

**Access Services Report
LAC March 24, 2010
Johnny L. Johnson**

Staff: Circulation

Sandi Schultz
Karen Martinez
Robert Negelein
Jennifer Hall

Interlibrary Services:

Joann Bennett
Bobby Horner
Abby Albert
Jeremey Wilson
Lori Worcester
Seth Gonzales

Laptop Manager

Jon Hall

Stack Management

Mark Seagraves

Reserves and MMR

Shirley Tatum

Annex

Seth Gonzales

**Global Circulation
Statistics
SUMMARY**

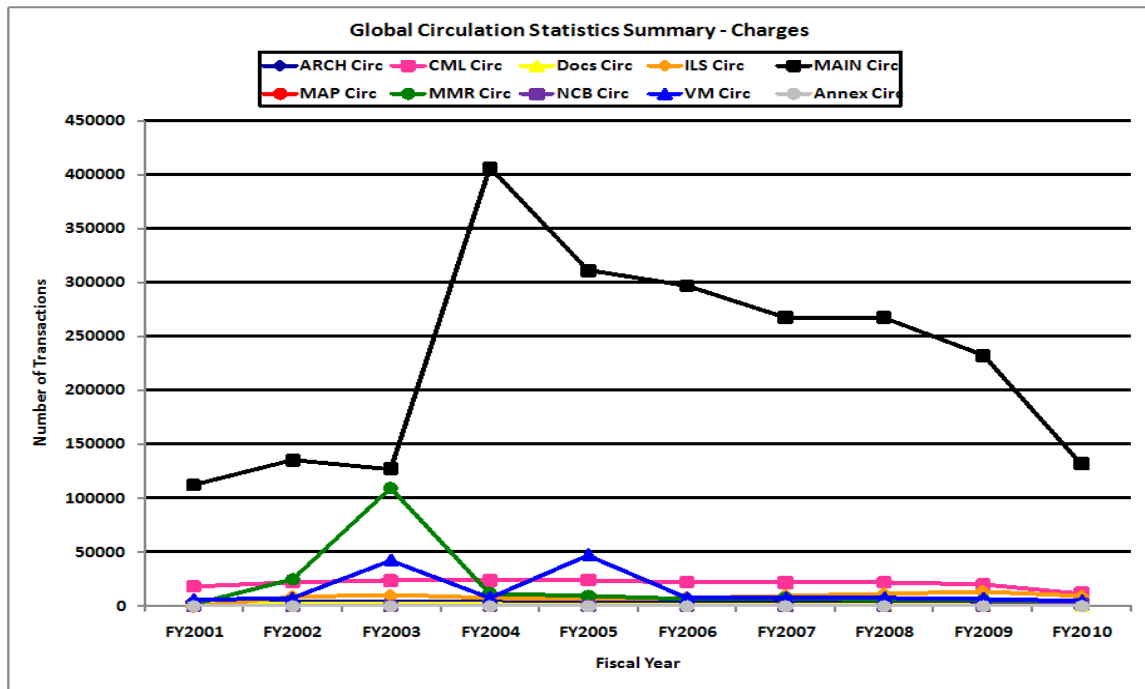
FY Stats

CHARGES	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	TOTALS	Percent
ARCH Circ	3802	4208	3999	3610	4992	4729	4085	3476	2996	2015	37912	1.26%
CML Circ	18103	22156	23667	23640	24017	22255	21648	21954	19772	14235	211447	7.05%
Docs Circ	2001	1915	1644	1852	1424	1159	973	697	680	516	12861	0.43%
ILS Circ	0	8895	10157	7493	6396	8109	9650	11329	13941	10850	86820	2.90%
MAIN Circ	112661	135035	127278	406526	310997	296988	267634	267601	232126	154541	2311387	77.09%
MAP Circ	8	0	1	0	0	6	13	0	1	0	29	0.00%
MMR Circ	1750	25169	109320	11987	9565	6356	7422	6092	5903	3679	187243	6.24%
NCB Circ	0	0	0	0	0	0	0	0	523	2480	3003	0.10%
VM Circ	6061	7223	42591	7999	47469	7678	7688	7649	7043	5730	147131	4.91%
Annex Circ	0	0	0	0	0	0	0	189	268	181	638	0.02%
TOTALS	144386	204601	318657	463107	404860	347280	319113	318987	283253	194227	2998471	100.00%

Charges by Month:

