

I Unit Narrative

The Prairie Research Institute Library is a partnering library unit of the University Library, University of Illinois at Urbana-Champaign. Under the terms of our memorandum of understanding with the University Library (December 2011), we operate as a unit of the University Library, open to the public for walk-in service. Our staff are funded through the Institute. Our cataloged print collections are the property of the University Library, and materials are acquired (in part) through the University Library's fund for natural history. We are the only public service point of the University Library in the South Research Park.

The Institute Library formed from the merger of the Illinois Natural History Survey (INHS), Illinois State Geological Survey (ISGS), Illinois State Water Survey (ISWS), and Illinois Sustainable Technology Center (ISTC) Libraries into the space formerly occupied by the Illinois Natural History Survey Library. Institute librarians have been sharing responsibility for this service point since 2008, and the Prairie Research Institute Library was officially established in June 2011. We are in the process of transferring the print collections of ISGS, ISWS, and ISTC into the University Library catalog and out of the former Survey library spaces.

1. Major activities and accomplishments in FY13 (July 1, 2012 to June 30, 2013)

- ✓ Reduced the number of unbarcoded items held in the Illinois State Geological Survey, Illinois State Water Survey, and Illinois Sustainable Technology Center from a peak of 20,713 in August 2012 to 9,427 as of the end of the Fiscal Year; completed processing and moving of all ISTC monographic items; made substantial progress evaluating uncataloged items remaining with over 1601 titles new to UI cataloged by our own staff through this effort.
- ✓ Completed work with Digital Content Creation to digitize the ISGS publications.
- ✓ Facilitated deposit of >700 items into the Prairie Research Institute Community in IDEALS.
- ✓ Began an inventory of image resources and materials relating to Institute administrative history held at the Prairie Research Institute.
- ✓ Completed the consolidation of websites of the former libraries into a single directory in the University Library content management system.
- ✓ Hosted our first in-house event as the Prairie Research Institute Library, a book give-away in October 2012, funded by the social committees of the INHS and ISWS.

2. Major challenges

Our greatest challenge is determining how to best steward the Institute's resources and how to balance our efforts to staff the public service point with our efforts to support Institute research. We have a diverse user base with very different needs, ranging from patrons who use us solely as a convenient pickup/return location to Institute staff needing expert research assistance. Although we are not a high-traffic library, we allocate considerable resources to staffing our desk 42.5 hours a week, primarily with librarians.

A major challenge in FY13 (and likely through FY14) is the ongoing effort required for processing the large incoming collections. The work requires subject, search, and cataloging expertise, and is time and labor intensive. The nature of the collections (primarily reports from federal, state and municipal agencies) requires careful attention. Many works are now freely available online in trusted repositories. However, careful evaluation is required to determine whether digitized versions are complete, as foldouts or other auxiliary content has frequently been skipped in mass digitization efforts. Most of the Institute Library's FY13 operating budget paid for student and academic hourly help to process materials. Little was available for professional development, collection development beyond that funded by the University Library through the

natural history fund, or new service initiatives. And we are not yet finished. As of this writing there are about 7,500 unbarcoded cataloged monographs and ~80 linear feet of uncataloged/unevaluated monographs at ISWS and ISGS combined, plus >600 serial titles which must be either incorporated into the collection or discarded.

The Prairie Research Institute Library retains many print materials, including many print journal subscriptions. In some cases, the materials we receive in print are not available except in that format. Many are received direct as gifts or through the INHS publications exchange program. Many are unique at the University of Illinois, and worthy of retention in a research library collection. The day-to-day effort of processing these materials is considerable, and local use is low. For example, we checked in 748 new journal issues locally and processed another 329 that were received for us in acquisitions and displayed all 1077 pieces with only 188 uses of displayed new issues from 85 titles recorded. Prioritizing which materials need to be held in this location and the level of effort we expend to present them to users is an ongoing challenge.

3. **Significant Changes**

In the Fall of 2012, we changed our unit's opening time from 8am to 8:30am. The change was based on head count and transaction data from DeskTracker and circulation data from Voyager. This facilitated a less complicated desk schedule (2 shifts of equal length each day), and we did not close over the noon hour during the summer months of 2013.

