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A Message from the Dean of Libraries

The year just concluded, 2000-2001, was a red-letter year for the IUP Libraries. After many years of debate, the main library, Stapleton, converted its book collection from the Dewey Decimal system to the Library of Congress. Although a small collection of Dewey books remains, the shelves are now lined with books beginning with A and ending with Z. This conversion was made possible, first, by the commitment and financial support of the University administration. Secondly, it was facilitated by the miracle of automation that allowed existing LC numbers in our records to be quickly switched into the call number field for the Dewey ones. And, especially, it was made possible by the extensive study, planning, dedication, individual effort, and teamwork of all of the library faculty and staff and over a hundred student employees. Thanks are especially due to Ron Steiner, the Chair of the Library Faculty, who took on the task of organizing the project two years ago and has stayed with it to completion. This past year, Phil Zorich, the Acting Associate Dean of Libraries, and Judy Bouton, the Circulation Coordinator, organized and managed the book stacks and the student workers who have worked this past summer to actually get the job done. And, while there is some "clean-up" work, it is really done.

For those who work in the IUP Libraries, this project seemed a monumental task and the prospect of it was truly daunting. But once the commitment was made, the job became manageable through study of the problem, analysis, planning, organization, and action. Conversion to LC has seemed an impossible task but, in the end, it was not. The IUP Libraries has many major projects before it as it continues to evolve, adapt to new technology and pedagogy, and introduce new services and resources for the university community. I hope that we may benefit in those efforts from what we have been able to achieve this summer.

In the year ahead, more attention will be given to planning for the renovation of Stabley Library, still several years off but important in conceiving of library and information services for the future. After several years of work, we now have the results back from an extensive survey of student and faculty needs and we will be assessing the results. I very much look forward to the outcome of these efforts and the new ideas that we are able to generate in the year ahead.

Dr. Rena Fowler
Dean of Libraries

Story of Library of Congress Conversion

Conversion of the book collection to the Library of Congress classification system and an authorities processing project began with the writing of an RFP for both projects in the fall of 2000. Lora Lee Bertig, Barbara Cerovich (Purchasing Office) and Ron Steiner largely wrote the RFP with review by Daniel Shively, Myrtle Joseph and Carl Rahkonen. These same persons with the addition of Rena Fowler and Phillip Zorich served as the reviewing team for the RFP proposals. The contract was awarded to Marcive, Inc. of San Antonio, TX.

Meetings of a committee of Rena Fowler, Phillip Zorich, Judy Bouton, Susan Drummond and Ron Steiner during the academic year at intervals of two or three weeks reviewed detailed plans for the conversion process. The named individuals represented the following special responsibilities: alternate services and administrative/faculty liaison (Fowler), the re-labeling and re-shelving processes themselves (Zorich and Bouton), publicity and student recruitment (Drummond) and contracts and company liaison (Steiner).

The electronic bibliographic "flip" occurred on May 14. Over 400,000 labels were affixed between May 14 and June 1. Re-shelving started on June 4 and was completed by August 3. Both of these phases were well ahead of a previous tentative schedule.

Authorities processing, another part of the Marcive contract, was finished in late summer. Obsolete subject, name and name-title headings have been replaced by current Library of Congress headings and cross references are provided.

<div style="text-align: right">

Ron Steiner, Chair
Library Faculty

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IUP Libraries Strategies for a New Millennium

The Indiana University of Pennsylvania library faculty, managers and staff have identified the following broad vision of service and goals for the future. Resulting from a year of planning and study, these goals will form the framework for library service to the University community as we enter the new millennium.

The employees of the IUP Libraries affirm the following statement:

Vision

We envision a future for IUP Libraries:

- Where the services are prompt, satisfying, and effective, drawing together the expectations of users with the discipline of librarianship
- Where students and other university community members may learn how to locate, access, and use resources as part of becoming information literate, life-long learners
- Where university community members engage in active learning, independently or collaboratively, in one of the IUP Libraries or through our gateway website
- Where librarians and staff deliver services in a friendly and professional manner, partnering with teaching faculty and other university staff in the development of services
- Where the information resources are rich, well matched to the curriculum, up-to-date, well maintained, and easily accessible to local and remote users

We also envision a future for IUP Libraries where all staff enjoy their work and are fulfilled by it.

