

1997

Centennial Library 1996-1997 Annual Report

Cedarville College

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CENTENNIAL LIBRARY
Cedarville College
Annual Report 1996/97

INTRODUCTION

Personnel

The 1996/97 academic year completed one of the busiest years in personnel and technological change since the installation of library automation and the campus network in 1992. Although these adjustments to change tend to be the normal mode of operation for the Centennial Library Staff, this was a challenging year. Four new staff--two faculty, one full-time staff, and one part-time staff-- began their tenures at the Library which means orientation and adjustments for all staff, new and veteran. In addition, several staff members began new job responsibilities and one was shifted to a new job in another Library department. As well, one staff member went through the process of transitioning from staff to faculty status. Library faculty and staff were also involved in more conferences and workshops than in recent memory--a total of 17 conferences and workshops were attended in addition to numerous OhioLINK training and orientation session. . This increase was a factor not only of the growing involvement of Library faculty and staff beyond the Cedarville campus, but also of the rising complexity of the Library operation which requires regular and on-going training and up-dating.

Operations

Significant operational advancement occurred in 1996/97. The major transition in service for the year was the first year of Centennial Library participation in the OhioLINK PCirc program--patron initiated borrowing and lending. Despite the high level of activity and necessary personnel adjustments, the transition went well thanks to excellent planning, preparation, and staff leadership. In addition, measured progress was made in the development of network-based electronic tools for the user education program in addressing the needs of freshman orientation to Library services and resources. Technology advancement was also a major element in the year's activities. The classroom technology upgrades installed and implemented during the Fall Quarter had a significant impact on the work and service load of AV Services, requiring fairly comprehensive orientation for all faculty who would be using the equipment in the classroom setting. Library staff were heavily involved in the planning, implementation, and installation of that technology equipment in campus classrooms. The move by Computer Services to Windows 95 necessitated a major overhaul of most of the Library's computer installations. Almost all computers--offices, network lab, computer classroom, language lab, and reference--were either upgraded or replaced, probably putting Library computer capabilities in the best position ever to begin a new academic year.

Planning

The year 1997 found us completing 10 years in the current Library facility. Much as changed since 1987, some of which is obvious in the paragraphs above. Given that change and the prospects of the future, it seemed important that we determine where Library facilities and services should be directed in the near future. Therefore, with the recent and projected growth of the College; the number of Library services and facilities which seem to be in transition as a result of change; and the continuing resource, technological, and staffing challenges; the Library staff began a broad evaluation and longer-term strategizing about the Library's future. This process will culminate sometime in 1998 with the completion of *Vision 2007: A Strategic 10-Year Library Service and Facility Use Plan*.

YEAR IN REVIEW - HIGHLIGHTS

Staffing

- Hired four new employees and completed successful orientations and first year of employment:

Julie Deardorff - Collection Development Librarian

Judy Boddy - Assistant for Library Support Services

Dara Fraley - AV Services Manager

Deana Stone - AV Services Assistant

- Completed the process for moving Joyce Riggs from staff to faculty status as Curriculum Materials Center Librarian.

- Completed additional staff re-organization the academic year:

Tonya Fawcett - assigned to coordinate the User Education program

Melody Curtis - re-assigned to a new position in the Reader Services department--Reader Services Technical Assistant

Melinda Howard - assumed responsibilities for OhioLINK PCirc

operations.

- Implemented a Library service award: *Certificate of Recognition for Distinctive Service* and presented it to the first two staff recipients--Melinda Howard and Carl Brandon.

- Implemented re-structuring of the Collection Services department given the impact of two new faculty members in that operation.

- Library faculty and staff attended 17 conferences and workshops in addition to numerous OhioLINK meetings and training sessions.

- Graduated 13 Library student staff members.

