

**Access Services Report  
LAC March 5, 2008  
Johnny L. Johnson**

**Staff:**

Circulation

Sandi Schultz  
Karen Martinez  
Robert Negelein  
Jennifer Hall

Interlibrary Services:

Joann Bennett  
Libby Hieber  
Abby Toth  
Bobby Horner  
Jeremy Wilson  
Lori Foltz

Laptop Manager

Jon Hall

Stack Management

Mark Seagraves

Reserves and MMR

Amy Fettes

Annex

Seth Gonzales

**Circulation Stats:**

**Global Circulation Statistics**

**SUMMARY**

**FY Stats**

<b>CHARGES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>TOTALS</b>	<b>PERCENT</b>
<b>ARCH Circ</b>	3802	4208	3999	3610	4992	4729	4085	2452	31877	1.33%
<b>CML Circ</b>	18103	22156	23667	23640	24017	22255	21648	12727	168213	7.04%
<b>Docs Circ</b>	2001	1915	1644	1852	1424	1159	973	358	11326	0.47%
<b>ILS Circ</b>	0	8895	10157	7493	6396	8109	9650	6308	57008	2.38%
<b>MAIN Circ</b>	112661	135035	127278	406526	310997	296988	267634	159302	1816421	75.99%
<b>MAP Circ</b>	8	0	1	0	0	6	13	0	28	0.00%
<b>MMR Circ</b>	1750	25169	109320	11987	9565	6356	7422	3117	174686	7.31%
<b>VM Circ</b>	6061	7223	42591	7999	47469	7678	7688	4072	130781	5.47%
<b>Annex Circ</b>								67	67	0.00%
<b>TOTALS</b>	<b>144386</b>	<b>204601</b>	<b>318657</b>	<b>463107</b>	<b>404860</b>	<b>347280</b>	<b>319113</b>	<b>188403</b>	<b>2390407</b>	

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>TOTALS</b>	<b>PERCENT</b>
<b>Jul</b>	0	8076	10288	11502	14373	12136	9695	8882	74952	3.14%
<b>Aug</b>	0	12007	17637	19854	16370	17297	17386	17149	117700	4.92%
<b>Sep</b>	3504	19372	27294	47086	37826	40914	38497	34261	248754	10.41%
<b>Oct</b>	18663	24280	37420	58282	40794	43903	40899	41747	305988	12.80%
<b>Nov</b>	21401	22279	36087	56929	46247	45492	38639	39455	306529	12.82%
<b>Dec</b>	9135	10683	15954	28428	27729	25105	20530	20671	158235	6.62%
<b>Jan</b>	14210	15586	21725	29067	26321	26012	22727	26238	181886	7.61%
<b>Feb</b>	20057	23281	33929	54340	81663	37253	33161	0	283684	11.87%
<b>Mar</b>	20081	24768	35496	56293	38897	34187	32009	0	241731	10.11%
<b>Apr</b>	19657	24799	49998	64342	45633	41291	44906	0	290626	12.16%
<b>May</b>	9813	10873	21797	21266	15193	13800	11595	0	104337	4.36%
<b>Jun</b>	7865	8597	11032	15718	13814	9890	9069	0	75985	3.18%
<b>TOTALS</b>	<b>144386</b>	<b>204601</b>	<b>318657</b>	<b>463107</b>	<b>404860</b>	<b>347280</b>	<b>319113</b>	<b>188403</b>	<b>2390407</b>	