In FY13, the Institute budget allowed for hiring a skilled academic hourly in addition to the student assistants and aide. We were fortunate enough to hire a former librarian of the Illinois State Water Survey, who has Voyager experience as well as subject expertise and institutional memory. This additional help from an experienced professional librarian has significantly increased the pace of progress and given us more flexibility for desk scheduling.

4. **Contributions to Library-Wide Programs**

Information services: The Prairie Research Institute is open to the public. Our desk is staffed 8:30 to 5pm Monday through Friday, almost exclusively by professional librarians. During FY13, we received 464 reference queries at our desk, and an additional 637 queries made directly to librarians in their offices. We responded to an additional 161 inquiries classified as "directional," primarily at the desk. The majority of our recorded reference activity was *not* virtual. Most transactions 15 minutes or less, and when rated by READ scale were READ 2-3 (low to moderate effort), and a large proportion were finding specific materials (known item searching).

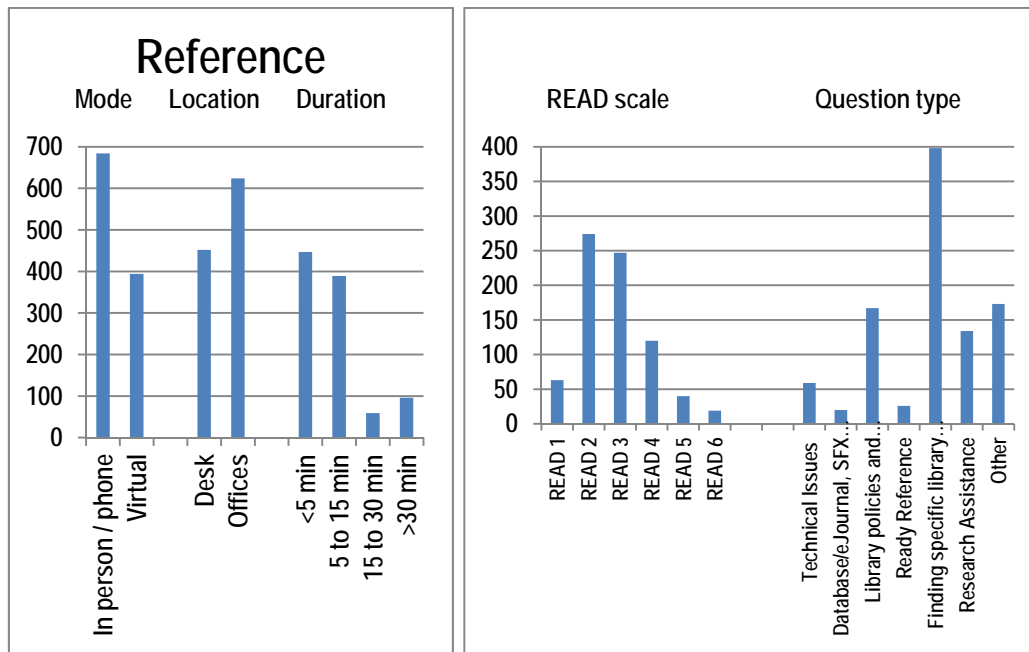


Figure 1. Characteristics of reference transactions recorded in FY13 for the Prairie Research Institute Library. Virtual includes email, chat/IM and interactions through social media. READ Scale and Question Type were added to the DeskTracker form in Fall 2012, so data on those attributes are not for the full year.

Instructional services: Institute librarians offered 12 presentations to groups reaching 241 learners, including Institute staff, GSLIS students, and the general public. We produced 10 new LibGuides during FY13, bringing our total to 37. New guides include Table of Contents Alerts, Pollution Prevention 101, Earthquakes and the New Madrid Fault System, Illinois Water Supply Information, as well as guides to library resources and services for staff of ISTC and ISGS. The 37 LibGuides created by Institute Librarians were viewed 19,187 times during FY13.

