

IUP Libraries

Annual Report 2002-2003



Indiana University of Pennsylvania
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A Message from the Dean of Libraries

The last academic year, 2002-2003, was an extremely painful year. It was filled with budget cuts, amounting to nearly a half-million dollars and about 10% of our budget. Decisions to eliminate personnel through present and future vacancies will ensure continuing reductions in service. Acquisitions cuts reduced the book collection and further decreased the printed serials collection that has been decimated annually due to the inability to fund serials' inflation costs. Fortunately, the Provost and President offered to the IUP Libraries 30% of the new Student Tech Fee for electronic databases, a bounty for the journal collection that has softened the impact of reductions.

Despite these conditions, the personnel of the IUP Libraries pulled together, undertaking many new initiatives and expanding services to students, faculty, and staff. There is a tangible commitment to serve our community, to the best of our ability, within the limits of what we have. We want students and faculty to ask us, first, for help, rather than driving to Pitt or Penn State; we do have resources and expertise to offer all. As documented in this report, we piloted a new, live chat help service for students and offered more sections of library instruction. Students can now check out laptops from the Circulation Desk and get equipment from Media Services. Library faculty offered workshops for faculty regarding information literacy, a skill now incorporated in the Middle States standards. Over 90% of all students are now enrolled in at least one course offered in WebCT, maintained by the Library's Instructional Design Center, and logons averaged over 100,000 per month last year. We now catalog websites, along with books. We launched a new initiative with Academic Affairs to create a digital repository, wherein all sorts of electronic resources may be stored for the campus in the future, including electronic dissertations and theses. Stapleton Library hosted hundreds of students and parents for student orientations. Regular exhibits increased in the lobby, featuring a display of faculty publications and celebrating groups important to us. In collaboration with other departments, the IUP Libraries offered more public programs. Our library supervised graduate interns in librarianship assigned by both Clarion and Pitt. With the support of a federal grant, we are part of an initiative to form a consortium for all libraries in Indiana and Armstrong Counties.

Highlight of the year in Stapleton Library was the opening of the Java City Coffee Bar. This offset the news that Stabley Library, an outdated building whose interior no longer matches our needs, will not soon be renovated. We are looking for alternatives. Both the Cogswell Music Library and the Armstrong Branch Campus Library continue to develop renovation plans that are moving ahead at their respective sites.

To deal with the magnitude of the cuts and at the same time to pursue so many demanding new endeavors has been a Herculean task never envisioned in any plan and certainly not sought. As Dean of Libraries, I am both grateful and proud for the commitment and accomplishments of the employees of the IUP Libraries.

IUP Libraries Moving Forward in the New Millennium

The Indiana University of Pennsylvania library faculty, managers and staff have identified the following broad vision of service themes and goals for the future. These goals form the framework for library service to the University community.

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.

The IUP Strategies, 2002-2005 include:

Theme 1: Instructional Services

- Goal 1: Better integrate information access and literacy into the general curriculum, thereby contributing to improved retention and diversity.
- Goal 2: Enhance and promote Bibliographic Instruction activities and capabilities of the Library.
- Goal 3: Support library staff in the development and delivery of instructional modes and methods to promote library services.
- Goal 4: Explore the needs of our academic community that might be met by the proposed Information Commons.
- Goal 5: Create and develop a plan to help library staff to use and re-use technology-based methods to support digital pedagogy.

Theme 2: Staff Development

- Goal 1: Facilitate staff training in new library technologies.
- Goal 2: Organize a group of staff to oversee the training of library student employees in basic library policies and procedures.
- Goal 3: Encourage library staff to evaluate their own job descriptions, rewrite them as necessary and pursue reclassification if justified.
- Goal 4: Organize a group of library faculty and staff to handle social obligations such as retirement parties, flowers/cards for funerals, accidents/surgeries, and morale-boosting activities such as holiday lunches.

Theme 3: Facilities [Real and Virtual] Planning & Development

- Goal 1: Carry out Stabley Renovation.
- Goal 2: Draw up a plan for Phase II, Stapleton.
- Goal 3: Provide for life-cycle maintenance of Stapleton Library.
- Goal 4: Examine and provide for the infrastructure of a viable virtual presence.
- Goal 5: Strive for full ADA compliance in both physical and virtual environments.

Theme 4: Community Outreach

- Goal 1: Find ways to develop the library's role as a cultural and intellectual center.
- Goal 2: Find ways to develop the library as a social center.
- Goal 3: Find ways to develop the library as a community resource, particularly used by a diverse population and our non-traditional students.
- Goal 4: Promote our resources and services to all members of the communities.

