Assessment Committee Annual Report

For the 09-10 year, the assessment committee recommended to the LLT that we participate in the LibQual survey again rather than our standard user survey. The only other time that the libraries conducted the LibQual assessment was in 2006, and we felt that it was important to be able to gather some comparative information.

The recommendation was approved by the LLT and the survey was open for responses from March 15 to April 5. It was promoted in a number of ways, from a listing on the university homepage to an ad in the Phoenix. We offered incentive prizes including a netbook computer to encourage responses. In total, there were 520 responses. Of these, 36.9% were undergraduates, 37.5% graduate students, 20.63% faculty, and 4.97% staff.

Overall, the results for 2010 were quite positive and showed a marked improvement over the 2006 results. The committee prepared an Executive Summary for the LLT (attached) and also presented the results to an all-staff meeting in mid-July. We anticipate continuing dissemination of results into the fall semester.

Goals for FY1011

- “You asked, we listened” webpage
- Disseminate LibQual results more widely
- Assist webteam with user focus groups
- Annual user survey spring 2011
- Investigate more small-scale assessment activities
The University Libraries last participated in LibQual in Spring 2006, as part of the AJCU consortium. Although we have conducted annual surveys each year, they are difficult to compare with the LibQual results as the survey instruments differ. For Spring 2010, we chose to once again use the LibQual survey instrument with the intent to gain some comparative data across the 4-year span.

The survey was open for responses from March 15 to April 5. It was promoted in a number of ways, from a listing on the university homepage to an ad in the Phoenix. We offered incentive prizes including a netbook computer to encourage responses. In total, there were 520 responses. Of these, 36.9% were undergraduates, 37.5% graduate students, 20.63% faculty, and 4.97% staff. Although this is somewhat lower than we would have liked, we were competing against a number of other university surveys that were running at the same time, including Dining Services.

The LibQual survey asks users to assign three scores, ranging from a low of 1 to a high of 9, to each of 22 aspects of library performance. The “Minimum Service Level” refers to the baseline of what the user considers acceptable. The “Desired Service Level” reflects what they would ideally like. Finally, the “Perceived Service Level” reflects their interpretation of existing service.

Overall, the results for 2010 were quite positive and showed a marked improvement over the 2006 results (see appendix for charts). The overall mean for the adequacy gap (which is the difference between minimum expected levels and perceived levels) jumped from a -0.03 to 0.40. This is even more significant when you see that the minimum expectations increased in almost every area. The largest gains were in the Library as Place section, perhaps unsurprisingly as the Information Commons has had a tremendous impact on the quality of our spaces. But perceptions of service quality and professionalism are also up markedly. Questions related to collections and other resources have a more mixed result, with the largest gains in “the printed materials I need for my work” and “modern equipment that lets me easily access needed information.” The one element that has declined rather than improved is “A library Web site enabling me to locate information on my own”, indicating a need for more work in that area.

Information Control, which contains questions related to collections as well as online finding aids, is the area in which our user’s expectations are the highest. “The electronic information resources I need”; “modern equipment that lets me easily access needed information”, and “print and/or electronic journal collections I require for my work” have the three highest minimum expectations. Conversely, the lowest minimum expected levels are both from the Affect of Service section, assigned to “giving users individual attention” and “employees who instill confidence in users.”

When we look at the perceived mean, or how users rate our current offerings, survey respondents assigned the highest score to “willingness to help users” followed by “modern equipment that lets me easily access needed information”. The lowest perceived scores are for “Library space that invites study and learning” and “quiet space for individual activities”.
We also received 221 free-text comments. As before, the greatest number (39) reflect concerns about the entry point to Cudahy Library. Following that are 36 positive comments about service, and 27 comments that are generally positive. Some examples of positive comments:
“The Libraries on campus run excellently.”
“Overall, I am very pleased with the library services and staff. I have always received prompt, polite, and useful responses whenever I needed assistance. I often comment to colleagues that I am fortunate (and proud) to have access to such a great library.”

There are also 24 complaints about noise, and 14 stating that study space is lacking. Some examples:
“Only major complaint is that both Cudahy and the IC are not quiet and inviting places to study....it is loud in the areas that are inviting and quiet spaces tend to be less inviting areas of the library. Otherwise service has always been good.”
“I do not think there is enough space for individual quiet study. especially during midterms and finals, it is hard to even find a place to sit. I have had to sit on the floor numerous times, so I stopped coming to the library during finals and midterms.”

A number of respondents also left specific suggestions for changes they would like to see in our policies or procedures, some of which could perhaps be implemented soon. Some, in fact, have already been put into place. One such comment is from a faculty member stating, “It would be helpful if print journals could be checked out for short periods of time, even a few hours. Most are too tightly bound to be scanned, and reading lengthy works in the library (esp. in a foreign language) is near impossible at times of the day when the library is filled with undergraduates.” Another example: “I transferred in from Saint Louis University & their website is fabulous. It's also great because you can request books online & have them pulled & ready for you at the front desk. I loved their website so I am doubly disappointed with Loyola's.” Our new paging service addresses this need and moving to the new request system in May should make it even easier.