Values
- As employees of the IUP Libraries, we are committed to work with each other in a friendly, honest, and open environment that demonstrates mutual respect for our strengths and differences. In serving our users, we place high value on quality and timeliness of service provided in a professional manner

IUP Libraries: Goals

Buildings and Space
- Goal 1: We will create a safe, comfortable and healthy environment for library users and staff members
- Goal 2: We will designate sufficient space for work, study, collections, equipment and supplies
- Goal 3: We will enhance the environment, interior design and functionality of the libraries

Collections
- Goal 4: We will improve collection development, preservation and access to our collections or to appropriate information in concrete and practical ways

Library Users
- Goal 5: We will serve faculty, students, academic units, staff, and community members with emphasis on both traditional and non-traditional users
- Goal 6: We will make the library friendlier to our users and encourage them to engage in active learning

Services
- Goal 7: We will analyze and strive to assess current library services, including library instruction
- Goal 8: We will make our current services known to the university community
- Goal 9: We will identify the services our users would like the library to provide and seek to deliver them within the limits of our resources

Staff
- Goal 10: We will endeavor to staff the libraries appropriately, within the limits of our resources, to fulfill our institutional mission and vision
- Goal 11: We will encourage and support library employees to rise to the highest level of training, related to their duties and library needs, which they desire to achieve
- Goal 12: We will strengthen employee morale

Technology and Equipment
- Goal 13: We will identify trends in emerging technologies and use this information to make wise decisions in our technological development.
- Goal 14: We will provide a technologically well-equipped library to meet current and emerging library user needs

2000-2001 Plan Related Achievements

Buildings and Space
- Carried out library user comfort survey and communicated results to University authorities, leading to an overhaul of the air-handling system and improvement of Stapleton's environmental conditions
- Used signage effectively to inform public prior-to, during, and after LC Conversion
- Created envisioning committee to plan redesign of Stabley Building

Collections
- Carried out approval plan and continued to refine profiles
- Completed Inventory project and produced final survey report
- Planned for conversion of 420,000 volumes from Dewey Decimal to Library of Congress Classification number. Completed Phase I of project early and began Phase II
- Discussed improved means of circulating government publications
- Continued to add Internet sites to CORC database
- Began cataloging in Library of Congress Classification System
- Continued planning for authority control

Library Users
- Carried out extensive survey of faculty and student user needs and analyzed results
- Met with Continuing Education to build relationships and improve services to distance students
- Prepared guide to library sources and services for distance learners
- Promoted our collections and services through news releases on our primary web page, library newsletters, library liaison lunches and electronic lists, participation in general orientation programs for targeted groups such as graduate students, provision of bibliographic instruction for a wide variety of users locally and at a distance, from community users and undergraduates to graduate students and faculty, and outreach to students in resident halls
- Offered two Friends of the Library presentations to record numbers of participants
- Redesigned and sent out two issues of Friends of the Library Newsletter

Staffing
- Offered funding and time to faculty and support staff to attend workshops, conferences and other training
- Offered training and demonstrations in electronic services such as Netlibrary, Xanadu, and Docutek

Technology
- Completed Library Technology plan
- In Media Resources, added improved equipment including overhead projector, new video editing suite, upgraded audio and editor equipment, and added more public terminals
- Added color printer to Library Computer lab
- Designed, set-up and implemented wireless communication to facilitate the in-house labeling portion of the LC conversion
- Developed a pilot for distribution of wireless laptops within the Stapleton Library
- Developed on-line survey to be used within the Library
- Upgraded all PC's in order to migrate to Windows 2000
- Added a second color printer, which is accessible from all public labs.
- Installed new projection system in room 210 Stabley
- Converted the big screen TV in room 101 Stabley to display computer images as well as standard video
- Migrated web server from a Unix based system to a new WIN NT server

General Library Developments and Accomplishments

Bibliographic Control
For over a decade, the IUP Libraries have discussed the conversion of Stapleton's book collection from Dewey Decimal Classification to Library of Congress Classification. After years of planning, and the work of hundreds of individuals and two electronic library vendors, the Library began and completed the first phase of this project this fiscal year, a full two weeks ahead of schedule. It involved:
- A year and a half of pre-conversion planning
- The shelf reading and compaction of the entire collection of over 420,000 titles, a necessary step if a speedy, non-disruptive and successful conversion project was to be possible
- The training of 120 student workers
- The participation of most library staff, administrators, and faculty

Bibliographic Instruction and Information Literacy
- Teaching of hundreds of library-related instructional sessions
- Carrying out of a team teaching experiment with LB 151--Introduction to Library Resources
- Teaching of Communications 302, Research in Communications
- Convening of a cross-campus Information Literacy Task Force
- Provision of training in use of full-text library databases for tutors at the Writing Center

