

IUP Libraries

**Annual Report
2003-2004**



Indiana University of Pennsylvania
October 2004

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A Message from the Dean of Libraries

The year now past, 2003-2004, was a year of both adjustment, achievement, and assessment for the IUP Libraries. At the same time that we continued to adjust to the 2002-2003 budget reductions in personnel and acquisitions, we introduced a variety of new services. In order to know more of the expectations of those who rely upon the library, we administered a national assessment tool, LibQUAL. Since the results were received late in the year, we will be looking at this report in the year ahead.

In order to offer students more options for Reference assistance, we introduced walk-in workshops and special sessions to help students with their assignments. A new online literacy tutorial was created and will be used in a variety of ways this year. A new course, LIBR 251, was approved for Liberal Studies credit. The Instructional Design Center (IDC) and Media Resources have collaborated to offer new multimedia pods for student production of their assignments and projects. More public computers were added to the library and use of our circulating laptops has grown. We added more databases and we purchased a substantial collection of books in English based upon the generosity of a donor. To speed the delivery of interlibrary loan, we initiated the use of the ILLIAD software and we held our first booksale to find homes for the out-dated books removed from the collection. All of the three branches of the IUP Libraries were involved in planning for the future renovation of their buildings: Music, Armstrong, and Punxsutawney. Surprisingly, in this electronic era, use of the general book collection was up, as was reserve, hits on the webpage, database usage, IDC statistics, Media Services production work, and the entrance gate count.

During the year, we welcomed a new staff member, Deborah Carmella, a fundraiser, to help us secure more resources. And, at year's end, we honored the retirement of three long-time employees who will be missed: Librarians Robert Kirby and Lynne Lucas, and Joann Mallory of Media Services.

It was a full year and we can look back on it with some sense of satisfaction—but not for too long. There's much to be done in 2004-2005.

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.

2003-2004 Plan Related Achievements

Theme 1: Instructional Services

- Made faculty/students aware of library resources available by traditional bibliographic instruction.
- Taught individual students by appointments for specific assignments.
- Provided Library instruction for the Learning Center through the CUSP program.
- Taught individual workshops with students bringing specific classroom assignments.
- Offered Information Literacy Workshops to faculty.
- Offered special topics course LIBR 481, Library Research Seminar for Honors Thesis, for the first time.
- Conducted over 40 Library Walk-in Workshops throughout the academic year.
- Received approval for new course, LIBR 251, for Liberal Studies credit.

Theme 2: Staff Development

- Continued student employee training.
- Provided students with training and guidance material.
- Organized cookie day for student employees.
- Held one-day retreat for managers and librarians.
- Provided stress management workshop by Dr. Shari Robertson.
- Provided workshop “In Search of Excellence” by Dr. John Worzbyt.

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

- Completed the first multi-media pod for student productions in the Media Resources Department.
- Bought furnishings for the Beaumont Alcove funded by a donor.
- Arranged for painting and refurbishing of the employee lounge.
- Moved the Cogswell Music Library to Stapleton during Cogswell renovations.
- Enhanced the Reference desk area with new furniture and lighting.
- Arranged to have worn benches and seating reupholstered.

Theme 4: Community Outreach

- Provided orientation for 75 incoming international students.
- Conducted over 70 admissions tours for potential students and parents.
- Offered great books class through Indiana Public Library.
- Provided exhibit of IUP faculty publications.
- Coordinated 18 display exhibits.
- Produced new faculty library brochure.
- Hosted McNair Scholars Program information booth.
- Provided borrowing privileges to University Children’s Center.
- Contributed to creation of consortium, Indiana and Armstrong Alliance for Libraries.
- Loaned coal history exhibit to the Indiana County Historical Society.
- Supported “Building a Community of Readers”, a faculty initiative to encourage the development of reading groups, for fun, on the campus.

Theme 5: Resources

- Completed the weeding of the reference collection.
- Completed the selection of books for the Beaumont Collection.
- Added over 16,600 monographic volumes to the collection.
- Acquired approximately 40 new databases.

