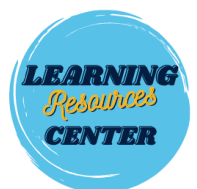# LEARNING Resources CENTER

Annual Report 20 -21

FY 21 ANNUAL REPORT

The MGCCC Learning Resources Centers (LRC) are housed at the Perkinston campus, the Jackson County campus, and the Harrison County campus. The centers (with the exception of the Harrison County LRC, which no longer houses Media Services) are comprised of three different areas: the Library, Learning Lab, and Media Services. Each of these areas are vital parts of the college experience and provide services to meet the needs of our students, staff, and faculty. The LRC is committed to our users, carrying out the college's mission to foster lifelong learning, responsible citizenship, and progressive leadership in our dynamic community.

2021

Table of Contents

LEARNING
Resources
CENTER

Mission Statements

LIBRARY

The mission of the library at Mississippi Gulf Coast Community College is to provide instructional support services that reinforce the curriculum of the college. We accomplish this by providing a well trained staff, excellent resources, and accessible facilities. We encourage and assist students to use the resources of our libraries to meet their personal needs and educational goals.

LEARNING LAB

The mission of the Learning Lab at Mississippi Gulf Coast Community College is to provide instructional support services that reinforce the curriculum of the college, enhance the quality of the Teaching & Learning environment, and foster the educational endeavors of the students, staff, and faculty. The services and materials provided support the educational needs of our community as well as the vision and the mission of the college.

MEDIA SERVICES

The mission of the Media Services Department at Mississippi Gulf Coast Community College is to foster the educational endeavors of faculty, staff, and students. We accomplish this by providing high quality audiovisual equipment, a wide variety of current media materials for curriculum support of classroom instruction, and extensive video production for college use.

MGCCC – LEARNING RESOURCES CENTER

LEARNING *Resources* **CENTER**

college wide

SECTION 1

MGCCC Libraries

MGCCC Libraries are located at Harrison County, Jackson County, and Perkinston campuses, with a unified online presence through the MGCCC Libraries website. The libraries work cooperatively to make decisions on which online resources to subscribe to and discontinue from their individual campus budgets and share physical resources through Intercampus Loan.

Each campus location provides access to print resources, such as books and periodicals, DVDs, computers with internet access, study space, and technical and research assistance from Librarians and staff. Through the Library website, students, faculty, and staff have access to over 70 online databases with content such as ebooks, streaming video, journal, magazine, and newspaper articles, images, and reference articles. The Libraries also provide support to faculty through resources, classroom instruction, customized tutorials and guides, and videos that can be embedded in Canvas shells.

MGCCC Libraries also work cooperatively with other community college libraries throughout the state as part of the MELO consortium. This consortium is through the Mississippi Virtual Community College and provides additional resources to those already provided by Magnolia, the state funded online resources for K-12, public libraries, and college libraries. MELO also provides access to LibAnswers for all consortium members. This service provides a platform for library chat, library email reference, and an extensive, searchable, library FAQ.

In the beginning of FY21, campuses were still closed to students. The libraries worked to ensure that their spaces would be ready for the return of students in the Fall. New signage was put in place, plexiglass barriers were installed, furniture and computers were moved for social distancing purposes, cleaning protocols were put into place, and other campus specific changes were made to conform to CDC, state, and College guidelines.

Harrison County - Jackson County - Perkinston

MGCCC Libraries

A major accomplishment of FY21 was the implementation of OCLC's EZproxy. EZproxy is a hosted proxy service that allows MGCCC students, faculty, and staff to sign on to library databases using their college credentials. Previously, each of the library databases had a username and password that was provided to users via an extensive list on the "password sheet."

The effort was led by the Harrison County library, working with IT and OCLC's implementation team. Each database had to be set up in EZproxy and then tested. This also involved working with individual database vendors to build "stanzas" to allow their databases to be authenticated through EZproxy. IT worked with OCLC to allow access to student and employee directories so that the log-ins could be authenticated correctly.

At the start of Spring semester, the new database links with the EZProxy prefix were uploaded and information about no longer needing passwords was uploaded to Canvas in the Student Resources course and Faculty Resources course. The service has been a success, allowing the college community to access resources remotely seamlessly.

Another major accomplishment of FY21 was the role MGCCC Libraries played with the tracking and documentation of use of student laptops purchased through CARES funding. In November, the assistant deans were called into a meeting where they were informed that the College had acquired over 1800 laptops. The laptops would not only need to be inventoried, their usage would need to be tracked in a way that could be documented.

MGCCC Libraries

The MGCCC Libraries were able to create a new barcode type in Atriuum that would allow the system to read college inventory tags. This prevented the need to attach additional barcodes to each laptop. Additionally, the libraries were able to work with Jay Newton to figure out how to create records for the laptops en masse and later, the records for CTE kits.

The libraries worked together with Dr. Riggins to come up with a solution for documentation of use that did not violate library patron privacy. Reports were agreed upon and generated daily. The library also created an instructor account in Atriuum so that individual instructors could download the Atriuum app and check laptops in and out. An instruction sheet was created and library staff also went to instructor classrooms to assist with the checkout process, as well as helping many through phone and email. When laptops were missing from instructor carts at inventory time, the libraries assisted with locating laptops and retrieving laptops from students.

Harrison County - Jackson County - Perkinston

The online presence for MGCCC Libraries continues to grow in order to continue serving the needs of our students and faculty as they navigate the ever changing landscape of higher education. Whether they are dealing with online classes, a family vacation during face to face class, or even a pandemic, our resources and support are available.

LibAnswers

At the start of the FY21 year, the MELO consortium moved to Springshare's LibAnswers platform. This gave MGCCC Libraries access to LibAnswers email reference, LibChat, and the ability to build an extensive, searchable, LibAnswers FAQ.

Forms for LibAnswers email reference are embedded through the Library website. When users send their question, they are put into a ticketing system that notifies librarians at all campuses through email that a question has been asked. Librarians are able to answer the question, assign it to another campus librarian, or leave internal notes. The system tracks various metrics and also allows all librarians to view what is being answered in case they need to refer to it when helping the student again or helping a user in a similar situation.

In FY21, 195 email reference questions were answered through LibAnswers. 61% of all emails were answered in an hour or less. The highest rate of questions were sent in on Wednesdays and the month with the most email reference questions was March 2021.

195 email reference questions answered

Harrison County - Jackson County - Perkinston

LibChat is a 24/7 chat service embedded throughout the Library website. MGCCC Librarians have a chat schedule, but cannot be available all hours of the day and night. When MGCCC Librarians are not online, chats go to another librarian in the MELO consortium. When no librarians from the MELO consortium are online, librarians from a worldwide academic consortium answer chat questions using the MGCCC Libraries FAQ and website. If a question cannot be answered or needs follow up, librarians from other institutions send a message through LibAnswers to our college librarians.

In FY21, 234 chats were answered for MGCCC users. The highest number of chats were seen in September 2020 and, just as with email reference, Wednesday showed to be the busiest day throughout the year.

234 Chats

LibAnswers also gave MGCCC Libraries the ability to build a searchable and browsable FAQ using the LibGuides platform. The libraries worked together to have 41 FAQ questions, many including links and video tutorials. The FAQ has had 830 views in FY21, with July of 2020 showing as the busiest month.

**830
questions viewed**

LibGuides

LibGuides is a content management system that allows librarians to make guides for subjects and courses. During FY21, the QEP funded a LibGuides upgrade that allows for new features, including creating quizzes and embedding LibGuides elements in Canvas. MGCCC Librarians have authored over 55 LibGuides for faculty and student use. The total number of views for LibGuides in FY21 was 8652. The most used LibGuide was the Essential Skills LibGuide, created to support the QEP.
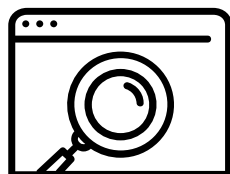
8652 LibGuides views

Videos

MGCCC Libraries use Vimeo and YouTube to host videos that can be embedded in LibGuides, the FAQ, the website, and Canvas. In FY21, library videos had 2004 views. The video with the most views was, "Finding and Selecting Appropriate Databases" with the second most views belonging to, "Navigating the Library Website."

2004 video views

Harrison County - Jackson County - Perkinston

MGCCC Libraries
DATABASES OFFERED BY VENDOR

Harrison County - Jackson County - Perkinston

EBSCO
Academic Search Complete
Academic Search Premier
AGRICOLA
AltHealthWatch
Bibliography of Native North Americans
Biography Reference Center
Book Collection: Nonfiction
Business Source Complete
Computer Source
Consumer Health Complete
eBook Collection
eBook Community College Collection
Educational Administration Abstracts
Environment Complete
ERIC
Funk and Wagnalls
Garden, Landscape & Horticulture Literature Index
Gender Studies
GreenFILE
Health Source: Nursing/Academic Edition
History Reference Center
Hospitality and Tourism Complete
Humanities and International Complete
Humanities Source
Information Science and Technology Abstracts
International Bibliography of Theatre and Dance
Legal Collection
LexiPals
Library, Information Science and Technology Abstracts
Literary Reference Center
MAS Ultra
MasterFILE Complete
MasterFILE Premier
Middle and Junior High Core Collection
Music Index
Natural and Alternative Treatments
Newspaper Source
NoveList
Open Dissertations
Points of View Reference Center
Professional Development Collection

Psychology and Behavioral Sciences Collection
Race Relations Abstracts
Regional Business News
Religion and Philosophy Collection
Research Starters
Salud in Espanol
Senior High Core Collection
Serials Directory
Teacher Reference Center
TOPICsearch
Vocational and Career Collection
PrepSTEP
JSTOR
Proquest
eBook Central
SIRS

GALE
Opposing Viewpoints
Gale eBooks
Literature Resource Center
Testing and Education Reference Center

INFOBASE

Ancient and Medieval History Online
Films on Demand: Archival Films and Newsreels
Films on Demand: Master Academic
Films on Demand: Master Career and Technical
Films on Demand: Nursing
Issues and Controversies
Modern World History Online
Science Online

JSTOR

JOMI

KANOPY

PROQUEST
eBook Central
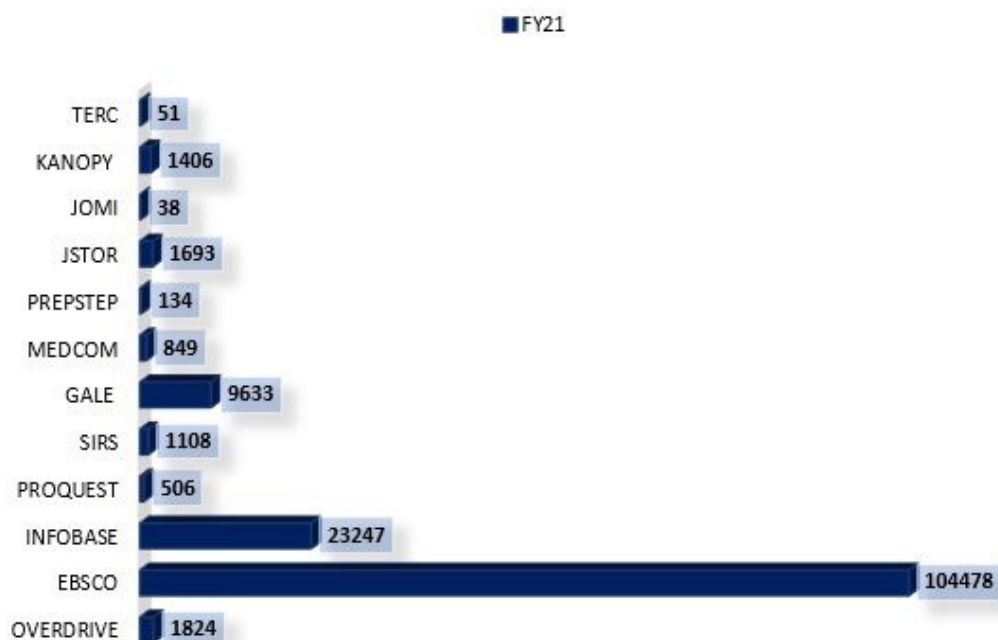SIRS

MEDCOM TRAINEX

OVERDRIVE

Electronic usage was expected to show significant change in FY21 due to the use of Hyflex in courses, an increase in online courses, and also the vendor shift from Counter 4 reports to Counter 5 reports, which allow more specificity in filtering.

