1999
Annual
Report
Library Services

Eastern Illinois University

Editors:
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Contents

Detail of Booth Library west façade.

Photo by Beverly Cruse.

Booth Library
Eastern Illinois University
Charleston, Illinois 61920

From the Office of the Dean

The close of this academic year finds Library Services in a state of complex transitions: we have the usual conundrums of how to balance the rapid development of electronic information sources with the never-ending production and use of print resources, the desire and need of our faculty and students to have immediate access to information from around the globe, and the necessity to help prepare our university community to understand and use technology to assist in their research and library work. But perhaps overshadowing those important issues are the ones related to the planning of our new facility to be readied by 2002 and successfully carrying out the relocation of all collections and services away from Booth Library while the renovation and expansion project takes place over the next 30 months.

Yes, it has been a watershed year for the faculty and staff of the library. Although the final touches required for the renovation plans coincided with the planning process for the relocation exercises, we succeeded in keeping the library open as usual throughout both semesters and the summer term, and redesigned almost all of our publications to reflect our new temporary locations. By necessity, we had to wear so many hats together that we hardly recognized ourselves on some days. However, the spirit of cooperation held firm throughout all departments and we accomplished our goals.

We have been greatly assisted this year by the personnel in Facilities Planning and Management, especially by Ted Weidner, their director, and Steve Shrake, the project architect for the campus. Both have led us through some required, but torturous, experiences that we shall never forget, but both have been extremely dedicated to getting the library the best facilities possible for both our temporary "homeless" period and for the long-awaited new building.

This year also brought a major change to ILLINET Online, our electronic catalog we share with 45 other (mostly) university libraries around the state. After several years of planning the migration and a few postponed deadlines by our ILCSO consortium, we moved to a new platform on August 17 just in time for the fall term. As in most technology upgrades, our new vendor, DRA from St. Louis, had prepared a few surprises for us, but we overcame those and got terrifically busy learning the system, making needed tweaks, and helping our patrons to understand the new interfaces. This was a major step forward for us, but one that crowded the planning table because of so many other projects taking place around the library. Special thanks go out to Cataloging Services and Library Technology Services for insuring that Booth was prepared for this project.

As usual, we hope that this annual report highlights the activities of our organization and answers some of your data needs on collections and services. Let us know how we can make this document most useful to you. We appreciate your interest in Library Services. Check us out at www.eiu.edu/~booth!

Cordially,

Allen Lanham
Dean of Library Services

Our Organization

Library Services Personnel

ADMINISTRATION

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

ACQUISITION SERVICES

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

CATALOGING SERVICES

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

CIRCULATION SERVICES

Marlene Slough, *Head, Assistant Professor*
Barbara Cressman, *Assistant Professor*
Marge Checkley, *Library Operations Assistant*
Suellen Eggers, *Library Technical Assistant III*
Lucia Webb, *Library Technical Assistant III*
Randy Woods, *Library Technical Assistant III*
Sue Ebel, *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*
Phillip Blair, *Library Technical Assistant I*
Christopher Cougill, *Library Technical Assistant I*
Lawrence Auchstetter, *Library Clerk III*
Kathleen Kuhlig-Carter, *Library Clerk III*

COLLECTION MANAGEMENT SERVICES

Karen Whisler, *Head, Assistant Professor*
Lois Dickenson, *Library Operations Assistant*
Carol Winkleblack, *Library Technical Assistant II*

LIBRARY TECHNOLOGY SERVICES

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

MEDIA SERVICES

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

REFERENCE SERVICES

Carl Lorber, *Head, Associate Professor*
Virginia Baldwin, *Associate Professor*
Ann Brownson, *Assistant Professor*
Johnson Kuma, *Assistant Professor*
Pamela Ortega, *Assistant Professor*
Cheri Vitez, *Assistant Professor*
Scott Minor, *Library Technical Assistant II*
Jacqueline Worden, *Library Technical Assistant II*

UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS

Robert Hillman, *Head, Professor*
Carol Winkleblack, *Library Technical Assistant II*
Neil Dahlstrom, *IRAD Intern*
Torri Suedmayer, *IRAD Intern*

Library Advisory Board

The Library Advisory Board makes recommendations to the Dean of Library Services regarding policies governing the development of the collection, policies for apportioning the materials budget, and other policies relevant to library services. The Board also 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 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.

Issues discussed during this year include electronic resources, plans for the temporary relocation and renovation of Booth Library, the library's Planning Cycle 2000, library funding, the annual Patron Satisfaction Survey, and the new online catalog. Library policies reviewed included the Media Services Equipment policy and the policy for handling Panther Cards left at Booth Library. The Board also reviewed their bylaws and adopted a change requiring they meet at least three times per semester rather than at least four times per semester. The Library Advisory Board minutes, bylaws, and membership roster were added to the library's web site and may be accessed at http://www.eiu.edu/~booth/services/.

Committee members: Rosemary Buck (English) and Bailey Young (History), *College of Arts and Humanities*; Karen Ketler, vice-chair (School of Business) and Barbara Kemmerer (School of Business), *Lumpkin College of Business and Applied Sciences*; Brian Pritschet (Physical Education*)* and John Weber (Leisure Studies), *College of Education and Professional Studies*; Leo Commerford (Mathematics) and Robert Fischer, chair (Zoology), *College of Sciences*; Reed Benedict, *Graduate School and Research*; Ted Weidner, *Business Affairs*; and Steve Davis, *Student Affairs*.

Library Standing Committees

AMERICANS WITH DISABILITIES ACT COMMITTEE

This committee is charged with monitoring current regulations and interpretations of the Americans with Disabilities Act and making recommendations to the Dean of Library Services concerning related issues. The committee continued to provide library services to individuals with disabilities this past year. Approximately 26 "appointment" hours were spent with students with disabilities, including time spent in preparation for the one-to-one meetings with students. Although labor intensive, this appears to be the best approach given the current arrangement of the library's services and resources. The committee also planned for meeting the additional challenges in providing services during the relocation and renovation.

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

BOOTH LIBRARY RENOVATION COMMITTEE

The work of the Booth Library Renovation committee was transferred to the Library Services Council this year so that all library departments would have equal representation in deliberations concerning the renovation and expansion of the library.

Committee members: John Whisler, chair; Allen Lanham, John Looby, Carl Lorber, Marlene Slough, and Nackil Sung.

CIRCULATION POLICY COMMITTEE

This committee monitors existing circulation policies and procedures, and recommends new initiatives to the Dean of Library Services. The Circulation Policy committee met frequently during FY99. Activities during the fall semester focused on adapting the existing library policies and procedures to the new online catalog environment, and the refinement of the DRA policy file. During the spring, attention turned to planning for departmental services during the relocation to temporary quarters. The committee planned for the implementation of a service to retrieve and deliver library materials between all of the library sites, and developed a number of handouts for distribution.

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

COLLECTION DEVELOPMENT COMMITTEE

The Collection Development committee serves as a discussion forum for collection development issues, and coordinates the annual periodical/standing order review and other initiatives concerning Booth Library collections. This was a busy year for the Collection Development committee. As online reference, indexing and full text resources proliferate, the committee had more choices to debate. This year the committee chose to add the following titles to our database offerings: ALT-Health, ATLA Religion, BIOSIS Previews 99, Contemporary Women's Issues, Encyclopedia Britannica, Lexis-Nexis Academic Universe, and MathSciNet. OCLC Reference Services FirstSearch database was scheduled to undergo a major change beginning July 1, 1999. Reference Services utilized the "10-card" system to mediate access to databases that were deemed useful on a limited basis when we did not wish or could not afford a full subscription. The new environment will remove our ability to mediate access, creating unlimited patron access to any FirstSearch database. The Collection Development committee and Reference Services had many long discussions trying to plan for this new reality. In the more traditional books and materials areas, Pamela Waldrep, Head of Acquisition Services, presented the committee with a very useful manual containing details of Acquisitions processes, forms used, etc. This precipitated good discussion on ways that subject bibliographers could help make the Acquisitions process more efficient and productive. Pamela Waldrep also worked with Linda Spangler to develop an internal electronic network to facilitate distribution of Acquisitions information during the relocation and renovation period.

Committee members: Karen Whisler, chair; Virginia Baldwin, Ann Brownson, Barbara Cressman, Robert Hillman, Johnson Kuma, Carl Lorber, Pamela Ortega, Richard Seitz, Marlene Slough, Nackil Sung, Cheri Vitez, and Pamela Waldrep.

COLLECTION DEVELOPMENT SUBCOMMITTEE ON MEDIA RESOURCES

This committee, under direction of the Collection Development committee, is charged with monitoring and overseeing issues and procedures related to the development of media collections and with the expenditure of funds designated for this purpose. The committee solicited title requests from all departments within the various colleges. Fortunately, there were sufficient funds to accommodate all requests this year. In addition, the committee selected general titles for purchase and replaced titles that had become lost or damaged.

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

DEPARTMENTAL PERSONNEL COMMITTEE

The Departmental Personnel committee is charged with facilitating the faculty evaluation procedures for librarians and making recommendations to the Dean of Library Services concerning retention, promotion, and tenure for library faculty. No action was taken regarding the committee bylaws this year.

Committee members: Pamela Waldrep, chair; William Gibbs, secretary; Richard Seitz; Cheri Vitez, first alternate; and Marlene Slough, second alternate.

LIBRARY BUILDING AND DIRECTIONAL AIDS COMMITTEE

This committee is charged with making recommendations to the Dean of Library Services regarding the physical space in Booth Library in relationship to a constantly changing program, and with monitoring the use of directional aids within the buildings. During the library relocation period, some of the signs from Booth Library were transferred to the new sites. In keeping with the traditional colors of white letters on a blue background, new signs were made and installed within the various branches of Booth. Exterior signage has been requested for Booth West and is awaiting installation.

Committee members: Johnson Kuma, chair; Carl Lorber, and Juanita Waggoner.

LIBRARY SERVICES COUNCIL

The Library Services Council serves in an advisory capacity to the Dean of Library Services, especially addressing the issues and policies that impact more than one department of the organization. The council meets regularly and is comprised of library department heads representing the eight units within Library Services.

