University Library

University of Louisiana at Monroe

Annual Report, 2017-2018



Prepared by Director of the Library Megan Lowe

Director's Narrative

The University Library has seen a lot of change and transition since July 2017. In October 2017 Interim Dean Cyndy Robertson retired, and Chief Information Office (CIO) and Dean of the Library Thomas Hoover started. Under Mr. Hoover's guidance, the Library and the Computing Center have begun to collaborate more actively with a view toward integrating services to offer what is referred to as Information Services. This is intended to set the stage for the Library's ongoing transition to a digital commons model.

Fall 2017

During the fall of 2017, CIO Hoover, Interim Assistant Dean Megan Lowe, and Director of Computing Chance Eppinette visited several libraries in south Louisiana to see what higher education institutions in the state are doing vis-à-vis libraries and information commons. During December 2017 the group visited LSU's Middleton Library; Tulane's Howard-Tilton Memorial Library; Loyola's Monroe Library; and Southeastern's Mims Memorial Library. These visits and interactions with the personnel of these libraries yielded several great ideas, some of which were implemented in Spring 2018. These include the checking out of webcams (as seen at Monroe Library) using small containers for organization and protection (as seen at Mims Memorial Library). Howard-Tilton Library inspired the offering of puzzles and games during finals as a relaxation 'service.' The idea to provide rolling whiteboards came from several of the libraries.

In the fall, the Don J. Jackson Archive (DJJA) in the department of Marriage & Family Therapy (MFT) made contact with the Library about increasing the Archive's visibility and accessibility. The Library and the Archive continue to work together to develop ways to digitize, preserve, and make accessible the historical and clinically practical contents of the Archive.

Spring 2018

During University Week in January 2018, CIO Hoover and Director Lowe invited Teri Gallaway of LOUIS to come discuss open educational resources (OERs) as part of the Library's desire to proactively participate in Affordable Learning Louisiana. In February 2018 Interim Assistant Dean Megan Lowe was made Director of the Library. Heather Pilcher was made permanent Coordinator of Special Collections, and Maren Williams was made Coordinator of Public Services.

The Library and the Computing Center jointly submitted a grant proposal to Steelcase to create an Active Learning Classroom (ALC) in ULIB 259. While the proposal was not accepted, the planning involved provided both the Library and Computing Center a better idea of how to establish active learning spaces. CIO Hoover and Director Lowe also began considering and soliciting for demos for possible products to establish an institutional repository (IR), namely D-Space and bepress Digital Commons. The CIO instituted a Library newsletter which has been handled by reference librarian Jessica Louque, who is also the Library's social media contact. The spring semester saw two newsletters, which will probably be the pattern for fall and spring semesters. Mrs. Louque has also established other social media accounts, including Twitter, to enhance the Library's communication with its users and promote outreach.

February 2018 saw the creation of a virtual reality (VR) space in the Library. Dr. Joydeep Battacharjee received funding for a VR set-up, and the Computing Center and Library have worked together to identify and establish a space in the Library to facilitate use of this resource. At present, the VR set-up is available in the suite of offices of ULIB 205. February 2018 also featured a site visit from the GPO pertaining to the Library's depository status. The visit went very well, and the GPO representatives were very complimentary of the government documents staff, Maren Williams (librarian), Faye Dunn, and Robert Wofford.

The Library and the Computing Center met with Agati Furniture during the early part of the spring semester to obtain possible plans for enhancing Library spaces with collaborative spaces and wired furniture, particularly with a view to establishing a second computer lab on the second floor of the Library. At present, there is not clear funding for the possible mock-ups provided by Agati, but those discussions have allowed the Library and Computing Center to really consider what is possible with the spaces freed up by the Library's deselection program, not to mention meeting the needs and preferences of students. It is clear that there is a need for a variety of seating types (which is what the group saw on its visits south in December 2017) and begin to identify what students are concerned about with regard to Library spaces and available technologies. The Library and the Computing Center have also contacted other vendors, among them Howard Technologies, for other mock-ups and possibilities, about which there are ongoing conversations. Several rolling whiteboards were also made available on the Library floors which can be moved and used for collaborative student work. Casual observations indicate that these whiteboards have been very popular.

