EMORY

OXFORD
COLLEGE

ANNUAL REPORT

OXFORD COLLEGE LIBRARY

EMORY UNIVERSITY

2020-2021

Submitted to Dean Douglas Hicks

By

Kitty McNeill

Dean of the Library

July 16, 2021

OXFORD COLLEGE LIBRARY
2020-2021

This academic year, the Library has remained:

Student-centered

- **184 hours** of **library consultations**, up 10% from last year
- Over **288 hours** of **instructional planning and design**
- **50 student library assistants** collaborating remotely or in-person

Access-focused

- **86 hours of chat availability** per week, ensuring continued access to library services and resources for all Oxford students
- **1,057 items** made available via **digital course reserves**, in support of **88 distinct courses**
- **$43,402** spent on eBooks, to increase offerings available remotely

25,929 **Research Guide** views

35,600+ Oxford College Library website and blog **page views**

Students, we heard you!*

Based on student feedback, we will:

Continue to develop **course- and content-specific information literacy Canvas modules** available at the point of need.

Conduct **orientation-related outreach beyond orientation week** to allow for a less content-heavy orientation event.

* *Informed by 2021 First-Year Council focus group*

Annual Report
Oxford College Library
2020-2021

Mission Statement

As an academic and social hub of the Oxford College campus, the library works to support students, faculty, and staff in their academic pursuits and build an inclusive community of collaboration. By providing student-centered services, resources, and spaces, we are dedicated to empowering students to think critically about and ethically engage with information. The library is a gateway to resources from across the University and offers a diverse collection of print and digital materials, technology-rich spaces for exploration and play, and a commitment to excellent service. Within an environment of holistic community engagement, we invite users to participate in personal growth, information literacy instruction, learning and research opportunities, and preservation of the history of Oxford College as a part of the larger University. We are proud to accompany users either in person or virtually on their journeys of discovery, research, and learning.

Vision Statement

- Build an inclusive and transformative academic and social environment for the Library and pursue anti-oppression in the library profession and the Oxford College community.
- Through creativity, innovation, and partnerships, lead Oxford College as experts in the areas of research support, information literacy pedagogies, and open education.
- Develop and enrich collaborative digital scholarship initiatives that are fully integrated into the Oxford College curriculum and community.
- Gain visibility on the local, regional, and national levels by sharing our expertise through scholarship and research.

Values

Compassion Kindness Thoughtfulness Intentionality Respect Uplift Each Other Reflection Celebration Inclusivity Empathy	***Communication*** Follow through and follow-up Listening Dialogue, not monologue	***Innovation*** Creativity Curiosity Critical Thought Knowledge Learn & Grow Information
Integrity Accountability Trust Reliability		***Partnerships*** Relationship Building Service Customer Service User Centric Collaboration

Emory Libraries Diversity Statement

(Revision in Progress – Summer 2021)

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through professional development, encouragement of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speak to the rich needs and identities of patrons from the Emory community and beyond. We embrace opportunities that strengthen these values. We invite you to bring your authentic self to the library and feel welcomed when you arrive.

Overview

Influenced by the Covid-19 pandemic and the racist and unjust events of the summer 2021, three themes emerged to guide the work of the library during this unprecedented year. The library staff committed to being student centered, access focused, and dedicated to the principles of diversity, equity, and inclusion.

Throughout the year, the library staff focused on providing both in-person and remote access to library resources and services for students, faculty, and staff. We had library staff physically present in the building throughout the year and the library was open 7 days each week with social distancing and other safety measures in place. We installed a building capacity monitor, integrated with the entrance counter, to ensure the appropriate number of people were in the building. Building on the work of Ben Brown, Coordinator of Library Computing, this system was adopted by the Oxford Student Center, the Woodruff Library and the Woodruff Health Sciences Center Library.

Fortunately, during the hiring freeze, the library received approval from the Administration to fill two open positions. We hired Molly Faust as the Circulation Coordinator and Christine Rogers as the Late-Night Library Specialist. Both Molly and Christine played key roles in providing in-person library services to the first-year students on campus. After a long leave of absence, Adrienne Button, Head of Library Teaching and Outreach, left her position at the library in July 2021. We decided to rethink this open position, as well as the vacant Administrative Assistant role, and received permission to search for two Teaching and Learning Librarians. We expect to complete this search in August 2021.

With the additional of new employees, the Management and Leadership Team (MLT) of the library reviewed the library organization and restructured into two main areas of responsibility with Ellen Neufeld, Deputy Director of the Library, overseeing the teaching librarians, collections, archives and special collections. Jessica Robinson, Director of Finance and Operation, will now oversee two additional staff that contribute directly to the overall operations of the library. See Appendix B for the revised organizational chart.

Fifty student employees worked in-person in the library and remotely to ensure access to library services and resources. Second year students used our online “Chat” system so we could provide 86 hours each week of remote library services to our students. With only the first-year class on campus, library attendance was down significantly; 26,345 students, faculty, and staff used the library compared to 128,091 individuals the previous year.

As with attendance and website usage, the pandemic caused the use of electronic resources by students to decrease. The statistics on the use of electronic resources show that students and faculty are accessing library resources using direct links rather going first to the library website. However, use of electronic resources by Oxford faculty increased 22 percent and student usage was still significant. 6,171 students, 3,245 faculty, and 475 staff (individuals accessing more than once) completed unique sessions with a total of 98,097 (faculty 29,008, staff 3,555, and students 65,534) Oxford clicks or actions by content types that include abstracts, articles, books, reference sources, table of contents, and searches. To view further data on the use of electronic resources see Appendix C.

As expected, circulation of Oxford library material decreased. However, the Emory Libraries loaned slightly more books to Oxford, 1,990 in total, over the previous year. Other annual library statistics are located in Appendix D.

Jessica Robinson, Director of Library Finance and Operations, worked closely with staff on the Emory Libraries Continuity Group to ensure policy and access changes, along with University guidelines required due to the pandemic, were coordinated and shared with the other libraries. Working remotely and in the building, the library staff accomplished the substantial work documented in this annual report through committed, creative, and collaborative efforts. Full access to the rich resources, technologies, systems, and services of the Emory Libraries were guaranteed for Oxford students, faculty, and staff through the extensive committee work performed by all library staff as recognized in Appendix A.

Expanded access to digital course reserves and electronic books is just one example of the rich resources provided by the Emory Libraries during the pandemic. The Oxford library provided access to 1,057 items through digital course reserves in support of 88 distinct courses. Also, Paula Knight, Acquisitions Coordinator and Ellen Neufeld, Chair of Oxford's Collections and Acquisitions team purchased 296 multi-user, electronic books, at a cost of $43,402. Multi-user access to e-books is expensive and the average cost was $147 per e-book with some costing as much as $400. Purchased e-books covered all academic disciplines and included the following areas: 70 social sciences, 58 languages and literature, 48 fine arts, 32 history, 25 religion, 18 natural science and mathematics, 15 applied science, 10 general, 8 philosophy and 8 psychology.

As we look forward to the next academic year and the full return of students and faculty to campus, the entire staff completed an intensive review and revision of the library's Mission, Vision, and Values to include an emphasis on diversity, equity, and inclusion work. These revisions, along with our development of specific goals for the year, will guide our efforts to continue to be a student-centered and access-focused library.

Most importantly, we will strive to respond to student feedback from focus groups and surveys. We hope to continue to receive comments like the following from an Oxford student on the Emory Libraries 2021 Spring Pulse Survey: "I've really appreciated how helpful Emory librarians have been with both virtual resources and obtaining physical materials (even from the main campus to Oxford) during the pandemic."

At the request of students, we plan to continue to develop additional course and content specific information literacy Canvas modules available at the point of need. We also plan to conduct more comprehensive library outreach beyond orientation week.

Library Goals Accomplishments
2020-2021

Goal: Enhance the Research Practices program to support the Oxford College strategic plan and developments in information literacy in higher education.

The Covid-19 pandemic had a significant impact on the library's information literacy instructional program. The teaching librarians worked with faculty to customize research instruction through over 288 hours of instructional planning and design. Through assignment design work with the faculty, librarians created customized Canvas research modules and course-specific research guides to allow faculty to use a flipped, asynchronous classroom strategy.

This design process permitted students to do class pre-work. Librarians then designed the synchronous portion of research instruction to focus more on specific research assignments rather than an overview of library resources and services. A specific Canvas module was developed for the Discovery Seminars and a number of courses across the curriculum included scaffolded, multi-session research instruction by librarians. One successful example of this effort was expressed by Melissa Hage, Assistant Professor of Environmental Science, to Paige Crowl, Teaching and Learning Librarian: "Back in the fall, you put together an awesome *Learning How to Do Research and Evaluate Sources* Canvas module for my Discovery Seminar. It went so well that I want the student I am working with this summer . . . to work through it as well."

The pandemic and staffing levels had a negative impact on the number of classes and students the librarians were able to reach with information literacy instruction. Further, some faculty chose to not to include library research instruction in their courses due to the shift to remote learning. Adrienne Button, the Head of Teaching and Outreach was on leave of absence for seven months during the year and eventually left her position in July 2021. Even with reduced staffing, the librarians provided 219 research consultations via Zoom compared to 286 the previous year; and, they provided 184 hours of library consultations, up ten percent in dedicated hours from last year. Also, librarians, Vanessa Garofalo, Paige Crowl, and Anne Le-Huu Pineault, led *Learning to Lead* seminars in the spring semester.

The Oxford library led the way for the Emory Libraries by designing a Student Support webpage to provide easier access to library resources and services for students. The Woodruff library is adopting this strategy for fall 2021 to allow improved library support for undergraduate students. The library provided 86 hours of online "chat" availability per week, ensuring continued access to library services and resources for Oxford students with extended hours for international students.

As a top priority, the personal librarians provided extensive research and classroom support via one-on-one Zoom sessions for the faculty throughout the year across a variety of disciplines. For example, the librarians acquired electronic books, articles, films, and other resources; this effort was especially important due to the need to provide remote access to library and class resources for Oxford's students. The library acquired new materials relevant to faculty research, assembled subject bibliographies, compiled comprehensive literature reviews, and provided extensive copyright and citation support to faculty and staff.

Further, librarians assisted and demonstrated best practices for complex research assignments for faculty student research assistants, directed study students, Summer Undergraduate Research Experience (SURE) participants, and Oxford Research Scholars. Requests for extensive research assistance using the Oxford College Archives increased significantly and Kerry Bowden, Archives Coordinator, provided expert and detailed assistance to University faculty and staff, Oxford and Emory College of Arts and Sciences (ECAS) students, and individuals external to the University.

The Research Practices instructional team continued to work on developing a culture of assessment led by the efforts of librarian, Anne Le-Huu Pineault and the Assessment Team. Specifically, the team focused on mapping the *ACRL Framework for Information Literacy in Higher Education's* threshold concepts to the Oxford College *General Education Outcomes*. This work will be completed in the next academic year.

On May 18th, the library hosted the General Education Assessment Committee for a day-long session on assessing student proficiency in two of the Oxford College Learning Outcomes: *Question Asking* and *Reflective Practices*. Three Oxford librarians participated in creating a rubric for scoring student work, representing the library's role in supporting students as they develop their research and reflective skills through the Discovery Seminars and Milestone Projects. The group calibrated the rubric with student Milestone reflections and reflective writing samples, and librarians engaged in fruitful discussion with faculty instructors on designing and assessing inquiry-based assignments.

