

UNIVERSITY OF SOUTH CAROLINA

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Comprehensive Standard 3.8.1

The institution provides facilities, services, and learning/information resources that are appropriate to support its teaching, research, and service mission.

Judgment: Compliant

Response:

University Libraries

The University Libraries' mission statement supports the University of South Carolina's mission statement. The Libraries' Blueprint for Academic Excellence is also aligned with the University's Focus Carolina strategic planning efforts.

Learning and information resources at USC Columbia are available in the University Libraries, comprised of nine collections housed in eight library facilities. These eight libraries include the Thomas Cooper Library (which also houses the Rare Books and Special Collections), the Elliot White Springs Business Administration Library, the Math Library, the Music Library, the South Caroliniana Library, South Carolina Political Collections, Moving Image Research Collections, and the Library Annex.

The Thomas Cooper Library (TCL), built in 1959 and expanded in 1976, meets the teaching, learning, and research needs of the undergraduate and graduate students and faculty in the Colleges of Arts and Sciences, Education, Engineering and Computing, Hospitality, Retail and Sports Management, Mass Communication and Information Studies, and Social Work, as well as the Arnold School of Public Health, College of Nursing, College of Pharmacy and the Honors College.

The Thomas Cooper Library is a 290,000 square foot facility with seating for 2,500. Departments in the library include Circulation, Collection Development, Computing Services (including a Collaborative Computer Lab), Digital Collections, Educational Films, Government Information, Interlibrary Loan, Map Library, Processing Services, Reference, Rare Books and Special Collections, and Reserves. TCL has three conference rooms, a multipurpose room, 40 group study rooms, academic faculty offices, study carrels, and a café known as "Cooper's Corner."

The Thomas Cooper Library houses a collaborative computer lab that provides access to 139 Windows/Mac desktops, scanners, printers, and laptops for student checkout. Additionally, TCL provides access to 86 computer workstations located in Reference and on Level 4 and two multimedia classrooms with 30 computers in each room. TCL also has a laptop convertible classroom with 20 laptops available for instruction. This means that a total of over 300 computers are available for use in the library. An Adaptive Computer area containing equipmentand softwaredesigned for individuals with disabilities is located on the Main level. All University Libraries facilities have both Ethernet and wireless internet connectivity.

TCL is open 24/7 during the fall and spring semesters, with abbreviated hours during the summer and semester breaks. The gate count in a typical week during the fall and spring semesters is 25,516.

The Thomas Cooper Library also provides space for several academic partners, including the Student Success Center, the Center for Teaching Excellence, and the Institute for African American Research.

Other libraries in the University Libraries system include: the Elliot White Springs Business Administration Library, the Math Library, the Music Library, the South Caroliniana Library (SCL), South Carolina Political Collections (SCPC), Moving Image Research Collections (MIRC), and the Library Annex. The SCL, SCPC, MIRC and Library Annex are free-standing buildings with their own collections, hours, and services, while the rest of the libraries are housed within their respective schools.

The University Libraries provide a variety of collections and services. Access to collections is handled in many ways. Patrons can use the online catalog to search for books and materials physically held in the library facilities. They can also request, hold, and renew books and articles though the catalog. Stacks are open for browsing. Materials are retrieved from the off-site storage facility (Library Annex) twice a day. In fiscal year 2008/2009, TCL circulated 243,474 items.

Students and faculty have 24/7 access to over 300 electronic resources, including e-journals, e-books, streaming music, government information, maps, company profiles, dissertations, and more. Remote access to 250 of these electronic resources is provided via a proxy server.

A concerted effort is being made to digitize many of the resources from special collections. By placing digital surrogates of fragile historic materials online, the Libraries are helping to ease the wear on the original materials while profoundly expanding access and use of the collections. Our growing Digital Collections are available 24/7 to our patrons and to the general public.

Materials not owned by the University Libraries can be obtained through various services which include: book delivery using our statewide consortium, Partnership Among South Carolina Academic Libraries (PASCAL); through PASCAL Delivers; and our Association of Southeastern Research Libraries (ASERL) consortium union catalog and delivery service, Kudzu.

In addition to working closely with PASCAL Delivers and Kudzu, The Interlibrary Loan Department borrows and lends items for faculty and students. ILL also provides desktop delivery of articles from within USC's collection to faculty and students.

Most of the library services noted in the previous four paragraphs extend information access far beyond the campus limits to distance learning students.

Other services include paging books for front desk pickup, online book renewals, faculty book delivery, and the Textbook Turnstile. Through the Turnstile, the University Libraries purchase and make available one copy of each textbook that costs \$100 or more for classes with over 100 students.

All libraries provide reference via a traditional reference desk, telephone, and e-mail. Chat services are offered through the Thomas Cooper Library. TCL Reference Librarians answered approximately 103,699 reference questions in 2008/2009, including 1,583 received through e-mail and 2,907 received as chat requests. Chat, telephone, and e-mail reference services particularly meet the needs of distance learning students.

Instruction sessions are provided by librarians to individual classes from the freshman level up through the doctoral level. Each of the libraries and special collection units provide instruction for their users. In the 2008-2009 academic year librarians taught 460 library instruction sessions to 8,753 students. Such library instruction and orientation sessions are also available for distance learning programs and classes as library staff make presentations using, for example, Abobe Connect (live) and Adobe Presenter (recorded) as well as other means.

Library 100, a one-credit hour course on Information Literacy, is taught each spring semester by reference librarians. Library 100 is designed following the Association of College and Research Libraries Information Literacy standards

The University Libraries' participation in the First Year Experience program, known as University 101, is extensive. The library committed to teaching each of the U101sections a one-hour unit on information literacy in the 1990s and has continued this practice to the present. The number of sections rose from approximately 110 in 1998 to 171 in Fall 2008.

