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## **A Message from the Dean of Libraries**

During 2001-2002, the IUP Libraries completed the final phase of LC conversion to the relief and satisfaction of the librarians and staff who had worked on this massive project. More broadly, we declared accomplished our first three-year plan, Strategies for a New Millennium. We had set some 48 specific strategies (or objectives) in six goal areas and we found that we had completed 2/3 of the total with the remainder largely in progress. By the close of the year, we had approved a new three-year plan, Moving Forward in the New Millennium, with a set of equally ambitious objectives.

The achievements of the year now past are described in the pages that follow and a few are noted here. Library faculty and staff began preparations for the renovation of Stabley Library, still a few years off. Within the renovated building, we hope to feature a model for the incorporation of technology, pedagogy, and librarianship through a service area we call an Information Commons. This concept will continue to evolve. The IUP Libraries reached out this past year in ways it has not done before, establishing relationships with Admissions, Student Affairs, the office for international students, and several other units. Orientations were offered to new students and parents so that all might know more of what we offer IUP students. With the support of Academic Affairs, much new equipment was secured, greatly improving the quality of the computers, microform machines, and other technology within the IUP Libraries. By year's end we were able to add a number of new full-text databases, thereby adding to the resources we offer students and faculty. And, librarians were active participants in the work of the ad hoc Information Literacy Task Force, appointed by the Provost to determine how IUP will respond to this issue.

The progress made reflects the commitment of the library faculty and staff to meet the needs of students and faculty across the university, overcoming the obstacles associated with change and limited resources. For their dedication and accomplishment, I offer them my thanks and look forward to the year ahead.

Dr. Rena Fowler  
Dean of Libraries

## **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 the 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 cooperatively, 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.

## **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 us 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.

## **2001-2002 Plan Related Achievements**

### **Buildings and Space**

- Convened way-finding committee and established standards and policy for signs.
- Produced draft plan for renovation and redesign of Stabley.
- Held one day meeting with architects to discuss draft plan and concerns of units.
- Initiated preliminary planning for relocation of services and materials during renovation process.
- Initiated planning for Facilities Manager for Stapleton II, an addition.

### **Collections**

- Completed conversion of 420,000 volumes from Dewey Decimal to Library of Congress Classification.
- Implemented authority control.
- Continued to add Internet sites to CORC database.
- Added e-books records to online catalogue.

### **Library Users**

- Published and publicized results of faculty and student user needs.
- Created webpage for distance education students.
- Promoted our collections and services through news releases on our primary webpage, library newsletters, library liaison lunches and electronic lists and articles in *The Penn* and *The Indiana Gazette*.
- Participated in general orientation programs for targeted groups, such as graduate students, new faculty, prospective students and parents of future students.
- Provided bibliographic instruction for a wide spectrum of users.
- Designed a large display board with material from all library units.
- Established links with Admissions and Student Affairs to ensure library participation at appropriate events.
- Offered two Friends of the Library presentations.
- Published two issues of the Friends of the Library Newsletters.
- Cooperated with ATS on production of new ATS brochure that includes library resources.
- Piloted an electronic reference service, "Chat Reference".
- Established links with ADA officer to promote libraries' services.

## **Staffing**

- Provided funding and time to faculty and support staff to attend workshops, conferences and other training.
- Publicized training and conference opportunities to all library employees.
- Offered training in electronic resources, e.g., DOCUTEK, EBSCOhost, EnCompass. SilverPlatter/Ovid.
- Held workshop led by consultant, Lou Wetherbee, on more effective meetings and trends in library technology.
- Received technology funds from the Provost to improve and add to libraries' services.
- Developed the plan for an Information Commons with the renovation of Stabley.
- Developed improved student employee trainee program for the IUP Libraries with a website and resources.
- Expanded training workshops offered through the IDC.

## **Technology**

- Installed hubs for wireless laptops access.
- Upgraded public computers.
- Added 20 new public computers.
- Upgraded 100 Honors College computers.
- Upgraded library's computer lab.
- Established means for video conferencing.
- Purchased new server for WebCT.
- Purchased software to permit remote CD-ROM access.
- Equipped five fully articulated multimedia workstations to support IDC workshops.
- Installed new audio/video workstation to support instructional video production.
- Added five mechanized microfilm readers and two new Canon Microprint 400s to Stapleton Microforms Area.
- Replaced Canon reader/printers at branch campuses with updated models.
- Replaced staff reader/printer station with fully digital model of the Canon Microprint 400, networked through a PC allowing interaction with Ariel and thus speeding up ILL workflow.
- Upgraded ARIEL software for ILL.
- Purchased second ARIEL machine for ILL.

