



Annual Report
Centennial Edition

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New logo design commemorating Eastern Illinois University's transition into the 21st Century.

Photos by Beverly Cruse. Graphic Design by Ira Yarbrough.



Booth Library
Eastern Illinois University
Charleston, Illinois 61920

From the Office of the Dean

It was just 100 years ago that Florence M. Beck, the director of the library at Eastern Illinois State Normal School, sat composing the library's first annual report for President Livingston Lord. Carefully stated, detailed as possible, her words are of interest still today. A facsimile of the report is featured in our report this year along with a pictorial glimpse of how our library began in the west end of Old Main's first floor.

One hundred years later, Booth Library is undergoing one of the most impressive changes in its history. Electronic information is moving full speed ahead while print materials rank a very strong second. Online formats have augmented the amount and the currency of information available, while the book remains the most popular format for using more than a few minutes at a time. While charting a path for Booth Library in the new millennium, the library faculty and staff have made decisions based not only upon the patron's need for quick bites of information but also upon the library's role to collect and preserve the information of our time.

During the same period, we abandoned our home of the past 50 years and established five temporary branch libraries to serve the university during the projected 30 months needed for the renovation and expansion of our building. Photographs illustrating our branches are included in this report, documenting the sacrifice the university community endured for what will be a wonderful new home starting January 2002.

Having lived in temporary quarters for a year, I am pleased to report that services and collections are in good stead. Services were adapted to accommodate the needs of the day, and complaints have been almost nonexistent. We stand proud of the planning process that led to this point. No one in our organization was spared the obligation to plan carefully, and everyone now shares in the satisfaction that results from hard work. Our hats are off to the many administrative units on campus who helped us along the way. A special thanks to those certain members of Facilities Planning and Management who maintained nearly daily contact with us concerning either the temporary branch library buildings or the renovation and expansion project.

I salute the Library Services Council and their departments for their hard work this year on building for the future. Without time to catch a breath after a difficult and tedious move, throughout which library services never closed, they began afresh their work with the Holabird & Root architects to complete the plans for the renovated library. The success of our current planning project will be judged for decades to come by all who enter or are touched by Booth Library.

I hope you will enjoy this Centennial Edition of Booth Library's annual report. Its content represents the work of many during an especially eventful year of the library's history. At such a sacred milestone, we look fondly to the past and honor those who built the collections and provided the services to so many students and faculty over the years, and dedicate ourselves to carrying the torch of progress and hope into the future.

Let us hear from you. We remain most interested in providing the library that our patrons want and need, and hope to report here what you want to know and what you find most helpful.

Cordially,

Allen Lanham, Ph.D.
Dean of Library Services



Centennial Edition

First annual report
of the
librarian
of the
Eastern Illinois State Normal School
1900 - 1901.

First Annual Report
1900 - 1901

To H. C. Lord.

Pres. of the Eastern Illinois State Normal School

I herewith submit my annual report for the school year ending June 21, 1931.

The library contains about 3100 volumes not including government publications or periodicals. The present collection contains little waste matter. It has been selected with care and skill and is in very general use.

During the year 612 volumes have been purchased at a cost of \$227.66.

The library has been the grateful recipient of 113 books, 2 daily papers and a number of pamphlets as gifts. The following is a list of donors.

J. P. Woods, Minny Johnson, J. K. Stalton, E. H. Taylor

Illinois Lodge of Free Masons, Charleston Daily Courier and Charleston Daily News.

The books of the library are classified according to the Dewey Decimal System.

The card catalogue which is of dictionary arrangement is still incomplete, books belonging to the class 300 not having been catalogued.

The library has been open 173 days for 24 hours a day.

The average daily circulation which has shown a steady increase is 366 books. This gives little idea of the service of the library as books are in constant use in the reading room but considering the enrollment of the school and the size of the library it indicates a healthy

circulation.

During the year four books and three periodicals have been damaged and \$2.87, the cost of the same, collected.

The students have access to stacks and unrestricted freedom in the use of books.

The inventory taken in January showed a loss of but two volumes during the year and a half which the library had been open.

The librarian has striven to give all needed help in finding and selecting books and to render individual assistance in so far as other duties permitted but if opportunity could be given for some instruction the time of librarian and students would be saved.

The library should be an intellectual and

inspirational force along all lines of human thought. It should be a purveyor to the literary, artistic, scientific and aesthetic needs of the school and in closing this report I would express the desire and the hope that along these lines its influence may extend.

Florence M. Bick

Libr.



Library, ca 1910 - 1920

The main reading room was located on the first floor near the west entrance of Old Main.



Our Organization

Library Services Personnel

ADMINISTRATION

Allen Lanham, *Dean of Library Services, Professor*
Linda Spangler, *Assistant to the Dean for Academic Computing*
Kathleen Ferguson, *Administrative Aide*
Patty Butler, *Accountant Technician III*
Linda Metzger, *Office Systems Specialist I*

ACQUISITION SERVICES

Pamela Waldrep, *Head, Instructor*
Anne Cutright, *Library Technical Assistant III*
Joann Daugherty, *Library Technical Assistant III*
Nancy Jones, *Library Technical Assistant III*
Myrna Thomason, *Library Technical Assistant II*
Marilyn Klingenberg, *Library Clerk III*

CATALOGING SERVICES

John Whisler, *Head, Professor*
Richard Seitz, *Assistant Professor*
Carol Livingston, *Library Technical Assistant III*
Patty Shonk, *Library Technical Assistant III*
Anita Thomas, *Library Technical Assistant III*
Laura Smith, *Library Technical Assistant I*
Karen Sollers, *Library Technical Assistant I*

CIRCULATION SERVICES

Marlene Slough, *Head, Assistant Professor*
Marge Checkley, *Library Operations Assistant*
Randy Woods, *Library Operations Assistant*
Sue Ebel, *Library Technical Assistant III*
Suellen Eggers, *Library Technical Assistant III*
Leeila Ennis, *Library Technical Assistant II*
Jeanne Goble, *Library Technical Assistant II*
Scott Minor, *Library Technical Assistant II*
Paula Reveal, *Library Technical Assistant II*
Lawrence Auchstetter, *Library Technical Assistant I*
Phillip Blair, *Library Technical Assistant I*
Christopher Cougill, *Library Technical Assistant I*
Christina Jenkins, *Library Technical Assistant I*
Todd Rentschler, *Library Technical Assistant I*
Tristum Ryan, *Library Technical Assistant I*
Kathleen Kuhlig-Carter, *Library Clerk III*

COLLECTION MANAGEMENT SERVICES

Karen Whisler, *Head, Associate Professor*
Jocelyn Tipton, *Instructor*
Lois Dickenson, *Library Operations Assistant*
Carol Winkleblack, *Library Technical Assistant II*

LIBRARY TECHNOLOGY SERVICES

Nackil Sung, *Head, Assistant Professor*
Sandra Nees, *Library Operations Assistant*
Brian Hyder, *Microcomputer Support Specialist I*
Jeri Matteson-Hughes, *Microcomputer Support Specialist I*
Lisa Childress, *Library Technical Assistant II*
Susan Eisenhour, *Library Technical Assistant II*

MEDIA SERVICES

William Gibbs, *Head, Associate Professor*
Robert Wiseman, *Professor*
John Looby, *Chief Instructional Media Systems Engineer*
Ira Yarbrough, *Graphic Designer II*
Bev Cruse, *Photographer II*
Joseph DeCaro, *Instructional Communications Technical Operator II*
Henry Brown, *Electronics Technician*
Suzann Bennett, *Office Systems Assistant III*

REFERENCE SERVICES

Carl Lorber, *Head, Professor*
Virginia Baldwin, *Professor*
David Bell, *Assistant Professor*
Ann Brownson, *Assistant Professor*
Johnson Kuma, *Assistant Professor*
Pamela Ortega, *Assistant Professor*
Bradley Tolppanen, *Assistant Professor*
Scott Minor, *Library Technical Assistant II*
Jacqueline Worden, *Library Technical Assistant II*

UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS

Robert Hillman, *Head, Professor*
Carol Winkleblack, *Library Technical Assistant II*
Jenny Crider, *IRAD Intern*
Erin Russell, *IRAD Intern*
Heather Stecklein, *IRAD Intern*

Library Advisory Board

The Library Advisory Board makes recommendations to the Dean of Library Services regarding policies governing the development of the collection, policies for apportioning the materials budget, and other policies relevant to library services. The Board makes recommendations regarding the services and facilities in the library, conveys problems and ideas from their faculty and student constituencies, and facilitates the implementation of a viable positive library program for the university and community. The Board also provides, as requested, representatives from its membership for various internal Library Services committees and task forces. The Library Advisory Board consists of two voting faculty members from each academic college that have been appointed by the Faculty Senate; two voting student representatives appointed by the Student Senate; and ex-officio representatives from Business Affairs, Student Affairs, and the Graduate School.

The Library Advisory Board began the 1999-2000 year with a resolution mourning the death of a former chair of the Board, Lankford Walker. In the fall term, the new Ballenger Teaching Center planned for the new library was discussed, as were the problems and opportunities of accessing Cambridge/BIOSIS search engines. The Board was concerned with the delayed activation of the Gregg Triad Computer Laboratory and its connection to the university computer network. The Board passed a resolution that the opening of the Gregg Triad Laboratory should be an immediate priority for the university, and was gratified to learn that this was completed soon afterwards. Likewise, the Board pushed for additional lights in the McAfee lower level, which was another improvement necessitated by the temporary housing of the library. Overall, the Library Advisory Board was pleased by the rapidity and smoothness of the temporary relocation of the library. The Board had energetic discussions on archivist needs in the library, both now and in the future, and recommended the library's CD collection be expanded in the area of jazz.

The Library Advisory Board minutes, bylaws, and membership roster are part of the library's web site and may be accessed at <http://www.eiu.edu/~booth/services/services.html>.

Members: Newton Key, chair (History), Bailey Young, vice chair (History), *College of Arts and Humanities*; Valencia Browning (Family and Consumer Sciences), Barbara Kemmerer, (School of Business), *Lumpkin College of Business and Applied Sciences*; Brian Pritschet (Physical Education), John Weber (Leisure Studies), *College of Education and Professional Studies*; Joyce Easter (Chemistry), Robert Fischer (Biological Sciences), *College of Sciences*; Ian Davis, *Student Government*; Ted Weidner, *Business Affairs*; Steve Davis, *Student Affairs*; and Newton Key, *Graduate School and Research*.

Library Standing Committees

AMERICANS WITH DISABILITIES ACT COMMITTEE

The Americans with Disabilities Act Committee is charged with monitoring current regulations and interpretations of the Americans with Disabilities Act and making recommendations to the Dean of Library Services concerning related issues. During this past year, the committee continued to provide library services to individuals with disabilities. Approximately 19 "appointment" hours were spent in providing library assistance to students with disabilities. Most of this time was spent with the students, while a small percentage of the time was spent in preparation for the individual meetings. Although labor intensive, this appeared to be the best approach given the current physical arrangement of the library's services and collections. The library was successful in its grant application for \$2,500 from the Illinois State Library to purchase a Galileo Reading System. This machine was designed to assist individuals with reading-related disabilities, visual impairments, and dyslexia, and for individuals with other cognitive-related or learning-related reading problems. In addition to English, the Galileo has the capacity to read French, German and

Spanish. As such, EIU's international students enrolled in English as a Second Language (ESL) also can benefit from the Galileo Reading System.

Committee members: Carl Lorber, chair; Ann Brownson, Michael Chen, Suellen Eggers, and Johnson Kuma.

CIRCULATION POLICY COMMITTEE

The Circulation Policy Committee monitors existing circulation policies and procedures and recommends new initiatives to the Dean of Library Services. The primary activity of the Circulation Policy Committee was to continue to refine departmental procedures during the relocation period; in particular, those procedures relating to requests for materials, the delivery service, and billing. During the fall semester, the committee drafted a "Closed Stacks Policy" allowing limited access to closed stacks at the Union Branch and Booth West that the Library Services Council adopted. The committee also began review and revision of the library's general circulation policies.

