

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Annual Report of the Interinstitutional Library Committee and the Interinstitutional Task Force on Scholarly Communication  
**Date:** October 6, 2003

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**Recommended Actions:**

1. Receive the report.
2. Encourage the Regent university libraries to continue their collaborative activities and, where feasible, extend such efforts.

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**Executive Summary:**

The Interinstitutional Library Committee requests approval of its FY 2003 Annual Report. The annual report contains a report from the Interinstitutional Task Force on Scholarly Communication (ITFSC), established four years ago by the Interinstitutional Committee on Educational Coordination (ICEC); cooperative interinstitutional library programs; and individual institution reports.

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**Link to Strategic Plan:**

There is indirect reference to the libraries at the Regent universities in the Board's current Strategic Plan. In addition, each of the university strategic plans addresses the role of the library.

- Key Result Area 1.0.0.0 (Quality) assumes that effective educational institutions need strong libraries.
- Strategy 1.1.4.0 (Strengthen research, creative work, and service by the Regent universities) and Action Step 4.4.2.3 (Explore opportunities for partnership among the Regent institutions and with other sectors of education) provide the basis for the collaborative efforts being undertaken by the Regent universities.

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Link to Institutional Strategic Plans

Each of the university strategic plans address the role of the library.

- SUI's strategic plan emphasizes an intellectually fulfilling undergraduate experience, distinguished research, artistic creation, and enhanced patient care. The University Libraries provide an essential infrastructure that makes these goals attainable.
- ISU's strategic plan states that library resources and services sustain and enhance learning and discovery. The advancement of the electronic library's resources and services represents an approach for promoting information science and technology.

- UNI's Rod Library supports University Goals 1-3 by providing equitable access to information resources that support the study and scholarship needs of UNI students, faculty, staff, and the community.
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Trends

- There is an obvious trend toward increased use of electronic delivery systems in the libraries.
  - The Regent university libraries are engaged in a variety of consortial activities. The cooperative efforts of the libraries have resulted not only in cost savings, but also in significant increases in resources available to students, faculty, and staff.
  - Cumulative budget reductions during the past 2-3 years have significantly affected staffing levels at the libraries. In some cases, direct services to customers have been significantly compromised.
  - Deferred maintenance of facilities and collections is likely to have significant cost implications in the future.
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**Background:**

The report includes examples of collaborative institutional activities and local initiatives to bridge the physical and virtual libraries.

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**Analysis:**

**Interinstitutional Task Force on Scholarly Communication (ITFSC)**

Task Force  
Charge and  
Membership

When the ITFSC was appointed by ICEC in 1999, its charge was "to explore ways that the libraries of the three universities can more effectively use professional journals, in light of escalating costs and such developments as electronic publication." The Task Force includes representatives of the faculty senates of each university, personnel from the libraries, and a Board Office liaison.

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Scholarly  
Communication  
Activities

During FY 2003, the ITFSC focused on three issues:

- Implementation of the copyright policy<sup>1</sup> approved by the Board of Regents in May 2002;
- Role of scholarly communication issues in faculty evaluation, promotion, and tenure; and
- Potential role of digital institutional repositories in addressing scholarly communication issues.

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**Interinstitutional Library Committee (ILC)**

Membership

The ILC includes the deans of the three Regent university libraries.

Primary Issues  
for FY 2003

There were four primary issues during FY 2003:

- State budget situation and its impact on the library collections and services at the three universities;
- Difficulties finalizing a contract for electronic journals from Elsevier;
- Difficulties created by the salary scale for library assistant IV positions with respect to entry-level librarian position salaries at SU1 and ISU;
- Statewide proposed cooperative database of images, text, and other resources related to Iowa heritage.

Impact of Budget  
Reductions

While efforts were made to protect all three university libraries as much as possible, reductions in library staffing and collections were necessary at all three institutions.

**University  
of Iowa**

- The Libraries reduced the budget by \$115,920 in FY 2003 and by \$117,067 in FY 2004. The cuts were from vacant positions or salary savings from reducing vacant positions to entry-level hires.
- Since FY 2001, the Libraries have cut a total of \$747,475 from the personnel and operations budgets resulting in the elimination of 10 FTE positions.

