

Eastern Illinois University

The Keep

Annual Reports

Booth Library

1997

1997 Annual Report

Library Services

Follow this and additional works at: https://thekeep.eiu.edu/lib_annual_reports

Recommended Citation

Library Services, "1997 Annual Report" (1997). *Annual Reports*. 7.
https://thekeep.eiu.edu/lib_annual_reports/7

This Book is brought to you for free and open access by the Booth Library at The Keep. It has been accepted for inclusion in Annual Reports by an authorized administrator of The Keep. For more information, please contact tabruns@eiu.edu.

LIBRARY SERVICES

EASTERN ILLINOIS UNIVERSITY

1997 Annual Report

Ninety-Seventh Annual Report of Eastern Illinois University Library Services

July 1, 1996 - June 30, 1997

**Booth Library
Charleston, Illinois**

Editors:
Mary Grivetti
Marlene Slough

CONTENTS

Library Services Personnel	1
Personnel Transition	2
Committee, Departmental, and Personal Activity of Booth Library	3
Collection Statistics	16
Circulation and Services Statistics	17
Library Services Budget	18

PERSONNEL

ADMINISTRATION

Allen Lanham, *Dean of Library Services, Professor*
Barbara Funk, *Administrative Aide*
Patty Butler, *Account Technician III*
Mary Grivetti, *Office Systems Specialist I*
J. Alan Speer, *Office Systems Assistant II*

ACQUISITION SERVICES

Pamela Waldrep, *Head, Instructor*
Nancy Jones, *Library Technical Assistant III*
Anne Sparks, *Library Technical Assistant III*
Ramona Wise, *Library Technical Assistant III*
Myrna Thomason, *Library Technical Assistant II*
Margaret Speer, *Library Clerk III*

CATALOGING SERVICES

John Whisler, *Head, Professor*
Carrie Chen, *Associate Professor*
Richard Seitz, *Assistant Professor*
Carol Livingston, *Library Technical Assistant III*
Anita Thomas, *Library Technical Assistant III*
Juanita Waggoner, *Library Technical Assistant III*
Joann Daugherty, *Library Technical Assistant II*
Patty Shonk, *Library Technical Assistant II*
Karen Sollers, *Library Clerk III*

CIRCULATION SERVICES

Marlene Slough, *Head, Instructor*
Margie Checkley, *Library Operations Assistant*
Lucia Webb, *Library Technical Assistant III*
Randy Woods, *Library Technical Assistant III*
Sue Ebel, *Library Technical Assistant II*
Suellen Eggers, *Library Technical Assistant II*
Leeila Ennis, *Library Technical Assistant II*
Jeanne Goble, *Library Technical Assistant II*
Jennisen Lucas, *Library Technical Assistant II*
Scott Minor, *Library Technical Assistant II*
Paula Reveal, *Library Technical Assistant II*
Philip Blair, *Library Technical Assistant I*
Rita Bridges, *Library Technical Assistant I*
Lawrence Auchstetter, *Library Clerk III*
Kathleen Kuhliger-Carter, *Library Clerk III*

COLLECTION MANAGEMENT SERVICES

Karl Grisso, *Head, Professor*

LIBRARY TECHNOLOGY SERVICES

Nackil Sung, *Head, Assistant Professor*
Linda Wiman, *Library Operations Assistant*
Lisa Childress, *Library Technical Assistant II*
Susan Eisenhour, *Library Technical Assistant II*
Jeri Matteson-Hughes, *Library Technical Assistant II*
Sandra Nees, *Library Technical Assistant II*
Carol Winkleblack, *Library Technical Assistant II*

MEDIA SERVICES

William Gibbs, *Head, Associate Professor*
Robert Wiseman, *Professor*
John Looby, *Chief Instructional Media Systems Engineer*
Stacia Kuhn, *Graphic Designer II*
Beverly 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, Associate Professor*
Virginia Baldwin, *Associate Professor*
Karl Bridges, *Associate Professor*
Robert Chen, *Professor*
Johnson Kuma, *Assistant Professor*
Jane Lasky, *Professor*
Cheri Vitez, *Assistant Professor*
Karen Whisler, *Assistant Professor*
Lois Dickenson, *Library Operations Assistant*
Scott Minor, *Library Technical Assistant II*
Carol Winkleblack, *Library Technical Assistant II*
Jacqueline Worden, *Library Technical Assistant II*

UNIVERSITY ARCHIVES and SPECIAL COLLECTIONS

Robert Hillman, *Head, Associate Professor*
Richard Lawson, *Associate Professor*
Amanda Standerfer, *IRAD Intern*
Jennifer Van Haaften, *IRAD Intern*

As of June 30, 1997: Administrators - 1; FTE Faculty - 19.53; Civil Service - 43; FTE Student Assistants - 15.77

TRANSITION

PERSONNEL HIRED 1996-97

Cheri Vitez, Assistant Professor, Reference Services
Larry Auchstetter, Library Clerk III, Circulation Services
Kathleen Kuhlig-Carter, Library Clerk III, Circulation Services

RETIREMENTS

Kathleen Jenkins, December 1996, after 20 years of service to Booth Library
Richard Lawson, May 1997, after 33 years of service to EIU and Booth Library
Gene Scholes, September 1996, after 30 years of service to EIU and Booth Library
Elaine Richard, December 1996, after 31 years of service to Booth Library

PROMOTIONS, APPOINTMENTS

Carrie Chen, Cataloging Services, promoted to Professor, effective fall 1997
Marlene Slough, Circulation Services, promoted to Assistant Professor, effective fall 1997
Virginia Baldwin, Reference Services, awarded tenure, effective fall 1997
Karl Bridges, Reference Services, awarded tenure, effective fall 1997
Johnson Kuma, Reference Services, awarded tenure, effective fall 1997
Sue Ebel, Circulation Services, promoted to Library Technical Assistant II
Ramona Wise, Acquisitions Services, promoted to Library Technical Assistant III
Randy Woods, Circulation Services, promoted to Library Technical Assistant III
Myrna Thomason, Cataloging Services, reassigned to Acquisition Services

RESIGNATIONS

Ron Hastings, Circulation Services, July 1996
Helen Gregg, Circulation Services, July 1996

ACTIVITY OF BOOTH LIBRARY

COMMITTEES

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; problems and ideas from their faculty and student constituencies; and the implementation of a viable positive library program for the university and community. The Board also provides, as requested, representatives from its membership for various internal library services committees and task forces.

The Library Advisory Board consists of two voting faculty members from each academic college, appointed by the Faculty Senate; two voting student representatives appointed by the Student Senate; and ex-officio representatives from Business Affairs, Student Affairs, and the Graduate School.

During the past year the board discussed various library issues, including the FY98 Articulated Plan and services such as interlibrary loan and the new classroom for technology training. They also discussed the book and materials budget and its allocation, making a formal recommendation to President Jorns that an increase to Booth Library's book and materials budget be a top priority with the university and the Council on University Planning and Budget.

Members: Mark Christhlf, Vice Chair (English), Randall Beebe (English), College of Arts and Humanities; Matthew Monippallil (Acct/Finance), Lankford Walker, Chair (Acct/Finance), Lumpkin College of Business and Applied Sciences; Carolyn Cooper (Special Education), Lynda Kayser (Educational Psychology), College of Education and Professional Studies; Richard Keiter (Chemistry), Richard Wandling (Political Science), College of Sciences; Austin Rhodes and Jaime DeBouck, student representatives; Ted Weidner, Business Affairs; Michael Stokes, Student Affairs; Larry Helsel, Graduate School.

Americans with Disabilities Act Committee

During the past year the committee continued its work in providing library services to individuals with disabilities. Approximately 48 hours were spent in preparations and in providing one-to-one assistance for students. Although labor intensive, this approach worked best for students and they were comfortable with it. The facilities of the university itself became more accessible this year. Booth Library gained widened doorways in the documents area and adjustments were made to the south elevator. The committee is in the process of revising the elevator access procedure for library patrons with mobility disabilities.