Committee members: Marlene Slough, chair; Barbara Cressman, Sandra Nees, Lucia Webb, and Randy Woods.

COLLECTION DEVELOPMENT COMMITTEE

The Collection Development Committee provides the subject bibliographers a discussion group for collection development issues and coordinates the annual periodical/standing order review and other initiatives concerning Booth Library collections. The committee dealt with numerous electronic resources questions, making decisions about which databases to continue, add or drop. There were also many offers from various consortia to sort through to determine if the offerings were useful and affordable.

Eastern benefited from a number of statewide initiatives. The IDAL initiative (Illinois Digital Academic Library), provided free access to 1,500 electronic book titles from NetLibrary, EBSCO databases (Academic Search Elite, Business Source Elite, Health Source Plus, and Newspaper Source), and HarpWeek which is a selection of Civil War era articles from Harper's Weekly. IDAL also negotiated access to the Oxford English Dictionary on the web.

The Illinois State Library continued their FirstSearch grant, providing Illinois libraries free access to ABI/Inform, ArticleFirst, ContentsFirst, ERIC, GPO, MEDLINE, NetFirst, PapersFirst, Periodical Abstracts, ProceedingsFirst, UnionLists, Wilson SelectPlus, World Almanac and WorldCat. Eastern renewed FirstSearch subscriptions to Contemporary Women's Issues, ECO Electronic Collections Online, GeoRef and MLA. Electronic Journals Online holdings were increased to 135 titles. We discontinued the ALT-Health database. We continued per-search access to AGRICOLA, Arts & Humanities Search, AIDS/Cancer, AcxiomBiz, AcxiomHome, Biography Index, Book Review Digest, Consumer Index, Dissertation Abstracts, Environment, EventLine, FactSearch, GeoBase, InternetPC Abstracts (formerly Microcomputer Abstracts), RILM, and SocAbs Abridged. The Illinois State Library also provided free access to News Illinois.

OCLC introduced their New FirstSearch in the spring of 2000. Eastern plans to migrate to the new system beginning July 1, 2000. New FirstSearch offers increased access to full-text articles by pulling them into databases like MLA from their pool of full text. This is expected to be very popular with students. The Collection Development Committee debated moving MLA to IBIS/Ovid to take advantage of their search engine, but ended up leaving MLA in FirstSearch because of the full text links. We also decided to make FirstSearch ERIC available in order to take advantage of the full text links.

The Committee voted to renew existing IBIS/Ovid subscriptions to Applied Science & Technology Index, Art Abstracts, BIOSIS Previews, Biological & Agricultural Index, Books in Print, General Science Abstracts, Humanities Abstracts, Library Literature, PAIS International, PsycINFO, Readers' Guide Abstracts, and Social Sciences Abstracts. We voted to add EconLit and SportDiscus. ERIC is provided free to all IBIS subscribers. We will still have ERIC/Ovid as a database choice, but will also be teaching students ERIC/FirstSearch.

The Committee expanded the library's electronic journal access by adding subscriptions to Blackwell Science, American Chemical Society, SIAM, Royal Society of Chemistry, and Wiley Interscience journals. Project Muse, ECO and IDEAL were expanded, and our subscription was retained to Lexis-Nexis. Access was acquired to other useful databases: AP Photo Archive, and Accessible Archives' African American Newspapers, Civil War Newspapers, and Godey's Lady's Book.

In addition to electronic resources, the Committee discussed budgetary matters, Acquisitions procedures and timetables, the periodical/standing order review, and bibliographic tools.

Committee members: Karen Whisler, chair; Virginia Baldwin, David Bell, Ann Brownson, Barbara Cressman, Johnson Kuma, Carl Lorber, Pamela Ortega, Richard Seitz, Marlene Slough, Nackil Sung, Bradley Tolppanen, and Pamela Waldrep.

COLLECTION DEVELOPMENT SUBCOMMITTEE ON MEDIA RESOURCES

The Collection Development Subcommittee on Media Resources, under the direction of the Collection Development Committee, is charged with monitoring and overseeing issues and procedures related to the development of media collections and with the expenditure of funds designated for this purpose. The committee reviewed recommendations for videocassettes, DVDs, and laser discs for the library's media collection, which were submitted by faculty across campus. Funds were sufficient to purchase all materials submitted as recommendations in this process.

Committee members: Pamela Waldrep, chair; William Gibbs, Anne Cutright, and Karen Whisler.

DEPARTMENTAL PERSONNEL COMMITTEE

The Departmental Personnel Committee is charged with facilitating the faculty evaluation procedures for librarians and making recommendations to the Dean of Library Services concerning retention, promotion, and tenure for library faculty.

DPC elections were held in September. Richard Seitz was elected as the continuing member, Johnson Kuma as the new member, and John Whisler as the member-at-large. Virginia Baldwin and William Gibbs were elected as the alternates. The DPC committee elected Johnson Kuma as the chair and John Whisler as the secretary at its inaugural meeting on September 22, 1999.

During the 1999-2000 evaluation year, Richard Seitz, Marlene Slough, and Nackil Sung were granted tenure. Pamela Waldrep was promoted to the rank of Assistant Professor, and Johnson Kuma and Nackil Sung were promoted to the rank of Associate Professor.

Committee members: Johnson Kuma, chair; Virginia Baldwin, William Gibbs, Richard Seitz, and John Whisler.

LIBRARY BUILDING AND DIRECTIONAL AIDS COMMITTEE

The Library Building and Directional Aids Committee makes recommendations to the Dean of Library Services regarding the physical space in Booth Library in relationship to a constantly changing program, and suggests the use of directional aids within the building. The committee met to discuss ways to provide visual assistance to patrons to enhance their ability to utilize the library in its various temporary locations. Ira Yarbrough of Media Services designed attractive and informative floor plan posters that were posted in strategic areas in the McAfee building. New signage was affixed to permanent fixtures, preserving McAfee's appearance. Signage was enhanced at the Booth West Branch by attractive colors.

Committee members: Johnson Kuma, chair; Sue Ebel, and Carl Lorber.

LIBRARY SERVICES COUNCIL

The Library Services Council serves in an advisory capacity to the Dean of Library Services, especially addressing the issues and policies that impact more than one department of the organization. The council meets regularly and is comprised of library department heads representing the eight units within Library Services. The council's deliberations this year were consumed with issues related to the library's move to temporary locations, continuation and enhancement of services, and details surrounding the planning for services in the renovated library.

Committee members: Allen Lanham, chair; William Gibbs, Robert Hillman, Carl Lorber, Marlene Slough, Linda Spangler, Nackil Sung, Pamela Waldrep, John Whisler, and Karen Whisler.

NATIONAL LIBRARY WEEK/BOOK SALE COMMITTEE

The National Library Week/Book Sale Committee seeks innovative ways in which to celebrate National Library Week sponsored by the American Library Association, and with the Dean of Library Services, to identify individuals who can best carry out the selected activities, including the annual sale of gift materials. The 2000 Booth Library annual book sale was held on Wednesday, April 12, as part of National Library Week. In a change of venue, the sale was held in the bleachers in McAfee's south gym. Because of the relocation of Library Services to temporary facilities in preparation for the renovation of Booth Library, unsold items from previous book sales had been donated to the local Rotary Club. Therefore, all items in the sale this year had not previously been available for purchase. The sale raised \$362.45 for the Library's gift fund.

Committee members: Ann Brownson, chair; David Bell, Patty Butler, Marge Checkley, Lois Dickenson, Nancy Jones, Jennisen Lucas, Paula Reveal, and Pamela Waldrep.

PRESERVATION COMMITTEE

This committee is charged with providing leadership for preservation issues related to library collections; making recommendations to the Staff Development Committee on training matters, and to the Dean of Library Services on policy. The primary activities of the Preservation Committee during FY2000 included investigating the availability, reliability, and cost of both handheld and stationary devices to measure heat and humidity in Booth Library branches. A recommendation on the number of devices and which type should be utilized was made to the Dean. The committee also decided to recommend sending Jackie Worden to a four-day Book Collections Maintenance and Repair Workshop in July 2000. As one of the book menders for Booth Library, she was expected to share the information and skills learned with the other book menders. In addition, committee members were asked to assess water damage at two branch locations and to make recommendations to avoid future damage to materials.

Future activities for the committee to examine include a printout of Booth Library's "missing" items. A recommendation was made that this list be discussed in a future Collection Development Committee meeting to determine how subject bibliographers will use it to replace missing items or purchase new titles.

Committee members: Pamela Ortega, chair; David Bell, Lois Dickenson, and Karen Whisler.

PUBLIC SERVICES COMMITTEE

The Public Services Committee is charged with considering issues related to Public Service activities in Booth Library and making policy recommendations to the Dean of Library Services. Committee activity focused on monitoring existing services in each of the public service areas during the renovation period. No public service policy changes were recommended during FY2000.

Committee members: William Gibbs, chair; Carl Lorber, Marlene Slough, and Nackil Sung.

SAFETY AND EMERGENCY PROCEDURES COMMITTEE

The Safety and Emergency Procedures Committee is charged with producing, regularly reviewing, and disseminating the *Booth Library Emergency Procedures Manual*, and with providing leadership in appropriate training of all library personnel to react to the gamut of possible threats. Soon after the move, on July 9, a water leak occurred at Booth West, one of the temporary locations. As a result, 26 books became wet or damp. At Dean Lanham's request, the Safety and Emergency Procedures Committee and the Preservation Committee set up a drying facility, conducted a workshop on drying techniques for members of both committees, and successfully dried the affected materials. It was a good learning experience for all those who participated.

The Safety and Emergency Procedures Committee conducted a fire drill in McAfee. This first drill in the main library building was very enlightening and led the committee to make the following recommendations: install smoke detectors in the stack areas, increase the volume on existing audio alarms, and increase the number of audio alarm units in the building. In addition, the committee recommended the placement of emergency supplies in all five temporary library locations. The Campus Safety Officer discovered that there were no smoke alarms on the lower level of McAfee; and since this area houses a large portion of the library's collection and is not generally staffed, the committee recommended that smoke detectors with loud alarms be placed in this area.

The chair of the Emergency Procedures Committee prepared a disaster prevention/recovery manual for Booth Library. A copy was presented to Dean Lanham, and at his request, a copy was also presented to the Preservation Committee. The chairperson spoke with the Preservation Committee about the effects of temperature and relative humidity on library materials. In addition, she demonstrated the use of a sling psychrometer and discussed a plan for monitoring temperature and relative humidity in the temporary facilities.

Committee members: Pamela Waldrep, chair; Patty Butler, Marge Checkley, Michael Chen, Lois Dickenson, Suellen Eggers, Robert Hillman, Sandra Nees, Pamela Ortega, Bradley Tolppanen, and Randy Woods.

SOCIAL COMMITTEE

Booth Library's Social Committee organizes appropriate activities to honor individuals, to observe holidays, and to celebrate important events in the history of Booth Library. On July 24, the Social Committee arranged a farewell party for librarian Cheri Vitez, who was leaving Booth Library to return to graduate school. On October 6, 1999, the committee staged a party for employees to turn in their old keys from Booth Library. This party was meant to symbolize that the long-awaited renovation project on the library building was finally about to begin. The committee also coordinated the purchase of cards and flowers to recognize special occasions.

Highlighting the year, as usual, was the annual Holiday Party, held on December 17, 1999, at the Newman Catholic Center, one of the temporary branches of Booth Library. Like the previous year, the party was a catered affair having a "Frosty-the-Snowman" theme, with entertainment provided by library faculty and staff members. In addition, the committee arranged for holiday decorations for several of the branch locations of the library.

Committee members: Robert Hillman, chair; Virginia Baldwin, Suzann Bennett, Ann Brownson, Marge Checkley, Barbara Cressman, Susan Eisenhour, Kathy Ferguson, and Myrna Thomason.

