

Stockwell-Mudd Libraries 1997-98 Annual Report

June 22, 1998

The year 1997-98 was an exciting and productive year for the Stockwell-Mudd Libraries. New collection development funding had a significant impact in improving the quality of our collections. The shift to electronic resources especially for electronic reference resources (indexes and abstracts), continued at a rapid pace. ACCESS MICHIGAN provided state-wide access to a large number of the most important citation sources and added significant full text access at no direct cost to Albion College. This major state-funded resource permitted us to focus our resources on special needs of our students and faculty.

Library system upgrades continued apace with major upgrades completed or initiated during the year. Most of these were funded by the HUD / W. K. Kellogg Grant. We continued to find ourselves, possibly more than we like, on the cutting edge of some technological developments. A case in point is the Innovative Interfaces, Inc. Scoping Project that provides a shared Library system with the Albion Public Library. The system was implemented this year and is running successfully thanks to the hard work and effort of Claudia Diaz, Head of Technical Services, and the Public Library staff. Because this application is still relatively untested and not widely used we have run into a number of software problems that continue to be worked out.

Other upgrades included the phasing in of PC workstations as our primary platform for public access to the library system. This included the further development of our Webpac interface thanks to the particular efforts of Mike Van Houten, Head of Public Services.

The Library initiated an exploratory effort to bring to the attention of the College Community our growing concern with "information literacy." Cheryl Blackwell took the lead in exploring ways to address the concerns of faculty and librarians with the critical skills needed to make effective use of electronic information resources, especially the Internet.

The constant and ever more rapid changes in information technology and electronic resources present a fundamental challenge to the traditional role of libraries. Librarians are faced with the need to continue providing traditional services and collections while at the same time providing leadership in a new electronic information age. This dual role will continue into the foreseeable future, but the challenge is spreading our human and financial resources very thin. The need for continuous and ever more frequent upgrades to the technological infrastructure is a challenge that we will have to find a mechanism for handling. New skills are needed by the staff and more staff are needed for systems support and user assistance. Facilities like the library buildings need to be upgraded to handle the new models of information delivery and access. To help illustrate this fact, we will need to upgrade the current Innovative system to the next operating system, known as Millennium, within the next two years. This is just four years since

our last upgrade. On the staffing side, the job profiles of key library staff are changing in ways unforeseen five years ago. Every librarian on the staff is more involved with researching, evaluating, designing, planning, and implementing new systems and electronic resources each year. Mike Van Houten and Claudia Diaz, in particular, have become more involved with computer support and systems management. This is out of necessity, because the library has no one else to turn to for this assistance. The Information Technology staff are themselves stretched and, for the most part, have a different perspective on the issues we face. The growing overlap of library information systems with Information Technology points to a need to address the organizational issues related to how these parallel services will work together in the future.

The following is a summary report of activities for the library for this past academic year. The annual statistics that are an important part of the library annual report will be made available as soon as possible after the end of the fiscal year. These statistics, which are based upon the fiscal year, cannot be collected until after June 30, 1998, and take some time to prepare.

Accomplishments and Events

Planning

The structure of our planning process usually involves two librarian planning retreats each year (August and May), regular weekly or biweekly librarian meetings during the academic year, and monthly staff meetings. We also hold special training sessions to present new technologies and software to the staff.

This year the librarians spent much of our time on selecting new electronic resources and implementing access to these resources. We re-examined our organizational structure and made some modifications to give us more flexibility and backup in critical areas. The librarians examined our space needs and came to the conclusion that we have few options to meet our needs within the current organization of space in the two library buildings. Our planning continues to focus on training and information literacy issues. We plan to provide a series of opportunities for faculty, staff, and students to learn about new electronic resources and to develop their skills in using these resources.

Innovative System upgrades have been and will continue to be a major part of our planning effort. A proposal for a major system upgrade is in development and should be ready within a few months.

Staffing

This was a year of considerable staff turnover for the library. Danny Burdett, Coordinator of Circulation Services resigned to move to Chicago in December. He was replaced by Michelle Gerry, who had been the Library Technical Services Specialist working with Government Documents and Technical Services. The retirement of long time staff member Shirley Williamson provided us with an opportunity to restructure the work in Periodicals, Government Documents, and Technical Services. Peggy Vogt was appointed to the support staff position in Government Documents and Marion Meilaender was appointed to a newly defined Periodicals Assistant position.

