Assessment Committee Annual Report 2008-2009

Members: Leslie Haas, Kevin Kennedy, Vanessa Crouther, Niamh McGuigan, Stephen Macksey, Anne Reuland (AL), Ursula Scholz (c)

Charge:
Overall: 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.
Specific to 2008-09: Conduct a mini-survey of library departments to determine current assessment activities and/or desired evaluations that the committee can help with.

Activities 2008-2009:
The committee scheduled, designed, promoted, ran, and interpreted the results of the annual user survey in Spring of 2009. We wrote report on the survey for the LLT, and presented on them at all-staff meeting. We also conducted focus groups to follow up on the survey. In the fall of 2008, we queried library departments to ask about their internal assessment activities but received few replies.

Goals for 2009-2010:
We would like to discuss whether to run a similar survey again in spring 2010 or to do LibQual again; and to meet with various public services units to offer assistance with localized assessment.
Collection Management Committee (CMC)
2009 Annual Report
Membership: Fred Barnhart (chair), Ling-Li Chang, Jane Currie, Taya Franklin, David Givens, Jen Jacobs, Jamie MacDonald, Stephen Macksey, Niamh McGuigan, Cathy Miesse, Jeannette Pierce, Tara Radniecki, Tracy Ruppman, Sherri Saltzman, Ursula Scholz, Kristina Schwoebel, Martha Spring, Susan Wardzala, Yolande Wersching

Note: The CMC was formerly known as the “Bibliographers’ Group.” The name change occurred in the spring 2009 semester, following a discussion of whether the name “bibliographer” adequately described the variety of responsibilities associated with the job. As a result the librarians are also now known as “Subject Specialist Librarians” instead of “Bibliographers.”

Charge to the Collection Management Committee
Overall: 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.

Specific to 2008-09: By no later than August 2008, update and make current LibGuides for all subject areas. Strengthen new departmental collections, e.g. Department of Fine and Performing Arts and the School of Communication. Work with departmental liaisons to include library module on Blackboard pages for classes.

LibGuides replaced the standard library guide in July 2008, and was a success. 68 LibGuides have been created thus far, including all subject areas, and some specialized ones such as “Serial Killer – Research Resources,” “Psychological Tests,” and “Careers”, completed in partnership with the Career Development Center. In addition, librarians created a number of general guides such as “News & Current Events,” “Images,” and “E-books.”

Department of Fine Arts has been strengthened in a very real way by the addition of a subject specialist librarian as liaison to the Performing Arts. Jen Jacobs assumed this role in addition to her responsibilities as Interlibrary Loan Librarian. The following changes were made to the Subject Specialist Assignments (see Appendix A for complete list of Subject Specialists):

- Jane Currie replaced Sr. Rita Stalzer as the Subject Specialist for Theology, Religion, and Islamic Studies.
- Ursula Scholz assumed responsibility for Women’s Studies, which was also previously held by Sr. Rita Stalzer.
- Jamie MacDonald replaced William Cuthbertson as the Subject Specialist for Social Sciences and Government Information. His subject areas are Political Science, Sociology (from Sherri Saltzman), International Studies, and Peace Studies.
- Taya Franklin replaced Niamh McGuigan as Subject Specialist for the School of Communications. The change is a response to the School of Communications’ move to
the WTC and, and the increasing use by the School of Communications of business and marketing resources.

- Niamh McGuigan retained the portion of Communications dealing with Film Studies, which has stayed primarily at the LSC, along with the majority of the AV collection.

- Jennifer Jacobs, the Interlibrary Loan Librarian, assumed responsibility for the Performing Arts. David Givens retained the Fine Arts.

- Tara Radniecki joined the staff as Reference and Electronic Resources Librarian, and assumed responsibility for Biology, which was previously managed by Sherri Saltzman. Tara also assumed responsibility for School of Nursing, which was previously managed by Stephen Macksey.

- Kristina Schwoebel assumed Natural Sciences and Mathematics/Statistics, which was previously managed by Sherri Saltzman.

- Sherri Saltzman retained Anthropology.

Collection Analysis Tools:

- Bowker’s Collection Analysis:
  
  o The Bowker’s Collection Analysis tool cost $5200 for access through June 2009. We have been given an extension through December 2009, in part because of the difficulties involved with uploading records to the Bowker server, and then matching our catalog records to those of the Bowker’s tool.

  o Method – the tool compares the library’s collection against a highly selective core list of approximately 50,000 titles called the Resources for College Libraries, or RCL. RCL describes an ideal core collection for the library of a hypothetical college or small university that concentrates on the traditional liberal arts and sciences curriculum. Records from Pegasus were uploaded to the Bowker server, compared to the RCL, and then a list of missing RCL titles.

  o Drawbacks – Delays in uploading records to the Bowker server also delayed the project. Some titles are identified by Bowker as not being held in library are actually held in a different edition. Also, Bowker includes not yet published forthcoming titles, periodicals, etc.

  o Status – Pending the upload of additional records we are planning to continue using the Bowker Analysis Tool through December, when our extended subscription will expire. The Subject Specialists used the Bowker tool to analyze several different subgroups within their subject areas. By using the Bowker tool we were able to acquire an additional $5500 in materials for FY 09, and we are anticipating purchasing more materials based on the Bowkers Analysis tool in FY 10.
- **OCLC Collection Analysis**

  * Initially University Libraries subscribed to the OCLC Collection Analysis tool as part of an AJCU joint project ($4,950), and then extended our subscription to the CARLI rate, which offered more options for comparison ($3,000).

  * Method: Loyola joined an AJCU group subscription to the OCLC Collection Analysis Tool at first, but then found that the participating AJCU institutions were not in either our middle weight or heavy weight peer group, making comparison less valuable. The subscription was extended to include other libraries outside the AJCU group, including select middle weight and heavy weight peer institutions. David Given coordinated with the libraries to obtain permissions and investigated the tool.

