ACCESS SERVICES DEPARTMENT 2005-2006
Prepared by Catherine Miesse, Head of Access Services

Highlights

Management
- Cathy Miesse, collaborated with Information Services Technology, Purchasing and Risk Management to draft a Request for Proposal for Management & Operation of Library Photocopiers & Microform Reader/printers.

AV Collections and Services
- In FY06 AV Budget grew 25% for a total of $40,000 with the AV Unit spending largest amount of the money (33%), the Communication Department spent 13% of the budget and Anthropology/Sociology Department spent 10%.
- To ensure copyright compliance Michele Fisher and her staff labeled all of the DVDs and videos.
- In May and June 2006 Michele and her crew packed and moved 40 boxes of Loyola University Center for Instructional Design archive materials from the Crown Center to the Library Storage Facility.
- In the Spring and in preparation of the re-configuration of new group student computer stations on the Mezzanine Michele designed AV group viewing areas for the Lower Level.
- In addition to the many new initiatives that Michele and her staff accomplished in FY06, the AV unit successfully worked on ongoing maintenance projects such as AV collection shifting, inventory for all the libraries, and weeding, replacing and updating materials to other formats.

Circulation/Reserves
- An Online Reserve Request Form for faculty was designed and implemented in Fall 2005 and electronic reserve service was established at Cudahy Library.
- Avril DeBat attended an MLS Symposium entitled “Gaming, Reading and Libraries” on December 5-6 which explored the educational aspects of video games.
  - During the Spring Finals, Avril led study break sessions featuring “Dance Dance Revolution.”
- Bonnie McNamara, Access Services Supervisor, gave a presentation/training session on E-Reserves to Religious Studies faculty in January 2006.
- Bonnie McNamara collaborated with ITS, Ling-li Chang and Susan Wardzala to test, analyze and identify problems with the patron interface between PeopleSoft/LOCUS and Voyager.
- Cudahy Library extended its 24/7 program during finals in December and May with fulltime staff and graduate students and Bonnie McNamara provided training and documentation.
• Access to Library Storage Facility was offered to faculty members and graduate students during the Spring Semester and circulation desk procedures were developed to successfully implement the program.

Interlibrary and Intercampus Loan Services
• First full year of having ILLiad as the ILL management saw significant increase in the number of borrowing requests processed and ILL received 18,628 borrowing requests – up an astonishing 73 over the previous year making Loyola a net borrower for the first time.
• A project to use ILLiad Document Delivery feature (a routing functionality) to deliver Loyola owned materials to cohort students was implemented in Fall 2005.
• During January interim, intercampus, ILL and AV units successfully experimented with using the intercampus mail system to transport materials between campuses while shuttle bus was not running.

Staff Changes
• August of 2005, the Intercampus Loan Assistant position was moved to the ILL unit to better streamline similar processes.
  o In September of 2005, a new ICL Assistant, Manette Sandor, was hired. Unfortunately she left the library at the end of February, and the position remained open for the remainder of the fiscal year.
  o Ursula Scholz and Jennifer Stegen kept up with the ICL and LSF requests during that time period, and Jennifer pitched in to help supervise the circulation desk during the early morning hours (6:30 to 8:30 a.m.) Monday through Friday.
• In late spring of 2006 several staff members were promoted internally in succession. Cathy Miesse accepted the position of Assistant Dean for Technical Services and Outreach for Loyola University Libraries (May), Ursula Scholz was promoted to Head of Access Services (June) and Jennifer Stegen was promoted to Interlibrary Loan Librarian (June) leaving the Interlibrary Loan Assistant position vacant.
• Michele Fisher (20 years), Cathy Miesse (20 years) and Jennifer Stegen (10 years) were recognized for their years of service to the University.
Statistics

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2005 - 2006 Goals
- Although Access Services did not have written goals for 2005-2006 the highlights listed above were the main goals that were accomplished last year including establishing e-reserves at Cudahy, developing an online reserve request form for faculty, moving LUCID archives to LSF, continuing to identify and resolve patron interface issues, and establishing an alternate means to the shuttle system during interim and summer sessions.
- Ursula Scholz’s personal goal was to oversee the LibQual survey process and dissemination of results, which she accomplished admirably.
- Staff also worked on their individual goals.

2006 - 2007 Goals
- Hire and train Intercampus Loan Assistant, Interlibrary Loan Assistant, and Stacks/Periodicals Assistant
- Assist with and oversee hiring and training of 20 to 30 student workers for the circulation desk, periodicals, and stacks maintenance
- Prepare for upgrade to new Voyager release
- Investigate and propose patron initiated services through Voyager OPAC
- Develop criteria and requirements for the next photocopier vendor service contract
- Create procedures/policies for exceptions at the gate
- Create service standards for the circulation and incorporate those standards into training and evaluation
- Create system to track turn-around-time and fill-rate for retrieval of books from storage
- Work with Acquisitions and ILL to begin purchase-on-demand program
Highlights of the academic year

Key involvements of the Collection Development department included the activities of the department members themselves, as well as the collection development activities of those librarians and staff members in other units. In summary, these latter include:

- Reviewing and weeding the cataloging backlog on Stack Deck E
- Working with academic faculty to identify new periodical subscriptions
- Working with our YBP representative to reprofile the library’s approvals plan
- Proposing and acquiring new electronic resources (ERC.)

The members of the Collection Enhancement Task Force produced a report proposing improvements to the collection development practices at Loyola (see cetf.doc.)

Significant activity occurred in the Government Documents Unit as well. These extensive involvements are described by Government Documents Librarian William Cuthbertson in his separate report (see govdocs_AR_FY06.doc.)

Additional activities include Matt Kidd’s involvement in planning the digitization of selected government documents with Bill Cuthbertson, as well as Matt’s work with Martha Spring and Dawn Lynn on troubleshooting issues with the SFX product.

Staff changes

- Bill Cuthbertson joined the department as Government Documents/Data Services Librarian on October 1st.
- Raymond (Matt) Kidd resigned his position as Collection Development Associate as of June 2nd. The position was divided into two part-time jobs and assigned to the Lewis Library as Evening Supervisor and Cudahy Reference as Government Documents Associate (Bill will be moving to the Reference Department in the fall.)