We also offer instructional resources from our website, which received 15,319 visits (with 18,937 unique pageviews) during FY13, from 8180 unique visitors. Our site was visited by 1,725 unique returning visitors during the year. The INHS library resource directory was moved into the /prairie/ directory Nov 1, 2012, and the pages accounted for 37% of unique pageviews on our site from that date through the end of the year. The ISTC library web pages were moved from the ISTC server into our directory. An extensive FAQ page and subject resource list were also added to our website.

Our blog, News from the Library, provides instructional information on library (and other) resources and services, scholarly publishing trends, funding opportunities. We made 120 posts in FY13.

The Institute Library presented posters at both the Mini-Lightning Symposium in September and the Prairie Lightning Symposium in November 2012. Both covered Institute and University Library services. The November poster prominently promoted data and other repository services.

Scholarly communications: The Institute Library has been helping the Institute to educate staff on the procedural changes with respect to copyright brought about by our move to the University of Illinois. As academic employees of the University, authors now have the

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authority to sign their own copyright transfer agreements. The Institute Library has provided information on author rights and responsibilities via in-house newsletters and our blog, and arranged a special Savvy Researcher session with Sarah Shreeves for Institute staff. The presentation was not as well attended as it should have been, unfortunately, but was very useful to those who did attend.

Assessment: We have a representative on the Our unit was one of the first to adopt continuous reporting in DeskTracker, and we continued this practice in FY13. We have implemented Google Analytics on our web directory and our blog to track use of these resources. An institute librarian served on the Library Assessment Committee in FY13 and continues to be involved in working with the Ithaka survey results, and also helped develop the assessment plan for the Reference Services Committee of the University Library. In addition, we support assessment activities of the Prairie Research Institute by gathering metrics on staff publications, citation of data produced by Institute research programs.

Collection management: In FY13, a total of 1,707 titles and 5,211 items, primarily monographs and serial volumes, were added to Prairie Research Institute Library locations. These acquisitions include materials added to the catalog from the ISGS, ISWS, and ISTC, two significant INHS donations, gifts of new materials from Survey publication programs, and new acquisitions purchased from the University Library's natural history fund and the John K. Bouseman endowment.

The University Library's natural history fund is managed by the Institute's natural history subject specialist and liaison to INHS, Beth Wohlgemuth. Over 90% of the University Library's Natural History fund is earmarked for journals (online and print), databases and online references. In FY13 \$51,026 from the fund paid for Wiley, Elsevier and Springer ejournal packages, \$11,402 was spent for the citation databases *Aquatic Sciences and Fisheries Abstracts 1 (ASFA1)*; *Fish, Fisheries and Aquatic Biodiversity Worldwide*; *Wildlife & Ecology Studies Worldwide*, *JSTOR Biological Sciences Collection*, and the reference work *Birds of North America online*. A noteworthy new monographic continuation purchased was *Flora de la Republica de Cuba*. This fund also purchases access to the Ecological Society of America journals and American Fisheries Society journals including the AFS backfiles. In FY13, new serials were purchased including *Terrestrial Arthropod Reviews*, *Edinburgh Journal of Botany* and the *Index of Fungi*. In addition, 102 books were purchased with the monograph fund, 146 books with the approval plan allotment, and 39 books with income from the John K. Bouseman Natural History Survey Library Endowment Fund (more details on this fund below, under advancement).

Two major donated collections from INHS were processed: the Lewis Osbourne Memorial Library from the former Center for Wildlife Ecology at INHS, and the collections of INHS retiree R. Weldon Larimore. We received 77 gift books in FY13 from these two collections, the INHS, generous INHS staff members, and friends of the library.

The Institute Library manages the INHS publications exchange program, through which ~430 serial titles are received, and 14 new monographs were added to the collection. Prairie staff also checked in 132 new journal issues received via this exchange program for other University Library units in FY13.

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Highlights of the collection processing from ISGS, ISWS, and ISTC include:

- 5,224 items (at least) transferred to Prairie from ISGS, ISTC and ISWS
- 6,960 items transferred to Oak from the ISGS, ISTC and ISWS collections¹
- All ISTC monographic items barcoded and moved
- 444 OCLC records created by CAM staff (orig. cataloging) from ISTC catalog metadata
- 1,601 titles new to UI cataloged by Prairie staff
- Over 700 items sent for preservation/conservation treatment so they are shelveable²
- 464 items withdrawn from Voyager
- Hundreds of uncataloged items evaluated, not added to Voyager, offered to Institute staff and/or boxed for delivery to Library Friends for their book sale.