March 2018 saw the posting for General Reference Library/Assistant Professor. This position is not new but came open in the wake of several resignations between 2016 and 2017. A search committee, chaired by Maren Williams, identified several candidates and conducted interviews in the month of May. However, budgeting issues have resulted in a hiring freeze, so at present the search is in limbo. March also saw the technical services department – Coordinator Charles Hughes, Lila Jefferson, and Miriam Barley – finishing the cataloguing of the books for

the Literacy Lab (housed in Walker 2-46). They began cataloging kits and learning objects for that Lab in April and are currently working on that effort.

In April 2018 the DJJA and the Library met with the Office of Sponsored Research and Programs (OSPR) to identify funding opportunities which would help support the Archive's needs and the Library's desire to help facilitate. Director Lowe, Dr. Wendel Ray (the archivist for the DJJA and MFT faculty), Benjamin Evans (MFT staff), Dr. Jason Austin (MFT faculty), and Cierra Fussell Wingerd (MFT GA) formed a team to develop a grant proposal to pursue a NEH funding opportunity of \$350,000. However, during June 2018, Dr. Ray disbanded the group, ending pursuit of the grant during this cycle. He has expressed interest in pursuing the grant during the next cycle. Heather Pilcher was been very helpful with communicating to the MFT personnel about the Library's capacities and capabilities in storing and preserving physical materials.

In April 2018 webcams, purchased by the Computing Center, became available for checkout through the Library's Circulation department. These webcams are paving the way for other forthcoming technology-oriented checkouts which represent continued collaborations between the Library and Computing (e.g., Chromebooks, charging banks, and other small peripherals like cords). There is debate regarding whether or not to make empty faculty carrels available as 'testing rooms' with the webcams, but this represents a logistics conflict: an individual who checks out a study room (like the faculty carrel) can only check out one Reserve item at a time. This means the individual would not be able to check out the webcam and the room simultaneously. Discussions about resolving this conflict have been ongoing and involve the Director and the Head of Circulation. This situation may require a new policy in Workflows.

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April 2018 also saw the Interim Director of ULM Online Katie Dawson (formerly eULM) making contact with the Library to discuss open education resources (OERs), open textbooks, and other low-cost options for students, with an eye towards course redesign to incorporate such resources. Director Dawson, Director Lowe, and Director of Extended Learning and Quality Enhancement (ELQE) Noelle Prestridge met in early May 2018 to discuss the creation of a faculty learning community (FLC) which would facilitate the adoption of OERs and attendant course redesigns (with incentives). All three met with Dr. Pani in early May to discuss funding for such an initiative. Dr. Pani has requested the creation of a proposal to the Foundation to seek funding for the next 3 years.

In May 2018 the Library made arrangements for PAWS of NE Louisiana to bring therapy dogs to the Library during finals (see Appendix A for flyer). Total attendance at the various opportunities was 142. The Library plans to continue this event in the future. The Library also made several board games, coloring books with colors, puzzles, and decks of cards available for students to use. These are not formalized checkout materials. These are being offered on the honor system and are intended to support leisure and relaxation in the Library. May also saw the re-institution of the Library's scanning service for faculty/instructors. Faculty/instructors can request the Library to scan materials to be formatted as a PDF for upload to Moodle (see Appendix B for form).

