I. Introduction.

The 2012-13 academic year again proved to be an active one with many projects, programs, and activities and, as in the past, the University Libraries team accomplished a great deal on behalf of Loyola’s students, faculty, and employees. The staff again exceeded expectations in terms of accomplishments and delivery of service. The number of projects completed, services offered, collections enhanced, and meetings hosted were quite impressive, though not unexpected given past performance. This document provides just a few of the highlights of 2012-13, my eighth year as dean. It is my intent to accurately report on the hard work and dedication of our staff who always keep the needs of the user foremost in their mind. Each and every person on our team lives out our unofficial motto on a daily basis: “Our students and faculty are not an interruption; they are our reason for being here.” I am proud to be associated with them, our library family, because of how well everyone works together and how each individual shows caring for their colleagues. The reader is referred to the individual division, department, and committee annual reports for more detail since this report, though lengthy, merely presents the highlights of the year past 2012-13. As mentioned in the previous annual report, the FY13 year began on a note of profound sadness as the University Libraries lost a dear friend and colleague, Bonnie McNamara, on July 23, 2012. A memorial service was held in January 2013.

II. A year of recruitment and promotions.

After two years of no turnover in the library faculty ranks, a series of resignations and retirements lead to the need to recruit several new librarians. As a result, 2012-13 was the year of search committees, interviews, and promotions. With the retirement of Assistant Dean Cathy Miesse in August 2012, an opportunity presented itself to do some reorganization in the Library administration. Ms. Miesse’s position of Assistant Dean for Technical Services and Outreach was recast as Assistant Dean for Technical Services and Planning, and Anne Reuland, Director for Administrative Services, was promoted to Assistant Dean. Jennifer Jacobs, Interlibrary Loan Librarian, was promoted to Director for Administrative Services. The outreach portion of the Assistant Dean position was moved to a new staff position created from a vacancy in Serials and Electronic Resource Management. The 30-hour per week position, Assistant to the Dean for Programming and Outreach, was filled by Dr. Nicole Brodsky in the spring of 2013.
Other departures by librarians in the fall of 2012 led to several new faculty hires in the spring of 2013: Margaret Heller (Digital Services Librarian); William Kent (Digital Resources Reference Librarian); Nancy Freeman (Director of the Women and Leadership Archives); Gabrielle Annala (Business and Communication Reference Librarian); James Conley (Media Services Librarian); and Sarah Morris (Humanities Reference Librarian).

Other personnel moves during the year included promoting Niamh McGuigan to Head of Reference Services after Jeannette Pierce took over the job of Director of the Information Commons in the summer of 2012. When Ms. Pierce left a year later to become Associate Dean for Research Services at the University of Missouri, Dr. Paul Voelker was named Interim Director of the IC. In addition, Jennifer Stegen, formerly Interlibrary Loan Librarian, returned to the library in the fall of 2012 to re-take her previous job. Finally, though it took place after the FY13 fiscal year, it is worth mentioning that in October 2013, Ms. Hong Ma took the position of Head of Library Systems following the departure of Chulin Meng who now works at Lehigh University. Kudos and gratitude to all the staff, some of whom served on multiple search committees, for helping recruit a group of highly capable professionals. Much of the success was due to the raising of the minimum starting salary for new librarians thanks to support by Provost John Pelissero who also approved the creation of a new faculty line, Media Services Librarian.

Several of our librarians were promoted via the library faculty rank and promotion system, the third year of that program: Elisa Aversa (Associate Librarian); Martha Spring (Senior Librarian); Ling-li Chang (Senior Librarian); Laura Berfield (Senior Assistant Librarian); Jane Currie (Associate Librarian); and Sherri Rollins (Associate Librarian).

III. Library development.

Thanks to the good work of University Advancement (Wynn Shawver, Erin Kreuz, and Dan Gould), additional funds were raised for library programs and collections. The Annual Fund, direct mail, the Phonathon, Friends memberships, and unsolicited gifts together brought in $54,106 in support of the University Libraries. Another $238,000 in gifts-in-kind were also received. A new giving page was added to the library website, making it easy for online donations. A gift fund in memory of Bonnie McNamara was established to purchase books on the environment, nature, and sustainability. Funds were added to the Michalak Endowment Fund for Special Collections by donors Thomas and Jo-Ann Michalak of Winchester, Massachusetts. The Titanic book fund, created by the April 2012 fund raiser, was officially established to purchase books in American and British history and literature. Among the many gifts received by the Friends of the Loyola University Chicago Libraries was a significant contribution by Friends Board member Nydia Searle and her husband Michael.