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<sup>1</sup> "The Board strongly encourages faculty, students, and employees of Regent institutions to seek to retain intellectual property rights to the articles and reports that they publish in scholarly journals and equivalent types of publications where feasible and appropriate without detriment to publishing agreements. Doing so on a systematic basis will ensure the widest possible dissemination at the lowest cost. Each institution is responsible for providing information, advice, and assistance to faculty, students, and employees to achieve this aim."

- During the same three-year period, the University increased the Libraries budget a total of \$1,168,800 to offset partially the impact of inflation and price increases on collections.
- In FY 2003, \$350,000 was provided for new positions; approximately \$17,500 was provided to restore library hours that would have been eliminated and to keep both of the Main Library entrances open and staffed in FY 2003.
- The Libraries canceled 573 print subscriptions of journals if the Libraries subscribed to their electronic equivalent, representing a savings of \$212,000.
- There were 239 serials cancelled completely, representing a savings of \$70,500.
- There was a reduction in collection preservation operations, i.e., fewer volumes were sent to the Bindery and fewer staff members were available in Preservation. This deferred maintenance will likely cost more in the future.
- The reductions in FY 2004 further stretched an already small staff. During the last two years, the Libraries have seen a reduction in available reference assistance. As the Libraries incorporated more technology to streamline operations and enhance services, the technology support staff has become seriously over-extended.

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**Iowa State  
University**

- The Library's budget was reduced by \$527,602 for FY 2003:
  - ✓ The materials and access budget was reduced by \$253,249.
  - ✓ Faculty and professional and scientific staffing was reduced by \$253,059, representing five positions.
  - ✓ Supplies and services were reduced by \$21,294.
- During the past three years, the Library's budget was reduced by \$892,065; 59% of that amount was from faculty and professional and scientific positions that were held open following resignations or retirements.
- The reduction in the materials and access budget was met primarily by canceling print copies of journal titles for which the Library had a paid acceptable duplicate electronic version.
- While access to journal titles was not reduced, the Library would have used the cancellation savings to offset continuing high journal inflation rates and purchase new high-interest research journals.
- The professional staffing reduction continues to erode the Library's ability to provide necessary new/enhanced services, especially for support of new interdisciplinary research focuses and instruction/learning capabilities through the Instruction Commons.

- The Library's overall staffing ranking as a member of the Association for Research Libraries (ARL) continues to place the Library close to the bottom of the total staff ranking (91<sup>st</sup> out of 115 institutions) as a result of the continuing erosion of faculty and professional staffing levels.
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**University of  
Northern Iowa**

- The Library budget for FY 2003 was reduced by \$70,688. This represents merit personnel salaries and fringe benefits lost when the University had to layoff merit personnel. The FY 2004 budget was further reduced by \$142,700.
  - The Library materials budget remained the same for FY 2003 and FY 2004. However, with the rising costs of serial and electronic resource subscriptions and increased costs for other materials, the Library expects to have only approximately 72% of the funds it spent in FY 2003 on one-time purchases, such as monographs and audio-visual titles, for the same types of materials in FY 2004.
  - The cumulative effect of the budget cuts since 2000 represents a reduction in the Library's personnel budget equivalent to 8 FTE in a combination of librarian and staff positions, student hourly positions, and large reductions in the supplies, services, and equipment budget.
  - Library hours were cut by 22 hours per week for FY 2004; mediated photocopy services for cash were eliminated; and fewer staff are available at the service desks, causing delays for patrons.
  - There were increased times when there was no staff at the Art and Music desk, causing patrons to travel more frequently to the main circulation desk on a different floor for assistance.
  - It now takes longer to place items on reserve, process orders for materials, catalog new receipts, and return books to their shelves.
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**Cooperative Interinstitutional Library Programs**

**Interinstitutional  
Collection  
Management  
Council**

The Interinstitutional Collection Management Council (ICMC) continued to pursue joint initiatives related to coordinated collection building and consortial purchase of electronic resources in 2002-2003. It also began to consider the potential for cooperation in the development of institutional repositories and the digitization of local collections.

- The Council negotiated an agreement for Elsevier's *E-Choice* electronic journals access plan in 2003 to replace the existing Elsevier *ScienceDirect* agreement. In the coming year, the three Regent university libraries will likely seek to eliminate duplicate subscriptions to e-journals available through *E-Choice* and redirect funds toward additional unique titles.

