Mission: The Loyola University Libraries facilitate the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment.

Vision: To be Loyola’s gateway to the world of information and scholarship.

“The Information Commons becomes the new academic center of the Lakeshore campus, symbolizing what a University is all about: learning, scholarship, and the creation of knowledge. It is an extraordinary building which gives meaning to our mission of “Preparing people to lead extraordinary lives.” From Information Commons dedication, December 7, 2007.

I. Introduction
The 2007-08 academic year was indeed one to remember as the University dedicated and opened the doors to its most modern and impressive building, the Richard J. Klarchek Information Commons. We thank President Michael J. Garanzini for his vision and support of this effort and Mr. Klarchek for his financial generosity. In addition to the Information Commons opening, there were many other important projects completed in the University Libraries, and this report provides the highlights of the many achievements of another outstanding year. The Dean of Libraries expresses his heartfelt thanks and admiration to all the faculty and staff of the University Libraries for another superb job on behalf of our stakeholders, Loyola’s faculty, staff, students, and administration. The reader is referred to the individual departmental reports for more details of the many successful activities undertaken by the library team.

II. Klarchek Information Commons
A. Introduction
The dedication on December 7, 2007, and the subsequent grand opening of the Klarchek Information Commons on January 14, 2008, was the culmination of more than two years of planning, design, and construction of easily one of the country’s most outstanding library facilities. While the previous two annual reports, FY06 and FY07, detailed the design and planning of the layout, furniture, and technology, this document (and the Information Commons annual report) describes the planning of services and policies, staffing, the dedication, and other activities leading up to the opening of the “IC” as our students have come to call it.
B. Management
As noted in previous reports, the Information Commons was and is a team effort of the University Libraries and Information Technology Services. From the initial planning committee to today, both University Libraries and ITS staff have been involved in nearly every phase of development and operations. Indeed, the IC is operated on a daily basis by an IC Steering Committee consisting of three librarians and three IT professionals led by Leslie Haas, Director of the Information Commons, and Alison Stillwell, Manager, ITS Student Services.

The Steering Committee, appointed by the Dean of Libraries and Susan Malisch, Chief Information Officer, was charged with developing policies, creating staff training modules, hiring full-time and student employees, choosing computer equipment, writing a Memorandum of Understanding (who is responsible for what), and much more. Put together in the late summer of 2007, the group had their work cut out for them as there was much to do in the five short months before the building opened. Their hard work and team attitude paid off, however, as the facility opened without a hitch and has been operating smoothly ever since. Kudos to the entire team: Ms. Haas, Ms. Stillwell, Fred Barnhart (Library Associate Dean), Bruce Montes (Director, ITS Academic Technology Services), Jeannette Pierce (Head of Cudahy Reference), and Adam Smeets (Digital Media Specialist).

C. Construction
Regular meetings with the construction project coordinator, Wayne Sliwa, and his assistant Heather McNitt (Cotter Consulting), continued throughout the summer and fall of 2007 and into the spring of 2008 after the building opened. Lengthy to-do lists were maintained and regularly consulted in order that no detail was overlooked. The Information Commons was not quite finished by the dedication but the building was made to look presentable for the days’ festivities. Pepper Construction then had an additional five weeks to finish things visible and invisible before the building opened. While most were completed by then, especially those things apparent to users, a long punch list remained and required most of the spring semester to complete.

D. Dedication and opening
The dedication of the Klarchek Information Commons on December 7 was a splendid affair, well attended and done in the usual Loyola first-class manner. A special dedication brochure was created with the help of University Marketing and Communication and a dignified and appropriate program was presented. Featured speakers included Father Garanzini; Michael Quinlan, Board of Trustees Chairman; John Lahey of Solomon Cordwell Buenz, the architects; Richard J. Klarchek; Bob Seal, Dean of Libraries; and Blake Anderson, Loyola student. In traditional Loyola fashion, the building was blessed in a brief ceremony led by Father Dan Hartnett, Rector of the Loyola Jesuit community, with Provost Chris Wiseman and Mr. Seal assisting.
A grand reception followed the program with staff serving as hosts as guests toured the building. Present were a number of donors in addition to Mr. & Mrs. Klarchek: Mario and Theresa Tse of Pasadena, California; Wilk and Jane Peery of Downey, California; David and Katy Pepper of Chicago; and others. That evening, Mr. Klarchek had a gala dinner for his friends in the Information Commons, while Mr. Seal hosted an elegant dinner for the other donors and special guests in Piper Hall. All in all, it was a great day for Loyola University Chicago. **Appendix III** lists major donors to the Information Commons and the rooms named in their honor.

The grand opening in January occupied three days, January 14-16, and featured a number of student-focused events: a ceremony with remarks by the Dean, Father Garanzini, and student representatives; a cake cutting and reception; a lecture on the sustainable nature of the building by principal architect Devon Patterson; musical performances; contests and prizes. A new general informational brochure was distributed to guests.

**E. Building features**

The Information Commons is located on the shores of Lake Michigan between Cudahy Memorial Library and Madonna della Strada chapel. The central core of the building is all glass allowing for superb views of the lake and the future quadrangle to the west. The ends of the building are pre-cast concrete designed to mimic the stone and art deco design of the library and chapel. Along the top of the library-facing side are names of famous philosophers, while the top of the chapel side contains names of famous Catholic theologians, also known as Doctors of the Church. Cudahy Library and the IC are connected by an enclosed corridor with gothic arches and a café with a lake view.

Each of the three main floors contains 20,000 square feet of floor space, while the fourth floor, a designated meeting room, is about 7,000 square feet. Each of the large floors has a service desk with the second floor counter serving as the main help desk staffed by both librarians and technology specialists much of the day. Other hours are covered by library and technology staff and student assistants. This “library without books” features more than 200 desktop computers, 50 circulating laptops, six classrooms, a library instruction room, a digital media lab, 30 group study rooms, a video conference room, a well-appointed “quiet reading room” where no computing is allowed, and the future Center for Public Service which houses the papers of former Congressmen Dan Rostenkowski and the late Henry Hyde. See **Appendix IV** for more building facts.

**F. Operations**

The Information Commons was an immediate hit with students, illustrated by the large numbers of students who inhabit the building day and night. Of note was the fact that within 20 minutes of the building opening on January 14, a student was seen sitting on the third floor in a comfy chair facing the lake, sipping a cup of coffee and working on her laptop. Such is typical of the use of the Information Commons on a daily basis, along
with heavy utilization of the desktop PCs and Macs for class work, library research, writing papers, checking email, visiting Facebook and other social networking sites, team projects, and game playing. A beautiful place with everything our students want, in short, a good place to study, see friends and just “hang out.”

Group work is facilitated by large study tables and clusters of soft seating but most often by the group study rooms, in constant use from morning to night with self-service online scheduling. The digital media lab has proven to be extremely popular as well, both in terms of utilizing the high-end computers for audio and video creation and editing, and for the circulating collection of equipment: digital still and video cameras, microphones, podcasting hardware, e-books, laptops, and more.

