Loyola University Chicago, University Libraries
Collection Development Steering Committee
(formerly the Collection Enhancement Committee)
Annual Report, FY 2007

Membership:
Fred Barnhart (AL/C)  Cathy Miesse
Ling-Li Chang  Susan Wardzala
David Givens  Kathy Young
Jeannette Pierce

Charge:
To work with the Bibliographers Committee 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 Library Leadership Team.

The specific charges for FY 2007 were to implement selected recommendations of the Collection Enhancement Task Force, in particular the refinement and expansion of the Libraries’ approval plans and the establishment of priorities for subject collection development for the next two years.

The CD Steering Committee met three times during the 2007 fiscal year. The following goals were also identified for the CD Steering Committee during the July 2007 Library Retreat:

(1) Subscribe to a collection analysis tool(s) in order to assess the print collection and determine where there are gaps, and also to develop areas of the print collection as new programs are added.
This goal has been accomplished, after much discussion during the 2007 fiscal year. The CD Steering Committee, along with the Bibliographers Committee, examined two such tools; the OCLC Collection Analysis Tool, and the Bowkers’ Collection Analysis Tool. It was decided to subscribe to both tools for the value they both provide. The OCLC Collection Analysis Tool compares the libraries’ collections to those of other libraries, while the Bowker’s analysis tool compares the libraries’ collection to a standard ideal collection for undergraduates in specific subject areas.

For fiscal year 2008 the CD Steering Committee and Bibliographers Committee will work to apply both tools to an analysis of the University Libraries’ Collections, and also to determine how to expand new areas, such as the communication or fine and performing arts.
(2) **Organize faculty and student focus groups.**
This goal was not accomplished in fiscal year 2007, and will be a goal for the 2008 fiscal year.

(3) **Review the policies and procedures for the Library Storage Facility and revise them as necessary.** Ideas discussed included clarification of physical access to LSF, publicizing the procedures and turn-around time for requesting items from LSF, staffing LSF and charging books from it, and bringing LSF items back to the main collection after certain number of uses.

**Additional Activities:**
The Collection Development Steering Committee met less frequently than intended during the 2007 fiscal year. The discussions were useful, though, in that they helped the Committee to frame some of the projects being undertaken by both the Bibliographers Committee and the Electronic Resources and Periodicals Committee. Discussion items included the following:

- Establishing the Sr. Rita Stalzer Women and Religion collection, in honor of Library Faculty Emeritus Sr. Rita Stalzer, who retired at the end of spring 2007 semester.
- Updating and revising the collection development policies for the various subject areas, and putting them online, possibly in the form of a Wiki.
- Creating an online form for patron-initiated requests.
- Possibly expanding the Purchase-On-Demand program to include graduate students and/or undergraduate students. Expanding the program was decided against after discussions in both the CD Steering Committee and the Bibliographers Committee.
- Planning a book sale for the gift materials donated to the University Libraries. The proceeds would be used to fund the Sr. Rita Stalzer Women and Religion book fund. (Note: The book sale has been deferred twice during the last year due to other projects, but has been planned for September 2008)

**Goals Specific to 2008-09:** By August 31, 2008, update the five-year plan to bring our collections budget to 50% of parity with our peer group (in time for submitting the FY10 budget). By mid-spring 2009, utilizing software tools, do a “30,000-foot” assessment of our collections, identifying major strengths and weaknesses that need to be addressed going forward.
Preservation and Disaster Preparedness Committee
Annual Report FY08

By Kathy Young

FY08 Committee Members
Diane Westerfield (Chair)
Fred Barnhart (AL)
Vanessa Crouther
Charles Fisher (Law)
Kevin Kennedy
Bonnie McNamara
Beth Myers
Bodie Recometa
Mark Rockwell
Kathy Young

Guides and Disaster Plans
FY08 was busy for the Preservation and Disaster Preparedness Committee. Following the annual review and update of the emergency guides and telephone trees, the main focus of the committee became completing the new disaster plans for Cudahy and Lewis Libraries, a project begun prior to FY07 when the original 3 person committee of Diane Westerfield, Mark Rockwell, and Kathy Young began reviewing the disaster plan already in place. During FY07 updated information was gathered for each library and inputted into DPlan, an online tool offered by the Northeast Document Conservation Center. Once edited, copies of the plan were distributed to all library departments, administration, and department heads. This plan will be reviewed annually and updated as necessary, as will the emergency guides and telephone trees.

Workshops
In October 2007 a presentation on fire safety was held at Cudahy Library for library staff.

Disaster Work
There were several on-going problems at LSC library facilities that required attention from Preservation and Disaster Preparedness committee members during FY08. The areas involved were LSF 1 & 2; Cudahy Library Deck E, gift book room, and 038 & 039. Also, in April there was a power surge that affected the entire campus. Power was out for about 1 hour. The Women and Leadership Archives storage area in Piper Hall experienced an insect infestation that has required the ongoing services of a professional exterminator. In addition, several new leaks have appeared in the hallway of the building, although these have not directly affected the WLA reading room or collections.