- The Regent University libraries continued their participation in larger consortial initiatives entered into by the Committee on Institutional Cooperation (CIC) and Greater Western Libraries Alliance, which resulted in making *Britannica Online*, *Kluwer Online*, and the *ACM Digital Library* accessible and affordable to the Regent libraries.
  - The Council investigated a consortial license for *PsycARTICLES*. The process of determining the cost of, and terms for, a joint license to this full-text database of journals published by the American Psychological Association began in June 2003.
  - In addition to on-going institutional purchases, the Regent University libraries made a joint purchase of the *Vault Career Collection*. The Council investigated the purchase of *netLibrary's Reference Center*, but did not pursue because of the terms of access. Cooperative expansion of *netLibrary* holdings, with interinstitutional access wherever purchase terms permit, will continue in 2003-2004.
  - The Council deferred investigating a possible consortial subscription to the *eLibrary* collection of e-books pending further investigation of the growing collection and the anticipated introduction of an option for outright purchase.
  - There was discussion concerning the possible establishment of institutional repositories and local digitization initiatives.
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Cooperative  
Reference and  
Instruction Task  
Force

- The task force implemented a virtual reference section at each institution. There was an exchange of information on progress and experience with digital reference services in each library. The task force will continue to share virtual reference experiences and to explore new ways to work cooperatively.
- The task force revised, updated, and maintained the TRIO website located at <http://www.lib.uiowa.edu/ref/trio>. This website, maintained by the University of Iowa, was established by the task force to facilitate the sharing of information among the three Regent university library systems.
- The task force continued to use a listserv, [ICC@LIST.UIOWA.edu](mailto:ICC@LIST.UIOWA.edu), maintained by the University of Iowa, as a mechanism for inter-group communication.
- There was discussion of possible consortial purchases of electronic reference books. Recently, *netLibrary*, a collection of eBooks that the Regent university libraries purchased consortially, added reference titles to its collection. Some reference *netLibrary* titles were purchased for group access by all three institutions; some *netLibrary* reference publishers do not allow group consortial purchases. The task force plans to coordinate recommendations for possible future group purchases.

- There was discussion of ISU's *Scholar's Portal* and SUI's *MetaLib* projects. Both use a federated search engine that can search many databases through a single interface. UNI will investigate the feasibility of implementing a federated search engine also. The task force will continue to identify opportunities for additional cooperation among the Regent universities.
  - The task force approved a joint regional Association of College and Research Libraries (ACRL) Information Literacy Immersion workshop for Summer 2004 to be co-sponsored by the Regent universities. It is unlikely that the workshop will not be held because outside funding was not available.
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Interlibrary  
Loans

Since 1992, an Interlibrary Loan Working Group has focused on expediting exchanges of library materials among Iowa Regent libraries. Books, microfilm, and other "returnables" are sent by 2-day commercial shipper. Most copies are sent through *Ariel*, the text digitizing software of Infotrieve that scans, compresses, and sends articles through the Internet. There were 7,228 requests (+2.1%) in FY 2003 compared with 7,074 requests in FY 2002.

With the exception of the University of Iowa Law Library, all Regent libraries participate in the State Library of Iowa's *AccessPlus* program. The purpose of this program is to provide Iowa citizens with equal access to library resources by supporting no-charge resource sharing activities among academic, public, and government libraries. Iowa libraries participating in *AccessPlus* are reimbursed by the State Library for supplying interlibrary loan materials at no charge. However, interlibrary loan activity among Regent university libraries is not subsidized through the program. The Regent libraries serve as the "last resort" in the state after all other Iowa libraries have been contacted.

In FY 2003, there were 17,178 interlibrary transactions through *AccessPlus*, compared to 18,672 transactions in FY 2002 (-8.0%). The average reimbursement rate of \$3.60 for the three libraries increased by 20.0% from the average reimbursement rate of \$3.00 in FY 2002.

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Preservation

Preservation of the library collection assures access to information at the time needed and in a useable format. There is an expanding array of preservation treatments and strategies used in academic research libraries, but binding is the primary preservation activity. The Regent university libraries have a long-standing and successful preservation activity through mutual contract.

The Regent university libraries continue their contract with Heckman Bindery, Inc., of Indiana. The Regent university libraries' contract ended in September 2002 but the option for a two-year contract extension was invoked.

Collectively, the Regent university libraries, including the SUI Law Library, had 54,401 items bound in FY 2003 at a cost of \$434,500 compared to 62,345 items bound in FY 2002 at a cost of \$398,445. Costs per item vary depending on many factors, including whether a volume is a periodical or a monograph, trimmed or not trimmed, or has other special needs.