EBSCO databases show the highest use by far, with 54 of our databases coming from that vendor. Within the EBSCO databases, Academic Search Complete had the highest usage, with eBook Collection coming in second, and Literary Reference Center showing the third highest use.

Infobase databases were the most widely used after EBSCO databases, with Films on Demand taking the lead in usage within those databases. Next highest was Issues and Controversies and then Ancient and Medieval History.

Gale databases came in third highest in usage, with Opposing Viewpoints showing the most use in that group and the Gale Virtual Reference Library coming in next.

Harrison County – Jackson County – Perkinston

ELECTRONIC CIRCULATION FY21

■FY21

Database	FY21
TERC	51
KANOPY	1406
JOMI	38
JSTOR	1693
PREPSTEP	134
MEDCOM	849
GALE	9633
SIRS	1108
PROQUEST	506
INFOBASE	23247
EBSCO	104478
OVERDRIVE	1824

MGCCC Libraries Electronic Circulation

Looking at electronic circulation for the last three fiscal years, we see that EBSCO again takes the lead in usage, with an 83% jump from FY19 to FY20 and a 107% leap from FY20 to FY21. The majority of our databases are through the EBSCO vendor, which is one explanation for high usage, but a reason for the continued increases in usage are most likely the "Search Everything" box on the redesigned MGCCC Libraries homepage. This box uses the EBSCO Discovery search platform, and while it includes almost all of our databases, EBSCO databases are often featured more frequently in the search results.

Another drastic increase in usage was seen in the JSTOR database, shooting up from 92 articles retrieved to 1693 articles retrieved. The most obvious explanation for this is that JSTOR was subscribed to toward the end of FY20 and near the beginning of the pandemic. Now that JSTOR has had a full year of availability, comparisons of future usage will offer more valid information.

The Overdrive ebook database also saw an increase in usage. After only showing a .6% increase between FY19 and FY20, the database saw 2.5% rise in usage from FY20 to FY21. During FY21, librarians made an intentional effort to use Overdrive books for more academic purposes, with curated subject lists for classes and also purchasing books specifically for class assignments and linking to them directly in LibGuides. A report was also created for user requests made through the Overdrive system and a large number of book purchases were based on these requests as well.

The PrepStep database saw a 58% increase in usage, showing that efforts across the campuses to promote the test prep databases are resulting in increased visibility. The Gale Testing and Education Reference Center changed to Gale Presents: Peterson's Test Prep. Usage dropped by 61% but this may be due to the fact that when the database changed, it also changed the way it reports usage.

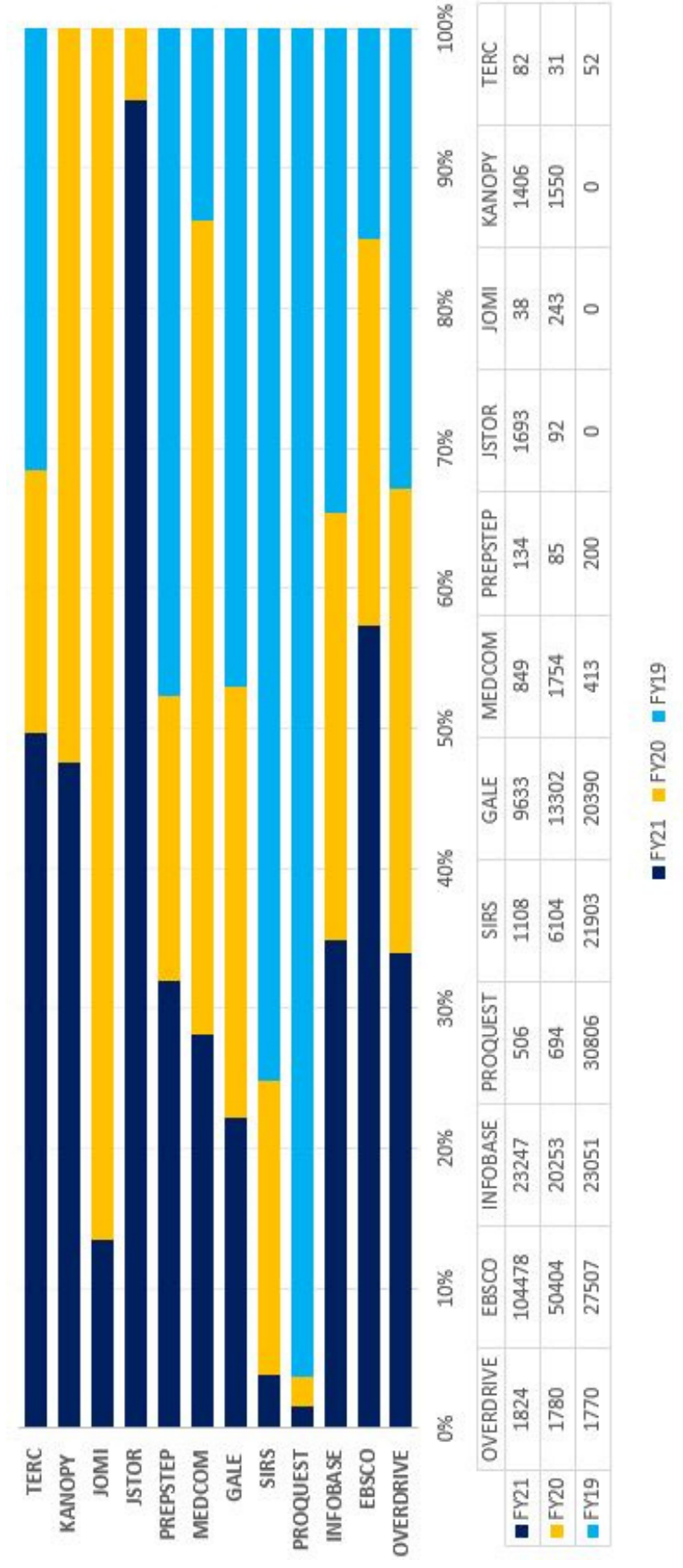**Drops in usage were seen in Proquest (27%), SIRS(81%), Gale(28%), Kanopy(9%), Medcom(51%), and JOMI(84%). Medcom and JOMI are databases purchased for Nursing and Surgical Technology, therefore usage would be directly impacted by enrollment in those programs and assignments made by instructors in those programs. SIRS is a database provided through the MELO consortium with the Mississippi Virtual Community College and usage has steadily dropped over the last three years. It may be that instructors and students prefer using Gale's Opposing Viewpoints for pro and con issues but, clearly, the libraries need to make an effort to promote this content. An effort also must be made to promote Proquest's eBook central, which continue to drop in usage.**

Harrison County - Jackson County - Perkinston

MGCCC Libraries

Electronic Circulation

Electronic Circulation Comparison

	OVERDRIVE	EBSCO	INFOBASE	PROQUEST	SIRS	GALE	MEDCOM	PREPSTEP	JSTOR	JOMI	KANOPY	TERC
FY21	1824	104478	23247	506	1108	9633	849	134	1693	38	1406	82
FY20	1780	50404	20253	694	6104	13302	1754	85	92	243	1550	31
FY19	1770	27507	23051	30806	21903	20390	413	200	0	0	0	52

■ FY21   ■ FY20   ■ FY19

College-Wide Print Circulation

FY 21	2422
FY 20	5657
FY 19	15967

■ FY 21 ■ FY 20 ■ FY 19
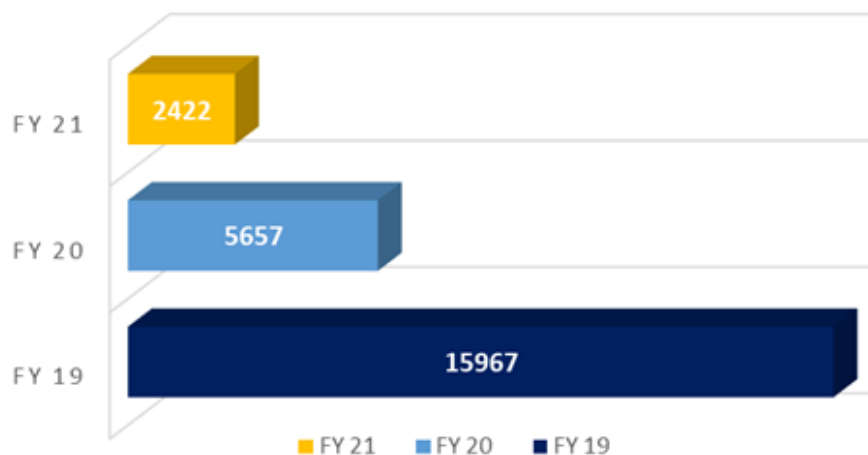
Campus Print Circulation FY 21		
Harrison County	Jackson County	Perkinston
712	1310	400

Print circulation is made up of print and other physical items that are checked out in the library. This is primarily print books but could also be DVDs or audiobooks. This number also includes inter-campus loans, books sent from one campus to another for checkout, and Interlibrary Loans, books borrowed from other libraries in the region, state, county, and potentially internationally. Print materials are added and removed based on the MGCCC Libraries' collection development policy and program accreditation requirements. In FY22, laptop circulation will be given its own section. Laptops are not included in FY21 due to the fact that usage was mandatory and therefore valid comparisons cannot be made at this point.

Circulation of print materials again decreased in FY21 as MGCCC relied heavily on virtual classes and limited student presence on campus due to COVID-19. Overall, circulation was 57% lower than FY20 and 85% lower than FY19. As campuses have begun to reopen we are expecting numbers to increase next fiscal year. Librarians continued to promote eBooks as alternatives to students still taking online classes.

Harrison County – Jackson County – Perkinston

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Harrison County - Jackson County - Perkinston

Library instruction is vital for introducing instructors and students to library resources and the research process. More and more, library instruction is evolving to also teach students critical thinking and information literacy skills. MGCCC Libraries promoted instruction using the Library Instruction request form. Teachers were able to use this form to request library instruction in their classroom as students returned to campus in person. Some of these library sessions were recorded and/or shown live for students still attending class from home.

