

1999

Centennial Library 1998-1999 Annual Report

Cedarville College

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CENTENNIAL LIBRARY
Cedarville College
Annual Report 1998/99

INTRODUCTION

Major Accomplishments, 1998/99

- ***Migration to the WebPac version of the Library catalog software*** - This included switching from terminal access to PC access for the Library catalog. This now allows a “single-workstation” approach to accessing both electronic databases and the Library/OhioLINK catalog.

- ***Transition to accessing OhioLINK provided electronic databases.*** During the 1998/99 academic year, a significant shift was implemented in the provision of electronic information resources from negotiating many of our own contacts with selected vendors to OhioLINK being the primary provider. The Library now has access to over 100 electronic databases, most of which are either provided by OhioLINK as part of our OhioLINK membership pro-rated financial contributions or are purchased through OhioLINK at reduced rates because of state-wide contacts that have been negotiated by OhioLINK. Though some compromises were required in our choices about the electronic databases we would like to provide to our students, we are now offering much more for the financial investment than we could have obtained on our own.

- ***Implementation of remote authorization software for the OhioLINK/Innovative Interfaces library system.*** This will allow remote users to access the Library/OhioLINK catalog and OhioLINK provided databases over the Internet—especially important for future graduate students.

- ***Development of the Instructional Technology Assistance Service*** - The Instructional Technology Assistance Service, approved during the 1997/98 academic year finally became a physical reality during the 1998/99 academic year. The remodeling was completed, most of the hardware was purchased and installed, and some services were begun to faculty members. Full operation is expected for the 1999/2000 academic year. Again, 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.

- ***Completion of the final phase of Library role reorganization*** - Also, this year saw the solidification of an organizational reorganization effort that had begun in various ways over 2 years ago. This effort, which involved restructuring some faculty and staff roles, responsibilities, and reporting lines, was undertaken to meet the increasing demands of information technology and to spread senior administrative responsibilities beyond more than one person as the Library operation continues to grow in complexity.

- **Completion of the redesign and mounting of a new version of the Library Home Page**
This involved entirely new screens, resource arrangements, and links.

- **Achievement of a high level of user satisfaction** - Again for the second year in a row, in a survey of students in between 80 and 90 CCCU institutions, the Centennial Library had the highest rating for student satisfaction with library resources. In addition, the Centennial Library was placed #6 in the CCCU in identifying Library staff as helpful and approachable. The annual Senior Survey also demonstrated a high level of satisfaction with Library services and resources. With over a 55% return rate from the Class of 1999, the average mean for the questions asked annually was 2.04 on a 5.0 scale (1 being Strongly Agree and 5 being Strongly Disagree). This continues to show steady improvement from averages ranging from 2.11 to 2.19 in the mid-1990's.

Other Significant Developments, 1998/99

Personnel

During the 1998/99 academic year, we experienced the first significant Library faculty resignations in several years. Although the Library faculty group has grown in recent years, we have generally experienced a level of stability and longevity, with resignations occurring very seldom. However, two resignations were submitted during the academic year. As of the preparation of this annual report, replacements have not been identified.

YEAR IN REVIEW - HIGHLIGHTS

Staffing

- Two employees were new to their positions, one new to the library and the other moving to a newly created position:

Jonathan Shrubsole - AV Services Manager

Dara Fraley - Production Specialist

- One Library staff received a College service award:

Patty Stutes, MRC Manager - 10 years

- Two Library faculty submitted their resignations:

Ruth Martin, Assistant Director for Reader Services resigned, effective at the end of the academic year, to take a new position in California.

Judith Boddy, Assistant for Library Support Services, resigned, effective at the end of the Academic year, but signed a contract for 1999/2000 with the understanding that she might not complete the academic year.

- Awarded two ***Certificates of Recognition for Distinctive Service***, one to **Tonya Fawcett** for critical leadership in the development and use of the WEBClip multi-media user education program and for the enthusiastic advocacy of expanding information literacy

initiatives, and the other to **Patty Stutes** for leadership in the technological transformation of the Media Resource Center.