Theme 6: Technology Integration

- Continued to integrate library technology into reference service, classes, individual workshops and appointments with individual students.
- Began development of subject specific websites and expanded e-journals information.
- Added a new section of student public computers to the second floor of Stabley.
- Facilitated the electronic administration of the LibQUAL survey through a random sample of faculty, students and staff.
- Provided Virtual Reference Services and created/maintained the service page for Chat Reference on the web.
- Used Visual Communicator and WebCT to complete online models for Pilot, our on-line catalog, Information Literacy Tutorial, and individual databases.

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, Debbie Carmella, 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; Barb Hastings, 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 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 EDT (Electronic Theses and Dissertations) Task Force
- Ad Hoc Library Digital Repository Committee
- Ad Hoc Marketing Committee
- Ad Hoc Student Training Committee
- Ad Hoc Stabley Study Group

General Library Development and Accomplishments

Assessment

- Administered LibQUAL customer service tool to measure library services.

Bibliographic Instruction & Information Literacy

- Taught LBST 499, Women in the American Civil War, with Information Literacy component in the Spring of 2004.
- Worked with the Reflective Practice Group to develop the TILT Information Literacy Tutorial for use by IUP students.
- Taught 36 library workshop sessions for the College Undergraduate Success Program (CUSP).
- Offered 11 sections of LIBR 151.
- Taught 547 instruction sessions for 9,248 students in fifteen departments.
- Presented Information Literacy departmental sessions.
- Made faculty/students aware of the library resources available by traditional Bibliographic Instruction to departments.

Communication

- Produced and distributed two editions of the Library Newsletter.
- Revised substantially the libraries' information in student Information Guide.
- Article in The Penn, "*U.S. Patriot Act Affects Library Policies.*"
- Produced and sent two "Friends of the Libraries" Newsletters.
- Developed new library handout, *Faculty Guide to Library Services.*
- Article in The Penn, "*Student Employment on Campus*" highlighting large student staff within the Library.
- Held Library Open House inviting all of the University community.

Databases Added:

- ANSI BII Safety Standards for Machine Tools
- Post Gazette/ National Newspaper Databases
- PsycARTICLES Electronic Database
- Index of Music Periodicals
- Criminal Justice Periodicals Index
- Ethnic NewsWatch
- Historical Newspapers – NYT
- Digital Dissertations
- WorldCat
- Congressional Universe
- Standard and Poors Net Advantage Business Database
- Info Trac OneFile
- Nature Online
- Oxford Reference Online
- Oxford English Dictionary
- JSTOR General Science Collection

- JSTOR Ecology & Botany Collection
- CQEL
- Journal of Applied Physiology Online
- 19th Century Masterfiles
- Communication Institute for Online Scholarship
- Linguistics & Language Behavior Abstracts (LLBA)
- PAIS International
- Zoo Record Plus
- CQ Weekly Web
- Sweets Marketplace 2003
- MathSciNet
- Black Drama/Black Thought and Culture
- Biological Abstracts
- The Reference Suite@Facts.com
- Association for Computing Machinery
- Gale Business and Company Resource Center
- IOP Online
- RILM
- Classical Music Library
- Early English Books Online
- JSTOR Arts and Sciences
- The Times Digital Archive

Distance Education

- Offered approximately 57 “pure” distance education courses.
- Supported over 1,000 students enrolled in Distance Education offerings last summer.
- Worked in conjunction with the School of Continuing Education to support IUP faculty who are developing distance education courses.
- Developed a way to offer library resources and services to the student through the Distance Education Services Webpage: http://www.lib.iup.edu/distance_ed/index.htm

Planning

- Continue to work toward implementation of the *Moving Forward in the New Millennium: IUP Libraries' Strategies, 2002-05*.

Training

- Held workshops through the IDC on various hardware and software applications.
- Organized vendor training demonstrations for new products.