Charges	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	TOTALS	Percent
Jul	0	8076	10288	11502	14373	12136	9695	8882	8830	9532	93314	2.97%
Aug	0	12007	17637	19854	16370	17297	17386	17149	15763	19127	152590	4.67%
Sep	3504	19372	27294	47086	37826	40914	38497	34261	23376	33516	305646	9.87%
Oct	18663	24280	37420	58282	40794	43903	40899	41747	34977	34480	375445	12.14%
Nov	21401	22279	36087	56929	46247	45492	38639	39455	31180	34194	371903	12.16%
Dec	9135	10683	15954	28428	27729	25105	20530	20671	17385	17395	193015	6.28%
Jan	14210	15586	21725	29067	26321	26012	22727	26238	15177	17415	214478	7.21%
Feb	20057	23281	33929	54340	81663	37253	33161	36937	30226	28568	379415	12.72%
Mar	20081	24768	35496	56293	38897	34187	32009	33093	31578	0	306402	10.90%
Apr	19657	24799	49998	64342	45633	41291	44906	43682	37696	0	372004	13.26%
May	9813	10873	21797	21266	15193	13800	11595	8042	14833	0	127212	4.46%
Jun	7865	8597	11032	15718	13814	9890	9069	8830	8992	0	93807	3.36%
TOTALS	144386	204601	318657	463107	404860	347280	319113	318987	283253	194227	2998471	100.00%

PERCENT	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	TOTALS
ARCH Circ	2.63%	2.06%	1.25%	0.78%	1.23%	1.36%	1.28%	1.09%	1.06%	1.04%	1.38%
CML Circ	12.54%	10.83%	7.43%	5.10%	5.93%	6.41%	6.78%	6.88%	6.98%	7.33%	7.62%
Docs Circ	1.39%	0.94%	0.52%	0.40%	0.35%	0.33%	0.30%	0.22%	0.24%	0.27%	0.50%
ILS Circ	0.00%	4.35%	3.19%	1.62%	1.58%	2.34%	3.02%	3.55%	4.92%	5.59%	3.02%
MAIN Circ	78.03%	66.00%	39.94%	87.78%	76.82%	85.52%	83.87%	83.89%	81.95%	79.57%	76.34%
MAP Circ	0.01%	0.00%	0.00%	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%	1.91%	2.08%	1.89%	6.28%
NCB Circ	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.18%	1.28%	0.73%
VM Circ	4.20%	3.53%	13.37%	1.73%	11.72%	2.21%	2.41%	2.40%	2.49%	2.95%	4.70%
Annex Circ	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.06%	0.09%	0.09%	0.08%
TOTALS	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

