History

Merrill Library was named after Earle D. Merrill who served Washington State Normal School from 1915 to 1944. Mr. Merrill received his Bachelor's degree from Bates College in 1912. He joined WSNS as assistant principal in 1915. He took a leave of absence and served in France during World War I with the Engineers of the American Expeditionary Forces from 1918-1919. Upon his return, he continued to upgrade his education, and taught various courses including mathematics, secondary education, and French. Mr. Merrill also served as Washington State Normal School librarian.

The Library was initially housed in Powers Hall. In 1936, a fire destroyed the building. Powers Hall was rebuilt in 1937, and again housed the library. The current Merrill Library was built in 1961 at the end of what was then the new classroom building, Torrey Hall. In 1989, Merrill Library was considerably expanded and upgraded.

Students pose in the library, which was then in Powers Hall. (Washingtonia 1952)

Merrill Library Today

Mission

The Library is a dynamic partner that empowers and supports the teaching of distinctive baccalaureate programs, and honors the rich community centered learning opportunities which provide our students with career focused hands on learning opportunities central to the education available at the University of Maine at Machias. The Library will be recognized as an accessible and exceptional center of research, learning, and creativity focused on student success. The Library welcomes the citizens of the local community and beyond to share in its collections promoting and stimulating
intellectual curiosity and creativity while immersed in the cultural milieu of coastal Downeast Maine.

Vision Statement

Merrill Library serves as a gateway to global information, enabling direct and remote access to resources in a variety of formats. By creating a welcoming physical and virtual space, the library is a dynamic and vibrant part of the UMM academic community supporting an active community of diverse learners. Through student and faculty research assistance, comprehensive information literacy instruction, collection development and maintenance, the Library empowers members of the UMM community to become discriminating evaluators of information, intellectually curious, and creative problem solvers.

Who we are

The Merrill Library supports the University of Maine at Machias’ academic programs by maintaining collections in appropriate formats that enhance the teaching and public service goals of the university. Merrill Library reports to the Head of Campus and is managed through a library director, who is one of the professional librarians. The library employs 2 professional librarians (1.6 FTE) and 1 Library Specialist CL2 (1 FTE). To maintain operations 80 hours per week, the library hires and trains approximately 25 student library clerks during the fall and spring semesters.
What We Do

The library provides the following services: reference, interlibrary loan, instruction, collection development – acquisition and de-acquisition of materials, Digital Commons, an institutional repository, access services, and technical services, including maintaining the accuracy of the catalog, electronic resources management, and website maintenance.

Merrill Library serves the University of Maine at Machias students, faculty, staff, and students at a distance, Sunrise Senior College members, the residents of Washington and Hancock counties, and the entire State of Maine with the materials and services listed below.

Reference

The library's reference services provide one-on-one help whether in person, on the phone, or by email. Students can make appointments with reference librarians for individual help or for group project information needs. The library also provides an online chat service for quick reference. The reference staff also provides stand-alone information literacy/bibliographic sessions as well as partnering with faculty to teach in-depth research skills as embedded librarians/instructors.

Instruction

Thirty-eight instruction sessions were taught, which includes careful preparation of lesson plans and creation of online subject/course guides to support and reinforce the skills introduced. This year a total of 435 students (197 unique students) in 13 unique courses received library instruction in information literacy skills. In one case the librarians were embedded in a Research Methods course, SSC 420, for an entire semester.

Interlibrary Loan

Merrill Library processed a total of 1,792 interlibrary loans via the URSUS Requester function. Through a Memorandum of Understanding and as a regional campus of the University of Maine, the Fogler Library provides through the ILLiad service, books and articles that have been requested from library catalogs worldwide. 77 books and 27 photocopies were obtained from outside the URSUS and MaineCat catalogs and delivered to UMM faculty, students and staff. Through the same partnership, 71 article requests were fulfilled from the Fogler collections and delivered in pdf format to faculty and students via email.

Materials & Supplies
In addition to overseeing the interlibrary loan function, the Library Assistant orders and receives materials and supplies via MaineStreet, creates purchase orders, creates order records, checks in periodicals and provides copy cataloging for resources in all formats.

Budget & Collections

The library carefully shepherds all of its resources to support the university’s educational, teaching, research, and service goals. This year the library’s materials/services budget was $69,667 with an operations and maintenance budget of $7,512. Thoughtful acquisition of resources maintains and ensures a collection that is appropriate for an academic undergraduate library, with many collections – 85% available online 24/7. Merrill Library, the largest library in down east Maine, is a depository library for State of Maine government documents. The library’s collections includes 61,664 physical items, and 404,746 electronic items. This category includes, electronic books, audio books, electronic journal articles, and streaming video.

URSUS

The library is a member of the URSUS consortium which in 1988-1989, automated the seven University of Maine System Libraries, plus the Maine State Library, The Maine Law & Legislative Library, and the Bangor Public Library. The URSUS catalog currently makes available more than 4 million bibliographic records and 4.6 million shared items, both physical and digital. Patrons have access to the collections in the MaineCat catalog (6.9 million unique titles) which is comprised of the next 100 largest libraries in the state including the collections of Bowdoin, Bates, and Colby college libraries, the community college libraries, and the Portland Public Library. Both the URSUS catalog and the MaineCat catalog provide for patron initiated requesting and delivery of materials statewide.
In addition to URSUS and MaineCat, Merrill Library patrons can access 191 electronic databases covering a wide range of subject areas, many of which provide full text access to journal articles; to government data; to more than 300,000 electronic books; and over 57,000 unique electronic journals containing millions of articles. Funding for these resources is provided through a combination of the following sources: the Merrill Library acquisitions budget, the URSUS database budget, the state E-Rate allocation, the Maine State Legislature, and the Maine State Library.