Acquisitions/Serials

- Ordered \$300,000 worth of electronic resources in 2003-04, including business titles like Business and Company Resource Center, NetAdvantage (Standard and Poors).
- Participated in additional Technology Fee database review and selection, ordering over 40 new electronic titles with the student technology funds.
- Arranged for digitization of IUP microform and paper dissertations in the Proquest Digital Dissertations database.
- Served as back-up Voyager and Encompass/Linkfinder Plus System Administrator.
- Continued transfer of serial continuations from one vendor to another.
- Implemented procedures for new popular reading collection.
- Trained on new electronic approval plan interface.
- Coordinated first Library Book Sale.
- Reduced printed serials subscriptions by \$180,000 due to inflation and the budgetary reduction on campus.
- Prepared for Music Library's temporary 2-year inclusion into ground floor of Stapleton Library due to Cogswell renovation and the move was successfully completed during Summer 2004.
- Coordinated the ongoing shelf reading and statistics collecting project to maintain and measure use of the now open Back Stacks. Also, carried out shelf reading and statistics gathering project in Micro Area, including microfilm, microfiche and newspapers.
- Converted to SerialsSolutions Portal for access to our online journals. In process of getting MARC records for these titles into our catalog.
- Developed procedure for binding of IUP Honors Theses.
- Customized SerialsSolutions Portal allowing for tracking and doing limited subject searching on the hosted site.

Cataloging

- Processed E-book files into the database increasing our electronic book collection to over 4,000.
- Produced authority records for the Voyager database with updates added monthly.
- Continued with the weeding of the Reference Collection.
- Prepared a guide to bibliographic resources in Spanish at Stapleton Library including web resources that may be useful in research.
- Added over 16,600 volumes of monographs.
- Added MARC records for the images from the R&P Coal Collection.
- Transferred 635 volumes from reference to the circulation collection.
- Cataloged retrospectively 131 sets of slides.
- Added over 137 books to the library's recreational reading collection.
- Cataloged DVD's converted from VHS.
- Cataloged an original monograph on Zen poetry in Japanese, Chinese, and English to house in the Special Collections Department.

Circulation/Interlibrary Loan

- Utilized PALCI EZBorrow as a faster vehicle for the borrowing of books.
- Introduced ILLIAD software to streamline the process for interlibrary loan requests.
- Increased circulation of the general collection approximately 10 percent.
- Instituted another process, UBorrow, for the borrowing and lending of books between the state-owned universities, including the State Library.
- Served as check-out point for the library's laptop computer loan service, a new service.
- Improved the Electronic Reserve system continuously to provide the best service possible to our patrons.
- Provided lending services through DOCLINE, which specializes in medical information, and *Access PA* for public schools and public libraries.

Collection Development

- Investigated software for collection analysis and made recommendations.
- Provided ad hoc training for approval plan software.
- Implemented procedure for recreational reading collection.
- Visited Armstrong campus and began procedure for reviewing collection there before move to new location.
- Expended materials budget, and one-time money in technology fee budget.
- Ordered 1,118 literature books from the Beaumont gift.

Fundraising

- Hired part-time Library fundraiser.

Government Publications

- Administered the SSHE documents electronic discussion list.
- Maintained the web site for the Southwestern Pennsylvania Documents Group.
- Offered classes through the Instructional Design Center in "Beginning PowerPoint" and "Integration of Full-Text Library Resources into Web-CT."
- Added 9,884 electronic records for PA and US government documents to PILOT online catalog.
- Ordered and made available to the public tax forms and information for filing taxes.
- Cataloged government documents through Marcive continuing to add records to IUP Voyager database.
- Continued to design web pages for each new bibliographic instruction session and update older ones.

Instructional Design Center [IDC]/Media Services

- Developed and set up the multimedia workstation pods to provide hardware and software needed for student projects.
- Provided training and technical support for the new multimedia workstations.
- Offered 440 individual workshops through the IDC.
- Conducted 693 one-on-one consultations in the IDC.
- Used over 47,000 students seats in WEBCT courses.
- Worked on promotional video for the library.
- Recorded Alumni piano recital.

- Offered student orientation workshops to provide a way for students to learn to use the course management systems (CMS).
- Attended broadcaster's convention to keep abreast of current technologies in video and audio editing.
- Attended training seminars on Vegas video editing and DVD architecture.
- Hosted four person visit from Saint Mary's Community Cable who then produced a one-half hour community access show about the IUP Library Media Services and IDC departments and their visit to IUP.
- Provided instruction on instructional design, online pedagogy, online teaching methods, and professional digital practice.
- Distributed 1883 items, repaired 53, produced 4266 items, and set up 10 teleconferences.
- Offered workshops on WebCT, FrontPage, Pilot and new databases.