STAFF DEVELOPMENT COMMITTEE

This committee is charged with identifying areas of need and interest in training among Booth Library personnel and developing and producing a continuing series of activities designed to enhance their skills and abilities. During August of 1999, Nackil Sung, head of Library Technology Services, conducted a workshop on ProCite. Later in the fiscal year, in May of 2000, Dr. Bailey Young, an associate professor of

history at Eastern, gave his Old Main Centennial Celebration lecture titled, "The University: Medieval Origins." Both activities were well received by library faculty and staff.

Committee members: Virginia Baldwin, chair; Michael Chen, Linda Metzger, Sandra Nees, Pamela Ortega, Richard Seitz, Anita Thomas, and Lucia Webb.

STATISTICS COMMITTEE

The Statistics Committee is charged with developing and monitoring efficient procedures for reporting the annual productivity of Booth Library. During FY00, the committee reviewed current practices and procedures used to measure productivity and discussed the need to address the measurement and reporting of electronic resources. Guidelines published by the International Coalition of Library Consortia and other literature regarding electronic usage statistics contributed to the discussion. Major activities of the Statistics committee were to facilitate "statistics week" during the weeks of November 8-14, 1999 and April 10-16, 2000, and to conduct the annual Patron Satisfaction Survey during National Library Week in April. At the suggestion of the Library Advisory Board, the committee also developed and distributed a survey to faculty and administrators regarding their use of library electronic resources.

Committee members: Marlene Slough, chair; Barbara Cressman, Sue Ebel, Linda Metzger, Sandra Nees, and Karen Whisler.

TECHNICAL SERVICES COMMITTEE

The Technical Services Committee is charged with considering issues related to Technical Services activities in Booth Library, and making recommendations of policy to the Dean of Library Services. The main activity of the committee for the year was the successful implementation of the DRA Serials Module. Pamela Waldrep and John Whisler attended training for the module in late November of 1999 and began implementation and training of the staff in December. The system provides automatic notification of serial issues not received from publishers at the expected time, and generates messages ready to send to the publisher or vendor informing them of our need for any missed item. This should improve the integrity of our serials collection and provide better service to our readers.

In the last week of June, Pam Waldrep, Nancy Jones, Joann Daugherty, Karen Whisler, John Whisler, and Marlene Slough attended training for the implementation of the DRA Acquisitions Module. This module will bring automated accounting, budgeting, and purchasing control to our library for the first time and will have a significant impact on Cataloging Services, Collection Management Services, and Acquisition Services. The two technical services units are looking forward to a challenging new year.

Committee members: John Whisler, chair; Richard Seitz, and Pamela Waldrep.

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS ADVISORY COMMITTEE

The University Archives and Special Collections Advisory Committee serves as a consulting body to the University Archivist and Head of Special Collections, discussing issues and policies relevant to these areas, and makes recommendations to the Dean of Library Services. The committee continued to provide valuable advice to the university archivist on a variety of issues. Particularly topical this year were issues relating to the renovation project and the environmental conditions in the Archives' temporary home at Booth West including security, rain water leaking into the building, plumbing problems, and other issues related to temperature/humidity fluctuations.

Of special interest regarding the renovation was the need to accommodate the Jim Edgar papers and memorabilia donated to the University. Some of this material will be displayed in the former R & R Room. The committee also discussed the furniture/equipment needed in the renovated facility.

Committee members: Robert Hillman, chair; Richard Seitz, Bradley Tolppanen, and Carol Winkleblack.

WORLD WIDE WEB COMMITTEE

The World Wide Web Committee is charged with maintaining and enhancing the library's web site. In addition, the committee makes recommendations to the Dean of Library Services regarding relevant policy. During the fiscal year, Michael Chen, Barbara Cressman and Cheri Vitez resigned, and David Bell, Sandra Nees, and Brad Tolppanen joined the committee. Because of these resignations, tasks were re-assigned to each member in order to maintain and enhance the site more efficiently. The committee completed the following projects: revised the Electronic Resources page, set up a proxy server for off-campus users to access library resources and implemented a FileMaker Pro database program to maintain the list of aggregate databases and electronic journals. In addition, Ready Reference, e-journals, and e-books pages were added, and The Daily Eastern News databases were installed on a new Macintosh server. The committee also provided monthly updates of the title list for newly acquired library items. Visit Library Services web site at <http://www.eiu.edu/~booth>.

Committee members: Nackil Sung, chair; Virginia Baldwin, David Bell, Michael Chen, Barbara Cressman, William Gibbs, Sandy Nees, Linda Spangler, Bradley Tolppanen, and Karen Whisler.

Library Ad Hoc Committees

SEARCH COMMITTEE FOR ASSISTANT PROFESSOR, REFERENCE LIBRARIAN/COLLECTIONS SPECIALIST

Committee activities resulted in the hiring of Jocelyn Tipton.

Committee members: Richard Seitz, chair; Ann Brownson, Carl Lorber, Nackil Sung, and Karen Whisler.

SEARCH COMMITTEE FOR ASSISTANT PROFESSOR, MEDIA SERVICES

Committee activities resulted in the hiring of Steve McCann (to begin July 1, 2000).

Committee members: William Gibbs, chair; Marlene Slough, Nackil Sung, Bradley Tolppanen, and Ira Yarbrough.

SEARCH COMMITTEE FOR ASSISTANT PROFESSOR, REFERENCE

Committee activities resulted in the hiring of David Bell.

Committee members: Carl Lorber, chair; Ann Brownson, Johnson Kuma, Pamela Ortega, and John Whisler.

SEARCH COMMITTEE FOR ASSISTANT PROFESSOR, REFERENCE

Committee activities resulted in the hiring of Bradley Tolppanen.

Committee members: Carl Lorber, chair; Ann Brownson, Johnson Kuma, Pamela Ortega, and John Whisler.

Department Activity

ACQUISITION SERVICES

Acquisition Services moved to temporary quarters in the basement of the newly constructed Newman Catholic Center at 500 Roosevelt Avenue during August to await completion of the renovation/expansion of Booth Library. While not aesthetically pleasing, this unfinished basement provided ample space for both the Acquisition Services and Cataloging Services departments as well as storage space for surplus library furniture not utilized in the library's other four temporary locations.

Booth Library's book and materials budget jumped 10 percent, an increase of \$109,100 over the amount allotted for FY99. This increase enabled the library to maintain journal subscriptions, purchase new journals, and acquire more books and other materials. Booth Library purchased 10,936 books, 2,428 journal titles, 1,331 reels of microfilm, and 1,650 new audio and video titles. Access to electronic databases was increased in an attempt to meet the needs of patrons. In addition to the library's allocated funds, Booth was also fortunate to expend \$11,649 in grant money.

This was a particularly exciting year for the department as it took a giant leap into the electronic age. The first small step occurred when the department acquired a fax machine, which enhanced operations by permitting the rapid transmission of invoices and the multitude of license agreements that have accompanied the new electronic journals and other databases. At the beginning of the year, staff had access to only two personal computers. By the end of the year, the department boasted eight computers which provided each staff member a desktop PC and provided computers for student workers as well. Easy access to computers immediately increased efficiency as e-mail permitted asynchronous communication with vendors and bibliographers. Computers also enabled the Acquisitions staff to more fully utilize electronic databases provided by vendors and publishers. Staff, along with some bibliographers, increased usage of Baker & Taylor's *Title Source II*, and began using Blackwell's *Collection Manager* and Yankee Book Peddler's *GOBI*. Acquisition Services also began utilizing two new web-based databases for out-of-print titles, *Alibris* and *21 North Main*. Working with these vendors vastly increased the number of out-of-print titles that were procured for the collection. Staff also increased usage of publisher's web sites to locate and order other materials, download or submit license agreements, and verify addresses.

John Whisler, Head of Cataloging Services, worked with the Acquisition's staff to implement the DRA Serials Module, which has greatly improved the efficiency and timeliness of claims for serial issues that have not been received. Because the move to temporary quarters occurred at the beginning of the fiscal year, the implementation of the DRA Acquisitions Module was postponed until the start of FY01. In June, Joann Daugherty, Nancy Jones, and Pamela Waldrep attended training sessions in the use of the DRA Acquisitions Module. The department is looking forward to using these modules in FY01.

In order to competently use the new electronic Financial Record System adopted by EIU's Business Office, meetings were held with Business Office personnel which resulted in better communications and planning for future projects to allow for a more state-of-the-art purchase of library materials.

CATALOGING SERVICES

Like all units of the library, Cataloging Services faced a significant challenge in moving out of the Booth Library building to temporary quarters during the renovation. Our task was perhaps easier than most, as we did not have collections to move. To prepare, we each disposed of accumulated but unneeded materials. We also worked diligently to revise call numbers in our online catalog and dispose of corresponding shelf list cards. By moving day, we had reduced the bulk of our paper shelf lists from thirteen cabinets to two. Careful measurements were taken of our furniture and equipment, and plans were designed for our temporary quarters in the basement of the Newman Center. In a period of just two days, we were moved to Newman, unpacked, and were ready to resume business again.

The move out of the library building also necessitated maintenance work on our online catalog to reflect changes in the location of materials. Coinciding with the move, we changed location information in the catalog to reflect the various buildings where materials were being temporarily housed. One change required a particularly noteworthy effort. For space reasons, it was necessary to divide our bound

periodicals collection so that the most recent decade of materials would remain on campus while older volumes were housed at Booth West. This required item-by-item re-cataloging of holding information, which was performed by Cataloging Services during the month of August and completed just in time for the beginning of the fall semester.

For many years, federal government publications were not cataloged. In the late 1980s, Cataloging Services began cataloging new items as they arrived. In conjunction with the move, we began this year to catalog the older documents that remain in our collection. Good progress has been made toward this goal, with particular thanks to Lois Dickenson for coordinating the flow of materials from Booth West to Cataloging; and to Patty Shonk, Anita Thomas, and their student workers for performing the cataloging work.

Two major music collections were received during the year. The personal library of University of Illinois percussion professor Thomas Siwe was received early in the academic year. Nearly half of this collection has been cataloged and made available to the public. Late in the academic year, a purchase of nearly one thousand compact disc recordings was made. Cataloging of these materials is nearly complete and will greatly augment our collection of recorded music.

CIRCULATION SERVICES

During the fall semester, Circulation Services staff continued to refine procedures related to the delivery system, the transmission of requests, and the handling of non-circulating materials between branches. The delivery service successfully operated on a 2-hour schedule between McAfee and Booth West, and between the other library sites as needed. The photocopy service, which provided students with free copies of articles housed at Booth West, gained in popularity throughout the year.

A number of ambitious projects were completed during FY00 thanks to the dedicated efforts of the staff and the assistance of nearly 100 library student assistants. All stacks collections located in McAfee, the Union Branch, and Booth West were measured, shifted, and shelf read. More than 4,500 bound journals in McAfee were transferred and integrated into the periodicals collection at Booth West. Staff also searched for items identified as "missing" in the online catalog. Overall, 25 percent of the "missing" items were located, and the catalog was updated to reflect the items' status.

Similar to libraries throughout the country, the statistics show a decline in the use of the library's print and non-print collections as the availability of electronic resources increased. Demand for interlibrary loan services increased by nearly 30 percent, and for the first time since 1980, Booth Library was a net borrower—that is, more materials were requested *from* libraries than were supplied *to* libraries. Interlibrary loan staff processed 42,053 requests for materials. The McAfee Circulation staff coordinated the delivery of materials between library branches and served as the primary service point for the circulation of Booth materials and the distribution of 19,278 interlibrary loan materials. Reserve Desk staff processed and added 2,904 print reserve items and circulated 12,083 items. Periodicals staff maintained the current and bound periodicals collections in McAfee and prepared 2,270 periodicals, 2,651 books, and 120 special request orders for the bindery. Additions to periodical collections included 591 reels of microfilmed newspapers, 131 reels of microfilmed serial items, 84 microfiche, and 330 linear feet of journals.