  * Drawbacks: Involved a significant time to set up. Results will require more analysis because comparing collections directly to other institutions requires more analysis of our relative program strengths and interests.

  * Status: The OCLC Collection Analysis Tool has been renewed for another year and will be used not only to evaluate the collection by subject area, but also to assist with allocation of book funds.

  * Influence on the collection: Able to clearly see our overall collection strengths and weaknesses as compared to peer institutions.

**Special Collections additions:**

- **School of Communications:** the $25,000 which was set aside to enhance the SOC collections was used to help defray the Permanent Access (one time) fee for the electronic resource, the Los Angeles Times.

- **Fine Arts:** Access was licensed for NAXOS music and sheet music collections at the request of the Music faculty. In addition we added the Garland Encyclopedia of World Music online and the Encyclopedia of Popular Music online. Based on the Bowker Collection Analysis project, we spent approximately $6,000 for books about composers. Finally we also purchased a significant number of dance DVDs, and added a subject guide for Dance.

**Miscellaneous:**

- Meetings were scheduled for every other month during the fall semester, but resumed monthly meetings in the spring semester.

- The “Bibliographers” and “Bibliographers Group” was changed to “Subject Specialists” and “Collection Management Committee.”
- With the permission of Purchasing, book funds were carried over to 2009 FY ($12,848), in order to allow the period of book purchasing through May 2009. From that amount approximately $10,000 of the books were received in FY 09.

- Value Assessment project: The February subject specialists meeting was used to identify which discipline each of the databases was generally used for, and at what program level, if not generally. The public forum resulted in at least a few databases being immediately called for evaluation.

- YBP representative came to Loyola in March 2009 to assist the subject specialists with revisions to their approval plans.

Goals for FY 2010:

- Develop and formalize liaison guidelines and goals, by working with the Subject Specialist Librarians, Jeannette Pierce, and Susan Wardzala.

- Evaluate the Standing Orders, including Reference materials, with the goal of reducing the number of print items received through either cancellation or transfer to online format. The goal is also to make items more readily available at all campuses.

- Develop and implement a more detailed procedure for using the OCLC Collection Analysis Tool to analyze the University Libraries’ book collection.

- Complete the Bowker Collection Analysis project, after records are uploaded to the Bowker server.

- Re-initiate the Gift Books procedure for the Subject Specialists to review donations, and then process as acquisitions as needed.

- Continue to decrease the number of items received through the Federal Depository Library Program, through review by the Subject Specialist Librarians.

- Involve the Subject Specialists in ERPC renewal/cancellation decisions by asking for input on content, functionality, usage, and cost of the ERPC resources.
Appendix A.

Library Subject Specialists

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Librarian</th>
<th>E-mail</th>
<th>Telephone</th>
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<tbody>
<tr>
<td><strong>College of Arts &amp; Sciences</strong></td>
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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 LLT 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.

Specific to 1008-2009:
To plan and host a staff workshop on simple disaster recovery techniques such as treating water-damaged materials. Bring the library disaster plan up to date be incorporating changes in contact persons, phone numbers, etc., by September 2008. Incorporate the Information Commons into the current plan by August 2008.

Members:
Kathy Young, chair
Eileen Black
Karen Cherone
Charles Fisher (Law)
Leslie Haas
Bonnie McNamara
Beth Myers
Bodgie Recometa
Anne Reuland (AL)
Christa Rutt
Mary Donnelly

Committee membership note: It is recommended that part-time staff members not be included on this committee (i.e. Eileen Black) as it is difficult, if not impossible, for them to attend meetings and assist with ongoing work.

Overview
The PDPC meet several times during the year with the goal of incorporating the IC into the disaster plan; updating phone trees; and revising emergency procedures for Cudahy, the IC, and Lewis. Phone trees were updated and emergency procedures were revised for the three locations. The IC was incorporated into disaster plan for Cudahy Library, however this process led to committee deciding that the sections on salvage priorities need to be revised for both the Cudahy and Lewis plans due to the reduction in space at Lewis and the continuing shifting of materials at Cudahy and LSF. The chair of PDPC has spoken with the Collection Development Steering Committee and the bibliographers about establishing salvage priorities for their areas in the general stacks. The chair will continue to work with the bibliographers at Cudahy on this effort and Bodgie Recometa will work with the bibliographers at Lewis on salvage priorities for their plan. The anticipated completion date for the revision of both plans is November 2009.

Disaster Work
FY09 was relatively calm compared to previous years. The chair continues to monitor areas in Cudahy Library with known problems, however there was little activity in these areas.
during the year. The Information Commons continues to experience problems with leaks and is continually monitored by the IC director and Chuck Jenkins. LSF 2 remained dry throughout the year thanks to the interior “roofing” installed by facilities. This roofing was reinforced with rebar after one especially strong storm introduced enough water into the system to make it bow severely. LSF 1 continues to have problems with leaks under Galvin and on the south “weeping” wall. A more immediate problem has come from leaks in the southeast corner of LSF 1. After a severe storm on June 19th which inundated the Chicago area with close to 4” of rain in two hours, the southeast corner of LSF 1 had a puddle in an area approximately 5’ by 5’ and which had a depth of at least 2”. Karen Cherone and Kathy Young spent two hours attempting to clean up the area, however the water continued to enter LSF 1. It was determined that the water was not just coming in from the cracks in the wall, but also from under two locked doors on the east side, leading to the suspicion that there were either more severe cracks in those areas or a drain that allowed the water to enter the building. Absorbent snakes were put by the doors and along the shelves to block the water and the director of library services was notified about the problem. This same storm flooded the basement storage area of Piper Hall, however facilities responded promptly to this problem and the water was cleaned up.