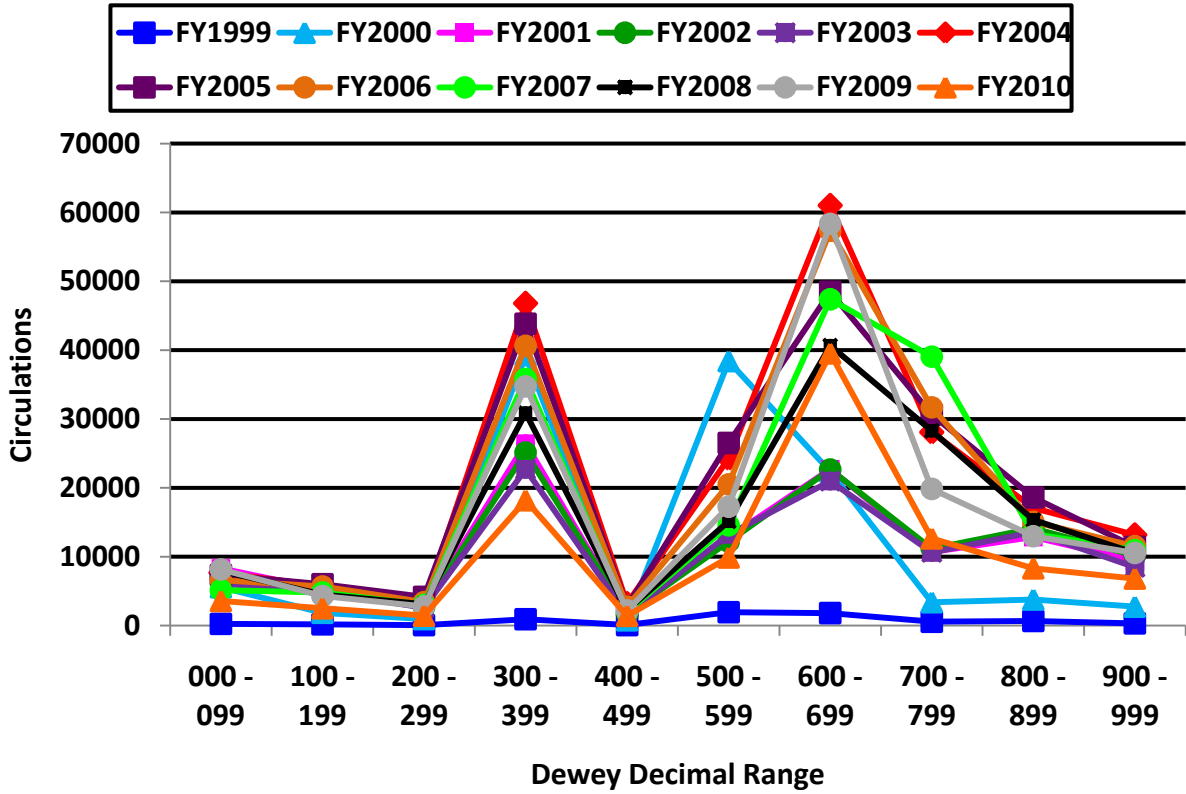


SUMMARY - Circulation by Call Number Classification

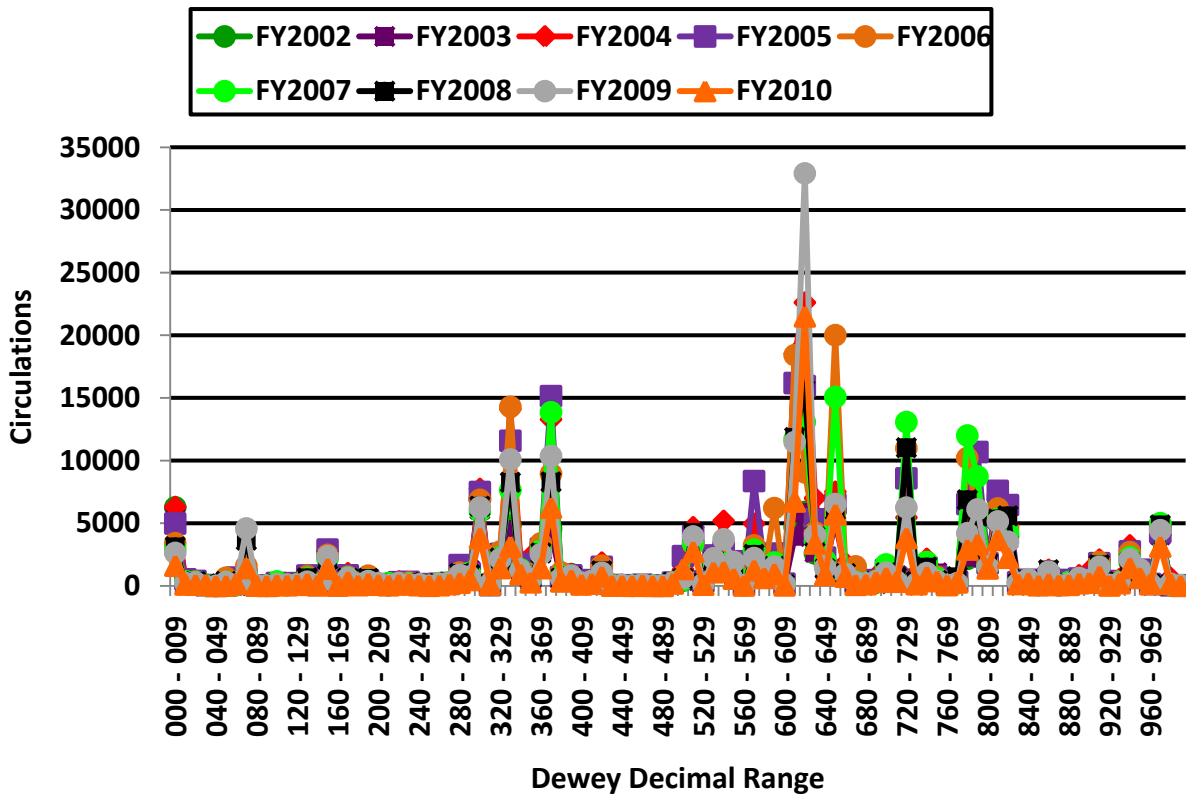
FY

Call Nos.	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	TOTAL S	Percent
000 - 099	250	5565	8301	7003	6098	7674	7351	6582	5151	7937	8150	3580	73642	4.41%
100 - 199	176	1859	5243	5152	4880	5745	6012	5681	4802	4509	4293	2518	50870	3.04%
200 - 299	70	941	2768	2644	2591	3342	4171	3396	3014	3116	2772	1447	30272	1.81%
300 - 399	923	39248	26426	25133	22695	46810	43837	40620	35813	30870	34727	18205	365307	21.86%
400 - 499	79	768	1584	1728	1543	3192	2789	2755	1991	2207	2181	1419	22236	1.33%
500 - 599	1941	38403	12807	12202	13228	24272	26520	20512	14561	15143	17273	9890	206752	12.37%
600 - 699	1810	22373	22707	22673	20985	61027	48473	57341	47388	40655	58338	39541	443311	26.53%
700 - 799	564	3393	10678	11177	10635	28087	30665	31685	39051	28288	19846	12663	226732	13.57%
800 - 899	665	3783	12853	14121	13584	17064	18603	15062	13299	15343	12977	8315	145669	8.72%
900 - 999	318	2747	9391	10170	8468	13178	11414	11521	10939	10546	10548	6825	106065	6.35%
Total	6796	119080	112758	112003	104707	210391	199835	195155	176009	158614	171105	104403	1670856	100.00%