- Provided service during the 1996/97 academic year with the following staff:

Library faculty:

Lynn A. Brock, M.L.S., Director of Library Services, 1969-

Jan M. Bosma, M.L.S., Associate Director of Library Services, 1982-

Ruth E. Martin, M.L.S., Assistant Director for Reader Services, 1991-

Carl D. Brandon, M.A., Assistant Director for Media Services, 1992-
Judith M. Boddy, M.A., Assistant for Library Support Services, 1996-
Julie Deardorff, M.L.I.S., Collection Development Librarian, 1996-
Lynne M. Funtik, M.L.I.S., Reference Librarian, 1994-
Tonya Fawcett, M.L.S., Reference Librarian (Part-time)

Full-time staff:

Fran Andrews, Library Secretary/Office Manager, 1981-
Michal Bader, B.R.E., Library Technical Assistant, 1994-
Melody Curtis, B.A., Reader Services Technical Assistant, 1994-
Linda Divan, B.A., Collection Services Manager, 1977-
Dara Fraley, B.S., AV Services Manager, 1996-
Dianne Gottwals, B.A., Graphics Technical Assistant, 1993-
Melinda Howard, B.A., Assistant Circulation Services Manager, 1989-
Luann Nicholas, B.A., Circulation Services Manager, 1986-
Joyce Riggs, M.S., Curriculum Materials Center Librarian, 1989-
Patty Stutes, Media Resource Center Manager, 1988-

Part-Time Staff

Deana Stone, B.A., AV Services Assistant, 1996-

Students:

38 Student Assistants

Services

Completed OhioLINK central catalog data loads, PCirc training, and implemented PCirc operations in September--over 13,000 PCirc transactions were completed during the academic year.

Added electronic access to all the Academic Press journals in full-text and full-image format (175 titles).

Scheduled and taught 82 user education sessions (up 19%), servicing 24 faculty members in 8 different departments. Had contact in these sessions with total of 1595 students.

Answered a total of 7,433 reference questions (up 23%).

In addition to OhioLINK, handled a total of 2,866 lending and borrowing transactions in the Interlibrary Resource Services (up 8.8%).

Experienced a significant increase in the circulation of Library materials--over 70,000-- up 20.9% over the 1995/96 academic year.

Re-organized the user education program under the leadership of Tonya Fawcett.
Upgraded the Language Lab facility with the addition of 24 networked computers.
Upgraded the entire video control room and re-installed the equipment in portable cases for use by Broadcasting students in on-location projects.

Produced and marketed 3 videotape programs--Senior Program, Nursing Convocation, and Graduation--with over 225 copies sold.

Hosted the SOCHE workshop, "The Great Home Page Show" with almost 50 in attendance.

Began the Ameritech Communicating PC Project linking the Curriculum Materials Center and Cedarville High School. A kick-off news conference was held on November 14 in the Curriculum Materials Center.

Developed new electronic modules for the User Education Program.

Made 2 OhioLINK presentations to College trustees and 9 OhioLINK orientation sessions for patrons, one with all full-time faculty.

Installed 6 high-speed laser printers at the reference area computers to facilitate full-text printing. Over 71,000 copies were made by patrons during the academic year.

Provided consultations for three other college and universities: for Trevecca Nazarene University on automation and building issues, for Wilmington College on OhioLINK and automation issues, and for Wittenberg University on OhioLINK Pcirc orientation.

Operations

Implemented OhioLINK participation.

Expanded patron feedback assessment, including a focus group, freshman e-mail survey, user education evaluation, and the annual Graduating Senior Library Survey.

Experienced a 32% response with the Senior Survey.

Implemented the change of Library hours for 1996/97 partially in response to increased student requests for expanded hours.

Added 4,114 volumes to the print collection, 56 volumes to the microforms collection, and 152 items to the media collection.

Completed the re-bar coding of the entire Library collection including media and CMC materials.

Planned, installed, and implemented Phase 1 of the classroom technology upgrade -- AV Services provided support and oversight; Computer Services provided user training.

Completed a Library Manager's Handbook of Student Employment Practices.