**Workshop**

Christa Rutt arranged a workshop for library staff on water and mold damage and prevention, coincidentally held on the same day as the storm that deposited 4” of rain on Chicago. The presentation, given by Gerald Ward of the HF Group, was well attended by Lewis and Cudahy library staff.

**Ongoing Work**

During the beginning of fall 2009 semester the new emergency procedures will be distributed. Also during this period a disaster cart for the Information Commons will be purchased and stocked, although a location for it has yet to be determined. The revision of the disaster plans for Cudahy and Lewis will be completed and the new version will be distributed to library administration, department heads, facilities, and campus security, as well as posted as a pdf on the library staff pages.
Electronic Resources & Periodicals Committee (ERPC)
Annual Report
FY2009

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, Head of Reference
Martha Spring, Co-chair, Head of Serials & E-Resources
Fred Barnhart, Associate Dean for Library Services and Collections
Heather Cannon, Serials and Electronic Collections Librarian, LUMC
Taya Franklin, Reference Librarian
Jen Jacobs, Interlibrary Loan Librarian
Joe Mitzenmacher, Reference and Electronic Services Librarian, Law Library
Tara Radniecki, Reference and Electronic Resources Librarian
Sherri Saltzman, Serials & Electronic Resources Librarian

Budget
Budget Snapshot:

Total E-Resource Expenditures: $2.3 million
(Includes renewals, one-time purchases, new resources, tools)
E-Resource Renewals: $1.9 million
New One-time purchases: $253,135
(i.e. perpetual access fees, e-books)
New Database subscriptions: $73,230
New Periodical Subscriptions: $24,000

Highlights:
One of this year’s highlights for the ERPC was a budget enhancement of $260,600, which enabled the purchase of several new databases and periodicals, as well as the upgrade of several electronic resources. We were particularly pleased to acquire resources to support new and expanding programs on campus this year. For example, we purchased the Los Angeles Times Historical and the Civil War Newspapers databases,
and added a current subscription to the Los Angeles Times at the request of the new School of Communication. We filled a request by the Department of Fine and Performing Arts for an online music product by licensing access to NAXOS, and added several online reference sources for music as well. Two general databases that deserve to be highlighted are our new subscription to Journal Citation Reports (JCR), which ranks journals within disciplines by impact factor and Readers’ Guide Retrospective, which provides access to articles published in popular periodicals in the 20th century.

Partnering with other campus units resulted in some exciting purchases in FY09. Fred Barnhart and Martha Spring worked closely with the Center for Textual Studies and Digital Humanities, the Provost’s Office, the President’s Office, and the Dean of Arts and Sciences to purchase six digital collections from Gale: Eighteenth Century Collections Online; 19th Century UK Periodicals; Sabin Americana, 1500-1926; 17th and 18th Century Burney Collection; The Making of the Modern World; and 19th Century US Newspapers. Finally, we must not forget to mention that David Givens and Martha Spring worked closely with the Department of Fine and Performing Arts to purchase ARTStor. The purchase of the Gale Databases and the purchase of ARTStor involved contributions of significant funds from other units underscoring the importance of electronic collections to academic researchers now and in the future.

The FY2009 Collection Enhancement Spreadsheet which details expenditures of new funds will be turned in with this report as a separate document.

FY2009 Goals Status Update:

- Create a procedure for an annual value assessment of electronic resources by December 2008, and conduct first annual assessment:

  The Value Assessment was assigned as one of the charges of the Electronic Resources and Periodicals Committee for FY 09, as a means to evaluate our growing collection of electronic resources, and hopefully to begin “weeding” less useful or less popular e-resources and allow those funds to be used for other e-resources. The ERPC collected data related to e-resource cost, number of searches, importance to specific disciplines or subject areas, importance to specific faculty research or courses, usefulness for program level (Undergraduate, Research, and All), and finally comparison to our peer institutions.

  Because this was the first large scale value assessment by the ERPC some obstacles needed to be overcome in terms of gathering and organizing the data. Search statistics are not kept uniformly across all e-resources, and value to specific programs can be subjective in some instances. In addition, not all e-resources were evaluated for the project, and the ERPC only evaluated those e-resources to which the University Libraries had been subscribed for more than one year, and for which use per search data was available (131 e-resources). Information related to cost and
cost per search was calculated with information from the Serials Solutions Counter tool. Information related to value for specific programs was gathered from the Subject Specialist Librarians, and comparison to our peer institutions’ holdings was made by reviewing each peer institutions’ website.

The final Value Assessment spreadsheet allows for rankings according to these different categories and identifies several e-resources which are being considered for "weeding," including the Oxford Scholarship E-Books Collections ($4,602.00), the Analytical Abstracts ($4,810.00), Europa World Year Book ($1,821.00), and PsycBooks ($6,345.00). As we approach renewal for these databases and others with low usage appropriate subject specialist librarians and faculty will be consulted about low use and potential for cancellation. If subject specialists recommend renewal despite low usage statistics, titles will be placed on probation for one year with the expectation that additional marketing will increase use.

The Value Assessment Spreadsheet which details cost, usage, cost per search, and peer holdings data for most of our annual subscription databases will be turned in with this report as a separate document.

- Continue to identify additional print periodicals for conversion to electronic format:

  Converted over 100 Wiley journal titles (formerly Blackwell) to online-only subscriptions; 7 Palgrave titles acquired by Nature switched from print + online to online. Various journals changing publishers (to Wiley and Science Direct) were changed to online-only. The ERPC approved a Journal/Periodical Format Policy. The policy confirms that the Libraries will choose to subscribe to periodicals in an online format in most instances. The policy identifies specifics exceptions that would allow for the duplication or purchase of specific titles in print. We expect to apply this policy to journal renewals in the future.

