

## Appendix K

Library and Educational Resources Section of 2005 LCME Survey for The Ohio State University  
College of Medicine Accreditation Visit

**ER-11. The medical school must have access to well-maintained library and information facilities, sufficient in size, breadth of holdings, and information technology to support its education and other missions.**

*There should be physical or electronic access to leading biomedical, clinical, and other relevant periodicals, the current numbers of which should be readily available. The library and other learning resource centers must be equipped to allow students to access information electronically, as well as to use self-instructional materials.*

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a. Give the name and year of appointment for the directors of the library and information technology services unit, and the title of the person to whom each reports. Note any other schools or programs served by each.

Susan M. Kroll, Director, Prior Health Sciences Library & Associate Vice President for Health Sciences, 1991 reports to Dr. Fred Sanfilippo, Executive Dean of the Health Sciences, Dean of the College of Medicine and Public Health, Senior Vice President for Health Sciences

Pamela S. Bradigan, Associate Director, Prior Health Sciences Library, 1991 reports to Susan M. Kroll.

Lynda Hartel, Collection Development and Resource Management Librarian, Assistant Professor, reports to Susan M. Kroll

Eric Schnell, Head, Information Technology, Prior Health Sciences Library, Associate Professor, 2000 reports to Susan M. Kroll

Wasif Malik, Assistant Director, Student Educational Systems, Center for Knowledge Management reports to Susan M. Kroll

Greg Rickabaugh, Assistant Director, Classroom Technologies, Center for Knowledge Management reports to Susan M. Kroll

Tim Cain, Associate Director, Internet Strategies and Development, Center for Knowledge Management reports to Susan M. Kroll

Chris Finneran, Assistant Director, Biomedical Graphics, Center for Knowledge Management reports to Susan M. Kroll

Bruce Biagi, PhD, Director, ISP Program, Reports to Judith Westman, Associate Dean for Student Affairs and Medical Education Administration – Jenny – added per Dr. Westman

b. Briefly summarize any campus-wide or consortium agreements that extend the library’s access to information resources (e.g., university OPAC or regional library network). How does the library interact with other university and affiliated hospital libraries?

The Library participates in campus-wide purchase agreements, state-wide (OhioLINK) purchase agreements, and CIC (Big 10) purchase agreements. These local or regional licenses offer considerable cash savings and provide our customers access to a very diverse, interdisciplinary collection. Our customers have access to over 30 life sciences databases and one of the world’s most comprehensive electronic journal collections. This collection includes over 1,000 electronic life sciences journals available through the OhioLINK Electronic Journal Center, that would not otherwise be available in any format. – See comment in section f, below

c. Briefly summarize any campus-wide or consortium agreements that extend the information technology service unit’s access to information resources (e.g., university data network, Internet-2 connection). How does the IT unit interact with university and affiliated hospital information networks?

The library building’s wired and wireless networks are attached to the campus network backbone, known as OSUnet. OSUnet is provided Internet2 network connectivity through OARnet’s academic services unit. OARnet is a division of the Ohio Supercomputer Center (OSC), a technology initiative of the Ohio Board of Regents. Students have access to 107 wired workstations located within the library, which connect to OSUnet and therefore have access to all networked resources. A significant wireless network allows students to connect to OSUnet, and therefore all networked resources, using their own devices.

Students can access a majority of networked library resources from off campus using a proxy service. Connectivity to the hospitals’ network is provided through a parallel network connection behind the hospitals’ firewall. The hospitals’ firewall is that network’s gateway to OSUnet. Limited “live” clinical information is available to students using workstations connected to OSUnet outside the hospitals’ firewall.

d. Complete the following table, as appropriate, for the library and information technology services units:

	<b>Library</b>	<b>Center for Knowledge Management</b>
Total user seating	401	
Number of photocopiers	4	
Audiovisual services (yes or no)	yes	yes
Number of small-group study rooms	7	
Number of individual carrels available to medical students	263*	
Number of public workstations	22	
Number of computer classrooms		4
Total number of seats in computer classrooms		125
Network connections available in computer classrooms? (yes or no)		yes

\*Includes 100 carrels in the ISP library located in Graves Hall

e. Complete the following table showing library holdings for the current and preceding two years:

	Current Year	One Year Ago	Two Years Ago
Journal Subscriptions (Print)	2,103	2,127	2,784
Journal Subscriptions (Electronic)	3,224	3,695	1,565
Book Titles (Print)	59,508	66,516	78,140
Book Titles (Electronic)	2,339	2,001	971
Audiovisual Titles	821	1078	490
Educational Software Titles use comp files	472	377	377
Databases	88	87	91
Other Holdings (specify) (cartographic, 3D items, anatomical models)	1,650	1,650	1,503
Total Expenditures for Holdings	\$1,421,610	1,342,470	1,170,809

f. Indicate the number of items borrowed or received from other libraries or document delivery services during the most recent academic year on behalf of users.