Many suggestions and comments reflect the same issues the library has designated for development in our strategic plan, notably improvement of the web site and access to online resources; creation of a variety of study spaces to address needs for quiet and group study; and strengthening the collections to support research.
Appendix

2010 Overall Results

2006 Overall Results
Disaster Preparedness Committee FY10 report
By Kathy Young (Chair)

Members
Black, Eileen
Cherone, Karen
Crouther, Vanessa
Fisher, Charles (Law Library)
Haas, Leslie
McNamara, Bonnie
Myers, Beth
Recometa, Rolando “Bodgie”
Reuland, Anne (AL)
Rutt, Christa
Donnelly, Mary
Young, Kathy (C)

Guides and Disaster Plans
The majority of FY10 was spent on updating and reformatting the existing guides and disaster plans for Lewis and Cudahy libraries. The IC and LSF were added to the Cudahy Library plan, although more work needs to be done to complete this. Both the Lewis and Cudahy plans were edited to reflect changes in buildings (i.e. Lewis space changes) and university-wide changes (elimination of certain emergency phones, etc.). Reformatting of the plans is being worked on in an effort to preserve paper when printed out.

Telephone trees were also updated with position and telephone number changes.

Workshops
In June of 2009 a workshop on water and mold damage and recovery was held for staff.

Disaster Work
After – storm inspections continue in Cudahy Library, the IC, and LSF. The drainage system installed in LSF appears to be holding with no problems spotted during the past year. The IC continues to have leaks in several areas although this is being fixed over time. Cudahy did not have any major leaks during the past year.

LSF did have an issue in the southeast corner last June after a severe rain storm. The basements of several buildings on campus flooded at that time, including the basement of Piper Hall. At LSF there was some flooding in the southeast corner. Clean up was attempted, however water kept entering the area. Once it was determined that the water was not entering from the cracks on the south wall, an effort was made to determine where it was coming from. Eventually it was discovered that the water appeared to be entering the storage area from two areas behind locked doors on the east wall, possibly mechanical rooms, which may have either a drain that overflowed or cracks in the walls. This area has been watched since, but so far a similar problem has not occurred.
Electronic Resources & Periodicals Committee (ERPC)  
Annual Report  
FY2010  
Submitted August 13, 2010 by Jeannette Pierce and Martha Spring

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: $2.2 million  
(Includes renewals, one-time purchases, new resources, tools)  
E-Resource Renewals: $2.13 million  
New One-time purchases: $57,120  
(i.e. perpetual access fees, e-books)  
New Database subscriptions: $37,620  
New Periodical Subscriptions: $2,487

Note: At the end of FY2010 the Provost encouraged the Academic Deans to provide the libraries with additional funds to help off-set FY2011 inflation. The Deans generously supported the Libraries providing over $430,000 in additional funds. The funds were applied to pre-pays for our EBSCO subscriptions and our spring CARLI database renewals for FY2011. The Deans’ contribution is not reflected in budget snapshot above.
Highlights:

**GREENR** – an exciting new database that not only includes great content, but presents the content in a modern, student friendly format that allows for many different types of browsing options as well as searching options. We purchased this in consultation with CUERP and did a three-year pre-pay and will assess usage prior to the first renewal.

**JSTOR V and VI** – we were a little overdue in adding these two large JSTOR collections to our JSTOR holdings. JSTOR VI adds 120 titles and JSTOR VII adds 120 titles. Fortunately, we were able to benefit from some reduced pricing by licensing the resources through CARLI.

**Alexander Street Press Video Products** – We added subscriptions to six streamlined video products, including: American History in Video; Ethnographic Video Online; Counseling and Therapy in Video; Dance in Video; Opera in Video; Theatre in Video (w/BBC Shakespeare). We again benefited from CARLI pricing on this purchase. As streamlined video sources are new to us and our users, we did a three-year pre-pay for this product and will assess usage prior to the first renewal.

**Scientific American** – thanks again to CARLI negotiating power, we were able to add a Scientific American site license to our journal holdings, thus complementing our decision to subscribe to Nature magazine online last year.

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**FY2010 Goals Status Update:**

- **Continue to develop and refine the procedure for an annual value assessment of electronic resources:**

  Statistics were gathered for 145 databases, giving us the opportunity to compare two years of stats. In addition, the ERPC created a Database Cancelation and Probation Policy. The committee discussed ways to improve the value assessment process in the coming year.

  Action was taken on databases that were on probation after the previous value assessment period: of those, *Oxford Scholarship Online* and *Risk* were cancelled due to high cost and low use. The remaining actually improved dramatically in use and were removed from probationary status: *PsycBooks* (from over $40/search to $2/search, largely due to a transfer to the more user-friendly EBSCO platform), *IEEE Digital Library* (searches doubled since last year); though *Europa World Yearbook* usage tripled, further savings will come from reducing the simultaneous users from four to a single user model at its next renewal. Analysis is still underway for the second value assessment and the report will submitted later this year.