Members: Carl Lorber, chair; Karl Bridges; Johnson Kuma.

Circulation Policy Committee

The major activity of the Circulation Policy Committee was to begin review of all existing departmental policies. New guidelines and procedures related to special borrowers were developed, and a number of the existing forms were revised or updated. The committee is currently developing a handout to address frequently asked questions regarding special borrowers for distribution at the service desks.

Members: Marlene Slough, chair; Virginia Baldwin; Robert Chen; Nackil Sung; Lucia Webb; Randy Woods.

Collection Development Committee

The committee met several times during the year to advise Dean Lanham on major new electronic database purchases and the gaining of access to electronic journals through consortial purchases by the Illinois Cooperative Collection Management Program (CCMP).

The committee recommended that Booth Library join other CCMP libraries, if funds permit, in purchasing access to all of the electronic journals available from Academic Press, including 110 journals that we do not own and 28 that had been canceled in the past because of underfunding. The committee also recommended that access to the Project Muse collection of electronic journals be continued, with its usage monitored.

Another action of the committee was the creation of a Media Resources committee, to establish procedures for faculty to follow in making requests for videos and other media. New guidelines were written and implemented in the spring semester. This committee will determine the distribution of the library's media fund in the future.

Members: Karl Grisso, chair; Virginia Baldwin; Karl Bridges; Robert Chen; Johnson Kuma; Jane Lasky, Carl Lorber; Marlene Slough; Cheri Vitez; Pam Waldrep; John Whisler, Karen Whisler.

Departmental Personnel Committee (elected)

The Departmental Personnel Committee makes recommendations to the Dean of Library Services concerning retention, promotion, and tenure for library faculty. During the year the DPC and the library faculty finished the revisions of the Library Services Departmental Application of Criteria (DAC). The faculty approved the changes and the submitted document received approval of the vice president for academic affairs. The revised DAC will be implemented with the fall 1997 review process. No action was taken regarding the DPC bylaws.

Members: Carl Lorber, chair; Johnson Kuma, secretary; William Gibbs; Kathleen Jenkins, first alternate; Robert Hillman, second alternate.

Electronic Resources Committee

The Electronic Resources Committee serves as a discussion group for topics related to electronic resources at Booth Library. All meetings are open to all interested persons.

This year, in addition to recommending the continuation of IBIS, FirstSearch, and Project Muse services, the committee explored various titles recommended by the Cooperative Collection Management Program (CCMP) and others. The committee recommended adding Books-in-Print (BIP) to the IBIS subscription. Dr. Grisso will be canceling parts of our multiple print copies of BIP to cover the cost of BIP online.

The decision to join CCMP's Academic Press/IDEAL project was deferred to the Collection Development Committee, who elected to participate in IDEAL. This service provides access to a large number of electronic journals primarily in the sciences.

There was also discussion of the delay in DRA, our new online catalog platform, and the move of the IBIS databases to the OVID Web interface, proposed for August 1997. The Web interface will improve navigation and should be easier for students to use and understand.

Members: Karen Whisler, chair; Virginia Baldwin; Karl Bridges; Lois Dickenson; William Gibbs; Karl Grisso; Kathleen Jenkins; Carl Lorber; Nackil Sung; Linda Wiman; a representative from Information Technology Services.

Emergency Procedures Committee

The committee worked with campus safety officer Gary Hanebrink to plan and implement a tornado drill in June. Staff members were forewarned and encouraged to review the evacuation procedures for their areas; as a result, the staff was well prepared for the drill and, presumably, better prepared in the event of a real emergency. The committee also scheduled two fire drills for September.

In the spring, committee members replaced the red tags on all telephones in the building with new ones reflecting the availability of 911 emergency service and the new phone number for campus security. They also replaced dead batteries in the flashlights located at service desks for emergencies. The committee made revisions to the Emergency Procedures Manual to reflect changes in the telephone system and the 911 emergency service, and the retirement of Gene Scholes, former chair of the committee.

Members: Pam Waldrep, chair; Patty Butler; Marge Checkley; Carrie Chen; Lois Dickenson; Suellen Eggers; William Gibbs; Robert Hillman; Johnson Kuma; Linda Wiman; Randy Woods.

Public Services Committee

The Public Services Committee serves as a discussion group to consider ways to improve public services at Booth Library. The committee reviews the results of the annual Patron Satisfaction Survey, taken each spring. Suggestions given by patrons responding to the survey help the committee identify ways to improve the quality of public services, and make recommendations for possible action to the Dean of Library Services.

Members: Karen Whisler, chair; William Gibbs; Kathleen Jenkins; Marlene Slough; Nackil Sung.

Social Committee

It was an active year for the Social Committee. In addition to the annual holiday luncheon and party, held on December 18, the committee sponsored two retirement dinner parties, for Gene Scholes, who retired in October and Kathleen Jenkins, who retired in January. Two other retirements were cause for celebration gatherings at the library--for Elaine Richard in December, and Richard Lawson in June. In early summer a surprise "June Is Bustin' Out All Over" party was hosted by the committee to "cheer up" library faculty and staff after a long period of rainy and cold weather. The committee also assisted with the National Library Week reception which was held outside in the west library garden area.

A new activity was the Social Committee's "FUNraiser" to help with the expenses of events hosted by the committee. Two 50/50 drawings were held during the year.

Members: Carrie Chen, chair; Suzann Bennett; Marge Checkley; Barbara Funk; Kathleen Jenkins; Paula Reveal; Myrna Thomason; Linda Wiman.

Staff Development Committee

During FY97 the committee offered workshops that were responsive to its survey results and addressed the use of new software available on the library computers. The following are workshops produced by the Staff Development Committee for Booth Library staff and the number of attendees. July: *HTML* (two sessions), 28; *Microsoft Excel* "hands-on," 19; *Microsoft Word* "hands-on" (two sessions), 24. October: *Stress Detection and Management*, 18. December: *HTML and WWW* "hands-on" (three sessions), 10; *Relaxation Techniques*, 20. January: *Patron Satisfaction Workshop*, 41. June: *Microsoft Word*, 15.

The Staff Development Calendar was posted on the Booth listserv so that committee members could keep track of the schedule and library personnel would be reminded of upcoming activities. Much of the fall was spent planning for a patron satisfaction workshop, at which attendance by library staff was required. This workshop was given in two sessions of three hours each, on January 10. Because of the intensity of the preparation and staff participation time requirements, no workshops were offered for the rest of the spring. We were also waiting for the new training facility to be ready so that appropriate workshops could be conducted there.

In August a CPR training course was organized by the committee. A retraining was held for those previously certified. Ten participants represented each unit of Booth Library. In October, November, and May, a "coffee" was given by the committee to welcome newly-hired library personnel.

Members: Virginia Baldwin, chair; William Gibbs; Johnson Kuma; Richard Seitz; Alan Speer; Nackil Sung; Anita Thomas; Lucia Webb; Karen Whisler; Linda Wiman.

Statistics Committee

During the weeks of November 11-17 and April 14-20, the committee collected information on the number of reference questions answered in Booth Library for inclusion in the Integrated Postsecondary Education Data System (IPEDS) report. Instructions and forms were distributed to ten service areas within the library. The number of reference transactions reported was significantly higher than in the two preceding years.

The committee also conducted the annual patron satisfaction survey during National Library Week. Between April 14-20 more than 700 surveys were completed by library patrons. This year 45 percent of respondents were *very* or *extremely* satisfied with the library in general, and 76 percent found the library staff *very* or *extremely* helpful. Computers continued to be ranked as the area of greatest need, followed by periodicals, books, and reference materials. In response to student concerns, the 1997 survey also included a question addressing the issue of additional library hours on Sundays. The majority of respondents (59 percent) indicated they would use the library weekly or monthly between noon and 1:30 p.m.

Members: Marlene Slough, chair; Robert Chen; Mary Grivetti; Juanita Waggoner; Linda Wiman.