Materials not available in the Library's print or electronic collections can be requested via the Library's Document Delivery Department. Journals that are missing or at the bindery may also be requested through the document delivery service which access materials via OhioLINK members or CIC purchasing agreements. These materials are generally delivered to the requester's desk top. For the 2003-2004 academic year, the library and its affiliates, University Hospital East and Children's Hospital, borrowed 1,519 items from other libraries on behalf of users. Out of 4,656 interlibrary loan requests each year are made for 25-50 serial titles that are repeatedly requested through interlibrary loan and the library routinely makes requests for additional funding to add this particular group of more expensive titles.

**ER-12. The library and information services staff must be responsive to the needs of the faculty, residents and students of the medical school.**

*A professional staff should supervise the library and information services, and provide instruction in their use. The library and information services staff should be familiar with current regional and national information resources and data systems, and with contemporary information technology.*

*Both school officials and library/information services staff should facilitate access of faculty, residents, and medical students to information resources, addressing their needs for information during extended hours and at dispersed sites.*

a. Complete the following table describing FTE staffing for the library and information technology services units:

	Library	Center for Knowledge Management	Info. Technology Services*
Supervisory staff	18.45	5	

Technical specialists or paraprofessionals	7	15	
Clerical support staff	3.5	3	
Student or hourly support staff	7.98	9.68	

\*Includes staff from both the Center for Knowledge Management and Information Technology.

b. Describe the mechanisms used to assure the ongoing professional skills of the library and information technology staff.

The Library and Center for Knowledge Management supports the continuing professional development of all staff by providing an annual allocation to fund continuing education, travel and/or conference attendance. Faculty librarians and Knowledge Management leadership are expected to participate in teaching, service, and research. They are provided funds to attend conferences of their professional organizations in order to keep current on the latest developments and advancements in their areas of expertise. Participating on national committees, maintaining collegial networks, and attending professional development lectures also assist the staff in their continuing education. Sharing their individual or collaborative research findings with the professional community, also promotes continuing professional development.

c. Describe how the library and information technology services unit support medical education, both individually and jointly. How do they interact with other education support units (e.g., office of medical education or curriculum planning group)?

Library and information technology staffs continue to increase the effectiveness and efficiencies of our services by creating a one-desk service model in the library that is inclusive of library, reference/information and technology. Library instruction staff are currently working on developing a required information literacy course as part of an undergraduate honors curriculum and technology services have recently renovated a computer lab to provide for the testing needs of the College of Medicine. The Library Director is a member of the College Education Committee, the Associate Director is a member of a curriculum committee. In general both units continue to pursue the development of programs and services that allow access to information and assistance 24/7 for students, faculty and staff. For example, staff serve as members of curriculum committees or as educational consultants.

The medical education office meets monthly with senior level IT staff to review priorities and continued advancement of the educational mission.

d. Provide usage data, if available, for library study space, audiovisual resources, and public access computing equipment for faculty and residents.

The Library's seven small group study rooms are heavily used by students groups and student/faculty groups. Actual use for fall quarter 2004 was 2018 reservations for small group study rooms, which will result in approximately 6,000 uses for the 2004-2005 academic year.

Our division of Classroom Technologies, which provides classroom presentation and audiovisual services for education activities supported 1,979 educational events for the 2004 calendar year.

The Library has 22 public workstations for access to the Internet and Library resources. Four of those 22 workstations are part of the Do IT Yourself (DIY) station. The DIY station includes scanners, multimedia card readers, syncing station and high-speed laser printer as well as software for multimedia presentation, photograph manipulation and personal digital assistant synchronization.

The recently remodeled computer lab of the fourth floor of the Library contains 85 workstations for word processing, school email and web based medical student exams. The lab is staffed by a full time lab manager and student employees and is open all hours the Library is open.

e. List the hours in which the library and public access computers are open and available to faculty and students during the academic year.

Monday - Thursday	7:30 a.m. - 11:45 p.m.
Friday	7:30 a.m. - 7:45 p.m.
Saturday	10:00 a.m. - 5:45 p.m.
Sunday	Noon - 11:45 p.m.
Student ISP Computers	24/7 with keycard access

\* The Library extends its hours on a regular basis immediately before and during exams.

f. Describe the methods to provide faculty and students with access to library and information resources from off-campus sites.

Faculty and students connect to an "off-campus sign in" page where they enter their OSU name.number username and password. Then they have access to most, but not all of our electronic resources. There are a few resources, which are not available from off campus logins due to license restrictions. Faculty and staff also have the option to call or email the Library to obtain information about library resources or ask reference questions.