Digital content creation: The librarians of the Institute actively select and recommend materials for digitization for Illinois Harvest, IDEALS, and the Internet Archive. Notable collections digitized through the Digital Content Creation unit in FY13 include the ISGS publications and the complete IEPA Groundwater Quality Protection, Division of Public Water Supply reports (held in the ISGS Library). Institute librarians also deposit of the Institute's documents and other relevant documents in the University of Illinois institutional repository, IDEALS. More than 700 documents were deposited into the Prairie Research Institute community in IDEALS in FY13.

Staff training and development: We maintain a LibGuide for our local procedures which has undergone continual updates and was viewed 1,679 times during FY13. The content was shared with members of the Staff Development and Training Committee in July 2012, and some of the content was adapted for by the University Library circulation department for Fall 2012 training. Librarians routinely attend seminars of their liaison Surveys to stay current and foster connections with researchers.

- Braxton: NISO forum on data citation, jointly funded by the University Library and Institute; GSLIS special topics class on Organization and Representation of Information (LIS590RO).
- Barnes: 2012 Illinois Library Association annual conference, funded by the Institute.
- Huber: Research Data Workshop with Dorothea Salo.
- Wohlgemuth: Lynda.com, Flickr and Picasa lessons; Open CMS session, new skin for forms; SLA webinar In the Balance; Intro to Data Management, offered by the Scholarly Commons; LibGuide Training.

Diversity: The Prairie Research Institute Library is committed to diversity at the University of Illinois. We are an equal opportunity employer, and have succeeded in hiring a diverse student workforce.

Public engagement: We participated in the Prairie Research Institute's "Naturally Illinois Expo," in March 2013, which is aimed at K-12 educators, students and families. We promoted the Institute Library, courtesy borrowing cards for the University Library, and the Illinois Department of Natural Resources' "Resource Trunks for Educators" which can be borrowed from the Institute Library by any educator.

¹Prairie ranked 3rd in number of items sent to Oak St. from a library unit in FY13, behind Engineering and Stacks, and sent 2.91% of the FY13 Oak St. accessions.

² We are currently working with the Preservation/Conservation unit to reduce the number of items sent for treatment.

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Laura Barnes gave 3 presentations to off-campus groups reaching 183 individuals on sustainability, which were aimed at the general public and small business/industry and focused on sustainability issues and finding and using information resources to promote sustainability. Anne Huber is a member of with the ISGS Geology of Illinois Gallery Committee, which is working to open a public gallery to showcase high-quality mineral and fossil specimens of Illinois.

We promote the work of the Prairie Research Institute to the public through “Institute Highlights” posts on our blog, which feature notable research and other activities. We maintain bibliographies documenting Institute staff publications and presentations and make these RefShare databases available online—they are among the most high-use UI RefShare databases.

Participation in shared governance, library work groups, and initiatives: Institute Librarians are active members of the Life Sciences, Physical Sciences and Engineering, and Social Sciences Divisions of the University Library. During FY13, an Institute librarian served on the eResearch Task Force/eResearch Implementation Committee, References Services Committee, Library Assessment Committee, and Government Information Services Advisory Committee. The Library Assessment Committee assisted with the Ithaka Faculty Survey, and preliminary analysis of Survey results. The Reference Services Committee secured funding for Graduate Assistant training that will allow GAs to attend all relevant front-line, reference-relevant training offered without cost to individual units. This will facilitate the development of core reference competencies for GAs that are consistent across the University Library. The eResearch Task Force made 2 presentations to University Library faculty and staff, and completed and delivered its final report in January, and are now in the process of implementing pieces of the Campus Research Data Service. Institute Librarians participated in the University of Illinois initiative to inventory media for digital conversion.