There were a number of highlights relating to preservation in FY 2003:

- The SUI and ISU preservation departments took a leadership role in planning, coordinating, and providing instruction for the “Preservation 101” training sessions sponsored by the Iowa Conservation and Preservation Consortium. More than 140 Iowans attended at least one of the three training segments.
- SUI’s preservation department assisted in the mold remediation for the SUI Law Library Rare Book Room, salvaging more than 5,000 books.
- SUI and ISU conservation staff participated in training for the modern vertical plough, developed specifically for the preparation and repair of valuable adhesively-bound books in research libraries.

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### **Library Information Technologies Council**

Inactive

This Council was not active during the year because of a vacancy in the library information technology position at ISU; the position has now been filled.

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### **Individual Institution Reports**

Areas Covered

Each of the University reports describes activities undertaken in FY 2003 under the categories of Collections and Services, Information Technology, Human Resources, Outreach, Consortial Activities, and Physical Facilities. The individual reports describe local initiatives to bridge the physical and virtual libraries. Examples from the reports are provided below.

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## Collections and Services

### University of Iowa

- Interactive, on-line reference service became available in February 2003. Individuals with access to the SUI website can seek answers to research and reference questions, assistance in finding and using electronic journals and databases, and support in locating information on the web and on *InfoHawk*, Iowa's on-line catalog. There were 455 transactions between February and June.
- Circulation Services introduced e-mail notices to library users for recalls and overdue notices resulting in considerable savings. Self-renewal for short-term, non-reserve materials was also introduced during the year. Both features had been requested by users.
- Main Library Interlibrary Loan expanded electronic delivery services, resulting in an increase of article requests from 85 to almost 600. Delivery time for filled requests to users reduced staff time and photocopying costs for the Library.
- The SUI Libraries, which houses more than 100,000 Iowa aerial photos, assumed responsibility for the majority of the aerial photo collection housed at ISU. ISU students will continue to have access to the 24,049 aerial photos from the combined collection through interlibrary loan.
- The library holdings of the State Historical Society of Iowa were added to *InfoHawk*. Initially, 32,000 records were added from the Iowa City and Des Moines libraries; over time, an additional 218,000 will be converted and added to the system. Also included in the collection is the Iowa Newspaper Project, a collection of 3,100 Iowa newspapers, many of which are very rare.
- There are now 11,899 electronic journal titles in Iowa's collection. All are listed in *InfoLink*, which links the entry in the on-line catalog directly with the full text.
- Central Technical Services cataloged 62,830 new titles and facilitated the batch loading of an additional 5,310 cataloging records into *InfoHawk*. The Libraries have begun to derive a fuller range of efficiencies from the *Aleph* software adopted three years ago for the on-line catalog.
- A special four-year project to convert manual cataloging records to machine-readable format was completed during the year. The \$1.4 million project added 500,000 records for books, scores, sound recordings, microforms, Chinese language materials, serial analytics, Iowa authors collection, and archives materials to the *InfoHawk* database.
- Special Collection and Iowa Women's Archives converted and/or mounted approximately 650 collection finding aids on their websites, making detailed information on their collections more widely available.

- University Archives acquired the Iowa Social Science Institute and the Elmer DeGowin Blood Center records. The Center, which opened in 1928, pioneered the use of refrigeration for long-term blood supply storage.
- The Libraries received a grant for \$7,700 from the National Film Preservation Foundation to restore and duplicate two titles: "A Unit in Developing a Basis for Appreciation and Understanding of Modern Dance Through the Use of Films and Discussions," by Luellen Bowles, and "Suite of Original Dance Compositions," by Thelma Dodson. Both were filmed in 1939 in the Women's Gymnasium and represent important early efforts to popularize dance as the instructional medium of motion picture film.

