



Library Services

2001 Annual Report
Eastern Illinois University



Library Services Eastern Illinois University

2001 Annual Report

Editors:
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Renovation Photographs



Photos by Beverly Cruse. Graphic Design by Ira Yarbrough.



Booth Library
Eastern Illinois University
Charleston, Illinois 61920

From the Office of the Dean

Greetings from Library Services. How can another year have passed so quickly? We were obviously working so hard on multiple initiatives that time just escaped. Last year it seemed like our renovation project would never end; this year it seems to be coming so quickly that we will have difficulty making all the proper arrangements.

This was the year to work closely with the architects and designers on outfitting the interior of the renovated Booth Library which is to open January 2002. We hosted displays of potential chairs, tables, shelving, and office systems to be used in the new library. Both staff and patrons evaluated each piece, a process which helped us guide the experts toward certain features that appealed to the users. Of course, all furnishings will be purchased using the normal bidding process.

To prepare for the move back to Booth Library next winter and to establish the location for all materials in the renovated library, the faculty and staff gathered during spring break to collect accurate physical measures of our collections. Good food and games helped, but it was a tedious exercise and we were glad to finish the second full round of measures on time. Our statisticians have analyzed the data and have begun to project layouts, rate of growth, and possible location sites for all print materials.

On other fronts, much time was spent deliberating the establishment of a new center on campus to attend the needs of faculty and students for technology-enhanced and technology-delivered education. Three members of the library's Media Services are to be transferred to the new Center for Academic Technology Services this fall. We wish them all the best.

Booth Library narrowed its focus upon services for distance students and faculty this year. Although Eastern does not yet have many web courses, there are a significant number of off-campus courses and a few complete programs. Booth now has a librarian assigned to liaison with this group of patrons. We have instituted a web-based reference service and plan to have toll-free telephone service beginning the fall semester.

We hope that our annual report will provide you information that is useful and informative. If there is other data that you would like to see reported, please ask. Let us hear from you.

Best wishes,

Allen Lanham, Ph.D.
Dean of Library Services



Our Organization

Library Services Personnel

ADMINISTRATION

Allen Lanham, *Dean of Library Services, Professor*
Linda Spangler, *Assistant to the Dean for Academic Computing*
Peggy Manley, *Administrative Aide*
Patty Butler, *Accountant Technician III*
Ann Hudson, *Office Systems Specialist I*
Jaime Hendrix, *Office Systems Assistant II*

ACQUISITION SERVICES

Marlene Slough, *Head, Assistant Professor*
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

Bradley Tolppanen, *Head, Assistant Professor*
Waihan Betty Gillham, *Instructor*
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*
Christine Merllie-Young, *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, Associate Professor*
Sandra Nees, *Library Operations Assistant*
Brian Hyder, *Microcomputer Support Specialist II*
Jeri Matteson-Hughes, *Microcomputer Support Specialist I*
Lisa Childress, *Library Technical Assistant II*
Susan Eisenhour, *Library Technical Assistant II*
Carol Winkleblack, *Library Technical Assistant II*

MEDIA SERVICES

William Gibbs, *Head, Associate Professor*
Steve McCann, *Assistant 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*
Johnson Kuma, *Associate Professor*
David Bell, *Assistant Professor*
Ann Brownson, *Assistant Professor*
Pamela Ortega, *Assistant Professor*
Lori Tolppanen, *Instructor*
Catherine Woodworth Wong, *Assistant Professor*
Scott Minor, *Library Technical Assistant II*
Jacqueline Worden, *Library Technical Assistant II*

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

Robert Hillman, *Head, Professor*
Barry Huder, *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 the 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 who have been appointed by the Faculty Senate; one voting student representative appointed by the Student Senate; and ex-officio representatives from Business Affairs, Student Affairs, and the Graduate School. The Library Advisory Board minutes, bylaws, and membership roster are part of the Library's website and may be accessed at www.eiu.edu/~booth/services/services.html.

Throughout the year, the Library Advisory Board received regular updates from the Dean of Library Services regarding the progress of the renovation of Booth Library. The Dean shared carpet swatches and samples of fabrics, as well as picture examples of the various furnishings under consideration. The Board supported the Dean's proposal of the FY01 book and materials budget as developed by the Collection Development Committee. The Board expressed concern about the lack of weekend hours during August for faculty to prepare for the upcoming fall semester. However, the demand for library services during these weekends has not been sufficient to justify being open more hours. The Dean expressed hope that after Booth Library's re-opening, special activities and programs will be developed to attract more patrons to the Library during the first weekend prior to classes beginning. The Library Advisory Board will be asked to provide suggestions for activities related to this promotion. The Board expressed satisfaction with the Library's enhancement of the music CD collection, especially in the area of jazz.

Members: Alan Grant, chair (Economics), *College of Sciences*; Rosemary Buck, vice chair (English), Newton Key (History), *College of Arts and Humanities*; Matthew Monippallil (School of Business), Melanie Burns, (Family and Consumer Sciences), *Lumpkin College of Business and Applied Sciences*; John Weber (Leisure Studies), Mahmood Butt (Secondary Education and Professional Studies), *College of Education and Professional Studies*; Richard Jacques (Communication Disorders and Sciences), *College of Sciences*; Ian Davis, *Student Government*; Charles Phillips, *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. The Committee continued to provide library services to individuals with disabilities this past year. Approximately 11 "appointment" hours were spent with students with disabilities, including time spent in preparation for the one-to-one meetings with students. During the past year, the Library was successful in obtaining a grant from the Illinois State Library, in the amount of \$2,500, that helped purchase a closed-circuit television system (CCTV), Optelec Clear View 517XL. This equipment magnifies materials, allowing individuals with low vision to read any printed materials.

Committee members: Carl Lorber, chair; Suellen Eggers, Johnson Kuma, Lori Tolppanen, and Catherine Woodworth Wong.

CIRCULATION POLICY COMMITTEE

The Circulation Policy Committee monitors existing circulation policies and procedures and recommends new initiatives to the Dean of Library Services. The Committee met during the year to discuss various circulation policies and procedures. Additionally, an informal approach was employed, with the chair consulting individual committee members on specific issues as the need arose. Among the specific issues the Committee discussed were the "Closed Stacks Access" policy for the Union and West Branches, the "Interlibrary Loan Fines" policy, and the policies and procedures that support the development of an e-reserves service. An important issue handled by the committee members throughout the year was the planning for the provision of circulation services once the library moves back to the renovated building.

Committee members: Bradley Tolppanen, chair; Waihan Betty Gillham, Sandra Nees, and Randy Woods.

COLLECTION DEVELOPMENT COMMITTEE

The Collection Development Committee is charged with providing the subject bibliographers a discussion group for collection development issues, and coordinating the annual periodical and standing order review and other initiatives concerning Booth Library's collections. The Collection Development 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 continued to benefit from the IDAL (Illinois Digital Academic Library) initiative, receiving free access to electronic book titles from NetLibrary, EBSCO databases (Academic Search Elite, Business Source Elite, Health Source: Nursing/Academic Edition [formerly Health Source Plus]), Newspaper Source and HarpWeek, a selection of Civil War era articles from Harper's Weekly. IDAL also continued access to OED, the Oxford English Dictionary on the web. Eastern built on IDAL's NetLibrary collection, adding thirty-six titles in computer science for our local collection.

Eastern migrated to the New FirstSearch system beginning July 1, 2000. The new FirstSearch offered increased access to fulltext articles, which has been very popular with students. The Illinois State Library continued their FirstSearch grant, providing free access to ABI/Inform, ArticleFirst, ContentsFirst, ERIC, GPO, Health & Wellness Information (formerly Health Reference Center), Medline, NetFirst, PapersFirst, Periodical Abstracts, ProceedingsFirst, UnionLists, WilsonSelectPlus, World Almanac and WorldCat. Eastern renewed FirstSearch subscriptions to Contemporary Women's Issues, ECO Electronic Journals Online, and GeoRefS. In addition, we added a subscription to Environmental Sciences & Pollution Management. We continued per-search access to Agricola, A&H Search, AIDS Cancer, AxiomBiz, AxiomHome, Biography Index, Book Review Digest, Consumer Index, Dissertation Abstracts, EventLine, FactSearch, GeoBase, InternetPC Abstracts (formerly Microcomputer Abstracts), and RILM. We added per-search access to CINAHL. The Illinois State Library also provided access to News Illinois, NoveList and the Physician's Desk Reference. They did not continue access to the Encyclopedia of Life Sciences; however, Booth Library elected to fund the subscription.

The Committee voted to renew existing IBIS/Ovid subscriptions to Applied Science & Technology Index, Art Abstracts, BIOSIS Previews, Biological & Agricultural Index, Books in Print, ECONLit, General Science Abstracts, Humanities Index, Library Literature, PAIS International, PsycINFO, Readers Guide Abstracts, Social Sciences Index, and SportDiscus. ERIC is provided free of charge to all IBIS subscribers. MLA International Bibliography was moved from FirstSearch to IBIS to take advantage of the IBIS search engine and the lower subscription price offered by IBIS.

The Committee maintained our electronic journal access to IDEAL, Project Muse, Blackwell Science, American Chemical Society, SIAM, Royal Society of Chemistry, and Wiley Interscience journals. We retained our subscription to Lexis-Nexis. OCLC's Electronic Collections Online (ECO) was downsized to 99 titles to remove titles already accessible through other electronic sources.

We also expanded access to other useful databases like the Accessible Archives African American Newspapers, Civil War Newspapers, and Godey's Lady's Book, also adding the Pennsylvania Gazette, 1728-1800. We acquired access to other useful databases like the Brown University Women Writers Project, CCH Tax Research Network, Dictionary of Old English Corpus, E*Subscribe – ERIC Document Retrieval Service, Grove Dictionary of Art Online, Grove Dictionary of Music and Musicians, 2nd ed., Issues and Controversies On File, Landmark Documents in American History, Making of America, Mergent FIS, Music Index Online, and the Routledge Encyclopedia of Philosophy.

In addition to electronic resources, the Committee discussed the acquisitions budget and budgetary matters, Acquisitions procedures and timetables, the Periodical and Standing Order Review, missing titles, and bibliographic tools. Bibliographers used TitleSource II, GOBI, and Blackwell's Collection Manager to submit orders to Acquisitions electronically.

Committee members: Karen Whisler, chair; David Bell, Ann Brownson, Waihan Betty Gillham, Johnson Kuma, Allen Lanham, Carl Lorber, Pamela Ortega, Richard Seitz, Marlene Slough, Nackil Sung, Jocelyn Tipton, Bradley Tolppanen, and Catherine Woodworth Wong.

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 the expenditure of funds designated for this purpose. The primary activity of the Committee was to solicit and review faculty recommendations for media materials. Media Collection Request forms were distributed to all department chairs and departmental library coordinators. As in the previous year, funds were sufficient to purchase all videocassettes, laser disks, and DVDs requested by faculty and staff from across campus on the spring departmental request form.

Committee members: Marlene Slough, chair; William Gibbs, Anne Cutright, and Karen Whisler.