Technical Services Council

During the year the Technical Services Council suggested several modifications to workflow patterns in Cataloging Services that resulted in greater efficiency in processing new materials. The council also devised a rush processing form to be used by public services people wishing to expedite the handling of specific items.

Members: John Whisler, chair; Carrie Chen; Richard Seitz; Pam Waldrep.

University Archives and Special Collections Advisory Committee

The committee continued this year to provide useful advice to the university archivist and the head of Special Collections. Rather than meeting on a regular basis, committee members consulted with the archivist as needed. Various issues were discussed, including space utilization, preservation, access to the collection, bibliographic control, stacks maintenance, and security. Issues of particular concern this year were the problem of access vs. security, vis-à-vis the "building use only" policy; and the identification of potential problems as the library migrates to the new DRA system.

Members: Robert Hillman, chair; Joann Daugherty; Karl Grisso; Kathleen Jenkins; Richard Seitz; Carol Winkleblack.

World Wide Web Committee

During FY97 the committee conducted various tasks to maintain Booth Library's Web pages. A new UNIX-based server was chosen as the library's Web server. Transferring Web documents from the Macintosh server to the new server was completed. Karen Whisler created and maintained pages for electronic resources, and Lois Dickenson created and maintained pages for government documents. Karl Bridges conducted two workshops for library staff on creating HTML documents.

Various forms were created in order to apply the Web technology to the library's public services. Patrons were then able to place interlibrary loan, photocopy, and video delivery requests via the library's Web site. Various Booth Library publications were placed on the Web site, including *NoteBooth*, *Information Booth*, the annual report, the calendar of library hours, *The Resource*, and the Emergency Procedures manual.

Members: Nackil Sung, chair; Karl Bridges; William Gibbs; Mary Grivetti; Scott Minor; Lucia Webb; Karen Whisler; Linda Wiman.

AD HOC COMMITTEES

Booth Library Renovation Planning Committee, to prepare the program statement for the renovation and expansion of Booth Library: Gene Scholes, chair (July-Sept); John Whisler, chair (Oct-June); Mark Christhilf, English Department; Barbara Funk; Richard Keiter, Chemistry Department; Allen Lanham; John Looby; Carl Lorber; Steve Shrake, Facilities Planning & Management; Marlene Slough; Nackil Sung; Ted Weidner, Facilities Planning & Management.

Committee for Development of the Electronic Classroom: Nackil Sung, chair; Virginia Baldwin, William Gibbs.

Booth Library Faculty Research Program Review Committee: Allen Lanham, chair; Karl Grisso; Richard Seitz; Karen Whisler; Jan Ison, executive director of Lincoln Trail Libraries System.

Media Resources Committee, for the establishment of procedures for faculty to follow in making requests for videos and other media: Pam Waldrep, chair; Karl Bridges; William Gibbs; Anne Sparks; Karen Whisler.

Search Committee for Librarian: Marlene Slough, chair; Margie Checkley; Richard Seitz; Pam Waldrep; John Whisler.

Search Committee for Assistant Professor, Media Services: William Gibbs, chair; Karl Bridges; Carrie Chen; Johnson Kuma; Nackil Sung.

Search Committee for Reference Librarian: Carl Lorber, chair; Virginia Baldwin; Robert Chen; Karl Grisso; Karen Whisler.

DEPARTMENTS

Acquisition Services

In December Elaine Richard retired from Acquisition Services, and Nancy Jones assumed the responsibilities for the acquisition of serials. Myrna Thomason then transferred from Cataloging Services to fill the vacant position. In addition to the personnel changes, Acquisition Services also implemented changes in job descriptions and workflow patterns that improved efficiency and achieved a more equitable distribution of the workload.

Although the book and materials budget remained the same as the previous year, journal prices continued to soar. While 151 titles were added, 71 journal titles were canceled during the annual periodical review. The Acquisition Services staff purchased 23,786 books and processed an additional 3,845 volumes that were received as gifts. In addition, they added 1,039 reels of microfilm, 16,137 microfiche, and 901 audio-visual materials. Periodical subscriptions this year totaled 2,771.

Cataloging Services

During the fiscal year, Cataloging Services added more than 17,000 titles to our catalog. Also this year we began the practice of creating extra spine labels for the dust jackets of new books. This simple step allows new books to be sorted into call number order more easily, and provides a quick link back to the book when jackets are distributed to interested persons. We wonder why we did not think of this years ago. We also established a procedure for the handling of rush processing requests, which should result in better response to public service needs. Efficiencies were found in the routine processing of new materials that have allowed us to eliminate, at least for the present, our cataloging backlog.

We expected to make the transition to a new automated system in May of 1997; however, during the year we learned that the arrival of the new system from Data Research Associates (DRA) would be delayed until the summer of 1998. Cataloging Services continued to prepare for the new system by engaging in several data cleanup projects. Bar coding of the circulating collection was completed in the summer of 1996, and a project to bar code the reference collection was begun in May 1997. Cataloging Services staff have received preliminary introductions to the MARC Format for Holdings Data, a national standard for the expression of bibliographic holdings that will be used in the new DRA system. Several members of the unit have also attended informational meetings where plans for implementation of the new system and demonstrations of its functions have been featured.

A major project to catalog a large collection of percussion music was completed during the year. The collection, designated the Remo Belli International Percussion Library, consists of several thousand pieces of sheet music and instructional materials related to percussion instruments.

One civil service position was relinquished this year. After many years of service with this unit, Myrna Thomason moved to a vacant position in Acquisition Services in January, and the duties of her position in Cataloging Services were absorbed by the remaining staff.

Circulation Services

FY97 was a year of transition for Circulation Services, with changes in personnel, procedures, and equipment. On July 1, Circulation Services and Periodicals Public Services merged to form a single unit, including the areas of Circulation, Periodicals, Interlibrary Loan, and Reserves. Throughout the year the department actively sought opportunities to cooperate intradepartmentally in an effort to increase efficiency, maximize resources, and enhance services.

The circulation desk staff continued to provide on-site circulation services for the general collection and for materials received through interlibrary loan and document delivery. All service desk terminals were upgraded to Pentium/Windows NT. Student assistants worked closely with staff in completing a number of shifting projects: A through GV; HV through PE; and the Juvenile, Art, and Music collections. In the East Reading Room, the 800s were integrated into the juvenile collection in proper sequence, nearly 200 linear feet of shelving was added, and specialized shelving to accommodate the collection of music scores was installed. Space for materials remains a concern throughout the building.

As in previous years, Booth Library continued to be a net lender of materials; that is, more materials were loaned to other libraries than were requested by EIU patrons during FY97. Demand for interlibrary loan services increased by more than 10 percent, and the department processed nearly 53,000 requests for materials. In response to faculty concerns and increased demand for services, the library reallocated resources and the department implemented a number of procedural changes. A full-time staff position was transferred to the department, the periodicals work room was adapted to provide additional work space for interlibrary loan processing, borrowing and lending activities were separated, and software and hardware were upgraded. In addition, the department received a digital imaging system capable of distributing scanned documents via fax, e-mail or the Internet through a grant from CODSULI, the Council of Directors of State University Libraries in Illinois.

The periodicals staff maintained a collection of 2,771 active subscriptions and continued procedures to monitor use of periodicals within the library. The staff processed 3,196 periodical items for binding and 1,514 monographs from the stacks for rebinding. Additions to periodicals include 466 linear feet of bound material, 1,813 microform items, and two microfilm reader/printers for public use. We were fortunate to make substantial gains in completing the library's collection of the Chicago Tribune on microfilm.

Demand for reserve services decreased. Circulation of print reserve materials declined by 17 percent and 14 percent fewer items were processed (added, updated, or modified) compared to FY96. We look forward to moving to an automated reserve system accessible through the online catalog and offering access to materials through an electronic reserves system in the near future.

All areas of the department benefitted from the services of the library student assistants. A total of 16,771 hours were worked by library student assistants in Circulation Services: 5,266 work-study hours (\$24,464 of work-study grants) and 11,505 non work-study hours (\$53,990 of regular payroll allocations). We depend heavily on the services of student assistants and their efforts are sincerely appreciated.