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

NATIONAL LIBRARY WEEK/BOOK SALE COMMITTEE

This committee is charged with seeking innovative ways in which to celebrate National Library Week, and with the Dean of Library Services, identifies individuals who can best carry out the selected activities. During FY99, the National Library Week/Book Sale committee held two book sales of materials donated to the library but not added to the collection. The two sales combined raised over $1200 for the Memorial Library Gift Fund. The sale held in April had the additional task of emptying the storeroom since remainder books were not to be included in the move to temporary facilities. At the end of the sale approximately 50 boxes of leftover books were given to a local Rotary group for shipment to overseas libraries.

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

PRESERVATION COMMITTEE

This committee provides leadership for preservation issues related to library collections, and makes recommendations to the Staff Development committee on training matters and to the Dean of Library Services on policy and procedures. The Preservation committee met for the first time in October of 1998. During FY99 the committee focused on raising preservation awareness at Booth Library through staff training. "Preservation Awareness" bookmarks were designed to facilitate efficient processing of severely damaged books and books needing minor repairs. Pamela Ortega and Lois Dickenson gave two workshops on preservation to the library staff members. The workshops addressed proper book handling techniques, how to recognize the early stages of book damage, using the "preservation awareness" bookmarks to identify the books, and a brief overview of minor repairs. Lois Dickenson prepared two handouts to accompany the workshop, titled "Good Book Handling" and "Wanted: For Library High Crimes and Misdemeanors."

Committee members: Cheri Vitez, chair; Lois Dickenson, Pamela Ortega, and Karen Whisler.

PUBLIC SERVICES COMMITTEE

This committee considers issues related to public service activities in Booth Library and makes recommendations of policy to the Dean of Library Services.

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

SAFETY AND EMERGENCY PROCEDURES COMMITTEE

The charge of this committee is to produce, regularly review, and disseminate the *Booth Library Emergency Procedures Manual*, and to provide leadership in appropriate safety and emergency training of all library personnel. The Safety and Emergency Procedures committee updated its *Emergency Procedures Manual* to clarify procedures and reflect changes in staffing. The committee also evaluated staff responses to unusual occurrences, such as severe weather alerts, and responded to staff questions concerning safety matters. As a result of questions concerning severe weather warnings, three members of the committee accompanied Campus Safety Officer Gary Hanebrink on a tour of the Coles County 911 Facility and the Illinois Consolidated Telephone Company, which provides warnings of severe weather conditions. The committee worked with Mr. Hanebrink to conduct a tornado drill in the fall. It was a successful drill, which forced seasoned workers to review procedures and introduced new staff members to our *Emergency Procedures Manual*. Due to all of the hustle and bustle associated with preparations for the move to temporary quarters and the fact that we would soon be out of the building, the committee decided to dispense with the usual fire drill in the spring. We began planning for emergency procedures in the library's five temporary locations, although little could actually be done before the move. After the move, we revised those copies of the *Emergency Procedures Manual* that would be used in McAfee Gymnasium making appropriate changes for that building. The committee also planned a fire drill for McAfee Gymnasium.

Committee members: Pamela Waldrep, chair; Patty Butler, Marge Checkley, Michael Chen, Lois Dickenson, Suellen Eggers, Robert Hillman, Johnson Kuma, Pamela Ortega, Linda Spangler, and Randy Woods.

SOCIAL COMMITTEE

Charged with organizing appropriate activities honoring individuals, observing holidays, and celebrating important events in the history of Booth Library, the Social committee had an active year during FY99. Highlighting the year was the annual Holiday Party, held on December 18 in the East Reading Room—the last holiday party to be held in this location prior to the renovation project. Like the previous year, the party was a catered affair having a "Frosty-the-Snowman" theme, with entertainment provided by library faculty and staff members. In addition to this major event, the committee sponsored a party on August 19, 1998 in the BOG Room for the retirement of Carrie and Robert Chen. Finally, on April 21, 1999, the committee arranged for a retirement party honoring Juanita Waggoner. As in previous years, the committee also maintained a special fund, out of which flowers were purchased on several occasions.

Committee members: Robert Hillman, chair; Virginia Baldwin, Suzann Bennett, Ann Brownson, Marge Checkley, Barbara Cressman, Kathleen Ferguson, Linda Spangler, and Myrna Thomason.

STAFF DEVELOPMENT COMMITTEE

This committee is charged with identifying areas of need and interest in training among Booth Library personnel, and developing and producing a continuing series of activities designed to enhance their skills and abilities. During FY99, the Staff Development committee concentrated on activities that were pertinent to the move from Booth Library. Results from the survey that was administered in the previous fiscal year were used in planning the programs. Employee Assistance Program personnel facilitated two of the programs. The first program, "Coping with Change in the Workplace," dealt with factors involved in the move. Three sessions of the program were given in a single day and attendance was scheduled so that personnel from each library unit could be together as much as possible. Human Resources was contacted for assistance in providing financial support for the second of these programs. This second program, "Managing Difficult Patrons," was scheduled as a follow up to the first program. Two sessions of this second program were given on the same day and attendance by service desk personnel was encouraged. Human Resources was again contacted for a program titled, "Effective Meetings." With their assistance, a speaker was identified and obtained for an outstanding program that was relevant to those who attend meetings as well as those who conduct them. The program "Netscape Calendar" was given so that personnel calendars could be made available as much as possible for the benefit of those who need to schedule meetings.

Committee members: Virginia Baldwin, chair; Michael Chen, Johnson Kuma, Melinda Matthews, Pamela Ortega, Richard Seitz, Linda Spangler, Anita Thomas, and Lucia Webb.

STATISTICS COMMITTEE

This committee is charged with developing and monitoring efficient procedures for reporting the annual productivity of Booth Library. A major activity of the Statistics committee was to conduct "statistics week" in the fall and spring semesters.   During the weeks of November 9-15, 1998 and April 11-17, 1999, library staff recorded the number of reference questions answered at Booth Library. The committee also conducted the annual patron satisfaction survey during National Library Week, April 11-17. Based on feedback from the Library Advisory Board, this year's survey included questions designed to solicit information regarding access and use of Booth Library's electronic resources. A total of 460 surveys were completed. Results indicate 87% of the respondents found the library staff to be "very" or "extremely" helpful. Similar to previous years, "what the library needs most" was computers (30%), periodicals (19%), and books (16%). The majority of respondents (67%) were "extremely" or "very" satisfied with Booth Library, in general, compared to 57% the previous year.

Committee members: Marlene Slough, chair; Barbara Cressman, Melinda Matthews, Linda Spangler, and Juanita Waggoner.

TECHNICAL SERVICES COMMITTEE

This committee considers issues related to technical services activities in Booth Library and makes recommendations of policy to the Dean of Library Services.

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

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS ADVISORY COMMITTEE

This committee serves as a consulting body to the university archivist and the head of Special Collections, discussing issues and policies relevant to these areas, and makes recommendations to the Dean of Library Services. As in previous years, the University Archives and Special Collections Advisory committee continued to provide valuable advice to the university archivist on a variety of issues. Rather than meeting on a regular basis like many other committees in the library, the archivist consulted with committee members on particular matters as needs arose. Particularly topical this year were issues relating to the imminent renovation of the building and the move into temporary quarters. Of special interest to committee members regarding the renovation were: providing adequate useable space for the Archives, providing proper environment conditions for the archival and special collections, providing a functional yet attractive public area in a very limited space, and providing proper security for the materials housed by the University Archives and Special Collections department. Regarding the move to temporary quarters, the committee was concerned with such matters as the logistics of the move itself, the configuration of the interim collection storage area, security of the collections both during and after the move, and conditions of the building that is to house the collections for the next 2 ½ years.

Committee members: Robert Hillman, chair; Richard Seitz, Cheri Vitez, and Carol Winkleblack.

WORLD WIDE WEB COMMITTEE

This year, the committee was promoted from an ad hoc committee to a standing committee. Charged with maintaining and enhancing the library's web site and making recommendations to the Dean of Library Services regarding relevant policy, the World Wide Web committee conducted various tasks during FY99. Every committee member was assigned areas of focus in order to maintain and enhance the site more efficiently. A dynamic link was added to the top page in order to announce important library news. Links to various new electronic resources were added and organized. During the summer of 1999, the web site played an important role by providing up-to-date information to the university community regarding the library's move to temporary quarters. The web site may be accessed at http://www.eiu.edu/~booth/.

Committee members: Nackil Sung, chair; Virginia Baldwin, Michael Chen, Barbara Cressman, William Gibbs, Linda Spangler, Cheri Vitez, and Karen Whisler.

Library Ad Hoc Committees

BOOTH LIBRARY FACULTY RESEARCH PROGRAM REVIEW COMMITTEE

This committee reviews applications submitted to the Booth Library Faculty Research Program. Proposals from two faculty members were accepted for participation in the 1999 program: Ann Brownson's project titled, "A Comprehensive Collection Development Policy for Booth Library's Curriculum and Juvenile Collections" and Marlene Slough's project titled, "A Study of Non-Serial Borrowing Requests at Booth Library."

Committee members: Allen Lanham, chair; Charlotte Johnson (Director of User Services, Lovejoy Library, Southern Illinois University at Edwardsville), Nackil Sung, and Pamela Waldrep.

LIBRARY MOVING COMMITTEE

This committee was formed to serve as a civil service discussion group and to advise the Dean of Library Services on issues related to the relocation of Library Services during the renovation and expansion of Booth Library.

Committee members: Allen Lanham, chair; Patricia Butler, Lois Dickenson, Susan Eisenhour, Kathleen Ferguson, Carol Livingston, John Looby, Anne Sparks, Lucia Webb, Raymond Woods, and Jacqueline Worden.

SEARCH COMMITTEE FOR ASSISTANT TO THE DEAN FOR ACADEMIC COMPUTING

Committee activities resulted in the hiring of Linda Spangler.

Committee members: Nackil Sung, chair; William Gibbs, representing Library Services; Peggy Hickox, representing the School of Adult and Continuing Education; and Ann Shafer, representing the Graduate School.

SEARCH COMMITTEE FOR TWO REFERENCE LIBRARIANS

A search committee was formed late in the fiscal year to hire two reference librarians.

