

**Final Report**  
**E-Learning Contract**  
**November 2011-July 13, 2012**  
**MU Libraries**

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**Danna Vessell, Director Educational Technologies at Missouri**  
**Kim Siegenthaler, Interim Co-Director Mizzou Online**  
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## **Introduction:**

In November 2012 the MU Libraries started an initial contract for E-Learning, in partnership with the Office for Undergraduate Studies and E-Learning. This initial contract investigated the MU Libraries support of E-Learning and Distance Education campus wide. The deliverables from this contract consist of a monthly report for November 2011 through June 2012 (see attachment), a highlights report (see attachment) and the following report outlining the goals, outcomes, and recommendations of the E-Learning Contract.

## **Contract Goals:**

- Engage in exploratory discussions between MU Libraries, the Vice Provost Office for Undergraduate Studies and E-Learning, and Dean of the Graduate School, the School of Information Sciences and Learning Technologies, and diverse faculty to identify and promote innovative online library tools and services for both on-campus and off-campus students
- Collaborate with MU Librarians, faculty and staff who are involved in educational activities, products and services related to E-Learning
- Investigate best practices in teaching students about library content, information-seeking strategies, information-use competencies and information-related skill-building in an E-learning environment, based on professional standards and established practices
- Review current library policies and procedures to assess their impact on E-learning
- Collect and review data to determine how library services might need to be adapted to the E-Learning environment
- Explore need for modifications to the MU Libraries web site to improve the usability and accessibility of the web site for E-Learners, in collaboration with the MU Libraries Web Usability Group
- Identify potential collaborative E-Learning projects involving administrators, faculty, and librarians, bringing current subject specialist librarians into these projects as appropriate
- Survey faculty and students regarding their online library experience, with particular attention to how library resources are identified, linked into Blackboard, and accessed., in collaboration with the MU Libraries Assessment Committee
- Look for ways to fully integrate library initiatives, services and resources into the E-Learning environment for students and faculty. This would include the domains of library instruction, reference services, communications, and web site usability.
- Report on progress in E-Learning discussions and activities to MU Libraries personnel and cooperating partners as appropriate through attendance at routine department and division meetings

## Contract Activities

### I. Development of Liaison Role

- ET@MO
  - **Instructional Design and ATL relationships**
    - The E-Learning Librarian developed strong working relationships with several of the Instructional Designers and Academic Technology Liaisons at ET@MO.
    - The E-Learning Librarian also attended weekly instructional design meetings in order to stay apprised of issues related to course design, and technologies related to online instruction. These relationships have been key in raising awareness of the libraries as well as providing an invaluable service contact within the MU Libraries who can relay the importance of the libraries within the university as well as to help the faculty and staff of the MU Libraries to understand the complicated and important educational responsibilities of the Instructional Design and Academic Technology teams at ET@MO and Mizzou Online and how we fit into the larger system.
    - The relationships built with ET@MO have been central and vital throughout the initial contract of the E-Learning Librarian. It became evident early in the contract that the Instructional Designers and ATLs at ET@MO were very interested in an ongoing discussion with the libraries and a point person to serve as a conduit of information between those working with course design and the resources and services offered via the MU Libraries.
  - **Human Development and Family Services Seminar**
    - In February the E-Learning Librarian presented with Jenna Kammer<sup>1</sup> at a seminar for Human Development Family Services faculty and GTAs on using media in the classroom. The session included PowerPoint slides covering various video resources offered through MU Libraries, web resources, and the copyright LibGuide compiled by librarian, Anne Barker (see attachment). The information was well received and the feedback indicated a need and desire for similar interactions with the libraries in the future.
- **Comments:**

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<sup>1</sup> Jenna Kammer Academic Technology Liaison ET@MO

- “As an instructional designer for 6 departments, I found that having a liaison to the libraries is much more productive and efficient than working with 6 different subject specialists (and trying to figure out who is the right specialist to contact for each course). The E-Learning Librarian was a simple point of contact to address questions too. Because we developed a relationship at e-learning meetings, I knew that Annelise could answer my questions about embedding library content in online courses, or direct me to the right person. Since the eLearning Librarian position began, I am more confident and comfortable integrating library resources into course design or consultations with faculty. I have also worked with Annelise to present library resources to instructors teaching online courses.” - Jenna Kammer
  
- **Recommendations**
  - It is essential that the libraries maintain a relationship with ET@MO through continued attendance at Instructional Design and ATL meetings. As working relationships continue to develop between Instructional Designers, ATLs, the faculty they serve and the libraries it is my belief that more courses will include librarians and library resources in online and hybrid courses.
  - The E-Learning Librarian should receive training, comparable to the training received by the ATLs, on the programs and platforms used in educational technologies, including Quality Matters at MU, in order to best support the needs of E-Learners, faculty, staff, and librarians.
  - Judy Maseles has served well as the ET@MO technical services liaison for the libraries and has kept an open conversation regarding the technologies used at ET@MO and the Libraries for many years. This relationship differs from the role the E-Learning Librarian has forged with ET@MO during the length of this contract.
  - Both the role of Judy Maseles and the E-Learning Librarian are valuable and important to continuing a working partnership with ET@MO. The position of E-Learning Librarian should continue to serve as a representative to those staff members at ET@MO working with educational technologies in order to build awareness of library resources and to directly assist faculty with online, distance, and hybrid courses offered through MU.

- **Equella**
  - **Progression of Equella**
    - The E-Learning Librarian was asked early in the contract by Danna Vessell<sup>2</sup>, director of ET@MO to work with ET@MO on a new content management system to hold digital learning objects, Equella.
    - The university researched and purchased this system with the intent of incorporating Equella and Blackboard in order to better host large learning objects, which are not easily stored within Blackboard.
    - Danna Vessell approached me to take on this project in conjunction with Guy Wilson<sup>3</sup> to assist ET@MO with the taxonomies, contribution wizard, copyright and usage of Equella from a library perspective as well as MU as a whole. Danna felt that the expertise of librarians was needed to help sort through discussions regarding the implications of taxonomies and copyright in Equella.
    - The E-Learning Librarian was able to pull together a team consisting of cataloguing librarians who have specialized training in organizing and producing taxonomies as well as librarians experienced in handling copyright issues.
    - This group of librarians has been in meetings with Guy Wilson for several months. The discussions have been ongoing and will continue as Equella is initiated in the pilot stage during Summer 2012. The libraries have offered invaluable guidance and expertise to this project and as the project advances we have offered more support.
    - After many setbacks with Equella, Guy is hopeful that the product will be ready for more widespread installation in Spring 2013. The libraries will continue to work with Guy in order to provide guidance and information that will be key for the successful operation and use of Equella.
  - **Recommendations**
    - The MU Libraries continued involvement with Equella serves to provide an open conversation about the needs of the MU Libraries as well as the services we are able to offer to both the users of Equella and the development of Equella. An open conversation helps to keep ET@MO and the MU Libraries working together as partners to serve all of MU. The E-Learning Librarian has worked as a facilitator of information between ET@MO and the MU Libraries as the process of implementing Equella moves forward.

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<sup>2</sup> Danna Vessell Director of ET@MO, member of E-Learning Library Liaison Advisory Board

<sup>3</sup> Guy Wilson Educational Technology Specialist, ET@MO

- Therefore, it is recommended that the new position of E-Learning Librarian continue to support this effort as a facilitator for the MU Libraries and to make sure our expert librarians are available to assist with needs such as taxonomies, that will affect the usability of Equella as well as the final product.
  
- **Mizzou Online**
  - **Distance Library Services Video**
    - **Overview of Video Project**
      - The concept for a video representing the libraries for distance students stemmed from initial conversation between the E-Learning Contract Advisory Committee and Deb Ward prior to the start of the contract. This was a very early desire of everyone involved including Gera Burton,<sup>4</sup> Danna Vessell, Kim Siegenthaler<sup>5</sup>, and Deb Ward<sup>6</sup>, the E-Learning Librarian and Matt Miller<sup>7</sup>, at Mizzou Online. Working with Sheila Cook<sup>8</sup> and Matt Miller from Mizzou Online, a script (see attached) was produced for initial review by the E-Learning Advisory Board.
      - After acceptance of the script, Sheila Cook created the video and recorded Health Sciences Librarian Darrell Schmick's<sup>9</sup> voice for the video track, with oversight from the E-Learning Librarian. Sheila Cook also produced the video.
      - The MU Libraries does not have a media specialist and therefore we worked with Gera Burton and her team at Mizzou Online to produce the video using equipment unavailable at the libraries as well as the expertise of a multimedia specialist.
      - This project is an excellent example of teamwork across the spectrum of support services at MU.
      - The final product is a welcoming and informative three-minute video for distance learners focusing on how distance learners may access and obtain resources through the MU Libraries, may be viewed at:  
<http://online.missouri.edu/exec/data/dropbox/library-video/LibraryvideoVersion1.mp4>
    - **Recommendations**

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<sup>4</sup> Gera Burton Interim Co-Director Mizzou Online, member of E-Learning Library Liaison Advisory Board

<sup>5</sup> Kim Siegenthaler Interim Co-Director Mizzou Online, member of E-Learning Library Liaison Advisory Board

<sup>6</sup> Deb Ward- Director Health Sciences Library, Interim Associate Director for Research and Information Services MU Libraries, and member of E-Learning Liaison Advisory Board

<sup>7</sup> Matt Miller Lead Instructional Designer, Mizzou Online

<sup>8</sup> Sheila Cook Multimedia Specialist, Mizzou Online

<sup>9</sup> Darrel Schmick Health Sciences Librarian, provided voice for Distance Library Services Video

- The MU Libraries relied heavily on outside partnerships for the production of this video. The MU Libraries would like to create more videos for distance learners in the future.
  - In order to create and maintain videos for the MU Libraries, additional staffing and tools for creating high quality videos will become increasingly necessary. Many other university libraries employ specialists of Sheila's caliber to keep up with the online technologies.
  - Therefore, I recommend that the MU Libraries work toward adding a multimedia specialist staff position to meet the growing needs in this area and to maintain current and relevant with trends at both the library and university level.
- **Relationship with Marketing at Mizzou Online**
    - Deb Ward and I have had two productive meetings with Stacy Snow<sup>10</sup> and her web team regarding the Mizzou Online website and ways the MU Libraries can work with Mizzou Online to better embed library resources for students enrolled in online courses.
    - We see many possibilities for future endeavors and partnerships with the Mizzou Online website.
      - A recent message went out to the Mizzou Online Facebook and Twitter feeds regarding resources for distance learners. This is in honor of National Library Week and is a great start toward making the libraries more inviting and more integrated for distance students.
      - Deb Ward and I met with Shannon Cary<sup>11</sup> to inform her of our meetings with Stacy Snow. It is our hope that Shannon and Stacy will continue our working relationship and come up with more creative possibilities for connections between Mizzou Online and the MU Libraries.
      - Stacey Snow invited us to suggest changes to the Mizzou Online website to achieve better integration of the libraries within their website.
- **Recommendations**
    - The MU Libraries and Mizzou Online should continue working to connect to each other and to develop a wider network by posting via twitter, and Facebook as well as in the news and announcements sections available on the Mizzou Online website.
    - Develop a syllabus statement to include in the list of possible syllabus statements available to faculty. The statement is in regard accessing library databases from a distance, this

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<sup>10</sup> Stacy Snow Interim Director and Marketing Specialist, Mizzou Online

<sup>11</sup> Shannon Cary Communications Officer MU Libraries

suggestion stemmed from a conversation between Deb Ward, Stacy Snow and myself. Stacy Snow took this suggestion to Vice Provost Jim Spain and it met with his approval.

- The next step will be to complete a working syllabus statement for approval. Persons identified to work together on this statement are: Rhonda Whithaus, Judy Maseles, and Annelise Freeman in addition to oversight from Deb Ward and Stacy Snow.
- It is recommended that the E-Learning Librarian continue interaction and conversation with web committee at Mizzou Online to create a strong partnership with the MU Libraries that will benefit online students at MU.
- **MU Libraries**
  - **Communication with Interim Assoc. Director for Research and Information Services, Deb Ward**
    - Deb Ward has been instrumental in all aspects of the initial E-Learning contract. The oversight and leadership she has provided in the development of the initial contract as well as the activities outlined in the contract have enabled the E-Learning Librarian to develop a comprehensive understanding of the MU Libraries. As well as make vital contacts within the MU Libraries and MU as a whole. The amount of time invested in this position has been vast and invaluable to its success. In the future the continuation of this involvement or a similar role will be necessary to the on-going success and integration of such a new and different position as that of the E-Learning Librarian.
  - **Communication with Web Designer Overview**
    - During the initial E-Learning contract with MU Libraries the E-Learning Librarian has worked to develop a relationship with Judy Maseles, Web Designer for the MU Libraries. The E-Learning Librarian has served as an ex-officio member of both the Web Usability Committee and the Web Content Committee. This interaction between the E-Learning Librarian and the Web Designer is invaluable because of the centralized nature of the MU Libraries website and the role it serves at MU.
  - **Distance Library Services Lib Guide<sup>12</sup>**
    - The E-Learning Librarian, Deb Ward, and Matt Miller worked in conjunction with Judy Maseles to offer suggestions regarding the redesign of the Distance Library Services Lib Guide for Spring 2012 release.
  - **Recommendations**

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<sup>12</sup> May be viewed at <http://libraryguides.missouri.edu/distance>



- It is recommended that Judy Maseles and the E-Learning Librarian continue to work together to meet all of the liaison needs of ET@MO both in technical services and educational technologies.
  - It is recommended that the E-Learning Librarian continue to serve as the library representative to the Instructional Designers and Academic Technology Liaisons at ET@MO and Mizzou Online.
  - It is recommended the E-Learning Librarian continue to serve as an ex-officio member of the MU Libraries Web Usability and Content Committees.
- **Instruction**
  - **Restructuring of Database Tutorials**
    - The instruction committee, in collaboration with GTA Angie Sample spent a lot of time this academic year working on updating and creating online tutorials for accessing different databases and other information resources through the MU Libraries.
    - Deb Ward asked the E-Learning Librarian to enter this process to offer assistance and to integrate her services and goals with the tutorial project. At this point the E-Learning Librarian asked for a sample of what had been done to date. In turn she updated Deb Ward who funded Angie Sample's position on the progress of the tutorials. From an outsider's perspective and in comparison to other notable university libraries such as Arizona State University, I found our videos to be lacking in quality, consistency, and interest level.
    - I discovered that this was in part due to a lack of training on both instructional software and video design. I also discovered that there were strong ownership issues, but with encouragement, the committee looked over then made revisions to the tutorials, with completion of all tutorials at the end of May 2012. I view my role in this process as a catalyst only, as this was not my project.
  - **Recommendations:**
    - Future database tutorials need to be created using a structured outline and storyboard sequence. The same program such as Camtasia should be used for all of the recordings, rather than multiple software programs.
    - The E-Learning Librarian must be included in discussion and planning regarding the update of database tutorials in order to insure that proper technologies and standards are implemented for the benefit of distance students.
    - The MU database tutorials should be reviewed and updated often and with a set of researched standards and objectives.