Statistics

Accession statistics are maintained by the cataloging department and submitted as part of their annual report.
Review of FY06 departmental goals

Although no goals were formally stated by the department at the beginning of the academic year, the general goals were the improvement of storage conditions in the LSF, establishing a well-considered plan for spending new collections funds, and dramatically improving the disposition of government documents materials on Stack Deck A.

Most of the improvement in the condition of stored materials is due to the efforts of two other departments: cataloging and facilities. Mark Rockwell and Corey Sampson worked with their students to improve the storage of materials under Galvin Hall, unbox and arrange faculty-selected Deweys in the LSF2 room, and move materials between the LSF and Cudahy and shift stack ranges as needed. The Cataloging Department staff of Ewa Laska and her student workers finished scanning the rest of the LSF collection, completing a location and record verification project that had been suspended in the summer of 2005 due to difficult working conditions in a building under construction.

Planning for the distribution of newly added collections funds was begun by Mike Napora with the compilation of a master augmentation spreadsheet for monographic spending. This sheet averaged selected factors, such as enrollment, number of courses, etc. as percentages of a whole and ranked the composite percentage for each fund to arrive at a redistribution factor. By giving bibliographers a set target for monographic spending in FY07, the libraries were able to convert the previous slip plan for book orders to an approval plan with partial automatic selections.

As Bill Cuthbertson’s report shows, the documents collection has seen significant improvement: documents are being added to the online catalog, extraneous materials are being weeded from the collection, the shelves are better organized, and microform and CD-ROM materials are being housed in a more easily-accessible manner. Dramatic improvements have also been made to the Government Documents web site.

Departmental goals for FY07

The Collection Development Department will cease to exist once Bill Cuthbertson is transferred to the Cudahy Reference Department sometime during the fall term. However, collection development activities will continue to be reported to the dean as part of the annual review process.

Goals for FY07 include:
- Implementing the changes and new practices recommended by the Collection Enhancement Task Force, particularly:
  - Subject narrative reports
  - Annual subject review
  - Establishing benchmarking goals for funding across formats
• Setting aside funds for new academic programs
  • And other strategies aimed at systematically strengthening collections
• Ensuring the review of the Cudahy Reference collection by the new Head of Reference
• Weeding the Lewis and Cudahy main stacks, as well as the Library Storage Facility Collection
• Re-integrating the Dewey collections in LSF2
  • Moving the Cudahy Deweys from the LSF room to LSF2
  • Including the faculty-chosen Deweys from the Cataloging Department scanning project
  • Moving the Lewis Deweys to LSF2
• Beginning the “normalization” of collection between campuses, including:
  • Determining which subjects belong at which location
  • Identifying those materials for justifiable duplication at LSC and WTC
  • Measuring the amount of materials to be moved
  • Plotting target space in the new locations and shifting accordingly
  • Physically moving the materials and scanning titles for location changes.
Facilities, Stacks, LSF and the mailroom comprise the areas that will be reported on.

**Mailroom:**
Tom Link has been with this university for 25 years. As this is not a review of his work, I still feel impelled to commend his ability and willingness to work as well as seek efficient alternatives to his work. Tom this last year pursued a cost saving alternative for the transmission of our ICL materials by using the regular campus mail during our interim breaks.

**Stacks/LSF:**
Corey Sampson has been a tremendous help this year by remaining on part-time since April when he formally resigned. Given this limitation Corey accomplished much. Aside from regular hiring and supervising student shelvers, Corey was essential to the below projects.

- The Science Oversized collection was transported from LSF to Cudahy and made available on Deck C.
- All Rare Books from C were moved to Deck E
- E was shifted and organized to accommodate.
- The entire second floor and ¾ of the third, LC collection, was “read” this summer.
- Dumbach Dewey’s (14,000) moved, unboxed, scanned and organized around perimeter of LSF 2.
- Old Gov’t doc’s and redundant reference materials stored in Canisus Room, boxed, moved and stored under Galvin, (LSF 1) 430 boxes.

Reference weeded collection moved and stored at LSF

**Stack projects currently underway**
- Deck B shift
- Deck C shift
- LSF shift… decommissioned reference integration
Facilities

LSF 2: Compact shelving installed.
Pending carpet installation set for mid-Sept

Mezzanine Modulation
Reallocation of Microform cabinets to Decks E, D & C
Information lines installed
Removal of furniture
New group computer tables, computers installed.
* multiple headphone splitters boxes pending for DVD viewing pending

Lower level Video room
New Tables for group viewing. Dedicated location for
* multiple headphone splitter boxes pending for Video/DVD machines

Canisus Room
Aside from the boxing of older collection which moved to LSF, 2/3 of the shelving in Canisus was dismantled and stored to make room for unused furniture.

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Darcy Gallery converted to Study Space
Darcy Directors Office re-plastered and painted

Plant Service
Disaster Cans: Disaster supplies bought, organized and distributed.
018 converted into Conference room
Old Lucid materials moved from Crown to LSF

Alternative Study space
At the Request of University Administration we have been organizing and overseeing and maintaining two separate monitored sites, (Bremner lounge and Simpson MPR) for an increase of study space the week before and during finals.

Departmental Goals:
Goals in Abstract;
1. Perhaps topmost is to gear-up for Cudahy renovation. Identifying and prioritizing list of desired changes. (H-vac, carpets, clocks ...an extensive list)
2. Working with Circ to accommodate smooth transition of Stack issues, including projects at LSF.
3. Hire/Train student/staff as assistant as a mailroom back-up

Particular Goals;
Pick list project: identifying 4000 titles out of 30,000 boxed dewey’s
Dewey integration: three collections
Old weeded ref shifted into LSF
Clean & Organize 039
Finding room for 120 new titles added to Current periodicals
Re-key all group study rooms
Summary of Activity in Government Documents
October 2005 to August 2006
William Cuthbertson

The past year has seen significant and substantial improvements to the collection and organization of Government Documents at the Cudahy Library. Foremost among these improvements is the recently initiated, ongoing project of adding Government Documents holdings to the Library’s OPAC, Pegasus, under the official GPO classification system call number, the SuDoc number. Prior to this year, Government Documents had been managed through an underutilized and difficult to maintain paper-based card catalog that did not accurately reflect Cudahy holdings. With the addition of records to the OPAC, faculty, students, and staff, will be able to find and utilize Government Documents with no extra effort on their part; holdings appear in Pegasus searches alongside all other Loyola libraries holdings. Utilizing the SuDoc call number ensures that researchers familiar with government publications can explore these materials within the expected parameters of the Federal Depository Library Program standards.