Faculty and students are invited to make appointments for private research instruction sessions with librarians specializing in subject areas. Online tutorials and tours are provided for those students and faculty who prefer the self-guided approach. Online subject guides supplement class sessions. These guides also stand alone as research tools for students and faculty learning about library resources in a particular subject area. Again, private instruction sessions as well as online tutorials and tours support distance learning students.

In sum, from a distance learning point of view, students who are part of the USC Columbia Distance Education program have access to the library's online resources via the electronic resources database, the online catalog and the online reference service. Students at a distance are able to take advantage of online tutorial, online guides and the ask-a-librarian service to ensure that they are using the library resources appropriately and to their best advantage.

In addition, through its electronic reserves service, the library supports access to class readings for distance learning and other classes by working with faculty to make sure that necessary readings are available electronically as they either meet fair use standards or have copyright permission.

Also, the Interlibrary Loan Department will scan and electronically deliver journal articles and book chapters from print journals and books held by Columbia campus libraries through the Scan and Deliver service to students at a distance. The Circulation Department, via the distant education book delivery service, will mail books from the circulating collection to students who are registered for a distance education class through the USC Distance Education program and who live outside of the two local counties (Richland County and Lexington County). Access to library materials in print for Distance Education students are made convenient by interlibrary loan services shared through the USC System as well as with the cooperation of local libraries in communities where distant education students live. For more information see the Resources and Services for Distance Education webpage. Surveys over the years have demonstrated that Distance Education students are generally about as satisfied with library services as those students who are on campus.

The University Libraries have pursued several methods for determining appropriate facilities and learning/information resources. The ARL LibQUAL+® survey has been administered several times. The Libraries have an online suggestion box. Suggestions from students and other patrons are taken seriously. Responses to some of the suggestions include extending hours to 24/7 during the fall and spring semesters, providing more laptops for check-out, designating quiet zones, and providing healthier snacks in vending machines. These responses were highlighted in a "You asked - we listened/More, Bigger, Better" Campaign with posters around the library.

In 2007, the University Libraries administration decided that assessment should become more of a focus. An Assessment Information Team (AIM) was created and a librarian was designated as a part-time Assessment Librarian. The AIM Team's charge is to advise and assist the University Libraries with assessment initiatives. In 2007 the University Libraries brought in assessment consultants from ARL to review assessment activities and recommend improvements. Prior to the consultants' visit, the Libraries inventoried their assessment activities. After an onsite visit, the consultants suggested new strategies for assessment in their written report and follow up. As a result, the University Libraries adopted a formal Assessment Plan developed by the AIM Team in 2008. Specific assessment tasks performed by the AIM team include "flip-chart" surveys, post card questionnaires, with plans to conduct focus groups in the near future.

Beyond University Library assessment initiatives, the Vice Provost and Director of Distance Learning coordinates quality assurances related to access and availability of learning resources required by distance learning classes and students. The white paper on distance education and the five-year action plan build on data-based assessment of the success of distance learning activities to identify problems and ultimately assure the quality of access to materials required for distance learning. The plan also includes strategic initiatives that are designed to broadly assure quality of distance learning.

Regional Campus Libraries

There are four USC Regional Campus Libraries at five locations: Lancaster, Salkehatchie – West (Allendale) and Salkehatchie – East (Walterboro), Sumter and Union. The head of each Regional Campus library reports to the Academic Dean of the respective campus.

The Regional Campus Libraries all provide standard services such as reference, circulation, instruction, interlibrary loan (as well as deliveries by PASCAL-Partnership Among South Carolina Academic Libraries and Kudzu, study

rooms, internet access and online reference services). All campuses of USC share a library catalog. The catalog allows users to view all items held throughout the USC system or can be easily changed to allow users to only view items held at a specific campus. The catalog can be accessed from terminals in the library, on campus, or from off-campus via the internet.

USC Lancaster

Facilities

In 2003, USC Lancaster completed a \$4 million expansion and renovation of Medford Library. The project doubled the library's functional space, to approximately 25,450 square feet, for technology and collections which include over 80,000 volumes, a U.S. Government Selective Depository collection of documents, periodicals, microfilm, microfiche, over 130 web-based databases, and much more. Dedicated spaces include two group study rooms, a conference room, staff offices, a quiet reading room, an atrium, circulation/information desk area, general seating, individual study carrels, study tables, and the Academic Success Center that provides free tutoring to any USCL student.

The new facility also includes a new book security system, a quiet reading room, multimedia rooms, and provides for both wireless and cabled reception of data. The library is located on two floors with elevator access and is sufficient to house, service, and make the collections easily accessible. The expansion is expected to provide space for seating, technology, and for moderate growth of the collection for fifteen to twenty. In 2008-2009, 1,022 separate reservations were logged for use of the new study rooms and conference room.

Technological facilities of the new library include a computer lab with twenty-four student stations, one instructor station, and a data/video projector and screen. Overall, USC Lancaster's Medford Library provides forty-two computers with Internet capability, two of which can be used by community patrons. The forty computers for student access are Internet capable and have Microsoft Office, as well as other software applications to provide support students' academic progress. All forty computers are connected to three networked Laserjet printers, and at this time, provide access to free printing for USC Lancaster students. USC Lancaster's Network infrastructure provides capacity for streaming media as well as Adobe connect/Breeze instructional capabilities in Medford Library. When the lab is not in use for library instruction, it is used as an open computer lab for students and can also be reserved for one-time class use by faculty members. There is also building-wide wireless access to the campus network and Internet for students with laptops.

Hours, Reference Help

The Medford Library is open 64.5 hours per week, including evening and weekend hours, and will also open additional hours by prior appointment to assist with course requirements or assignments. Professional librarians are available during all library hours except for two evenings during the week. Internet-based resources and databases are available on campus and at home independently of the library's hours via EZProxy and the Library home page on the Web.

