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## Centennial Library E-News, January 1997

Cedarville University

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From: Lynn A. Brock  
To: PALM.FACULTY  
Date: Wednesday, January 22, 1997 8:12 am  
Subject: Centennial Library E-News

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#### OHIOLINK REPORT/LIBRARY CIRCULATION ACTIVITY

The first quarter of our experience with OhioLINK's patron-initiated borrowing system is now behind us. During the Fall Quarter, our staff handled over 4,000 transactions through the OhioLINK system. Our faculty and students borrowed 2,685 items and the Centennial Library loaned 1,318 items to other OhioLINK libraries. In addition, the Library processed over 1,300 additional interlibrary loan transactions outside of OhioLINK. Resource sharing is alive! Melinda Howard, Assistant Circulation Manager, and those who work with her on processing OhioLINK requests are to be commended for the smooth transition of a very active element into our services to faculty and students. See also the item on Staff Awards.

In addition, the circulation of materials for the last 6 months from the Centennial Library collection is up significantly over the same period in 1995. In the July to December period in 1995, 20,544 items were circulated. In the same period in 1996, 24,476 items were circulated, an increase of over 19%. If the OhioLINK items loaned to our students and faculty are included, our circulation for July to December, 1996, was 26,382, an increase over 1995 of over 30%.

#### POLICY CLARIFICATION

Several have asked questions recently about the availability of media through OhioLINK. The OhioLINK loan agreement covers materials that are loaned outside of the library building and/or off the campus. For us and most other OhioLINK libraries, that means that we do NOT loan reference books, periodicals, media, and special collections items because they are generally not loaned either outside the library building or to anyone "off the campus" -- those not part of the college family. Therefore, OhioLINK loans are generally limited to general collection print materials.

The Centennial Library does have a Media Resource Sharing agreement with institutions in the Southwestern Ohio Council for Higher Education (SOCHE). This special arrangement provides for the loaning and borrowing of media amongst our campuses for classroom use. These materials will be available if the items are not restricted to the campus owning them or if the items are not needed for classroom use on the home campus. In any case,

the loaning institution makes the decision as to whether the media will be made available to the requesting library or not. In most situations the item will be available somewhere in the Consortium, but generally only for the day(s) it is to be used in the classroom. If you desire to order media through the SOCHE arrangement, please contact Dara Fraley or Deana Stone in AV Services at 7853. They make the contacts with SOCHE institution media personnel to initiate these requests. These materials cannot be borrowed through the OhioLINK PCirc system.

#### COLOR COPIER SERVICE

Yes, there is a color copier on campus! It is located in the Library Media Resource Center. The HP color copier/printer was installed in the MRC last May. It provides excellent COLOR COPIES from original prints, photographs, and computer input, and COLOR TRANSPARENCIES from paper copy and computer data. The first color copy of any original costs \$0.75 with each subsequent print of that same original costing \$0.50. Color transparencies cost \$1.00. If you have questions about the capability of the equipment, contact Patty Stutes, MRC Manager, at 7852.

#### NEW AWARD ESTABLISHED

For 1996/97, a new service award for Library faculty and staff was established by the Director of Library Services. The CERTIFICATE OF RECOGNITION FOR DISTINCTIVE SERVICE is an award available to all full and part-time Library faculty and staff. The recipients are selected by the Director of Library Services. The award is based on the following criteria:

- \* Successful development and integration of a significant new library service, operational process, information resource, or job responsibility.
- \* Singular achievement related to job skills development
- \* Performance of significant tasks above and beyond the call of duty.

The awards are given irregularly as the situation warrants, but at least one award is likely to be given annually. In addition to a framed certificate, recognition at a Library staff meeting, and recognition in the Centennial Library E-News, the award also includes a gift certificate.

#### STAFF AWARDS PRESENTED

At the Winter Quarter Centennial Library Staff meeting on January 17, 1997, two Library staff members received the first two CERTIFICATES OF RECOGNITION FOR DISTINCTIVE SERVICE. Melinda Howard, Assistant Circulation Manager, received her award in recognition of effective, positive, and professional leadership in the successful integration of the OhioLINK patron initiated

borrowing system into Library services operation. Carl Brandon, Assistant Library Director for Media Services, received his award in recognition of the critical, thorough, and timely efforts in facilitating classroom technology installations, assuring Ministry Center technology integration, and instituting and coordinating the Ameritech communicating PC project.

#### COLLEGE ARCHIVES UPDATE

In September 1996, Lynn Brock, Director of Library Services, was appointed to serve as the College Archivist to implement the Cedarville College Archives Program approved by the College administrative council in the Fall of 1995. The development of the Archives program was the result of a sabbatical project completed by Lynn Brock in 1995.

The MISSION of the Cedarville College Archives is to provide an official repository for materials of historical significance to Cedarville College. Its PURPOSE is to collect, organize, protect, and make available for use all College publications, selected organizational and operational documents, materials which depict College life, and appropriate personal publications, papers, and memorabilia. The Cedarville College Archives is a department of the Centennial Library.

The following are the current operational priorities for the Archives for 1996/97:

- \* Complete the Archives Operations Manual, including the Archives program and user policies, processing procedures, description policies and procedures, and preservation policies and procedures.
- \* Arrange for the cataloging of selected archival materials
- \* Prepare the Archives Program Declaration for distribution to the College family as a formal announcement of the Cedarville College Archives program.
- \* Complete the preparation of a campus office inventory process and forms.
- \* Begin selective office inventories to identify archival materials.

In addition the following regular duties are performed:

- \* Continue packaging, processing, and describing materials already in the Archives according to the processing procedures established.
- \* Evaluate Archives supply and equipment needs
- \* Provide Archives reference services to researchers
- \* Evaluate long term Archives space needs.

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