A second large-scale, ongoing project, begun within the Government Documents collection in the past year, is the reorganization of the Cudahy Library’s Illinois Documents Collection. Illinois Documents were previously organized alphabetically by agency, and using no consistent call number system – a system that discouraged effective use of these materials. Now all Illinois Documents are being reclassed utilizing the call number provided by the Illinois State Library. Utilization of this numbering system allows researchers to find document call numbers in both the ISL and I-Share OPACs, and to match those numbers to the Cudahy Library’s 30-year collection of state documents. Reorganizing the Illinois Documents will reward future patrons of the libraries’ Center for Public Service and its primary document holdings from key Illinois representatives.

Other projects completed in the past year to improve the usability and visibility of the Government Documents collection include the following:

- The complete redesign of the Government Documents Web site (http://libraries.luc.edu/documents/).
- The addition of a part-time position for Government Documents Assistant.
- A comprehensive weeding of all state and federal Government Documents holdings.
- A plan for providing permanent online access to unique, high-use, and high-interest documents via the Libraries Web site.
- The addition of new electronic resources to assist in Government Documents research, such as the Homeland Security Digital Library (https://www.hsdl.org/).
- A plan for the re-organization, display, and access of Government Documents in non-paper formats (CD-ROMs, Maps, Microfiche).
- Regular, topical emails to librarians on new government publications and related information.
- A Web log of new documents received (http://loyolagovdocs.blogspot.com/).
While many of these projects are ongoing, the visibility and utilization of Government Documents has already increased noticeably in the past year. Demand for materials information and access is expected to expand further as Government Documents holdings are increasingly streamlined into the everyday research tools and labors at the Cudahy Library.
Highlights of the academic year

Most of the new or extraordinary departmental activities this year were related to collection development initiatives, including the weeding of the backlog and reference collections, reprofiling with YPB, and working with the academic faculty in identifying new periodical subscriptions. These activities appear in the Collection Development Department Annual Report.

Other departmental activity highlights involved accommodating new personnel and distributing the responsibilities of those departing. The Head of Reference and Reference Librarian/Bibliographer for Science positions were posted in May.

Staff changes

- Stephen Macksey joined the department in July as Reference Librarian/Bibliographer.
- Meris Mandernach resigned her position as Reference Librarian/Bibliographer as of February 17th.
- Sherri Saltzman, a former paraprofessional employee, joined the department on April 11th as a part-time, temporary reference librarian on Meris Mandernach’s salary line.
- Kerry Cochrane resigned her position as Head of Cudahy Reference Department as of April 28th. Associate Dean Michael Napora has assumed responsibilities as Acting Head of Cudahy Reference until a new department head is found.
- Susie Harkins resigned her position as Periodicals Associate as of May 12th. It was decided that this paraprofessional position could be combined with the Cudahy Stack Control position outside the Reference Department. A graduate student, Chris Williamson, fulfilled the periodicals duties for the rest of the summer.

Statistics

Bibliographic instruction statistics for FY2006 show an increase of 15% in the overall number of sessions. However, an uneven distribution of assignments indicates the need to ensure a more equitable distribution in the future:

Bibliographic instruction sessions:

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* Steve Baumgart and Meris Mandernach were still members of the Science Library when they assisted Cudahy Reference with instruction in Fall 2004.

Review of FY06 departmental goals

No departmental goals were stated for FY06.
Departmental goals for FY07

As the library anticipates the appointment of a new Reference department head sometime in the early to mid-fall term, the goals of the department should be established by the new head in cooperation with the Associate Dean. However, the following suggestions and provisional goals, proposed by the Associate Dean, will direct the department in the interim:

- Ensure a smooth transition of bibliographer and department head responsibilities to the new Head of Reference.
- Ensure a smooth migration of Government Documents and Data Services from the Collection Development Department to the Reference Department.
- Ensure a more even distribution of reference desk hours (with equitable assignments of evening and weekend hours) as well as bibliographic instruction responsibilities.
- Participate with the Information Commons Project Team and Cudahy Renovation Project Team in planning the services for the new Information Commons and determining needed improvements to the Cudahy facility.
- Assist the new Head of Reference in identifying additional electronic reference titles, including print reference works for conversion to electronic format.
- Establish a more thorough training regimen in bibliographic instruction for newly added department members or “visiting instructors” from other departments of the library.
Annual Report for Rome Center Library, 2005-06
Prepared by Elise Aversa, Librarian

Highlights of the year
Videoconference with Lakeside Librarians to discuss Dewey reclass project.
Trip to Chicago in May, 2006
Visit by Dean Seal for a reality check
Conducted Library survey which was strongly appreciative of library staff helpfulness and effectiveness
Positive changes were made as a result of the survey suggestions, e.g.,
  increased hours
  more travel books moved from reserves to main travel section
  new computers added in back room, creating function for old fountain
  shortened circulation period so that all students have increased access to high interest resources.

Statistics
Circulation of materials increased 5%.
Patron count increased 91% but this **does not** reflect a real increase in use, though this may account for a very small percentage. The difference is attributable to the 3M security gate counter which was installed 12/23/05 and clicks indiscriminately at every passage. The photocopy machine is on the other side of this gate, just one example of passages that were not counted on the previous tally system.
50% increase in computers for public access (yes, that means just 3 more!)
100% increase in printers available to public to print from internet (yes, that is 1 more printer)

Goals for 2006
Inventory collection to discover if holdings were:
  1. actually on the shelf in the library
  2. already in LC in University Library records by searching Pegasus records for titles which match our holdings
  3. identify and withdraw Dewey titles which were in both LC and Dewey at the RC
Weed collection to ready for re-class project
Count volumes which would need re-class to provide accurate information for re-class
**These goals were over 90% completed at the end of the academic year and will be finished by October 2006.**
Automated circulation  *Initial effort has been made to begin the Voyager preparation by Cathy Miesse and Mary Klatt which is very detailed. The next part has not been completed by myself as I am focusing on the weeding and re-class projects.*