The six classrooms are scheduled all day long for Loyola classes and the bibliographic instruction room with its 24 computers receives heavy use by librarians teaching the use of the library and its resources, especially online databases. The fifty circulating laptops are very popular, too, and restaurant style pagers are used to notify persons waiting for one to become available.

A few challenges surfaced. First, there were no white boards in the classrooms, a fact that didn’t escape the attention of faculty teaching in the IC. Portable marker boards were quickly purchased and subsequently replaced in the summer by large, wall-hung versions. Students complained that there were not enough electrical outlets despite our best attempt to include as many as possible. This can be addressed in the future when capital funds become available. Students also asked for more table study space on the third (quiet) floor and that will be addressed in 2008-09 using funds allocated by President Garanzini.

The only major problem was the realization that the group study rooms are not soundproof, a significant issue on the designated quiet third floor. Numerous justifiable complaints by the students were received by the Dean of Libraries, Father Garanzini, and others. As of this writing the problem has not yet been solved but a solution is promised in the near future. Otherwise, our careful planning seems to have paid off, resulting in a library facility that is adored by the students, used more than expected by the faculty, and a model for others to emulate. With regard to the latter, we have already received many visitors (librarians, architects, and engineers) from around the area and the country as well as from abroad (Japan, Spain, the U.K., and Holland so far). In short, it has been a huge success.

G. Our green building
The Information Commons was designed not only to meet the needs of today’s students but to be a model of sustainability. The facility is designed as a high performance building maximizing thermal comfort and indoor air quality for the occupants. Unlike most older buildings with ceiling supplied forced air heating and cooling which is more
difficult to control, the Information Commons uses a high performance building envelope. This unique design, coupled with a combination of radiant concrete ceilings, underfloor air distribution and natural ventilation, is constantly monitored and adjusted by a central building computer system. The building is projected to save up to 50 percent of energy costs compared to similar sized buildings with conventional heating and cooling. Among its features are a green roof on the west side of the fourth floor, lights that dim automatically on a bright day, and interior and exterior environmental sensors. See Appendix V for a comprehensive list of the building’s energy features.

The architects’ efforts have paid off: the building is quite comfortable and has the advantage of bringing in fresh air on nice days in the spring, summer, and fall. Solomon Cordwell Buenz has already won awards for their design (two international design awards) and in the fall of 2008 the IC received the expected Silver LEED (Leadership in Energy and Environmental Design) certification from the U.S. Green Building Council.

H. Other
The café, operated by our food service vendor ARAMARK, has been very popular with students, faculty, and staff alike. While the centerpiece of the food offerings is excellent coffee from a local café/roaster (Metropolis), patrons can also order tea, juice, water, pastries, bagels, even sushi! The University Libraries held a naming contest for the café with more than 800 entries received. The winning entry by student Stephanie Rydel was Connections. David Schmidt of the Access Services Department submitted two similar entries. Both received prizes for their submissions.

Interest in our project attracted attention from professional organizations and as a result our librarians and ITS staff have been invited to make a number of presentations about the building and the Information Commons concept. In addition to talks by Ms. Haas, Ms. Stillwell, Ms. Pierce, and Mr. Barnhart, Mr. Seal and Ms. Malisch made a presentation on the IC at the AJCU CITM-EdTech Conference in San Francisco on April 1, 2008. Finally, the University Libraries will host a pre-conference on the topic of Information Commons as part of ALA in Chicago in July 2009.

III. Other facilities improvements, projects, and plans

Despite the focus on the planning and construction of the Information Commons, it was not the only library facilities project in FY08. Among the work undertaken: 1) the Lewis Library downsizing and reorganization (see VII.A. below); 2) the renovation of the Cudahy Library Reading Room (aka the Echo Room); 3) the relocation of the Cudahy Reference Department; and 4) the creation of a link from Cudahy to the IC utilizing the old reference offices and the former Lakefront Lounge.
The Echo Room renovation was made possible by funding from President Garanzini who desired to make the room both a study area and an events location for the campus. Old furniture was removed and the tables and chairs from the former 10th floor Lewis Library Reading Room were refinished and brought to the Cudahy Reading Room along with the lamps from the Water Tower library. Beautiful lighted bookcases were installed as was a sound system. The work was done in the early the summer of 2008 and the space has already been successfully utilized for campus activities. The Reference staff were moved to the old D’Arcy gallery adjacent to the reading room after renovating that space.

Another building issue in 2007-08 was dealing with continued leaks in the Library Storage Facility (LSF), solved in large part by an ingenious canopy designed by the Facilities staff to keep water off the books in LSF II, the area of compact shelving where the old Dewey books and other parts of the collection are kept. A large number of old JSTOR volumes in “dark storage” under Galvin auditorium were removed and replaced with newer JSTOR backfiles to make room in the Cudahy stacks for future growth. The planned renovation of Cudahy, mentioned in last year’s report, remains a goal but the project is currently on the backburner.

Finally, the former Jesuit Residence (JR) was demolished in the summer of 2008 to make way for the planned quadrangle on the west side of the IC. The major landscaping project to create the quad took place during the fall of 2008, during which the main doors of the Information Commons were closed with access to both Cudahy and the IC via the Cudahy west entrance.

IV. Planning and budget

At a retreat involving about half the staff on August 2, 2007, six areas of focus were identified as needing attention during the academic year: 1) user education; 2) website improvements; 3) PR for library services, collections, etc.; 4) staff training including student assistants; 5) enhancement of print collections; and 6) Cudahy building improvements. Task forces were appointed and focused on bringing improvements to the areas identified. Good progress was made in most of the areas, in particular staff development, public relations, and website enhancements.

The Library Department Heads continued to be a cohesive, effective group, providing valuable input to decision-making and leading various study efforts. The Unit Heads (Department Heads plus the heads of Interlibrary Loan, Government Publications, Acquisitions, etc.) met once or twice a semester to share information with the larger group on their area’s activities. All-staff meetings occurred three or four times as well with the Library Leadership Team, committee chairs, and others making reports and leading discussions.
The library continued to receive strong budget support from the University in 2007-08 with another half million dollar increase in the materials budget. A capital request for additional compact shelving for the LSF was approved and the shelving was installed in the Sullivan Center during the summer of 2008. The University also approved 4.5 FTE new positions for the Information Commons along with a modest operating budget for the new facility. Like the rest of the University, there was no increase in the general operating budget. Finally, thanks to the support of Loyola CFO Bill Laird, the University Libraries received permission to carry over outstanding book orders to the next fiscal year allowing us to avoid the end-of-the-year buying frenzy that had been a fact of life for many years.

The University conducted a campuswide survey in November to identify concerns of both faculty and staff. Each unit received its results and was asked to come up with plans to address the most significant problems. Though the University Libraries fared quite well overall, a number of areas were identified that required attention. Of the several topics that could be followed up on, the department heads and Library Leadership Team selected three: 1) mentoring new staff and faculty, 2) external communication, and 3) space needs. Task forces were established and during the summer of 2008, progress was made on the first two including the establishment of a mentoring program for new library faculty. Assistant Dean Cathy Miesse coordinated our planning efforts and served as liaison to the University for this important project.