- Gained approval to expand the **Collection Services Technical Assistant** to a full-time position, with an applicant hired who began employment in July, 1999
- Gained approval for a new **Production Specialist** position to provide expanded faculty technology assistance and to oversee Library video support services.
- Added a **Curriculum Materials Center student supervisor** to relieve the CMC Librarian of some of the student staff supervision responsibilities and work on special projects.
- Library faculty and staff attended 9 different **conferences** and 8 different **workshops** in addition to numerous OhioLINK meetings, training sessions, and college-sponsored computer software workshops.
- Established a new award to honor the Senior Library student assistant with the highest grade point average, the **Top Scholar Award**. The first award was presented to **Shannah Campbell**, who carried a 4.0 grade point average throughout her college career.
- Graduated 11 Library **senior student staff members**.
- Provided service during the 1998/99 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-
Julie Deardorff, M.L.I.S., Assistant Director for Collection Services, 1996-
Judith M. Boddy, M.A., Assistant for Library Support Services, 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., Production Specialist, 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-
Jonathan Shrubsole, B.A., AV Services Manager, 1998-
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-
Janna Gottwals, AV Services Assistant, 1998-

Students:

39 Student Assistants

Services

Completed our third full year with the **OhioLINK PCirc direct borrowing** system with over 12,000 PCirc transactions during the academic year.

Increased to 111 the “collection” of **electronic databases** available to our faculty and students, 90 of which are provided 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 1,051 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 Assistant Director for Collection Services 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, provided to new faculty members, and continues to be made available in an on-line format on the Library WEB page.

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.

Interactive on-line quizzes for students were added to the electronic user education modules, with electronic access to the results by those faculty members using the on-line modules in their classes.

WEBClip #1, a **video “Introduction to the Centennial Library”** was planned, directed, produced, and loaded on the Library Home Page as part of the on-line user education program.

User education personnel presented two **seminars for College staff** on Library and Internet electronic resources.

Assumed responsibility through AV Services for some **classroom sound system support**, assuring that microphones in those classrooms with sound systems are operable for

each class session.

Through AV Services, completed a total of almost 1,500 **classroom technology set-ups/preps** during the academic year.

With the advent of video conferencing capability on campus, AV Services staff supervised the **first remote video course** in College history, the General Geology course taught by John Whitmore from his doctoral study location in California.

As a new service to Cedarville College seniors, the Library faculty initiated the ***Centennial Library Scholarship Award in Library Science*** to be presented to a senior going on to graduate school in Library and Information Science. This award was made possible through the generous gift of a Cedarville College graduate and former Centennial Library student staff member.

Operations

Continued patron feedback **assessment**, including user education sessions evaluation, and the annual Graduating Senior Library Survey. Experienced a 55% response rate with the Senior Survey.

Added 4,064 volumes to the print **collection**, 36 volumes to the microforms collection, and 316 items to the media collection. A total of 255 volumes were withdrawn from the collection. (*See Tables 2 & 3*)

Gift books to the Library collection during the academic year totaled 1,014.

New **print periodical subscriptions** for the academic year totaled 13, bringing the number of print subscriptions to 962.

With participation in the OhioLINK Electronic Journal Center and other electronic full-text databases provided through OhioLINK, the number of **electronic full-text periodical titles** available to our faculty and students increased to 2,534.

Conducted extensive **collection evaluation projects** in psychology, biology, nursing, and Christian education. Over 10,000 print volumes were being evaluated for their value to the collection. Withdrawal recommendations are being completed and new titles are being recommended for purchase.

Initiated participation in the **OhioLINK materials purchase approval system for collection development**. Through OhioLINK, a \$20,000 III software package was provided to allow the Centennial Library to coordinate acquisitions more effectively with other OhioLINK colleges and universities and with Yankee Book Peddler, the approved OhioLINK book vendor for this new initiative.

Planned, installed, and implemented Phase 3 of the classroom technology upgrade with the addition of 5 more **technology classrooms**. -- AV Services provided support and oversight; Computer Services provided user training.

Continued the upgrading of Library computer equipment with the purchase and installation of 20 **new office computers and public workstations** followed by several 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 and the CMC.

Upgraded to the Windows version of the Innovative Interfaces library system software called **WEBPac**, allowing the Library to have single workstation access to all the Library electronic resources. Additional computers were added to those publicly available and most of the old catalog terminals were removed from public use.

Installed the Release 12.0 OhioLINK **software upgrade on the Innovative Interfaces Library automated system**, providing enhanced software capabilities to the circulation, catalog, cataloging, and acquisitions systems.

YEAR IN REVIEW - PROFESSIONAL STAFF

LYNN A. BROCK. *Director of Library Services*

Professional Activities:

College: **College Archivist**

Other: **Chair:** Executive Committee. Library Directors Group. Council for Christian Colleges and Universities.