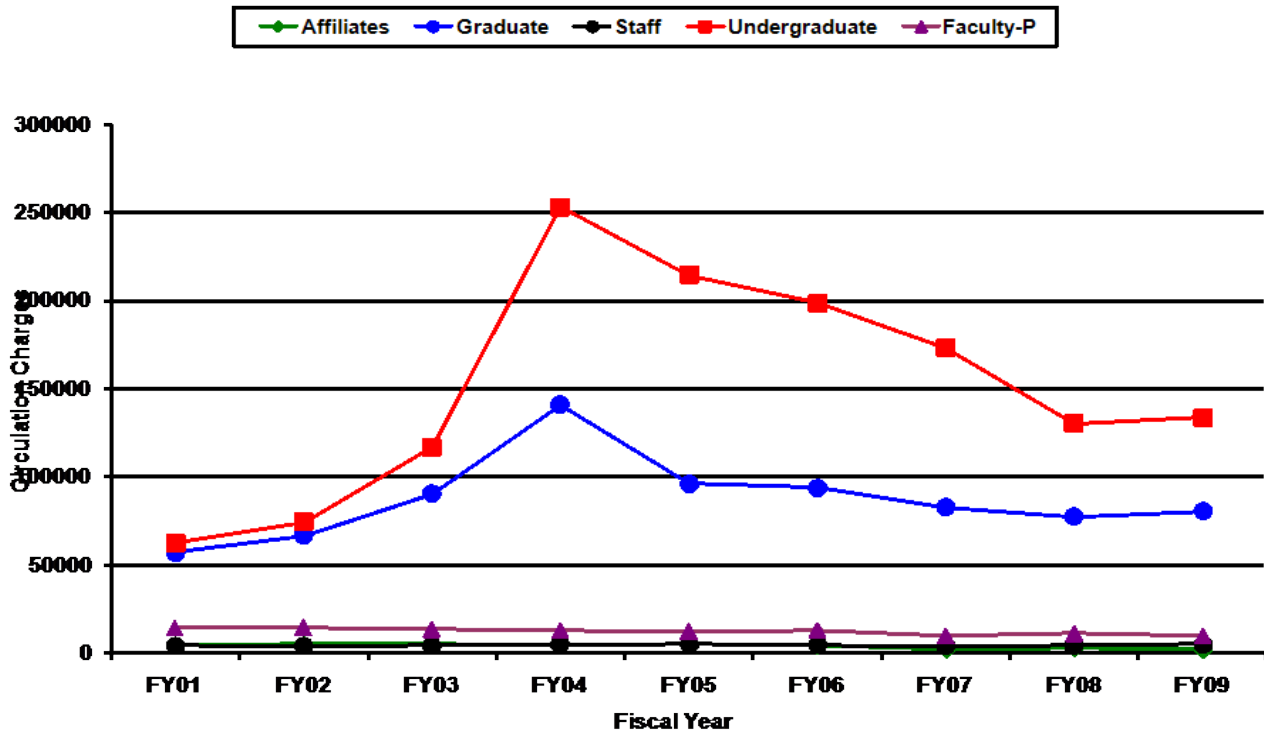
Circulation Summary by Dewey Decimal Range by Fiscal Year