Media Resources

- Continued to upgrade area equipment.
- Updated web site, web links and education guides.
- Worked with the Collection Development Office to refine education department profiles for the approval plan.
- Successfully monitored and helped spend acquisitions money for various College of Education fund codes, children's books, textbooks, and media.
- Surplused excess cabinetry and supplies to improve overall look of area.
- Merged all the University School books into the main Children's Collection.
- Merged the Music Library's CD collection with Media's collection.
- Continued to work on renovation plans.
- Successfully added digital resources to the Multimedia link on the Library's webpage.
- Continued to add DVD's and replace damaged and older title VHS's with DVD's.
- Copied 153 videos to DVD-R.
- Interfaced with local librarians through the Indiana County Library Alliance.
- Worked with the IDC implementing the new multimedia pods and training for same.

Reference

- Significantly increased use of Docutek VRL Plus E-Mail Reference System.
- Continued to experiment with Chat Reference using the Docutek VRL Plus System.
- Continued to make significant progress on weeding the Reference Collection.
- Met with department liaisons to review the book approval plan and ordering through the approval plan.
- Provided faculty with newly published titles in their fields.
- Hosted reference intern from University of Pittsburgh.
- Developed new library handouts and brochures, including updated "Your Link to Success" general brochure and "Faculty Guide to Library Services".
- Implemented series of "walk-in" workshops for library instruction.
- Taught 36 CUSP library workshops in conjunction with the Learning Enhancement Center.
- Provided display cases including: Indiana County Postcards; IUP Faculty Publications; Remembering John Fitzgerald Kennedy; Rosetta Stone; American Victoriana; Martin Luther King; Food and Nutrition Month; Punxsutawney Phil.

- Participated in two departmental reviews, Interior Design and Hospitality Management.
- Coordinated and scheduled all bibliographic instruction requests.
- Conducted library orientation programs for graduate students.
- Introduced library resources to new faculty through the Center for Teaching Excellence.

Special Collections

- Assisted 31 patrons in using the R&P Coal Company Collection at Robertshaw.
- Spoke with four classes totaling 28 students, including an in-depth project with a graduate Public History class.
- Assisted in the production of a brochure highlighting our Labor Arbitration Collections.
- Hosted a member of the ABET accreditation team for a library visit in conjunction with the review of the Safety Science program.
- Added approximately 120 linear feet of archives and manuscripts, the bulk of which comprise the Millie Beik Collection, the Rosaly Roffman Collection and the archives of the University School.

Library Technology Services

- Provided technical support for the Honors College, Military Science Department and the IUP Libraries.
- Circulated wireless laptops 1,158 times.
- Provided 395 support calls.
- Increased wireless capability through expansion of the wireless hubs throughout Stapleton Library.

Armstrong Campus Library

- Completed collection planning for the new library facility at the Northpointe site of the Armstrong Campus.
- Prepared book orders to support the Electro-optics program.
- Provided library support and bibliographic instruction to the cohorts from the Monroeville Center.
- Inaugurated a new vision of library support to use innovative strategies to meet the library needs for branch campus and distance learners.

Music Library

- Retrospectively cataloged 2,400 scores; added to Pilot online catalog.
- Moved the Music Library collection to the ground floor of Stapleton.
- Cataloged the remaining song collections (approximately 300 items).
- Wrote two book reviews for national journals.

Punxsutawney Campus Library

- Evaluated the collection as part of the planning for the new campus Library.
- Identified volumes to be removed from collection.
- Continued to refine and catalog the Culinary Collection.
- Planned for inclusion of a forestry program at the Punxsutawney Branch Campus.