The major event of the year was the establishment of an endowed position of College Archivist thanks to the family gift of Mr. and Mrs. Edward Schleg, Mr. Richard Crandell, and Mr. and Mrs. Arthur Francis. Tom Mackie, who had been serving as the Methodist Archivist was appointed as interim College Archivist in March. A proposal was submitted to create a joint archivist position with the West Michigan Conference of the United Methodist Church. Such an agreement would provide a full time professional archivist to serve both the College and the Church Archives for the first time. We had hoped that Mr. Mackie would be a candidate for this position, but he announced in May that he had accepted a job offer from Roscoe Village in Coshocton, Ohio. At this writing, we are still awaiting a final decision on the joint position.

Another half-time reference position was approved this Spring to relieve the Director of Libraries of his library reference and collection development duties for three years while he assumes the duties of W. K. Kellogg Grant Administrator.

We will be at our full authorized staffing level once we fill the Archivist position and the temporary half-time Reference position. The impact of new technologies and the increasing need to provide training and support in using these technologies has stretched the library staff to its fullest. We need some relief for the librarians in the form of a full-time electronic services librarian. Such a position would relieve the librarians of the technical support duties related to maintaining the growing number of databases and Web accessible resources we are adding each year. A proposal to fund this position will be submitted this coming year.

Library Advisory Committee

The Committee had a productive year under the Chairmanship of Craig Bieler. Other members were Greg Saltzman, Mike Turner, and Gene Cline. Briana Quinn was our student representative. The Committee met more often this year and under a format that did not require all of the librarians to be present at every meeting. The activities of the Committee are summarized below:

- Discussed the library annual report for 1996-97 and budget for 1997-98.
- Advised and worked with the librarians on a plan for the distribution of new acquisitions funds added to the library budget in 1997-98.
- Advised the librarians on the growing concerns of faculty concerning Internet and other electronic database access issues. This led to a new initiative on Information literacy to build awareness of the concerns and to explore ways to address these concerns.
- The Committee, with the endorsement of the Faculty Steering Committee, asked the Director of Libraries to begin work on an Albion College Copyright Manual. The Director is working on a draft document with Allie Moore, Interlibrary Loan and Document Delivery Services Coordinator. A draft is expected to be ready for the Committee in the Fall.
- The student member of the Committee and other students brought their concerns with the library study environment to the attention of the Committee and the Librarians. The main concerns are the poor lighting in the study areas of the Seeley Mudd Building, the lack of group study areas, the need for a greater variety of seating options, the overcrowding of the book shelves, and the air quality of the computer labs and parts of the Mudd building.

Kellogg grant activities

The Library staff continued to work with the Kellogg Grant project. A number of Innovative system enhancements were added and more are planned. The Scoping Project with Albion Public Library was completed and is now operational. Patrons of both libraries now have access to the holdings of each library. A trial agreement was put in place to share access to the collections. Albion Public Library patrons may borrow books from the College library and College students, faculty and staff may now borrow from the Public Library regardless of their place of residence.

In May the Library Director was named Administrator of the W.K. Kellogg Grant and has begun a process of assessing the progress and accomplishments made to date, the additional financial resource needs to achieve the goals of the grants, and estimates of the efforts needed to sustain the goals of the grant over time.

Other Technology Upgrades and Additions

- Migration of databases to the Web continued throughout the year. The number of locally mounted databases continued its decline.
- We have made a major commitment to PC workstations with Innovative Webpac for public access to the online catalog and electronic databases.
- Innovative Interfaces latest software upgrade, Release 11 was installed. An additional interim release upgrade was also installed in the Spring.
- New Innovative software products were purchased and installed. These included electronic ordering, Web Access Management, and the Interlibrary Loan Module.
- ACCESS MICHIGAN: First search continues to grow in popularity with Albion students and faculty. Several new bibliographic and full-text databases were added during the year.
- New non-First search databases made available during the year include: Lexis-Nexis, POPLINE and Columbia International Affairs Online (CIAO), and Philosophy Index.
- Trials were conducted of a number of online database services, including Electronic Collections Online (ECO), Cambridge Scientific Abstracts, and Chadwyck-Healey.