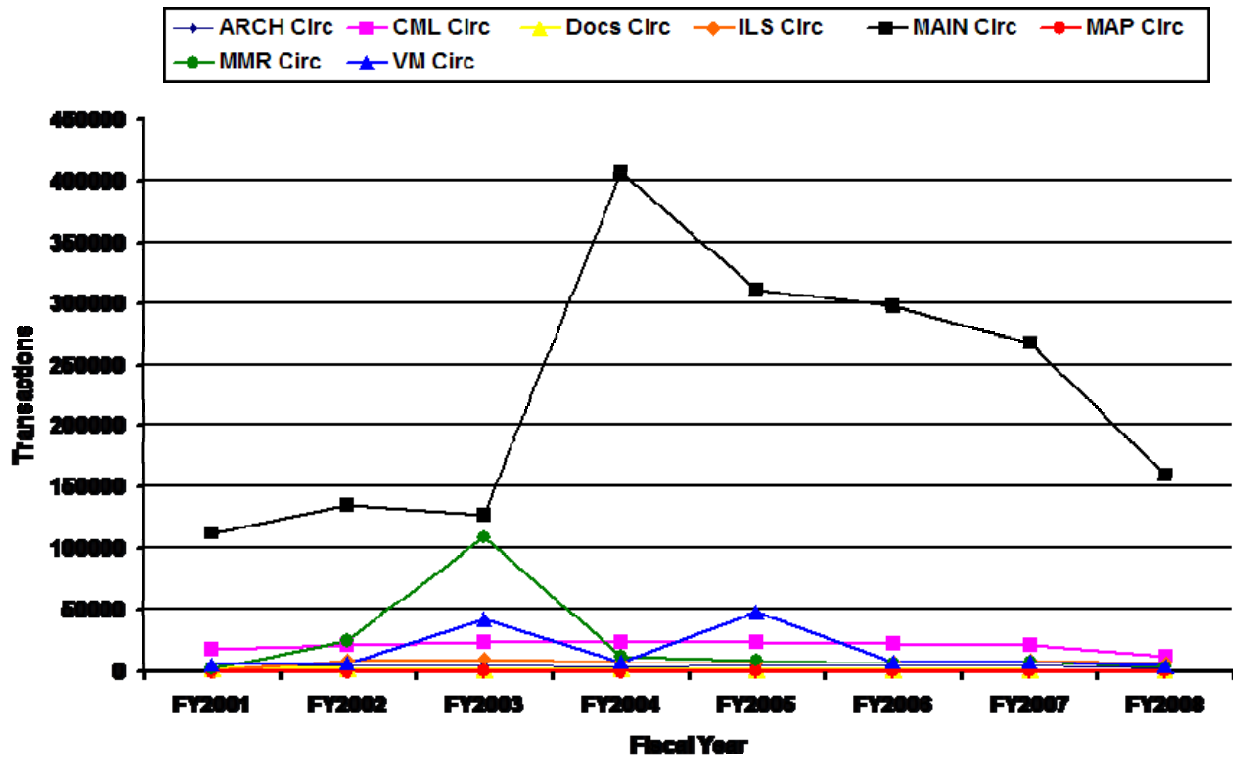
**Global Circulation Statistics**

**SUMMARY**

**FY Stats**

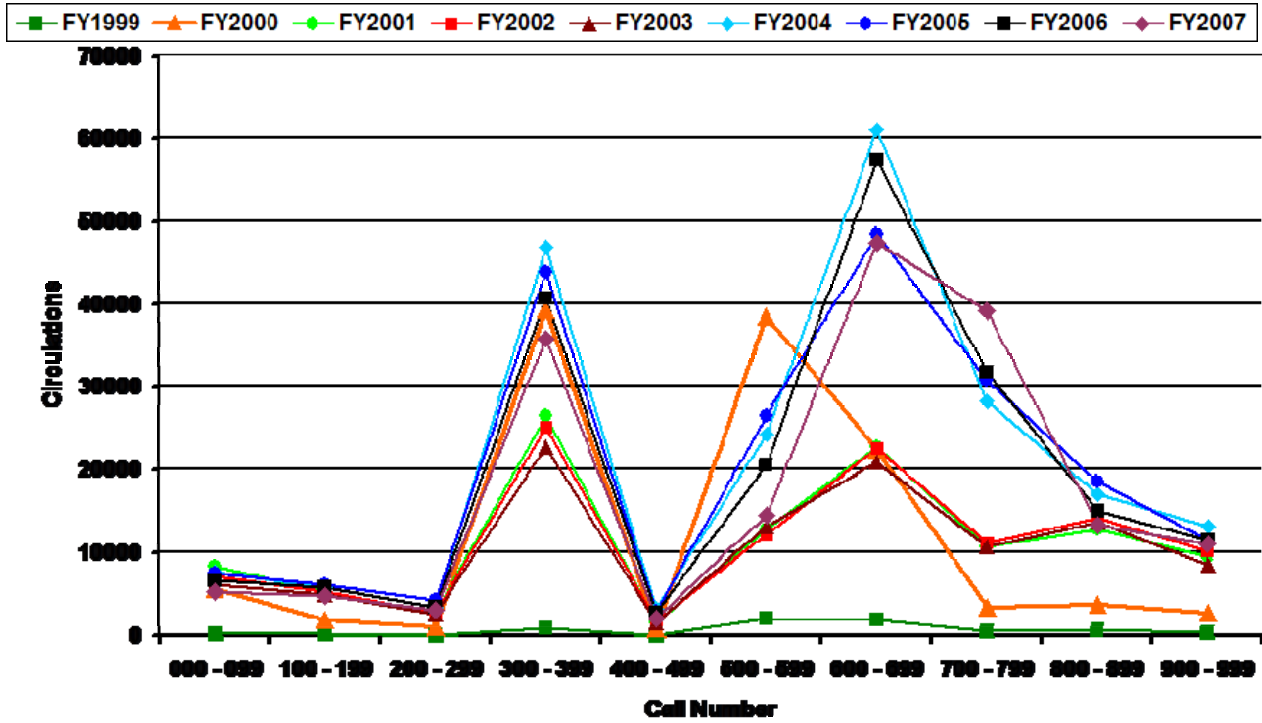
Percent	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	AVERAGE
ARCH Circ	2.63%	2.06%	1.25%	0.78%	1.23%	1.36%	1.28%	1.30%	1.49%
CML Circ	12.54%	10.83%	7.43%	5.10%	5.93%	6.41%	6.78%	6.76%	7.72%
Docs Circ	1.39%	0.94%	0.52%	0.40%	0.35%	0.33%	0.30%	0.19%	0.55%
ILS Circ	0.00%	4.35%	3.19%	1.62%	1.58%	2.34%	3.02%	3.35%	2.43%
MAIN Circ	78.03%	66.00%	39.94%	87.78%	76.82%	85.52%	83.87%	84.55%	75.31%
MAP Circ	0.01%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
MMR Circ	1.21%	12.30%	34.31%	2.59%	2.36%	1.83%	2.33%	1.65%	7.32%
VM Circ	4.20%	3.53%	13.37%	1.73%	11.72%	2.21%	2.41%	2.16%	5.17%
Annex Circ	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.04%	0.00%
<b>TOTALS</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