  The Journal/Periodical Format Policy will be turned in with this report as a separate document.

- Assess whether electronic book use can be increased by switching vendors, adding records to the catalog, or other options by December 2008:

  Martha and Ling-Li created a priority list of adding e-book records to the catalog. The first package added was the Humanities E-book Project titles. A trial was run for Ebrary. The Cambridge Histories Collection online was acquired. Committee members identified EBL as a potential vendor of interest. In FY2010 the committee will evaluate EBL ebooks library.

- Evaluate electronic music resources to determine if additional resources are needed to support Fine Arts in FY09:
The library acquired the NAXOS Music Library, including the sheet music add-on effective 2009, at the request of the Director of the Music program, as well as the Garland Encyclopedia of World Music online.

- 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, and **ARTstor**: After initial support of the database by the Fine Arts Department, the Library will be paying the annual subscription fee ($12,500):

  Several members of the committee met with the Elsevier rep in March for preliminary discussions on the Elsevier Science Direct renewal.

**Other Activities**

**Cross Campus Access Issues:**

*In May, representatives from Cudahy and the Health Sciences Library met at Maywood to follow up on issues related to cross campus access to electronic resources. Prior to the meeting, Heather Cannon generated a list of e-journals (over 200 titles) with current access at LUHS and limited or no access at LUC. The group determined that most of the problems with cross-campus access are an educational issue. Therefore, a plan was developed to better inform the Loyola community about e-journals. By the fall, documentation will be prepared to help in meeting this goal: a FAQ and instructional sheet about e-journal access at Loyola, and a synopsis of progress to date in expanding access between the campuses. Biology faculty at the main campus will review the spreadsheet mentioned above to determine which titles should be pursued for current access at the main campus. Once that list is narrowed down, pricing will be determined for possible addition of new subscriptions at Loyola.*

*After these tasks are completed, Bob Seal and Logan Ludwig will write a report (target date mid-September) to disseminate this information to the Loyola community.*

**CARLI:**

*Unfortunately, CARLI was not able to offer any new highly subsidized or free resources in FY2009. The ERPC considered CARLI offers as they were announced and reviewed our list of titles brokered by CARLI in April 2009. Most Committee members attended a full-day licensing workshop sponsored by CARLI’s Electronic Resources Working Group.*
Membership:

The committee's membership went through several changes this year. Taya Franklin replaced Tracy Ruppman as the Lewis Library representative. Jen Jacobs, the new ILL Librarian, joined the ERPC in September and Tara Radniecki joined in May.

Goals for FY2010:

- Continue to develop and refine the procedure for an annual value assessment of electronic resources; use data to evaluate resources.
- Use Journal Citation Reports to run a list of top journals in each Loyola discipline to determine whether we have subscriptions and if not, find pricing and possibly set up subscriptions.
- Cross-campus access to e-journals: Meet with Biology department to address its concerns over access and request their input on which journals main campus should subscribe to for current electronic access; create documentation to assist the Library Deans in generating a report for the Loyola community (FAQ, instructional sheet, synopsis of progress to date). Work with Annual Reviews to institute a shared site license for main and medical campuses.
- E-Books: Set up pilot program with EBL that allows for e-book purchase on demand.
- Write rationale for shared proxy server with LUHS.
- Renew three-year contracts for Wiley/Blackwell (via CARLI) and Elsevier Science Direct, effective 2010.
- Create procedure for announcing new electronic resources to Loyola community.
- Set up procedures for (internal) database trials.

Related Documents:

- Collection Enhancement Spreadsheet
- Value Assessment Spreadsheet
- Journal/Periodical Format Policy

Submitted by Jeannette Pierce and Martha Spring
August 14, 2009
Exhibits Committee FY09 Report

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.

Members:

Kathy Young, chair  
Avril De Bat  
Michele Fisher  
Rebecca Hyman  
Molly Mansfield  
Cathy Miesse (AL)  
Beth Myers  
Ross Zafar

The Exhibits committee met several times throughout the FY09 academic year. The initial meeting in Fall 2008 established a preliminary exhibit schedule for the display areas in Cudahy Library and the Information Commons. Members of the committee selected the exhibit space they would be responsible for –

- Cudahy 1st floor wall case: Avril & Michel  
- Cudahy LL wall case: Molly  
- Cudahy 3rd floor wall case: Rebecca & Beth  
- IC 1st floor : Ross  
- Standing cases outside of the Donovan Reading Room – open to anyone  
- Cases inside the Donovan Reading Room: Kathy & Rebecca

A supply list was created and items were purchased, and a storage area/cabinet in 038 was requested. Subsequent meetings of the committee allowed members to discuss any problems they were encountering; request more supplies; and brainstorm for future exhibits.

During FY09 exhibits centered on Loyola’s centennial, Lincoln’s bicentennial, and special months such as Women’s History Month. Exhibits also highlighted Chicago architecture and the green architecture of the Information Commons. Following are some of the exhibits from FY09:

**Information Commons:**
- Latino Heritage Month  
- “Born in Chicago”  
- Chicago Architecture  
- Summer reading

**Cudahy LL:**
- Hispanic Literature  
- Jesuits in China  
- Native American/Alaskan American Lit.  
- End of Semester Check-List
Cudahy 1st floor:
Welcome Back Students
Elections
Hunger Week
Finals
Black History Month
Graphic Novels & Films

Cudahy 3rd Floor:
Piper Hall
Women in Government and Politics
Loyola Centennial
Women’s History Month

Standing Cases:
Jesuits in the Sciences
Law School and Medical School Centennials
Bicentennial of Abraham Lincoln’s birth

Donovan Reading Room Cases:
Loyola Spirit
Presidential Documents and views of Washington, D.C.
Bicentennial of Abraham Lincoln’s birth
Loyola Presidents

It should be noted that due to the lack of display space at Lewis library, and the lack of a committee member from Lewis, that exhibits were not done for Lewis during FY09.