Theme 5: Resources

- Goal 1: Improve collection development, preservation and access to our collections in concrete and practical ways.

- Goal 2: Start a weeding project in the Dewey collection. Continue a weeding project of LC collections based on the information gathered from the collection analysis process.
- Goal 3: Develop a digital library.
- Goal 4: Explore improving access to both physical and virtual collections through a portal or portal-like entity.
- Goal 5: Seek to secure funding for the IUP Libraries.
- Goal 6: Participate in the program review process as a unit.

Theme 6: Technology Integration

- Goal 1: Enhance information sharing and access to both internal and external resources.
- Goal 2: Focus efforts toward exploiting current technology to the fullest possible extent.
- Goal 3: Ensure that all services in the physical library are also available in the virtual library, taking into account the needs of our diverse population.

2002-2003 Plan Related Achievements

Theme 1: Instructional Services

- Incorporated WebCT into LIBR 151 and 201 courses.
- Established reflective practice departmental teaching circle in conjunction with TEC to established standardized goals and curriculum.
- Provided library instruction for Learning Center through CUSP.
- Renamed Bibliographic Instruction to Information Access and Evaluation.
- Attended major conferences to monitor current and future teaching trends.
- Offered information literacy workshops to faculty.
- Incorporated information literacy standards in World Music graduate course.
- Cooperated with Honors College to establish library instruction course for all students completing an honors thesis.
- Reviewed online tutorials.
- Taught graduate course in Academic Library Management at SIS, University of Pittsburgh.

Theme 2: Staff Development

- Provided stress management workshop.
- Conducted learning organization workshop.
- All media staff trained in using online reserve.
- Implemented student employee training.
- Provided students with training and guidance material
- Established social committee.
- Organized cookie day as an appreciation for student employees.
- Arranged holiday lunches in November and December

Theme 3: Facilities [Real and Virtual] Planning & Development

- Planned for new music library with renovation of Cogswell
- Planned for space for music collection and personnel during renovation of Cogswell
- Planned for new library at Armstrong Campus
- Implemented web bytes linked to IUP's main page
- Rearranged Media floor to enhance services and offices as needed
- Evaluated existing proposed plan and prepared new plan.
- Communicated plans to Facilities Management.
- Designed and implemented new web page.
- Provided online survey mechanism for new web page.
- Cooperated with Disabled Students Office to provide improved access to library resources.
- Stabley re-roofed and painted.

Theme 4: Community Outreach

- Provided orientation for 150 incoming international students.
- Created PowerPoint presentation for parent orientations.
- Conducted tours for potential students and parents.
- Offered great books class through Continuing Education.
- Offered internet use class through Continuing Education.
- Provided coffee bar.

- Provided comfortable seating area in proximity to coffee bar.
- Interfacing with local public and school librarians.
- Provided exhibit of IUP faculty publications.
- Publicized library resources and services through Dean's interview on IUP TV.
- Encouraged branch librarians to participate in Virtual Reference service.
- Produced new introduction to the library brochure.
- Publicized PALCI through web bytes, bookmarks and orientation sessions.
- Promoted E-Reserves through online PowerPoint session.
- Created website for Armstrong County YMCA through LIBR 201.
- Received LSTA grant money to investigate establishing consortium between school and academic librarians in Armstrong and Indiana counties.

Theme 5: Resources

- Continued weeding and replacement of items in collection.
- Investigated ENCompass as a portal product.
- Arranged for demonstration of ENCompass product.
- Established contact with peer institutions with ENCompass in place.
- Compiled statistics on assessing IUP's resources compared with peer institutions.

Theme 6: Technology Integration

- Developed a working library Intranet.
- Used Docutek for E-reserves and Virtual Reference.
- Provided a CD-ROM server for remote access to stand alone CDs.
- Introduced wireless capability for use of laptops in Stapleton Library.
- Researched digitization standards.
- Offered training sessions for WebCT and Voyager.
- Piloted Virtual Reference service.
- Launched ETD initiative with Graduate Studies.
- Undertook Digital Repository initiative.
- Visited CMU and University of Pittsburgh to research their digital library/repository initiatives.

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,

Joann Janosko, Rosa Jen, Myrtle Joseph, Bob Kirby and Carl Rahkonen.

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, Sandra 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. Anyone interested may attend.

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; Carol Connell, 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; Judy Bouton, Lester Bowser, Karen Brown, Todd Cunningham (TSC) Portia Diaz-Martin, Glenn Himes, Joann Janosko, Myrtle Joseph, Blaine Knupp, Sam Puleio, (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 (S. 03), Portia Diaz-Martin (F. 02) and Ed Zimmerman, Co-Chairs; Karen Brown, Sue Drummond, Liz Evans, Sandra Janicki, Joann Janosko, Blaine Knupp, Carl Rahkonen, Dan Shively, Doug Shumar and Phil Zorich.

