I. Introduction

The 2005-06 academic year was one of transition, change, and challenges. Dean of Libraries Karla Petersen retired after 17 years of dedicated service to Loyola and Robert Seal became the new dean on October 1 after serving in a similar capacity for 11 years at Texas Christian University. Michael Napora and Ling-li Chang served as interim assistant deans under a temporary organization instituted early in 2005. The merger of the Science Library with Cudahy over the Christmas break 2004-05 resulted in a shift of materials and personnel and set the stage for a new era in the history of the Loyola University Chicago libraries.

This report provides a brief look at the events, people, and progress of the past academic year with a focus on planning activities, goals, and departmental achievements. It also provides highlights in several key areas such as facilities and collections, and presents librarywide goals for the 2006-07 year already underway. Copies of individual departmental annual reports are available for review in the Cudahy Library administrative office.

My priorities as new Dean of Libraries were to learn about the libraries, their collections, programs, and staff; become familiar with the University environment and its key players; learn about Loyola’s academic programs and how the libraries support them; and set in motion a planning process, among other things. With the help of the staff, especially those in the library administration, these things were largely achieved. There were great challenges and much to accomplish in 2005-06, and even greater challenges in the future, in particular with facilities projects like the Information Commons and with the need to strengthen library collections. But with the excellent staff on hand, solid support by the University administration, and helpful colleagues around campus, I am quite optimistic about our future.

II. Planning activities

For any organization to succeed, regular, careful, participative planning is essential, and the Loyola University Chicago libraries have recently embarked on a number of activities in that regard. Some of these were already in place when the new dean arrived; others have been implemented since then. Alone, each of these is insufficient for success. Together, they complement each other and provide a sound framework for charting a course for the future.
A. Task Force on the Future of University Library Services

In January 2005, President Michael Garanzini appointed a faculty/staff task force to study Loyola’s libraries, undertake an environmental scan of academic libraries in general, and make recommendations for the future. Chaired by Logan Ludwig, Director of Loyola’s Stritch School of Medicine Library, the 11-person task force did extensive research, visited other libraries, and held frequent discussions leading up to the completion of the report in November 2005. Areas of consideration included: 1) the learning environment of the library; 2) Loyola’s research agenda; 3) the influence of information technologies on our library facilities and services; 4) library financial support; 5) library staffing and policies; and 6) a learning resource annex to the Cudahy Library. The full report may be found on the Libraries website: http://library.luhs.org/white-paper.htm.

By the time the report was submitted to the President, a number of the recommendations were already being addressed by the library and University administrations, and several others would be implemented in the remainder of throughout 2006 and beyond. The document was extremely useful as it helped library staff focus on a number of issues which will be important to our future success. We are grateful to Dr. Ludwig and all the members of the Task Force for their dedication and attention to this important study.

B. Strategic Directions

In early August 2005 at President Garanzini’s annual administrative planning retreat, each of the several new Loyola deans was asked to give a report on their plans for the coming year, so-called “strategic directions,” for their college, school, or department. As incoming, but not-yet-employed Dean of Libraries, I was asked to attend and present my vision for the libraries. The strategic directions document focused on three areas: 1) increasing the use and usability of the libraries; 2) strengthening information resources; and 3) expanding and enhancing physical facilities.

1. Use and usability. The strategic vision for this category gives priority to friendly, responsive service; understanding patrons’ needs; user-centered services; comfort and convenience; and partnerships with other campus units. This strategy supports the University’s Strategic Plan Goal 9: promote a culture of service excellence.

2. Information resources. The strategy for strengthening library collections includes a five-year collection development plan; relying on faculty and librarian expertise; regular collection analyses; an enhanced materials budget; external fund raising; and strengthening special collections. This strategy supports the
University’s **Strategic Plan Goal 1**: enrich academic programs, and **Goal 7**: expand investment in research and scholarship.

3. Facilities. As noted below in section IV, the libraries have a three-phase plan for improving its physical plant: the Information Commons project; the Cudahy Library renovation; and the Lewis Library move and repurposing. This strategy supports the University’s **Strategic Plan Goal 3**: enhance the quality of campus life.

A status report on the achievement of the strategic goals, written June 30, 2006, can be found in Appendix A.

