theses
consultations. Face-to-face theses consultations outnumbered the number of theses sent directly from OGSR during the period. Sixty two (62) theses were sent to the Library from OGSR for scrutiny while eighty seven (87) sought the assistance of a librarian directly.

**EndNote Sessions**

EndNote Workshops for graduate students were presented on the last two Thursdays in November 2013. These sessions were not well attended and may have benefited from more aggressive advertising as well as being scheduled for an earlier date during the semester. The Library sought to expose students to EndNote, however, by including sessions/modules in other Information Literacy instruction sessions during the year.

**Information Literacy Initiatives (Science Branch Library)**

The Science Branch Library (SBL) conducted a number of training sessions which saw a marginal increase in the cohort of students reached. The SBL was able to embed Information Literacy in one additional postgraduate course: MSc Environmental Management.

**Information Literacy Initiatives (Law Branch Library)**

Westlaw and Lexis database training sessions were delivered by the Law Branch Library. Some faculty members and 392 students benefitted from the training sessions. Students were also exposed to thirteen 1½ hour sessions of UWILinC training which was delivered from September 16–20, 2014. A total of 170 students and two new faculty members attended the sessions. Specially organized sessions were also offered during the second semester.

**PLAGIARISM AND OSCOLA TRAINING SESSIONS**

Three two-hour Plagiarism Literacy lectures were facilitated by the Law Branch Library in March 2014. The 243 students who attended were exposed to *The UWI University Regulations on Plagiarism: First Degrees*,
Diplomas and Certificates (rev. July 2012, UWI), Caselaw cited from Caribbean and other jurisdictions, and The Legal Profession (Canons of Professional Ethics) Rules in Caribbean Jurisdictions. A survey done at the end of the sessions revealed that the sessions were welcomed and that most students were generally aware of plagiarism but had not seen or read the UWI Plagiarism Policy.

INFORMATION LITERACY (MEDICAL BRANCH LIBRARY)

It is noteworthy that requests for Information Literacy sessions by the Faculty of Medical Sciences increased over the previous year with 26 sessions conducted in various courses including one session at the University Hospital of the West Indies. Two sessions were conducted for UWISON’s Annual Research Internship for Health Researchers held on June 12.

The annual E-Resources Fair organized by the Medical Library continued to attract a number of students. This year’s fair included a display of electronic resources, the discovery portal UWILinC, virtual reference ASKMONA, as well as interactive presentations on ProQuest, Web of Science, and EndNote X7.

INFORMATION LITERACY (WJC BRANCH LIBRARY)

The Western Jamaica Campus Branch Library sought to increase the reach of its information literacy activities by targeting the least served demographic which was identified as commuting students. With assistance from both the Commuting Students’ Representative and the Office of Student Services and Development, contact was made with students through text messages. As a result, 454 students were provided with group information literacy sessions.

OUTREACH AND ENGAGEMENT

Internship and volunteerism were actively encouraged during the year with the Library hosting four interns and three volunteers who worked
in various sections. Mrs Danniebelle Mohabir, a librarian from the University of Guyana, spent one week on an attachment to the Cataloguing Section. She was trained in the use of RDA. In her report she expressed gratitude to the Campus Library and cataloguing staff for facilitating her visit to the University.

**Denbigh Agricultural and Industrial Show**

The Library showcased its services and relevant resources at the Denbigh Agricultural and Industrial Show on August 4–6, 2013. This provided the Library with an opportunity to highlight services and resources relevant to agriculture, including the TEEAL database developed by Cornell University to which the Library was gifted access.

**National Library Week**

The Library celebrated Library Week from October 27 to November 2, which had as its theme “Your Story Matters”. The Library promoted the profession of librarianship through poster presentations as well as talks by librarians to students from the Department of Library and Information Studies.

**Guide to the Research Process: Techniques for Empowering your Students**

A two-day workshop entitled, *Guide to the Research Process: Techniques for Empowering Your Students* was held on January 8 and 9, 2014. The workshop was designed primarily for academic librarians who are involved in assisting students with the preparation of research papers. Featured topics included: critical analysis of information, detecting plagiarism and ethical issues, using plagiarism detection software (Duplechecker/Turnitin), citation referencing using citation builders (Word 2007 and EndNote), developing institutional policies, open access resources for research, using free online resources, as well as the use of social media as a marketing tool.
Training Librarians from the National Library of Jamaica

In January 2014, the Cataloguing Section facilitated a workshop for librarians from the National Library of Jamaica (NLJ) in the MARC Bibliographic Format. This was in preparation for NLJ’s system migration from WINISIS to OCLC’s WorldCat Local. The presenter, Ms. Rosemarie Runcie, also touched on aspects of RDA.

Preservation Awareness Week

For the first time, the Library celebrated Preservation Awareness Week. This was held in collaboration with the Archaeological Society of Jamaica, 12th Symposium “Caribbean Archaeology, Conservation and Material Culture” in the Multifunctional Room, Main Library, April 9–10, 2014. The Bindery staff led by the Preservation and Conservation Librarian, Mr Dunstan Newman, made presentations, hosted an Open Day, and mounted a well-received exhibition displaying various techniques for preserving library material, and conducted demonstrations of these techniques at the branch libraries.

Collaboration with the Center for Excellence in Teaching and Learning, CETL Workshop

The Mona Information Literacy Unit participated in the Center for Excellence in Teaching and Learning’s inaugural “Teaching with 21st Century Technology” Showcase Roundtable on April 15, 2014. The Unit presented on “UWILinC: Anytime, Anywhere Information Discovery.” The roundtable sought to focus on the UWILinC online platform as a scholarly information search and teaching tool and its role in improving information literacy at the UWI Mona. The presentation was well received and feedback was garnered on the current use and usability of the UWILinC platform by staff and students.