A number of significant gifts-in-kind were received during the FY13 year. Charles Whittingham (Loyola class of 1951) donated a very fine collection of about one hundred 19th century volumes from the Chiswick Press in London. Mr. Whittingham also contributed funds to
re-bind or repair a number of the books in his collection which was appraised at around $30,000. Dr. Martin Johnson, a Scottsdale physician and book collector, donated two rare sefer Torahs to the University Libraries in December 2012. One, dated to the late 1500’s, was done by a single scribe (sofer); the other scroll, also German in origin, is from the 19th century. Both have been decommissioned from sacred purposes so they may be used by students and researchers. His generous gift was appraised at $233,000. Tom and Jo-Anne Michalak again sent a number of rare books and broadsides for the Michalak Collection of British Caricature. The Michalak’s also began to send significant numbers of items from Tom’s Edward Gorey collection, materials which will be on display in LUMA in spring 2014 and then become a new permanent collection in the library’s Special Collections.

The Friends of the Loyola University Chicago Libraries continued to be active, primarily in sponsoring the Friends Speaker Series (see Appendix C). Karen Danczak-Lyons, Director of the Evanston Public Library, completed her two-year term as President of the Friends. Professor Robert Bucholz, Vice President, became President after the April 2013 meeting. Karen Trimberger Brady moved from the Executive Committee member-at-large position to Vice President. She and Dr. Bucholz will serve two years as will new member-at-large Jacque Simon. A complete list of Board members may be found in Appendix A.

In April 2013, the Friends Board awarded life memberships to the following persons who have been very generous to the University Libraries in recent years: Dr. Mario and Theresa Tse; Thomas and Jo-Ann Michalak; Charles Whittingham; Wayne Magdziarz; and Nydia and Michael Searle. The project to compile a list of alumni authors and their books and other works continued under the direction of Professor Emeritus Peter Gilmour, the first President of the Friends group; more than 300 titles are now represented. The Friends were also a co-sponsor of the second annual Gregory and Rosalind Terry Lecture, presented on April 24, 2013, by Chinese American author Anchee Min whose latest book is a memoir entitled The Cooked Seed. The annual talk is sponsored by John and Terese Terry of San Francisco, both Loyola alums who have also established a fund to acquire online resources in business and communication.

IV. A response to student needs.

For the past few years, library surveys have made it clear that while our students love the library, they often lament the fact that not enough quiet space is available for concentrated study. Thus, it has been a goal for many years of the library administration to create more such space in Cudahy Library. Discussions have been ongoing but in 2012-13, a project to this end finally took place. The idea was to move a large portion of the bound volumes (either covered by electronic equivalents or of little use) to storage, freeing up a large area for a new study space in the lower level of Cudahy Library.

After the installation of another range of compact shelving in the Library Storage Facility (LSF) in the basement of the Sullivan Center in the summer of 2012, an outside contractor moved all of the Dewey-classed books from one area (LSF2) of the storage facility to the new
compact shelving in LSF1 to make way for the movement of bound journals from Cudahy Library to the vacated space in LSF2. In fall 2012, the Head of Access Services, the Stacks Manager, the Interlibrary Loan Librarian, and the Associate Dean finalized the project plan which included 1) placing more JSTOR volumes in dark storage; 2) moving all of the bound journals older than 1990, in the Q through TP call number ranges, to the new compact shelving; 3) rearranging the remaining Cudahy journal stacks to open up floor space; and 4) remodeling the new study area.

The move of the bound journals to storage, one book truck at a time, was accomplished by student assistants and staff volunteers under the direction of Jimmy Thomas, Stacks Manager, during the spring 2013 semester. A procedure for making those journals available through Document Delivery was developed by Stacks and ILL staff.

The remodeling project was overseen by Jen Jacobs, Director for Administrative Services. This involved the rearrangement of collections and stack ranges, removal of empty shelving, installation of new carpeting and electrical outlets, new paint, and relocation of student tables and carrels. Technical Services, especially Serials, aided significantly in the project by updating catalog records related to holdings and locations. The entire effort, one of the largest in recent history, was completed in time for the start of the fall 2013 semester and was celebrated with a ribbon cutting and cake in early September. Also in the summer of 2013, Information Technology Services generously upgraded wireless access in Cudahy Library with the installation of more powerful, modern equipment.

V. Strategic plan.

The final year of the University Libraries’ three-year strategic plan was completed in June 2013 with much to be proud of. Among the accomplishments of the plan were a) creation of the digital repository (eCommons); b) implementation of demand driven acquisition of e-books; c) initiation of 24/5 service in the IC; d) creation of new quiet student space on the lower level of Cudahy Library; and e) an increased program of library instruction, especially related to the UCWR classes.

A new strategic plan, 2014-17, will be developed during the FY14 academic year under the direction of Assistant Dean Anne Reuland. The department heads group will be the planning committee. The new plan will have three areas of concentration: 1) the user experience; 2) support of curriculum and scholarship; and 3) programming and outreach.

VI. Budget

For the first time in many years, the University experienced a decline in enrollment in the spring 2013 term. As a result, all units were asked to return 5% of their FY13 budget mid-year and asked to reduce FY14 by 2%. In addition, merit raises, normally awarded July 1, were delayed until January 1, 2014. The impact on the library was primarily on collections as that is
the largest portion of our operating budget. While cuts were not necessary, for example, in journal subscriptions, the usual end-of-year one-time purchases of databases and new subscriptions had to be delayed. The good news is that fall 2013 enrollment broke records and at present the outlook for FY15 looks better.