**Goals for 2007**
- Complete weeding,
- Re-class entire Dewey section
- Shift entire collection to integrate re-classed material
- Automated circulation
- Increase number of titles in DVD collection
- Outreach to faculty to further instruction and collection development needs
- Book sale of withdrawn items
- Suitable donation of withdrawn items which are still of some quality

**Other**
- Mold increases, though more dehumidifiers were added. Water from outside leaking through main reading room wall as result of plan to deflect water from outer wall being defectively executed. Home-made wiring burnt out when a/c and air pumps left on thermostat to combat worsened situation. Structural/facility issues continue to plague the library as the old water pipes spring leaks and the rigorous maintenance and re-structuring necessary to effectively change conditions are not part of budget. Though stop gaps are done every year, the situation deteriorates. Question of whether/how long we will remain at the Via Massimi site postpones serious interventions and the ill effects of two previous jobs done by outside companies do not encourage optimism.
Dr. Amy Mooney – Columbia College  
September 15, 2005, 6:00 p.m., 10th floor Reading Room, Lewis Library, 25 E. Pearson  
- Dr. Mooney discussed and signed her book, *Archibald J. Motley*. She examined the most productive years of Motley’s career from his beginning as one of the first African Americans to graduate from the School of Art Institute of Chicago and as the first African American artist with a solo exhibition in New York City. Dr. Mooney described how “Motley dispelled racial stereotypes of his time by effectively portraying the dignity, beauty, and style of the people of his community” and she explored Motley’s belief that art has a role in transforming society. 50 attended

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

Dr. Lewis Erenberg – Loyola University Chicago  
November 21, 2005, 6:00 p.m., 10th floor Reading Room, Lewis Library, 25 E. Pearson  
- “With the Second World War looming, two boxers entered the ring for a bout that transcended its sport and became a symbol of the tensions around the world.” Dr. Erenberg examined the lives of Joe Louis and Max Schmeling from his book, *The Greatest Fight of Our Generation: Louis vs. Schmeling*. He discussed the historical perspective of their two fights and the friendship that developed between the two men after boxing. 60 attended

Dr. Anne Leggett McDonald – Loyola University Chicago  
February 16, 2006, 5:00 p.m., Cudahy Library, Lake Front Lounge, 6525 North Sheridan Road  
- Dr. McDonald shared insights from the lives of women who broke barriers in the predominantly male field of mathematics from informative book *Complexities: Women in Mathematics*. Women like Ada Byron, Countess of Lovelace (1815-1853) who some consider “earned the reputation for being the first computer programmer” and Olga Taussky-Todd, winner of the Ford Prize and Austrian Cross of Honor of Science and Art (the highest scientific tribute bestowed by the Austrian government) for her work with algebraic number theory. 35 attended
Adam Langer - Playwright and Author
March 30, 2006, 6:00 p.m. Simpson Multi-Purpose Room, 6333 N. Winthrop, Chicago

- Playwright, filmmaker, journalist, Adam Langer discussed and signed his two novels, *Crossing California* (2004) and *The Washington Story* (2005) which weaves a rich tapestry of growing up in the 70’s and 80’s in West Rogers Park. 35 attended
SYSTEMS DEPARTMENT
Prepared by Ling-li Chang, Acting Head of Library Systems

♥ Highlights

Network and Desktop Support

- Completed a staff PC replacement project. Through the university PC replacement program, Cudahy and Lewis received 40 new Dell PCs to replace the outdated desktops in spring 2006. Systems and ITS staff conducted site surveys to update and confirm library PC inventory, and worked with affected staff members and service areas to install new PCs or to redeploy existing PCs. The project also involved significant amount of work in re-imaging the redeployed PCs, backing up and restoring all user files and re-installing and configuring various applications on each desktop.

- Completed XP upgrade for all machines in Cudahy. Replaced all Pegasus Express machines at Cudahy with newer model machines and upgraded from NT to XP. Upgraded the Technical Services spine labeling machines at Cudahy from NT to XP and successfully reinstalled Gary Strawn’s VoySpin labeling program to work with XP.

- Coordinated with ITS to expand wireless access throughout Cudahy and on the 6th, 7th and 11th floors of Lewis. Conducted site surveys with ITS to determine the desired number of access points and AP locations.

- Improved and expanded the public workstation areas in Cudahy and in Lewis. Installed 3 new public printers, 2 in Cudahy and 1 in Lewis, to replace the old printers which were often out of order. Worked with ITS to put new public PC images on all the public machines at Cudahy and at Lewis so that the library public PCs would have the same image as the PCs in the ITS labs. Enabled USB flash drives on all public machines.

- Responded to significantly increased number of computer hardware requests. Highlights included replacing out-of-order machines for the scanning projects in the Library Storage Facility, and setting up numerous library purchased staff PCs, laptops, printers and scanners in Cudahy, Lewis and Women & Leadership Archives.

- Application software installations and upgrades. Upgraded PastPerfect from 3.5A3 version to 4.0 for University Archives and WLA. Acquired and installed 2 additional licensed copy of Adobe and upgraded existing copy to the latest release version 7. Upgraded OCLC Connexion as new release became available.

- Successfully completed the physical move of the library production servers from Library Systems office to ITS server room in Crown Center, with no service interruption.

- Successfully planned and executed a seamless move of the library data from the library Novell servers to the much newer and faster ITS server space. A lot of preparation work went into this project to ensure the drives would be mapped correctly and all data migrated.

Voyager Systems

- Worked with ITS on their electrical power upgrade project in the WTC server room. Provided ITS with procedures for shutting down Voyager and Pegasus servers and running the daily cron jobs after systems restarted. Monitored the status of those systems to ensure system downtime would have the least impact to library patrons.
• Improved the daily Voyager backup process. Coordinated with ITS and Endeavor Support to change from on-tape backup to snapshot backup and to save the backup copies on the University central backup system TSM. At the completion of the project in April 2006, Voyager and Pegasus downtime for daily backups was reduced from 3 ½ hours to only 1 minute, and there was no longer the need for manual replacement of backup tapes. As part of this project, Endeavor Support installed 2 Solaris security patches to meet the requirement of TSM and made duplex change to the network card to enhance speed.

• Reviewed and loaded several PeopleSoft patron interface files during the year. Manually modified the data in the file as needed. Continued to work with ITS to refine the interface via e-mail, phone and in-person meetings.

• Susan Wardzala ran the monthly circulation and media scheduling reports.