With the reorganization of the Library following the hiring of the CIO, the spring semester represents the first semester Library department heads were evaluated like other unclassified staff. This has been a learning process for the Director and the department heads, but all phases of the evaluation process were completed on time. Through the fall, spring, and summer of the 2017-2018 year, Director Lowe worked on Section 11 of the SACSCOC accreditation document for ULM. Subsections 11.2 and 11.3 are effectively complete. Subsection 11.1 will be completed by July 2018; statistics for the 2017-2018 year cannot be compiled until the end of June 2018. Summer 2018 has also seen significant state-related budget concerns, with the potential for cuts to the University's budget. As such, Director Lowe and CIO Hoover have evaluated the Library's database holdings to determine what databases may be discontinued to free up money for some of the projects described thus far (namely the purchase of bepress Digital Commons for the institutional repository). Director Lowe completed a budget observation report for CIO Hoover, Executive VP Camille, and VP of Academic Affairs Pani which outlines the impact of cuts to the Library in terms of (1) what resources must be kept/maintained, (2) what cuts would have impacts within the Library, and (3) what cuts would have impacts outside of the Library (see Appendix C for this report).

Summer 2018

During the middle of May, Library personnel had the opportunity to 'attend' the Amigos Virtual Conference. Amigos provides several products/services which the Library uses to offer its services. Personnel were able to attend in the newly-updated ULIB 420, the Library Administration Conference room, which had been fitted with teleconferencing equipment. The name of the conference was "Maximizing Your Resources - Saving \$\$, Saving Time."

In the middle of June, Director Lowe attended a strategic planning focus group hosted by the LOUIS consortium in Shreveport. This meeting represented one of two such groups the LOUIS staff held during the summer to develop a strategic plan for the consortium. Late June saw interviews with candidates for the late-night graduate assistant (GA) positions. There were several strong candidates; two were selected and will begin Fall 2018. The end of June also saw the news from LOUIS that they had received \$340,000 from the Board of Regents (BOR) for OERs. This money is being used to purchase 32,000 eBooks on the JSTOR platform for the next 12 months, some of which can be retained by member institutions at the end of the 12 months.

Budgetary concerns at the state and institutional level persist. The Library is still waiting to hear if the hiring of a reference librarian can proceed. No hard and fast information has been forthcoming that the Library will have to endure cuts. Word was received in early July that the BOR will provide the expected amount of financial support, \$750,000, for the 2018-2019 year. Furthermore, thanks to LOUIS, member institutions will see the addition of the following resources, at no extra charge, in the coming year:

- Art Full Text upgraded to Art & Architecture Complete
- Environment Index upgraded to Environment Complete
- Legal Collection upgraded to Legal Source
- Literary Reference Center upgraded to Literary Reference Center Plus
- MAS Ultra upgraded to MAS Complete
- Newspaper Source upgraded to Newspaper Source Plus
- Add MasterFILE Complete

As of July 10, 2018, the Library is waiting to hear about the budget for 2018-2019. CIO Hoover has made it clear to the administration the importance of allowing the Library to go forward with the hiring of the reference librarian, as (1) one of the current reference librarians will be going on maternity leave shortly, and (2) the Reference Department needs additional staff in order to provide adequate coverage for the desk and to provide key services critical to the information commons.

CIO Hoover, Director Lowe, and Director Eppinette met with Margaret Moses, who worked for the University during the renovation of Sandel Hall, during early July to discuss the Library's furniture options for floors 1-2. Mrs. Moses' assistance will help form the early stages of the information commons by helping create two computer lab spaces, one on the first floor and one on the second floor, each containing 60 stations, as well as collaborative/social spaces.

Moving forward, the Library looks forward to working more closely with the Computing Center,

under the guidance of the CIO, to enhance the services it offers to the campus community.

Statistical Highlights

The Library's hours of operations are currently 97 hours per week during the fall and

spring semesters. The Library offers extended hours for the week prior to and during final

examination periods. There is discussion to extend this to the two weeks prior to final

examinations in order to offer graduating students the same opportunities as their peers.