The number of instruction sessions predictably decreased due to campus closure, but librarians found alternatives to classroom instruction as they worked with instructors through Canvas and also created tutorials, videos, and guides for the website.

Classes Taught

FY 21

60

127

212

FY 19

FY 20

Students Taught

FY 21

835

4285

2649

FY 19

FY 20
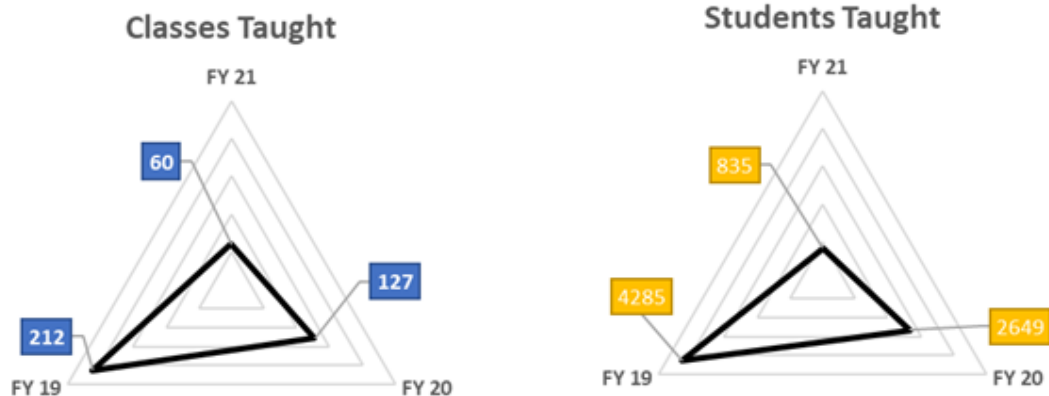
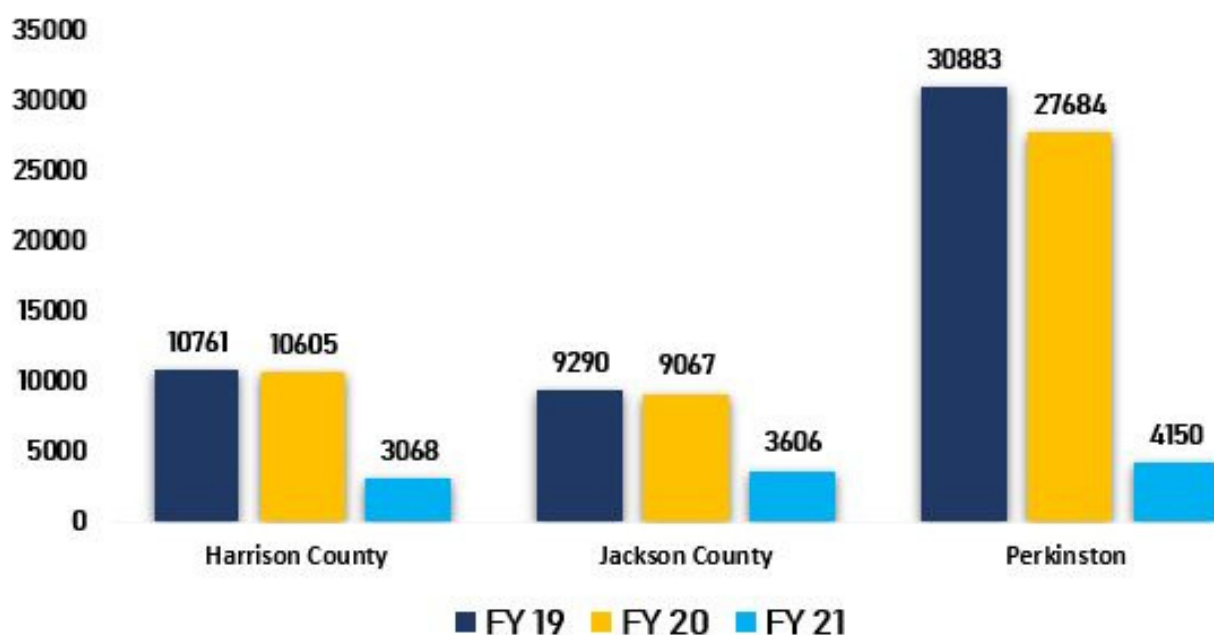| Overall Library Instruction		
Harrison County	**Jackson County**	**Perkinston**
22 Classes	29 Classes	9 Classes
352 Students	389 Students	94 Students

MGCCC Learning Labs

The Learning Lab is a center within the LRC that serves as a tutoring and resource center for our students. At MGCCC, we have Learning Labs housed at our three main campuses: Harrison County, Jackson County , and Perkinston. Together, they served over 2,673 students in roughly 11,000 visits during FY 21. Clocking just over 12,000 hours, we serve our students primarily in the areas of Math, Science, and Writing, as well as providing computer labs, and some tutoring for specialty courses on certain campuses as needed. Due to COVID-19 protocols in the fall and spring semesters we saw a decrease in overall lab attendance but we are hopeful that with the return of traditional classes in the fall that we will have a back to normal attendance.

Harrison County - Jackson County - Perkinston

Learning Lab Usage (visits)

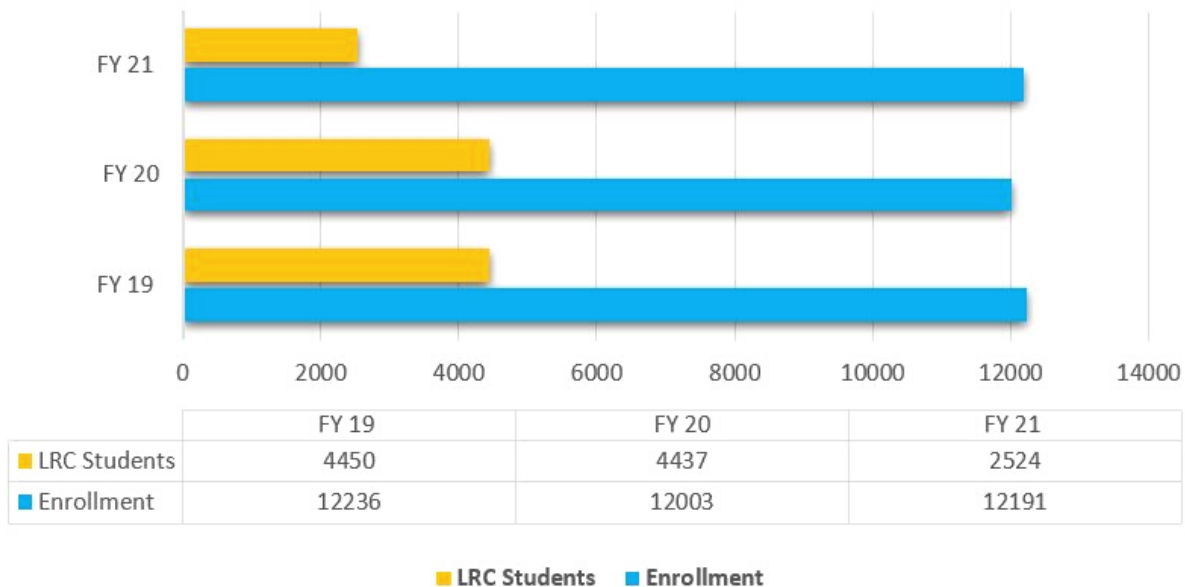| Campus	FY 19	FY 20	FY 21
Harrison County	10761	10605	3068
Jackson County	9290	9067	3606
Perkinston	30883	27684	4150

MGCCC Learning Labs   College-Wide

College-wide, the campus Learning Labs effectively served 21% of our student population in FY 21. This was a dramatic decrease from FY 20 and can be correlated with a hybrid operations model and pandemic protocols.

37% — **19**   **36%** — **20**   **21%** — **21**

LRC Student Population vs. College Enrollment

	FY 19	FY 20	FY 21
LRC Students	4450	4437	2524
Enrollment	12236	12003	12191

LRC Students   Enrollment

MGCCC Learning Labs

Orientations & Workshops are given each semester to promote Learning Lab services and to address specific learning needs. Orientations are given at the beginning of each semester to familiarize both new and returning students with information about lab resources and offerings. These are offered in the classroom, in the lab, and online. Instructors also work closely with teaching faculty in order to create curriculum-based workshops to address student needs, targeting areas where students, as a whole, needs extra instruction helps insure student success.

Orientations		Workshops	
HC	61	HC	80
JC	9	JC	130
PK		PK	50

When students sign in to use the lab, they choose a subject area or reason for visiting the lab, and this is logged as a visit. The actual hours students spend in the lab are counted when students sign out, with a no sign-out defaulting to one hour. Encouraging sign-outs to record accurate hours will be an ongoing effort across the Learning Labs in the next year and after.

College-Wide Hours – 12,291

Subject	Harrison County	Jackson County	Perkinston
Nursing Reading	184	147	49
Math Lab	460	817	997
Computer Lab	233	298	1960
Science Lab	1,416	387	844
Computer Basic Lab	-	338	-
Spanish Lab	-	15	42
Writing Lab	177	1,138	922
Self-Study	1,059	683	-
Accounting Lab	2	1	71
Study Skills	25	16	-
	3,566 Hours	3,839 Hours	4,885 Hours

College-Wide Visits – 10,822

Subject	Harrison County	Jackson County	Perkinston
Nursing Reading	121	122	45
Math Lab	419	675	797
Computer Lab	283	310	1,768
Science Lab	1,119	369	701
Computer Basic Lab	-	328	-
Spanish Lab	-	15	52
Writing Lab	186	1,237	728
Self-Study	907	526	-
Accounting Lab	3	2	59
Study Skills	28	22	-
	3,066 Visits	3,606 Visits	4,150 Visits

MGCCC Learning Labs   College-Wide

Learning Lab Usage – Age

FY 21   FY 20   FY 19

Under 18: 150, 199, 157
18 - 24: 1734, 3317, 3381
25 - 39: 473, 707, 697
40 and Above: 167, 214, 215

