

FY24 ANNUAL REPORT

HISTORY

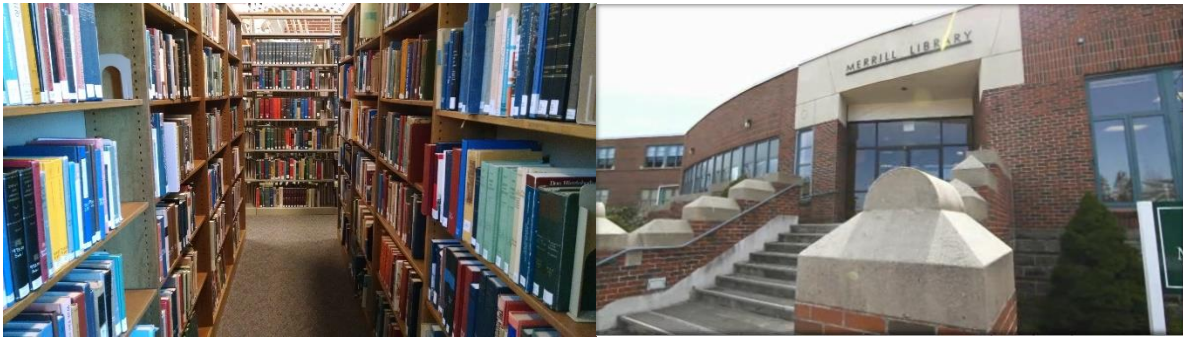
Merrill Library is named after Earle D. Merrill who served Washington State Normal School from 1915 to 1944. Mr. Merrill received his Bachelor's degree from Bates College in 1912. He joined the Washington State Normal School (WSNS) as assistant principal in 1915. He took a leave of absence and served 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 that prepare graduates for professional success and lifelong engagement with the world. 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 lifelong problem solvers.

WHO WE ARE

The University of Maine at Machias is the regional campus of The University of Maine. Located in a historic town on Maine's breathtaking Bold Coast. 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 Dean of Libraries on the UMaine campus and to the UMaine-Machias Dean and Campus Director. Merrill Library is managed by the library director, who is one of the professional librarians. However due to the imminent retirement of the current director, the library will be managed by the hire of a library coordinator. The library employs 2 professional librarians (1.8 FTE) and 1 Library Specialist CL3 (1 FTE). To maintain operations 79 hours per week, the library hires and trains approximately 20 student library clerks during the fall and spring semesters. The

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

WHAT WE DO

Merrill Library serves the University of Maine at Machias students, faculty, staff, and students at a distance, Sunrise Senior College members, primarily the residents of Washington and Hancock counties, and also the entire State of Maine. Merrill Library, the largest library in down east Maine, is a depository library for State of Maine government documents.

The library's reference services provide one-on-one help whether in person, on the phone, via zoom, or by email. Students can make appointments with reference librarians for individual help or for group project information needs. 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.

Information Literacy instruction sessions are taught in various courses at the invitation of the course instructor. Librarians in collaboration with course instructors prepare lesson plans that introduce targeted skills for a particular assignment. The librarians also create online subject/course guides to support and reinforce the skills introduced in workshops and courses.

The Library Specialist CL3 processes interlibrary loans, orders and receives materials and supplies via MaineStreet, creates order records, checks in periodicals and catalogs resources in all formats.

The Merrill library is one of the seven campus members of the University of Maine System Libraries (UMSL). The former URSUS consortium 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 aforementioned URSUS Libraries have reorganized into UMSL and The Dirigo Libraries, which comprises the former public libraries in the URSUS consortium with the addition of Portland Public Library.

Faculty, students, staff and courtesy patrons statewide have access to the UMSL, Dirigo, and MaineCat catalogs. (MaineCat is comprised of the next one-hundred largest libraries in Maine, including the collections available at Bates, Bowdoin, Colby, and the Maine Community College libraries). These various catalogs provide for patron initiated requesting and free delivery of materials statewide.

Funding for these resources is provided through a combination of the following sources: The University of Maine System, the UMSL database budget, Merrill Library acquisitions

budget, the state E-Rate allocation, the Maine State Legislature, and the Maine State Library

The library carefully shepherds all of its resources to support the university's educational, teaching, research, and service goals. The library's materials/services budget is now folded into the Acquisitions Budget of UMaine's Fogler Library. Integration of the Merrill Library and Fogler Library budgets began in earnest in FY22. UMM is now a regional campus of UMaine, which means that all of Fogler Library's electronic resources – ebooks, journal packages, streaming video, and databases are available to UMaine-Machias faculty, students, and staff with the click of a link. This has provided the UMM campus with access to materials far beyond what the stand-alone Merrill budget could provide. Merrill Library maintains its own operations and maintenance budget of \$8,202.

MERRILL LIBRARY AS PLACE

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 purchase of comfortable seating has focused on softer upholstered furniture. Merrill strives to be the “living room” of the UMM campus. The library will continue to plan and provide more seating/space for students and devote less space to warehouse books as over 90% of the combined Fogler and Merrill library collections are available online. The library currently has 1 study room. A new front entrance was completed in 2018. Deferred maintenance has led to roof and window leaks. Carpet on the mezzanine level and stairs needs to be replaced. Lightening also needs to be upgraded.

NEW INTEGRATED LIBRARY SYSTEM

In 2022, the UMSL, the Maine State Library, the Maine State Law and Legislative Reference Library, Bangor Public Library, and Portland Public Library (collectively and further referred to as URSUS) went through an RFP process to find a new Integrated Library System – or systems – (ILS) that would meet the needs of both academic and public libraries, or separately if needed.