DEPARTMENTAL PERSONNEL COMMITTEE

The Departmental Personnel Committee (DPC) 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. During the year, the DPC and the library faculty discussed and approved revisions of the Library Services Departmental Application of Criteria (DAC). The revised document received approval from the Dean of Library Services and the Vice President for Academic Affairs and will be implemented with the fall 2001 review process. In addition, the DPC and the library faculty discussed and approved changes in the committee bylaws affecting the election and term of office of committee members. These changes will be implemented in the 2001 elections.

Committee members: Richard Seitz, chair; Marlene Slough, and John Whisler, secretary; and alternates William Gibbs and Carl Lorber.

GRANTS DEVELOPMENT COMMITTEE

The Grants Development Committee is charged with monitoring and providing stimulus for exploring grant and external funding opportunities in the areas of library, information, and technology, and making recommendations to the Dean of Library Services. This Committee was formed in the early portion of the fall 2000 academic semester. Committee members created a website to distribute information about the Committee and granting sources to Library faculty and staff. The site listed the committee meeting minutes, and it contained a list of resources that linked to externally funded granting sources. The Committee also established an electronic mailing list. During the spring semester of 2001, the Committee

sponsored a seminar titled, "Grants: How to Find Them, How to Get Them." The seminar provided information on regular academic year internal research and creative activity awards, Summer Research Awards, and external funding.

Committee members: William Gibbs, chair; Ann Brownson, Jaime Hendrix, Ann Hudson, Richard Seitz, Linda Spangler, and Lori Tolppanen.

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 with the Dean to discuss signage for the new library building. Topics discussed included which types of signs would be appropriate and what color to use for the signs. Committee members examined the building blueprints and made sure that no public access point was overlooked. One of the few name changes proposed was "Check-Out Desk" instead of "Circulation Desk." The various floors will be identified by numerical signs (1000 Level, 2000 Level, etc.). Floor plans will be displayed at all entry points and at all elevators. The idea of kiosks at both the southern and the northern entrances was discussed; however, the committee was not convinced of their long-term utility.

Committee members: Johnson Kuma, chair; Sue Ebel, Susan Eisenhour, Carl Lorber, Steve McCann, and John Whisler.

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 and the Assistant to the Dean. The council's deliberations this year were consumed with decisions related to the renovation and expansion of Booth Library, as well as the continuation and enhancement of services.

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

NATIONAL LIBRARY WEEK/ BOOK SALE COMMITTEE

The National Library Week/Book Sale Committee is charged with seeking innovative ways in which to celebrate National Library Week during April of each year, and to assist in identifying individuals who can best carry out the selected activities. In celebration of National Library Week, Booth Library held its annual book sale on Wednesday, April 4th. The sale included hardback books, paperbacks, magazines, and audio and videocassettes. Materials for the sale were donated to the Library by the campus community. More than \$620 was raised, with proceeds going into the Booth Library Memorial Gift fund to support programs and services.

Committee members: Jocelyn Tipton, chair; Patty Butler, Marge Checkley, Lois Dickenson, Waihan Betty Gillham, Nancy Jones, Paula Reveal, and Catherine Woodworth Wong.

PRESERVATION COMMITTEE

The Preservation Committee is charged with making recommendations regarding preservation issues related to library collections. In addition, the Committee makes recommendations to the Staff Development Committee on training matters and the Dean of Library Services on policy. The Committee moved ahead with evaluating, selecting and purchasing hygrometers to measure temperature and humidity in all branch libraries. A total of 30 instruments were purchased. The Committee devised a plan to read and record data from the hygrometers, and David Bell created a library Intranet site to allow readings to be entered directly into a database. This greatly facilitated statistical analysis for the project, as well as alerted staff to any critical changes in building conditions.

A second committee endeavor was directing the “missing books” project. The Cataloging Department compiled a comprehensive list of missing titles according to individual collections (e.g., Read and Relax, Reference, Juvenile books) and broad call number ranges. The Committee distributed this list by means of the Library’s Intranet so that the bibliographers could check their collections for subject gaps to fill or replace while they completed their “preservation walk.” During this walk, bibliographers inspected their subject areas for any signs of damage, such as mildew, insects, heavy usage, binding issues, etc.

Another project that the Committee continued is urging circulation staff to shelve taller books spine down in order to diminish damage to the spine. A recommendation was made that spine labels on such books be moved to a more visible location on the front cover, making shelf reading easier. The “book doctor” program, for mending library books and materials, continued at the Library under the direction of the Committee.

Future activities include a joint project with the Safety and Emergency Procedures Committee to provide information on training student workers with correct book handling and other preservation issues, including aiding with the salvage of damaged books. Karen Whisler, as Head of Collection Management Services, set aside damaged, withdrawn books for this purpose.

Committee members: Pamela Ortega, chair; David Bell, Marge Checkley, Lois Dickenson, Suellen Eggers, Susan Eisenhour, Karen Whisler, and Jackie Worden.

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 training of all library personnel on appropriate responses to emergency situations. The Committee met in April to review the safety manual, plan emergency drills for severe weather alerts, update the telephone tree, put in place formal safety training procedures for new student workers, and discuss preparations for the planned move to our new facility. Plans were made to do a thorough review and revision of the safety manual upon completion of this move.

Campus Safety Officer Gary Hanebrink was consulted on safety drills and other questions related to the unique characteristics of our five temporary locations. Informal tornado drills were conducted at library service desks during the second week of May 2001. This exercise reminded staff at key locations of safety procedures and introduced newer employees to the *Safety and Emergency Procedures Manual*.

Committee members: David Bell, chair; Patty Butler, Marge Checkley, Lois Dickenson, Suellen Eggers, Robert Hillman, Steve McCann, Sandra Nees, Pamela Ortega, and Randy Woods.

SOCIAL COMMITTEE

Booth Library's Social Committee organizes appropriate activities to honor individuals, observe holidays, and to celebrate important events in the history of the Library. On July 19, the Committee planned a celebration to honor Virginia Baldwin, who resigned to take charge of the engineering library at the University of Nebraska. On August 9, the Social Committee was involved with the "All Library Meeting" at the Newman Center. This activity featured short talks, skits, and exhibits from the various library departments, as well as an array of appetizing refreshments. Highlighting the year, as usual, was the annual Holiday Party held on December 15 at the Newman Catholic Center; the party was a catered affair. The hall was decorated in our tried-and-true "Frosty-the-Snowman" theme, with appropriate entertainment provided by library faculty and staff members. In addition, the Committee arranged for holiday decorations for the various branch locations of the Library.

Committee members: Robert Hillman, chair; Suzann Bennett, Ann Brownson, Marge Checkley, Susan Eisenhower, Peggy Manley, Myrna Thomason, and Jocelyn Tipton.

STAFF DEVELOPMENT COMMITTEE

The Staff Development 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. The Staff Development Committee presented several workshops and activities for faculty and staff during FY01 including: CPR Certification; Developing Your Personal Webpage; Computer Security; Grants: How to Find Them, How to Get Them (with the Grants Development Committee); and What's New Online. We also began work on a Booth Library Cookbook to be available for the reopening of Booth, FAQ lists for an in-house orientation manual, and worked on developing programming concerning issues related to the Library's return to the renovated facility.

Committee members: Ann Brownson, chair; Waihan Betty Gillham, Ann Hudson, Steve McCann, Sandra Nees, Pamela Ortega, and Anita Thomas.

STATISTICS COMMITTEE

The Statistics Committee is charged with developing and monitoring efficient procedures for reporting the annual productivity of Library Services. The primary activities of the Committee were to facilitate "statistics weeks" and to conduct the annual Patron Satisfaction Survey. Library staff collected data regarding the number of reference questions answered in the library during the weeks of November 6-12 and April 2-8. The annual Patron Satisfaction Survey was distributed in the library and available on the website during National Library Week, also April 2-8. More than 300 surveys were completed. Respondents indicated that "what the library needs most" is more computers (21%), more books (18%), more periodicals (16%), and more study areas (16%). While 57% of respondents were "extremely" or "very" satisfied with Library Services in general, 84% rated library staff as "extremely" or "very" helpful.

In addition, the Committee distributed the Faculty Electronic Resources Survey. Among the 134 completed and returned surveys, 95% of respondents indicated they used the Library's webpage (compared to 87% the previous year). The most frequently used electronic resource was ILLINET Online, followed by article indexes and e-journals. According to the survey, the majority (71%) of faculty and administrators were "very" satisfied with library services in general. A letter of appreciation with a Panther Card holder enclosed was sent as a follow-up activity. The Committee also developed an Intranet site to centralize the collection of monthly statistics.

Committee members: Marlene Slough, chair; Sue Ebel, Peggy Manley, Sandra Nees, John Whisler, and Karen Whisler.

TECHNICAL SERVICES COMMITTEE

The Technical Services Committee is charged with considering issues related to Technical Service activities in Booth Library and making recommendations of policy to the Dean of Library Services. Committee members prepared for the automation of Acquisition Services' functions. Marlene Slough, John Whisler, and Karen Whisler traveled to Millikin University and to Southern Illinois University at Edwardsville to learn about the DRA Acquisitions Module. Cataloging Services studied and developed procedures for supplying bibliographic records to Acquisitions and the impact this will have on cataloging workflow. At the close of the fiscal year, we were ready to implement DRA Acquisitions with expectations of success.

Committee members: John Whisler, chair; Richard Seitz, and Marlene Slough.

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, discusses issues and policies relevant to these areas, and makes recommendations to the Dean of Library Services. As in previous years, the University Archives and Special Collections Advisory Committee continued to provide valuable advice to the university archivist on a variety of issues. Rather than meeting on a regular basis like many other library committees, the archivist consulted with committee members on particular matters as needs arose. The Committee was concerned with security and environmental issues at Booth West.

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

WORLD WIDE WEB COMMITTEE

The World Wide Web Committee is charged with maintaining and enhancing the Library's website and making recommendations to the Dean of Library Services regarding relevant policy. During the fiscal year, one member, Virginia Baldwin, resigned; and four new members, Steve McCann, Jocelyn Tipton, Robert Wiseman, and Catherine Woodworth Wong, joined the Committee. Tasks were assigned to the new members in order to maintain and enhance the site more efficiently. The Committee completed the following projects during the year: revised the home page with image maps and rotating pictures, implemented EZProxy (a new proxy server program for off-campus users to access library resources), installed a backup webserver, created a new banner, a navigation bar, and a side bar in the documents under the top page (which provide a consistent look and feel for every document and easier navigation through the entire site), discussed and implemented features recommended in the *Style Guide for EIU Web Pages*, and developed and installed a customized browser in workstations in the Reference area (the Booth Browser, with the built-in security features, ensures library patrons access to library resources only). The Committee also created the following pages: Active Periodical Titles by Academic Department, Ask a Librarian, Materials Purchase Suggestion, and Frequently Asked Questions. Visit the Library Services website at <http://www.eiu.edu/~booth>.

Committee members: Nackil Sung, chair; David Bell, William Gibbs, Steve McCann, Sandra Nees, Linda Spangler, Jocelyn Tipton, Bradley Tolppanen, Karen Whisler, Robert Wiseman, and Catherine Woodworth Wong.

Library Ad Hoc Committees

SEARCH COMMITTEE FOR ASSISTANT PROFESSOR, CIRCULATION

Committee activities resulted in the hiring of Waihan Betty Gillham.