Communication
- Production and distribution of two editions of the library newsletter
- Information sent out via the library liaison electronic discussion list
- Two lunches held with departmental library liaisons across campus
- Production and distribution of two issues of a newly redesigned Friends of the Library Newsletter
- Meetings with Residence Life personnel, and provision of library promotion materials for the specialty floors in the resident's halls, and preparation of certificates of appreciation

Data Bases added:
- Academic Search Premier
- Davis-Bacon Act Database courtesy of the Federal Depository Library Program
- E-subscribe – access to the full-text of most ERIC documents from 1996 to the present
- Ebsco Online Citations
- Environmental Knowledgebase
- Health Source: Nursing Academic Edition
- Netlibrary – full-text access to current monographs
- Philosopher's Index
- Service Contract Act Database courtesy of the Federal Depository Library Program

- Social Work Abstracts
- 1980 Census CD
- Lexis-Nexis Academic Universe for off-campus patrons

Distance Education Initiatives
- Formed library committee for support of Distance Education and met with representatives from Continuing Education
- Produced brochure to inform distance students of our services and assist them in locating resources through the library
- Acquired an 800 number at the Reference Desk for distance education student inquiries

Physical Improvements
- Added library mural to the first floor

Production
- Introduced digital video production in the IDC for those faculty who wished to integrate video into teaching materials
- Did on-site video production work for Safety Science courses.
- Added new televisions and cameras in Media Services

Training
- Introduced IDC workshops on specialized applications such as the CD-ROM/Web hybrid to help faculty overcome web bandwidth limitations and to integrate multimedia into their course materials
- Provided practicums in IDC in instructional design for IUP Communications Media majors

Users
- Prepared a library user survey for distribution, sent out questionnaires, collected results and input results

WebCT
- Made successful transition to WebCT version 3.0 from version 1.5
- Created for all a MyWebCT identity by universal registration of all IUP faculty and students into the WebCT global database
- Created a pre-established experimental WebCT course for all members of the faculty
- Offered special workshops and ongoing support for the administrative uses of WebCT

Departmental Accomplishments and Developments

Acquisitions/Serials
- Participated in second year of monographic approval plan
- Second EDI invoice loaded into Voyager enabled automated creation of 1500 line item invoice that formerly had to be manually loaded
- Cleared out most of backlog
- Currently working on processing of gift books
- Initiated purchase of items from Alibris using purchase orders
- Set up an account with Barnes and Noble in Greensburg for rush items and items not available through Yankee, our main book vendor
- Implemented ACSWEB e-journals to replace microform copies of some chemistry journals
- Added e-journal MARC records to Voyager for Project Muse, JSTOR, ACSWeb, and other individual titles
- Continued shelf reading project to maintain the open Serials Back Stacks. Also shelf reading project in Microform Area
- Surveyed remaining shelf space in Back Stacks to project future shelving needs (Three years space remaining)

Bibliographic Instruction
- Taught two sections of LB 151
- Offered hundreds of presentations to thousands of students at a variety of levels from children from local elementary schools, to beginning Learning Center Students, to undergraduates, graduates and faculty in a variety of subject areas
- Put course materials and pathfinders on the web

Circulation
- Shelf-read and compacted, in preparation for the conversion to the Library of Congress Classification System, entire collection of over 420,000 books
- Began on May 15th Phase One of the conversion project and 120 student workers were trained for the project
- Completed Phase One, re-labeling, 2 weeks ahead of schedule
- Combined Circulation and Reserve Departments, which are now fully functional as one unit
- Continuing E-Reserves, a popular service. By the end of Spring 2001 semester, 797 e-reserve items were processed--137 more than in Spring 2000

Cataloging
- Began cataloging in Library of Congress
- Completed inventory and prepared final summary report
- Added Internet sites to CORC database
- Planned for Library of Congress and authority control
- Made progress towards elimination of backlog

- Included bibliographic records in online catalog for large microfilm collections

Collection Development
- Worked with subject faculty to establish and refine departmental profiles for approval plan
- Offered subject faculty training in use of the approval plan

