

**Stockwell-Mudd Library  
Annual Report, 2000-2001**

**Introduction and Summary**

This year has been an exceptionally busy one for the Stockwell Mudd Libraries. The following report provides in detail a sense of the breadth and depth of the library staff's activities and accomplishments during the year. In August of 2000 we set out an action plan for the year that has largely been completed despite the challenges represented by this list. Here are some highlights:

1. Although building space and design remains a major concern of the Library, we were able to address some of these concerns by development of a Library Lounge, new computer lab, refurbishment of some tables and chairs, and adding some improved carpeting. We still need to work with a space consultant to develop an overall plan for the library work and service spaces. The greatest concerns remain in Circulation-ILL /Reference and Special Collections where overcrowding and bad design are major problems. Housekeeping continues to be a concern despite the good efforts of the staff.
2. Collection Development had an excellent year as we added major new databases and reference works. Our increased funding for collections has had a positive impact on circulation and use of library resources of all types. Electronic books arrived in a big way with the adding of over 10,000 e-books to our collections through our participation in AccessMichigan and through the Michigan Library Consortium's cooperative purchasing agreements. We also continued to add hundreds of electronic journal subscriptions and J-STOR electronic journal back-files.
3. We made major strides in Special Collections where organization and access to the wealth of resources we have in the College Archives, the Methodist Archives, and in Rare Books is finally being made available to our patrons. Among the concerns remaining is the lack of a records management policy for the College. In addition we have space and staffing issues that are persistent and need addressing if we are to meet the need for access to and service for these valuable collections
4. We addressed a number of service issues during the year. We started a process for the evaluation of new and continuing databases. The new version of FirstSearch was set-up and implemented. Electronic Reserves were piloted and will be fully implemented in 2001-02. Circulation Policy revision began in earnest and will be completed in 2001-02. The Bibliographic Instruction program continued to grow with the addition of services to many First Year Seminars. A major concern is developing here for staffing this service. Right now two librarians are carrying the major responsibility and they need help. In Cataloging the effort was focused on finding ways to handle a dramatic increase in workload. We explored the possibility of outsourcing some of the highly specialized types of cataloging and are in the process of developing agreements to do this through OCLC's Tech Pro service. We also reviewed priorities in workflow and began to address these in an orderly manner. The growth in work volume is largely made up of the

increasing electronic publications, the need to catalog more special collections, the increase in the number of gift collections, and the remaining Dewey books that require re-classification.

We also addressed a number of outreach issues during the year. A strong effort was inaugurated to integrate our special collections resources into the instructional program of the College. The key here is building working relationships with faculty. We sought to develop a stronger public relations program for library services: a newsletter, *Ex Libris*, was inaugurated and a larger number of displays were used to promote reading and knowledge of library collections and services. We also continue to look for ways to improve the Library liaison and bibliographic instruction programs.

5. Library system issues were addressed in upgrades to the Innovative Interfaces, Inc. system itself and through the redesign of the Library's web pages. New features were explored such as an "Ask a Librarian" and "New in the Library" page. These should be available during 2001-02.
6. Although a number of diverse administrative issues were worked on during the year, the overriding issue is the mission and role for the library within the new Vision of the College. Related to this issue is the development of an organizational model that best fits the library's future role in the face of rapid changes in technology and patron needs. This year we as a staff determined that we needed help to address these wide-ranging issues. To that end, we have contracted with an organization planning consultant, Eric Craymere, to work with us over the next six months in developing a systematic vision and plan for library services that will serve us for the future.
7. As in previous years the library staff has been involved in a wide range of professional activities and developmental programs for self-improvement and service to our professional and local communities. These are listed in detail below.

### **Library Program Activities by Unit and Topic**

This section of the report presents detailed listings and descriptions of Library program activities over the last year. Because the report is submitted before the end of the fiscal year, we will provide a statistical report on these activities later in the fall after we are able to compile all of the data and provide some interpretation of this data.

#### **Administration**

##### New administrative secretary

Our long-serving secretary, Lyndia Wash, resigned in the late summer of 2000 and was replaced, after a lengthy search, by Gina DeBoer.