Completed the construction of 2 faculty offices in a re-configured seminar room.

Continued the upgrading of Library computer equipment required by the migration to Windows 95. Involved the switching out and upgrading of a large number of computers in faculty/staff offices, the Media Resource Center, the Library Computer Classroom, the Language Lab, and the Reference area.

Completed the fourth complete inventory of the Library collection using bar-wanded input into the Library automated system.

Installed the Release 10.0 and 10.1 software upgrade on the Innovative Interfaces Library automated system.

Ordered a new Dec Alpha computer to replace the 5 year old Innovative Interfaces system installed in 1992. The swap out will occur sometime in early Fall, 1997.

YEAR IN REVIEW - PROFESSIONAL STAFF

LYNN A. BROCK, Director of Library Services

Professional Activities:

College: **College Archivist**

Other: **Chair:** Interim Leadership Committee. Council of Library Directors. Coalition for Christian Colleges and Universities.

General Session Moderator and Speaker: "Changing Roles on Campus: Librarians as Information Leaders" Panel presentation. CCCU Library Directors National Meeting. Nashville, Tennessee, April 9-10, 1997.

Visiting Consultant: Departmental Review of the Zondervan Library. Taylor University. Upland, Indiana. March 2-3, 1997

Indexer: CHRISTIAN PERIODICAL INDEX (4 titles)

Committees:

College: Department Chair Committee
Middle Management Conference
Technology Planning Committee
North Central Self Study Steering Committee

Other: Executive Committee. Library Division. Southwestern Ohio Council For Higher Education.

Interim Leadership Committee. Council of Library Directors. Coalition for Christian Colleges and Universities.

Private College Directors Group. OhioLINK.

Memberships:

Academic Library Association of Ohio
American Library Association
Association of College and Research Libraries
Association of Christian Librarians
Society of American Archivists

Publications:

"The Changing Role of the Library Director." CCCU LIBRARY DIRECTOR'S

NEWSLETTER. 2 (Spring, 1997) pp.2-6.

Conferences:

“Servant Leaders Meeting the Challenges of Information Technology.” Second national conference of the Coalition for Christian Colleges and Universities Library Directors. Nashville, Tennessee, April 9-10, 1997

“Choosing our Futures.” Association of College and Research Libraries National Conference. Nashville, Tennessee, April 11-13, 1997

Academic Library Association of Ohio annual conference. Columbus, Ohio, November 1, 1996.

“The Great Library Home Show: Elements of a Library Home Page.” Sponsored by the Southwestern Ohio Council for Higher Education. Cedarville College, Cedarville, Ohio, October 24, 1996.

JAN BOSMA, Associate Director of Library Services

Professional Activities

Director of Operations: Association of Christian Librarians, 1996-

Media Catalog editor: Southwestern Ohio Council for Higher Education. Library council cooperative Services Committee, 1995-

Director at Large: Academic Library Association of Ohio, 1997-

Indexer: CHRISTIAN PERIODICAL INDEX, 1997-

Committees

College: Yellow Jacket Committee. Secretary. 1988-
Graduate Program. Library resource person. 1996-

Other: Association of Christian Librarians
Development Committee 1994-
Home Page Task Team 1996-
Financial Advisory Committee 1993-
Academic Library Association of Ohio
Membership Liaison 1994-
Southwestern Ohio Council for Higher Education. Library Council
Cooperative Services Committee.