VII. Public services highlights.

A. Access Services had a busy year with several significant projects accomplished along with the important day-to-day work of providing physical access to collections, circulation, document delivery, electronic reserves, interlibrary loan, and more. These efforts included cleaning up a long list of lost books, nearly 2,000 items; initiating a program to mail Loyola books to students who either live far from any of our campuses, or who are enrolled in online-only programs; and creating special courtesy card accounts for several different non-Loyola groups of patrons. The latter included Rogers Park and Edgewater neighbors while their local public library branch was being reconstructed; students at St. Scholastica School which was being closed; Senn High School students during the CPS teachers’ strike in the fall of 2012; and high schools taking a learning enrichment program at Loyola. The largest and most significant project of FY13 by Access Services was the move of 25% of the bound journal collection from the lower level of Cudahy Library to create a new quiet study space for students. A major undertaking, most of the work was accomplished by student labor assisted by staff volunteers from other departments. More details are provided elsewhere in this report in section IV.

Finally, it is important to note that circulation of our print collection continues to be stable, despite the commonly held (mis)perception that the use of books is declining in the face of the Internet. Book circulation in FY13 was up nearly 3% with almost 90,000 volumes circulating. Undergraduates are the most active in terms of checkouts with 44% of all books circulated. Grad students account for 34% while faculty only make up 14% of checkouts. On the flip side, reserve use continues to decline (down 16.2%) in large part due to easy access to our large e-journal collection and the ability to put links to readings within the Sakai Course Management System.

B. The Reference Department continued their important role of assisting students, faculty, and staff in doing research, in carrying out information literacy activities, and providing workshops and online guides on the use of library resources, primarily our valuable electronic resources. Reference activity, including transactions at the IC Reference Desk and librarian e-mail reference, was down slightly this year likely due in part to recording errors and the use of a new system (Libanalytics) for recording statistics. In April 2013, a reference assessment survey was administered using an iPod touch for recording responses which were quite positive in terms of service provided. The department also conducted a pilot project to provide reference service at the Circulation Desk in Cudahy Library for two weeks each semester during the FY13 academic year.

Reference librarians on both campuses continued to participate in the AJCU chat
reference service using Tutor.com software which had a major upgrade in the summer of 2012. However, after several years of using the Tutor.com program, the AJCU virtual reference group recommended switching to a new software package in the spring of April 2013. Their proposal to use LibraryH3lp software was approved by the AJCU Library Deans group and new service began in August 2013.

Library instruction continued to be a major focus of the Reference Department with classes presented to freshmen (primarily the UCWR classes); upper division students; and honors and transfer students. Instruction assistance was also provided to the freshman “orientation to college” class, UNIV 101. In addition, reference librarians participated in various orientation programs for new students, taught a module in the online teaching class for faculty, produced videos for use in various information literacy opportunities, and offered a large number of drop-in, general research workshops for students on databases, Google searching, JSTOR, government information, and much more.

Government Documents, a unit within the Reference Department, continued working to ensure that the Loyola University Libraries’ government information collection best fits the needs of our users. To achieve this goal, three areas were focused upon: a) downsizing the under-utilized Federal Government print collection; b) finding ways to increase the accessibility of online government information sources; and c) monitoring trends and developing a professional network in order to learn from other depositories.

C. The Lewis Library continued its high quality of service to the downtown campus and its several professional schools. In addition to the normal extended hours during finals, the library also offered later hours during midterms for the first time. Library use based on counts of users was up overall by 5%, though the midnight to 2 a.m. hours showed a downturn. Both reference and circulation statistics declined, in part due to the transition to a new system of data gathering implemented by the University Libraries during the academic year. Activities of note included the creation of several online tutorials on the use of library resources; the implementation of a room reservation system for the group study rooms; an inventory and weeding of the “test kit” collection; the transfer of computer and printer maintenance to ITS; selected embedding of librarians in academic departments; and a project to identify and acquire new editions of current reference titles. Library instruction of all types declined significantly from the previous year.

D. The Information Commons celebrated its fifth anniversary in January 2013 with a small party to mark the milestone. Since its opening, the IC has been the most popular venue on campus for students, especially undergraduates, for study, research, technology, and relaxation. In fact, FY13 saw 907,267 persons pass through the entrance gates, a record number. Add to this another 16,668 visitors of all types such as alumni, community users, etc. and others not counted such as persons on University tours, non-university affiliated participants in events scheduled on Level 4, and parents visiting campus with new or prospective students. In short, the Information Commons is a very popular place! So popular in fact that the furniture is beginning to wear
out—in the summer of 2013, several hundred reader chairs and a few lounge chairs were reupholstered.

During the year, the IC staff worked with Access Services to provide special use privileges to the community (see VII.A above). It also provided meeting space for the Rogers Park Builders Group, provided tours for many local schools, organizations, and architects thinking about how to build the next generation library. Staff also again hosted a variety of visiting groups from the U.S. and abroad (including the UK and South Korea).