Learning Lab Usage – Age FY 21

167, 6%
150, 6%
473, 19%
1,734, 69%

Under 18
18-24
25-39
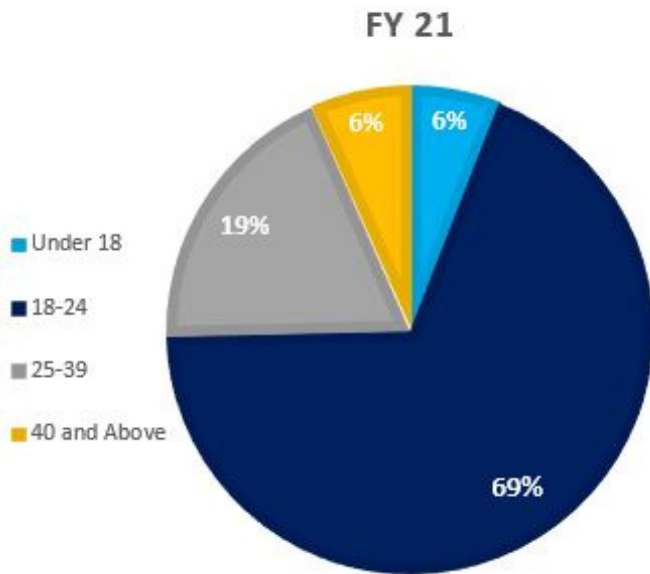40 and Above
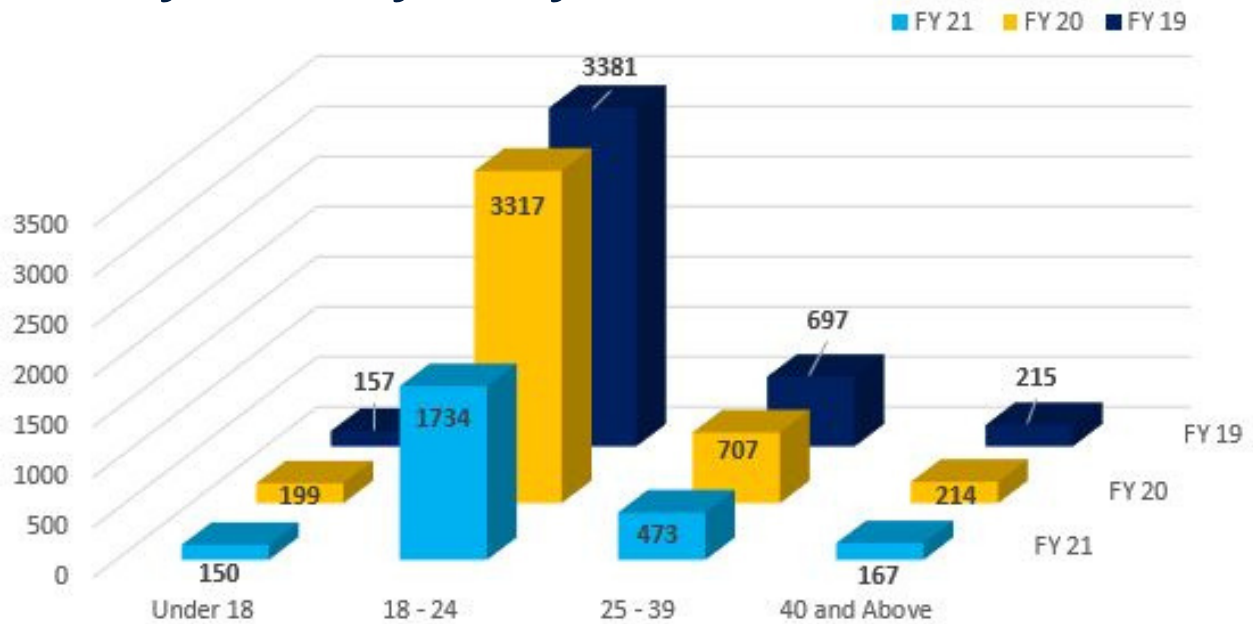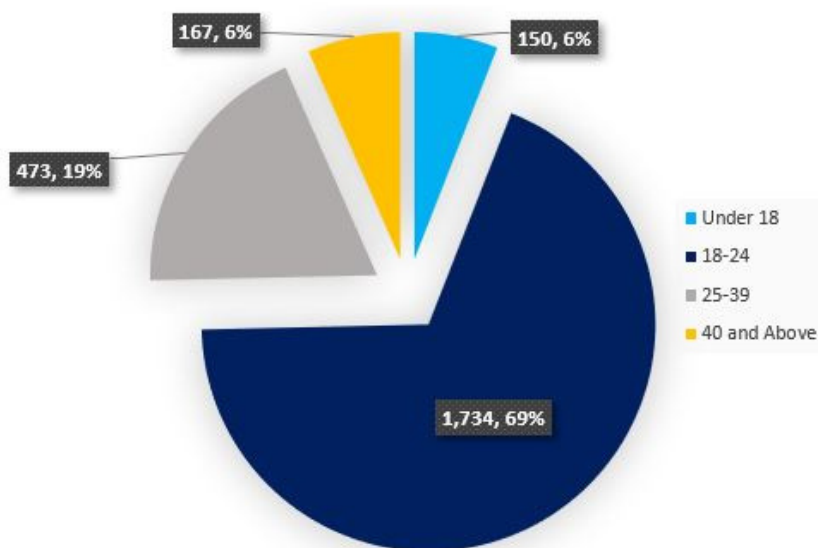
The 18-24 age group continues to be the largest group of students utilizing the Learning Labs college-wide with 69% of all students that visit falling into this age range.

19

FY 21

Legend:
- Under 18
- 18-24
- 25-39
- 40 and Above

Pie chart values: 6%, 6%, 19%, 69%

HARRISON COUNTY GPA

FY 2021	3.01
FY 2020	2.91
FY 2019	2.85

JACKSON COUNTY GPA

FY 2021	3.27
FY 2020	3.05
FY 2019	2.99

PERKINSTON GPA

FY 2021	3.05
FY 2020	2.99
FY 2019	2.91

FY21 shows that the average GPA slightly increased across the campuses. This may be due to the decrease in the number of students visiting the Learning Labs and potentially the characteristics of the students that were dedicated enough to still utilize the lab during this time.

Harrison County - Jackson County - Perkinston

SPECIAL ALLOCATIONS

Databases/Subscriptions
    Proquest eBrary College

                                                             $8,083.52

    Medcom/Trainex Online Videos

                                                             $7,875.00

    Cengage Opposing Viewpoints

                                                             $8,269.00

                                                           $24,227.52

Equipment
    Optiplex Touchscreen Computers

Harrison County Campus (3)	**$2,903.34**
Jackson County Campus (3)	**$2,903.34**
Perkinston Campus (1)	**$967.78**

                                                             $6,774.46

    Latitude 3310 2-in-1

Harrison County Campus (6)	**$5,117.52**
Jackson County Campus (6)	**$5,117.52**
Perkinston Campus (6)	**$5,117.52**

                                                            $15,352.56

                                                           $46,325.54

Harrison County - Jackson County - Perkinston

LEARNING Resources CENTER

WEPA

SECTION 2

MGCCC WEPA PRINTING

WEPA Overall

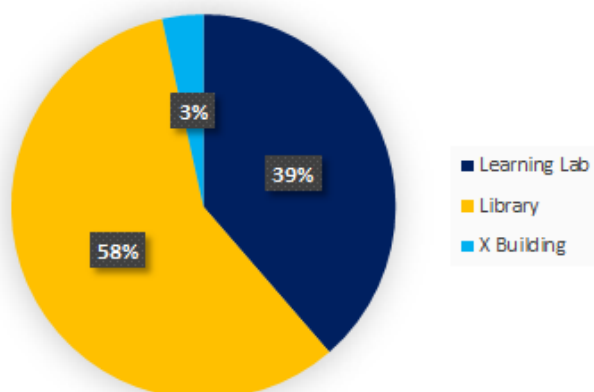|	
■	Harrison County
■	Jackson County
■	Perkinston
■	George County
■	Tradition
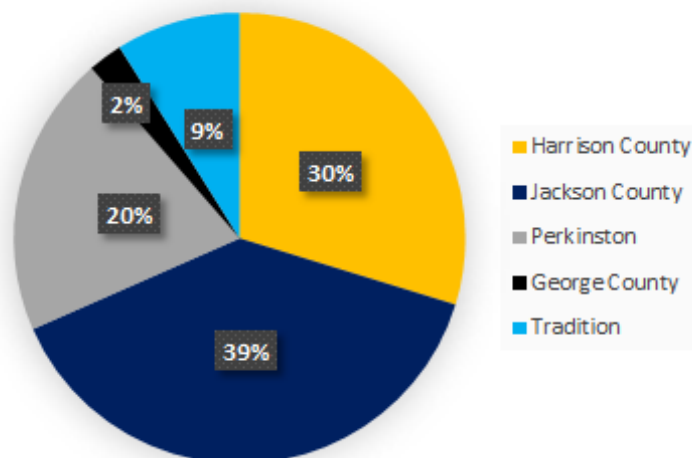
Wepa usage went down considerably this fiscal year due to Covid-19 restrictions and protocols on all campuses. Overall, Wepa print jobs were down 41.59% from last fiscal year. In response to the pandemic, classes were Hyflex and the number of students on campus decreased. MGCCC Libraries expect print job numbers to rise significantly in FY 22 as more classes meet in person, foot traffic on campuses increases, and safety protocols change.

Campus	Print Jobs	Pages	Sheets
Harrison County	2368	13798	12406
Jackson County	3075	18977	13907
Perkinston	1608	5305	4786
George County	197	881	758
Tradition	709	5584	5028
	7957	44545	36885

Total pages means both the front and back side of a document. Sheets mean individual pieces of paper. So, printing a 10 page paper double sided would count as 10 total pages but only 5 total sheets.

Harrison County – Jackson County – Perkinston

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MGCCC WEPA PRINTING

Harrison County

- **Learning Lab** — 39%
- **Library** — 58%
- **X Building** — 3%

Jackson County

- **Learning Lab** — 51%
- **Library** — 49%

Perkinston

- **Dees Hall** — 1%
- **LRC** — 99%

The Harrison County Campus has three Wepa machines. These are housed in the Library, Learning Lab, and the X-building. In total, the HC campus produced 2368 print jobs with 82 from the X-building, 915 from the Learning Lab, and 1371 from the Library respectively.
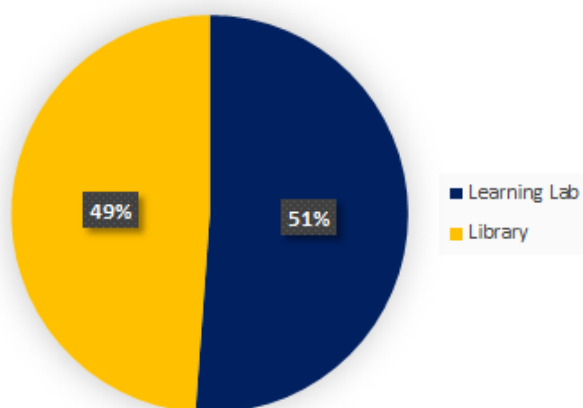
The Jackson County Campus has two Wepa machines that are both housed in the LRC. The machine that is located in the Learning Lab had 1502 print jobs and the other, which is on the 1st floor of the LRC, had 1573 print jobs. It was found that there was a total of 3075 print jobs for the JC campus.

The Perkinston Campus has two Wepa machines. One is housed in the LRC and one in Dees Hall. The machine that is located in the LRC is responsible for 1591 print jobs and Dees Hall had 17 print jobs.
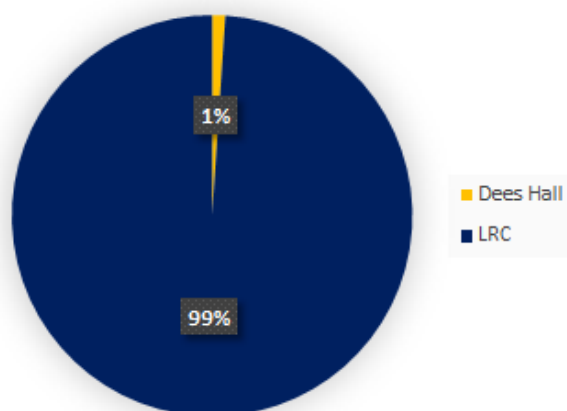
The Bryant Center and the George County Campus also each have one Wepa machine. At George County 197 print jobs were completed, and at the Bryant Center 709 were completed.