Goal: Create an anti-racist library environment that promotes social justice and the principles of diversity, equity, and inclusion. *(Building a World Class Academic Experience & Emory Libraries Roadmap: Organizational Development and Culture)*

In alignment with the library's goal to increase staff awareness of privilege and racial injustice, library staff made it a priority this year to engage in education and professional development around anti-racism. This effort was supported by Dean and University Librarian, Yolanda Cooper, who encouraged all staff to pursue professional development in this area as part of the Emory Libraries Roadmap Strategic Theme of *Organizational Development and Culture*. Staff enthusiastically pursued these opportunities and participated in dozens of conversations, trainings, and webinars on topics including anti-racism, white supremacy in librarianship, preserving Black and Indigenous histories, and improving accessibility of library services.

Many Oxford Library staff also participated in professional development opportunities coordinated by Emory Libraries Diversity, Equity, and Inclusion Committee, of which Oxford librarian Paige Crowl is a co-chair. These institutional efforts included the Coffee and Critical Conversations series, which allowed Emory Libraries employees to discuss racial injustice and how it can be combated, and two Anti-Racism Forums in the summer of 2020 and spring of 2021, where employees shared their anti-racism work in a more formal symposium setting with their colleagues.

Working collaboratively with the broader Emory Libraries, Oxford library employees joined several organizational initiatives to make policies and services more equitable for Emory community members in both Oxford and Atlanta. Librarian Vanessa Garofalo served as a representative on the Emory Libraries' Code of Conduct Task Force, a group that is working with stakeholders to develop guidelines for workplace behavior in alignment with the Libraries diversity statement.

Librarian Paige Crowl served as Oxford's representative on the Space Audit Task Force, working to develop a systematic audit which libraries can use to evaluate the usability, accessibility, and equity of their spaces.

Librarian Ellen Neufeld, and Acquisitions and Cataloging Coordinator Paula Knight, worked with the Metadata Policy Committee to discuss the process of identifying harmful language in the library catalog and create statements to explain the history and process behind harmful language in library systems accessible to the public. As a result of this work, the Oxford Library added a harmful language statement to our Archives and Special collections web page.

Collections were also considered in our anti-racism efforts this year. Ellen Neufeld and Paula Knight worked with the Emory University Libraries Collections Steering Committee to analyze course reserve readings for gaps in diversity. This analysis will be used to advise the Inclusive Curriculum Committee on the diversity of course material. The library also responded to user requests and expanded our collection with more material on social justice and anti-racism. Further, the Collection Management Team added a newly curated social justice section with additional resources to OverDrive, our e-book and audiobook service.

Working with the Emory Libraries exhibit team, the Oxford archives team is planning a new exhibition that will emphasize that "there is more work to done" to acknowledge and address Emory's complex institutional history of racial inequities and injustice. This exhibition will coordinate with the fall 2021 symposium, *In the Wake of Slavery and Dispossession: Emory, Racism, and the Journey Towards Restorative Justice*.

Goal: Collaborate with the Oxford College Writing Program, Academic Technology Department, Oxford College Center Teaching and Scholarship (OCTS), and the other Emory Libraries to support strategic plan initiatives and improve library and technology services for students and faculty.

Collaboration with other Oxford College departments and Emory Libraries groups remained a high priority for the library. Librarians partnered with Leigh Elion, Director of the Writing Center to provide remote, coordinated sessions for students on research and writing. Librarians also built on the summer 2020 Oxford College Online Teaching (OCOT) work with the Oxford Center for Teaching and Scholarship and Academic Technology to enhance teaching and learning during the Covid-19 pandemic.

Work with our Emory Libraries colleagues was enhanced through the use of remote Zoom meetings; the libraries decided to continue to use Zoom for committee and taskforce meetings after the pandemic. The use of this technology, along with best practices for meetings, will ensure the ability of remote employees, especially Oxford library staff, to participate fully from a distance in the important collaborative work of the Emory Libraries.

Library staff completed substantial systems work in partnership with Emory Libraries. Ellen Neufeld, Deputy Director of the Library, served as Oxford's lead in working with the Emory Libraries Core Systems Team to implement a new, and more user friendly, discovery system using Blacklight. The new system should be ready for library users during the fall 2021 semester. The website redesign was delayed, and this important work should be completed in the next academic year.

To ensure Oxford users' needs are met, staff collaborated with the Emory Libraries Collections Steering Committee to acquire access to electronic books for unlimited users and to obtain and renew licensing for streaming films. Other important work for our users included partnerships with the Emory Libraries' Collections Steering Committee, E-book taskforce, Metadata Policy Committee, Instruction Steering Committee, Undergraduate Services Committee, Access Services Committee, Peer Review Committee, the FACET Implementation Group, the Library Continuity Committee, and the Assessment Integration group.

The Teaching & Digital Projects Librarian Vanessa Garofalo coordinated library support for ongoing digital scholarship initiatives. Work on developing the *U.S. Mosque Controversies* digital archive continues. This archive uses the Omeka content management platform and contains documented cases of anti-Islam controversies in the Atlanta metro area and across the southeastern United States. This project is an ongoing collaboration with Oxford professor Dr. Florian Pohl and has been used as a research and learning tool in several of Dr. Pohl's courses. Work on the archive will continue through summer 2021 as part of Dr. Pohl's collaboration with his Summer Oxford Research Scholar. Teaching and Learning Librarian Anne Le-Huu Pineault, is also providing support for this project.

The library continues to provide hosting and support for the Archive of Personal Digital History (APDH), also hosted on Omeka. The APDH is an oral history archive that contains transcripts and photographs from a series of interviews conducted during the fall 2018 semester by students in Dr. Gwendolynne Reid's Discovery Seminar.

After being postponed due to the Covid-19 pandemic, plans to develop and strengthen the library's digital projects support infrastructure will resume soon. This will involve identifying and implementing essential technological resources and key personnel that will work collaboratively to expand the library's ability to support digital scholarship projects in partnership with Oxford faculty, staff, and students.

Goal: Collaborate with other Emory Libraries on the development of the Emory University Archives and Digital Library Program to expand access for students and faculty to the extensive archives and digital resources of the libraries.

During the extended period of remote work, the Archives Team collaborated with the Oxford College Office of Communications, Oxford College Information Technology (OCIT), and Emory Libraries Digitization Group to retire and preserve the Oxford College Photo Repository. The team also developed a workflow to support consistent transfer and preservation of digital images and video created by the College's Office of Communications to a secure, archival library repository.

In the fall, the library hosted Dr. Kimberly Wallace-Sanders for a remote Lyceum lecture via Zoom. This second lecture by Dr. Wallace-Sanders for Oxford College expounded on her ongoing research into portraits of nannies from the Robert Langmuir African American Photograph Collection from Emory's Rose Manuscript and Archives and Rare Books library that were included in her *Framing Shadows* exhibition on display in the library.

After a successful implementation of the Aeon Special Collections Online Request System, research requests related to Oxford College history from students on the Atlanta campus immediately increased. Kerry Bowden, Archives Coordinator, completed numerous research requests for

administrative departments and individuals involved in the *Task Force on Untold Stories and Disenfranchised Populations* and related efforts.

Kerry Bowden and Stephanie Darden, Senior Library Specialist completed processing the papers of former Oxford history professor, Ted Davis. These papers significantly increase archival resources related to the history of Newton County. Also, staff stewarded the addition of Emory University yearbooks and catalogs to Emory Digital Collections repository and prepared *The Phoenix*, a literary magazine, and the Oxford College student newspaper, *The Spokesman,* for digitization and ingest into the Emory Libraries online repository this coming year. These efforts continue to provide public access to collections that are critical to understanding Oxford College's history.

Finally, as another effective and timely remote work project, the Archives staff evaluated finding aids and collection descriptions for harmful language, as a part of the *Emory Libraries Action Plan to Adopt Anti-Racist Strategies to Eliminate Systemic Racism*.

Enhance assessment efforts to inform strategic, user-centered decision-making in support of the Oxford College mission. (Directly supports building a World Class Academic Experience and Mapping Pathways of Academic Excellence & Emory Libraries Roadmap: User Experience and Operational Excellence)

After being chartered in April of 2020, the Assessment Team, led by Teaching and Learning Librarian Anne Le-Huu Pineault spent its first full year focusing on strategic planning, namely by inventorying assessment initiatives, identifying opportunities to assess library impact and participating in an Emory Libraries-wide needs assessment project. This work is part of a broader effort to foster a culture of assessment that supports user-centered decision-making and service design.

This past year, the Assessment Team created an inventory of Oxford College Library data and surveys to streamline access and help keep track of past and present assessment efforts. A library impact map was also created to uncover gaps in our assessment program and identify opportunities to demonstrate library impact on institutional focus areas.

In preparation for the 2021-2023 assessment reporting cycle, the team also kept track of achievement targets for each of the outcomes outlined on the 2017-2019 Assessment Report. Options for designing and implementing a public-facing guide highlighting assessment efforts were evaluated and the team will publish a guide in conjunction with the submission of the 2021-2023 Assessment Report in the fall of 2021.

The team participated in the Emory University Libraries Needs Assessment project proposed by the Assessment Integration Group (AIG) and the Assessment and User Experience (AUX) Team and overseen by the latter. Consisting of a 90-minute interview about assessment activities and goals for which the team prepared by answering a survey and compiling an inventory of assessment activities as well as a presentation on reflections and lessons learned from the experience to the Assessment Integration Group, the ongoing project will help determine assessment needs across the 11 participating libraries and divisions and create opportunities for collaborations. Jessica Robinson, Director of Library Finance and Operations, and Anne Le-Huu Pineault, Teaching and Learning Librarian, served as representatives on the Emory Libraries Assessment Integration Group (AIG).

Oxford College Library
Goals 2021-2022

Enhance the Research Practices program to support Oxford College's teaching and research missions. ***(Directly supports Mapping Pathways of Academic Excellence, building a World Class Academic Experience, & Emory Libraries Roadmap: User Experience and Operational Excellence)***

- Hire and integrate two new Teaching and Learning Librarians into the work of the Research Practices Team and the Oxford College teaching mission.
- Partner with faculty to enhance information literacy teaching and learning in Discovery Seminars, both in the classroom and online.
- Map Oxford College learning outcomes to the *Framework for Information Literacy in Higher Education.*
- Develop additional course- and content-specific online information literacy modules, including modules on citation, copyright, plagiarism, Zotero, and selected information literacy competencies identified in the *Framework for Information Literacy in Higher Education.*
- Continue to provide Personal Librarian support for current and new faculty research and scholarship.
- Collaborate with Oxford College Center for Teaching and Scholarship, Academic Technology, the Emory Libraries, and other campus entities to support and enhance online teaching efforts.

Create an anti-racist library environment that promotes social justice and the principles of diversity, equity, and inclusion. ***(Building a World Class Academic Experience & Emory Libraries Roadmap: Organizational Development and Culture and Emory Libraries Systemic Racism Action Plan)***

- Participate in critical readings, conversation, and reflection to increase library staff awareness of privilege and racial injustice.
- Hold monthly meetings to discuss professional development and progress on DEI-related projects.
- Communicate findings from course reserves audit to Oxford's Inclusive Curriculum Committee and participate in efforts to diversify reserves readings.
- Complete an audit of Oxford Library using guidelines developed by the Emory Libraries Space Audit Task Force.
- Use student feedback to craft and implement Oxford library-specific initiatives to enhance the student experience of belonging and inclusion on the Oxford campus.
- Invite members of the Oxford community to engage with archival material on Emory's complex institutional history of racial inequities and injustice.
- Create a library exhibit to expose stories and acknowledge injustice and racism, which will tie into the forthcoming *Symposium on Untold Stories and Disenfranchised Populations*.
- Contribute to the development of the *Emory Libraries' Code of Conduct* and adopt the *Code* once it has been completed.
- Participate in the implementation of a prioritized, three-year comprehensive plan, submitted to Emory Libraries leadership by the Emory Libraries Diversity, Equity, and Inclusion Committee.