- **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.**
Delayed until next year; a lower priority project that was not completed due to time constraints. In addition, we were not certain funds would be available to add “top journal” titles should we find we do not subscribe

- **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.

  Tara continued to communicate regularly with the Biology Department about online needs. The ERPC provided input to the Dean’s status report on Bioscience journals and cross-campus access issues. Heather Cannon provided the ERPC with regular updates about budget constraints at the Health Sciences Library, including potential and actual cancelations that could impact Loyola University Libraries.

- **E-Books:** Set up pilot program with EBL that allows for e-book purchase on demand.

  The EBL pilot was proposed and subsequently administered by a task force appointed by the Collection Development Steering Committee, with a projected pilot program start date of August 2010.

- **Write rationale for shared proxy server with LUHS.**

  This project became a low priority when the severe extent of budget reductions on the health sciences campus became apparent.

- **Renew three-year contracts for Wiley/Blackwell (via CARLI) and Elsevier Science Direct, effective 2010.**

  Both agreements set up for January 2010 start date. Wiley’s arrangement is for a 4.5% annual price cap, down from 6% in the previous contract. As part of the new contract for Science Direct, the library swapped out several low-use journals for titles that had been on the periodicals wish list and/or heavily requested via ILL, and the content fee was reduced from 12.5% to 11.9%.

- **Create procedure for announcing new electronic resources to Loyola community.**

  New resources are announced via the Library blog. The ERPC also created a marketing document that indicates desirable ways to promote new resources. We still have work to do in creating procedures for consistent implementation of promotional opportunities.

- **Set up procedures for (internal) database trials.**
The ERPC created and approved trial database guidelines and a new trial database page on the Drupal staff web site. At present we continue to focus on internal rather than public trials.

**Status of Requests on Wish Lists**

The following database and periodical requests from faculty members remain on our wish lists for future consideration. Prices reflect annual subscription costs unless otherwise indicated. Note that this list does not include database titles on our wish lists that are not initiated by a faculty member, but rather by subject specialists in the Libraries. The purpose of the shorter lists here are to provide a picture of unmet faculty needs.

**Databases**

- Art Index Retrospective -- $7900.00 purchase + $472.00 sub – Fine Arts
- Bibliography of the revue d’histoire ecclésiastiques -- $858.00 – Theology
- Brepols Encyclopedias – 1050.00 Euros – History
- Business Periodicals Retro -- $11,377.25 purchase + $699.00 sub – Communication
- ComScore Media Matrix -- $7500.00 – School of Business
- Dictionnaire d’histoire et de geographie ecclésiastiques – $858.00 – Theology
- Encyclopaedia of the Qur’an – $470.00 – Islamic Studies
- Nature Package -- $59,819.00 – Biology
- Times Digital Archive -- $25,370.00 purchase + $4,230.00 sub. – English
- TLS Historical Archives -- $12,422.00 purchase + $902.00 sub -- English
- Ut per litteras apoltolicae (Papel letters), 980 Euros – History
- Vanderbilt University Television News Archives -- $3000.00 -- Communication
- Vetus Latina Databases – 425 Euros – History

Total Purchase: $57,069.25  Total Annual Subscription: 81,969.48

**Periodicals**

- Aging and Neuropsychology -- $810.00 – Psychology
- Booklist Online -- $1587.00 – School of Education
- Business and Politics -- $227.00 – Political Science
- Consumption Markets and Culture -- $311.00 – School of Business
- Discourse: Studies in the Cultural Politics of Education – $717.00 -- School of Education
- DuBois Review -- $160.00 – CURL
- Early Christianity -- $253.00 – Theology
- Emotion Review -- $651.00 – History
- History Compass -- $878.00 – History
- International Journal of Project Management – $1339.00 -- School of Business
- International Studies in Catholic Education -- $281.00 – School of Education
- Journal of Clinical and Experimental Neuropsychology -- $2327.00 -- Psychology
- Journal of Environmental Planning and Management -- $1881.00 – School of Business
- Journal of Forensic Sciences backfile -- $640.00 – Anthropology
- Journal of Medical Ethics -- $881.00 – Theology
Leukemia and Lymphoma -- $4540.00 -- Biology
Nature Reviews Microbiology -- $3532.00 – Biology
Neurologic Clinics -- $401.00 -- Biology
Philosophy Compass -- $828.00 – Philosophy
Religion Compass -- $828.00 – Islamic Studies
Trends in Cognitive Science -- $1719.00 – Philosophy
Worldviews: Global Religions and Cultures -- $194.00 -- Theology

Total Annual Subscription: $24,157.00

Goals for FY2011:

- Continue to develop and refine the procedure for an annual value assessment of electronic resources; use data to evaluate resources.
- Create database and periodical request forms for the library website.
- Assist with the implementation of WorldCat Local as relates to access to full-text content available online.
- Work with the Collection Development Steering Committee to increase electronic book use by evaluating vendors, adding records to the catalog, and determining other options. Prepare a report for LLT on the status of our e-book collections and use by December 2010.
- Work with the Electronic Resources/Reference Librarian and Web Team to explore ways to further market and present our electronic resources.
- Improve communications with subject specialists about ERPC decision-making process and status of wish list requests.
- Explore new, more expeditious system for transferring reference materials from print to online. Present recommendation for changes to the Collection Development Steering Committee (CDSC).
- Review and create a report on the FY10 standing order review decisions.

