

Library Organization

Originating as a Business College, and after adding arts, fashion, and design the college became an Art College. The school then concentrated on applied arts and added a culinary program in 1991. It is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, the Council for Interior Design Accreditation, the American Culinary Federation, the Accrediting Commission of the American Culinary Federation Foundation, and the National Association of Schools of Art and Design.

Programs: Advertising, Audio Production, Culinary Arts, Culinary Arts Management, Digital Filmmaking & Video Production, Fashion & Retail Management, Game Art & Design, Graphic Design, Interactive Media Design, Interior Design, Media Arts & Animation, and Photographic Imaging.

Carnegie Classification:

Level: 4-year

Control: Private for-profit

Enrollment (Fall 2004): 2,652

Undergraduate Instructional Program: (Special focus institution)

Graduate Instructional Program: (Special focus institution)

Enrollment Profile: ExU4: Exclusively undergraduate four-year

Undergraduate Profile: (Special focus institution)

Size and Setting: (Special focus institution)

Basic: Spec/Arts: Special Focus Institutions—Schools of art, music, and design

Faculty: 170

Supervisory Staff: 31+

Staff: 40+

Students: 3,187(Fall 2007)

Budget Fiscal Year 2008 (minus staff salaries)

Library Books Total \$117,186 (considered a capital purchase for tax purposes)

Library books (about 2000 per year at about \$30.00 per book) \$73,752

Standing Orders (D&B Atlanta Directories, Aero Atlas, Scholarships, Higher Ed) \$1,390

Cataloging (padded to include OCLC at about \$5.00 per book) \$14,004

DVDs/Videos (includes phasing out videos with DVD replacements) \$26,040

Slides (no longer ordered, but kept in budget, funds used elsewhere) \$2,000

Library Subscriptions Total \$90,992

Library Paper Subscriptions \$13,325

EBSCO jobber renewals and new titles \$13,000

Occasional rate adjustment when EBSCO has guessed wrong \$50

Atlanta-Journal-Constitution newspaper subscription for the Library \$275

Other Department Subscriptions \$3,667

Public Relations: Bacon's Information Services \$350

Public Relations: AJC, Atlanta Business Chronicle, L Visionde Georgia, Atlanta Magazine, Jezebel, Mundo Hispanico \$640

Registrar: Successful Registrar \$225

Dean of Academic Affairs: Chronicle of Higher Education, Atlanta Business Chronicle, Recruitment and Retention in Higher Education \$445

Photographic Imaging Department: Photo District News \$70

Culinary Department: Packer, Produce News \$132

Dean of Student Services: College Students and the Courts, Disability Comp in Higher Ed, Student Affairs Today \$570

Career Services Standing Orders: Atlanta Business Chronicle, Creative Index \$135

Career Services: Various directories and job lead publications \$1,100

Databases \$74,000

GALILEO \$30,000

Wilson Mega: (GALILEO database chosen by GPALS and invoiced separately) \$7,000

Ai Virtual Library: (4 databases subscribe to by all Ai libraries) \$15,000

CORBIS: (stock images students can use in class work and portfolio) \$7,000

Baker & Taylor Link: (Book ordering database online) \$1,650

Classification Plus: (library call numbers and subject headings database) \$650

Standard Rate & Data: (databases rates for placing ads in various media and markets) \$6,500

VTC Software Tutorials: (online design tutorials, allows 30 simultaneous users) \$6,200

Library Travel/Training Total \$1,450

Information Literacy: (Georgia Conference on Information Literacy) \$750

SOLINET: (member meetings, Fall and Spring) \$210

BIG: (Bibliographic Instruction Group meeting) \$70

SOLINET training classes: (3 classes) \$420

Library Meals Total \$960

Information Literacy Conference (meals) \$60

GPALS meeting (held at Art Institute's Creations restaurant, meals) \$900

Library Staff (held at Art Institute's Creations restaurant, meals) \$0

Library Student Help Total \$33,320

Student workers during terms: (80 hours a week x 44 weeks x \$8.50 per hour) \$29,920

Student workers during breaks: (40 hours a week x 10 weeks x \$8.50 per hour) \$3,400