## **General Library Development and Accomplishments**

### **Bibliographic Instruction & Information Literacy**

- Taught 256 instruction sessions for 5,669 students in 23 campus departments.
- Offered four sections of LIBR 151, Introduction to Library Resources.
- Taught two sections of History 195, History of the Modern Era.
- Taught eight sections of the College Undergraduate Success Program [CUSP].
- Designed, administered and analyzed an information literacy survey to selected undergraduate students.
- Applied for Information Literacy mini-grants, all three librarians successful.

### **Communication**

- Published results of the Faculty and Student User Survey, made available in print and through webpage.
- Produced and distributed two editions of the Library Newsletter.
- Hosted two lunches for departmental library liaisons across campus.
- Promoted libraries' services and resources: PALCI, online renewal, E-Reserves, NetLibrary and the pilot of chat reference through two articles in *The Indiana Gazette*.
- Publicized the libraries' participation in Family Weekend and new services and resources in the libraries through two articles in *The Penn*.
- Participated in Career Exploration Days with orientation for 250 incoming students.
- Participated in Family Weekend with a booth at the HUB and tours of Stapleton Library for 80 people.
- Provided orientation to library for 200 parents of incoming students.
- Designed "Library Giving" pages for website.
- Produced a brochure for libraries' annual fundraising.
- Cooperated with ATS to add library technology resources to the new ATS brochure.
- Coordinated with Residence Life to provide library instruction materials and posters for specialty floors.
- Created a library website and exhibit in memory of Patricia Hilliard-Robertson, IUP alumna and astronaut.
- Created an IUP banner commemorating Patricia Hilliard-Robertson to be carried on an upcoming space mission.
- Created a Women in the Civil War display.
- Designed an Edward Abbey display in conjunction with the publication of a faculty book about Abbey.

**Databases Added:**

- Britannica Online
- JSTOR Arts & Sciences II
- JSTOR Business

**Distance Education**

- Created web site for distance education students.

**Planning**

- Formed a committee to keep up-to-date with library literature and planning for state of the art facilities.
- Completed the three-year plan Strategies for a New Millennium.
- Reconvened Planning Committee and began drafting the next three-year plan, Moving Forward in the New Millennium: IUP Libraries' Strategies, 2002-05.

**Training**

- Held IDC workshops for library employees and faculty, mastering the skills of webpage production and electronic course materials.

**Users**

- Published and distributed results of library user survey in paper and through our webpage.

## **Departmental Accomplishments and Developments**

### **Acquisitions/Serials**

- Initiated online ordering through Yankee Book Plan's GOBI system.
- Opened Amazon.com account for rush orders and books not available through Yankee Book Plan.
- Continued to use Alibris for alternative book ordering source.
- Loaded third EDI invoice into Voyager that allows automated invoice creation.
- Processed Temple gift books.
- Cut \$140,000 from serials subscription budget through joint effort with bibliographers and teaching faculty.
- Added ACSWEB Archives for complete access to chemistry titles.
- Continued to add e-journal MARC records to Voyager for Project Muse, JSTOR, ACSWeb and other individual titles.
- Continued shelf reading and statistics to maintain and measure use of the journals in the Back Stacks
- Began shelf reading and statistics gathering project in Microform Area.
- Investigated compact electronic shelving systems for use in Stabley after the renovation of the building. Site visits to Case Western, Shippensburg and Lancaster Bible College to see Spacesaver and Elecompack systems in operation.
- Completed adding serials holdings to EBSCOhost.
- Expanded serials holdings information by adding a link to Pilot from EBSCOhost for checking local holdings.
- Applied successfully to Provost for technology funds to upgrade microform readers and printers.
- Added five mechanized microfilm readers and two new Canon Microprint 400s.
- Replaced Canon reader/printers at branch campuses with updated models.
- Replaced staff reader/printer station with fully digital model of the Canon Microprint 400, networked through a PC allowing interaction with Ariel and thus speeding up ILL workflow.
- Verified clean up of Acquisitions records that they rollovered for the next fiscal year.
- Implemented ICI's ABLE bindery program, using web-based software to enable continuation of bindery workflow.
- Evaluated ICI and Wert for bindery services and chose Wert for IUP.
- Implemented SerialSSolutions, an A to Z listing of our online journals from our aggregators with an associated PHP search query. List is available through the web and in a paper list kept at the reference desk.

- Worked on plans for Stabley renovation, including floor plan for incorporation of Technical services on the ground floor of Stapleton. Interacted with cataloging and media cataloging during discussions.

### **Bibliographic Instruction**

- Taught 256 instruction sessions for 5,669 students in 23 campus departments.
- Offered four sections of LIBR 151, Introduction to Library Resources.
- Updated and produced course materials and pathfinders on the web.