##### Advancement activities

- **Mellon Grant**  
Albion College along with Hope and Kalamazoo Colleges received a \$325,000 Mellon grant to develop a model program for integrating library information literacy and technology into upper level courses in the major field of study.
- **W. K. Kellogg Grant**  
The W. K. Kellogg grant continued to support important Library programs for the last year. Among these were a number of our major reference databases and upgrades to technology. A new, well-equipped computer instructional lab was constructed in the lower level of the Mudd Building. This state of the art facility provides instructional support and access to computers for the College and Albion community members. The library has been set up for wireless access to the College network and we will provide loaner laptops to students and others from the Library Circulation Desk.
- **Friends of the Library**

### ***Odd Topics***

Cheryl Blackwell continued to coordinate and arrange the presentations. Attendance was good at all events, bringing together an audience of Friends of the Library, faculty, students, community members, and occasional visitors from outside Albion. The following Odd Topics were presented during 2000-01:

Keith and Mary Margaret Moore “WPA Post Office Murals”  
 John Kondelik “ Philately for Fun and Profit”  
 Pati Scobey “Bartering With Books”  
 Jenny Thomas “The Care and Identification of Photographs”  
 Frank Frick “With Thanks to Longstreet”  
 Bruce Weaver “Cuba: It’s What You Expect, But Then It’s NOT–A  
 Tourist’s Observations On Cuba And Its 43rd Year Of the Revolution”

### ***Book Sale***

The book sale was a major success this year with about 100 people going through the sale over the three days. Once again there was a presentation aimed at patrons of the sale. This year's presentation focused on our rare books in the sciences. The presenters were Jennifer Thomas, Claudia Diaz, and John Kondelik. The sale brought in \$1,882.69 for Friends of the Library projects.

### ***Friends recognition***

For the first time the Library sponsored a special Friends recognition event that allowed us to thank our Friends for their continuing support through their donations and participation in Friend's activities. Special recognition was made to Dr. Jeffrey Carrier, outgoing Vice President of Academic Affairs, for his long and continuing support of the Library and its programs.

### ***Major gifts***

*Collections:*

The Library received a significant number of large gifts of books and periodicals this year. Three very large gifts were received from Russell Babcock '27, Hugh Sebastian '28, and Bill Hayes, professor emeritus of Psychology. All three collections contained many valuable and useful books that will enrich our collections. Other collection gifts came from: Dr. Marlene Francis, Dr. Brian J. Redmond, Dr. William Gillham and Richard Davis.

*Funds:*

Major cash gifts and endowment gifts were received from the following donors: Peter Hart, established an endowment in the amount of \$10,000 in the name of his father, the estate of Gloria Leppi left a gift of \$7,500 to the library endowment, the Schleg lecture gift of \$1,000 and a \$1,000 gift from the David L. and Mary A. Williams Fund.

*Membership:*

There were 96 members of the Friends of the Library this year.

- ***Ex Libris newsletter***

The Newsletter was inaugurated in September with Marion Meilaender as editor. Plans are to publish three times a year. It is mailed to faculty and staff and is available in various locations around the Library. Its purpose is to publicize Library events and news such as new databases and acquisitions as well as features about staff and student employees.

- ***Library displays***

A new program of regular displays promoting reading was inaugurated this year. These are located throughout the Library and feature monthly displays keyed to writers' / artists' / composers' birthdays; thematic displays such as "Best Sellers 100 Years Ago," Penguin Classics, and Seasonal displays; displays featuring award winners such as Booker Prize winners or GLCA fiction and poetry award winners; National Poetry Month displays.

- ***National Poetry Month***

In addition to displays featuring this national event, Marion Meilaender of the Library staff has developed a program to help the campus celebrate poetry as an art form through such activities as "Random Acts of Poetry" (sent to all departments /offices) and Poetry Fest. This year Poetry Fest was held on April 25, 2001 in the KC Langbo Living Room and featured poetry readings and music based upon poetry.