Training Policemen at the National Police College, Twickenham Park

Mrs. Pauline Nicholas and Miss Jessica Lewis conducted a training
session at the National Police College, Twickenham Park, on July 30, 2014. Staff and students benefitted from the presentation and hands-on session entitled: “Search Strategy and Using UWILinC”.

Exhibitions

Three major exhibitions were mounted by the Library during the academic year, while older exhibitions on Richard Hart and Stuart Hall were loaned for remounting by the African Caribbean Institute/Jamaica Memory Bank at their special tribute to Richard Hart, and the Stuart Hall Exhibition was remounted at the Caribbean Studies Association 39th Conference, held in Mexico in May 2014.

Exhibitions were mounted on:

- Professor Rupert Lewis to coincide with the Conference organized by the Department of Government in his honour;
- John Hearne to publicize the John Hearne Collection, the associated finding aid, and the publication of his biography;
- Campus Principal, Professor Archibald McDonald to mark his inauguration. This was a travelling exhibition which was remounted in all the branch libraries on the Mona Campus and at the WJC Library during the academic year.

Staff Development

The Customer Service team led by Dr Sasekea Harris organized two presentations to staff members. The presentations were given by Mr David Geddes, Vice President, Marketing and Communications, National Water Commission. He spoke about customer service excellence in two sessions held in September. The Customer Service team also conducted training sessions on telephone etiquette and provided a telephone checklist card to all sections. Customer Service certificates were presented to five deserving staff members at the Annual Christmas Party.

Rosemarie Runcie and Karen Tyrell attended the Resource Description and Access (RDA) workshop at the Alma Jordan Library, the University
of the West Indies, St. Augustine, Trinidad, from January 20–22, 2014. The workshop was conducted by Mrs. Fay Austin from Rutgers University. Throughout the year staff members continued to be trained through the NVQ Level 1 Data Operations Training and Certification Programme, a UWI/HEART Trust initiative. Ms Tanya Manassi attended the Project Proposal Writing Workshop held by the Mona Office for Research and Innovation (MORI) in May; while two members of staff, Ms Myrna Douglas and Mr Kwesi Grant, were facilitated by the Faculty of Law to attend the WIPO Academy/UWI/JIPO Summer Institute held in June at the Faculty of Law.

A team of librarians led by Mrs Karlene Robinson prepared a list of core competencies which librarians are expected to display. This was discussed and accepted by librarians at Mona and shared with the other Campus libraries.

**PAPERS PRESENTED**

**Rochelle Davis**


**Myrna Douglas**


**Maureen Kerr-Campbell**

Maureen Ker-Campbell


Jessica Lewis


Tanya Manassi


Karlene Nelson


Pauline Nicholas and Sasekea Harris

• “Literacy 4D @ Your Library: IFLA Market @ Your Library” IFLA WLIC Conference. Suntec Convention Centre, Singapore. August 18, 2013.
Frances Salmon


- “A Brief Guide to the Hidden Literary Manuscripts at The University of the West Indies, Mona”. Diasporic Literary Archives Workshop, Port of Spain, Trinidad and Tobago, March 24–26, 2014.

Karen Tyrell


PUBLICATIONS

Book Chapters

Sasekea Harris


Cherry-Ann Smart and Christina Stewart-Fullerton

Refereed Journal Articles

Sasekea Harris


Maureen Kerr-Campbell and Frances Salmon


Karlene Nelson

- “Exploring the Use of Text Messaging to Enhance Reference Services at The University of the West Indies Library, Mona Campus.” *Caribbean Library Journal*, 1,1 (2013): 1–18.

Olivene Thomas, Stanford Moore and Dunstan Newman

Karlene Robinson and Verna George

Cherry Ann Smart and Dunstan Newman
• “Re-purpose and Re-design: Innovating at The University of the West Indies, Mona Campus. Focus on International Library and Information Work.” July, CILIP. (2014).

MEMBERSHIP IN PROFESSIONAL BODIES

Sasekea Harris
– Member, Research & Publications Working Party, Library and Information Association of Jamaica (LIAJA).

Jessica Lewis
– Member, Editorial Board – *Caribbean Library Journal*. The UWI, St. Augustine.

Dunstan Newman
– Committee Member, Licensing and Business Development Committee Board of the Jamaica Copyright Licensing Agency (JAMCOPY).
– Member, Editorial Board, *Caribbean Library Journal*. UWI, St. Augustine.

Pauline Nicholas
– Member, Orientation Committee of the International Relation Roundtable of the America Library Association
– Member, Sister Libraries Committee, American Library Association.

Karlene Robinson
– Chief Examiner, Principles of Business, Caribbean Examination Council.
Cherry-Ann Smart
– Member, Friends of the Kingston & St. Andrew Parish Library.

Sandra Stubbs
– Judge, Jamaica Library Service National Reading Competition and Adjudicator, TVJ’s televised Quiz Finals.
– Distinguished President, Kiwanis International.
– Member, Kiwanis Club of St. Andrew, and Kiwanis Club of New Falmouth.
– Member, College Libraries Information Network (COLINET) Academic Section Working Party of the Library & Information Association of Jamaica (LIAJA).

Karen Tyrell

HONOURS AND AWARDS

Sasekea Harris

Tanya Manassi
– Certificate of Excellence for Paper presented at the 44th ACURIL Conference held in the Bahamas, June 2014.

Pauline Nicholas
– EBSCO ALA Award to attend the ALA Midwinter Meeting January 2014 held in Philadelphia, Pennsylvania.