V. Staffing: additions, recruitment, retirement

The Libraries welcomed a number of new staff in 2007-08, primarily in the Information Commons. The new IC Director, Leslie Haas, spent a good portion of the fall 2007 semester before the new building opened recruiting, interviewing, and hiring staff. In the spring of 2008, a new faculty position was created to bolster the library administration: Director for Administrative Services. A member of the Library Leadership Team (LLT), this position is responsible for finance, facilities, staff personnel matters, security, and more. Anne Reuland, formerly of Marquette University, was hired and began work on May 1, 2008.

Sister Rita Stalzer, CSJ, retired from Loyola University Chicago at the end of the spring 2008 semester after 40 years’ dedicated service. She was honored at a reception in Piper Hall and a book fund was created in her honor. The spring and summer of 2008 saw several searches for new librarians in reference, interlibrary loan, serials, and the Center for Public Service Archives. Appendix VII lists departing and new staff during the FY08 academic year while Appendix VIII shows service award winners in 2008.
VI. External relations: outreach, collaboration, and visitors

One of the goals of the University Libraries is to become more involved in the community around us, through consortial activity, programming, and other types of outreach. In this regard, the libraries were particularly active and successful in 2007-08. The most significant achievement was the signing of a cooperative borrowing agreement with the Northwestern University Libraries, perhaps the first ever such accord with our neighbors in Evanston. This gives unprecedented access to NU’s research collections while opening our libraries to Northwestern students and faculty. The agreement took effect June 2, 2008.

A new visitor’s policy was announced on the occasion of the dedication of the Information Commons, opening the Lakeshore libraries (Cudahy and the IC) to residents of Rogers Park and Edgewater and to other guests. The policy permits on-site use of collections and computers, the latter on a limited basis, until 6 p.m. daily. Visitors must sign in, leave an ID, and allow their bags to be searched when they leave. The policy has helped strengthen relations with Loyola’s neighbors who had been shut out of Cudahy library for several years due to security concerns.

A number of promotional brochures were created or updated in 2007-08 by the PR Committee or individual units. These included brochures for the Information Commons, the University Libraries, the University Archives, and the Women and Leadership Archives. As a result, the libraries now have a series of colorful and informative guides to our collections, services, and facilities. Both the University Archives and the Women and Leadership Archives made enhancements to their web sites to promote collections and attract researchers.

The University Libraries was a charter member of the newly formed Black Metropolitan Research Consortium (BMRC), a cooperative group aimed at identifying and making accessible the rich resources held in libraries, museums, and other cultural organizations which chronicle the history of African-Americans in Chicago. Kathy Young, University Archivist, represents the University Libraries in this important new effort. The Loyola Libraries also submitted a letter of support and offered to participate in a proposed similar cooperative endeavor, the Chicago Collections Consortium, which has the goal of making more accessible historical materials about our great city.

In other consortial activities, many Loyola librarians are now members of CARLI (Consortium of Academic and Research Libraries in Illinois) committees including electronic resources and collection development. On the question of I-Share, the automation and resource sharing component of CARLI, no progress was made in terms of deciding whether or not Loyola should join that group.
A delegation of library staff visited the Center for Research Libraries in Hyde Park in February to learn more about the services and collections of that cooperative organization of which Loyola has been a member for many years. In addition, the University Libraries continued its growing association with the Newberry Library, making a second joint purchase of a rare item with that outstanding research library.

In terms of outreach to the greater Loyola and Rogers Park communities, the Library Speaker Series under the direction of Assistant Dean Miesse continued its outstanding series of programming. The year’s speakers included Paul Boller, Professor Emeritus of Texas Christian University, author of Presidential Diversions; Karen Abbott, author of Sin in the Second City; Dr. Anne Grauer, Loyola anthropology professor and expert in the forensic study of human bones; and Sue Monk Kidd, author of The Secret Life of Bees, co-sponsored with Evoke.

Finally, the University Libraries hosted a number of notable visitors and speakers during the year including Susan Singleton, Executive Director of CARLI; Anne Craig, Director of the Illinois State Library; Dr. Michael Stephens, Dominican University library school professor and expert on Web 2.0 and Library 2.0; and Bruce Crocco and Paul Cappuzello from OCLC.

VII. Projects

A. Lewis Library downsizing. In the largest team effort since the closing of the Science Library (December-January, 2004-05), a project was undertaken to significantly reduce the size of the Lewis Library in 2007-08. Because of a plan to expand the Law School in 25 East Pearson at the Water Tower Campus, the Dean of Libraries offered to give up Lewis’ 10th and 11th floors in exchange for not having to switch the Lewis and Law Libraries, an earlier proposal. Led by Associate Dean Barnhart and Lewis Library Director, Yolande Wersching, the project involved weeding a large number of out-of-scope, irrelevant, or worn-out volumes. Another group of books was sent to the Library Storage Facility in the Sullivan Center, while a number of periodical titles were transferred to Cudahy Library. The latter two groups were materials related to subjects taught at the Lakeshore campus.

It was a year-long, very labor-intensive effort involving everyone at the downtown library as well as stack maintenance and technical services staff at Cudahy Library. In addition to downsizing and rearranging the collections, the remaining floors of Lewis, especially the 8th and 9th floors, were remodeled and/or rearranged. New computers were added, broken furniture removed, office space demolished, and a new reading room created. Everyone involved did an outstanding job, resulting in a smaller, but more useable library. The Library administration was later informed that eventually the Lewis Library would vacate 25 East Pearson entirely and move to McGuire Hall, currently
home to the School of Business which will be getting a new facility. At that point, the Law School can lay claim to the entire building and the Library will have a new home with a mini-Information Commons just steps away from its current location.

**B. Electronic Theses and Dissertations (ETD).** Discussions with the Graduate School were initiated by the University Libraries to implement, as other universities have, a requirement for graduate students to submit their final thesis or dissertation in electronic format. The idea of the project is for the University Libraries to store digital copies of the documents in the beginnings of an institutional repository and allow the metadata to be harvested by search engines, thus exposing our students’ work on the Internet. While fruitful discussions ensued and the Graduate School expressed enthusiasm, the project stalled when the key library staff member resigned to take another position and there was a change in staffing in the Graduate School. Discussions were re-started in the fall of 2008 with a pilot ETD project planned for the spring of 2009.

**C. Mission and vision statements.** The Dean appointed a Mission/Vision Task Force in the spring of 2008 to update the mission statement and to create for the first time a vision statement for the University Libraries. The group had a series of meetings in which other university libraries’ statements were studied, concepts identified, and draft statements created. After considerable lively discussion and wordsmithing, drafts were submitted to the staff for feedback. Following the completion of this work, the Task Force, chaired by the Dean, identified a set of core values in support of mission and vision. The last thing to be completed was a “tagline” that could be used in a variety of settings including emails, announcements, and giveaways. This tagline, “knowledge in your grasp,” along with the vision statement, was placed on coffee mugs given to each staff member. See Appendix II for a combined mission, vision, tagline, and core values statement.