C. Assessment

The libraries had committed to participating in a survey of service quality along with other members of the Association of Jesuit Colleges and Universities (AJCU) libraries in the spring of 2006. Using a nationally-utilized standardized tool, LibQUAL, a committee chaired by Ursula Scholz, Interlibrary Loan Librarian, queried Loyola students and faculty about various aspects of library services, collections, and facilities. More than 1,000 faculty and students responded to the 22 standardized questions used by all participating libraries nationwide and five questions posed by the AJCU library deans. Questions covered three general areas: affect of service, information control, and library as place. For each survey statement in these areas, respondents were asked to describe their *minimum* expected level of service, their *desired* level of service, and their *perceived* level of service.

The results for Loyola were mixed. Library staff received high marks for attention to patrons’ needs, while information resources and facilities were perceived as needing improvement. The good news is that many of those concerns are being addressed currently, for example, improvements in collections thanks to a significant boost in the library book budget. Others, such as better study space and more computers, will be addressed with the completion of the Information Commons. The comments section of the survey was particularly insightful, providing useful information that can be used to improve the quality of our services in the future. The complete survey results may be consulted at [http://libraries.luc.edu/about/libqual/index.shtml](http://libraries.luc.edu/about/libqual/index.shtml).

The LibQUAL committee will be made permanent and renamed the Library Assessment Committee (LAC). It will be charged with conducting an annual survey, utilizing a locally-developed questionnaire, and periodically using LibQUAL or other external instruments. It is the intent of the library administration to regularly utilize user feedback, on the annual questionnaire and via other means, to improve services, collections, and facilities.
E. Staff retreat

A planning retreat in June 2006 involved all library administrators, department and unit heads, and key staff throughout the organization. Approximately half the library team was involved in the day-long exercise facilitated by Kathryn Deiss, then of the Metropolitan Library System. The exercise included lively discussion and the opportunity for all participants to look at the big picture beyond their own areas to identify issues of concern for the entire library system.

While many ideas resulted from the retreat, three broad areas in particular emerged as needing priority attention for the foreseeable future: communication; external relations/resource sharing; and service. Specific communication needs included better informing users, especially faculty, about library services; utilizing new forms of communication such as blogs and RSS feeds; and more communication from library administration and between departments. With regard to external relations, participants suggested that we re-evaluate I-Share membership; strengthen reciprocal borrowing relationships with area libraries; and increase our participation in consortia. In terms of library services, the retreat outcomes included creating more user-center services; increasing staff; offering more staff development opportunities; etc.

F. Role of department heads

It is the desire of the Library Leadership Team (the Dean, Associate Dean, and Assistant Dean) to utilize the department heads group more fully and frequently in the planning process. The department heads should become the primary body for discussing librarywide issues, policies, and projects, and should play a key role in setting priorities for the organization. Issues for discussion in 2006-07 will include follow-up on LibQUAL issues and concerns and follow-up on the retreat outcomes.

III. Goals for FY07

The following are the goals set by the Dean of Libraries for the library system for FY07. These activities resulted from the planning activities as described above, from discussions by the LLT, and from the dean’s own vision for the future of the Loyola University Chicago libraries. Their status will be noted in next year’s annual report.

Library Strategic Direction I: increase the use and usability of the Loyola libraries

1. Initiate annual user survey

2. Meet with academic department chairs and program directors to learn library needs and concerns
3. Institute a relaxed food and drink policy

4. Implement group computing workstations in Cudahy Library and Lewis Library

5. Update and improve the library web site

6. Implement new procedures to ensure improved stack maintenance [a response to LibQUAL survey]

7. Meet with Student Affairs and Loyola student government officers to determine how to better serve students

Library Strategic Direction II: Strengthen information resources

1. Implement several aspects of the new 5-year collection enhancement plan

2. Utilize benchmarking and other data to prepare a request for another significant increase of the collections budget in 2007-08 [a response to LibQUAL survey]

3. Initiate an oral history project focusing on individuals who have played important roles in the history and development of Loyola University Chicago

Library Strategic Direction III: Expand and enhance physical facilities

1. Appoint the Information Commons project team and conduct regular meetings for planning purposes

2. Appoint the Cudahy renovation project team, complete needs assessment, secure an outside architect/library planner to advise on the project

3. Develop a detailed needs assessment for the relocated, renovated Lewis Library

Other goals:

1. Propose a new access policy to allow visitors to use the Cudahy and Lewis libraries during limited hours and under restricted guidelines
2. Make a decision on whether or not to join I-Share, the statewide academic library resource sharing program

3. Determine employee training needs to strengthen customer service by staff and student employees [a response to LibQUAL survey]

4. Complete the libraries re-organization

5. Secure funding for an electronic resource management (ERM) system

6. Complete a document which explains the responsibilities, rights, and privileges of library faculty

IV. Highlights

This section of the report provides brief descriptions of some of the important projects and activities for 2005-06. Throughout the year, much more occurred than can be presented in this short report, therefore the reader is referred to individual departmental reports for more detail.