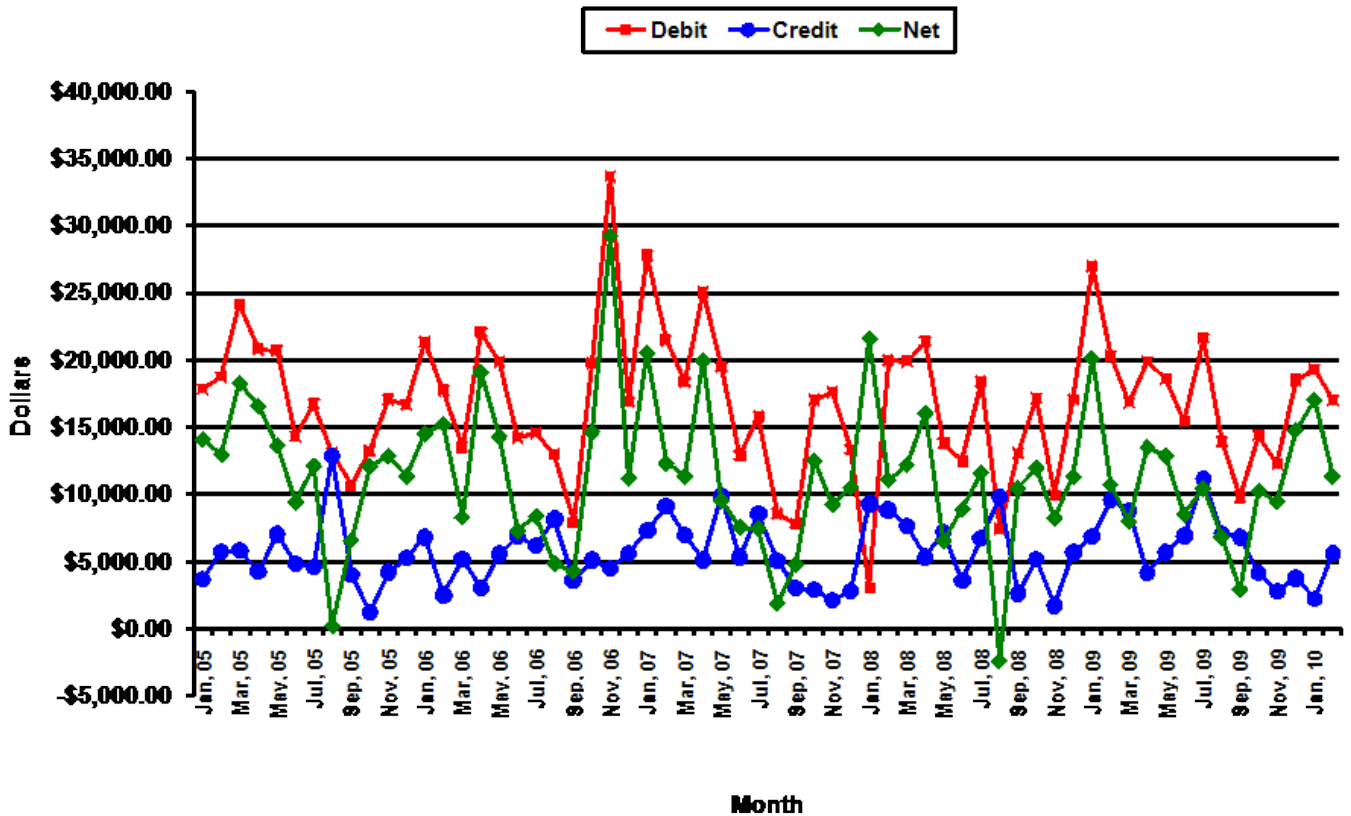
Circulation Summary by Dewey Decimal Range by Fiscal Year



Total Circulation by Patron Group and Year



Fines and Fees by Month



Circulation Desk Interactions:

	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009
	Jan.	Feb.	Mar.	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec.		TOTALS
7:30 - 8:00	33	55	77	49	64	64	48	109	112	66	62	91		830
8:00-9:00	139	249	257	226	163	163	137	231	319	274	260	166		2584
9:00-10:00	199	710	468	499	287	287	170	374	506	532	428	296		4756
10:00-11:00	513	945	867	1121	314	314	303	726	1178	1236	1008	567		9092
11:00-12:00	552	1066	1018	1209	448	448	424	757	1318	1325	1047	619		10231
12:00-1:00	689	1223	1150	1437	464	464	407	757	1500	1288	1126	630		11135
1:00-2:00	717	1419	1418	1476	617	617	496	918	1852	1794	1485	797		13606
2:00-3:00	636	1387	1363	1519	560	560	535	847	1415	1578	1352	612		12364
3:00-4:00	724	1451	1263	1435	548	548	414	788	1368	1674	1449	800		12462
4:00-5:00	656	1246	995	1283	464	464	460	821	1320	1694	1728	800		11931
5:00-6:00	530	1125	1085	1198	450	450	388	727	1379	1568	1418	687		11005
6:00-7:00	340	965	831	1124	395	395	315	559	1107	1198	1330	575		9134
7:00-8:00	274	1079	997	1381	456	456	189	439	1063	1154	1266	592		9346
8:00-9:00	239	949	883	1329	315	315	200	346	920	1043	1198	547		8284
9:00-10:00	123	765	937	1293	250	250	179	260	693	925	1036	428		7139
10:00-11:00	114	709	768	995	208	208	0	269	836	964	846	492		6409
11:00-mid	81	572	587	789	187	187	0	209	710	833	801	408		5364
mid -1:00	54	460	481	726	153	153	0	142	662	755	696	373		4655
1:00-2:00	31	1370	480	646	157	157	0	102	612	897	840	365		5657
Totals	6644	17745	15925	19735	6500	6500	4665	9381	18870	20798	19376	9845		155984

Laptops vs. Other Circ Desk Activities:

	Sept	2009	Oct	2009	Nov	2009	Dec	2009	Jan	2010	Feb	2010
	Book	Laptop	Book	Laptop	Book	Laptop	Book	Laptop	Book	Laptop	Book	Laptop
7:30 - 8:00	78	34	36	30	37	25	46	45	19	5	20	19
8:00-9:00	157	162	131	143	130	130	78	88	105	73	82	88
9:00-10:00	210	296	229	303	174	254	115	181	127	119	143	191
10:00-11:00	569	609	615	621	466	542	274	293	366	314	466	436
11:00-12:00	643	675	636	689	495	552	346	273	424	322	460	450
12:00-1:00	713	787	597	691	545	581	272	358	350	357	412	488
1:00-2:00	887	965	828	966	617	868	307	490	417	433	538	554
2:00-3:00	678	737	737	841	547	805	277	335	415	303	466	630
3:00-4:00	718	650	789	885	653	796	324	476	391	339	551	579
4:00-5:00	625	695	791	903	735	993	294	506	402	290	468	506
5:00-6:00	618	761	609	959	569	849	287	400	372	261	463	466
6:00-7:00	476	631	397	801	434	896	187	388	251	190	375	468
7:00-8:00	481	582	432	722	440	826	218	374	245	235	316	434
8:00-9:00	463	457	355	688	364	834	147	400	239	180	229	391
9:00-10:00	286	407	248	677	256	780	91	337	147	191	194	334
10:00-11:00	313	523	246	718	215	631	88	404	103	160	180	394
11:00-mid	276	434	238	595	213	588	102	306	80	165	159	386
mid -1:00	237	425	190	565	139	557	72	301	60	147	133	315
1:00-2:00	173	439	148	749	128	712	64	301	50	145	129	312
Totals	8601	10269	8252	12546	7157	12219	3589	6256	4563	4229	5784	7441
		18870		20798		19376		9845		8792		13225

Library Study Rooms:

	Seating	Date	Historical	Monthly
	Capacity	Created	Charges	Average
H. Louise Cobb Room	6	3/5/2007	2207	61.31
Jessie Thatcher Bost Room	6	3/5/2007	2109	58.58
Room 102-K	10	5/17/2006	3157	68.63
Room 102-L	8	3/5/2007	2550	70.83
Room 102-M (Stringer)	14	5/17/2006	2750	59.78
Room 110-A	12	3/7/2007	2460	68.33
Room 110-B	14	3/7/2007	2317	64.36
Room 110-C	8	3/7/2007	2674	74.28
Room 110-D	6	3/7/2007	2855	79.31

Extended Hours:

Pre-Finals Week

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Totals
Sp05	80	113	109	201	681	804	233	2221
Fa05	99	150	173	144	586	572	281	2005
Sp06	83	118	246	350	738	1071	343	2949
Fa06	193	235	257	220	883	855	321	2964
Sp07	219	251	285	299	666	1041	370	3131
Fa07	134	292	224	325	724	1089	631	3419
Sp08	230	289	278	426	655	904	578	3360
Fa08	147	213	287	339	804	1213	627	3630
Sp09	90	198	86	285	724	1055	589	3027
Fa09	173	242	332	577	1380	2484	785	5973
TOTALS	1448	2101	2277	3166	7841	11088	4758	32679

Finals Week

	Mon	Tue	Wed	Thur	Fri	Totals
Sp05	622	443	746	786	504	3101
Fa05	606	479	843	679	453	3060
Sp06	884	749	738	460	900	3731
Fa06	922	985	700	750	896	4253
Sp07	841	727	1095	1035	696	4394
Fa07	630	660	1025	1142	691	4148
Sp08	685	988	873	863	832	4241
Fa08	865	965	649	826	998	4303
Sp09	1029	849		1811	1113	4802
Fa09	1051	855	788	1065	897	4656
TOTALS	8135	7700	7457	9417	7980	40689

Stack Management:
Shelving Statistics

	FY06	FY07	FY08	FY09	FY10		FY06	FY07	FY08	FY09	FY10
	Journals	Journals	Journals	Journals	Journals		Books	Books	Books	Books	Books
July	2324	2448	1912	1240	981		9381	9205	8373	8502	5959
Aug	2088	1300	1829	2009	1301		8207	6834	7149	8149	9818
Sept	3344	2457	2835	1740	1424		12010	10037	10149	12388	8031
Oct	3389	3298	2314	1939	1944		9186	12809	8324	10266	10333
Nov	3752	1947	2525	2365	2414		14569	9395	10484	15492	14369
Dec	2600	2025	850	467	474		18936	18241	9503	7863	10082
Jan	1779	2093	2070	1439	1353		8468	14488	12635	10970	9803
Feb	2589	2318	2742	1871	2126		10277	10807	9098	10331	10218
Mar	2407	2555	3369	2555			10745	9522	13108	14592	
Apr	3750	2533	2172	2010			17760	18632	13862	15947	
May	2241	1173	1675	1637			19656	6798	9240	15675	
June	3588	1695	1759	1118			14399	10525	10613	6596	
TOTALS	33851	25842	26052	20390	12017		153594	137293	122538	136771	78613