Special Committees

- Ad Hoc Campus Digital Repository Task Force
- Ad Hoc Emergency Procedures Committee
- Ad Hoc Library Digital Repository Committee
- Ad Hoc Student Training Committee
- Ad Hoc Stabley Study Group

General Library Development and Accomplishments

Bibliographic Instruction & Information Literacy

- Taught 464 instruction sessions for 6,744 students in 23 campus departments.
- Offered five sections of LIBR 151, Introduction to Library Resources.
- Taught eight sections of the College Undergraduate Success Program [CUSP].
- Taught MUSC681, Information Literacy in World Music.
- Taught LIBR 201, Internet and Multimedia.

- Applied for Information Literacy mini-grants, all three librarians successful.
- Cooperated with department faculty working on mini-grants.
- Worked with area schools to provide opportunities for library instruction.

Communication

- 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.
- Participated in Family Weekend with tours of Stapleton Library for 80 people.
- Provided orientation to library for 120 parents of incoming students.
- Produced a brochure for libraries' annual fund raising.
- Revised substantially the libraries' information in student Information Guide.

Distance Education

- Helped support 57 distance education courses.

Planning

- Implemented committee to keep up to date with library literature and planning for state of the art facilities.
- Completed a new library technology plan to complement Moving Forward in the New Millennium: IUP Libraries' Strategies, 2002-05.
- Proposed and implemented the Digital Repository campus-wide committee.
- Initiated the Electronic Dissertations and Theses committee.
- Visited CMU and University of Pittsburgh's digital library facilities to assist with planning for IUP's projects.

Training

- Held IDC workshops for library employees and faculty, mastering the skills of web page production and electronic course materials.
- Provided workshops for library employees in use of databases.
- Provided walk-in workshops for library users.
- Organized vendor training sessions for new products.

Departmental Accomplishments and Developments

Acquisitions/Serials

- Transferred serial continuations from EBSCO to GOBI.
- Opened Amazon.com account for rush orders and books unavailable through YBP.
- Continued ordering from Alibris for out-of-print books.
- Loaded 4th EDI invoice into Voyager enabling automated creation of invoices.
- Trained new employee on Voyager Acquisitions module.

- Implemented procedures for receiving and barcoding McNaughton Collection.
- Implemented new GOBI interface.
- Prepared for serial review project to cut serials subscriptions.
- Participated in review and selection of technology fee funded databases.
- Ordered 40 new electronic titles.
- Added Gale Digital Archive [Biography and Literature Resource Center].
- Prepared for move of Music Collection during Cogswell renovation.
- Collected statistics to monitor use of serials and microforms.
- Investigated types of compact electronic shelving with site visits.
- Converted to SerialsSolutions to provide A-Z listing of online journals from aggregators.
- Acquired new photocopier.
- Created an Acquisitions/Serials web page.
- Created Newspaper Pathfinder on Acquisitions/Serials web page.
- Created online list of newspaper holdings on microfilm on Acquisitions/Serials web page.

Cataloging

- Media Resources cataloging unit integrated with cataloging unit.
- Weeded and withdrew LC and Dewey print material.
- Withdrew transparencies.
- Retro-catalogued slide sets.
- Resolved circulation problem with maps.
- Added 586 MARC field for media records in PILOT.
- Added MARC records to PILOT for R&P coal collection images.
- Assimilated University School collection into Stabley Library.
- Catalogued websites for inclusion in PILOT.
- Performed authority work on unrecognized subject headings.
- Produced authority records for PILOT through MARCIVE, with monthly updates.
- Maintained database quality by editing problem records, deleting hanging bibliographic records with no attached holding or item records.
- Created Access missing reports for searching and deletion of missing records.
- Collaborated with Collection Development to reorder missing books.
- Participated in site visit to University of Pittsburgh and CMU to investigate digitization projects for electronic theses and dissertations.
- Provided consultation services for Geneva College and Clarion University.

Circulation/Interlibrary Loan

- Merged Circulation/Reserve and Interlibrary Loan units into one department.
- Created one service point at main circulation desk.
- Trained and cross-trained staff.
- Reorganized and trained student workforce.
- Publicized and increased use of PALCI E-ZBorrow.