Wepa usage went down on every campus because of limited student presence due to Covid protocols and precautions. Overall, print jobs were down 41.59% from last fiscal year. Harrison County was down 41.97%, Jackson County 42.37%, Perkinston 35.90%, George County 35.32%, and the Bryant Center 44.10%. We are anticipating numbers to increase as enrollment goes up and students return to in person classes.

LEARNING Resources CENTER

Campus Updates

SECTION 3

LIBRARY

Adrienne McPhaul- Assistant Dean LRC
Kerry Ladnier - Administrative Assistant
Sarah Dauterive - Librarian (till Dec 20)
Nicole Aranda - Taylor - Librarian (March 21)
Shake DeLozier - Librarian
Maggie Altman - Librarian (adjunct)
Charles Atwell - Librarian (adjunct)
Mary Dee Benton - Librarian (adjunct)
Sherry Nave - Librarian (adjunct)

FY 21 Library Budget

Title	YTD Activity	Adjusted Budget	Available Balance
Repairs/Maintenance	$0.00	$0.00	$0.00
Rental Charges	$5,796.00	$5,796.00	$0.00
Fees – Contractual Service	$50.00	$50.00	$0.00
Educational Supplies	$3,760.45	$3,760.45	$0.00
Periodicals/Subscriptions	$34,910.60	$34,925.14	$14.54
Library E-Periodicals/Subs	$2,424.00	$2,424.00	$0.00
Library E-Books	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00
Library Books	$22,789.31	$22,789.31	$0.00
Library Films	$2,353.52	$2,353.52	$0.00
	$ 72,083.88	$72,098.42	

LIBRARY

INSTRUCTION

22 sessions

352 students

ORIENTATIONS

35 sessions

627 students

INTERLIBRARY LOAN

9

HEADCOUNTS

999

FY21 started out with a heavy focus on preparing the HC Library to reopen to students in Fall 2020. The entire college was moving into the new semester with many unknowns and library decisions were made with the understanding that plans might have to be revisited and adjusted at any time.

In July, the library finished a large, summer-long shifting and weeding project. Each bookshelf unit was adjusted to have the same number of shelves at the same height. The collection was measured to allow for filling shelves to the correct percentage to allow for new books to be added without another major shifting project for several years. Old sub-collections were removed and new sub-collections were added as well as new signage for the collections and the call number ranges.
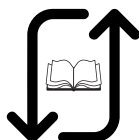
This shifting and weeding project also allowed the library staff to rearrange library shelves and furniture to fit with new COVID-19 library procedures. Tables and chairs were moved from the stacks and placed in formations that allowed for social distancing and monitoring of capacity in the area in front of the library desk. Monitors were removed from every other computer to ensure social distancing. Then, each computer, table, and soft chair was labeled with a laminated number.

A map of the seating areas was created and laminated. A sign in process was created so that students checked in at the library desk and then were assigned to a table, seat, or computer, depending on their needs. The seat was then marked on the laminated map so that a "dirty" area would not be reassigned before cleaning took place.

Library staff were assigned desk shifts for all the hours that the library was open and were responsible for signing students in and making sure all areas on the laminated map were cleaned and the map was wiped down as their shift ended.

The stacks were closed so that library staff could monitor capacity numbers and also to keep extra surfaces from needing to be cleaned. Books were pulled for students, faculty, and staff as requested. Returned books were left on a cart for a week to allow for any possible contamination to be reduced.

In order to support Hyflex courses, online library instruction was emphasized so that it would be available to all students at the same time in a course. Online instruction was available through librarians being embedded in Canvas and the creation of videos and LibGuides. Live online instruction was offered, but not chosen by instructors at HC.

Laptops purchased with CARES funding landed at the Harrison County campus for distribution, so HC Library took the lead in working with Jay Newton to create a new barcode type for the Atriuum system and to work out a way to create records in bulk to the laptops and CTE kits in the system. HC Library also set up the Atriuum app with an account for instructors and visited classrooms to assist with laptop checkout.

HC Library also took the lead with EZproxy testing and implementation. Months were spent working with IT and the OCLC implementation team to get the databases set up correctly in EZproxy and to work out authentication issues with using MGCCC credentials.

In December of 2020, librarian Sarah Dauterive accepted a remote work position and left HC Library. Remaining library staff covered the extra desk hours and duties until librarian Nicole Aranda-Taylor joined Harrison County Library in March of 2021.

COVID-19 procedures were relaxed going into Summer 2021, with the stacks reopening, sanitizing and social distancing being left up to the library users, and check-ins at the front desk being discontinued. Study tables were moved back into the stacks with more soft seating and comfortable arrangements created in the area in front of the library desk.

LIBRARY Visits

HC Library conducts an hourly headcount. The hourly headcount serves as a way to obtain an average number of library users at computers, at study tables, and in the stacks. The headcount allows the library to gauge times of the heaviest use to potentially re-evaluate staffing accordingly. During FY21, the headcount numbers were collected using student sign-ins to the Library.

HC Visits Monthly
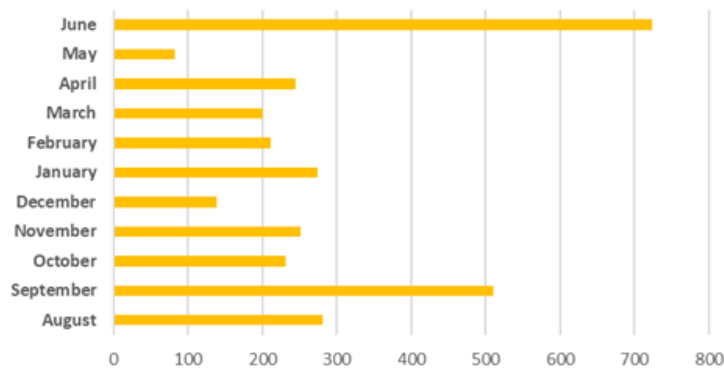
As to be expected, campus shut-downs during Covid caused a substantial drop in headcount numbers. Nevertheless headcount numbers have continued to increase since the campus re-opened fully. On average, HC Library experiences high use starting at 8:00am, peaking at the 11-1 hours, with the most users, and then steadily dropping through the afternoon. Between 7:00pm and 8:30pm, there was little to no use by library patrons; this time frame is used to conduct library functions that may be more difficult to perform during peak times. The months of highest use traditionally correlate with research assignments and midterms, but a change in this pattern has occurred due to pandemic responses.

Time	Total	Percent of Total	Hourly Average
7:30-8:00 am	77	2.45	3
8:00-9:00 am	265	8.42	9
9:00-10:00 am	442	14.05	12
10:00-11:00 am	466	14.81	15
11:00-12:00 am	531	16.88	17
12:00-1:00 pm	388	12.33	13
1:00-2:00 pm	359	11.41	12
2:00-3:00 pm	220	6.99	7
3:00-4:00 pm	141	4.48	5
4:00-5:00 pm	105	3.34	3
5:00-6:00 pm	82	2.61	3
6:00-7:00 pm	41	1.3	1
7:00-8:00 pm	27	0.86	1
8:00-8:30 pm	2	0.06	0

HC Library Visits by Day

Monday 26% · Tuesday 22% · Wednesday 23% · Thursday 19% · Friday 10%
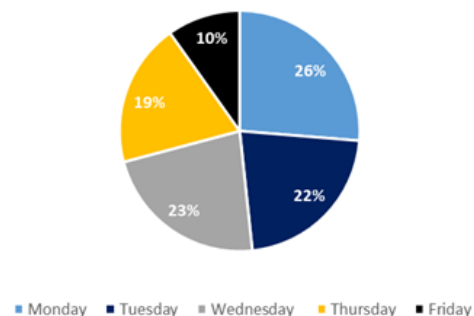
HC Library is expected to show more traditional usage in the upcoming fiscal year, as the campus resumes normal operations.

In FY 21, HC Library tracked questions answered by librarians and staff at the desk, over the phone, through email, and by appointment. A Google form was used to keep track of the day, time, length of the interaction, the type of interaction, location of the interaction, and any other notes related to the interaction.

Questions by Hour of Day		
	# of Questions	Percentage of Total
7:30 - 8:30am	24	4.36%
8:30 - 9:30am	60	10.89%
9:30 - 10:30am	91	16.52%
10:30 - 11:30am	81	14.70%
11:30am - 12:30pm	57	10.34%
12:30 - 1:30pm	64	11.62%
1:30 - 2:30pm	57	10.34%
2:30 - 3:30pm	57	10.34%
3:30 - 4:30pm	50	9.07%
4:40 - 5:30pm	7	1.27%
5:30 - 6:30pm	1	0.18%
6:30 - 7:30pm	2	0.36%
7:30 - 8:30pm	0	0.00%

**QUESTIONS BY DAY**

■ Monday   ■ Tuesday   ■ Wednesday   ■ Thursday   ■ Friday
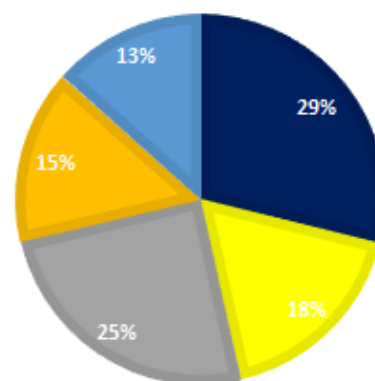
Librarians and staff also provide technical assistance. Help with Canvas, Printing/Scanning, Software, and Hardware combined equals 21.24% of all interactions.

There were fewer interactions this year compared to years past due to Covid protocols and precautions. More students were taking online classes rather than physically coming to campus. As students return to the physical classroom in the coming year, we expect our reference questions to increase to something closer to typical numbers.

Questions by Type

Type	Count
Canvas	28
Directional	200
Hardware	7
Other	10
Printing/Scanning	51
Reference	224
Software	31
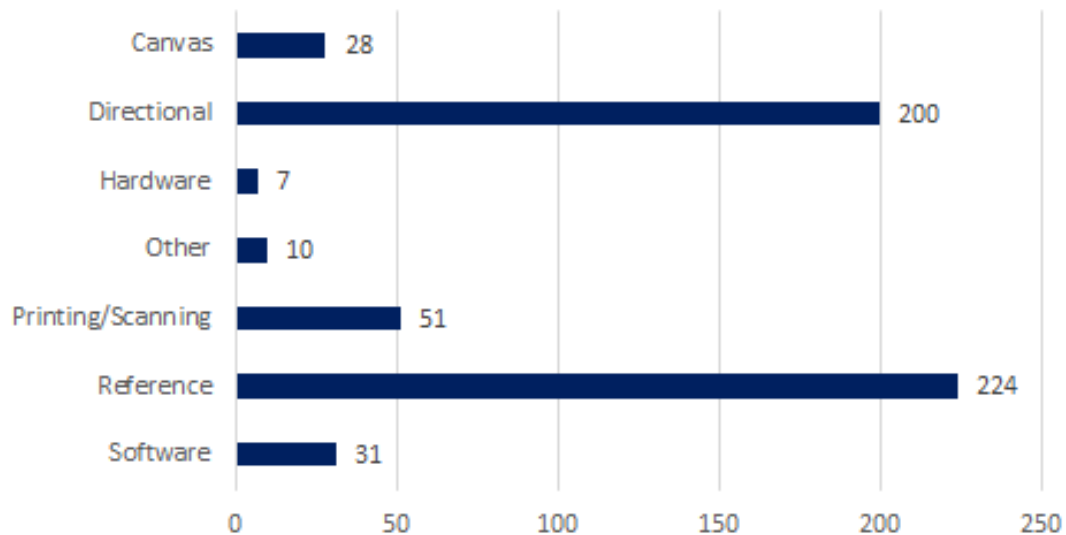
The information gathered from the Google form let us know that 51.77% of questions came between 8:30am and 12:30pm while only 4% of questions were after 6:30pm. The highest number of interactions were Reference questions. Our second highest were Directional. These are typically quick questions asking where a classroom is, where the Bookstore is, what library hours are, where the restroom is, etc.