During FY10 the Exhibits committee will continue to develop exhibits for Cudahy Library and the Information Commons based on library collections. In addition, the committee will continue to look for work space to create the exhibits. IC 316 and Mark Rockwell’s former office on the mezzanine level are two areas that have been mentioned as possible spaces.
Faculty Publications Task Force
Annual Report 2008-2009
Prepared by Cathy Miesse

Faculty Publications Task Force
Rebecca Hyman, Niamh McGuigan (recorder), Cathy Miesse (chair), Ursula Scholz

Charge: To begin a University Libraries tradition of recognizing and celebrating Loyola faculty scholarly works and to give faculty as a whole an opportunity to be informed about and to celebrate the scholarly, creative, and professional achievements of colleagues.

- Researched and investigated universities that planned celebrations to honor faculty and their publications.
- Drafted a proposal to recognize faculty works (April)
  - Compile a bibliography of faculty’s published works
  - Host a reception in the fall with selected faculty serving as a panel or giving brief presentations
  - Display the publications and works at the reception and for an extended period in the Donovan Reading Room.
- Developed a timeframe and sought approval of the project (May)
- Met with the Subject Specialists to solicit their support and assistance and to review the project’s schedule. (June)
  - Drafted a sample email for the Subject Specialists to use to contact the departments to solicit submissions.
  - Created a RefWorks account to use to create bibliographies.
- Prepared a revised instruction sheet and project time line to assist Subject Specialists (July)
- Identified display materials that would need to be purchased for the exhibit.
- Developed a budget for the project
  - Approved by Dean Bob Seal for $2,000 for the reception and $500 for display materials. (July)

Goals: A successful celebration and beginning tradition of recognizing faculty scholarship with a completed 2008 bibliography of Loyola authors and editors or the creative equivalent; a stimulating and inter-active panel discussion followed by a well-attended reception; and an attractive display of faculty works.
Committee: Cathy Miesse (chair), Beth Myers, Jeannette Pierce, Yolande Wersching

Charge: To develop, implement, monitor and evaluate a mentoring program that provides sufficient structure and support for new hired library faculty and to make them feel welcomed and socialized within the library community. To encourage participation in the mentoring program. To facilitate communication between individuals at different levels and within different departments of the libraries.

- Designed Faculty Mentoring Program Guidelines and Procedures and checklist for supervisors in July/August 2008
- Program approved by LLT and discussed at the August Department Heads Meeting
- Distributed guidelines and procedures to librarians in September
- Three new librarians (Jane Currie, Laura Berfield, JenJacobs) were hired in August/September 2008 and three mentors (Sherri Saltzman, Beth Myers, Niamh McGuigan) volunteered or were selected.
- Guidelines were distributed to the mentees
- Combined mentor/mentee lunch was held in December at UnCommon Ground
- Mentee and mentor feedback sessions were held January and pros/cons, challenges, concerns and suggestions from both parties were gathered and recorded
  - Mentees reported: being welcomed; good to have mentors and mentees across departmental lines and helps to get involved outside of the department; but, uncertain of direction of communication; afraid to infringe on mentor’s time; TIME was an issue; would like more structure, more communication, more accountability; would like to have a mentor available from the beginning
  - Mentors reported: Comfortable match, meetings developed camaraderie, did not feel qualified to mentor, “at a loss,” did not understand the social focus of the program, more explanation of mentor’s role and expectations needed, hard to schedule meetings, TIME was an issue
  - Both parties felt that the program was a good start for new hired library faculty and should be continued with some minor changes in the guidelines
- Committee reviewed documentation from the mentor/mentee feedback sessions and revised the Mentoring Program Guidelines and Procedures in February including the evaluation form
- Requested in March that the Mentoring Program Committee be part of the official Libraries Committee List administered by LLT
- Presented the Mentoring Program at the Library Brown Bag Lunch on April 27
Identified purpose, reviewed revised guidelines, answered questions, promote program and solicit new mentors

- Reminded current mentors and mentees of six month process and asked them to complete the revised evaluation form - evaluation forms completed
- Two more librarians have entered the program
  - Jamie MacDonald with Tracy Ruppman as his mentor (January)
  - Tara Radniecki with Martha Spring as her mentor (May)

Goals: Continue to monitor, evaluate and improve the current mentoring program. Investigate developing a similar program for new library staff. Review and revise the supervisor checklist.
Newsletter Committee Report FY09
Prepared by Yolande M. Wersching, (Chair)
Members: Vanessa Crouther, Cathy Miesse, David Schmidt, Kristina Schwoebel, Ross Zafar.

- In March 2009, a new format for the Library Newsletter was produced. Feedback from readers was positive.
- New section *Save the Date* was added in 2009.
PR Committee Annual Report 2008-2009

Members: Maria Cangco, Elizabeth Andrews, Taya Franklin (c), Kim Medema, Cathy Miesse (AL), Ursula Scholz (c), Ross Zafar.

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 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.
Specific to 2008-09: To plan and participate in 2008’s Discover Loyola/First Year Experience through developing/designing posters, recommending promotional items and representing the libraries at the resource fair; to have a representative on the Exhibits Committee to improve collaboration and consistency; to work with the reference librarians to develop a plan to promote libraries services for faculty by December 2008; and to implement the plan in time for the Spring 2009 semester.