Collaborate with College departments and the other Emory Libraries to improve library and technology services for students and faculty. ***(Directly supports building a World Class Academic Experience, Mapping Pathways of Academic Excellence & Emory Libraries Roadmap: Infrastructure and Services)***

- Establish a Digital Projects Team to provide expanded support for faculty and student digital scholarship initiatives.
- Collaborate with the Emory Libraries Core Systems Team to implement an improved new discovery system, Blacklight, for accessing library resources.
- Use student feedback to improve the library website and complete a total website redesign.

Collaborate with other Emory Libraries on the development of the Emory University Archives and Digital Library Program to expand access for students and faculty to the extensive archives and digital resources of the libraries. ***(Directly supports building a World Class Academic Experience & Emory Libraries Roadmap: Infrastructure and Services)***

- Support the migration of the Early Emory College Photographs collection from existing website to Emory Digital Collections repository.
- Steward the digitization of additional Oxford archival materials for the Emory Libraries online repository.
- Collaborate with the new University Archives Records Manager and the Head of Digital Archives to find sustainable solutions for collecting and preserving Oxford College's born-digital records.
- Develop and include an Oxford-specific harmful language statement into the archives website and all finding aids.

Enhance assessment efforts to inform strategic, user-centered decision-making in support of the Oxford College mission. ***(Directly supports building a World Class Academic Experience and Mapping Pathways of Academic Excellence & Emory Libraries Roadmap: User Experience and Operational Excellence)***

- Foster a culture of assessment within the library by hosting quarterly discussions during which library staff can share best practices, reading recommendations, and share thoughts on new assessment projects they would like to collaborate on.
- Participate in the implementation of an evaluation tool to assess the impact of the Research Practices program on student learning.
- Publish a public-facing guide highlighting assessment projects and focus areas for the 2021-2023 cycle.
- Set goals for the 2021-2023 assessment cycle and collaborate with library teams to produce the 2019-2021 Assessment Report.

Appendix A
Library Staff Committee Work
2020-2021

Kerry Bowden **Coordinator of Archives and Special Collections** **Oxford College Library** Archives & Special Collections Team (Chair) Collection Development Team Customer Service Team Events Team Fun Committee Research Practices Team **Emory Libraries** Aeon Implementation Team Archival Systems Digital Preservation Advisory Committee Library Employee Advocacy Forum (Alternate) Metadata Policy Archival Description Sub-Committee Special Collections Steering Committee	**Ben Brown** **Coordinator of Departmental Computing** **Oxford College Library** Customer Service Team Website Team (Chair) Collection Development Team Research Practices Team Systems Team Teaching and Learning Librarian Search Committee **Emory Libraries** Web Stakeholders Group DeskNet EaglePrint Team Emory IT Client Management Team Box to OneDrive Task Force Scholarly Communications LibInsight Pilot	**Paige Crowl** **Teaching and Learning Librarian** **Oxford College Library** Research Practices Team Student Employment Team Collection Development Team Communications Team Customer Service Team **Emory Libraries** Diversity, Equity, and Inclusion (DEI) Committee (Co-Chair) DEI Outreach Subcommittee DEI Library Spaces Subcommittee (Chair) DEI Professional Development Subcommittee discoverE Advisory Group Emory Libraries Space Audit Task Force Undergraduate Student Services Committee Atwood Undergraduate Research Award Committee Blog Oversight Group
Stephanie Darden **Library Specialist, Senior** **Oxford College Library** Stacks Maintenance Team (Chair) Student Employment Team Reserves Team Customer Service Team Fun Committee (Chair) Collection Development Team Archives & Special Collections Team Teaching and Learning Librarian Search Committee **Emory Libraries** Reserves Community of Practice	**Molly Faust** **Coordinator, Circulation Services** **Oxford College Library** Student Employment Team Stacks Maintenance Team Systems Team Reserves Team Customer Service Team Assessment Team **Emory Libraries** Interlibrary Loan Community of Practice Circulation Community of Practice Reserves Community of Practice	**Vanessa Garofalo** **Teaching & Digital Projects Librarian** **Oxford College Library** Communications Team (Chair) Website Team Research Practices Team Events and Outreach Team Archives & Special Collections Team Customer Service Team LibGuides Working Group Fun Committee Teaching & Learning Librarian Search Committee

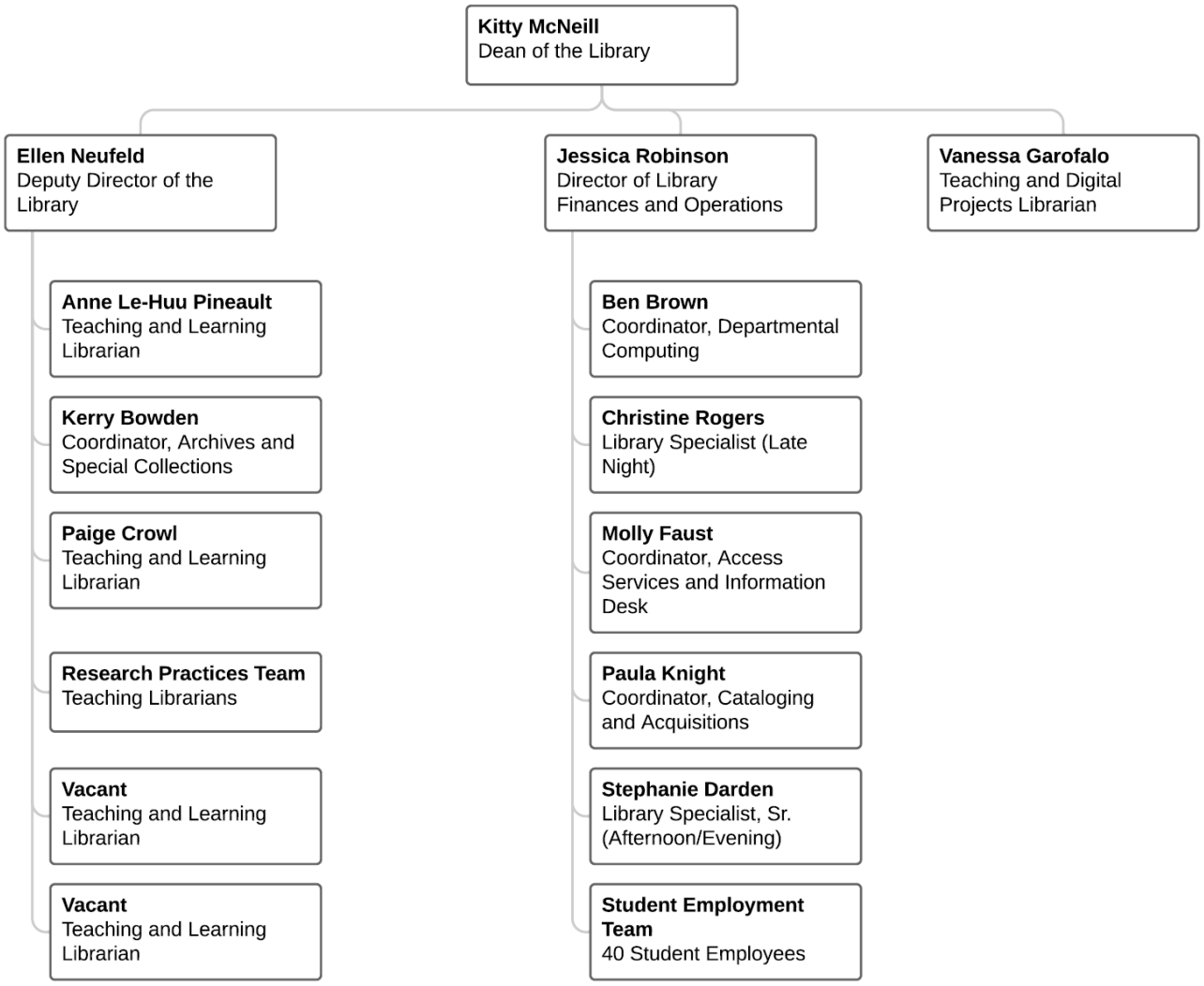
Stephanie Darden (Continued) Copyright Community of Practice Library Employee Advocacy Forum (Oxford Library Representative)		**Vanessa Garofalo (Continued)** **College** International Student Advisory Committee (ISAC) Oxford College Social Media Council Oxford College Communications Council **Emory Libraries** Librarians Assembly Council (LAC) Convener-Elect Professional Development Subcommittee (LAC) Leadership Forum (LAC Alternate) Library Advocacy Leads (LAC Representative) Code of Conduct Task Force YouTube Content Governance Group Undergraduate Web Content Task Force Online Education Task Force (Co-Chair) Social Media Committee
Paula Knight **Coordinator, Cataloging and Acquisitions** **Oxford College Library** Collection Development Systems Team Reserves (Chair) Customer Service Team **Emory Libraries** Reserves Community of Practice Interlibrary Loan Community of Practice Cataloging Committee Copyright Community of Practice Collection Development	**Anne Le-Huu-Pineault** **Teaching and Learning Librarian** **Oxford College Library** Research Practices Assessment Team (Chair) Collection Development Website Team Events and Outreach Customer Service Team Communications Team Teaching and Learning Librarian Search Committee **Emory Libraries** Student Success Librarian Search Committee Assessment Integrations Group Undergraduate Student Services Committee Undergraduate Web Content Task Force	**Kitty McNeill** **Dean of the Library** **Oxford College Library** Research Practices Team Communications Team Website Team Systems Team Archives & Special Collections Managerial Leadership Team (Chair) Customer Service Team (Chair) Assessment Committee **College** Dean's Council Milestone Curriculum Initiative Committee General Education Outcomes Committee General Education Program Committee (Non-voting)

	Anne Le-Huu-Pineault (Continued) Instruction Steering Committee YouTube Content Governance	**Kitty McNeill (Continued)** COVID Operations and Logistics Committee Inclusive Curriculum Committee **Emory Libraries** Emory Libraries Cabinet Librarians' Council (Directors of the Emory Libraries) University Librarian's Senior Management Team University Senate Library Policy Committee Online Exhibits Committee Programming Committee Leadership Forum
Ellen Neufeld **Deputy Director of the Library** **Oxford College Library** Research Practices Team (Co-Chair) Events and Outreach Team Collection Development (Chair) Website Team Systems Team (Chair) Archives Team Customer Service Team Managerial Leadership Team Teaching and Learning Librarian Search Committee (Chair) Assessment Team **College** General Education Assessment Committee Communications Council **Emory Libraries** Access Services Policy Committee Blacklight Discovery Layer SEND Team E-Books Taskforce Facet for Librarians Task Force Emory Libraries Collection Development Metadata Policy Committee Librarian Handbook Revision Taskforce (Phases 1 & 2)	**Jessica Robinson** **Director of Library Finances and Operations** **Oxford College Library** Library Student Employee Team (Chair) Managerial Leadership Team Research Practices Team Systems Team Events and Outreach (Chair) Customer Service Team Assessment Team Library Specialist Search Committee (chair) Library Specialist Search Committee Coordinator of Circulation Services Search Committee **College** Building Managers Data Advisory Committee Finance and Administration Working Group COVID Operations and Logistics **Emory Libraries** Acquisitions Community of Practice Assessment Integrations Group Accessibility and Accommodations Group Leadership Forum	**Christine Rogers** **Library Specialist** **Oxford College Library** Stacks Maintenance Team Student Employment Team Reserves Team Customer Service Team **Emory Libraries** Interlibrary Loan Community of Practice Reserves Community of Practice Diversity, Equity, and Inclusion (DEI) Committee

Ellen Neufeld (Continued) Emory Libraries Peer Review Committee (PRC) (Chair-elect) Leadership Forum Emory Libraries Collections Steering Committee	**Jessica Robinson (Continued)** COVID Continuity Planning Group	

Appendix B

Oxford College Library
Organization Chart



Appendix C
Electronic Resources Usage
2020–2021

Oxford user actions by content type (June 1, 2020-May 31, 2021)

	Content type							
	Abstract	Article	Book	Reference	Search	Supplemental info.	TOC	TOTAL
Faculty	1,213	6,698	2,105	3,361	8,186	991	6,454	29,008
Staff	123	715	285	380	991	67	994	3,555
Students	1,688	14,352	2,199	9,046	18,663	1,143	18,443	65,534
Total	3,024	21,765	4,589	12,787	27,840	2,201	25,891	98,097

Table a. Oxford user actions (clicks or events) divided by content type.