Advancement: A total of \$ 7,774.89 in donations was received in FY13 for the John K. Bouseman Natural History Survey Library Endowment Fund. The market value on the fund at the end of FY13 was \$65,380.60. The FY13 fund income of \$2,652.84 was used to purchase 39 monographs. This fund is managed by Beth Wohlgemuth, who also is tireless in her efforts to build relationships with donors.

5. Progress on Unit Goals for FY13

- Develop a strategic plan for the Institute Library with the guidance of the Institute Library Advisory Committee; recommendations from the Institute Libraries Task Force and the University Library’s strategic plan offer good starting points.

Partially complete—we have identified strategic areas and articulated goals (see Appendix A). It must be reviewed in light of the Prairie Research Institute’s newly released strategic plan.

- Complete the move of materials from the former ISGS, ISTC, and ISWS Libraries to their intended permanent locations.

ISTC monographs are completely processed and moved, and journals identified as appropriate for Prairie or Oak have been packed and moved, but not processed. There are ~7,500 unbarcoded monographic items remaining at ISWS and ISGS, and most serials from those collections are unprocessed.

- Continue working to establish our identity as the Institute Library, including appropriate signage, hosting Institute-wide events, and coordination of our web presence.

Signage on the Prairie Research Institute Library door replaced 10/23/2012.

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We hosted a book giveaway 10/26/2012 for Institute staff with refreshments supplied by the INHS and ISWS social committees. Scientists posters from the mini-Lightning Symposium were invited for “encore” display, and we also displayed Institute staff publications. Staff from across the Institute attended. The gate counted >100 visitors. Content from both INHS and ISTC Library websites were moved to the /prairie/ directory in the University Library CMS. “Library” links from ISTC website header are now pointing to the /prairie/ home page.

- Explore the possibility of merging the Illinois Natural History Survey Library Resources website into the Prairie Research Institute Library website without the loss of autonomy, design or interruption of connectivity.

The/nhx/ directory was moved and renamed to /inhs/ November 1, 2012.

- Continue assessment activities, including continuous reporting of reference work, analyzing use of our web content, and use of our materials.

Continuous reporting continues, new form, including READ scale and subjects adopted fall 2012. DeskTracker and circulation data allowed us to make evidence-based decision to our change opening time from 8am to 8:30am. We are able to assess use of all of our web content using Google Analytics.

- Evaluate day-to-day operations to identify work that has limited value / impact, or is perhaps not the best means of providing the service it is intended to provide.

Ongoing. We retired the INHS Daily Journals Blog (for print journal issues received/displayed) on the basis of low use. The Table of Contents Alerts LibGuide was developed by Beth Wohlgemuth as an alternative.

- Improve communication between librarians and library staff by sharing and discussing new service models, policies, procedures and workflow issues. Promote teamwork and the coordination of services.

Ongoing.

- Explore workflow options for “direct to Oak” processing of materials appropriate for remote storage from the ISWS, ISTC, and ISGS.

“Direct to Oak” processing not pursued. Materials require vetting by someone with subject expertise (to identify duplicates, among other issues). Library shipping is helping us transport materials to Prairie, where most evaluation and processing is done. We need to revisit this strategy for FY14, particularly as we begin to process serials.

6. Unit Annual Goals for FY14.

During FY13 the Institute librarians began working on a strategic plan for the library. We developed a list of five strategic priorities, with goals for each for 2013-2015 (appendix A). The Prairie Research Institute has just released its own strategic plan, and the Library will revisit its goals in light of the Institute’s plan. Specific goals for FY14 include:

- Complete processing of monograph collections of ISGS and ISWS, and evaluation and processing of serials from ISGS, ISWS, and ISTC.
- Complete in-depth interviews with Institute staff who responded to our initial image survey.
- In collaboration with the Media Preservation Coordinator of the University Library, implement preservation and digitization of Institute owned 16mm films.
- Continue to evaluate and revise workflows so that less effort is expended on activities with limited impact.

7. Graduate Assistants (FTE and Head Count):

No graduate assistants were employed at the Prairie Research Institute Library during FY13.