Activities:
• Designed liaison services brochure
• Created signs and posters with the library mission and vision statement
• Selected, priced, and produced giveaways with the library tag-line (pens, chip clips)
• Designed and printed location cards
• Coordinated coverage for Discover Loyola; created and supplied handouts
• Created photo tour of the libraries on Flickr
• Arranged with official university photographer to have photos taken of the library
• Selected and purchased large standing sign holders
• Created blog entries to highlight services, events, and resources
• Assisted with promotion of annual library survey, as well as other library events and services

Goals for FY0910:
• Create READ posters; consider hosting event to unveil the posters
• Conduct contest for video tour of the library
• Set up meeting with the Dean, similar to Pizza with the President
• Continue to maintain and update the blog
• Serve as public relations resource for other committees/departments
• Arrange for photos to be taken of Lewis Library
• Organize and catalog the photos that were taken of Cudahy and the IC
• Coordinate library participation in Discover Loyola and other similar events
• Investigate possibility of holding a fundraising event for the Sr. Rita Stalzer fund
Library Speaker Series
Annual Report 2008-2009
Prepared by Cathy Miesse

Library Speaker Series Committee
Dr. Robert Bucholz, faculty liaison, Vanessa Crouther, Carol Franklin, Anna Gentry, Cathy Miesse, chair, Tracy Ruppman, Yolande Wersching

In addition to the Speaker Series Committee, several people deserve recognition for their work on the events this past year. Janette Kopacz, Reference Librarian at the Chicago Public Library and facilitator for Loyola’s One Book, One Chicago discussion, recommended local authors for the series and Niamh McGuigan developed an annotated bibliography of Stuart Dybek’s works. Dean Bob Seal secured Mr. Dybek as a speaker and introduced Dr. Gitelson in November. Also, Bob, Fred Barnhart and Anne Reuland have all been very supportive of the Library Speaker Series and we appreciate their encouragement and advice throughout the year.

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.

Specific to 2008-09: To develop and promote 2008-2009 slate of programs and host one major speaker for spring of 2009.

2008-2009 Library Speaker Series Slate
Defending the Damned- September 18, 2008, Thursday, 6:00 p.m. Rubloff Reception, 25 East Pearson, WTC
Veteran journalist and faculty author Kevin Davis discussed his latest non-fiction work, Defending the Damned, a riveting story of a team of battle-scarred lawyers fighting against all odds in Chicago’s Cook County’s Public Defender’s Office. In his book and at his presentation Davis captured the drama of the courtroom and made a powerful case for the necessity of the often unpopular public defenders within the criminal justice system, conveying their dedication to obtaining justice for their clients. Book signing and reception followed and with over 50 attendees.

Dr. Alan Gitelson, frequent quest commentator on radio and television for political and election issues, faculty author, and Professor of Political Science at Loyola
University, provided a timely overview and analysis of the 2008 elections. He focused on the nomination process, campaign financing and strategy, tactics, polling, and the role of the media in the campaign. A lively question and answer period and reception followed the presentation. We had approximately 150 attendees.

“Reclaiming Loyola University’s Chicago Roots” - October 29, 2008, Wednesday, 6:00 p.m. Kasbeer Hall, 25 East Pearson, WTC

Social historian, Ellen Serest gave an illustrated slide lecture, as she highlighted discoveries she made in researching and writing Loyola’s first published history. *Born in Chicago: A History of Chicago’s Jesuit University* reclaims Loyola’s urban roots and explores the evolution of the university from its beginnings in 1870 on the city’s Near West Side. Approximately thirty five attendees attended each session.

“Loyola in Fiction” - February 5, 2009, Thursday, 6:00 p.m., Klarchek Information Commons, 4th Floor, LSC

MacArthur “genius Stuart Dybek and critically acclaimed master of the short story, presented "Loyola in Fiction". He discussed fond memories of going to school at Loyola and he read a few passages from his short stories, “Seiche” and “Lunch at the Loyola Arms”. Dybek also talked about the sense of place and the role of autobiography in fiction. His work was heavily influence by his experience growing up in Little Village-Pilsen, a diverse immigrant neighborhood on the southwest side of Chicago. A lively question and answer session and reception followed the talk. 100 attended.

“Chicago Stars” - April 2, 2009, Thursday, 6:00 p.m., Klarchek Information Commons, 4th Floor, LSC

Loyola alumna, Theresa Schwegel, and an Edgar Award winning author for Best First Novel from the Mystery Writers of America discussed her crime series: *Officer Down, Probable Cause, Person of Interest* and recently released fourth novel *Last Known Address* and the role Chicago plays in her works. The Chicago Public Library Foundation & the Chicago Public Library presented her with the 21st Century Award for “recent achievement in writing by an author with ties to Chicago” in fall of 2008. Attendance: 45

**Publicity**

Publicizing and marketing the speaker events is a challenge but also very rewarding. After the speakers are identified, contacted and accepted, we worked on obtaining high resolution head shots and book jackets’ photos for the web site, poster, flyers, newspaper ads and guidebooks, as appropriate. Vanessa Crouther continues to design the web page and Marketing and Communication
designed the posters and flyers. I scheduled events on the University and Alumni Calendars and others as needed. I also coordinated 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, student organizations and faculty members. We connected with Residence Life to display Library Speaker Series handouts in all of the residence dorms. We sent flyers to the local public libraries and informed the Rogers Park community that Loyola University Libraries was offering cultural events and would welcome their participation.

**2009-2010 Slate**

I began work on the 2009-2010 speakers in November, 2008 when I contacted Aleksandar Hemon, author of *The Lazarus Project*, and began negotiating with his agent. In April Janette Kopacz recommended Jian Ping, *Mulberry Child: a Memoir of China*, as an outstanding speaker and local author. We were also very fortunate to have two Loyola faculty, Dr. Bob Bucholz and Dr. Bren Murphy, who graciously agreed to present next spring.
Staff Development Committee
Ling-li Chang, Chair
Avril De Bat
Anna Gentry
Ewa Laska
Beth Myers
Brenda Overton
Donna Olsen
Steve Pump
Tracy Ruppman
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 the monthly departmental presentations. Specific to 2008-09: Plan and host at least two staff development opportunities in both fall and spring semesters.