Building improvements and maintenance

- Sign project - Carolyn Gaswick provided leadership and spent a lot of time on working with our vendor to get the library signs installed. Gina De Boer provided support for Carolyn and the signs are now being installed and should soon be completed.
- The Library lounge was set up and has become very popular with patrons and staff.

- Disaster Recovery and related preservation issues. Jennifer Thomas and Carolyn Gaswick revised the library's disaster recovery procedures and recommended specific actions that need to be taken. These will be fully implemented in 2001-02.
- Work area design and general appearance of the library buildings continues to be a concern. Circulation/Document Delivery, Reference Desk, Technical Services, Library Office, Special Collections, and other areas need improvements in work area design to improve ergonomics and work flow. We continue to look for funding to meet these needs. We were able to make some improvements this year using gift and end of the year funds. We continue to request funding in our budget requests.

### Planning

- Two librarian retreats for planning and assessment were held during 2000-01.
- The Library staff has begun to work with a consultant (Eric Craymer) on a process to plan for the library's future role within the new College Vision, and to prepare ourselves to meet the growing changes in the library environment at large caused by rapid changes in technology and a broadening of the library's role as a mediator of information.

### Budget and Facilities

The improved funding for the Library program continued to have a positive impact on collections and services. We are now able to recapture some of the ground in our ranking among GLCA Libraries (see GLCA Statistical Report Fall 2000 with rankings). The cost factors that have been affecting Library budgets for the last two decades moderated slightly during 2000-01, but they remain a continuing concern. Inflation for journal subscriptions continues well above the national norm for cost of living. This year we anticipate another 9+% increase in our subscription cost. We are also faced with a new issue with the growth in electronic publications. E-books and e-journals are becoming a core component of our collection development efforts. Unfortunately, one does not replace the other. We are now faced with issues like ownership of our collections versus licensing access. The problem is long-term access in the future. There are unknown risks involved with a volatile marketplace where promises and agreements may not guarantee future access. We are often faced with the necessity of having both the electronic and the paper versions of a publication. Sometimes this is a requirement of the publisher in order to get the electronic version at an affordable price. Issues like these will continue to plague us as we move into the new electronic world of publication.

Other concerns remain to be met for the Library. We have an aging facility in our two buildings. We see the problems of aging everywhere. Furniture, offices, and service areas designed for a Library of 25 to 50 years ago are what we are dealing with today. For the last several years we have pressed our case for a systematic replacement program to refurbish the Library. So far we have not received sufficient funding to address these needs in any significant way. We try to use whatever resources we can to deal with the most critical of the problems immediately. Now we are simply faced with a growing awareness that we are simply running out of space. This is basically a financial resource issue. We have good solutions, but have not received much encouragement or support. The goal for the Library in the current capital campaign is woefully inadequate to address

this issue. Furthermore, this goal was set without any direct consultation with the Library staff. We make a plea to address this growing concern through a careful review of the issue with the Library staff who are most aware of and expert in these issues.

### Assessment

#### ***Effort 1.***

In an effort to assess the library and research skills and habits of our incoming first year students, the library placed 14 questions on the First Year Student Survey administered to approximately 335 incoming students. For the most part, the results clearly indicated that most of our first year students do NOT have good, or in some instances, even adequate library skills. Some of the most troubling statistics are:

- 120 students claimed that the Internet was the type of source they used most frequently when writing papers
- 116 students claimed that “compared with books and journals”, the material found on the Internet was equally reliable (25 students said Internet material was MORE reliable).
- 288 students did NOT understand that subject headings are “standardized terms or phrases used to describe the subject content of a work”
- 180 students did NOT understand a simple Boolean logic search

On a more positive note:

- 264 students agreed or strongly agreed that all first year students at Albion should receive instruction in how to use the library

We discuss our findings in more detail in our report to the Assessment Committee.

#### ***Effort 2.***

The Library attempted to determine if recent efforts to heighten awareness of library services, facilities and collections are working. We decided that an easy, though not conclusive, way to gauge this would be to compare our monthly gate counts with past years' gate counts. The final statistic and conclusions will be presented in a report to the Assessment Committee at the beginning of the fall semester

### ***Assessment Efforts for 2001-2002***

*Effort 1:* The library skills questionnaire/survey will be completed by incoming first year students.