### **Cataloging**

- Catalogued 13,207 volumes for the main campus libraries.
- Catalogued 21 volumes for Armstrong Branch Campus Library and 150 volumes for Punxsutawney Branch Campus Library.
- Corrected 1,300 records in ongoing Library of Congress conversion.
- Processed 1,000 bindery items.
- Produced 16,500 spine labels.
- Participated in original cataloging project with other libraries to produce records for the University of Oregon's microfiche collection of theses in Health and Physical Education.
- Produced authority records for online catalogue with monthly updates.
- Added e-books records to online catalogue.
- Continued cataloging and adding websites to online catalogue.
- Worked towards the set up of a new books list using a server at Bloomsburg University.
- Planned for renovation of Stabley and transfer of cataloging to the ground floor of Stapleton; worked in conjunction with Acquisitions and Serials staff to produce plan.

### **Circulation**

- Completed LC conversion project, re-labeling and re-shelving of entire collection.
- Trained student workers in LC system using online program *LC Easy*.
- Initiated online self-renewal of books through PILOT.
- Verified significant increase in PALCI borrowing statistics.
- Verified increase in circulation statistics.
- Verified significant increase in use of electronic reserves.
- Verified decrease in requests to locate mis-shelved books.
- Installed new electronic reserve module, DOCUTEK.

- Promoted PALCI in an article printed in *The Indiana Gazette*.
- Promoted online self-renewal and new electronic reserve system in an article printed in *The Indiana Gazette* and *The Penn*.
- Publicized completion of LC conversion in *IUP Libraries Newsletter*.

### **Collection Development**

- Revised approval plan, doubled received titles, decreased return rate by more than fifty percent.
- Developed webpage for Information Assurance program.
- Revised Collection Development webpage.
- Posted Collection Development policies on Collection Development webpage.
- Hosted two faculty liaison lunches.
- Created core list of materials for departments.
- Assisted departments with serial cancellation project.
- Added Britannia Online, JSTOR Arts & Sciences II, JSTOR Business databases.
- Subscribed to McNaughton Book Rental Plan.
- Reduced carryover encumbrance for books by fifty percent.

### **Government Publications**

- Redesigned webpages to conform to new template for University wide webpage standards.
- Revised library guides pages according to new template and changing call numbers from Dewey to Library of Congress.
- Hosted Census workshop for SSHE and public librarians.
- Ordered and made available to the public tax forms, information and promotional material to assist patrons in filing taxes.
- Weeded 624 items from the collection, discard lists prepared and sent to State Library, items disposed of when permission granted.
- Transferred Pennsylvania Geological Survey Bulletins from Media Resources to Old Pennsylvania Documents collection after consultation with Media Resources and Media Cataloging librarians.
- Created database of Geological Survey Bulletins and linked database to documents webpage.
- Increased total of online catalogue records for government information to 6,003 tangible and Internet items.
- Drew up a maps plan in consultation with Cataloging Librarian and Reference Coordinator and presented to Dean. Recommended that maps be moved from Media Resources to Reference area.
- Initiated trial of 19<sup>th</sup> Century Periodicals Index.

### **Interlibrary Loan (ILL)**

- Provided desktop delivery services using Ariel to distance education students at Monroeville and Dixon Centers and students doing internships in neighboring states.
- Acquired a second Ariel machine and upgraded software.
- Created and maintained website explaining services and providing electronic access to request forms.
- Created online renewal requests available through website.
- Provided links to databases through ILL website for patron searching and locating of material.
- Continued with Docline lending and borrowing.
- Investigated the possible acquisition of the Illiad ILL management system by off-site visits and conferences.
- Appointed second permanent staff person in department thus increasing efficiency and service level of department.
- Migrated to charging ILL material to patrons through OPAC instead of keeping a paper trail.

### **Instructional Design Center (IDC)/Media Services**

- Directly supported distance education initiatives.
- Equipped five fully articulated multimedia workstations to support hands-on workshops.
- Offered one-on-one consultation for course development to faculty.
- Conducted 593 walk-in consultations.
- Developed some experimental instructional modules to demonstrate methodologies and methods employed in computer-enhanced instruction.
- Added full time instructional design specialist to support team.
- Added two part-time electronic librarians to support team.
- Assisted faculty with developing digital graphics, audio and video to include in projects.
- Hosted monthly workshops to assist faculty with creation of effective online learning environments.
- Purchased a new server for WebCT.
- Gathered statistics for visits to WebCT logon page – 475,000 and students taking WebCT classes – 7,100.
- Provided on-site video production work for several courses.
- Added four new VCR duplicators and new format converter.
- Purchased CD-ROM labeling and duplication system.
- Installed new audio/video workstation to facilitate support for instructional video production.
- Initiated development of mini-studio to film instruction for faculty use.

- Participated in grant-funded faculty projects, e.g., CEPTA, SAIL and several corporate alliance initiatives.
- Generated two grant applications to IMLS and FIPSE.
- Consulted in university wide initiatives for proposed work with NSA, Navy and other state and federal government agencies.
- Maintained traditional support role in Commencements, Indiana High School Commencement, President's Christmas Tree Lighting ceremony and many other functions supported by the President, Continuing Education and Alumni Affairs.
- Loaned media equipment to faculty and students – VCRs, DVD players, televisions, camcorders and digital cameras.