Members of the IC Steering Committee presented a five-year progress report to Dean Seal and CIO Susan Malisch in Spring 2013. Digital Media Services began offering iPads for short-term loan and worked with reference services to include appropriate e-book apps. The IC offered 24/5 service for the second consecutive year and reported greater than expected use; it remains a popular study location for the overnight hours.

The Learning Commons Committee continued to sponsor Commonalities and Flash Seminars, both with increased attendance from previous years. The Committee piloted a new program called Research Out Loud in the spring semester that provided students in a capstone course with the opportunity to present their work in public forum on Level 4 of the IC. The Environmental Film Series partnership with the Institute of Environmental Sustainability again in 2013. In addition, the IC Director and others in the Libraries sought out new partnerships that reflect the learning commons model. Examples included weekly Wellness Center activities such as “Talk with Tivo” (Loyola’s service dog), meditation workshops, and a stress relief program during both final exam periods.

The partnership with Information Technology Services (ITS) continues to be a fruitful one as they provide the essential infrastructure, technology, and expertise that complements our services, study spaces, and programing. ITS’s Digital Media Services continued to offer new services and refine their staffing model in FY13. The digital media lab recorded impressive numbers in FY13 including 171,748 loans of equipment totaling 1.3 million hours. Other numbers illustrate the continued heavy use of the building: 1) 23,833 group study room reservations; 2) 351 meetings, lectures, receptions, and trainings in the fourth floor multi-purpose room; and 3) 1.6 million pages printed on the IC printers. In the summer of 2013, the second floor Digital Media Lab was converted to primarily an equipment check-out space. The high-end Mac desktops in the DML were distributed around the open study areas on the second level.

**VIII. Technical services highlights.**

Library technical services enact principles of organization, description, and availability that are the foundation of library service. This year, the members of the Loyola University Libraries Technical Services Division performed acquisition, cataloging, and electronic access services in an environment of ongoing change in platforms and procedures, some self-determined and some externally imposed. Through this work, the libraries are able to provide
the collections required to meet the educational and research goals of the university. While many of the activities highlighted here involve online collections, it should be noted that significant attention and effort is devoted to the acquisition, cataloging, and record updates that maintain and enhance the print collection’s value and availability to the Loyola community.

A. The Monograph Acquisition and Cataloging (MAC) Department focused major efforts in three areas in FY13 in addition to their usual daily activities: e-books, RDA, and projects. In the third year of the EBL (Electronic Book Library) demand-driven e-book program, the department initiated and completed a major project to transition the service from items directly offered through EBL to filter through YBP, our primary monograph book vendor. Several other initiatives were implemented to improve access to e-books including 1) implementing more intuitive free-text e-book links in Pegasus catalog records to direct users to the e-books; 2) establishing procedures to better present e-books available from multiple platforms and those belonging to sets; 3) jointly creating a workflow with the Law Library for ordering e-books needed by the Law School faculty; and 4) continuing efforts to increase the presence of e-books in Pegasus and in WorldCat Local.

The MAC department spent a great deal of time learning about and training for the adoption of RDA, a new unified cataloging standard which in 2012 replaced AACR2: Anglo-American Cataloguing Rules. RDA: Resource Description and Access brings conceptual changes in how libraries think about and do cataloging. As a result, everyone in the department attended one or more introductory informational sessions in addition to monitoring RDA developments and planning for local implementation which occurred in late FY13 with the inclusion of RDA records from OCLC member libraries as appropriate. Resource lists were compiled, live and recorded workshops were attended, and strategies for implementation were devised. Policies and procedures were updated, online catalog configurations were modified, and public views of catalog records were changed in response to the new cataloging rules. Many other behind-the-scenes changes were implemented to ensure compliance and efficiency.

MAC staff continued to support projects initiated by other units within University Libraries and beyond to accomplish common service goals. These included, but were not limited to 1) the development and execution of the mid-year collection budget reduction plans; 2) purchasing and cataloging both print and out-of-print faculty authored books for the 2012 Faculty Scholarship event; 3) contributing to the planning for the move of bound periodicals to the Library Storage Facility; and 4) acquiring new materials for various special collections such as Anchor Bible Commentaries, Spanish language books published by small presses in South American countries, and graded readers for the English as Second Language program. The department also 1) established procedures for withdrawal and relocation of Popular Reading books; 2) participated in the Cudahy Inventory project by withdrawing weeded duplicate copies and lost items; 3) processed withdrawals of government documents; 4) worked with the Health Sciences Library on a number of cataloging projects including the transfer of rare books and medical school dissertations from HSL to Cudahy Library. Finally, Department Head Ling-li Chang continued to serve as an advisor to the Beijing Center for Chinese Studies (TBC) Project.
regarding cataloging procedures, library supplies and OCLC Connexion software.

**B. The Serials & E-Resources Management Department** (SERM) also had a number of major accomplishments in 2012-13 in addition to the usual work of ordering, receiving, paying, claiming, tracking, providing access to and trouble-shooting the Libraries’ serials and electronic resources. The internal promotion of Kate Dunn to Preservation Associate and the move of her previous position to Library Administration led to the transfer of responsibilities to others, some workflow revisions, and the hiring of a student employee in serials acquisitions.

