

IUP Libraries

**Annual Report
2004-2005**



Indiana University of Pennsylvania
October 2005

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A Message from the Dean of Libraries

The year now past, 2004-2005, brought a number of accomplishments and changes.

First and foremost, the IUP Libraries completed its first ever program review. We joined a well-established System and university process that will benefit us as we regularly examine our work and look for ways to improve it. The committee did an excellent job in preparing the report and accompanying action plan. The report took into account the results of the LibQUAL survey completed in the spring of 2004. The results especially led us to look at how we might better support graduate students.

As we worked upon the program review, we completed our second three-year plan, *Moving Ahead in the New Millennium*. We determined that we had met or begun 80 % of the action plans with goals that we had set. The ones we did not undertake failed due to the lack of resources or other obstacles we could not overcome.

As the year ended, the Information Resources Task Force, appointed by the Provost, was drafting its report, designed to provide guidance for the future development of library and information resources, services, and facilities.

The Information Literacy Task Force completed its five-year term. Library faculty members were active participants in the work of the Task Force. The IUP Libraries offered its first section of LIBR 251, *Information Resources in a Digital Age*, carrying two Liberal Studies credits in this new information literacy course.

A number of initiatives received particular attention. All three of the library's branches are being replaced: Northpointe, just completed; Cogswell, still under construction; and Punxsutawney, slated for the coming year. In each case, we must review the collections and move materials and services to new locations. In the case of the Cogswell Music Library, we have been pleased to house the collections and staff here for the past year although we know the staff is anxious to move into a beautiful, new facility. The multimedia pods serviced by the Instructional Design Center are increasingly popular with faculty and students on the second floor of Stabley. Archives and Special Collections staff completed arrangements with Deep Mine Safety for a new camera to digitize its large-scale maps and with donors to process the papers of the R&P Coal Company. These activities ensure that 2005-2006 will be very busy.

During the year, we welcomed a new Science Librarian, inaugurating a new model for library-college services, the college librarian. And, at the close of the year, we honored those who retired, the staff of Media Resources, Walt Laude and Barb Barber. Their leaving marked a significant change in the library's organization as Media Resources closed. The resources moved to Circulation and Stabley's space became part of the new Instructional Design Center.

The year was busy, as is every year, and we look forward to 2005-2006.

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 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.

2004-2005 Plan Related Achievements

Theme 1: Instructional Services

- Offered LIBR251, Information Access in the Digital Age, for the first time.
- Concluded work of the Information Literacy Task Force.
- Initiated the “Bring Your Assignment” reference service.
- Provided library instruction for the summer CUSP program.

Theme 2: Staff Development

- Held one-day retreat for all library personnel which included a library staff produced video of library accomplishments, a presentation by Dr. Robert Ackerman, “Building Community and Commitment in the Workplace” and a presentation by Dr. Krish Krishnan, “Library Marketing in a Digital Age.”
- Supported travel for library staff, faculty and managers to professional meetings, conferences and workshops.
- Continued program of student employee training.
- Held annual cookie day for student employees.
- Hosted PALINET workshop on OCLC Connexion Client to learn the new interface.
- Participated in three authority control workshops to ensure up-to-date information and practices in providing public access to materials described in Pilot, the online catalog.

Theme 3: Facilities (Real and Virtual) Planning and Development

- Planned and prepared for the closing of the Armstrong branch campus library and the move to the new Northpointe Regional Campus Library.
- Planned the closing of the Media Resources Department and its division and integration into the Instructional Design Center and the new Media Circulation Desk.
- Continue to participate in university website planning, one component of which addresses ADA compliance.

Theme 4: Community Outreach

- Provided orientation for International students.
- Coordinated 21 library exhibits.
- Hosted McNair Scholars Program information booth.
- Continued support for the Indiana and Armstrong Alliance for Libraries.

Theme 5: Resources

- Initiated pilot project to provide online access to IUP electronic theses and dissertations.
- Completed weeding of the Index/Abstract Collection.