***Students only allowed to work 20 hours per week, library uses 4 student workers per term and 2 per break.

Library Staff Totals: \$271,590 (approximate figures as this information was not available and not part of Library budget ~handled by Human Resources~, figures were taken from <http://ala-apa.org/salaries/SalarySummary2007.pdf>, accessed June 20, 2008)

Library Director: \$65,270

Librarians: (3 librarians: Assistant Director and Audio Visual Resources \$54,959, Reference \$48,365, and Assistant Reference \$43,000) \$146,320

Library Assistants: (2 Paraprofessionals ~both in VSU program~: Copy Cataloger \$30,000, Periodicals \$30,000) \$60,000

Library Supplies Total: \$9,600 (part of Information Technologies Budget, but set by Library Director)

DVD Cases: \$600

CD-ROM Cases: \$500

Book Repair Supplies: \$450

Book Pockets: \$450

Security Strips: (Tattle Tape) \$3,000

Barcodes: \$1,000

Book Labels and Protective Covers: \$750

Interlibrary Loan supplies: (mailing labels and Jiffy Bags) \$400

Miscellaneous supplies: (staples, gem clips, pens, etc) \$650

Bookends: \$1,800

Library Software Total: \$1,350 (part of Information Technologies Budget, but set by Library Director)

MARC Magician catalog editing software from Information Transform—maintenance: \$400

Magazine Manager software from MicroManager Software Services—maintenance: \$200

Athena Software from SageBrush (catalog, circulation, Web)—maintenance: \$750

Library Repair and Maintenance: \$650 (part of Information Technologies Budget, but set by Library Director)

3M Security Gate Maintenance: \$650

TOTAL OPERATING BUDGET: \$527,098 (approximate, does not include rent and facility overhead)

Collection as of Fiscal Year 2008: 53, 699 items

Books: 47,009

DVDs: 4,243

Videos: 819

CD-ROMs: 1,628

Periodicals: 161

Databases: 62

Library Governance

The description of the institution's and the library's system of **governance** can best be seen on the organization chart. According to the Library Director, she reports directly to the Dean of Academic Affairs who then reports to the President. Not noted on the chart is the higher governance of the parent corporation and its parent corporation which are both governed by a Board of Directors.

There is a library advisory **committee** made up of faculty members from various departments. The duties and mission of the committee are outlined as thus:

"The Library Committee members are responsible for acting as a liaison between the academic departments and the library. The Committee reviews all library policies and advises on changes or revisions. The objective of this committee is to ensure that library collections meet the needs of the current curriculum. Towards this end, committee members are expected to actively promote the library within their academic departments and to encourage faculty to recommend new acquisitions regularly to the Librarian."

"The Committee shall be composed of faculty representatives from each academic department and will serve for two years, with half changing each year. The faculty representatives from the academic departments shall be recommended by their respective department directors. The Committee will elect a Committee Chair every two years who will be responsible for calling meetings, preparing an agenda, and chairing the meeting."

"The Library Committee is responsible for the review and advisement of all policies and regulations of the library, and for acting as a liaison between the academic departments and the library. The Library Committee will meet at least once each term and will be responsible for organizing the Textbook Fair each February."

The Director pointed out that although committee participation is required by faculty members, the current committee has not been actively advising on library policy or promoting the library for several years now; and she likes it that way. I agree with the Director, my own experience with committees and being a chair at this institution was that trying to get faculty to do anything was like pulling teeth and many times they were worse than students when it came to deadlines.

The library's system of organization starts with this **mission statement**:

"The primary mission of the Library is to support the instructional program of the Art College through the provision of adequate library resources and the promotion of their use."

And goes on to explain the purpose of this library, what may be termed **objectives** by Stuart and Moran:

"The purpose of The Art College Library is to serve the educational and informational needs of the students, faculty, and staff within the parameters of recorded knowledge. To promote this service,

materials and facilities of a quality commensurate with that of the academic program are required. The scope of the curriculum is the primary criterion for determining the focus of library collection and facility development.