- These tutorials are a direct reflection of the MU Libraries and are an invaluable tool for distance learners who are unable to receive direct instruction from a librarian; therefore they need to be of equal or great value to a face-to-face conversation.
  - I recommend that more staffing is available to provide technical support and expertise for creating video tutorials of caliber. This is another area where a multimedia specialist position would be of extreme value to the MU Libraries.
    - It is recommended that this position report directly to the E-Learning Librarian.
- **Sessions developed in Collaborate**
- During the spring semester of 2012 the E-Learning Librarian approached Rachel Brekhus<sup>13</sup> and Ashley Nelson<sup>14</sup> to consider offering online sessions via Blackboard Collaborate for their popular Endnote and Zotero workshops. Rachel had previously expressed interest but needed training and support from the E-Learning Librarian in order to successfully implement the workshop in Blackboard Collaborate.
  - The E-Learning Librarian met with Charlie Rigdon<sup>15</sup> to determine the best way to approach these sessions and to receive some training in the operability of Blackboard Collaborate from a technology services perspective, this was after Rachel and Ashley had met with Charlie to discuss option in Blackboard Collaborate.
  - The first online sessions of Endnote and Zotero were offered via Blackboard Collaborate during the beginning of May 2012. Rachel and Ashley registered students via a form already in place for library workshops.
  - Handouts, links, and information regarding the sessions were sent out prior to the workshops (see attachment). The E-Learning Librarian helped Rachel and Ashley prepare for teaching via Blackboard Collaborate and provided technical support during the sessions.
  - The sessions were well received and both had about ten participants ranging from interested librarians to students, faculty, and staff.
- **Comments:**
- “Annelise Freeman was very helpful in providing technical support for the MU Libraries’ first-ever online workshops. The

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<sup>13</sup> Rachel Brekhus, Humanities Librarian, Ellis Reference

<sup>14</sup> Ashley Nelson, Library Information Specialist II, Engineering Library

<sup>15</sup> Charlie Rigdon Education Technology Specialist, Blackboard and Blackboard Collaborate

original decision to provide these workshops was my own, but Annelise kept the project on track before, during and after the workshops. It was enormously beneficial to have someone in the Libraries who can dedicate the time to learning Blackboard Collaborate sufficiently well to meet with the instructors ahead of time to test equipment, to share her own experience with how to do live teaching online and use the available technology appropriately (e.g., hand raising, document pushing, screen sharing), to be “present” in the online “classroom” to help students with technical issues so that the instructors could concentrate on teaching, and to convert the recording of the sessions to a publicly viewable format. In my department (Ellis Reference) we have excellent librarian-instructors, but we really need someone like Annelise to support us as we begin to accept appointments for synchronous online library instruction sessions, and all the more if we are to actively promote our availability to teach such sessions.” -*Rachel Brekhus*

- I recently took part in a Zotero Blackboard Collaborate webinar, which was very helpful. I hope that the libraries continue to create more digital learning opportunities like that. It is so valuable to be able to access training from your desktop or mobile device wherever you are. -*Dorothy Carner*<sup>16</sup>

- **Blackboard Collaborate Sessions offered by Health Sciences Librarians**

- Rebecca Graves<sup>17</sup> is offering a set of eight online workshops to students at the Health Sciences Libraries. Rebecca, like Rachel Brekhus, has been interested in taking sessions online for a while but needed assistance in using the platform and setting up the sessions, in order to make her online workshops a reality.
- Rebecca created a Google survey (see attachment) to gain valuable insight into the needs of her students, prior to setting up her online sessions.
- Caryn Scoville<sup>18</sup> used Blackboard Collaborate as an embedded librarian for a public health course with Dr. Lynelle Phillips<sup>19</sup>
- Caryn is the first librarian I am aware of who is participating in a Blackboard Collaborate session as an embedded librarian. I worked with Caryn to help her prepare for the online session and the use of Blackboard Collaborate. She also attended

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<sup>16</sup> Dorothy Carner, Head, Journalism Libraries

<sup>17</sup> Caryn Scoville, Information Services Librarian Health Sciences Library

<sup>18</sup> Rebecca Graves, Information Services Librarian Health Sciences Library

<sup>19</sup> Lynelle Phillips RN. MPH Instructor, Field Placement Coordinator, MPH Program, Sinclair School of Nursing

Charlie Rigdon's instruction sessions on Blackboard Collaborate. Caryn is using the following Libguide to present her information to the class,

<http://libraryguides.missouri.edu/PublicHealth>

▪ **Comments**

"I was asked by a faculty member to instruct in a Blackboard Collaborate session in her public health class. Having never used BB Collaborate before, I was pretty nervous about using the program. Annelise walked me through the basics of BB Collaborate and gave me tips on how to present to students in an online environment. She participated in a trial class with me in which I was the instructor and she was the student so that I could be assured that the students would see what I wanted them to see. Annelise was very helpful and supportive as I prepared for the class. I am so glad that she was available to help me one on one. Now I feel very confident that I can present using BB Collaborate and instruct in an online setting." -*Caryn*

▪ **Recommendations**

- The librarians who taught online sessions were invited to a meeting with Deb Ward and Annelise Freeman to discuss their experiences working with Annelise and recommendations.
- This group described and recommended the E-Learning Librarian continue in an ongoing support role for the technical support, training, and pedagogy required for successful online instruction sessions given by librarians.

## II. **E-Learning Survey**

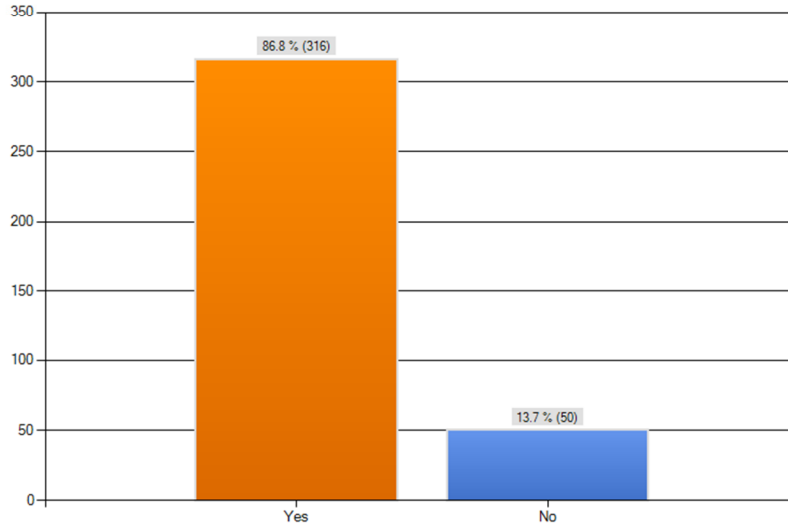
We conducted a survey of students who were enrolled in online courses for academic year 2011-2012. Working with the campus gatekeeper for surveys was less than satisfactory, since there was considerable delay, and the survey was initially sent to faculty as well as students. As a result, we are not certain that only students responded to the survey. The rationale for conducting the survey was to explore the e-learning student experience with the library and information resources. Even though the study got off to a faulty start due to circumstances beyond our control, we gained some insights into how the library was viewed by the students. The number of responses was less than anticipated, because the delay in sending it out meant students received the survey during finals week. Because of these extenuating factors, the study may need to be repeated at a more favorable time. Nevertheless, answers to a number of the questions have provided information upon which to base follow-up actions.

▪ **E-Learning Survey Results** (see attachment)

- We received 370 responses to the survey
- Listed below are results from key questions asked on the e-learning survey and questions with actionable

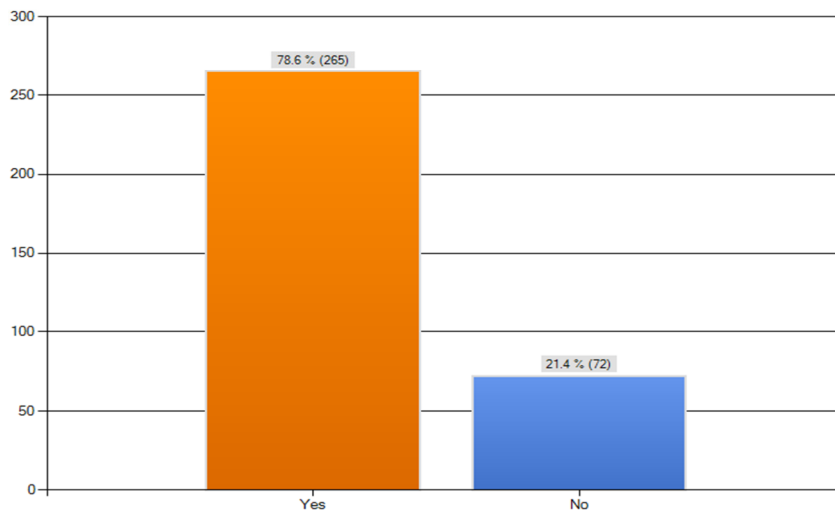
recommendations. Please see the entire survey attached at the end of the report for more in depth results.

**Are you aware that online students have access to the same MU library materials as traditional on-campus students and may access these resources and services from off campus via the web or interlibrary loan?**



- We were surprised but pleased to see that 86.8% of respondents were aware that they had the same access to MU Library materials as traditional on-campus students. We thought this number would be lower.

**As an online student using MU libraries, did you access an electronic database?**



- It was also reassuring to see that 78.6% of respondents had accessed an electronic database during their course of study at

MU Libraries and that 74.9% had read and/or printed an online journal article from the MU Libraries.

▪ **E-Learning Survey Recommendations**

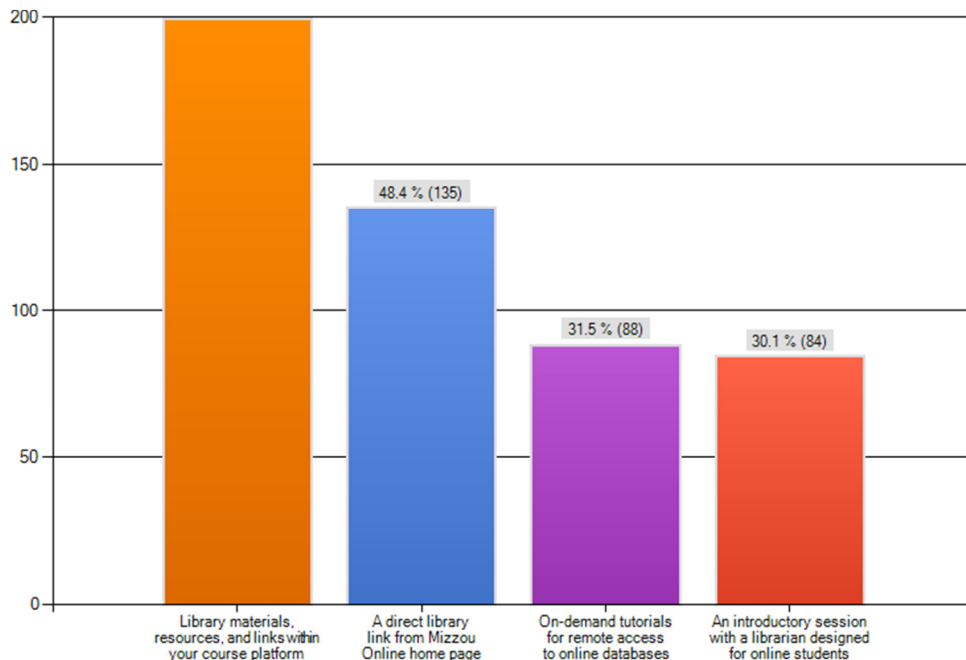
Based on feedback on specific questions from the E-Learning Survey I make the following recommendations:

- Question twelve on the e-learning survey showed that the majority of respondents did not use the Distance Learners Page. This is most likely because the respondents did not know the page existed for their use. Out of those surveyed 93.4% stated they had not used the Library Guide for Distance Learners.
  - It is recommended that the Distance Learners Library Guide remain a work in progress to best meet the needs of distance learners and that the E-Learning Librarian continue to examine trends of distance learner pages across the discipline to keep the MU page in line with comparable universities. Over the coming year it will be important to market this page to distance learners and to monitor the usage statistics on the page.
- Question fourteen from the e-learning survey asked whether students had used any of the online guides for specific kinds of MU Library resources, 72.0% of respondents stated they had never tried. This shows that we need to continue to expand the usage and awareness of the LibGuides within courses.
  - It is recommended that the MU Libraries continue to work on marketing LibGuides for use in courses. Deb Ward, Judy Maseles, Rhonda Whithaus, and Annelise Freeman are in conversation with ET@MO to add links for LibGuides within Blackboard. We are also working to develop a request page for professors to complete in order to have a LibGuide created and embedded within a course. These steps will help to create a broader audience for the LibGuides as well as usage of the LibGuides.
- Question fifteen on the e-learning survey shows that 83.2% of respondents had no specific instruction from an MU Librarian. An informal survey done by the E-Learning Librarian, which asked subject librarians to identify online/distance courses and faculty with whom they had provided instruction. The results showed that very few librarians are working directly with

online course instructors. This is partly due to a break down in communication between the librarians and online course instructors, which the E-Learning Librarian is working to resolve.

- The MU Libraries must continue outreach toward specific library instruction within online courses.
- Question twenty-three on the e-learning survey asked students, which services would best increase access and usage of library services. The highest percentage of respondents, 71.3% selected Library materials, resources, and links within their course platform.
  - The MU Libraries needs to continue to pursue a direct link within individual Blackboard courses to library materials. Currently the MU Libraries are represented in a module on the MU Blackboard main page, but are not embedded within the course sections. The MU libraries must continue to work with ET@MO to increase access to library materials and resources via Blackboard.
  - The Mizzou Online web administrator, Stacy Snow, is eagerly collaborating with the E-Learning Librarian to more fully integrate the libraries into the Mizzou Online website.

For your online courses, which of the following MU library services would best increase your access to and usage of library services? Check all that apply



### III. Creation of Job Description for permanent E-Learning Librarian

- Research of other position descriptions  
Over the course of the contract the E-Learning Librarian gathered various position descriptions related to university libraries and E-Learning. The positions range from a virtual library coordinator at University of Missouri, Kansas City to a more traditional distance learning librarian embedded within the reference department at the University of Tennessee, Knoxville. This research led to a list of terms, expectations, specific duties and qualifications for the E-Learning position at the MU Libraries.
- Vital to the role is skill and understanding related to the domain of education, teaching methodology and the software that supports distance learning. Having someone who speaks the language of both e-learning and librarianship has been key.
- After conducting research on similar position descriptions Deb Ward and the E-Learning Librarian were able to create a position description, for a full time E-Learning Librarian at the MU Libraries. The position description has been reviewed and approved by Jim Cogswell and Jim Spain (see attachment for full position description).

### IV. Collegial Relations and Recommendations

- **Advisory Board**
  - An advisory board was developed before the start of this contract to help guide the process and goals for the position. This was done because the position is split funded by the office of the Vice Provost and to best meet the needs of distance learners campus wide.
  - This committee has met monthly and provided input into the various projects of the E-Learning Librarian.
  - It is recommended that the advisory board continue to meet when the permanent position established. This may be quarterly or bi-monthly depending on necessity.
- **Library Committees/MU Committees**
  - MU Libraries Marketing Committee- I am currently serving as a member of the MU Marketing committee. Marketing the libraries to campus learners, online learners, and stakeholders alike is very important and an effort that ties in well with the E-Learning Librarian position.
    - It is recommended that the E-Learning Librarian continue to serve on the marketing committee when a permanent position is established.
  - Instruction Committee
    - It is recommended that the E-Learning Librarian serve on the Instruction Committee in order to best meet the



growing needs of e-learners both on and off campus and to help represent online and hybrid instruction for the MU Libraries.

▪ **Other professional connections outside of MU**

- GWLA Student Learning Outcomes Task Force- I am currently serving as the representative for MU Libraries on the Greater Western Library Alliance Student Learning Outcomes Task Force. This has been very informative as the task force is currently working on a survey and follow-up interviews regarding student-learning outcomes at the University and Library levels. It has helped me to see a broader perspective, to network, and to better analyze what we do at MU in regard to information literacy and student learning outcomes. The survey process has also been helpful with the creation of the E-Learning survey I worked on with MaryEllen Sievert and Deb Ward.
  - I will also be helping with coding and qualitative analysis of the interviews done by the GWLA-SLO committee.
- MLA Publications Committee- I am currently serving as a member of the Missouri Library Association Publications Committee
- MLA Web Site Committee- I am currently serving as a member of the MLA web committee, which is headed by our own Rachel Brekhus. The committee is in the process of moving the MLA website to Drupal.
- Association of College and Research Libraries/Distance Library Service Division Research Committee- I recently accepted a two-year appointment to this committee beginning in July.
- ALA New Members Round Table Web Committee- I recently accepted a one year appointment
- Attendance at Distance Library Services Conference Memphis, TN 2012- Attendance at this conference allowed me to network with librarians across the United States who are working to support distance/e-learning students at their campus libraries. This conference provided me with validation that our campus is moving in the right direction as far as meeting the needs of e-learners and the growing demand for online courses.
- Attendance at American Library Association Annual Conference Anaheim, CA 2012- I was able to attend a pre-conference put on by the Library Information Technology Association on Web Content Strategies. Since I am not the web administrator for our library site some of the more in depth concepts in this session were not applicable to my work, however I was able to network with other individuals and to gain more in depth knowledge of the different techniques and processes employed for creating, and managing library web pages.

- I was also able to attend several sessions at ALA directed toward distance librarians. At these sessions I was very excited to discover that the work I have done during this contract is in line with work being done at comparable universities nationwide. I have run into many of the same issues as my colleagues and was validated when I discovered that deliverables created from this contract such as the final report, the monthly reports, the e-learning survey, and the distance library services video are similar to those being developed at other campuses across the United States. I was able to gather materials that other distance librarians have used for marketing (see attachment) as well as to make connections with these librarians to explore future ways in which we can collaborate. I look forward to contacting many of these librarians to expand my professional network. Some of the librarians I met work at such universities as Mississippi State University, University of North Carolina: Greensboro, and Norwich University.