COLLECTION DEVELOPMENT SERVICES

Collection Development Services encompasses Collection Development activities, Government Documents, Maps, and Microforms. Staff include Karen Whisler, Department Head; Lois Dickenson, Library Operations Assistant in Government Documents; and Carol Winkleblack, Library Technical Assistant II. Jocelyn Tipton joined the staff in June and will be assuming the main responsibility for the Government Documents collection.

The downsizing of Government Documents collections continued through the deselection of titles, especially those in microfiche format. The Cataloging Department continued retrospective cataloging of document titles. Lois Dickenson prepared a complete list of Illinois topographical maps to help Reference locate these popular maps for patrons.

Karen Whisler chaired the Collection Development Committee, ordered books and materials for English, Speech, and the general fund, and coordinated electronic resources. She did triage work on

damaged books, deciding which should be rebound, mended or discarded, and handled gift book selection, deciding which should be added to the collection and which should be held for the book sale. She also gave library orientation tours, worked at the Reference desk, and prepared library handouts. Carol Winkleblack continued to maintain order in the Juvenile, Curriculum, and R&R collections by continuous shelf reading and straightening. She also helped at the Reference desk.

We all have settled into our temporary quarters and are functioning well. We look forward to returning to the newly renovated Booth.

LIBRARY TECHNOLOGY SERVICES

Library Technology Services experienced several changes in personnel during this past year. Sandra Nees was promoted to Library Operations Assistant replacing Linda Spangler who became the Assistant to the Dean for Academic Computing. Brian Hyder was appointed as Microcomputer Support Specialist I, the position vacated by Sandra Nees.

Library Technology Services and Information Technology Services jointly provided 24-hour computing services to students in the newly renovated Gregg Triad computer lab. With a total of 100 high-end machines running Windows 95, Windows 98, or Windows NT, students utilized Office 97, and Office 2000 programs, as well as Internet applications for research and personal computing needs. The computer lab provided free dot-matrix printing as well as fee-based laser printing services (including color laser printing).



Booth Library

Eastern Illinois University

Resources

[Electronic Resources](#) [Try New 1,500 Online Books!](#)
[ILLINET Online \(Online library catalog\)](#)
[New Title List \(6/00\)](#)
[Location of Materials](#)
[Research Help](#)

Services

[Requesting Materials and Services](#)
[Library Workshops](#)

About Booth Library

[News and Announcements](#) [New Faculty Position](#)
[Library Departments, Advisory Board, and Committees](#)
[Hours, Facilities, Maps, Personnel](#)
[Booth Library Publications](#)

Comments to: [Library Webmaster](#)

Contact information: Booth Library, 600 Lincoln Ave., Charleston, IL 61920, (217) 581-6061

Library Technology Services provided computer training and technology workshops to library staff and the campus community at the Technology Training Facility in the McAfee branch. During the fiscal year, LTS staff provided 83 workshops, mostly on Office 97 and a variety of Internet applications.

The media collection continued to see increases in the format of videos and compact disks. The video collection increased by 15 percent (686 videos) and the compact disk collection increased by 31 percent (776 CDs). Other additions to the media collection included a 42 percent increase in CD-ROMs (344 CD-ROMs) for databases and software, and a 3 percent increase in kits and cassettes (38 kits and cassettes).

MEDIA SERVICES

The Department of Media Services is comprised of three primary areas: Instructional Systems Services, Instructional Design and Learning Technologies, and Production Services. Instructional Systems Services provides faculty and staff with the latest in university-owned instructional technologies. Instructional Design and Learning Technologies provides expertise and guidance in the effective use of technology for teaching and learning. This unit also offers educational technology training seminars and workshops. Production Services provides graphic design and photographic services.

In the past year, Media Services offered a variety of educational technology workshops and seminars. The department offered 49 sessions on the following technology training topics to faculty, staff and students: Cool Communication Tools on the Web; Creating Web Pages (Beginner, Intermediate and Advanced); Creating Web Pages the Easy Way (Beginner, Intermediate and Advanced); E-mail for Instruction; Enhancing Web Pages; HTML (Beginner, Intermediate and Advanced); Image Editing Basics; MS PowerPoint (Beginner, Intermediate and Advanced); MS PowerPoint (Animations and Transitions, Graphs and Tables, Importing Word and Excel Files, Individual Tutoring, Static Images, and Utilizing Draw Tools); Understanding Digital Image Formats; Web Site Refinement; Scanning with Computers; and Using the Digital Camera.

The screenshot shows the Media Services website with the following content:

- Header:** "from data, to information, to knowledge" and "media services" logo.
- Navigation:** "What's New?", "Library", "Search", "Eastern", "FAQs".
- Left Sidebar:**
 - Instructional Technology** (tilted)
 - ▶ [Office Location & Hours](#)
 - ▶ [Publications](#)
 - ▶ [Educational Technology](#)
 - ▶ [Web Support](#)
 - ▶ [Multimedia Projects](#)
 - ▶ [Multimedia Classrooms](#)
 - ▶ [Multimedia Work Room](#)
 - ▶ [Instructional Systems](#)
 - ▶ [Production Services](#)
 - ▶ [Personnel](#)
 - ▶ [Materials & Prices](#)
 - Service Contacts**
 - ▶ [Equipment Request](#)
 - ▶ [Equipment Repair](#)
 - ▶ [Photography Services](#)
 - ▶ [Graphic Design](#)
 - ▶ [Equipment Specifications](#)
- Main Content:**
 - Mission Statement**

The integration of educational technology in the teaching and learning process is important in today's academic environment. Learning technologies can potentially enrich the education of students at the University. To this end, Media Services supports the instructional, learning, and research pursuits of Eastern's faculty, staff, and students through the use of appropriate technology.

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 - Instructional Systems Services** provides faculty and staff with the latest in university-owned instructional technologies.
 - Instructional Design and Learning Technologies** provides expertise and guidance in instruction and learning processes and the effective utilization of technology for teaching and learning. This unit also offers educational technology training seminars and workshops.
 - Production Services** provides graphic design and photographic services.

During the year, the university purchased a Web-based course development environment called *WebCT*. Media Services designed and initiated a series of faculty development activities to provide training in and support of this program. The initiative required coordinating personnel and resources from the School of Adult and Continuing Education, the College of Education and Professional Studies, and User Services. Multiple sessions of each of the following workshops were given for a total of 51 WebCT sessions: WebCT Orientation; Introduction to WebCT; Using WebCT File Manager, Course Content, Calendar; Using WebCT Communication Tools in your Course; Using WebCT Quiz Module; Using WebCT Student Management; WebCT Open Sessions; and WebCT Designer I Workshop.

Media Services acquired several new pieces of hardware this past year, which moved the department ahead technologically. The new hardware enabled staff to greatly increase their use of software packages such as PowerPoint, PageMaker, PhotoShop, and Extensis Portfolio to more effectively meet clients' needs.

During the year, photography services made a substantial move toward digital means of capturing images for classroom support, University publications, and client web sites. This digitally orientated approach created a need for new ways of archiving and accessing photographic images for use both on and off campus. Increased memory and storage on the computers along with software (e.g., PhotoShop and Extensis Portfolio) facilitated this new growth and the means to accommodate it. In digital format, photographic images are more readily available to many different University departments, thus eliminating the need to "re-shoot" photographs for each situation. In many cases, digital photographs are made available online or on CD.

A larger flatbed scanner, film scanner, and film recorder added a new dimension for classroom support. Images in slide format and large formatted print materials (e.g., books, posters, etc.) now can be scanned and imported into documents for use in the classroom. Slide and large format scanning could not have been done previously in-house. A film recorder can generate conventional slides from digital formats (e.g., PowerPoint presentations, digital photographs), which can be used when computer and projection units are unavailable.

Finally, Media Services received funding from a Computer Technology Fee proposal to purchase two portable projection systems comprised of two portable computer/video projectors with computers. These units provide greater support to classes increasingly reliant on computers for information delivery.

REFERENCE SERVICES

Booth Library's Reference Services faculty and staff continued to provide professional research assistance to EIU students, faculty, staff, community residents, and visitors in accessing information from the library's electronic, print and non-print resources. During FY00, the major emphasis was on fine-tuning the approach of providing quality assistance at the temporary location in the south gymnasium of McAfee. Once Reference Services in McAfee was operational, close attention was given to ensure that the collection was in order.

Booth Library's Technology Training Facility (TTF), located in the lower level of McAfee, provided the site for hands-on instruction in the use of the library's online catalog, the various electronic resources, and the Internet. The physical arrangement of the TTF included an instructor's workstation connected to an overhead projector, a screen, and 20 computers for audience participation. Reference librarians conducted 125 bibliographic instruction/library orientation sessions for 3,730 individuals. General library orientation sessions were offered three times a week during the first six weeks of the fall and spring semesters.

During FY00, *IBIS* search results totaled 22,164 sessions. *InfoTrac* had 55,588 sessions whereby patrons viewed 201,385 records and retrieved 20,187 files. An additional 6,000 logons occurred in *IDEAL* where patrons retrieved 2,134 articles. Patrons requested 847 full text articles from *Project Muse*. The *EBSCO* databases were searched a total of 22,858 times retrieving 19,639 full text articles. *Lexis-Nexis* was searched 29,101 times and 40,346 documents were retrieved. The number of *FirstSearch* sessions totaled 163,580 with a breakdown of 156,329 free sessions plus 7,251 pay sessions. As these statistics indicate, electronic resources continued to be very popular with the library's patrons.

Reference librarians kept current with professional practices by attending numerous seminars, workshops, and conferences. At the Reference desk, librarians answered 15,966 questions, circulated 5,171 desk items for building-use-only, and circulated 144 items from the pamphlet file. The reference student workers reshelved 15,330 reference materials.

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

The University Archives and Special Collections department serves as a repository for university records deemed worthy of permanent retention for historical or research purposes. It is also the home for Booth Library's Special Collections materials and is the location for Eastern's branch of the Illinois Regional Archives Depository (IRAD) system.

During this fiscal year, the University Archives and Special Collections unit occupied space in the West Branch, a rented off-campus facility. Archives, Special Collections, and IRAD, along with Interlibrary Loan, Government Documents, and about one-third of the general library collection, will be housed in this interim location during the library renovation and expansion project, which is scheduled to be completed by January 2002.

During FY00, the holdings of the University Archives continued to grow. There were a total of 24 new accessions during the year—19 from individuals and the remainder from various administrative and academic departments across campus. Approximately 438 cubic feet (or 658 linear feet) of archival records and manuscripts were added to the Archives this year, bringing the total holdings to about 1,376 cubic feet (or 2,065 linear feet). The majority of this material came from the Physical Education Department's archives, which was displaced from its home in McAfee Gymnasium to make way for one of the temporary branches of Booth Library. In addition to the archival records and manuscript collections held by the department, there were at year's end a total of 95 linear feet of Archives books and 597 linear feet of Special Collections materials from Physical Education. Growth within the University Archives book collection and Special Collections was minimal during this fiscal year, mostly consisting of new masters' theses and materials transferred from the general library collections. Aside from collections, the Archives gained a valuable new piece of equipment this year—a second microfilm reader/printer, which means that for the first time one machine can be dedicated for patron use.

As in the past, the University Archives acquired materials this year in a variety of formats including books, departmental files, audio and videotapes, photographs, and artifacts. Although occupying temporary quarters away from campus, the department successfully encouraged use of its holdings by administrators, faculty, staff, students, scholars, and the general public. During FY00, there were some 158 recorded research requests, 43 patron visits, 56 telephone inquiries, 14 letter requests, and 45 e-mail requests. Additionally, telephone and e-mail requests increased this year, while letter requests and patron visits decreased.

The original transition plan for the Archives and Special Collections department called for its collections to be moved to Booth West in the middle of June 1999; but, in fact, they were not moved until the last week of June and first week of July, thus bridging the fiscal year changeover date of July 1. Even after the move was completed, the interim facility was not yet ready for use, as the department awaited the installation of power lines, telecommunications hookups, Internet connections, etc. In fact, it was several weeks into the new fiscal year before Booth West was ready to function as one of the temporary branches of Booth Library.