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

Department Activity

ACQUISITION SERVICES

It was a year of planning and change for Acquisition Services. Much of the planning was for our future quarters in the renovated facility. It was particularly challenging to plan the physical facilities for an area of the library that may change drastically over the next few years as automation makes its impact felt on the last area of the library to undergo automation. Change is occurring so rapidly in this area of librarianship that most of the current processes in Acquisition Services will either be obsolete or drastically changed by the time the new facility is ready for occupation.

Some of the most noticeable changes will begin in FY00 when Acquisition Services adopts the DRA automated acquisitions module and also begins working with the new financial management system recently adopted by Eastern's Purchasing Department. EIU's new system will change the way in which our department interacts with the university's purchasing department, and the DRA module will affect the department's workflow and procedures as well as the way in which this department interacts with subject librarians and vendors. Planning and initial training for these new systems began in FY99.

Automation has already changed the way in which we provide information to Booth Library's bibliographers about titles available from one of our major vendors, Blackwell North America, and the way in which we place orders with that vendor. In the spring we began utilizing Collection Manager, a tool provided by the vendor that allows subject librarians to search its holdings and submit requests to Acquisition Services online. Acquisition Services then places the orders with the vendor electronically.

In addition to planning the layout of the renovated facility, we designed a floor plan for our department in our temporary facility (the basement of the Newman Center) and planned the logistics of our move to that site. This task was complicated by the fact that the move coincided with the end of our fiscal year, so we were busy closing out the budget and tying up loose ends at the same time we were drawing floor plans and packing boxes.

We anticipated that our move to a temporary, off-campus site would impede communications between Acquisitions Services and Booth Library's subject bibliographers. We met this challenge, in part, by creating a password-protected intranet site that enables bibliographers to access our weekly and monthly reports from both their offices and homes.

In addition to the moving, planning, and adapting much of our work from paper to electronic, this department continued to perform its primary function of managing the library's book and materials budget. By the end of FY99 we had spent our budget of $1,091,415. Of this amount $442,729 was spent for books and serial backfiles in paper, microform and electronic formats. An additional $560,207 went for current serial subscriptions in paper, microform and electronic formats. Audiovisual materials accounted for $39,362, document delivery/interlibrary loan totaled $10,484, and the remaining $38,633 paid for binding.

CATALOGING SERVICES

Several changes in personnel took place during the year. One member of the cataloging team, Joann Daugherty, found employment opportunities in Acquisition Services and left the unit in September. Her duties were adjusted among the remaining staff in such a way that good productivity was maintained. Two members of the unit, Patty Shonk and Karen Sollers, were successful in achieving classification upgrades, to LTA III and LTA I respectively. On April 30, 1999, Juanita Waggoner retired from the unit after 28 years of service. In addition to her good work, she will be missed for her card-playing ability and coffee-making skills. In early May, Laura Smith was hired as an LTA I and immediately began to make productive contributions to our work flow. Students also comprised an important part of the Cataloging Services work force, and we were particularly blessed with excellent workers during this year.

The highlight of the year, or perhaps more correctly the decade, was the installation of our new online catalog on August 18, 1998. In preparation for this event, a series of training sessions with Cataloging Services staff was begun in late May. The new system required a completely new set of skills and thought patterns to perform our work, and each member of the unit was able to master the necessary material by implementation day.

The new online system also required additions and changes to a number of data elements, resulting in several major projects performed by Cataloging Services. The first was the creation of records for professors' personal materials to be placed on reserve. In the week before the fall 1998 semester began, we created several thousand new records for reserve materials and corrected several thousand more for proper functioning in the new environment. The job was made all the more Herculean by poor initial system performance, poor Internet connections, and our own inexperience, yet the Cataloging Services staff did their part with grace and competence.

A second major project was the establishment of two new location codes for periodicals. Machine conversion of data from our old system to the new was able to reliably establish one of the new locations, but the other required manual revision of holdings data for each unbound journal issue. Each of the many thousands issues kept behind the Periodicals Desk was updated online without interruption of service to patrons. Again, Cataloging Services staff performed the near impossible in a matter of a few weeks with good cheer.

A third project, begun late in 1998, was the revision of coding of call number information in the new system. Because our old system did not conform to established standards for the storing of call number information, many numbers were loaded into the new system in functional but not correct forms. As we correct call numbers online, we are disposing of the corresponding shelf list card. This is a necessary step to save space during our building renovation process and in our new quarters. Both staff and students have made great strides toward this goal. At the end of the fiscal year, only two cabinets of cards remain, while nine have been revised and removed.

In April of 1999, John Whisler was one of five catalogers in the Illinois Library Computer Systems Organization to receive training and authorization to perform global changes to authority records in the state-wide online catalog. This ability allows us to change subject headings as they are revised by the Library of Congress.

Space constraints in our building renovation project caused the necessity of permanently dividing our collection of bound periodicals into two groups: those containing issues from the current decade and those published earlier. To properly reflect this online, Cataloging Services established a new online location designation for the current decade of bound journals and began a project to transfer holdings to this location. At the close of the fiscal year, titles beginning with A through Civilization were completed.

In addition to learning a new online system, new OCLC coding procedures, and the above-mentioned projects, Cataloging Services also managed to keep up with its day-to-day work. Much of the success of the unit lies in the willing and capable hands of its staff: Rick Seitz, Karen Sollers, Carol Livingston, Juanita Waggoner, Patty Shonk, Laura Smith, and Anita Thomas.

CIRCULATION SERVICES

The migration to a new online catalog during July and August profoundly impacted Circulation Services. While few department policies changed, numerous department procedures required revising, with the most challenging areas being interlibrary loan processing, notice printing, and billing. Circulation Services personnel quickly adapted to the new environment, and updated the department procedures and training manuals to reflect the changes resulting from the new catalog.

Overall, use of the collection was slightly higher than the previous year. Online circulation of the general collection increased by 31%, with 267,152 charge or renewal transactions. Use of materials within the building declined, most dramatically in the area of periodicals, but also among books, reference materials and microforms. The decrease in use of library materials within the building is attributed largely to the increased availability of online full text journal articles, and the increased popularity in use of the Internet as an information resource.

Interlibrary loan activity statistics declined compared to the previous year. The greatest decline in demand for services was in borrowing and lending materials within the state of Illinois. Factors which contributed to the decrease in statistics include the conversion of the online catalog (during which activity through ILLINET Online was suspended), poor system performance during the fall semester (when transactions were recorded manually), the relocation of library services to temporary quarters (during which EIU was exempted from the ILCSO interlibrary loan pool), and new ways of reporting activity.

The Periodicals staff maintained a print collection of 2658 print subscriptions and continued to monitor use of periodicals within the building. Additions to the collection include 31 new print subscriptions, 380 linear feet of serials, 672 reels of microfilmed newspapers, and 602 microformed serial items. Heckman

Bindery was awarded the bindery contract beginning July 1, 1998, and during the year, 2607 serial items and 1707 monographs were processed for binding, rebinding, or archival boxing.

In August, the Reserve collection was integrated into the online catalog making Booth Library among the first libraries to circulate reserve materials online in the ILCSO consortium. In addition to information regarding the availability of Reserve materials and the ability to search materials by course and/or by instructor, the online catalog offers the advantage of generating overdue notices and calculating fines for Reserve materials.

Much time and energy was invested throughout the year in activities related to the Booth Library renovation/expansion project and the relocation of services to temporary quarters. In addition to completing regularly assigned duties, staff actively participated in planning for services during the relocation. The department inventoried equipment and furniture in their areas of responsibility, reviewed files and records, cleaned cabinets, drawers and storage areas, measured the stacks and bound periodicals collections, calculated growth of the current journal collection, and shifted approximately 14,000 linear feet of bound journals to free shelving to facilitate the installation of compact storage shelving in the Union Gallery.

Departure from Booth Library began the third week of May. Interlibrary loan relocated to Booth West and assumed the additional responsibility of operating a circulation service point for closed stacks (although this site was not open to the public as of June 30th). The Circulation desk moved to the McAfee south gym, and Periodicals and Reserves merged to form a single desk in the McAfee north gym. A new service desk opened at the Union Branch. Two new positions were allocated to Circulation Services (a night supervisor and a day delivery person), and a delivery service for the retrieval and delivery of library materials between the various library campus sites was implemented. With the exception of Booth West, all new Circulation Services public desks were operational by the first day of summer school on June 14th.

COLLECTION DEVELOPMENT SERVICES

Collection Development Services encompasses collection development activities, the government documents collection, maps, and microforms. Government documents engaged in a long-delayed downsizing exercise. Seventy-one thousand, three hundred and sixty uncataloged or superceded titles were organized and offered to other depository libraries. The renovated building will have improved, but limited, space for the documents collection and this was a good time to clear out older, less used materials and concentrate on making all materials searchable through the online catalog. Lois Dickenson took on the assignment and carried it through to timely completion. Cataloging Services will work on the retrospective cataloging of documents as time permits.

On the map front, Jenny Johnson, Map Librarian at the University of Illinois at Urbana-Champaign, graciously gave her time as a consultant and made numerous recommendations for the care and use of the collection.

In the area of microforms, the Readex depository and non-depository microcard sets were transferred to the University of Chicago. They hope to undertake a digital project to make these materials available online at some point in the future. At Booth these materials were difficult to access and consequently they were rarely used. We could no longer justify keeping them in the Booth collection.

As part of the preparation for the library relocation, Collection Management Services areas split apart. The Collection Development office moved to McAfee 2002. Government documents and maps moved to Booth West. Microforms split into two locations: ERIC microfiche from ED 312 370 to present and periodical microforms moved to McAfee 2611. Newspapers on microfilm moved to the McAfee main level west hallway. ERIC microfiche prior to ED 312 370, government documents on microfiche, and microform monographs all moved to Booth West. Appropriate microform readers and reader/printers accompanied the microform collections. Lois Dickenson and Carol Winkleblack worked very hard to organize and prepare their areas for the moves. Ms. Dickenson accompanied government documents to Booth West and will be based there until we return to Booth. Mrs. Winkleblack moved to the McAfee south gymnasium behind the Reference desk. It has been an eventful year, but we are all working diligently to get settled in our new locations and adapt to new ways of accomplishing necessary tasks.