**Global Circulation Statistics Summary - Charges**

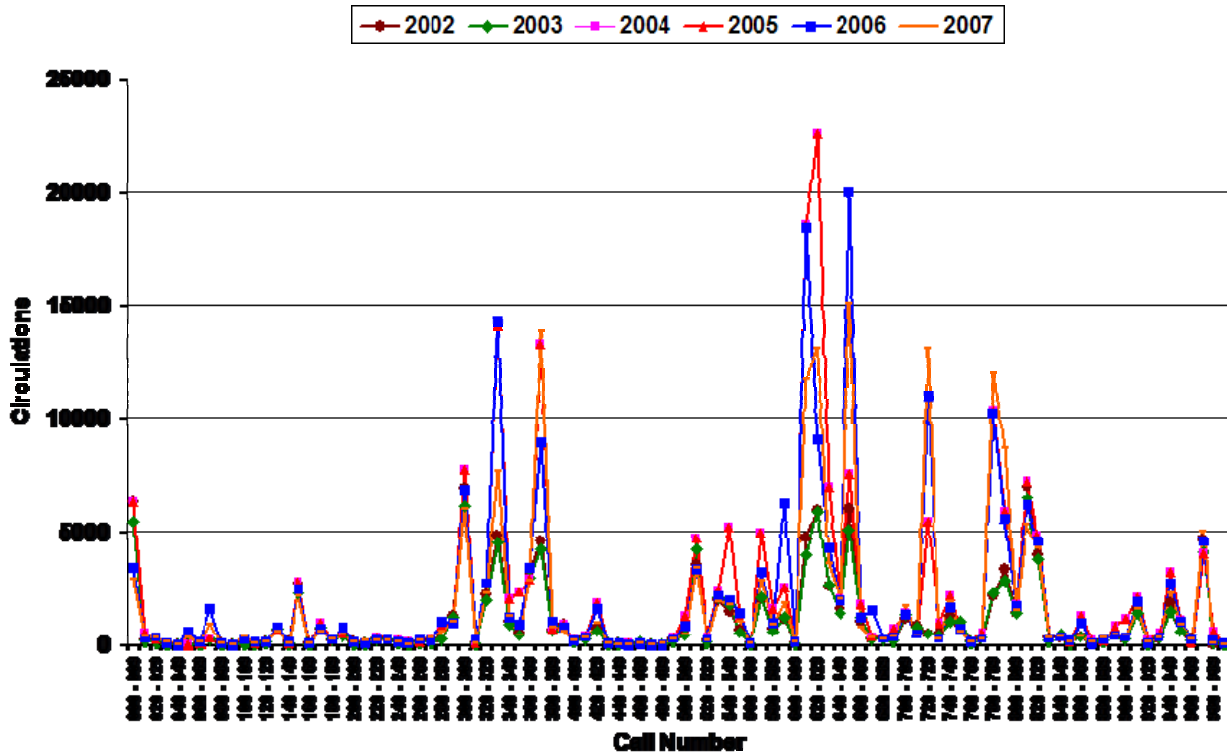


Call Nos.	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007
000 - 099	250	5565	8301	7003	6098	7674	7351	6582	5151
100 - 199	176	1859	5243	5152	4880	5745	6012	5681	4802
200 - 299	70	941	2768	2644	2591	3342	4171	3396	3014
300 - 399	923	39248	26426	25133	22695	46810	43837	40620	35813
400 - 499	79	768	1584	1728	1543	3192	2789	2755	1991
500 - 599	1941	38403	12807	12202	13228	24272	26520	20512	14561
600 - 699	1810	22373	22707	22673	20985	61027	48473	57341	47388
700 - 799	564	3393	10678	11177	10635	28087	30665	31685	39051
800 - 899	665	3783	12853	14121	13584	17064	18603	15062	13299
900 - 999	318	2747	9391	10170	8468	13178	11414	11521	10939
<b>Total</b>	<b>6796</b>	<b>119080</b>	<b>112758</b>	<b>112003</b>	<b>104707</b>	<b>210391</b>	<b>199835</b>	<b>195155</b>	<b>176009</b>

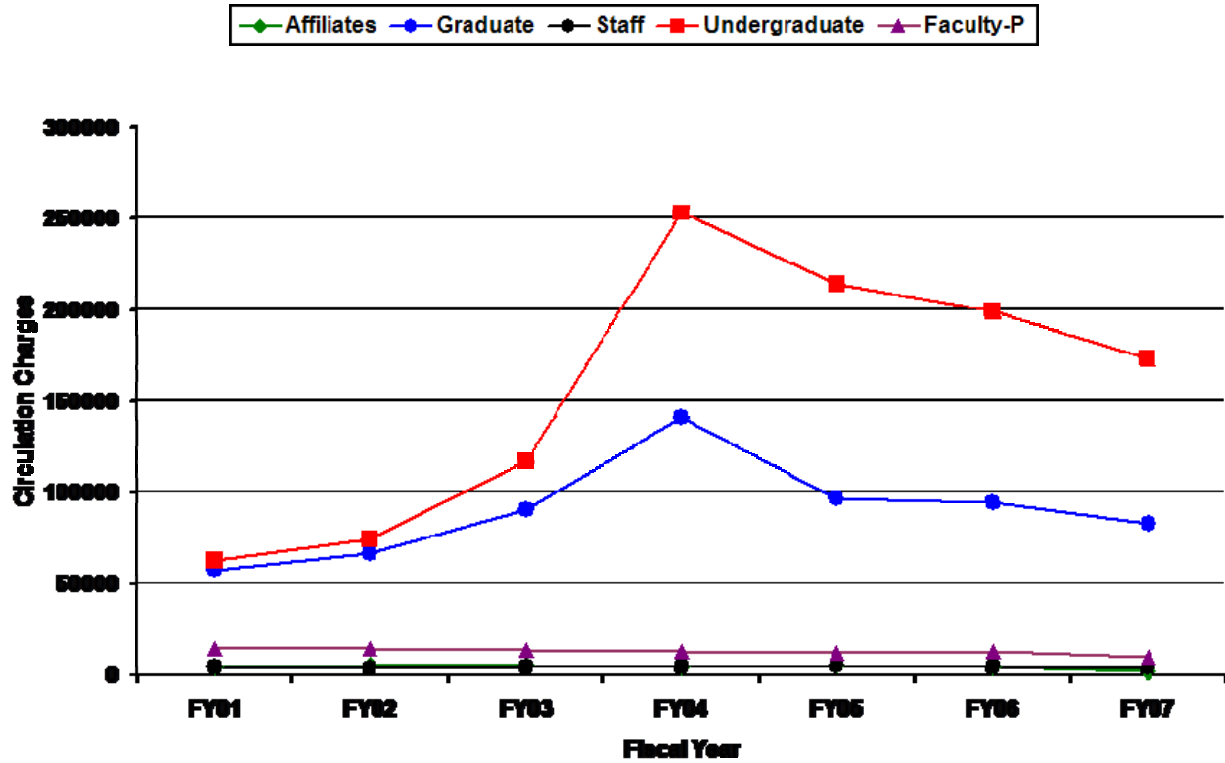
### Circulation Summary by Call Number Range, FY 1999-2007