Unique sessions by Oxford patron type (June 2018-May 2021)

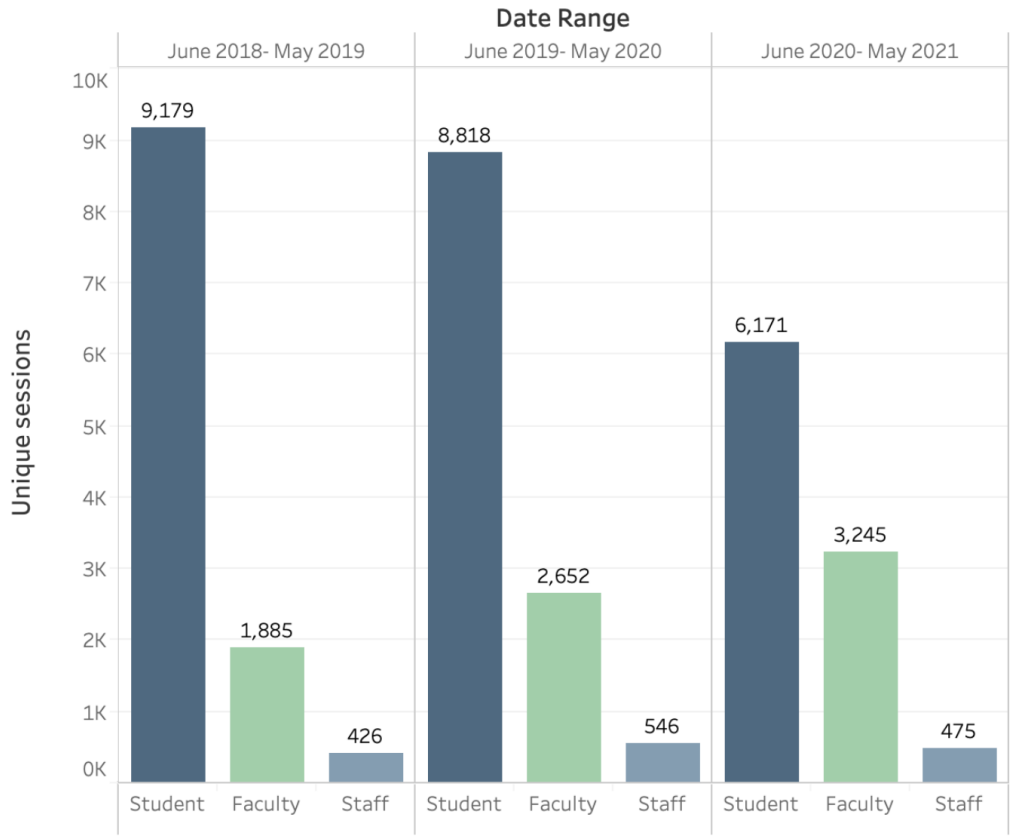


Table b. Unique sessions (distinct count of EZProxy session IDs) by Oxford students, faculty and staff between June 2018 and May 2021.

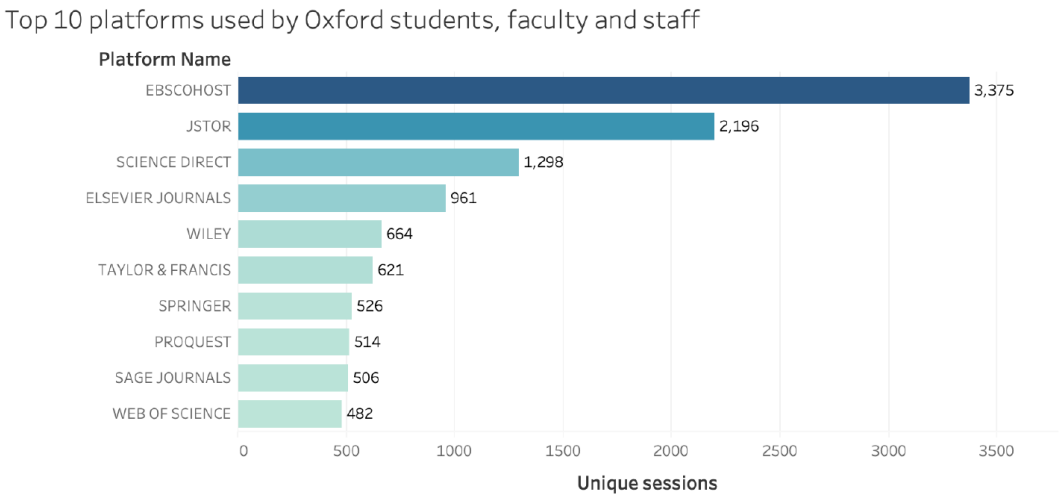


Table c. Top 10 platforms by Oxford student, faculty and staff unique sessions. Users typically have access to multiple databases through one platform (e.g. Emory users access over 90 databases via EBSCOhost).

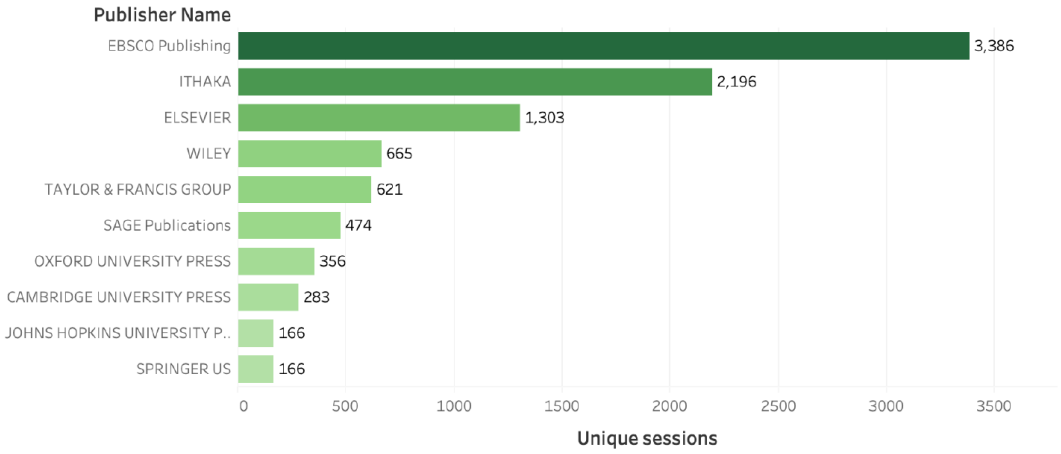


Table d. Top 10 publishers by Oxford student, faculty and staff unique sessions.

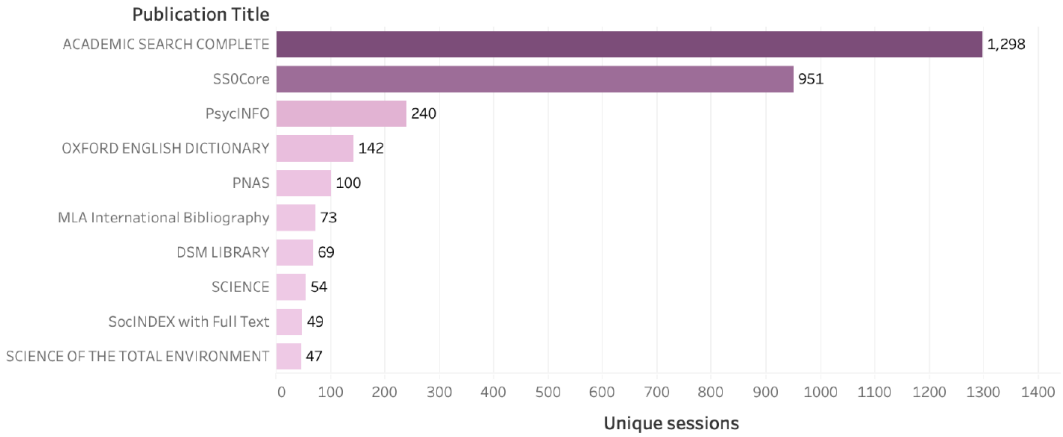
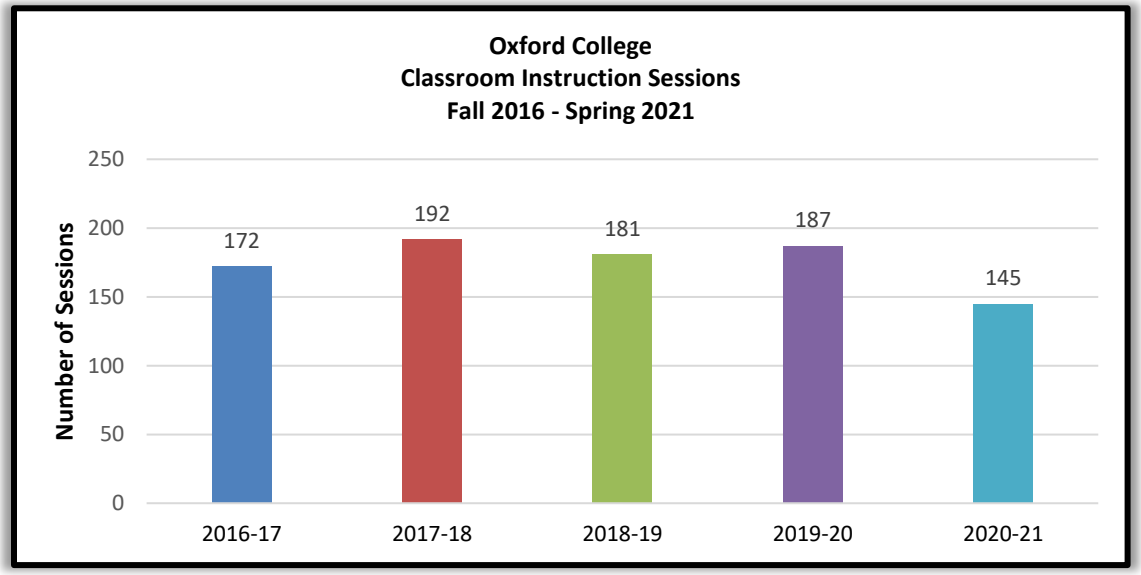
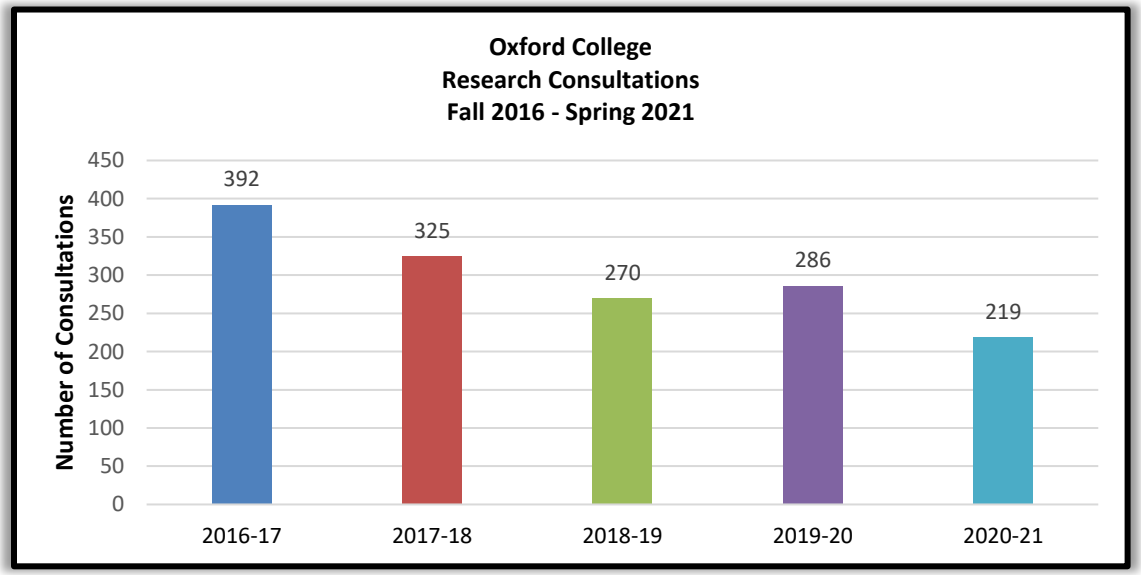


