

1998

Centennial Library 1997-1998 Annual Report

Cedarville College

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CENTENNIAL LIBRARY
Cedarville College
Annual Report 1997/98

INTRODUCTION - SIGNIFICANT DEVELOPMENTS

Personnel

The 1997/98 academic year saw the completion of a reorganization effort that had begun in various ways some 24 months earlier. This effort, which involved restructuring some faculty and staff roles, responsibilities, and reporting lines, was undertaken to meet at least three objectives. First, the reorganization was necessary to meet the increasing demands of information technology and its permeating effect on all areas of the Library operation. Second, the project was designed to create a management structure that could respond to rapid changes in technology opportunities and applications. And third, the process was undertaken to spread senior administrative responsibilities beyond more than one person as the Library operation continues to grow in complexity.

Operations

The Library's role in the support and advancement of instructional technology took another major step during the 1997/98 academic year. Under the auspices of a new model for integrating instructional technology into the curriculum proposed by the College Technology Planning Committee, a new Instructional Technology Assistance Service was proposed to become part of the Library Media Services operation. Along with the recent growth of classroom technology installations support by Library AV Services, this new service will create a significant shift in the role of the Library Media Services department from just providing media and equipment to brokering the effective integration of media into teaching and learning. The new Instructional Technology Assistance Service, to be housed in transitioned Library facilities, should become a reality during the 1998/99 academic year.

Another significant operational development occurred with the creation by OhioLINK of a new lending/borrowing algorithm, which "raised the bar" of our activity in the patron initiated borrowing program-PCirc. This move to equalize lending and borrowing activity at each OhioLINK institution significantly increased the lending from the Centennial Library to other OhioLINK institutions. Because borrowing activity by Cedarville students is expected to remain high or to increase, there is no question that the level of activity in this program and the staff needed to support it will grow. In addition, events at OhioLINK involving the surge of new private colleges coming into the system have created an entire new environment for funding and providing electronic resources. Already, during the 1997/98 academic year, 8 new databases were provided through OhioLINK either through central funding or Centennial Library contribution. Thus, this year saw the beginnings of what will probably be a transition to OhioLINK as the primary provider of most of the electronic databases and full-text resources

available to Cedarville students. In order to handle the increased computer traffic created by our participation in OhioLINK and its inevitable expansion, a new III computer—a DEC Alpha-- had to be purchased and integrated into our system. This certainly speeded up the response time for our patrons, but also laid the groundwork for the eventual transition to a WEB-based Library catalog and access to a wide range of electronic databases through OhioLINK.

Several financial highlights marked the year. A 1997 graduate of the College and a former Library student assistant provided a substantial gift which will be used to endow an alumni scholarship to be provided by the Centennial Library staff. This award will be given to a senior who intends to pursue graduate studies in Library or Information Science. Also, a new financial milestone for the Centennial Library was reached at the conclusion of the 1997/98 academic year. This would be the first year in College history that Library income exceeded one million dollars--\$1,040,666--and the first year that the College Library expended over one million dollars--\$1,023,693. *(See Table 5)* And last, but certainly not least, the College Library ended another budget year in the black, a testament to excellent management by the Library staff of the resources provided to us. *(See Table 6)*

Assessment

As we continued with the Library assessment program to determine the success of our operations and services in the educational experiences of our students, we were heartened by the strong responses of our students in the Coalition for Colleges and Universities Student Satisfaction Survey. Of the 13 areas surveyed in the 79 CCCU institutions that participated in the study, Cedarville College was listed in the top 5, and the Centennial Library had the distinction of being ranked number one in student satisfaction of Library resources and services. This speaks very well of the Centennial Library staff which makes it all possible and of the level of support provided for the Library by the College administration.

YEAR IN REVIEW - HIGHLIGHTS

Staffing

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

Tricia Walker - Reader Services Technical Coordinator

Mary Schultz - Circulation Services Assistant

- Two promotions were implemented:

Julie Deardorff, Collection Development Librarian, to Assistant Director for Collection Services (to be effective September 1, 1998)

Joyce Riggs, CMC Librarian, to faculty status

- Three Library staff received College service awards:

Linda Divan, Collection Services Manager - 20 years
Jan Bosma, Associate Director of Library Services - 15 years
Dianne Gottwals, MRC Graphics Assistant - 10 years

- A re-organization of some management roles and responsibilities was completed during the year for implementation at the beginning of the 1998/99 academic year. This re-organization placed Jan Bosma, Associate Director of Library Services, into management responsibility for all Library resources and for information and office technology, moved Julie Deardorff to Assistant Director for Collection Services, and move the CMC operation from the Media Services department to the Collection Services department.

- Awarded two *Certificates of Recognition for Distinctive Service*, one to Jan Bosma for significant leadership in the development of information technologies and resources, and one to Luann Nicholas for pioneering efforts in student staff development.