LIBRARY TECHNOLOGY SERVICES

Thanks to funds from the student technology fee, Library Technology Services replaced eight 486-based workstations in the lab with powerful Pentium III computers. With a total of 63 Windows 95 and Windows 98 machines, students were able to run Office 97 programs and other Internet applications. LTS continued to provide free dot-matrix printing as well as fee-based laser printing services.

Library Technology Services provided computer training and technology workshops to library staff and the campus community in the Technology Training Facility. During the fiscal year the LTS staff provided 90 workshops, mostly on Office 97 and Internet applications, to EIU faculty, staff and students.

The media collection continued to expand, particularly in the areas of videocassettes and compact disks. The video collection increased by 7% (374 videos) and the compact disk collection increased by 12% (273 CDs). Other additions to the media collection included 80 CD-ROMs for databases and software.

Linda Spangler resigned her LOA position in order to accept the new library position, the Assistant to the Dean for Academic Computing. In addition to providing technical support to Booth Library, Linda works with faculty and staff in the School of Adult and Continuing Education and in the Graduate School.

Booth Library
Eastern Illinois University
We Are Moving!

Resources	Electronic Resources (Article databases)
	ILLINET Online (Online library catalog)
	Location of Materials
	Research Help
Services	Requesting Materials and Services
	Library Workshops
About Booth Library	News and Announcements
	Library Departments, Advisory Board, and Committees
	Hours, Facilities, Maps, Personnel
	Booth Library Publications

MEDIA SERVICES

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

In the past year, Media Services continued work related to its technology initiative. During this time period, the following outcomes were initiated: 1) expanded Media Services' technology training workshop offerings; 2) increased efforts to support faculty web course and materials development by making Web

Course in a Box (WCB) available to the EIU community; 3) increased hardware available to faculty and students in Media Services' multimedia work area; and 4) increased computer/video projection hardware available to classes.

Media Services offered a variety of educational technology workshops and seminars. Over 40 workshop sessions were presented each academic semester. The department added 12 new workshop titles to its offerings. The following is a list of workshops offered during the year (multiple sessions of each workshop were given): Animation and Transitions in PowerPoint Presentations; Creating Web Pages the Easy Way: Beginner, Intermediate, and Advanced; E-mail for Instruction; Enhancing your Web Pages with Animation and Image Maps; EWeb Walk-through; Graphs & Tables in PowerPoint; Homepage Maker and eWeb Demonstration; Homepage Maker Walk-through; HTML: Beginner, Intermediate, and Advanced; Importing Word and Excel Files into PowerPoint; Individual Tutoring for PowerPoint Presentations; Learning PowerPoint: Beginner, Intermediate, Advanced; Multimedia Authoring with Macromedia Director; PowerPoint and the World Wide Web: Static Images and the Animation Viewer; Scanning with the Computer; Understanding E-mail Attachments; Using the Digital Camera; Utilizing PowerPoint's Draw Tools; Web Course in a Box; and Web Site Refinement.

Media Services received funding for a Computer Technology Fee proposal, which was used to support a multimedia development area open to students, faculty, and staff. Since its inception, faculty and students used the multimedia development area to scan photographs and slides, create Web pages and PowerPoint presentations, among other things. Media Services' personnel assisted users of the facility by helping them design and develop materials and operate software and hardware. The department also received funding for a Computer Technology Fee proposal to purchase three computer/video projectors to be distributed to classrooms across campus. The projectors afforded faculty and students more opportunities to present computer information in classes. The equipment was used regularly by faculty and students.

REFERENCE SERVICES

Reference Services faculty and staff actively provided professional research assistance to EIU's students, faculty, staff, and community residents in accessing information from the library's electronic and print resources. During this past year, the major focus for Booth Library was in addressing the building renovation project. One aspect of the project concentrated on the building construction plans. There were numerous meetings to review and finalize the architectural plans of the building renovation. The other aspect concentrated on relocating all library operations (services, staff, equipment, and collections) during the renovation. In the months prior to the move, there were numerous meetings to review and make suggestions regarding the temporary library locations.

At the same time, Reference physically prepared for the move to temporary quarters by measuring the Reference collection, measuring the Reference shelving, and inventorying equipment. The Reference desk was redesigned for McAfee and computer/telephone outlet needs were determined. The Reference print index collection was shifted and re-organized in preparation for the move to McAfee Gymnasium. The Reference office, the Reference work area and all Reference faculty offices were packed and tagged for the move to McAfee. Once in McAfee, all aspects of Reference Services were set up quickly for business as usual. There was no break in providing assistance to patrons prior to the move, during the move, or after the move.

Booth Library's Technology Training Facility provided a site for hands-on instruction in use of the library's online catalog, the various electronic resources, and the Internet. Reference librarians conducted 153 bibliographic instruction/library orientation sessions for 3,044 individuals. General library orientation sessions were offered three times a week during the first six weeks of the fall and spring semesters. In addition, Reference librarians offered 23 sessions on specialized topics to 48 individuals.

During FY99, IBIS search results totaled 29,364 and 72,580 InfoTrac logons occurred during 14,324 connect hours. An additional 8167 logons occurred in IDEAL and 1566 articles were downloaded. Patrons requested 1154 full text articles from Project Muse. As these statistics indicate, electronic resources, especially those offering full text articles, continued to be very popular with all library patrons.

Reference librarians kept current with professional practices by attending numerous workshops, seminars, and conferences. At the Reference desk, librarians answered 15,526 questions, 5,961 reference desk materials were checked out to patrons for building use only, and 131 materials from the Pamphlet File were circulated during the past year. The reference student workers picked up and reshelved 24,168 reference materials.

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

This unit of Library Services continued this year to have two broad mandates, namely, to serve as a repository for university records deemed worthy of permanent retention for historical or research purposes, and to serve as a home for Booth Library's Special Collections materials. Broadly speaking, the University Archives exists to secure and protect the documentary heritage of the university so that current and future generations of scholars will be able to properly interpret the history of the institution and its impact on society. Likewise, the Special Collections division of the department exists to provide a secure environment for Booth Library's rare, fragile, or otherwise "special" materials.

Serving as a guardian of many of the university's permanent records, the University Archives is charged with appraising, collection, preserving, organizing, describing, and providing access to them. Among the holdings of the Archives are university publications, administrative files, subject files, minutes of organizations, oral histories, manuscript collections, photographs, artifacts, and memorabilia pertaining to the institution. These materials are available for research by students, faculty, staff, and the general public.

For most of this year the University Archives and Special Collections unit continued to occupy space on the lower level of the library, specifically Rooms 35, 41, 71, and 72. However, on May 17, 1999, the unit's office furniture (desks, file cabinets, tables, etc.) were moved to the former Max Market (IGA Grocery Store) located in the West Park Plaza near Wal-Mart. Archives, Special Collections, and IRAD will be housed in this interim location during the approximately 2 ½ year renovation and expansion of Booth Library. Prior to the move, Room 35 of Booth Library contained the archivist's office, and IRAD intern work area, and the public reading/research area. Room 41 contained the storage area for Special Collections and the University Archives' book and serials collections. Room 41 also contained a work area for processing materials into the University Archives. Meanwhile, Room 71 functioned as the storage area

for the bulk of the Archives' holdings, including the manuscript collections. Room 72 contained the photo archives and part of the historical artifact collections. In addition to these spaces, some materials were stored in locked file cabinets in the hallway south of Room 72.

During FY99 the holdings of the University Archives continued to grow. There were a total of 28 new accessions during the year—22 from individuals, the remainder from various administrative and academic departments across campus. Approximately 12 cubic feet (or 18 linear feet) of material were added to the Archives this year, bringing the total holdings to about 938 cubic feet (or 1,407 linear feet).

The University Archives continued to acquire materials in a variety of formats, including books, departmental files, audio and video tapes, and artifacts. The department made some progress this year in processing the backlog of materials accumulated over the decades of the university's existence. Also, the department continued to encourage use of its holdings by administrators, faculty, staff, students, scholars, and the general public. During FY99 there were some 134 recorded research requests—55 patron visits, 38 telephone inquiries, 25 letter requests, and 16 e-mail requests. The relatively high number of patron visits reflects the increased use of the University Archives in recent years for class research projects.

In addition to the regular business of the department this year, the archivist was involved extensively—along with the library's other unit heads—in planning for the upcoming building renovation project. The archivist and other unit heads met several times with representatives from the architectural firm of Holabird & Root, the Illinois Capital Development Board, and other interested parties regarding the building renovation project. Also, the archivist and the other unit heads invested considerable energy responding to the detailed plans submitted by the architects and the other firms involved in the project. Simultaneously with this activity, the archivist planned for and assisted in the execution of his unit's move to the interim facility. As mentioned above, the unit's furniture and equipment were moved on May 17, 1999. However, the collections were not moved until the end of June. During this interval the archivist occupied a vacant office space in Cataloging Services, while IRAD operated out of Room 35, the Self-study Materials Center, and later, out of McAfee, Room 261. At of the end of the fiscal year, the interim facility was not yet ready for use—awaiting the installation of power lines, telecommunications hookups, Internet connections, etc. Therefore, at of the end of the fiscal year, the University Archives and Special Collections personnel had not yet begun work in the interim facility. The collections were in place, however, housed in what was once the meat department of a former grocery store.

Like the University Archives, the Special Collections division of the unit experienced some growth this year—mostly masters' theses added to the holdings, but also some items transferred by subject bibliographers from Booth Library's general collections. Until the move to the interim facility, Special Collections materials continued to be housed in Booth Library's Room 41. They were moved to the interim facility at the same time as the University Archives collections.

In summary, FY99 was a year of continued growth for the University Archives and Special Collections unit, and also a year of transition into an interim facility to make way for Booth Library's renovation and expansion project. Even while planning for and executing the move to temporary quarters, the combined unit continued to serve a considerable number of students and other patrons. In the future the unit looks forward to providing effective service both in the temporary facility and, ultimately, in the renovated building.