Visitors to the Library are counted via an electronic gate counter on a monthly and annual basis. Following are the totals since 2004:

FY	Total Visitors	Daily Average
2004-2005	50,978	188
2005-2006	57,610	195
2006-2007	58,000	213
2007-2008	67,150	249
2008-2009	71,810	264

Survey data shows a high degree of satisfaction (87%) with the current hours. Although most students are satisfied with the library's hours of operation, the library may in the future need to consider additional weekend hours to accommodate increasing enrollment and faculty demand. Survey data also reveal that on average, 55% of students visit the library building daily and/or weekly, with a gradual increase in daily/weekly patronage during the past five years.

The survey data also indicates that after a semester most students can find their way around the library without too much difficulty, though many will continue to need help finding books on the shelf and using electronic holdings. The Library Reference and Circulation Desk is fully staffed during all hours of library operation, and most students consider the library staff to be helpful. Of those surveyed, 39% reported that they ask the library staff for help on a daily, weekly, or monthly basis. However, because a relatively high percentage of students indicate that they seldom ask a librarian for help, even one negative response in the "asking for help" category is significant.

Nearly all students surveyed (85% during the past five years) feel that remote access to library holdings is important, with about half of the students polled using it. With students' increasing dependence on research databases, our library has made a concerted effort to make these resources available remotely through EZProxy access

Although remote access is clearly important, students also affirm that they continue to visit the library building to engage in research and study, to meet their friends, to visit the computer lab, to check their email, to use the photocopier, and to visit the Academic Success Center and the Native American Studies Archive. Cleary, both remote and physical access to the library are important to the USC Lancaster students.

Library Collections

Medford Library's collection is made available through the web-based Online Library Catalog, listing over 80,000 books, over 35,000 e-books, hundreds of periodical titles, and increasing numbers of electronic resources for Medford Library. The electronic books showing with full MARC records in the online Library Catalog are also

searchable separately at the NetLibrary web site. The Online Catalog is part of the Library' Integrated Library System hosted on Innovative Interfaces' Millennium software, which also includes our technical services and circulation functions. In 2008-2009, Medford Library circulated 2,884 physical library items, or 2.9 items per FTE (based on an average of Fall and Spring Semester FTE) (Circulation Statistics Summary). In addition, our students opened 7,532 sessions in 2008-2009 in NetLibrary to view e-books.

Through direct subscriptions, participation in consortial agreements (such as DISCUS and Collegiate DISCUS), and through our affiliation with the greater University of South Carolina system, patrons of Medford Library currently have access to approximately 138 different electronic resource subscriptions. Most subscriptions contain at least some full-text, with some totally full-text resources. Medford Library has its own EZProxy server on campus which provides remote access to most all of these electronic resources for faculty and students. Journals are available online in electronic collections such as JSTOR, Project Muse, EBSCOhost, PsycArticles, and ScienceDirect.

Academic Success Center

The Academic Success Center (ASC) is located on the second floor of the Medford Library. Designed to help USC Lancaster students make the most of their educational opportunities, the ASC provides students with a variety of resources to support their academic pursuits, including one-on-one tutoring, computer-assisted instruction, instructional videotapes, and supplementary handbooks and texts. The ASC tutoring staff offers course-specific tutoring in all academic subjects; peer writing consultants are available to work with students on writing assignments. Students can also use the ASC to improve study and time-management skills. The ASC includes a state-of-the-art computer lab staffed by a full-time lab assistant. The ASC is available free of charge to all USCL students and it is open during all library hours.

Native American Studies Archive

Medford Library is also home to USC Lancaster's Native American Studies Archive, including the Thomas John Blumer Collection on the Catawba Nation, 1756 – Present, a large collection of print, audio, and photographic materials documenting the life, work, techniques, and products of the Catawba Indian potters, an increasingly important group of artisans. Recently, a collection of over 1100 pieces of Catawba Indian pottery was added and is held in the Library. Other collections on Native American research include the Monty "Hawk" Branham collection, and the Fred Sanders Collection. The archive is designed to promote a better understanding of local and state Native American history and culture and supports the USCL Native American Studies program.

Federal Depository

Since 1991, Medford Library has served as a Selective Federal Depository Library, providing patrons and local residents with free access to many publications of the U.S. Government. New publications arrive daily, and much also can be accessed over the Internet.

Services

Interlibrary Loan is a fast and efficient option for all USC Lancaster students, faculty, and staff. Requests are placed via the Web using ILL Express, a service utilizing ILLiad software for expediting ILL requests via users' email. The Library also uses the ARIEL delivery system to speed delivery of articles using the Internet; other systems of delivery include U.S. mail, fax, and shuttle deliveries.

Medford Library uses Innovative Interfaces Millennium automation software for its online catalog, technical services, and circulation system. The circulation system interfaces with the University's student database and with the online catalog to reflect the circulation status of library materials and to track circulation statistics.

The Library Catalog of the University of South Carolina, in which Medford Library's holdings are also included, provides an online index to a three-million-volume collection of library materials. Students can search this joint library catalog to find out what books, journals, magazines, newspapers, documents, videos, sound recordings, maps, and manuscripts are held by the library system. The PASCAL catalog of the holdings of almost all South Carolina higher education institutions is yet another joint catalog in which Medford Library participates. Further, Medford Library's holdings are also reflected in the Association of Southeastern Research Libraries' (ASERL) KUDZU joint catalog.

Additionally, users have online access to locally owned databases, some in full-text, and to electronic journals. Reference works like encyclopedias, dictionaries, almanacs, statistical works, and directories are accessible through the Web and thus made faster and often simpler and more effective to use.

Interlibrary Borrowing Agreements

Interlibrary Loan services are available for all patrons through ILL Express! which operates on OCLC's ILLiad software. ILL Express! makes books and articles available from other libraries, with online ordering and quick access to articles. Articles may be delivered electronically to the patron's desktop. In 2008-2009, Medford Library patrons borrowed 185 items through ILL. During the same period, Medford Library loaned 179 items through ILL to other library patrons (ILL Statistics).