Government Publications
- Underwent and successfully passed official inspection by representative from the U.S. Government Printing Office
- Improved access to government information by adding thousands of electronic records for government publications to the Library's online catalog
- Added access to the Davis-Bacon and Service Contract Act Databases through the Federal Depository Library Program
- Made tax information available to the public in paper and electronic format
- Participated in a trial of off-campus access to Academic Universe, making possible the continuation of this service to our students
- Rewrote Government Publications' Collection Development Policy to reflect increasing web access to government information
- Performed annual zero-based item selection
- Weeded hundreds of items from the collection and prepared and sent
- Developed and expanded government documents web pages to provide better access to government information both in paper and electronic format
- Purchased Census-CD 1980 to provide electronic access to 1980 Census data to the tract level
- Created or maintained 31 web pages
- Produced two displays to promote the use of government information, and sent their images to a national documents promotion web site

Instructional Design Center (IDC)
- Had or have over 300 faculty using WebCT
- Have over 400 active courses running on the WebCT system
- Offer 17 "pure" distance education courses with WebCT
- Maintain over 14,000 student registration accounts
- Consistently have 2000 or more hits per day on the WebCT logon page
- Provided more than 425 in-house consultations
- Had 201 workshop participants
- Participated with IUP faculty in a grant-funded Digital Storytelling Project

Media Resources
- Established new video editing suite
- Added more public terminals
- Upgraded audio equipment
- Upgraded editor to digital

- Put all Library instruction room scheduling online
- Acquired new section of videocassette compact cabinetry
- Improved web sites with updates, more web links, and education guides
- Shifted entire slide collection.
- Began Internet ordering of video, compact discs, and DVD's, a process that substantially decreased the average time between ordering and receipt of items
- Began to use the new Voyager Acquisition system
- Withdrew media items no longer useful from the collection including filmstrips and audiocassettes
- Established a regular schedule for staff meetings

Media Services
- Participated in grant-funded projects: Digital Storytelling (English), Italian Exhibition (Fine Arts), publication of Aristeria (Myth Center), SSHE video for recruitment, and system-wide initiatives
- Supported important campus and community efforts: IUP May and December commencements, Indiana High School commencement, Christmas Tree Lighting Ceremony
- Distributed 1742 items, repaired 48, produced 785 and set-up 18 teleconferences

Reference
- Prepared a new "Libraries: An Overview" pamphlet to reflect LC Conversion
- Provided informational handouts for Advising and Testing Center's 2001 Freshman Summer Orientation
- Hosted the Third Annual SSHE Reference Librarian Fall Conference
- Successfully relabeled and re-shelved the approximately 40,000 books in the Reference Collection during the LC Conversion period
- Continually updated databases page
- Answered electronic reference inquiries
- Provided displays in our display cases including those for National Library Week, Staff Crafts & Hobbies, and 125 Years of Women at IUP
- Completed an inventory of the Reference Collection in anticipation of the LC Conversion
- Provided "train the trainer" sessions for Writing Center Tutors
- Developed poster to promote use of library resources through the library web page
- Met with representative from Residence Life and provided bibliographic instructional materials and promotional posters to specialty floors and prepared certificates of appreciation for residence assistants
- Experimented with team-teaching of LB 151
- Worked with SSHE Pilot Committee to establish a new look for Pilot
- Worked with system-wide Electronic Resources Committee's Criteria and Evaluation Committee and evaluated proposals for bibliographic databases
- Coordinated Library Segment of Learning Center Program

- Contributed to the library section of the Eberly College of Business and Technology Self-Study document for accreditation

Special Collections
- Prepared and displayed an exhibit of selected images from the Historical American Buildings Survey and the Historical American Engineering Record survey for the Outdoor Heritage Festival
- Provided two library displays on rare books and Pennsylvania history
- Participated in the University of Pittsburgh's Labor Legacy Project
- With Library Technology Services Staff, wrote a grant to digitize and web publish ten Heritage Documents
- With Library Technology Services Staff, published six hundred historical photographs of IUP on the web

Technology Services
- Staffed and maintained the library lab which is open approximately 92 hours a week, utilized 71%, and provided 40,000 print jobs per semester
- Responded and closed 300 individual help requests
- Designed, set-up and implemented process and equipment for wireless communication to facilitate the in-house labeling portion of the LC conversion
- Developed a pilot for distribution of wireless laptops within the Stapleton Library
- Developed on-line survey to be used within the library
- Upgraded all PC's in order to migrate to Windows 2000
- Added a color printer, which is accessible from all public labs
- Installed new projection system in room 210 Stabley
- Converted the big screen TV in room 101 Stabley to display computer images as well as standard video
- Migrated web server from a Unix based system to a new WIN NT server
- Maintained and updated IUP Libraries web page, which gets approximately 3,000 visitors per month generating over 67,000 hits