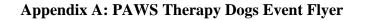
CIRCULATION		
Total Checkouts	13,214	
Circulation	1,537	
Reserves (including study rooms)	8,777	
Interlibrary Loan	1,513	
Borrowed	1,290	
Loaned	223	
Gate Counts	377,016	

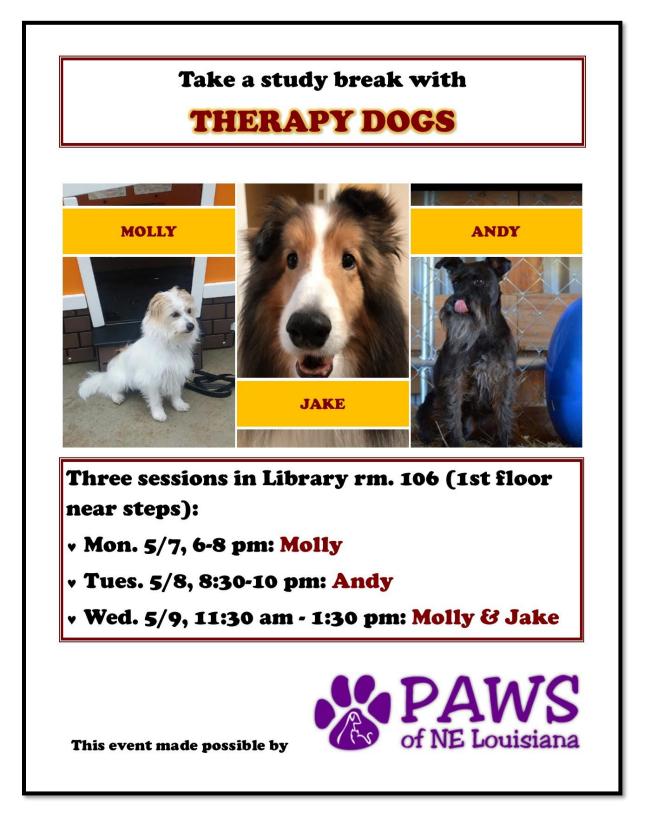
REFERENCE		
Reference Inquiries Total	2,451	
Bibliographic Instruction: Groups	30	
Bibliographic Instruction: Students	764	

LIBRARY COLLECTIONS - PRINT		
Print Volumes	148,877	
Print Serial Subscriptions	247	
Microformats	578,841	
Federal Documents	106,663	
State Documents	5,899	

Database usage numbers increased from 2016-2017 to 2017-2018.

Database Usage Numbers, 2016-2017		Database Usage Numbers, 2017-2018	
Sessions	Searches	Sessions	Searches
323,372	952,993	454,720	1,305,685





Appendix B: Scanning Form

	Y SCANNING FOR MOODLE RE	QUEST FORM
Reference Desk. Due	form and return it with the items to b to copyright laws, the ULM Library <u>c</u> accommodation for visually-impaired	<u>annot</u> scan whole:
number; a citation for	ave a cover page which will contain th the scanned resource; a Fair Use di the instructor's name. See sample b	sclaimer on behalf of
loose-leaf. Scanning s scanning on behalf of	ges must be photocopied ahead of ti staff are willing to pull Library-owned f instructors. However, the 21+ page ill have to photocopy those documen scanning.	l materials for requirement still
the items to be scann	um of three (3) and a maximum of five ed. Digital copies will be emailed to t s retrieved thereafter from the Refer	he designated email
Instructor Name		
Course Name and Nu	mber	
Citation Style		
AUTHOR	TITLE	PAGE #
Feel free to write add	litional titles on the back of this or on	an attached sheet.
Comments		

Appendix C: Library Budget – Narrative Observations and Suggestions, FY 2018-2019

Using the recommended designations of *keep*, *affects inside*, and *affects others*, the following observations and suggestions have been made. These observations and suggestions do not reflect the Library's personnel budget and its attendant costs, though they do acknowledge those costs and how cuts to those expenses would affect the Library's ability to fulfill its mission and goals.

Keep

In one regard, several of the Library's expenditures may be regarded as "encumbered." The Library's Amigos Library Services membership and OCLC fees are critical for cataloging functions. The Library's membership in LOUIS provides access to critical infrastructure and support services (such as SirsiDynix, the integrated library system [ILS]) AND critical research resources (see Appendix A for services and resources obtained through the LOUIS membership and the cost of the membership).