LSF 1 & 2
LSF 1 & 2 had significant leakage and water accumulation during the winter and spring months (2007-2008). The most frequent problems occurred in LSF 2 where water came in through cracks in the ceiling. LSF 1 continued to have problems on the south “weeping” wall and under Galvin auditorium, both spots where water came in through cracks in the foundation. Diane Westerfield and Kathy Young spent a total of 19 days from 12/20/07 through 6/9/08
inspecting leaks, mopping water, and drying wet books. The number of problems and increasing amount of water in the areas has resulted in facilities having an “interior” roofing system installed in LSF 2 to direct water from leaks to a single drain leading to a bucket; and an inspection of the outside wrap-around walk and foundation to identify necessary foundation work. The roofing system provided successful during a severe storm in May.

**Cudahy Library Deck E**

In April, the HEPA vacuum was used to clean backlogged dissertations and theses showing evidence of inactive mold. Since being cleaned, there has been no reappearance of mold.

**Cudahy Library Gift Book room**

In September 2007 Diane Westerfield and Kathy Young inspected the Cudahy gift book room when a mold outbreak was found. The HEPA vacuum was used to clean the range of books that bibliographers were still working on. An air purifier and dehumidifier were placed in the room to help correct conditions and the need to re-lamp the area was reported. After inspecting the remaining books, it was recommended that the books in the worst ranges be disposed of instead of attempting to salvage them for a book sale.

**Cudahy Library 038 & 039**

Rooms 038 & 039 flooded in April when a pipe was accidently left open over night. Facilities came in to clean up the water and Tom Linke moved boxed items to a higher area of the 039.

**Piper Hall**

**Lower Level:**

Despite heavy rains this spring, the lower level secure storage has not experienced any flooding or dampness. The area continues to be inspected for insects by a professional exterminator twice per month during the summer, once per month during the fall, winter, and spring. The storage area is sprayed (non-toxic chemicals pre-approved for the space) once per month regardless of evidence of infestation as a preemptive action.

The west stairwell of Piper Hall was subject to intermittent leaks from the roof causing water bubbles and drywall damage. This damage was repaired by a licensed contractor as was the roof. In July 2008 after heavy rains, leaking occurred again, but in a different area of the stairwell. These leaks have not affected the WLA directly and have been reported to facilities.
Electronic Resources & Periodicals Committee (ERPC)
Annual Report
FY08

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.

Members

Jeannette Pierce, Co-chair
Martha Spring, Co-chair
Fred Barnhart, Associate Dean
Heather Cannon, Serials and Electronic Collections Librarian, LUMC
Tracy Ruppman, Reference Librarian/Bibliographer
Sherri Saltzman, Reference/Electronic Resources Librarian
Patricia Scott, Assistant Director for Education and Research Services, Law Library
Jen Stegen, Interlibrary Loan Librarian

Budget

Budget Snapshot:

E-Resource Renewals: $1.72 million
New one-time purchases: $68,000
   (Includes e-books purchased with book funds)
New subscriptions (databases and journals): $135,500
New non-collection e-resource “tools”
   (i.e collection analysis, LibGuides & federated search tools): $26,000

Highlights:

One of this year’s highlights for the ERPC was a budget enhancement of $136,000.00, which enabled the purchase of several new databases and periodicals, as well as the upgrade of several electronic resources. Attached is the FY2008 E-Resources Enhancement spreadsheet which details expenditures of new funds in FY2008.
Among the important resources added to our collections are Value Line Research Center Online, Access Newspaper Archive, and AP Images. Available content in CQ Almanac, CQ Weekly, and International Medieval Bibliography were also upgraded this year.

The ERPC designated ten thousand dollars from the collection enhancement budget towards new periodical subscriptions. A goal was to acquire titles in several subject areas from last year’s top-requested ILL journals as well as titles on the periodicals wish list. In addition, the ERPC enhanced the library’s access to e-journals by participating in two important CARLI offers: purchase of the Sage Deep Backfile and a subscription to Sage Premier.* The ERPC also increased our JSTOR holdings by subscribing to the JSTOR Arts & Sciences Complement.

The Reference Department continued its effort to purchase major reference sources online using the regular reference book budget for one-time purchases and the reference standing order budget for subscriptions. The move towards an online reference collection continues to be a challenge because the online versions of important reference tools are usually more expensive than the print version and many involve annual subscriptions.

In July 2007, the State Library unexpectedly cancelled their state-wide subscription to ABI/Inform, an important business resource that they had provided to all Illinois libraries. In consultation with Taya Franklin, Business Librarian, the ERPC determined that it was necessary for LUC Libraries to license access to this database. Fortunately, the collection enhancement monies enabled the ERPC to cover the $20,000 required keep access to ABI/Inform available to our students and faculty.

In addition to the Sage Deep Backfile and the Sage Premier offers, the ERPC considered and purchased four CARLI highly subsidized resources. CARLI’s pricing is in the table below. To understand the value of these CARLI offerings, please note that to purchase a product like Women & Social Movements for the Loyola University Libraries would normally cost approximately $26,000.00 + an annual fee. The Libraries’ received an additional 10% discount on the Governing Members pricing listed below for purchase of all four products.