In 2007, Medford Library implemented PASCAL Delivers along with other libraries in the PASCAL Consortium. PASCAL Delivers is a rapid book delivery service for students, faculty, and staff at South Carolina colleges and universities. With PASCAL Delivers, patrons can search the library holdings of colleges and universities across the state of South Carolina and request 3 – 5 day delivery of the items on loan from their home libraries. In 2008-2009, Medford Library patrons borrowed 337 items on PASCAL Delivers (PASCAL Delivers Statistics). During the same period, Medford Library loaned 250 items to other PASCAL consortium patrons.

Medford Library maintains its Interlibrary Loan Cooperative Arrangement through ASERL's KUDZU consortium as well

Survey Data

Client-centered quantitative data in a variety of areas is also used for evaluating the library's responsiveness to its users. Web page, database, and in-house collection use are monitored, as are circulation statistics such as check-outs/ins, renewals, browsing, and Library Catalog activity. Similarly, use of AV media and hardware, journals, government documents, and reference materials are counted (see Documentation for 2010 SACS Reaccreditation). Reference questions, bibliographic instruction sessions, and the number of students taught, are recorded. Interlibrary Loan requests and copyright notices are closely monitored to help determine additional areas of need/demand in the collection. Cataloging and acquisitions data such as number of titles/volumes cataloged/withdrawn, inventory reports, collection value reports, collection age reports, and NATC title counts also provide useful data. The common objectives of these studies are to gain insight into the need of users by studying what materials seem to be in demand, and to determine if the collection is up to date enough to meet the demand. Longitudinal data documents collection growth by subject area and is combined with use patterns and curriculum planning to provide estimates of future collection growth. Enrollment data such as USCL FTE, headcount, tuition, degrees awarded, SAT scores, race/male/female/age compositions are useful for interpreting survey results and aid in planning.

USC Salkehatchie

The University of South Carolina Salkehatchie provides learning/information resources appropriate to support teaching (with resources such as books, databases, computers, digital projectors, etc.), research (through an extensive network of electronic databases, a select collection of print journals, and an efficient interlibrary-loans system), and service (including free access to computers and library holdings to members of the community).

Learning and information resources at USC Salkehatchie are available through the Salkehatchie Learning Resources Center (LRC) in Allendale (Salkehatchie West) and the Peden McLeod Library in Walterboro (Salkehatchie East). The current library building in Allendale opened its doors in July 1991 and the Peden McLeod Library moved to its current facilities in the summer of 1994.

To accommodate the varied needs and wants of patrons, the libraries have seating for 145 people at traditional tables and carrels, additional seating for 9 at café tables, in addition to lounge seating, rockers, and floor rockers. There is additional seating in individual viewing/listening/study rooms, and a classroom (in the Allendale facility) that can be used by a professor for his/her class, by library personnel for bibliographic instruction, or by students for large group study. The facilities provide different spaces for different likes and needs.

Between the two library facilities, we provide 29 computers with internet capability, 5 of which can be used by community patrons. There are 10 additional computers with only Microsoft Office software on them for use by all library patrons. The 29 internet capable computers are linked to 3 network printers, and at this time, computer printing is free for USC students, faculty and staff. The libraries also provide two black and white copiers, a microfilm reader-printer at the Allendale facility, CD and audio cassette players, recorder players, DVD and VCR players with televisions, overhead projectors, opaque projectors, carousel projectors, laser disc players, typewriters, Ellison (letter/number/shape dye cutter) machines, and video projector with laptop to use for class presentations.

When classes are in session in the fall and spring, the libraries are open 64.5 hours a week with one full-time professional librarian in each location during daytime hours and a paraprofessional on duty at each location in the evening and on Sundays. Our gate count for the 2007-2008 year indicated 43,029 visitors, an average of 155 visitors per day.

USC Salkehatchie has two library facilities, the Salkehatchie LRC in Allendale and the Peden McLeod Library in Walterboro. The Salkehatchie LRC has 43,648 volumes and 93 print serial subscriptions and is staffed by one librarian and one full-time temporary assistant. The Peden McLeod Library has 14,921 volumes and 24 print serial subscriptions and is staffed by one librarian and one three-quarter time temporary assistant. Each facility provides all library services to the students, faculty and staff who make use of their facility including classroom and individual bibliographic instruction and orientation, reference, interlibrary loan and PASCAL Delivers requests.

Both libraries support the needs of special programs, such as the Palmetto Program classes and Distance Education classes, in addition to all the other curriculum and research needs. In addition to our print resources, the Salkehatchie libraries have over 150 online databases providing access to over 13,000 electronic journals, which include the DISCUS group, various EBSCO databases, JSTOR, Project Muse, Wiley, Science Direct and many others. Also included in the database listings are almost 20,000 electronic books, which encompass NetLibrary titles, Credo Reference, Gale Virtual Reference, Oxford Reference Online Premium, Dictionary of National Biography, Oxford English Dictionary, Encyclopaedia Britannica and other reference sources. The libraries also provide access to over 5,437 audiovisual media items in various formats. In addition to the resources made available by Salkehatchie subscriptions, PASCAL subscriptions, and USC Library consortial subscriptions, the faculty recently gained access to Thomas Cooper Library's electronic resources. All of these resources are accessible to the patrons through the library website (http://uscsalkehatchie.sc.edu/library) and OPAC (http://libcat.csd.sc.edu/search-519). Most of these resources are accessible from off-campus.