#### **V. Staffing Recommendations**

- The position does not currently have supervisory duties however it is anticipated that the E-Learning Librarian may help create and hire for new positions as the e-learning environment evolves.
  - Potential Staffing may include: Multimedia Specialist, Distance Learning Librarian and Graduate Assistants assigned to specific tasks.

#### **VI. Next Steps**

- **Continued Projects**
  - Develop internal procedures to provide guidance for Distance Learners on accessing and effectively using library resources.
  - Develop library policies for how Distance Learners come to library resources and services.
  - Provide assistance to librarians with LibGuides as needed
  - Continue work on Distance Learners Lib Guide
  - Transition Distance Library Services from Access Services to E-Learning Librarian as appropriate
  - Develop Information Literacy Standards for Distance Learners at MU, in conjunction with ET@MO, Mizzou Online, and MU Libraries Instruction Committee
  - Continue working with and developing a library presence on various social media channels across campus, begin contributing to e-learning blog through ET@MO and ATL blogs.
    - Identify other areas where a library presence could be asserted or inserted to increase exposure and understanding

- Continue to market MU Libraries resources and services to distance learners via continued communication with departments on campus such as ET@MO and Mizzou Online.
- Provide advice on educational methodologies and technology to support online courses presented by librarians.
- Continue representation on GWLA-SLO task force
- Continue representation on ACRL, MLA, and NMRT committees as well as MU Library committees.

## **VII. Conclusion**

The initial nine-month contract for the E-Learning Librarian in conjunction with the Associate Director and the advisory board committee has enabled the MU Libraries to make great strides in e-learning. More has been accomplished in several areas than was outlined in the initial contract goals. At the same time, the depth of work with ET@MO and Mizzou Online delayed work on other goals, which will be addressed in subsequent activities. In this contract period the E-Learning Librarian has forged meaningful new working relationships with faculty and staff associated with e-learning on campus and has gained valuable student insight via the e-learning survey released in May.

The E-Learning Librarian has served as a catalyst for new initiatives, facilitator of relationships, technical advisor, education methodology consultant, technical back-up, and encouraging coach. This has helped the MU Libraries to focus their e-instruction efforts and to work toward offering online instruction sessions. Meeting this goal, given the many competing priorities of the instruction librarians at MU, would have been much more difficult without the concerted effort, focus, and coordination of the E-Learning Librarian.

Continued momentum and progress is needed to build on the initial e-learning contract accomplishments. It is the goal of the MU Libraries to work with other departments and entities on campus to ensure that the e-learner has a smooth and integrated library and University of Missouri experience equivalent or better than the student in the traditional classroom. Continuation of this position will empower us to achieve this.

# Attachments

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1. Monthly Reports
  2. Highlights Reports
  3. PowerPoint Slides HDFS Seminar
  4. Distance Learners Video Script
  5. Materials from Endnote and Zotero Sessions
  6. One Minute Evaluations from Endnote and Zotero Sessions
  7. Online sessions offered by Rebecca Graves
  8. Google Survey for Online Sessions by Rebecca Graves
  9. E-Learning Survey Results
  10. E-Learning Librarian Position Description
  11. Distance Services Materials various universities
  12. Additional colleague comments
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# Attachment 1



## Monthly Report

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Annelise Freeman

E-Learning Librarian

Contract

Ellis Library: University of  
Missouri

November 2011

Submitted: December 1,  
2001

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### Overview

This is a monthly report reviewing the accomplishments of the E-Learning Librarian Contract position at Ellis Library.

### Topics and Accomplishments

- Housekeeping issues including parking permit, business cards, computer set-up, office space and materials, employee number, employee ID card, e-mail, courtesy appointment
- Scheduled and met with the contacts listed below regarding various topics
- Attended GWLA task force meeting for E-Learning Initiatives and will continue to serve on this task force per Jim Cogswell
- Investigated various software options for formatting position deliverables
- Began initial research on peer institutions and what they are doing in regard to library resources and distance learners. Also, asked the advisory committee for ideas on institutions to look at in regard to E-learning. All of these institutions have been mentioned in various meetings throughout November.
  - Penn State
  - University of Florida
  - University of Central Florida
  - California State University, San Marcos
  - University of Wisconsin
  - Colorado State University
  - Arizona State University
  - Athabasca University
- Discussed and developed draft versions of survey questions regarding how distance learners interact with library resources. This was done via several meetings with

Mary Ellen Sievert and Deb Ward. These questions will go out with a survey the assessment committee is already working on for February.

- Researched and applied for funding to attend Distance Learners conference in Memphis, TN in April
- Attendance at library meeting for Mizzou online ATLS and Coordinators
- Met with instruction committee to discuss the role of the E-Learning Librarian and to gain feedback regarding possible collaborative projects and perceptions of the committee in regard to Distance Learners on campus.
- Equella and Taxonomies
- Joined OFF-CAMP list-serv suggested by Judy Maseles and Ann Riley

## **Contacts Brief Notes**

### **Rachel Brekhus (Subject Librarian-Humanities)**

- Discussed Rachel's recent attendance at collection development conference in Charleston, SC and her notes from E-Learning at Mizzou brownbag

### **Barb Jones (NN/LM Missouri Liaison)**

- Discussed Barb's reporting (Advocacy model) and how it might possibly offer a guideline for my reporting

### **Anne Barker (Subject Librarian- Humanities)**

- Discussed Anne's ideas for implementing more technology into her humanities courses and ways to possibly get this work started.

### **Mary Ellen Sievert (Emeritus)**

- Discussed assessment/survey questions for distance learning students. Deb asked Mary Ellen to join the advisory committee for E-Learning Librarian position; a second meeting with Mary Ellen set into action the initial drafts of survey questions. Annelise will meet with the Assessment committee to discuss her role in the library and plans for the survey.

### **Gera Burton (co-director Mizzou Online), Danna Vessell (Director ET@MO), Kim Siegenthaler (co-director Mizzou Online)**

- Discussed scope of each person's job responsibilities, and whom reports to whom, how much interaction has this group had with the library, what items do they think would be beneficial for the libraries to explore?

### **Ann Riley (Associate Director ACTS), Mike Holland (Assistant Director SCARAB)**

- Lunch and getting to know you meeting at University Club with Deb Ward and Annelise Freeman

### **Rebecca Graves (HSL Information Services Librarian)**

- Introductory meeting, Rebecca will serve as a mentor to Annelise during this contract

### **Jim Cogswell and Deb Ward**

- Meeting to discuss early stages of the position and progress made thus far. Set-up a monthly meeting with Jim to debrief monthly report.

**Goodie Bhullar (Library Instruction Coordinator) and Brenda Graves-Blevens (Science Librarian)**

- Getting to know you meeting, will attend Instruction meeting to more formally introduce myself on November 30<sup>th</sup>

**Matt Miller (Coordinator of Educational Technology, Distance and Independent Study)**

- Getting to know you meeting. I met Matt briefly at the Mizzou Online hosted by the library. We discussed next steps for the distance learner page and ideas for incorporating more library resources into self-paced courses and how we might work together to achieve this goal as a team.

**Guy Wilson, Amanda Sprochi, Felicity Dykas, and Judy Maseles**

- Meeting to discuss Equella and taxonomies. This meeting was very lucrative and we came to the conclusion that a full taxonomy may not be the best approach for Equella due to the difficulty of having multiple taxonomies, the user base, and the potential upkeep.

## Lessons Learned

- Distance Learner Page is not well-parsed, too complex
- Need a welcoming library presence for Distance Learners on various webpages
- Instruction committee would like more assistance with easy software applications to incorporate technology as well as lists of courses offered online and instructors teaching the courses
- The self-paced side of Mizzou Online (Matt Miller) is willing to work with us to possibly build a video introduction to library services for Distance Learners and to create a more user friendly web presence for the libraries
- My research on universities with excellent distance education programs is on par with the Advisory Board and others.

## Upcoming and Follow-Up

- **(Ongoing)** Attend various trainings across campus to become more familiar with available software and programs
- **(Ongoing)** Continue working on survey questions with Mary Ellen Sievert and Deb Ward for inclusion in February survey.
- **(Immediate)** Follow-Up with Guy Wilson about the possibility of attending Equella training on Monday December 5<sup>h</sup>.
- **(December 1)** Advisory Board Meeting
- **(December 2)** RAIS Department Meeting
- **(December 2)** GWLA Task Force Meeting

- **(December)** Meet with Anne Barker to discuss her progress in regard to our first meeting
- **(December)** Meet again with Matt Miller to discuss ideas for integrating library services into his courses.
  - Also, follow-up with Matt regarding attendance at bi-weekly ATL meetings.
- **(December)** Continue research on peer institutions in greater depth in order to inform next steps
- **(December)** Attend Blackboard Training, explore instructor side of Blackboard
- **(December)** Meet with Judy and Deb to discuss role of E-Learning Librarian *(cancelled due to Judy's illness, tentatively reschedule for Jan 5<sup>th</sup>)*
- **(December)** Meet with Rhonda Whithaus and Angie to discuss their positions as well as video tutorials
- **(December)** Meet with Mike Muchow to discuss his position and work with video tutorials
- **(December/January)** Meet with Amy Lana about MOSpace and metadata as well as her position
- **(December)** Make contact with Trenton Boyd (Vet-Med)
- **(December)** Make contact with Stacey Snow Mizzou Online regarding website
- **(January)** Attend Ellis Reference Department Meeting
- **(Quarter 1)** Continue to attend meetings across campus in order to compile ideas regarding dissemination of library content in particular regard to distance learners
- **(TBD)** Complete IRB training
- **(Quarter 1&2)** Search out and attend applicable trainings across campus that touch on distance learning, E-learning and library services
  - make contacts where applicable
  - share information and compile information toward position goals

### Summary:

- Building relationships across campus and serving as a liaison for E-Learning and the libraries has proven to be a necessary component of this position. I will work to continue building these relationship in the coming month as well as completing research and making contacts with similar peers at other institutions.

### Monthly Board Meeting Notes and Comments:

- Danna provided feedback on the Equella meeting and thanked the representatives for our contribution to helping solve the difficulties related to Equella and Taxonomies
  - Per Gera's request Danna gave background information on the Equella project
  - Discussion around difference between Equella and E-Res and MOSpace



- Equella has been coined E-Learning Commons
  - Danna has had conversations with Judy regarding the possibility of having more chat available and more interaction, interoperability
- Gera conducted a very informal survey of her graduate students and all of them said that they wanted more access to online resources, these were on campus students
  - Question: What percentage of library material is available electronically?
- Introduction of draft survey questions



# Monthly Report

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Annelise Freeman

E-Learning Librarian  
Contract

Ellis Library: University of  
Missouri

December 2011

Submitted: December 30,  
2011

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## Overview

This is a monthly report reviewing the accomplishments of the E-Learning Librarian Contract position at Ellis Library.

## Topics, Meetings and Accomplishments

- Monthly meeting with Advisory Board to discuss outcomes of E-Learning Librarian position and next steps
- Met with assessment committee to discuss E-Learning Librarian position and the possibility of working with the assessment committee on upcoming student survey.
- Attendance at Reference Meeting to discuss role of E-Learning Librarian
- Met with RAIS department heads as part of monthly meeting
- Volunteered to serve on Marketing Committee as this is very relevant to E-Learning
- Serving on Missouri Library Association Publication Committee
- Scheduled and met with the contacts listed below regarding various topics
- Continued attendance at GWLA task force meeting for Student Learning Outcomes
  - Task Force will be releasing a survey this month to directors of GWLA libraries
- Continued research on peer institutions and what they are doing in regard to library resources and distance learners. A PowerPoint deliverable is in process to display some aspects of the following Universities in regard to E-Learning, Website Presence, and Distance Education.
  - Penn State
  - University of Florida
  - University of Central Florida
  - California State University, San Marcos
  - Colorado State University
  - Arizona State University
- Continued literature review on Distance Education and Libraries.

- Requested and obtained lists of instructors teaching online courses through Mizzou online, information provided by Kim Siegenthaler and Matt Miller
- Attendance at Equella meetings and trainings in order to stay apprised of potential issues
- Met with instruction committee to discuss the role of the E-Learning Librarian and to gain feedback regarding possible collaborative projects and perceptions of the committee in regard to Distance Learners on campus.
- Attendance at process training meetings two and three presented by Leo Agnew
- Attendance at Advanced Blackboard Collaborate Training
- Started IRB training

## Contacts Brief Notes

### Angie Regina and Rhonda Whithaus

- Discussed our position assignments and the work Angie is completing on videos for the library web page
  - <http://mulibraries.missouri.edu/showmehow/videos/tutorial.htm>

### Marie Concannon and Sandy Schiefer

- Lunch and getting to know you meeting

### Kelli Hansen

- Discussed position assignments and how the E-Learning Librarian might be able to work with Special Collections. Kelli mentioned the possibility of working with the Special Collection librarians on curriculum development and outreach for K-12 students (*follow-up*).

### Nina Johnson

- Met with Nina Johnson to discuss her role as Newspaper Librarian. I also viewed the Newspaper Library and explained the function of the current E-Learning Librarian Position and next steps.

### Kate Anderson

- Met with Kate Anderson to discuss her position and Mizzou Advantage.

### Amy Lana

- Met with Amy Lana to discuss her position and direction with MOSpace.

## Lessons Learned and Recommendations

- A point person is needed for all aspects of E-Learning and the library. Currently the technological aspects are handled by ET@MO Liaison Judy Masles but there are many other facets that need a singular focus and contact person much like the role that Kate Anderson fills with Mizzou Advantage.

- Information regarding E-Learning: students, campus, and system initiatives needs disseminated through one point person. Currently there is no continuity of services for E-Learning.
- Students taking online courses across the campus deserve a welcoming presence by the MU Libraries and one person who can provide them the materials, information and resources needed for their coursework and overall success. Currently several library faculty are handling inquiries by online students but there is no firm/outlined process in place.
- Information specific to online learners needs to be more readily available from the MU Libraries webpage and provided in an easy to follow and direct format.
- Survey of online students will provide essential feedback.
- Virtual tours and video tutorials are prevalent at other universities and while we are on the right track we need to do more and to create videos that are relevant, engaging, multi-faceted and showcase the technologies available. See examples at: <http://www.youtube.com/user/librarychannel/videos>
- The progression of the E-Learning Librarian position falls into two possible directions, at the library, campus, and system level
  - One is a more traditional librarian role as a Distance Education Librarian whom works directly with Distance Education students to help them access library resources and materials. In this capacity the Librarian would also work with the faculty to build relationships and integration of library materials and resources into coursework.
  - The second is to serve as a facilitator and liaison. This position would consist of an E-Learning Librarian and Liaison. In this capacity the liaison would sit on committees, represent the library at meetings, and work with faculty to stay apprised of E-learning tools, initiatives, and upcoming directions.
  - Both types of positions would need to include an education aspect where the librarian would educate library faculty and campus faculty on E-Learners, tools for E-Learners, and how to integrate library resources for E-Learners more seamlessly.

## Upcoming and Follow-Up

- **(Ongoing)** Attend various trainings across campus to become more familiar with available software and programs
- **(Ongoing)** Continue working on survey questions with Mary Ellen Sievert and Deb Ward for inclusion in February survey.
- **(Ongoing)** Attendance at bi-weekly GWLA Task Force meetings

- **(January)** Disseminate online instructor information given by Kim Siegenthaler and Matt Miller into a usable format for subject librarians, brainstorm next steps for this information.
- **(January)** Contact Amanda Sprochi about the possibility of seeing how she uses Bb
- **(January)** Meet with Anne Barker to discuss her progress in regard to our first meeting
- **(January 4th)** Meet again with Matt Miller to discuss ideas for integrating library services into his courses.
  - Also, follow-up with Matt regarding attendance at bi-weekly ATL meetings.
- **(January)** Continue research on peer institutions in greater depth in order to inform next steps, including a PowerPoint presentation as possible deliverable.
- **(January)** Meet with Judy and Deb to discuss role of E-Learning Librarian *(cancelled due to Judy's illness, tentatively rescheduled for Jan 5<sup>th</sup>)*
- **(Postponed)** Meet with Mike Muchow to discuss his position and work with video tutorials *(Mike has been out due to illness)*
- **(January)** Make contact with Trenton Boyd (Vet-Med)
- **(January)** Make contact with Stacey Snow Mizzou Online regarding website
- **(Quarter 1)** Continue to attend meetings across campus in order to compile ideas regarding dissemination of library content in particular regard to distance learners
- **(Ongoing)** Complete IRB training
- **(January)** In depth look at Information Literacy Plan
- **(Quarter 1&2)** Search out and attend applicable trainings across campus that touch on distance learning, E-learning and library services
  - make contacts where applicable
  - share information and compile information toward position goals

### Summary:

- Building relationships across campus and serving as a liaison for E-Learning and the libraries has proven to be a necessary component of this position. I will work to continue building these relationship in the coming month as well as completing research and making contacts with similar peers at other institutions. It is becoming increasingly clear that there are two distinct possibilities for the future E-Learning position. In an optimal setting both would be addressed.