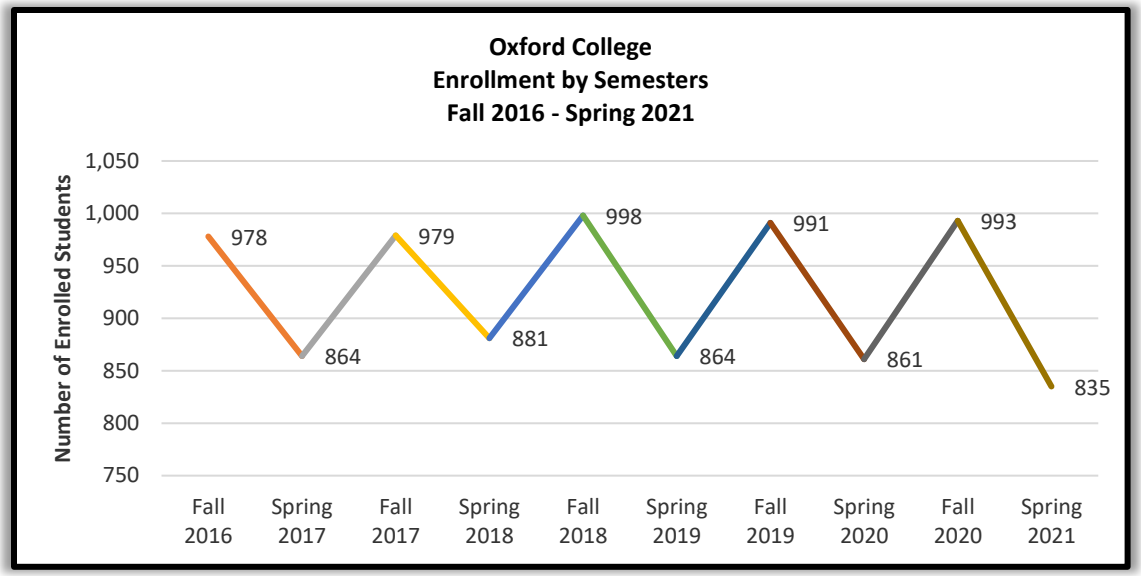
Table e. Top 10 publications by Oxford student, faculty and staff unique sessions

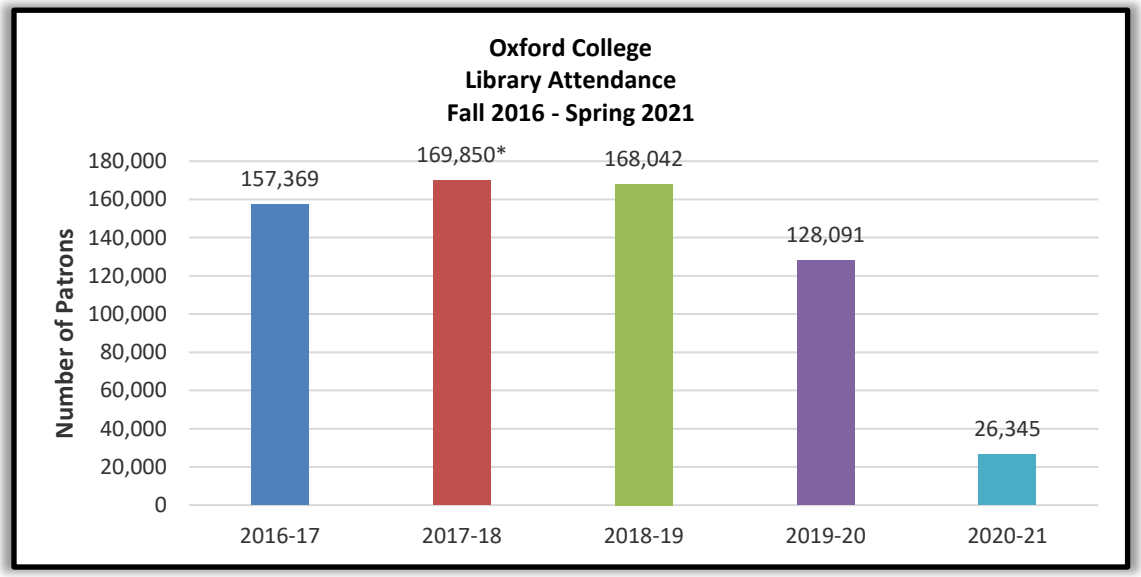
Charts adapted from LibStats Tableau Dashboard created by Lisa Hamlett.

Oxford College Library
Annual Library Statistics Report
2020-2021

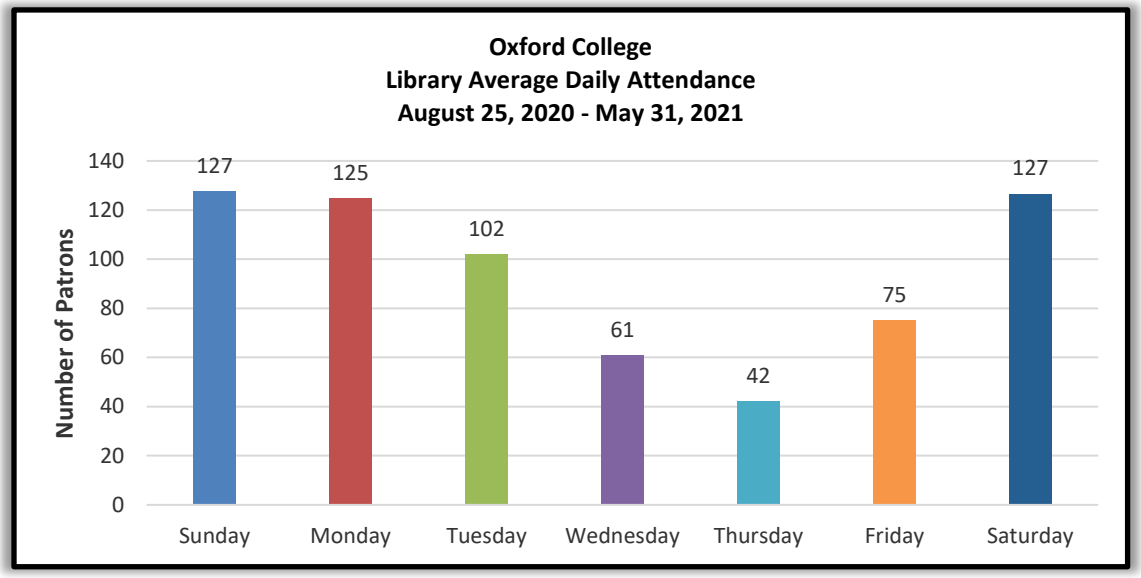


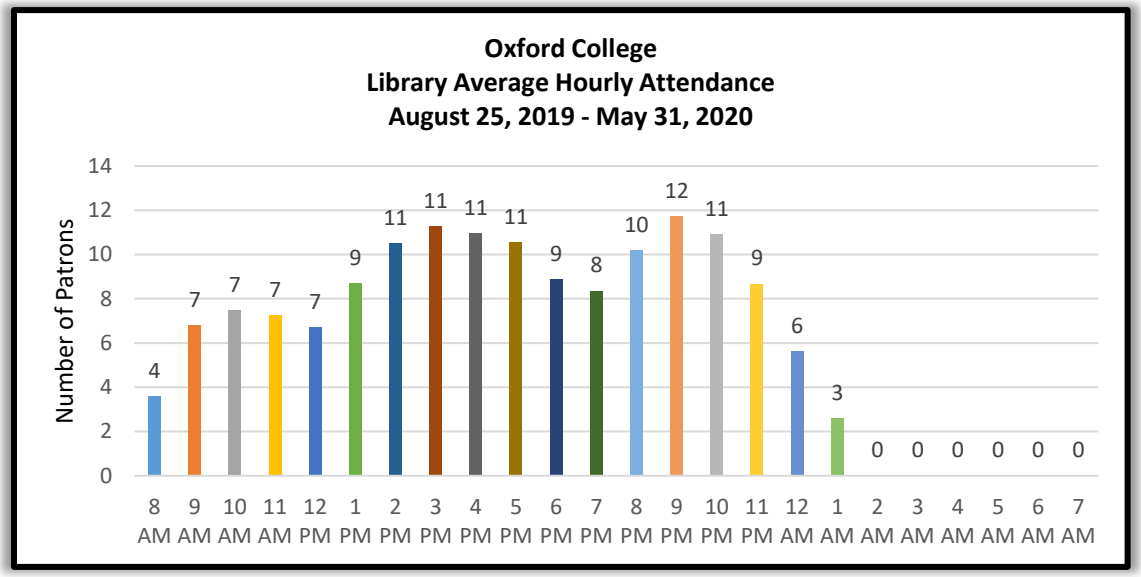




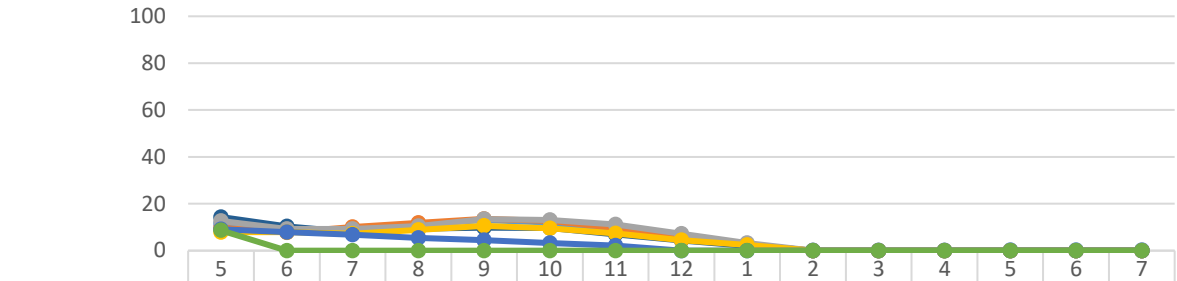


* Issues with door counter accuracy during 2016-17.