A. Facilities

1. Information Commons

The proposed addition to Cudahy Library, the Information Commons, was a prime focus and source of activity for the academic year. Planning was largely completed in the fall of 2005 following discussions by staff, visits to other universities, and meetings with the architects, Solomon Cordwell Buenz of Chicago. The $32 million project, physically connected to Cudahy Library and located on Lake Michigan between Cudahy and the Madonna della Strada chapel, will be completed in November 2007 and be open to students in January 2008. The building is largely glass, offering stunning views of the lake and the campus, and is technologically focused with a large number of PC’s and Macs, wireless communication, and a media laboratory.

The building plan revolves around the “three C’s” of collaboration, connectivity, and community. To support collaborative work by students, the IC offers more than 30 group study rooms; numerous group computing stations; several classrooms and seminar rooms; flexible furniture; and software packages aimed at facilitating collaboration. To support today’s Net Generation, multitasking, connected student, the Information Commons will provide more than 200 internet computers; offer wireless networking throughout the building; circulate 50 wireless laptops; provide a website or portal which
connects users with a myriad of online library resources and technology tools; incorporate a media lab; and offer services which facilitate connections with the world.

To create a community where students can safely and comfortably gather for study and relaxation, the IC will offer a variety of seating areas and furniture (700+ seats) to accommodate different study and reading habits and which encourage group interaction; provide a café for food, relaxation, and informal meetings; designate the third floor as a quiet study area including a no-computing reading room/study lounge; offer longer hours of operation (24/5); and perhaps have an area for gaming.

Students will be served at a “one-stop shop” super help desk on the second floor where librarians, technology specialists, and student assistants will answer questions on any number of information-related topics from library research to software to laptops to e-mail. The school’s writing center will have a satellite office in the building to assist students with papers and other class assignments.

The Information Commons is a joint project of the University Libraries and Information Technology and Services and is Phase I of the Libraries facilities master plan. The Libraries are grateful to President Garanzini for giving the project such a high priority and for raising the funds to make it a reality.

2. Cudahy Memorial Library

Built in 1929 with an addition in 1969, Cudahy Library is in need of an “extreme makeover.” Requiring a major overhaul of infrastructure from elevators to HVAC to lighting, our Lakeshore Campus library is also in great need of more space for collections, more and better study space, improved offices for staff, and much more. The University has committed to remodeling and renovating Cudahy following the completion of the Information Commons and preliminary discussions leading up to the selection of an architectural firm took place in the spring and summer of 2006.

Until this second phase of the facilities plan can begin, the library staff continues to find ways to make the library more livable, attractive, and user friendly. In 2005-06, the following improvements were made: 1) expanded wireless capability; 2) cleaning, painting, and re-carpeting of the main reading room (with the financial support and encouragement of the President); 3) installation of group computing workstations; 4) relocating microform cabinets and AV viewing stations; 5) contracting with a new live plant service; 6) erecting new shelving behind the circulation desk; and 7) turning the former D’Arcy Gallery into a quiet study space.
3. Lewis Library

Phase III will be the relocation of the Lewis Library within 25 East Pearson at the downtown Water Tower Campus a few years from now. The plan involves trading spaces with the Law Library to place the latter in closer proximity to the Law School which moved into the building a year ago from McGuire Hall, now the School of Business. This will be an excellent opportunity to revision and upgrade the Lewis Library to make it more responsive to the needs of today’s and tomorrow’s student. As such, it should include a mini version of the Information Commons. In the past year, the Lewis Library was enhanced by new computers, new group computing workstations, and expanded wireless coverage.

4. Library Storage Facility (LSF)

Created at the time of the merger of the Science Library and Cudahy in late 2004 and early 2005, the Library Storage Facility is located on the lower level of what is now the Sullivan Student Services Center. It contains about 250,000 low-use titles from both libraries’ collections. It required a year of work to get the merged collections in order, clean up construction debris, and create a small, lighted reading area. In January 2006, the LSF was opened to faculty and graduate students who check out a key from the circulation desk. A second room nearby was outfitted with moveable compact shelving in the summer of 2006 thanks to an allocation of $220,000 from the University administration. Old Dewey Decimal Classification books from Cudahy, Science, and the Lewis Library will be placed in that area which will also accommodate future transfers from Cudahy and Lewis. Cataloging staff worked in 2005 and 2006 to scan the entire collection for inventory purposes and to change locations in the online catalog. Poor lighting in the area remains a challenge for both staff and library users trying to locate materials.