- Identified books in the Armstrong branch library to be moved to the new Northpointe library, those to be integrated into the Stapleton main library collection and those for possible inclusion in a book sale to be scheduled at a later date.
- Digitizing art slide collection for faculty classroom use with ContentDM software.
- Continued digitizing the audio data of 63 musical performances for inclusion in the IUP digital library.
- Ordered Acquisitions Collection Analysis Software to assist in refining the approval plan.

Theme 6: Technology Integration

- Established mobile wireless laptop computer classroom with thirty laptops stored on two carts.
- Set up virtual collaboration between instructor and student using Net meeting software.
- Provided hardware and software support in use of Multimedia Quads.
- Designed and developed student training series in the use of the Multimedia Quads.
- Began work with Safety Science Department in the development of an online Master's Degree program.
- Deployed a streaming media service to work in conjunction with the course management software.
- Continued planning with the Pennsylvania Office of Deep Mine Safety for creation of large format digital camera lab.

Library-Wide Committees, Charges/Purpose, and Membership

Booksale Committee

- Organizes and carries out at least one booksale each year to benefit the IUP Libraries.
- Membership: Phil Zorich, Chair; Barb Barber, Carol Connell, Judy Bouton, Barb Hastings, Loretta Mumau, Melonie Payne.

Cataloging Forum

- Offers a vehicle for the discussion of common cataloging and associated database issues across the IUP Libraries.
- Membership: Dan Shively, Chair; Rena Fowler, Jim Hooks, Joann Janosko, Rosa Jen, Myrtle Joseph, Carl Rahkonen.

Collection Development Committee

- Meets 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: Barb Hastings, Chair; Barb Barber, Judy Bouton, Glenn Himes, Sandy Janicki, Joann Janosko, Terry Rittenberger, Carl Rahkonen, Ed Zimmerman.

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; Karen Brown, Debbie Carmella, Sue Drummond, Michelle Fryling (representing Institutional Advancement), Theresa McDevitt, 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; all interested may attend.

Library Council

- Counsels the Dean regarding the functions under the administration of the IUP Libraries.
- Membership: Rena Fowler, Chair; Judy Bouton, Karen Brown, Debbie Carmella, Barb Hastings, Glenn Himes, Sandy Janicki, Blaine Knupp, Theresa McDevitt, Dan Shively, Ed Zimmerman, Phil Zorich.

Reference Committee

- Offers a 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 recommendations regarding the safety, health, adequacy, and enhancement of the buildings and space assigned to the IUP Libraries.
- Membership: Rena Fowler, Chair; Carol Connell, Barb Hastings, Glenn Himes, Walt Laude, Teri McFerron, 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: Ed Zimmerman, Chair; Judy Bouton, Lester Bowser, Karen Brown, Todd Cunningham (TSC), Portia Diaz-Martin, Rena Fowler, Barb Hastings, Glenn Himes, Joann Janosko, Myrtle Joseph, Blaine Knupp, Carl Rahkonen, 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, Sandy Janicki, Joann Janosko, Blaine Knupp, Carl Rahkonen, Dan Shively, Doug Shumar, Phil Zorich.

Special Committees:

Ad Hoc Campus Digital Repository Task Force

Ad Hoc Social Committee

Ad Hoc Stabley Study Group

University Sponsored Task Forces related to the IUP Libraries:

Digital Repository Task Force

Information Literacy Task Force

Information Resources Task Force

Note. This listing does not include the many faculty committees that are active. Also, each supervisor of a unit or librarian responsible for a function may form a group for that area or function, meeting on either an ad hoc or regular basis.

General Library Development and Accomplishments

Acquisitions/Serials/Electronic Resources

- Maintained electronic resources in library collection, added new titles as they were licensed and arranged for training on new databases.
- Continued transfer of serial continuations from EBSCO to Yankee.
- Continued staff training on Voyager Acquisitions Module and associated departmental procedures.
- Continued with automated EDI invoice loading into Voyager.
- Initiated loading and updates of Serials Solutions MARC records for electronic journal titles.
- Prepared for assimilation of microfilm and micro cabinets from Armstrong branch campus library.
- Participated in OCLC Connexion Workshop.
- Added one digital dissertation to D-Space. Investigating methods for moving others from Digital Dissertations to D-Space.
- Bulk imported 33,000 Serial Solutions MARC records into Voyager.