President Carol Surles toured the West Branch facility on August 30, 1999, which was exactly 100 years and one day after the dedication of Eastern's original building, Old Main, in 1899. As part of President Surles' visit, the Archivist set up an exhibit commemorating the Dedication Day events. Later in the fall, in honor of President Surles' October inauguration, the archivist mounted a major exhibit at the McAfee Branch entitled "Eastern's Eight Presidents." Thus, even midst all the turmoil surrounding the move and transition to temporary quarters, the Archives was able to continue this year with its public outreach activities.

ILLINOIS REGIONAL ARCHIVES DEPOSITORY

As in past years, the Illinois State Archives maintained a regional depository (IRAD) at Booth Library. The depository houses a variety of records from 16 counties in East Central Illinois. During FY00, IRAD had a total of 1,644 research requests: 1,184 by mail, 184 in person, and 276 by telephone. These figures represent a 168 percent increase over last year's total of 614 research requests—an increase which can largely be accounted for by the activation of several online IRAD Web indexes, such as the holdings list and the statewide marriage index. IRAD currently accepts written research requests or requests made by telephone. At this time, no process is in place for accepting e-mail requests.

Personnel Transition

NEWLY EMPLOYED FACULTY AND STAFF

David Bell, *Reference Services*, Assistant Professor
Jocelyn Tipton, *Collection Management Services*, Instructor
Bradley Tolppanen, *Reference Services*, Assistant Professor
Anke Voss-Hubbard, *University Archives*, Assistant Professor, temporary
Cathy Brachear, *Administration*, Office Systems Assistant II
Brian Hyder, *Library Technology Services*, Microcomputer Support Specialist I
Christina Jenkins, *Circulation Services*, Library Technical Assistant I
Linda Metzger, *Administration*, Office Systems Specialist I
Todd Rentschler, *Circulation Services*, Library Technical Assistant I
Tristum Ryan, *Circulation Services*, Library Technical Assistant I

PROMOTIONS, APPOINTMENTS

Johnson Kuma, *Reference Services*, promoted to Associate Professor, effective fall 2000
Richard Seitz, *Cataloging Services*, awarded tenure
Marlene Slough, *Circulation Services*, awarded tenure
Nackil Sung, *Library Technology Services*, awarded tenure, and promoted to Associate Professor, effective fall 2000
Pamela Waldrep, *Acquisition Services*, promoted to Assistant Professor, effective fall 2000
Lawrence Auchstetter, *Circulation Services*, promoted to Library Technical Assistant I
Sue Ebel, *Circulation Services*, promoted to Library Technical Assistant III
Jennisen Lucas, *Circulation Services*, promoted to Library Technical Assistant III
Sandra Nees, *Library Technology Services*, promoted to Library Operations Assistant
Randy Woods, *Circulation Services*, promoted to Library Operations Assistant

RESIGNATIONS

Michael Chen, *Media Services*, December 1999
Barbara Cressman, *Circulation Services*, April 2000
Jennisen Lucas, *Circulation Services*, April 2000
Cheri Vitez, *Reference Services*, July 1999
Lucia Webb, *Circulation Services*, February 2000

TRANSFERS

Melinda Matthews, *Administration*, to Media Relations
Cathy Brachear, *Administration*, to the School of Adult and Continuing Education



Our Resources

Use of Library Collections

	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>	<i>FY97</i>	<i>FY96</i>
CIRCULATION OF THE COLLECTION					
<i>Online Circulation</i>					
General Collection	150,386	267,152	203,085	225,125	210,610
Print Reserve Collection	12,083	10,351	30,711	35,220	38,415
Media Reserve Collection	3,958	8203	n/a	n/a	n/a
<i>Total Online Circulation</i>	166,427	285,706	233,796	260,345	249,025
<i>In-Building Circulation</i>					
Books and Periodicals	25,076	50,452	78,401	112,299	128,056
Reference*	20,645	30,260	48,236	45,333	46,523
Microforms	5,185	6,683	10,339	13,438	19,849
<i>Total In-Building Circulation</i>	50,906	87,395	136,976	171,070	194,428
<i>Total Circulation</i>	217,333	373,101	370,772	431,415	443,453

	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>	<i>FY97</i>	<i>FY96</i>
USE OF ELECTRONIC RESOURCES					
<i>Searches/Logins</i>					
EBSCO searches	22,858	n/a	n/a	n/a	n/a
FirstSearch searches	163,580	115,053	137,246	30,401	27,043
IBIS searches	22,164	29,364	n/a	n/a	n/a
IDEAL logins	6,000	8,167	n/a	n/a	n/a
InfoTrac logins	55,588	72,580	n/a	n/a	n/a
Lexis -Nexis searches	29,101	n/a	n/a	n/a	n/a
NovaNet logins (hours)*	n/a	660	1,266	2,264	1,448
<i>Total Searches and Logins</i>	299,291	225,824	138,512	32,665	28,491
<i>Articles Retrieved</i>					
EBSCO	19,639	n/a	n/a	n/a	n/a
IDEAL	2,134	n/a	n/a	n/a	n/a
InfoTrac	20,187	n/a	n/a	n/a	n/a
Lexis -Nexis	40,346	n/a	n/a	n/a	n/a
Project Muse	847	n/a	n/a	n/a	n/a
<i>Total Articles Retrieved</i>	83,153	n/a	n/a	n/a	n/a

*Discontinued resource

Use of Library Services

	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>	<i>FY97</i>	<i>FY96</i>
INTERLIBRARY LOAN					
<i>Lending</i>					
ILLINET Online lending	10,819	10,836	22,682	20,298	19,776
OCLC lending	4,110	5,176	4,419	3,560	3,081
Other lending	1,457	1,621	1,437	1,651	2,333
<i>Total lending</i>	16,386	17,633	28,538	25,509	25,190
<i>Borrowing</i>					
ILLINET Online borrowing	7,342	3,418	11,125	11,241	11,068
OCLC borrowing	4,958	5,429	4,584	3,446	2,201
Other borrowing	6,978	1,409	3,962	4,717	4,344
<i>Total borrowing</i>	19,278	10,256	19,671	19,404	17,613
<i>Total Lending and Borrowing</i>	35,664	27,889	48,209	44,913	42,803
Unfilled borrowing requests	590	574	1,069	1,033	n/a
Unfilled lending requests	5,799	6,496	6,484	6,948	7,536
PRESENTATIONS AND TOURS					
Presentations and tours provided	135	179	281	198	205
Persons served in presentations	3,743	3,092	5,048	3,736	3,200
GATE COUNT	356,338	517,297	549,800	550,486	550,724

*Includes books, pamphlets, and uncataloged maps and pictures

Internet Resources

CITATION/ABSTRACT INDEXES

AGRICOLA
AIDS/Cancer
America: History and Life
Applied Science & Technology Index
Art Abstracts
Arts & Humanities Search
ATLA Religion
Biography Index
Biological & Agricultural Index
BIOSIS Previews
Book Review Digest
Business Abstracts
CARL Uncover
Consumer Index
ContentsFirst
Dissertation Abstracts
EconLit
Environment
ERIC & ERIC Archive
FactSearch
General Science Abstracts

GeoBase
GeoRef
GPO Monthly Catalog
Historical Abstracts
Humanities Abstracts
InternetPC Abstracts
Library Literature
MEDLINE
MLA International Bibliography
NetFirst
Newspaper Abstracts
PAIS International
PapersFirst
ProceedingsFirst
PsycINFO
Public Agenda Online
Readers' Guide Abstracts
RILM Abstracts of Music Literature
Social Sciences Abstracts
SocioAbs Abridged
UnionLists

CITATION/FULL TEXT ARTICLE INDEXES

ABI/Inform
Alt-Health
ArticleFirst
Contemporary Women's Issues
EBSCO Academic Search Elite
EBSCO Business Source Elite
EBSCO Health Source Plus
EBSCO Newspaper Source

Health Reference Center Academic
InfoTrac Expanded Academic Index ASAP
Lexis-Nexis
MathSciNet
News Illinois (Newsbank)
Periodical Abstracts
STN Express
Wilson SelectPlus

REFERENCE RESOURCES

AcxiomBiz
AcxiomHome
AP Photo Archive
CCH Tax Research Network
Dictionary of Old English Corpus
EBSCO Clinical Reference Systems
EBSCO USP DI Volume II
Encyclopedia Britannia

Encyclopedia of Associations Unlimited
Eventline
Government Information on the Internet
Moody's Manuals News Reports
Oxford English Dictionary
Public Agenda Online
World Almanac
World Book Encyclopedia

ADDITIONAL RESOURCES

Books in Print
Booth Library New Titles List
Booth Library Periodicals List
ILLINET Online

IT: Computer Books Online
LINC
NetLibrary (a collection of 1500 e-books)
WorldCat

E-JOURNALS AND NEWSPAPERS

African American Newspapers: The 19th Century

American Chemical Society Journals (a collection of 37 titles)

American Council on Education

American Institute of Physics Journals (a collection of 9 titles)

American Mathematical Society Journals (a collection of 8 titles)

Annual Reviews (a collection of 5 titles)

Astrophysical Journal

Blackwell Science Synergy (a collection of 238 titles)

Civil War: A Newspaper Perspective

Daily Eastern News

ECO (a collection of 135 titles)

Godey's Lady's Book

IDEAL (a collection of 225 journals published by Academic Press, Churchill Livingstone, and WB Saunders Ltd.)

Institute of Physics Journals (a collection of 31 titles)

Journal of Applied Physiology Online

Journal of Consumer Marketing

Journal of Educational Administration

Journal of Molecular Biology

Lancet Interactive

Physics Education

Project Muse (a collection of 112 journals published by Johns Hopkins University Press)

Royal Society of Chemistry (a collection of 8 titles)

SIAM (a collection of 11 titles)

Wiley InterScience (a collection of 13 titles)

Library Collections

ILLINET ONLINE LOCATION	UNITS ADDED FY00	TOTAL UNITS
Stacks	6344	421,287
Special Collections	157	6,291
Big	105	3,202
Oversized	0	222
Art/Music	856	37,564
Juvenile	533	22,206
Reference	762	51,492
Periodicals	9,853	189,634
Books with Media	27	749
Audio Cassettes	8	852
Audio CDs	754	2,857
Vinyl Recordings	1	9,780
Software Diskettes	2	208
CD-ROMs	41	353
Video Cassettes	691	5,186
Video Discs	0	261
DVDs	11	11
Films (16mm)	1	385
Media Reserve	153	776
Miscellaneous Media	1	136
Archives	24	1,112
Read & Relax	137	1,399
Maps	49	859
Textbooks	636	6,427
Technical Services	53	533
Documents	4,909	69,444
Document CDs	289	649
Document Microforms	1,554	33,752
Microforms	75	11,800
Storage	0	6,024
AV Equipment	0	97
Print Reserves	77	1,696
Best Sellers	47	258
Collection Management Office	9	17
Library Administration Office	3	21
Reference Desk	60	1,164
<i>Total</i>	<i>28,222</i>	<i>888,704</i>

MATERIALS ACCESSED LOCALLY (NOT THROUGH ILLINET ONLINE)

Documents	0	138,871
Maps	0	25,891
Microforms	14,896	1,241,663
Pamphlet File	243	19,510
Picture File	0	8,685
Telephone Directories	3	209
<i>Total</i>	<i>15,142</i>	<i>1,434,829</i>