Committee members: Bradley Tolppanen, chair; David Bell, Carl Lorber, Pam Ortega, and Marlene Slough.

SEARCH COMMITTEE FOR ASSISTANT PROFESSOR, REFERENCE, TEMPORARY

Committee activities resulted in the hiring of Lori Tolppanen.

Committee members: Carl Lorber, chair; David Bell, Pamela Ortega, and Marlene Slough.

SEARCH COMMITTEE FOR ASSISTANT PROFESSOR, REFERENCE

Committee activities resulted in the hiring of Catherine Woodworth Wong.

Committee members: Carl Lorber, chair; David Bell, Pamela Ortega, and Marlene Slough.

SHELVING COMMITTEE

The Committee prepared and planned for the upcoming move of the library collections to the newly renovated Booth Library.

Committee members: Bradley Tolppanen, chair; Carl Lorber, and Marlene Slough.

Department Activity

ACQUISITION SERVICES

Acquisition Services began the fiscal year with a Book and Materials Budget of \$1,260,515 which included a 5% increase over the previous year. The funds were expended to purchase 10,004 print books, 38 e-books, 2,402 print journal subscriptions, 929 e-journal subscriptions, 57 databases, 67 reels of microfilm, 17,826 microfiche, 29 CDs, 384 musical recordings, 974 videocassettes, and 96 DVDs. The department also processed a number of gift materials, of which 1,264 books, 30 videocassettes, and 36 CDs were added to the collection. The areas of the collection with the greatest growth were e-journals, videocassettes and DVDs.

Like many units of the library, Acquisition Services experienced change in procedures and personnel during FY01. Marlene Slough was appointed head of Acquisition Services, effective July 24, during Pamela Waldrep's leave of absence. Staff continued to expand their use of the Internet as a work tool and to more fully utilize vendor and publisher websites to identify, verify, and order materials--particularly foreign publications. In addition to Blackwell North America's *Collection Manager* and Yankee Book Peddler's *GOBI*, the Library purchased a subscription to Baker & Taylor's *Title Source II* to facilitate electronic selection of materials by the bibliographers and electronic ordering of materials by the Acquisitions staff. A unique feature of *Title Source II* is that, along with bibliographic information, publication status and pricing, the database provides information regarding Baker & Taylor's warehouse inventories.

Near the end of June, with the assistance of the head of Cataloging, the department profiled the DRA acquisitions policy file in preparation for the July 1st implementation of the acquisitions module. This module will track encumbrances and expenditures, and eliminate the necessity of paper order files. The status of items on order will be displayed in the public online catalog. It will also allow bibliographers to more closely monitor individual fund accounts.

CATALOGING SERVICES

This year was a busy one for Cataloging Services; but, unlike previous years and at least the next year to come, it was filled largely with business as usual. We added 21,488 titles to the Booth Library holdings, as reflected in the monthly New Title List. In addition to newly acquired materials, this number also reflects several efforts to improve access to existing library materials.

Electronic books made their appearance in the Booth Library collection this year. About 1,500 titles were added through the Illinois Digital Academic Library program, and another 38 were acquired by Library Services independently. A virtual location was established in the catalog, with an electronic link to the e-book.

As was reported last year, we were engaged in retrospective cataloging of federal government publications. It appears that this project is now well past its midpoint, thanks to the diligent efforts of Anita Thomas and Patty Shonk.

Several efforts were made to improve the quality of our online catalog. First, an effort was made to reduce the number of duplicate bibliographic records. A report was run against the full statewide catalog to identify potential duplicate records. From this report, Laura Smith and Carol Livingston verified records that were true duplicates, and John Whisler transferred holdings to the appropriate records and deleted the others. A second effort was correcting filing problems due to coding errors. With the help of Laura Smith, about 12,000 titles that were formerly "lost" in the catalog now can be found through the usual search

strategies. Finally, John Whisler updated a number of holdings records to improve the sorting and display of analyzed serial holdings. This effort also resulted in the restoration of a number of bibliographic records that were lost during the transition from our former online catalog to the current DRA Classic system.

We received many new materials during the year for the future Coles Ballenger Teachers' Center. This turned Richard Seitz into our foremost authority on the cataloging of curriculum materials and other items that support elementary through secondary school education. He was also involved significantly in the cataloging of video materials in both VHS and DVD formats. Karen Sollers assisted with the preparation of much of this material.

CIRCULATION SERVICES

Circulation Services is comprised of interlibrary loan, periodicals, reserve services, stacks, and the circulation desks. During this fiscal year, Circulation Services provided full service to library patrons despite operating in temporary facilities located in three different buildings. The department maintained four public service points: three on-campus desks, and one off-campus desk. The department also continued to operate a delivery service to retrieve requested materials from the off-campus West Branch for library patrons. The delivery service operated each day the library was open, delivering requested books and journal articles to the McAfee main branch. Materials requested by patrons were available for pick-up at McAfee within three hours of the request.

Several changes in personnel took place during the year. When Marlene Slough was appointed head of Acquisitions, Bradley P. Tolppanen was named head of Circulation in July, and Christine Merllie-Young was hired as a Library Technical Assistant II in the interlibrary loan unit. In October, Waihan Betty Gillham accepted the appointment of librarian in the department.

Library patrons charged or renewed 154,690 items, a decline from previous years. The count for in-building use of the periodicals collection was 6,688. Reserve services added 1,950 items to the holdings during the year, with an average of 2,670 items held in the reserves collection each month. During the fall term, 151 instructors placed items on reserve for 253 courses. Items held by reserves were circulated 13,538 times. A total of 21,593 items were borrowed by interlibrary loan for Booth Library's patrons, while 17,178 books and articles were lent to other libraries. Periodicals maintained 2,354 print subscriptions, and processed and prepared a total of 9,063 items for shipment to the Heckman Bindery. This total consisted of 1,029 standard books, 4,720 Mylar books, 2,881 periodicals, 379 theses, and 54 special orders. The periodicals collection grew by 403 linear feet, and a total of 925 microfilm reels were added to the periodicals microform holdings.

A major emphasis of the department was planning for both the move back to the renovated Booth Library and for the provision of Circulation Services once the move has been completed. Decisions were made on furniture and equipment purchases, and the layout of the department. Many staff hours were spent measuring the current collection to ensure the library's books, periodicals, and other materials will fit into the new library in an efficient manner. In addition, a special initiative was undertaken during the year to contact library patrons holding long-term overdue materials. This project resulted in 159 books being returned to the library.

COLLECTION MANAGEMENT SERVICES

Collection Management Services encompasses collection development activities, government documents, maps, and microforms. The review of the Government Documents collection continued and older less used materials (including paper and microfiche formats) were evaluated to determine the need for retention. By reducing the amount of material that needs to be cataloged, the smaller collection better reflects the research needs of the community and will improve access to the collection through the online catalog. In the fall, the Superintendent of Documents for the Government Printing Office announced an initiative to

move to a more electronic environment; this would shift the distribution of titles formerly available in print and microfiche to only being available electronically. Lois Dickenson continued to work with the Acquisitions staff to identify materials that will no longer be arriving in print. In order to help patrons locate these materials, Jocelyn Tipton began to look at ways to reorganize the department's webpages to make these titles easily accessible. She also contacted several other libraries for examples of how they promote their collections to their users. This information will be used to encourage the use of the Booth Library documents collection after the move to the new building. Waihan Betty Gillham, Jocelyn Tipton, and Lois Dickenson also reviewed the Map Collection in order to better understand our holdings, so that we can promote its use to the community.

Carol Winkleblack continued to maintain order in the Juvenile, Curriculum, and Read & Relax collections by continuous shelf reading and straightening. She was responsible for the ever-changing book jacket displays throughout McAfee. She also helped out at the Reference Desk at the lunch hour and whenever called upon.

Karen Whisler chaired the Collection Development Committee, ordered books and materials for English, Speech, the general fund, and coordinated electronic resources. She took over subject bibliographer duties for Physics, Chemistry, and Economics until a new bibliographer was hired. She did triage work on damaged books and handled gift book selection, deciding which items 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.

Jocelyn Tipton developed and maintained the Collection Development Intranet page, centralizing access to reports, committee minutes, web resources, collection development tools, database trial information, and many other useful resources for bibliographers.

We have settled into our temporary quarters and are functioning well. We are looking forward to returning to the newly renovated Booth Library, and we are beginning to plan for the move.

LIBRARY TECHNOLOGY SERVICES

Library Technology Services and Information Technology Services continued to jointly provide 24-hour computing services to students at the Gregg Branch. With a total of 100 high-end machines running Windows 95, Windows 98, or Windows NT, students were able to utilize Office 97, and Office 2000 programs, as well as Internet applications for their research and personal computing. The computer lab provided free dot-matrix printing, and fee-based laser printing services--including color laser printing. Approximately 131,250 pages were printed from the laser printing service.

Library Technology Services (LTS) 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 90 workshops at the training facility, mostly on Office 97 and Internet applications. LTS staff also presented six Staff Development Workshops.

The media collection continued to see increases in the form of videos and compact disk formats. The video collection increased by 959, and the compact disk collection increased by 376. Other additions to the media collection included 52 CDs for databases and software, and 290 kits and cassettes.

In personnel news, Brian Hyder was promoted to Microcomputer Support Specialist II. Also, student assistants worked a total of 6,550 hours, including 2,143 work-study hours and 4,407 regular pay hours during the fiscal year.

Booth Library
Eastern Illinois University

About Booth Library

- About Your Library ID Number
- Off-campus access to electronic resources
- Library Renovation
- News
- FAQ

resources

- ILLINET Online catalog (web) / telnet
Virtual Illinois Catalog WorldCat
- Article indexes
- e-books
- e-journals
- e-reference
- Booth Library periodicals list
- New title list

services

- Delivery request from Booth West
- Requesting materials and services
- Library workshops
- Research help
- Library publications

[home](#) [hours](#) [ask a librarian](#) [shelving plan](#)

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

EASTERN

MEDIA SERVICES

Media Services continued to support faculty, staff, and students' needs for digital class materials, classroom equipment, photography, and graphic and instructional design services. The department 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, and offers educational technology training seminars and workshops. Production Services provides graphic design and photographic services.

In the past year, Media Services offered 83 educational technology workshops and seminars to faculty, staff and students: Creating Web Pages with Netscape Composer, HTML Beginner, HTML Intermediate, HTML Advanced, Digital Photography, MS PowerPoint Beginner, MS PowerPoint Intermediate, MS PowerPoint Advanced, MS PowerPoint Animations and Transitions, MS PowerPoint Graphs and Tables, MS PowerPoint Importing Word and Excel Files, MS PowerPoint Individual Tutoring, MS PowerPoint Static Images, MS PowerPoint Utilizing Draw Tools, Understanding Digital Image Formats, Scanning with Computers, Using the Digital Camera, Introduction to WebCT, Using WebCT File Manager, Course Content, and Calendar, Using WebCT Communication Tools in your Course, Using WebCT Quiz Module, Using WebCT Student Management, and WebCT Open Sessions.