2008-2009 Annual In-Service Day Program:

“Maximizing Work Relationships” – August 18, 2008.
Jorene Richards, Manager of Training and Development from Loyola’s Human Resources Department, facilitated the workshop, which included a presentation and interactive exercises in which small groups gathered to discuss various sample scenarios. Potentially problematic relationships among co-workers as well as those between library staff and patrons were addressed. The morning coffee and lunch gatherings also provided opportunities for attendees to mingle and socialize.

2008-2009 Regular Programs:

“LUC Libraries and Sustainability” – October 9, 2008
Dr. Marshall Eames from the Department of Natural Science discussed what it means to be a sustainable university, how Loyola is doing in that regard, and what we can do to improve things. Gina Lettiere, Coordinator for the Center for Urban Environmental Research and Policy discussed the projects already underway at Loyola and other projects being planned.

Adam Smeets, the IC Digital Media Specialist went over the basic concepts and tips on digital cameras and images and introduced some really cool software applications. The attendees also had an opportunity to play with some of the equipment.
“GroupWise Workshops” – February 12, 2009 (LSC) and February 19, 2009 (WTC) 
Corkey Wilburn, Loyola’s ITS System Administrator taught two sessions, one at each campus. She covered the general features of GroupWise and some frequently asked features.

“Innovation Starts with “I” with Helene Blowers” – May 22, 2008 (Webinar) 
At this free webinar, the speaker, Helene Blowers, who is the original creator of the discovery learning program “Learning 2.0: 23 Things”, explored how the I, YOU, WE of organization cultures are involved in responding to the needs and desires to innovate and change. The webinar was sponsored by Project Play, a collaboration of three library systems in Wisconsin, and with the local arrangements made by the Library Staff Development Committee.

In addition, the committee helped the Sustainability Committee make arrangements for the brownbag session on Sustainability held in June 2009.

2008-2009 Library Department Presentations:

The Committee coordinated with department heads on their department presentations. Five departments were featured during the year:

Cudahy Access Services – July 24, 2008 
University Archives and Special Collection – August 15, 2008 
Lewis Library – November 21, 2008 
Women and Leadership Archives – March 26, 2009 
Serials and Electronic Resources Management – May 8, 2009

Planning, Opinion Survey and Program Feedback

In addition to planning for programs, contacting the speakers, reserving and setting up the location and AV needs, the committee conducted two surveys to solicit ideas for future programs from the library staff. The first survey was conducted between November and December 2008 asking for program suggestions. The second one was conducted between January and February 2009 providing a list of 12 suggested topics for participants to choose from. The committee also revised our program evaluation tool at the beginning of the year to help gather better information.

The next Annual In-Service Day program has been scheduled for August 13, 2009. “Time Management and Organizational Skills” will be the theme.
**Charge of the Social Committee:**
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 and to celebrate birthdays. To inform staff about marriages, births, deaths, and other significant events. To collect funds or gifts for the Loyola Gives holiday charity project. To organize an annual all-library services project to help a charitable organization or school in the Rogers Park/Edgewater Community

**Members of the Social Committee:**
Michele Fisher co-chair
Terry Cornelius co-chair
Kristina Schwobbel
Mary Donnelly
Odile May
Susan Israelivich
Rebecca Hyman

**Accomplishments:**

- **Ice Cream Social, August 2008/2009**  
  Annual Kickoff Celebration served by Library Administration and co-sponsored by Social Committee

- **Murder Mystery Brunch, October 28, 2008**  
  Multi-library event held at Lewis Library featuring buffet brunch and whodunit mystery

- **Loyola Gives, December 9 & 10, 2009**  
  Michele Fisher, Coordinator for Cudahy, IC  
  Terry Cornelius, Coordinator for Lewis  
  Loyola University/Catholic Charities Sponsor-A-family program to spread holiday cheer.

- **Holiday Party, December 2009, IC 4th floor.**  
  End of year Multi-library Event with holiday food, prizes and entertainment

- **Mardi Gras Potluck, February, 2009**

- **Staff Appreciation Month (April), 2009**  
  National Library Workers Day

- **Graduation Party, May 2009**  
  Celebrating the Accomplishments of Graduates

- **May/June, 2009**  
  **Planning for Service Project**  
  Social Committee meets with faculty of Waldorf School to discuss University Libraries Service Project

- **Service Project, July 2009**  
  On July 17, 2009, the University Libraries Staff partnered with The Waldorf School, 1300 W. Loyola Ave, to improve the operations of the libraries and to construct a more efficient system for patron use. With the assistance of Waldorf faculty, Barbara Huckabay, two teams of volunteers, led by University Libraries Dean, Robert Seal, performed various projects which included shelf-reading and reorganizing the collection. A follow up project headed by Karen Cherone to complete shelf reading was held on August 18, 2009.

- **Library Picnic, 2009**  
  Reinstatement of University Libraries Picnic held in conjunction with Service Day  
  Food and Festivities

- Social Committee has compiled a birthday list and send cards to all participating staff
- Flowers sent to Social Committee co-chair Michele Fisher 8/09
Sustainability Committee
2008-2009 Annual Report

Membership:
Jennifer Jacobs, Chair
Anne Reuland, LLT Liaison
Brigitte Anthony
Jane Currie
Anna Gentry
Aparna Ghosh
Molly Mansfield
Kim Medema

Charge:
The Sustainability Task Force convened its first meeting on January 12, 2009 with the following charges:

A. Recommend to the Library Leadership Team up to six ways that the University Libraries and its staff can live out the motto: “Reduce, Reuse, Recycle” through new policies and practices. Take the lead in the implementation of the adopted ideas.