**D. Access to bioscience e-journals.** Work continued from the previous year to improve mutual access to bioscience periodicals held by the University Libraries and the Health Sciences Library at Maywood. Previous obstacles, including technical, licensing, and information sharing, among others, were overcome thanks to the hard work of librarians at both locations. While not every title is available online to faculty on both campuses, mainly due to licensing restrictions, there has been a significant improvement in the number of journals available to researchers throughout Loyola. The two libraries also were able to make some joint purchases of full-text databases which resulted in better access and cost savings.

**E. AJCU digital archives project.** The University Archives participated in a pilot project undertaken by a number of libraries in the Association of Jesuit Colleges & Universities, contributing 60 digital images to a website created using OCLC’s CONTENTdm software. Unveiled for the AJCU Library Deans group at their annual meeting in April, the website demonstrated the power of cooperation and the utility of CONTENTdm for exposing special collections on the Web. Photos from the 20+
participating institutions are historical in nature and included links to individual library websites. The project is expected to continue in some fashion going forward.

VIII. Library automation

A number of projects, routine and otherwise, were successfully completed during the 2007-08 academic year. Because the libraries depend so heavily on computers and the network to do all aspects of our work, we tend to take for granted that our systems will always be online, accurate, and reliable. In fact, most of the time they are, thanks to the hard work of our small but efficient systems department.

Much effort was expended in improving access to our resources with the library redesigning its website and a new site being created for the Information Commons. The former occurred following extensive discussions by the web team and usability testing by students. During the year, staff increasingly used blogs and wikis for both internal and external communication, tested instant messaging for both service and work-related users, and began to explore major software applications including federated search, collection analysis tools, and software to manage digital collections. Both commercial and open-source applications were reviewed for the latter.

The University created a new cross-disciplinary committee to explore the uses of technology for teaching and learning, the Academic Technologies Committee (ATC). Dean Seal represents the University Libraries with Mr. Meng as alternate. Ursula Scholz, Head of Access Services, and our copyright expert, made a presentation to the ATC on copyright and how it applies to classroom materials and instruction and to library reserves. She also spoke at library conferences on the topic.

IX. Advancement

The highlight of the year in terms of gifts to the University Libraries was the $10 million pledge to the Information Commons building by Richard J. Klarchek, a local businessman and Board of Trustees member. In recognition of his pledge, the Information Commons was named in his honor. A number of other significant gifts were made to the IC building fund and as noted earlier these are listed in Appendix III. We thank and salute all our Information Commons donors for their kindness and support. In addition, the University received a $25,000 grant from the AT&T foundation to help outfit the IC’s Digital Media Lab. A number of high-end computers and peripherals were acquired thanks to the generosity of AT&T.
The Libraries continued to receive strong support from Loyola’s development staff. We are particularly grateful for the good help and advice of Kent Stucky, Associate VP for University Development; the assistance of Wynn Shawver, Director, Major Gifts, for helping establish contacts with several IC donors; and for the ongoing excellent work of Robin Miller who is our designated Advancement support staff. Ms. Miller put the libraries on the annual fund phonathon call list for the first time and a number of gifts were received thanks to her efforts. She also worked to include the University Libraries in both mass and targeted mailings from Loyola. She has been an enthusiastic and strong supporter of library programs.

X. Library committees

An annual endeavor of the Library Leadership Team is the appointment of committee chairs and assignment of committee membership. Since the University Libraries have a large number of committees, 15 plus the occasional task force as needed, the process of asking for volunteers, getting input from department heads and committee chairs, and final decision-making all take considerable time. Indeed, the process began early in 2008 but was not completed until June. Because of the time involved and need for continuity, appointments were made through the end of May 2010. As usual, there were a few new committees, some were merged, others were eliminated. Appendix VI contains a list of committees and their overall charges.

XI. Library faculty status

Following the completion of a document in FY07 that defines what faculty status means for Loyola librarians, the Dean of Libraries proposed that Loyola implement a system of rank and promotion (without tenure) for library faculty. With the support of Provost Wiseman, a task force chaired by Associate Dean Fred Barnhart wrote a white paper on the need for such a system supported by data on similar schemes in place at other institutions. The paper was well received by the Dean and Provost. In the spring of 2008, Dean Seal, Julia Wentz (Law Library director), and Logan Ludwig (Health Sciences Library director) appointed a committee to write a proposal for a rank and promotion system. Chaired by the Head of Cudahy Reference, Jeannette Pierce, the committee consisted of professionals from all three libraries. Their initial draft was reviewed and commented upon by Mr. Seal, Ms. Wentz, and Dr. Ludwig in the summer and is currently undergoing further revision.
XII. Miscellaneous events, activities, and achievements

A. The University Libraries were the first to welcome our new Provost Christine Wiseman to Loyola at a reception in the Echo Room in July 2007. Ms. Wiseman came to Loyola from Creighton University where she had been Provost.

B. John Felice, founder and former director of the Rome Center, passed away on January 31, 2008 after a long illness. He was a great supporter of libraries and a major player in this institution’s history. Dean Seal interviewed Mr. Felice three times in 2007 for the libraries’ oral history project.

C. After a successful multi-year relationship with photocopy vendor Copico, the Libraries put its copier contract out to bid in the summer of 2007. Copico did not bid this time and the contract was awarded to the only bidder, COTG. Due to contract, technical, and performance issues, the transition was long and frustrating. Deadlines were not met, equipment was not delivered in a timely fashion, and the implementation of a system which utilizes Rambler Bucks cards for payment was problematic. In the end, several months after the expected completion of all tasks, the libraries photocopiers were finally working up to expectations.

D. Former Congressman Henry Hyde, whose papers were given to Loyola in 2006-07, passed away on November 29, 2007. Chairman Hyde’s papers will become part of the Center for Public Service archives along with Chairman Dan Rostenkowski’s collection. The Hyde papers, still in storage, will be processed over the next few years and, according to the deed of gift, will be available to researchers in 2016.

E. Provost Christine Wiseman appointed Prof. Alan Gitelson (Political Science) to succeed Prof. Bob Bucholz (History) as Chair of the Library Board. Dr. Gitelson had chaired the Board a number of years ago and Dr. Bucholz had served as Chair for the several few years. The University Libraries are grateful to both gentlemen for their service and support of the University Libraries.

F. The Interlibrary Loan department piloted and then implemented a “Purchase on Demand” program for acquiring selected monographs ordered by faculty via ILL. This not only resulted in additions to our collections of important books needed by faculty for their research, but also reduced turnaround time since the items were acquired “rush” via Amazon.com.