### Monthly Board Meeting Notes and Comments:



# Monthly Report

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Annelise Freeman

E-Learning Librarian  
Contract

Ellis Library: University of  
Missouri

January 2012

Submitted: January 31, 2012

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## Overview

This is a monthly report reviewing the accomplishments of the E-Learning Librarian Contract position at Ellis Library.

## Topics, Meetings and Accomplishments

- Meeting with Deb and Judy Maseles to discuss role of E-Learning Librarian position, ways in which we can work together, questions and concerns, overview of Judy's role as ET@MO Liaison and Webmistress
- Attendance at Web committee meeting, the meeting covered steps toward implementation of new Library Website in 2013
- Attendance at Discovery Tool open meeting and discussion
- Met with Matt Miller, Judy Maseles, and Deb Ward to discuss new Distance Learner Page and to offer suggestions on ways to continue improving page
- Met with Matthew Livengood from ET@MO and attended Instructional Design Meeting and Academic Technology Liaison meetings
- Amanda Sprochi and I met to discuss how she uses Blackboard interface from an the instructor's side
- Met with Rhonda Whithaus, Angie Regina, Goodie Bullar, Mary Ryan, and Deb Ward to discuss state of video tutorial project
- Jenna Kammer (ATL) and I met to discuss her role as an ATL as well as some possible work we may be able to do together regarding videos, copyright, as well as her perceptions on how the library is providing service and support.
- Scheduled and met with the contacts listed below regarding various topics
- Continued attendance at GWLA task force meeting for Student Learning Outcomes
  - Task Force will be releasing a survey this month to directors of GWLA libraries
- Continued research on peer institutions and what they are doing in regard to library resources and distance learners. A PowerPoint deliverable is in process to display some aspects of the following Universities in regard to E-Learning, Website Presence, and Distance Education.

- Penn State
- University of Florida
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- Continued literature review on Distance Education and Libraries.
- Requested and obtained lists of instructors teaching online courses through Mizzou online, information provided by Kim Siegenthaler and Matt Miller
- Attendance at Equella meetings and trainings in order to stay apprised of potential issues
- Met with instruction committee to discuss the role of the E-Learning Librarian and to gain feedback regarding possible collaborative projects and perceptions of the committee in regard to Distance Learners on campus.
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  - <http://mulibraries.missouri.edu/showmehow/videos/tutorial.htm>

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### Amy Lana

- Met with Amy Lana to discuss her position and direction with MOSpace.

## Lessons Learned and Recommendations

- A point person is needed for all aspects of E-Learning and the library. Currently the technological aspects are handled by ET@MO Liaison Judy Masles but there are many other facets that need a singular focus and contact person much like the role that Kate Anderson fills with Mizzou Advantage.
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- Students taking online courses across the campus deserve a welcoming presence by the MU Libraries and one person who can provide them the materials, information and resources needed for their coursework and overall success. Currently several library faculty are handling inquiries by online students but there is no firm/outlined process in place.
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  - The second is to serve as a facilitator and liaison. This position would consist of an E-Learning Librarian and Liaison. In this capacity the liaison would sit on committees, represent the library at meetings, and work with faculty to stay apprised of E-learning tools, initiatives, and upcoming directions.
  - Both types of positions would need to include an education aspect where the librarian would educate library faculty and campus faculty on E-Learners, tools for E-Learners, and how to integrate library resources for E-Learners more seamlessly.



## Upcoming and Follow-Up

- **(Ongoing)** Attend various trainings across campus to become more familiar with available software and programs
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## Summary:

- Building relationships across campus and serving as a liaison for E-Learning and the libraries has proven to be a necessary component of this position. I will work to continue building these relationship in the coming month as well as completing research and making contacts with similar peers at other institutions. It is becoming increasingly clear that there are two distinct possibilities for the future E-Learning position. In an optimal setting both would be addressed.

## Monthly Board Meeting Notes and Comments:



# Monthly Report

Annelise Freeman

E-Learning Librarian  
Contract

MU Libraries: University of  
Missouri

February 2012

Submitted: February 29,  
2012

## Overview

This is a monthly report reviewing the accomplishments of the E-Learning Librarian Contract position for MU Libraries.

## Topics, Meetings and Accomplishments

- Attendance at ET@MO Instructional Design bi-weekly meetings
- Attendance at ET@MO Academic Technology Liaison bi-weekly meeting
- Attendance and membership at Marketing Committee Meeting MU Libraries
- Attendance and participation at RAIS department heads meeting
- Monthly Advisory Board meeting to discuss E-Learning position, monthly report, and a very productive conversation regarding the e-learning student survey Deb Ward and I are working on with MaryEllen Sievert.
- Participation in ALA Editions course Using Drupal to Build Library Websites
- Exploration of ACRL Distance Learning Library Services Standards and the MU Libraries alignment with these standards
- Collection of position descriptions for various E-Learning and Distance Librarian positions via the OFFCAMP listserv and other resources. These position descriptions provide valuable background information to inform the final E-Learning position description at MU.
- Meeting with Mizzou Online correspondents to discuss their new page and how we might integrate library resources better into the new page.
- Continued attendance at GWLA task force meetings for Student Learning Outcomes

- Completed the GWLA survey along with MaryEllen Sievert. MaryEllen also stated she was willing to be a contact for the follow-up interview.
- Continued progress on E-Learning Survey with Deb Ward and MaryEllen Sievert
- Completion of travel request for ALA Annual Conference in Anaheim June 21-26<sup>th</sup>.
- Work is now in progress on a Distance Learner Video in conjunction with Matt Miller and Sheila Cook from Mizzou Online (self-paced side). Approval was given via Gera Burton.
  - Darell Schmick will help with this project by providing the voice for the video.
  - We are currently in the progress of writing a storyboard for the video and will meet again Thursday March 1<sup>st</sup>, at 2:00.
- Presented with Jenna Kammer at a seminar for HDFS (Human Development and Family Services) faculty and GTAs on using media in the classroom. My portion included PowerPoint slides on video resources offered through MU Libraries, web resources, and the copyright LibGuide put together by Anne Barker.
- Attendance at Instructors' Forum at Ellis Library room 159. Rachel gave a nice presentation on educational strategies for informal assessment using the ARL Guidelines for Fair Use. The presentation was based on Chapter Four of the book, *A Practical Guide to Information Literacy Assessment for Academic Librarians* by Carilyn Radcliff, which the instruction committee is reading.
- Attendance at workshop on Fair Use for Academic and Research Libraries with guest speaker Pat Aufderheide. Read the new guidelines for fair use distributed by ARL in order to prepare for this workshop.

## Contacts Brief Notes

### **Anne Barker**

- Discussion of copyright LibGuide in an attempt to answer questions raised at the Instructional Design meetings regarding video and copyright. This conversation was also to discuss the HDFS seminar.

### **Ralph Seili and Terri Hall**

- Discussion with Ralph and Terri regarding how the Health Science Library handles E-Reserves and how this may differ from Ellis Library. Ralph also gave me a tour of the E-Res software and how it is used with courses. This meeting evolved from a question at the bi-weekly Instructional Design meeting at ET@MO.

### **Matt Miller, Sheila Cook**

- Continued work on Distance Learners Video (see above for detailed description).

**Stacey Snow, Lee Larrick, Jessica Kohler, Deb Ward**

- Meeting to discuss progress of new Mizzou Online site and ways to increase integration of MU Library resources. This conversation was very fruitful and brought up various ideas for future projects.

**Jenna Kammer**

- Worked with Jenna Kammer to develop material for a seminar on media presented to the faculty and GTA's of the department of Human Development and Family Services.

**Angie Regina**

- Discuss video tutorial project, background, and next steps
  - I am waiting to hear from Rhonda and Angie as to how they would like to proceed

## Lessons Learned and Recommendations

**HDFS Seminar**

- The seminar for HDFS with Jenna Kammer showed that there is a need to share library resources and knowledge, especially in relation to the digital resources the libraries offer and methods for successfully integrating these resources into platforms such as Blackboard. The relationship between the instructional designer/academic technology liaison and E-Learning Librarian is one with great potential for growth especially in regard to outreach of available library resources.
  - The HDFS faculty was very welcoming and expressed a desire to have more contact with me in the future.

**ET@MO Liaison**

- After several instructional design meetings and developing a better sense of how ET@MO works I believe it would make very good sense to assign the E-Learning Librarian position the role of ET@MO Liaison to the Instructional Technologies side of ET@MO. Judy Maseles currently serves as the ET@MO Liaison to the Technical Services side of ET@MO, and it makes sense for her to continue this role.

**Position Description**

- I sent a request via the OFF CAMP listserv for position descriptions related to E-Learning or Distance Education. I received several responses including a lot of encouragement to continue pursuing this topic and to perhaps write up my findings. One of the position descriptions I received was for the Virtual Library Coordinator at UMKC. This particular position description will be very helpful as a tool for our position description as the description is within our system and in many aspects follows a similar plan. I have begun gathering different elements for writing the E-

Learning Librarian description at MU from these position descriptions as well as others collected via different resources on the web. I have gathered enough content to compile a complete description sooner than initially projected.

## Upcoming and Follow-Up

- **(March)** Zero draft/ideas for final report
- **(March)** Explore possibility of working with specific online courses for integration of library materials
- **(March)** Continue discussion with Guy Wilson regarding Equella
- **(April)** Draft of final report to Advisory Board
- **(April)** Draft position description
- **(May)** Edit and finalize final report for initial E-Learning contract by end of May.
- **(Ongoing)** Attend various trainings across campus to become more familiar with available software and programs
- **(Ongoing)** Continue working on survey questions with Mary Ellen Sievert and Deb Ward for inclusion in student survey. The survey should be read for IRB submission in March.
- **(Ongoing)** Attendance at bi-weekly GWLA Task Force meetings
- **(Ongoing)** Continue work on Distance Learning Video Project with Matt Miller and his team.
- **(Ongoing)** Search out and attend applicable trainings across campus that touch on distance learning, E-learning and library services, make contacts where applicable, share information and compile information toward position goals
- **(Ongoing)** IRB training
- **(Ongoing)** Continue to attend meetings across campus in order to compile ideas regarding dissemination of library content in particular regard to distance learners
- 

## Summary:

- Continuing to build a positive working relationship campus wide as a liaison and coordinator for E-Learning and the libraries is integral to campus wide e-learning initiatives. The relationships and outreach beginning to emerge with the Instructional Designers and Academic Technology Liaisons are particularly positive. I am looking forward to having a video introduction for distance learners completed in conjunction with Mizzou Online this spring. I will work to continue building these relationships in the coming months as well as completing research and making contacts with similar peers at other institutions.

## **Monthly Board Meeting Notes and Comments:**

- Danna Vessell Absent Due to Illness
- Board members agreed with proposal to move up job description draft
- Board members assisted us with revision of e-learning survey draft



# Monthly Report

Annelise Freeman

E-Learning Librarian  
Contract

MU Libraries: University of  
Missouri

March 2012

Submitted: March 30, 2012

## Overview

This is a monthly report reviewing the accomplishments of the E-Learning Librarian Contract position for MU Libraries.

## Topics, Meetings and Accomplishments

- Attendance at ET@MO Instructional Design bi-weekly meetings
- Attendance and membership at Marketing Committee Meeting MU Libraries
- Attendance and participation at RAIS department heads meeting
- Monthly Advisory Board meeting to discuss E-Learning position, monthly report, and a very productive conversation regarding the e-learning student survey Deb Ward and I are working on with MaryEllen Sievert.
- Completion of ALA Editions course Using Drupal to Build Library Websites
- Completion of Safe Spaces Training
- Completion of Excel Training (session 1) through Division of IT at MU.
- Attendance at various Adobe Camp courses offered by Division of IT at MU.
- Initial position description for E-Learning Librarian written and revised with the assistance of Deb Ward. The position description will be discussed and revision suggestions will be taken at the April Advisory Board meeting.
- Completion of E-Learning Survey with Deb Ward and MaryEllen Sievert. Kim Siegenthaler pulled the sample of students who will receive the survey. Mary Ellen is working with Dirk Burhans at the Health Sciences Library to post the survey to Survey Monkey and to email the link to the sample of students.



- Work is in progress on a Distance Learner Video in conjunction with Sheila Cook from Mizzou Online (self-paced side). Sheila has begun filming and Darell Schmick and I have a script written with input from Deb Ward.
- IRB training completed
- Continued attendance at GWLA task force meetings for Student Learning Outcomes

## Contacts Brief Notes

### Janice Dysart

- Met with Janice to discuss her work with the online architectural studies program. Janice reaches these students through orientation and subsequent summer visits to campus. She has worked with one online course as an embedded librarian. I would like to see more of the subject librarians working in embedded roles with online courses. I believe that over time the E-Learning Librarian will be able to develop relationships with faculty to bridge the subject librarians with online course instructors.

### Darell Schmick

- Darell and I met to read through and to edit the script for the Distance Learners Video.

### Sheila Cook

- Continued work on Distance Learners Video (see above for detailed description).

### Guy Wilson

- Meeting to discuss next steps for Equella and the libraries at MU.

### Jenna Kammer

- Met with Jenna to discuss next moves for the ATL's as a department and how I might fit in as a liaison.

### Rhonda Whithaus and Angie Regina

- Discuss video tutorial project, background
  - Angie will continue with the project, expected completion in May
  - Instruction committee is reviewing the videos and a graduate student is assisting with any new recordings

### Rachel Brekhus and Ashley Nelson

- Discussed the issues regarding online session of Zotero and End Note. Set-up a time to conduct a sample session and to work through the process. Set-up a time for the actual recording of the courses as May 4<sup>th</sup>. We are thinking this will be released as a beta attempt since it is the end of the semester. We hope to catch some students who will be conducting research over the summer. I believe this will be a start to other attempts at online instruction via the libraries. If we are able to show that this is very doable we may find other willing librarians to offer similar sessions. I am hoping to hear back from Charlie Rigdon at ET@MO regarding what training I would need to be the tech background person for the libraries and if this is possible. Rachel and Ashley had previously met with Charlie to discuss using Blackboard Collaborate and received URL's for the End Note and Zotero sessions.

## Lessons Learned and Recommendations

### Position Description

- Over the course of this contract I have been conducting research of similar universities and their different approaches to e-learning and libraries. Throughout this process I have gathered many different position descriptions related to university libraries and e-learning. The positions range from a virtual library coordinator at UMKC to a more traditional distance learning librarian embedded within the reference department at UT, Knoxville. This research has enabled me to devise a comprehensive list of terms, expectations, specific duties and qualifications for the e-learning position at the MU Libraries. Working from my notes and monthly reports I was able to compile a comprehensive position description. Deb Ward and I have worked through several drafts of the position description and will present it at the e-learning advisory board meeting in early April for continued revision.

### E-Learning Survey

- The e-learning survey will be ready to launch after spring break. With the help of Kim Siegenthaler we decided to keep our sample large to obtain more data from the students. Any student enrolled in an online course undergraduate or graduate for AY 2011-2012 will receive the survey. I remain optimistic that we will gather useful data to inform the E-Learning Librarian position. The survey took longer to compile than anticipated but in the end we have a much better product. The questions were changed and adjusted based on information gathered throughout the contract as well as with input from the advisory board.