There are several other resources we obtain indirectly through LOUIS. LOUIS negotiates for sub-groups within the membership which it refers to as mini-consortium. There are six collections the Library obtains through participating in mini-consortia: Annual Reviews (critical to several scientific disciplines, including nursing/health sciences; \$9,591.46); CINAHL Complete (critical for the nursing/health sciences; \$1,985.00); Communication and Mass Media Complete (critical to the communication department but also beneficial to several other disciplines; \$7,456.00); MEDLINE Complete (critical to nursing/health sciences; \$6,040.00); and Sage Premier Online journals (a multidisciplinary collection of journals; \$28,005.33).

These resources are critical for both the functioning of the Library and its resources as well as meeting the research and educational aims of the University. In short, losing access to many of these resources would most certainly (one might even say catastrophically) compromise the Library's ability to function and provide access to both services and resources.

The same can be said for the current cadre of Library personnel. Any reduction of Library personnel, on either the faculty or the staff side, would compromise the Library's ability to provide access to services and resources, especially in terms of the current hours the Library is open. Any loss of personnel on either side, would require reducing the number of hours the Library is open.

Affects Inside

Several of the previously mentioned resources, like SirsiDynix, Amigos, and OCLC, would affect Library personnel's ability to carry out their duties. Furthermore, any loss of personnel would shift a significant burden of work on to remaining personnel, most of whom are already overburdened. The current ratio of Library personnel to FTE is 1:586 students. Any loss of personnel would increase that ratio which would significantly affect services.

At present, while there is some travel money (not sure how much), any restriction or cutting of this budget would significantly curtail the ability of Library personnel to travel for professional development.

The Library could potentially re-negotiate its BRODART/McNaughton contract and reduce that cost. At present, the contract costs \$5,023.20. Theoretically, this could be reduced. Eliminating this cost entirely would eliminate the Library's ability to provide the small leisure-reading collection it currently supports.

At present the Library also has a standing contract with Kyocera/MITA for the rental of three copiers. This contract costs \$2,354.28. In theory, the Library could purchase three 4-in-1 devices which could in turn be managed by the Computing Center.

The Library's currently 03 student worker budget is \$29,092. Owing to the forthcoming combination of the Circulation Desk and Reference Desk, it is possible that the number of student workers needed during the day could be reduced. Therefore, a minor cut to this budget could be sustained with minimal impact to the Library's operation. However, this would reduce the number of student workers the Library could hire, thereby reducing the number of on-campus job opportunities available to students.

Affects Others

Most of the places where cuts could be made that would not necessarily undermine the Library's continued ability to provide access to services and resources and to maintain the Library's current hours of operation can be found in some of the resources the Library purchases directly from vendors (i.e., not through LOUIS or LOUIS mini-consortia; see Appendix B). These resources are presumably used by faculty, staff, and/or students for either research/education purposes or operational purposes. At present, usage statistics suggest that two resources, ARTstor and IEEE (CSCL), are not being used sufficiently to justify their continuation.

ARTstor, a collection of art-related images and information, currently costs \$9,025.00/year; in the last six months, it has been used a total of 10 times. This means that every use of the database cost approximately \$992. Using numbers for the last FY, the database has been used 144 times, making every use cost approximately \$68. This suggests that this resource is not being used sufficiently to justify its continued subscription.

Another database which is not being used to its fullest potential and which is currently up for renewal is IEEE. According to the Head of Technical Services, as of February 2018, the database had only been used 17 times in the previous 12 months. This resource costs \$14,990.60, meaning each use of the database cost approximately \$881. Again, these numbers suggest this resource is not being used adequately to justify its cost and its continued subscription.