Related Document:
- Electronic Resources New/Changed for FY2010
The ETC held several meetings during the 2009-2010 academic year. The main focus was the so-called “23 Things,” a series of online social networking tutorials organized by the committee, and created by members Susan Wardzala and Chulin Meng. The Committee evaluated this program which took place in 2008-2009 and discussed how it could be made better. Participation by library staff was fairly good though the numbers were not as high as hoped for and only a modest number of staff completed all 23 topics. All in all, the results were quite satisfactory.

Going forward, it was decided that “The 23 Things” should be tried again but in a briefer format, i.e. fewer topics. Volunteers from the committee planned and organized workshops in July and August 2010 on the following subjects: gaming & virtual worlds; photos & images; audio/video podcasts; exploring Google; and social bookmarking. These were open to the entire campus. Attendance varied and the instructors felt that we could repeat these sessions in the fall.

As usual, the ETC also shared information at each meeting about new technologies, new uses of hardware and software, social networking tools, etc. Among the many topics discussed, three in particular were most common: mobile devices, e-books, and social networking tools. The Committee learned that Loyola was planning to implement a mobile framework for various departments to set up their own mobile applications. The Library had been talking for sometime about doing its own mobile website and was pleased that LUC had plans along these lines. The University Libraries’ mobile site went live in late August 2010.

The ETC also sponsored a staff-development session in the spring of 2010 on the new iPad from Apple. Nick Libertore, the new director of the IC media lab, made the presentation. E-book readers were also discussed at the program.
Exhibit Committee FY10 Report
By Kathy Young (chair)

Members
Michele Fisher
Avril DeBat
Molly Mansfield
Rebecca Hyman
Ross Zafar
Bethy Myers
Kathy Young (chair)
Cathy Miesse (LLT)

During FY10 the exhibits committee did stellar work in keeping exhibits current and highlighting some of the different parts of the libraries’ collection. Themes for exhibits revolved around the collections, university events, and special theme months (i.e. African-American history month, Native American Heritage month, poetry month, etc.). During FY11 the committee will continue to develop exhibits relating to the libraries’ collections and to university events.

Exhibits during FY10

IC
IC Building Awards
Help Haiti
Rambler Athletics

Cudahy
3rd floor
Women in Politics
Notable Loyola women

Lower Level
Free things to do in Chicago
Latino (Hispanic) Heritage Month (highlighting Latino authors).
Native American Heritage Month (highlighting Native American authors).
Black History Month (highlighting Black authors).
Women's History Month (highlighting female authors).
Free things to do in Chicago

1st floor
Ireland
Shiva in Exile
Comics at the library
Help for Haiti
African American Firsts
Biography
Green Architecture in Chicago
Christmas
Graduation & Famous Loyola Graduates
National Shakespeare Month
Humor, Comedy and Satire
Remembering Selma and Mundelein College, 1965

**Standing cases**
Women in the Community
Faculty Publications Project Task Force
April 2009 - March 2010
2009 - 2010 Annual Report

Task Force Members: Rebecca Hyman, Niamh McGuigan (recorder), Cathy Miesse (chair), Ursula Scholz

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

In 2009-2010 the University Libraries compiled a bibliography of faculty’s published 2008 works, hosted a reception in the fall with selected faculty serving as a panel and displayed the publications and works at the reception and for an extended period in Cudahy Library’s Donovan Reading Room.

- Dean Bob Seal announced the University Libraries faculty scholarship project at the June 2009 Dean’s Council.
- The task force members selected the following types of faculty publications/projects to be accepted for the bibliography and display:
  - Books/Textbooks that faculty have authored, edited, illustrated, or contributed to in some way
  - Book chapters
  - Peer-reviewed journal articles
  - CDs, DVDs, VHS tapes, audio cassettes, or photographs of performances, choreography, directing, etc.
  - Various works of art, including costumes, paintings, sculptures, etc.
  - Musical scores faculty have composed, published, or edited
- Subject Specialists were asked to solicit publication citations, enter the proper information into Refworks, assemble print copies and/or order new copies of books by their faculty.
  - Most subject specialists successfully contacted their faculty and solicited the publications, projects, etc. We should continue to use subject specialists to solicit publications, but we should also publicize the call for submissions in other places to catch the attention of more faculty.
  - Entering the proper information into Refworks proved problematic and Ursula and Niamh had to spend a lot of time “cleaning up” the citations. In the future we would continue to use Refworks for the bibliography but a task force member would enter the information.
  - In the future, the subject specialists will need to help the task force maintain a list of every faculty member who has a publication in the bibliography, confirm the official title of every faculty member, and identify publications that have multiple Loyola authors.
  - In 2009 one hundred twenty seven (127) faculty authors participated with 242 items and 21 Departments were represented.
- On November 10, 2009 4:00 – 6:00 p.m. the Celebrating Faculty Scholarship Reception was held in the Information Commons 4th Floor. Loyola Catering (Aramark) provided the food and set up. It was beautifully catered with a Carving Station, a mix of hot and cold hors d’oeuvres, a Sweet Table (donated by Aramark) and wine, beer and sodas (charged on consumption). The food cost $2,657 and the beer and wine was approximately $500. The flowers were donated by Oliver
Dogwood Florist. Approximately 70 faculty, staff and students attended. We had ordered for over 150 people.