ILLINOIS REGIONAL ARCHIVES DEPOSITORY

Again this year the Illinois State Archives maintained a regional depository (IRAD) at Booth Library. The depository houses a variety of records from 16 counties in East-central Illinois. Useful principally for genealogical and local history research, the IRAD holdings include such materials as: vital records, land records, circuit court case files, probate records, census schedules, jail registers, and reports of school superintendents and road commissioners. The University Archivist serves as on-campus supervisor of the facility, including its two graduate student interns, while overall supervision of the program is handled from the State Archives in Springfield. During FY99 IRAD had a total of 614 research requests: 364 by mail, 128 in person, 110 by phone, and 12 by e-mail. These figures represent a 36 percent increase over last year's total of 451 research requests.

Personnel Transition

NEWLY EMPLOYED FACULTY AND STAFF

Laura Smith, appointment as *Library Technical Assistant I* in Cataloging Services
Melinda Matthews, appointment as *Office Systems Assistant II* in Administration

PROMOTIONS

Virginia Baldwin, promoted to *Professor* in Reference Services, effective fall 1999
Carl Lorber, promoted to *Professor* in Reference Services, effective fall 1999
Karen Whisler, promoted to *Associate Professor* in Collection Management Services, effective fall 1999
Linda Spangler, promoted to *Assistant to the Dean for Academic Computing* in Administration
Joann Daugherty, promoted to *Library Technical Assistant III* in Acquisition Services
Suellen Eggers, promoted to *Library Technical Assistant III* in Circulation Services
Patty Shonk, promoted to *Library Technical Assistant III* in Cataloging Services
Karen Sollers, promoted to *Library Technical Assistant I* in Cataloging Services
Melinda Matthews, promoted to *Office Systems Specialist I* in Administration

RETIREMENTS

Carrie Chen, Reference Services, retired August 1998, after 30 years of service to Booth Library
Juanita Waggoner, Cataloging Services, retired April 1999, after 20 years of service to Booth Library
Ramona Wise, Acquisitions Services, retired August 1998, after 21 years of service to Booth Library

RESIGNATIONS

Karl Bridges, Reference Services, September 1998
J. Alan Speer, Administration, July 1998

Our Resources

Use of Collections and Services

	FY99	FY98	FY97	FY96	FY95
CIRCULATION OF THE COLLECTION					
Online Circulation					
General Collection*	**267,152**	203,085	225,125	210,610	233,672
Print Reserve Collection+	**10,351**	30,711	35,220	38,415	48,184
Media Reserve Collection°	**8203**	n/a	n/a	n/a	n/a
In-Building Circulation					
Books and Periodicals	**50,452**	78,401	112,299	128,056	26,952
Reference•	**30,260**	48,236	45,333	46,523	51,777
Microforms	**6,683**	10,339	13,438	19,849	22,810
Total Circulation	***373,101***	*370,772*	*431,415*	*443,453*	*383,395*
INTERLIBRARY LOAN AND DOCUMENT DELIVERY					
ILLINET Online lending	**10,836**	22,682	20,298	19,776	20,197
OCLC lending	**5,176**	4,419	3,560	3,081	2,439
Other lending	**1,621**	1,437	1,651	2,333	2,265
Total lending	***17,633***	*28,538*	*25,509*	*25,190*	*24,901*
ILLINET Online borrowing	**3,418**	11,125	11,241	11,068	9,910
OCLC borrowing	**5,429**	4,584	3,446	2,201	u/a
Other borrowing	**1,409**	3,962	4,717	4,344	3,654
Total borrowing	***10,256***	*19,671*	*19,404*	*17,613*	*13,564*
Total Lending and Borrowing	***27,889***	*48,209*	*44,913*	*42,803*	*38,465*
Unfilled borrowing requests	**574**	1,069	1,033	n/a	n/a
Unfilled lending requests	**6,496**	6,484	6,948	7,536	7,456
USE OF ELECTRONIC RESOURCES					
FirstSearch searches	**115,053**	137,246	30,401	27,043	10,302
IBIS searches	**29,364**	n/a	n/a	n/a	n/a
IDEAL logins	**8,167**	n/a	n/a	n/a	n/a
InfoTrac logins	**72,580**	n/a	n/a	n/a	n/a
NovaNet signons (hours)	**660**	1,266	2,264	1,448	1,763
PRESENTATIONS AND TOURS					
Presentations and tours provided	**179**	281	198	205	264
Persons served in presentations	**3,092**	5,048	3,736	3,200	4,273
GATE COUNT	**517,297**	549,800	550,486	550,724	489,384

*Includes all materials circulated through ILLINET Online except Reserve materials
+Online circulation of Reserve materials initiated FY99
°Media reserve circulation reported within General Collection prior to FY99
•Includes books, pamphlets, and uncataloged maps and pictures

Library Collections

ILLINET ONLINE LOCATION	UNITS ADDED 1998-99	TOTAL UNITS
Stacks	12,969	414,943
Special Collections	318	6,134
Big	76	3,097
Oversized	15	222
Art	274	36,708
Juvenile	315	21,673
Reference	1,535	50,730
Periodicals	4,513	179,781
Books with Media	201	722
Audio Cassettes	10	844
Audio CDs	273	2,103
Vinyl Recordings	0	9,779
Software Diskettes	13	206
CD-ROMs	67	312
Video Cassettes	374	4,495
Video Discs	39	261
Films (16mm)	7	384
Media Reserve	51	623
Miscellaneous Media	0	135
Archives	32	1,088
Read & Relax	127	1,262
Maps	73	810
Textbooks	785	5,791
Technical Services	5	480
Documents	4,291	64,535
Document CD-ROM	107	360
Document Microforms	3,489	32,198
Microforms	227	11,725
Storage	0	6,024
AV Equipment	-3	97
Print Reserves°	1,619	1,619
Best Sellers•	211	211
Collection Management Office•	8	8
Library Administration Office•	18	18
Reference Desk*	1,104	1,104
Total	*33,143*	*860,482*

MATERIALS ACCESSED LOCALLY (NOT THROUGH ILLINET ONLINE)

College Catalogs	-408	0
Documents	-82,582	138,871
Maps	0	25,891
Microforms~	-661,227	1,226,767
Pamphlet File	-551	19,267
Picture File	0	8,685
Telephone Directories	-5	206
Total	*-744,773*	*1,419,687*

°New collection, previously not online.
•New location, previously in Stacks.
*New location, previously part of Reference.
~Reflects withdrawal of large government documents microcard collection

Internet Resources

CITATION/ABSTRACT INDEXES

ATLA Religion
AGRICOLA
AIDS and Cancer Research
America: History and Life
Applied Science & Technology Index
Art Index
Arts & Humanities Search
ATLA Religion
BasicBIOSIS
Biography Index
Biological & Agricultural Index
Biology Digest
Book Review Digest
Business Management Practices
Business Organizations, Agencies, and Publications Directory
Business Periodicals Index
CARL Uncover

CCH Tax Research Network
CINAHL
CollegeSource
Consumers Index
ContentsFirst
Current Biography
Dissertations Abstracts
EconLit
Environment
ERIC
Eventline
Facts On File
General Science Index
GEOBASE
GeoRef
GPO Access
GPO Monthly Catalog
Historical Abstracts
Humanities Index
Index to Legal Periodicals & Books
INSPEC

Library Literature
LIS (Legislative Information System)
MDX Health Digest
MEDLINE
Microcomputer Abstracts
MLA International Bibliography
NetFirst
Newspaper Abstracts
PAIS International
PapersFirst
ProceedingsFirst
PsycINFO
Readers' Guide Abstracts
RILM Abstracts of Music Literature
Shepherd's Illinois Citations
Social Science Index
SocioAbs
Worldscope

CITATION/FULL TEXT ARTICLE INDEXES

ABI/Inform
Alt-Health
ArticleFirst
Business & Industry
Business & Management Practices
Business Dateline
Contemporary Women's Issues

DataTimes
Education Abstracts
Electronic Collections Online
FactSearch
FastDoc
Health Reference Center Academic

InfoTrac Expanded Academic Index ASAP
MathSciNet
New York Times
Periodical Abstracts
SIRS Researcher
Wilson Select

ADDITIONAL RESOURCES

Books in Print
Encyclopedia Britannia

ILLINET Online
LINC

World Book Encyclopedia
WorldCat

ELECTRONIC JOURNALS AND NEWSPAPERS

American Institute of Physics Journals (a collection of 9 titles)
American Mathematical Society Journals (a collection of 8 titles)
Astrophysical Journal
Daily Eastern News
IDEAL (nearly 200 journals published by Academic Press, Churchill Livingstone, and WB Saunders Ltd.)
Institute of Physics Journals (a collection of 31 titles)
Journal of Applied Physiology Online
Journal of Consumer Marketing
Journal of Educational Administration
Journal of Molecular Biology
Physics Education
Project Muse (a collection of 43 journals published by Johns Hopkins University Press)

Operating Budget

	FY99	FY98	FY97
PERSONNEL SERVICES			
Civil Service	**989,085**	959,903	937,640
Graduate Assistants	**11,070**	11,070	9,540
Professional	**920,628**	947,507	1,039,932
Student Help	**123,276**	121,956	107,329
Overtime and Holiday	**11,233**	5,959	5,390
Shift Differential	**2,244**	3,214	1,622
Accrued Leave	**25,478**	20,147	308
Sick Leave	**56,748**	61,850	8,022
Total Personnel Services	*$ 2,139,762*	*$ 2,131,606*	*$ 2,109,783*
OPERATING EXPENSES			
Commodities	**51,586**	37,618	45,566
Contractual Services	**96,713**	55,376	67,470
Equipment	**193,816**	75,552	147,842
Automotive Equipment	**183**	283	644
Postage	**8,990**	9,297	8,919
Telecommunications	**20,415**	19,219	11,849
Travel	**22,972**	22,160	20,000
Total Operating Expenses	*$ 394,675*	*$ 219,505*	*$ 302,290*
RESOURCES AND MATERIALS EXPENSES			
Books, Serial Back Files, and Other Print Materials	**442,729**	348,736	302,026
Current Serials	**505,307**	509,394	507,211
Audio-Visual Materials	**39,362**	37,161	46,298
Microforms	**36,349**	48,725	71,085
Bibliographic Utilities, Networks, and Consortia	**126,560**	124,466	120,094
Computer Files and Search Services	**54,900**	40,635	21,520
Document Delivery/ILL	**10,484**	7,864	5,970
Binding and Rebinding	**38,633**	30,000	30,000
Grants	**16,239**		
Total Resources and Materials Expenses	*$ 1,270,563*	*$ 1,146,981*	*$ 1,104,204*
TOTAL BUDGET	*$ 3,805,000*	*$ 3,498,092*	*$ 3,516,277*