In an effort to accommodate the increased demands for additional resources for the institution's core curriculum, and to accommodate the new curriculum programs—the Palmetto College Program and the nursing program—budget resources have shifted over the past four to five years to include more electronic resources when available and appropriate. We have the standard aggregated databases such as Academic Search Premier (made available through DISCUS and PASCAL), JSTOR, and Project Muse. The database collection also has specialized databases such as BioOne, Dictionary of National Biography, CINAHL, and several encyclopedias including Encyclopaedia Britannica and Access Science. The libraries currently offer access to over 150 general and specialized research databases (http://uscsalkehatchie.sc.edu/library/databases.html).

In addition to the resources available at the libraries and the libraries' website, patrons also have borrowing privileges at the local Allendale and Colleton County libraries, local institutions of higher education, statewide borrowing from other institutions of higher education through PASCAL Delivers, and access to resources throughout the country and internationally through Interlibrary Loan.

Library personnel are continually assessing the needs of the collection, and with the input from faculty and students, developing the collection in the areas that are needed for the curriculum and research, whether it is for printed materials, media, or electronic resources. Suggestions from the faculty and students can be made in writing or through our online request/suggestion site eRequest (http://erequest.tcl.sc.edu/public/default.asp).

A faculty library committee meets at least once a year to evaluate the adequacy of library holdings. Client-centered quantitative data in a variety of areas is also used for evaluating the library's responsiveness to its users. Web page, database, and in-house collection use are monitored, as are circulation statistics such as check-outs/ins, renewals, browsing, and Library Catalog activity. Reference questions, bibliographic instruction sessions, and the number of students taught, are recorded. Interlibrary Loan requests and copyright notices are closely monitored to help determine additional areas of need/demand in the collection. Cataloging and acquisitions data such as number of titles/volumes cataloged/withdrawn, inventory reports, collection value reports, collection age reports, and NATC title counts also provide useful data. The common objectives of these studies are to gain insight into the need of users by studying what materials seem to be in demand and to determine if the collection is up to date enough to meet the demand. Longitudinal records are kept of documents collection growth by subject area and are combined with use patterns and curriculum planning to provide estimates of future collection growth. Enrollment data such as USC Salkehatchie FTE, headcount, tuition, degrees awarded, SAT scores, and race/gender/age compositions are useful for interpreting survey results and aid in planning.

USC Sumter

The University of South Carolina Sumter Anderson Library provides learning/information resources appropriate to support teaching (with resources such as books, databases, computers, digital projectors, etc.), research (through an extensive network of electronic databases, a select collection of print journals, and an efficient interlibrary-loans system), and service (including free access to computers and library holdings to members of the community).

The USC Sumter faculty, working in concert with the USC Sumter Anderson Library Head Librarian, determines the appropriateness of facilities, services and learning/information resource. This work is done by a subcommittee of the USC Sumter Faculty Organization Library Committee, which annually assesses library needs through suggestions boxes placed around campus and through formal library survey and assessment.

To accommodate the varied needs and wants of patrons, Anderson Library has seating for 150 people at traditional tables and carrels, additional seating in reading rooms and areas around the library for 30 people. The library also has 5 study rooms and a bibliographic classroom available that can be used by a professor for his/her class, by library personnel for bibliographic instruction, or by students for small group study. The facilities provide different spaces for different needs.

Anderson library also provides 16 computers with internet capability and 4 computers for community patrons. A computer lab is located on the second floor of the library, providing 32 computers for student use only. All computers are linked to network printers, and at this time, computer printing is free for USC students, faculty and staff. The 4 community patron computers are not networked to a printer. Community patrons are asked to provide a device to save their work or research. Anderson Library also has a black and white copier, a microfilm reader-printer, DVD and VCR players with televisions, overhead projectors, carousel projectors, and video projectors with laptops to use for class presentations and/or conference presentations.

When classes are in session in the fall and spring, Anderson Library is open 57 hours a week with one full-time professional librarian, a full-time library manager, a full-time library technician and several paraprofessionals on duty. Our gate count for the 2008-2009 year indicated approximately 3,140 visitors each week, an average of 523 visitors per day.

Anderson Library supports the needs of special programs, such as the Palmetto Program classes and Distance Education classes, in addition to all the other curriculum and research needs. In addition to our print resources, the Anderson Library has over 128 online databases providing access electronic journals, which include the DISCUS group, various EBSCO databases, JSTOR, Project Muse, Hoover, Science Direct and many others. Also included in the database listings are 13,065 electronic books, which encompass NetLibrary titles, Credo Reference, Gale Virtual Reference, Oxford Reference Online Premium, Dictionary of National Biography, Oxford English Dictionary, Encyclopedia Britannica and other reference sources. The library also provides access to approximately 200 audiovisual media items in various formats. In addition to the resources made available by Anderson Library subscriptions, PASCAL subscriptions, and USC Library consortia subscriptions, the faculty recently gained access to Thomas Cooper Library's electronic resources. All of these resources are accessible to the patrons through the library website (http://www.uscsumter.edu/index.php/library) and OPAC (http://libcat.csd.sc.edu/search~S21). Most of these resources are accessible from off-campus.

In an effort to accommodate the increased demands for additional resources for the institution's core curriculum, and to accommodate the new curriculum programs—the Palmetto College Program and growing programs—budget resources have shifted over the past four to five years to include more electronic resources when available and appropriate. We have the standard aggregated databases such as Academic Search Premier (made available through DISCUS and PASCAL), JSTOR, and Project Muse. The database collection also has specialized databases such as Hoover, Dictionary of National Biography, CINAHL, and several encyclopedias including Encyclopedia Britannica and Access Science. The libraries currently offer access to over 150 general and specialized research databases.

In addition to the resources available at the library and the libraries' website, patrons also have borrowing privileges at all USC campuses, statewide borrowing from other institutions of higher education through PASCAL Delivers, and access to resources throughout the country and internationally through Interlibrary Loan.

Library personnel are continually assessing the needs of the collection, and with the input from faculty and students, developing the collection in the areas that are needed for the curriculum and research, whether it is for printed materials, media, or electronic resources. Suggestions from the faculty and students can be made in writing using any full-time library employees email address.