Development & Fund Raising Activities

- **Friends of the Library**
 - Membership drive raised \$4,805.00 and added 27 new paid memberships.
 - Book Sale realized \$1,857.00
 - The Odd Topics Society continued in the Fall Term and was very successful. Speakers were: Robin Hartman “100 years of MIAA Football” in September;

Cheryl Blackwell, Antiquing in Southeast Michigan: Tips from an Obsessed Collector” in October; Keith Havens, “White Water Canoe Racing: Spills and Thrills” in November; and Michelle Emig on the Disney Business.

- Friends speakers included in October: Dale Kennedy on the Birds of North America: From Audubon to the Present, and November: Davi Napolean on Rich Theater, Poor Theater: The Defeat of a Dream.

- The Library Director continued to work with Institutional Advancement on fund raising projects. Two significant gifts were received. The Schleg Endowment for the College Archives established the first endowed library position and the Alden and Vada Dow Family Foundation Endowment was a major contribution toward meeting the Steers’ Challenge for the endowment of library collection development.

Assessment

The Library continued to participate in the Assessment Program.

- The Assessment goals were reviewed and revised.
- We continued our planned service assessment rotation.
- We continue to be concerned about the lack of opportunity for input by the library into the general survey of graduating seniors and alumni.

Collection Development

- New acquisition’s funds had a significant impact on Collection Development activities during the year. Most heartening was the increased involvement of the faculty in collection development this year. There was a strong feeling from the faculty that the additional funds gave them something to work with in developing their respective areas of the collection. Most of the new funds were used to address current collection needs. Additional new funding next year will be used, in part, to address some of the retrospective collection needs.
- A written Library Collection Development Policy is finally beginning to see the light of day. John Kondelik and Claudia Diaz began drafting a written collection development policy in the Spring and hope to have this draft ready for discussion by the librarians in August and by the Faculty Library Advisory Committee in the Fall.
- Periodicals: Electronic full text of many journals continue to become available. It is the library’s policy to provide access to as many of these as is possible. In addition to First search and Information Access Co. (IAC) full text sources the library provides access to:
 - (1) JSTOR, a growing retrospective collection of full text scholarly journals in the humanities, social sciences and mathematics;
 - (2) Project Muse, the full text service of the Johns Hopkins University Press

providing access to all of the there over 60 scholarly journals in all fields. We plan to add OCLC's ECO full text journal subscription system this next year. The ECO system will provide access to e-journals from dozens of publishers including Academic Press.

- Federal Government Documents Depository: The Depository system continues to migrate to electronic access, but at a much less ambitious rate than was originally anticipated. Marcive continues to provide an excellent bibliographic record service that integrates cataloging copy into the on-line catalog for most of the government publications we receive.
- Collection evaluation and maintenance:
 - Shelving for collections continues to be a problem. A major addition of shelving is needed to meet the needs of a growing collection. We have undertaken a major shift of the Mudd collections this Summer in order to provide some relief to the overcrowding in several areas.
 - Storage. We continue to expand our storage facility in the Mudd Attic. This space is not optimal for storage due to its lack of adequate heating and air conditioning, but we have few other options at this time for storing less heavily used materials in order to provide more room for collections in our regular book stacks.
 - Weeding of collections. Staff time has been a major problem in tackling the evaluation of our book collection. We hope to increase the level of weeding this Summer and to continue some level throughout the year. Each librarian will spend at least one hour a week in this activity.
 - Preservation/rebinding. The library binding budget was increased to address the condition of the book collection. The lack of collection evaluation over the years has led to a backlog of books needing re-binding and repair. There are hundreds of titles in the Rare Book Collection that require restoration and / or special binding. At this time the most we can do is place these items in special "phase boxes" that we can construct from acid free box material.
- Gift books: The library continues to receive important gifts of books and periodicals. Four major gifts were received this year.
 - The Thomas Viet Nam Collection was an important gift that upgraded our collection of books on the Viet Nam War. We now have a major resource in this area to support student and faculty research on this era of American and Southeast Asian history.
 - The Mel Vulgamore Library was the gift of President Mel Vulgamore and

includes over 2,000 titles of books on theology, philosophy, history of religion, American history, higher education administration, biography, and general books on a wide range of other subjects. A number of the titles were added to the Rare Book Collection.