Armstrong Campus Library

- Selected slightly more than 5,000 volumes from almost 25,000 in the collection for transfer to the new library at Northpointe.
- Instituted use of the Library of Congress classification system for cataloging the collection.

Assessment

- Successfully completed the 2004 Program Review, including an external review by Dr. John Gaboury.
- Participated in the Standardized Assessment of Information Literacy Skills (SAILS) Project to measure information literacy and assess its impact on student learning.

Bibliographic Instruction and Information Literacy

- Offered new class, LIBR 251, Information Access in the Digital Age (2 credits), which is a Liberal Studies elective.
- Concluded work of the Information Literacy Task Force.
- Offered 642 bibliographic instruction sessions to more than 8,300 students.
- Offered nine sections of library instruction for credit.

Cataloging

- Continued training and development of authority control applications.
- Produced authority records for the Voyager database with monthly updates.
- Implemented the cataloging policy and location change for Government Document CD-ROMs.
- Completed withdrawal project of Motion Pictures (MP) from catalog.

Circulation/Reserve/Interlibrary Loan Services

- Conducted a statistical comparison of various departmental services over the past three years to document the phenomenal growth in serving the university community.
- Maintained quality of service provided while book circulation increased by 10,000 over previous year, PALCI EZ-Borrow has nearly doubled in two years to 7,100 items borrowed, and ILLiad lending requests have more than doubled to 5,700 in the same period of time.
- Continued library's computer loan service, which totaled 1,773 laptop loans for the year.
- Coordinated training of 150 library student-employees.

Collection Development

- Ordered ACAS software to assist with collection analysis.
- Implemented form for departmental reviews.
- Implemented procedures to flag approval plan books in book room to easily identify length of time on shelf.
- Devised plan for rapid conversion of selected Armstrong campus library books to new locations in Stapleton.
- Expended materials budget.
- Expended one-time tech fee budget.

Communications

- Produced two *Ex Libris* newsletters as part of the Friends of the IUP Libraries program.
- Produced two library newsletters for distribution to the university community.

Databases, New

- Access Science
- Ageline
- Agricola
- Artstor
- Bibliography of Asian Studies
- Columbia International Affairs Online (CIAO)
- Columbia Gazetteer of the World
- Communications and Mass Media
- Current Index to Statistics
- Granger's World of Poetry
- eHRAF Collection of Ethnography
- Knovel ChemEssentials
- SocIndex
- OmniMegaFile
- Humanities and Social Science Retrospective
- Readers Guide Retrospective

Databases, Expanded

- ACM Digital Library
- Oxford Reference Online
- JSTOR, Arts and Sciences III & IV

Databases, EBSCOHOST Subfiles (subsets of Academic Search Premier)

- Legal Collection
- Military and Government Collection
- Religion and Philosophy Collection
- Psychology and Behavior Science Collection
- Sociological Collection

Databases, Free Internet Resources Added

- EPrint Network
- Google Scholar
- NLM Gateway
- ND LTD Union Catalog

Databases, Software

- EndNote
- WriteNote

Development and Fundraising

- Received from CONSOL Energy, Inc. a donation to support the processing of the Rochester and Pittsburgh Coal Company Collection.
- Received from Rosebud Mining Company a donation to support the processing of the Rochester and Pittsburgh Coal Company Collection.
- Received from Earl and Ann Hunt funds to increase their endowment.
- Received from John W. Conrad funds to create the John W. Conrad Ceramic Research Educational Media Program endowment.
- Received from IUP custodial staff members a donation to honor the memory of Frank Hockenberry, a custodian who died in 2001.
- Received from the estate of Mary Jane Shafer, class of '31, a gift to create the Mary Jane Shafer Endowment.
- Received from family and friends a gift to establish the Kathirose Lazzeri Memorial Book Fund to support acquisitions for Dietetics and Family Consumer Studies.
- Furnished the Beaumont Alcove from the Norma Beaumont Memorial Library Fund.