Collection Management Services

Booth Library experienced yet another year without additional funding. Its collections continued to deteriorate in the face of price increases, as funds remained below even the "minimal" national standards set for academic libraries.

Against this background FY97 saw only gradual development of projects started in previous years. The reference, juvenile, and K-12 curriculum collections continued to remain priority areas for development, although some additions were made to the newspaper holdings on microfilm and the video collection. Plans were also begun to further augment the library's electronic journal resources.

Fewer gift books were received than in previous years, so no significant additions were made to the collection from that source.

At the state level, the library continued to participate in activities sponsored by the Illinois Cooperative Collection Management Program (CCMP). Whenever advantageous and financially feasible, the library has participated in consortial purchases by the CCMP. Three librarians--Virginia Baldwin, Johnson Kuma, and Marlene Slough--received CCMP grants during FY97 for the purchase of books for the collection.

Library Technology Services

On July 1 Library Technology Services was separated from Media Services to form a new unit of Booth Library. The unit is located in the Self-Study Materials Center (SMC) and provides a variety of computer and media resources, including music recordings, films, videotapes, slides, and computer programs, to the university community. During the year 285 audio CDs, 374 video cassettes, and 33 video discs were added to the collection. An assortment of listening and viewing equipment is also located in the SMC.

The SMC was the the largest computer lab on campus, housing 47 workstations connected to the Local Area Network (LAN), which operate in DOS, Windows 3.1 and Windows 95, and Macintosh. Twenty new Windows 95 computers replaced old 8088-based computers. These provide Microsoft Word, Excel, and PowerPoint, and Internet "browsers" including Netscape and Microsoft Internet Explorer.

Library Technology Services also coordinates the use of NovaNET, which provides online interactive lessons and simulations in more than 150 subjects ranging in educational levels from elementary to post-secondary. During FY97 the Eastern community accessed NovaNET for 2,264 hours, which is a 56 percent increase over FY96.

Media Services

The Media Services unit was reorganized during the year. Gene Scholes retired as Director of Media Services on October 1 and Bill Gibbs was named Head of Media Services. To fill the vacant position a national search was conducted in the spring; however, the search was unsuccessful and was reopened in late summer.

Media Services routinely provided classrooms across campus with instructional equipment. Staff worked with faculty and departmental units to arrange for equipment deliveries and pick-ups as well as equipment repairs. Personnel in the distribution areas regularly consulted with faculty regarding technology purchases. Funding was provided for a new audio system so that Media Services could better serve the audio needs at Eastern's Board of Trustees meetings.

Media Services provided photographic, graphic arts, and instructional design services during the year, including the design and development of World Wide Web (WWW) graphics and WWW instructional sites. WWW sites were developed for several faculty across campus, and staff members worked with a faculty member in Physics to revise a course and place course materials on the Web. Other projects during the year included the development of a computer-based image/backdrop slide show for productions in Theatre Arts; the revision of many of Eastern's publications, including the course catalog and Viewbook; and the creation of a computer-based presentation for the library's new faculty orientation sessions. Media Services staff provided guest lectures on technology and learning to numerous classes during the year.

The unit expanded services in several areas this year. A faculty development area was created, equipped with the necessary hardware and software to create computer-based instructional materials. Online tutorial materials, accessible on the Web, were created for faculty and staff to use when learning PowerPoint and HTML software. In addition to these services, Media Services staff presented workshops and seminars to faculty and staff across campus, offering technology training in areas such as the "virtual classroom," putting a syllabus online, creating Web graphics, and using the Web for instruction. These workshops were scheduled numerous times throughout the year to accommodate the maximum number of participants.

Reference Services

A major change occurred in Reference Services with the retirement of Kathleen Jenkins in January. Carl Lorber was appointed Head of Reference Services, and Cheri Vitez joined the staff as reference librarian and subject bibliographer for Health, Leisure Studies, and Physical Education. Reference Services staff were very active this year, providing professional research assistance to Eastern's students, faculty, staff, and community in accessing information from the library's electronic and print resources. During FY97 198 bibliographic instruction/library orientation sessions were conducted to 3,736 individuals. General library orientation sessions continued to be offered three times a week during the first six weeks of each semester. These open library tours were aimed at reaching transfer students who often miss participating in the lower level undergraduate bibliographic instruction.

During the spring semester work began on the electronic classroom located adjacent to the ILLINET Online terminals near Reference Services. This room will enable Reference Services to provide hands-on instruction of the library's online catalog as well as the various electronic resources. In addition, the room will provide library staff with a training facility for software applications and for incorporating technology into the classroom. The classroom is expected to be up and running for the fall 1997 semester.

Reference Services continued to deal with changes regarding electronic resources. To prepare for the conversion of ILLINET Online to DRA, the library is converting its workstations to accommodate Web-based applications and offering extensive training of library staff and patrons. A new generation of IBIS is scheduled to appear that will offer Web access to databases. During FY97 more than 30,400 searches were performed through FirstSearch and 36,708 InfoTrac logins occurred. These electronic resources, plus the IBIS databases and CARL Uncover, continued to be very popular with Booth Library patrons.

As a means of keeping current with professional practices, reference librarians and civil service staff attended numerous professional conferences, workshops, and seminars.

University Archives and Special Collections

The University Archives continued to serve as the repository for university records deemed worthy of permanent retention for historical or research purposes, and to house the Special Collections materials consisting of rare, fragile, or otherwise "special" library materials. During FY97 the holdings grew at a slower pace than the previous year. There were a total of 48 new accessions during the year--32 from individuals and the remainder from various administrative and academic departments across campus. Approximately 20 cubic feet (or 30 linear feet) of material was added this year, bringing the total holdings to about 910 cubic feet (or 1,365 linear feet).

The University Archives continued to encourage use of its holdings by administrators, faculty, staff, students, scholars, and the general public. During FY97 there were 145 recorded research requests--87 patron visits, 33 telephone inquiries, and 25 requests by letter. The number of patron visits was considerably higher than in previous years, due at least in part to the increased use of Archives materials for class research projects.

Although there are no precise figures, the Special Collections, housed in Room 41, experienced some growth this year. Among the activities of the Special Collections division this year was the continued effort to bind those field projects and theses which had never been bound.

The unit occupied space on the lower level of the library this year. Room 35 was used as office space for the archivist, the part-time faculty, and the IRAD interns, and contained the public reading room. Room 41 provided storage space as well as a work space for processing materials. Room 71 functioned as the storage facility for the bulk of the holdings, including the manuscript collections, and Room 72 functioned as the photo archives. Some material continued to be stored in locked file cabinets in the hallway south of Room 72. The unit acquired a much-needed piece of equipment this year, a microfilm reader/printer. A number of offices on campus are already microfilming some of their records, so more and more materials are being deposited in the Archives in this format. The Illinois Regional Archives Depository program (IRAD), housed in the University Archives, will also benefit from having a reader/printer on site.

The IRAD depository houses records from 16 counties in east-central Illinois and includes vital statistics, land records, circuit court case files, probate records, census schedules, jail records, and reports of school superintendents and road commissioners. The university archivist serves as supervisor of the facility and its two graduate student interns, while overall supervision of IRAD is handled from the state Archives in Springfield. During FY97 IRAD had a total of 608 research requests: 384 by mail, 106 in person, 108 by phone, and 10 by e-mail. This was a 64 percent increase over last year's requests. No reason for this dramatic increase has been identified, so we must await next year's figures to see if this is the beginning of a new trend for the IRAD facility.

FACULTY AND STAFF

Following are the professional and personal activities and achievements of Booth Library personnel. The listing is not all-inclusive; rather it is meant to be a summary of those activities which describe the variety of human resources in Booth Library. Faculty are listed first, followed by civil service staff.