SERM was involved in all phases of the bound journal move project this year including creating lists of overlapping print holdings with new journal collections and updated existing journal lists for potential withdrawal or transfer to the Library Storage Facility (LSF). Staff reviewed some 1,200 catalog records of bound journal titles to update holdings information and to change the location from Cudahy to LSF. Related to this, all overlapping JSTOR print volumes through 1989 were withdrawn from the collection. Also, four journal runs donated by the Health Sciences library were cataloged and processed for integration into the collection to coincide with the shift of the Cudahy periodicals collection. Following confirmation of EBSCO as our primary serials subscription agent for the next three years, the EBSCO workflows were updated to accommodate changes in EBSCO’s billing procedures, and related serials acquisition and cataloging workflows were reviewed throughout the year. LUC Accounts Payables procedure changes entailed workflow revision in both SERM and MAC.

Collaboration with the Health Sciences Library and the Law Library continued with regard to electronic resources, i.e. managing shared subscriptions and maintenance of spreadsheets of shared resources such as e-journals and databases. University Libraries and the Health Sciences Library met several times throughout the year to discuss shared interests, and continued to send each other updated coverage information for shared access titles from Elsevier and Wiley. The Elsevier Science Direct three-year contract expired at the end of 2012 but was extended an additional year because although Elsevier expected a new pricing model to be available in 2013, a proposal was not ready in time for 2013 renewals. In the meantime, Dean Seal assigned a small group to examine the Elsevier “Big Deal” and recommend whether Loyola should stay with it from 2014 forward.

Other highlights from 2012-13 included 1) completion of the 2011 value assessment report analyzing use statistics versus cost of e-resources; 2) adding and cataloging 27 new journal subscriptions; 3) acquiring a number of streaming AV collections; 4) working with Monograph and Acquisitions Cataloging to establish workflows for the electronic payment submission required by the university’s accounts payable department; and 5) cataloging three new JSTOR collections. The total number of e-journals available to readers at the close of FY13 was approximately 50,000.

Finally, Bindery/Preservation staff continued to oversee and manage the digitization of collections with a focus on Loyola theses and dissertations. A total of 863 documents/volumes...
(a 129% increase over FY12) were scanned and placed in the Loyola eCommons, the University Libraries’ institutional repository. Staff met with our new Digital Services Librarian, Margaret Heller, to review digitization workflows, procedures and an estimated timeline for scanning the remaining Loyola dissertations.

IX. Special collections highlights.

A. The University Archives had an especially active year with presentations by staff to classes, departments, and schools up by 80%, total research inquiries higher by 18%, the number of acquisitions up by 29%, and items in digital collections rising 20%. Access to collections was enhanced via 176 new catalog records; 722 items added to the CONTENTdm digital collections; 107 finding aids created or converted from legacy format and put online; and several new pages added to the website. In addition, many special collection digital items have been added to our institutional repository, the eCommons, including the Loyolan newspaper; Stritch School of Medicine yearbooks; Dentos, the Rome Center yearbooks; College of Commerce yearbooks; the St. Ignatius Collegian; and issues of Loyola Magazine.

Notable acquisitions during the year included 1) two Torah Scrolls (16\textsuperscript{th} & 19\textsuperscript{th} century); 2) glass plate negatives of the Lake Shore Campus area (1908 – 1914), including the construction of Piper Hall and Dumbach Hall; 3) classical studies slides; 4) Papal documents and other religious manuscripts; 5) rare books from London’s Chiswick Press; 6) a variety of Edward Gorey materials; 7) 213 theses and dissertations; and 8) a large number of electronic records. Other activity of note in FY13: nearly 900 reference inquiries (+18%); 17 oral history interviews; increased social media followers (Facebook and Twitter); and several onsite visits by humanities classes and an environmental science class. Exhibits continue to be a primary outreach vehicle for archives and special collections. Among the several displays created during FY13 was the major exhibit on Loyola athletics to coincide with the 50\textsuperscript{th} anniversary of the 1963 NCAA basketball championship.

Special projects for the department included work on two upcoming major 2014 exhibits (the Jesuit Restoration and Edward Gorey); DocFinity implementation for storing finding aids and images; receipt and handling of all seven volumes of the Saint John’s Bible (the acquisition of which was made possible by President Garanzini and several generous donors); providing images for the Rome Center’s 50\textsuperscript{th} anniversary commemorative book; assisting with the School of Social Work’s centennial in 2014 and the Institute of Pastoral Studies 50\textsuperscript{th} anniversary in 2015.