Memberships

Association of College and Research Librarians

Academic Library Association of Ohio

American Library Association

Association of Christian Librarians

Conferences

“Choosing our Futures.” Association of College and Research Libraries National Conference. Nashville, Tennessee, April 11-13, 1997
Academic Library Association of Ohio annual conference. Columbus, Ohio, November 1, 1996.
OHIONET. Windows 95 Workshop. Columbus, Ohio. March 1997.
Association of Christian Librarians Annual Conference. Northwestern College. June 1997

RUTH MARTIN, Assistant Library Director for Reader Services

Committee:

College: College Planning Group. Academic Division. Academic Support Departments Planning Committee

Memberships

Academic Library Association of Ohio
American Library Association
Association of Christian Librarians

Conferences/Workshops

Academic Library Association of Ohio. "Facing the Future: Redefining the Basics" Columbus, OH November 1, 1996.
Cedarville College. Computer Services. "WordPerfect Special Features." April 15, 1997.
National LOEX Library Instruction Conference. "Theory and Practice." Charleston, SC May 8-10, 1997.
Cedarville College. Computer Services. "Windows '95" May 23, 1997.

Continuing Education

“Business Graphics & Design.” 3 credit hours. Cedarville College. Winter Quarter.
“Desktop Publishing.” 3 credit hours. Cedarville College. Spring Quarter.

CARL BRANDON, Assistant Library Director for Media Services

Incomplete: Currently on medical leave. Will be updated in October, 1997

Professional Activities

College: **Adjunct faculty** - Education Department

Continuing Education

“Thinking Interactively” workshop. Association of Applied Interactive Multimedia, July 22-26, 1996. University of Charleston, Charleston, SC. 2.5 CEU’s

Committees

College:

Memberships

Academic Library Association of Ohio
Association for Applied Interactive Multimedia
Consortium of College and University Media Centers

Conferences

Association for Applied Interactive Multimedia Conference, University of Charleston, Charleston, SC. July 22-27, 1996

JUDITH M. BODDY, Assistant for Library Support Services

Professional activities:

Indexer: CHRISTIAN PERIODICAL INDEX.

Committees:

College: New Faculty Chapel planning committee
Other: OCLC Users Council

Memberships:

Academic Library Association of Ohio
Association of Christian Librarians
Online Audiovisual Catalogers

Conferences:

Academic Library Association of Ohio annual conference. Columbus, Ohio,

November 1, 1996.

“Future Directions for OhioLINK.” Regional Briefing. Dayton, Ohio, May 6, 1997

Association of Christian Librarians Annual Conference. Northwestern College. June 10-14, 1997

“PCirc Orientation.” OhioLINK Training Session. Columbus, Ohio, June 19, 1997

JULIE DEARDORFF, Collection Development Librarian

Memberships:

Academic Library Association of Ohio
American Library Association
Association of Christian Librarians
New England Library Association
Popular Culture Association

Conferences:

Academic Library Association of Ohio Annual Conference. Columbus, Ohio, November 1, 1996

American Library Association Annual Conference. New York, New York, July 6-9, 1996

Workshops:

“Acquisitions, Cataloging & Collection Statistics-Innovative Interfaces, Inc.” Columbus, Ohio. July 30-31

“Evaluating Internet Information.” Northwest Public Library. Columbus, Ohio, June 20, 1997

LYNNE M. FUNTIK, Reference Librarian

Memberships

Academic Library Association of Ohio
Association of Christian Librarians

Conferences

Association of Christian Librarians Annual Conference. Northwestern College,
St. Paul, Minnesota. June 10-14, 1996

TONYA FAWCETT, Reference Librarian (Part-time)

Professional Activities:

Workshop speaker: "The Great Home Page Show," Southwestern Ohio Council
for Higher Education. Library Council. Cedarville College, October, 24, 1996.

Presenter: Ameritech Faculty Development Technology Project. The Ohio
Foundation of Independent Colleges. Cedarville College, Cedarville, Ohio. June 25, 1977

Memberships

Academic Library Association of Ohio
Association of Christian Librarians

Conferences

"The Great Home Page Show," Southwestern Ohio Council for Higher
Education. Library Council. Cedarville College, October, 24, 1996.

Academic Library Association of Ohio annual conference. Columbus, Ohio,
November 1, 1996.

National LOEX Library Instruction Conference. "Theory and Practice."
Charleston, SC May 8-10, 1997.