• Coordinated Voyager incidents reporting and solution with Endeavor Support throughout the year. Highlights included restoring the New Book List feature on Pegasus in September 2005 (Susan Wardzala), resolving the problem with “running out of disk space” in November 2005 (Susan Wardzala), resolving the problem with “table full” in the staff modules in November 2005, and planning for Endeavor staff to run our Voyager Fiscal Period Close in June 2006.

• Coordinated the investigation of I-Share membership. Worked with CARLI staff to obtain I-Share cost estimates and inquire information about I-Share systems and services. Summarized information for library administrators and key Voyager users at Loyola libraries.

Other Accomplishments

• Successfully built the new library Web server and rolled it out to production in July 2005. Worked off hours migrating data and ColdFusion from old server to the new one. The transition went smoothly and was seamless to users.

• Submitted requests to ITS to update the computer ID accounts of new and departed library staff, and to add or update library e-mail groups on GroupWise. Cleaned up obsolete e-mail groups and e-mail resources, with the assistance of ITS.

❖ Staff Changes

The Head of Systems position remained vacant for the entire year. Ling-li Chang continued to oversee the Systems Department and coordinated Voyager projects this year. Gino Angelini continued to cover some of the tasks previously performed by Head of Systems.
ACQUISITIONS AND SERIALS MANAGEMENT
/CATALOG DEPARTMENT
Prepared by Ling-li Chang, Head of Acquisitions and Serials/Acting Head of Cataloging

❖ Highlights

Department-Wide

- Recommended and implemented changes to 3 positions in Acquisitions and in Cataloging to better utilize staff resources. Merged the Copy Cataloging section and the Online Catalog Management section, and promoted Ewa Laska to coordinate the activities of both copy cataloging and catalog maintenance work. Moved PromptCat work from student workers to 2 staff positions in order to process PromptCat books in a timely manner all year round and to delegate higher level PromptCat work to those 2 staff positions.
- Recruited 2 new staff members to fill vacant positions in Acquisitions and in Cataloging. Completed training programs for them.
- Prepared FY06 collection budget analysis and FY07 collection budget need projections. Helped secure an increase of $200,000 to cover the 75% price increase of Elsevier journal renewals.
- Trained Kevin Kennedy to take on the responsibilities of managing the library collection grant proposals and liaising with the Office of Research Services.
- Implemented the procedures for cataloging federal government documents using the SuDoc classification numbers as call numbers in Voyager records.
- Simplified the procedures for handling office copies by using 2 generic office copy locations in Voyager instead of assigning locations to individual offices.
- Participated in the Graduate Education Week reception recognizing library services. Prepared Technical Services workflow graphics and handouts.
- Worked with YBP to implement shelf-ready book procedures for firm and approval slip ordered books supplied by YBP and Lindsey & Croft.
- Worked with Gary Strawn, creator of the Voyager LocationChanger program, tested and implemented a new version of LocationChanger which enables record suppression.
- Provided orientation and training to the newly hired Government Document Librarian on technical services functions and searching and retrieval Voyager records.

Acquisitions, Monographs and Serials

- Facilitated the revision of the Cudahy and Lewis approval plans with YBP.
- Took over the responsibility of creating local bibliographic, holdings and item records for Rome travel books in spring 2006.
- Completed the project of transferring the standing orders previously supplied by Blackwell-UK, Swets and Nijhoff to other major European vendors. Provided a consolidated list for bibliographers to review, processed cancellations requested by bibliographers, and transferred the rest to the most appropriate vendors.
- Compiled a comprehensive list of open standing orders for bibliographers to review. Reviewed hundreds of idle standing orders, verified their status and resolved problems. Reviewed all blanket orders and orders with pending status in Voyager.
- Conducted projects to clean up the Voyager POs for subscriptions. Changed the PO location for orders formerly coded for Mallinckrodt to reflect correct locations. Compared the Voyager POs coded for EBSCO with the list of active orders provided by EBSCO,
investigated unmatched orders and resolved problems.

- Completed the microform subscription cancellation project: canceled 40 microform subscriptions and updated their Voyager records accordingly.

Electronic Resources Management

- Took over the responsibility of license review and liaising with the Provost Office for electronic resource license agreements. Successfully completed the licensing process for a handful of licenses for new and renewed e-resources.
- Kept up with e-journal and database maintenance and trouble-shooting to reflect additions, cancellations and changes. Highlights included adding 125 titles in JSTOR IV collection, splitting 100 Blackwell Synergy titles into several different collections, twice restoring access to Elsevier Web Edition titles, and twice restoring access to Emerald Press titles.
- Completed tasks associated with SFX release 3 migration, checking on SFX targets, ports and proxy problems, reviewed and revised the targets and objects in SFX for almost all the full-text titles.
- Drafted a capital budget request for an ERM system and began evaluating ERM systems for possible future purchase.

Cataloging, Serials

- Established two new policies to address the complications brought by the LSF and the Galvin Storage. Began assigning different call numbers to all serial title changes since August 2005 to avoid confusion. Began splitting serial holding runs between open stacks and storage spaces, and between LC collections and Government Document stacks.
- Completed the project of making Voyager location changes for the 40+ volume serial sets which had been moved to LSF. Consulted with bibliographers for 50 or so sets which have a live standing order but had been moved to LSF. Worked with bibliographers and the Stacks Supervisor on resolving the problems with many other set volumes which had been erroneously moved to LSF.
- Updated approximately 45 holdings records and 2,400 item records for sets which had been boxed up and stored under Galvin.
- Absorbed the responsibility of creating local bibliographic, holdings and item records for Rome travel books in August 2005. Trained the Acquisitions Assistant to take over the responsibility in spring 2006.

Cataloging, Monographs

- Planned and completed a cataloging backlog shift, shelf reading and count in Cudahy Deck E in order to make room for rare book and reference materials.
- Participated in the planning and execution of the scanning project for the faculty selected Dewey books in LSF. Trained the project coordinator, Corey Sampson, on the usage of the LocationChanger application. Identified problem items with unusual location or item status through reviewing the scanning logs.
- Worked with the Rome Librarian to establish and implement new procedures for withdrawal of Rome materials.
- Planned and developed a proposal for cataloging and classification of Rome Dewey books.
- Completed the reclass project for 350 or so highly used Lewis Dewey books.
- Resumed the LSF Scanning Project in late May 2006 and changed the Voyager location of approximately 88,700 items as of end of June 30, 2006. Identified problem items through reviewing the scanning logs. Hired and trained 4 new student assistants and 1 new staff.
supervisor for the project.