Media Services made significant strides in producing digital video and audio clips. The department produced a promotional video and distributed it on a CD. The video provided information about the services offered by the department. Media Services implemented its streaming server to distribute media to faculty, a new service that made it possible for video and audio information to be sent over the Internet to support online and/or web-assisted classes.

The department also developed an online classroom database. University faculty often request information about the multimedia equipment in campus classrooms. In response to these inquiries, Media Services developed a website that accesses a database containing information about all multimedia-equipped classrooms. The web interface affords easy access to the classroom information and reduces the time needed to update related information.



REFERENCE SERVICES

Reference Services continued to actively provide professional research assistance to EIU's students, faculty, staff, and community residents in accessing information from the library's electronic, print, and non-print resources. During the past year, the major focus for this area of library services was in providing high quality assistance to patrons within the temporary location in the south gymnasium of McAfee.

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. During the past year, reference librarians conducted 126 bibliographic instruction sessions for 2,593 individuals. General library orientation sessions were offered three times a week during the first six weeks of the fall and spring semesters.

An additional service, "Ask a Librarian," was added during the past year. Links to this service were placed on each page of the library's website. A reference librarian was assigned to the task of handling the online inquiries from EIU students and faculty. Typical transactions included answering specific questions, e-mailing full-text articles and citations to EIU students and faculty, providing library research advice to the EIU community, and forwarding non-reference inquiries to the appropriate library or university department. Many of the nearly 600 e-mail correspondences were from EIU's off-campus students seeking assistance with the library's electronic resources. This new service has great potential in providing library services to students enrolled in EIU's distance education offerings.

During FY01, Reference librarians answered 13,400 questions, circulated 3,111 desk items for building-use only, and charged out 42 items from the pamphlet file. The reference student workers re-shelved 11,967 reference materials. *IBIS* search results totaled 22,164 sessions. *InfoTrac* had 26,890 sessions whereby patrons viewed 103,771 records and retrieved 15,574 files. An additional 2,381 logons occurred in *IDEAL* where patrons received 1,620 articles. Patrons requested 2,393 full-text articles from *Project Muse*. The *EBSCO* databases were searched a total of 65,901 times retrieving 59,087 full-text articles. *Lexis-Nexis* was searched 14,158 times and 18,475 documents were retrieved. The number of *FirstSearch* sessions totaled 185,221, of which 157,152 were those covered by a grant from the Illinois State Library. NetLibrary had 1,013 "accesses" during this past year. *Harper's Weekly* had 73 visits with 651 page hits. As these statistics indicate, electronic resources continued to be very popular with the library's patrons.

As a means of staying current in the profession, reference librarians and the reference staff attended numerous seminars, workshops, and conferences. During the past year, two new librarians joined Reference Services: Catherine Woodworth Wong as a science specialist and Lori Tolppanen, whose temporary assignment was split between Reference and the University Archives.

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

The University Archives and Special Collections department serves as a repository for permanently valuable University records, as a home for some of the rare, fragile, and older materials owned by Booth Library, and as the location for Eastern's branch of the Illinois Regional Archives Depository (IRAD) system. Broadly speaking, the University Archives exists to protect and provide access to the documentary heritage of the University, so that current and future generations of scholars will be able to properly interpret the history of the institution and its impact on society. Likewise, the Special Collections division of the department exists to provide a secure environment for Booth Library's unusual, brittle, or otherwise "special" materials. Finally, the IRAD facility functions as a repository for East Central Illinois county records valuable to genealogists, local historians, students of history, and the general public.

In its role as guardian of the University's heritage, the University Archives collects, appraises, preserves, organizes, describes, and provides access to many of the institution's permanently valuable records. Among its holdings are University publications, administrative files, subject files, minutes of organizations, oral histories, manuscript collections, photographs, artifacts, and memorabilia pertaining to the institution. The University Archives materials are available for research by students, faculty, and staff of the institution, as well as the general public.

Because of Booth Library's ongoing renovation and expansion project, the Archives department continued to occupy space in Booth West. The department shared this building with Interlibrary Loan, Government Documents, and about one-third of the general library collection. After the completion of the renovation project (scheduled for January 2002), the Archives and Special Collections department will be housed in the southeast portion of Booth Library's 1000 level.

The holdings of the University Archives continued to grow during FY01, but at a slower pace than in the previous year. There were a total of 15 new accessions during the year—11 from individuals, and the remainder from administrative and academic departments. In addition, some materials were deaccessioned as a result of processing activities. Approximately 110 cubic feet (165 linear feet) of archival records and

manuscripts were added to the Archives this year, bringing the total holdings to about 1,486 cubic feet (2,229 linear feet). The largest single accession—approximately 12 cubic feet—came from the History department. In addition to the archival records and manuscript collections held by the department, there were, at year's end, a total of 105 linear feet of Archives books and 630 linear feet of Special Collections materials. Growth within the University Archives' book collection and Special Collections was minimal during this fiscal year, mostly consisting of new masters' theses and reproductions of county histories.

The University Archives benefited greatly this year from the professional services of Lori Tolppanen, who was employed in a temporary capacity beginning in November 2000. With Lori's help, from November 2000 through June 2001, a total of 140 cubic feet (210 linear feet) of materials were processed, mostly from the President's and Vice President for Academic Affairs' offices.

As in the past, the University Archives acquired materials this year in a variety of formats, including books, departmental files, audio and video tapes, 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 FY01 there were some 170 recorded research requests: 39 patron visits, 68 telephone inquiries, 9 letter requests, and 54 e-mail requests. Like last year, telephone and e-mail requests increased, while letter requests and patron visits decreased.

Also like last year, the archivist participated in administrative activities related to the renovation and expansion project. As the project was well underway, these activities consisted in making minor refinements to the plans and in choosing appropriate furnishings for the building. During FY01, the Library's administrative team met several times to discuss these issues, and at least three times with representatives from the architectural firm of Holabird & Root and other interested parties. At year's end, these deliberations were completed, and the furniture bidding process was under way.

Although the Archives and Special Collections department functioned relatively smoothly during FY01, there were some minor inconveniences and problems with the building. The essential work of the department continued almost unaffected by the move and collections continued to grow. The extent of the unprocessed backlog decreased. Patron services appeared to be unaffected by the move to a temporary location. Indeed, even though staff access to the collections was somewhat more challenging, patron satisfaction with our services may have actually improved, due in part to the ample parking at the Booth West facility. As the renovation project draws to a close, we look forward to enjoying the benefits of a greatly improved facility while continuing to provide a superior level of service to our patrons.

ILLINOIS REGIONAL ARCHIVES DEPOSITORY

The Illinois State Archives maintains a regional depository (IRAD) at Eastern. Located temporarily off-campus because of the renovation and expansion project at Booth Library, the IRAD depository houses a variety of records from 16 counties in East Central Illinois. Useful principally for genealogical and local history research, the IRAD holdings include such materials as vital records, land records, circuit court case files, probate records, census schedules, jail registers, and reports of school superintendents and road commissioners. The University Archivist serves as on-campus supervisor of the facility, including its two graduate student interns, while overall supervision of the program is handled from the State Archives in Springfield. During FY01, IRAD had a total of 1,375 research requests: 914 by mail, 115 in person, and 346 by telephone. (IRAD currently does not accept research requests via e-mail.) These figures represent a 16 percent decrease over last year's total of 1,644 research requests. The larger number of requests in FY00 was due in part to the activation that year by the State Archives of several online indexes relevant to genealogists.

Personnel Transition

NEWLY EMPLOYED FACULTY AND STAFF

Waihan Betty Gillham, *Circulation Services*, Instructor
Steve McCann, *Media Services*, Instructor
Lori Tolppanen, *Reference Services* and *University Archives and Special Collections*, Temporary Instructor
Catherine Woodworth Wong, *Reference Services*, Assistant Professor
Jaime Hendrix, *Administration*, Office Systems Assistant II
Ann Hudson, *Administration*, Office Systems Specialist I
Peggy Manley, *Administration*, Administrative Aide
Peter Szabo, *Administration*, Temporary Office Systems Assistant II
Jane Taylor, *Media Services*, Temporary Office Systems Assistant III
Christine Merllie-Young, *Circulation Services*, Library Technical Assistant II

PROMOTIONS, APPOINTMENTS

William Gibbs, promoted to *Professor* in *Media Services*, effective fall 2001
Marlene Slough, promoted to *Associate Professor* in *Acquisition Services*, effective fall 2001
Brian Hyder, promoted to *Microcomputer Support Specialist II* in *Library Technology Services*

RESIGNATIONS

Virginia Baldwin, *Reference Services*, August 2000
Linda Metzger, *Administration*, January 2001

TRANSFERS

Kathleen Ferguson, *Administration*, to *Information Technology Services*



Our Resources

Library Collections

ILLINET ONLINE LOCATION	ADDED	WITHDRAWN	TOTAL UNITS
Stacks	10,498	1,471	430,314
Special Collections	140	1	6,430
Big	131	0	3,333
Oversized	11	0	233
Art/Music	837	102	38,299
Juvenile	768	18	22,956
Reference	2,962	2,192	52,262
Periodicals	26,710	9,005	207,339
Books with Media	138	14	873
Audio Cassettes	20	0	872
Audio CDs	376	0	3,233
Vinyl Recordings	133	653	9,260
Software Diskettes	2	54	156
CD-ROMs	52	11	394
Video Cassettes	959	0	6,145
Video Discs	4	0	265
DVDs	207	0	218
Films (16mm)	0	0	385
Media Reserve	114	204	686
Miscellaneous Media	28	9	155
Archives	21	0	1,133
Read & Relax	152	228	1,323
Maps	14	2	871
Textbooks	917	0	7,344
Technical Services	91	41	583
Documents	5,830	2,321	72,953
Document CDs	199	135	713
Document Microforms	4,268	2,462	35,558
Microforms	114	56	11,858
Storage	0	0	6,024
AV Equipment	8	4	101
Print Reserves	1,377	1,148	1,925
Best Sellers	208	216	250
Collection Management Office	5	5	17
Library Administration Office	19	7	33
Reference Desk	494	496	1,162
<i>Total</i>	<i>57,807</i>	<i>20,855</i>	<i>925,656</i>

MATERIALS ACCESSED LOCALLY (NOT THROUGH ILLINET ONLINE)

Documents	0	0	138,871
Maps	0	0	25,891
Microforms	14,084	0	1,255,747
Pamphlet File	0	0	19,510
Picture File	0	0	8,685
Telephone Directories	118	116	211
<i>Total</i>	<i>14,202</i>	<i>116</i>	<i>1,448,915</i>

Use of Library Collections

	<i>FY01</i>	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>	<i>FY97</i>
CIRCULATION OF THE COLLECTION					
<i>Online Circulation</i>					
General Collection	137,497	150,386	267,152	203,085	225,125
Print Reserve Collection	13,538	12,083	10,351	30,711	35,220
Media Reserve Collection	3,655	3,958	8203	n/a	n/a
<i>Total Online Circulation</i>	154,690	166,427	285,706	233,796	260,345
<i>In-Building Circulation</i>					
Books and Periodicals	23,751	25,076	50,452	78,401	112,299
Reference*	12,009	20,645	30,260	48,236	45,333
Microforms	4,966	5,185	6,683	10,339	13,438
<i>Total In-Building Circulation</i>	40,726	50,906	87,395	136,976	171,070
<i>Total Circulation</i>	195,416	217,333	373,101	370,772	431,415