Special Projects: FY 2010

- Set up 26 events in Browsing room
- Sent 1 load of surplus with another waiting to go
- Added single face shelves in Vet Med
- Moved basement journals to annex early summer
- Shifted basement from mid-summer until fall break
- Moved quartos from Reading Room to basement
- Moved quarto shelves from Reading Room to storage
- Moved architecture books to new building
- Moved temporary Architecture shelves and furniture to storage
- Added shelves to 5th floor for SCUA processing area
- Moved out old acquisitions furniture to storage
- Moved old honors college furniture to storage
- Moved journals from Reading room balcony to basement
- Moved Reading Room furniture throughout the building
- Picked up Rollins books for Special Collections
- Called to annex for false alarm twice

Laptops:

Laptop		Total	Average		Life		Circ
Totals	Symbol	Circs	Circs	Status	Span	Drive	Per Year
LAP0001 - LAP0020	LAP0000s	48596	2429.8	Retired	3 yr.	floppy	809.9
LAP1201 - LAP1228	LAP1200s	57943	2069.4	Retired	2.75 yr.	floppy	752.5
LAP1302 - LAP1324	LAP1300s	62431	2601.3	Retired	3 yr. 2 mo.	floppy	812.9
LAP1401 - LAP1424	LAP1400s	65666	2736.1	Retired	3 yr. 8 mo.	CD	739.5
LAP2201 - LAP2217	LAP2200s	30283	1514.2	Retired	3 yr.	DVD	504.7
LAP2301 - LAP2334	LAP2300s	60977	2102.7	Retired	3 yr. 5 mo.	DVD	618.4
LAP3001 - LAP3047	LAP3000s	89424	2181.1	Current Usage	3 yr. 3 mo.	DVD	671.1
LAP3201 - LAP3224	LAP3200s	37793	1574.7	Current Usage	2 yr 9 mo.	DVD	583.2
LAP3601 - LAP3624	LAP3600s	21520	1024.8	Current Usage*	3 yr. 3 mo.	DVD	315.3

LAP6201 - LAP6218	LAP6200s	18531	1029.5	Current Usage	1 yr. 3 mo.	DVD	823.6
LAP6401 - LAP6418	LAP6400s	241	13.4	Retired*	4 mo.	DVD	40.6
LAP6501 - LAP6560	LAP6500s	42502	708.4	Current Usage	1 yr. 3 mo.	DVD	566.7
LAP6701 - LAP6750	LAP6700s	23732	474.6	Current Usage	7 mo.	DVD	832.7

Faculty/Staff Laptop Usage:

	CY 07	Spring 08	Summer 08	Fall 08	Spring 09	Summer 09	Fall 09
Other Faculty	51	9	3	23	12	16	15
Library Faculty	58	10	7	21	11	7	15
Total	109	19	10	44	23	23	30
Other Staff	390	162	153	131	163	142	152
Library Staff	87	56	57	68	77	30	65
Total	477	218	210	199	240	172	217
Checkout Totals	586	237	220	243	263	195	247

Laptop Repair Stats:

	CY 07	CY 08	CY 09
Total Service Calls	205	103	48
Replaced Keyboards	30	18	10
Replaced Motherboards	42	11	5
Replaced Hard Drives	8	6	1
Replaced LCD Screens	10	3	6
Replaced Touchpads	4	2	0
WiFi Switch Replacement	1	2	0
Bluetooth Chip	2	0	0
LCD Bezel Replacement	0	0	21
Hinge Cover Replacement	0	0	3
DVD-RW Replacement	0	0	1
Latch Lock Replacement	0	0	1
Power Cords	59	0	0
Mice	9	0	0
CMOS Battery	0	2	0

We currently have about 165 student laptops which circulate for 5 hr. at a time. We are on a cycle to replace 50 laptops per year to let us maintain about 150 total student laptops.

We also have 12 faculty/staff laptops which circulate for 3 days at a time.

Microform/Media & Reserves Statistical Report:

	Fall 06	Sp 07	Fall 07	Sp 08	Fall 08	FY 10
<u>Paper Reserves (“Folders”)</u>	48	46	46	44	39	35

These folders are maintained behind the circulation desk for the professor’s who do not want their materials online.

Electronic Reserves

COURSES ONLINE	58	56	49	44	49	50
ARTICLES ONLINE	756	832	604	709	838	752

Items received from the professor are processed immediately and available online within 24 hours.

Estimated 25% live links vs. scanning

<u>UNCLASS books</u>	120	113	89	123	105	191
-----------------------------	-----	-----	----	-----	-----	-----

Books owned by professors, loaned to OSU.

<u>Library Books on Reserve</u>	1059	1091	1698	1758	1985	1580
--	------	------	------	------	------	------

These include books containing sensitive content, books under high use with excessive recalls, as well as books requested by professors for ‘course reserve’.