Merrill Library's patrons also benefit from a discovery service, OneSearch, which can search and retrieve records for all or most of the resources contained in URSUS and the research database articles including physical and digital items. Students, faculty, and staff have access to interlibrary loan services that enable them to access those materials which are not in our collections or subscriptions. The library's website provides direct access to OneSearch our one stop discovery service. The website provides links to find books, articles, subject and course guides, "How to" tutorials, policies, hours, library reports, and staff contact information.

Merrill Library strives to provide a comfortable and welcoming physical environment that is conducive to both individual study and group study. Available to enrolled students is a 24 Hour Room accessible after hours by swipe card. The room is equipped with computers, printer, and a scanner. The library has a total seating capacity of 90 seats. The recent purchase of new seating has focused on softer upholstered furniture. The library will continue to plan and provide more seating/space for students and devote less space to warehouse books. The library currently has 1 study room, but there are plans to provide another. A new front entrance – lobby doors, stairs, ramp and railings – was completed in the fall of 2018.
Merrill Library provides space for many cultural and Student Life activities. Merrill Library has hosted; laser tag, the "silent library" game, mini golf, craft night, and invites therapy dogs to visit during finals week. Merrill Library also holds social functions such as a reception for the University Of Maine System Board Of Trustees in March 2019 during their two day meeting on campus. On April 25 Merrill Library hosted a book reading and talk by Ed Rice, a former journalist, college instructor and author of *Baseball's First Indian*. Ed's talk focused on Louis Sockalexis a member of the Penobscot Nation that played for the Cleveland Indians baseball team. Valerie Lawson owner of the Resolute Bear Press and a UMM alumna, spoke of the editing and publishing work she did on the *3 Nations Anthology* which won the Maine Literary Award for Anthology in 2018.
### Collections

<table>
<thead>
<tr>
<th>Physical</th>
<th>Digital/Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>59,725</td>
</tr>
<tr>
<td>Databases</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>1,939</td>
</tr>
<tr>
<td>Serials</td>
<td>93</td>
</tr>
</tbody>
</table>

### Library Circulation

- Reserve Circulation: 668
- Total Circulation all shelving locations: 3,066

### Interlibrary Loan Services

- Total interlibrary loans and documents provided to other libraries: 918
- Total interlibrary loans and documents received: 991

### Information Literacy Sessions

- Sessions embedded in a class: 24
- Total students reached: 435
- Total unique student reached: 197
- Total number of unique classes visited: 14

### Reference

- Total reference sessions: 191
- The questions came in a variety of formats:
  - In person: 151
  - Phone: 16
  - Email: 24

Length of sessions:

- 0-9 minutes: 88
- 10-19 minutes: 41
- 20+ minutes: 62

### Personnel

- FTE Librarians: 1.6
- FTE Other library Personnel: 1
Personnel includes 2 Librarians and 1 Library Specialist CL2. This year, Merrill Library hired and trained 23 work-study students (1.6 FTE) with Federal Work Study awards from September until May, and only has funding to hire 1 work-study student with department funds from mid-May through August (1 FTE).

Staff members are as follows: Marianne Thibodeau, Director of Merrill Library (MLIS & M.Ed.) Ben Noeske, Associate Director of the Library (MSLS) Jeanne Vose, Library Specialist, AS, CL2.

Statistics Summary

The Fiscal Year 2019 Library Budget was up by 2.8% over FY18. Salaries/wages/fringe benefits expenses were up by 2.17% as compared to FY18. Continuing the comparison of FY19 to FY18, materials/services were down by 4%, and the operating and maintenance expenses were up by 39%. A comparison of the collections from FY18 to FY19 shows that book/print collection was down by 1.2%, databases up by 1.6%, print serials down by 17.7%, and electronic serials up by 5.5%. Circulation overall was down by 13.8%. Merrill Library loaned 15% more titles over FY18 and borrowed .02% fewer items than in FY18. Information literacy sessions went up by 118% with an 18% increase in unique students in sessions. Reference questions asked and answered was up by 55%.

Commitments to committees

Marianne Thibodeau
- URSUS Directors Council, System-wide
- URSUS Reference Committee, System-wide
- Shared Digital Collections Committee, System-wide
- Leadership Committee
- Maine Library Advisory Committee/ District 8
- American Colleges & Research Libraries – New England Chapter (ACRL|NEC), Board Member

Ben Noeske
- URSUS Cataloging Committee, System-wide
- URSUS Circulation Committee, System-wide

Jeanne Vose
- Wellness Committee

Facilities
- Replaced entrance doors and glass wall, entrance stairs and ramp.
• Added new task chairs, task lighting and new comfortable soft seating furniture.

System Considerations
• OneSearch, a discovery service, was purchased by the members of the URSUS consortium. We are currently in the third year of a 3 year contract.

Assessment
• The UMS Library Directors discussed assessment needs during their 2018 retreat.
• They are also looking into the possibility of using in-house resources to create assessment tools such as graduate students at UM or student capstone projects.
• The Directors would like to tie library assessment into retention goals at some point.
• Directors are encouraged to be a resource for local public and school librarians

Looking Towards the Future
• Future plans – develop a strategic plan for Merrill Library.
• The University of Maine at Machias will be prominently featured on the University of Maine’s Digital Commons site where UMM faculty, students and staff will have the opportunity to showcase and share their scholarship, research, and creative projects.