The URSUS group had been with the current ILS for 20+ years, and it was painfully out of date and would no longer be supported. Due to these reasons, the URSUS Directors decided to move forward with the RFP to find a more current and robust system.

URSUS interacts, and interfaces systematically, with other state systems including Minerva consortium (approx. 60 public libraries), Colby, Bates, and Bowdoin colleges, University of New England, and the MILS consortium (approx. 22 small public libraries). The systematic ability to interact is made possible through InnReach which enables direct patron lending and requesting between the above-mentioned libraries/consortia.

The University of Maine System Libraries (UMSL) have worked over the last two+ years on plans to update their Integrated Library System (ILS) to meet current-day standards. Due to the hard work of the Maine Info Net staff, the URSUS Consortium Directors, the UMSL Directors and staff, and the UMS Procurement staff, the new ILS is finally live as of June 12.

The new ILS features an enhanced user interface that offers greater discoverability and easier searching using only one interface to find all materials. Take a look at the video, [How to search using the LibrarySearch catalog](#) and then test drive for yourself [here](#) on Merrill Library's homepage! The new ILS also provides much-needed upgrades to the core system functions for the libraries' background operations.

LIBRARY OF CONGRESS RECLASSIFICATION PROJECT

The Merrill Library had always been organized using the Dewey Decimal Classification System. This classification system is generally used in public and school libraries. The leadership at Merrill Library proposed that the collection be reclassified using the Library of Congress Classification System. This is the classification system used by most academic libraries, and all of the other UMS Libraries.

The project started in earnest in April of 2022 with the uploading of records to a vendor who provided lists of items in the collection organized in the new LC order along with new call number spine labels to be placed on each item. All of the items in the collection had to be moved to create "swing" space as the LC system organizes items that were shelved in 900s in the DDC, and generally places them in the A classification, which comes first.

By spring 2023, 48,000 items had been pulled in LC order, new spine labels attached, and shelved in their permanent location, all the while maintaining circulation of all items. Many items could not be converted to the LC system as their cataloging records were incomplete. The staff manually reclassified over 5300 items. The project is nearly complete, there are a few small collections about 200 items yet to be reclassified. It is anticipated that by the end of the year, this project will officially be complete

YEARBOOK DIGITIZATION PROJECT

The University of Maine at Machias Special Collections holds the newsletters and yearbooks – *The Washingtonia* - of the University of Maine at Machias as well as its precursors, Washington State Normal School (1910-1952), Washington State Teachers College (1952-1969), Washington State College of the University of Maine, Machias Maine (1970), University of Maine at Machias (1971-1999).

This winter Merrill Library in collaboration with the Fogler Library's Special Collections Department is digitizing the complete run of the University of Maine at Machias yearbooks – *The Washingtonia*. The collection begins with the first issue dated 1910 through the last issue, the 1999 *Washingtonia*. Issues from 1910 through 1983 can be

viewed and downloaded [here](#). The remaining issues through 1999 will be available soon.

For any other questions please contact the Merrill Library staff at 207-255-1234 or ummlibrary@maine.edu.

MERRILL LIBRARY NEWSLETTERS

The Merrill Library “publishes” two newsletters delivered via email year-round, on a bi-weekly basis during the academic year, and less frequently during the summer months. This is a great way to know what and when events, such as author readings/receptions, workshops, dog night, or presentations will be upcoming.

Past issues of both the *Merrill Library Newsletter*, and the *Merrill Library Friends Newsletter* can be found [here](#). If you’d like to be added to our mailing list or for any other questions please contact the Merrill Library staff at 207-255-1234 or ummlibrary@maine.edu.



BY THE NUMBERS

Collections

UMM Physical		Digital/Electronic (with Fogler)
• Books	56,810	1,776,510
• Databases		351
• Media	2,112	313,172
• Serials	35	175,662

Library Circulation

• Reserve Circulation	246
• Total Circulation all shelving locations	1,656

Interlibrary Loan Services

• Total interlibrary loans and documents provided to other libraries	653
• Total interlibrary loans and documents received	337

Information Literacy Sessions

• Sessions embedded in a class	0
• Free-standing sessions	6
• Total students reached	107
• Total number of unique classes visited	6
• Workshops	17

REFERENCE

- Total reference sessions 151

The questions came in a variety of formats:

- In person 73
- Phone 15
- Email 26
- Zoom 18
- Chat 19

Length of sessions:

- 0-9 minutes 85
- 10-19 minutes 26
- 20+ minutes 43

PERSONNEL

- FTE Librarians 1.8
- FTE Other library Personnel 1

Personnel includes 2 Librarians and 1 Library Specialist CL3. This year, Merrill Library hired and trained 24 work-study students (1.5 FTE) with Federal Work Study awards from September until May, and uses a combination of Summer Federal Work Study and department funds to hire 2 work-study students from mid-May through August (2 FTE).

MERRILL LIBRARY STAFF COMMITMENTS TO COMMITTEES

- URSUS Directors Council, System-wide
- URSUS Research Services Group, System-wide
- University of Maine System Libraries Directors Council, system-wide
- Shared Digital Collections Committee, System-wide
- Liaison to Access Services Group, System-wide
- UMM Leadership Committee
- American Colleges & Research Libraries – New England Chapter (ACRL|NEC), Board Member
- URSUS Cataloging Committee, System-wide
- URSUS Circulation Committee, System-wide
- Library Coordinator Search Committee
- Wellness Committee