<table>
<thead>
<tr>
<th>CARLI Offering</th>
<th>Governing Members</th>
<th>HSUS</th>
<th>Sage</th>
<th>WASM</th>
<th>BT&amp;C</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>fewer than 2,000 FTEs</td>
<td>500</td>
<td>500</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>2,000 to 6,999 FTEs</td>
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<td>800</td>
<td>1,200</td>
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<tr>
<td></td>
<td>7,000 to 14,999 FTEs</td>
<td>1,000</td>
<td>1,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
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</table>

* Resulted in access to 500 e-journals based on our Sage expenditures for 100 journals last year; by paying a fee of 12% over the subscription costs for those journals, we have access to 500 Sage journals, many of which were highly requested via ILL and/or on the periodicals wish list).
more than 15,000 FTEs | 2,000 | 2,000 | 5,000 | 5,000

<table>
<thead>
<tr>
<th>Associate Members</th>
<th>HSUS</th>
<th>Sage</th>
<th>WASM</th>
<th>BT&amp;C</th>
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<td>4,000</td>
<td>4,000</td>
<td>7,000</td>
<td>7,000</td>
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</table>

Other Activities

The ERPC sought bibliographer feedback on the importance of current online subscriptions to our liaison departments and general reference work, as well as recommendations for cancellations. Bibliographers did not identify any resources that they would want to cancel, though the committee did learn more about the relative priorities of our resources and will refer to the information again in the coming year if we need to consider cancellations.

The ERPC regularly requested input from the bibliographers on how to prioritize titles on the e-resources wish list and the periodicals wish list.

The committee reviewed usage statistics on most resources before signing renewals for the coming year. In some cases, the Committee increased or decreased the number of concurrent users based on usage.

The ERPC revised the New Database Request Form and the New Periodical Request form and required that bibliographers complete these forms to add titles to the wish lists.

The Libraries transitioned all Springer journal titles to online subscriptions.

The ERPC continued to work closely with the Serials and Electronic Collections Librarian at the LUMC campus, the Dean of the University Libraries, and the Associate Dean of the Health Sciences Library to increase the number of shared resources. One highlight of the collaborative efforts this year included the licensing of a shared subscription to *Nature*. The Libraries’ investigated the possibility of a shared site-license for *Science* as well, but the pricing options discouraged the LUMC Library from making this title a priority in FY08. In addition, both libraries revised the proxy server login pages clarify login procedures for users from each campus.

The ERPC recommended to the Associate Dean for Library Services and Collections and the Dean of Libraries that the LUC Libraries become founding members of Portico, an archive for scholarly literature published in electronic form. We became a founding member in January 2008.
After a lengthy process including licensing review and initial funding from the Department of Fine Arts, the ARTstor database was obtained starting in June 2008. The Fine Arts Department paid the one-time archiving fee, as well as subscription payments through December 2009. The Libraries will pick up the subscription costs for this database starting in FY2010.

*Early American Newspapers, Series I*, a capital funds request for the library, was acquired with the assistance of the Provost’s Office, which paid half the one-time perpetual access fee. A smaller annual access fee will be paid by the Library.

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**Goals for FY09**

- Continue to identify additional print periodicals for conversion to electronic format.
- Assess whether electronic book use can be increased by switching vendors, adding records to the catalog, or other options by December 2008.
- Evaluate electronic music resources to determine if additional resources are needed to support Fine Arts in FY09.
- Create a procedure for an annual value assessment of electronic resources by December 2008, and conduct first annual assessment.
- Plan for known expenditure increases in FY2010, including:
  - Elsevier Science Direct: end of three year period of discounted online access fees; first three years of package included a 10% electronic access discount.
  - ARTstor: After initial support of the database by the Fine Arts Department, the Library will be paying the annual subscription fee ($12,500)

Submitted by Jeannette Pierce and Martha Spring
August 15, 2008
## FY2008 E-Resource Enhancements

### Budget Tracking:

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<th>Description</th>
<th>Amount</th>
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<td>New ERC Money '08</td>
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<td>New Periodical Subscriptions 2008</td>
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<td>FY08 funds less new periodicals</td>
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<td>ERC '08 New Spending YTD</td>
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<td>Remaining ERC Enhancement Funds</td>
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### New E-Resources Paid FY 08:

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<th>Pd. one-time:</th>
<th>Notes:</th>
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<tr>
<td>AP Images</td>
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<tr>
<td>Bibliography of Asian Studies</td>
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<tr>
<td>Brepols Latin Complete</td>
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<td>Business Source Premier</td>
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<td>Collection Analysis Tool - OCLC</td>
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<td>CQ Weekly</td>
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<tr>
<td>Elsevier e-reference works (encyclopdias)</td>
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<tr>
<td>Encyclopedia of Social Work</td>
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<tr>
<td>IMB Online UPGRADE</td>
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<td>JSTOR Arts &amp; Sciences Complement</td>
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<td>6,000.00</td>
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<td>LibGuides</td>
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<tr>
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<td>Women and Social Movements</td>
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<td>Black Thought &amp; Culture (CARLI onetime)</td>
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<td>Sage Reference</td>
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<td>Women and Social Movements</td>
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<tr>
<td>Encyclopedia of Inorganic Chemistry</td>
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<td>Total:</td>
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### Total spent to date:

| Total spent to date:                                  | 119,182.14 |

*9/13/2012*
The Libraries Exhibits committee began the year with five members plus the administrative liaison. Following the first meeting, however, David Givens asked to be removed from the committee. With the approval of Dean Seal, David stepped off the committee and was not replaced. This left four members to carry the work load of the committee. Upon review of the available display spaces, committee members decided to focus primarily on displays for Cudahy Library. This decision was made for two reasons: 1) the display space available at Lewis Library was limited to a single window area where posters could be hung, and 2) it was not known if the then planned switch of floors between Lewis and the Law Library would provide additional display space or further reduce display space in Lewis. By the end of the year it was obvious that no additional display space would be available and the limited space already in use was inadequate.

Several people deserve recognition for their work with the committee. Bill Cuthbertson created the heritage month posters that will be useful for many years; Andrea Gough took charge of the new books table and the 1st floor wall display area; Molly Mansfield became an “adjunct” to the committee helping Andrea with the 1st floor wall display area; Rebecca Hyman became another “adjunct” to the committee putting up displays in the standing cases; and the staff of the Women and Leadership archives created several displays for the standing display cases throughout the year.

Policies

During FY08 the Exhibits committee reviewed past exhibit policies and worked on creating new policies for exhibits at Cudahy and Lewis libraries (attached). Once drafted, these policies were submitted to the dean of libraries for review and suggestions. The final draft of the policies was approved in August of 2007. A display space request form for Cudahy Library has been created (attached) and Chulin Meng is currently working on a web form version to be added to the libraries’ website. An email account for the exhibits committee (LibraryExhibits@luc.edu) has been created to provide one place for the committee to maintain an exhibit calendar and to receive display space requests. The committee is currently working on ways to better advertise the availability of display space to student organizations and departments.

In addition to policies, the committee came up with the idea of semi-permanent displays for the 3rd floor and lower level. This would reduce the number of displays that the committee would have to work on throughout the year and such displays could be changed out to promote library services or university events as needed. The first such display on the third floor highlighted the original Cudahy Library and the one on the lower level highlighted the Loyola-Newberry Library joint purchase of Jesuitica.
Supplies
While working on displays, the committee noted the growing need for a supply budget. With the increase in display rotation the supplies on-hand dwindled, resulting in some creative solutions for mounting exhibits. It was also noted that much of the on-hand standards, especially display easels, book rests, and fabric, had been in use for several years and were nearing the point of requiring replacement. In addition, the display cases are old and have missing parts (i.e. locks for wall display cases, proper size shelving and brackets for standing display cases, etc.) that limit their usefulness. One of the display cases, i.e. the “cube”, was removed to storage after much debate on where it could be moved in order to be 1) useful, and 2) out of the traffic path. No such area was found, thus it was put in storage.

Exhibits
Exhibits for the past year highlighted library collections and university events. Following is a list of exhibits for FY08.

September
- Welcome Students
- October/November Library Speaker Series
- Hispanic heritage month
- Banned Books from the rare book collection
- Information Commons
- Newberry Library joint purchase
- Cudahy Library

October
- Library Speaker Series
- Archives Month

November
- Library Speaker Series
- American Indian heritage month
- Information Commons

December
- Mundelein Christmas

February
- Black History month
- Women’s History Month – WLA & University Archives
- Gannon Center speaker
- University Women’s History Month events

March
- Women’s History Month

April
- Graduation
- University Archives – famous alumni
- WLA – Mundelein graduation

- Summer Reading – rare book collection, for the IC cases

May
- Asian Pacific heritage month

June
- What’s on your night stand?

July
- Piper Hall – WLA
**University Libraries Exhibit Policies**

The purpose of library exhibits is to showcase library collections and programs (speaker series, Ask Live, etc.). While the Library welcomes displays from the campus community, library-related exhibits have priority over those from campus groups. Non-Loyola exhibits are not permitted unless they relate specifically to library programs and services (e.g. CRL).

**Display Policies**

1. Displays must not be offensive to any party, ethnic or religious group, etc. The Library Exhibits committee reserves the right to refuse permission to display exhibits in the library based on content or to remove exhibits already on display if necessary.

2. Display space will be assigned on a first-come first-served basis. It is recommended that requests for display space be received a minimum of 2 weeks before the desired date.

3. Displays that are tied into the mission and collections of the libraries will have preference over other exhibits.

4. Displays may be up for a maximum of 6 weeks. They may be removed earlier by the Library Exhibits Committee if the space is needed.

5. If the desired display space is not available, an alternative may be suggested or the person requesting the display space will be placed on a waiting list.

6. Displays are to be assembled and dismantled by the sponsoring department, group, or organization under the supervision of and with the assistance of a member of the Library Exhibits committee.

7. The Library will provide a limited amount of materials to create displays. These materials will be limited to book stands and fabric to cover shelving.

8. All displays must be properly labeled and credited.

9. Exhibitors acknowledge that they place materials in the display cases at their own risk. The Library does not guarantee the security of any materials used in displays.