- The books of Joe Wilcox, retired local attorney and book man was a major gift of over 5,000 titles and included works in literature, history, biography (especially English history and biography), law (especially historic trials) , sporting books of all kinds including fishing, hunting, and baseball.
- The Richard Davis Collection of art books. The Davis gift is particularly significant because of the quality of the books and because Mr. Davis also gave a significant collection of fine historic art prints to the Visual Arts Department. Mr. Davis is a 1948 alumnus of Albion and was a colleague and friend of Vernon Bobbitt. He collaborated with Bobbitt on a re-printing of the famous Alexander Wilson bird prints. Wilson was a contemporary and rival of John James Audubon.

All but a portion of the Wilcox gift have been processed and many titles were added to the library collection. There were also many other smaller gifts of books and periodicals to the library.

Special Collections

- Rare Books. Progress on cataloging the Rare Books Collection was slowed this year do to other priorities. However, an inventory of cataloged items was produced for insurance purposes and Professor Frank Frick began analyzing and describing the Longstreet Bible Collection. The Library is working with Dr. Frick to produce a database of the collection that will be accessible over the Internet and that can be a valuable resource for study and research by students, faculty and community members. A number of area clergy have expressed a strong interest in the project.
- College Archives. Significant progress has been made in organizing the College Archives thanks to the Schleg Endowment support for the work of Tom Mackie. Claudia Diaz and Tom Mackie are creating a cataloging system for the non-print, artifactual materials (hats, Jackets, ceremonial objects, photographs, etc.) in the College Archives for inclusion in the Library's online catalog. The first steps have been made toward our having a professional archives at Albion. We still need to complete the establishment of a full time position of Archivist with the Church, and the College needs to develop a documents management policy for the handling of retired departmental files and records.
- Methodist Archives. A new agreement has been drafted and submitted to the College and the West Michigan Conference of the United Methodist Church for their adoption. Once in place this will provide an official understanding between

the College and the Church on the continued housing and maintenance of the Methodist Archives here at Albion. The Conference supports the idea of a joint archivist. This awaits completion of the negotiations between the College and the Conference.

Professional Staff Development and Community Service

Librarians' status as academic professionals with at least annual contracts remains an outstanding unresolved issue. Librarians have the vote in faculty meeting, serve on faculty committees and are appreciated as colleagues by the faculty, but they still do not receive the protection of a contractual relationship at the College. Such contracts would provide greater security and freedom in dealing with such controversial intellectual freedom issues as censorship.

Conferences and workshops attended:

- Michigan Library Association meeting in Grand Rapids was attended by Mike Van Houten.
- National Innovative Users Group Meeting in Nashville, Tennessee was attended by Claudia Diaz and Mike Van Houten.
- Claudia Diaz, John Kondelik, and Mike Van Houten attended the Consortial Pricing of Electronic Resources Meeting at the Library of Michigan.
- Claudia Diaz and John Kondelik attended the "Metadata and the Dublin Core" workshop sponsored by the Michigan Library Consortium in Lansing.
- LOEX meeting on bibliographic instruction was attended by Cheryl Blackwell.
- Academic Librarian's Day sponsored by the Academic and Research Libraries Division of the Michigan Library Association was attended by Cheryl Blackwell where she participated in a panel on teaching electronic resources to students.
- The national NASIG meeting on serials was attended by Carolyn Gaswick.
- Carolyn Gaswick attended meetings of the Michigan GODORT (government documents round table) and the Biennial Meeting for Federal Depository Libraries.
- The Oberlin Group meeting at Skidmore College in New York was attended by John Kondelik.
- Claudia Diaz attended the Michigan Library Association's Leadership Day at Central Michigan University

- Mike Van Houten attended the Computers In Libraries Conference in Washington, DC.