Conference Committee. CCCU Library Directors Group Third National Conference. Detroit, Michigan, April 6-7, 1999.

Breakout Session Panel Presenter: "Library Staff Recognition and Awards Programs." CCCU Library Directors Group Conference. Detroit, Michigan. April 6-7, 1999.

General Session Speaker: "Impact of OhioLINK on Small College Library Collection Development." Academic Library Association of Ohio Collection Management Interest Group conference. Columbus, Ohio. May 13, 1999.

Indexer: CHRISTIAN PERIODICAL INDEX (4 titles)

Committees:

College: Deans Council

Chair. Celebrate 2000 Task Team

Convener. Instructional Technology Advisory Group

Academic Management Council

Middle Management Conference

Technology Planning Committee

Other: Library Council. Southwestern Ohio Council For Higher Education.

Executive Committee. Library Directors Group. Council for Christian Colleges and Universities.

Independent 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

Conferences:

“Transformational Leadership: Building a Library Staff in the Digital Age.
CCCU Library Directors Group Conference. Detroit, Michigan. April 6-7, 1999.
“Between Chaos and Clockwork: Organizing Academic Libraries for Collection
Development.” ALAO Collection Management Interest Group Conference. Columbus, Ohio.
May 13, 1999.

JAN BOSMA. Associate Director of Library Services

Professional Activities:

Director of Operations: Association of Christian Librarians, 1996-
Board Member: Academic Library Association of Ohio, 1997-
Indexer: CHRISTIAN PERIODICAL INDEX, 1997-
Conference Host: Ohio Valley Technical Services Librarians Group Conference
(Springfield, OH-May, 1999)
Conference Host: Coalition for Christian Colleges & Universities. Library
Directors Group. (Detroit - April, 1999)
Editor and Coordinator of on-line edition. Ohio Valley Group of Technical
Services Librarians Newsletter

Committees:

College: Department Chair Committee. 1998-
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 Committee 1994-
Scholarship Committee 1998-
Coalition for Christian Colleges & Universities. Library Directors
Group. 1999 Conference Planning Committee

Memberships:

Academic Library Association of Ohio
American Library Association
Association of Christian Librarians
Ohio Library Technical Services Librarians Group

Conferences:

ALAO Annual Conference, November 13, 1998, Columbus, Ohio
CCCU Library Directors Conference, April 5-6, 1999. Detroit, MI
Ohio Valley Group of Technical Services Librarians Annual Conference, May
20-21, 1999, Springfield, Ohio
Assn. Of Christian Librarians. Annual Conference. Lee University, TN, June 7-
12, 1999

Workshops:

GOBI Approval Software Training Session, June 18, 1999, Columbus, Ohio

RUTH MARTIN. *Assistant Library Director for Reader Services*

Professional Activities:

Workshop presenter. “Navigating Faculty Through the Information Maze.”
Association of Christian Librarians Annual Conference. Lee University. Cleveland, TN. June
8-11, 1999.

Memberships:

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

Conferences:

Association of Christian Librarians Annual Conference. Lee University.
Cleveland, TN. June 8-11, 1999.

Workshops:

“Dataware Phase I Training.” OhioLINK. Otterbein College. Westerville, OH
December 3, 1998.

“Dataware Phase II Training.” OhioLINK. Miami University. Oxford, OH.
February 4, 1999.

“OhioLINK Lead Implementers Meeting.” Columbus, OH. March 11, 1999

CARL BRANDON. *Assistant Library Director for Media Services*

Professional Activities:

College: Adjunct faculty - Education Department
Other: Parent Involvement Committee member:
Greene County
Family and Children First Committee
Co-Chair: Emerging Technologies Group. Consortium of
College and University Media Centers.

Committees:

College: Classroom Advisory Committee

Memberships:

Association for Applied Interactive Multimedia
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. Santa Cruz,
CA. October, 1998.