- Continued expansion of Electronic Reserves, 75% increase from last year.
- Added electronic E-Reserve request forms for faculty use.
- Provided capability to link to URLs in library's databases through E-Reserve.
- Requested automatically through PALCI E-ZBorrow any unfound search requests for books not on shelf.
- Requested ILL books initially through PALCI E-Borrow so patrons obtained books faster.
- Continued to utilize DOCLINE and Access PA services to obtain and provide materials.
- Conducted extensive search for "lost and missing" books from Voyager Access report.

Collection Development

- Met with graduate coordinators to discuss allocation formula.
- Organized participatory project to select electronic databases with technology fee monies.
- Implemented McNaughton rental books plan.
- Revised approval plan per faculty requests.
- Arranged two library liaison lunches.
- Updated website for liaison information.

Government Publications

- Redesigned and maintained web pages.
- Assumed responsibility for SSHE DOMA's electronic discussion list.
- Spearheaded formation of Southwestern Pennsylvania Documents Group.
- Created and maintained web site for Southwestern Pennsylvania Documents Group.
- Transferred cataloging of government documents through MARCIVE to Cataloging Department.
- Added 8,152 government document records to online catalog.
- Made available to public tax forms and information for filing taxes.

Instructional Design Center [IDC]/Media Services

- Over 90% of all IUP students registered enrolled in one or more WebCT courses.
- Logons to WebCT course system averages over 100,000 per month.
- Logons grown to over 2 million in May 2003.
- Providing WebCT for active use by over 50% of IUP faculty.
- Created over 2,500 courses in WebCT.
- Offered workshops for 230 attendees.
- Provided 409 formal consultation sessions.
- Offered workshops on variety of library services.
- Offered student orientation workshops to WebCT.
- Helped support 57 distance education courses.

- Supported 731 active WebCT courses.
- Developed mini studio and audio/video work station for production of teaching materials.
- Made available 3D software for faculty use.
- Upgraded to Campus Edition of WebCT.
- Developed a redundant server system as backup for WebCT.
- Developed working relationships with several IUP-based grant initiatives [SAIL Project, NSA].
- Upgraded and added to media equipment for loan to patrons.
- Supported important campus and community efforts: IUP May and December commencements, Indiana High School commencement and Christmas Tree Lighting Ceremony.
- Distributed 2003 items, repaired 61, produced 2975 and set up 12 teleconferences.

Media Resources

- Added DVD recording capability.
- Upgraded audio equipment.
- Upgraded video editor.
- Updated web site, web links and education guides.
- Weeded media card catalog.
- Surplussed excess cabinetry and supplies to improve area.
- Relocated and set up University School's collection.
- Weeded University School collection.
- Worked on renovation plans for media resources area.
- Added digital resources to Multimedia link on library's webpage.
- Increased DVD collection.
- Replaced damaged VHS tapes with DVDs.
- Trained new Media Acquisitions clerk.
- Copied all laserdisc videos to DVD format.
- Developed specifications for new multimedia pods with IDC.
- Obtained second digital video editor.
- Designed new brochure for Media Resources services.
- Identified and publicized new digital resources on web.
- Implemented online media reserves.

Reference

- Attended Core Reference Retreat.
- Piloted Docutek's Virtual Reference Library module for chat reference
- Answered electronic reference questions via e-mail.
- Converted e-mail reference from old web format to Docutek VRL Plus System.
- Provided walk-in workshops for library resources and services.
- Participated in Family Weekend orientation tours.
- Provided 31 tours for 259 prospective students and parents
- Provided orientation for parents of incoming students.

- Provided displays for cases, including Women's History Month, Homecoming, Black History Month, Faculty Publications, Lenape Nation, National Library Week.
- Weeded reference collection.
- Reviewed CDs for mounting on web access.
- Participated in internships for MLS students from Clarion University and University of Pittsburgh.
- Developed new library handouts, brochures and bookmarks, including "Your Link to Success" general brochure.
- Converted handouts to electronic documents.
- Automated compilation of reference transaction statistics.
- Created and maintained many web pages for patron instruction and information.
- Supported IDC with one volunteer librarian, 25% of work week.
- Worked towards creation of an Information Commons.

Special Collections

- Linked Special Collections EAD finding aids.
- Worked with Dr. E. Hunt to facilitate donation of his Lincoln collection.
- Inventoried Earl Hunt's Lincoln collection in Johnstown.
- Assisted in developing the proposal to solicit private funds to process the R&P Coal Company papers.
- Cleared stored collections from commercial storage thus ending those contracts and saving library funding.
- Assisted 23 patrons with access to the R&P Collection at Robertshaw.
- Spoke to ten classes (approximately 210 students total) about Special Collections.