*Effort 2:* We hope to be able to include questions in the Senior Survey, in order to gauge student information-seeking abilities, and knowledge of standard information sources in their major(s).

*Effort 3:* We will review our past assessment efforts and determine if any of these past efforts need to be re-assessed. This is important because it will let us know if we have

continued to improve and if the feedback loop of our assessment efforts is working properly.

## **Public Services**

### Reference

- The growth in the availability of electronic resources continues. Major additions during 2000-2001 include NetLibrary, which provides access to more than 10,000 electronic books, and Web of Science, one of the premier scientific databases available.
- Worked with Pam Schwartz in Learning Support to subscribe to the Recording For The Blind And Dyslexic service. We have purchased a special tape player, and are now ordering books on tape through this service for students with special needs.

### Bibliographic Instruction and Information Literacy

- Cheryl Blackwell presented 37 class-related instruction sessions.
- Michael Van Houten presented 30 class-related instruction sessions.
- Allie Moore assisted presenting 2 class-related instruction sessions.
- Cheryl Blackwell developed and interpreted results of Information Literacy skills assessment/questionnaire for Student Life First Year Experience Survey.

### Circulation Services

- Michelle Gerry and Allie Moore continued work on the revision of the library's Circulation Policy. The revised policy should be ready for implementation in 2001-02.
- An Electronic Course Reserve Policy was developed by the same team and a pilot project was put into place for trial this spring. The pilot project placed 631 items on electronic reserve and these items were used 6,046 times. With the success of this pilot, the full service will be available to all faculty this fall.

### Student Employees

Student employees continue to perform a critical role in every unit of the Library. The Coordinator of Circulation Services, Michelle Gerry, is responsible for supervising the application, screening and placement of student employees. A number of improvements have been implemented.

- A new automated time card system was implemented that is more accurate and efficient than the previous hand written time card system.
- Supervision & training of student employees
  - Sessions for new students (3)
  - Sessions for returning students (2)
- Michelle Gerry continued to develop automated training aids to assist with student training.

### Interlibrary Loan and Document Delivery

- The ARIEL electronic document delivery system continues to be an important resource in Interlibrary Loan. A new version of the ARIEL software is coming out this summer. This service has expanded the number of libraries participating and the quality of copies provided has steadily improved. The speed of response to requests remains one of its key features.
- A number of new products to enhance Interlibrary Loan service will be added during 2001-02:
  - Prospero - desk top delivery of articles via Ariel to patron's computers. This will speed up delivery and will eliminate the printing of paper copies by the library.
  - Direct request - OCLC has a patron initiated request procedure that will be implemented by Allie Moore this fall. This should improve the response time on regular interlibrary loan requests

### InMich

Allie Moore, Michelle Gerry, and Claudia Diaz worked together to set up our participation in the InMich Pilot Project to test direct patron initiated requests of books from a group of six Michigan Libraries (including Albion Public Library, Michigan State University and three other school, public, and academic libraries). The project appears to be a great success with our students and faculty. Patrons are very happy with the speed with which they receive their books and the wide range of books available from the participating libraries, particularly Michigan State University. We have recently learned that the InMich project will be continued and we will be submitting an application for federal LSTA funding for InMich 2 which will allow us to expand the membership in InMich to 12 to 14 libraries instead of just the original six. We expect Central Michigan University and the Library of Michigan to join InMich 2 thus significantly expanding the resources available to our patrons. InMich is one of the most important library resource sharing projects in the history of Michigan library services. Its success could fundamentally change the direction of collection development and bring about more effective and efficient use of the resources of our libraries in Michigan. We have been very pleased to be part of this breakthrough experiment in multi-type library cooperation.