B. Automation

Because the Head of Library Systems position was vacant throughout the year, many projects had to be put on hold. Nevertheless, thanks to Ling-li Chang, Gino Angelini, Susan Wardzala, and other staff, current systems such as Voyager (our integrated library system from Endeavor) and OCLC were expertly maintained. The Library web site was fine-tuned, though a major overhaul was put off until 2006-07. The University would like our web pages to become more consistent in “look and feel” with the Loyola standard. That will be addressed in 2006-07 as our site is improved.

Relations with Information Technology & Services, our campus computer center, continued to be strong, aided by regular meetings for information sharing and decision making. Susan Malisch, our new campus CIO and Head of ITS, brought a fresh look and strong service orientation to Loyola computing, and has proven to be a willing
and enthusiastic partner in the Information Commons project and other efforts. Her staff has been particularly helpful in solving many of our computer concerns. Finally, the year saw expanded wireless coverage for Cudahy and Lewis, new group computing workstations at both locations, and new PC’s for many of the library staff, as well as technology planning for the Information Commons.

Several staff participated in faculty training sessions on Blackboard, the course management system used by Loyola to teach online courses and supplement onsite classes. Library employees showed faculty how to link their class pages to the libraries’ web site, internet resources, full-text articles, etc.

C. Collections

The University lived up to its commitment to strengthen library collections in 2005-06 with an additional allocation of $50,000 to the materials budget mid-year, and an allocation of $500,000 for 2006-07. The latter is the largest allotment of funds for new materials in many years. The new money will be used to add to the book collection; subscribe to some 160 new periodicals, the first such new subscriptions in several years; purchase new e-journals and databases, and expand the AV collection, especially films on DVD.

The Electronic Resources Committee (ERC) continued its good work in 2005-06 with Dawn Lynn as chair, adding many new e-resources and conducting trials on a wide variety of new databases and other electronic materials. A Collection Enhancement Task Force provided a “Five Year Collection Enhancement and Management Plan” which included a collection development philosophy, target percentages for collection spending, increased e-book acquisitions, an expanded approval plan, priorities for subject development, and more. Chaired by Mike Napora, the CETF will become a permanent committee charged with planning, directing, and monitoring our collection building efforts.

D. Re-organization

Following the merger of the Science Library and Cudahy, the University administration put an interim library organization into effect until a new Dean of Libraries could be hired. Along with Dean Karla Petersen, who planned to retire in 2005, Mike Napora was asked to be Interim Assistant Dean for Public Services and Ling-li Chang was asked to be Interim Assistant Dean of Technical Services. The new dean expressed his desire to review that structure and recommend changes by the end of his first year. As a result, a new organization chart emerged in September and October of 2006 (see Appendix B).
E. Budget

The University Libraries fared quite well in its 2006-07 budget request, receiving $500,000 for new materials and nearly $220,000 in capital funding to purchase compact shelving for the LSF II. Average merit raises in the range of three to four percent completed the good budget news for the coming year.

F. Disaster preparedness

- The Libraries administration reconstituted a defunct Disaster Preparedness Committee to update the libraries’ 10-year-old disaster recovery plan. Chaired by Diane Westerfield, the bindery supervisor, the Committee updated the libraries phone tree and sponsored a disaster planning workshop taught by a staff member from the Northeast Document Conservation Center. The Committee utilized dPlan, the NEDCC’s free web-based planning tool, to update the Loyola libraries disaster plan. Diane and Mike Napora also assisted in the University’s efforts to prepare for a possible avian flu pandemic.

V. Departmental Highlights: Public Services and Collection Development

A. Access Services Department

- E-reserve service was established in the fall of 2005 at Cudahy Library including an online request form for faculty placing materials on e-reserve
- Cudahy Library again offered 24-hour service during final exams in both the Spring and Fall semesters
- Access to the Library Storage Facility was offered to faculty members and graduate students during the Spring Semester and circulation desk procedures were developed to successfully implement the program
- Loyola became a net interlibrary loan borrower for the first time as the number of loans processed jumped 73 percent during the first full year of utilizing OCLC’s ILLiad interlibrary loan management system
- The ILLiad document delivery feature was implemented in the fall of 2005 allowing Loyola students and faculty to receive requested articles directly via a convenient website
- Forty boxes of archive materials were received from the Loyola University Center for Instructional Design and sent to the Library Storage Facility until they can be processed for our collections and made accessible online.
B. Reference Department

- Most of the new or extraordinary departmental activities this year related to collection development initiatives, including the weeding of the backlog and reference collections, reprofiling with Yankee Book Peddler, our approval plan vendor, and working with the academic faculty in identifying new periodical subscriptions.
- Recruitment of new professional staff was also a major emphasis for the Reference Department with the departure of the science librarian and department head (see Appendix C for personnel changes).