G. Several thefts of student laptops in the spring semester led to the decision to hire a monitor to check guests and their IDs. The thief, who could never be caught in the act, made the mistake of returning to the scene of the crime this summer and taking another laptop. This put staff and Campus Safety on “high alert” and a sting operation was put in place. The accused was apprehended and is waiting trial from a jail cell.
XIII. Status of 2007-08 goals

[Arranged by the Libraries’ Strategic Directions as presented in the 2005-10 Five-year Plan] [** = 2007 retreat goals]

Library Strategic Direction I: Continually seek ways to improve service and enhance the usability of the Loyola libraries (wording revised 2007)

1. Meet with students and faculty to identify unmet library needs and to improve the usability of facilities [**Partially completed**. The Dean met with USGA president Dan Kleinman to discuss student library needs and also discussed issues with the Library Board on an ongoing basis]

2. Increase outreach to graduate students by a) encouraging bibliographers to contact liaison departments about opportunities to meet new graduate students; b) offering one-on-one consultations; and c) collaborating with the Events and Outreach Coordinator for the Graduate School. ** [**Mostly completed**. Librarians participate now in the annual graduate student orientation and provide reference by appointment (RBA) with graduate students working on their theses or dissertations]

3. Enhance College Writing Seminar instruction by a) collaborating with the Writing Center Director; b) creating a shared handout for CWS library instructors; and c) selecting materials appropriate for the web site. ** [**Completed with part c ongoing**]

4. Streamline existing web-based online forms and create additional forms to enhance and improve self-service options available to users. ** [**Completed** but continuing to look for ways to incorporate self-service features into the web site]

5. Improve the signage in high-use and high-traffic areas of Cudahy Library, ensuring consistency throughout Cudahy and the Information Commons. ** [**Completed** with continual efforts at improvement. Enhancements included excellent and creative signage for the Information Commons; eye-catching announcement signage for the Cudahy entrance; and the utilization of electronic signage in Cudahy and the IC]

6. Create an attractive informational brochure for the University Libraries. ** [**Completed**]
7. Provide customer service training for library employees, including student assistants. **[Completed and ongoing. Staff development sessions focused on customer service and special training sessions were created for student assistants]

8. Create a standardized service training checklist for new student hires. **[Completed and utilized alongside specific departmental training checklists]

9. Offer cross training opportunities for staff to have better understanding of library units and their functions, and implement better methods of communication among all staff and Loyola libraries. **[Ongoing. Regular staff development sessions with various library departments presenting an overview of their work was initiated and is continuing]

Library Strategic Direction II: Strengthen information resources [collections and access to external resources]

1. Promote, explain, and enhance the various ways in which faculty can initiate new acquisitions for the collections including a) promoting “Purchase on Demand” and liaison initiated purchasing; b) creating an “acquisitions suggestions” form; and c) encouraging individual orders by faculty. **[Completed and ongoing. The POD program was successfully tested and implemented permanently. A book purchase request form was created and placed on the Library’s web site]

2. Begin a program of regular assessment of the Libraries’ print collections to determine strengths and weaknesses using a subscription-based a collection analysis tool. **[Not done in 2007-08, but two collection analysis tools were acquired in the summer of 2008 to be utilized in the 2008-09 school year]

3. Investigate ways to maintain and update web-based subject pages through the use of Wiki, CMS, or other database-driven applications. **[Completed. The LibGuides software was purchased and librarians have been using this powerful tool to create dozens of new subject and course guides]

4. Explore the acquisition of a federated search tool to enhance research. [Completed. Serials Solutions’ 360 search was demonstrated by a salesman and subsequently purchased by the University Libraries]

5. Revise the policies and procedures for the Library Storage Facility to make access easier and more transparent. **[Delayed. The shift of materials to the LSF from Lewis Library and the addition of compact shelving caused the Collection Development Steering Committee to re-evaluate access.]
6. Re-consider becoming members of I-Share, the statewide resource sharing consortium of academic libraries [repeat of 2006-07 goal]. [Delayed due to other priorities]

7. Explore a reciprocal borrowing program for faculty at Loyola and Northwestern. [Completed. An agreement was signed by both universities and became effective June 2, 2008]

8. In cooperation and consultation with the Graduate School, complete plans for the implementation of Electronic Theses & Dissertations at Loyola. [Project delayed due to a library staff resignation and change in personnel in the Graduate School. As noted above, the project is in progress in 2008-09]

Library Strategic Direction III: Expand and enhance physical facilities

1. Complete planning for the opening of the Information Commons in January 2008. [Completed!]

2. Complete planning and creation of a smaller, more useable Lewis Library by summer 2008. [Completed]

3. Install additional compact shelving in the Library Storage Facility to absorb materials removed from the Lewis Library by late spring 2008. [Completed by late summer 2008]

4. Improve the appearance and livability of Cudahy until it is renovated including a) reporting, tracking and following-up on building needs; b) developing a facilities checklist; c) identifying and completing short term requests, such as special cleaning, spackling, cosmetic painting, etc.; and d) developing a timeline for improving and documenting one time maintenance requirements. ** [Not completed]

5. Improve quality space in Cudahy Library: a) install acoustical draperies or wall coverings in Reading Room openings; b) identify and promote additional quiet areas in Cudahy; and c) identify or designate a sound proof area for cell phone usage. ** [First two were completed; the third did not happen]
Other goals:

1. Submit a proposal to the Provost for a rank and promotion system for library faculty by May 2008. [Not completed, but expected by late 2008]

2. Implement a more liberal visitor access policy which will a) allow residents of the Rogers Park and Edgewater neighborhoods to use Cudahy Memorial Library and the Information Commons during certain hours each week; and b) give any visiting faculty member from another institution on-site use privileges [carryover of 2006-07 goal]. [Completed. New visitor policy was announced at the dedication of the Information Commons]

3. Gather and analyze benchmarking data for staffing to support a case for at least three additional positions: [Web Development Librarian; Coordinator of Library Instruction and Learning Initiatives; and Head of Special Collections] [Not completed]

4. Establish a library blog to serve as the central external library news point. ** [Completed. The LOCL (Loyola Chicago Libraries) blog was implemented in the spring of 2008]

XIV. Goals for 2008-09 and beyond

Short term (2008-2009)

- Complete the annual planning process for the University Libraries, tying goals to the new library mission and vision and aligning them with Loyola’s strategic plan

- Complete and submit for approval a system of rank and promotion for Loyola’s professional library staff (includes Law and Health Sciences libraries)

- Implement a staff training program on Web 2.0 tools

- Establish guidelines (with the Graduate School) for submitting theses and dissertations electronically; implement a pilot program by fall 2009

- Utilize collection analysis tools (OCLC and Bowker) to assess print collection and identify areas where future expenditures should be focused.
Medium term (2009-2010)

- Complete plans for the renovation of Cudahy Memorial Library (dependent upon funding and University priorities)

- Establish a library Friends group

- Complete the Library Faculty Mentoring Pilot project and expand the program to include new staff employees

- Create a Loyola University Chicago digital library including electronic theses and dissertations (ETD), archival photos, historical documents, oral histories, etc.

- Develop and implement a procedure for relocating print collection materials to the appropriate location (Cudahy, Lewis, or Library Storage Facility) to improve access and usability of the collections.

Long term (2010-12)

- Transform the Information Commons into a Learning Commons with librarians and teaching faculty partnering to enhance the learning process through the use of library resources in the classroom and beyond.