Armstrong Campus Library
- Carried out major weeding project in light of the transition of Armstrong County Campus from a primarily residential freshman experience campus, to non-residential one geared towards specialized and advanced degrees including a major component of Electro-optics to begin September 2002
- Involved actively in the planning of the new facility for IUP to be built at NorthPoint, Slatelick in 2003
- Worked with Frank Corbett and attended all of the receptions for potential graduate students offered at the Armstrong County Campus. Worked with Dennis Whitson to determine library resources and services needed to support new curriculum in Electro-optics

Music Library
- Bar-coded all personal and uncataloged materials on reserve

- Began circulation of reserve items through the automated system

Punxsutawney Campus Library
- Weeded 500 books from collection and returned to main library for discard
- Gave Advanced Place English high school students from Punxsutawney training and assistance in use of University library resources
- Provided 75 students from Learning Strategies classes individual assistance from librarian or library assistance in library use
- Installed circulation module
- Added 15,000 books to Voyager database to enable online circulation of books
- Received new circulation desk

University School Library
- Began barcoding of fiction collection and cleanup of database records
- Collaborated with Dr. Anne Creany and Ms. Sandra Burwell in instruction of approximately 30 University School students
- Worked with University School students in 12 scheduled weekly classes

Library Committees, Charges, and Membership

Cataloging Forum
- Offers a vehicle for the discussion of common cataloging and associated database issues across the IUP Libraries
- Membership: Rena Fowler, Jim Hooks, Rosa Jen, Myrtle Joseph, Bob Kirby, Lynne Lucas, Carl Rahkonen, Dan Shively and Ron Steiner

Committee for Friends of the IUP Libraries
- Provides support to the Library's development and fundraising efforts, especially through programs that encourage and honor donors
- Membership: Sue Drummond, Chair; Karen Brown, Michelle Fryling (representing Institutional Advancement), Theresa McDevitt, Doug Shumar and Phil Zorich

Electronic Resources Task Force
- Facilitates the work of collection development by scanning the information marketplace, investigating appropriate electronic resources, comparing options, and making recommendations
- Membership: Theresa McDevitt, Chair; Karen Brown, Lora Lee Bertig, Sandy Janicki, Joann Janosko, Myrtle Joseph, Blaine Knupp and Jeff Montgomery (representing the TSC)

IUP Voyager User Group
- Provides input for IUP librarians and staff into the configuration and administration of the Endeavor Voyager software; offers a forum for discussion and communication aimed at improving the use of the system within the IUP Libraries
- Membership: Jeff Montgomery (IUP Hub Coordinator and TSC staff member); Judy Bouton, Karen Brown, Lisa Custer, Rena Fowler, Sandy Janicki, Myrtle Joseph, Blaine Knupp, Walt Laude and Carl Rahkonen

Planning Committee
- Advances continuous planning within the IUP Libraries
- Membership: Rena Fowler, Chair; Judy Bouton, Karen Brown, Ed Zimmerman, Myrtle Joseph, Bob Kirby, Walt Laude, Joann Janosko and Phil Zorich

Technology Committee
- Examines issues related to technological applications for the IUP Libraries and formulates and forwards recommended proposals for the advancement of the use of such technology where it may improve services to the university community
- Membership: Rena Fowler, Chair; Karen Brown, Karen Wood, Sandy Janicki, Judy Bouton, Lisa Custer, Myrtle Joseph, Lora Lee Bertig, Jeff Montgomery (representing the TSC), Sam Puleio (representing the TSC), Carl Rahkonen, Ed Zimmerman and Phil Zorich

Web Advisory Group
- Assists in the continued development of the IUP Libraries' web site by suggesting approaches, resources, arrangements, and structures to facilitate the goals of the site
- Membership: Carl Rahkonen, Chair; Sue Drummond, Blaine Knupp, Theresa McDevitt, Ed Zimmerman, Karen Wood and Phil Zorich

Principal Departmental Committees
- Bibliographic Instruction Study Group
- Collection Development Committee
- IDC/Media Services Group
- Reference Group

Special Committees
- Joint Library and LESC Committee for a User Survey Committee
- Library Building and Space Committee
- LC Conversion Committee
- Ad Hoc Stabley Envisioning Committee

Library Events

- Two Scholastic Book Fairs were held in Media Resources allowing educators to purchase quality books at reduced prices