Library Technology Services

- Provided support for IUP Libraries, Military Science and the Honors College.
- Completed wireless laptop project.
- Implemented a complete wireless laptop loaner service for in-library use.
- Provided a custom written checkout application for laptops.
- Circulated laptops 520 times.
- Completed 325 service requests.
- Cooperated with Circulation/Interlibrary Loan Department to specify, install and configure ILLIAD server.
- Installed a redundant WebCT server in cooperation with the Instructional Design Center and Technology Services Center to provide fault tolerant solution in the event of primary server's failure.
- Specified and installed a complete wireless laptop lab for the Military Science Department.
- Coordinated libraries' requests for technology upgrade monies.
- Upgraded 100 Honors College machines with Windows XP OS and standard suite applications.

- Investigated Digital Repository Software solutions enabling IUP libraries to provide leadership in promoting and implementing this service.

Armstrong Campus Library

- Planned for new library facility at Northpointe campus.
- Weeded collection in preparation for move to Northpointe.
- Provided library support and bibliographic instruction for cohorts.
- Library instruction included as integral part of curriculum for cohorts.
- Encouraged faculty to promote use of E-reserve and WebCT.

Music Library

- Retrospective cataloging of 2,400 scores, added to PILOT.
- Weeded 31 boxes of materials.
- Created web sites of research on American fiddling and Finnish kantele.

Punxsutawney Campus Library

- Circulation system working well.
- Gave Honors English high school students orientation to and instruction in library's resources for research projects.
- Provided 4 library instruction classes for 60 Learning Strategies Center students.
- Added 191 volumes to collection.

Library Events

- Presented two Friends of the Library Programs: Susan Ferrandiz, "McIntyre, PA: The Everyday Life of a Coal-Mining Company Town, 1910-1947" and Dr. David Truby, "Special Operations Warfare: Mind Counts".
- 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.
- Sponsored information literacy workshop with the Information Literacy Task Force, Liberal Studies and the Center for Teaching Excellence, "Building a Better IUP Graduate: Teaching Information Literacy Access and Evaluation".

- Co-sponsored with English Department presentation by Dr. Robert Lewis, “The History and Making of the Middle English Dictionary”.
- Hosted Fausold Family Reunion to celebrate Fausold Archives in Special Collections.
- Co-sponsored Martin Luther King reception with the African-American Cultural Center.
- Hosted memorial dedication of two study rooms to Dr. Renee Liscinsky.
- Co-sponsored lecture and reception with Women’s Studies, “Storytelling and Women as Bearers of Culture in the Lenape Nation”.
- Hosted display of Lenape totems in public area.
- Hosted reception for Women’s Studies program with Sally Roesch Wagner, author of “Sisters in Spirit: Haudenosaunee [Iroquois] Influence on Early Feminists”.
- Provided orientation tours 120 visitors for Family Weekend.
- Provided orientation tours for 400 students during Career Exploration days.
- Provided orientation tours for parents of incoming students.
- Provided orientation tours for 70 international students.
- Provided orientation tours for 30 high school students attending IUP’s Annual Science Festival.
- 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

“*Acquisitions on the Web*”. NASIG, Charleston.

“*Basic Copyright: Issues for Libraries*”. Southwest Chapter, Pennsylvania Library Association.

“*Evaluating Web Resources*”. Mid-South Instructional Technology Conference, MTSU, Murfreesboro, TN.

“*Folk Music Research of Samuel P. Bayard*”. American Folklore Society, Rochester, NY.

“*Intellectual Property: The Good, the Bad and the Ugly*”. IUP Honors College.

“Real Song Catchers: American Women Pioneers of Ethnomusicology”. Music Library Association, Women’s Music Round Table, Austin, TX.

“Research Agenda for Library Instruction and Information Literacy”. College and Research Libraries News, Vol. 64, No. 2, February 2003.

“Teaching Faculty to Incorporate Information Literacy into WebCT Courses”. National User Conference on WebCT, Boston, MA.

“Using WebCT for Library Instruction”. International Internet Librarian Pre-Conference Workshop, Birmingham, England.

Children’s Reading with Puppetry, IUP Stapleton Library’s National Library Week Celebration.

Workshop on Scandinavian Fiddling, American String Teachers Conference, Columbus, Ohio.

17 book reviews.