### **Media Resources**

- Upgraded ESL terminal to include a microphone, PT desktop and public printer connection.
- Purchased ergonomic chairs for student mixing rooms.
- Replaced video projector in classroom.
- Created computer console for classroom.
- Updated web site, web links and education guides.
- Worked with Collection Development Librarian to refine education departmental profiles for GOBI.
- Continued to increase collections in children's books, textbooks and media.
- Surplussed excess cabinetry, equipment and supplies to increase space availability.
- Withdrew 1,440 slide sets, 160 kits, 850 motion pictures and 1,250 audiocassettes.
- Transferred 60 motion pictures to videotapes for cataloging.
- Continued to participate in discussions about new modalities for media cataloging and acquisitions.
- Donated 150 slide trays to teaching faculty.
- Initiated clean up of online cataloging records for withdrawn items.
- Prepared shelving area for transfer of books from the University School Library.
- Developed a plan in conjunction with cataloguers for labeling and cataloging University School collection.
- Organized and hosted two Scholastic Book Fairs.

### **Reference**

- Completed conversion of reference collection to Library of Congress.
- Produced new procedures for Reference Desk scheduling for summer terms.

- Updated various pathfinders and handouts.
- Established electronic method for collecting desk statistics.
- Answered electronic reference questions via e-mail.
- Updated databases page on regular basis.
- Experimented with Chat Reference.
- Participated in Family Weekend orientation tours.
- Participated in Career Orientation Day for possible students.
- Provided orientation for parents of incoming students.
- Provided displays for cases, including Women's History Month, Homecoming, Edward Abbey and Black History Month.

### **Special Collections**

- Processed Eli Rock papers.
- Worked with Ilse Hilliard in development of website in memory of her daughter, Patricia Hilliard-Robertson, IUP alumna and astronaut.
- Created and publicized library exhibit in memoriam of Patricia Hilliard-Robertson.
- Created IUP banner commemorating Patricia Hilliard-Robertson to be carried on upcoming space mission.
- Arranged for hanging of Peelor Map in Stapleton Library.
- Assisted in arranging reception to honor Mr. And Mrs. David Johnson for gift of map.
- Encoded manuscript finding aids using Encoded Archival Description [EAD] and XMetaL software.
- Made available finding aids on Special Collections webpage.
- Worked with interns from Industrial and Labor Relations Department and History Department.
- Assisted 36 patrons in use of R&P Coal collection mine maps.
- Arranged for review of BR&P Railroad collection for possible transfer to Penn State.
- Worked with donors for future acquisition of Lincoln collection.

### **Library Technology Services**

- Provided support for all units in IUP Libraries.
- Provided support for Military Science Department, Honors College and Women's Studies.
- Installed wireless hubs for pilot of wireless laptop programme.
- Upgraded ARIEL software for ILL.
- Purchased software to permit remote CD-ROM access.
- Upgraded library's computer lab.
- Upgraded 100 Honors College computers.
- Installed 20 new PCs to serve public.

- Modeled cost-effective Video Conferencing Solution.
- Installed video conferencing module.
- Completed 425 service request calls.

### **Armstrong Branch Campus Library**

- Role of library changed dramatically with transformation of Armstrong Campus towards a regional facility with traditional first year courses, two-year physics programs in Electro-Optics, RN to BS in Nursing and Masters in Education in Professional Studies.
- Weeded collection to reflect new direction of campus.
- Increased collections to support new programs.
- Visibility of library has increased with its role as an integral part of teaching and learning.
- Bibliographic instruction sessions have tripled with enthusiastic responses from faculty, students and administration.
- Replaced microfilm reader-printer.
- Upgraded student PCs and printers.

### **Music Library**

- Added three new amplifiers in the audio bay.
- Acquired a keyboard for use with the Sibelius Music Software to print replacement parts.
- Continued cataloging and binding of new books and scores, including backlogged scores.
- Completed piano and organ music cataloging backlog.
- Learned ABLE, new automated bindery system from ICI.
- Drafted collection development policy.
- Received grant from Association for Recorded Sound Collections to study Samuel P. Bayard Collection.

### **Punxsutawney Branch Campus Library**

- Providing additional service through conversion of part-time to full time for our Library Assistant position.
- Installation of private and secure office areas for library staff enhanced working conditions.
- Increased book circulation.
- Weeded fiction collection.
- Added barcodes and corrected 16,000 online records.
- Provided library instruction for PAHS Senior AP English students during their annual visit.