	<i>FY01</i>	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>	<i>FY97</i>
USE OF ELECTRONIC RESOURCES					
<i>Database Accesses</i>					
EBSCO searches	65,901	22,858	n/a	n/a	n/a
FirstSearch searches	185,221	163,580	115,053	137,246	30,401
Harper's Weekly visits+	73	n/a	n/a	n/a	n/a
IBIS searches	22,164	22,164	29,364	n/a	n/a
IDEAL logins	2,381	6,000	8,167	n/a	n/a
InfoTrac logins	26,890	55,588	72,580	n/a	n/a
Lexis-Nexis searches	14,158	29,101	n/a	n/a	n/a
Net Library accesses+	1,013	n/a	n/a	n/a	n/a
NovaNet logins (hours)*	n/a	n/a	660	1,266	2,264
Project Muse	11,206	n/a	n/a	n/a	n/a
<i>Total Searches and Logins</i>	329,007	299,291	225,824	138,512	32,665
<i>Articles Retrieved</i>					
EBSCO	59,087	19,639	n/a	n/a	n/a
FirstSearch	115,556	n/a	n/a	n/a	n/a
IDEAL	1,620	2,134	n/a	n/a	n/a
InfoTrac	15,574	20,187	n/a	n/a	n/a
Lexis-Nexis	18,475	40,346	n/a	n/a	n/a
Project Muse	2,393	847	n/a	n/a	n/a
<i>Total Articles Retrieved</i>	212,705	83,153	n/a	n/a	n/a

+Resource added FY01

*Discontinued resource

Use of Library Services

	<i>FY01</i>	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>	<i>FY97</i>
INTERLIBRARY LOAN					
<i>Lending</i>					
ILLINET Online lending	11,162	10,819	10,836	22,682	20,298
OCLC lending	4,532	4,110	5,176	4,419	3,560
Other lending	1,484	1,457	1,621	1,437	1,651
<i>Total lending</i>	17,178	<i>16,386</i>	<i>17,633</i>	<i>28,538</i>	<i>25,509</i>
<i>Borrowing</i>					
ILLINET Online borrowing	11,585	7,342	3,418	11,125	11,241
OCLC borrowing	5,651	4,958	5,429	4,584	3,446
Other borrowing	4,357	6,978	1,409	3,962	4,717
<i>Total borrowing</i>	21,593	<i>19,278</i>	<i>10,256</i>	<i>19,671</i>	<i>19,404</i>
<i>Total Lending and Borrowing</i>	38,771	<i>35,664</i>	<i>27,889</i>	<i>48,209</i>	<i>44,913</i>
Unfilled borrowing requests	1,196	590	574	1,069	1,033
Unfilled lending requests	5,479	5,799	6,496	6,484	6,948
PRESENTATIONS AND TOURS					
Presentations and tours provided	135	135	179	281	198
Persons served in presentations	2,593	3,743	3,092	5,048	3,736
GATE COUNT	479,540	356,338	517,297	549,800	550,486

Internet Resources

FULL TEXT DATABASES

ABI/Inform
African American Newspapers: The 19th Century
American Council on Education
AP Photo Archive
ArticleFirst
Associations Unlimited
Bowkers Books in Print
Bowkers Publisher Authority Database
Brown University Women Writers Project
Civil War: A Newspaper Perspective
Contemporary Women's Issues
Daily Eastern News
EBSCO Academic Search Elite
EBSCO Business Source Elite
EBSCO Health Source: Nursing/Academic Edition
EBSCO Newspaper Source
EBSCO USP DI Volume II, Advice for the Patient
Encyclopedia Britannica
Encyclopedia of Life Sciences
ERIC Document Reproduction Service (E*Subscribe Online)
Godey's Lady's Book
Grove Dictionary of Art Online
Grove Dictionary of Music and Musicians, 2nd Edition
Harper's Weekly
Health and Wellness Information
InfoTrac Expanded Academic Index ASAP
Issues and Controversies On File
Landmark Documents in American History
Lexis-Nexis
Making of America (Cornell University)
Making of America (University of Michigan)
Mergent FIS (formerly Moody's)
NetFirst
News Illinois (Newsbank)
Oxford English Dictionary
Pennsylvania Gazette, 1728-1800
Periodical Abstracts
Physician's Desk Reference
Routledge Encyclopedia of Philosophy
WilsonSelectPlus
WorldAlmanac

INDEXES

AcxiomBiz
AcxiomHome
AGRICOLA
AIDS CancerS
America: History and Life
Applied Science and Technology Index
Art Abstracts
Arts and Humanities Search
Biography Index
Biological and Agricultural Index
BIOSIS Previews
Book Review Digest
Business Abstracts
CARL Uncover
CCH Tax Research Network
CINAHL
Consumer Index
ContentsFirst
Dictionary of Old English Corpus
Dissertation Abstracts
EconLit
EnvironmentS
ERIC/FirstSearch
ERIC/OVID
EventLine
FactSearch
General Science Abstracts
GeoBase
GeoRefS
Government Information on the Internet
GPO Monthly Catalog
Historical Abstracts
Humanities Abstracts
Internet and Personal Computing Abstracts
Library Literature
MathSciNet
MEDLINE
MLA International Bibliography
Music Index Online
NoveList
PAIS
PapersFirst
ProceedingsFirst
PsycInfo
Public Agenda Online
Readers' Guide Abstracts
RILM
Social Sciences Abstracts
SPORTDiscus
UnionLists
World Newspapers

E-JOURNAL COLLECTIONS

Academic IDEAL (271 journals)
American Chemical Society (28 journals)
American Institute of Physics (15 journals)
American Mathematical Society (5 journals)
Annual Reviews (5 journals)
Blackwell Science-Synergy (312 journals)
FirstSearch ECO (99 journals)
Project MUSE (158 journals)
Royal Society of Chemistry (8 journals)
SIAM (12 journals)
Wiley InterScience (16 journals)

E-BOOK COLLECTIONS

IT Knowledge: Computer Books Online
NetLibrary

ADDITIONAL RESOURCES

Booth Library New Titles List
Booth Library Periodicals List
ILLINET Online Catalog
VIC: Virtual Illinois Catalog
WorldCat

Operating Budget

	<i>FY01</i>	<i>FY00</i>	<i>FY99</i>
PERSONNEL SERVICES			
Civil Service	1,112,562	1,040,773	989,085
Graduate Assistants	6,300	6,300	11,070
Professional	1,083,434	1,005,524	920,628
Student Help	172,843	179,940	123,276
Overtime and Holiday	6,916	8,646	11,233
Shift Differential	3,021	2,790	2,244
Accrued Leave	9,750	17,050	25,478
Sick Leave	12,515	3,134	56,748
<i>Total Personnel Services</i>	\$ 2,407,341	\$2,264,157	\$ 2,139,762
OPERATING EXPENSES			
Commodities	63,275	77,372	51,586
Contractual Services	124,301	232,721	96,713
Equipment	108,012	133,793	193,816
Automotive Equipment	2,762	1,150	183
Postage	11,341	9,902	8,990
Telecommunications	26,127	25,605	20,415
Travel	26,378	20,542	22,972
Equipment Reserve	211,000	n/a	n/a
<i>Total Operating Expenses</i>	\$ 573,196	\$ 501,085	\$ 394,675
RESOURCES AND MATERIALS EXPENSES			
Books, Serial Back Files, and Other Print Materials	417,466	464,294	442,729
Current Serials	599,480	529,996	505,307
Audio-Visual Materials	82,434	58,472	39,362
Microforms	12,804	53,069	36,349
Bibliographic Utilities, Networks, and Consortia	99,967	130,527	126,560
Computer Files and Search Services	114,460	59,765	54,900
Electronic Books	2,068	n/a	n/a
Document Delivery/ILL	5,062	14,526	10,484
Binding and Rebinding	60,686	41,500	38,633
Grants	47,663	70,768	16,239
<i>Total Resources and Materials Expenses</i>	\$1,442,090	\$1,422,917	\$ 1,270,563
TOTAL BUDGET	\$4,422,627	\$ 4,188,159	\$ 3,805,000

*Included in Contractual Services

<i>FY98</i>	<i>FY97</i>	<i>FY96</i>	<i>FY95</i>	<i>FY94</i>	<i>FY93</i>	<i>FY92</i>
959,903	937,640	889,775	845,678	846,523	829,265	795,868
11,070	9,540	9,540	9,540	9,540	9,540	9,540
947,507	1,039,932	984,922	929,921	920,431	921,942	959,011
121,956	107,329	107,120	110,526	91,304	91,956	92,592
5,959	5,390	5,633	4,963	3,547	2,820	4,567
3,214	1,622	1,761	1,789	1,803	1,772	1,628
20,147	308	2,209	7,656	26,758	13,561	u/a
61,850	8,022	5,723	8,120	49,559	28,828	u/a
<i>\$ 2,131,606</i>	<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>
37,618	45,566	35,905	42,001	30,155	29,348	42,281
55,376	67,470	56,457	54,800	17,294	156,425	154,770
75,552	147,842	139,576	65,126	96,071	37,766	31,023
283	644	600	518	600	400	599
9,297	8,919	6,971	6,216	4,975	5,050	5,476
19,219	11,849	10,500	14,947	10,149	11,365	9,291
22,160	20,000	13,750	13,247	12,000	11,200	15,775
n/a	n/a	n/a	n/a	n/a	n/a	n/a
<i>\$ 219,505</i>	<i>\$ 302,290</i>	<i>\$ 263,759</i>	<i>\$ 196,855</i>	<i>\$ 171,244</i>	<i>\$ 251,554</i>	<i>\$ 259,215</i>
348,736	302,026	360,417	337,972	303,703	259,941	230,367
509,394	507,211	457,082	397,843	399,694	434,990	475,935
37,161	46,298	40,421	40,520	27,085	21,670	24,907
48,725	71,085	40,536	46,195	25,375	23,914	28,972
124,466	120,094	119,297	109,986	115,600	*	*
40,635	21,520	4,245	17,837	24,709	*	*
n/a	n/a	n/a	n/a	n/a	n/a	n/a
7,864	5,970	7,814	13,020	146	*	*
30,000	30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 28,802
n/a	n/a	n/a	n/a	n/a	n/a	n/a
<i>\$ 1,146,981</i>	<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>\$ 3,498,092</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>