Professional Service:

- Claudia Diaz
 - Served as Member-at-Large on the Michigan Library Association Academic and Research Libraries Board.
 - Served as Chair of the Committee on Organization of the Michigan Library Association.
 - Served as an ex-officio member of the Executive Board of the Michigan Library Association.
 - Served as an ex-officio Steering Committee of the Michigan Library Association.
 - Appointed as Academic Libraries representative on the LSTA (Library Services and Technology Act) Advisory Council for the state of Michigan.
 - Served on the Proposal Review Team for Basic Library Technology grant requests for LSTA money .
- Carolyn Gaswick (*Activities will be added upon her return from Australia*)
- Mike Van Houten
 - Continued to serve as Chair of the South-Central Michigan Region of Cooperation Board of Directors.
 - Served on the ACCESS MICHIGAN Frontline Users Committee.
 - Was appointed to the Michigan Library Consortium Group Licensing Advisory Committee.
- John Kondelik
 - served on MLA Public Policy Committee and was asked to serve another three year term beginning Fall 1998.
 - Serves as private college library representative on Michigan Library Consortium (MLC) Executive Committee.
 - Served as By-laws Committee Chairman of MLC
 - Serves as the AUTUMN representative on the Steering Committee of ACCESS MICHIGAN that provides statewide access and document delivery services at low cost for all libraries in Michigan.
- Claudia Diaz and John Kondelik again presented a program on interesting books in the Rare Book Collection as a kickoff to the Friends of the Albion College Library Annual Book sale.

- John Kondelik, Mike Van Houten, and Tom Mackie made a presentation on the College Archives to the College Alumni Association Board.
- Cheryl Blackwell made a presentation to the Michigan Friends of Libraries group on our Friends activities and programs

Campus Service:

- Librarians provided training about the library to SOAR leaders.
- Cheryl Blackwell continued as a member of the Freshmen Common Experience Committee.
- Claudia Diaz served as a faculty representative on the College Judicial Board
- Carolyn Gaswick continued as a member of the Women Studies Committee Collection Development Group.
- Carolyn also served on the Faculty Grievance Committee.
- Mike Van Houten was Chair of AITC, served on the Retention Committee, Student Life Advisory Committee, World Wide Web Committee, and Title IX Committee; served as the College's Faculty NCAA/MIAA Representative, co-chaired the MIAA Student Representatives Committee, and continued as Albion College's representative on the MIAA League Expansion Review Committee.
- Mike Van Houten and Cheryl Blackwell took part again this year in the Honors Colloquy.
- Mike Van Houten continued his involvement in planning the Elkin Isaac Student Research Symposium. The Library was again a cosponsor of the Symposium.
- A Safety Committee for the Stockwell - Mudd buildings continued its work. It includes representatives from both the library and computing staff.

Albion Area Community Service:

- Carolyn Gaswick active with Sheridan Township governance.
- John Kondelik continued as a member of the Forks Initiative Committee. He was re-elected Treasurer of the Albion Rotary Club for 1998-99.

Continuing Concerns and Problems

Library Buildings

Last year we reported on the planning initiated with the College architects for remodeling the libraries to accommodate Information Technology staff and services. Now that the chief motivation for doing this has been removed with the decision to relocate computing in the new Administrative Services Building, the library no longer appears to have a place in the building priorities for the campus. There is still a need to address the library building situation. We are experiencing serious space problems for patrons, staff and collections. There is also the need to upgrade the current facilities to accommodate newer technologies and to correct serious deficiencies in the functional service design of the two buildings. We urge the College to begin a process for redesigning and renovating the Stockwell - Mudd Libraries to serve the College for the next century.

There are also some immediate capital needs to address that could improve the current situation in the interim:

- Improve the housekeeping in the buildings to help keep the facilities adequately maintained.
- Add shelving in the book stacks, videos, and for Mudd attic storage.
- Improve lighting in Stockwell study areas for students.
- Replace the current reference desk with one that can adequately serve the needs of the reference librarians and patrons.
- Re-carpet the Stockwell tier's study rooms.
- Improve staff offices for better use of available space.

Collection development policy and allocation of acquisitions funding

As stated above an acquisition policy statement is currently under development. Claudia Diaz and John Kondelik started work this past Spring on a draft document that will be presented to the library staff and the Faculty Library Advisory Committee this coming Fall.

