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Glenda M. Alvin
Trenton State College

Barbara C. Dean
Fairfax County Public Library

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Library Profile

Roscoe L. West Library, Trenton State College

by Glenda M. Alvin (Acquisitions/Collection Management Librarian) <gmalvin@tscvm.trenton.edu>

Column Editor: Barbara Dean (Fairfax County Public Library) <bdean@leo.vsla.edu>

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 "America'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, government 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 to 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 management 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
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tion.

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 periodic 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 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.

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