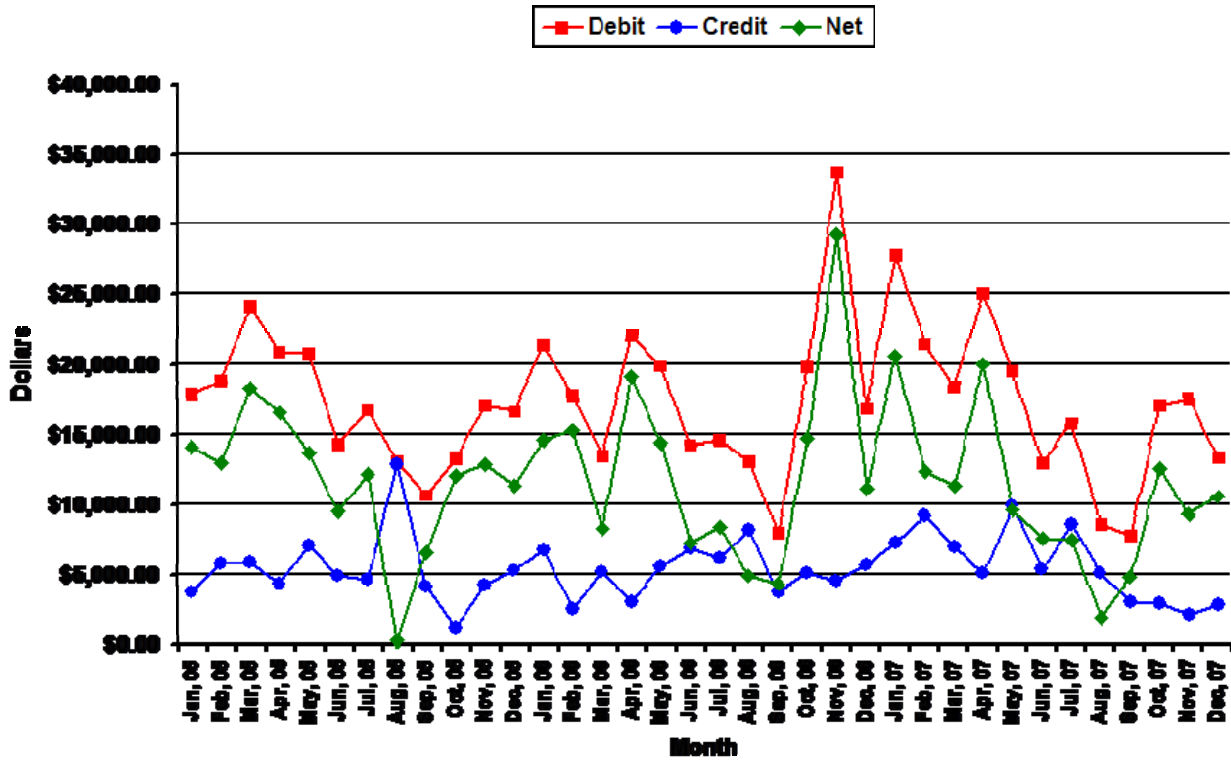
### Circulation Summary by Call Number Range, FY 2002-2007