Library Events

- Presented two Friends of the IUP Libraries events, *Indiana County Historic Postcards*, John Busovicki, and *American Victoriana: Hobbies, Crafts and Collectables of the Victorian Period [1837-1901]*, Helen Bailie, Robin Cadwallader, Carolyn Camp and Sandra McChesney.
- Hosted program, *New Alexandria Library, Biblioteca Alexandrina*, presented by Dr. Maher Shaver.
- Co-sponsored Martin Luther King Celebration with the African American Cultural Center.
- Held two Scholastic Book Fairs in Media Resources giving the IUP community the opportunity to buy quality books at a discount.
- Hosted a *History of the IUP Library* presentation by Dr. Gary Bailey's graduate History Class.
- Held Library's first-time book sale under the supervision of the Collection Development and Serials Librarians and staff.
- Held an open house at the Library to highlight the many new services and resources available.

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:

Awards:

- IUP Research Navigator & Professional Development Award, School of Graduate Studies & Research.
- Secured two successful information literacy mini-grants with subject faculty.
- Awarded an Information Literacy Grant partnered with a Nursing faculty member.
- Awarded Grant by the University Senate for travel to the 2nd International Conference on the Future of the Book, Beijing, China.

Presentations/Publications:

Books

- Government Publications Unmasked: Teaching Government Information Resources in the 21st Century.
- “Women in the American Civil War: An Annotated Bibliography”.

Book Reviews

- Women’s Studies and Civil War Era for *Library Journal* and *Choice Magazine*

Articles

- “Never Enjoyed Anything Half So Much” tentatively accepted, revised, and resubmitted to *Annals of Iowa*.
- “African American Women and Espionage in the Civil War,” *Social Education*, forthcoming Fall 2004.
- "An Essential Resource of American Folk Music: The Samuel Bayard Collection at the Pennsylvania State University" *Association for Recorded Sound Collections (ARSC) Journal* 35, No. 1 (2004): 1-5.
- "Scandinavian Fiddling for String Teachers" *American String Teacher's Association (ASTA) Journal* 54, No. 2 (May 2004): 66-71.
- “Baltic Countries” In *The Harvard Dictionary of Music* 4th ed. Cambridge, MA: Belknap Press of Harvard University Press, 2003. p. 82.

Editor

- The Silver Cross, journal of *International Order of the King’s Daughters & Sons*.

Presentations

- “Higher Education and the Technology Train: What it Takes to Avoid an Inevitable Collision,” NEERO
- “Can You Hear Me Now? Good! I Said There’s a Librarian in the Doctoral Classroom,” NEERO.
- TELLABRATION!, Storytelling at Eisenhower and Ben Franklin Elementary Schools, Indiana, PA

- SSHELCO spring meeting on allocation formulas.
- NSA/NCS at Fort Meade, MD with IUP Consulting Team on Course Management Software.
- "Copyright for Librarians" Cambria, Somerset and Indiana Counties District Librarians Meeting, Johnstown, PA.
- "Women Composers of Sheet Music in the Cogswell Music Library" Seventh Festival of Women Composers, Indiana University of PA.
- "Amateur and Professional: A Tale of Two "Irish" Bands from Western Pennsylvania." Niagara Chapter, Society for Ethnomusicology, Fredonia, New York.
- "Traditional Music of Western Pennsylvania: The Samuel Bayard Collection at the Pennsylvania State University" Atlantic Chapter, Music Library Association, State College, PA.
- Acquisitions on the Web, TREND at Slippery Rock University.
- "Information Literacy: Process and Progress at Indiana University of Pennsylvania," SITE, 2004 Atlanta, GA.

**IUP Libraries' Personnel
From July, 2003 to June, 2004**

ADMINISTRATION

Fowler, Rena	Dean of Libraries
Evans, Elizabeth	Associate Dean of Libraries
Hastings, Barbara	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

Shively, Dan	Cataloging Coordinator
Joseph, Myrtle	Cataloging Librarian
Jen, Rosa	Media Cataloging Librarian
Hunter, Brian	
Rittenberger, Terry	

CIRCULATION/RESERVE/INTERLIBRARY LOAN

Bouton, Judy	Circulation Manager
Asamoah, Carol (7/03 – 4/04)	
Corcoran, Michele	
Hamilton, Ron	
Kensey, Joyce	