Operating Budget

	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>
PERSONNEL SERVICES			
Civil Service	1,040,773	989,085	959,903
Graduate Assistants	6,300	11,070	11,070
Professional	1,005,524	920,628	947,507
Student Help	179,940	123,276	121,956
Overtime and Holiday	8,646	11,233	5,959
Shift Differential	2,790	2,244	3,214
Accrued Leave	17,050	25,478	20,147
Sick Leave	3,134	56,748	61,850
<i>Total Personnel Services</i>	\$ 2,264,157	\$ 2,139,762	\$ 2,131,606
OPERATING EXPENSES			
Commodities	77,372	51,586	37,618
Contractual Services	232,721	96,713	55,376
Equipment	133,793	193,816	75,552
Automotive Equipment	1,150	183	283
Postage	9,902	8,990	9,297
Telecommunications	25,605	20,415	19,219
Travel	20,542	22,972	22,160
<i>Total Operating Expenses</i>	\$ 501,085	\$ 394,675	\$ 219,505
RESOURCES AND MATERIALS EXPENSES			
Books, Serial Back Files, and Other Print Materials	464,294	442,729	348,736
Current Serials	529,996	505,307	509,394
Audio-Visual Materials	58,472	39,362	37,161
Microforms	53,069	36,349	48,725
Bibliographic Utilities, Networks, and Consortia	130,527	126,560	124,466
Computer Files and Search Services	59,765	54,900	40,635
Document Delivery/ILL	14,526	10,484	7,864
Binding and Rebinding	41,500	38,633	30,000
Grants	70,768	16,239	
<i>Total Resources and Materials Expenses</i>	\$1,422,917	\$ 1,270,563	\$ 1,146,981
TOTAL BUDGET	\$ 4,188,159	\$ 3,805,000	\$ 3,498,092

*Included in Contractual Services

<i>FY97</i>	<i>FY96</i>	<i>FY95</i>	<i>FY94</i>	<i>FY93</i>	<i>FY92</i>	<i>FY91</i>
937,640	889,775	845,678	846,523	829,265	795,868	792,553
9,540	9,540	9,540	9,540	9,540	9,540	11,660
1,039,932	984,922	929,921	920,431	921,942	959,011	930,833
107,329	107,120	110,526	91,304	91,956	92,592	98,955
5,390	5,633	4,963	3,547	2,820	4,567	4,259
1,622	1,761	1,789	1,803	1,772	1,628	2,997
308	2,209	7,656	26,758	13,561	u/a	u/a
8,022	5,723	8,120	49,559	28,828	u/a	u/a
<i>\$ 2,109,783</i>	<i>\$ 2,006,683</i>	<i>\$ 1,918,193</i>	<i>\$ 1,949,465</i>	<i>\$ 1,899,684</i>	<i>\$ 1,863,206</i>	<i>\$ 1,841,257</i>
45,566	35,905	42,001	30,155	29,348	42,281	42,466
67,470	56,457	54,800	17,294	156,425	154,770	143,103
147,842	139,576	65,126	96,071	37,766	31,023	81,600
644	600	518	600	400	599	612
8,919	6,971	6,216	4,975	5,050	5,476	7,732
11,849	10,500	14,947	10,149	11,365	9,291	19,176
20,000	13,750	13,247	12,000	11,200	15,775	15,504
<i>\$ 302,290</i>	<i>\$ 263,759</i>	<i>\$ 196,855</i>	<i>\$ 171,244</i>	<i>\$ 251,554</i>	<i>\$ 259,215</i>	<i>\$ 310,193</i>
302,026	360,417	337,972	303,703	259,941	230,367	277,874
507,211	457,082	397,843	399,694	434,990	475,935	459,379
46,298	40,421	40,520	27,085	21,670	24,907	22,245
71,085	40,536	46,195	25,375	23,914	28,972	37,499
120,094	119,297	109,986	115,600	*	*	*
21,520	4,245	17,837	24,709	*	*	*
5,970	7,814	13,020	146	*	*	*
30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 28,802	\$ 30,000
<i>\$ 1,104,204</i>	<i>\$ 1,059,812</i>	<i>\$ 993,373</i>	<i>\$ 926,312</i>	<i>\$ 770,515</i>	<i>\$ 788,983</i>	<i>\$ 826,997</i>
<i>\$ 3,516,277</i>	<i>\$ 3,330,254</i>	<i>\$ 3,108,421</i>	<i>\$ 3,047,021</i>	<i>\$ 2,921,753</i>	<i>\$ 2,911,404</i>	<i>\$ 2,978,447</i>

Book and Materials Budget

	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>	<i>FY97</i>
Afro-American Studies	5,319	4,820	4,438	4,197
Art	19,123	17,327	15,953	15,088
Botany	31,027	27,704	27,449	25,960
Business	56,280	50,996	46,952	44,405
Chemistry	61,636	55,207	53,348	50,454
Communication Disorders & Sciences	11,079	9,423	10,128	9,579
Economics	17,936	16,252	15,300	14,470
Education	52,472	47,194	43,897	41,516
English	30,123	26,948	25,130	23,767
Environmental Biology	10,431	9,451	10,008	9,465
Family & Consumer Sciences	23,774	21,541	20,136	19,044
Foreign Languages	9,266	8,334	7,730	7,311
Geography/Geology	24,941	22,599	21,386	20,226
History	20,992	18,897	17,612	16,657
Journalism	6,270	5,681	5,231	4,947
Latin American Studies	3,250	2,945	2,711	2,564
Mathematics	30,490	27,478	25,610	24,221
Music	19,193	17,391	16,011	15,143
Philosophy	7,321	6,633	6,107	5,776
Physical Education	23,110	20,940	19,280	18,234
Physics	40,491	36,689	35,896	33,949
Political Science	29,449	26,608	24,568	23,235
Psychology	24,632	22,106	23,031	21,782
ROTC	816	740	681	644
Sociology/Anthropology	22,109	19,907	19,012	17,981
Speech Communication	12,987	11,768	10,835	10,247
Technology	18,212	16,502	16,453	15,561
Theatre Arts	7,237	6,510	6,037	5,710
Women's Studies	3,243	2,939	2,706	2,559
Zoology	44,703	39,055	47,866	45,270
Booth Library				
Reference/General	281,680	255,233	247,779	233,447
Contingency	54,168	47,950	45,190	56,614
Curriculum Lab	12,674	11,484	10,574	10,000
Document Delivery	11,987	10,861	10,000	10,000
Booth Library Fellows	1,000	1,000	1,000	1,000
Juvenile Collection	2,450	2,220	2,044	1,933
General Interest Periodicals	32,083	29,071	26,766	26,314
Multi-Departmental Periodicals	27,374	24,766	12,353	18,200
Recreational Periodicals	2,601	2,357	2,170	2,052
Popular Fiction	3,167	2,870	340	322
Film and Video	26,967	24,435	22,497	16,777
Binding	37,500	38,633	30,000	30,000
IDEAL	35,641	35,976		
MUSE	3,311	3,974		
<i>Total</i>	\$ 1,200,515	\$ 1,091,415	\$ 992,215	\$ 956,621

<i>FY96</i>	<i>FY95</i>	<i>FY94</i>	<i>FY93</i>	<i>FY92</i>	<i>FY91</i>
4,197	4,197	2,790	2,674	1,696	2,000
15,088	13,988	14,295	13,023	13,581	15,172
25,960	25,960	25,047	24,169	32,062	33,018
44,405	44,405	43,174	41,341	48,380	50,005
50,454	50,454	47,729	46,973	56,020	55,767
9,579	5,669	5,639	5,279	5,823	6,260
14,470	14,400	14,280	13,406	14,874	15,931
41,516	16,676	16,213	15,526	24,480	26,096
23,767	16,767	17,003	15,612	16,551	18,282
9,465	6,845	6,418	6,373	u/a	u/a
19,044	14,944	14,723	13,912	15,150	16,602
7,311	7,311	7,233	6,806	7,585	8,100
20,226	20,226	19,223	18,831	22,303	22,979
16,657	15,557	15,744	14,429	15,424	16,986
4,947	3,042	3,096	2,824	2,978	3,308
2,564	2,564	990	874	u/a	u/a
24,221	24,221	23,028	22,517	26,519	27,447
15,143	15,143	15,246	14,099	15,213	16,590
5,776	5,711	5,706	5,316	5,812	6,288
18,234	13,884	13,648	12,421	14,594	15,449
33,949	33,949	31,981	31,590	37,206	37,752
23,235	23,235	23,165	21,633	23,765	25,618
21,782	21,282	20,443	19,813	22,859	24,021
644	644	670	599	599	689
17,981	17,981	17,756	16,741	18,732	19,949
10,247	6,507	6,594	6,058	6,432	7,098
15,561	11,861	11,738	11,042	12,302	13,140
5,710	4,010	4,091	3,734	3,909	4,355
2,559	2,559	899	794	771	500
45,270	45,270	43,186	41,689	54,304	54,636
238,419	208,141	208,117	198,935	179,078	173,428
39,118	42,784	45,065	40,811	10,884	19,280
10,000	10,000	u/a	u/a	u/a	u/a
10,000	7,200	u/a	u/a	u/a	u/a
1,000	1,000	1,000	1,000	691	1,000
1,933	1,933	1,800	1,800	1,244	1,800
21,338	22,739	21,170	21,170	26,365	26,150
15,200	16,156	12,754	9,942	7,025	12,281
2,052	2,052	700	700	484	700
322	322	300	300	207	300
21,171	21,171	17,909	15,809	15,154	18,019
30,000	30,000	30,000	30,000	30,000	30,000
<i>\$ 940,515</i>	<i>\$ 852,760</i>	<i>\$ 810,563</i>	<i>\$ 770,565</i>	<i>\$ 791,056</i>	<i>\$ 826,996</i>



Our People

Personnel Activity and Achievements

LIBRARY ADMINISTRATION

Allen Lanham, *Dean of Library Services*, was appointed to serve as a member of the Illinois State Library (ISL) Advisory Committee by Secretary of State Jesse White, and served on the ISL Scholarship Committee. In 1999, he was elected to serve on the Board of Directors of the Illinois Library Computer Systems Organization (ILCSO). In addition, he served as a member of the ILCSO Policy Council and chaired the ILCSO Bylaws Committee. Dr. Lanham was elected chair of the Illinois Cooperative Collection Management Coordinating Committee (ICCMCC), a program funded through the Illinois Board of Higher Education (IBHE) HECA program bringing together 85 Illinois academic libraries in a variety of programs. He serves on the Council of Directors of State University Libraries in Illinois (CODSULI) and on CODSULI's Committee on Library Services for Distance Learners. He was chosen to serve on the Planning Committee for the annual conference of the Midwest Association for Latin American Studies held in November. In September, he was a member of a delegation of scholars from the United States that participated in a series of activities at the Biblioteca Nacional Jose Marti in Havana, Cuba. In April, he participated in the Illinois Library Advocacy Day in Springfield meeting with legislators to discuss issues related to Illinois libraries. He continues to serve on several library-related boards. Dr. Lanham holds membership and committee appointments in numerous professional associations: the American Library Association; the Association of College and Research Libraries; the Music Library Association; the Library Administration and Management Association; the Library Information Technology Association; the Illinois Library Association; the Coles County Library Group; and the Illinois Association of College and Research Libraries, serving as a member of the Awards Committee, and having an article accepted for publication in the *IACRL Newsletter*, Fall 1999. In addition to these external associations, he remains an active member of the EIU Council of Deans, the Academic Technology Advisory Committee, the Radio and Television Center Board, the Martin Luther King Junior Memorial Scholarship Committee, the Latino Heritage Celebration Committee, and serves as a University Hearing Officer. He served as a member of the Art in

Architecture Review Committee for the Booth Library Renovation Project.

Linda Spangler, *Administration*, received honorary professional membership in Alpha Sigma Lambda, a national honor society for non-traditional adult students. Linda conducted presentations on Windows 95, WebCT Course Content, Graduate School Database Search Interface, and with B. Gibbs and M. Chen, she co-presented workshops on WebCT Orientation and WebCT Designer I. With B. Gibbs, she conducted workshops on Introduction to WebCT. She was a member of the following EIU Committees: the Instructional Support Specialists/Information Technology Services; the Academic Technology Instructional Support Subcommittee, the Y2K Task Force; and the LAN Workstation Coordination Group.