### Total Circulation by Patron Group and Year



### Circulation Financial Transactions by Month



**Circulation Desk Interactions**

**Summary**

<b>CY 2007</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTALS</b>
<b>7:30 - 8 am</b>	52	75	47	76	42	32	29	91	114	111	66	76	<b>811</b>
<b>8 - 9 am</b>	146	214	193	231	146	179	107	227	292	241	228	159	<b>2363</b>
<b>9 - 10 am</b>	335	615	515	533	230	134	119	497	619	408	419	232	<b>4656</b>
<b>10 - 11 am</b>	828	1151	953	1143	340	203	213	651	947	790	989	389	<b>8597</b>
<b>11 am - 12 pm</b>	888	1350	1084	1369	400	345	381	814	1160	1147	986	546	<b>10470</b>
<b>12 - 1 pm</b>	944	1291	1038	1359	321	366	363	840	1307	1191	1223	564	<b>10807</b>
<b>1 - 2 pm</b>	971	1158	1109	1319	389	280	376	708	1410	1579	1410	772	<b>11481</b>
<b>2 - 3 pm</b>	822	1088	813	1036	254	298	342	726	1315	1484	1248	720	<b>10146</b>
<b>3 - 4 pm</b>	892	1166	981	1361	316	273	263	738	1495	1639	1541	657	<b>11322</b>
<b>4 - 5 pm</b>	641	1110	823	1274	337	233	238	717	1413	1416	1377	715	<b>10294</b>
<b>5 - 6 pm</b>	446	758	730	1078	248	169	154	494	1169	1317	1374	822	<b>8759</b>
<b>6 - 7 pm</b>	527	829	819	1088	212	181	146	340	1164	1183	1174	740	<b>8403</b>
<b>7 - 8 pm</b>	477	856	851	1167	214	163	153	330	1287	1212	1217	680	<b>8607</b>
<b>8 - 9 pm</b>	444	736	696	1164	132	169	138	239	1094	959	1047	560	<b>7378</b>
<b>9 - 10 pm</b>	344	697	677	1319	114	92	121	255	1117	878	966	449	<b>7029</b>
<b>10 - 11 pm</b>	315	638	543	1304	70	87	108	237	717	533	641	250	<b>5443</b>
<b>11 pm - 12 am</b>	255	572	444	1050	42	0	0	112	513	344	449	185	<b>3966</b>
<b>12 - 1 am</b>	170	412	349	738	27	0	0	72	381	334	396	167	<b>3046</b>
<b>1 - 2 am</b>	122	367	385	598	25	0	0	87	447	265	346	171	<b>2813</b>
<b>TOTALS</b>	<b>9619</b>	<b>15083</b>	<b>13050</b>	<b>19207</b>	<b>3859</b>	<b>3204</b>	<b>3251</b>	<b>8175</b>	<b>17961</b>	<b>17031</b>	<b>17097</b>	<b>8854</b>	<b>136391</b>

**Study Rooms**

	<b>Bar Code</b>	<b>Date Created</b>	<b>Historical Charges</b>	<b>Start Date</b>
H. Louise Cobb Room	36135017786007	3/5/2007	694	3/5/2007
Jessie Thatcher Bost Room	36135017786049	3/5/2007	632	3/5/2007
Room 102-K	36135017786221	5/17/2006	1357	5/17/2006
Room 102-L	36135017785843	3/5/2007	737	3/5/2007
Room 102-M (Stringer)	36135017786239	5/17/2006	1132	5/17/2006
Room 110-A	36135017949654	3/7/2007	690	3/7/2007
Room 110-B	36135017949522	3/7/2007	668	3/7/2007
Room 110-C	36135017949662	3/7/2007	762	3/7/2007
Room 110-D	36135017949662	3/7/2007	841	3/7/2007

## Stack Management:

### Shelving Statistics

	Bound Journals	Books	Current Periodicals	Totals	
July, 2005	2324	9381	2412	14117	
Aug, 2005	2088	8207	2094	12389	
Sept, 2005	3344	12010	3470	18824	
Oct, 2005	3389	9186	2540	15115	
Nov, 2005	3752	14569	2935	21256	
Dec, 2005	2600	18936	877	22413	
Jan, 2006	1779	8468	3712	13959	
Feb, 2006	2589	10277	2609	15475	
Mar, 2006	2407	10745	2523	15675	FY2006
Apr, 2006	3750	17760	3268	24778	33851
May, 2006	2241	19656	2297	24194	153594
June, 2006	3588	14399	2905	20892	31642
July, 2006	2448	9205		11653	
Aug, 2006	1300	6834		8134	
Sept, 2006	2457	10037		12494	
Oct, 2006	3298	12809		16107	
Nov, 2006	1947	9395		11342	
Dec, 2006	2025	18241		20266	
Jan, 2007	2093	14488		16581	
Feb, 2007	2318	10807		13125	
Mar, 2007	2555	9522		12077	
Apr, 2007	2533	18632		21165	FY 2007
May, 2007	1173	6798		7971	25842
June, 2007	1695	10525		12220	137293
July, 2007	1912	8373		10285	
Aug, 2007	1829	7149		8978	
Sept, 2007	2835	10149		12984	
Oct, 2007	2314	8324		10638	
Nov, 2007	2525	10484		13009	
Dec, 2007	850	9503		10353	

Bound Journals  
Books  
Journal Issues

Bound Journals  
Books

### Special Projects:

Numerous shifting projects were completed.