Book and Materials Budget

	<i>FY01</i>	<i>FY00</i>	<i>FY99</i>	<i>FY98</i>
Afro-American Studies	5,555	5,319	4,820	4,438
Art	19,970	19,123	17,327	15,953
Binding	37,500	37,500	38,633	30,000
Booth Library Fellows	1,000	1,000	1,000	1,000
Botany	32,402	31,027	27,704	27,449
Business	58,774	56,280	50,996	46,952
Chemistry	64,367	61,636	55,207	53,348
Communication Disorders & Sciences	11,570	11,079	9,423	10,128
Contingency	56,568	54,168	47,950	45,190
Curriculum Lab	13,236	12,674	11,484	10,574
Document Delivery	12,518	11,987	10,861	10,000
Economics	18,731	17,936	16,252	15,300
Education	54,797	52,472	47,194	43,897
English	31,458	30,123	26,948	25,130
Environmental Biology	10,892	10,431	9,451	10,008
Family & Consumer Sciences	24,827	23,774	21,541	20,136
Film and Video	28,162	26,967	24,435	22,497
Foreign Languages	9,677	9,266	8,334	7,730
General Interest Periodicals	33,505	32,083	29,071	26,766
Geography/Geology	26,046	24,941	22,599	21,386
History	21,923	20,992	18,897	17,612
IDEAL	39,591	35,641	35,976	
Journalism	6,548	6,270	5,681	5,231
Juvenile Collection	2,558	2,450	2,220	2,044
Latin American Studies	3,394	3,250	2,945	2,711
Mathematics	31,841	30,490	27,478	25,610
Multi-Departmental Periodicals	28,587	27,374	24,766	12,353
MUSE	9,600	3,311	3,974	
Music	20,043	19,193	17,391	16,011
Philosophy	7,645	7,321	6,633	6,107
Physical Education	24,134	23,110	20,940	19,280
Physics	42,285	40,491	36,689	35,896
Political Science	30,753	29,449	26,608	24,568
Popular Fiction	3,307	3,167	2,870	340
Psychology	25,723	24,632	22,106	23,031
Recreational Periodicals	2,716	2,601	2,357	2,170
Reference/General	294,161	281,680	255,233	247,779
ROTC	852	816	740	681
Sociology/Anthropology	23,088	22,109	19,907	19,012
Speech Communication	13,563	12,987	11,768	10,835
Technology	19,019	18,212	16,502	16,453
Theatre Arts	7,558	7,237	6,510	6,037
Women's Studies	3,387	3,243	2,939	2,706
Zoology	46,684	44,703	39,055	47,866
<i>Total</i>	<i>\$ 1,260,515</i>	<i>\$ 1,200,515</i>	<i>\$ 1,091,415</i>	<i>\$ 992,215</i>

<i>FY97</i>	<i>FY96</i>	<i>FY95</i>	<i>FY94</i>	<i>FY93</i>	<i>FY92</i>
4,197	4,197	4,197	2,790	2,674	1,696
15,088	15,088	13,988	14,295	13,023	13,581
30,000	30,000	30,000	30,000	30,000	30,000
1,000	1,000	1,000	1,000	1,000	691
25,960	25,960	25,960	25,047	24,169	32,062
44,405	44,405	44,405	43,174	41,341	48,380
50,454	50,454	50,454	47,729	46,973	56,020
9,579	9,579	5,669	5,639	5,279	5,823
56,614	39,118	42,784	45,065	40,811	10,884
10,000	10,000	10,000	u/a	u/a	u/a
10,000	10,000	7,200	u/a	u/a	u/a
14,470	14,470	14,400	14,280	13,406	14,874
41,516	41,516	16,676	16,213	15,526	24,480
23,767	23,767	16,767	17,003	15,612	16,551
9,465	9,465	6,845	6,418	6,373	u/a
19,044	19,044	14,944	14,723	13,912	15,150
16,777	21,171	21,171	17,909	15,809	15,154
7,311	7,311	7,311	7,233	6,806	7,585
26,314	21,338	22,739	21,170	21,170	26,365
20,226	20,226	20,226	19,223	18,831	22,303
16,657	16,657	15,557	15,744	14,429	15,424
4,947	4,947	3,042	3,096	2,824	2,978
1,933	1,933	1,933	1,800	1,800	1,244
2,564	2,564	2,564	990	874	u/a
24,221	24,221	24,221	23,028	22,517	26,519
18,200	15,200	16,156	12,754	9,942	7,025
15,143	15,143	15,143	15,246	14,099	15,213
5,776	5,776	5,711	5,706	5,316	5,812
18,234	18,234	13,884	13,648	12,421	14,594
33,949	33,949	33,949	31,981	31,590	37,206
23,235	23,235	23,235	23,165	21,633	23,765
322	322	322	300	300	207
21,782	21,782	21,282	20,443	19,813	22,859
2,052	2,052	2,052	700	700	484
233,447	238,419	208,141	208,117	198,935	179,078
644	644	644	670	599	599
17,981	17,981	17,981	17,756	16,741	18,732
10,247	10,247	6,507	6,594	6,058	6,432
15,561	15,561	11,861	11,738	11,042	12,302
5,710	5,710	4,010	4,091	3,734	3,909
2,559	2,559	2,559	899	794	771
45,270	45,270	45,270	43,186	41,689	54,304
<i>\$ 956,621</i>	<i>\$ 940,515</i>	<i>\$ 852,760</i>	<i>\$ 810,563</i>	<i>\$ 770,565</i>	<i>\$ 791,056</i>



Our People

Personnel Activity and Achievements

LIBRARY ADMINISTRATION

Allen Lanham, *Dean of Library Services*, continued to serve as a member of the Illinois State Library (ISL) Advisory Committee, and served on the ISL Scholarship Committee. In addition, he served as past chair of the Illinois Cooperative Collection Management Coordinating Committee (ICCMCC); as member and chair of the Bylaws Committee of the Board of Directors of the Illinois Library Computer Systems Organization (ILCSO); and as a member of the Council of Directors of State University Libraries in Illinois (CODSULI). In April, he participated in the Illinois Library Advocacy Day in Springfield, meeting with legislators to discuss issues related to Illinois libraries. Dr. Lanham holds membership and committee appointments in numerous professional associations, including: 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*, Spring 2001. He remained an active member of the EIU Council of Deans, the Academic Technology Advisory Committee, the Radio and Television Center Board, the Martin Luther King, Jr. Memorial Scholarship Committee, the Latino Heritage Celebration Committee, and served as a University Hearing Officer. In addition to these memberships, he was appointed to serve on Eastern's Committee for Technology-Enhanced and -Delivered Education (TEDE) and the Committee for Distance Learning and Intellectual Property Rights (DLIPR). Dr. Lanham also served as a member of the Art-in-Architecture Review Committee for the Booth Library Renovation Project. As such, helped to select the art works that will become the permanent collection housed in the renovated library. He met regularly with the architectural team for Booth Library's renovation and expansion project, Holabird & Root, and with representatives from the Capital Development Board and Eastern's Facilities Planning and

Management. He served as a consultant for the Arcola Public Library District.

Linda Spangler, *Administration*, was awarded a "WebCT Trainer Certification Program—Part II" Technology-Enhanced and Delivered Education grant for \$2,000. She successfully completed a WinNT Server (three-credit hours) course at Lake Land College. With Steve McCann, Linda co-presented several workshops on Intro to WebCT. She also presented WebCT File Manager Course Content workshops. Linda was a member of the following EIU committees: the Instructional Support Specialists/Information Technology Services Committee, the Academic Technology Instructional Support Subcommittee, the Screening Committee for Associate Vice President of Academic Affairs for Technology, the Distance Learning Council, and the LAN Workstation Coordination Group. She also participated in the EIU International Programs Conversation Partner Program. She is a member of Alpha Sigma Lambda, a national honor society for non-traditional adult students.

LIBRARY FACULTY

David Bell, *Reference Services*, is a member of the Illinois Library Association and the American Library Association (ALA). David participated in the Arts and the University Libraries sections of the Association of College and Research Libraries. He served on EIU's Council on University Planning and Budget. David's ongoing research includes a web usability study and a library environmental conditions survey.

Ann Brownson, *Reference Services*, is a member of the American Library Association (ALA) and the Association of College and Research Libraries (ACRL). She served in the Education and Behavioral Sciences Section of ACRL as chair of the Ad Hoc Curriculum Materials Center Standards/Guidelines Committee, as a member of the Curriculum Materials Committee, and as a member of the 2001 ALA Programming Committee. Ann presented "Finding Children's Literature Information Online" at the East Central Illinois EIU Reading Conference. She wrote a selective annotated bibliography, which will appear in the book *Curriculum Materials Centers*

for the 21st Century this fall. Ann was awarded a \$4,250 Lincoln Trail Libraries System grant for "Building New Partnerships: EIU's Ballenger Teachers' Center and Area Educators Working Together." Ann served on EIU's Search Committee for Director of Greek Affairs and was a member of the Partnerships for Training Teachers in Technology Advisory Committee. In addition, she chaired the Sigma Kappa Sorority Advisory Board, served on the College of Education's Teaching American History Grant Development Committee, and she continued as a reader/scorer of the Writing Competency Exam. Ann served on the Selection Committee for a Consultant to Develop a New Community Unified Plan for the City and is secretary of the Charleston Board of Zoning Appeals and Planning.

William Gibbs, *Media Services*, was promoted to the rank of Professor, effective September 2001. He holds membership in a number of professional associations: the Association for Educational Communications and Technology; the International Visual Literacy Association (IVLA), 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 co-published the following articles in the *Journal of Computing in Higher Education* with P. O. Graves and R. S. Bernas: "Identifying Important Criteria for Multimedia Instructional Courseware Evaluation," and "Evaluation Guidelines for Multimedia Courseware," currently in press. He also published, with W. J. Chen and R. S. Bernas, "Group Instruction and Web-based Instructional Approaches for Training Student Employees" in the *Journal of Computing in Higher Education*, 2001. He was the author of "Distance Learning and the Opportunities and Challenges for Libraries" in S. D. McGinnis' *Collection Management*, co-published simultaneously as *Electronic Collection Management*, 2000. In addition, Dr. Gibbs' article "Structured Observation and Protocol Analysis Using Video Split-Screen Technology for Evaluating Web Site Usability" appeared in N. Campbell's *Usability Assessment of Library-related Web Sites: Methods & Case Studies*, published in 2001 by the Library and Information Technology Association, a division of the American Library Association. Dr. Gibbs was awarded a \$25,000 EIU Technology-Enhanced and Delivered Education (TEDE) grant for a

"Teacher Education Online Certificate Program." He also received a \$1,500 EIU Redden Fund grant for the Improvement of Undergraduate Education for "CD-ROM (CD-R) Recording and Duplicating for Faculty and Students." He served EIU through his participation on the Academic Technology Advisory Committee and the Instructional Support Subcommittee, and the UPI Task Force on Electronic Educational Technologies. His ongoing research results for "Digital Video Information for the Beginner" were submitted for publication to the *College and University Media Review*; Steve McCann was co-author.

Waihan Betty Gillham, *Circulation Services*, is a member of the American Library Association (ALA), the Association of College and Research Libraries, the Asian Pacific Librarian Association, and the Chinese American Librarian Association. She is also a member of the ALA's Union Lists of Serials Working Group. She continued her research on developing an online guide to materials on "English as a Second Language" for Eastern's international students.