USC Union

USC Union provides a wide variety of facilities, services and learning/information resources. On the main campus, there are two distance learning classrooms, one of which is equipped with 30 laptop computers. There is an

instructional computer lab with 25 workstations as well as a 10-workstation computer lab maintained by the Opportunity Scholars Program (OSP). There are two multimedia carts, one in each classroom building, that instructors may use. There are also 24-seat wet and dry laboratories for the natural sciences. There are six standard classrooms. The Truluck Activity Center is used for physical education classes, and there is a 268 seat auditorium that is used for fine arts classes and other related events. Each full-time faculty member, staff member and administrator is provided with a computer workstation or laptop for office use. At the Laurens campus there is one 15 workstation computer lab/distance learning classroom and three standard classrooms. Support is provided by Academic Affairs under the guidance of the Associate Dean.

The USC Union Library provides a collection consisting of 31,866 volumes both circulating and reference. This is supplemented by Electronic Books numbering 19,204 and AV totaling 417. The library subscribes to 39 databases in addition to the 35 DISCUS databases, has subscriptions to 29 periodicals and standing orders, and provides full access to the resources on and off campus via the Library website. These learning resources are adequate for the purpose of the institution. The ACRL standards recommend that for an FTE student population of 1000 – 2999, a minimum collection of 40,000 volumes is required. Approximately 1,000 volumes are available at the Laurens County Higher Education Center library.

Law Library

The Coleman Karesh Law Library Mission Statement reads as follows:

- 1. The primary mission of the Coleman Karesh Law Library is to support the instructional, research, and service needs of the University of South Carolina School of Law faculty and students, specifically, and those of the University community, generally.
- Subject to resource limitations and School of Law academic priorities, the Library's secondary mission is to provide access to its collections and services to South Carolina's legal, government, business, and academic communities, and to other citizens in need of legal information.
- 3. This mission statement explicitly recognizes the law library's role as the *de facto* state law library of South Carolina. While the library is no longer the only academic law library in the state, it is the most comprehensive legal research library in the state of South Carolina. The library is heavily used by members of the bar, government officials, and the general public seeking legal information. The personnel of the library take seriously their role in serving the state's legal research needs.

The library occupies four floors, with a total of 47,526 net square feet. The library currently has 46,914 linear feet of shelving. The library has 506 seats available to patrons:

Type of Seating	Number of seats
Table seating	48
Open carrels	137
Reserved carrels	150
Lounge seating (soft seating)	28
Terminal seating	37
Group study rooms	86
Conference rooms (2)	20

The library has fourteen small group-study rooms, each of which can accommodate a maximum of three persons comfortably and four large group study rooms, each of which can accommodate a maximum of eight persons comfortably. Currently, some of the small group-study rooms are reserved by faculty for long-term research projects. Conference rooms may be reserved for law school related activities. One conference room seats eight and the other seats twelve.

The law library records approximately 226,600 visits annually. In 2002-03, the law library circulated 5,385 items; in 2008-09, it circulated 9,205 items. Physical usage of the library is still significant.

The law library provides a range of services to support the school's curriculum and faculty scholarship. Law library faculty members actively participate in the curriculum by teaching the Legal Research course to first-year students. The reference librarians also conduct a two-day workshop each spring aimed at enhancing the research skills of journal staffers, professors' research assistants, and graduating students who will be entering practice. In addition, the reference librarians provide research assistance at the reference desk in the library and through a central reference email account. The reference desk is staffed during the academic year Monday through Friday from 8:30 am - 5 pm. The law library website offers guides to the location of books and services, a visual library tour, and a downloadable audio tour podcast.

The library is open during the academic session as follows:

Monday through Wednesday 7 am to 11 pm
Thursday 7 am to 10 pm
Friday 7 am to 9 pm
Saturday 9 am to 9 pm
Sunday 1 pm to 11 pm

Law faculty and students who need an item that is owned neither by the library nor any other library on the Columbia campus can request that the item be borrowed from another library. The law library is a member of a number of consortia that assist in filling ILL requests, including the Consortium of Southeastern Law Libraries.

The law library is also a retrieval point for books requested from the main university library. Books requested from the shared catalog will be delivered to the circulation desk the next day, thus avoiding the need for the patron to physically retrieve the item from across campus. For faculty, the main library will deliver items directly to a faculty mail box if requested. Law library staff regularly delivers requested items to faculty mailboxes in the law school.

The Coleman Karesh Law Library provides all the information called for in the core collection prescribed in the American Bar Association accreditation standards. The law library purchases information in print, microform,

audio-visual, and electronic formats. Among other primary material, the library owns the codes of forty-two states in print with electronic access to the remaining states' codes. The law library also provides access to significantly more information than required by the minimum standard. As of June 30, 2010, the collection held 550,432 volumes and volume equivalents. The law library holds 79,901 titles. The library currently has approximately 34,700 volumes housed in the University's offsite storage facility. Items may be requested online, with requests typically being filled within twenty-four hours. The offsite storage facility has proved vital for the housing of the physical collection. The majority of the items stored off-site are items published more than 100 years ago.

Since 2002, the law library's collection has been tailored to meet faculty and student needs through a regular weeding process in which duplicate copies, damaged, and outdated items were discarded, and duplicate subscriptions were cancelled. The resulting savings were used to purchase titles more closely matching faculty and curricular needs. While the library carefully manages duplicate copies, the library regularly purchases duplicate copies of materials heavily used by faculty and students – typically reference works and South Carolina legal materials.