## Upcoming and Follow-Up

- **(early April)** Draft position description to Advisory Board for review
- **(April)** Zero draft/ideas for final report
- **(April)** Explore possibility of working with specific online courses for integration of library materials

- **(April)** Meeting with Guy Wilson, Judy Maseles, Deb Ward, Ann Riley regarding Equella
- **(April)** April 17-20: Attendance at Distance Library Services Conference in Memphis, TN
- **(April)** End Note and Zotero online practice session with Rachel and Ashley
- **(early May)** Draft of final report to Advisory Board
- **(early May)** Distance Learners Video anticipated completion
- **(May)** Edit and finalize final report for initial E-Learning contract by end of May.
- **(May)** First offering of online sessions of Zotero and EndNote via BlackBoard Collaborate.
- **(June)** Attendance at ALA Annual Conference and Anaheim and pre-conference by LITA
- **(Ongoing)** Attend various trainings across campus to become more familiar with available software and programs
- **(Ongoing)** Attendance at bi-weekly GWLA Task Force meetings
- **(Ongoing)** Continue work on Distance Learning Video Project with Sheila Cook and Darrel Schmick.
- **(Ongoing)** Search out and attend applicable trainings across campus that touch on distance learning, E-learning and library services, make contacts where applicable, share information and compile information toward position goals
- **(Ongoing)** Continue to attend meetings across campus in order to compile ideas regarding dissemination of library content in particular regard to distance learners

### Summary:

- Continuing to build a positive working relationship campus wide as a liaison and coordinator for E-Learning and the libraries is integral to campus wide e-learning initiatives. The position description for the E-Learning Librarian position is close to completion and brings together all of the research, experiences, and needs presented as a result of the initial e-learning librarian contract. The recent emergence of online sessions of Zotero and End Note with Rachel Brekhus and Ashley Nelson is very promising and will hopefully break down technological barriers that exist regarding library instruction. I will work to continue building relationships in the coming months as well as completing research and making contacts with similar peers at other institutions.

### Monthly Board Meeting Notes and Comments:





# Monthly Report

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Annelise Freeman

E-Learning Librarian  
Contract

MU Libraries: University of  
Missouri

April 2012

Submitted: April 30, 2012

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## Overview

This is a monthly report reviewing the accomplishments of the E-Learning Librarian Contract position for MU Libraries.

## Topics, Meetings and Accomplishments

- Attendance Instructional Design weekly meetings
- Attendance and participation at RAIS department heads meeting
- Monthly Advisory Board meeting to discuss E-Learning position, monthly report, and next steps
- Completion of Excel Training Data Management and Importing through Division of IT at MU.
- Equella Meeting with Guy Wilson from ET@MO, Anne Riley, Deb Ward, and Judy Maseles to discuss potential library cooperation and projects within Equella pilots. Another meeting is scheduled in May and will add Rebecca Graves, Rhonda Whithaus, and Ernest Shaw.
- E-Learning Survey with Deb Ward and MaryEllen Sievert has gone live; we are waiting for feedback from MaryEllen.
- Meeting with Charlie Rigdon at ET@MO to discuss Blackboard Collaborate and providing tech support for the online Zotero and Endnote sessions being offered May 4th.
- Work remains in progress on the Distance Learner Video. We will record the voice track the first week in May.
- Testing session for online Endnote and Zotero sessions with Ashley Nelson and Rachel Brekhus.
- Meeting with Jim Spain, Jim Cogswell, and Deb Ward to discuss highlights from the E-Learning Contract
- Assisted the MU Libraries marketing committee at our National Library Week celebration by handing out cake pops and water to celebrate our libraries.
- Attendance at Reference Meeting
- Continued attendance at GWLA task force meetings for Student Learning Outcomes

- Attendance at meeting with librarians and South African guest librarian from Washington University Libraries, St. Louis.
- Attendance at Web Usability Group meeting.
- Attendance at Distance Library Services Conference in Memphis, TN April 18-21

## Contacts Brief Notes

### Jim Spain

- Jim Cogswell, Deb Ward, and I met with Dr. Spain to discuss highlights from the E-Learning Librarian Contract. During this meeting we also presented Dr. Spain with the position description for the E-Learning Librarian Position. We are waiting to hear back from Dr. Spain regarding how we should proceed next with the position description.

### Phil Demming, Goodie Bhullar, Mary Ryan, Deb Ward

- This meeting was convened to discuss how the MU Libraries might be able to work in conjunction with the student success center to offer an online course, or self-paced orientation to library research and resources. Mr. Demming was interested in a possible partnership, however we need to set-up several other meetings at the student success center to determine how we may best work together.

### Charlie Rigdon

- I met with Charlie Rigdon to discuss offering tech support for our online Endnote and Zotero sessions. I will be offering the tech support for these courses on May 4<sup>th</sup>. I am also meeting with him in early May to discuss ideas for using Blackboard Collaborate as a virtual office space and how the libraries might implement this program to better assist distance patrons.

### Rebecca Graves

- Rebecca Graves and I met to discuss how she interacts with the distance-nursing students. We also discussed possibilities for the future and ways we may be able to work together to offer more services for our distance students. One possibility is the use of Blackboard Collaborate as a platform for answering distance student research requests.

### Ashley Nelson and Rachel Brekhus

- Ashley, Rachel and I have met several time to review the processes and technologies needed to offer successful Blackboard Collaborate versions of our popular Endnote and Zotero courses. The first online sessions will take place on May 4<sup>th</sup>.

### Dorothy Carner

- Lunch to discuss progress of E-Learning position and possible ways to collaborate with the Journalism Libraries.

## Lessons Learned and Recommendations

### E-Learning Survey

- The E-Learning Survey has gone live after several delays. Steven Winters at Student Information Services required MaryEllen to take a FERPA test and informed her that our list of recipients was not adequate and invalid. Mary Ellen has more details on the delays but they seem onerous and unnecessary. Due to the late nature of the survey's release we may not have enough data to analyze before the end of this contract, which is very disappointing.

### Distance Library Services Conference

- The 15th Annual Distance Library Services Conference was a worthwhile endeavor. I went to several different presentations that helped me gain valuable insight into how other universities are progressing with E-Learning and Distance Learning on their campuses. I realized that we are ahead of the game because we have access to a wide variety of technology and software. Many campus libraries have to create their own way without technical support or adequate funds. There was a lot of lively discussion about embedded librarians within campus and distance courses. This is something I would like to see the MU Libraries do a better job of in the future. We need to find more innovative ways of reaching all of our students. We have done a lot with certain sub groups in a "one shot" setting but need to work on becoming more embedded. This will most likely take time and lot of outreach and education to faculty. The E-Learning Librarian is a key link toward making more connections in the future.

### Blackboard Collaborate

- I am looking forward to exploring more possibilities for the MU Libraries in regard to Blackboard Collaborate. In addition to taking some of our popular Endnote and Zotero sessions online, I would like to see a few librarians try Blackboard Collaborate as a virtual office tool. I believe this is a fairly easy way to communicate in one platform. Instead of having to use a screen capture program to represent searches the librarian may stay in contact with the patron via chat, video, app share, and screen share to make a more seamless and effective experience. I believe this has more potential than straight chat or chat with a Jing screen capture video. I am going to explore some of these options with Charlie Rigdon at ET@MO and hope to pilot the concept with Rebeccaa Graves or Dorothy Carner in the near future.

## Upcoming and Follow-Up

- **(May)** Recording for Distance Library Services Video
- **(May)** Online Zotero and Endnote Sessions scheduled

- **(May)** Meeting regarding Equella scheduled
- **(May)** Work with Charlie Rigdon and Rebeeca Graves to pilot virtual office hours using Blackboard Collaborate, possibly present on this in late June, early July
- **(May)** Second meeting scheduled with Mizzou Online marketing and web team.
- **(May)** Attendance at Webinar offered by California Library Association titled, “Delivering Distance Library Services.”
- **(May)** Virtual meeting with E-Learning Librarian from Washington University.
  
- **(June)** Submit final report by the end of June
- **(June)** Attendance at ALA Annual Conference and Anaheim and pre-conference by LITA
- **(Ongoing)** Attendance at bi-weekly GWLA Task Force meetings
- **(Ongoing)** Search out and attend applicable trainings across campus that touch on distance learning, E-learning and library services, make contacts where applicable, share information and compile information toward position goals
- **(Ongoing)** Continue to attend meetings across campus in order to compile ideas regarding dissemination of library content in particular regard to distance learners

### Summary:

- Networking with entities across our campus such as ET@MO and Mizzou Online has been a very important aspect of this contract. As the contract draws to a close I am confident that the relationships I have built are strong and encourage communication with the libraries. I have seen great interest in my position and an expectation that it should and will continue. I remain hopeful that the Dr. Jim Spain will help the job description to move forward so we do not lose valuable momentum. I continue to forge my way into projects and acceptance with my fellow librarians at MU and to convince them of the validity of this position. This has been challenging for some but readily received by others. It would be a great disappointment to lose the position after all of the hard work that has come from this contract. I look forward to compiling my final report and examining the data I have gathered since November.

### Monthly Board Meeting Notes and Comments:

# Attachment 2

## E-Learning Contract Highlights

*From Annelise Freeman MU Libraries*

APRIL, 2012

This is a report reviewing the main accomplishments of the E-Learning Librarian Contract position at Ellis Library.

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### Overview

During the initial contract I believe we have met many of the goals set forward in the description as well as some designated for the future. We are learning new things about



convergences and getting affirmation on how important it is for a librarian to be deeply involved in e-learning. It is evident that there is a need for an E-Learning Librarian to ET@MO, Mizzou Online, faculty, staff and students. As the number of online courses increases the need to connect the libraries to distance learners will continue to grow.

## **Position Description**

Over the course of the contract I have been conducting research of similar universities and their different approaches to e-learning and libraries. Throughout this process I have gathered various position descriptions related to university libraries and e-learning. The positions range from a virtual library coordinator at UMKC to a more traditional distance learning librarian embedded within the reference department at UT, Knoxville. This research has enabled me to devise a list of terms, expectations, specific duties and qualifications for the e-learning position at the MU Libraries. Working from my notes and monthly reports I was able to compile a comprehensive position description. Deb Ward and I have worked through several drafts of the position description and have presented it to the advisory board. We would like to send the description to the Office of the Provost as soon as possible to minimize transition time between the contract and the official position.

## **Instructional Design ET@MO**

Over the course of the last several months I have been attending the bi-weekly Instructional Design meetings at ET@MO. I have been able to gather information regarding the instructional design and academic technology liaison perceptions of the MU Libraries and needs in relation to online courses and instruction. I have also been able to serve as a conduit for the MU Libraries by providing a personal presence thus bridging a gap between the MU libraries and the educational and design professional working for ET@MO and Mizzou Online. In turn, I have formed working relationships with the Instructional Designers and some of the ATL's, which are beneficial and have shown the need and desire for an e-learning point person who represents the MU Libraries. In the future I will also be contributing information to the blog for e-learning and hope to begin working with more online instructors as courses are developed.

## **Mizzou Online website**

Deb Ward and I had a very productive meeting with Stacey Snow and others regarding the Mizzou Online website and ways we might be able to work with Mizzou Online to better embed library resources for students enrolled in online courses. Deb and I both felt that the initial meeting opened many doors and possibilities for the future. Due to the deadline for the unveiling on the new Mizzou Online Website we have not had a second meeting. Deb and I hope to set something up in the near future to continue thinking through possible paths the libraries and Mizzou Online may take to provide a welcoming and consistent presence for students enrolled in online courses. A recent message went out to the Mizzou Online Facebook and Twitter feeds regarding resources for distance learners. This is in honor of National

Library Week and is a great start toward making the libraries more inviting and more integrated for distance students.

## **Distance Learners Video**

I am working with Matt Miller and Sheila Cook at Mizzou Online to create an introductory video for distance/online learners. The initial stages of conversation and collaboration with Matt Miller began in the early phases of this contract. In the last month we have obtained approval and are moving forward with the filming and the script. Darell Schmick at the Health Sciences Library has agreed to provide the voice track for the video. Sheila Cook is capturing the video. We will all work together to make sure the script and video line up to create a welcoming and informative three-minute video for distance learners. The video will focus on how distance learners may access and obtain resources through the MU Libraries. We expect to finish the video before the end of Spring term 2012.

## **E-Learning Survey**

Over the course of this contract Deb Ward, MaryEllen Sievert and I have been working to put together a survey for students enrolled in online courses at MU. The survey has gone through many revisions with the help of Kim Siegenthaler, Gera Burton, and Danna Vessell. The survey was launched via SurveyMonkey on April 5, 2012. The survey will run for two weeks with a reminder email at the end of two weeks allowing for a third week to submit. This survey will help us gather valuable information on how online students use, value, and understand library resources at MU. This will in turn inform future changes in our approach to e-learners.

## **Human Development Family Studies seminar**

In February I presented with Jenna Kammer at a seminar for HDFS (Human Development and Family Services) faculty and GTAs on using media in the classroom. My portion included PowerPoint slides on video resources offered through MU Libraries, web resources, and the copyright LibGuide compiled by Librarian, Anne Barker. The information was well received and the feedback indicated a need and desire for similar interactions with the libraries.

## **Equella**

I was asked by Danna Vessell early in my contract to assist with some questions Guy Wilson had regarding Equella and taxonomies. Guy and I have since had several meetings regarding Equella. We have also met with different groups of librarians to help determine the best use of Equella for the libraries and how we might integrate library resources into the Equella platform. A few of our cataloguers met with Guy to discuss taxonomies within Equella. We have also started discussion regarding the ability to push content through Equella into multiple Blackboard Courses and how this will help the subject librarians to better embed library resources into courses. We would like to see a library resources menu option within

Blackboard. This discussion is ongoing and another subgroup of library personnel will meet with Guy Wilson in May.

## **MU libraries**

During the initial contract we had planned to spend more in-depth time with the librarians on projects related to e-learning. However, early on we discovered more time needed invested as a liaison to ET@MO and Mizzou Online than we initially anticipated. The relationships being built with ET@MO and Mizzou Online benefit the libraries as a whole and MU as an institution; therefore a lot of time and effort has been spent in these areas. I have gathered and distributed lists of online course instructors to the subject librarians, gathered information from several librarians about their work with online courses and their ideas regarding the libraries and e-learning. In May Rachel Brekhus Librarian, Ashley Nelson Graduate Student and I will be offering the first online sessions for Endnote and Zotero for students via BlackBoard Collaborate. I believe we are making progress and foresee the development of a possible online course for research in the future as well as other online offerings from the libraries. I also believe that we will be able to embed more library materials and librarians into online course as this position develops.

## **Committee work**

GWLA Student Learning Outcomes Task Force- I am currently serving as the representative for MU Libraries on the Greater Western Library Alliance Student Learning Outcomes Task Force. This has been very informative as the task force is currently working on a survey and follow-up interviews regarding student-learning outcomes at the University and Library levels. It has helped me to see a broader perspective, to network, and to better analyze what we do at MU in regard to information literacy and student learning outcomes. The survey process has also been helpful with the creation of the e-learning survey I have been working on with MaryEllen Sievert and Deb Ward.

MLA Publications Committee- I am currently serving as a member of the Missouri Library Association Publications Committee

MLA Web Site Committee- I am currently serving as a member of the MLA web committee, which is headed by our own Rachel Brekhus. The committee is in the process of moving the MLA website to Drupal.

MU Libraries Marketing Committee- I am currently serving as a member of the MU Marketing committee. Marketing the libraries to campus learners, online learners, and stakeholders alike is very important and an effort that ties in well with the e-learning librarian position.

Association of College and Research Libraries/Distance Library Service Division Research Committee- I recently accepted a two-year appointment to this committee beginning in July.

## **Conclusion**

My experiences in this position have been extremely positive and I greatly regret that I am unable to see this position through to its next stages. I have built many bridges already and

believe that the work I have started will continue to develop as the new position begins. I have utmost confidence that the right person will be located for the job as my husband and I move on to a new location for his work.

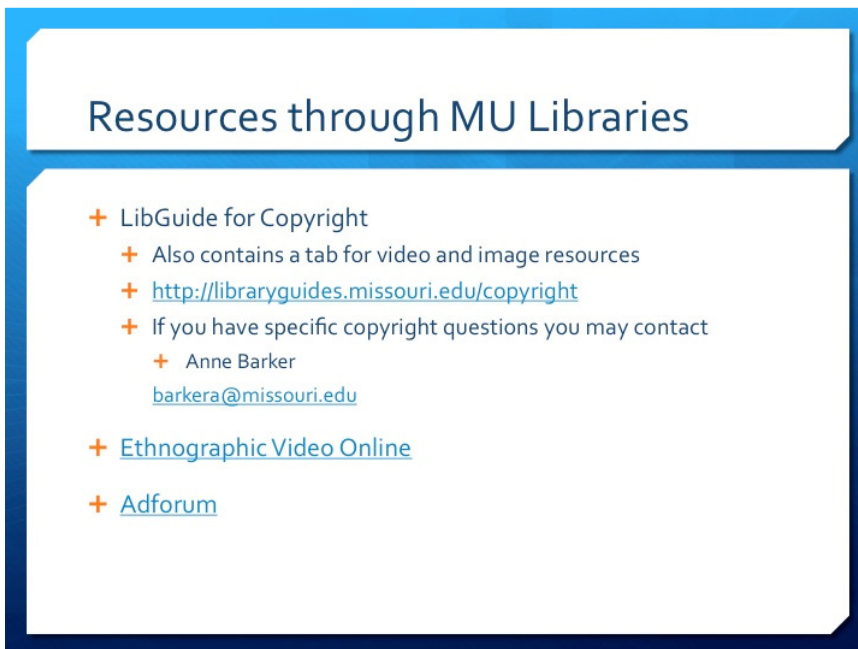
# Attachment 3



A slide with a blue background and a white box containing the title 'Video Resources' and contact information for Annelise Freeman, E-learning Librarian at MU Libraries. The contact details include an email address and a phone number.