LIBRARY FACULTY

Virginia Baldwin, *Reference Services*, is a member of the American Library Association, the Association of College and Research Libraries, the American Society for Information Science, the American Society for Engineering Education, and the Special Libraries Association. She served as the SLA Science and Technology Division liaison to the ACRL Science and Technology Section. She published "Collection Development in the New Millennium: Evaluating, Selecting, Annotating, Organizing for Ease of Access, Reevaluating, and Updating Electronic Resources" in *The Art and Science of Collection Management*, forthcoming from Haworth Press, and "Student Learning Styles and Their Implications for Technical Education" in the *Journal of Technology Studies*. Virginia was awarded \$3,006 by the Illinois Cooperative Collection Management Program for her proposal titled "A Model Program for Remote Access to Specialty Databases," \$2,000 for her proposal titled "Business Bibliographers Group: Proposal for FY00 Funding,," and \$2,000 for "Environmental Studies Collection Partnership." She also was awarded \$1,500 by the EIU Redden Grant for her proposal titled "Analysis of Student Interaction with Online Databases, Using Video-Split-Screen Protocol." Virginia served as a Writing Competency Exam reader/scorer, as an exhibitor and an Exhibits

committee member of the “Expanding Your Horizons Through Math and Science” Conference, and as Kiwanis advisor to the Eastern Illinois University Circle K. Ongoing research projects include “Library Instruction Information Literacy Standards” and “Using split/screen-videotaping techniques to evaluate user response to hyperlinked databases.”

David Bell, *Reference Services*, is a member of the American Library Association. Within ALA, David participates in the Association of College and Research Libraries and the Reference and User Services Association. David is also a member of the Illinois Library Association and EIU's Council on University Planning and Budget.

Ann Brownson, *Reference Services*, is a member of the American Library Association and the Association of College and Research Libraries. She served as a member of the Curriculum Materials Committee of the Education and Behavioral Sciences Section of ACRL as well as on the Programming Planning Committee.

Ann was selected to participate in the 1999 Booth Library Faculty Research Program for her proposal titled “A comprehensive collection development policy for Booth Library’s curriculum and juvenile collections.” At the East Central Illinois/EIU Reading Conference, she presented “Children’s Literature Resources: Finding Good Kids Books.” Ann served as a Writing Competency Exam reader/scorer, as a member of the EIU Judicial Board’s Student Conduct Code Revision Committee, and as advisor to the Sigma Kappa Sorority. She serves the community as a member of the Charleston Board of Zoning Appeals and Planning. Ann has an ongoing research project involving an annotated bibliography for an ACRL Education & Behavioral Sciences Section book on managing curriculum centers.

William Gibbs, *Media Services*, holds membership in a number of professional associations: the Association for Educational Communications and Technology; the International Visual Literacy Association, serving as associate editor of the IVLA Book of Readings; the Illinois Association for Educational Communications and Technology, serving as chair of the Publications Committee; and the Consortium of College and University Media Centers. He published “Media Services and Technology Training Initiatives” in the *Illinois Association for Educational Communications and*

Technology Journal, and “Distance Learning and the opportunities and Challenges for Libraries,” currently in press at Haworth Press. With P. O. Graves and R. S. Bernas, Dr. Gibbs also published “Identifying Important Criteria for Multimedia Instructional Courseware Evaluation” in the *Journal of Computing in Higher Education*. With R. E. Griffin and V. S. Williams, he edited selected readings in “VisionQuest: Journeys Toward Visual Literacy” for the International Visual Literacy Association. At the Illinois Association for Educational Communications and Technology Conference, Dr. Gibbs presented “The Selection and Implementation of a World Wide Web-based Educational Environment Development Tool,” and at the Symposium in Honor of the Inauguration of Dr. Carol Surles, he presented “Instructional Technology: Past Practices and Future Potential in the Classroom.” He served the EIU community through his participation on numerous university committees: the Academic Technology Advisory Committee and the Instructional Support Subcommittee; the Council on University Planning and Budget; the Committee for Personal Development Opportunities for Faculty, Staff, and Students, an EIU/Lake Land College Partnership; and the UPI Task Force on Electronic Educational Technologies. His ongoing research includes “Defining evaluation criteria for multimedia courseware,” and “Training library student employees: Group instruction and web-based instructional approaches.”

Robert Hillman, *University Archives and Special Collections*, is a member of the American Library Association, the Illinois Library Association, the Society of American Archivists, the Midwest Archives Conference, the Illinois State Historical Society, the Illinois State Genealogical Society, the Coles County Historical Society, and the Coles County Genealogical Society. In February, Bob presented “Use of Archival Materials” to Dr. Terry Barnhart’s class on Local History Research methods. He also developed an exhibit titled “Eastern’s Eight Presidents and the Inauguration of President Carol D. Surles.” Bob served as chair of the ROTC Advisory Council. He also served as a member of the University Personnel Committee, the Honorary Degree Committee, and the Old Main Centennial Exhibit Committee. He continued as a reader/scorer of the Writing Competency Exam. Bob continued work on a number of research projects, including: “Library Services at EIU: A Centennial History,” “Colonel Eli Lilly: The Paris Years, 1869-1873,” and “Dorothy Cramer Hansen: Theatre Organist of the Silent Screen.”

Johnson Kuma, *Reference Services*, is a member of the American Library Association, the Illinois Library Association, and the Illinois Association of College and Research Libraries. In September, Johnson was a guest lecturer for a political science seminar class. In November, he conducted a BIOSIS workshop for Booth Reference staff, and in June, he was a guest speaker at a summer camp for high school students where he delivered a lecture on African Culture. Johnson received two Illinois Cooperative Collection Management Program grants: \$10,000 for his "Environmental Group Proposal: Landfills and Hazardous Waste Sites," and \$9,000 for "Biotechnology Collection Partnership (Animal Biotechnology, Recombinant DNA, Microbial Biotechnology)." He served as a member of the African American Studies Advisory Board and on a search committee to select the Coordinator for their program. Johnson continued service as a reader/scorer of the Writing Competency Exam. His ongoing research projects include "Angola in the post-Cold War era."

Carl Lorber, *Reference Services*, is a member of the American Library Association, the Illinois Library Association, and the Reference and User Services Association. Carl was awarded \$2,500 from the Illinois State Library's "FY00 Educate and Automate Fast Start-Assistive Technology" grant program for the purchase of a Galileo Reading System providing access to library resources for the visually impaired. He also received two Illinois Cooperative Collection Management Program grants: \$2,000 for "Environmental Management" and \$1,100 for "Small Business/Entrepreneurship." Carl served as a member of the EIU Learning Assistance Center Advisory Board, the EIU Student Support Services Committee, and as a reader/scorer of the Writing Competency Examination. Carl was elected to serve as a member of the statewide Illinois Library Computer Systems Organization (ILCSO) Public Services Committee. During the fall semester, Carl prepared materials for and met with the American Assembly of Collegiate Schools of Business accreditation team for the School of Business' review.

Pamela Ortega, *Reference Services*, holds memberships in the Midwest Association of Latin American Studies; the American Library Association (ALA); the Association of College and Research Libraries (ACRL); and the Seminar on the Acquisition of Latin American Library Materials.

Pamela presented an Illinet Online training workshop for Booth Library Circulation staff. She also presented "Latin American Perspective: Uses of the Internet" at the Midwestern Association of Latin American Studies annual conference, and "Evaluating Web Sites about Latin America" at the the Association of College and Research Libraries (IACRL) Spring 2000 Conference. Pamela received a grant from the ALA and the Organizing Committee of the Guadalajara International Book Fair to attend the Feria Internacional del Libro (International Book Fair) in Guadalajara, Mexico. Pamela actively served the campus community as a member of EIU's Latin American Studies Committee, the Latino Heritage Committee, the Continuing Education Coordinating Council, and the Women's Advocacy Council as chair of the Living History Committee. She volunteered as a mentor to students in EIU's Trio program, served as a volunteer for the annual Booth Library book sale, and as a reader/scorer of the Writing Competency Exam. Pamela was also a guest lecturer for Dr. Betty Smith's class in Geography and Culture of Latin America. Her ongoing research includes the development of reference services to distance education students and faculty at EIU. Pamela has also served the local Charleston community by representing Booth Library as stakeholder in the development of the Community Online Resource Directory, a project of east central Illinois, for Spring and Summer 2000.

Richard Seitz, *Cataloging Services*, is a member of the American Library Association, the Association of College and Research Libraries: the Slavic and East European Section, Online Audiovisual Catalogers, Inc., the Illinois Library Association, and the American Association for the Advancement of Slavic Studies. In addition, Rick published a book review on "A Bibliography of Alexander Pushkin in English: Studies and Translations" in *Choice*, October 1999. He functioned in the capacity of newsletter editor of the Illinois Online Computer Library Catalog Users' Group. He serves the campus as a member of the intercollegiate Athletic Board.

Marlene Slough, *Circulation Services*, was the recipient of a 1999 Faculty Achievement Award in the Area of Primary Duties/Teaching. Along with K. Whisler, she was a co-presenter of "How Long is Too Long? An Analysis of Interlibrary Loan Borrowing Requests for Non-Serial Materials and Opportunities for Collection Management" at the Illinois

Association of College and Research Libraries Spring 2000 Conference. She holds membership in a number of professional associations: the American Library Association; the Association of College & Research Libraries; the Library Administration & Management Association, serving as a member of the Using Statistics for Library Presentations and Communications Committee and the Circulation/Access Services Committee; the Reference and User Services Association, serving as a member of the RUSA/Management of Electronic Reference Services Committee; and the Illinois Library Association. She served as a member of the Art in Architecture Review Committee for the Booth Library Renovation Project and the EIU Faculty Development Advisory Committee, and continued as a reader/scorer of the Writing Competency Exam.

Nackil Sung, *Library Technology Services*, served as a member of the EIU Academic Technology Advisory Committee and the Y2K Task Force. As a member of the Illinois Library Computer Systems Organization (ILCSO) DRA Look and Feel Team, Nackil collaborated with librarians throughout Illinois to design and develop the web-based online catalog called DRA Web2. He also reviewed and evaluated grant proposals for the FY2000 Educate and Automate Fund sponsored by the Illinois State Library.

Bradley Tolppanen, *Reference Services*, is a member of the American Library Association, the Association of College and Research Libraries, and the Louisiana Library Association. He published "A Survey of World Wide Web Use by Freshman English Students: Results and Implications for Bibliographic Instruction" in *Internet Reference Services Quarterly*. Bradley also received a grant for "An Examination of Library World Wide Web Sites at Medium-Sized Universities."

Pamela Waldrep, *Acquisitions Services*, is a member of the American Library Association, the Association for Library Collections & Technical Services, the Illinois Library Association, and the North American Serials Interest Group. She received a Certificate of Advanced Studies in Library Science from the University of Illinois at Urbana-Champaign. Pamela served as the building coordinator for the Newman Branch of Booth Library and as a member of the EIU Environmental Health & Safety Committee. Pamela served the Charleston community through her work as Vice-Chair of the Wesley United Methodist Church's Committee on Finance.

John Whisler, *Cataloging Services*, is a member of the American Library Association, the Illinois Library Association, the Music Library Association, the Online Computer Library Catalog (OCLC) Music Users Group, the Society for American Music, and the Viola da Gamba Society of America. He presented "Cataloging Electronic Resources" at the ILSCO Technical Services Forum, and "Online Catalog Maintenance Report" at the Illinois Library Computer Systems Organization (ILCSO) Operations Committee meeting. John served as a member of the Art in Architecture Review Committee for the Booth Library Renovation Project. He also served on the ILCSO Membership Assessment Task Force and the ILCSO Systems Assessment Task Force.