## **Technical Services/ Collection Development**

### Acquisitions

The number of book orders has increased significantly due to the increase in the library's budget. Since book ordering needs to be completed by a specific date in the fiscal year, our Acquisitions Assistant worked 10 hours per week overtime for 2 months to finish our ordering in a timely manner. We have also seen a significant increase in the number of Out of Print searches that we are doing. This burden has fallen on the shoulders of the Acquisitions Accounting and Operations Coordinator along with an increased workload of accounting activities from our increased budget.

We have received several large donations of books that are being processed as rapidly as time permits. Storage space in the attic for the unprocessed material is extremely tight.

### Cataloging

As expected, the volume of material being cataloged has also increased substantially. We are seeing larger numbers of items in all formats, but especially in videos, computer software, multimedia, electronic journals and books, and databases. The biggest change has been in the number of electronic journal titles that we have added to our collection. Not only are we adding new journal titles, but we are also re-cataloging existing paper titles that are now available in electronic form. Considerable time has been spent creating new procedures and OPAC formats for these electronic journals as well as for doing the cataloging itself. The electronic journal cataloging is being done by the Assistant Director and Head of Technical Services. We expect the number of electronic journal titles to increase rapidly over the next few years.

Since our cataloging workload has increased considerably we have been exploring options for handling this increase. One of the possibilities is having OCLC's Tech Pro service perform some of the more difficult original cataloging for us. We put together a proposal for Tech Pro that included some of our rare books, manuscripts, foreign language materials, and music scores. The quote they returned to us was deemed too expensive for us to pursue so we will be sending a revised proposal to them in the coming year.

The cataloging of the Longstreet Bible Collection was finally begun this year. This collection spans over 500 years and 100 languages. We hope to be able to finish it over the next two years.

### Collection Development

- The librarians reassigned the academic department and program liaison responsibilities for Collection development to better reflect the addition of two professional staff members and to work with the new Vision entities.
- The librarians continued the process of evaluating the libraries collections during the year. Cheryl Blackwell continued working with the Library of Congress Classification "H" and John Kondelik began working on Class "P." Marion Meilaender and John Kondelik re-evaluated the literature section of the remaining Dewey classified books and Jennifer Thomas and John Kondelik began to review Archives books and rare books.
- Cheryl Blackwell developed a missing videos list and placed orders to replace them.

### **Periodicals**

The number of journals now available electronically through the Library Home Page and the Library Online Catalog has grown tremendously, and is now nearly 700. New collections added include BioOne, and from JSTOR, the Arts & Sciences II Collection, the General Science Collection, and the Ecology and Botany Collection

This growth in electronic serials has resulted in a significant increase in time required to set up license agreements and to create and maintain bibliographic records. We have

developed procedures and created checklists for e-journal processing that spans three library departments. The most sizeable e-journal addition is American Chemical Society web editions, purchased at a substantial consortial discount. We are now making arrangements for electronic access to more of our basic journals through EBSCO online.

Training for the new windows based serials module, Millennium Serials, took place this year and this month, with the release of improved software, we are beginning the transition from the old character based system. As a representative from Innovative Interfaces said at the Users Group Conference, "Implementing Millennium Serials is the most complex aspect of migrating from character-based Innopac to Millennium", so our work is cut out for us this next year.

### ***Pleiad Project***

Marion Meilaender and Peggy Vogt, after many hours of sorting, page by page checking, and comparison of duplicate issues for nearly 110 years of college newspapers, completed the project to prepare the *Pleiad* for microfilming. Carolyn Gaswick made the arrangements with the Clarke Historical Library of Central Michigan University to do the preservation microfilming work for the project so the *Pleiads* will soon be readily available to students and staff of the College.

## **Government Documents**

Two activities stand out as exceptional this year: the federally mandated self-study and the transition to electronic rather than tangible format for many government publications.

In addition to writing the detailed self-study, Carolyn Gaswick revised the collection development policy for Federal documents and updated the Procedures Manual and congressional district information that must also be submitted to the Federal Depository Library Program.

This year the long promised transition to electronic documents has taken place in a matter of months. We went from under ten electronic records per month last spring to over two hundred this spring. We have redesigned our work routine, developed new guidelines, and begun cataloging and processing electronic-only as well as electronic and tangible (paper, microform, etc.) products. Every month there are new changes so modifications of guidelines and training are ongoing.