10. Students wishing to post flyers may do so using the bulletin boards in the vending machine area in Cudahy Library and on the bulletin boards provided in Lewis Library. Limited bulletin board space is available in the library on the reverse side of the white board and may be used to post student organization flyers only, upon approval of a member of the Library Exhibits Committee.
**Cudahy Library Exhibit Policy**

Cudahy Library maintains several display cases throughout the library which will be used to house exhibits that promote library collections and services. In addition, these display areas will be used to highlight special University events and broader topics of interest to the University community.

1<sup>st</sup> floor wall cases – current and upcoming University events, library collections & services, heritage months

2<sup>nd</sup> floor wall cases – University Archives & Special Collections

3<sup>rd</sup> floor and lower level wall cases – bi-yearly exhibits highlighting library collections & services; other displays on heritage months, special months, fun items, etc.

Standing display cases – library collections, special exhibits by university departments & student groups, etc.

**Lewis Library Exhibit Policy**

Due to limited space, the display areas at Lewis Library will be used to highlight library collections, services, and special University events as determined by the Library Exhibits Committee. This policy may change in the future if space for display cases becomes available.

Office window area – current & upcoming University events, library collections & services, heritage months

**Information Commons**

While not yet complete, there may be display areas available to faculty, staff, and student groups for exhibits. These areas would be subject to the same display policies as the Cudahy and Lewis libraries.
Soliciting Displays from the Loyola University Chicago community

1. All faculty, staff, and student groups and organizations are welcome to create exhibits for the university libraries display areas.

2. Departments, groups, and student organizations will be contacted at the start of fall semester (for example, during the student organization fair) inviting them to create an exhibit for display at the libraries.

3. Display policies will be made available through the Libraries’ website.

4. Requests for exhibit space and times will be accepted via a web form available through the Libraries’ website or through email at LibraryExhibits@luc.edu.

Procedures

1. Requests for display space must be submitted via the web form or email at LibraryExhibits@luc.edu. This form/email requires the following information:

   - Name
   - Email
   - Home &/or work phone
   - Loyola status
   - Best time to contact
   - Description of exhibit
   - Length of exhibit (no longer than 6 weeks) [check boxes for 2 weeks, 4 weeks, 6 weeks]
   - Date & time for set-up
   - Date & time for removal
   - Acceptance of the Library exhibit policies

2. A member of the Exhibits committee will contact the requestor to confirm availability of display case space, or to suggest an alternative time period for display.

3. A date and time will be confirmed for mounting the display.

4. Displays will be set-up under the supervision of and with the assistance of an Exhibits committee member. The library will provide limited display materials, primarily book stands and fabric to cover shelving.

5. An Exhibits committee member will contact the sponsor via email 1 week prior to the end of the display period to arrange a date & time for it to be taken down. If the exhibit is not removed on the designated date, the Exhibit committee will remove and store it for return to the sponsor.
Cudahy Library Display Space Request Form

Exhibits at the Loyola Libraries
The purpose of library exhibits is to showcase library collections and programs (speaker series, Ask Live, etc.). While the Library welcomes displays from the campus community, library-related exhibits have priority over those from campus groups. Non-Loyola exhibits are not permitted unless they relate specifically to library programs and services (e.g. Center for Research Libraries).

Currently display space is available in Cudahy Library. Limited bulletin board space is available in Lewis Library for postings by student organizations. Exhibits can be displayed for a maximum of 6 weeks. To request display space in Cudahy Library, please use the following form. Your request must be submitted at least 2 weeks prior to the start date of the exhibit. If you are planning a special exhibit that requires a greater display area than the standing display cases or wall cases, and that will be on display for longer than 6 weeks, please contact the Library Exhibits committee as soon as possible.

For further information please contact the Libraries Exhibit Committee at LibraryExhibits@luc.edu.
Cudahy Library Display Request Form

Name:  
Email:  
Home &/or work phone:  
Loyola status:  
Best time to contact:  
Description of exhibit:

**Display space needed:** Please indicate 1st, 2nd, and 3rd choice.  
Standing Display Case 1  
Standing Display Case 2  
Wall Case, 3rd Floor  
Wall Case, Lower Level  

**Requested start date:**  
**Date & time available for set-up:**  
**Date & time available for removal:**  
**Length of exhibit:** 2 weeks  
4 weeks  
6 weeks  

I have read and accept the Library exhibit policies listed below  
(Box must be checked)

Please e-mail this form to LibraryExhibits@luc.edu at least two weeks before you wish to set up your display.