Oxford College
Library Average Daily Attendance
August 25, 2020 - May 31, 2021
Number of Patrons
140
120
100
80
60
40
20
0
127
125
102
61
42
75
127
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

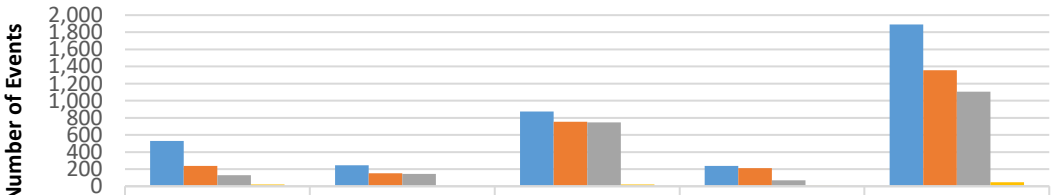

Oxford College
Library Average Hourly Attendance
August 25, 2019 - May 31, 2020
Number of Patrons
14
12
10
8
6
4
2
0
4
7
7
7
7
9
11
11
11
11
9
8
10
12
11
9
6
3
0
0
0
0
0
0
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
7 PM
8 PM
9 PM
10 PM
11 PM
12 AM
1 AM
2 AM
3 AM
4 AM
5 AM
6 AM
7 AM

Oxford College
Average Hourly Late Night Attendance by Day
August 19, 2020 - May , 2021

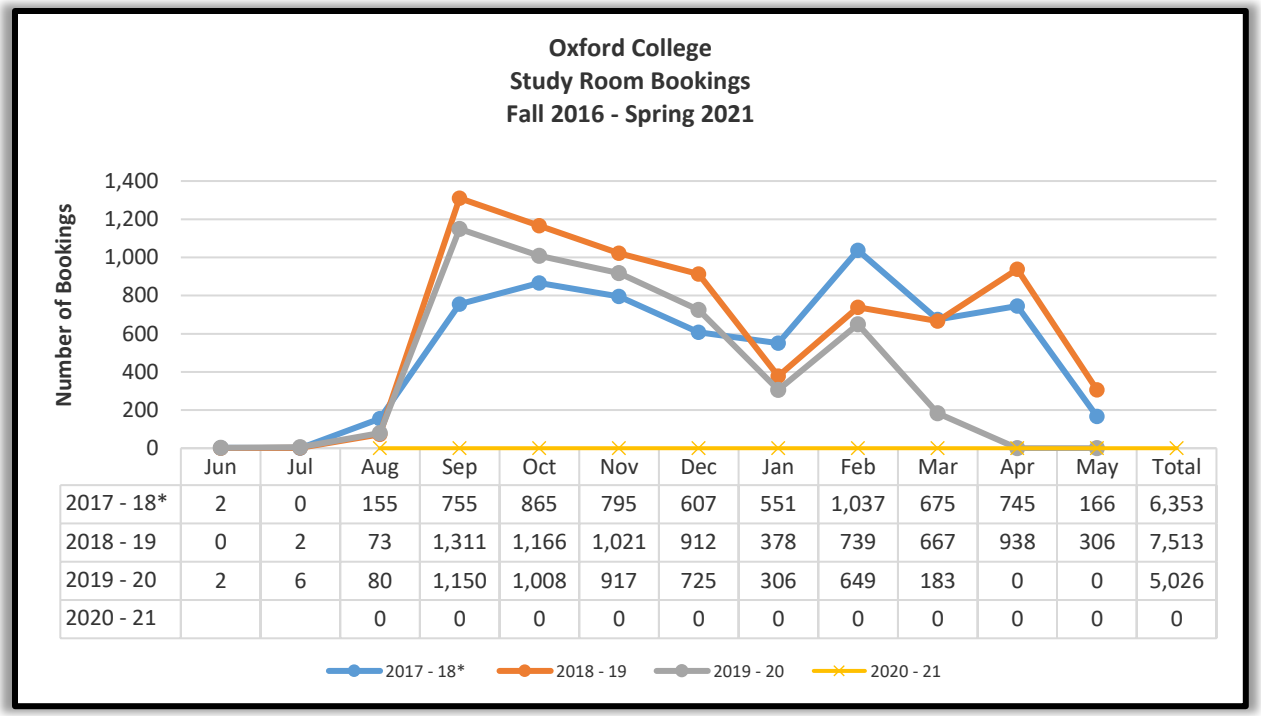


	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM
Sunday	14	10	8	9	10	10	7	4	2	0	0	0	0	0	0
Monday	11	9	9	11	13	12	9	5	2	0	0	0	0	0	0
Tuesday	10	8	10	12	14	13	10	5	3	0	0	0	0	0	0
Wednesday	13	9	9	11	13	13	11	7	3	0	0	0	0	0	0
Thursday	8	8	7	9	11	9	7	5	2	0	0	0	0	0	0
Friday	9	8	7	6	4	3	2	0	0	0	0	0	0	0	0
Saturday	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Oxford College
Events Held in Library
Jun 1, 2020 - May 31, 2021

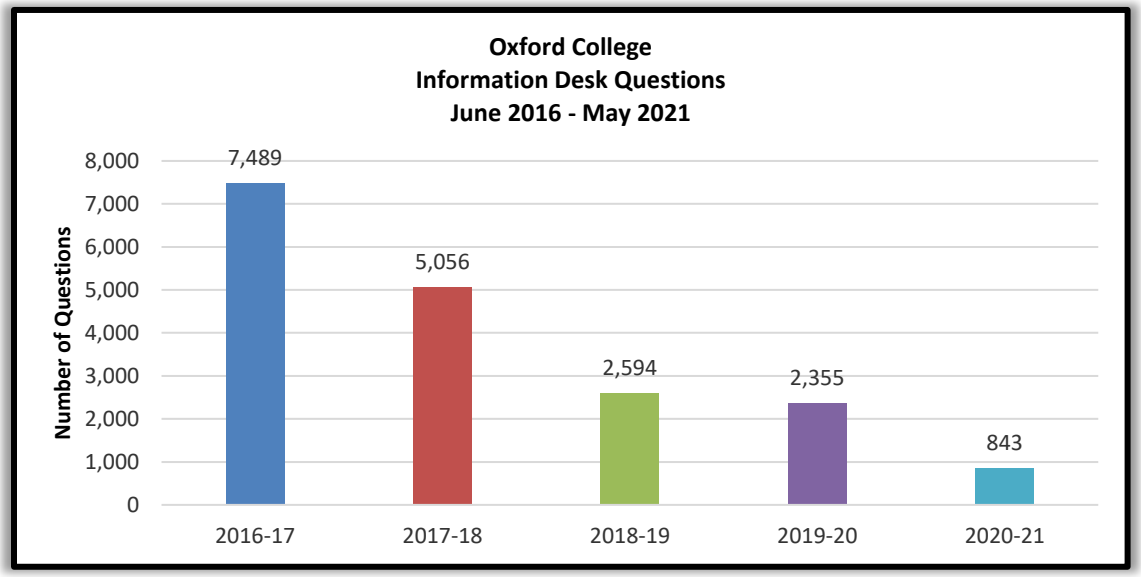


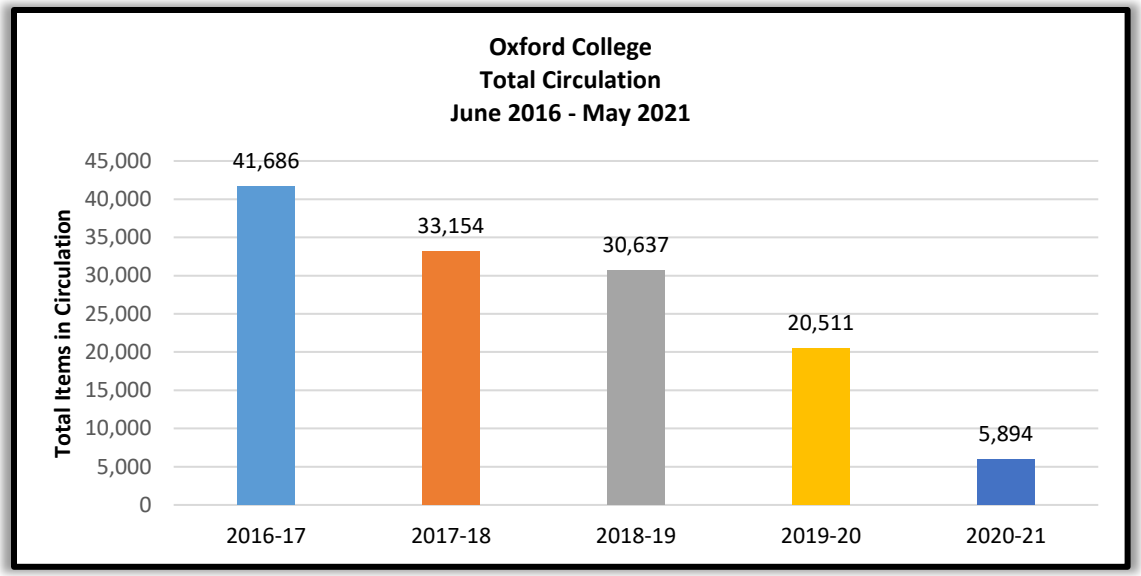
	Class-related Activity	Club/Sports	Meeting	Special Events	Total
2017-18	528	247	875	239	1,889
2018-19	236	153	753	213	1,356
2019-20	128	144	748	69	1,106
2020-21	20	0	22	4	46

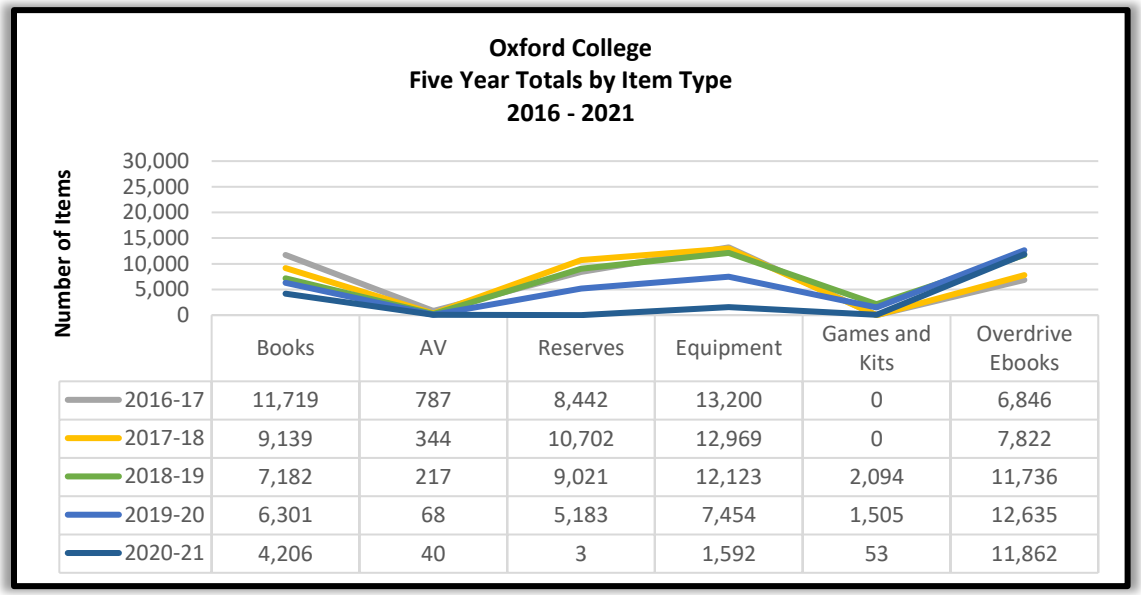


	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
2017 - 18*	2	0	155	755	865	795	607	551	1,037	675	745	166	6,353
2018 - 19	0	2	73	1,311	1,166	1,021	912	378	739	667	938	306	7,513
2019 - 20	2	6	80	1,150	1,008	917	725	306	649	183	0	0	5,026
2020 - 21			0	0	0	0	0	0	0	0	0	0	0