## **Special Collections (Archives and Rare Books)**

This year has been very busy for our new Archivist, Jennifer Thomas. Below is a list of major activities and accomplishments in the Special Collections area.

Events: Archives Open House, Schleg Lecture, National Archives Week T-Shirt Raffle

Exhibits: “Teaching Histories of Race & Gender: Recent Acquisitions of Early to Modern Books & Prints for the Archives & the Classroom”;

National Poetry Month: “The Marie Guy Kimball Poetry Collection”, “Michigan Methodist Poetry & Methodist Hymns”;

International Week: “Albion’s China Connection, Judson Dwight Collins & the Methodist Missions in China”

National Archives Week: “Archives at Work”, “A Code of Ethics for Archivists”

“An Historic Tour of Campus”

“Albion College Traditions”

“October Birthdays in Rare Books”

“Millbrook United Methodist Church, 1883-1993”

“Nineteenth Century American Bookbindings”

“Poetry of the Universe”

Return of Madelon Stockwell Turner items on display as requested in her will.

Acquisitions:

“Dark Town Comics” (Currier & Ives lithograph collection)

Russell Babcock Collection (Books, Papers, Philip Curtis correspondence)

Hugh Sebastian Collection (Books)

India dance manuscripts

Dean Family Collection (Papers, Books, Photographs, Family Genealogy)

Goodrich Collection (Sound recordings of sermons, Books)

“Teaching Histories of Race & Gender” Materials (Rare Books, Prints)

Alison Thomas Papers

UMC WMC Grand Rapids District Records

Additions to the Yinger Family Collection

Special Projects:

Special Collections Web pages (collection definitions, policies, research aids)

Physical reorganization/combination of Rare Books Room, Processing Room, Mending Room and Attic

Enhancement of conservation operation

Disaster Plan for the Library and Special Collections

Outreach:

Creation of indexes, inventories and finding aids for College History Files, College Photograph Files and Deceased Alumni Records, Eclectic & Atheniades, Julian Rammelkamp Papers, Presidential Papers of William W. Whitehouse that are available both in paper and on the Web.

Creation of brochures and handouts on historical photographs, records management, correct handling of archival materials, etc.; All archives policies available on the Web.

## **Library systems Developments**

Innovative upgrade

The Library online system received a much-needed upgrade during the 2000-2001 year. The Millennium upgrade was purchased from our vendor, Innovative Interfaces, and installed in late summer 2000. The upgrade included a new server and related equipment, updated software, and additional modules. The system is now much faster and more powerful, and we have been able to offer new services, such as Electronic Course Reserves, and Materials Booking. Existing modules have also been enhanced with additional capabilities. The upgrade will actually continue into 2001-2002, with scheduled training for enhanced Acquisitions and Serials modules, and for Web Management Reports software. Additionally, further enhancements to the Innovative software are expected in Release 2001, which will be available late in the summer of 2001.

### **Staff Activities**

#### Professional Staff:

##### ***John P. Kondelik, Director of Libraries***

- Continued as Administrator of the W. K. Kellogg grant. The grant is now in its last phase and the final report will be completed this summer by our evaluator Steve Gill.
- Continued as academic library member of the Executive Board of the Michigan Library Consortium. Currently chairing the Re-organization Task Force of MLC.
- Chaired and served final year of term on Budget, Salaries, & Benefits Committee of the Faculty.
- Served as Tri-chair of the Forks / Community Technology Committee. Helped develop a business plan for the continuance of the Forks beyond the W. K. Kellogg grant funding
- Attended the annual Oberlin Group meeting in Philadelphia.
- Worked with directors of Hope and Kalamazoo Colleges to develop and administer a \$325,000 grant for integrating technology and information literacy into upper division courses in the liberal arts and sciences.
- Worked on the development of a LSTA grant funded in the Fall of 2000 to support the InMich pilot project.
- Made a presentation on InMich at the annual meeting AICUM Librarians organization at Adrian College.
- Continued working with Cyberstate.org to develop a Michigan Community Network support organization.
- Continued to serve as co-chair of the Shurmur Institute and worked on the development of an action plan for 2001-01 and 2001-02.
- Continued as Treasure of the Rotary Club of Albion, MI.