JULIE DEARDORFF. *Assistant Library Director for Collection Services*

Professional Activities:

College: Faculty Representative. Cedarville College Teacher Education
Committee
Mentor: Fit-To-Be Tied Program
Debate Tournament Judge: October 23, 1998, Cedarville
College

Other: **Program reviewer:** OVGTSL Newsletter, May, 1999

Memberships:

Academic Library Association of Ohio
American Culture Association
American Library Association
Association of Christian Librarians
Ohio Valley Group of Technical Services Librarians

Committees:

College: Teacher Education Committee

Other: Steering Committee. Academic Library Association of
Ohio

Collection Management Interest Group

Conferences:

ALAO Annual Conference, November 13, 1998, Columbus, Ohio
ALAO Collection Management Interest Group Annual Conference, May 13,
1999, Columbus, Ohio
Ohio Valley Group of Technical Services Librarians Annual Conference, May
20-21, 1999, Springfield, Ohio

Workshops:

Dataware II Training, February 5, 1999, Oxford, Ohio
Picture Book Read-In, February 26, 1999, Beavercreek, Ohio
OhioLINK Regional Briefing, May 14, 1999, Dayton, Ohio
GOBI Approval Software Training Session, June 18, 1999, Columbus, Ohio

JUDITH M. BODDY. *Assistant for Library Support Services*

Professional activities:

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.
November 13, 1998.

Ohio Valley Group of Technical Services Librarians Annual Conference, May
20-21, 1999, Springfield, Ohio

OhioLINK Authorities: OhioLINK session for Technical Services Librarians.
Columbus, Ohio. September 14, 1998.

Workshops:

OhioLINK Biannual Regional Briefings. University of Dayton. May 14, 1999.

LYNNE M. FUNTIK. *Reference Librarian*

Professional Activities:

*Workshop Assistant. SOCHE Faculty Development
Conference: Internet Search Methods. Computer Services, Cedarville College.
Cedarville, Ohio - January 29, 1999.*

Committees:

*Nominating Committee. Association of Christian Librarians.
1999-2000.*

Memberships:

*Academic Library Association of Ohio
Association of Christian Librarians*

Conferences:

*"Today's Actions, Tomorrow's Adventures - To Infinity
and Beyond!" Academic Library Association of Ohio - Annual Conference.*

Columbus, Ohio - November 13, 1998

“Navigating the Information Maze.” Association of Christian Librarians - Annual

Conference. Lee University. Cleveland, Tennessee - June 8-11, 1999.

Workshops:

OhioLINK: Academic Universe. Southern State Community College (South Campus). Fincastle, Ohio - November 6, 1998.

OhioLINK: Congressional Universe. OhioLINK. Columbus, Ohio - December 2, 1998.

OhioLINK: Dataware I. Otterbein College. Westerville, Ohio - December 3, 1998.

OhioLINK: Dataware II. Miami University. Oxford, Ohio - February 4, 1999.

Government Resources via Internet. OhioNet. Columbus, Ohio - March 30, 1999.

JOYCE RIGGS. Curriculum Materials Center Librarian

Professional Activities:

College: **Chair:** Curriculum Materials Center Advisory Committee
Faculty Representative: Cedarville College Teacher Education Committee
Other: **Mentor:** Fit to be Tied Program, November 1998-May 1999
Treasurer: Ohio Valley Group of Technical Services Librarians

Memberships:

Academic Library Association of Ohio
Association of Christian Librarians
Ohio Valley Group of Technical Services Librarians

Committees:

College: Teacher Education committee
Curriculum Materials Center Advisory Committee

Other: Conference Program Committee, Ohio Valley Group of Technical Services Librarians

Conferences:

ALAO Annual Conference, November 13, 1998, Columbus, Ohio
Ohio Valley Group of Technical Services Librarians Annual Conference, May 20-21, 1999, Springfield, Ohio
Picture Book Read-In, February 26, 1999, Beavercreek, Ohio

Workshops:

Dataware II Training, February 5, 1999, Oxford, Ohio
OhioLINK Regional Briefing, May 14, 1999, Dayton, Ohio

TONYA FAWCETT. *Reference Librarian/User Education Coordinator* (Part-time)

Professional Activities:

Workshop presenter: "Navigating Faculty through the Information Maze" Association of Christian Librarians Annual Conference, Lee University, Cleveland, TN, June 8-12, 1999.

Memberships:

Academic Library Association of Ohio
Association of Christian Librarians

Conferences:

"Navigating the Information Maze" ACL Annual Conference at Lee University,
Cleveland, Tn. June 8-12, 1999
"Today's Actions Tomorrow's Adventures to Infinity and Beyond"

ALAO

conference, November 13, 1998.

*“Between Chaos and Clockwork: Organizing Academic
Library for Collection*

*Development” ALAO Collection Management Interest Group program,
May 13, 1999, Columbus Ohio.*

Workshops:

*OhioLINK Regional Briefing at University of Dayton, May 14,
1999*

*Dataware II training session, Miami University, January 15,
1999.*

*Introduction to Lexus-Nexus Academic Universe, November 6,
1998*

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