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Library Profile

Roscoe L. West Library, Trenton State College

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The College:

Trenton State College was founded in 1855 as the New Jersey Normal School and for many decades it functioned as a state teacher's college. Although it was originally located in Trenton, the state's capital, the campus is now situated on 250 wooded acres, bordered by two lakes, in Ewing Township, New Jersey. The college is 38 Georgian-styled buildings on a beautifully landscaped residential campus, which provides educational opportunities for 5,205 undergraduate students, 997 graduate students, and 316 faculty. The college has a strong focus on diversity and multiculturalism, which is reflected in its mission statement: "Trenton State College is enriched by the diversity of its people. Diversity gives meaning to our sense of community. It enhances creativity, teaches flexibility, and builds strength from difference."

In 1968, the college changed its teaching mission and became a multi-purpose institution with a liberal arts focus. Trenton State College offers forty liberal arts and professional degrees in arts and sciences, business, education, engineering, and nursing. A highly selective institution, with an earned reputation for competitiveness and excellence, the college has been cited in *US News & World Report's* annual survey of "American's Best Colleges," and for five consecutive years, *Money Magazine* has rated it among the top ten as a "Best Buy." Trenton State takes great pride in being listed in the *Fiske Guide to Colleges* as one of the ten most affordable and excellent public colleges in the nation and being featured in *The One Hundred Best Colleges for African-American Students*.

The Library

The library was named after Dr. Roscoe L. West, who was president of the college for twenty-seven years. It is advantageously located near the center of the campus, houses approximately 460,000 volumes and maintains 1,422 current periodical subscriptions. The West Library also houses a music library to support the college's highly respected music education department, a faculty author collection, a basic New Jersey

collection and acts as a depository for New Jersey state documents. All major library functions, including the public catalog, circulation, and acquisitions are automated on NOTIS. The last module, serials, is currently being brought online. The library is undergoing a comprehensive weeding and inventory project as part of a needs assessment for an anticipated new facility.

Along with thirteen part-time staff members, the West Library has thirty-six full time staff members, including seventeen librarians and twenty paraprofessionals. Eight public services librarians and the Library

Dean and two Assistant Deans, as well as two technical services librarians, serve as subject specialists for assigned academic departments. They interact with the faculty liaisons to provide general and subject specific bibliographic instruction for classes and to facilitate collection development processes.

Acquisitions Processing and Staffing

The library acquisitions budget is approximately \$725,000 for FY 1995-1996 and contains 66 lines for academic department and librarian accounts. The resources ordered include books, compact discs, scores, periodicals, standing orders, gov-

ernment documents, and microforms. In consultation with the librarians and teaching faculty, the Library Dean allocates the funds for each line in the budget. In addition to these monies, the library receives a significant amount of gift funding from alumni, students, and employees, which is used to purchase books.

There are two spending deadlines which selectors must meet. The first one usually comes between November 1-15 and the second one falls between February 15-March 1. Librarians and departmental liaisons must submit orders totaling fifty per cent of their allocation by the deadline date. All book order requests are submitted on 3x5 order request cards. Faculty liaisons forward their requests to the Subject Librarians, who review and approve each order. Subject Librarians are responsible for the timely expenditure of funds for academic departments assigned to them; therefore, they closely monitor the orders sent from the departments and forwarded to Acquisitions. In turn, the Acquisitions Department issues a monthly encumbrance report, reflecting the previous month's activity. Acquisitions also distributes the goldenrod copy of all orders sent out to publishers or vendors, in order to keep the selectors abreast of which books have been processed for their accounts.

Orders are searched on the *Books-In-Print CD-ROM* to verify ordering information and availability, then the record is exported from OCLC into the online system. Order/pay/receipt records are created for all orders. The library orders titles electronically from **Baker & Taylor** on **BT Link**, using only the ISBN, and mails **NOTIS** purchase orders to publishers and other jobbers.

A spreadsheet program, **Framework III**, has been used to maintain data on monthly encumbrances and expenditures. Beginning this year, the department will explore using **Microsoft Excel** or **LOTUS 1-2-3** to generate relevant fund accounting and other managerial reports. The most useful NOTIS reports are the action reports, short title reports, and compilation of the annual gift list.

The professional staff includes one full time librarian and one part-time librarian who supervises pre-order searching and gift

continued on page 77

Library Profile
from page 76

processing. The paraprofessional staff is comprised of one principal clerk bookkeeper who keeps track of most library accounts, and a principal library assistant responsible for receiving materials, bindery, and NOTIS fund accounting processing, as well as three other part time assistants who contribute twenty-five additional hours. The department ordered approximately 10,000 books and 300 compact discs for the 1994-1995 fiscal year. The department is also responsible for daily mail distribution, ordering office and library supplies, equipment rental/purchases, repairs, and internal charges from the college.

New Initiatives

The library has automated its interlibrary loan department by implementing "Save-It" for electronic record keeping and is rapidly moving toward paperless transactions. The document delivery system is among the best in New Jersey and features "Doo-It" which transmits the receiving and routing of faculty requests. The major document delivery system used by the Access Services Department are: BLL, UMI, CARL, CISTI, and

full text sources available online via **DIALOG**.

The library Automation Department is currently in the process of loading MDAS (Multiple Database Access System) onto the online catalog, which will expand the library's holdings records to include journal citations. Selected **H.W. Wilson** indexes and **ERIC** will be introduced into the main-frame disc storage, so that they can be accessed by applying the same search methods required by **NOTIS**. The Automation Department is exploring the feasibility of adding the bibliographic records for journal titles cited in the periodical indexes. Patrons will be provided online identification of titles owned by the West Library and will be informed about the availability of document delivery services for titles the Library does not possess.

The library's local area network is now linked to the "campus fiber backbone," giving librarians direct desktop connection to the Internet. Faculty can access the library's online catalog from their departmental offices and librarians can access the online catalog and the periodical databases in the End User Lab from their desks.

The library's World Wide Web HomePage is accessible from the **Trenton State College HomePage** (address: <<http://www.trenton.edu>>). The HomePage features

information about library services, borrowing privileges, hours, policies, and current copies of the library newsletter, **Orbiter Scripts**. A future project will be to load the monthly accession list onto the HomePage.

In keeping with the college mission to support and encourage diversity, this year the library added **Ethnic NewsWatch**, a Spanish/English bilingual CD-ROM which furnishes 170,000 articles from 125 multi-ethnic newspapers, "covering current events, culture and history of local, national, and international topics." This database supports the college's "Perspectives on the World" courses and its focus on issues relating to multiculturalism.

Subject librarians are also developing pathfinders which will help students research topics pertaining to race and ethnicity. As a part of its collection development policy, the library has initiated a broad-based effort to add books and periodicals to its collection, which strongly relate to the college's diversity mission. For the past two years, the monthly book reviews supplied by the librarians to the college's employee newspaper have featured titles discussing African, African/American, Puerto Rican, Central America, Native American, Jewish, Gay/Lesbian and Women's issues that could be found at the campus library.

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