- Acquired a digital camera and scanner that are loaned to the faculty and also to the students for in-classroom use.
- Assumed responsibility for the campus DVD players, camcorders and VCRs. Library houses and signs out equipment to faculty.
- Participating in PALCI loaning and borrowing.
- Improved receipt of book orders.
- Added 67 titles to Culinary School collection.

### **University School Library**

- Completed barcoding project.
- Completed backlog of cataloging.
- Taught 16 classes a week.
- Worked with teachers on ongoing projects.
- Participated in lunch and dismissal duties.
- Collaborated with faculty and education students on linking literature to art project.
- Collaborated with faculty and education students on literature and activities project.
- Worked with 35 students on projects.
- Weeded materials in preparation for the move.
- Prepared for the move with student workers by boxing collection for transfer to Stabley.

## **Library-Wide Committees, Charges/Purpose, and Membership**

### **Cataloging Forum**

Offers a vehicle for the discussion of common cataloging and associated database issues across the IUP Libraries.

Membership: Dan Shively, Chair; Liz Evans, Rena Fowler, Jim Hooks, Rosa Jen, Myrtle Joseph, Bob Kirby, Lynne Lucas, Carl Rahkonen and Ron Steiner.

### **Collection Development Committee**

Forum for the discussion and formulation of recommendations pertaining to collection development matters.

Membership: Karen Brown, Chair; all librarians serving as bibliographers to departments.

### **Equipment Committee**

Makes recommendations annually regarding the commitment of funds for equipment.

Membership: Liz Evans, Chair; Walt Laude, Carl Rahkonen, Sandy Janicki, Judy Bouton, Joann Janosko, Terry Rittenberger, Glenn Himes, Ed Zimmerman and Barb Hastings.

### **Friends of the IUP Libraries**

Provides support to the Library's development and fundraising efforts, especially through programs that cultivate and reward donors.

Membership: Phil Zorich, Chair; Sue Drummond, Karen Brown, Liz Evans; Michelle Fryling (representing Institutional Advancement), Theresa McDevitt and Doug Shumar.

### **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: Blaine Knupp, Chair; Judy Bouton, Karen Brown, Liz Evans, Rena Fowler, Myrtle Joseph, Joyce Kensey, Walt Laude and Carl Rahkonen.

### **Planning Committee**

Advances library-wide continuous planning within the IUP Libraries.

Membership: Liz Evans, Chair; Barb Barber, Judy Bouton, Rena Fowler, Glenn Himes, Bob Kirby, Joann Janosko, Dan Shively, Ed Zimmerman and Phil Zorich.

### **Reference Committee**

Forum for the discussion and formulation of recommendations pertaining to Reference matters.

Membership: Blaine Knupp, Chair; all librarians serving at the Reference Desk in Stapleton Library.

### **Space and Building Committee**

Assesses conditions and forwards recommendation regarding the safety, health, adequacy, and enhancement of the buildings and space assigned to the IUP Libraries.

Membership: Rena Fowler, Chair; Glenn Himes, Walt Laude, Teri McFerron 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: Liz Evans, Chair; Karen Brown, Portia Diaz-Martin, Glenn Himes, Judy Bouton, Joann Janosko, Myrtle Joseph, Blaine Knupp, Sam Puleio (representing the TSC), Barb Hastings, Carl Rahkonen, Ed Zimmerman and Phil Zorich.

### **Web Development Committee**

Supports the continuing development of the IUP Libraries' web site by recommending and implementing changes to improve the layout, organization, structure, design, etc. of the site.

Membership: Theresa McDevitt and Ed Zimmerman, Co-Chairs; Portia Diaz-Martin, Sue Drummond, Liz Evans, Sandy Janicki, Blaine Knupp, Carl Rahkonen, Doug Shumar and Phil Zorich.

**Special Committees:** Joint Library and LESC Committee for a User Survey, Ad Hoc Stabley Envisioning Committee, Ad Hoc Student Training Committee and Ad Hoc Way-Finding Committee.

## **Library Events**

- Presented two Friends of the Library Programs.
- Hosted two library liaison lunches to share information about new services and resources with faculty and to invite input for the enhancement of collections and services.
- Hosted unveiling ceremony and reception to celebrate donation of Peelor Map by Mr. and Mrs. David Johnson.
- Celebrated completion of the reclassification project from Dewey to Library of Congress.
- Hosted reception to celebrate artist Bernie Wilke and the library mural.
- Created a display in memoriam of Patricia Hilliard-Robertson, IUP alumna and astronaut.
- Hosted meeting with Dickinson College cataloguers.
- Hosted SSHE DOMA-14 annual meeting.
- Hosted Census Workshop for SSHE and public librarians.
- Hosted WEBSPIRS demonstration for Western Pennsylvania state universities.
- Provided orientation tours for Family Weekend.
- Provided orientation tours for prospective students during Career Exploration days.
- Provided orientation tours for parents of incoming students.
- Held two Scholastic Book Fairs in Media Resources giving the IUP community the opportunity to buy quality books at a discount.