Quality of collections:

We took a major step this past year to address the long standing problems with the quality of library collections. The Library received an increase of \$100,000 to the acquisitions budget. We allocated these funds, with the advice of the Faculty Library Advisory Committee, to address as many of these needs as possible. All academic departments received significant increases in their allocations, and the faculty response to having these increases was impressive. The number of new subscriptions added to our journal holdings increased for the first time in several years. We were also able to add many major electronic subscriptions and services. We made significant improvements in many areas, but there remain serious gaps in the collection that we hope to address with the expected annual budget increases over the next four years. On the whole, library resources are the best they have been in years. Here are some remaining concerns:

- Retrospective development of the collection to fill gaps caused by past years of neglect. This includes replacing older editions of standard works with up to date editions.
- Re-class of the remaining Dewey book collection remains a concern. The McGregor Fund grant helped, but we still have several thousand books to re-class. Until this re-class is

- finished, most of these titles will not appear in the on-line catalog.
- The Children's Literature Collection needs to be evaluated and upgraded.
 - With the assistance of the Education Department we evaluated this Spring the Curriculum Collection of the teacher education program. We eliminated a great deal of out of date material, but a plan is needed for providing newer materials and the location of this collection as well as the relationship of the collection to the library should be studied.

Staffing and Compensation

Compensation and staffing levels for the library staff remain below median levels at comparable institutions both nationally and regionally. A study of compensation was completed this year for Vice President of Academic Affairs.

Security in the libraries

Security was less of a problem this past year, but concerns continue. The major problem seems to be with ABM housekeeping services. A member of this staff was found to have stolen money and other things from staff desks. The trustworthiness of the ABM staff continues to be a concern. Most recently, a computer that was being readied for use in the Reference Department was stolen from the Mudd Library attic. The most likely suspect is probably an ABM person.

Copyright Policy

Proposed changes in copyright and intellectual property rights are a growing concern that we must continue to monitor. There is a strong threat to the principle of fair use by the legislation currently before Congress.

Preservation

- Additional funding is needed to address the preservation of The Rare Book collection.
- Funding is needed for replacing deteriorating back-files of periodicals with microforms or electronic access.

Goals for 1998-99

1. Revise and update the Mission and Goals of the Library especially in the light of President-Elect Mitchell's jump start initiatives.
2. Continue review of library policy and procedure documents and revise and develop new policies and procedures needed. Among the most important tasks are:
 - Review Library Policy Manual.
 - Review Emergency/Disaster Procedures.
 - Complete Collection Development Policy document.

- Continue to review Circulation Policies and procedures.
3. Support and training goals:
- Continue to improve staff training on new technologies and provide more cross training in services. A mandatory, monthly staff meeting will begin in the fall for training and updating staff skills in using new technology.
 - Initiate a program of formal and informal sessions for faculty, staff, and students on using electronic resources.
 - Improve library building interior signs.
 - Add additional library information brochures to the Library Web Page.
4. Systems Upgrades:
- Continue implementation of Kellogg Grant Project.
 1. Add additional workstations to replace terminals for Web access to Library resources.
 2. Add identified new Innovative modules by the spring 1998. The priorities, depending on funding, are: Export, GUI Cataloging, and E-mail of circulation notices.
 - Bring up Release 12 of the Innovative software.
 - Begin planning for major upgrade to Innovative system known as Millennium. Estimated cost \$100,000.
5. Library Program Review in Spring Term, 1999.
6. Collection Development Goals:
- Allocate additional new funding to improve quality of library collections in areas of greatest need.
 - Evaluate 50% of the collection during 1998-99.
 - Develop policy and procedures for managing access to Internet resources.
7. Development goals:

- Continue working with Institutional Advancement to improve library endowment.
 - Continue development of Friends of the Library programs and fund raising efforts. In particular, identify local leadership from among emeriti faculty to form a steering committee to work for the Friends.
8. Begin discussions with College on the development and adoption of an official archive policy and record's management program for the College.
 9. Begin discussions with the College and the architects on remodeling of the library buildings.
 10. Improve and strengthen the Information Literacy program.
 - Develop program with faculty to imbed information literacy goals into the curriculum.
 - Implement training sessions for the faculty and students.
 11. Continue to provide leadership and evaluation of Internet resources for the college.

Statistics on library use and collection development will be submitted after the end of the fiscal year.