II Statistical Profile

1. Facilities

- User seating counts (if applicable)
 - at tables 16
 - at carrels 2
 - at public workstations 2
 - informal/other 7

- Number of hours open to the public per week (if applicable)
 - Summer II 2012 40
 - Fall 2012 42.5
 - Spring 2013 42.5
 - Summer I 2013 42.5

2. Personnel

All personnel are on the payroll of the Prairie Research Institute. No University Library funds are used for Prairie Research Institute Library personnel. No Faculty, Graduate Assistants or Civil Service staff are employed by the unit in FY13

Academic Professionals: 3.5 FTE, head count 4

- Susan Braxton (Acad Prof., Prairie Research Institute)
- Beth Wohlgemuth (Acad. Prof., Prairie Research Institute)
- Laura Barnes (Acad. Prof., Prairie Research Institute & Illinois Sustainable Technology Center)
- Anne Huber (Acad. Prof., Prairie Research Institute)

Hourly positions: 0.84 FTE, headcount 4

Academic Hourly

- Elizabeth Day 30.00%
- Frances Drone-Silvers (27.5% Sep 24 – Jun 30) 20.6%
- Laura Golaszewski (40% Jul 1-Aug 17) 5.0%

Undergraduate Student Hourly

- Agnes Stankiewicz (12.5% Aug 26 - May 15) 8.80%
- Nilofer Kazmi (25%, Aug 26-May 15, Jun 16-Aug 17) 20.83%

3. User Services

- Gate Count (continuous): 4,229³
- Circulation of Prairie materials:
 - Initial and renewal: 4470
 - Manual (if applicable) 1
- Reference interactions 1094
- Presentations
 - Number of presentations to groups 12
 - Number of participants 241

³ This is 28% lower than the FY12 count. The gate was not fully functional for much of the year. It has been more consistent in giving readings since repair on April 22. There is no trend of higher counts since the repair, but this could be a result of typically lower traffic during summer months.

4. Other statistics

Circulation at our desk

Charges	1,741 ⁴
Renewals	595
Discharges	1,392

Print journal use

Uses of displayed new journal issues	188
Shelved items used	646
Titles with recorded use	259

Web Content Use Summary

University Library CMS ../prairie/

Visits (all FY13)	15,319
Unique visitors (all FY13)	8180
Unique returning visitors (all FY13)	1725
Website unique pageviews (all FY13)	18,937
Most accessed pages 11/1/12-6/30/13 ⁵	unique pageviews
../prairie/ (index page)	6,549 (46% of total)
../prairie/inhs/ (index page)	4,119 (29% of total)