University-wide Committees & Presence

AACC Advisory Board

Academic Computing Policy Advisory Committee

African-American Cultural Center Advisory Board

AFSCME Representative

APSCUF Legislative Assembly and Executive Council

APSCUF Representative Council

APSCUF Summer School Committee of Meet & Discuss

Awards Selection Committee of the African American Cultural Center

Digital Repository Ad Hoc Task Force

Electronic Theses and Dissertations Committee

Graduate Coordinators Committee

Grand Marshal at university ceremonies

IDC Advisory Board

Information Literacy Task Force

Library and Educational Services Committee

Level III Grades Appeal Committee

Masters Thesis committees

Portfolio Committee

Reflective Practice

Troubleshooting Committee

University Calendar Committee

University Council

University Graduate Curriculum Committee

University Judicial Board

University Wide Promotion Committee

University Senate

University Wide Sabbatical Committee

University Wide Tenure Committee

University Wide Undergraduate Curriculum Committee

Regional and national professional activities:

ACRL Conference

ACRL 2002 Immersion for Library Instruction
ACRL WPA/WV Chapter meetings
ALA Annual Conference
ALA Midwinter Conference
ARIN
ARL Leadership Institute
Atlantic Chapter of the Music Library Association Conference
EDUCAUSE Conference
EIRAG [PALINET Electronic Information Resources Member Advisory Group]
Fall Festival of Children's Books, Carnegie Library of Pittsburgh
Festival of American Fiddle Tunes, Port Townsend, WA
FinnFest, Minneapolis, MN
Harvard Leadership Institute
International Internet Librarian Conference
KLN Electronic Resources Committee
KLN Electronic Resources Committee - Science
KLN Systems Meeting
Laurel Highlands Health Sciences Library Consortium
Legislative Committee, Music Library Association
Mid-South Instructional Technology Conference
Music Library Association National Meeting
NASIG 2002
National Association of Broadcasters
National Fiddle Contest & Festival, Weiser, ID
National User Conference on WebCT
PALCI Annual & Spring meetings
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 DOMA Meeting
SSHE ERC Meeting
SSHE Libraries Serials Meeting
SSHE Library Chairs Meeting
SSHE PILOT and Systems Librarians Joint Meeting
SSHE Reference Librarians Annual Meeting
SSHE Serials RFP Evaluation
State-wide Information Literacy Task Force
Southwest PaLA Chapter Meetings
TRI-VUGM
Virtual Reference Desk Conference
VUGM
West Virginia/Western Pennsylvania Chapter of ACRL

Workshops and Resource Demonstrations

ACRL Workshop "Behaviors that Burden a Workplace" Philadelphia, PA
ChemVillage demonstration.
Cold Fusion generated web pages workshop.

ENCompass Workshops
Gale Databases demonstration.
GOBI 2 workshop.
Hearings of the Digital Millennium Act, Washington, DC.
Information Literacy Workshop, IUP.
LCTS Workshop, "AACR2-2002 and Metadata Institute".
Managing Electronic Resources @ Your Library workshop.
Maya 5 Software demonstration.
PALINET Workshop, "Everyday Leadership: Bringing out the Best in You",
Pittsburgh, PA.
PaLA Spring Workshop
Smart Board demonstration.
Storytelling Workshop, Chautauqua, NY.
Student Employee/Supervisor Workshop, "Discover your Office Personality", IUP.
Symposium on Information Literacy for Librarians, MLA, Austin, TX.
Teleconferences: OCLC "Making Digital Reference a Reality for your Library".
"Proven Strategies for Managing Time, Reducing Stress and Raising
Productivity", IUP.
Trustee Workshop on Strategic Planning
U.S. Patriot Act Seminar, University of Pittsburgh.
U.S. Patriot Act Teleconference.
Web of Science.
XML Training.

Community Service & Activities

APSCUF poll watcher.
Armstrong County YMCA, Kittanning, board member.
Ben Franklin Elementary School PTA.
Evaluation of Graystone Presbyterian Church's audiovisual equipment needs.
Graystone Presbyterian Church's Library Committee, head.
Historical Society of Indiana County, volunteer.
History Day Judges.
Indiana Ballroom Dance Club, board of directors member.
Indiana Business and Professional Women's Club.
Indiana County Library Alliance Committee.
Indiana High School's Band Booster Committee.

Indiana Tennis Association, board of directors member.
Kittanning Little League Baseball coach.
Liturgical minister, St. Thomas More University Parish.
Newman Center Book Sale, volunteer
Summer's Best Two Weeks Midget Camp, director.