- Library faculty and staff attended 13 different conferences and 12 different workshops in addition to numerous OhioLINK meetings, training sessions, and college-sponsored computer software workshops.

- Graduated 13 Library student staff members.

- Provided service during the 1997/98 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)
Joyce Riggs, M.S., Curriculum Materials Center Librarian, 1989-

Full-time staff:

Fran Andrews, Library Secretary/Office Manager, 1981-
Michal Bader, B.R.E., Library 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-
Patty Stutes, Media Resource Center Manager, 1988-
Tricia Walker, B.A., Reader Services Technical Coordinator, 1997-

Part-Time Staff

Kelly Hellwig, B.A., OKCL Administrative Agent, 1993-
Mary Schultz, B.S., Circulation Services Assistant, 1997-
Deana Stone, B.A., AV Services Assistant, 1996-

Students:

39 Student Assistants

Services

A new DEC Alpha computer was installed to run the III automated library system to replace the original MIPS 3230 purchased in 1992. This was required by the slow computer response time brought about by full participation in OhioLINK starting in 1996.

Completed our second full year with the OhioLINK PCirc direct borrowing system with over 13,000 PCirc transactions during the academic year.

Added 8 new electronic databases to the inventory of electronic resources available to our faculty and students. These were added under the auspices of OhioLINK at no cost or at a reduced cost to the Centennial Library.

Scheduled and taught 74 user education sessions, servicing 27 faculty members in 11 different departments. Had contact in these sessions with total of 1269 students.

Answered a total of 7,479 reference questions, with a record number of 2,764 reference queries during the Fall Quarter.

In addition to OhioLINK, handled a total of 2,535 lending and borrowing transactions in Interlibrary Services.

The Collection Development Librarian had 45 meetings with faculty members, discussing new courses, materials acquisitions, or collection building. A meeting was held with at least one faculty member from each academic department, with an average per department of 3.75.

Collection Services personnel completed collection impact analyses for 45 new courses and one new major.

CLIP (Centennial Library Instructional Pages) **NOTES**, a new electronic publication for students, was published approximately twice per quarter to heighten awareness about Library resources and research-related information.

The **Library Handbook-Faculty Edition** was updated and published for the first time in an on-line format on the Library WEB page.

Experienced a 2.6% increase in the circulation of Library materials--72,699--over the 1996/97 academic year (**See Table 1**).

Produced and marketed 3 videotape programs--Senior Program, Nursing Convocation, and Graduation--with over 300 copies sold.

Continued to develop new electronic modules for the User Education Program intended for use in General Education classes.

Functioned as the OhioLINK PCirc training partner for Wittenberg University as they implemented their participation in the OhioLINK system.

Operations

The Centennial Library experienced its first million dollar income year during 1997/98—\$1,040,666—and its first million dollar expenditure budget year—\$1,023,693. (*See Table 5*)

Continued patron feedback assessment, including a student Library staff survey, user education sessions evaluation, and the annual Graduating Senior Library Survey. Experienced a 31% response rate with the Senior Survey.

Added 4,401 volumes to the print collection, 52 volumes to the microforms collection, and 336 items to the media collection. A total of 687 volumes were withdrawn from the collection. (*See Tables 2 & 3*)

Gift books to the Library collection during the academic year totaled 1,035 for the general collection and 361 for the CMC collection.

New periodical subscriptions for the academic year totaled 32, bringing the number of print subscriptions to 960 and the electronic full-text titles available to 1,918.

Planned, installed, and implemented Phase 2 of the classroom technology upgrade -- AV Services provided support and oversight; Computer Services provided user training.

Continued the upgrading of Library computer equipment with the purchase and installation of 12 new office computers followed by numerous relocations of the replaced computer systems in other places in the Library. Also, a variety of upgrades of network computers was completed in the Media Resource Center, the Language Lab, and the Reference area.

Completed the fifth entire inventory of the Library collection, involving 20 working days during the summer. Only 214 items were discovered to be missing, representing only .15% of the total library collection.

Installed the Release 11.0 OhioLINK software upgrade on the Innovative Interfaces Library automated system. In addition, added several software upgrades to the Library system, including key word searching and personal name search capability.

YEAR IN REVIEW - PROFESSIONAL STAFF

LYNN A. BROCK, Director of Library Services

Professional Activities:

College: College Archivist

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

Breakout Session Speaker: “Managing the Future When the Target Keeps Moving: the Changing Roles of Educational Leadership.” CCCU Technology Conference. Siloam Springs, Arkansas, October 4-7, 1997.

Workshop Session Speaker: “Developing a High Impact Campus

Network at Small Colleges: Case Study of a CAUSE Award Winner.” CIC/CAUSE Information Technologies Workshop. Pittsburgh, Pennsylvania, March 26-28, 1998.