- Third Annual Meeting of the SSHE Reference Librarians was held. This two-day event attended by librarians from across the State System included a dinner and evening reception and an entire day conference

- A reception was held in the fall to welcome back faculty and administrators

- A Farewell to Dewey Party was held for the entire University Community to begin the process of reclassification

- Fall Meeting of the Laurel Highlands Health Sciences Library Consortium was hosted by our library

- Profile training for subject faculty and librarians was held

- Two library liaison lunches were held for subject faculty to thank them for their service to the Library and to share information and gain feedback on collections and services

- Two Friends of the Library Programs were presented to record number of participants

- Displays were designed and presented including one to celebrate National Library Week highlighting favorite books of local faculty, one drawing attention to conferences held on campus, one displaying staff craft and hobbies, and one celebrating 125 years of Women at IUP

Library Faculty and Staff Accomplishments

University Libraries are what we are because of the service and commitment of our staff and faculty. During the past year, together, Library personnel have contributed greatly to the University, the profession and the community

Highlights include:
- Authored 16 book reviews published in professional and scholarly journals
- Taught two sections of 1-credit LB151
- Taught one section of 3-credit Communications 302
- Presented 3 papers or workshops
- Authored 1 book chapter

In addition to making up the membership of the many internal library committees, librarians have also participated in the following University-wide committees and councils:
- APSCUF Summer School Committee of Meet and Discuss
- APSCUF Promotion Committee
- University Wide Sabbatical Committee
- Served on 3 Masters Thesis Committees in Music
- University Senate and its Graduate Curriculum Committee
- APSCUF Library Departmental Representatives
- Information Literacy Task Force Members
- Instructional Design Center Advisory Board
- University Judicial Board

Librarians and staff were involved in the following regional and national professional activities:
- American Library Association Mid-Winter and Summer Meetings
- Computers in Libraries Conference
- EDUCAUSE
- Voyager Users' Group Meeting 2001 and Pre-VUGM Advanced Acquisitions workshop
- PALCI Fall and Spring User's Group Meetings
- PALINET Fall and Spring Membership Meetings
- Atlantic Chapter of the Music Library Association
- National Meeting of the Music Library Association
- President and Program Chair of Niagara Chapter of Society for Ethnomusicology
- Membership in PALINET Educational Advisory Board
- Member of the ALA Government Documents Roundtable National Action Alert Network
- Women's Leadership Institute
- KLN Electronic Resources Committee's Database Evaluation Meeting
- KLN Pilot Committee Meeting
- Reference and User Services Association Institute

- SSHE Fall Reference Librarian's Meeting
- Information Literacy Workshop, California University of PA
- Basic Serials Cataloging Workshops

Employees improved skills by attending workshops or demonstrations in the following areas:
- Banner Navigation
- Banner Financial Training
- Banner Training for Online Ordering
- Banner Training for Requisitioning of Equipment and Supplies
- Banner Training for Student Time
- Scanning
- SPSS
- Seminar on Human Resource Law
- Job Classification Seminar
- Video Editing Equipment
- Netlibrary (e-books)
- Docutek (reserve system)
- Webfeat (database interface and management)
- Frontpage
- Grant Seeking
- Cataloging Training
- WebCal
- Word II
- Access

And, librarians and staff contributed to the community through service on local community boards and participation in community activities:
- Board of Directors for Indiana Ballroom Dance Club
- Board of Directors for Indiana Tennis Association
- Indiana Business and Professional Women's Club
- History Day Judges
- Planned, co-sponsored, and conducted "A Celebration of Literacy Day" at the Public Library
- Past President, Indiana Reading Council
- Newman Center Book Sale Volunteer

IUP Libraries' Personnel
2000-2001

ADMINISTRATION
Fowler, Rena   Dean of Libraries
Zorich, Phil   Acting Associate Dean of Libraries
Bertig, Lora Lee   Assistant to the Dean
Zimmerman, Ed   Library Technology Manager
Berkey, Nan

ACQUISITIONS/SERIALS
Janosko, Joann   Acquisitions and Serials Librarian
Clawson, Janet
Lenhardt, Judy
Mumau, Loretta
Payne, Melonie

CATALOGING/INVENTORY
Shively, Dan   Cataloging Coordinator
Joseph, Myrtle   Cataloging Librarian
Steiner, Ron   Cataloging Librarian
Hunter, Brian
Rittenberger, Terry
Johnston, Leah   Temporary