Government Documents

- Conducted major weeding project of documents collection to prepare for the move of media into the reference area.
- Prepared an overview of the document collection. Prepared a list of documents for the SSHE university libraries legacy collection.

Instructional Design Center (IDC)/Media Services

- Extended technological support directly to students by providing access to the library's new Multimedia Quad (PODs).
- Designed and developed training series for students to do multimedia work with the PODs.
- With the Safety Science Department undertook the development of an on-line Master's Degree program.
- Developed and deployed streaming media service to work with the university's Course Management System.
- Initiated walk-in support for students in using WebCT.
- Assisted with the creation of video on library accomplishments for the library's retreat.

Library Technology Services

- Provided core technical support for the IUP Libraries, Military Science, and the Honors College.
- Staffed help desk to provide students, faculty and public with immediate help with technical questions.
- Installed surveillance cameras on the ground, second and third floors of Stapleton Library to improve building safety and security.
- Maintained two wireless labs, several wired labs, and public/private PCs totaling over 350 in number.
- Outfitted two mobile carts of fifteen laptops each for library classroom use.

Media Resources

- Updated the web site, web links and education guides.
- Worked on renovation plans for the department.
- Acquired DVDs and replaced damaged and older title videos and DVDs.
- Copied 350 LPs to CD-Rs.
- Weeded children's book collection, audio cassette collection and pictures and posters.
- Assisted IDC in implementation and training for new multimedia PODs.

Music Library

- Completed cataloging of the entire miniature score collection, which is now in the Pilot catalog. Completed original cataloging of approximately 300 additional scores.
- Cataloged the scores of the Daniel Perlongo Collection and the wind compositions of the Jack Stamp Collection.
- Commenced cataloging the Albert R. Casavant Collection.
- In cooperation with the Facilities Project Manager, planned for the furniture, equipment and compact shelving for new Music Library.
- Continued development of pilot project to include audio data of 63 performances in the IUP digital library.
- Completed inventory of the material in the circulating collection.

Punxsutawney Campus Library

- Redesigned web page.
- Offered LIBR 251, Information Access in the Digital Age.
- Wrote and designed pathfinders to facilitate use of library.
- Redefined book approval profile.
- Weeded collection in collaboration with faculty.
- Collaborated with Armstrong campus librarian in planning for conversion of collections to LC classification.

Reference

- Completed reference weeding project.
- Identified material for weeding from Index/Abstract collection.
- Instituted procedures for counting Reference browses.
- Implemented the “Bring Your Assignment” program for students to receive individualized assistance with research projects.
- Created or coordinated twenty-one library exhibits.

Science

- Opened office with scheduled hours for Science Librarian within the College of Natural Sciences and Mathematics.
- Presented orientation of role of Science Librarian to Dean of College, Council of Chairs, and Mathematics Department.
- Conducted survey of faculty of the College of Natural Sciences and Mathematics to learn library satisfaction and general information needs of the college.
- Developed “Science Portal” for students and faculty as part of the library’s website.

Special Collections

- Submitted grant application to the Pennsylvania Historical and Museum Commission to partially support the processing of the Rochester and Pittsburgh Coal Company Collection.
- Cooperated with the University of Pittsburgh Special Collections Department in preparing an IMLS grant application to digitize material for a website on southwestern Pennsylvania labor history material.
- Revised department website to conform to the library’s design.
- Added to the website the inventories of the University Archives.
- Developed power point tutorial on using Special Collections.
- Developed power point history of the Indiana Normal School.
- Created or revised six digital exhibits.
- Organized collections and storage area in basement of Gordon Hall.
- Supervised two graduate student interns; one from Pitt and one from IUP.