Panel Presenter: “New Directions in Collection Development to Support New Learning Models.” Southwestern Ohio Council for Higher Education Faculty Retreat. Dayton, Ohio, April 3, 1998.

Strategic Planning Consultant: Southwestern Ohio Council for Higher Education. September, 1997-June, 1998.

Indexer: CHRISTIAN PERIODICAL INDEX (4 titles)

Committees:

College:

Department Chair Committee
Chair. Celebrate 2000 Task Team
Jeremiah Celebrate 45 Committee
Middle Management Conference
Staff Development Task Team
Technology Planning Committee

Other:

Library Council. 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

Reports/Publications:

“Strategic Plan.” SOUTHWESTERN OHIO COUNCIL FOR HIGHER EDUCATION. June, 1998

Conferences:

CCCU Technology Conference 1997. John Brown University. Siloam Springs, Arkansas. October 4-7, 1997.

“The Network: A Resource for Learning and Student Service.” CIC/CAUSE Information Technologies Workshop. Pittsburgh, Pennsylvania. March 26-28, 1998

“New Models for Learning in the Information Age.” SOCHE Faculty Retreat. Dayton, Ohio. April 3, 1998.

“Building Bridges to End Users.” Association of Christian Librarians Annual Conference. Taylor University. Upland, Indiana. June 9-13, 1998.

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-
Conference Host: Ohio Valley Technical Services Librarians Group Conference (Springfield, OH)
Conference Host: Coalition for Christian Colleges & Universities. Library Directors Group. (Detroit - April, 1999)
Vice-Chair/Chair-elect: Ohio Valley Technical Services Librarians Group

Committees

College: Yellow Jacket Committee. 1988-
Graduate Program. Library resource person. 1996-
Celebrate 2000 Task Team. 1997-
Other: Association of Christian Librarians
Home Page Task Team 1996-
Financial Advisory Committee 1993-
Academic Library Association of Ohio
Membership Liaison 1994-
Nominations Committee 1997-
Coalition for Christian Colleges & Universities. Library Directors Group. 1999 Conference Planning Committee
Southwestern Ohio Council for Higher Education. Library Council Cooperative Services Committee.

Memberships

Academic Library Association of Ohio
American Library Association
Association of Christian Librarians
Association of College and Research Librarians
Ohio Library Technical Services Librarians Group

Awards

Centennial Library *Recognition for Distinctive Service*

Conferences

Academic Library Association of Ohio annual conference. Columbus, Ohio, October 31, 1997.

“New Models for Learning in the Information Age.” SOCHE Faculty Retreat. Dayton, Ohio. April 3, 1998.
Innovative Interfaces Users Group national meeting. Nashville, Tennessee, May 1-5, 1998.
Academic Library Association of Ohio Leadership Retreat. Columbus, Ohio, June 1-2, 1998
“Building Bridges to End Users.” Association of Christian Librarians Annual Conference. Taylor University. Upland, Indiana. June 9-13, 1998.

Workshops

OhioLINK Seminar on Release 11 software. Wooster, Ohio, January 6, 1998.

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:

Academic Library Association of Ohio Annual Conference. Columbus, Ohio, October 31, 1997
“Sharing the Load: Creative Collaboration & Collection Development (ALAO Collection Management Interest Group) Columbus, Ohio. April 23, 1998.
“Building Bridges to End Users.” Association of Christian Librarians Annual Conference. Taylor University. Upland, Indiana. June 9-13, 1998.

Workshops:

“Circulation Statistics.” OhioLINK. July 29, 1997.
“Copyright and the Electronic Age: Perspectives for Higher Education.” Dayton, Ohio. October 28, 1997.
“Meta-searchers and Web reviews.” OHIONET. Columbus, Ohio. December 3, 1997.
OhioLINK Lead Implementers Meeting - Dataware Update. Columbus, Ohio.

April 16, 1998.

College Workshops:

“Review of Windows 95” Computer Services
“Groupwise 5 Features” Computer Services
“Beginning Excel” Department of Business Administration
“Learning Styles: Classroom Learning” Department of Biblical Education

CARL BRANDON, Assistant Library Director for Media Services

Professional Activities:

College: **Adjunct faculty** - Education Department
Other: **Presentation Technical Support:** “Developing a High Impact
Campus
Network at Small Colleges: Case Study of a CAUSE Award Winner.” CIC/CAUSE
Information Technologies Workshop. Pittsburgh, Pennsylvania, March 26-28, 1998.
Committee member: Greene County Family and Children First
Committee
Presenter: OFIC Multimedia Workshop, Cedarville, Ohio. June, 1998.
Co-Chair: Emerging Technologies Group. Consortium of College and
University Media Centers.