C. Government Information

- The past year has seen significant and substantial improvements to the collection and organization of Government Documents at the Cudahy Library. Foremost among these improvements is the recently initiated, ongoing project of adding Government Documents holdings to the Library’s OPAC, Pegasus, under the official GPO classification system call number, the SuDoc number.
- A second large-scale, ongoing project is the reorganization of the Cudahy Library’s Illinois Documents Collection, previously organized alphabetically by agency, and using no consistent call number system – a system that discouraged effective use of these materials. Now all Illinois Documents are being reclassed utilizing the call number provided by the Illinois State Library.
- The Government Documents Web site (http://libraries.luc.edu/documents/) was completely redesigned and now provides permanent online access to many unique, high-use and high-interest documents.
- The addition of new electronic resources to assist in Government Documents.
- Topical emails are now regularly sent to librarians on new government publications and related information.

D. Lewis Library

- The Library extended its hours to 11 p.m. during the regular school year in response to faculty and student requests.
- A value-add machine for Rambler Bucks cards was installed in the library proper in 25 East Pearson to make it easier for patrons to photocopy library materials.
- Computer equipment was upgraded with a new high-capacity Printwise printer in the reference area, new computers in reference and periodicals, and new group computing workstations on the sixth floor.
- Librarians made several trips to Carthage College (Kenosha, Wisconsin) to teach Social Work students how to access the Loyola Libraries web pages and conduct literature searches.
E. Rome Center Library

- New furniture, paint, and other improvements have resulted in an attractive, more comfortable library environment and use appears to have increased.
- A 3M security system was installed in December 2005 to protect the library’s valuable collections, the largest of its type in Rome.
- A number of changes were made to improve service as a result of user survey of Rome Center students and faculty. These included increased hours; moving additional travel books reserves to the main travel section; new public access computer; and a shortened circulation period to increase access to high interest titles.
- Plans were completed for a proposal to reclassify the Dewey collection at the request of the Dean of Libraries and the Provost.
- Mold in the stacks continued to be a problem for the basement library, despite additional humidifiers being added. Leaks due to rain and failing plumbing have contributed to the problem which has been ongoing for several years.

F. Collection Development

- As noted earlier, under Reference (Section V.B), collection development activity included reviewing and weeding materials such as the cataloging backlog on Stack Deck E and the reference collection; working with academic faculty to identify new periodical subscriptions; and fine tuning and expanding the library’s approval plan.
- A significant amount of time was also spent on proposing and acquiring new electronic resources by the Electronic Resources Committee (ERC).
- The Collection Enhancement Task Force produced a report proposing improvements to the collection development practices at Loyola (see Section IV.C above). The Task Force was appointed by the Dean in part to develop a well-planned strategy for spending a large budget increase in the materials budget provided by the University administration.
- Planning for the distribution of newly added collections funds was begun with the compilation of a master augmentation spreadsheet for monographic spending. This sheet averaged selected factors, such as enrollment, number of courses, etc. as percentages of a whole and ranked the composite percentage for each fund to arrive at a redistribution factor.

VI. Departmental Highlights: Technical Services

A. General

- Workflows were streamlined with the merger of the Copy Cataloging and Online Catalog Management sections.
- Procedures were implemented for cataloging federal government documents using the
SuDoc classification numbers as call numbers in Voyager records

- Working with our primary book vendor YBP, shelf-ready book procedures were implemented for both firm and approval slip ordered books supplied by YBP and Lindsey & Croft.

**B. Acquisitions**

- Staff facilitated the revision of the Cudahy and Lewis approval plans with YBP
- The Library’s standing orders were reviewed with the goals of compiling a comprehensive list of open standing orders for bibliographers to review; identifying idle SO’s, and resolving problems.

**C. Electronic Resource Management (ERM)**

- The Serials/Electronic Resources Librarian took over the responsibility for reviewing electronic resource license agreements and working with the Provost’s Office on such matters
- Staff completed tasks associated with migrating to release 3 of our e-journal link resolver, SFX, including checking on SFX targets, ports and proxy problems, and reviewing and revising the targets and objects in SFX for almost all full-text titles
- A capital budget request for a possible new ERM system was drafted and a review and evaluation of currently available ERM systems was undertaken.