Karen Whisler, *Collection Management Services*, was a departmental representative of the University Professionals of Illinois and a member of the University Professionals of Illinois House of Delegates. At the Illinois Association of College and Research Libraries Spring 2000 Conference, she co-presented "How Long is Too Long?: An Analysis of Interlibrary Loan Borrowing Requests for Non-Serial Materials and Opportunities for Collection Management" with M. Slough. Karen is a member of the American Library Association, the Illinois Library Association, and the Illinois Online Computer Library Catalog (OCLC) Users' Group. Karen also submitted a grant application to the Illinois Cooperative Collection Management Program for the enrichment of ILLINET Online with Tables-of-Contents.

LIBRARY STAFF

Philip Blair, *Circulation Services*, continued his study of German at Eastern Illinois University.

Cathy Brachear, *Administration*, served the community as an Assistant Leader of Girl Scout Troop #410 and as a parent volunteer at Ashmore Elementary School.

Patty Butler, *Administration*, served the university community as the co-chair of the President's Council Ice Cream Social Committee, as co-chair of the Celebration Food Vendors Committee, as a member of the Celebration Marketing Committee, and as a member of the President's Inaugural Celebration. She also served on the Illinois Jaycee Foundation and provided activity services for the Cornbelt Shrine.

Patty holds membership in the Club Management Association of America.

Marge Checkley, *Circulation Services*, continued her study of pottery through the Eastern Illinois University art department. She served the Charleston community through her work with Stephen Ministry at the Wesley United Methodist Church.

Chris Cougill, *Circulation Services*, attended classes at Eastern Illinois University toward a degree in Gerontology.

Bev Cruse, *Media Services*, served as a member of the EIU Marketing Committee and the Marketing Eastern Illinois University Committee. In the fall of 1999, she presented digital photography workshops to local preschool staff and to the campus Staff Support Group. She is active in her local community serving as a member of the Martinsville Library Board. She also served as a member of the Financial Committee and as a consultant for technological advancement at the Casey White Oak Church of God. Bev is currently in her 24th year as owner/operator of Cruse Photography in Martinsville.

Anne Cutright, *Acquisition Services*, served the community as a volunteer at Sarah Bush Lincoln Health Center. She also volunteered her time at Lincoln Log Cabin State Historic Site.

Joseph De Caro, *Media Services*, was a member of the EIU Staff Senate, the Tuition and Fees Committee, the University Union Board, and the Radio TV Committee. He also participated as the Staff Senate liaison to the Faculty and Student Senates, and as a member of the Vice-President for Institutional Advancement Search Committee. Joe served the community through providing the set-up and operation of sound systems for the Illinois High School Association's annual boys and girls state track meets, the American Legion Premiere Boys State, and the American Legion Auxiliary Illini Girls State.

Suellen Eggers, *Circulation Services*, served on the Board of Directors for Big Brothers and Big Sisters of Mid-Illinois.

Susan Eisenhour, *Library Technology Services*, received costume awards for Best in Show at both the Archon Science Fiction Convention and the NTC

Science Fiction Convention. She also acted in the Charleston Alley Theatre's productions of David Storey's *Home* and a staged reading of *Walt Whitman and Others*. Susan is a member of the International Costumer's Guild and the Science Fiction Research Association. She published a "Nonfiction Review of Robin Roberts" in *SFRA Review, A Publication of the Science Fiction Research Association*.

Kathy Ferguson, *Administration*, served as a library representative on the EIU Development Communications Committee. She was active in the Charleston community as a member of the First Christian Church Local Outreach Committee and as "Vice District Governor Partner-in-Service" in attendance of various functions sponsored by the Lions of Illinois and Lions Clubs International.

Jeanne Goble, *Circulation Services*, continued her work as a substitute teacher in the Charleston elementary schools and as a volunteer at the Carl Sandburg Elementary School library.

Brian Hyder, *Library Technology Services*, completed his certification as an Apple Certified Technician.

Nancy Jones, *Acquisition Services*, served as a member of the Friends of the Camargo Township District Library.

John Looby, *Media Services*, was a member of Syn-Aud-Con. He co-submitted, along with B. Gibbs, a successful grant proposal to Academic Technology Advisory Committee for "Portable Multimedia Presentation Systems." John served as a member of the following university committees or task forces: the Commencement Committee, the Convocation Planning Committee, the ISHA State Track Planning Committee, and the Americans with Disabilities Committee. John served the Charleston community through his work at First Christian Church as chair of trustees, on the Property Ministry, the sound team, and as deacon. He also volunteered service as a den leader with the Boy Scouts of America. John provided technical assistance for the sound system during the Harlem GlobeTrotter Show and provided the set-up and operated the sound system for the Charleston Senior High School graduation.

Jeri Matteson-Hughes, *Library Technology Services*, served as director of Media Relations for the National Convention of the Society for Creative Anachronism, Inc. (SCA Inc.), Pennsic War XXVIII.

She served the community as president of the Charleston Alumnae and Patroness Chapter of Sigma Alpha Iota, as president of the Charleston Community Chapter of SCA, Inc., and as assistant scoutmaster and Troop Committee treasurer for the Boy Scouts of America Troop 141 of Wesley United Methodist Church. She holds membership in Early Music America, Theatre Communications Group, and Sigma Alpha Iota, a professional fraternity for women in the field of music. Jeri served on the Eastern Illinois University's Celebration 2000 Committee and as a member of the Eastern Symphony Orchestra. She was also a staff advisor to SCA, Inc., and an alumnae advisor to the Epsilon Eta Chapter of Sigma Alpha Iota.

Linda Metzger, *Administration*, served the community as a member of the Coles County Farm Bureau Women's Committee where she was involved with the annual Farm Bureau show at the Cross County Mall. She also volunteered her time with St. Theresa's Circle and the G.I.F.T. program of St. Charles Borromeo Catholic Church.

Scott Minor, *Circulation Services*, completed his first year of study towards a Master of Library and Information Science degree at the University of Illinois at Urbana-Champaign. He holds membership in the American Library Association and the Special Libraries Association.

Sandy Nees, *Library Technology Services*, served on EIU's Lab Committee Group. Sandy attended the "Biennial Conference for Working Women 2000" at the University of Illinois, Urbana-Champaign; and the "Web Design 2000 Conference" sponsored by Rockhurst University. Sandy presented a total of 28 workshops to EIU faculty and staff on the following topics: "MS Word," "Searching with Netscape and Explorer," "Browsing with Netscape Navigator," "Searching the World Wide Web," and "Type a Paper." Sandy also taught an intermediate algebra class at Lake Land College.

Paula Reveal, *Circulation Services*, provided service to the community through her participation in the Arcola Music Club, which provides a scholarship to a high school student planning to major in music.

Patty Shonk, *Cataloging Services*, served on a number of EIU committees including Staff Senate, the Council on Planning and Budget, and the Search Committee for Director of Financial Aid.

Laura Smith, *Cataloging Services*, received a Bachelor of Science in Arts through the Board of Trustees Program at Eastern Illinois University. She served as secretary, parent member, and member of the Parent Teacher Committee for the Charleston Community Daycare Center Board, and as a Mission, Membership and Evangelism team leader at Emmanuel Lutheran Church in Charleston. Laura also assisted with the library book sale.

Anita Thomas, *Cataloging Services*, served on the AFSCME Local 981 Executive Board, as Chapter Chair/2nd Vice President for the Clerical/Technical division of the American Federation of State, County and Municipal Employees, and as a member of the Negotiating Committee, which negotiates contract language and wages.

Carol Winkleblack, *Collection Management Services*, compiled an index to Booth's local Illinois newspapers on microfilm.

Jacqueline Worden, *Reference Services*, participated as a contributing artist in the annual Tarble Arts Christmas Sale. Proceeds from the sale support art scholarships and the purchase of equipment in the Art Department. She continued her study of ceramics, mathematics, and education at EIU toward a Middle Level Endorsement on her teaching certificate. Jackie taught art through the Illinois Artisans Program to visitors at the Illinois State Museum, and visited Lerna Elementary School to teach kindergartners how to make clay necklaces. Her service to the Charleston community included work as a Volunteer Pioneer at the Lincoln Log Cabin State Historic Site. In addition, she served as a board member and Sunday school teacher at the First Church of Christ Scientist in Charleston. She continued to support the Coles County Arts Council (CCAC) by organizing the annual "Artist's Day in the Garden" and by displaying her work at CityArt, an art display within City Hall in Charleston. Jackie also served as Visual Arts Judge for 4-H projects at the Coles County Fair and continues to participate in art fairs with her pottery business, Earthstar Creations.

Ira Yarbrough, *Media Services*, gave a PageMaker demonstration to history majors in the History Department at EIU, and a slide presentation and lecture on art and graphic design as a profession to art students at Charleston High School's Career Day.

In addition . . .

Booth Library personnel attended various professional workshops, seminars and conferences throughout the year as part of their professional enrichment. They include:

American Library Association

- Annual and Mid-Winter Conference

American Society for Information Science

- Annual Conference

Association for Educational Communications & Technology

- Annual Consulting Editors Convention

Biennial Conference for Working Women

Charleston Acquisitions Conference

Computers in libraries

EIU Conferences and workshops

- Conflict Resolution
- Eudora
- Faculty Research Fair
- FRS Mainframe training
- Grant Writing for External Funding
- Microsoft Access
- Microsoft NT Workstation and NT Server Administration

Illinois Association of College and Research Libraries

- Hot Topics 2000 Conference

Illinois Cooperative Collection Management Program

- Bibliographers meeting
- Lexis-Nexis demonstration and training
- Spring meeting

Illinois Digital Academic Library

- NetLibrary training session

Illinois Library Association

- Annual Conference
- GODORT Forum
- World' Largest Library Teleconference

Illinois Library Computer Systems Organization

- Annual Conference
- BIOSIS-in-Ovid training
- Circulation/ILL forums
- DRA Acquisitions Training
- DRA Serials Training
- EBSCO training
- GIS workshop
- Public Services forums
- Technical Services forums

Illinois Prairie Internet Consortium

- WebCT workshops

Illinois Reading Council

- State Conference

Illinois State Library

- Bring in an Expert Grant
- Technology for Life with Disabilities
- That's it? Find it? Illinois, VIC, and IGI: What's in it for you? (videoconference)
- Vendor Fair

Illinois State University

- Department of Instructional Technology

Information Technology Services

- White Board training

International Book Fair

- Guadalajara, Mexico

Lincoln Trail Libraries System

- Annual Meeting, Urbana
- Assistive Technology Vendor Fair
- Building the Earth's largest Library
- Copyright and the New Millennium
- Library Book Selection Service Meeting
- New FirstSearch demonstration
- New FirstSearch training

National Council on Education for the Ceramic Arts

- Annual Conference

Online World National Conference

Panasonic Broadcast

- HDTV, SDTV, DTV Standards, Equipment, and Interconnection

Rockhurst University Web Design 2000 Conference

Rolling Prairie Library System

- Developing the Young Adult Collection

Society of American Archivists

- Midwest Archives Conference Fall Meeting
- Midwest Archives Conference Spring Meeting

Special Library Association

- Annual Conference
- Citation Management Software

Web Resource Conference



Our Temporary Facilities



McAfee Main Branch

McAfee Gymnasium served as the primary campus site for library services. Reference, Circulation, Periodicals/Reserves, Media Services, and Administration operated from McAfee. This area also housed a number of collections including reference, recent periodicals, monographs, (classes A-G, N and Z), and public seating and conference areas.



Union Branch

Circulation Services operated a service desk at the Union Branch located below the MLK University Union bowling alley. This site provided access to monographs (classes H-M) arranged on compact shelving.





Newman Branch

Acquisitions and Cataloging Services relocated to the basement of the newly constructed Newman Catholic Center at 500 Roosevelt Avenue.



Booth West Branch

During August, the West Branch opened to the public at 612 W. Lincoln Avenue in an area previously occupied by the IGA grocery store. Home to Interlibrary Loan, Documents, and the University Archives and Special Collections, this site housed monographs (classes P-V), documents, more than 15,000 bound journals, a public service desk and public seating.



Gregg Branch

The Gregg Branch, previously Gregg Triad Dining Hall, opened in late November. This area served as the home of Library Technology Services, the non-print collections, and the library's computer lab.