Cedarville University

DigitalCommons@Cedarville

Centennial Library E-News

Centennial Library

10-1998

Centennial Library E-News, October 1998

Cedarville University

Recommended Citation

CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY

Oct/Nov
Jan/April/June

Welcome back to another academic year and to the Centennial Library E[lectronic]-News[letter]. This Library publication, produced 5 times during the academic year, is provided to inform about, encourage the use of, and heighten awareness about Library resources and services at Cedarville College. Comments and suggestions are encouraged.

LIBRARY STAFF CHANGES FOR 1998/99

We are pleased to announce that **Jonathan Shrubsole**, a 1997 graduate of the College, is the new *AV Services Manager*, taking over the reins from Dara Fraley. Jonathan comes to this position with recent experience in the Computer Services Department as a network technician and in the Nursing Department as a multi-media technician. In order to more intensely focus the AV Services operation on classroom technology support, the Student assistant staff has been expanded and video production, duplication, and editing Services have been moved to another location and under the responsibility of the new Production Specialist

A new position, *Production Specialist*, has been filled by **Dara Fraley**, who was formerly the Library AV Services Manager. This position reports directly to the Assistant Library Director for Media Services. Dara is responsible to provide College faculty and staff with technical and production assistance, expertise, and development support for elements of video projects, multi-media projects, and instructional classroom technology programs. In this position, Dara will be an integral part of the new Instructional Technology Assistance Service described below.

LIBRARY STAFF OFFICE RELOCATIONS

As result of a number of the staff changes and new services cited in this E-News, several office relocations have occurred. The office of the *Assistant Director for Media Services*, **Carl Brandon**, has been moved to Room 022, the former CMC Seminar Room. The *AV Services Manager*, **Jonathan Shrubsole**, now has an office in Room 005; however the AV Services service area remains in the same location. **Dara Fraley**, the new *Production Specialist*, has her office in the Video Studio area (Room 024), which will soon become part of the new Instructional Technology Assistance Service described below.

SOME LIBRARY ROLES AND RESPONSIBILITIES RESTRUCTURED

This academic year sees the implementation 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. As a result, **Jan Bosma**, the *Associate Director of Library Services*, has been given management oversight for all Library resources and for information and office technology. The scope of these responsibilities includes oversight of budgets for library materials and the direction of the Collections Services Department through its Assistant Director, who now reports directly to the Associate Director. Jan also represents the library on the Department Chair Committee.

Julie Deardorff, most recently the Collection Development Librarian, has been appointed *Assistant Library Director for Collection Services* effective September 1. Julie is responsible for the daily oversight of the Collection Services Department and its staff, and reports directly to the Associate Director of Library Services

With this restructuring, the *Director of Library Services*, **Lynn Brock,** though ultimately responsible to the Academic Vice President for the entire Library operation, focuses his daily responsibilities on service issues, policy issues, budget oversight and management, building and facility issues, planning, and assessment. In these areas, the Associate Director, the Assistant Director for Media Services, and the Assistant Director for Readers Services report to the Director. The Director also represents the Library on the new Dean's Council.

Also in this restructuring, the *Curriculum Materials Center*, under the leadership of **Joyce Riggs**, CMC Librarian, has been shifted from the Media Services Department to the Collection Services Department, where Joyce now reports to Julie Deardorff, the Assistant Library Director for Collection Services.

LIBRARY UNVEILS NEW *CedarLINK* HOME PAGE

As some of you may already have noticed, the Centennial Library has recently unveiled a new version of its Library Home Page, **CedarLINK**. Over 6 months in development, the redesign was coordinated by **Jan Bosma**, *Associate Director of Library Services*, and implemented by **Tricia Walker**, *Reader Services Technical Assistant*. Tricia now serves as the Library's WebManager. The new design was created to streamline CedarLINK, to reduce the number of key strokes to find any particular service or resource, and to be more consistent with the design and structure of the College Home Page. Work continues on updating a number of additional areas of the new Home Page and on adding new and revised links.