*Included in Contractual Services

FY96	FY95	FY94	FY93	FY92	FY91	FY90
889,775	845,678	846,523	829,265	795,868	792,553	771,731
9,540	9,540	9,540	9,540	9,540	11,660	13,000
984,922	929,921	920,431	921,942	959,011	930,833	931,901
107,120	110,526	91,304	91,956	92,592	98,955	90,331
5,633	4,963	3,547	2,820	4,567	4,259	5,331
1,761	1,789	1,803	1,772	1,628	2,997	1,714
2,209	7,656	26,758	13,561	u/a	u/a	u/a
5,723	8,120	49,559	28,828	u/a	u/a	u/a
$ 2,006,683	*$ 1,918,193*	*$ 1,949,465*	*$ 1,899,684*	*$ 1,863,206*	*$ 1,841,257*	*$ 1,814,008*
35,905	42,001	30,155	29,348	42,281	42,466	39,920
56,457	54,800	17,294	156,425	154,770	143,103	139,781
139,576	65,126	96,071	37,766	31,023	81,600	71,647
600	518	600	400	599	612	600
6,971	6,216	4,975	5,050	5,476	7,732	7,750
10,500	14,947	10,149	11,365	9,291	19,176	18,300
13,750	13,247	12,000	11,200	15,775	15,504	17,200
$ 263,759	*$ 196,855*	*$ 171,244*	*$ 251,554*	*$ 259,215*	*$ 310,193*	*$ 295,198*
360,417	337,972	303,703	259,941	230,367	277,874	348,981
457,082	397,843	399,694	434,990	475,935	459,379	435,775
40,421	40,520	27,085	21,670	24,907	22,245	24,800
40,536	46,195	25,375	23,914	28,972	37,499	56,225
119,297	109,986	115,600	*	*	*	*
4,245	17,837	24,709	*	*	*	*
7,814	13,020	146	*	*	*	*
$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 28,802	$ 30,000	$ 30,000
$ 1,059,812	*$ 993,373*	*$ 926,312*	*$ 770,515*	*$ 788,983*	*$ 826,997*	*$ 895,781*
$ 3,330,254	*$ 3,108,421*	*$ 3,047,021*	*$ 2,921,753*	*$ 2,911,404*	*$ 2,978,447*	*$ 3,004,987*

Book and Materials Budget

	FY99	FY98	FY97	FY96
Afro-American Studies	4,820	4,438	4,197	4,197
Art	17,327	15,953	15,088	15,088
Botany	27,704	27,449	25,960	25,960
Business	50,996	46,952	44,405	44,405
Chemistry	55,207	53,348	50,454	50,454
Communication Disorders & Sciences	9,423	10,128	9,579	9,579
Economics	16,252	15,300	14,470	14,470
Education	47,194	43,897	41,516	41,516
English	26,948	25,130	23,767	23,767
Environmental Biology	9,451	10,008	9,465	9,465
Family & Consumer Sciences	21,541	20,136	19,044	19,044
Foreign Languages	8,334	7,730	7,311	7,311
Geography/Geology	22,599	21,386	20,226	20,226
History	18,897	17,612	16,657	16,657
Journalism	5,681	5,231	4,947	4,947
Latin American Studies	2,945	2,711	2,564	2,564
Mathematics	27,478	25,610	24,221	24,221
Music	17,391	16,011	15,143	15,143
Philosophy	6,633	6,107	5,776	5,776
Physical Education	20,940	19,280	18,234	18,234
Physics	36,689	35,896	33,949	33,949
Political Science	26,608	24,568	23,235	23,235
Psychology	22,106	23,031	21,782	21,782
ROTC	740	681	644	644
Sociology/Anthropology	19,907	19,012	17,981	17,981
Speech Communication	11,768	10,835	10,247	10,247
Technology	16,502	16,453	15,561	15,561
Theatre Arts	6,510	6,037	5,710	5,710
Women's Studies	2,939	2,706	2,559	2,559
Zoology	39,055	47,866	45,270	45,270
Booth Library				
Reference/General	255,233	247,779	233,447	238,419
Contingency	47,950	45,190	56,614	39,118
Curriculum Lab	11,484	10,574	10,000	10,000
Document Delivery	10,861	10,000	10,000	10,000
Booth Library Fellows	1,000	1,000	1,000	1,000
Juvenile Collection	2,220	2,044	1,933	1,933
General Interest Periodicals	29,071	26,766	26,314	21,338
Multi-Departmental Periodicals	24,766	12,353	18,200	15,200
Recreational Periodicals	2,357	2,170	2,052	2,052
Popular Fiction	2,870	340	322	322
Film and Video	24,435	22,497	16,777	21,171
Binding	38,633	30,000	30,000	30,000
IDEAL	35,976			
MUSE	3,974			
Total	**$ 1,091,415**	*$ 992,215*	*$ 956,621*	*$ 940,515*

FY95	FY94	FY93	FY92	FY91	FY90
4,197	2,790	2,674	1,696	2,000	u/a
13,988	14,295	13,023	13,581	15,172	14,874
25,960	25,047	24,169	32,062	33,018	32,370
44,405	43,174	41,341	48,380	50,005	49,025
50,454	47,729	46,973	56,020	55,767	54,673
5,669	5,639	5,279	5,823	6,260	6,138
14,400	14,280	13,406	14,874	15,931	15,619
16,676	16,213	15,526	24,480	26,096	25,585
16,767	17,003	15,612	16,551	18,282	17,923
6,845	6,418	6,373	u/a	u/a	u/a
14,944	14,723	13,912	15,150	16,602	16,277
7,311	7,233	6,806	7,585	8,100	7,941
20,226	19,223	18,831	22,303	22,979	22,528
15,557	15,744	14,429	15,424	16,986	16,654
3,042	3,096	2,824	2,978	3,308	3,244
2,564	990	874	u/a	u/a	u/a
24,221	23,028	22,517	26,519	27,447	26,909
15,143	15,246	14,099	15,213	16,590	16,265
5,711	5,706	5,316	5,812	6,288	6,166
13,884	13,648	12,421	14,594	15,449	15,145
33,949	31,981	31,590	37,206	37,752	37,012
23,235	23,165	21,633	23,765	25,618	25,116
21,282	20,443	19,813	22,859	24,021	23,550
644	670	599	599	689	676
17,981	17,756	16,741	18,732	19,949	19,558
6,507	6,594	6,058	6,432	7,098	6,958
11,861	11,738	11,042	12,302	13,140	12,882
4,010	4,091	3,734	3,909	4,355	4,269
2,559	899	794	771	500	u/a
45,270	43,186	41,689	54,304	54,636	53,565
208,141	208,117	198,935	179,078	173,428	243,288
42,784	45,065	40,811	10,884	19,280	21,780
10,000	u/a	u/a	u/a	u/a	u/a
7,200	u/a	u/a	u/a	u/a	u/a
1,000	1,000	1,000	691	1,000	1,000
1,933	1,800	1,800	1,244	1,800	1,800
22,739	21,170	21,170	26,365	26,150	29,822
16,156	12,754	9,942	7,025	12,281	18,903
2,052	700	700	484	700	300
322	300	300	207	300	300
21,171	17,909	15,809	15,154	18,019	17,665
30,000	30,000	30,000	30,000	30,000	30,000
$ 852,760	$ 810,563	$ 770,565	$ 791,056	$ 826,996	$ 895,780

Our People

Personnel Activity and Achievements

LIBRARY ADMINISTRATION

 Allen Lanham, Dean of Library Services, was elected vice-chair/chair-elect of the Illinois Cooperative Collection Management Program (ICCMP), an Illinois Board of Higher Education (IBHE) HECA program, and, in March, represented the ICCMP at the International Coalition of Library Consortia held in Scottsdale, Arizona. He served as a program presenter at the 1998 ICCMP Bibliographer's Retreat and as a presider at the ICCMP annual meeting. He was also elected to serve as a member of the Illinois Library Computer Systems Organization (ILCSO) Policy Council and served as chair of the ILCSO By Laws Committee. He served as a member of the ILCSO Electronic Resources Committee and the Lincoln Trail Libraries System Ad Hoc Committee on Planning. As a member of the Council of Directors of State University Libraries in Illinois (CODSULI), Dr. Lanham was awarded $244,000 for a grant proposal titled "Networking Microforms via the Internet." Funded through the Illinois State Library's Library Services and Technology Act, the grant provided electronic scanning equipment for 13 university libraries in Illinois. He also received, on behalf of Booth Library, $27,834 to purchase equipment for ILLINET Online through the IBHE/HECA Technology grants. Dr. Lanham holds membership and committee appointments in numerous professional associations: the American Library Association; the Association of College and Research Libraries; the Music Library Association; the Library Administration and Management Association; the Library Information Technology Association, serving as a member of the Organization and By Laws Committee; the Illinois Library Association, serving as a member of the Awards Committee; the Illinois Association of College and Research Libraries; and the Coles County Library Group. He participated as a member of the EIU Council of Deans, the Academic Technology Advisory Committee, the Radio and Television Center Board, the Martin Luther King, Jr. Memorial Scholarship Committee, the University Panther Card Committee, the Latin American Studies Committee, the Latino Heritage Celebration Committee, and as a University Hearing Officer. Dr. Lanham continued as a faculty member of

the United States Percussion Camp, and served the campus and community through his work with the EIU Latin American Heritage Exhibit, his participation as an invited reader in the Carl Sandburg Elementary School Reading Program, and as a member of the Eastern Illinois University Community Choir.

LIBRARY FACULTY

Virginia Baldwin, Reference Services, is a member of the American Library Association, the Association of College and Research Libraries, the American Society for Information Science, the American Society for Engineering Education, and the Special Libraries Association. She served as the SLA Science and Technology Division liaison to the ACRL Science and Technology Section. Virginia was awarded $3235 by the Illinois State Library for her "Bring in an Expert" grant proposal to establish information literacy standards at Booth Library. With C. Lorber, she received $5750 from the Illinois Cooperative Collection Management Program to purchase business and economics monographs. She served as a Writing Competency Exam reader/scorer, as chair of the "Expanding Your Horizons Through Math and Science" Conference, and as Kiwanis advisor to the Eastern Illinois University Circle K. Ongoing research projects include, "Using web tutorials for library instruction--Evaluation criteria," and "Using split/screen-videotaping techniques to evaluate user response to hyperlinked databases."