## Video Resources

Annelise Freeman  
E-learning Librarian MU Libraries  
[freemanan@missouri.edu](mailto:freemanan@missouri.edu)  
573-884-8603



A slide with a blue background and a white box containing the title 'Resources through MU Libraries' and a list of resources. The list includes LibGuide for Copyright, Ethnographic Video Online, and Adforum, with additional details for the LibGuide resource.

## Resources through MU Libraries

- + LibGuide for Copyright
  - + Also contains a tab for video and image resources
  - + <http://libraryguides.missouri.edu/copyright>
  - + If you have specific copyright questions you may contact
    - + Anne Barker  
[barkera@missouri.edu](mailto:barkera@missouri.edu)
- + [Ethnographic Video Online](#)
- + [Adforum](#)

## Web Resources

- + Creative Commons
  - + Allows you to choose the level of copyright as you search as well as media type
  - + <http://search.creativecommons.org/>
- + Prelinger Archives
  - + <http://www.archive.org/details/prelinger>
- + Wikimedia
  - + Not as great for video as for images but worth mentioning
  - + [http://commons.wikimedia.org/wiki/Main\\_Page](http://commons.wikimedia.org/wiki/Main_Page)

# Attachment 4

## **Script Draft**

### **Welcome:**

Welcome Online Students! We at the MU Libraries want to invite you to use and enjoy the various resources we have to offer. Online students are an important part of our campus. We want you to feel at home and comfortable finding the materials you need to succeed at MU.

In a traditional library setting you might find yourself in the midst of shelf upon shelf of periodicals looking for a specific journal and article. However, with today's advanced technologies most of the same articles can be found online by accessing one or several of the databases.

### **Gateway Page:**

The MU Libraries gateway page is a great place to start when you are looking for resources or assistance. From this page you can link to all of our branch libraries including Health Sciences, Veterinary Medicine, Journalism, and Engineering. You can also find out information about library services offered at MU such as text, chat, or email. While you may not be on campus, helpful librarians are only a mouse click away.

### **Access:**

You may not know that online students have access to virtually the same library resources as on campus students. All you need to access these materials is your paw print, which is your university ID and login. These resources range from electronic databases with journal articles to databases with video and image files. And if you need a traditional print book, we can deliver that also!

### **Distance Learner's Page:**

Did you know we have a specific librarian for every field of study at MU Libraries? These specialists are known as subject librarians and are available for assistance with research and resources within your discipline. Find yours by clicking on the Contact a Subject Librarian Link from the Distance Learners page. The Distance Learner's page has information on how to check out books, where to find articles, how to access your accounts, as well as links and information about other important resources at MU Libraries. We hope you will visit us often.

### **Conclusion:**

On behalf of the entire MU Libraries staff we welcome you into the virtual library and hope that our libraries will contribute significantly to a quality learning experience.



# Attachment 5

Thank you for registering for the online Zotero workshop to be held **May 4, 2012 from 12:00 noon to 2:00 p.m.**

To get the most benefit from the interactive online workshop, we ask you to take the following preliminary steps.

## **Days or hours before the workshop:**

1. Make sure you have access to a computer with an internet connection and a set of headphones or earbuds so you can hear the instructor.
2. Test your computer for compatibility with the online classroom software, Blackboard Collaborate, using this link: <http://etopics.missouri.edu/checker>
3. This workshop addresses the version of Zotero that functions as an add-in to the Firefox browser, not the "Standalone" version. **Zotero for Firefox** is the item you will need to download. Be sure that a recent version of Firefox is installed on the computer you will be using for the online session. (Download available from: <http://www.mozilla.org/en-US/firefox/fx/> )
4. Install the Zotero add-in. (Use your Firefox browser to go to: <http://download.zotero.org/extension/zotero-3.0.3.xpi> ) Again, you will have choices for which version to download. You want **Zotero for Firefox**.
5. Locate the Zotero word processor download appropriate to your operating system and word processing program. Note that there is no Zotero plugin for the Pages program (Mac native word processor), and users of Word for Mac will have one additional download to install. Word processor add-in downloads are here: [http://www.zotero.org/support/word\\_processor\\_plugin\\_installation\\_for\\_zotero\\_2.1](http://www.zotero.org/support/word_processor_plugin_installation_for_zotero_2.1)  
You will need to restart both Firefox and the word processor for the add-ins to appear.

If you are a Windows user, you will see Zotero icons appearing in an Add-Ins tab in the ribbon. If you are using a Mac, you will find the Zotero tools under the Word script menu.

## **15 minutes before the workshop:**

1. Find a book...any recent book at all. Keep it handy. You will use it during the workshop.
2. The link to enter the Blackboard Collaborate session for the workshop will be emailed to you **around 9 AM on Friday May 4.** It may be best to open that link using Internet Explorer or Safari - not Firefox. If you have never used Blackboard Collaborate before, please allow a couple of minutes for the software to download to your computer. If you encounter any difficulty logging in with the link, please email Annelise Freeman at [freemanan@missouri.edu](mailto:freemanan@missouri.edu) and she will send you a new link.
3. Open a Firefox Window. In the Tools menu, select Options. Set the Home Page to: <http://mulibraries.missouri.edu>. You can change the home page to something else after the workshop is over, but during the workshop we will frequently return to this page. This will be the browser you will use to try out the exercises in the workshop.

# Attachment 6

One-Minute Evaluations

Online Blackboard Collaborate Session for Zotero

Instructor: Rachel Brekhus

Course title: Online zotero  
Instructor: Rachel Brekhus

Status: Faculty/Staff

Librarian Instructor: Rachel Brekhus

When searching for information, what will you do differently, based on what you learned in today's session?  
I can now create my own library/database.

What questions do you still have about doing research?  
not at this point

What improvements would you recommend?  
no. This is a very well structured tutorial. Glad I attended it

Course title: Online Zotero Course  
Instructor: Rachel Brekhus

Status: Undergraduate

Librarian Instructor: Rachel Brekhus

When searching for information, what will you do differently, based on what you learned in today's session?  
How to store information and PDF's in a database that is tailored to my specific research. Amazing program and instruction!

What questions do you still have about doing research?  
None.

What improvements would you recommend?

A handout with step-by-step directions and an overview of what is discussed.

Course title: EndNote

Instructor: EndNote online

Status: Faculty/Staff

Librarian Instructor: Ashley Nelson

When searching for information, what will you do differently, based on what you learned in today's session?

**I learned the interesting features about Google scholars, it will be very useful for my research**

What questions do you still have about doing research?

**Right now , NO**

What improvements would you recommend?

-----  
Course title: EndNote Online

Instructor: n/a

Status: Faculty/Staff

Librarian Instructor: Ashley Nelson

When searching for information, what will you do differently, based on what you learned in today's session?

**I hadn't realized that deleting a reference from the Smart group deletes it from the library!**

What questions do you still have about doing research?

What improvements would you recommend?

**RE Collaborate: You did a GREAT job with the "online" aspects of the class. I really like how you would give a mini-assignment, then ask us to do a green check mark when we were finished. You moved really fluidly between the white board and the screen share.**

**RE content: Overall, two hours on a Friday afternoon is too long for any class on any topic. :) I could see sticking to an hour and a half with 30 minutes "after class" for those who want to stay (you hinted that that was your intention).**

**On the structure, starting with how to download and edit an output style was confusing (especially since most people's libraries were completely empty). Suggest starting more broadly -- even a five-minute demo of "here's what EndNote can do for you--now let's do it." Without the end in mind (writing a paper), it was tough to stick it out through all the detail.**

**Good job!!**

-----  
Course title: EndNote  
Instructor:

Status: Faculty/Staff

Librarian Instructor: Ashley Nelson

When searching for information, what will you do differently, based on what you learned in today's session?

**I'll start to creating the reference and my own library by using Endnote.**

What questions do you still have about doing research?

**no**

What improvements would you recommend?

**no. The tutorial is great.**

-----  
Course title: EndNote Online  
Instructor:

Status: Faculty/Staff

Librarian Instructor: Ashley Nelson

When searching for information, what will you do differently, based on what you learned in today's session?

**Making the most of direct access to documents through EndNote's search capability.**

What questions do you still have about doing research?

**My problem was that I have my personal edition of EndNote XI. I could find 80% of the functions on my legacy edition...but it slowed me down. Practice will help as I use EndNote in the near future.**

What improvements would you recommend?

**I further had trouble keeping up because of the Internet Explorer requirement. I typically use Firefox, and managing to keep everything in Internet Explorer was challenging, and I often fell behind. Rather than check**

**for Zotero, I figured that just using IE would be the better way to go, but it created problems with keeping up initially.**

-----  
Course title: Endnote online

Instructor:

Status: Graduate

Librarian Instructor: Ashley Nelson

When searching for information, what will you do differently, based on what you learned in today's session?

**import the references automactically, not by hand any more**

What questions do you still have about doing research?

**No**

What improvements would you recommend?

**No, a wonderful workshop**

# Attachment 7

## Health Sciences Library Update – 05/24/12

Contact us at [referencequestions@missouri.edu](mailto:referencequestions@missouri.edu). Please do not reply to this message.

### Register for Summer 2012 Workshops

**Register online.** If you have any questions, please call us at (573) 882-0471.

Need a different time or date? Call us for individual consults or schedule a group session.

*~Scroll down to see the whole list.*

**New!** We will be offering several **online workshops** this summer. You may attend these from on or off-campus. Look for the sessions labeled ONLINE Only on the registration page.

**EndNote Basics – make bibliographies a snap!** This hands-on workshop explores the basics of EndNote & how to use it.

June 19 <sup>th</sup> (Tue)	11:00 – Noon <b>ONLINE</b>
July 26 <sup>th</sup> (Thur)	9:00 – 10:15 a.m.

**Finding the Best Evidence – Systematic Reviews & Other Studies.** Learn techniques to narrow your literature searches to research studies in MEDLINE/PubMed, CINAHL & Cochrane. *Recommended* that you have taken one of the following workshops: Ovid MEDLINE, PubMed, or Research for Nurses.

June 5 <sup>th</sup> (Tue)	9:00 – 10:15 a.m.
June 18 <sup>th</sup> (Mon)	3:00 – 4:15 p.m.
June 21 <sup>st</sup> (Thur)	5:30 – 6:30 p.m. <b>ONLINE</b>
July 17 <sup>th</sup> (Tue)	9:00 – 10:15 a.m.

**Ovid MEDLINE – getting better results.** Maximize your use of subject headings, limits, combined searches, & more.

June 19 <sup>th</sup> (Tue)	3:00 – 4:00 p.m.
July 12 <sup>th</sup> (Thur)	11:00 – Noon <b>ONLINE</b>

**PowerPoint for Posters – using PowerPoint to create your conference posters.**

June 25<sup>th</sup> (Mon) 3:00 – 4:00 p.m.

**Power Up Your PowerPoint – add *animation*, charts, images & more.**

July 20<sup>th</sup> (Fri) 9:00 – 10:00 a.m.

**PubMed – getting better results.** Explore searching with subject headings, combining searches, My NCBI & more.

June 5<sup>th</sup> (Tue) 3:00 – 4:15 p.m.

June 15<sup>th</sup> (Fri) 9:00 – 10:15 a.m.

July 19<sup>th</sup> (Thur) 11:00 – Noon **ONLINE**

**Research for Nurses –** Learn how to effectively search **CINAHL** (EBSCO), the premier source for nursing and allied health literature, plus other resources.

June 14<sup>th</sup> (Thurs) 5:30 – 6:30 p.m. **ONLINE**

July 16<sup>th</sup> (Mon) 3:00 – 4:00 p.m.

**Zotero - managing your citations & references.** Explore the basics of Zotero and how to use it.

June 27<sup>th</sup> (Wed) 5:30 – 6:30 p.m. **ONLINE**

Contact us at [referencequestions@missouri.edu](mailto:referencequestions@missouri.edu). Please do not reply to this message.

# Attachment 8

Timestamp	I would like the librarians to offer their workshops online	Which of the following classes would you like us to offer online?	Which days of the week work best?	What times are best?	If the above times don't work for you, what times would you prefer?	Would you prefer live online classes or archived online classes?	Comments ? Suggestions?
30/11/2012 15:30:43	1	CINAHL - Research for Nurses, EndNote Basics - managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Wednesday, Thursday	11:00 a.m. - 12:00 noon, 5:30 p.m. - 6:30 p.m.	Midnight	Prefer live online classes with the instructor present so I can ask questions and participate in the class	



31/14/2012 15:31:29	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Tuesday, Friday	11:00 a.m. - 12:00 noon, 4:00 p.m. - 5:00 p.m., 5:00 p.m. - 6:00 p.m., 5:30 p.m. - 6:30 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	
33/14/2012 16:33:41	2	EndNote Basics - Managing your citations & references, PubMed	Monday, Tuesday, Wednesday, Thursday, Friday	11:00 a.m. - 12:00 noon, 12:00 Noon - 1:00 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	Would like to see the classes archived in addition to being live on-line.
17/14/2012 18:17:21	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid	Monday, Tuesday, Wednesday, Thursday, Friday	11:00 a.m. - 12:00 noon	Saturdays	Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	

		MEDLINE, PubMed					
29/14/2012 19:29:08		CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references		5:30 p.m. - 6:30 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	
21/14/2012 20:21:59	1	EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies	Tuesday, Wednesday, Thursday, Friday	11:00 a.m. - 12:00 noon, 12:00 Noon - 1:00 p.m., 4:00 p.m. - 5:00 p.m.	early morning	Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	would enjoy live online, but ability to archive and watch again later because I can't always remember everything discussed or may need to review later
25/14/2012 22:25:42	1	CINAHL - Research for Nurses, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE	Wednesday, Friday	11:00 a.m. - 12:00 noon, 12:00 Noon - 1:00 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	I was in on the Zotero workshop on Collaborate . It was EXCELLEN T!