##### ***Michael Van Houten, Assistant Director of Libraries and Head of Public Services***

- Continued as Elkin Isaac Undergraduate Research Symposium Committee Chair
- Continued to serve on the First Year Seminar Committee
- Continued to serve on the FURSCA Advisory Committee
- Continued as Sexual Harassment Grievance Committee convener
- Continued as NCAA/MIAA Faculty Athletics Representative
- Member of the MIAA Tri-State University Site Visitation/Evaluation Committee

- Continued to serve on the Michigan Library Consortium State-wide Database Evaluation/Group Licensing Committee
- Presenter with Carolyn Gaswick at conference on Electronic Journals sponsored by the Michigan Library Consortium
- Took over as Chair of the Michigan Colleges Foundation Information Literacy Online Tutorial development team
- Maintained the Library web site, and developed a number of new web pages
- Attended the NCAA Annual Convention

***Claudia Diaz, Assistant Director and Head of Technical Services***

- Continued as Academic library representative to the LSTA Advisory Council for the state of Michigan
- Attended the National Innovative Users Group meeting in Santa Clara, CA
- Attended the Michigan Innovative Users Group meeting in Lansing
- Continued as member of the Faculty Coterie Committee
- Continued as member of netLibrary Advisory Committee for Academic Libraries in Michigan
- Attended the Michigan Library Association, Library Technology Division's workshop, "Riding the Technology Bullet"
- Member of InMich implementation team for Albion College
- Member of Search Committee for Executive Director of the Michigan Library Association
- Attended training for Millennium Serials for Innovative Interfaces library system
- Gave talk, along with John Kondelik and Jennie Thomas, on "The History of Science" using materials from our Rare Books Collection at our annual Friends of the Library book sale

***Carolyn Gaswick, Head of Periodicals Documents Librarian***

- Continued as member of the Women and Gender Studies Committee and the Book Selection Subcommittee.
- Continued as member, Faculty Grievance Committee
- Member, Ford Institute Implementation Team
- Continued as member, Michigan Depository Library Council that establishes and oversees Federal Depository Library policy for Michigan libraries.
- Attended Fall and Spring meetings of the Government Documents Roundtable of Michigan
- Attended Innovative Users Group National Conference, Santa Clara, CA
- Participated in the Southeast Michigan Census Council Workshop
- Attended the Federal Depository Library Council Meeting and the Association of Public Data Users Workshop in Arlington, VA.
- Gave reports of the FDLC and APDU meetings at regional Michigan Depository meetings.
- Gave a presentation about electronic journals with Michael Van Houten for a Michigan Library Consortium program in Lansing.
- Participated in a Mellon Grant planning meeting
- Attended a program about improving the visual image of libraries

- Demonstrated Uncover/Reveal for five departments
- Presented six class-related instruction sessions.
- Participated in Millennium Serials training
- Prepared Depository Self-Study and supporting documents

***Cheryl Blackwell, Bibliographic Instruction and Reference Librarian***

- Attended 29th Annual LOEX Conference. “Administering a Library Instruction Program” May 3-5, 2001
- Attended Michigan Library Annual Conference, September 2000
- Worked on library assessment efforts for NCA accreditation visit.
- Presented session on developing effective library assignments at Writing Workshop for Faculty, January 2001
- Member of Advisory Council for Academic Skills Center
- Community relations:
  - Moderator at Albion High School Quiz Bowl
  - Presented session on the “World of Mid-Century Collectibles” Albion Academy for Lifelong Learning (AALL) June 6, 2001