- Complete plans for a new library and learning commons for the Water Tower campus (dependent upon funding and University priorities)

Appendix I list challenges and opportunities for the University Libraries for the next few years. The opportunities will guide our planning efforts going forward including the development of a strategic plan in 2009.

Appendices:

I. Challenges & Opportunities
II. Mission, vision, and core values
III. IC Donors and rooms
IV. IC building facts
V. IC Building energy features
VI. Library committees
VII. Staff changes
VIII. Service awards
IX. Organization Chart
Introduction. The University Libraries at Loyola will face a number of challenges over the next few years, many common to all academic libraries. While we do not face the same issues as the colleges and schools, e.g. enrollments, teaching loads, and curricular development, the libraries nonetheless have challenges that directly or indirectly affect the entire academic enterprise. What we do facilitates classroom teaching, faculty research, and student work. Through our user services and helpful staff, the University Libraries positively impact the Loyola “student experience,” including retention and overall satisfaction. The Information Commons should have a positive influence on the latter, and we continually seek ways to improve our services, collections, and facilities in order to offer a positive experience to students and faculty alike.

Listed below are the challenges we face and the opportunities identified as possible solutions. The list is long but not necessarily comprehensive as new challenges and opportunities present themselves on a regular basis. We are optimistic, however, that the hard work and ingenuity of our staff help us meet any challenge, large or small, and allow us to be successful in serving our community, in supporting Loyola’s mission, and in continuing the excellent progress made in recent years.

I. Challenges specific to the Loyola University Chicago Libraries

A. Transforming the Information Commons into a Learning Commons. The current trend is to take the IC concept beyond the “computer lab” model to one more closely integrated with the academic enterprise.

Opportunities:

- Partner with faculty in 1) teaching the use of library resources and conducting research; 2) informing students about issues of copyright, plagiarism, and web site reliability; 3) creating course guides of online library resources; 4) linking course Blackboard pages to library resources
- Seek additional partnerships around campus to expand service offerings focusing on the academic uses of the IC
- Offer services and programming specifically aimed at faculty and graduate students: workshops, lectures, media lab assistance, and private consultations.
B. Keeping up with service demand by a much larger enrollment and faculty compared to five years ago.

Opportunities:
- Selectively and judiciously add new professional staff in the areas of reference, systems, and special collections
- Re-evaluate existing organizational structure and to re-organize to meet the changing demands of students and faculty.

C. Coping with the success of the Information Commons. In light of the dramatic increase in use of the Lakeshore library complex (Cudahy and the IC), specific challenges are to 1) maintain quality service in a new physical layout; 2) provide adequate study (non-computer) space, 3) accommodate a wide variety of uses and learning styles; and 4) offer adequate hours and seating during final exam times (also applies to Lewis Library).

Opportunities:
- Leverage the increased popularity of the libraries by creating new services, offering occasional non-library activities (gaming), seeking new partnerships (see II.A above), and gaining new staff resources.
- Create a group of highly qualified student assistants to provide basic informational services to free librarians to do more outreach and intellectual activities and realize the Learning Commons dream
- Review and make adjustments in layout and add study tables (planned)

D. Helping Loyola University store, preserve, and make accessible important digital collections of research and educational value

Opportunity:
- Create an institutional repository for the storage of data sets, scholarly articles, conference presentations, online journals, and electronic theses and dissertations

E. Assisting the University in the areas of retention and student satisfaction

Opportunities:
- Focus on the needs of students, especially undergraduates
- Teach research skills to students on a more consistent and comprehensive basis
- Improve support for online and web-enhanced course work via links from Blackboard pages to library resources, virtual reference, and delivery of materials
- Become more involved in student orientation and First Year Experience programs.
II. Additional challenges common to academic libraries in general (including LUC)

A. Providing quality service in the wake of increased user demand and expectations for online resources, access to technology, group work areas, attractive study space, and expert research help.

Opportunity:
- Construct a modern library facility and an appropriate set of services to meet the needs of today’s library user. Loyola did so with the Information Commons in 2008. We intend to replicate that idea at the Water Tower Campus when the Lewis Library is re-constituted in McGuire Hall.

B. Maintaining our relevancy in a world in which information seekers increasingly see the library as the second or third choice for information. Studies show that most students first use Internet search tools (Google, Yahoo) before going to the library web site, a rich source of information, under-utilized and not always well known. Our own website is consulted frequently but could be utilized more.

Opportunities:
- Enhance our online presence by a) making our website easier to use, especially for off campus patrons; b) adding more digital content; and c) providing a 21st-century online catalog with Web 2.0 features
- Promote our services, collections, and website through a marketing campaign, public programming, workshops on the use of library resources, and sessions for faculty on scholarly communication, copyright, and related issues
- Engage Loyola’s professional librarians in more outreach to the campus community
- Focus on our vision: “to be Loyola’s gateway to the world of information and scholarship,” accomplished in a number of ways including branding our electronic resources as provided by the University Libraries
- Promote the library as a hub of intellectual pursuit for students as well as scholars through readings, exhibits, and lectures.
C. Meeting user demand for quality library space that encourages productive study and research, is comfortable and inviting, and accommodates different learning, study, and research styles.

Opportunities:

- Renovate Cudahy Library into a more attractive, user-friendly facility with a focus on the needs of faculty and graduate students, in short, a center of research and scholarship
- Until that occurs, maintain infrastructure, update furniture on a selected basis, revision and re-organize existing spaces, including staff work areas
- Install more compact shelving in the Library Storage Facility in Sullivan and move selected collections such as journal backfiles, archives, and government documents offsite to create more user space.

D. Keeping pace with rapid technological change. Such changes occur on a continual basis and affect our ability to provide quality service, acquire and manage collections, and assist users in their work.

Opportunities:

- Form an Emerging Technologies Committee to monitor developments in the field and identify those of potential use to our libraries (created fall 2008)
- Utilize new technologies (hardware and software) to improve access to information, to facilitate study and research, and to streamline processing
- Provide regular staff development in the use of technology

E. Keeping up with and acquiring appropriate library resources for our campus communities in an age of information overload and economic uncertainty. It is increasingly difficult for both library users and librarians to keep on top of the steady stream of new books, journals, and electronic resources and the high cost of many resources makes it difficult to purchase everything that might be useful.

Opportunities:

- Serve as expert guides to navigate the world of information by one-on-one consultations with faculty and students
- Create subject guides of the best resources to save users time and effort
- Develop close working relationships between the teaching faculty and library subject specialists to stay abreast of needs and available materials
- Create online tutorials for using library resources
F. Securing adequate financial resources to acquire library materials, provide excellent facilities, and provide adequate staffing to assist users in a time of national financial uncertainty, stable enrollments, and rising costs.

Opportunities:
- Set priorities so that funds are wisely used
- Reallocate resources to areas of greatest need
- Seek outside funding to supplement institutional budgets
- Provide benchmarking data to decision-makers

G. Keeping pace with inflation of the cost of library materials to maintain current collecting levels while meeting the needs of new programs

Opportunities:
- Annually request adequate funding for the materials budget based on known inflation rates and benchmarking data
- Assess collections to determine strengths and deficiencies in order to focus resources on areas of growth and need.
Mission, vision, and core values
University Libraries
Loyola University Chicago
April 30, 2008

Mission:
The Loyola University Libraries facilitate the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment.