CIRCULATION/RESERVE
Bouton, Judy   Circulation Coordinator
Hamilton, Ron
Kensey, Joyce   Reserve Supervisor (partial year)

COLLECTION DEVELOPMENT
Brown, Karen   Collection Development Librarian

INSTRUCTIONAL DESIGN CENTER (IDC) / MEDIA SERVICES
Himes, Glenn   Director of IDC/Media Services
Bowser, Lester   Web Administrator
Ciroli, Ken
Mallory, Joann
Shumar, Douglas

INTERLIBRARY LOAN (ILL)
Asamoah, Carol

GOVERNMENT DOCUMENTS

McDevitt, Theresa — Government Publications and Reference Librarian

MEDIA RESOURCES

Laude, Walt — Media Resources Coordinator
Jen, Rosa — Media Cataloging Librarian
Barber, Barb
Trexler, Shirley

REFERENCE

Knupp, Blaine — Reference Coordinator
Connell, Carol — Reference Librarian
Wood, Karen — Reference Librarian
Drummond, Susan — Reference and Bibliographic Instruction Librarian
Janicki, Sandra — Reference Librarian
Coy, Geraldine

SPECIAL COLLECTIONS

Yeager, Rhonda — Acting Special Collections Librarian and University Archivist
MacGregor, Douglas — Historical Collections Specialist
Redd, Kathy

MUSIC LIBRARY

Rahkonen, Carl — Music Librarian
McFerron, Terice

UNIVERSITY SCHOOL LIBRARY

Lucas, A. Lynne — University School Librarian

ARMSTRONG BRANCH CAMPUS LIBRARY

Hooks, James — Armstrong Branch Campus Librarian
Daugherty, William

PUNXSUTAWNEY BRANCH CAMPUS LIBRARY

Kirby, Robert — Punxsutawney Branch Campus Librarian
Casaday, Colleen

Statistics

	1999-2000	**2000-2001**
IUP Libraries		
Libraries and Media Services		
<u>Staffing</u>	FTE	FTE
Librarians	18	18
Other professional/management staff	4	5
Appointed staff	23.75	21.75
Student assistants	43	42.43
Total staffing	88.75	87.18
<u>Expenditures</u>	Dollars	Dollars
Salaries and wages		
Librarians and professional staff	$1,349,410	$1,533,107
Other appointed staff	$722,931	$755,860
Student assistants	$342,206	$394,668
Total Salaries and wages	$2,414,547	$2,683,635
Information resources		
Books, serial microforms and other materials:		
Paper and microform	$160,047	$398,969
Electronic	$0	$0
Current serials subscriptions, search services:		
Paper and microform	$734,581	$689,287
Electronic	$152,343	$208,772
Audiovisual materials	$53,312	$43,166
Document delivery/Interlibrary loan	$22,771	$30,972
Preservation	$53,307	$62,822
Total Information resources	$1,176,361	$1,433,988
Operations		
Furniture & equipment w/ maintenance	$56,520	$13,535
Computer hardware and software	$102,903	$125,617
Bibliographic utilities, networks, consortia	$57,761	$56,459
Other operations	$140,322	$190,026
Total Operations	$357,506	$385,637
Total Expenditures	$3,948,414	$4,503,260
Employee fringe benefits	$631,231	$629,016

Expenditures from Non-State Funds
Included in above totals

Federal Work-Study	$266,227	$247,717
Grants	$12,091	$15,753
Foundation	$4,603	$36,297

	1999-2000			**2000-2001**
Library Collections	Total No.	Added	Deleted	Total No.
Books, serial volumes, etc.				
Books - volumes	678,013	11,378	2,633	686,758
Serials - volumes	130,713	2,985	0	133,698
Total volumes	808,726	14,363	2,633	820,456
Books - titles	542,832	10,666	1914	551,584
Serials - titles	8,041	8	0	8,049
Microform units, total *	1,707,691	40,715	0	2,344,030
Microcard	26,444	0	0	200,444
Microfiche	1,617,431	40,263	0	2,059,694
Microfilm	63,816	452	0	83,892
Electronic titles	431	215	0	646
Current serial subscriptions				
Paper and microform **	2,763	9	17	2,755
Electronic	174	102	0	276
Books and serials: further data				
Books purchased	3,114			6,532
Book gifts sent to cataloging	614			164
Paper/microform gift serials	152			134
Books and serials sent to bindery	5,709			5,336
Government documents not otherwise counted	32,314	1,798	725	33,387
Percentage of documents selected	NA			23.79%
Manuscripts and archives (linear feet)	NA			3,800
Audiovisual materials in units, total*	224,613	1,268	24,140	201,741
Cartographic	23,145	458	0	23,603
Graphic	160,288	0	23,798	136,490
Audio	31,534	360	342	31,552
Film and video	9,646	450	0	10,096