Questions (Length of Time)

Length	Count
1-5 mins	363
5 - 10 mins	91
10 - 15 mins	55
15 - 30 mins	27
30 + mins	15
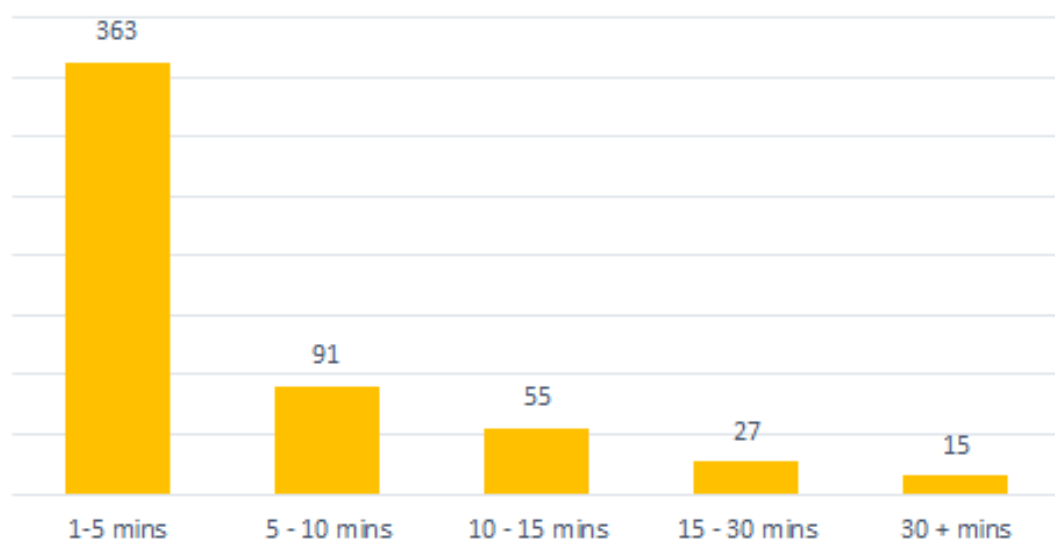
LIBRARY GOALS

Student workshops

Librarians will offer student workshops in addition to their normal orientations and instruction.

EDPs

We have gotten off track with EDPs during the pandemic. In FY22, librarians will offer at least 2 EDPs each.

Cicero's Corner

In FY22, the speaking center will finally be opened and usage will be tracked in Atriuum.

Laptop Checkouts

HC Library will be responsible for over 500 laptops in FY22. The goal is to create an organized inventory with an efficient checkout process and to have all laptops returned at the end of each semester.

LibGuides

Librarians will continue to create more LibGuides to support courses and subject areas.

Required library instruction

Planning will begin to pilot required library instruction for certain foundational courses to help those courses meet SLOs.

LEARNING LAB

Harrison County

Personnel 2019 - 2020

Adrienne McPhaul - Assistant Dean LRC
Kimberly Boswell - Administrative Assistant
Tracey Gillespie - Math Instructor
Bambi Wilkinson - Math Instructor
Jana Ball - Science Instructor
Ashley Tibbs - Writing Instructor
Angela Williams - Writing (Adjunct)
Bob Crabtree - Writing (Adjunct)
Dr. Angela Bruni - Science (Adjunct)
Jessica Price - Science (Adjunct)
William West - Science (Adjunct)
Linda Parrott - Science (Adjunct)

The HC Learning Lab started FY21 assisting with the distribution of faculty laptops. Laptops were delivered to the Learning Lab, where a spreadsheet was created to track laptop assignments and responsibility forms were collected from each faculty member. The summer also saw testing for the new LRC tracker. HC Learning Lab worked with IT to go through specific scenarios, track issues, and monitor reporting to help get the tracker ready for Fall implementation.

FY 21 Learning Lab Budget

Title	YTD Activity	Adjusted Budget	Available Balance
Software Acquisition	$0.00	$200.00	$200.00
Software Acquisition/Students	$200.00	$0.00	$-200.00
Educational Supplies	$1,220.33	$1500.00	$279.67
	$1,420.33	$1,700.00	

LEARNING LAB

The lab was also focused on preparing to meet COVID-19 protocols when students returned to campus in Fall of 2020. Seating and tables were rearranged and reduced in the lab with monitors removed on every other computer to ensure social distancing. The open computer lab was changed from tight rows to a U-shape. Plexiglass was installed at the front desk and tutoring areas were created for each Learning Lab instructor. White boards were purchased so that instructors could tutor at a distance instead of sitting with students. Stickers were put on the floor with instructions for students to stand on the stickers to social distance while in line to check in. The library entrance was made "Employees Only" to keep traffic flowing in through the G building, where capacity could be monitored and controlled.

Tables and computers were labeled with laminated numbers. A map was created of seating areas and laminated. Students were required to come to the front desk and have a student worker sign them in. Then their name and M# was put on a clipboard for an assigned seat at a table, computer, or in a tutoring area, depending on their needs.

The map was then marked so that another student would not be assigned to that area until it was cleaned. Student workers were required to clean areas marked on the map and wipe off the map every hour.

Due to the need for social distancing and to maintain capacity limits, classes were not brought into the Learning Lab. To support Hyflex, orientations and workshops were limited to online in the Fall so that all students could receive the information at one time and classroom capacity levels would not be compromised.
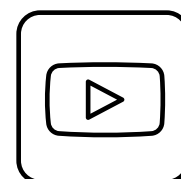
LEARNING LAB

Harrison County

In the Spring, workshops were offered online and in person, using Sign-up Genius for registration. In FY21, 38 workshops were offered in Math, 27 in Science, and 15 in Writing, serving a total of 708 students. Tutoring continued to be offered online while also offered face to face. Math instructors saw 353 students in-person and 14 students online. 290 students received Science tutoring face-to-face and 17 were tutored online. Writing saw 186 students in the lab and 12 students online.

Subject Area	Workshop Title	Workshops	Students
Math		38	10
	Preparing for College Algebra		
	Calculator Review		
	Collge Algebra - Linear Equations		
	College Algebra - Factoring		
	Trigonometry - Unit Circle		
	Trigonometry - Hand Trick		
	Calculus II - Volume		
Science		27	56
	Dimensional Analysis		
	Stoichiometry Part 1		
	Stoichiometry Part 2		
Writing		15	222
	ENG 1113-1114		
	Social Studies		
	Research Paper 101		
Total		80	288

In FY21, our Canvas shell had 747 students log-in with 364 students showing activity in the shell and page views totaling to 36,390. Instructors were also busy making videos and worksheets to supplement instruction. 46 videos were uploaded to the Canvas shell in FY21 with 104 views in Science and 64 views in Math. 64 worksheets and handouts were created and uploaded during this time as well.

Canvas Analytics

	Instructor	Students	Page Views	Participations
English	Ashley Tibbs Bob Crabtree Angela Williams			
Math	Bambi Wilkinson Tracey Gillespie	747	36,690	364
Science	Jana Ball Dr. Angela Bruni Linda Parrott Jessica Price William West			

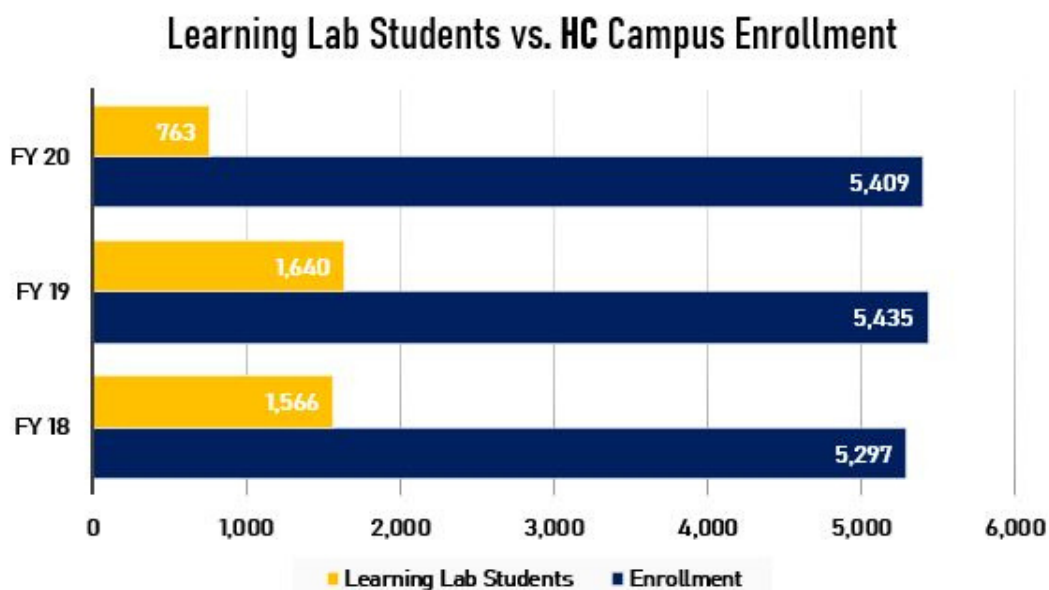**Science - 104 views
Math - 64 views**

Due to capacity limits in the assessment center, the need for online proctored tests drastically increased. Many students did not have webcams or computers with the capability to use the online proctoring software. The Learning Lab stepped up to meet student need and installed the different types of proctoring software on the lab laptops and began setting students up in the limited private spaces available to take tests.

At the end of FY21, Administrative Assistant Kim Boswell completed her MBA and moved to the Business Office as the Purchasing Clerk. We cannot thank Kim enough for all the excellent work she did in the Learning Lab, not the least of which was the immense amount of time, effort, and expertise she put into the LRC Annual Reports for FY19, FY20, and FY21.

Learning Lab Students vs. HC Campus Enrollment

Fiscal Year	Learning Lab Students	Enrollment
FY 20	763	5,409
FY 19	1,640	5,435
FY 18	1,566	5,297

Legend: ■ Learning Lab Students ■ Enrollment

LEARNING LAB Interactions   *Harrison County*

Subject Area	Orientations	Students
Math	8	141
Science	28	342
Writing	15	225
Total	51	708

In-Person Tutoring

Science - 290 students
Math - 353 students
Writing - 186 students

Virtual Tutoring

	Instructor	Students	Minutes
Writing	Ashley Tibbs Bob Crabtree Angela Williams	12	647 (10.8 hrs)
Math	Bambi Wilkinson Tracey Gillespie	14	802 (13.4 hrs)
Science	Jana Ball Dr. Angela Bruni Linda Parrott Jessica Price William West	17	410 (6.8 hrs)

New LRC tracker
To implement the new tracker and document issues so that the tracker can be improved.