A resource that may be potentially discontinued is College Source. There is some question as to how many subscriptions are currently active on campus. It appears that the Student Success Center may make use of it, but the Registrar does not (at least, not in the sense that we anticipated). It is ostensibly used for transcript evaluation, but it also provides access to other college catalogs in PDF format; links to schools' web pages; and keys to understanding institution's transcripts. It is therefore not strictly a research/education-oriented resource. The current cost of the subscription is \$3,334.00.

Discontinuing these three resources would net the Library \$28,250.

Final Observations

Given the nature of College Source, it hardly seems appropriate for the Library to continue to support its use. With the discontinuation of the aforementioned resources, the Library could obtain Digital Commons through bepress, an institutional repository platform, which would allow the Library to facilitate the creation of a campus-wide research clearinghouse where faculty and students alike could deposit their research efforts. This would bring both visibility and accessibility to the research being done across campus as well as serving as a kind of archive for ULM-based research projects. This resource could potentially attract collaborators and supports which could potentially bring in more revenue for the University.

The primary place for cuts would be personnel, and that comes with the reduction of services and hours of operation. There are resources, as indicated in Appendix B, that the Library pays for directly which could be eliminated, but that would potentially endanger the accreditation of several key programs on campus (namely nursing/health sciences). Previous cuts to the University's budget and therefore the Library's budget have functionally removed any 'fat' that existed in its budget.

		\$168,62
Products we get through LOUIS membership.		7.00
Board of Regents Support/Funding offsets expenses \$24,578.33, reducing ULM		
nembership costs to \$168.627.00 SirsiDynix Symphony. The Integrated Library System (ILS): LOUIS supplies the system and provides support and software		-\$24,578.3
nalysis. SirsiDynix provides the servers and support.		\$49,924.8
LLiad Support: Interlibrary Loan		\$5,758.8
Electronic Resources listed below		\$137,521.6
ndividual Products:		
CQ Researcher Online database of full-text news articles going back 10 years	1 database	
Credo Academic Core database	1 database of 3,467,372 full text articles	
Digital Sanborn Maps of Louisiana	160 locales	
earningExpress Library 3.0 (Learning Express)	1,165 e-books	
EBSCO Discovery Service (for comprehensive searching)	1 search and access tool	
	4 e-journals; abstract & index to 3 million	
MathSciNet mathematical reviews	citations	
Oxford English Dictionary	online reference	
GAGE Knowledge Complete	4,905 e-books until June 2018, then ULM will be allocat selection permanently	
NorldCat. The OCLC Online Public Union Catalog	1 database	
-BSCO databases:	*	
AAS American Antiquarian Society Historical Periodical Subset Collection	10,086 digitized periodicals	
Abstracts in Social Gerontology	abstract & index	
Academic Search Complete	10,616 e-journals	
Academic Universe/Nexis Uni (formerly Lexisnexis Academic)	10,317 e-journals	
African American Newspapers 1827-1998	280 periodicals	
Agricola	abstract & index	
AHFS Consumer Medication Information	2 databases	
Alt HealthWatch	192 e-journals	
American Doctoral Dissertations 1933 – 1955	1 database	
Art Full Text	315 e-journals	
Art Index Retrospective	abstract & index	
Biological Abstracts	abstract & index	
Book Collection: Nonfiction	4,510 e-books	
Business Source Complete CINAHL Plus with Full Text (Cumulative Index to Nursing and Allied Health	43,096 resources	
Literature)	788 resources	
Computer Source	215 resources	
Educational Administration Abstracts	abstract & index	
Environment Index	abstract & index	
	abstract & index; database of education	
ERIC. Education Resources Information Center (EBSCO) European Views of the Americas: 1493-1750	resources, 1966-present 6 books	
Family Studies Abstracts	abstract & index	
Fuente Academica	490 e-journals	
Funk & Wagnalls New World Encyclopedia	1 source	
GeoRef	abstract & index	
GeoRef in Process	abstract & index	
GreenFILE	18 e-journals	
Health Source: Nursing/Academic Edition	331 e-journals	
History Reference Center	4,853 resources	
Hospitality & Tourism Index	abstract & index	
Human Resources Abstracts	abstract & index abstract & index	
Information Science & Technology Abstracts Legal Collection	abstract & index 399 resources	
Library Information Science & Technology Abstracts with Full Text	399 resources 360 resources	
Literary Reference Center	9,879 e-books	
MAS Ultra – School Edition: Magazine Article Summaries Ultra	3,744 resources	
MedicLatina	200 resources	
MEDLINE	abstract & index	
	1 online reference	

