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## Circulation Department : Annual Report : 2002 - 2003

Nelson Poynter Memorial Library.

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Nelson Poynter Memorial Library  
Circulation Annual Report for 2002/2003

The Circulation Department has had a year full of highs and lows. The number of patrons using the library has grown, as evidenced by the increase in the door count; the circulation of general materials increased, and the number of patron groups grew also with the addition of Shorecrest High School International Baccalaureate students and a renewal of our agreement with Troy State. In spite of staffing shortages due to ill health the department was able to maintain its level of service and handle these increases.

Statistics for the circulation of electronic reserves for academic year 2002 - 2003 show a decrease, partly due to the lack of available figures for the Summer 2003 semester, but also reflecting an increased use of Blackboard by so many instructors who are able to mount their materials on their class websites instead of using the library electronic resources.. E-Reserve figures for this time period were as follows:

Fall 2002,	No. of instructors 17,	No. of hits - 3,859	No. of email requests -
716			
Spr. 2003,	No. of instructors 19,	No. of hits - 2,303	No. of email requests -
928			

In the area of shelf maintenance the annual shelf reading was conducted during the summer break, the juvenile section was weeded, the video collection was completely shifted and rearranged to provide space for new additions, and new shelving was purchased and installed at the end of the fall semester to accommodate the expansion of the book collection. Circulation staff members have since been shifting books on both floors to take up the newly available shelf space.

During the Spring semester Circulation staff members attended various training seminars in order to prepare for migration by the USF accounting system to PeopleSoft, a change in the way library fines and charges for lost books are handled involving new software, and a completely new electronic reserves system involving basic cataloging not needed by the previous system. These changes were scheduled to be implemented in June and August 2003, by which time a new campus-wide telephone system was put in place also.

Finally a long-time member of the Circulation Staff, Ms. Susan Sherwood retired on July 1<sup>st</sup> and a search was initiated for her successor.