**D. Cataloging: Serials**

- Several important projects were completed including making location changes for titles moved to the storage facility; resolving problems with serials volumes sent to the LSF in error; updating holdings records and items records for sets sent to storage; and establishing new policies to address the complications arising from placing materials in storage.

**E. Cataloging: Monographs**

- Staff participated in the planning and execution of the scanning project for the faculty selected Dewey books in LSF
- A proposal was developed for cataloging and classification of Rome Center Dewey books. The Provost approved this project and provided funds for the effort during the 2006-07 school year
- The LSF Scanning Project resumed in late May 2006 and by the end of June staff had changed the Voyager location of approximately 88,700 items.
F. Bindery and preservation

- Staff worked with our commercial binder Heckman to resolve a shipment delivery problem and they developed strategies to reduce patron inconvenience to a minimum
- The Bindery/Preservation Coordinator led the libraries’ Disaster Preparedness Committee which expanded and updated the library’s disaster preparedness and response plans (see IV.F. above).

VII. Departmental Highlights: Other units

A. Systems

- A number of projects were completed throughout the year which improved access to technology for library staff and patrons. These included 1) replacing 40 desktop computers for staff at Cudahy and Lewis; 2) completing the Windows XP upgrades for all staff PCs; 3) extending wireless coverage for both Cudahy and Lewis; 4) improving and expanding public access computing in the Lewis Library including three group computing workstations; and 5) installing eight group computing workstations in Cudahy Library
- The library production servers were moved from the Library Systems office to the ITS server room in Crown Center with no service interruption
- Staff successfully planned and executed a seamless move of the library data from the library Novell servers to the much newer and faster ITS server space
- Working with ITS and Endeavor support staff, the time for the daily Voyager backup process was reduced significantly from 3.5 hours to one minute
- Several PeopleSoft patron interface files were reviewed and loaded during the year in an effort to correct problems related to end-of-semester patron record renewals. Staff continues to work with ITS to refine the interface and solve the problems
- Staff in several library departments investigated I-Share membership, working with CARLI staff to obtain I-Share cost estimates and inquire information about I-Share systems and services
- A new library Web server was built and rolled out to production in July 2005. Working in off hours, staff migrated data and ColdFusion from the old server to the new one in a smooth and transparent (to users) transition.

B. University Archives and Special Collections

- The past year was dedicated to processing large collections, specifically the Raymond C. Baumhart, S.J., presidential records and the Richard A. McCormick, S.J., papers. The McCormick papers have been completed and the Baumhart records are nearing
completion with approximately 15 linear feet remaining. Processing was begun on Law School records from 1921 to 1996, approximately 23 linear ft, but has not been completed.

- The first phase of the Past Perfect project has been completed thanks to the work of Sister Helen Macatee, BVM, who entered more than 1,000 records for accessions from 1980 to 2003.
- A subject inventory was completed for all photograph collections. Archives staff has begun counting images in the photograph collections, the total currently standing at 60,000 photographs, slides, and negatives.
- The University Archives web site was transferred to the new University template at the beginning of the 2005-06 academic year. Changes were made in the presentation of information about the collections in an effort to provide more access to information at the archives. A new Loyola history section has been created which includes a timeline and a president’s list with highlights from each administration.
- The University Archives received 58 accessions totaling 219 linear feet of material in 2005-06, a decrease of 5% compared to 2004-05. The FY05 receipt of 230 linear feet of material reflected the first ever University-wide clean-out day in response to the creation of the University records management policy & retention schedule.
- Staff from University Marketing and Communications visited the archives to see what services and information are available. They subsequently asked the University Archivist to assist with the development of their Loyola timeline.
- Work began on a new version of the Archives’ 12-year-old brochure.
- The Archives staff continued to assist on the Loyola History Project by providing access to records at the archives and locating additional resources.
C. Facilities and Stacks

- Facilities-related projects in 2005-06 included 1) installing compact shelving in the LSF; 2) relocating the microform cabinets from the Mezzanine to Decks C, D, & E; 3) acquiring and installing group computing workstation furniture and computers; 4) creating new locations for viewing DVD’s and VHS tapes; 5) converting the old D’Arcy Gallery to quiet study space; and 6) distributing disaster supplies to Cudahy, Lewis, and Piper Hall

- Several stacks-related projects were successfully completed during the year including 1) moving Science Oversize books from the LSF to Cudahy; 2) shifting rare books from Deck C to Deck E; 3) shelf reading all of the second floor and 75 percent of the third floor stacks in Cudahy; 4) moving Dumbach Dewey’s (14,000 items) to the LSF where they were unboxed, scanned and organized; 5) moving older government documents and redundant reference materials to the LSF (dark storage); and 6) transferring weeded reference items to the LSF

- Staff also again oversaw and maintained two separate, monitored study sites (Bremner Lounge and the Simpson Multipurpose Room) during final exams.
I. Increase the use and usability of the LUC libraries

Strategies:

1. Give priority to friendly, responsive service [promote a service attitude]
   **Status:** Discussions with staff have stressed the importance of putting the user first at all times; library motto signs were placed at service points: “Students and faculty are not an interruption; they are our reason for being here.”