Vision:
To be Loyola’s gateway to the world of information and scholarship.

Tagline: Knowledge in your grasp

Core Values:

Service: We are user-centered libraries dedicated to providing prompt, responsive, and friendly service. We value our ability to grow and change through anticipating and responding to our user’s ever-evolving needs.

Access: We provide free and unhindered access to all forms of information while respecting and preserving an individual’s right to privacy, autonomy, and freedom of inquiry.

Learning: We value and promote information literacy by teaching our patrons to identify, evaluate, and utilize information in their coursework, chosen careers, and daily lives.

Community: We endeavor to create a sense of community among our students and faculty by providing a welcoming environment conducive to research, dialogue, and relaxation.
Leadership: We strive to lead Loyola in utilizing technology to access information, as well as in promoting the importance of scholarly communication and intellectual freedom.

Innovation: We seek to provide innovative services, technology, and facilities for the benefit of our users.

Collaboration: We emphasize cooperation among library staff and with the Loyola community, and actively seek partnerships with other libraries for the purpose of improving service and increasing access to information.

Inclusiveness: We value diversity of ethnicity and lifestyle, ideas and beliefs.

Preservation: We share with all libraries the responsibility of preserving the cultural and intellectual legacy of human endeavor and knowledge.

Jesuit values: We respect the characteristics of a Jesuit education: commitment to excellence; faith in God and the religious experience; service that promotes justice; values-based leadership; and global awareness.
# Information Commons Donors

<table>
<thead>
<tr>
<th>Donor</th>
<th>Naming gift for</th>
<th>Location</th>
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<tbody>
<tr>
<td>Michelle and Richard J. Klarchek</td>
<td>Information Commons</td>
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</tr>
<tr>
<td>Kathleen M. McKay estate</td>
<td>Classroom</td>
<td>1st floor</td>
</tr>
<tr>
<td>Wayne Magdziarz</td>
<td>Quiet Reading Room</td>
<td>3rd floor</td>
</tr>
<tr>
<td>John &amp; Rita Barnett</td>
<td>Library classroom</td>
<td>1st floor</td>
</tr>
<tr>
<td>Pepper Family Foundation</td>
<td>Classroom</td>
<td>1st floor</td>
</tr>
<tr>
<td>Dr. Wilk &amp; Jane Peery</td>
<td>Writing Center satellite</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Dr. Mario &amp; Theresa Tse</td>
<td>Classroom</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Katy and David Pepper</td>
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<td>AT&amp;T Foundation</td>
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<tr>
<td>Robert A. and Adela M. Seal</td>
<td>Group study room</td>
<td>2nd floor</td>
</tr>
<tr>
<td>CDW Computer Centers</td>
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<td>Susan and Tim Malisch</td>
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<td>Ingrid and John LoGiudice</td>
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<tr>
<td>John Hunter</td>
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</table>

12/01/08
Loyola University Chicago
Information Commons
Fact Sheet

- $32 million project
- 72,000 sq-ft, four floors
- 700 study and computer seats
- 222 computer workstations
- Wireless access throughout with 50 circulating laptops
- Six classrooms
- 32 group study & seminar rooms
- Connection to Cudahy with café with lake view
- Electronic library instruction classroom
- Group computing stations
- Media production lab
- Information/security desk (1st floor)
- Writing Center satellite office (1st floor)
- Super help desk (2nd floor)
- Computer help desk (3rd floor)
- Quiet study floor (3rd floor)
- Center for Public Service (3rd floor) (Hyde and Rostenkowski papers)
- Large, flexible meeting space and patio (4th floor)
IC Energy Design Elements

The Loyola University Chicago Information Commons, situated on the edge of Lake Michigan at the university’s Lake Shore Campus, is designed as a high performance building maximizing thermal comfort and indoor air quality for the occupants of the building. Unlike most older buildings with ceiling supplied forced air heating and cooling, which is more difficult to control, the Information Commons uses a high performance building envelope. This unique design coupled with a combination of radiant concrete ceilings, underfloor air distribution and natural ventilation, is constantly monitored and adjusted by a central building computer system.

Other key design elements of the Information Commons:

Building envelope

- The exterior wall is the first line of defense against the exterior environment and solar radiation
- Each building façade, depending on its orientation, is designed to mitigate the solar radiation differently; therefore, the east, west, south and north walls look and perform differently
- The transparent east and west glass walls have been carefully designed to maximize interior personal thermal comfort. This is done by harnessing the benefits of natural daylighting (no solar radiation) while minimizing the effects of solar radiation (heat load) on the building interior
- The west curtain wall is designed to mitigate heat load from the setting sun
- The west curtain wall is a ventilated double skin façade with two lines of glass separated by a 3 foot cavity that comfortably protects the occupants from exterior elements and solar radiation
- The first line of glass is a single pane ½” thick piece of Low-E-Low iron glass
- The second line of glass is high performance Low-E argon filled insulated glass. Argon insulated glass alone provides twice the insulating value of older glass types
- In summer, the Low-E reflects infrared light waves out of the building envelope thereby reducing cooling load on the building
- In winter, the Low-E reflects infrared light waves back into the interior of the building
Within the cavity between these two panes of glass an automated 4” horizontal metal blind will cover the entire west façade and reflect solar radiation away before it can enter the building. This dramatically helps to reduce the cooling load on the building.

The cavity is ventilated in the summertime to exhaust hot air that might build up inside the cavity.

The east curtain wall is more traditional because it only gets solar radiation from the rising sun. Solar heat is greatest on this façade in the summertime from sunrise until about 10am.

The east curtain wall is a high performance Low-E argon filled insulated glass.

There are automated Low-E coated shades on this façade that come down in the morning to reflect solar radiation out of the building.

After about 10am in the summertime, solar radiation will not be affecting this façade and the shades will rise to let the north daylight inside the space which has no solar heat gain. North light provides an excellent quality of light to study and work as is the case in the atrium of the Quinlan Science Center.

Both the east and west façade have automated motorized windows that open to let fresh air and natural ventilation in the spring and fall months. This reduces the number of days of the year that the building will need mechanical ventilation and provides the highest quality of indoor air for the occupants.

The north and south facades are a combination of insulated simulated limestone precast concrete and heavily tinted slightly reflective Low-E insulated glass.

**Interior mechanical systems**

Hydronic radiant ceilings provide both cooling in the summertime and heating in the winter. This thermal mass will provide even heating and cooling throughout the open space area.

Conditioned air is supplied under the floor at the lower speed to create a stratified blanket of optimal temperature air in the winter and summer.

The east façade has additional radiant baseboard heating to reduce the cooling effect in the wintertime of the large glass windows.