In addition, the law library provides access to numerous electronic databases, including Westlaw, Lexis, BNA, CCH Intelliconnect, the Environmental Law Reporter, Index to Legal Periodicals, Index to Foreign Legal Periodicals, LLMC Digital, Hein Online, Lexis/Nexis Congressional including the Serial Set, Digital Hearings, Committee Prints, and the Congressional Record, and other databases listed on the Electronic Indexes—Limited Access page of the library's website. Law students, law faculty, and walk-in patrons also have access to the several hundred electronic databases made available through the Thomas Cooper Library web site. Students and faculty of the Law School can access all of the databases that the law library subscribes to from off campus through our proxy server.

The law library's collection strengths include a near comprehensive collection of Anglo-American law, particularly the law of England and Canada. The library has an extensive collection of print law journals and a nearly complete historical set of the Code of Federal Regulations in print. This set is maintained in the library as part of a collection agreement with Clemson University. The library maintains a large collection of materials related to the law of South Carolina, both current and historical, including an extensive collection of records and briefs from the state appellate courts.

The law library maintains several special collections. The largest is the South Carolina Legal History Collection, which contains 2,213 volumes, manuscripts, and archival materials relating to the legal history of South Carolina. The South Carolina Legal History Room on the first floor of the law library holds many, but not all, of the historical items owned by the library. Most of the rare books are housed at the University's offsite storage facility located approximately ten miles from campus where the physical condition of the item can be better regulated. As an illustration of the content of this collection, the library recently received a donation of 450 law books, the earliest of which was published in the late 1700s, that comprised the library of a nineteenth-century lawyer who practiced in Yemassee, South Carolina. The Colcock-Hutson Collection provides a fascinating glimpse into the material that lawyers in that period would have used to practice law.

The law library's collection development policy was last revised in 2008. The collection review had the following goals: to determine how the collection is meeting the educational and research needs of the law faculty and students; to revise the collection development policy as needed; to develop an orderly plan for cancellations in an environment of flat acquisitions budgets; and to redirect acquisition monies to higher usage materials and unmet needs. The library personnel began this process by gathering various inputs (for example, interlibrary loan statistics and circulation data) on both the collection and the services the library provides. Librarians then analyzed the data to identify trends in the usage of the library. The collection development policy will be reviewed in a preliminary manner each year by the Director and Associate Directors. A more extensive review involving all library professionals will be conducted every third year.

Members of the library faculty also regularly teach a two-credit Advanced Legal Research course in the spring semester and during the summer session. Enrollment in this course is limited to sixteen students during the spring and summer. The course introduces students to additional research sources and techniques for researching complex legal problems. (The spring course is regularly oversubscribed and the summer course typically enrolls around a dozen students.)

An additional two-credit course in international and foreign legal research, taught by the Director of the Law Library, is offered during the spring semester. This course introduces students to international legal sources and techniques used to research complex questions dealing with international law, international organizations, and the national law of foreign countries.

Students in these classes complete evaluations of the instructors and the classes each year that provide feedback on the effectiveness of the course. Student satisfaction with library services is considerable, as demonstrated by the results from the 2008 Law School Survey of Student Engagement which showed that USC law students are more satisfied with their library than students at other schools to a significant degree. Ninety-six percent of the USC law students surveyed were satisfied or very satisfied with the library. Sixty-two percent of the USC law students - nearly 2/3 - were very satisfied with the library. Also in 2008, the South Carolina State Bar surveyed its members about legal education and their law school experience. Seventy-five percent of the respondents were graduates of the University of South Carolina School of Law. The report states, "Members [of the bar] are most satisfied with the assistance they received from their law school in one service, the use of the law library." Bar members gave law library assistance a satisfaction score of 4.24 on a scale of 1 to 5 with 5 being very satisfied.

The professional law librarians and staff take seriously the library's role as the *de facto* state law library, serving members of the bar and members of the general public (particularly *pro se* litigants) on a regular basis. In addition, beginning in the spring of 2007, the reference librarians organized and staffed a Circuit Riders program. This program consisted of a series of daylong workshops during which the reference librarians trained librarians at academic and public libraries in basic legal information resources and basic research techniques. Since 2007, law librarians have held workshops throughout South Carolina. Attendees were pleased with the workshops as reflected in the surveys completed by attendees — 98% of attendees agreed or strongly agreed with the statement that the workshops "improved my understanding of legal research and legal resources."

The law library also offers a document delivery service to attorneys, government officials and judges in South Carolina. For a nominal fee, the library will deliver copies of requested documents.

The law library has a microfiche reader/printer that allows patrons to access, print, and digitize items from the library's collection of microfiche materials. The library owns an audiocassette player and VCR and DVD players that allow students to listen and view audio-visual materials in a viewing room in the library. CD's and DVD's can also be played on public computers in the library.

Law faculty, students, and staff have access to computers in the computer labs on the second floor of the law library to print class assignments or research results from online sources, and are able to send print jobs to these printers using the wireless network. Public terminals are available throughout the library allowing access to electronic databases and the Internet. Westlaw and Lexis printers provided by the vendors are available in the library, in the faculty work area, and in selected journal offices for ease of printing documents from these sources.

School of Medicine Library

The School of Medicine Library is available to students and faculty 24 hours per day, year round via the Identicard system at the main entrance. Assistance is available to students and faculty during all hours that the library is regularly open, 8AM-10PM on weekdays, 8AM-8PM on Saturdays, and 1PM-10PM on Sundays.

Professional reference assistance is available on weekdays 8AM-5PM. Users may also use the ASK A LIBRARIAN link on the Library's website to ask questions. A review of the Association of American Medical Colleges Medical Student Graduation Questionnaire results for 2009 indicates that student level of satisfaction with the library was high with 78% of the class responding that they were very satisfied compared to the national average of 34%. The Student Self-Study Report completed by SOM students as part of the SOM self-study process for the Liaison Committee on Medical Education (LCME) accreditation in 2008 reported the following regarding the library. "Additionally, students were extremely satisfied with the library and the electronic resources offered by the School of Medicine. Students felt that the library staff members and electronic resources are very accessible. In addition, having remote access to the library's electronic holdings has been extremely helpful to students who are on clinical rotations in Columbia, in Greenville, or at another medical school for an away rotation." A survey of students and faculty conducted in March 2008 indicated that a majority of respondents felt that the library hours were appropriate, that adequate library assistance was available, and that the library staff were responsive to their needs. A majority indicated that study space is adequate and showed high satisfaction with the numerous study carrels. Survey results available at http://uscm.med.sc.edu/LCMEsurveyresults.pdf .