Ann Brownson, Reference Services, was selected to participate in the 1999 Booth Library Faculty Research Program for her proposal titled "A comprehensive collection development policy for Booth Library's curriculum and juvenile collections." She is a member of the American Library Association and the Association of College and Research Libraries. She served as a member of the Curriculum Materials Committee of the Education and Behavioral Sciences Section of the Association of College and Research Libraries. Ann completed training as a Writing Competency Exam reader/scorer, and served as a member of the EIU Judicial Board and as advisor to the Sigma Kappa Sorority.

Michael Chen, Media Services, published an article, "Beyond Classroom Walls: Exploring Internet Resources for Language Learning," in the *Illinois Association for Educational Communications and Technology Journal*. He presented a paper, "Designing and Implementing Web-based Instructional Systems," and a poster session, "Web-based Interactive Learning Environments," at the Ed-Media World Conference in Seattle, Washington. He also presented "Web-based Support for Instruction" at the Illinois Association for Educational Communications and Technology Annual Conference in Lisle. At the "Engaging the Future of Education" TECH Conference sponsored by the Regional Office of Education, he presented "Who Says You Can't Be a Web-master?" and "Cool Tools on the Web for Communication and Interaction." Dr. Chen is a member of the Association for the Advancement of Computing in Education and the Association for Educational Communications and Technology.

Barbara Cressman, Circulation Services, is a member of the American Library Association and the Illinois Library Association. She chaired the Computer Applications Committee and Newsletter Committee of the ALA Library Instruction Roundtable, and the Publications Committee of the ALA Library Administration and Management Association Systems and Services Section. She is editor of the professional publication, *LIRT News*, and is an active reviewer *for CHOICE: Current Reviews for Academic Libraries.* Her review of "Using Web Course in a Box for Library Instruction" was published in *Library Instruction Roundtable News* in March. She contributed the chapter "Music" to *Instruction & Training for Enhanced Reference Service Using Hands-on Active Learning Techniques*, a book published in December by Library Instruction. An article co-authored with K. Whisler, M. Slough, and N. Sung, "Evaluating Full Text Databases for Collection Development," was published in *Illinois Libraries*. With the same colleagues, Barbara co-presented two poster sessions: "It's a Gold Mine!!! Full Text Electronic Resources in Illinois Libraries" at the Illinois Library Association Annual Conference in Chicago and "Strength Through Statewide Initiatives: The Illinois Experience" at the Association of College and Research Libraries National Conference in Detroit. A third poster session, "Shopping for Hardware/Software: Where to Go for Product Info," was presented as part of the Library Instruction Roundtable Program at the American Library Association Annual Conference in New Orleans. Barbara served the EIU community through her work with the Human Resources Customer Service Training Program Implementation Group and the Intensive English Language Center Conversation Partner Program. She continued to perform with the Champaign-Urbana Symphony.

William Gibbs, Media Services, holds membership is a number of professional associations: the Association for Educational Communications and Technology; the International Visual Literacy Association, serving as associate editor of the IVLA Book of Readings; and the Illinois Association for Educational Communications and Technology, serving as chair of the Publications Committee. He published "Implementing Online Learning Environments" in the *Journal of Computing in Higher Education,* and "A Hypermedia Instructional Tutorial: A Development Perspective" in the *Illinois Association for Educational Communications and Technology Journal*. With P. Fewell, he co-presented four programs at the AECT Convention in Houston: "Perspectives on Implementing Online Courses," "Media Services: Technology Integration Using the Internet and WWW," "Approaching Technology Integration into the Curriculum and the Classroom," and "Effective Presentations, Electronic Style, PowerPoint and Beyond." Dr. Gibbs provided three presentations at the IAECT Conference in Lisle during December: "Developing Computer-based Instructional Programs" and "Web Support for Instruction" with M. Chen, and "Effective Electronic Presentations" with P. Fewell. In October, he also presented "Using the Internet and WWW for Instruction" at the Illinois Education Technology Conference in Springfield. With J. Looby, he was awarded an EIU Instructional Technology Enhancement grant of $9757 for the acquisition of portable multimedia computers for classroom use. Dr. Gibbs served the EIU community through his participation on numerous university committees: the Academic Technology Advisory Committee and the Instructional Support Subcommittee; the Virtual Course Environment Committee; the Council on University Planning and Budget; the University World Wide Web Committee; the Committee for Personal Development Opportunities for Faculty, Staff, and Students, an EIU/Lake Land College Partnership; and the Academic Technology Advisory Committee Task Force. He served the Charleston community through his volunteer work in maintaining the St. Charles Borromeo

Catholic Church web site. His ongoing research includes "Defining evaluation criteria for multimedia instructional courseware" and "Analysis of learner dialogue and communication patterns in asynchronous Internet-based courses."

Robert Hillman, University Archives and Special Collections, is a member of the American Library Association, the Illinois Library Association, the Society of American Archivists, the Midwest Archives Conference, the Illinois State Historical Society, the Illinois State Genealogical Society, the Coles County Historical Society, and the Coles County Genealogical Society. During September, Bob presented "Archival Theory and Practice at the University Archives" and "University Archives Administration" to EIU History students and faculty. He also developed an exhibit titled "Evolution of Library Services at Eastern," which was displayed during March, April and May in the Booth Library north foyer. Bob served as chair of the ROTC Advisory Council, and as a member of the ROTC Scholarship Board, the University Personnel Committee, the Honorary Degree Committee, and the Old Main Centennial Exhibit Committee. He continued as a reader/scorer of the Writing Competency Exam, and served as a volunteer at the 1998 Celebration: A Festival of the Arts and at the Booth Library book sale held during National Library Week. Bob continued work on a number of research projects, including: "Library Services at EIU: A Centennial History," "Colonel Eli Lilly: The Paris Years, 1869-1873," and "Dorothy Cramer Hansen: Theatre Organist of the Silent Screen."

Johnson Kuma, Reference Services, served as a guest lecturer presenting "Third World Revolutions" to EIU students in the Political Science department. He is a member of the Illinois Library Association and the Illinois Committee on Black Concerns in Higher Education. Johnson served as a member of the EIU African American Heritage Celebrations Committee and was the recipient of the 1999 African American Heritage Celebrations Award for Service. He also served as a member of the African American Studies Advisory Board Committee and continued work as a reader/scorer of the Writing Competency Exam. As a recipient of a 1997 Achievement and Contribution Award in the Area of Service, Johnson was selected as the representative for Library Services and Lumpkin College of Business and Applied Sciences on the 1999

Achievement and Contribution Awards Committee. His ongoing research projects include the development of research guides in the areas of biological sciences, geology/geography, and African American studies, and a paper in progress titled "Science journal cancellations in a medium-sized academic library: Cost analysis." In October, Johnson participated in the Annual Crop Walk, an activity sponsored by the World Church Services to raise funds for the world's hungry people.

Carl Lorber, Reference Services, is a member of the American Library Association, the Illinois Library Association, and the Reference and User Services Association. In his role as a DRA trainer, Carl co-presented seven workshops, "Introducing DRA," with K. Whisler and P. Ortega to Booth Library faculty and staff. With V. Baldwin, he was awarded $5750 for the purchase of business and economics monographs through an Illinois Cooperative Collection Management Program grant. Carl served as a member of the EIU Americans with Disabilities Act Advisory Committee and the EIU Learning Assistance Center Advisory Board, as co-chair of the Celebration 1998 Public Assistance and Information Committee, and as a reader/scorer of the Writing Competency Exam. He continued research in the area of library services to students with disabilities.

Pamela Ortega, Reference Services, served as an invited lecturer presenting "Culture, politics and geography of Puerto Rico" to EIU Geography faculty and students. She served as a member of the Midwest Association of Latin American Studies 1999 Annual Conference Planning Committee, and holds membership in the American Library Association and the Association of College and Research Libraries. With C. Lorber and K. Whisler, Pamela co-presented seven workshops titled "Introducing DRA," and with L. Dickenson, co-presented two book handling workshops to Booth Library faculty and staff. Pamela served as a member of the EIU Latin American Studies Committee, the Latino Heritage Committee, the Latino Advisor Search Committee, and the Women's Advocacy Council Living History Committee. She volunteered as a mentor to students in the EIU Trio program, served as a member of the EIU Chapter of the Coles County Habitat for Humanity, and as a reader/scorer of the Writing Competency Exam. Her research interests include the development of formal library services to EIU distance learners and the

influence of the Internet on research by Latin Americanists.

Richard Seitz, Cataloging Services, published a review of "Historical Dictionary of Belarus" by Jan Zaprudnik in the January 1999 issue of *Choice: Current Reviews for Academic Libraries* and "Russian Literature in the Age of Pushkin and Gogol: Prose" in the April issue. Rick was awarded an Illinois Cooperative Collection Management Program grant of $6250 to purchase monographs in the area of philosophy. He is a member of the American Library Association, the Slavic and East European Section of the Association of College and Research Libraries, the Illinois Library Association, the OnLine Audiovisual Catalogers, Inc., and the American Association for the Advancement of Slavic Studies. He functioned in the capacity of newsletter editor of the Illinois Online Computer Catalog Center Users' Group. He served the community as a member of the EIU Parking Advisory Committee and continued as a reader/scorer of the Writing Competency Exam.