INSTRUCTIONAL TECHNOLOGY ASSISTANCE SERVICE APPROVED

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 (ITAS)* was approved to become part of the Library Media Services operation. The *ITAS* will occupy 1,200 square feet on the lower level of the Library in facilities most recently used for the CMC Seminar room, Video studio, and Video Control Room. It is hoped that remodeling will be completed by early Winter Quarter, 1999.

Purpose:

The purpose of this new service is to assist the faculty, as they are designing or re-designing course content, in integrating technology into instruction for a variety of delivery methods. The *ITAS* is envisioned as a multi-media technology faculty production center providing the necessary hardware, software, tutorial support, and skilled personnel to assist faculty in the creation of instructional technology course materials--bringing their ideas to reality. Anticipated services include the following:

Software assistance - providing hands-on help with network applications used in instructional technology projects
Multi-media support services
        Scanning services and support--photos, slides, and printed copy
        Video/image transfer (from image to digital sources)
        Video capture
        2D/3D graphics and animation imaging
Digital photography - acquisition, manipulation, output
Authoring production support
        HTML assistance
        Digital video/audio editing assistance
        PowerPoint and Presentations software assistance
        Multimedia--Authorware, Toolbook, and Director--assistance
        Video tape editing and duplication services
Audio and Visual resources
        Clip art graphics libraries
        Digital photography libraries
        Digital video clip libraries
        Digital audio, music, and sound effects libraries

Concept:

This new service is a place where faculty can go to receive technical support for instructional technology, some software instruction and assistance, and assistance in using available network resources and technology. The intent is to provide assistance to faculty as they build the content for instructional technology integration--*presentation design, screen design, template design, and multi-media integration.* This Service is not envisioned as an end-product production service--a place where faculty drop off their course ideas and Service staff then design and complete the multi-media resource development. **Please note that office software proficiency training will still primarily be provided by Jack Campbell through the**

Computer Services Department.

In addition, faculty on campus with developed expertise in instructional design and technology integration will serve as *consultants* to the staff of the *ITAS* and as *mentors* to interested faculty. The *ITAS* would also be a place where mentors and the mentored could work on projects together.

Tasks:

This coordinated effort--*ITAS, mentors, and consultants*--is being undertaken to help faculty through the process of instructional design and the integration of appropriate technologies for educational effectiveness. There are several basic tasks in this process:

1. Helping faculty conceptualize what they need to do to determine the most effective methods of instructional delivery.

2. Pointing them to the right tools to accomplish what they have determined needs to be done.

3. Helping them through the steps of creating effective curricular technology integration--getting the appropriate content into the program.

Up until now, there has been no "place" identified or envisioned exclusively for faculty to go to obtain the type of initial or on-going specialized assistance, technical support, and staff assistance required to accomplish the tasks described above. The *ITAS* will serve this need. With this new location for faculty assistance, the current Media Resource Center can now focus more on the growing and legitimate needs of students doing the same kind of multi-media work.

Staff:

In order to get the *ITAS* operational, current Library staff will be used until additional positions become available. Carl Brandon, the Assistant Library Director for Media Services, will be serving as acting Director of the *Instructional Technology Assistance Service*. Serving under him will be Dara Fraley, the new Production Specialist, and Media Resource Center staff on an on-call basis.

NEW *AV SERVICES* E-MAIL "PROBLEM" COMMUNICATION SERVICE

Communicating classroom technology equipment malfunctions is now only an e-mail message away by sending your messages to *avserv*. This e-mail is monitored by the AV Services staff from the AV Services office and from all campus buildings when the staff is out on service calls. This should insure more prompt attention to classroom technology service needs. You may continue to call the AV Services office at 7853 for personal contact, but using the e-mail message will allow you to communicate a problem directly without having to find a telephone.

Centennial Library E-News
End