- In addition to the reception and displays, we planned a panel discussion which started at 4:30. Panelists included Dr. Louis Cain, Professor, Graduate School of Business-Economic; Dr. James Garbarino, Professor, Psychology, Maude C. Clarke Chair in Humanistic Psychology; Dr. Laura Gawlinski, Assistant Professor, Classical Studies, and Robert Seal, Dean of University Libraries as the Moderator. The plan of the program was to have three panelists speaking approximately 5 minutes about their research and then answer general questions about the research process: How do you use the library for teaching and research? Use of print vs. online resources? Use of original sources vs. synthetic? How do you encourage students to begin the research process? The Panel event went well, but too much time was taken up by the speakers describing their research. This did not leave enough time for the panel discussion. In the future, we should have the moderator summarize that speakers’ research, rather than asking the speakers to do it themselves.

- The displays at the reception and in the Donovan Reading Room turned out very well.
  - Rebecca ordered the materials that were used for the display on the 4th Floor and the Donovan Room, south wall cases and glass standing cases outside the reading room. She also instructed the task force members on how to mount the photos, created the labels and deciphered faculty titles.
  - Materials for the displays were ordered from the following vendors:
    - Gibsons - wire book stands
    - Dick Blick – picture frames, tape
    - Paper Source – place cards for name labels
    - Staples - name labels
  - The displays included the scholarly works of the faculty, photographs of the faculty (which really added interest and charm) and the bibliography.

Special thanks to the subject specialists, monograph acquisitions staff and the interlibrary loan staff for contributing their time and work in making the Faculty Publications Project so successful.

Goal: To sponsor fall 2010 program celebrating faculty scholarship. Investigate the possibility of collaborating with the College of Arts and Sciences. CAS did not plan a celebration for fall 2010, their program is traditionally held every other year.
Library Mentoring Program Committee  
Annual Report 2009-2010

Committee: Cathy Miesse (chair), Elizabeth 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 difference levels and within different departments of the libraries. Specific to 2010-2011: To expand current Mentoring Program to include newly hired library staff. To assist eligible library faculty with their applications for promotion in 2010.

- Two newly hired librarians, Jamie MacDonald (2/09) and Tara Radniecki (5/09), successfully completed their six month Mentoring Program Evaluation process and evaluations.
  - Both librarians felt that the program was very beneficial.
  - They both agreed that the most useful part of the program was getting to know someone outside of their own department.
  - A good suggestion was made to include activities around the university campus and outside of the library.
- Reviewed and revised the guidelines and procedures in May to include newly hired library staff.
- Two experienced library staff supervisors were added to the committee membership.
- A new librarian in Systems was hired in the spring and we sent the New Library Faculty Checklist to Chulin Meng, Head of Systems, in June to assist in the orientation planning.
- Eben English, Digital Services Librarian, started in July and Ling-li Chang volunteered to be his mentor. In mid-July Eben, Ling-li and I met to review the program’s guidelines and to explain its objectives.

Goals: Continue to monitor, evaluate and improve the new mentoring program which now includes new library staff. Be available to provide guidance and offer assistance to eligible library faculty with their applications for promotion in 2010.
Newsletter Committee  FY10

Prepared by Yolande M. Wersching (Chair)

Members:  Vanessa Crouther, Cathy Miesse, David Schmidt, Kristina Schwoebel, Ross Zafar.

Accomplishments for FY10

The Newsletter Committee met once at the start of the school year and kept in touch regularly by e-mail and telephone throughout the year. Newsletter editors became accomplished in using Dreamweaver and Microsoft Publisher.

Several new features were added to the Newsletter to keep it interesting and inviting to readers. Among them: library fun, save the date, event planner, a sustainability column and a crossword puzzle. More photographs were used to add interest and color.

A major obstacle has been to get all departments to send news on a regular basis. Repeated reminders did not seem to work. New strategies will be devised for the next year.