The Congressional Archives opened four additional series in the Dan Rostenkowski papers: constituent correspondence, issue correspondence, casework, and memorabilia. Finding aids for these series were created and several others were updated. No new materials were acquired for either the Rostenkowski or the Henry Hyde papers.
B. The Women and Leadership Archives witnessed a change in leadership in 2013 with the naming of Nancy Freeman as director in the spring. Despite the fact that several months went by without a permanent director, the WLA accomplished a great deal with the help of graduate students including Kristen Emery who served as acting director for half a year. Of the five new acquisitions received in FY13, two were noteworthy: the papers of Carol Moseley Braun and Sr. Ann Ida Gannon. A number of new digital exhibits were created including a Facebook album for Mundelein College. A project to digitize audio visual files from the Mundelein College collection was completed in the spring/summer of 2013 thanks the hard work of the staff and grant funding from the Sisters of the Blessed Virgin Mary and the Illinois State Historical Records Advisory Board. A water leak during the spring semester led to the development of basic disaster recovery procedures, the procurement of supplies for dealing with such incidents, and the purchase of equipment to monitor temperature and humidity in the basement archives. Statistics of note for FY13 included five collections processed and 88 researcher visits. Finally, the staff analyzed the collection of Chicago Woman’s Club records and created an online exhibit of that material.

X. Outreach and public relations.

Led by the PR Committee, a number of activities were again undertaken to promote library services and programs. This included the Friends of the Loyola University Libraries Speaker Series, the second Gregory and Rosalind Terry Lecture, Discover Loyola, freshman orientation/Welcome Week, and Donuts with the Dean, among others. The PR Committee also continued to produce the biannual informative print newsletter (Shelf Life) for faculty and Friends of the University Libraries; promoted library services and events via social media including blogs, tweets, and Facebook posts; created posters, updated brochures, and assisted various other committees with projects.

The dean appointed a Social Media Task Force to review our use of those tools to promote library programs. The Task Force considered implementation of additional social media such as a YouTube channel. Our library ranks in the top 100 of all academic libraries in the use of social media. As noted earlier, a new part-time position to focus on programming and outreach was created and filled in the spring of 2013. The new Assistant to the Dean, Dr. Nicole Brodsky, began working almost immediately on the spring 2014 Edward Gorey exhibits and related activities. She has been aided throughout by the PR Committee chaired by Laura Berfield and Jamie MacDonald.

The University Libraries sponsored its fourth annual Celebration of Faculty Scholarship on October 24 on the fourth floor of the IC. More than 200 Loyola faculty contributed nearly 400 articles, papers, books, and other forms of scholarly activity to be put on display. Provost Pelissero and Dean Seal made welcoming remarks and guests enjoyed refreshments while viewing the works of our faculty published in 2011. As usual, many of the materials were later displayed in the Donovan Reading Room exhibit cases for several weeks after the program.
Another form of outreach in FY12 was offering library privileges to residents of the Edgewater neighborhood in the summer of 2012 while their local public library on Broadway Avenue was being rebuilt. The cooperative project was in conjunction with the Office of Community Relations and Alderman Harry Osterman whose office underwrote the project. (See also VII.A. Access Services for related activity.)

XI. Collections.

In addition to the e-book activities mentioned above, a number of significant acquisitions were made during the year. Of particular note was the purchase by the University of the Saint John’s Bible, the first handwritten, illuminated Bible commissioned in 500 years. Produced by Saint John’s University in Minnesota, the beautiful seven volume work in large format is quite expensive and a real treasure that few libraries have the good fortune to possess. Acquired by Loyola thanks to funds raised by President Garanzini, the first three volumes arrived in late summer 2012, with the additional volumes received by the end of the calendar year. Selected volumes are displayed in specially built display cases in the Donovan Reading Room in Cudahy Library and in the Lewis Library at the Water Tower Campus as well as at the Maywood medical campus, one each in the new Health Sciences Information Commons and one in the Loyola University Hospital. The remaining three volumes are kept in Special Collections at Cudahy Library. All the books will be periodically be rotated so that each one can be on display from time to time. Pages will be regularly turned, too, to show different sections of each tome and to avoid light damage to the paper.

In addition to a number of new journals and books in the various subject areas, in FY13 the University Libraries also invested in some key resources to support instruction and research. In keeping with our move toward digital access and archives for periodicals, we subscribed to JSTOR packages XI and XII, both of which will continue to add arts, humanities, and science titles through 2014. Another important acquisition was the Key Business Ratios database which provides online access to competitive benchmarking data, allowing researchers to access information about 14 key business ratios for public and private companies in 800 lines of business. In the humanities, one of the strongest additions for FY13 was the Vogue archive, including the entire run from 1892 to the present day, with high resolution images.

Keeping the libraries and the University at the front of the e-resource wave, we added six new streaming video collections through Alexander Street Press covering topics such as black studies, ethnographies, counseling, and nursing. Recognizing the importance that students and faculty place on convenience and portability we also added Browzine, a new platform which makes it possible to use mobile devices to search, read, and archive journal and newspapers already in our collection.
XII. E-books.