More Online Resources
Learning Lab instructors will continue to develop resources for the Canvas shell, including a new series of videos for the Writing Lab.

Fill Vacant Positions
In FY22, the Learning Lab currently has a vacant Science Instructor position and Administrative Assistant position. Long time Writing adjunct Robert Crabtree also left his position in the lab at the end of FY21.

Tracking Proctored Testing
The Learning Lab will explore ways to track proctored testing to be implemented in FY23. This would allow the lab to show how much time, space, and resources are being allocated to testing.

Increasing Visits
The Learning Lab will work to bring student visit numbers back up as COVID-19 restrictions are relaxed.

LIBRARY

Melissa Davis- Assistant Dean LRC
Johanna Martin - Administrative Assistant
Dr. Gwendolyn Carter - Librarian
Timothy Koehn - Librarian
Anne McGraw - Librarian (adjunct)
Vita Mitchell - Librarian (adjunct)

FY 21 Library Budget

| Title	YTD Activity	Adjusted Budget
Postage/Freight	$48.90	$49.00
Software Acquisition	$0.00	$0.00
Office Supplies	$2,334.93	$2,335.00
Other Materials/Supplies	$0.00	$0.00
Periodicals/Subscriptions	$8,129.39	$8,130.00
Library E-Periodicals/Subscrip.	$10,307.16	$10,308.00
Library E-books	$10,711.94	$11,002.00
Food for Persons	$0.00	$46.00
Food – Non-Employee	$0.00	$0.00
Travel	$0.00	$0.00
Furniture Educational	$14,435.38	$14,441.00
Library Books	$27,274.57	$27,861.00
Audio Books – Library	$0.00	$0.00
Library Films	$1,957.18	$2,000.00
	$ 3,058.14	$3,059.00

LIBRARY

The JC Librarians hosted Coffee with the Librarians 7 times during the Fall Semester and 12 times during the Spring Semester. These events were to invite employees and students to see that the library was open and all library services were available. The JC Library acquired one new shelving unit to house the McNaughton collection and one shelving unit to house part of the Oversize Collection. The librarians took many opportunities to talk to faculty about scheduling orientations and increasing student use of the library especially print books. Library furniture was rearranged to allow safe study areas for students; and staff were diligent in sanitizing areas to provide the safest possible environment for the students. Returned books were sanitized and quarantined as well to make their use as safe as possible. The library offered curbside service during the early days of the pandemic to allow utilization of library resources in a safe and convenient manner for patrons. Librarians were available to patrons via email and telephone to answer questions and conduct library services.

INSTRUCTION

11 sessions
103 students
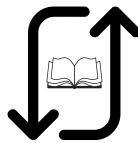
INTERLIBRARY LOAN

226

HEADCOUNTS

5800 annual
155 average weekly

Implement Cicero's Corner. This is a collaboration with the School of Visual and Performing Arts. The School of Visual and Performing Arts has requested to have a dedicated space within the library for students to rehearse and film speeches. The library has offered Study Room #2 to begin. The library needs to acquire a video camera, a microphone, a light ring, and a cellphone tripod. The librarians and the oral communications faculty would like eventually to use the "classroom area" of the third floor for this project. For this to happen the third floor "classroom area" will need to be enclosed with sound proof/dampening walls.

LEARNING LAB

Jackson County

Personnel Listing for FY 21:
Melissa Davis- Assistant Dean of Learning Resources
Genetris Byrd- Administrative Assistant for Learning Lab
Ivan Philippoff- English Instructor
Charles Jordan-Adjunct English Instructor
Marilyn Moss- Adjunct English Instructor
Diane Ehrman- Science Instructor
Dr. Kristin Luery- Math Instructor
Kelsey Stewart-Math Instructor
Kim Martin-Adjunct Math Instructor

FY 21 Learning Lab Budget

Title	YTD Activity	Adjusted Budget
Repairs/Maintenance	$360.00	$360.00
Software Acquisition	$349.00	$0.00
Software Acquisition/Faculty	$0.00	$200.00
Software Acquisition/Staff	$0.00	$148.42
Educational Supplies	$2,349.72	$2,350.00
Building/Maintenance Supplies	$0.00	$0.00
	$ 3,058.14	$3,059.00

• Our subject-specific Canvas shells for English, Mathematics, and Science have been extraordinarily successful, with upwards of 200 students enrolled in some of these optional courses. We believe having separate pages for each subject allows for a more personalized shell per subject. For example, announcements offering videos, helpful hints, or workshops for English will be relevant and timely to the students, based on the subject material being covered at that time. With the proliferation of online course offerings, these online tutoring shells have met with great use and appreciation. Of course, the Jackson County Learning Lab instructors and adjunct instructors continue to remotely tutor students.

• Partnerships with Student Services: "What's Poppin' at JC" Fall Involvement Fair (41 students attended), "Squeeze the Day" Snack bar (46 students attended), Finals Study Break Coffee and Snack bar (40 students attended), Pop-up History for Black History Month (6 students attended), Spring Welcome Back Week "We're S'More Than a College" Involvement Fair (70 students attended), and "Study Break in the Learning Lab" (105 students attended).

• **Yes! We still have popcorn. It's Popping in the Learning Lab on Monday and Thursdays for employees and students.**

• **Laptop checkouts for students (170 checked out as of 9/27/21)**

• **Increased instructor workshops and online video archives available online**

• **We still encourage instructors to schedule visits to the Lab for orientations rather than classroom visits by Lab instructors.**
• **Personnel changes: Dr. Luery moved to Massachusetts; and, Mrs. Moss decided it was time to stop being an adjunct and enjoy being fully retired.**

Goals for 2022:

While much of our efforts from the past year has been focused on virtual and online instruction, we have experienced quite an uptick in face-to-face instruction. Lab instructors have made numerous classroom visits and in-class workshops. We often overhear students remarking, "I am so glad I found this place!" or, "I never would have known about this if (so-and-so) hadn't visited my classroom. Our instructors have been doing a fantastic job of marketing and "hitting the streets" to make sure students don't miss the opportunities we provide. We have become increasingly popular with dual credit students from surrounding schools, and more and more instructors are directly including us in their curriculum (more about that later!).We offer instructors a venue for students to take quizzes, participate in surveys, give speeches, or take part in group study sessions. Our learning lab instructors routinely join classes to offer workshops or to take part in mock interviews or guest appearances. Helping to bridge student services and instruction we offer to host a number of campus activities in the lab. We are proud to host an event that allows incoming freshmen to meet faculty members of the different academic schools, a welcome event for evening students, and the Student Involvement Fair, to name just a few.

LEARNING LAB

Our online offerings are still a focus. We seek to offer instruction (either live or recorded) that coincides with instructors' calendars. One example is that early English workshops offer formatting tips, while later installments dig into analysis and rhetorical principles. The workshops are being offered in person and remotely via Webex. We are continuing to learn how to use our virtual technology platforms to provide the most effective and authentic learning experience possible.

We have hired Allison Shwalb as a full-time learning lab math instructor to replace Dr. Luery. She has already become a valued asset to the learning lab at the Jackson County campus. Students are quickly realizing her love for math is contagious. She has been assigned to offer tutoring services at a satellite learning lab location in the STEM building to try to reach the students where their classes are located.

In an effort to further meet the needs of our students, engage with faculty, and (let's face it) increase learning lab usage, we have initiated an in-hand paper invitation program to the Lab. The basic premise is that a struggling student receives a piece of paper--or contract--to agree to visit the lab to improve his or her performance in a certain subject. The idea was first approached years ago in the English department (during Dr. Brown's reign), but it was met with some reluctance and was not fully adopted by faculty. The new iteration is called an "invitation," but, in fact, mandates that a student visit the lab. Essentially, the stakes have been upped. In the English department, any student who scores a 2/5 on any section of the writing rubric must visit a writing instructor in the lab (or virtually) before submitting another paper. Additionally, the invitation document has been modified to adapt to any subject area, though at this time we are not sure how the other departments will employ it.
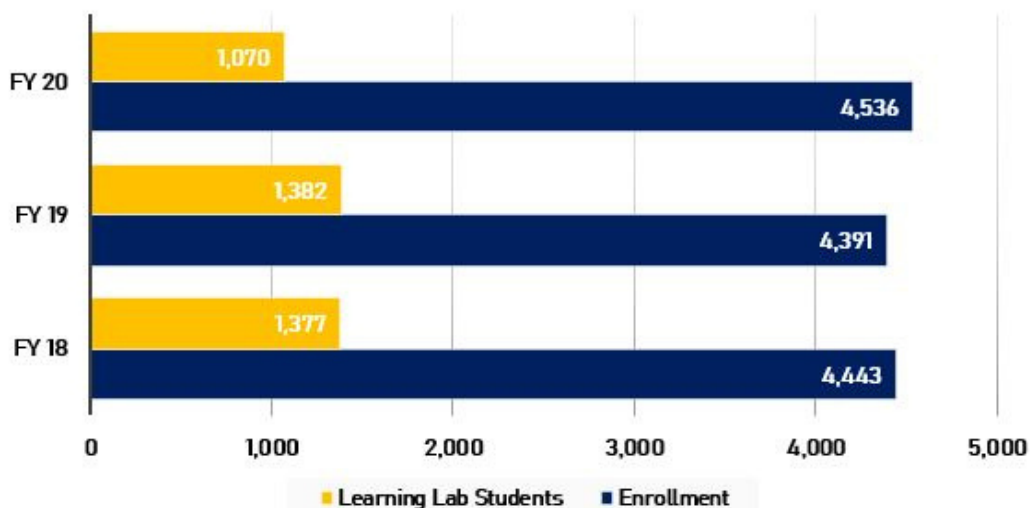
LEARNING LAB

College wide, we have made strides toward enhancing our tracking system to become more accurate and more efficient. The number of entrances into the lab and the ability of students to move from one instructor to another sometimes make it difficult to get an accurate account of Learning Lab attendance. Learning lab instructors are excited about their new laptops and the ability to monitor student check-ins from instructor desks.