Goals for FY11

- Work with Library Systems department to investigate feasibility of searching older editions of newsletter.
- Investigate easy way of including Committee updates in the newsletter
- Explore ways to include library student assistants in the newsletter readership.
- Solicit news from ALL departments on a regular basis for the coming year.
- Make permanent file of LLT photos so we pull from it for LLT news column.
- Explore possibility of adding a video link to news stories.
- Explore possibility of adding new columns/features such as: by the numbers, tips, recipes etc.
- Consider adding profiles of student assistants to newsletter.
PR Committee Annual Report 2009-2010

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

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. To plan and participate in 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.

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

Activities in FY0910:

- What’s New Flyer 09 (August 2009)
  - Designed the 2009 What’s New Flyer, which provided current news, new resources, services, etc. provided by the University Libraries.
- Gale Digital Collection/Reception Promotion (September 2009)
  - Jeannette Pierce (Reference Department) requested the committee help promote the newly purchased Gale Digital Collection and Reception.
- Archives Open House (October 2009)
  - Rebecca Hyman (Archives) asked the committee to assist with the promotion of two Open Houses.
- Wellness Fair (October 2009)
  - Collaborated with the Reference Department to provide a University Libraries booth at the Wellness Fair. The committee provided swag and other promotional tools.
- Library Video Tour Contest (August –December 2009)
  o Spearheaded a campaign to encourage students to “Show Us Your Library”. We designed promotional items, created guidelines and solicited help from other LUC departments go spread the word about this contest.
- Library Photos Project/Flickr (Ongoing)
  o Each member was assigned a group of library photos which were cataloged/tagged and then uploaded to Flickr. Upon completion, we informed library staff through email.
- Better World Books/Book Drive (April -May 2010)
  o Partnered with the Golden Key International Society to host a campus wide book drive. We agreed to focus on the WTC by setting up boxes around campus, collecting books, scanning them into the Better World Book website, packing and then shipping them.
- Popular Reading Collection /Flyer and Promotion (Fall 2009)
  o Access Services requested that we promote the library’s Popular Reading Collection and also design a flyer and poster.
- READ Posters (Fall 2009)
  o With assistance from David Givens, David Schmidt, and Avril DeBat, we created READ posters feature Dr. Bob Bucholz and Dr. Janis Fine. The posters/flyers are displayed at various locations in the library and around campus. We also displayed posters at the Celebrating Faculty Publications.
- Promotional Pencils and Notepads/Swag (Fall and Spring)
  o In the fall semester we ordered pencils ($425) to place at the Service Desks and during the spring, we ordered notepads ($640) for Discover Loyola and other library events.
- Faculty Publication Reception/Promotion (October 2009)
  o Assisted the Celebrating Faculty Publications committee by promoting the event.
- Start JCD Award Investigation (Spring 2010)
  o Began investigating the plausibility of applying for the John Cotton Dana award.
- Cookies and Cocoa with the Dean (December 2009)
  o Organized and promoted this event, which was held at the Information Commons. The turnout was favorable and we plan to hold more similar events in the future
- Paging Service/Promotion (Spring 2010)
  o As requested from Access Services, we helped promote the new paging service.
- Donuts with the Dean (April 2010)
  o Organized and promoted this event, which was held at Lewis Library. The turnout was favorable and we plan to hold more similar events in the future.
- Valentine’s Day Trivia/ Tweets for Treats (February 2010)
  o Organized and promoted this event, which involved posting famous quotes from romantic movies to our Twitter account.
- Create PR Guidelines/Policies (Ongoing)
  o Began the process of creating a PR committee guideline/document, which will include information about signs, media outlets, social media accounts, etc.
• Create JCD Task Force/Beginning stages of WCL/JCD Campaign (May 2010)
  o Created a John Cotton Dana task force, which is responsible for organizing the Worldcat Local campaign.
• LibQual Survey Promotion (January and February 2010)
  o As requested by the Library Assessment Committee, we promoted the LibQual Survey using various methods, including an entry on the University’s home page.
• Friends of Library/Promotion (April 2010)
  o Dean Bob Seal requested the PR Committee to help with the promotion of the Friends of the Library inaugural event.
• Discover Loyola (May 2010)
  o Provided handouts, swag and a poster for this year’s Discover Loyola. In addition, several members of the committee volunteered to appear at the library’s booth and greet students.
• Create entries for LOCL/FACEBOOK/TWITTER promoting library news, events, services (Ongoing)
• Increase Facebook Presence (Ongoing)
  o Associate Dean, Fred Barnhart requested that we help increase the library’s presence on Facebook. We changed features, added library photos and also asked other University departments to list our page on their Facebook feeds. So far, we have 125 “likes”.