The west lobby has a deep vestibule to reduce the amount of cold outside air that might get into the interior of the library. The floor also has hydronic radiant heat in this area to warm occupants as they move through the vestibule.
Control

Loyola has required that the building be commissioned after all of these systems have been installed to verify their performance as designed. The Building Automation System will continually monitor outside environment checking temperature, wind speed, and amount of solar radiation. It will use these data to automatically make adjustments to the building envelope, sun shade angles and the mechanical system to ensure the design goal of maximizing personal comfort is achieved.

Interior air quality

Interior air quality is improved by the careful selection of Green interior finishes, sealants and adhesives. These materials reduce or eliminate the amount of vapors that off-gas into the space after construction is complete. This choice of materials greatly reduces the phenomenon known as sick building syndrome.
Assessment Committee (formerly Library Assessment)

**Charge:** To assist the Library Leadership Team and appropriate University Libraries committees in carrying out the ongoing evaluation of library services, collections, access, and facilities. To recommend to the LLT specific assessment and data collection activities aimed at improving the quality of library programs. To plan and administer the annual user survey each spring and provide a written report to the LLT within sixty days of the completion of the survey. To periodically conduct standardized surveys, such as LibQUAL.

Bibliographers Group (includes responsibilities of former Virtual Reference Team)

**Charge:** To select monographic materials in print and electronic formats and monitor monographic fund expenditures. To recommend periodical and electronic research database purchases to the ERPC. To serve as liaisons to the academic departments. To evaluate the comparative strengths of the University Libraries’ collections in all formats. To monitor changing trends in academic library collection development.

Collection Development Steering Committee

**Charge:** To work with the Bibliographers’ Group in continually seeking ways to strengthen the University Libraries’ collections in all formats through discussion, research, and planning; to monitor changes in the university curriculum and the corresponding impact on library collection use. To identify underrepresented areas of the book, periodical, and online resource collections, and to recommend collection enhancement strategies to the LLT.

Electronic Resources and Periodicals Committee

**Charge:** To monitor developments in the field. To evaluate and recommend e-resources. To set up and monitor trials of databases and other full-text resources. To work with the appropriate library staff and units to ensure user-friendly, effective access to online materials. To facilitate the transition from print to electronic format for the Libraries’ serials subscriptions.
Emerging Technologies Committee: (new)
Charge: To stay abreast of new hardware, software, and devices that could be applicable to use in the Library by staff or patrons; to keep up-to-date on Web 2.0 tools and their possible application by the University Libraries. To host an annual meeting of all staff in which the committee makes a presentation on new tools being used by libraries.

Exhibits Committee
Charge: To plan and set up exhibits at both Lewis and Cudahy Libraries and the Information Commons. While the emphasis should be on promoting library services and collections, occasional displays may also focus on broader topics of interest to the University community.

Newsletter Committee
Charge: To publish a vibrant and vital monthly internal newsletter to effectively communicate relevant events and developments that would be of general or professional interest to library staff. To publicize staff achievements and accomplishments. To foster a sense of community among the Loyola University Chicago Libraries’ staff.

Preservation and Disaster Preparedness Committee
Charge: To continually revise and update the library disaster plan and phone trees. To educate and train library staff on preservation and disaster preparedness issues. To monitor new developments in these areas and make recommendations to Library Leadership Team as appropriate. To devise, implement and update preservation-related procedures regarding mold in the library collections and monitoring the library environment. To assist with the Libraries’ involvement in University disaster planning.

PR and Outreach Committee
Charge: To promote library services, collections, and programs to the University community. To recommend to the Library Leadership Team policies and procedures in support of such activity. To disseminate news and information regarding the libraries and their collections, activities, and staff. To ensure consistency and quality in the presentation and release of information and promotions. To manage and promote the libraries’ blog. To produce the annual “What’s New” flyer to be distributed at the start of each academic year.

Social Committee
Charge: To plan and carry out parties, picnics, and other social events; to set up the Library Christmas tree. To send flowers and cards to staff members who are ill or who have had a death in the family. To inform staff about marriages, births, deaths, and other significant events in the life of our library family members. To collect funds or gifts for the Loyola Gives holiday charity project. To organize an annual all-library service
project to help a charitable organization or school in the Rogers Park/Edgewater communities.

**Speaker Series Committee**

**Charge:** To encourage and stimulate interest in the Loyola University Library, develop, design and promote programs and cultural events that showcase talents of Loyola faculty, prominent Chicago authors, and other special guests. To work closely with Alumni Affairs, Development, and Library Administration to identify and develop a potential donor and/or supporter base of current Loyolans, alumni and the surrounding community. To participate in event related activities such as, attending programs, greeting audiences, distributing and collecting evaluations and/or registration forms, monitoring room arrangements, assisting with AV, and other hosting duties as appropriate.

**Staff Development Committee**

**Charge:** To seek staff input on training needs and to plan regular staff development programs, and to plan an annual In-Service Day. To develop and promote the monthly departmental presentations.

Specific to 2008-09: Plan and host at least two staff development opportunities in both fall and spring semesters.

**Voyager Steering Committee**

**Charge:** To coordinate the use and maintenance of the Ex Libris integrated library system (ILS). To evaluate new releases of the Voyager software and recommend to the LLT if and when to implement them, including a timeline and necessary resources.

**Web Team (IC)**

**Charge:** To provide access to Information Commons’ resources and services through the web by creating and maintaining the Information Commons web pages, and investigating and recommending new products and services related to the web site.

**Web Team (Library)**

**Charge:** To provide access to University Libraries’ resources and services through the web by creating and maintaining the University Library web pages, and investigating and recommending new products and services related to the web site. To maintain and develop the library staff web pages.
University Libraries FY08 Annual Report
Appendix VII

FY 2008 Personnel Changes

July 1, 2007 to June 30, 2008

NEW STAFF

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Anne Reuland</td>
<td>Administration</td>
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<tr>
<td>Mary Donnelly</td>
<td>IC</td>
<td>1/13/2008</td>
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<tr>
<td>Leslie Haas</td>
<td>IC Director</td>
<td>8/21/2007</td>
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<td>Wajahat Zafar</td>
<td>IC</td>
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<td>Zbysynski, Dana</td>
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PROMOTIONS

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RETIREMENTS

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<tr>
<td>Rita Stalzer</td>
<td>Reference</td>
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RESIGNATIONS

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<tr>
<td>Diane Westerfield</td>
<td>Preservation/Special Projects</td>
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<tr>
<td>Jennifer Stegen</td>
<td>Interlibrary Loan</td>
<td>4/4/2008</td>
</tr>
<tr>
<td>Mark Rockwell</td>
<td>Building Manager</td>
<td>9/13/2007</td>
</tr>
<tr>
<td>Sherri Ervin</td>
<td>PT Evening Supervisor/WTC</td>
<td>3/20/2008</td>
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CHANGES IN ASSIGNMENT

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University Libraries FY08 Annual Report
Appendix VIII

Service Award Winners 2008

Gino Angelini (Systems)  10 years
Fred Barnhart (Admin)   5 years
Vanessa Crouther (Lewis) 30 years
Sue Isralevich (Cataloging)  20 years
Odile May (Serials)  20 years
Diane Westerfield (Serials)  10 years