It is the responsibility of the Library to maintain a quality collection of materials that supports the purpose and mission of the art institute as a whole in meeting the needs of the students. Primary emphasis will be placed on those materials that support the educational needs of each major field of study. Next, the Library will support the needs of faculty and staff through the provision of materials about teaching methodology, professional educational issues, and administrative concerns.

The Library will provide services to its users that are designed to facilitate the identification, location, delivery, and use of recorded knowledge. All policies, goals, regulations, and their interpretation must be formed from the perspective of successful service to the patrons of the Library.

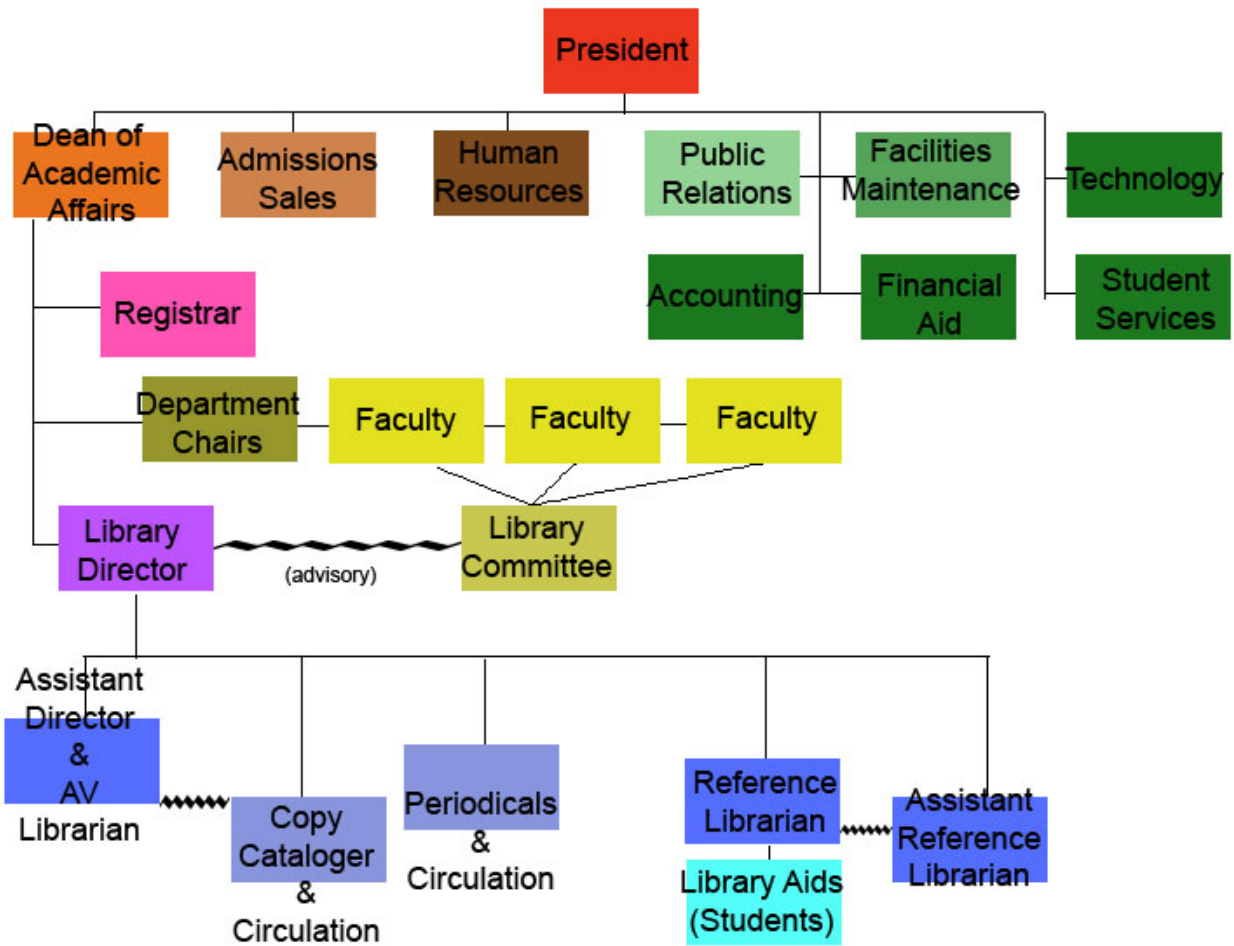
The Library will provide an atmosphere that promotes study, encourages scholarly pursuits, and fosters academic excellence. Physical facilities and equipment that meets the needs of users for convenient access to information will be maintained.”