## **Library Faculty and Staff Accomplishments**

Library faculty and staff have enriched the library and the university community by participating in and contributing to the following:

### **Presentations/Publications**

- Compiled index for book.
- Wrote chapter in New Harvard Dictionary of Music.
- Authored 18 book reviews published in professional and scholarly journals.
- Made nine presentations at conferences.
- Taught two sections of History 195, History of the Modern Era.
- Taught eight sections of the College Undergraduate Success Program [CUSP].

### **University-Wide Committees & Presence**

- AACC Advisory Board
- AFSCME Representative
- APSCUF Legislative Assembly and Executive Council
- APSCUF Representative
- APSCUF Summer School Committee of Meet & Discuss
- Grand Marshal at university ceremonies
- IDC Advisory Board
- Information Literacy Task Force Members
- Level II Grades Appeal Committee
- Masters Thesis committees
- University Graduate Curriculum Committee
- University Judicial Board
- University Senate
- University Wide Sabbatical Committee
- University Wide Tenure Committee

### **Regional and National Professional Activities**

- 6<sup>th</sup> Annual Children's Literature Conference
- ACRL WNY/Ontario Chapter conference
- ACRL WPA/WV Chapter meetings
- ALA Annual
- ALA Midwinter
- ALADN [Academic Library Advancement & Development Network]
- Appalachian String Band Festival
- Association for Childhood Education International
- Atlantic Chapter of the Music Library Association

- Augusta Heritage Old Time Week and Festival
- Computers in Libraries
- EDUCAUSE
- EIRAG [PALINET Electronic Information Resources Member Advisory Group]
- English Association of Pennsylvania State Universities
- Fall Festival of Children's Books, Carnegie Library
- FinnFest
- Georgia Educational Technology
- IUP Technology Town Meeting
- KLN Electronic Resources Committee
- KLN Electronic Resources Committee - Science
- KLN Systems Meeting
- Laurel Highlands Health Sciences Library Consortium
- LOEX
- LOEX-of-the-West
- Music Library Association National Meeting
- NASIG 2002
- National Association of Broadcasters
- National Copyright Conference
- Nordic Fiddle and Feet
- OCLC Institute: Knowledge Management: Systems and Methods
- Pennsylvania Council for Social Studies Meeting
- Pennsylvania State Fiddle Championship
- Pennsylvania State System of Higher Education's Annual Conference for Advancement of College Teaching & Learning
- Society for Ethnomusicology, Niagara Chapter
- Southwest Chapter of PaLA
- SSHE Libraries Serials Workshop
- SSHE Library Chairs Meeting
- SSHE PILOT and Systems Librarians' Joint Meeting
- SSHE Reference Librarians' Annual Meeting
- Swannanoa Gathering
- TRI-VUGM
- Vandalia Festival
- Voyagers Users Group Meeting
- West Virginia State Folk Festival

### **Workshops and Resource Demonstrations**

- BLOB
- CATME
- COMPUCOM digital microform

- Copyright Basics in the Digital Age
- Developing Images for the Web
- Digital Millennium Copyright Act
- Distance Learning and Copyright: Legal Issues
- DOCUTEK
- Dreamweaver
- EBSCOhost
- EnCompass
- Excel
- FrontPage
- ImageServer
- IMR digital microform
- Information Literacy Webcast
- Introduction to Adobe Photoshop
- JournalWebCite
- Libraries as Disaster Resources Centers
- MARC Holdings CONSER Workshop
- Microsoft certification
- OCLC Cataloging Internet Resources
- OCLC Cataloging MicroEnhancer
- Scanning
- SerialSolutions
- Silver Platter/Ovid
- Tdnet
- Teleconferences: Virtual Reference and Recruitment @ Your Library
- U.S. Census Factfinder
- Voyager Acquisitions
- Voyager Reporter
- WebCT

### **Community Service & Activities**

- History Day Judges
- Westmoreland County Federated Library System Board
- Newman Center Book Sale

## **IUP Libraries' Personnel 2001-2002**

### **ADMINISTRATION**

Fowler, Rena	Dean of Libraries
Evans, Elizabeth	Associate Dean of Libraries
Hastings, Barbara	Assistant to the Dean
Zimmerman, Ed	College Technology Representative
Berkey, Nan	Secretary

### **ACQUISITIONS/SERIALS**

Janosko, Joann	Acquisitions/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	

### **CIRCULATION/RESERVE**

Bouton, Judy	Circulation Supervisor
Hamilton, Ron	
Kensey, Joyce	Reserve Supervisor

### **COLLECTION DEVELOPMENT**

Brown, Karen	Collection Development Librarian
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### **GOVERNMENT DOCUMENTS**

McDevitt, Theresa	Government Publications and Reference Librarian
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### **INSTRUCTIONAL DESIGN CENTER (IDC)**