**Display Policies**
1. The Library Exhibits committee reserves the right to refuse permission to display exhibits in the library based on content or to remove exhibits already on display if necessary.
2. Display space will be assigned on a first-come first-served basis. It is recommended that requests for display space be received a minimum of 2 weeks before the desired date.
3. Displays that are tied into the mission and collections of the libraries will have preference over other exhibits.
4. Displays may be up for a maximum of 6 weeks. They may be removed earlier by the Library Exhibits Committee if the space is needed.
5. If the desired display space is not available, an alternative may be suggested or the person requesting the display space will be placed on a waiting list.
6. Displays are to be assembled and dismantled by the sponsoring department, group, or organization under the supervision of and with the assistance of a member of the Library Exhibits committee.
7. The Library will provide a limited amount of materials to create displays. These materials will be limited to book stands and fabric to cover shelving.
8. All displays must be properly labeled and credited.
9. Exhibitors acknowledge that they place materials in the display cases at their own risk. The Library does not guarantee the security of any materials used in displays.
10. Students wishing to post flyers may do so using the bulletin boards in the vending machine area in Cudahy Library and on the bulletin boards provided in Lewis Library. Limited bulletin board space is...
available in the library on the reverse side of the white board and may be used to post student organization flyers only, upon approval of a member of the Library Exhibits Committee.
Newsletter Committee
Prepared by Yolande M. Wersching, (Chair)

- Editorial Team members alternated editing the Newsletter each month. Cudahy and Lewis staff took turns editing articles submitted for inclusion each month.
- Donna Olson left the Editorial Team mid-year.
- Popular features include: Staff Feature, Photos and Applause
- New section “Library Fun” was added in 2007
Public Relations Committee
2007-2008 Annual Report
Prepared by William Cuthbertson and Cathy Miesse

Membership:
William Cuthbertson (Chair)  Patrick Mallory
Beth Andrews  Cathy Miesse (AL)
Maria Cangco  Christa Kileff
Taya Franklin

Public Relations and Outreach Committee Charge
Overall: 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 produce the annual “What’s New” flyer to be distributed at the start of each academic year; to produce the Faculty Newsletter each fall and spring semester.

Specific to 2006-2007: To work with the Dean of Libraries in making preliminary plans regarding the promotion of the Information Commons; to recommend to the Library Leadership Team ways to promote library services to faculty (in response to an outcome of the summer 2006 planning retreat).

Specific to 2007-2008 (in response to August 2007 planning retreat): To provide better signage in high-use and traffic areas. Design and create more attractive handouts and publications.

The PR Committee was very active over the 2007-2008 Academic year, especially in terms of exploring new and familiar online technologies to help promote library activities, related news, and changes and/or additions to the collections.

The Committee also explored concepts relating to non-electronic communications. For example, the group explored signage around the library and how its messaging could be improved to be clearer and more visually attractive.

Below is a list of projects undertaken by the PR committee over the 2007-2008 academic year.

What’s New Flyer
Cuthbertson created the What’s New flyer for Fall 2007.

Discover Loyola 2007
Several PR committee members participated in staffing the tables at the 2007 Discover Loyola fair. It was decided after the fair that the Libraries should pursue a more attractive presentation at Discover Loyola. To that end, Miesse purchased a University Libraries decorative table cloth, and the committee strongly suggested that the libraries offer more attractive and more useful “giveaways” to those who visited the table at the 2008 fair.
Libraries Newsletter

Mallory, Franklin, Andrews, and Kileff were instrumental in editing text written by all committee members for inclusion in a newly formatted PDF-version of the Libraries’ newsletter, *Shelf Life* (the name for which was solicited from the libraries’ staff). Franklin and Andrews also laid out the newsletter in Microsoft Publisher. The team created three PDF-issues of this newsletter before deciding that the work was too labor-intensive to create regularly, and too cost-prohibitive to print and distribute in color. The group also created an HTML version of the newsletters: http://libraries.luc.edu/about/newsletter/

The LOCL Blog – http://libraries.luc.edu/blog

To promote library activities in a more attractive, accessible, and cost-effective manner than a print newsletter, the team created the LOCL blog, a WordPress software web log, whose RSS feed was incorporated into the main page of the Loyola Libraries’ Web Site. The team has accomplished a successful record of writing, editing and posting materials twice weekly (with sometimes multiple posts per day) since the creation of the web log in October, 2007.

Added to the blog was a visitor tracker (“SiteMeter”) to measure activity coming into the blog, and a GoodReads.com widget that linked to online, staff-written reviews of recently read publications.

To facilitate these and blog-friendly Web sites, the Committee create both Yahoo! And Gmail accounts to aid in subscribing and managing these different utilities.

C. Meng assisted the PR group in their request to create an easy-to-remember URL for the blog that could be used in promotional posters, bookmarks and other publications.

FLICKR

When limited server space required the Libraries to house digital photographs of the IC construction elsewhere than the Libraries’ server, the PC committee suggested the purchase of a Flickr account, which would allow the libraries to upload and preserve all the photographs in their original size, as well as feed out those images into an RSS feed on the LOCL blog and to the Flickr community. The cost for an annual subscription is $25.

Franklin uploaded and organized the collection of IC construction photographs to Flickr.

Currently, the team is working on using Flickr to host a photographic tour of each of the libraries.

Twitter

Cuthbertson met with Saltzman and Reuland about the creation of a free Twitter account that could be used to announce urgent or immediate news about facilities, or computer or electronic data outages within the libraries. This is an experimental project, with the next step to be displaying the Twitter Feed on either the LOCL blog or the Libraries’ main Web site.
Library Signage Taskforce  
Andrews, Cuthbertson and DeBat worked to create signage standards and consistent messaging for the Cudahy Library. DeBat inventoried all Cudahy’s current signage. The Task Force decided that traffic areas and cell phone use areas needed to be discussed at the administrative level before new signage for Quiet Study and Cell Phones could be implemented effectively and consistently. Cuthbertson made several new signs in the “color block” template for Ramble Bucks, Cataloging workstations, Scanning workstations, Government Documents public access, and for established Quiet Study areas. DeBat has created several signs regarding cell-phone use for the main floor of Cudahy library.