Robert Hillman, *University Archives and Special Collections*, is a member of the American Library Association (ALA), the Illinois Library Association, the Society of American Archivists, the Midwest Archives Conference, the Illinois State Historical Society, the Coles County Historical Society, the Illinois State Genealogical Society, and the Coles County Genealogical Society. He also presented "Use of Archives" to Dr. Terry Barnhart's Research Methods class. Bob held membership in Eastern's Honorary Degree Committee and chaired the University Personnel Committee and the ROTC Advisory Council. Bob was poll watcher for the Faculty Union UPI elections, and he continued as a reader/scorer of the Writing Competency Exam. Bob's research projects include: "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." Bob served the community by presenting "Southeast Asian Textiles" to the Charleston Weavers Guild and to the Champaign Spinners and Weavers Guild.

Johnson Kuma, *Reference Services*, is a member of the American Library Association (ALA), the Illinois Library Association, and the Illinois Association of College and Research Libraries. Johnson was awarded \$2,480 by the Illinois

Cooperative Collection Management Program for the purchase of library materials in the subject area of environmental management. He served as a member of the EIU African American Studies Advisory Board Committee. Johnson continued as a reader/scorer of the Writing Competency Exam. His ongoing research projects include "African American Studies: A Pre-Colonial Bibliography."

Carl Lorber, *Reference Services*, is a member of the American Library Association (ALA), the Illinois Library Association, and the ALA Reference and User Services Association. Carl was awarded \$1,000 by the Illinois Cooperative Collection Management Program for the purchase of library materials in the subject area of environmental management. He also received a \$2,500 Illinois State Library "Educate and Automate, Fast Start Assistive Technology" grant for the purchase of a closed-caption television for Booth Library patrons. Carl served as a member of the EIU Learning Assistance Center Advisory Board, the EIU Student Support Services Group, and continued as a reader/scorer of the Writing Competency Examination. He also served as a member of the Illinois Library Computer Systems Organization Public Services Forum Planning Committee. Carl made two presentations at EIU's "New Faculty Orientation" program. He presented along with Pamela Ortega and Jocelyn Tipton, "What's New in Reference Services" at a workshop sponsored by the Rolling Prairie Library System.

Steve McCann, *Media Services*, holds membership in the Illinois Association for Educational Communications and Technology where he is associate editor. He also served as a member of the Consortium of College and University Media Centers. Steve received a \$2,000 Technology-Enhanced and-Delivered Education grant to attend a distance learning conference in February 2001. He served on the search committee for the Associate Vice President of Academic Affairs for Technology. He is church pianist and accompanist for the First Christian Church and Faith Builders Church, for which he created a website. Steve was recently accepted as a student by the Graduate School of Library and Information Science of the University of Illinois at Urbana-Champaign.

Pamela Ortega, *Reference Services*, holds membership in the Midwestern Association of Latin American Studies, the American Library

Association (ALA), the Association of College and Research Libraries Distance Learning Section and Instruction Section, and the Seminar on the Acquisition of Latin American Library Materials. Pamela presented "What's New in Reference Services" with Carl Lorber and Jocelyn Tipton at a workshop sponsored by the Rolling Prairie Library System. She also served as a moderator for panelists at the Distance Learning Section during the ALA's annual conference. Pamela published the article "Accessing and Evaluating Web Sites About Latin America" in *Illinois Libraries*, 2001. She was awarded a partially funded grant from the ALA and the Organizing Committee of the Guadalajara International Book Fair to attend the *Feria Internacional del Libro*. Pamela served on the following EIU committees: the Latin American Studies Committee; the Continuing Education Coordinating Council; the Latino Heritage Celebration Committee; and the Women's Advocacy Council, where she served as chair of the History/Archives Committee. Pamela was a faculty mentor for the TRIO Program, a volunteer for the Annual Booth Library Book Sale, a judge of the Foreign Languages Department's Carnival Mask Contest, and a reader/scorer of the Writing Competency Exam. Pamela continued her research on "Development and Implementation of E-mail Reference Services for Distance Education Students and Faculty at EIU."

Richard Seitz, *Cataloging Services*, is a member of the American Library Association; the Association of College and Research Libraries (ACRL), serving in the Slavic and East European Section, and the Map and Geography Roundtable; the Online Audiovisual Catalogers, Inc.; and the American Association for the Advancement of Slavic Studies. Rick published two book reviews: "Archives of Russia: a Directory and Bibliographic Guide to Holdings in Moscow and St. Petersburg" in *Choice*, January 2001; and "Imperial Russia: a Reference Handbook" in *Choice*, May 2001. He was newsletter editor for the Illinois Online Computer Library Catalog Users' Group. He served the campus as a member of the Intercollegiate Athletic Board and as a reader/scorer of the Writing Competency Exam.

Marlene Slough, *Acquisition Services*, was promoted to the rank of Associate Professor, effective September 2001. She holds membership in a number of professional associations: the American Library Association (ALA), the Association of College and Research Libraries, the

Library and Information Technology Association, the Library Administration and Management Association (LAMA), the Reference and User Services Association (RUSA), the Illinois Library Association, and the Phi Beta Mu Library Science Honorary Society. Marlene is a member of the LAMA Statistics Section Using Statistics for Library Presentations and the Communications Committee of the LAMA Systems and Services Section; the Circulation/Access Services Committee; and the RUSA Machine Assisted Reference Section Management of Electronic Reference Services Committee. Marlene served as a member of the Art-in-Architecture Review Committee for the Booth Library Renovation Project, Eastern's Achievement and Contribution Awards Committee, and the Performance Appraisal Development team. She chaired the EIU Faculty Development Advisory Committee and continued as a reader/scorer of the Writing Competency Exam.

Nackil Sung, *Library Technology Services*, was awarded an "Achievement and Contribution Award in Teaching/Performance of Primary Duties." The Achievement and Contribution Award recognizes and honors selected faculty for their performance in a single academic year based on extraordinary achievement and effort, the impact of their achievement on others, and/or their contribution to the success of others. Nackil was a member of EIU's Academic Technology Advisory Committee and a member of the Illinois Library Computer Systems Organization (ILCSO) Web2 Look and Feel Team. He received a \$4,868 grant from EIU for "Dynamic, Data-Driven Web Pages: For Classes and Campus" and continued his research in this area.

Jocelyn Tipton, *Collection Management Services*, served as a member of the board of directors for the Association of Public Data Users and was chairperson for the 2000 and 2001 Annual Conferences. She holds membership in the International Association of Social Science Information Services and Technology. She presented "How Government Reference Has Changed in the Electronic Environment," which was part of a panel titled "What's New in Reference Services" at the Rolling Prairie Library System Seminar. At the Association of Public Data Users Annual Conference, Jocelyn presented "Introduction to Basic Data Concepts & Statistical Literacy." She also presented "Data in Libraries:

Collections and Access," at the American Library Association Annual Conference.

Bradley Tolppanen, *Circulation Services*, is a member of the American Library Association, the Illinois Library Association, the American Indian Library Association, and the American Association of College and Research Libraries. In 2000, Bradley co-published "An Examination of Library World Wide Web Sites at Medium-Sized Universities" in the *Internet and Reference Services Quarterly*. He also published "Electronic Detection Systems" in the *Louisiana Libraries* fall 2000 issue and two book reviews in *Choice*. Bradley was awarded a \$2,500 "Collection Connection" grant through the Illinois State Library for the purchase of materials in the area of Native American history and anthropology. He was also awarded a Booth Library Faculty Research Program award to work on a biographical reference tool entitled, "A Biographical Dictionary of World War One Commanders: Generals of the British, Imperial, and Dominion Armies."

John Whisler, *Cataloging Services*, is a member of the American Library Association, the Illinois Library Association, the Society for American Music, the Music Library Association, and the Viola da Gamba Society of America. He served as chair of the Technical Services Task Force at the twelve meetings of the Illinois Library Computer Systems Organization Systems Assessment Task Force. John presented a session titled "New 14-Digit ID Number" to Booth Library faculty and staff. He is a member of EIU's Art-in-Architecture Review Committee for the Booth Library Renovation Project, and a member of the Campus ID Committee.

Karen Whisler, *Collection Management Services*, is a member of the American Library Association, the Illinois Library Association, the Illinois Online Computer Library Catalog Users' Group, and the North American Serials Interest Group. Karen was awarded a \$4,500 "Educate and Automate" grant from the Illinois State Library (ISL) to purchase a microopaque reader/printer, and a \$7,300 "Illinois Authors" grant through the Illinois Cooperative Collection Management Program to be shared among ten universities. She also served as a reviewer for ISL's Library Services and Technology Act grants, totaling \$4 million. She is a member of the House of Delegates of the University Professionals of Illinois, and a

departmental representative of the University Professionals of Illinois. Karen presented two Microcard Reader/Printer workshops to the staff.

Robert Wiseman, *Media Services*, holds membership in the Association for Educational Communications and Technology and the Illinois Association for Educational Communications and Technology. Dr. Wiseman presented "Update on Digital Photography" at the 58th Annual Four State Regional Technology Conference, "Teaching in the United States" to an audience at Tsinghua University in Beijing, People's Republic of China and presented "Macro Photography" to the Coles County Camera Club in January 2001. Dr. Wiseman is a consulting editor for *TechTrends* magazine. His article, "Digital Photography for the Graphic Arts," was published in the *Tech Directions* magazine's May/June, 2000 issue, and his photograph, "Chinese Children," was included in the book *Shades of Life*, published in June 2000. Dr. Wiseman served as the "Head Finish Judge" for the EIU track teams and as a reader/scorer for the Writing Competency Exam. He served the community by providing photography and digital photography services to a great many state and local organizations. Dr. Wiseman received recognition of scholarly achievement from EIU's Lumpkin College of Business and Applied Sciences. He continued his research on "Digital Photography for Publications."

Catherine Woodworth Wong, *Reference Services*, received a Distinguished Faculty Member Award from the National Society of Collegiate Scholars. She is a member of the American Library Association, the American Society of Mammalogists, the National Association of Biology Teachers, and the Association of College and Research Libraries. She co-wrote, with E. K. Bollinger and T. A. Nelson, "The Effects of Forest Fragment, Size, Isolation, and Microhabitat Variables on Nest Use by Southern Flying Squirrel (*Glaucomys volans*) in Southern Illinois," which appeared in *Biology of Gliding Mammals*, 2000. Catherine was awarded a \$1,200 Technology-Enhanced and-Delivered Education (TEDE) grant for her proposal titled "Technology Enhancement of Technology Training Facility at Booth Library." She continued research for an embryology textbook she is co-writing with Dr. Gene K. Wong. Catherine served as the chair of EIU's UPI Web Page Committee and as faculty advisor for the following: the Zoology Club, Department of

Biological Sciences; the Phi Alpha Eta Honors Society; and the National Society of Collegiate Scholars. She was assistant director of the National Office, Phi Sigma Biological Sciences Honor Society. Catherine also served the community as webpage author for the Illinois Chapter of the Wildlife Society, the Douglas-Hart Nature Center; as well as volunteering at the Douglas-Hart Nature Center.

LIBRARY STAFF

Patty Butler, *Administration*, served as the co-chair of the President's Council Ice Cream Social Committee and as co-chair of the Celebration Food Vendors Committee. She also served on the Illinois Jaycee Foundation and was a volunteer for the Corn Belt Shriners Organization. Patty holds membership in the Club Management Association of America (CMAA).