Marlene Slough, Circulation Services, was selected to participate in the Booth Library 1999 Faculty Research Program for her proposal titled "A study of non-serial borrowing requests at Booth Library." She was an invited speaker at the Illinois Library Computer Systems Organization (ILCSO) Circulation/Interlibrary Loan Forum held in Wheaton, co-presenting "Implementing the DRA Reserve Room" with J. Matteson-Hughes, and at the ILCSO Operations Committee meeting in Chicago presenting "Reserve Module." An article co-authored with K. Whisler, N. Sung, and B. Cressman, "Evaluating Selected Full Text Databases for Collection Development," was published in *Illinois Libraries*. With C. Vitez, Marlene was awarded $1360 through an Illinois Cooperative Collection Management Program grant to purchase library materials in the area of geriatric nutrition. She co-presented two poster sessions with K. Whisler, N. Sung, and B. Cressman: "It's a Gold Mine!!! Full Text Electronic Resources in Illinois Libraries" at the Illinois Library Association Annual Conference in Chicago, and "Strength Through Statewide Initiatives: The Illinois Experience" at the Association of College and Research Libraries National Conference in Detroit. She holds membership is a number of professional associations: the American Library Association; the Association of College and Research Libraries; the Library Administration and

Management Association; the Reference and User Services Association, serving as a member of the RUSA/Management of Electronic Reference Services Committee; the Illinois Library Association; and the Special Libraries Association. She served as a member of the EIU Diagnostic Essay Planning Committee and the Faculty Development Advisory Committee, continued as a reader/scorer of the Writing Competency Exam, and volunteered in the information booth at Celebration 1998.

Nackil Sung, Library Technology Services, published "Evaluating Selected Full Text Databases for Collection Development," in the fall issue of *Illinois Libraries* with K. Whisler, M. Slough, and B. Cressman. With the same colleagues, he co-presented two poster sessions: "It's a Gold Mine!!! Full Text Electronic Resources in Illinois Libraries" at the Illinois Library Association Annual Conference in Chicago in October, and in April, "Strength through Statewide Initiatives: The Illinois Experience" at the Association of College and Research Libraries National Conference in Detroit. Nackil served as a member of the EIU Academic Technology Advisory Committee, the Y2K Task Force, and the Director of User Services Search Committee. As a member of the ILCSO DRA Look and Feel Team, Nackil collaborated with librarians throughout Illinois to design and develop the web-based online catalog called DRA Web2. He holds membership in the American Library Association and the Illinois Library Association.

Pamela Waldrep, Acquisitions Services, is a member of the American Library Association, the Association for Library Collections and Technical Services, the Illinois Library Association, and the North American Serials Interest Group. In her role as chair of the Booth Library Safety and Emergency Procedures Committee, Pamela oversaw the revision of the library's Emergency Procedures Manual. She continued graduate coursework at the University of Illinois at Urbana-Champaign, and served as a member of the EIU Environmental Health and Safety Committee. Pamela served the Charleston community through her work as a member of the Wesley United Methodist Church's Committee on Finance.

John Whisler, Cataloging Services, was awarded a 1998 Achievement and Contribution Award in the Area of Teaching/Primary Duties for his leadership role in the library's conversion and migration to a new online state catalog. He

was a frequent invited speaker at Illinois Library Computer Systems Organization (ILCSO) meetings and forums. John presented: "Cleaning Up Analytics in DRA" at the ILCSO Technical Services Forum in Springfield, and "Cooperative Cataloging Guidelines for ILLINET Online" and "Maintenance Work Priorities for ILLINET Online" at the ILCSO Technical Services Forum in Wheaton; "Cleaning Up Analytics in DRA" at the ILCSO Operations Committee meeting in Chicago, and "Cooperative Cataloging Guidelines for ILLINET Online" and "Maintenance Work Priorities for ILLINET Online" at the ILCSO Operations Committee meeting in Urbana; and "Creating Short Catalog Records for Reserves" at the ILCSO Circulation/Interlibrary Loan Forum in Springfield. John continued his research in compiling and publishing *Booth Library LCS Circulation Statistics*. He is a member of the American Library Association, the Illinois Library Association, the Music Library Association, the Society for American Music, and the Viola da Gamba Society of America.

Karen Whisler, Collection Management Services, published an article, "Evaluating Selected Full Text Databases for Collection Development," with M. Slough, N. Sung, and B. Cressman in *Illinois Libraries,* the official publication of the Illinois State Library. With the same colleagues, she co-presented two poster sessions: "It's a Gold Mine!!! Full text Electronic Resources in Illinois" at the Illinois Library Association Annual Conference in Chicago, and "Strength Through Statewide Initiatives: The Illinois Experience" at the Association of College and Research Libraries National Conference in Detroit. As a DRA trainer, Karen co-presented seven workshops titled "Introducing DRA," with C. Lorber and P. Ortega, to Booth Library faculty and staff. She served as a member of the EIU Continuing Education Coordinating Council and the University Professionals of Illinois House of Delegates. Karen is a member of the American Library Association, the Illinois Library Association, and the Illinois OCLC Users' Group. She continued her research in the area of full text content and the use of electronic databases.

LIBRARY STAFF

Philip Blair, Circulation Services, was awarded a Bachelor of Arts degree in German at EIU.

Patty Butler, Administration, completed her graduate course work in Family and Consumer Sciences and was awarded a Master of Arts degree in December. She served the university community as a member of the President's Council Ice Cream Social Committee, the University Club for Faculty and Staff, the Celebration Marketing Committee, and as co-chair of the Celebration Food Booth Committee. She also served as an advisor to the Illinois Jaycee Foundation. Patty held membership in a number of professional associations including the Student Association of Family and Consumer Sciences, Club Managers Association, Tassels and Mortarboard, Alpha Sigma Lambda, and Phi Sigma Pi.

Marge Checkley, Circulation Services, continued her study of pottery through the EIU Art department. She served the Charleston community through her work with the Stephen Ministry program at the Wesley United Methodist Church.

Bev Cruse, Media Services, served as a member of the EIU Marketing Committee and the Marketing Eastern Illinois University Committee. She is active in her local community serving in her eighth year as a member of the Martinsville Board of Education-- of which 6 years were as secretary. She was recently appointed to the Martinsville Library Board and served as a photography judge for the Clark County 4-H.

Joann Daugherty, Acquisition Services, continued her work as advisor to the Alpha Sigma Alpha Sorority. Beginning in October, she served as president of the Kiwanis Club of Charleston, and since April, as an advisor to the Charleston Middle School Builders Club.

Joseph DeCaro, Media Services, was a member of the EIU Staff Senate, the Tuition and Fees Committee, the University Union Board, and the Outstanding Senior Committee. He also participated as the Staff Senate liaison to the Faculty and Student Senates, and as a member of the Vice-President for Institutional Advancement Search Committee.

Suellen Eggers, Circulation Services, served on the Board of Directors for Big Brothers and Big Sisters of Mid-Illinois, and as a coordinator for the "Bowl for Kids Sake" event.

Kathleen Ferguson, Administration, served as a library representative on the EIU Development

Communications Committee. She was active in the Charleston community as a member of the First Christian Church Local Outreach Committee.

Jeanne Goble, Circulation Services, continued her work as a substitute teacher in the Charleston elementary schools and as a volunteer at the Carl Sandburg Elementary School library. She received a Certificate of Recognition from Carl Sandburg Elementary School for her dedication as a volunteer.

Nancy Jones, Acquisition Services, served as a member of the Friends of the Library in Villa Grove, Illinois.

John Looby, Media Services, presented "Utilization of the Multimedia System" to EIU Family and Consumer Sciences faculty. He co-submitted two successful grant proposals to the EIU Academic Technology Advisory Committee received $8,211 for the purchase of digital recording equipment and $9,757 for the acquisition of portable multimedia computers for classroom use. He was a member of Syn-Aud-Con. John served as a member of the following university committees and/or task forces: the Commencement Committee, the Convocation Committee, the Buzzard Moveable Equipment Committee, the State Track Committee, and the Americans with Disabilities Committee. John served the Charleston community through his work at First Christian Church as a trustee, with Property Ministry, and by providing training to the sound and lighting operators. He also volunteered service with the Boy Scouts of America and provided sound for the Charleston High School graduation ceremony.

Jennisen Lucas, Circulation Services, continued her coursework toward a graduate degree in English. In April, she was selected to present a paper, "Trends in Caldecott Medal Winners," at the Illinois Philological Association Annual Conference in Springfield.

Scott Minor, Circulation Services, was awarded a Bachelor of Sciences degree in Chemistry with a minor in Psychology at EIU, and was accepted into the Master of Library and Information Science program at the University of Illinois at Urbana-Champaign.

Laura Smith, Cataloging Services, served as secretary to the Charleston Community Daycare Center Board and as a member of the Head of Mission, Membership and Evangelism Board at Immanuel Lutheran Church in Charleston. In addition to attending classes at EIU, she volunteered at Immanuel Lutheran Church working with the Aid Re-Roofing project.

Lucia Webb, Circulation Services, was a member of the American Library Association.

Jacqueline Worden, Reference Services, participated as a contributing artist in the annual Tarble Arts Christmas Sale. Proceeds from the sale support art scholarships and the purchase of equipment for the Art department. She attended several art workshops, including watercolor instruction, at the Arrowmont School of Arts and Crafts in Gatlinburg, Tennessee, and continued her study of ceramics at EIU during the spring and fall semesters. Jackie also taught art through the Partners in Education Program to elementary school children in Paris, Illinois. Her service to the Charleston community included work as a Volunteer Pioneer at the Lincoln Log Cabin State Historic Site and service as a board member and Sunday school superintendent at the First Church of Christ Scientist in Charleston. She continued to support the Coles County Arts Council by directing "Artist's Day in the Garden," and through her donations of artwork to the Coles County Arts Council silent auction.

The relocation of services and collections from Booth Library…

Library student assistants emptied the card catalog drawers into recycling bins at the end of the spring semester.

The first service desk to be disassembled was the Reserve desk at the north entrance of the library.

Windows from the south façade were removed to facilitate the transport of materials located on the upper levels of the library.

The relocation of collections began on May 13th and continued over a six-week period. Materials were loaded onto carts and into crates, while concurrently, shelving was disassembled throughout Booth Library and reassembled at each of the various temporary sites.

… to the temporary facilities

The Reference and Circulation public service desks along with shelving for the Reference collections were relocated to the McAfee south gym.

Unloading carts of older periodicals from the moving van at Booth West.

Compact shelving units were installed in the Union Gallery, an area located below the campus bowling alley in the Student Union. The Union Branch houses materials in LC classes H-M.

Shelving was also installed in space previously occupied by a grocery store. Located a half mile from campus, Booth West houses materials in LC classes P-V, older bound journals, government documents, and maps.