COLLECTION DEVELOPMENT

Brown, Karen	Collection Development Librarian
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INSTRUCTIONAL DESIGN CENTER (IDC)/MEDIA SERVICES

Himes, Glenn	Director of IDC/Media Services
Bowser, Lester	Web Administrator
Carothers, Brian	Web Designer
Diaz-Martin, Portia	Electronic Services Librarian and Reference Librarian
Cirolì, Ken	
Mallory, Joann	
Shumar, Douglas	

GOVERNMENT DOCUMENTS

McDevitt, Theresa	Government Publications and Reference Librarian
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MEDIA RESOURCES

Laude, Walt
Barber, Barb

Media Resources Coordinator

REFERENCE

Knupp, Blaine
Connell, Carol
Diaz-Martin, Portia

Reference Coordinator
Reference Librarian
Reference Librarian and Electronic
Services Librarian

Drummond, Susan

Reference Librarian and Bibliographic Instruction
Librarian

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
Asamoah, Carol (4/04-6/04)

Punxsutawney Branch Campus Librarian

Annual Report 2003-04

Statistics

	2002-2003	2003-2004
IUP Libraries		
Libraries and Media Services		
<u>Staffing</u>	FTE	FTE
Librarians	17	17
Other professional/management staff	5.5	5.5
Appointed staff	18	18
Student assistants	38.7	38.16
Total staffing	79.2	78.66
 <u>Expenditures</u>	 Dollars	 Dollars
Salaries and wages		
Librarians and professional staff	\$1,598,518	\$1,710,828
Other appointed staff	\$709,853	\$667,940
Student assistants	\$275,415	\$291,955
Total Salaries and wages	\$2,583,787	\$2,670,723
Information resources		
Books, serial microforms and other materials:		
Paper and microform	\$374,108	\$330,071
Electronic	0	\$20,012
Current serials subscriptions, search services:		
Paper and microform	\$626,610	\$507,050
Electronic	\$276,600	\$554,962
Audiovisual materials	\$28,418	\$23,022
Document delivery/Interlibrary loan	\$28,550	\$29,871
Preservation	\$50,296	\$38,955
Total Information resources	\$1,384,582	\$1,503,943
Operations		
Furniture & equipment w/ maintenance	\$32,277	\$26,066
Computer hardware and software	\$133,843	\$121,792
Bibliographic utilities, networks, consortia	\$54,262	\$57,349
Other operations	\$115,095	\$93,386
Total Operations	\$335,477	\$298,593
Total Expenditures	\$4,303,846	\$4,473,259
Employee fringe benefits	\$676,455	\$751,817
 Expenditures from Non-State Funds		
Included in above totals		
Federal Work-Study	\$216,867	\$232,035
Grants	\$4,094	\$2,050
Foundation	\$8,278	\$48,050

	2002-2003			2003-2004
<u>Library Collections</u>	Total No.	Added	Deleted	Total No.
Books - volumes	703,967	20,105	9,655	714,417
Serials - volumes	137,914	1,762	74	139,602
Total volumes	841,881	21,867	9,729	854,019
Books - titles	565,226	18,545	8,070	575,701
Serials - titles	8,063	8	0	8,071
Microform units, total	2,376,446	3,709	2,129	2,378,026
Microcard	200,444	0	0	200,444
Microfiche	2,092,071	3,658	0	2,095,729
Microfilm	83,931	51	2,129	81,853
Electronic titles	718	11,922	0	12,640 ¹
Current serial subscriptions				
Paper and microform	2,162	1	367	1,796
Electronic	460	11451	0	11,911
Books and serials: further data				
Books purchased	9,427			9,078
Book gifts sent to cataloging	976			1,838
Paper/microform gift serials	0			133
Books and serials sent to bindery	4,469			3,519
Government documents not otherwise counted	36,058	2,730	0	38,788
Percentage of documents selected	26%			25%
Manuscripts and archives (linear feet)	3,866	120	0	3,986
Audiovisual materials in units	110,395	939	33	111,301
Cartographic	23,889	96	0	23,985
Graphic	44,307	48	0	44,355
Audio	32,109	201	26	32,284
Film and video	10,090	594	7	10,677
<u>Library Services</u>				
Document delivery/ILL provided to others				
Returnable (books, etc.)	2,353			2,214
Non-returnable (journal articles, etc)	771			953
Total provided	3,124			3,167
Document delivery/ILL received from others				
Returnable (books, etc)	2,130			1,542
Non-returnable (journal articles, etc)	3,981			3,764
Total received	6,111			5,306
PALCI (Direct borrowing within PA)				
Books provided to academic libraries	1,021			1,588
Books received from academic libraries	4,006			5,568
UBorrow				
Books provided to academic libraries				104
Books received from academic libraries				89