Library Events

- Held the library's second annual book sale with proceeds going to the acquisitions budget.
- Presented two Friends of the IUP Libraries events; *American Victoriana: Hobbies, Crafts, and Collectables of the Victorian Period (1837-1901)* presented by Helen Bailie, Robin Cadwallader, Carolyn Camp, and Sandra McChesney; and *Growing Up On a College Campus* presented by Elinor Blair and Ron Juliette.
- Conducted two Scholastic Book Fairs in Media Resources providing the university community with the opportunity to purchase quality books at a discount.
- Sponsored a workshop entitled *Making the Invisible Visible: Identifying and Incorporating Information Literacy Concepts and Components in Your Courses*, presented by Carla List, SUNY Plattsburgh.
- Hosted Children's Book Festival during National Library Week.
- Presented the following library exhibits: Rosetta Stone; Iraq: What is Next; Punxsutawney Phil Celebration; Black History Month; Food and Nutrition Month; Victorian Women; Faculty Publications; Welcome Back, 2004; Homecoming, 2004; Register to Vote@Your Library; Elinor Gordon Blair; Welsh Exhibit; Native American Ritual; Building to the Stars; Victorian Yuletide; Chinese Religions, Abraham Lincoln; Oxford Study Program; Japanese Religions.

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

- Travel support from ACPAC Technological Exploration and Innovation Fund for Joann Janosko to attend the ETD 2005: Evolution Through Discovery Conference in Sydney, Australia.

Presentations

- Dr. Theresa McDevitt presented instructional session for Labor History summer workshop on using Special Collections.
- Reference librarians prepared bibliographies for programs presented by Six O'clock Series.
- Dr. Theresa McDevitt presented poster presentation on library materials in support of program, "Don't Know Much About History."
- Dr. Carl Rahkonen presented "Copyright Issues in the Digital Age," C-CUE (Consortium for Computing in Undergraduate Education). Westminster College, New Wilmington, PA.
- Dr. Carl Rahkonen presented "Almost Heaven: The West Virginia Traditional Music Scene." Atlantic Chapter, Music Library Association, West Virginia University, Morgantown.
- Sandy Janicki and Sue Drummond presented "Tiptoeing Through No Man's Land: Combating Poorly Worded Assignments," PaLA Annual Conference.
- Dr. James Hooks presented "Looping: How It Can Work in Higher Education," NEERO.
- Dr. Glenn Himes presented "Exploring IUP Digital Repository: A Great Cloud of Unknowing." Poster session. SSHELCO.
- Joann Janosko presented "Zap Those Serials Solutions Bulk Deletes with WebAdmin," Poster session, presentation, EndUser 2005.
- Dan Shively presented "Readings in the Great Books," an ongoing discussion group at the Indiana Public Library.
- Judy Bouton presented "Frontline Public Relations: Our Student Worker." Poster session, PaLA Annual Conference, 2004.
- Gerrie Coy presented "Library Displays as Public Relations Tool." Poster session, SSHELCO Annual Conference and ALA Annual Conference.
- Walt Laude and Sue Drummond presented "Information Literacy: Process and Progress at Indiana University of Pennsylvania." Poster session at Association of College and Research Libraries Conference.

Publications

Books

- Dr. Carl Rahkonen. Book chapter (lead author): “European American Musical Cultures.” In *Music Cultures in the United States: An Introduction*. Ed. Ellen Koskoff. New York: Routledge, 2005, pp. 161-184.

Book Reviews

- Dr. Carl Rahkonen. *Fiddling Way Out Yonder: The Life and Music of Melvin Wine*. By Drew Beisswenger. *Ethnomusicology* 49 (Winter 2005): 176-78.
- Dr. Carl Rahkonen. *Ilmatar’s Inspirations: Nationalism, Globalization and the Changing Soundscapes of Finnish Folk Music*. By Tina K. Ramnarine. *Yearbook for Traditional Music* (submitted May 1, 2005).

Articles

- Dr. Carl Rahkonen. “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.
- Dr. Carl Rahkonen. “Scandinavian Fiddling for String Teachers.” *American String Teacher’s Association (ASTA) Journal* 54, No. 2 (May 2004): 66-71.