Virginia Baldwin was awarded a CCMP/HECA grant of \$13,000 for "Materials Technology Model Discipline," and presented her research at the CCMP meeting of subject bibliographers in Normal, IL, in April. She co-authored an article for *College and Research Libraries*, with **William Gibbs** and **Marlene Slough**, titled "Initiating an Effective Personnel Development Program" (May 1997, p. 267). Virginia's other ongoing research includes "Discipline Allocation Formula," "Cooperative Collection in Illinois," "Evaluating Users' Interactions with World Wide Web Documents," and "Annotated Bibliography of Sources for Young Adults." She attended CCMCC meetings in July and January. Virginia is a member of the American Library Association (ALA) and its Association of College and Research Libraries (ACRL). She attended the ALA annual conference in New York in July, the ALA mid-winter conference in Washington, D.C. in February, and the ACRL conference in Nashville in April. She is also a member of the Special Libraries Association (SLA) and is the liaison for the SLA Science and Technology Division to ALA/ACRL; she attended the SLA conference in Seattle in June. Virginia is a member of the American Society of Information Science (ASIS) and attended the ASIS conference in Indianapolis in September. In October she attended the conference for the Library and Information Technology Association/Library Administration and Management Association (LITA/LAMA) in Pittsburgh. Virginia served the university as a grader for the Writing Competency Exams. She served the community as a Kiwanis advisor to the EIU Circle K service organization and as chair of the Exhibits Committee of the Expanding Your Horizons Through Math and Science conference this year.

Karl Bridges was an invited speaker at the LITA/LAMA conference in Pittsburgh in October. His topic was "Electronic Newspaper Archiving," which is Karl's area of research. He is a member of ALA and the Illinois Library Association (ILA) and attended the ALA annual conference in San Francisco in June. Karl served the university as a member of the Publications Board and the University Web Committee, and as a grader for the Writing Competency Exams.

Carrie Chen is a member of ALA and the Chinese-American Librarians' Association. She attended the ALA annual conference in San Francisco in June. Carrie also attended the Federal Depository Conference in Arlington, VA, in April. She is a member of the American Studies Association of the Republic of China and the Association of Teachers of English of the Republic of China. Carrie's ongoing research is "Computer-based Training Program for Booth Library Student Employees." She served the university as a member of the Women's Advocacy Council, and served the community as a member of the Program Committee for the Expanding Your Horizons Through Math and Science Conference this year. Carrie also provided library services for Jefferson Elementary School in Charleston.

Robert Chen is a member of the Library Association of the Republic of China and attended the annual conference in Taipei in December. He is a member of ALA and the Chinese-American Librarians Association and attended the ALA annual conference in San Francisco in June. Robert is also a member of the American Studies Association of the Republic of China and attended the annual conference in Taipei in June. He also attended the Federal Depository Conference in Arlington, VA, in April.

Following the realignment of the Media Services unit, **William Gibbs** was named Head of Media Services in July. Bill had his article "The Effect of Reward Structure on Students' Evaluation in a CBI Lesson" published in the *Journal of Computing in Higher Education* (1996, 8:1). An article he co-authored with **Virginia Baldwin** and **Marlene Slough**, "Initiating an Effective Personnel Development Program," was published in *College & Research Libraries* in May (p. 267). He also presented several papers during the year: "Virtual Courses: Delivering Courses On-Line" at the 18th ICDE World Conference on distance education in University Park, PA in June (with J.E. McKendrick); "Virtual Courses and Visual Media" at the International Visual Literacy Association (IVLA) conference in Cheyenne, WY, in October; "Media Magic: Technology in Education" at the Stockman Institute proceeding in Charleston in October; "Planning for Distance Education" with P. J. Fewell, and, with J. E. McKendrick, "The Virtual Classroom" and "The Virtual Guest Lectures in On-Line Classes," at the Illinois Association for Educational Communication and Technology (AECT) conference in Lisle in December; "Issues in the Virtual Classroom" at the Educational Technology Conference in Charleston in March; and "Technology in Education" with P. J. Fewell at Lake Land Community College in Mattoon in March. Bill is a member of AECT and is chair of the Publications Committee of Illinois AECT. He is also a member of IVLA and associate editor of the IVLA Book of Readings. Bill wrote several grant proposals during the year: "Scientific Visualization Instrumentation Laboratory" and "Enhancing Multimedia Courses," National Science Foundation (with Doug Davis); "Presentation Hardware," EIU Student Technology Fee; "Multimedia Software Enhancements," "Digital Color Camera," and "Color Printer Production," EIU Redden Fund; "Evaluating Computer-based Instruction," Faculty Research Grant; and "Developing a Student Employee Training Program," Booth Library Summer Research Grant. Bill served the university as a member of the College of Education Technology in Education Course Task Force, the College of Education World Wide Web Committee, the University World Wide Web Committee, the Business Technology Committee, the College of Business and Applied Science Technology Committee, the Web Support Initiative Committee, and the Family and Consumer Sciences Graduate Thesis Committee. He served the community with a presentation to a class at the Mark Twain Elementary School.

Karl Grisso holds memberships in several professional organizations: The American Library Association, the Illinois Library Association, the American Historical Association, the Organization of American Historians, the Illinois State Historical Society, the Indiana Historical Society, and the Association for the Bibliography of History.

Robert Hillman is a member of the Midwest Archives Conference and attended their annual meeting in Madison, WI, in October. He is a member of ALA and attended the annual conference in July 1996 in New York and in June 1997 in San Francisco. He also attended the Abraham Lincoln Association's Symposium in Springfield in February. Bob holds membership in other organizations: The Illinois Library Association (ILA), the Society of American Archivists, the Illinois State Historical Society, the Illinois State Genealogical Society, the Coles County Historical

Society, and the Coles County Genealogical Society. Bob's ongoing research includes: "Library Services at EIU: A Centennial History"; "Abraham Lincoln and the Springfield Mechanics Union, 1839-1848"; and "Dorothy Cramer Hansen: Theatre Organist of the Silent Screen." He received a Booth Library Faculty Research Program award this year to pursue his research on "Col. Eli Lilly: The Paris Years, 1869-1873." Bob served the university with two class presentations this year: "Archival Theory and Practice at the University Archives" to the History Methods Class in September, and "Introduction to Archives" to the Oral History Class in February. He also served as a member of the ROTC Advisory Council and the Honorary Degree Committee, and was a grader for the Writing Competency Exams.

In April **Johnson Kuma** received the 1997 Service Award for his work as a member of the university's African-American Heritage Committee. Other service to the university included membership on the Affirmative Action Advisory Committee, the African-American Studies Advisory Committee, the Judicial Board, and on two search committees: For the Director of Human Resources, and for the faculty position in African-American Studies. Johnson attended two Cooperative Collection Management Program (CCMP) Subject Bibliographer's meetings in Bloomington-Normal this year, in July and in November. He also attended the Public Services Forum of the Illinois Library Computer Systems Organization (ILCSO) in Chicago in December, and the Online Computer Library Center (OCLC) Users' Group meeting in Chicago in December. He is a member of ILA. In the community, Johnson was a volunteer for the CROP Walk in October.

Allen Lanham served in several professional organizations during the year. He was chair of the Council of Directors of State University Libraries in Illinois; he was an elected member of the Board of Directors of the Lincoln Trail Libraries System; he is a member of ALA and attended the annual conference in New York in July 1996 and in San Francisco in June 1997, as well as the midwinter meeting in February and the annual Legislative Day in May, both in Washington, D.C.; he served on the Organization and Bylaws Committee of LITA, and was a member of LAMA; he is a member of the Music Library Association, ILA, and the Illinois State Library's (ISL) Statewide Committee on Electronic Resources; he was an invited participant in the Fourth Annual ISL Atkinson Symposium in Urbana in November. He is also a member of the Coles County Librarians Association. Allen is a member of ACRL and attended the 8th National Conference in Nashville in April. He also served on the Illinois Board of Higher Education (IBHE)/ACRL Liaison Committee this year. He is a member of the Illinois Cooperative Collection Management Coordinating Committee of the IBHE and served on its Subcommittee for Database Negotiations this year. In December he presented "The State of the State in Cooperative Collection Management" at the CCMP annual meeting in Chicago. Allen served as chair of the ILCSO Electronic Resources Committee this year, and made presentations at the ILCSO Public Services Forum in Chicago in December and at the annual meeting in Urbana in June. He made a presentation on Thailand to three groups this year: The Rantoul Women's Club and the Charleston Rotary Club in September, and the EIU Political Communication class in October. In service to the university, Allen was a member of several committees: The Council of University Planning & Budget, the Academic Technology Advisory Committee, the Radio and Television Center Board, the Telecommunications Advisory Committee, the Martin Luther King, Jr. Memorial Scholarship Committee, and the Latin Heritage Celebration Committee. He was also a faculty member for the U.S. Percussion Camp in July, a member of the EIU Oratorio Chorus in December, and a participant in the Latin-American Heritage Exhibit in September.