One large shift was done in the basement after materials were returned from the annex.

Moved half the Architecture Library to ATRC, with the other half going to the annex.

Moved dissertations, theses, folios, and quartos from the 3<sup>rd</sup> floor Systems office area. Some of these materials were moved to the Reading Room and 2<sup>nd</sup> floor, the rest to the annex.

The shelf-reading project continues in the main collection.

Set up and Take down for approximately 30 events in the Browsing Room.

## Microform/Media & Reserves Statistical Report:

	<u>Fa 06</u>	<u>Sp 07</u>	<u>Fa 07</u>	<u>Sp 08</u>
<b><u>Paper Reserves (“Folders”)</u></b>				
These folders are maintained behind the circulation desk for the professor’s who do not want their materials online.	48	46	46	44
<b><u>Electronic Reserves</u></b>				
Items received from the professor are processed immediately and available online within 24 hours.				
COURSES ONLINE	58	56	49	44
ARTICLES ONLINE	756	832	604	709
Estimated 25% live links vs. scanning				
<b><u>UNCLASS books</u></b>	120	113	89	123
Books owned by professors, loaned to OSU.				
<b><u>Library Books on Reserve</u></b>	<b>1059</b>	<b>1091</b>	<b>1698</b>	<b>1758</b>
These include books containing sensitive content, books under high use with excessive recalls, as well as books requested by professors for ‘course reserve’.			710	677
A recent addition are the textbooks for large classes. These numbers increase throughout the semester.			988	1081
<b><u>Newspapers</u></b>				
Number of newspapers currently kept on Reserve.	7	7	5	5
When a month’s worth is received on microfilm, the paper copy is removed from the system and now taken to ILS as packing material.				
Daily, O’Collegian, Oklahoman, Stillwater Newspress, USA Today, and Wall Street Journal				
<b><u>Magazines</u></b>				
Consumer Reports and Women’s Wear Daily	2	2	2	2
<b><u>Lecture CDs</u></b>				
Courses*			36	37
CDs			959	N/A
*each lecture has 2 CDs				
# of Checkouts			683	N/A
<b><u>ILS Requests Filled:</u></b> scan fiche/film (10/3/07)			76	N/A
<b><u>GENERAL MMR STATS FOR FISCAL YR. 06-07 (as of March):</u></b>				
	<b><u>FY 2006</u></b>	<b><u>FY 2007</u></b>	<b><u>FY 08 –</u></b>	
MMR Filing: (minus CDs/DVDs)	611	1205	1067	
MMR Directional:	498	1091	819	
MMR Reference questions:	4,075	7,029	4599	
<b><u>Student Assistants:</u></b>	5	5	5	

**Laptops:**

<b>Laptop</b>	<b>Total</b>	<b>Average</b>	<b>Life</b>	<b>Circ Per Year</b>			
<b>Totals</b>	<b>Symbol</b>	<b>Circs</b>	<b>Circs</b>	<b>Status</b>	<b>Span</b>	<b>Drive</b>	<b>Year</b>
LAP0001 - LAP0020	LAP0000s	48698	2434.9	Retired	3 yr.	floppy	811.6
LAP1201 - LAP1228	LAP1200s	57943	2069.4	Retired	2.75 yr.	floppy	752.5
LAP1302 - LAP1324	LAP1300s	59667	2486.1	Retired	3 yr. 2 mo.	floppy	776.9
LAP1401 - LAP1424	LAP1400s	65666	2736.1	Current Usage	4 yr. 8 mo.	CD	585.9
LAP2201 - LAP2217	LAP2200s	28688	1793.0	Current Usage	3 yr. 6 mo.	DVD	512.3
LAP2301 - LAP2334	LAP2300s	54716	1823.9	Current Usage	2 yr. 6 mo.	DVD	729.5
LAP3001 - LAP3047	LAP3000s	58283	1387.7	Current Usage	1 yr. 6 mo.	DVD	925.1
LAP3201 - LAP3224	LAP3200s	20777	865.7	Current Usage	1 yr.	DVD	865.7
LAP3601 - LAP3624	LAP3600s	6645	316.4	Current Usage	1 yr. 3 mo.	DVD	253.1

<b>Faculty Laptops</b>	<b>Symbol</b>	<b>Total Circs</b>	<b>Average Circs</b>	<b>Status</b>	<b>Span</b>	<b>Drive</b>	<b>Year</b>
LAP6401 - LAP6418	LAP6400s	241	13.4	Current Usage	4 mo.	DVD	40.2

Four laptops from the 1400 series have circulated over 3000 times and one has circulated 3,198 times. Only eight laptops of this generation are still in active circulation and five others are used as chargers.