Committees:

College: Classroom Advisory Committee

Memberships:

Association for Applied Interactive Multimedia
Association of Christian Librarians
Consortium of College and University Media Centers
Ohio Educational/Library Media Association
Society for Applied Learning Technology

Conferences:

Consortium of College and University Media Centers Conference. Virginia
Beach, Virginia. October, 1997.
Society for Applied Learning Technology Conference. Orlando, Florida.
February, 1998
“The Network: A Resource for Learning and Student Service.” CIC/CAUSE
Information Technologies Workshop. Pittsburgh, Pennsylvania. March 26-28, 1998
INFOCOMM International Conference. Dallas, Texas. June, 1998.

JUDITH M. BODDY, Assistant for Library Support Services

Professional activities:

College: **MIS Co-leader:** ESL Hungary Team, June 17-July 8, 1998
Other **Indexer:** CHRISTIAN PERIODICAL INDEX (2 titles)

Committees:

Other: OCLC Users Council

Memberships:

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

Conferences:

Academic Library Association of Ohio annual conference. Columbus, Ohio, October 31, 1997.
Innovative Interfaces Users Group national meeting. Nashville, Tennessee, May 1-5, 1998.

Workshops:

OhioLINK Lead Implementers Group. Columbus, Ohio. September 4, November 13, 1997 and April 16, 1998
OhioLINK Cooperative Information and Resources Management Committee meeting. Columbus, Ohio. October 23, 1997.
“PCirc Orientation.” OhioLINK Training Session. Columbus, Ohio, November 6, 1997.
Innovative Interfaces Release 11 Workshop. Wooster, Ohio. January 6, 1998.

JULIE DEARDORFF, Collection Development Librarian

Professional Activities:

College: **Mentor:** Fit-To-Be Tied Program

Memberships:

Academic Library Association of Ohio
American Library Association

Association of Christian Librarians
Popular Culture Association

Conferences:

Academic Library Association of Ohio Annual Conference. Columbus, Ohio, October 31, 1997
Popular Culture Association/American Culture Association Annual Conference. Lake Buena Vista, Florida. April 8-10, 1998.
“Sharing the Load: Creative Collaboration & Collection Development (ALAO Collection Management Interest Group) Columbus, Ohio. April 23, 1998.
“Building Bridges to End Users.” Association of Christian Librarians Annual Conference. Taylor University. Upland, Indiana. June 9-13, 1998.
American Library Association Annual Conference. Washington, DC June 26-30, 1998

Workshops:

“Copyright and the Electronic Age: Perspectives for Higher Education.” Dayton, Ohio. October 28, 1997.
OhioLINK Collection Development Meeting. Columbus, Ohio. October 23, 1997.
Innovative Interfaces Release 11 Workshop. Wooster, Ohio. January 6, 1998.
Picture Book Read-In. Beavercreek, Ohio. February 20, 1998.
Commerce Clearinghouse Database Workshop. Cedarville, Ohio. February 26, 1998.
Fundamentals of Acquisitions Institute Teleconference. Dayton, Ohio. March 13, 1998.
“Learning about Law Resources: What Other Librarians Need to Know (OhioLINK Law Subject Specialists) Columbus, Ohio. June 5 & August 14, 1998.

College Workshops:

Excel Spreadsheet. Computer Services

LYNNE M. FUNTIK, Reference Librarian

Committees:

Other: Association of Christian Librarians. Nominating Committee. 1998-99

Memberships

Academic Library Association of Ohio
Association of Christian Librarians

Conferences

Academic Library Association of Ohio Annual Conference. Columbus, Ohio, October 31, 1997

“Building Bridges to End Users.” Association of Christian Librarians Annual Conference. Taylor University. Upland, Indiana. June 9-13, 1998.

Workshops:

“Searching Congressional Compass.” OHIONET. Columbus, Ohio. November 6, 1997.

“Meta-searchers and Web reviews.” OHIONET. Columbus, Ohio. December 3, 1997.

College Workshops:

“Beginning Word” Computer Services

“Learning Styles: Classroom Learning” Department of Biblical Education

JOYCE RIGGS, Curriculum Materials Center Librarian

Memberships

Academic Library Association of Ohio
Association of Christian Librarians

Conferences

Academic Library Association of Ohio Annual Conference. Columbus, Ohio, October 31, 1997.

ALAO Curriculum Materials Center Interest Group. Dayton, Ohio. University of Dayton, April 24, 1998.

TONYA FAWCETT, Reference Librarian (Part-time)

Memberships

Academic Library Association of Ohio
Association of Christian Librarians

Conferences

“New Models for Learning in the Information Age.” SOCHE Faculty Retreat. Dayton, Ohio. April 3, 1998.

Workshops:

“Searching Congressional Compass.” OHIONET. Columbus, Ohio. November 6, 1997.

College Workshops:

“Learning Styles: Classroom Learning” Department of Biblical Education

reports/annualrep.98