39/14/2012 22:39:37	2	CINAHL - Research for Nurses, PubMed	Friday	5:00 p.m. - 6:00 p.m., 5:30 p.m. - 6:30 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	
44/14/2012 22:44:09	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Wednesda y	12:00 Noon - 1:00 p.m., 5:30 p.m. - 6:30 p.m.	1-2 pm	Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	I am also interested in the Zotar. I know it is misspelled.
3/14/2012 23:03:35		CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid	Wednesda y	11:00 a.m. - 12:00 noon		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	

		MEDLINE					
24/15/2012 9:24:30	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Wednesda y	11:00 a.m. - 12:00 noon, 4:00 p.m. - 5:00 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	Presentatio n during 1 week session when new MSN and PhD students are on campus during week of 6/4 - 6/8.
38/15/2012 9:38:10	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Tuesday	12:00 Noon - 1:00 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	I really appreciate the staff at the library. They have been so very helpful! Rebecca does a wonderful job teaching the classes and Darell Schmick was very helpful in assisting

							with research searches.
7/15/2012 10:07:53	2	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, PubMed	Monday, Tuesday, Wednesday, Thursday, Friday	5:00 p.m. - 6:00 p.m., 5:30 p.m. - 6:30 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	Archived online would afford anyone to learn at anytime, which would be best for me. thanks for the consideration
30/15/2012 10:30:57	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies	Wednesday	5:00 p.m. - 6:00 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	

47/15/2012 11:47:37	1	EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies	Wednesday, Thursday	11:00 a.m. - 12:00 noon, 12:00 Noon - 1:00 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	
57/15/2012 11:57:52	2	Finding the Best Evidence - Systematic Reviews & Other Studies	Tuesday, Thursday	11:00 a.m. - 12:00 noon		Prefer live online with the instructor present so I can ask questions and participate in the class	
30/15/2012 12:30:58	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies	Monday, Thursday	5:00 p.m. - 6:00 p.m., 5:30 p.m. - 6:30 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	

23/15/2012 13:23:58	1	EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Monday	12:00 Noon - 1:00 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	Could you also do a repeat session of the Zotero webinar?
30/15/2012 13:30:24	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Monday, Tuesday, Friday	4:00 p.m. - 5:00 p.m., 5:00 p.m. - 6:00 p.m., 5:30 p.m. - 6:30 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	
33/15/2012 14:33:08	3	Finding the Best Evidence - Systematic Reviews & Other Studies	Tuesday, Wednesday, Thursday	11:00 a.m. - 12:00 noon, 12:00 Noon - 1:00 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or	I don't have a schedule yet as far as classtimes, etc. so my best times are a guess at this point. Thanks for

						participate.	offering. Pam Ostby
41/15/2012 16:41:35	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, PubMed	Monday, Thursday, Friday	11:00 a.m. - 12:00 noon, 12:00 Noon - 1:00 p.m., 4:00 p.m. - 5:00 p.m., 5:00 p.m. - 6:00 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	I don't mind archived....t hat way if I miss or cant make the class it is there for me to at least get some information. ... How about a Zotero Class online? I am hearing lots about it!
49/15/2012 20:49:08	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Monday	5:30 p.m. - 6:30 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	



37/16/2012 9:37:26	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Monday, Tuesday, Wednesday, Thursday, Friday	5:30 p.m. - 6:30 p.m.	self teaching modules after hours or weekends	Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	
43/16/2012 15:43:46	2	CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Tuesday, Wednesday, Thursday	11:00 a.m. - 12:00 noon		Prefer live online with the instructor present so I can ask questions and participate in the class	
0/17/2012 21:00:09	1	CINAHL - Research for Nurses, EndNote Basics - Managing your citations &	Monday, Friday	4:00 p.m. - 5:00 p.m., 5:00 p.m. - 6:00 p.m., 5:30 p.m. - 6:30 p.m.	asynchrono us	Prefer archived online so I can watch it whenever even though it means I	

		references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed				can't ask questions or participate.	
5/19/2012 15:05:18	4	CINAHL - Research for Nurses, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE	Thursday	5:30 p.m. - 6:30 p.m.	online broadcast perhaps?	Prefer live online with the instructor present so I can ask questions and participate in the class	

<p>27/20/2012 15:27:04</p>	<p>1</p>	<p>CINAHL - Research for Nurses, EndNote Basics - Managing your citations &amp; references, Finding the Best Evidence - Systematic Reviews &amp; Other Studies, Ovid MEDLINE, PubMed</p>	<p>Monday, Tuesday, Wednesday, Thursday</p>	<p>4:00 p.m. - 5:00 p.m., 5:00 p.m. - 6:00 p.m., 5:30 p.m. - 6:30 p.m.</p>		<p>Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.</p>	<p>as an online grad student returning after many years out of school, I would welcome the chance to back up and learn some of this "from scratch". I have muddled my way through the past 3 semesters knowing very little about searching, always promising myself I will get up to speed before the next course. I would especially love to get a better grip on Endnote--I use if, but my resources are not well- organized.</p>
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							The last questions needs a "both" option: I would take a an archived session first, ad hen like to follow-up with an interactive to deal with unanswere d questions.
50/21/2012 9:50:58	3	CINAHL - Research for Nurses, Finding the Best Evidence - Systematic Reviews & Other Studies, PubMed		12:00 Noon - 1:00 p.m., 5:30 p.m. - 6:30 p.m.		Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.	
31/21/2012 11:31:42	5						

<p>4/22/2012 8:04:28</p>	<p>1</p>	<p>CINAHL - Research for Nurses, EndNote Basics - Managing your citations &amp; references, Finding the Best Evidence - Systematic Reviews &amp; Other Studies, Ovid MEDLINE, PubMed</p>	<p>Monday, Tuesday, Wednesday, Thursday, Friday</p>	<p>5:30 p.m. - 6:30 p.m.</p>		<p>Prefer archived online so I can watch it whenever even though it means I can't ask questions or participate.</p>	<p>I am an on- line student and live in Atlantic Beach, FL - I am on Eastern Time,(EST) so the live on-line works best for me at your 5:30pm (CST). I would prefer live online but if the class is archived online, I can have an opportunity to view on the weekends or later (EST) during the week!</p> <p>Thank you for submitting this questionair e! I would like to have access to these classes from afar! ~ Ruth Anne Milstead</p>
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5/3/2012 18:05:41		CINAHL - Research for Nurses, EndNote Basics - Managing your citations & references, Finding the Best Evidence - Systematic Reviews & Other Studies, Ovid MEDLINE, PubMed	Tuesday	11:00 a.m. - 12:00 noon, 12:00 Noon - 1:00 p.m.		Prefer live online with the instructor present so I can ask questions and participate in the class	tvschoor@ gmail.com Hi I am distance mediated student and living and working from Cape Town, South Africa... I would prefer having the live feed and your morning class as I have a 7- 8hour time difference. I have added my time slots above. If connectivity is s problem could you archive the online for me to view later. Thank you for assistance Regards, Thea van Schoor
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# Attachment 9

## E-Learning Survey Questions





### 1. Are you currently or at other times in your course of study enrolled in:

	Response Percent	Response Count
A self-paced course (the course has no specific beginning date and you have up to 9 months to complete)?	100.0%	107
How many?		126
<b>answered question</b>		<b>107</b>
<b>skipped question</b>		<b>263</b>



### 2. Are you currently or at other times in your course of study enrolled in:

	Response Percent	Response Count
a semester-long course (the course has a specific beginning and ending date)?	100.0%	278
How many?		248
<b>answered question</b>		<b>278</b>
<b>skipped question</b>		<b>92</b>





**3. Are you aware that online students have access to the same MU library materials as traditional on-campus students and may access these resources and services from off campus via the web or interlibrary loan?**

		Response Percent	Response Count
Yes		86.8%	316
No		13.7%	50
answered question			364
skipped question			6

**4. As an online student, have you had success navigating and finding MU libraries services to meet the demands of your coursework? For example, did you contact a librarian?**



		Response Percent	Response Count
Yes		58.9%	201
No		41.1%	140
answered question			341
skipped question			29

**5. If yes to the above, how helpful/useful did you find it?**





		Response Percent	Response Count
Not at all		2.4%	5
Fairly Useful		17.1%	36
Useful		42.4%	89
Very Useful		38.1%	80
answered question			210
skipped question			160





**6. As an online student using MU libraries, did you access an electronic database?**



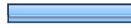

		Response Percent	Response Count
Yes		78.6%	265
No		21.4%	72
answered question			337
skipped question			33



**7. If yes to the above, how helpful/useful did you find it?**





		Response Percent	Response Count
Not at all		1.1%	3
Fairly Useful		11.2%	30
Useful		33.7%	90
Very Useful		53.9%	144
answered question			267
skipped question			103

**8. As an online student using MU libraries, did you read and/or print an online journal article?**



		Response Percent	Response Count
Yes		74.9%	253
No		25.1%	85
answered question			338
skipped question			32

9. If yes, how helpful/useful did you find it?			
		Response Percent	Response Count
Not at all		1.2%	3
Fairly Useful		5.1%	13
Useful		26.2%	67
Very Useful		67.6%	173
answered question			256
skipped question			114





10. As an online student using MU libraries, did you ever get a print book via the mail			
		Response Percent	Response Count
Yes		8.0%	27
No		92.0%	309
answered question			336
skipped question			34

11. If yes, how helpful/useful did you find it?			
		Response Percent	Response Count
Not at all		27.9%	12
Fairly Useful		7.0%	3
Useful		25.6%	11
Very Useful		39.5%	17
answered question			43
skipped question			327

**12. Have you used the Library Guide for Distance Learners available from the MU Libraries Website?**

		Response Percent	Response Count
Yes		6.6%	23
No		93.4%	327
answered question			350
skipped question			20

**13. If yes, how helpful/useful did you find it?**

		Response Percent	Response Count
Not at all		32.4%	11
Fairly Useful		14.7%	5
<b>Useful</b>		<b>35.3%</b>	<b>12</b>
Very Useful		17.6%	6
answered question			34
skipped question			336



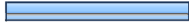

**14. Have you used any of the online guides for specific kinds of MU library resources?**

		Response Percent	Response Count
I have never tried		72.9%	256
Unsuccessful		1.1%	4
Successful sometimes		12.8%	45
Successful most of the time		13.1%	46
answered question			351
skipped question			19





**15. Have any of your courses had specific instruction from an MU librarian about the information needs you will have during your course?**

		Response Percent	Response Count
Yes		16.8%	58
No		83.2%	287
answered question			345
skipped question			25



**16. If yes, how helpful/useful did you find it?**

		Response Percent	Response Count
Not at all		16.4%	11
Fairly Useful		23.9%	16
<b>Useful</b>		<b>38.8%</b>	<b>26</b>
Very Useful		20.9%	14
<b>answered question</b>			<b>67</b>
<b>skipped question</b>			<b>303</b>





**17. Have you used the section of your course site that has general information about using the MU libraries?**

		Response Percent	Response Count
<b>I have never tried</b>		<b>76.9%</b>	<b>253</b>
Unsuccessful		1.5%	5
Successful sometimes		8.2%	27
Successful most of the time		13.4%	44
<b>answered question</b>			<b>329</b>
<b>skipped question</b>			<b>41</b>

**18. Has your instructor provided additional information about MU library resources on your course site?**

		Response Percent	Response Count
Yes		43.3%	145
No		56.7%	190
answered question			335
skipped question			35




**19. If yes, how helpful/useful did you find it?**

		Response Percent	Response Count
Not at all		5.4%	8
Fairly Useful		15.4%	23
Useful		46.3%	69
Very Useful		32.9%	49
answered question			149
skipped question			221





20. Which of the following have limited your use of the MU Libraries for your online courses? (check all that apply)			
		Response Percent	Response Count
Login problems		16.4%	34
Connection problems		22.7%	47
Do not have time		15.9%	33
<b>Do not see the need</b>		<b>34.3%</b>	<b>71</b>
Do not know whom to contact when I have problems		17.4%	36
Do not see the need		20.3%	42
Have trouble-downloading materials/do not know how		21.3%	44
<b>answered question</b>			<b>207</b>
<b>skipped question</b>			<b>163</b>

21. Do you use a more convenient library as an alternative resource instead of the MU Libraries?			
		Response Percent	Response Count
Yes		6.7%	23
<b>No</b>		<b>56.3%</b>	<b>193</b>
I use both this and the MU Libraries		37.0%	127
<b>answered question</b>			<b>343</b>
<b>skipped question</b>			<b>27</b>

**22. Do you use Google or another Internet search engine as an alternative resource instead of the MU Libraries?**

		Response Percent	Response Count
Yes		32.4%	114
No		7.7%	27
I use both this and the MU Libraries		59.9%	211
answered question			352
skipped question			18

**23. For your online courses, which of the following MU library services would best increase your access to and usage of library services? Check all that apply**

		Response Percent	Response Count
A direct library link from Mizzou Online home page		48.4%	135
On-demand tutorials for remote access to online databases		31.5%	88
An introductory session with a librarian designed for online students		30.1%	84
Library materials, resources, and links within your course platform		71.3%	199
Other (describe)			41
answered question			279
skipped question			91



<b>24. What is your degree program? (please list)</b>	
	<b>Response Count</b>
	315
<b>answered question</b>	<b>315</b>
<b>skipped question</b>	<b>55</b>

# Attachment 10

MU Libraries Position Description  
Last Edited 10/18/11

**Title:** E-Learning Librarian  
**Classification:** Librarian I  
**Administrative Unit:** Research & Information Services  
**FLSA Status:** Exempt  
**Reports to:** Head, Research & Information Services

## Summary description

This contract position will investigate the MU Libraries' support of learning and discovery by students and faculty who engage in distance education and the broader landscape of E-Learning experiences stimulated by the augmentation of learning with computer-based learning modalities. The product of the contract will be a series of reports detailing findings from exploratory conversations and surveys done on campus, as well as findings related to best practices of libraries at peer institutions, with analysis of the staffing needs to carry out the work.

The contract librarian will explore partnership opportunities between the MU Libraries and the Office of Undergraduate Studies relative to E-Learning initiatives at the University of Missouri, and make recommendations on the integration of information literacy and library resources into E-Learning initiatives.

In addition to collaborating with the Research and Information Services Division of MU Libraries and the Information Services Departments of the Health Sciences Libraries, the E-Learning Librarian will interact with key campus faculty and administrators.

## Specific Duties:

1. Engage in exploratory discussions between MU Libraries, the Vice Provost Office for Undergraduate Studies and E-Learning, and Dean of the Graduate School, the School of Information Sciences and Learning Technologies, and diverse faculty to identify and promote innovative online library tools and services for both on-campus and off-campus students
2. Collaborate with MU Librarians, faculty and staff who are involved in educational activities, products and services related to E-Learning
3. Investigate best practices in teaching students about library content, information-seeking strategies, information-use competencies and information-related skill-building in an E-learning environment, based on professional standards and established practices
4. Review current library policies and procedures to assess their impact on E-learning
5. Collect and review data to determine how library services might need to be adapted to the E-Learning environment
6. Explore need for modifications to the MU Libraries web site to improve the usability

- and accessibility of the web site for E-Learners, in collaboration with the MU Libraries Web Usability Group
7. Identify potential collaborative E-Learning projects involving administrators, faculty, and librarians, bringing current subject specialist librarians into these projects as appropriate
  8. Survey faculty and students regarding their online library experience, with particular attention to how library resources are identified, linked into Blackboard, and accessed., in collaboration with the MU Libraries Assessment Committee
  9. Look for ways to fully integrate library initiatives, services and resources into the E-Learning environment for students and faculty. This would include the domains of library instruction, reference services, communications, and web site usability.
  10. Report on progress in E-Learning discussions and activities to MU Libraries personnel and cooperating partners as appropriate through attendance at routine department and division meetings

### **Contract Deliverables**

Survey of faculty and students is to be completed by March 1, 2012.

Monthly written report of findings and recommendations to the MU Libraries and the Office of Undergraduate Education and E-Learning shall be completed by the first of the month for the previous month's activities.

Final report due by April 30, 2012. The report should cover the following topics:

- Findings and recommendations related to the MU Libraries' web presence specific to E-Learning
- Findings and recommendations related to library instruction specific to E-Learning
- Comparison of MU Libraries' above-referenced web presence and instruction to those of peer libraries, with special attention to identified best practices
- Recommendations related to needed ongoing communications among collaborators
- Recommendations related to continuation of library integration into E-Learning initiatives at the University of Missouri that is to include general areas of activity, and staffing resources needed

### **Minimum Qualifications**

Education: Master's degree from an ALA-accredited library/information science program or the equivalent. A successful candidate must be self motivated, have strong analytical and problem solving skills, and be able to think critically, deal with constant change, and work well independently and collaboratively. Provide evidence of creating or implementing E-Learning programs.

Preference will be given to candidates with the strongest combination of these additional qualifications: Experience in curriculum development or E-learning. Skills in oral and written communication, project management, and interpersonal relations. Ability to work collegially and effectively with staff at all levels. Self motivation, willingness and ability to learn and accurately perform complex tasks. Strong analytical, conceptual, and problem solving skills. Ability to work in a situation in which the duties of the position are being developed.

## **Title: E-Learning Library Liaison**

Classification: Librarian I or higher

Administrative Unit: University of Missouri Libraries

Division: Research and Information Services

FLSA Status: Exempt

Responsible to: Associate Director of Research and Information Services

### **General Function, Purpose, and Scope of Position:**

The E-Learning Library Liaison provides vision and leadership in the planning, management, supervision, development, and delivery of MU Libraries' e-learning initiatives, programs, and technologies and represents the MU Libraries to campus entities engaged with issues related to an online learning environment.

The E-Learning Library Liaison serves as a liaison, resource person, and consultant to faculty and staff within the University of Missouri with specific focus on educational technologies through ET@MO and Mizzou Online in order to ensure e-learners at the University of Missouri have high-quality access to library-related materials, services, and instruction. The E-Learning Library Liaison works collaboratively with MU Librarians and staff to achieve integration of library services into campus e-learning programs and initiatives.