- Coordinated bibliographers’ cataloging backlog review project. Provided review workflow document and decision forms. De-accessioned items selected for weeding.
- Provided OCLC Connexion training to the University Archivist and the Director for Women and Leadership Archives.
- Worked with Library Systems on upgrading the spine labeling PCs from NT to XP.

**Bindery and Preservation**

- Completed training for a new student assistant for processing bound books, binding pamphlets and other binding tasks.
- Worked with our commercial binder Heckman to improve their shipment delivery problem. Developed strategies to reduce inconvenience to patrons to minimal.
- Researched hydrothermographs and data loggers for environmental monitoring purposes.
- Lead the libraries Disaster Preparedness Committee to expand and update the library’s disaster preparedness and response plans: arranged a disaster planning workshop conducted by NEDCC and attended by committee members and library administrators, prepared and updated staff phone trees, conducted research on pandemic planning, assembled disaster carts for Cudahy and Lewis, and began work on library’s disaster plan via dPlan, the NEDCC’s free web-based planning tool.
- Diane Westerfield provided reference desk service 4+ hours per week and virtual reference service 1 hour per week, and taught bibliographic instruction sessions for English and LEEP classes.

❖ **Staff Changes**

Ling-li Chang, Head of Acquisitions and Serials Management, was interim Assistant Dean for Systems and Technical Services through May 11, 2006, and continued to be Acting Head of Systems and Acting Head of Cataloging after May 11, 2006.

Andrea Gough was hired as Library Assistant for Acquisitions/Rapid Cataloging on November 14, 2005. She replaced Dennis Cooper, who departed after September 7, 2005.

Angelina Maresca was the Bindery/Periodical Adds Assistant through April 21, 2006. Her position remained vacant on June 30, 2006.

Ewa Laska was promoted to Coordinator for Copy Cataloging and Catalog Maintenance, a position enhanced from the Online Catalog Management Coordinator position, on September 5, 2006. She was Copy Cataloging Coordinator before then.

Christa Rutt was hired as Library Assistant for Catalog Maintenance/Rapid Cataloging on November 7, 2005. Her position was redefined from the position vacated by Ewa Laska.
### Statistics

<table>
<thead>
<tr>
<th>Category</th>
<th>FY06</th>
<th>FY05</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firm and Approval Slip Orders Placed</td>
<td>7,073</td>
<td>8,051</td>
<td>-12.15%</td>
</tr>
<tr>
<td>Active Continuation Orders</td>
<td>4,631</td>
<td>4,815</td>
<td>-3.82%</td>
</tr>
<tr>
<td><strong>Receiving</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firm and Approval Volumes Received</td>
<td>8,979</td>
<td>10,015</td>
<td>-10.34%</td>
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<tr>
<td>Continuation Volumes Received</td>
<td>1,469</td>
<td>1,643</td>
<td>-10.59%</td>
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<tr>
<td>Periodical Issues Received</td>
<td>20,961</td>
<td>21,104</td>
<td>-0.68%</td>
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<tr>
<td><strong>Electronic Resources</strong></td>
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<td></td>
</tr>
<tr>
<td>Access to Unique E-Journal Titles</td>
<td>15,600</td>
<td>16,290</td>
<td>-4.24%</td>
</tr>
<tr>
<td>Access to Online Databases</td>
<td>195</td>
<td>156</td>
<td>25%</td>
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<tr>
<td><strong>Materials Cataloged</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monograph Titles Cataloged</td>
<td>11,358</td>
<td>11,377</td>
<td>-0.17%</td>
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<tr>
<td>Monograph Volumes Cataloged</td>
<td>12,360</td>
<td>12,044</td>
<td>2.62%</td>
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<tr>
<td>Serial Titles Cataloged</td>
<td>109</td>
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<tr>
<td>Serial Volumes Cataloged</td>
<td>5,036</td>
<td>6,154</td>
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<tr>
<td>AV Titles Cataloged</td>
<td>482</td>
<td>312</td>
<td>54.49%</td>
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<tr>
<td>AV Units Cataloged</td>
<td>574</td>
<td>332</td>
<td>72.89%</td>
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<tr>
<td>Computer File Titles Cataloged</td>
<td>266</td>
<td>298</td>
<td>-10.74%</td>
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<tr>
<td><strong>Materials Withdrawn</strong></td>
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<tr>
<td>Monograph Titles Withdrawn</td>
<td>1,807</td>
<td>1,830</td>
<td>-1.26%</td>
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<tr>
<td>Monograph Volumes Withdrawn</td>
<td>3,211</td>
<td>4,260</td>
<td>-24.62%</td>
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<tr>
<td>Serial Titles Withdrawn</td>
<td>154</td>
<td>349</td>
<td>-55.87%</td>
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<tr>
<td>Serial Volumes Withdrawn</td>
<td>932</td>
<td>2,027</td>
<td>-54.02%</td>
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<tr>
<td><strong>Record Maintenance</strong></td>
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</tr>
<tr>
<td>Catalog Maintenance Work</td>
<td>2,781</td>
<td>1,988</td>
<td>39.89%</td>
</tr>
<tr>
<td>Authority Work</td>
<td>12,400</td>
<td>8,431</td>
<td>47.08%</td>
</tr>
<tr>
<td><strong>Bindery</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial Binding Items</td>
<td>11,266</td>
<td>11,902</td>
<td>-5.34%</td>
</tr>
<tr>
<td>Archival boxes</td>
<td>288</td>
<td>80</td>
<td>260.00%</td>
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<tr>
<td>In House Pamphlet Binding Items</td>
<td>353</td>
<td>385</td>
<td>-8.31%</td>
</tr>
<tr>
<td>Book Repairs</td>
<td>169</td>
<td>93</td>
<td>81.72%</td>
</tr>
</tbody>
</table>

Note: These statistics do not include the items moved to Galvin storage because they were not officially withdrawn even though we have suppressed their records in Voyager.
FY06 Department Goal Review

Several FY06 goals were not accomplished largely because of the department head’s being tied with other responsibilities. For the entire FY06, the department head, Ling-li Chang, held responsibilities of one assistant dean and three department heads. New initiatives which took higher priority also prevented some of the set goals from completion.