While the University Libraries remain committed to purchasing printed books, we also recognize the value of and growing demand for electronic materials of all types and therefore continue efforts to buy e-books for the virtual collection. The total number of e-books available through the Pegasus online catalog increased 35% during FY13 to approximately 660,000. As noted above, the Demand Driven Acquisition (DDA) program implemented in 2010-11 underwent a transformation in 2012-13 by moving selection from our e-book vendor Electronic Book Library (EBL) to Yankee Book Peddler (YBP). While EBL continues to provide access to the e-books via catalog record links, YBP gives the library more options for selection. Campuswide, Dean Seal continued to chair a faculty-staff committee to study the e-textbook environment and make recommendations to the University administration as to future directions for Loyola. Among other things, the committee planned and implemented 21 pilot projects in Chicago and Rome to test the viability of using e-textbook in classes during the 2012-13 academic year. Results were mixed: while some faculty and students were enthusiastic, the majority is not yet convinced that e-textbooks are our (near-term) future. Post-pilot surveys showed that the majority of students still prefer the print option. The implementation of electronic textbooks is likely to be a gradual process, both at Loyola and elsewhere.

XIII. Technology.

Established in the fall of 2011, the Libraries’ institutional repository known as Loyola eCommons contains a variety of scholarly materials including Loyola theses and dissertations scanned by a team of student assistants, and faculty articles and conference papers. As of June 30, 2013, the eCommons held 2,619 documents and had had over 221,846 downloads by visitors to the site (http://ecommons.luc.edu/). A total of 1,996 theses and dissertations had been digitized by year end. Efforts continued in 2012-13 to inform faculty about the advantage of the digital repository for preserving, exposing, and making accessible their scholarly work. While professors are enthusiastic upon hearing about this program, there is so far little follow-up in terms of depositing their materials, whether journal articles, conference papers, or similar items. Reasons given are lack of time, copyright restrictions, and other obligations. Our new Digital Services Librarian, Margaret Heller, developed a more streamlined process for ingesting faculty scholarship which has resulted in more contributions. Nevertheless, the process remains an uphill climb in terms of getting more faculty and departments involved. We were pleased in 2012-13 to add a number of publications from Provost John Pelissero who wished to set an example for his faculty colleagues.

Beyond the eCommons project, other technology projects were limited due to staff turnover: both the Digital Services Librarian and Head of Library Systems positions were vacant for several months until successors could be recruited. Work continued on the refinement of the library public website and intranet and usability testing was undertaken on the former. An upgrade of the Ex Libris Voyager software was delayed due to staff vacancies in the Systems Department. As noted above, Ling-li Chang, Head of Monographic Acquisitions and
Cataloging, continued to assist The Beijing Center (TBC) from afar in the cataloging of their 20,000 volume main collection. David Lyons, an expat living in Beijing and recent MLS graduate, was named Assistant Librarian at the TBC and continued to oversee the cataloging project. He also began installing the Koha open source automated library system to handle circulation and other functions. Mr. Meng, before he departed in April, and Ms. Chang provided valuable advice to Mr. Lyons on cataloging and the ILS. Dean Seal visited the TBC in September 2012 and gave a progress report to the University Administration.

The project to investigate the possibility of replacing our legacy Voyager system with a so-called Next-Gen, cloud-based library management system continued on hold for lack of funding and staff turnover. It is hoped that the project can be re-started in 2013-14. Digitizing special collections continued to be a priority and progress was again made in scanning photographs, slides, and other documents in the University Archives. A significant portion of the Michalak Collection was digitized along with a number of rare books. These materials were made accessible on the University Archives website and in the Internet Archive. In the Women and Leadership Archives, the project to digitize audiovisual materials from the former Mundelein College was completed and highlighted on the WLA website. Dean Seal appointed a digital preservation task force to develop guidelines for consistently handling the myriad of different electronic formats we have in our collections, especially in the University Archives and the Women and Leadership Archives. An inventory of formats owned was the first step in this ongoing process.

The most challenging technology issue for the year came from Information Technology Services (ITS) which implemented a new campus e-mail system, Microsoft Outlook, beginning in May 2013. Outlook, tightly integrated with MS Office, our productivity software, replaces GroupWise, the Novell email client which had been in use for nearly 20 years. Outlook has many more features including an IM client called Lync and promises to make us more productive and connected. There was a fairly steep learning curve for the staff, but by summer 2013, most of us could use the most basic features of the new email system. What remained unresolved into FY14 was transferring our old GroupWise email and calendar to Outlook.

XIV. Cooperative initiatives with University departments.

Library faculty and staff continued to be involved University citizens in 2012-13, serving on and sometimes leading campus committees formed to address important institutional topics. These included groups on e-textbooks, copyright, video streaming, transitioning (where possible) from VHS to DVD in the classroom, and especially storage of digital materials. We again supported J-Term in 2013 by providing classrooms in and extending the hours of the Information Commons. Involvement continued, too, with planning for the biannual Focus on Teaching and Learning sessions and with several librarians making presentations on panels or individually on library related topics. Library faculty also taught a module of the course for professors learning to teach online, informing them about our online resources and services for distance education. Two librarians also completed the entire course in order to better help faculty teaching via the
Internet.