	2002-2003	2003-2004
	Total No.	Total No.
Circulation		
General collection	87,036	91,130
Reserve collection, paper & electronic	61,665	85,221
Total	148,701	176,351
Use of Online Catalog, Webpage, Databases		
Voyager online catalog hits	273,704	135,921
Web page hits	6,279,039	6,412,384
Database searches, approximate, partial	628,358	976,060
Information service		
Presentations to groups	479	547
Attendance at presentations	7,004	9,248
Questions answered	12,253	15,940
Number of courses offered	8	11
Total students enrolled in courses	196	269
Hours open during semester per week	92	92
Hours of Reference Service during semester/week	83.25	83.25
Gate count	449,644	493,491
<u>Internal Ratios and Comparisons</u>		
FTE Students	12,790	12,825
Circulation/FTE Students	12	14
Volumes/FTE Students	66	67
Library expenditure/FTE student	\$337	\$350
Library collections expenditure/FTE student	\$108	\$118
Total library spending by major components		
Ratio of salary & wages to total (no benefits)	0.60	0.60
Ratio of collections to total	0.32	0.34
Ratio of operations & equipment to total	0.08	0.07

Media Services	2002-2003	2003-2004
<u>Staffing (included in Libraries total)</u>	FTE	FTE
Professional/management staff	0.5	0.5
Appointed staff	3	3
Student assistants	2.83	2.39
Total staffing	6.33	5.89
 <u>Expenditures (included in Libraries total)</u>	 Dollars	 Dollars
Salaries and wages	\$149,747	\$150,073
Operations		
Supplies, etc.	\$6,654	\$8,812
Equipment	\$14,985	\$11,952
Total	\$171,386	\$170,837
Employee fringe benefits	\$49,092	\$57,772
 <u>Services</u>	 Numbers	 Numbers
Equipment distributed	2,003	1,883
Equipment repaired	61	53
Production work	2,975	4,266
Teleconferences	12	10
Technical support for campus	44	31
 Library Technology Services		
Hours open per week	92	92
Average use/hour	15	18
Service Requests	325	395
Total sheets printed	336,162	183,020
Wireless Laptop Circulation	520	1,158
Public Computers available		106

Instructional Design Center	2002-2003	2003-2004
(including IDC Institute expenditures)		
<u>Staffing (not included in Libraries total)</u>	FTE	FTE
Professional/management staff	2.5	2.5
Appointed staff	0	0
Student assistants	0.56	0.96
Total staffing	3.06	3.46
<u>Expenditures (not included in Libraries total)</u>	Dollars	Dollars
Salaries and wages	\$85,559	\$85,658
Operations		
Supplies, etc.	\$6,240	\$4,333
Travel	\$6,958	\$935
Equipment	\$46,973	\$43,606
Total	\$145,730	\$134,532
Employee fringe benefits	\$33,634	\$36,731
Expenditures from Non-State Funds		
Included in above totals		
Grants	\$18,977	\$18,297
<u>Services</u>	Numbers	Numbers
Workshops offered	295	440
Workshop participants	259	396
Consultations	409	628
WebCT, total accounts	2,262	2,534
WebCT, active accounts	731	914
WebCT, total student accounts	14,693	19,710
WebCT, web page course listing hits this period	1,224,907	754,775
WebCT, web pages course listing hits to date 6/30/03	2,099,924	3,213,160

Notes Regarding Statistics:

¹ The difference between the electronic titles from last year and this year are the SerialsSolution Records we have added to the Library Catalog.