Below are the FY06 goals to be deferred to FY07:
- Work with Harrassowitz to implement EDI invoicing for our standing orders with them.
- Propose Technical Services reorganization plans.
- Revamp the replacement order workflow and recommend changes to Collection Development Committee.
- Work with YBP to implement ECOR to load titles which are on order with YBP and Lindsey and Croft.
- Plan and implement record cleanup projects identified during Cudahy/Science Consolidation, e.g. EMC records, records with odd call numbers.

❖ Goals for FY07 (July 2006-June 2007)

1. Facilitate collection enhancement and review projects.
   a. Establish 160 new subscriptions to start in January 2007, including print only, online only and print+online options. (summer 2006-fall 2006)
   b. Execute subscription cancellations for selective print journals. (fall 2006)
   c. Continue to refine the approval plan profiles which were greatly revised at the end of FY06. (summer 2006-fall 06)
   d. Work with Rome Librarian to complete Rome collection withdrawal project. (fall 2006)
   e. Continue to work with bibliographers on cataloging backlog review project. De-accession items selected to be weeded. Catalog the remaining items in the backlog after bibliographers complete their reviews. (fall 2006-spring 2007)
   f. Work with Cudahy bibliographers on reference collection review project. Withdraw or relocate items per bibliographers’ requests. (summer 2006-fall 2006)

2. Plan and implement projects to reflect correct physical location of print materials.
   a. Complete the LSF Scanning project. (summer 2006)
   b. Develop plans to locate and resolve the items which remain associated with the interim LSF Pick List location. (fall 2006)
   c. Develop plans to locate and resolve the missing faculty-select Dewey books. (fall 2006-spring 2007)
   d. Complete the location change in cataloging and acquisitions records for the remaining Mallinckrodt locations. (fall 2006-)
   e. Conduct projects to clean up the remaining record problems identified during Cudahy/Science Consolidation, e.g. EMC records, records with odd call numbers. (fall 2006)

3. Plan and implement Voyager release upgrade and other Voyager related projects.
   a. Work with Head of Systems to recommend training for the upgrade from release 2001.2 to Unicode and release 5 & 6. (Sept. 2006)
b. Participate in the overall planning and implementation of the new releases. Lead upgrade implementation pertaining to technical services functions. (fall 2006-winter 2006/2007)
c. Plan for and execute pre-Unicode and post Unicode database cleanup projects (fall 2006 & spring 2007)
d. Continue to gather information about I-Share systems and services pertaining to technical services functions; participate in evaluating the pros and cons of becoming an I-Share member. (spring 2007)

4. Implement projects to enhance technical services operations.
   a. Implement changes resulted from the Technical Services reorganization and fill vacant positions as recommended by the reorganization plan. (fall 2006)
   b. Work with Harrassowitz to implement EDI invoicing for our standing orders with them. (fall 2006)
   c. Complete consolidate of standing order vendor suppliers and move most of the direct orders to our major vendors. (spring 2007)
   d. Revamp the replacement order workflow and recommend changes to Collection Development Committee. (fall 2006)

5. Implement projects to enhance management of electronic resources.
   a. Participate in evaluating and selecting an ERM system, and planning for implementation after purchase decision is made. (summer 2006-spring 2007)

6. Plan and implement projects to enhance bibliographic access of library materials.
   a. Plan for and execute cataloging and classification of Rome Dewey books. As part of these projects, merge separate bibliographic records of titles duplicate between Rome Library and Chicago libraries. (summer 2006-summer 2007)
   b. Explore the possibility of using Marcive services for government documents. (fall 2006)
   c. Work with Head of Library Systems on loading e-book records. (fall 2006)
   d. Work with YBP to implement ECOR to load titles which are on order with YBP and Lindsey and Croft. This will allow Pegasus display of all on-ordered titles. (fall 2006)

7. Participate in library disaster preparedness planning.
   a. Lead the Disaster Preparedness Committee to complete the dPlan for Cudahy. (spring 2007)
Academic year 2005-2006 was extremely busy at the University Archives. Usage of the archives by both the Loyola community and external researchers continues to rise and the archives staff has been involved in many University projects. Internal Loyola University Chicago requests increased 39% from 306 requests in FY05 to 426 in FY06. This increase can be attributed to more requests being received from University departments. As usual, the majority of information requests came via email (211) and telephone (228) although the number of in-person researchers continues to rise (205). Web page hits and visits continue to increase thanks in part to the re-design of the web site and the continual addition of new content. See the comparative yearly statistics chart, 2000-2006, at the end of the report for further details.

Accomplishments

Intellectual Control and Access

- **Past Perfect** – The first phase of the Past Perfect project has been completed thanks to the work of Sister Helen Macatee, BVM. Phase one involved entering the information from the accession cards into the accession module and creating brief catalog records. Sister Helen entered information for accessions from 1980 to 2003, resulting in 1068 accession records and 866 brief catalog records. Database maintenance is on-going to insure all information is presented in a standardized format.

- **Autograph Collection Inventory** – An inventory of the autograph collection has been completed and an Excel spreadsheet created with a total of 1,237 entries. Some entries contain multiple items.

- **University Photograph Collections** – A subject inventory has been completed for all photograph collections. In addition, the archives staff has begun counting images in the photograph collections. The total currently stands at 60,000 photographs, slides, and negatives.

- **University Archives Website** – The University Archives web site was transferred to the new University template at the beginning of Academic Year 2005-2006. Changes were made in the presentation of information about the collections in an effort to provide more access to information at the archives. Among the changes were the addition of PDFs for the Catholic Church Extension Society Diocesan Correspondence and U.S. photographs; the Samuel Insull papers; the E. Ogden Ketting papers; and the Granger W. Westberg papers. A new Loyola history section has been created which includes a timeline and a president’s list with highlights from each administration.

- **Re-organization of room 219 & Deck D** – The stacks in room 219 are being re-organized to reflect the collection priorities in the libraries’ new disaster plan. The most important collections (priority 1), specifically the earliest records of St. Ignatius College/Loyola
University and University Archives operation files, have been moved to range 12 by the door of room 219 in case they need to be removed during an emergency.