***Jennifer Thomas, Marilyn Crandell Schleg Archivist and Special Collections Librarian***

- Attended the joint Midwest Archives Conference/Mid-Atlantic Regional Archives Conference in October
- Attended the Midwest Archives Conference in May
- Gave an Odd Topics presentation on the identification and preservation of photographs
- Repeated a revised PowerPoint version of the presentation for the Albion Historical Society, which was videotaped for viewing on the public access cable channel
- Gave talk, along with John Kondelik and Claudia Diaz, on “The History of Science” using materials from our Rare Books Collection at our annual Friends of the Library book sale
- Attended the annual conference for the West Michigan Conference of the United Methodist Church in May and put together a transportable version of the International Week exhibit on Methodist Missionaries in China for display at the event
- Presented one class-related instruction session
- Worked on the *Pleiad* microfilming project
- Member, CIS in Contemporary Expression in the Arts
- Received online library skills teaching position at the University of Maryland University College to start in the fall
- Visited 4 academic and administrative departments to discuss records management and library concerns
- Worked with Michelle Gerry on creating and implementing electronic reserves policy

***Allie Moore, Document Access Librarian***

- Attended the Michigan Innovative Users Group meeting.
- Attended a workshop for Academic Librarians that support Education Departments.
- Attended several planning meetings relating to InMich.
- Elected to Faculty Sexual Harassment Grievance Committee.

- Elected to Faculty Grievance Committee.
- Member of the Albion Public Schools Technology Planning Committee.
- Volunteer at the Harrington Elementary School Library.

Support Staff Activities:

***Bev Brankovich, Coordinator of Cataloging Services***

- Attended Groupwise calendar training session.
- Attended Microsoft Word training session.

***Yvette Eddy, Acquisitions Assistant***

- Attended Groupwise calendar training session.
- Attended Microsoft Word training session.

***Pat Engelter, Acquisitions Accounting and Operations Coordinator***

- Attended Groupwise calendar training session.
- Attended Microsoft Word training session.
- Attended workshop at Michigan Library Consortium entitled, "Alibris.com: Finding Hard-to-Find Books via the Internet."
- Attended Millennium Serials training from Innovative Interfaces.

***Gina DeBoer, Administrative Secretary***

- Designed databases for tracking the Friends of the Library Members and area Book Dealers
- Assisted with Library sign project
- Coordinated the Friends of the Library Reception
- Assisted in coordination the Friends of the Library Book Sale and talk
- Assisted Director of Libraries with Rotary Club responsibilities

***Michelle Gerry, Coordinator of Circulation Services***

- Attended the Innovative Interfaces Users Group meeting.
- Attended InMich training at Michigan State University.
- Assisted in training Albion Public Library staff on InMich
- Attended Millennium Circulation training with Innovative Interfaces
- Attended Electronic Reserves training with Innovative Interfaces
- Attended Innovative Users Group conference in Santa Clara, CA
- Attended "Image is Everything in Libraries" workshop at the Library of Michigan

***Mary Koch, Copy Cataloger***

- Attended Groupwise calendar training session.
- Attended Microsoft Word training session.

***Marion Meilaender, Periodicals Assistant***

- Attended Innovative Millennium Serials training workshop.
- Edited Library's *Ex Libris* newsletter.
- Coordinated activities for National Poetry Month including Poetry Fest event.
- Planned and set up numerous displays throughout the Library.

***Peggy Vogt, Coordinator of Government Documents***

- Upgrade of the Lars bindery software implemented
- Attended Government Documents meeting at Albion Public Library.
- Began training for change to electronic records for government documents.

**Goals for 2001-02**

The major goal for the Library next year is to develop a strategic plan that incorporates a new organizational model with specific steps to be carried out over the next few years. It is our hope that this effort will clarify the Library's role within the College and closely integrate the Library program into the College's new Vision. We anticipate that this plan will be developed and implementation can begin within six months. To help us achieve this ambitious goal we have engaged the services of a consultant who will lead us through the planning process and assist us in drafting a final plan and oversee the initial implementation stages. This effort should provide us with a blueprint for our future direction.

Meanwhile, we will continue to follow our normal goal setting activities that provide us with our priorities for the year. The emphasis will be placed on those services and programs that provide for the information needs of students and faculty. The activities reported on above reflect this continuing priority.