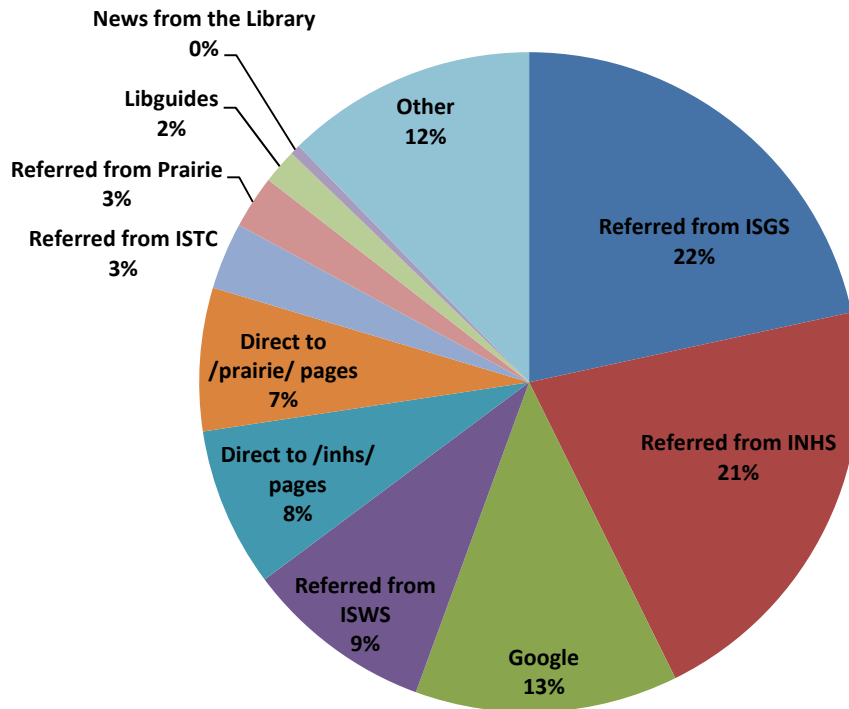


Figure 2. Website traffic sources shown as percentage of 11,542 visits between 11/1/2012 and 6/30/2013. Most visits to our website were referrals from Institute websites, primarily those of ISGS and INHS. There was considerable direct traffic to both /prairie/ directory and /inhs/ directory pages. Referrals from Libguides and our blog were negligible.

⁴ A more than 40% increase over FY12 charges is likely attributable to two “superborrowers” who use the Institute library as a pickup point for convenience. We are also a preferred location for many Osher Lifelong Learning Institute (OLLI) patrons.

⁵ /inhs/ directory was moved into the /prairie/ directory on 11/1/2012. Data shows that the home pages of these two directories account for 75% of the total unique pageviews (14,215 of the site).

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Blog⁶

Visits	2,847
Unique visitors	2,270
Unique returning visitors	224
Blog unique pageviews	3,256

LibGuides

"Views" ⁷	19,187
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RefShare Databases

"Hits" ⁸	318,828
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IDEALS Prairie Research Institute Community

Downloads as of June 30, 2013	274,473
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⁶ The blog was offline for nearly a month in May/June due to a server malfunction.

⁷ Views of LibGuide pages, as reported by LibGuides.

⁸ To the best of my knowledge, references returned in searches of shared folders, and excludes searches done by the folder owners while logged in to RefWorks.

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Trends over time at the Prairie Research Institute Library

Metric	FY10	FY11	FY12	FY13
Gate Count (continuous July 1-June 30)				
People counted	6372	6164	5913	4229
Daily gate count (average, open to close)				13.57
Hours Open per Week				
Summer II	45	40	40	40
Fall	47.5	45	45	42.5
Spring	47.5	45	45	42.5
Summer I	40	40	40	42.5
Patron Transactions				
Directional, Phone and In person	472	272	293	151
Directional, Digital (Email/Chat/Soc.Media)	26	17	19	26
Reference, Phone and In-Person	629	705	680	687
Reference, Digital (Email/Chat/Soc.Media)	324	401	313	394
Instruction				
Sessions taught	9	19	27	12
Attendance	63	434	386	241
Circulations of our materials				
Charges (all, incl. manual)	1555	1963	1845	1981
Manual	7	28	3	1
Renewals	2468	2526	2335	2490
Call slips filled (all)	713	1196	1154	1078
INHS/Prairie	680	928	960	875
ISGS	0	0	21	53
ISTC	31	183	105	76
ISWS	2	85	68	74
Circulations at our desk				
Charges	1122	1115	1223	1741
Renewals	856	828	656	585
Returns	1095	1061	1302	1392
ALL	3073	3004	3181	3718
Print journals use				
Titles used (new and shelved)	378	274	141	259
Titles used from display	170	94	102	85
Uses counted (new and shelved)	1472	880	889	905
Uses of displayed new issues	971	386	205	188
AV Equipment Loans (to INHS staff)				
LCD Projector Loans	73	217	219	159
Other Equipment	6	13	33	17
Resource Trunk Loans				
Reservations made		3	8	6
Actual loans		3	6	6
Users (students and adults in attendance)		1403	195	315
LibGuides				
Number of guides	13	21	27	37
LibGuide use	4400	7737	14232	19187
Refworks Sharing				
Shared RefWorks Folders used	20	90	213	231
Refworks Shared Folder hits	54654	94150	453446	318828
IDEALS				
Items deposited		289	108	757
Downloads	46,981	37,143	51,532	
Total downloads at end of year				274,473
Transfers				
Items transferred to Oak	512	1503	482	6960
Items transferred to Prairie from Surveys	34	2842	4566	5224
Advancement				
Donations to Bouseman Endowment	\$7,400.00	\$5,368.00	\$4,020.00	\$7,774.89