- **Policy Manual** – A revised policy manual has been submitted to the dean of libraries for review.

**Accessions**

- 58 accessions totaling 219 linear feet of material were received at the University Archives during the 2005-2006 Academic year, a decrease of 5% from FY05. The FY05 receipt of 230 linear feet of material reflected the first ever University-wide clean-out day in response to the creation of the University records management policy & retention schedule.

- **Notable accessions include:**
  - School of Law records, ca. 1976-2004, 10 linear ft
  - Thomas Haney, Associate Dean – Law School, ca. 1962-2004, 40.5 linear ft
  - Allen Shoenberger, J.D, - Law School, ca. 1990-2003, 4.5 linear ft
  - Hispanic Institute records, IPS, ca. 1975-2005, 7 linear ft
  - D’Arcy Gallery records, ca. 1938, 1969-1994, 3 linear ft
  - University Marketing and Communications, ca. 1970-2000, 52 linear ft
  - University Libraries records, ca. 1969-2004, 3.5 linear ft
  - Alan Barney, Assistant University Librarian, ca. 1997-1998, 1.5 linear ft
  - David Nutty, Assistant University Librarian, ca. 1989-1997, 8 linear ft
  - Public Affairs records, ca. 1990-1999, 10 linear ft

- **Theses and dissertations** – 266 theses and dissertations were added to the University Archives collection. This reflects a 118% increase over the 122 theses and dissertations received during FY05.

**Processing**

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

- Raymond C. Baumhart, S.J., records, 1918 – 1993 (Bulk 1960-1993), 81 linear ft

**Reference**

A total of 658 reference requests, 426 internal (Loyola students, staff, faculty, & administration) and 232 external, were handled at the University Archives from July 2005 through June 2006, an increase of 4% over FY05. The number of emails requests rose from 223 to 228, an increase of 2% for FY06, and for the first time statistics for the number of departmental requests via email were kept. This showed that 127 out of the total 228 emails received were from University departments. A total of 211 telephone inquiries were handled by the archives staff, an increase of 22% over FY05. On-site researchers remained consistent rising from 199 in FY05 to 205 in FY06, a 3% increase, and the number of ILL requests decreased slightly from 6 in FY05 to 5 in FY06. The summer of FY06 saw a number of international requests for images from rare books and Schoder
collection slides to be used in publications. These requests came from Germany, Mexico, and England.

**Outreach**
- Members of University Marketing and Communications visited the archives to see what services and information are available. The result was the involvement of the University Archives with the development of UMC’s Loyola timeline.
- Ada Steencken and Cheryl Sporlein from the College of Arts and Sciences dean’s office came to the archives to see what CAS materials are here, how they are organized, and to get an idea of the other types of records they could transfer to the archives.
- A Freshman 101 seminar visited the archives in the spring for a brief overview of Loyola history.
- A new brochure to replace the archives’ 12 year old brochure is in development.
- The archives staff continues to work with the editor of Loyola Magazine to provide images, captions, and information for stories.

**Special Projects**
- Loyola History Project – The staff at the University Archives continues to assist on the Loyola History Project by providing access to records at the archives and locating additional resources.
- Loyola Oral History Project – A proposal to re-instate the University’s oral history project was submitted as requested by the dean of libraries and provost. This proposal reshapes the project to document university history by unit instead of depending on interviews with retiring faculty, staff, and administrators.
- UMC Loyola timeline – The archives staff provided approximately 80 images for the Loyola timeline being developed by University Marketing and Communications. In addition, the archivist assisted UMC by providing captions for each image, proofing timeline blurbs, and doing a final check of captions and images with UMC staff.
- AJCU Archives project – September 2005 saw the first meeting of AJCU archivists at Marquette University. The purpose of this meeting was to discuss a possible joint digital project. Since September 2005 the project has been on hiatus pending approval and funding by the AJCU library directors. Recently, however, it appears that the project might be once again become active.

**Staff Changes**
Kirsten DeVries joined the University Archives staff in January 2006 as a special project graduate assistant to process the Richard A. McCormick, S.J., papers. She will be leaving the archives staff at the end of August 2006.
Beth Myers originally joined the University Archives staff as a graduate assistant in 2002. While working at the archives on and off from 2002 to 2006, she processed approximately 92 linear feet of records. She resigned to pursue other opportunities upon the completion of her degree in June 2006.

**Review of FY06 Goals**
- Create 10 to 15 catalog records of University Archives collections for Pegasus – not completed due to limited staff and time.
- Enter records into Past Perfect – first phase, entering accession records, completed.
• Autograph collection inventory – completed.
• Photograph collections inventory – subject inventory completed; count of images is on-going.
• Manual inventory of rare books – not completed due to limited staff and time.
• Continue to improve University Archives website – on-going
• Develop processing priority list and process 50 to 100 linear feet of backlog each year – priority list completed, approximately 131 linear ft of backlog processed.
• Increase awareness of the University Archives & its services to the Loyola University Chicago community and other scholars through
  o New brochure – in progress
  o DVD about the archives – not completed
  o Work with History department to develop an archival research component or archives course – on-going
• Complete policy manual, write procedures manual – a revised policy manual has been submitted and a procedures manual is underway.

FY07 Goals
• Create 10 to 15 catalog records of University Archives collections for on-line catalog, specifically for collections such as the Insull papers and related collections, National Catholic Interscholastic Basketball Championship, and Catholic Church Extension Society Records.
• Past Perfect – Add additional information for processed collections to brief catalog records; begin adding image files to records.
• Digital project(s) – AJCU archives project; design and implement small University Archives project using the Virtual Exhibit module of Past Perfect; pursue collaborative project with government documents librarian and WLA archivist.
• Conduct manual inventory of rare books, both Dewey and LC.
• Continue to improve archives website by adding more Loyola history information, PDFs, and virtual exhibits.
• Continue to process 50 to 100 linear feet of backlog per year.
• Write procedures manual.
• Continue outreach to University departments by inviting members to the archives and going to individual departments.
## Comparative Yearly Statistics 2000 to 2006

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<th>% Change</th>
<th>FY06</th>
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| **Total Internal Requests** | 39 | 426 | 306 | 188 | No data | No data | No data | No data |
| **Total External Requests** | 29 | 232 | 329 | 335 | No data | No data | No data | No data |

### Total Research Inquiries

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