B. In cooperation with the Staff Development Committee, plan and make a presentation to the library staff on the adopted ideas; this meeting would include Q &A and discussion.

C. In cooperation with the Director of the Information Commons, plan and promote a public program on the importance of sustainability during the spring semester.

In April, the task force became a permanent committee.

Progress:

A. After reviewing suggestions from the entire library staff, the committee recommended six steps to create a more environmentally friendly library:

1. To advocate for an environmentally conscious renovation of Cudahy Library or, more immediately, to reduce current energy consumption
   i. Energy saver enabled on all copiers in Lewis, Cudahy, and the IC
   ii. Dean Seal sent a memo to all staff about shutting down computers on 4/8/09
   iii. During staff program, committee suggested turning lights off in staff room when not in use

2. To phase out the plastic book bags currently in use at the Circulation desk in favor of more environmentally friendly options
i. We will reinvestigate the market for bags made from post-consumer content when our current supply dwindles.

3. Increase the visibility and use of recycling containers.
   i. Placed 20 additional recycling containers throughout Cudahy and the IC and “clustered” recycling bins next to trash cans
   ii. Relocated a tri-part, stainless steel bin from the SE stairwell of the IC to Connector
   iii. Joined with CUERP in collecting bottle caps for reuse

4. To employ practices of reducing and reusing in the staff room.
   i. Completed a thorough cleaning of the staff room in March
   ii. purchased flatware, ceramic dishes, and environmentally friendly cleaning products

5. Reduce paper consumption
   i. Interlibrary/Intercampus Loan eliminated paper copies in favor of electronic scanning
   ii. Placed scratch paper bins near most frequently used staff printers
   iii. Recommended replacement of old printers with newer models capable of duplex printing in staff and public areas
   iv. Recommended purchase of receipt printers for circulation desks

6. Purchase supplies made with recycled/environmentally friendly materials
   i. Purchased post-its and legal pads with recycled content
   ii. Purchased environmentally friendly cleaning products for staff room

B. The committee organized a staff program held on June 15, 2009. Dr. Marshall Eames and Gina Letierre of CUERP addressed the staff and answered questions concerning university-wide policies and activities, which were primarily about recycling.

C. While the committee was not involved in the planning, the IC continued the Journey to Planet Earth film series into the spring semester.

Other activities:
1. Participated in LUC Recyclemania and placed second by weight of recyclables
2. Met with students from Dr. Eames’ Environmental Studies class about ways to “green” the library
WebOPAC Team 2009/2010

Susan Wardzala (chair), Chulin Meng, Jean Gudenas, Jeannette Pierce, Niamh McGuin, Pam Cipkowski, Taya Franklin, and Ursula Scholz.

The WebOPAC committee consists of members from the Cudahy, Lewis, Law and Health Sciences Libraries. Membership has changed in this group due to deaths and open positions of members. We met last Fall and early Spring and discussed changes we would like to the OPAC. Unfortunately for Systems, most of the changes required Chulin to implement and with a short staff and other priorities, not everything was completed. Thanks to Chulin’s hard work, many things were changed however.

The changes are listed below with their status:

- Front Page: We wanted the main or front page to continue to be the Basic Search with the default search remaining a keyword (boolean, with short instructions) search. The results will still show as sorted by date, most recent first. The search types (in this order) should be: Keyword (boolean), Title, Journal Title, Author, Subject (browse), and Call Number (done)
- Record Views: We decided that in place of 3 item display choices (Brief, Long and staff) we only needed 2 (Public and Staff) The Public would be a rearranged long view, with the most important information at the top, so it showed on the screen immediately. The staff view would remain the MARC record. (pending)
- For the Public view Top Section Includes: ( most elements there, but not in order)
  - Title (should include Series Title 440, 830 and 490
  - Author (including the 100, 110 and 111 Marc fields)
  - Place of Publication
  - Publisher (Lexis/Nexis Indentifiers 246) (pending)
  - ISBN/ISSN
  - Date
  - Edition Statement 250 (done)
  - Format – include all the 300 Marc field (done)
  - Subject Headings – include and group by subject Heading Types (LCSH, Childrens, MESH) (pending)
  - Arrow to “More Information” (pending)
  - Arrow to “Table of Contents” (pending)
  - Holdings Information - moved up (pending)
- Lower section: (pending)
  - Variant Title/Previous Title/New Title
  - More Information
  - Table of Contents
  - Note fields + Description (especially for AV)

Add:the option to Text a call number (done), “request” button (pending), Export to RefWorks (pending), and maps (pending).
• Search Views:
  o Change in the advanced search - the default search in the Advanced Search should be "all of these" instead of "any of these". (pending)
  o WebOPAC Help in LibGuides (pop up in new screen) (done)
  o Drop down quick limits added: locations (short form as it is now), Audiovisual and eBooks - (done)

• Results View: We wanted to change the 15 records per page to 25 records per page (done). We agreed that all results should be in shown with most recent first, not relevance order. We also wanted to include icons to show the status of items (charged, not charged, etc) with checks and icons to designate the media type.(done)

• On the Advanced Search Screen we wanted the following search options: keyword (boolean), Title (left anchored), Journal Title, Author, ISSN/ISBN, OCLC # (pending), Publisher, Series Title, Boolean with ability to limit, longer list of locations to limit to (competed except one).

• Exit Screen - We wanted to have the catalog session warn you before you were logged out, having the session automatically restart and having the screen be very brief.(done)