Appendix A – LOUIS Membership Costs with Services and Resources

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Military & Government Collection	1,642 resources
MLA Directory of Periodicals	abstract & index
MLA International Bibliography	abstract& index
Newspaper Source	510 periodicals
Newswires. AP NewsMonitor Collection	1 database
Peace Research Abstracts	abstract & index
Primary Search	2,497 monographs
Professional Development Collection	693 periodicals
Psychology & Behavioral Sciences Collection	493 e-journals
PsycINFO	abstract & index
Public Administration Abstracts	abstract & index
Race Relations Abstracts	abstract & index
Referencia Latina	236 resources
Regional Business News	231 resources
Religion & Philosophy Collection	217 resources
Science & Technology Collection	658 e-journals
Shock & Vibration Digest	abstract & index
SocINDEX with Full Text	1,792 resources
Teacher Reference Center	abstract & index
The Serials Directory	abstract & index
Urban Studies Abstracts	abstract & index
Vente et Gestion	127 resources
Violence & Abuse Abstracts	abstract & index
Gale databases	
Gale Biography in Context	725 resources
Gale Virtual Reference Center Library	12,000 resources
Literature Resource Center	817 e-journals
Scribner Writers Series	88 e-books
Twayne Authors Online	859 e-books
JSTOR databases	1

Arts & Sciences I Collection	179 e-journals	
Arts & Sciences II Collection	198 e-journals	
Arts & Sciences III Collection	237 e-journals	
Arts & Sciences IV Collection	161 e-journals	
Arts & Sciences V Collection	219 e-journals	
Arts & Sciences VII Collection	257 e-journals	
Current Collection	251 e-journals	
Newsbank databases		
Louisiana Historical Newspaper Package	21 periodicals	
ProQuest databases		
Dissertations & Thesis A&I worldwide database, 1743 to present	abstract & index; ULM diss & thes	
Nursing & Allied Health Source	1 database + 1,590 resources	

Appendix B – Products Purchased Directly from Vendors/Publishers

107 Subscription Products we buy directly from publishers and vendors		\$145,643.95
108 Amigos Library Services membership (benefits include workshops and the RDA Cataloging Toolkit)		\$3,000.00
109 ARTSTOR Digital Art, Knowledge Base, and Video Collection	2 million images	\$9,925.00
110 BioOne.1.	100 e-journals	\$8,246.29
111 Checkpoint by Thomson Reuters tax and accounting database (aka RIA)	1 database	\$3,060.00
112 Chemical Abstracts Service SciFinder Academic	1 database	\$10,880.00
113 College Source College Catalogs online	113,790 catalogs	\$3,334.00
114 EBSCO eBook Academic Collection (annual subscription access)	172,325 e-books	\$14,365.00
115 EBSCO e-journals indexing service	vendor-operated service	\$1,300.00
116 EBSCO MARC updates weekly new, corrected, and deleted bibliographic records automatically	vendor-operated service	\$1,168.00
117 EBSCO SPORTDiscus with Full Text	788 resources	\$10,765.00
118 Library main group of journal subscriptions	26 e-journals	\$44,599.83
119 Mergent Online databases of companies	1 database	\$9,908.00
120 Naxos Music Library	87,000 streaming CDs	\$950.00
121 OCLC Cataloging and ILL services	commercial bibliographic utility	\$21,331.70
122 OCLC Ezproxy hosting	vendor-operated service	\$2,811.13