<u>Newspapers</u>	7	7	5	5	5	5
--------------------------	---	---	---	---	---	---

Number of newspapers currently kept on Reserve. (Daily O’Collegian, Oklahoman, Stillwater Newspress, USA Today and Wall Street Journal). When a month’s worth is received on Microfilm, the paper copy is removed from the system.

<u>Magazines</u>	2	2	2	2	2	2
-------------------------	---	---	---	---	---	---

Consumer Reports and Women’s Wear Daily

Lecture CDs (through Fall ’09)

Courses*		36	37	35	37
CDs		959	NA	878	1003

*each lecture has 2 CDs

Check-outs		683	NA		
------------	--	-----	----	--	--

<u>ILS Requests Filled:</u>		76	NA	50	222
------------------------------------	--	----	----	----	-----

scan fiche/film

<u>GENERAL MMR STATS:</u>	FY 06	FY 07	FY 08	FY 09	FY 10
MMR Filing:		611	1205	1067	2953
MMR Directional:	498	1091	819	647	563
MMR Reference questions:	4075	7029	4599	2796	1101

<u>Student Assistants:</u>	5	5	5	5	9
-----------------------------------	---	---	---	---	---

Circulation Transactions by Patron Group and Item Type:

Summary All Circulations

	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Aff-C	4844	5309	5323	4969	5115	4473	2245	2878	2122	1248
Fac-P	14434	14617	13567	12849	12483	13056	9967	11325	10076	7191
Fac-R	106	127	70	242	231	159	282	229	369	311
Fac-V	544	569	321	309	543	398	307	850	453	102
Grad	57084	66828	90551	141137	96287	94043	82671	77537	80575	64047
ILL	8236	8855	10148	9593	9429	10259	8301	10955	10876	8102
Mending	1169	1820	8037	926	0	26	2	0	0	0
Period	14	0	136	10	27	5	21	0	0	0
Reserve	17	11	33	9	10	12	13	450	127	53
Staff	4260	4022	4279	4839	5091	4669	3896	4281	5188	5518
Ugrad	62458	74501	116769	252965	214427	198685	173026	130142	133618	90930
										Inc.
TOTALS	153907	176854	272692	427996	343726	325890	280817	238795	243505	177638

Summary w/o Laptops

	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Aff-C	4844	5282	5317	4911	5108	4458	2228	2848	2121	1248
Fac-P	14432	14613	13565	12581	11839	12300	9813	11134	9896	6891
Fac-R	106	127	70	242	224	159	282	229	350	301
Fac-V	544	569	321	269	496	263	254	849	424	96
Grad	57084	58628	62651	54006	47988	45369	40784	46240	45794	32571
ILL	8236	8855	10148	9589	9429	10259	8301	10950	10874	8102
Mending	1169	1820	8037	926	32	26	2	0	0	0
Period	14	0	136	10	27	5	21	0	0	0
Reserve	17	11	33	9	10	12	13	450	127	53
Staff	4260	4014	4237	3794	4002	3369	2304	3233	4294	3082
Ugrad	62452	62295	66700	62323	62802	56085	50938	50412	46993	30867
										Inc.
TOTALS	153242	156306	171266	148660	141993	132410	114940	126493	120974	83345

Summary Laptops and Peripherals

	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Aff-C	0	27	6	58	7	15	5	30	1	0
Fac-P	2	4	2	268	644	756	484	191	180	300
Fac-R	0	0	0	0	7	0	0	0	19	10
Fac-V	0	0	0	40	47	135	53	1	29	6
Grad	0	8200	27900	87131	48299	48674	41887	31297	34781	31476
ILL	0	0	0	4	0	0	0	5	2	0
Mending	0	0	0	0	0	0	0	0	0	0
Period	0	0	0	0	0	0	0	0	0	0
Reserve	0	0	0	0	0	0	0	0	0	0
Staff	0	8	42	1045	1089	1300	1592	1048	894	2436
Ugrad	6	12206	50069	190642	151625	142600	122088	79730	86625	60063
										Inc.
TOTALS	8	20445	78019	279188	201718	193480	166109	112302	122531	94291

Laptops Only

	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Aff-C	0	27	4	13	2	2	5	16	1	0
Fac-P	2	4	2	22	31	51	103	84	28	73
Fac-R	0	0	0	0	0	0	0	0	8	0
Fac-V	0	0	0	0	3	2	9	0	1	1
Grad	0	8200	15053	20045	18423	18734	16730	20038	16576	13835
ILL	0	0	0	0	0	0	0	2	1	0
Mending	0	0	0	0	0	0	0	0	0	0
Period	0	0	0	0	0	0	0	0	0	0
Reserve	0	0	0	0	0	0	0	0	0	0
Staff	0	8	13	96	65	77	302	219	120	513
Ugrad	6	12206	28007	46899	61962	57542	50678	54883	45721	29321
										Inc.
TOTALS	8	20445	43079	67075	80486	76408	67827	75242	62456	43743

Laptop Circulations by Patron Group and Year