Marge Checkley, *Circulation Services*, was a volunteer at Celebration 2001. She holds membership on the History and Archives Committee of the Methodist Church Great River Bend Conference. She served the Charleston community through her work with Stephen Ministry at the Wesley United Methodist Church.

Bev Cruse, *Media Services*, served as a member of the EIU Marketing Committee and the Marketing Eastern Illinois University Committee. She is active in her local community serving as a member of the Martinsville Library Board and as a member of the Financial Committee at the Casey White Oak Church of God. Bev is currently in her 25th year as owner/operator of Cruse Photography in Martinsville.

Joseph De Caro, *Media Services*, was a mentor for the TRIO Program. He served the EIU 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 the Best in Class costume award at the World Science Fiction Convention's Costume

Masquerade. She attended Costume Con in Calgary, Canada, where she won the Judge's Choice award in Historical Masquerade. Susan is a member of the Science Fiction Research Association and the International Costumer's Guild. Last year, she had an artist's booth at Eastern Illinois University's Celebration of the Arts. She served the Charleston community by contributing artwork to the Tarble Arts Center Holiday Sale, which benefits Eastern's Art Department. Susan also acted in three dramatic productions at the Charleston Alley Theatre: *Home*, *The Sisters Rosensweig*, and *The Trojan Women*. Susan was the presenter for "MS Access," two sets of a three-part workshop each semester, at Booth Library.

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

Ann Hudson, *Administration*, was recording secretary for the Library Advisory Board and a member of the Coalition Against Domestic Violence Board of Directors. Ann served the community as a guest lecturer on domestic violence for the following groups: Charleston's Business and Professional Women's Club, Charleston High School, Oakland High School, Bethany High School, Lake Land College, the Marshall Methodist Church Women's Group, and the Charleston Police Department's P.A.L. Youth program. She also served on the Interagency Committee for Social Services in Coles County.

Nancy Jones, *Acquisitions Services*, was a member of the Friends of the Camargo Township District Library.

John Looby, *Media Services*, was a member of Synergetic Audio Concepts (Syn-Aud-Con). He was awarded a \$17,114 grant by the Academic Technology Advisory Committee for "Portable Multimedia Presentation Systems" and a \$129,675 grant by the Smarter Kids Foundation for "Portable Multimedia Presentation Systems and Smart Classrooms." John served as a member of the following university committees or task forces: the Commencement Committee, the IHSA State Track Planning Committee, and the Scheduling Support Software Implementation Team. He organized the fall and the spring Technology Shows held at the Martin Luther King Union.

John served the Charleston community through his work at First Christian Church, where he was chair of trustees, co-chair of the Property Ministry, and deacon. He also served as a den leader with the Boy Scouts of America.

Peggy Manley, *Administration*, served on EIU's Development Communications Committee and holds membership in the International Association of Administrative Professionals. Peggy is a licensed facilitator for the "Seven Habits of Highly Effective People" seminars at EIU. She also teaches non-credit computing courses for Lake Land College.

Jeri Matteson-Hughes, *Library Technology Services*, holds membership in Early Music America, Theatre Communications Group, and Sigma Alpha Iota (SAI), a professional fraternity for women in the field of music. She served as RSO Advisor for the National Convention of the Society for Creative Anachronism, Inc. (SCA Inc.). She served the community as president of the Charleston Alumnae and Patroness Chapter of SAI, where she worked on the "Flower Plot Project" and served as an alumnae advisor to the Epsilon Eta Chapter. Jeri also served 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. Jeri served the University as a member of the Eastern Symphony Orchestra.

Sandra Nees, *Library Technology Services*, served on EIU's Lab Coordinators Group. Sandra co-wrote and submitted, with Nackil Sung, an Instructional Technology Enhancement Proposal to the Academic Technology Advisory Committee's (ATAC) Student Technology Fee Sub-Committee to replace 25 workstations in Booth Library's Technology Training Facility. Sandra was the presenter of 25 "MS Word" workshops; two "Computer Maintenance" workshops; three "Creating Web Pages" workshops, two of which were co-presented with Steve McCann; and a "Searching the World Wide Web" workshop for EIU faculty and staff.

Laura Smith, *Cataloging Services*, continued her education at Eastern, completing graduate courses toward a master's degree in gerontology.

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 **Jacqueline Worden**, *Reference Services*, attended a book repair workshop at the Campbell Center for Historic Preservation Studies. Her service to the Charleston community included working as a Volunteer Pioneer at the Lincoln Log Cabin State Historic Site and organizing the annual "Artist's Day in the Garden" for the Coles County Arts

Committee, which negotiates contract language and wages. She also served on the EIU Parking Committee.

Council. Jackie served as a Second Reader at the First Church of Christ Scientist in Charleston. She attended the National Council on the Education for the Ceramic Arts Conference in Denver, Colorado and participated in the Spring Bird Count in Cumberland County, Illinois.

In addition...

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

Abraham Lincoln Association

- Annual Symposium

American Library Association

- Annual Conference
- Mid-Winter Conference

Asian Pacific American Librarians Association

- National Conference

Association of College and Research Libraries

- Crossing the Divide Conference

Association of College Honor Societies

- Annual Meeting

Association for Educational Communication & Technology

- Annual Convention

College of Charleston

- Annual Acquisitions Conference

Computers in Libraries

- Annual Conference

EIU Workshops and Presentations

- After the Move: Employee Assistance Program
- Comparing Blackboard and WebCT
- Comparing an Online Course with F2F
- Faculty Senate Fall Forum on Technology
- Faculty Senate Technology-Enhanced and Delivered Education Forum
- Intersection of Technology and Instruction
- Outlook
- Putting Your Course Online
- Seven Habits of Highly Effective People

- Student Government Fall Forum
- Technology-Enhanced and Delivered Education Models Presentation

EIU Workshops and Presentations (continued)

- Technology Brown Bag Series
- Telephone Tips for Busy People
- University Convocation

FileMaker Developer Conference

- National workshops

Illinois Association of College and Research Libraries

- Spring Program: How Does the Library Matter?

Illinois Cooperative Collection Management Program

- Fall Meeting
- Spring Meeting

Illinois Digital Academic Library

- EBSCO Training

Illinois Library Association

- Annual Conference
- Annual Documents Forum
- Legislative Day

Illinois Library Computer Systems Organization

- Annual Meeting
- Spring Meeting
- Directors' Assembly
- Distance Education Workshop
- Endeavor Demonstration
- ExLibris Demonstration
- Innovative Interfaces Demonstration
- SIRSI Demonstration

Illinois State Library

- On the Front Lines Conference
- Universal Computer Information Transaction Act Teleconference

Indiana State Library

- New Technology Conference
- Future of Distance Learning

Library Administration and Management Association

- People Places, Human Spaces

Library and Information Technology Association

- Forum Preconference: Technologies for Bibliographic Instruction
- National Forum: Innovations and Best Practices

Lincoln Trail Libraries System

- Annual Meeting
- Assistive Technology Equipment and Information Fair
- Blazing a Trail to Innovation in Library Services Workshop
- Information Resource Fair
- Orientation

Midwest Archives

- Fall Meeting
- Spring Meeting

Midwest Visual MCSi

- Presentation and Meeting Technology Showcase
- Defining HDTV Presentation

Midwest Visual MCSi (continued)

- Internet Collaboration Presentation
- Meetings at a Distance Presentation
- Remote Control Systems Presentation

Rockhurst University

- Web Design and JavaScript Presentation
- Adobe PhotoShop Conference

Rolling Prairie Library System

- Spring Workshop

Society of American Archivists

- Annual Conference

Southern Illinois University, Carbondale

- Beyond Boundaries: Supporting Distance Learning

State University of West Georgia

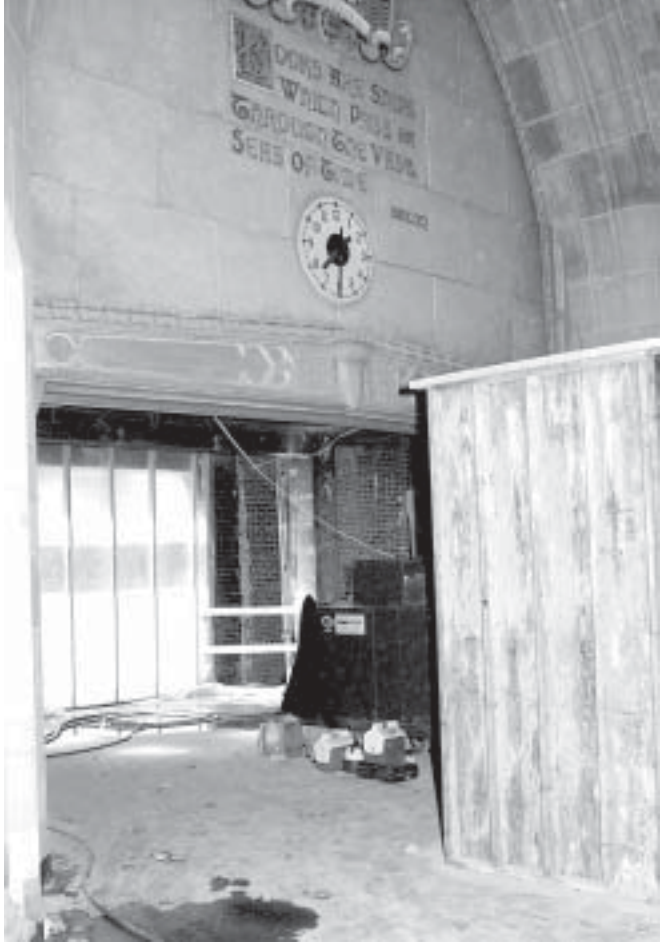
- Distance Learning Administrators Conference

University of Illinois, Urbana-Champaign

- Faculty Summer Institute
- Presentation Equipment Show

University of Iowa School of Library and Information Science

- Festival of Books for Young People



The transformation from the old to the new begins.

The ship and the clock will continue to serve as a welcome to Booth Library's visitors. What once was the Reserve Desk will become part of the central corridor on the main level of the library.

The existing woodwork from the 1948 structure was retained, as well as the stained glass and ornamental masonry. A new stairwell will connect the Ballenger Teachers' Center to the north lower level.



The original south facade of the 1948 building, with its grand windows and ornate stone archways, will be incorporated into the atrium of the renovated library.



At the center...



Where the 1948 and 1968 buildings were joined, the roofline was raised to construct the atrium. Clerestory windows will bring natural light into the center of the library and provide a beautiful glow of light from within during the evenings.



Originally built as “closed” stacks, the renovation plans removed the east and west walls of the upper stacks. The 1968 building housed much of the collection in very close and dark areas. The new stacks areas will be more inviting. The lower stacks area that housed Technical Services will become home to mobile compact shelving.

The old stacks...

The previous west entrance to the library will become the receiving area, and a central elevator will provide easy access to all four levels of the library from the south side of the atrium.





Patrons will pass seamlessly from the 1968 building into the new addition, which will provide space for Administration, Circulation, Inter library Loan, University Archives, and library faculty offices. Patrons will enjoy the spacious South Reading Room located on the 4000 level overlooking a new green space which will replace a former parking area.

Something new...

As the building emerged from between the scaffolding, excitement and anticipation of the day when the library would once again open its doors began to grow.