Himes, Glenn	Director of IDC/Media Services
Long, George	Associate Director of IDC
Bowser, Lester	Web Administrator
Carothers, Brian	Instructional Design Specialist

**INTERLIBRARY LOAN (ILL)**

Asamoah, Carol Interlibrary Loan Supervisor  
Corcoran, Michelle (Partial year)  
Johnston, Leah (Partial year)

**MEDIA RESOURCES**

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

**MEDIA SERVICES**

Himes, Glenn Director of IDC/Media Services  
Ciroli, Ken Electronic Systems Technician  
Shumar, Doug Artist Illustrator  
Mallory, Joann

**REFERENCE**

Knupp, Blaine Reference Coordinator  
Connell, Carol Reference Librarian  
Drummond, Susan Reference and Bibliographic Instruction Librarian  
Janicki, Sandy Reference Librarian  
Diaz-Martin, Portia Reference Librarian and Electronic Services  
McDevitt, Theresa Reference Librarian and Government Documents Librarian  
Coy, Gerrie

**SPECIAL COLLECTIONS**

Zorich, Phil Special Collections Librarian and University Archivist

**MUSIC LIBRARY**

Rahkonen, Carl Music Librarian  
McFerron, Teri

**UNIVERSITY SCHOOL**

Lucas, Lynne University School Teacher and Librarian

**ARMSTRONG BRANCH CAMPUS LIBRARY**

Hooks, Jim Armstrong Branch Campus Librarian  
Daugherty, Bill

**PUNXSUTAWNEY BRANCH CAMPUS LIBRARY**

Kirby, Bob Punxsutawney Branch Campus Librarian  
Casaday, Colleen

## Statistics

	2000-2001	2001-2002
<b>IUP Libraries</b>		
<b>Libraries and Media Services</b>		
<u>Staffing</u>	FTE	FTE
Librarians	18	18
Other professional/management staff	5	5
Appointed staff	21.75	20.54
Student assistants	42.43	38.15
Total staffing	87.18	81.69
 <u>Expenditures</u>	 Dollars	 Dollars
Salaries and wages		
Librarians and professional staff	\$1,533,107	\$1,575,759
Other appointed staff	\$755,860	\$703,984
Student assistants	\$394,668	\$329,884
Total Salaries and wages	\$2,683,635	\$2,609,626
Information resources		
Books, serial microforms and other materials:		
Paper and microform	\$398,969	\$452,425
Electronic	\$0	\$3,850
Current serials subscriptions, search services:		
Paper and microform	\$689,287	\$680,746
Electronic	\$208,772	\$183,422
Audiovisual materials	\$43,166	\$26,081
Document delivery/Interlibrary loan	\$30,972	\$32,703
Preservation	\$62,822	\$44,214
Total Information resources	\$1,433,988	\$1,423,441
Operations		
Furniture & equipment w/ maintenance	\$13,535	\$69,999 <sup>1</sup>
Computer hardware and software	\$125,617	\$116,974
Bibliographic utilities, networks, consortia	\$56,459	\$52,557
Other operations	\$190,026	\$143,683
Total Operations	\$385,637	\$383,214
Total Expenditures	\$4,503,260	\$4,416,282
Employee fringe benefits	\$629,016	\$663,539
 Expenditures from Non-State Funds		
Included in above totals		
Federal Work-Study	\$247,717	\$205,894

Grants	\$15,753	\$5,295
Foundation	\$36,297	\$12,435

	<b>2000-2001</b>			<b>2001-2002</b>
<u>Library Collections</u>	Total No.	Added	Deleted	Total No.
<b>Books, serial volumes, etc.</b>				
Books - volumes	686,758	15,524	2,217	700,065
Serials - volumes	133,698	2,495	107	136,086
Total volumes	820,456	18,019	2,324	836,151
Books - titles	551,584	12,791	1713	562,662
Serials - titles	8,049	56	32	8,073
Microform units, total *	2,344,030	21736	850	2,364,916
Microcard	200,444	0	0	200,444
Microfiche	2,059,694	21,002	0	2,080,696
Microfilm	83,892	734	850	83,776
Electronic titles	646	17	0	663
<b>Current serial subscriptions</b>				
Paper and microform **	2,755	56	589	2,222
Electronic	276	128	0	404
<b>Books and serials: further data</b>				
Books purchased	6,532			9,881
Book gifts sent to cataloging	164			256
Paper/microform gift serials	134			134
Books and serials sent to bindery	5,336			4,914
Government documents not otherwise counted	33,387	2,012	624	34,775
Percentage of documents selected	23.79%			26%
Manuscripts and archives (linear feet)	3,800			3,800
Audiovisual materials in units	201,741	656	55,703	109,308
Cartographic	23,603	158	0	23,761
Graphic	136,490	6	54,803	44,307 <sup>2</sup>
Audio	31,552	189	0	31,741
Film and video	10,096	303	900	9,499