2. Seek to understand users’ needs [to better serve them]
   **Status:** LibQUAL survey conducted in spring 2006; results being studied to determine how to improve service quality; plans made for an annual survey to be conducted by new Assessment Committee beginning in 2007.

3. Create user-centered services [respond to faculty and student needs]
   **Status:** Plans made to install group computing workstations in summer 2006 in Cudahy and Lewis; additional individual workstations to be added to Lewis in the summer of 2006; Lewis hours to be expanded in fall 2006.

4. Incorporate comfort and convenience [attract and keep users]
   **Status:** Food and drink restrictions to be eased in fall 2006.

5. Create partnerships with the LUC community [to provide better service]
   **Status:** Good relationships with ITS have resolved many outstanding library computer issues and resulted in successful planning for the Information Commons, a joint effort of the two departments.

Supports LUC Strategic Plan Goal 9 (Promote a culture of service excellence)

**Measurement tools:** gate counts, user surveys, annual review of goals.

II. Strengthen information resources

Strategies:

1. Devise a five-year collection development strategy [careful planning needed]
   **Status:** Collection Enhancement Task Force appointed to write philosophy and policies related to building collections; included is a five-year plan to bring materials expenditures to the median of peer institutions; approval plan re-profiled for more automatic shipments and more thorough coverage.

2. Utilize input of faculty and library staff [a critical, ongoing process]
   **Status:** Librarian bibliographers regularly consult faculty on matters of collection
enhancement; LibQUAL survey identified collection needs that can be addressed in the future; Library Board reconstituted by the Provost to provide input to the Dean of Libraries.

3. Undertake regular collection analyses [identify strengths and gaps]
   **Status:** Not yet achieved.

4. Enhance the information resources budget [print, electronic, and media]
   **Status:** The University provided an additional $50,000 in book funds for FY06 and another $500,000 for FY07; among other things, the money will be used to add 150 new print periodicals and many new electronic resources and to expand the approval plan.

5. Supplement regular budget sources with external funding [meet special needs]
   **Status:** An estate gift of $150,000 was received in the spring of 2006 and will be used in part to strengthen electronic resources.

6. Strengthen and expand special collections and archives [traditions, history, and treasures]
   **Status:** A proposed Loyola oral history project will expand holdings related to our institution’s past; funds will be provided by the Provost to begin interviewing important figures in Loyola’s recent history.

**Supports LUC Strategic Plan Goal 1** (Enrich academic programs) and **Goal 7** (Expand investment in research and scholarship)
**Measurement tools:** user surveys, collection analyses, increased budget allocations, annual review of goals.

### III. Expand and enhance physical facilities

**Strategies:**

1. Construct the Information Commons [library-technology learning center]
   **Status:** A significant portion of the planning for the new facility was completed in FY06; construction began the week of June 19 with site preparation; fund raising for the $30 million project was substantially completed when President Garanzini secured a $10 million naming gift in the spring.

2. Re-vision and renovate Cudahy Library [focus on faculty and grad students]
   **Status:** This project did not get started in FY06, although it was discussed by the Library Board at its spring meetings; plans include hiring a consultant in the latter half of 2006 to work with staff on developing a plan of action.

3. Re-vision, enhance, and relocate Lewis Library [responsive to WTC programs]
   **Status:** An initial space study was made to determine if the Lewis Library would fit into a smaller footprint in 25 East Pearson.