IUP Libraries' Personnel

ADMINISTRATION

Fowler, Rena	Dean of Libraries
Hastings, Barbara	Assistant to the Dean
Zimmerman, Ed	Library Technology Manager
Carmella, Debbie	Director of Library Development/Fundraising
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	
Payne, Melonie	
Rittenberger, Terry	

CIRCULATION/RESERVE/INTERLIBRARY LOAN

Bouton, Judy	Circulation Manager
Corcoran, Michele	
Farabaugh, Beth	
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
Cirolini, Ken	
Respet, Vickie	
Shumar, Douglas	

GOVERNMENT DOCUMENTS

McDevitt, Theresa Government Publications and Reference Librarian

MEDIA RESOURCES

Laude, Walt Media Resources Coordinator
Barber, Barb

REFERENCE

Knupp, Blaine Reference Coordinator
Connell, Carol Reference Librarian
Diaz-Martin, Portia Reference Librarian and Electronic Services Librarian
Drummond, Susan Reference Librarian and Bibliographic Instruction
Janicki, Sandra Reference Librarian
McDevitt, Theresa Reference Librarian and Government Publications Librarian

Coy, Geraldine

SPECIAL COLLECTIONS

Zorich, Phillip Special Collections Librarian

MUSIC LIBRARY

Rahkonen, Carl Music Librarian
McFerron, Terice

ARMSTRONG BRANCH CAMPUS LIBRARY

Hooks, James Armstrong Branch Campus Librarian
Daugherty, William

PUNXSUTAWNEY BRANCH CAMPUS LIBRARY

Asamoah, Carol

Statistics

	2003-2004	2004-2005
IUP Libraries		
Libraries and Media Services		
<u>Staffing</u>	FTE	FTE
Librarians	17	15
Other professional/management staff	5.5	5
Appointed staff	18	18.75
Student assistants	38.16	36.22
Total staffing	78.66	74.97
<u>Expenditures</u>	Dollars	Dollars
Salaries and wages		
Librarians and professional staff	\$1,710,828	\$1,595,161
Other appointed staff	\$667,940	\$695,893
Student assistants	\$291,955	\$287,763
Total Salaries and wages	\$2,670,723	\$2,578,817
Information resources		
Books, serial microforms and other materials:		
Paper and microform	\$330,071	\$339,128
Electronic	\$20,012	\$5,573
Current serials subscriptions, search services:		
Paper and microform	\$507,050	\$574,683
Electronic	\$554,962	\$572,286
Audiovisual materials	\$23,022	\$24,337
Document delivery/Interlibrary loan	29,871	\$30,428
Preservation	38,955	\$39,175
Total Information resources	\$1,503,943	\$1,585,610
Operations		
Furniture & equipment w/ maintenance	26,066	\$32,875
Computer hardware and software	121,792	\$117,890
Bibliographic utilities, networks, consortia	\$57,349	\$52,274
Other operations	\$93,386	\$106,230
Total Operations	\$298,593	\$309,268
Total Expenditures	\$4,473,259	\$4,473,696
Employee fringe benefits	\$751,817	\$792,529
Expenditures from Non-State Funds		
Included in above totals		
Federal Work-Study	\$232,035	\$226,900
Grants	\$2,050	\$1,064
Foundation	\$48,050	\$59,722

<u>Library Collections</u>	2003-2004			2004-2005
	Total No.	Added	Deleted	Total No.
Books, serial volumes, etc.				
Books - volumes	714,417	13,119	5,277	722,259
Serials - volumes	139,602	1,502	0	141,104
Total volumes	854,019	14,621	5,277	863,363
Books - titles	575,701	10,713	3961	582,453
Serials - titles	8,071	0	0	8,071
Microform units, total	2,378,026	19,906	6,444	2,391,488
Microcard	200,444	0	0	200,444
Microfiche	2,095,729	19,728	2812	2,112,645
Microfilm	81,853	178	3632	78,399
Electronic titles	12640	1,704	0	14,344
Current serial subscriptions				
Paper and microform	1,796	5	17	1,784
Electronic	11911	1329	0	13,240
Books and serials: further data				
Books purchased	9,078			7,865
Book gifts sent to cataloging	1,838			788
Paper/microform gift serials	133			133
Books and serials sent to bindery	3,519			2,976
Government documents not otherwise counted	38,788	1,383	2,603	37,568
Percentage of documents selected	25%			25%
Manuscripts and archives (linear feet)	3,986	162	0	4,148
Audiovisual materials in units	111,301	1,666	2,369	110,598
Cartographic	23,985	84	0	24,069
Graphic	44,355	1	1,176	43,180
Audio	32,284	118	834	31,568
Film and video	10,677	1,463	359	11,781
<u>Library Services</u>				
Document delivery/ILL provided to others				
Returnable (books, etc.)	2,214			4,135
Non-returnable (journal articles, etc)	953			2,320
Total provided	3,167			6,455
Document delivery/ILL received from others				
Returnable (books, etc)	1,542			2,121
Non-returnable (journal articles, etc)	3,764			4,153
Total received	5,306			6,274
PALCI (Direct borrowing within PA)				
Books provided to academic libraries	1,588			2,444
Books received from academic libraries	5,568			7,169
UBorrow				
Books provided to academic libraries	104			235
Books received from academic libraries	89			293