* 2017-18, study room reservations were low due to several rooms being used as offices (Oxford's Communications Team).
* 2019-20, additional rooms became unavailable for booking (converted a room into a VR Room for Academic Technology, converted office for the Deputy Director of the Library, converted into an office for Emory Ombudsman).
*2020—21, Covid-19 pandemic

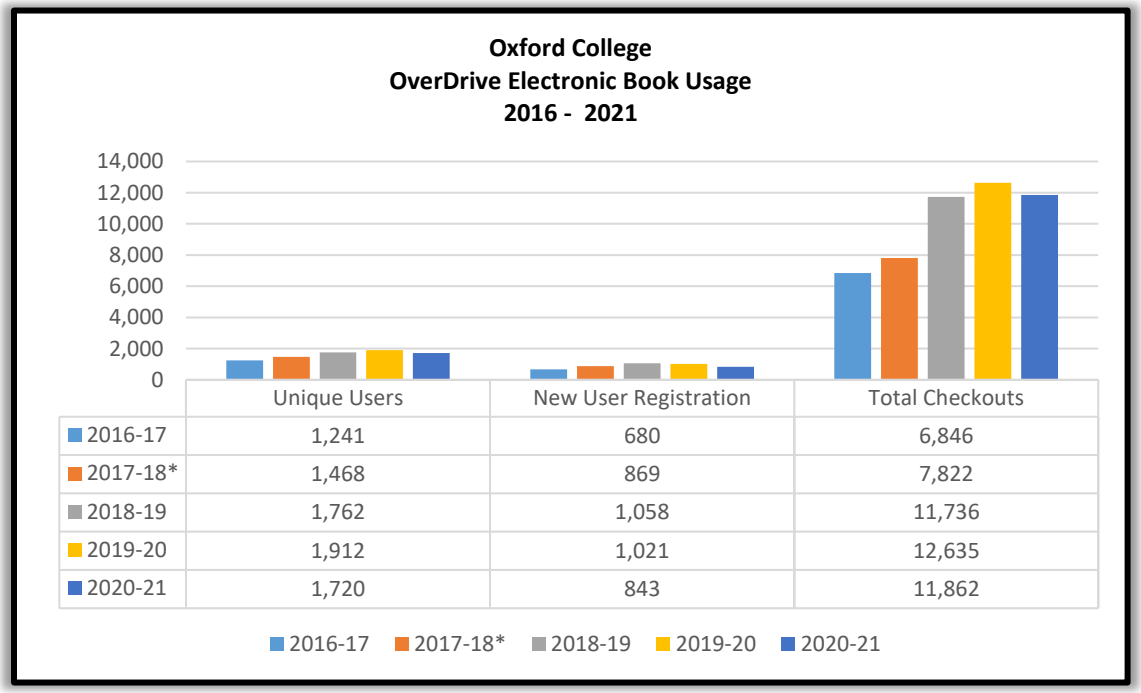






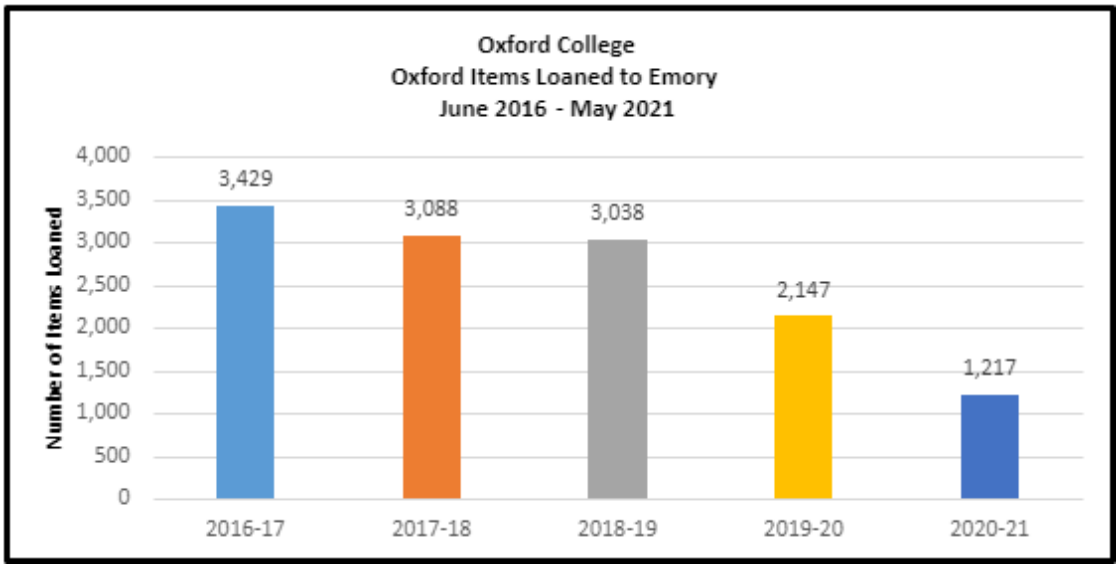
	Books	AV	Reserves	Equipment	Games and Kits	Overdrive Ebooks
2016-17	11,719	787	8,442	13,200	0	6,846
2017-18	9,139	344	10,702	12,969	0	7,822
2018-19	7,182	217	9,021	12,123	2,094	11,736
2019-20	6,301	68	5,183	7,454	1,505	12,635
2020-21	4,206	40	3	1,592	53	11,862

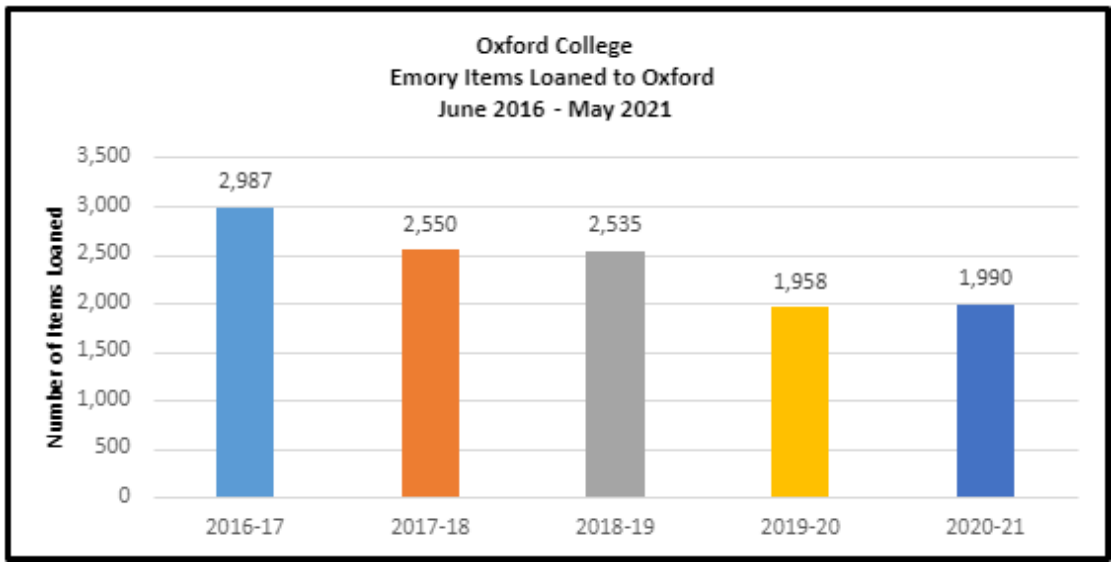
Physical Collection Resources as of June 2021	
Titles Held	60,839
Volumes Held	66,846
Volumes Withdrawn	129
Physical Media	1,007
Archives Added (Linear Feet)	15
Total Archives (Linear Feet)	140.69

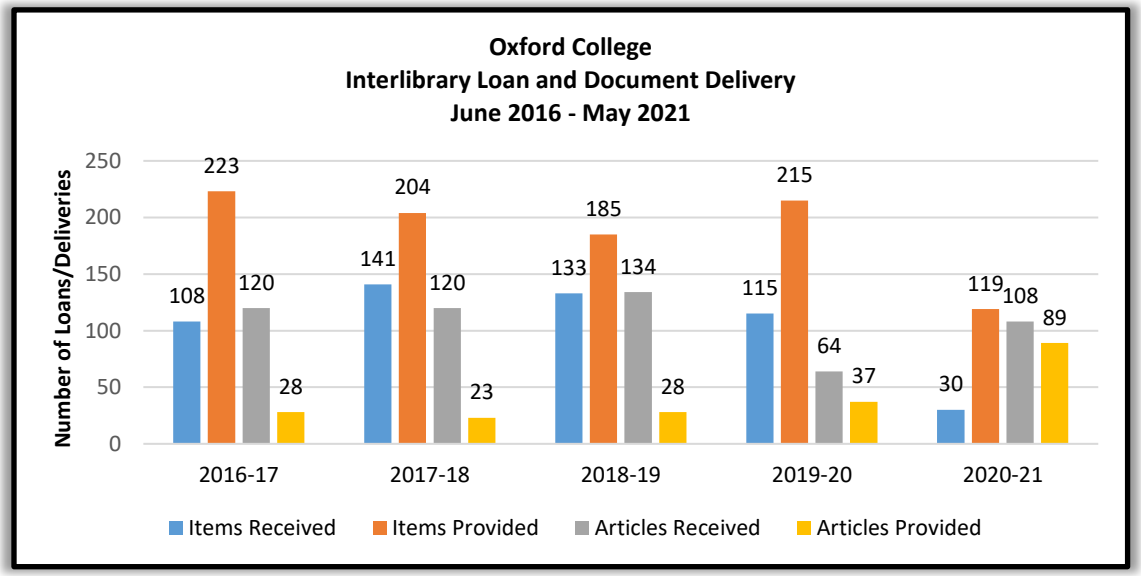


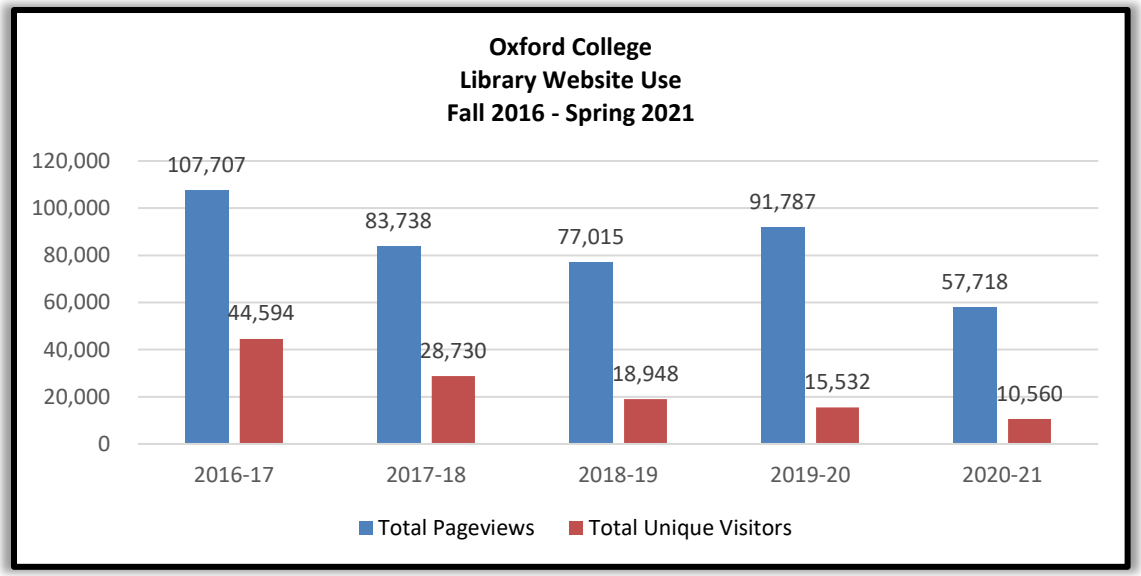
	Unique Users	New User Registration	Total Checkouts
2016-17	1,241	680	6,846
2017-18*	1,468	869	7,822
2018-19	1,762	1,058	11,736
2019-20	1,912	1,021	12,635
2020-21	1,720	843	11,862