**Supports LUC Strategic Plan Goal 3** (Enhance the quality of campus life)
**Measurement tools:** completion of construction and renovation, annual survey
APPENDIX C

2005-06 University Libraries Annual Report

FY 2006 Staff Changes

New Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Date</th>
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<tbody>
<tr>
<td>Andrea Gough</td>
<td>Acquisitions</td>
<td>11/14/2005</td>
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<tr>
<td>Christa Rutt</td>
<td>Cataloging</td>
<td>11/7/2005</td>
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<td>William Cuthbertson</td>
<td>Government Documents</td>
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<td>Robert Seal</td>
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Promotions

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<tr>
<td>Michael Napora</td>
<td>Administration: Associate Dean</td>
<td>5/1/2006</td>
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<tr>
<td>Cathy Miesse</td>
<td>Administration: Assistant Dean</td>
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<tr>
<td>Ursula Scholz</td>
<td>Access Services: Dept Head</td>
<td>6/16/2006</td>
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Retirements

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Resignations

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<tr>
<td>Matt Kidd</td>
<td>Serials</td>
<td>6/2/2006</td>
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<tr>
<td>Manette Sandor</td>
<td>Access Services</td>
<td>5/12/2006</td>
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<tr>
<td>Rebecca Sedam</td>
<td>Lewis Library</td>
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<td>Susie Harkins</td>
<td>Reference</td>
<td>4/21/2006</td>
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<td>Anna Maresca</td>
<td>Bindery</td>
<td>3/1/2006</td>
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<td>Cecile Maciulis</td>
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<td>2/24/2006</td>
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<tr>
<td>Maris Mandernach</td>
<td>Reference</td>
<td>2/17/2006</td>
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Changes in Assignment

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<tr>
<th>Name</th>
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<th>To</th>
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</tr>
</thead>
</table>
Dr. Amy Mooney – Columbia College  
September 15, 2005, 6:00 p.m., 10th floor Reading Room, Lewis Library, 25 E. Pearson  
• Dr. Mooney discussed and signed her book, *Archibald J. Motley*. She examined the most productive years of Motley’s career from his beginning as one of the first African Americans to graduate from the School of Art Institute of Chicago and as the first African American artist with a solo exhibition in New York City. Dr. Mooney described how “Motley dispelled racial stereotypes of his time by effectively portraying the dignity, beauty, and style of the people of his community” and she explored Motley’s belief that art has a role in transforming society. 50 attended

Camille Helkowski – Loyola University Chicago  
October 20, 2005, 5:00 p.m., Cudahy Library, Lake Front Lounge, 6525 N. Sheridan Road  
• Ms. Helkowski has over twenty – five years experience in the field of counseling and training. In her book, *Connect College to Career*, she gives practical advice to those bewildered college students who has no idea how their education will impact their career or their future in the real world. At the event she revealed valuable information on how to move from college to career by developing skills and a plan of action. 20 students, 8 faculty/staff attended

Dr. Lewis Erenberg – Loyola University Chicago  
November 21, 2005, 6:00 p.m., 10th floor Reading Room, Lewis Library, 25 E. Pearson  
• “With the Second World War looming, two boxers entered the ring for a bout that transcended its sport and became a symbol of the tensions around the world.” Dr. Erenberg examined the lives of Joe Louis and Max Schmeling from his book, *The Greatest Fight of Our Generation: Louis vs. Schmeling*. He discussed the historical perspective of their two fights and the friendship that developed between the two men after boxing. 60 attended
Dr. Anne Leggett McDonald – Loyola University Chicago
February 16, 2006, 5:00 p.m., Cudahy Library, Lake Front Lounge, 6525 North Sheridan Road
• Dr. McDonald shared insights from the lives of women who broke barriers in the predominantly male field of mathematics from informative book *Complexities: Women in Mathematics*. Women like Ada Byron, Countess of Lovelace (1815-1853) who some consider “earned the reputation for being the first computer programmer” and Olga Taussky-Todd, winner of the Ford Prize and Austrian Cross of Honor of Science and Art (the highest scientific tribute bestowed by the Austrian government) for her work with algebraic number theory. 35 attended

Adam Langer - Playwright and Author
March 30, 2006, 6:00 p.m. Simpson Multi-Purpose Room, 6333 N. Winthrop, Chicago
• Playwright, filmmaker, journalist, Adam Langer discussed and signed his two novels, *Crossing California* (2004) and *The Washington Story* (2005) which weaves a rich tapestry of growing up in the 70’s and 80’s in West Rogers Park. 35 attended
APPENDIX E

2005-06 University Libraries Annual Report

2006 Employee Service Awards

<table>
<thead>
<tr>
<th>Name</th>
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<th>Years of Service</th>
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<tr>
<td>CHANG, LING-LI</td>
<td>11/1/1990</td>
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<td>Technical Services</td>
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<td>MIESSE, CATHERINE</td>
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<td>WILLIAMS, BERNARDINE</td>
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<td>GIVENS, DAVID L.</td>
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<td>STEGEN, JENNIFER L.</td>
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<td>FISHER, MICHELE</td>
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