Goals for FY10-11:
• To work with the reference librarians to develop a plan to promote libraries services for faculty by December 2010 and implementing the plan in time for the spring 2011 semester.
• To promote WorldCat Local and to develop a strategy in advance of applying for the John Cotton Dana award.
• Continue to maintain the library’s social media sites and also, find creative methods to use Facebook and Twitter to increase our users.
• Coordinate library participation in Discover Loyola, the Organization Fair and other university events.
• Continue hosting events that include Dean Bob Seal and students; consider creating a forum
• Investigate possibility of holding a fundraising event for the Sr. Rita Stalzer fund.
• Serve as public relations resource for other committees/departments
• Complete our PR policy/guidelines document.
• Purchase library promotion items to be given away at library and university events and service desks.
Library Speaker Series Committee
Dr. Robert Bucholz (faculty liaison), Vanessa Crouther, Carol Franklin, Anna Gentry, Cathy Miesse (chair), Tracy Ruppman, and Yolande Wersching

In addition to the Speaker Series Committee, several people deserve recognition for their work on the events this past year. Janette Kopacz, Adult Services Librarian at Chicago Public Library and facilitator for Loyola’s One Book, One Chicago discussion, recommended local author Jian Ping and Niamh McGuigan, Reference Librarian at Loyola suggested Aleksandar Hemon. Dr. Edin Hajdarpasic (history) introduced Alesandar Hemon in October and Dean Bob Seal introduced Dr. Bob Bucholz in February. Dr. Bob Bucholz not only supported the speaker series with his wildly popular presentation on the Tudors, but also offered very entertaining introduction to Dr. Bren Murphy’s presentation, “Veiled Threats” in the spring.

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/support 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 2010-2011: To develop and promote the 2010-2011 slate of programs and host one major speaker for spring of 2011. Incorporate Speaker Series into the activities of the Friends of the Loyola Chicago Libraries.

2009-2010 Library Speaker Series Slate
“From the Cultural Revolution to the Olympic Games: Changes in China” – September 16, 2009, Wednesday, 6:00 p.m. 4th Floor, Information Commons, Lake Shore Campus.
For over half a century China has undergone a great political, social and economical transformation. These changes also altered individual lives. Jian Ping, author of *Mulberry Child: A Memoir of China* gave a personal account of the devastating impact of the Cultural Revolution on individuals. She also offered an insider’s view on how personal values change with the economic development, and how the Chinese citizens responded to hosting the Beijing 2008 Olympic Games. Book signing followed and over 60 people attended the event.

*The Lazarus Project* and *Love and Obstacles* – October 27, 2009, Tuesday, 6:00 p.m. Crown Center Auditorium, Lake Shore Campus.
Guggenheim and MacArthur “genius” winner, Aleksandar Hemon discussed his award winning works, *The Lazarus Project* and *Love and Obstacles*, which are stories of young Bosnian men’s adventures and their struggles with identity, home, hate, and war. Hemon is one of the English language’s most original and moving wordsmiths. Book signing followed the event and approximately 150 attended.

“An Evening with the Tudors” - February 18, 2010, Thursday, 6:00 p.m. 4th Floor Information Commons, Lake Shore Campus.

Dr. Robert Bucholz, Royal Historical Society fellow, Loyola history professor, and author of *Early Modern England 1485-1714: A Narrative History* presented the Tudors, England’s most famous ruling family, in their own words and separated the fascinating facts from the fatuous fictions. He explained how a third rate power, the military equivalent of contemporary Denmark, the economic inferior of contemporary Belgium, emerged from thirty years of bloody civil strife known as the Wars of the Roses and began to transform itself into a constitutional monarchy, a wealthy and powerful nation and “the first modern society”. Book signing and reception followed with over 130 in the audience.

“Veiled Threats: The Image of Catholic Women Religious in Contemporary Culture” - April 8, 2010, Thursday, 6:00 p.m. 4th Floor Information Commons, Lake Shore Campus.

Loyola faculty member and filmmaker Bren Ortega Murphy, PHD, discussed her new documentary, *A Question of Habit*, and the exploration of how nuns are portrayed in popular culture as opposed to the reality of religious life. We had approximately 70 attendees.

**Publicity**

We continued to use Loyola’s Marketing & Communications Department for designing and printing each event’s posters and flyers. I also contacted M&C and Alumni Relations to promote the programs through their communication tools; *Inside Loyola Weekly, Digital Screens, Alumni e-Monthly*, and other promotional avenues. The posters were displayed in the Information Commons, Lewis and Cudahy Libraries. The flyers were sent to local public libraries in the Rogers Park and Evanston areas and to the residence dorms through Loyola’s Resident Life office. Vanessa Crouther also designed a one page handout with all of the 2009-2010 speakers that we distributed to the dorms, at the Organizational Fair and other events. Vanessa also designed and maintained the Library Speakers Series web site. We also contacted appropriate schools, departments, student organizations and faculty members about the individual programs. I also scheduled all the events on the University and Alumni Calendars and used newspapers ads and guidebooks, as appropriate.