* Error on 2017-18 Unique Users


Oxford College
Oxford Items Loaned to Emory
June 2016 - May 2021
Number of Items Loaned
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
0
3,429
3,088
3,038
2,147
1,217
2016-17
2017-18
2018-19
2019-20
2020-21

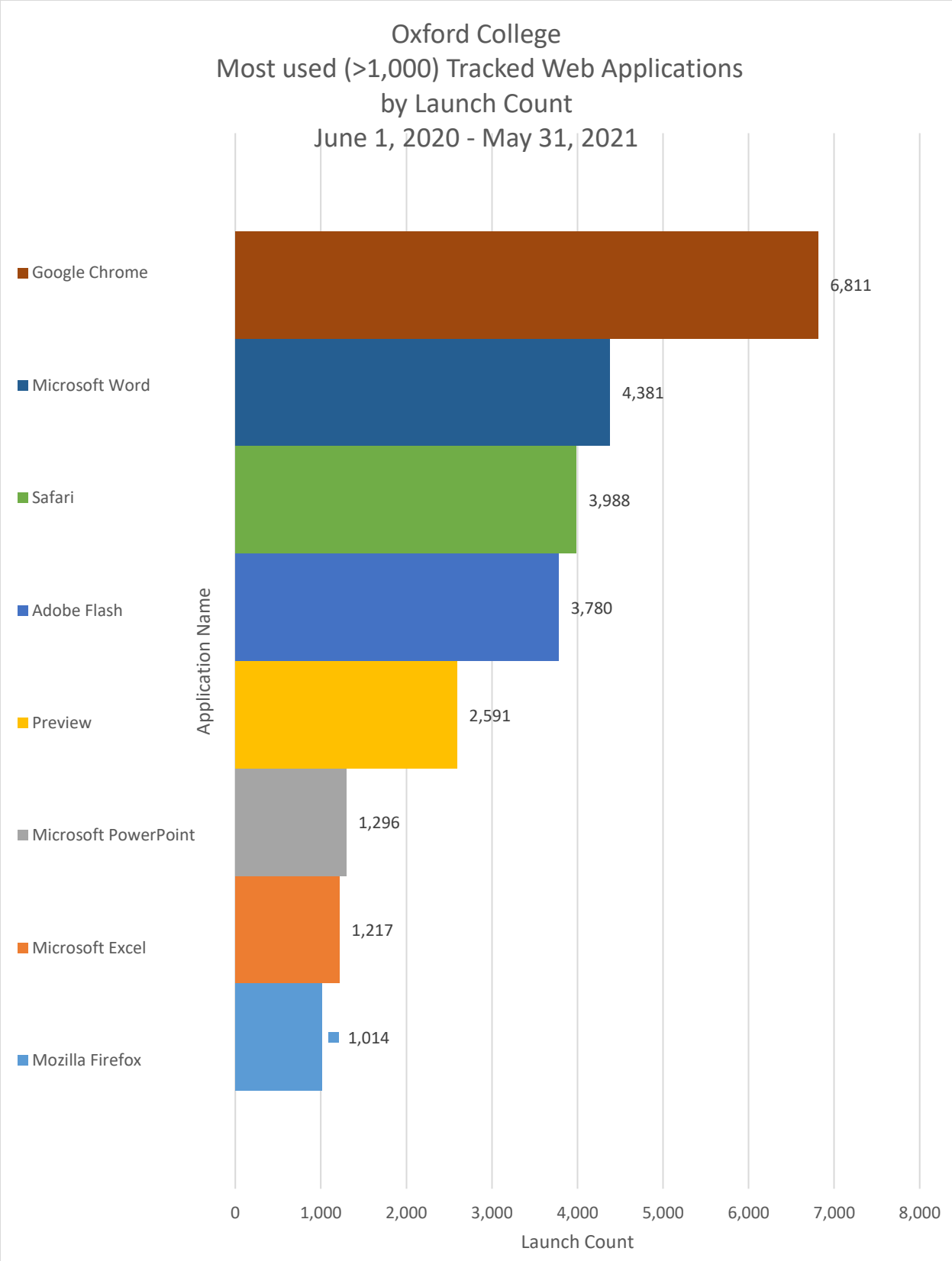

Oxford College
Emory Items Loaned to Oxford
June 2016 - May 2021
Number of Items Loaned
3,500
3,000
2,500
2,000
1,500
1,000
500
0
2,987
2,550
2,535
1,958
1,990
2016-17
2017-18
2018-19
2019-20
2020-21

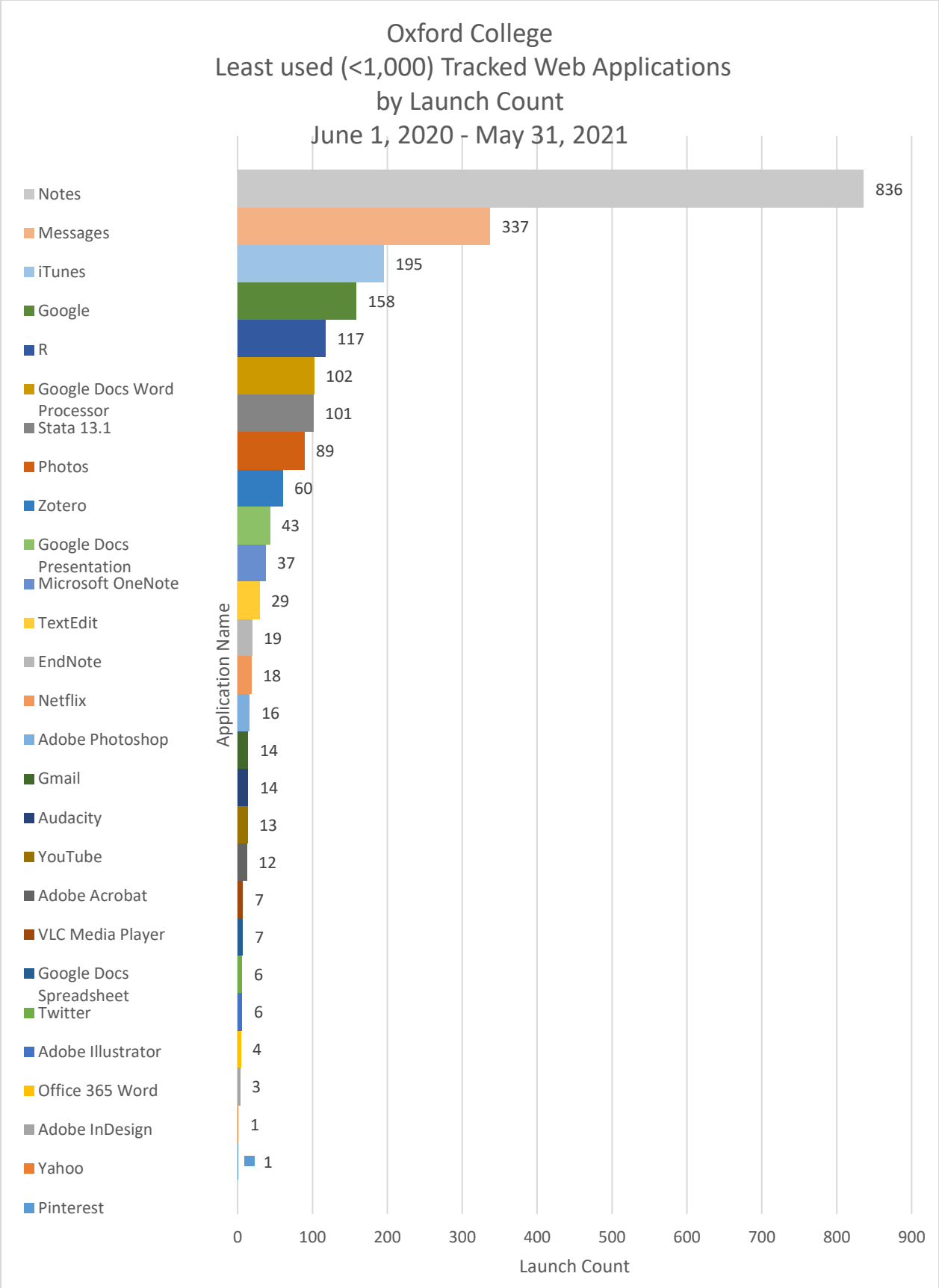

Oxford College
Interlibrary Loan and Document Delivery
June 2016 - May 2021
Number of Loans/Deliveries
250
200
150
100
50
0
108
223
120
28
141
204
120
23
133
185
134
28
115
215
64
37
30
119
108
89
2016-17
2017-18
2018-19
2019-20
2020-21
Items Received
Items Provided
Articles Received
Articles Provided


Oxford College
Library Website Use
Fall 2016 - Spring 2021
120,000
100,000
80,000
60,000
40,000
20,000
0
107,707
44,594
83,738
28,730
77,015
18,948
91,787
15,532
57,718
10,560
2016-17
2017-18
2018-19
2019-20
2020-21
Total Pageviews
Total Unique Visitors

Top Library Pages June 2020-May 2021		
Rank	**Page**	**Views**
1	Research Guides	25,929
2	Homepage	19,247
3	Library Collections	1,289
4	Directory	1,052
5	Hours	882
6	About	854
7	Collections	833
8	Yearbooks	799
9	Student-Support	758
10	Finding-Books-eBooks	684
11	Special Collections	640
12	Faculty-Support	531
13	Contact	435
14	Films	428
15	Course-Catalogs	315
16	Digital-Archives	278
17	Public-Screening	242
18	Mission-Vision	208
19	Personal-Librarian-Program	186
20	Learning-Outcomes	185

Total Page Views: 57,718


Oxford College
Most used (>1,000) Tracked Web Applications
by Launch Count
June 1, 2020 - May 31, 2021
Google Chrome
Microsoft Word
Safari
Adobe Flash
Preview
Microsoft PowerPoint
Microsoft Excel
Mozilla Firefox
6,811
4,381
3,988
3,780
2,591
1,296
1,217
1,014
Application Name
0
1,000
2,000
3,000
4,000
5,000
6,000
7,000
8,000
Launch Count


Oxford College
Least used (<1,000) Tracked Web Applications
by Launch Count
June 1, 2020 - May 31, 2021
Application Name
Launch Count
0
100
200
300
400
500
600
700
800
900
Notes 836
Messages 337
iTunes 195
Google 158
R 117
Google Docs Word Processor 102
Stata 13.1 101
Photos 89
Zotero 60
Google Docs Presentation 43
Microsoft OneNote 37
TextEdit 29
EndNote 19
Netflix 18
Adobe Photoshop 16
Gmail 14
Audacity 14
YouTube 13
Adobe Acrobat 12
VLC Media Player 7
Google Docs Spreadsheet 7
Twitter 6
Adobe Illustrator 6
Office 365 Word 4
Adobe InDesign 3
Yahoo 1
Pinterest 1