Library Services

<b>Document delivery/ILL provided to others</b>		
Returnable (books, etc.)	4,208	3,430
Non-returnable (journal articles, etc)	2,871	3,798
Total provided	7,079	7,228
<b>Document delivery/ILL received from others</b>		
Returnable (books, etc)	2,784	2,996
Non-returnable (journal articles, etc)	4,020	5,962

Total received	6,804	8,958
PALCI (Direct borrowing within PA)		
Books provided to academic libraries	557	640
Books received from academic libraries	1479	2,570
	<b>2000-2001</b>	<b>2001-2002</b>
	Total No.	Total No.
Circulation		
General collection	81,726	75,283
Reserve collection, paper & electronic	123,354	143,711
Total	205,080	218,994
Use of Online Catalog, Webpage, Databases		
Voyager online catalog hits	4,956,680	418,107 <sup>3</sup>
Webpage hits	5,129,096	7,463,260
Database searches, approximate, partial	1,324,256	1,039,565
Information service		
Presentations to groups	618	621
Attendance at presentations	8,674	9,439
Questions answered	20,703	21,211
Number of courses offered	2	4
Total students enrolled in courses	53	127
Hours open during semester per week	92	92
Hours of Reference Service during semester/week	83.25	83.25
Gate count	413,939	435,847
<u>Internal Ratios and Comparisons</u>		
FTE Students	12,583	12,648
Circulation/FTE Students	16	17
Volumes/FTE Students	65	66
Library expenditure/FTE student	\$358	\$349
Library collections expenditure/FTE student	\$114	\$113
Total library spending by major components		
Ratio of salary & wages to total (no benefits)	0.60	0.59
Ratio of collections to total	0.32	0.32
Ratio of operations & equipment to total	0.09	0.09

<b>Media Services</b>	<b>2000-2001</b>	<b>2001-2002</b>
<u>Staffing (included in Libraries total)</u>	FTE	FTE
Professional/management staff	0.5	0.5
Appointed staff	3	3
Student assistants	2.69	2.37
Total staffing	6.19	5.87
 <u>Expenditures (included in Libraries total)</u>	 Dollars	 Dollars
Salaries and wages	\$134,831	\$135,172
Operations		
Supplies, etc.	\$8,026	\$4,882
Equipment	\$12,976	\$27,353
Total	\$155,833	\$167,407
Employee fringe benefits	\$55,281	\$44,312
 <u>Services</u>	 Numbers	 Numbers
Equipment distributed	1,742	1,381
Equipment repaired	48	84
Production work	785	2,841
Teleconferences	18	19
Technical support for campus	49	85

<b>Instructional Design Center</b>	<b>2000-2001</b>	<b>2001-2002</b>
(including IDC Institute expenditures)		
<u>Staffing (not included in Libraries total)</u>	FTE	FTE
Professional/management staff	1.75	1.75
Appointed staff	0.00	0.00
Student assistants	0.75	0.35
Total staffing	2.50	2.10
 <u>Expenditures (not included in Libraries total)</u>	 Dollars	 Dollars
Salaries and wages	\$69,852	\$85,324 <sup>4</sup>
Operations		
Supplies, etc.	\$16,213	\$7,250
Travel	NA	\$5,841 <sup>5</sup>
Equipment	\$12,426	\$19,639
Total	\$98,491	\$118,054
Employee fringe benefits	\$25,287	\$32,836

Expenditures from Non-State Funds

Included in above totals

Grants	\$28,659	\$37,927
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<u>Services</u>	Numbers	Numbers
Workshops offered	47	146
Workshop participants	221	340
Consultations	425	593
WebCT, total accounts	1,622	1,931
WebCT, active accounts	726	549
WebCT, total student accounts	15,705	13,816
WebCT, webpage course listing hits this period	244,183	475,000
WebCT, webpages course listing hits to date 6/30/02	400,017	875,017

**Library Technology Services**

Hours open per week	92	92
Average use/hour	21	21
Service Requests	NA	425
Total sheets printed	NA	295,093

**Notes Regarding Statistics:**

<sup>1</sup> Special instructional equipment funds provided through the Board of Governors of the SSHE included in this expenditure.

<sup>2</sup> Ending number does not correspond with last year due to 'weeding' of slides and change in counting method, from slide sets to individual slides.

<sup>3</sup> Large discrepancy from last year's number can be attributed to the change of location of the Voyager hub to Shippensburg and the change in software used for counting. Previous software inflated the number by counting each command as a hit versus counting a full search as a hit.

<sup>4</sup> Assistant Director position filled this fiscal year with distance education complement moved from Continuing Education.

<sup>5</sup> Funded through revenue generated by IDC Training and Support Institute.

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