The Copyright Task Force, appointed by the Provost in fall 2011 in response to an anticipated need to better educate the faculty, staff and students of Loyola on issues related to copyright, completed its final report in the spring of 2013. The Task Force, co-chaired by Associate Dean Fred Barnhart and Carol Scheidenhelm, also created a centralized web site of resources for faculty and others for whom attention to copyright law and guidelines is important. The website (www.luc.edu/copyright) includes 1) what is covered by copyright; 2) exceptions to copyright; 3) obtaining permission; 4) a Fair Use checklist; and 5) Use of Copyrighted Works by University Faculty. The University Libraries, for several years represented in these matters by Fred Barnhart and Ursula Scholz, continues to take leadership in copyright matters at Loyola.

The University Libraries were also represented by Fred Barnhart, Ursula Scholz, and Karen Cherone on a work group assembled by ITS to evaluate and recommend technologies and formats for storing/hosting digital media such as audio and video as they relate to enterprise systems at Loyola. The focus on these technologies and formats will be with large format files such as videos, photographs, and audio that present large storage or streaming requirements. The University Libraries are especially interested in storage and streaming options for audiovisual materials as they are in great demand by students and faculty alike.

XV. In support of the library profession.

The University Libraries sponsored its first annual Open Access Week, October 22-26, 2012, along with many other academic libraries in the U.S. This week highlights issues in scholarly communication including copyright, open access publishing, fair use, and freedom to share results of research. It is meant to foster a dialogue among librarians, faculty, and publishers. Events at Loyola included a keynote address and Commonalities talk by Dr. Kenneth Crews, Director of the Columbia University Copyright Advisory Office, and a nationally known expert on copyright issues in librarianship. Other activities during the week included the fourth annual celebration of faculty scholarship; campuswide publicity; and a table in the IC with information on Open Access.

In April 2013 the University Libraries again hosted a visit by the Jay Jordan IFLA/OCLC Early Career Development Fellows. The group of young librarians from five countries was touring important U.S. libraries to learn more about librarianship here and came to Loyola to visit Loyola and see the Information Commons. Many Loyola librarians and staff took advantage of attending ALA in Chicago in June and ACRL in Indianapolis in April. Margaret Keller, Digital Services Librarian, was chosen to participate in ALA’s Emerging Leaders Program and she and her team made a poster presentation at the annual meeting.
XVI. Assessment.

The evaluation of services, collections, and facilities continues to be a priority for the University Libraries. For the fiscal year 2012-2013, the Assessment Committee was charged with conducting focus groups during the spring semester and with beginning to build a group of students who could serve as a pool for future qualitative assessment activities. Three focus groups were conducted in March-April of 2013, and the Committee delivered a report on the results on April 26. Common themes that emerged included 1) the need for better definition of different spaces and service points; 2) the continued problem of noise both in Cudahy and the IC; 3) the Research Guides are helpful for students doing research; 4) students are not particularly engaged with our social media presence; and 5) students don’t have enough knowledge of our services despite our strong efforts to promote them. The Committee collected the names and email addresses of the participants to begin building a group of potential participants. The major goal for the upcoming year will be our first ever participation in the MISO survey instrument, in the Spring Semester of 2014.

XVII. Staff development.

The Staff Development Committee again offered a number of programs of continuing education for the library team highlighted by the annual In-Service Day program, “Defining Diversity through Dialogue,” on June 25, 2013. The session was presented by Ms. Alanna Aika Moore, a librarian from UC San Diego who specializes in facilitating diversity discussions.

In March 2013, Sarah Jurewitch, Campus Safety & Security Officer, presented an abbreviated version of the Rape Prevention program offered by Campus Safety. The Committee also sponsored an “Active Shooter Defense Program” in April 2013, showing a video entitled “Shots Fired on Campus: When Lightning Strikes.” This program was in part in response to the horrific shootings in recent years at universities and elementary schools. Other staff development programs during the year included sustainability, CPR training, and computer maintenance.
Appendix A
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LSC (2014)

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Lewis Towers, 1212
WTC (2014)

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Assistant Professor
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Coffey Hall, 434
LSC (2014)

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Assistant Professor
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LSC (2012)

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WTC (2013)

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Life Sciences, 425
LSC (2013)

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Dean of University Libraries
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LSC

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Undergraduates:
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Chidinma Uchendu

Grad students:
Devin Hunter
Jessica Mecellem
Appendix C
Friends of the University Libraries Speaker Series FY13


November 13, 2012. Wenguang Huang, local Chinese-American author, spoke about his latest book, *The Little Red Guard*. In a talk titled “Mom, Dad, and Mao,” Huang talked about growing up in central China during the 1970s and his family’s desire to fulfill a grandmother’s last wish during a period of rapid societal change.


April 24, 2103. Anchee Min, Chinese-American bestselling author gave the second annual Terry Lecture based on her new, second memoir, *The Cooked Seed*. In addition to her first memoir about growing up in China, *Red Azalea*, Ms. Min has written six historical novels set in her native country. The latest memoir describes her arrival in Chicago and the difficulties she faced not knowing English and trying to adapt to American culture. Ms. Min also visited Dr. Sherrie Weller’s English class on women writers.