Jane Lasky is a member of ALA, ILA and ACRL, and attended the ALA annual conference in New York in July. She also attended the OCLC Forum in Chicago in January and the ILCSO Public Services Forum in Peoria in April. Jane served the university as a member of the Women's Advocacy Council, the Council for Faculty Research, and the Women of Achievement Selection Committee. She served the community as a member of the Board of Directors of the Covered Bridge Girl Scout Council and its Fund Development Committee.

Carl Lorber was named Head of Reference Services in January. Carl is a member of ALA, ACRL, and ILA, and the Association of Specialized and Cooperative Library Agencies, and the Reference and User Services Association (RUSA). He attended the ALA annual conference in San Francisco in June and the ILCSO Electronic Resources Committee meeting in Chicago in September. Carl served the university as a member of the Americans with Disabilities Act Campus Steering Committee, as a grader for the Writing Competency Exams, and as a docent for the Tarble Arts Center.

Richard Seitz is a member of ALA and ILA, and of the American Association for the Advancement of Slavic Studies. In November he attended the ILCSO Technical Services Forum in Chicago. Richard served the university this year as a member of the Parking Committee.

In July **Marlene Slough** was named head of the restructured Circulation Services unit which combined Circulation, Periodicals, Interlibrary Loan, and Reserves. In December Marlene received a \$5,000 grant from the CCMP to fund the "Collection of Print and Non-Print Materials in Post-Colonial Literature, Cultures, and Art." She received a Booth Library Faculty Research Program award this year. Her ongoing research includes "An Examination of the Internal Use of Periodical Materials at Booth Library." Marlene completed her Master of Arts in English this year, at EIU. She co-authored "Initiating an Effective Personnel Development Program" with **Virginia Baldwin** and **William Gibbs**, which was published in *College and Research Libraries* in May 1997 (p. 267). Marlene is a member of ALA and attended the Midwinter Meeting in Washington, D.C., in February and the Annual Conference in San Francisco in June. She is a member of ACRL and attended the national conference in Nashville in April. As a member of LAMA she attended the LITA/LAMA national conference in Pittsburgh in October. Marlene is a member of RUSA and served on the RUSA-MARS Management Committee this year. She is also a member of the Special Libraries Association (SLA) and ILA. She attended the Illinois CCMP meetings in July and December, the ILCSO Circulation and Interlibrary Loan Forum in November and the ILCSO Public Services Forum in December. Marlene served the university as a member of the Faculty Development Advisory Committee, a docent for the Tarble Arts Center, and a grader for the Writing Competency Exams.

Nackil Sung's proposal for Laser Printing at Booth Library received an award of \$7,152 from the Student Technology Fee for FY97. Nackil was a member of the ILCSO "Look and Feel Team" for the DRA system implementation, and attended the DRA Users' Group conference in St. Louis in March. He also attended the ILCSO Implementation Task Force Committee meeting in July, the ILCSO Public Services Forum in December, and the ILCSO Operations Committee meeting in March. Nackil is a member of ALA and ILA.

Pam Waldrep is a member of ALA, ILA, and the Association for Library Collections and Technical Services. She attended the LITA/LAMA national conference in Pittsburgh in October and the ACRL national conference in Nashville in April. She also attended the ILCSO Technical Services forum in November. Pam served the university this year as a member of the EIU Environmental Health and Safety Committee, and the Financial Information System's Project Management Team. She participated in the Strategic Planning Focus Group in May, and attended a banquet of the Central Illinois chapter of the Society of Chartered Property and Casualty Underwriters, where she accepted a donation to the university. Pam served the community as a substitute teacher and greeter at Wesley United Methodist Church.

John Whisler was very active in ILCSO this year. In addition to chairing two committees, the Maintenance Committee and the Operations Committee, John attended the monthly Policy Council meetings, the Circulation/ILL Forum in November, the Public Services Forum in December, the Current Topics meetings in December and May, the DRA Implementation Task Force meeting in April, and the annual meeting in June, where he presented the Operations Committee report. He also made OCLC/DRA Loader Presentations at the Technical Services Forums in November and June, and served on the Report Planning Task Force. John attended the LITA/LAMA national conference in Pittsburgh in October, and the DRA Users' Group conference in St. Louis in March. John is a member of ALA and ILA, the Music Library Association, the Sonneck Society for American Music, and the Viola da Gamba Society of America.

Karen Whisler served as newsletter editor of the Illinois OCLC Users' Group this year. She was also a member of the ILCSO DRA Implementation Task Force and the ILCSO Principal Trainers Group. Karen attended other ILCSO conferences: the Circulation/ILL Forum and the Technical Services Forum in November; the Public Services Forum in December, and the annual meeting in June. She also attended the IOUG Executive Board Planning Retreat in Springfield in August, and the IOUG Current Topics meetings in December and May. Karen is a member of ALA and ILA, and the American Association of University Professors. She attended the LITA/LAMA national conference in Pittsburgh in October and the DRA Users' Group conference in St. Louis in March. Karen served the university as a member of the University Personnel Committee and the Continuing Education Coordinating Council. She is also a member of the UPI House of Delegates.

Rita Bridges completed her Master of Sciences degree in Family and Consumer Sciences this year, from Indiana State University. Rita received a thesis award from ISU, and presented her thesis at the conference of the American Association of Family and Consumer Sciences in Washington, D.C., in June. She also attended the annual meeting of the American Dietetic Association in San Antonio, TX, in October, and the ALA annual meeting in San Francisco in June. Rita is a member of ALA, the American Dietetic Association, and the Eastern Illinois Dietetic Association.

Patty Butler served as University Club president this year, and also on the committee for Celebration: A Festival of the Arts. Patty is a member of Phi Sigma Pi, Mortar Board & Tassels honor society, and the Club Management Association. She served the community as a member of the Illinois Jaycees.

Lois Dickenson made two presentations to classes this year: "Census Publications and Usage" for the Economics Department, and "Orientation to Government Documents" for the Political Science Department.

Suellen Eggers attended the ILCSO Circulation/ILL Forum in Kankakee in November.

Susan Eisenhower's "A Subversive in Hyperspace: C.J. Cherryh's Feminist Transformation of Space Opera" was published in the *New York Review of Science Fiction* in October 1996 (p. 98). Susan is a member of the Society for Utopian Studies and presented "The Corporate Dystopia in C.J. Cherryh's *Heavy Time*" at their annual conference in Nashville in October. She is also a member of the Science Fiction Research Association. Susan attended Name-That-Con in St. Louis in April and was recipient of the Fan Guest of Honor award and the award for Best 3-D Art. Her costume was awarded Best in Class at Archon in Collinsville in October.

Barbara Funk served the community as a board member for the American Cancer Society and a Reach for Recovery volunteer, as a participant in the CROP Walk, and as recording secretary for the Trinity Lutheran Church.

Jeanne Goble served as a library volunteer for the Charleston Community Grade Schools.

Mary Grivetti is a member of Alpha Sigma Lambda and served as a cantor in St. Charles Borromeo Catholic Church.

Nancy Jones is a member of Friends of the Library-Camargo Township District Library and served on the Library Regional Planning Committee.