JC Learning Lab Orientations July 1, 2020 - June 30, 2021

Orientations	Classrooms	Students
Math	4	66
Science	1	16
English/Writing	4	61
TOTAL	9	143

Learning Lab Students vs. JC Campus Enrollment

FY	Learning Lab Students	Enrollment
FY 20	1,070	4,536
FY 19	1,382	4,391
FY 18	1,377	4,443

■ Learning Lab Students   ■ Enrollment

JC Learning Lab Workshops July 1, 2020 - June 30, 2021

Subject - Biological and Health Sciences	Workshop	Students
Study Skills & Test Taking	6	72
The Metric System	4	13
Chemistry Concepts	5	7
Basic Chemistry	1	41
Diffusion & Osmosis	3	2
Cellular Respiration	3	4
Genetics	3	5
ATI-TEAS	3	16
Dosage and Calculations	2	4
What is VARK	3	7
Mitosis and Meiosis	3	4
Master Test Skills	2	2
Biology Test Review	1	2
Biology – Final Exam Support	1	20
	40	**199**

Subject - English/Writing	Workshop	Students
Mock Interviews	3	29
Interview Skills	2	25
Resume (cover letter, building, etc...)	16	165
Using College Database	5	113
Academic Articles	10	232
MLA Format	6	59
Mistakes (Essay No No's Common, Know Your, Don't You Dare)	3	0
Commonly Confused Words	1	0
Essays	2	18
Delicious Five-Paragraph	1	1
WebEx Tutorial	4	79
Defeat Splices and Run-ons	1	0
Literary Analysis	1	0
Pronoun Disagreement	1	0
Fused Sentences Run-Ons Splices	1	0
Develop-Don't Fluff	1	0
	58	**721**

LEARNING LAB

Jackson County

Subject - Math	Workshop	Students
Trig 1: Definitions and Graphs	1	0
Integration 1: u-Substitution	1	0
Vectors Basics	2	0
Vectors Products	2	0
Trig 2: Finding Values	2	0
Integration 2: Integration by Parts	1	0
Applications of Differential Calculus	1	0
Trig 3: Inverse Trigonometry	1	1
Study Skills for Mathematics	2	1
Trig for Millwright Students	1	4
Trig 3: Graphs	2	2
Trigonometry Review	1	0
Online Math Resources	3	3
Solving Quadratics	1	0
Rational Expressions Roots and Radical	0	0
Fraction Basics and Operations	3	0
Factoring Polynomials	1	0
Exponents and Polynomials	1	0
Solving Systems of Equations Using Various Methods	1	0
Graphing	1	0
Real Numbers Equations and Inequalities	1	0
Review of Beginning Algebra Part I	1	0
Review of Beginning Algebra Part II	2	3
	32	14

	Workshops	Students
Grand Total:	130	934

Personnel List for FY 21
• Chuck Flowers –Media Services Specialist

A modest number of pieces of minor equipment were purchased to update the audio capabilities of Media Services. Small format digital audio mixers made reinforcing speaker audio a breeze due to the advanced management of feedback and other distracting noises. Small footprint speakers with battery operation capabilities and a portable 500 watt battery backup system will add to the mobility and accessibility of audio systems in areas where available power is scarce or nonexistent. Other camera equipment for the production of 360 degree video was obtained for the purposes of adding a different visual elements to video projects and the potential for VR and AR applications in conjunction with the EON-XR technology.

FY 21 Media Services Budget

Title	YTD Activity	Adjusted Budget
Postage/Freight	$12.94	$13.00
Office Supplies	$2078.19	$2,079.00
Minor Equipment	$3,590.80	$3,591.00
Library Films	$0.00	$0.00
	$ 3,058.14	$3,059.00

Personnel 2020-2021:

Vanessa Ritchie – Assistant Dean LRC
Blake Miller – Administrative Assistant
Shugana Williams – Librarian
Laura Savage – Librarian
Valerie Bonner – Cataloger, Adjunct Librarian

FY 21 Library Budget

Title	YTD Activity	Adjusted Budget
Postage/Freight	$266.00	$350.00
Repairs/Maintenance	$0.00	$1,278.00
Service Contracts	$0.00	$15.00
Rental Charges	$15.00	$270.00
Office Supplies	$1,035.23	$1,800.00
Periodicals/Subscriptions	$3,139.00	$17,542.00
Food	$0.00	$40.00
Minor Equipment	$0.00	$4,976.00
Travel	$0.00	$700.00
Library Books	$2,577.84	$13,002.00

The Perkinston Campus Library focused primarily on the creation of online resources such as tutorials and orientations over the past fiscal year. With so many students choosing to attend classes virtually, we enhanced our virtual reference with WebEx Open Research Hours, created numerous resource tutorials, created a Library Orientation video for instructors to embed in Canvas, updated and created new course specific LibGuides, and staffed the Library Virtual Chat Room to assist students. The Research Skills Toolkit created by Laura Savage and Sarah Dauterive which is located on the main library page had 1858 hits (student's viewing the page) over the course of the FY.

Librarians Shugana Williams, Laura Savage, and cataloger Valerie Bonner collaborated with History faculty and were awarded an Excelerator Award to present "Race, History, & Films: Using Documentary Films in the Classroom to Discuss Race Relations." Several films depicting race relations were shown to History students and then a panel of scholar's would discuss the films and answer student and employee questions regarding the topics presented. The films included: The Loving Story, Prom Night in Mississippi, and Freedom Riders. The event was very well attended by both students and college employees.

In addition to creating resources for the general student body, Asst. Dean Ritchie, and librarians Shugana Williams and Laura Savage created resource lists for both faculty and students participating in the college QEP. LibGuides and Canvas were used to display resources in all areas of the QEP such as Listening, Speaking, and Attendance. Ms. Savage and Mrs. Williams did a number of podcasts with former students and local employers discussing these topics. They also created quizzes to go along with all of the reading, website, and video resources available through the QEP program.

Goals for FY 21/22

• **Continue to serve our faculty, staff, and students to the best of our abilities.**

• **Continue to offer workshops and tutorials both online and in-person as much as possible.**

• **Host outside events such as Science Café's, Prime Time Reading, and other community events.**

• **Provide quality EDP's for faculty covering all library resources.**

LEARNING LAB

Perkinston

Personnel 2020 - 2021:

Vanessa Ritchie, Assistant Dean LRC
Tiffany Smith – Administrative Assistant
Michael McKinney – English Instructor
Amber Morrisette – Computer Lab Instructor
Vivian Smith – Math Instructor
Schuyler Webb – Science Instructor
Gaye Winter – English Adjunct
Jason Ross – Math Adjunct
Doug Donohue – Math Adjunct
Jana Ball – Science Adjunct
Michael Loui – Science Adjunct
Amber Rivera – Science Adjunct
Roy Wilson – Science Adjunct
Cindy Whitaker – Accounting Adjunct
Zach Dozier – Spanish Adjunct

FY 21 Learning Lab Budget

Title	YTD Activity	Adjusted Budget
Software Acquisition	$0.00	$2,432.00
Software Library	$1,730.00	$0.00
Office Supplies	$0.00	$838.71
Minor Equipment	$0.00	$1,075.00

LEARNING LAB

There were several changes in the Learning Lab for FY21. Amber Morrisette replaced Tammy Hall, who retired at the end of FY20, as the Computer Lab Instructor. Tiffany Smith was hired in the Administrative Assistant position vacated by Amber Morrisette, and Vivian Smith retired at the end of FY21.

Due to Covid-19 and the number of students electing to attend classes online Learning Lab Orientations were filmed and made available to all instructors to include in their Canvas shells. All workshops and the majority of one-on-one tutoring occurred online through either WebEx, Skype, or Zoom. Instructors collaborated with faculty to open WebEx study rooms for a number of hours a day in order to reach out to virtual students.

VIRTUAL WORKSHOPS

50 sessions

ONLINE TUTORIALS

150 sessions

|	Instructor	Students	Page Views
English	Michael McKinney Gaye Winter		
Math	Vivian Smith Jason Ross Doug Donohue	759	37,442
Science	Schuyler Webb Jana Ball Michael Loui Amber Rivera Roy Wilson		
Accounting	Cindy Whitaker		
Spanish	Zach Dozier		
Computer Lab	Amber Morrisette		

Participation in the Learning Lab Canvas shell was fairly robust with 759 students self-enrolling in the shell, with a total of 37,442 page views over the course of the FY. Over the course of FY21 Lab instructors created over 50 virtual workshops, and over 150 online tutorials and study guides.

LEARNING LAB

Perkinston

Social distancing within the lab reduced student space significantly this year. Seating was reduced to just under half our normal capacity. As a result of the loss of space, the Assistant Dean asked that faculty and athletics not impose mandatory lab hours over the course of the year. This allowed space for students needing tutoring and computers to utilize the space. Students needing help were encouraged to utilize the facility as much as possible either in-person or virtually.

Learning Lab Students vs. PERK Campus Enrollment

Year	Learning Lab Students	Enrollment
FY 20	691	2,246
FY 19	1,415	2,177
FY 18	1,507	2,496

■ Learning Lab Students ■ Enrollment

Perkinston
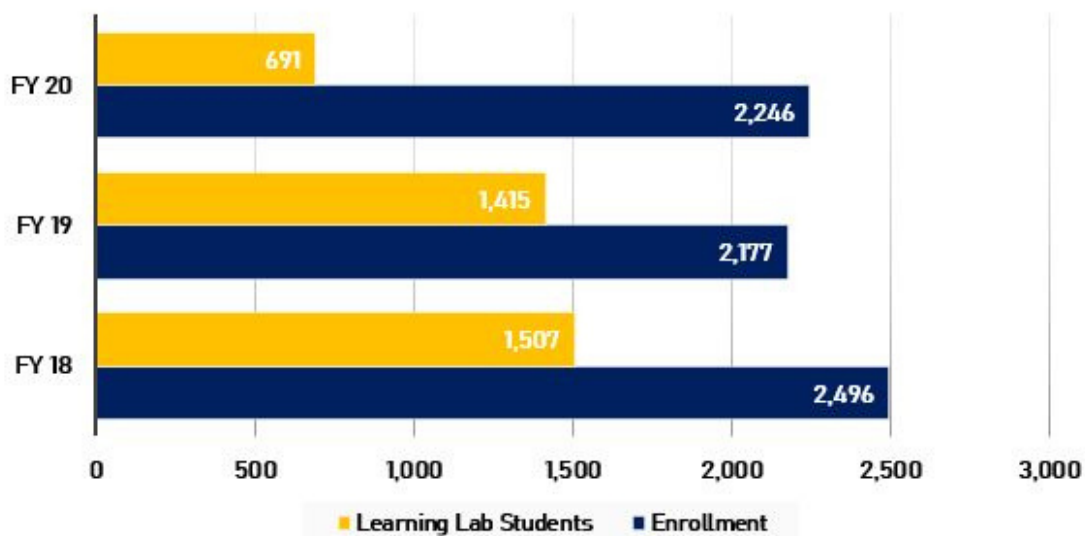
Goals for FY 21/22:

• **Continue to try and fine tune the new LRC tracker in order to obtain usable statistics.**

• **Collaborate with faculty to increase Learning Lab attendance**

• **Continue to create online resources to assist both in-person and virtual students**

• **Offer faculty EDP sessions to familiarize all faculty with the resources available through the Learning Lab.**

MEDIA SERVICES

Personnel:
Vanessa Ritchie – Assistant Dean LRC
Nick Fint – Media Specialist

The Perkinston Campus Media Center provides outstanding service and meets the technical and media needs of the campus in an exemplary fashion. Mr. Nick Fint provides assistance at all football games, Board of Trustee meetings, campus events, workshops, and student services events. This includes speakers, computers, amplifiers, microphones, and any other technical needs that are requested by the Administration or faculty.

FY 21 Media Budget

Title	YTD Activity	Adjusted Budget
Postage/Freight	$0.00	$362.00
Office Supplies	$1,870.04	$2,406.00
Minor Equipment	$296.95	$2,750.00
Library Films	$0.00	$3,161.00

Goals for FY 20/21:

• Research and test new technology and equipment to better serve faculty and administrative needs.

• Maintain, repair, or replace old or broken equipment.