2010-2011

Fred Barnhart recommended Jane Fulton Alt who he heard discuss her book, *Look and Leave*, last fall. I contacted her publisher, Jason Stauter, and we agreed on terms. Dr. Elizabeth Fraterrigo, history professor at Loyola and author of *Playboy*
and the Making of the Good Life in Modern America, was interviewed in December 2009 by Julia Keller for the Tribune. In January I requested Dr. Fraterrigo to participate in the Speaker Series and she agreed. After Angela Jackson’s new book, Where I Must Go, was reviewed by the Tribune on November 14, 2009 I called Northwestern University Press and spoke to her handler, Rudy Faust. We agreed to terms and Angela will be at Loyola for Black History Month. In the spring I contacted the Steven Barclay Agency to investigate hosting Sara Gruen (Water for Elephants), but her price was $20,000 per talk and non-negotiable. Later I received a follow-up call from Steven Barclay and will receive more information about additional speakers.
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 Schwobel
Mary Donnelly
Odile May
Susan Israelivich
Rebecca Hyman co-chair (9-09-6-10)

It is with our deepest sorrow, the Social Committee lost one of it’s members to an untimely passing. Michele Fisher will always hold a place in our hearts. We continue to cherish her memory and well as carry on the work she deeply loved.

The Social Committee said farewell to 2 members, Odile May, who retired in January 2010 and Rebecca Hyman who accepted a position in South Carolina in June 2010.

Accomplishments for 2009/10

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

- **Loyola Gives, December, 2009**
  Rebecca, 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. This year’s event was held in honor of Michele Fischer and her favorite Mexican cuisine. The IC was decorated with piñatas and a Mexican theme. The staff was treated to special entertainment featuring a live Mariachi Band.

- **Mardi Gras Potluck, February, 2010**
  Annual event celebrating New Orleans style cuisine

- **Graduation Party, May 2010**
  Celebrating the Accomplishments of Graduates

- **Cruisin into Summer, June 2010**
  End of semester picnic style luncheon and games for staff

- Social Committee has compiled a birthday list and send cards to all participating staff

- **Flowers and gifts** were sent to the following staff:
  - Michele Fisher (Get Well & Bereavement)
  - Susan Wardzala (Get Well)
  - Odile May (Retirement)
  - Brenda Overton (Get Well)
Sustainability Committee Annual Report
Fiscal Year 2009-2010

Membership:
Jennifer Jacobs, Chair
Brigitte Anthony
Jane Currie (2009-2010)
Anna Gentry
Aparna Ghosh
Sue Israilevich (2010-2011)
Molly Mansfield
Kim Medema
Anne Reuland (AL)

Over the past year, the sustainability committee has continued its efforts to reduce consumption, reuse materials, and increase opportunities for recycling throughout the University Libraries. Our charge, as carried over from fiscal year 2009, was to recommend ways that the University Libraries and its staff can live out the “three Rs” through new policies and practices, and to take the lead in the implementing adopted ideas.

We are proud to say that our advocacy efforts have resulted in the availability of duplex printing at all public computers in Cudahy, Lewis, and the Information Commons. LLT and ITS generously supported the purchase of new equipment and the reimagining of public computers to make this change possible. We continue to communicate with Adam Smeets, Manager, Digital Media Services, about making double-sided printing the default selection at public computers. While duplex printing is not yet available to library staff, we have updated our budget request to replace the printer in Technical Services with a newer model capable of this function.

Brigitte Anthony has been serving as the library’s liaison to the LUC Consumption Reduction & Recycling Advisory Committee. Her participation has ensured that we are informed of related activities around campus and that our efforts are in line with the goals of the university. In March, the committee met with Kelsey Horton, a student working with Facilities Management, to conduct an evaluation of recycling bin placement in public areas of Cudahy Library. Kelsey produced a detailed report and suggested the strategic addition, removal, and relocation of recycling and waste receptacles. We have implemented most of these suggestions and are near completion of this project. We will continue to monitor the placement of bins to ensure that they remain in their optimal locations and that we capture as many recyclables as possible.
Library staff were encouraged to strengthen their recycling habits this spring during LUC’s second annual Recyclemania competition. Cudahy once again placed second to Flanner in the Lakeshore competition while Lewis took home top honors on the Water Tower campus. During an all-staff meeting on March 17, the committee coordinated a brief, competitive exercise to educate staff about the correct sorting of recyclables from waste. Feedback from staff was positive.

Working with Anne Reuland and Access Services, the committee placed a plastic bag collection bin at the Cudahy circulation desk. While few people are leaving bags behind, we have noticed that patrons are quick to take used bags when available. We hope to see more people taking advantage of this invitation to reuse, especially since plastic bags are not recyclable on campus.

We look forward to refining and expanding our efforts in accordance with our charge for the coming year:

Overall: To raise awareness among the staff of the importance of sustainability in our work lives (and beyond). To encourage library staff to be good stewards of the resources we possess. To promote sustainability to our students, faculty, and staff through adopting policies and practices which demonstrate our own commitment to conserving resources.

Specific to 2011:
Plan and promote a staff or public program or project on sustainability once each semester.

Recommend methods to increase duplex printing capability in public and staff areas.

Improve access to recycling bins throughout Cudahy, Lewis, and the IC

Investigate ways to reduce junk mail to the libraries.