IUP Libraries' Personnel

ADMINISTRATION

Fowler, Rena

Evans, Elizabeth

Hastings, Barbara

Zimmerman, Ed

Berkey, Nan

Dean of Libraries

Associate Dean of Libraries

Assistant to the Dean

Library Technology Manager

ACQUISITIONS/SERIALS

Janosko, Joann

Acquisitions and Serials Librarian

Clawson, Janet
Lenhardt, Judy
Mumau, Loretta
Payne, Melonie

CATALOGING

Shively, Dan
Joseph, Myrtle
Jen, Rosa
Hunter, Brian
Rittenberger, Terry

Cataloging Coordinator
Cataloging Librarian
Media Cataloging Librarian

CIRCULATION/RESERVE/INTERLIBRARY LOAN

Bouton, Judy
Asamoah, Carol
Corcoran, Michele
Hamilton, Ron
Kensey, Joyce

Circulation Manager

COLLECTION DEVELOPMENT

Brown, Karen

Collection Development Librarian

INSTRUCTIONAL DESIGN CENTER (IDC)/MEDIA SERVICES

Himes, Glenn
Bowser, Lester
Carothers, Brian
Diaz-Martin, Portia

Director of IDC/Media Services
Web Administrator
Web Designer
Electronic Services Librarian and
Reference Librarian

Ciroli, Ken
Mallory, Joann
Shumar, Douglas

GOVERNMENT DOCUMENTS

McDevitt, Theresa

Government Publications and
Reference Librarian

MEDIA RESOURCES

Laude, Walt
Barber, Barb

Media Resources Coordinator

REFERENCE

Knupp, Blaine
Connell, Carol
Diaz-Martin, Portia
Drummond, Susan

Reference Coordinator
Reference Librarian
Reference Librarian and Electronic
Services Librarian
Reference Librarian and

Janicki, Sandra
Lucas, Lynne
McDevitt, Theresa

Reference Librarian
Reference Librarian
Reference Librarian and Government
Publications Librarian

Coy, Geraldine

SPECIAL COLLECTIONS

Zorich, Phillip

Special Collections Librarian

MUSIC LIBRARY

Rahkonen, Carl
McFerron, Terice

Music Librarian

ARMSTRONG BRANCH CAMPUS LIBRARY

Hooks, James
Daugherty, William

Armstrong Branch Campus Librarian

PUNXSUTAWNEY BRANCH CAMPUS LIBRARY

Kirby, Robert

Punxsutawney Branch Campus Librarian

Annual Report 2002-03

Statistics

IUP Libraries

2001-2002

2002-2003

Libraries and Media Services

Staffing

FTE

FTE

Librarians	18	17
Other professional/management staff	5	5.5
Appointed staff	20.54	18
Student assistants	38.15	38.7
Total staffing	81.69	79.2

<u>Expenditures</u>	Dollars	Dollars
Salaries and wages		
Librarians and professional staff	\$1,575,759	\$1,598,518
Other appointed staff	\$703,984	\$709,853
Student assistants	\$329,884	\$275,415
Total Salaries and wages	\$2,609,626	\$2,583,787
Information resources		
Books, serial microforms and other materials:		
Paper and microform	\$452,425	374,108
Electronic	3,850	0
Current serials subscriptions, search services:		
Paper and microform	\$680,746	626,610
Electronic	\$183,422	276,600
Audiovisual materials	\$26,081	28,418
Document delivery/Interlibrary loan	\$32,703	28,550
Preservation	\$44,214	50,296
Total Information resources	\$1,423,441	\$1,384,582
Operations		
Furniture & equipment w/ maintenance	\$69,999	32,277
Computer hardware and software	\$116,974	133,843
Bibliographic utilities, networks, consortia	\$52,557	\$54,262
Other operations	\$143,683	\$115,095
Total Operations	\$383,214	\$335,477
Total Expenditures	\$4,416,282	\$4,303,846
Employee fringe benefits	\$663,539	\$676,455
Expenditures from Non-State Funds		
Included in above totals		
Federal Work-Study	\$205,894	\$216,867
Grants	\$5,295	\$4,094
Foundation	\$12,435	\$8,278

<u>Library Collections</u>	2001-2002			2002-2003
	Total No.	Added	Deleted	Total No.
Books, serial volumes, etc.				
Books - volumes	700,065	16,704	5,526	703,967 ¹
Serials - volumes	136,086	1,828	0	137,914
Total volumes	836,151	18,532	5,526	841,881
Books - titles	562,662	14,155	4783	565,226 ¹

Serials - titles	8,073	2	12	8,063
Microform units, total	2,364,916	11,746	216	2,376,446
Microcard	200,444	0	0	200,444
microfiche	2,080,696	11,375	0	2,092,071
Microfilm	83,776	371	216	83,931
Electronic titles	663	55	0	718
Current serial subscriptions				
Paper and microform	2,222	4	64	2,162
Electronic	404	56	0	460
Books and serials: further data				
Books purchased	9,881			9,427
Book gifts sent to cataloging	256			976
Paper/microform gift serials	134			0
Books and serials sent to bindery	4,914			4,469
Government documents not otherwise counted	34,775	1,283	0	36,058
Percentage of documents selected	26%			26%
Manuscripts and archives (linear feet)	3,800	66	0	3,866
Audiovisual materials in units	109,308	1,151	64	110,395
Cartographic	23,761	128	0	23,889
Graphic	44,307	48	48	44,307
Audio	31,741	370	2	32,109
Film and video	9,499	605	14	10,090