Stacia Kuhn served the university as a member of the University Marketing Committee, the Ad Hoc Publications Sub-Committee, and the University Web Masters Committee.

John Looby served the university as a member of the Commencement Committee, the Buzzard Moveable Equipment Committee, the Buzzard Technology Committee, and the Buzzard Classroom Committee. John served the community as a coach with the Charleston Recreation Department.

Jennisen Lucas attended the ILCSO Circulation/ILL Forum in Kankakee in November.

J. Alan Speer is a competitive swimmer and won several medals at competitions during the year: In 1996 at the Prairie State Games and the Manhattan Island Marathon Swim; in 1997 at the Central Illinois Masters meet, the Illinois State Championships, and the Queen's Birthday Meet in Ann Arbor, MI. Alan also served on the Adult Board of American Field Service (AFS).

Anita Thomas served the university this year as secretary for the Staff Senate and as a member of the Parking Committee. Anita was also active in the AFSCME 981 Clerical/Technical chapter, serving as chapter chair and on the Negotiations Committee and the Executive Board.

Myrna Thomason participated in the Strategic Planning Focus Group. Myrna served the community as a member of the Zonta Club of Coles County.

Ramona Wise was a member of the National Education Association, the Laubach Literacy Action, the Illinois Reading Council, and the EIU Reading Council. Ramona served as a tutor and trainer in adult literacy for Project PAL. She attended the Showcase of Literacy in Chicago in August and the EIU Reading Council Conference in October. She participated in the LD Tool Box in Carterville, IN, in September. Ramona was also a member of the Zonta Club of Coles County and the Coles County Historical Society.

Jacqueline Worden received several awards for her artwork during the year. She took First Place-3-D, in the Effingham Art Guild Show and First Place-3-D/Professional, Third Place-Photography/Amateur, and Third Place-Mixed Media, at the Rockome Gardens Country Art Show. She also participated in the annual Christmas Art Sale at the Tarble Arts Center and donated 40 percent of her profits to the Art Department scholarship fund. Jackie was a Volunteer Pioneer at the Lincoln Log Cabin historic site. She was a member of the Coles County Arts Council, the Champaign County Audubon Society, the Vermilion County Audubon Society, and served on various committees for the 1st Church of Christ, Scientist.

Several staff members furthered their education at Eastern or other institutions. Many are working toward a degree. The following persons took classes during the year, in subjects ranging from ceramics to computer network management: **Robert Chen, Marlene Slough, Nackil Sung, Pam Waldrep, Philip Blair, Rita Bridges, Patty Butler, Margie Checkley, Lois Dickenson, Susan Eisenhour, Mary Grivetti, Stacia Kuhn, Jennisen Lucas, Jeri Matteson-Hughes, Scott Minor, Paula Reveal, Lucia Webb, and Jacqueline Worden.**

COLLECTION

Materials Accessed Through ILLINET Online

Location	Monographic and Serial Units Added 1996-97	Total Serial Units	Total Monographic Units	Total Units
Stacks	12,462	86,412	336,334	422,746
Special Collections	305	767	4,593	5,360
Big	319	885	2,230	3,115
Oversized	100	52	170	222
Art	1,174	4,020	32,434	36,454
Juvenile	398	143	21,228	21,371
Reference	1,474	34,300	20,831	55,131
Periodicals	6,489	165,470	5,349	170,819
Books with Media	250	498	69	567
Audio Cassettes	36	168	644	812
Audio CDs	194	216	1,531	1,747
Vinyl Recordings	-8	368	9,416	9,784
Software Diskettes	41	134	88	222
CD-ROMs	30	124	51	175
Video Cassettes	471	956	2,501	3,457
Video Discs	37	91	142	233
Films (16mm)	-3	3	366	369
Media Reserve	109	90	2,689	2,779
Miscellaneous Media	-26	50	82	132
Archives	64	784	274	1,058
Read & Relax	14	7	1,530	1,537
Maps	142	128	582	710
Textbooks	783	2,541	2,724	5,265
Technical Services	6	697	174	871
Documents	5,318	24,079	37,696	61,775
Document CD-ROM	136	221	67	288
Document Microforms	3,858	17,797	11,057	28,854
Microforms	103	2,887	9,053	11,940
Storage	-193	5,938	337	6,275
AV Equipment	0	98	2	100
Total	34,083	349,924	504,244	854,168

Materials Accessed Locally

Material Type	Units added 1996-97	Total Units
Documents	0	221,453
Maps	0	25,891
Pamphlet File	648	19,401
Picture File	242	8,685
Telephone Directories (print)	-77	214
College Catalogs (print)	8	479
Microforms	17,093	1,880,076
Total	17,914	2,156,199

C I R C U L A T I O N a n d S E R V I C E S

	FY97	FY96	FY95	FY94	FY93
On-line Circulation					
Book Stacks*	184,920	168,967	183,266	151,357	129,371
Periodicals	40,205	41,643	50,406	53,916	58,708
Total	225,125	210,610	233,672	205,273	188,079
In-building Circulation					
Book Stacks	36,497	36,390	26,952	47,109	40,206
Periodicals+	75,802	91,666	n/a	n/a	n/a
Reserve	35,220	38,415	48,184	42,478	35,377
Reference-	45,333	46,523	51,777	20,035	25,657
Media+	n/a	n/a	n/a	17,829	22,101
Computer Software+	n/a	n/a	n/a	734	2,109
Microform	13,438	19,849	22,810	17,588	12,353
Total	206,290	232,843	149,723	145,773	137,803
Interlibrary Loan and Document Delivery					
ILLINET Online lending	20,298	19,776	20,197	19,019	16,858
OCLC lending	3,560	3,081	2,439	2,085	2,430
Other lending	1,651	2,333	2,265	2,342	2,442
Total lending	25,509	25,190	24,901	23,446	21,730
ILLINET Online borrowing	11,241	11,068	9,910	8,258	7,857
OCLC borrowing	3,446	2,201	u/a	u/a	u/a
Other borrowing	4,717	4,344	3,654	3,503	2,626
Total borrowing	19,404	17,613	13,564	11,761	10,483
Total	44,913	42,803	38,465	35,207	32,213
Unfilled borrowing requests	1,033	n/a	n/a	n/a	n/a
Unfilled lending requests	6,948	7,536	7,456	6,674	13,532
Electronic Logins/Searches					
IBIS searches (hours)	14,875	14,869	13,785	7,489	3,190
FirstSearch searches	30,401	27,043	10,302	3,741	2,864
NovaNet sign-ons (hours)	2,264	1,448	1,763	554	626
Presentations, Tours	198	205	264	230	188
Persons Served in Presentations	3,736	3,200	4,273	3,926	3,864
Gate count	550,486	550,724	489,834	464,028	450,683

* Includes all materials circulated through LCS (on-line system), except periodicals.

★ Periodicals count initiated FY96.

▶ Includes books, pamphlets, and uncataloged maps and pictures.

+ During 1993-94 these materials were barcoded and moved to the on-line system.