The **goals** of this library are listed as:

- To provide a collection of resources in those formats which meet the curricular, professional, and educational needs of The Art College.
- To establish and maintain a range of services that support, enhance, and promote the academic program of the college.
- To maintain facilities of adequate size and quality to house the collections, resources, and services of the Library and to provide adequate space for library patrons and personnel.

In terms of marketing services, the library provides monthly flyers about new items in the collection to faculty and builds displays of these materials within the library. The library has noticed that most of the students use the materials in house and that there is a heavier demand by both faculty and students on the growing AV collection. The library has also noted that it will be increasing its efforts to place library information sessions within early level classes to help students become more aware of materials available to them and it is looking into using student and faculty email as an alternative way to inform about items in the collection.

Organization Chart: (*ribbon lines denote advisory roles)



Library Staffing

There are several categories of staff:

- Director or administrator who is also a librarian
- Librarians for reference and audio-visual materials
- Para professionals
- Student workers

There are also separate IT and facilities staff that are part of other departments within the college yet contribute their support to the library as needed. These staff are not stationed within the library.

The librarians do not have faculty status and are treated as normal staff in HR terms. They do not work according to academic schedules, but put in normal hours for a library including operating in the evenings, on weekends and during 'breaks'. Vacations are handled as normal businesses.

Both paraprofessionals working in the library are now doing tasks that were once assigned to professionals. Interlibrary Loan and cataloging via OCLC and MARC magician are handled by one paraprofessional and the periodicals are handled by the other.

Even student workers are trained to do some cataloging. All employees work the desk.

The director of the library has an accredited ALA masters degree in Library and Information Science and holds a state certificate. The other librarians hold an accredited ALA masters degree in Library and Information Science but are not required to be certified by the state. A second masters degree is not required. The paraprofessional must hold a bachelor's degree and both are actually working on their MLIS with VSU. The students, well they are students.

The only teaching responsibilities are those of the reference librarian and even then it is only at the request of the faculty to perform instruction within their classes. No formal instruction is performed or required.

When job vacancies are announced they are posted via the internet on the GLIS site. They have not needed to use the Chronicle of Higher Education job board or other similar listings beyond the GLIS site.

Denise A. Wallace, July 18, 2008

Library Budgets

The library uses a line item budget system that divides the budget into four quarters and then into months to show how resources are allocated at particular periods throughout the year. Each line item is briefly described to justify its need. Some items are no longer needed but are kept as a line items to offset unforeseen shortfalls else ware. The library must also provide line items that are part of the library domain, but are covered under other institutional budgets such as maintenance and IT. Salary budgets are handled by HR.

The budget is primarily the responsibility of the library director, but the assistant director is asked to handle the supplies budgets and all employees are consulted on aspects that impact them.

Library Books Total \$117,186-(part of capital investment)-**22%**

Library Subscriptions Total \$90,992-**17%**

Library Travel/Training Total \$1,450-**less than 1%**

Library Meals Total \$960-**less than 1%**

Library Student Help Total \$33,320-**6%**

Library Staff Totals: \$271,590-**51%**

Library Supplies Total: \$9,600 (part of Information Technologies Budget, but set by Library Director)-**2%**

Library Software Total: \$1,350 (part of Information Technologies Budget, but set by Library Director)-**less than 1%**

Library Repair and Maintenance: \$650 (part of Information Technologies Budget, but set by Library Director)-**less than 1%**

TOTAL OPERATING BUDGET: \$527,098 (approximate, does not include rent and facility overhead)

***Line item budget was presented in Exercise #1 and would be no different were I to present it here.

Denise A. Wallace-July 22, 2008