Library Services

Document delivery/ILL provided to others				
Returnable (books, etc.)	3,430			2,353
Non-returnable (journal articles, etc)	3,798			771
Total provided	7,228			3,124
Document delivery/ILL received from others				
Returnable (books, etc)	2,996			2,130
Non-returnable (journal articles, etc)	5,962			3,981
Total received	8,958			6,111
PALCI (Direct borrowing within PA)				
Books provided to academic libraries	640			1,021
Books received from academic libraries	2,570			4,006

	2001-2002	2002-2003
	Total No.	Total No.
Circulation		
General collection	75,283	87,036
Reserve collection, paper & electronic	143,711	61,665 ²
Total	218,994	148,701

Use of Online Catalog, Webpage, Databases

Voyager online catalog hits	418,107	273,704
Web page hits	7,463,260	6,279,039
Database searches, approximate, partial	545,309 ³	628,358 ³
Information service		
Presentations to groups	621	479
Attendance at presentations	9,439	7,004
Questions answered	21,211	12,253
Number of courses offered	4	8
Total students enrolled in courses	127	196
Hours open during semester per week	92	92
Hours of Reference Service during semester/week	83.25	83.25
Gate count	435,847	449,644
<u>Internal Ratios and Comparisons</u>		
FTE Students	12,648	12,790
Circulation/FTE Students	17	12
Volumes/FTE Students	66	66
Library expenditure/FTE student	\$349	\$337
Library collections expenditure/FTE student	\$113	\$108
Total library spending by major components		
Ratio of salary & wages to total (no benefits)	0.59	0.60
Ratio of collections to total	0.32	0.32
Ratio of operations & equipment to total	0.09	0.08

Media Services	2001-2002	2002-2003
<u>Staffing (included in Libraries total)</u>	FTE	FTE
Professional/management staff	0.5	0.5
Appointed staff	3	3

Student assistants	2.37	2.83
Total staffing	5.87	6.33

<u>Expenditures (included in Libraries total)</u>	Dollars	Dollars
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Salaries and wages	\$135,172	\$149,747
Operations		
Supplies, etc.	\$4,882	\$6,654
Equipment	\$27,353	\$14,985
Total	\$167,407	\$171,386
Employee fringe benefits	\$44,312	\$49,092

<u>Services</u>	Numbers	Numbers
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Equipment distributed	1,381	2003
Equipment repaired	84	61
Production work	2,841	2975
Teleconferences	19	12
Technical support for campus	85	44

Library Technology Services

Hours open per week	92	92
Average use/hour	21	15
Service Requests	425	325
Total sheets printed	295,093	336,162
Wireless Laptop Circulation	NA	520

Instructional Design Center	2001-2002	2002-2003
(including IDC Institute expenditures)		
<u>Staffing (not included in Libraries total)</u>	FTE	FTE

Professional/management staff	1.75	2.5
Appointed staff	0.00	0
Student assistants	0.35	0.56
Total staffing	2.10	3.06

<u>Expenditures (not included in Libraries total)</u>	Dollars	Dollars
Salaries and wages	\$85,324	\$85,559
Operations		
Supplies, etc.	\$7,250	\$6,240
Travel	\$5,841	\$6,958
Equipment	\$19,639	\$46,973
Total	\$118,054	\$145,730
Employee fringe benefits	\$32,836	\$33,634

Expenditures from Non-State Funds		
Included in above totals		
Grants	\$37,927	\$18,977

<u>Services</u>	Numbers	Numbers
Workshops offered	146	295
Workshop participants	340	259
Consultations	593	409
WebCT, total accounts	1,931	2,262
WebCT, active accounts	549	731
WebCT, total student accounts	13,816	14,693
WebCT, web page course listing hits this period	475,000	1,224,907
WebCT, web pages course listing hits to date 6/30/03	875,017	2,099,924

Notes Regarding Statistics:

1 Beginning and ending numbers do not match due to the incorporation of the University School Collection into the general Children's Collection, and a weeding of the University School Collection.

2 Counts reflect a more accurate measure of Reserve activity due to new Docutek E-Reserve system being used.

3 Change in method of counting database searches resulted in a lower count for this year and a revised count for last year.