Library Services

Document delivery/ILL provided to others
Returnable (books, etc.)	2,695	4,208
Non-returnable (journal articles, etc)	1,928	2,871
Total provided	4,623	7,079

Document delivery/ILL received from others
Returnable (books, etc)	3,530	2,784
Non-returnable (journal articles, etc)	4,818	4,020
Total received	8,348	6,804

PALCI (Direct borrowing within PA)
Books provided to academic libraries	176	557
Books received from academic libraries	413	1,479

	1999-2000 Total No.	**2000-2001** Total No.
Circulation		
General collection	93,890	81,726
Reserve collection, paper & electronic	61,651	123,354
Total	155,541	205,080
Use of Online Catalog, Webpage, Databases		
Voyager online catalog hits	3,555,038	4,956,680
Web page hits	4,586,044	5,129,096
Database searches, approximate, partial	502,239	1,324,256
Information service		
Presentations to groups	606	618
Attendance at presentations	8,942	8,674
Questions answered	21,051	20,703
Number of courses offered	2	2
Total students enrolled in courses	34	53
Hours open during semester per week	92	92
Hours of Reference Service during semester/week	83.25	83.25
Gate count	366,006	413,939

Internal Ratios and Comparisons

FTE Students	12,774	12,583
Circulation/FTE Students	12	16
Volumes/FTE Students	63	65

Library expenditure/FTE student	$309	$358
Library collections expenditure/FTE student	$92	$114
Total library spending by major components		
Ratio of salary & wages to total (no benefits)	0.61	0.60
Ratio of collections to total	0.3	0.32
Ratio of operations & equipment to total	0.09	0.09

Media Services	1999-2000	**2000-2001**
Staffing (included in Libraries total)	FTE	FTE
Professional/management staff	0.5	0.5
Appointed staff	3	3
Student assistants	0.16	2.69
Total staffing	3.66	6.19
Expenditures (included in Libraries total)	Dollars	Dollars
Salaries and wages	$171,033	$134,831
Operations		
Supplies, etc.	$7,550	$8,026
Equipment	$8,346	$12,976
Total	$186,929	$155,833
Employee fringe benefits	$49,255	$55,281
Services	Numbers	Numbers
Equipment distributed	2,103	1,742
Equipment repaired	128	48
Production work	NA	785
Teleconferences	25	18
Technical support for campus	NA	49

Instructional Design Center	1999-2000	**2000-2001**
Staffing (not included in Libraries total)	FTE	FTE
Professional/management staff	2.50	1.75
Appointed staff	0.00	0.00
Student assistants	0.03	0.75
Total staffing	2.53	2.50

Expenditures (not included in Libraries total)	Dollars	Dollars
Salaries and wages	$137,866	$69,852
Operations		
Supplies, etc.	$7,530	$16,213
Equipment	$9,387	$12,426
Total	$154,783	$98,491
Employee fringe benefits	$17,200	$25,287
Expenditures from Non-State Funds		
Included in above totals		
Grants	$48,551	$28,659

Services	Numbers	Numbers
Workshops offered	51	47
Workshop participants	258	221
Consultations	378	425
WebCT, total accounts	884	1,622
WebCT, active accounts	310	726
WebCT, total student accounts	12,140	15,705
WebCT, web page course listing hits this period	155,834	244,183
WebCT, web pages course listing hits to date (6/30/01)		400,017

Library Technology Services

Hours open per week		92
Average use/hour		21

Notes Regarding Statistics:

* A new count of book-micro holdings attributed to
a large increase in the total # of microforms
as compared with last year's totals.

** Beginning number does not correspond with
last year due because an inventory was carried out
in which many inactive records were deleted.

NA may mean that the data was not available at all
or not conveniently so for the purposes
of completing this report.

The statistics reported here are primarily the data supplied annually to the
federal government
under the IPEDS program. Established categories
of data do not adequately reflect the changing
electronic environment and new measures are needed. Acquisitions expenditures are best
examined over time because of varied spending
patterns. Separate statistics for Media Services
and the Instructional Design Center are included.
Better measures of activity for these units
are in order.