Handouts and Fliers on Library Services  
The PR group, with help from Access Services and Reference, created two color flyers: Services for Faulty, and Services for Undergraduates. These flyers were distributed at new faculty orientations and for small groups of new students. These flyers will be revised and updated within the upcoming year.

University Libraries Brochure  
The Committee began work on the brochure in December, 2007. The group compiled information from both campus libraries and with help from all relevant departments. This information was passed along to University Marketing, which then sent back a version to the group for reduction. Drastic changes in University Marketing staff occurred in January 2008. As a result, the project was slightly delayed until the new UM team was organized. The brochure text was finalized by the Committee and the UM in April 2007. The Committee reviewed and edited a mock-up of the brochure in May. The final University Libraries brochure was released June, 2008.

Discover Loyola 2008  
Cuthbertson created a new foam-backed poster, a laptop slideshow, and URL bookmarks for distribution at Discover Loyola. Franklin created several URL bookmarks of Lewis Library. The PR group selected and purchased new “giveaways” (pull-string badge holders) while also distributing items leftover from the opening of the IC. Franklin revised the Services for Student brochure (see “Handouts” above) for electronic distribution with the flash memory drives given to new students. Shifts at the fair staffing the libraries table were taken by five of the seven PR committee members: Miesse, Cuthbertson, Kileff, Andrews, and Cangco.

Posters, Bookmarks, and Promotional Materials  
Cuthbertson designed posters for the Speaker Series (Anne Grauer, Karen Abbott), and library URL bookmarks. The posters Cuthbertson designed last academic year for Heritage Months were reused this academic year. PR committee members worked with the Exhibits committee to assist with displays and display materials throughout the academic year. In April 2008, Miesse, Cangco, Cuthbertson, and Franklin attended training on creating digital slides for display on the monitors in the libraries.
Library Speaker Series  
Annual Report 2007-2008

Prepared by Cathy Miesse

**Speaker Series Committee**  
Cathy Miesse, Chair  
Dr. Robert Bucholz, Faculty Liaison  
Vanessa Crouther  
Carol Franklin  
Nicole Meehan, Alumni Relations Liaison  
Yolande Wersching

In addition to the Speaker Series Committee several people deserve recognition for their work with the committee. Sherri Saltzman, Reference Librarian and Bibliographer for recommending Dr. Anne Grauer, who designed, developed and presented one of this year’s series most interesting and unique sessions; Bill Cuthbertson for designing and creating very striking posters for the series; and Dean Bob Seal for initiating, “bringing in”, and introducing Dr. Paul Boller from Texas.

**Charge:** To develop, design and promote programs and cultural events that showcase talents of Loyola faculty, prominent Chicago authors, and other special guests and to encourage and stimulate interest in the Loyola University Library; 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.

**2007-2008 Library Speaker Series Slate**

“Brunch With The Bones” – October 13, 2007 9:30 a.m. – 1:30 p.m.  
Dr. Anne L. Grauer, Anthropologist and Loyola faculty member, showed the real world of forensic science as she presented a slide lecture on how exploring and understanding human skeletal remains can explain many aspects of human life: age of death, gender, stature, ancestry and presence of trauma and disease. After a delicious brunch, a hands-on session challenged the 26 participants to use their new knowledge to examine, identify and classify human bones.

“Sin in the Second City” – November 7, 2007 6:00 - 8:30 pm  
First time author, Karen Abbott discussed her lively non fiction work which explored the titillating milieu of the posh, world-famous Everleigh Club brothel that operated from 1900-1911 in Chicago’s notorious Levee district on the Near South Side. Abbott’s research serves as an important snapshot of American’s shift from Victorian-era propriety to twentieth-century modernity and captures a wonderful slice of Windy City’s history. 75 attendees enjoyed Abbott’s lively slide lecture presentation.
“Presidential Diversions: Presidents at Play” – March 20, 2008 2:00 – 3:00 pm
Dr. Paul F. Boller, who writes widely admired and best selling Presidential histories, entertained over 50 faculty, staff and students as he discussed his latest work, Presidential Diversions: Presidents at Play from George Washington to George W. Bush. Dr. Boller also included anecdotal quotes and comments from his numerous other works: Presidential Wives, Presidential Inaugurations, and Not So! Popular Myths about America from Columbus to Clinton. He has had a distinguished and respected career as a best selling author and teacher at Texas Christian University and University of Massachusetts and he charmed the crowd with his stories.

“A Night With Sue Monk Kidd” – April 3, 2008 7:00 – 9:00 pm
University Libraries co-sponsored this event with Evoke, Alumni Relations, College of Arts and Sciences, College of Nursing, Institute for Pastoral Studies, the Jesuits, Office of Mission and Identity, and USBG-SB. New York Times bestselling author Sue Monk Kidd shared her experience of becoming a writer, the shifting focus of her work, and the inspiration for her Southern literature and spiritual memoirs. Her debut novel “The Secret Life of Bees” spent more than two years on the New York Times best seller list, sold more than 4.5 million copies, and has been translated in to 23 languages.