### **Specific Duties:**

- Interact and provide liaison services to ET@MO, Mizzou Online and others as appropriate in regard to educational technologies and the MU Libraries.
- Promote, evaluate and assess library services for e-learning students
- Monitor library resource and service needs of MU's e-learners
- Monitor, promote and assess service needs of MU's e-learners
- Work closely with the MU Libraries web administrator and web committees to ensure library web services and applications are tailored for online learners.
- Develop library policies and procedures for e-learners with input from other faculty and staff as appropriate and make referrals to connect faculty to appropriate subject librarians as needed.
- Assist and train faculty members and librarians in the use of library resources and educational technologies to effectively support teaching and learning in an online environment.
- Actively seek out emerging technologies that may facilitate or enhance library instruction to online students and maintain awareness of these technologies for future implementation including the advisement of MU Librarians and MU Libraries' staff on appropriate usage.
- Represent the MU Libraries on MU e-learning committees and initiatives

- Provide regular updates to the director of libraries and associate director of research and information services regarding e-learning initiatives, programs, services and technologies.
- Establish priorities for improvement across the MU Libraries in regard to e-learning initiatives and online learning and identify the need for and creation of new library initiatives to support online learning.
- Serves in the capacity of department head within research and information services.
- Other duties as assigned

**Supervision Received:** Works under the direct supervision of the Associate Director of Research and Information Services

**Supervision Provided:** The position does not currently have supervisory duties however it is anticipated that the e-learning library liaison may help create and hire for new positions as the e-learning environment evolves. Examples: Multimedia Specialist, Distance Learning Librarian and Graduate Assistants.

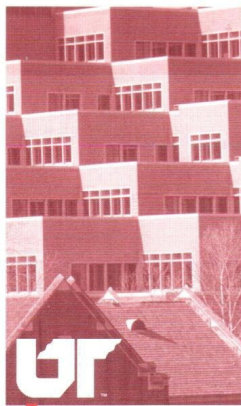
**Minimum Qualifications:**

- Masters degree from an American Library Association accredited program
- Excellent interpersonal and communication skills, including the ability to work as a member of a team
- Demonstrated expertise and success promoting teamwork and fostering collaborative relationships
- Demonstrated success, understanding and education in the use of information technologies, information management tools, online course management tools, web 2.0 technologies and other technologies related to e-learning
- Demonstrated ability to understand and embrace emerging library-related software programs and technologies
- Experience using online course software such as Blackboard, Sakai, and Moodle
- Program development expertise
- Ability to multi task and prioritize work
- Excellent presentation, instruction, and communication skills
- Possess an understanding of the non-traditional college experience and the ability to offer reference and instructional services in a distributed environment.
- Demonstrated participation in professional activity, such as presentations, publications, or other professional development that will enhance the candidates' value to the MU Libraries, the university, and the profession of librarianship, or the scholarly community

**Desirable Qualifications:**

- Experience developing and presenting technology sessions for faculty
- Experience in education and/or instruction
- Working knowledge of Information Literacy Competency Skills for Higher Education; teaching experience and/or successful completion of formal education focused on teaching methodologies

# Attachment 11



THE  
UNIVERSITY  
OF  
TENNESSEE

**Distance  
Education**

Bringing  
the  
**Library**  
to  
**You**

## Did you know...

**the following library  
services are available  
to Distance Education  
students?**

- Copies of journal articles  
—mailed, faxed, or  
e-mailed
- Books delivered to your  
home or workplace
- Interlibrary loan requests  
processed
- Reference assistance
- Research assistance
- Instruction on where to  
look and how to find the  
information you need

Phone ..... (865) 974-0087  
(877) 225-0013 (toll-free)

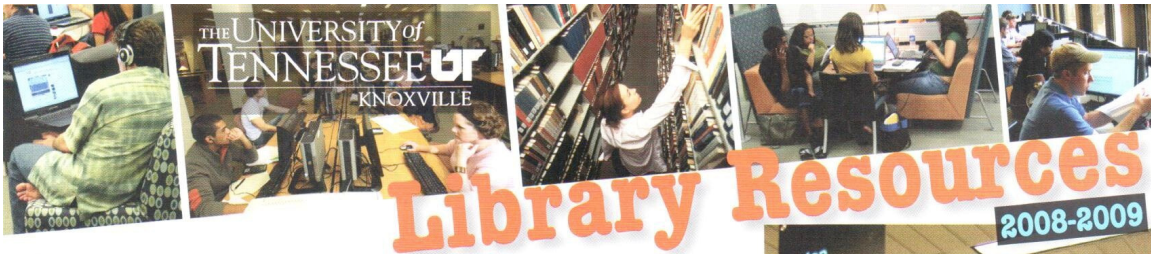
Fax ..... (865) 974-8553

E-mail..... casado@utk.edu

Web ..... [http://www.lib.utk.edu/  
~offcamp](http://www.lib.utk.edu/~offcamp)

Mail..... 146 Hodges Library  
1015 Volunteer Blvd.  
Knoxville, TN  
37996-1000

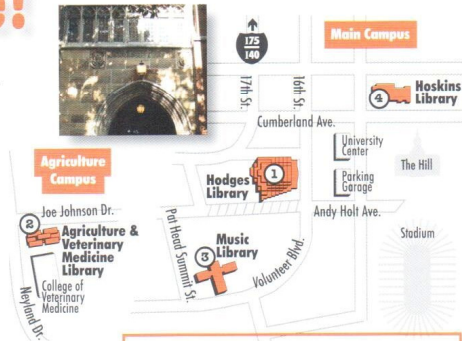
To use these services, you will need  
the barcode number of your student  
ID card. Call us to get a student ID  
card.



## Welcome!

“Our goal at the University of Tennessee Libraries is to offer the services, technology and resources that meet your information needs. But most of all, we offer lots of HELP. From a place to meet friends for coffee, to buckle down and get to work, or to a virtual library that never closes, we're happy to be your one-stop destination.”

Barbara I. Dewey  
Dean of Libraries



1. John C. Hodges (Main) Library
2. Webster Pendergrass Agriculture & Veterinary Medicine Library
3. George F. DeVine Music Library
4. Special Collections

Not sure where to start research? Need help finding articles? Have questions about campus life? We are here to help.

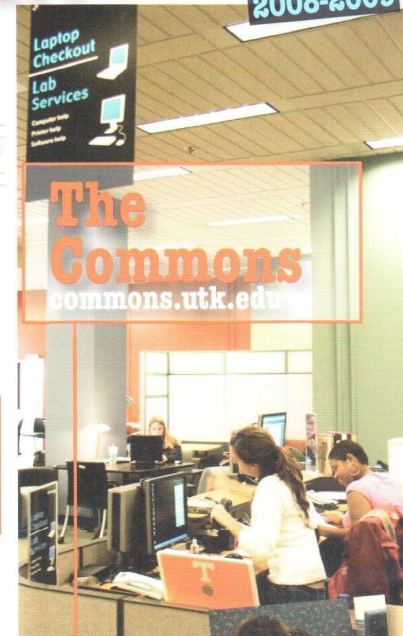
We can provide a quick answer or one-on-one consultation with a librarian through our **Research Assist** program.

Get help in person, or by phone, email, live chat or IM. For more information, visit the Commons desks, call 974-4171, or go to [www.lib.utk.edu](http://www.lib.utk.edu) and click on **AskUsNow!**

## The Virtual Library

Access the UT Libraries whenever and wherever at [www.lib.utk.edu](http://www.lib.utk.edu):

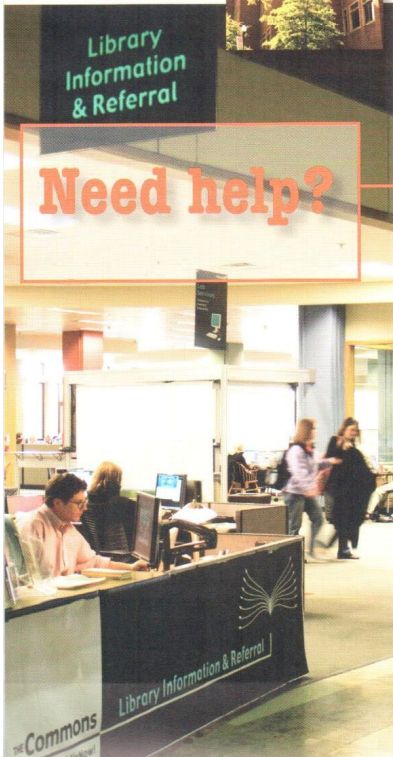
- Search the catalog.
- Search databases.
- Access electronic books and journals.
- Renew and request books.
- Download reserve materials.
- Ask a question.



The Commons, 2nd floor, Hodges Library, provides help with library research and all your computing needs in one location.

Open 24 hours from noon on Sunday to midnight on Friday, and Saturday from 8 am to midnight, the Commons offers:

- Research assistance.
- Walk-up computer HelpDesk.
- Computer workstations with 100's of software applications.
- Loaner laptops and equipment checkout, including headphones, scanners, mice, and zip and floppy drives.
- Presentation practice rooms, SMART boards and video conferencing equipment, available to students, faculty and staff by reservation.
- After-hours book retrieval and checkout.
- Writing Center and Stat Lab.



# Where do I...

## Find a book or media

Use the UT Libraries Catalog ([www.lib.utk.edu/catalog](http://www.lib.utk.edu/catalog)) to search for books and other materials such as videos, dissertations, music scores and maps.

## Find a periodical

Get the call number and location from the online catalog ([www.lib.utk.edu/catalog](http://www.lib.utk.edu/catalog)). Use any of our hundreds of databases ([www.lib.utk.edu/databases](http://www.lib.utk.edu/databases)) to identify articles on your topic.

## Check out a book

Your UT ID card is required to borrow materials. Use a self-check unit (ground or 2nd floor of Hodges Library) or visit the Circulation Desk.

## Request an item from another library

Use Interlibrary Services to borrow items not owned by the UT Libraries. Place your interlibrary loan request at [www.lib.utk.edu/ils](http://www.lib.utk.edu/ils). Pick up and return items at the Circulation Desk.



## Find Reserves

Visit [www.lib.utk.edu/reserve](http://www.lib.utk.edu/reserve) to access online course reserves. Print materials placed on reserve can be borrowed from the 2nd floor Circulation Desk in Hodges Library.

## Ask a reference question

Help with quick questions and in-depth research assistance are available in the Commons, 2nd floor, Hodges Library, or at the Reference Desk of any branch library. Or use **AskUsNow!** IM or email. Appointments for research consultation are available through Research Services.

## Locate OIT services

Students may obtain free computer support such as spyware and virus removal, help with wireless registration and software installation, and assistance with NetID, email, and UNIX accounts. This and more are available from the Office of Information Technology HelpDesk and Computer Service Center in the Commons, 2nd floor, Hodges Library.

## Check out a laptop or scanner

Students may borrow laptops or scanners in the Commons, 2nd floor, Hodges Library.



## Work on a multimedia project

The Studio, 2nd floor, Hodges Library, provides computers, software and staff to assist users in the creation of multimedia-enhanced projects. Students and staff may borrow digital still and video cameras, audio recorders, and other equipment from the Studio.

## Practice a presentation

Two practice presentation rooms, equipped with SMART boards and projection systems, are available in the Commons, 2nd floor, Hodges Library.

## Find a study room

Enclosed group study rooms are located throughout Hodges Library—available on a first-come/first-served basis. Rooms designated "graduate student use only" are on the 4th floor.

## Find a quiet place to study

In Hodges Library, the ground, 1st, 4th, and 5th floors are designated quiet study areas. Group study is allowed on the 2nd, 3rd, and 6th floors.



## Get in touch with:

### John C. Hodges Main Library

**Hours**..... 974-4351 & Press 1  
[www.lib.utk.edu/hours](http://www.lib.utk.edu/hours)

**Circulation/Media Services/Reserve**.. 974-4351  
Check out and renew library materials, pay fines

**The Commons**..... 974-4624  
Computers, computing help, research assistance, equipment checkout

**Map Services**..... 974-4315  
Maps, atlases, geospatial data, GIS software

**OIT HelpDesk**..... 974-9900

**Research Services**..... 974-4171  
Quick answers or in-depth research help

**The Studio**..... 974-6396  
Work with computer graphics, animation, sound; borrow cameras

**Agriculture & Veterinary Medicine Library**..... 974-7358

**Music Library**..... 974-3474

**Special Collections**..... 974-4480

**Social Work Library**  
(Nashville)..... (615) 251-1774

The University of Tennessee Libraries  
1015 Volunteer Blvd.  
Knoxville, Tennessee 37996-1000

The University of Tennessee is an EEO-AA Title VI, Title IX, Section 504, ADA, ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

EO1-6010-007-08  
b: 08

# www.lib.utk.edu





## Library Resources

### Off Campus Access

[www.uflib.ufl.edu/ufproxy.html](http://www.uflib.ufl.edu/ufproxy.html)

To use library resources from off campus, simply click the Remote Logon link.

### Library Catalog

The library catalog contains books, e-books, print journals, and e-journals. You will be able to link to our e-resources anywhere, anytime! If you find a print resource in the catalog, you can request it through our Interlibrary Loan service.

### E-Reserves

<https://ares.uflib.ufl.edu>

Many professors use the UF Libraries e-reserves system to post course readings.

### Article Databases

[www.uflib.ufl.edu/databases.html](http://www.uflib.ufl.edu/databases.html)

When working on research projects subject specific databases will help you find articles from journals, newspapers, magazines and other sources.

### Need more help?

[www.uflib.ufl.edu/selects.html](http://www.uflib.ufl.edu/selects.html)

To find the best resources for your research topic contact your subject specialist.



"Accessing online databases is crucial ... I am grateful for the databases and the Interlibrary Loan service that allows us to get articles emailed to us if UF doesn't have online access to them."

-Kathryn Kennedy  
PhD Candidate  
Educational Technology



"So far my experiences with ILL have been smooth and easy. Great Program!"

-anonymous  
In response to the Books on Demand program.

"I just wanted to express my appreciation to your office for going the extra mile to help me acquire this material."

-Wes Ingwersen  
PhD Candidate  
Environmental Engineering

## Interlibrary Loan (ILL)

<http://illiad.uflib.ufl.edu/illiad>

Interlibrary Loan (ILL) is a service that allows distance students and faculty to borrow library materials from UF and other libraries nationwide! We deliver a wide variety of materials including books, book chapters, and journal articles. For more information about ILL visit their website at <http://illiad.uflib.ufl.edu/illiad> or call the ILL office at (352) 273-2535.

## Ask A Librarian

[www.uflib.ufl.edu/ask](http://www.uflib.ufl.edu/ask)

Our librarians are here to assist distance students! We can help you find your course reserves, give you tips on using our electronic resources, or get you to subject specific resources.

E-mail [libref@uflib.ufl.edu](mailto:libref@uflib.ufl.edu)

Call 1 (866) 281-6309

Chat Monday-Thursday 9am-9pm, Friday 9am-Noon

"I was having a difficult time doing research for an assignment, but it was easy to call the librarian and get help finding journal articles. Now that I know how to figure out search terms, I can find exactly what I need!"

-Alexis Hearn, Distance Learning Student, Nurse Practitioner Program

# Attachment 12

## Additional Comments Regarding E-Learning Contract

Hi, Annelise:

This year has gone by so fast and I regret that I haven't fully taken advantage of your talents. Nonetheless, it's been good to know that you were available to help and that you were giving undivided attention to this area. I'm glad you'll be able to continue fostering the relationships you've established, even from afar.

Anne Barker

Hi Annelise:

I do think the most important aspect of your work has been building connections across campus (especially with ET@MO). That said, I'm very appreciate of having an "expert" on staff for our internal courses. For example, colleagues have shown me what you've taught them about Collaborate-- your knowledge is spread throughout the campus libraries.

Cheers,  
Kate

Annelise,

I'm very impressed by the work that you've done in such a short period of time. To provide the proper library services in the online world, it was important for the libraries to make connections with the Vice Provost for Undergraduate Studies and eLearning, ET@MO, faculty, staff and administrators working in the area. You have forged valuable connections for the MU Libraries and have made great strides in letting them know that the libraries are invaluable resources for all engaged in eLearning activities.

I recently took part in a Zotera Blackboard Collaborate webinar, which was very helpful. I hope that the libraries continue to create more digital learning opportunities like that. It is so valuable to be able to access training from your desktop or mobile device wherever you are.

You have created a very effective foundation for whomever takes your place. Thank you for working so hard to make the position that you've inhabited while you've been with us, so invaluable. I wish that you could continue in this position at Mizzou, but understand that you must move with your family. I will wholeheartedly offer my recommendation to any potential employer. Please keep in contact. I know that you will always be a valuable resource to all of us

All my best,  
Dorothy