OPERATING BUDGET

	FY97	FY96	FY95	FY94	FY93	FY92	FY91	FY90	FY89	FY88
Personnel Services										
Civil Service	\$937,640	\$889,775	\$845,678	\$846,523	\$829,265	\$795,868	\$792,553	\$771,731	\$646,662	\$587,610
Graduate Assistants	9,540	9,540	9,540	9,540	9,540	9,540	11,660	13,000	15,750	11,940
Professional	952,680	984,922	929,921	920,431	921,942	959,011	930,833	931,901	818,266	794,281
Student Help	107,329	107,120	110,526	91,304	91,956	92,592	98,955	90,331	76,645	76,448
Overtime and Holiday	5,390	5,633	4,963	3,547	2,820	4,567	4,259	5,331	5,388	3,301
Shift Differential	1,622	1,761	1,789	1,803	1,772	1,628	2,997	1,714	1,747	1,650
Accrued Leave	23,657	2,209	7,656	26,758	13,561	u/a	u/a	u/a	u/a	u/a
Sick Leave	71,924	5,723	8,120	49,559	28,828	u/a	u/a	u/a	u/a	u/a
Total Personnel Services	\$2,109,782	\$2,006,683	\$1,918,193	\$1,949,465	\$1,899,684	\$1,863,206	\$1,841,257	\$1,814,008	\$1,564,458	\$1,475,230
Operating Expenses										
Commodities	45,566	\$ 35,905	\$ 42,001	\$ 30,155	\$ 29,348	\$ 42,281	\$ 42,466	\$ 39,920	\$ 42,051	\$ 36,452
Contractual Services	67,470	56,457	54,800	17,294	156,425	154,770	143,103	139,781	159,207	140,317
Equipment	147,842	139,576	65,126	96,071	37,766	31,023	81,600	71,647	72,620	35,793
Automotive Equipment	644	600	518	600	400	599	612	600	643	683
Postage	8,919	6,971	6,216	4,975	5,050	5,476	7,732	7,750	5,924	6,398
Telecommunications	11,849	10,500	14,947	10,149	11,365	9,291	19,176	18,300	15,881	11,131
Travel	20,000	13,750	13,247	12,000	11,200	15,775	15,504	17,200	15,644	9,749
Total Operating Expenses	\$302,290	\$263,759	\$196,855	\$171,244	\$251,554	\$259,215	\$310,193	\$295,198	\$311,970	\$240,523
Resources and Materials Expenses										
Books, Serial Backfiles and Other Print Materials	302,026	\$360,417	\$337,972	\$303,703	\$259,941	\$230,367	\$277,874	\$348,981	\$343,453	\$230,066
Current Serials	507,211	457,082	397,843	399,694	434,990	475,935	459,379	435,775	405,676	381,683
Audio-Visual Materials	46,298	40,421	40,520	27,085	21,670	24,907	22,245	24,800	18,091	17,385
Microforms	71,085	40,536	46,195	25,375	23,914	28,972	37,499	56,225	26,924	20,113
Bibliographic Utilities, Networks, and Consortia	120,094	119,297	109,986	115,600	*	*	*	*	*	*
Computer Files and Search Services	21,520	4,245	17,837	24,709	*	*	*	*	*	*
Document Delivery/ILL	5,970	7,814	13,020	146	*	*	*	*	*	*
Binding and Rebinding	30,000	30,000	30,000	30,000	30,000	28,802	30,000	30,000	27,068	30,000
Total Resources and Materials Expenses	\$1,104,204	\$1,059,812	\$993,373	\$926,312	\$770,515	\$788,983	\$826,997	\$895,781	\$821,212	\$679,247
TOTAL BUDGET	\$3,516,276	\$3,330,254	\$3,108,421	\$3,047,021	\$2,921,753	\$2,911,404	\$2,978,447	\$3,004,987	\$2,697,640	\$2,395,000

*Included in Contractual Services

BOOK and MATERIALS BUDGET *by discipline*

	FY97	FY96	FY95	FY94	FY93	FY92	FY91	FY90	FY89	FY88
Afro-American Studies	\$ 4,197	\$ 4,197	\$ 4,197	\$ 2,790	\$ 2,674	\$ 1,696	\$ 2,000	\$ u/a	\$ u/a	\$ u/a
Art	15,088	15,088	13,988	14,295	13,023	13,581	15,172	14,874	13,047	12,381
Botany	25,960	25,960	25,960	25,047	24,169	32,062	33,018	32,370	28,395	26,366
Business	44,405	44,405	44,405	43,174	41,341	48,380	50,005	49,025	43,005	39,979
Chemistry	50,454	50,454	50,454	47,729	46,973	56,020	55,767	54,673	47,959	44,214
Communication Disorders & Sciences	9,579	9,579	5,669	5,639	5,279	5,823	6,260	6,138	5,384	5,094
Economics	14,470	14,470	14,400	14,280	13,406	14,874	15,931	15,619	13,701	12,881
Education	41,516	41,516	16,676	16,213	15,526	24,480	26,096	25,585	22,443	21,069
English	23,767	23,767	16,767	17,003	15,612	16,551	18,282	17,923	15,722	14,920
Environmental Biology	9,465	9,465	6,845	6,418	6,373	u/a	u/a	u/a	u/a	u/a
Family & Consumer Sciences	19,044	19,044	14,944	14,723	13,912	15,150	16,602	16,277	14,278	13,388
Foreign Languages	7,311	7,311	7,311	7,233	6,806	7,585	8,100	7,941	6,966	6,201
Geography/Geology	20,226	20,226	20,226	19,223	18,831	22,303	22,979	22,528	19,761	18,269
History	16,657	16,657	15,557	15,744	14,429	15,424	16,986	16,654	14,608	13,856
Journalism	4,947	4,947	3,042	3,096	2,824	2,978	3,308	3,244	2,845	2,707
Latin American Studies	2,564	2,564	2,564	990	874	u/a	u/a	u/a	u/a	u/a
Mathematics	24,221	24,221	24,221	23,028	22,517	26,519	27,447	26,909	23,604	21,838
Music	15,143	15,143	15,143	15,246	14,099	15,213	16,590	16,265	14,268	14,128
Philosophy	5,776	5,776	5,711	5,706	5,316	5,812	6,288	6,166	5,408	5,103
Physical Education	18,234	18,234	13,884	13,648	12,421	14,594	15,449	15,145	13,285	12,445
Physics	33,949	33,949	33,949	31,981	31,590	37,206	37,752	37,012	32,467	29,914
Political Science	23,235	23,235	23,235	23,165	21,633	23,765	25,618	25,116	22,031	20,758
Psychology	21,782	21,782	21,282	20,443	19,813	22,859	24,021	23,550	20,658	19,213
ROTC	644	644	644	670	599	599	689	676	593	570
Sociology/Anthropology	17,981	17,981	17,981	17,756	16,741	18,732	19,949	19,558	17,156	16,101
Speech Communication	10,247	10,247	6,507	6,594	6,058	6,432	7,098	6,958	6,104	5,791
Technology	15,561	15,561	11,861	11,738	11,042	12,302	13,140	12,882	11,300	10,615
Theatre Arts	5,710	5,710	4,010	4,091	3,734	3,909	4,355	4,269	3,745	3,563
Women's Studies	2,559	2,559	2,559	899	794	771	500	u/a	u/a	u/a
Zoology	45,270	45,270	45,270	43,186	41,689	54,304	54,636	53,565	46,987	41,709
Booth Library										
Reference/General	233,447	238,419	208,141	208,117	198,935	179,078	173,428	243,288	221,531	154,995
Contingency	56,614	39,118	42,784	45,065	40,811	10,884	19,280	21,780	41,819	9,000
Curriculum Lab	10,000	10,000	10,000	u/a	u/a	u/a	u/a	u/a	u/a	u/a
Document Delivery	10,000	10,000	7,200	u/a	u/a	u/a	u/a	u/a	u/a	u/a
Booth Library Fellows	1,000	1,000	1,000	1,000	1,000	691	1,000	1,000	1,000	500
Juvenile Collection	1,933	1,933	1,933	1,800	1,800	1,244	1,800	1,800	1,800	1,800
General Interest Periodicals	26,314	21,338	22,739	21,170	21,170	26,365	26,150	29,822	26,160	22,000
Multi-Departmental Periodicals	18,200	15,200	16,156	12,754	9,942	7,025	12,281	18,903	16,581	12,212
Recreational Periodicals	2,052	2,052	2,052	700	700	484	700	300	300	300
Popular Fiction	322	322	322	300	300	207	300	300	300	300
Film and Video	16,777	21,171	21,171	17,909	15,809	15,154	18,019	17,665	16,000	15,067
Binding	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
TOTAL	\$956,621	\$940,515	\$852,760	\$810,563	\$770,565	\$791,056	\$826,996	\$895,780	\$821,211	\$679,247

Booth Library

600 Lincoln Avenue
Charleston, Illinois 61920
(217) 581-6061
www.eiu.edu/~booth