	2003-2004	2004-2005
	Total No.	Total No.
Circulation		
General collection	91,130	98,871
Reserve collection, paper & electronic	85,221	110,895
Total	176,351	209,766
Use of Online Catalog, Webpage, Databases		
Voyager online catalog hits	273,704	163,606
Web page hits	6,279,039	10,382,085
Database searches, approximate, partial	628,358	1,362,819
Information service		
Presentations to groups	547	642
Attendance at presentations	9,248	8,285
Questions answered	15,940	15,570
Number of courses offered	11	9
Total students enrolled in courses	269	167
Hours open during semester per week	92	92
Hours of Reference Service during semester/week	83.25	83.25
Gate count	493,491	516,308
<u>Internal Ratios and Comparisons</u>		
FTE Students	12,825	13,020
Circulation/FTE Students	14	16
Volumes/FTE Students	67	66
Library expenditure/FTE student	\$349	\$344
Library collections expenditure/FTE student	\$117	\$122
Total library spending by major components		
Ratio of salary & wages to total (no benefits)	0.60	0.58
Ratio of collections to total	0.34	0.35
Ratio of operations & equipment to total	0.07	0.07

Media Services	2003-2004	2004-2005
<u>Staffing (included in Libraries total)</u>	FTE	FTE
Professional/management staff	0.5	0.5
Appointed staff	3	3
Student assistants	2.39	2.84
Total staffing	5.89	6.34
<u>Expenditures (included in Libraries total)</u>	Dollars	Dollars
Salaries and wages	\$150,073	\$145,595
Operations		
Supplies, etc.	\$8,812	\$11,889
Equipment	\$11,952	\$2,956
Total	\$170,837	\$160,440
Employee fringe benefits	\$57,772	\$59,575
<u>Services</u>	Numbers	Numbers
Equipment distributed	1883	2132
Equipment repaired	53	47
Production work	4266	2974
Teleconferences	10	8
Technical support for campus	31	186

Library Technology Services

Hours open per week	92	92
Average use/hour (computer lab)	18	20
Headcount total for the year (computer lab)		55,730
Service Requests	395	525
Total sheets printed	183,020	569,598
Wireless Laptop Circulation	1,158	1,773
Public Computers available	106	118

Instructional Design Center (including IDC Institute expenditures) <u>Staffing (not included in Libraries total)</u>	2003-2004	2004-2005
	FTE	FTE
Professional/management staff	2.5	2.5
Appointed staff	0	0
Student assistants	0.96	0.82
Total staffing	3.46	3.32
 <u>Expenditures (not included in Libraries total)</u>	 Dollars	 Dollars
Salaries and wages	\$85,658	\$85,141
Operations		
Supplies, etc.	\$4,333	\$4,800
Travel	\$935	\$147
Equipment	\$43,606	\$41,740
Total	\$134,532	\$131,828
Employee fringe benefits	\$36,731	\$36,012
 Expenditures from Non-State Funds		
Included in above totals		
Grants	\$18,297	\$3,753
 <u>Services</u>	 Numbers	 Numbers
Workshops offered	440	265
Workshop participants	396	304
Consultations	628	689
WebCT, total accounts	2,534	3,056
WebCT, active accounts	914	1,214
WebCT, total student accounts	19,710	20,521
WebCT, web page course listing hits this period	754,775	1,364,000
WebCT, web pages course listing hits to date 6/30/05	3,213,160	4,577,160