We currently have about 128 student laptops which we circulate for 5 hr. at a time.

We also have 18 faculty/staff laptops which circulate for 3 days at a time.

**Faculty/Staff Laptop Usage: CY 2007**

Total Circulation:	610		
Faculty:	109		
Library Faculty:	58	Other Faculty:	51
Staff:	477		
Library Staff:	87	Other Staff:	390

**Laptop Repair Stats: CY 2007**

Total Service Calls to Dell:	205
System Repairs/Replacement Parts:	97
Technician Dispatched:	57
Motherboard	42
LCD Display	10
Touchpad/Palm Rest	4
Wireless Toddle Switch	1
Laptop Manager Repaired:	40
Keyboard	30
Hard Drive	8
Bluetooth	2
CMOS Battery	2

Circulation Transactions by Patron Group and Item Type  
Summary All Circulations

	FY01	FY02	FY03	FY04	FY05	FY06	FY07
Aff-C	4844	5309	5323	4969	5115	4473	2245
Fac-P	14434	14617	13567	12849	12483	13056	9967
Fac-R	106	127	70	242	231	159	282
Fac-V	544	569	321	309	543	398	307
Grad	57084	66828	90551	141137	96287	94043	82671
ILL	8236	8855	10148	9593	9429	10259	8301
Mending	1169	1820	8037	926	0	26	2
Period	14	0	136	10	27	5	21
Reserve	17	11	33	9	10	12	13
Staff	4260	4022	4279	4839	5091	4669	3896
Ugrad	62458	74501	116769	252965	214427	198685	173026
TOTALS	153907	176854	272692	427996	343726	325890	280817

Circulation Transactions by Patron Group and Item Type  
Summary w/o Laptops

	FY01	FY02	FY03	FY04	FY05	FY06	FY07
Aff-C	4844	5282	5317	4911	5108	4458	2228
Fac-P	14432	14613	13565	12581	11839	12300	9813
Fac-R	106	127	70	242	224	159	282
Fac-V	544	569	321	269	496	263	254
Grad	57084	58628	62651	54006	47988	45369	40784
ILL	8236	8855	10148	9589	9429	10259	8301
Mending	1169	1820	8037	926	32	26	2
Period	14	0	136	10	27	5	21
Reserve	17	11	33	9	10	12	13
Staff	4260	4014	4237	3794	4002	3369	2304
Ugrad	62452	62295	66700	62323	62802	56085	50938
TOTALS	153158	156214	171215	148660	141957	132410	114940

Circulation Transactions by Patron Group and Item Type  
Summary Laptops and Peripherals

	FY01	FY02	FY03	FY04	FY05	FY06	FY07
Aff-C	0	27	6	58	7	15	5
Fac-P	2	4	2	268	644	756	484
Fac-R	0	0	0	0	7	0	0
Fac-V	0	0	0	40	47	135	53
Grad	0	8200	27900	87131	48299	48674	41887
ILL	0	0	0	4	0	0	0
Mending	0	0	0	0	0	0	0
Period	0	0	0	0	0	0	0
Reserve	0	0	0	0	0	0	0
Staff	0	8	42	1045	1089	1300	1592
Ugrad	6	12206	50069	190642	151625	142600	122088
TOTALS	749	20640	101477	279336	201769	193480	166109

Circulation Transactions by Patron Group and Item Type  
Laptops Only

	FY01	FY02	FY03	FY04	FY05	FY06	FY07
Aff-C	0	27	4	13	2	2	5
Fac-P	2	4	2	22	31	51	103
Fac-R	0	0	0	0	0	0	0
Fac-V	0	0	0	0	3	2	9
Grad	0	8200	15053	20045	18423	18734	16730
ILL	0	0	0	0	0	0	0
Mending	0	0	0	0	0	0	0
Period	0	0	0	0	0	0	0
Reserve	0	0	0	0	0	0	0
Staff	0	8	13	96	65	77	302
Ugrad	6	12206	28007	46899	61962	57542	50678
TOTALS	8	20445	43079	67075	80486	76408	67827