The Library redesigned its first floor area in 2007 to create an Information Commons to provide an area that would facilitate communication and collaboration among students and faculty. This area includes ten public workstations, two laser printers, four 40" flat screen televisions which display high definition television channels with closed captioning, comfortable seating, current medical journals, newspapers, popular magazines, and consumer health reading collection. Students use their laptops to access the library's resources from anywhere in the Library via the wireless network. The Library's book collection and a ten workstation computer lab used for group instruction is also located on the first floor. The Library's second floor includes the journal collection, three group study rooms, and a study carrel area with 70 study carrels. This area is restricted to School of Medicine students who swipe their ID cards on a card reader to enter. The Library has an additional restricted-access study carrel area with 40 carrels on the third floor of the building.

The Library's selection of new journals and databases is driven by the education, research, and patient care information needs of School of Medicine faculty and students. Journal purchase recommendations from students and faculty are collected during the academic year and used to guide new journal and database acquisitions. The Library Committee, composed of School of Medicine faculty and student representatives provides feedback to the Director of Library Services on policy matters relating to collections and services to ensure that the Library is meeting its mission to serve the School's education, research, and patient care programs. As a member of the School of Medicine Executive Committee, the Director of Library Services has monthly contact with all clinical and basic sciences department chairs and strives to be responsive to their changing information needs.

Supporting Documentation:

Description	Source	
Mission and Goals		
University Libraries' Mission Statement	http://www.sc.edu/library/mission.html	
President's Mission	http://president.sc.edu/PresidentMission.php	
Lancaster	http://usclancaster.sc.edu/library/aboutlibrary.htm#mission	
Salkehatchie	http://www.sc.edu/library/sacs/Salk_mission_statement.pdf	
Sumter	http://www.uscsumter.edu/index.php/general-information.html	
Union	http://uscunion.sc.edu/library/librarypolicies.html	
Blueprint - Library	http://www.sc.edu/library/sacs/Blueprint_10_UL_submitted.doc	
Focus Carolina	http://www.sc.edu/focuscarolina/	
Advance Carolina	http://www.sc.edu/news/newsarticle.php?nid=454	
Facilities		
Thomas Cooper Library	http://www.sc.edu/library/	
Map Library	http://www.sc.edu/library/maps/	
Cooper's Corner	http://www.sc.edu/library/cooperscorner.html	
Multimedia Classrooms	http://www.sc.edu/library/classrooms.html	
Business Administration Library	http://www.sc.edu/library/pubserv/business.html	
Math Library	http://www.sc.edu/library/math.html	
Music Library	http://www.sc.edu/library/music/	
South Caroliniana Library (SCL)	http://www.sc.edu/library/socar/index.html	
Library Annex	http://www.sc.edu/library/annex/	
Regional Campus Libraries		
Lancaster Medford Library	http://usclancaster.sc.edu/library/index.html	
Library Map	http://usclancaster.sc.edu/library/floor1.htm	
Salkehatchie	http://uscsalkehatchie.sc.edu/library/index.html	
Sumter Anderson Library	http://www.uscsumter.edu/index.php/library	

Union Library	http://uscunion.sc.edu/library/library.html
Allendale	http://www.ahjlibrary.org/
Colleton County	http://www.colletonlibrary.org/
Coleman Karesh Law	http://www.law.sc.edu/library/
Library	http://uscm.med.sc.edu/
School of Medicine Library Collaborative Computer	mtp://uscm.med.sc.edu/
Lab	http://www.sc.edu/library/complab.html
Collections	
Library Collections	http://www.sc.edu/library/services.html#libcol
Collection Development	
Law Library Special	http://www.law.sc.edu/library/special.shtml
Collections	<u> </u>
Digital Collections	http://sc.edu/library/digital/index.php
Rare Books and Special	http://www.sc.edu/library/spcoll/rarebook.html
Collections South Carolina Political	<u> </u>
Collections	http://www.sc.edu/library/scpc/
Moving Image Research	
Collections	http://www.sc.edu/library/mirc/
Colcock-Hutson Collection	http://www.law.sc.edu/colcock-hutson/
Native American Archive	http://usclancaster.sc.edu/NASarchive/index.html
Federal Government	http://usclancaster.sc.edu/library/govdocs/govdocs.htm
Documents	- The state of the
Lancaster	
Thomas John Blumer	http://usclancaster.sc.edu/NASarchive/blumer/index.html
Monty "Hawk" Branham Collection	http://usclancaster.sc.edu/NASarchive/branham/index.html
Electronic Collections	
JSTOR JSTOR	http://www.jstor.org/jstor/
MUSE	http://muse.jhu.edu/
EBSCO	https://pallas3.tcl.sc.edu/login?url=http://search.ebscohost.com
Science Direct	https://pallas3.tcl.sc.edu/login?url=http://www.sciencedirect.com
Law Collections	http://www.law.sc.edu/library/docs/
Development Policy	collection_development_policy.pdf
Services and Resources	-
Library Services	http://www.sc.edu/library/services.html#services
Circulation	http://www.sc.edu/library/pubserv/circ.html
Computing Services	http://www.sc.edu/library/systems/index.html
Processing Services	http://www.sc.edu/library/techserv/proservices.html
Reference	http://www.sc.edu/library/pubserv/ref.html
Book Services	
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Desktop Delivery	http://ill2.tcl.sc.edu/docdel/default.html
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