Publicity
In addition to planning the year, contacting the speakers, reserving the location and AV needs, a large amount of time was spent on marketing and promoting the series. This involves obtaining high resolution head shots and book jackets’ photos for the Library Speaker Series’ web site, posters, flyers, newspaper ads and guidebooks, if appropriate. Vanessa Crouther designed the web page and University Marketing and Communication designed the posters and flyers. I scheduled the events on the University and Alumni Calendars and others as needed. I also worked with Marketing and Communication and Alumni Relations to promote the programs through their e-monthlies and through other promotional avenues. We also contacted appropriate schools and faculty members. Last year we started sending flyers out to the local public libraries and to inform the Rogers Park community that Loyola University Libraries was offering cultural events and would welcome their participation.

2008-2009 Slate
This year we also arranged to get a head start on developing the 2008-09 slate for the Library Speaker Series. I had been in touch with Ellen Skerrett, since we had met two years before while she was doing research on the history of Loyola. In December 2007, Kevin Davis contacted me about participating in the series and discussing his latest non-fiction work. In April, Dr. Alan Gitelson agreed to present in October about the upcoming elections. I contacted Theresa Schwegel in early May and Bob Seal also contacted Stuart Dybek this spring.
Staff Development Committee

Anna Gentry, Chair
Steve Pump, Chair
Brigitte Anthony
Laura Berfield
Susan Israilevich
Brenda Overton
Donna Olsen
Bernadine Williams

Anne Reuland, Library Leadership Team Liaison

Charge:

Overall: 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 departmental presentations. Specific to 2010-2011: Plan and host at least two staff development opportunities in both fall and spring semesters.

2010-2011 Annual In-Service Day Program:

Educator, consultant and author, Dona Young (The Writer’s Toolkit) presented a program on improving e-mail effectiveness. The workshop included a PowerPoint presentation, large group discussion, as well as small group and individual exercises in editing for clear and concise writing. Ms. Young also addressed the importance of focusing on the positive and using the active voice in e-mail writing. Jorene Richards (Manager, Training & Development) assisted with setting up our initial contact with Ms. Young, who has conducted similar workshops for EMERGE. The morning coffee and lunch gatherings provided opportunities for attendees to mingle and socialize. Attendees also received a complimentary copy of Ms. Young’s book, Eleven Steps to Instantly Improve Your Writing.

2010-2011 Regular Programs:

“WorldCat Local Presentation” – September 15, 2010
Paul Cappuzzello, Senior Library Services Consultant at OCLC, gave a brief presentation on WorldCat Local to library staff. Staff Development Committee worked with the PR Committee to co-sponsor this event.

“Yoga Class” – November 19, 2010
Nicole Jeka, Halas Center yoga instructor, taught a one hour introductory session addressing the benefits of yoga. Both the general benefits of yoga practice, as well as benefits specific to the workplace were discussed. No prior yoga experience was necessary, and attendees were instructed in basic yoga positions and related benefits.

“Workplace Wellness Program” – April 18, 2011
Jill Popovich-Powers discussed wellness in the workplace. Drawing from her background in physical therapy, athletics, and dance, Ms. Popovich-Powers led an informative session on how to use workstation ergonomics, stretching, and strengthening to create a healthy and comfortable work experience.

“Stress Relief and Meditation Program” – May 4, 2011
Marcia Wunderlich (Perspectives, employee assistance program) spoke about workplace stress management, discussing the importance of regular breaks, daily stretching, and brief meditation.

2010-2011 Library Department Presentations:

Reference Department – March 4, 2011

The two remaining department presentations (MAC and Library Administration) are tentatively scheduled for late 2011-early 2012. The Committee will continue to work with department heads on coordinating their department presentations.

Planning, Opinion Survey and Program Feedback

The committee planned programs, contacted speakers, reserved and set up event locations and AV needs. Assessment surveys were conducted following each event to elicit feedback to be used in the planning of future programs. Additionally, in September 2010, the committee conducted a survey, using suggestions from previous staff surveys, to assess interest in various programs. This survey was used in the planning of committee events throughout the year.
**Web Team**

The Web Team had an unusually busy and productive year. After several years of planning and negotiations with University Marketing, we launched a completely redesigned web presence in August 2007. We engaged in evaluation of the new site through usability testing with student volunteers and a survey in the Spring semester. We also selected, customized, and provided training to bibliographers on a new system for subject guides, and launched that new system in May 2008.

**Assessment Committee**

The committee decided to postpone the annual user survey, in order to allow enough time for the impact of the new Information Commons to be felt. Instead, the committee worked with the Web Team to conduct a survey regarding the new web pages. Advertising was done via the library web site, and signs and flyers posted in the library. The survey consisted of 12 questions and generated 124 responses, along with 66 free-text comments. The results provided the web team with some ideas for immediate changes (such as adding a Pegasus link to the top of each page) as well as direction for future website changes.