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**Iowa State  
University**

- The e-Library's electronic collections grew with the addition of *Web of Knowledge*, *ISI Citation Reports*, *ISI Proceedings*, *Annual Reviews Online*, *ChemNet Base*, *Biosis Previews*, and the *JSTOR Languages and Literatures Collection*. The e-Library also added almost 1,000 new e-books from *netLibrary*. The purchases depended heavily on support from central university funds and on strategically negotiated cooperative purchases with other libraries.
- The physical and electronic collection also grew in the music area with the integration of materials from the Music Department into the Parks Library collections. Three significant music indexes were added to the e-Library to increase Library support for the Music program.
- The Library had a budget reduction of \$253,249 in the Materials and Acquisitions budget for FY 2003. The Library cancelled the majority of its duplicate subscriptions (primarily canceling print titles and maintaining the respective electronic versions) and discontinued its subscription exchange program. Some of the additional savings from the cancellations, together with vital central funds, assisted with inflationary costs and assisted in delaying a major journal cancellation project.
- The Library introduced a major new public service with its "live chat" digital reference service, staffed by librarians in the Science and Technology and Social Sciences and Humanities departments. Using QuestionPoint software developed at the Library of Congress, this service allows users, whether local or remote, to participate through the web in a real-time, on-line "chat" session with a subject specialist and to view documents, web pages, and other resources simultaneously. Digital reference increases the number of options library users have for obtaining reference assistance, which also includes walk-in, telephone, and e-mail requests.

- A collaborative, experimental project among 13 libraries in the Greater Western Library Alliance (GWLA) resulted in improved interlibrary loan services. The Rapid system allows participating libraries to fill interlibrary loan requests through the internet within 24 hours of receipt. The ISU Library's turnaround time for interlibrary loan copies dropped from 7.5 days in 2000 to 5.8 days in 2002.
  - In 2003, the Library participated for the second time in the Association of Research Libraries-sponsored LibQual+ Service Quality Survey. This web-based, multi-institutional survey provides an opportunity to gather local user feedback in core service areas that can be used to plan service and program improvements, to compare with peer institutions, and to identify best practices.
  - The ISU Library's Interlibrary Loan/Document Delivery Office participated in a study of interlibrary loan costs and performance. The study results will be used to identify potential economies in interlibrary loans and document delivery, and to identify best practices.
  - Using the recommendations of an instruction program assessment completed in FY 2001, the Library created and filled a new faculty position, Instruction Coordinator, in November 2002. This individual leads the library-wide user education program serving on-campus and distant learners, coordinates the activities of all library faculty who provide instruction, and supports their efforts through training, workshops, and staff development. Major revisions to the University's mandatory library skills course, Library 160, are underway and should address broader information literacy goals.
  - In May 2003, the Library was co-recipient of a Miller Grant for \$25,000. ISU librarians will collaborate with teaching faculty to improve active student learning at ISU. The project, "Learning from the Learning Communities," will apply principles of learning communities to enhance foundation courses in English, History, and Sociology. The grant will be used to develop new approaches to these courses, focusing on civic and cultural themes, and integrating principles of information literacy.
  - An exhibit by library faculty, "The Times They are A Changin'," mounted on the web in August 2002, provides a photographic and oral history of the political protests at ISU in May 1970. The Library's Special Collections Department also collaborated with the ISU Alumni Office in mounting a physical exhibit on "The Traditions of Iowa State," showcased in the Memorial Union during Alumni Weekend.
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**University of  
Northern Iowa**

- The Library continued acquisition of electronic books, including the cooperative Regent university libraries' purchase of the Vault Library Collection, new collections of electronic books in the fields of music and library science/reading, and selected reference works from netLibrary.
  - The following electronic resources were added: full text to the existing license for the ATLA+ ATLAS Religion Database; ACS (American Chemical Society) Journal Archives; Criminal Justice Periodicals Index; GeoRef; L'Annee Philologique, Oxford English Dictionary Online. Acquisition and licensing of these and other electronic resources occurred through the use of student computer fees.
  - Materials budget and student computer fee expenditures provided a 15.6% increase in video titles, and a 427% increase in DVD titles, significantly enhancing access to video materials for classroom use.
  - The Art and Music collection personnel began planning for a streaming audio pilot project that will provide digital audio access to selected music reserve titles in Fall 2003.
  - There was significant growth in holdings of biographies for children and in the sciences. A UNI alumnus donated a collection of over 400 early 20<sup>th</sup> century series books for boys to the Library. These books are now part of the children's literature historical collection in the Youth Collection. Many of these books were popular reading material for children in the 1950s and 1960s and reflect the social climate of the period in which they were written.
  - The Special Collections and University Archives acquired the papers of UNI alumni and NBS national news reporter Tom Pettit and the materials related to the history of the Waterloo Diamonds baseball team donated by author Richard Panek. An additional 14 years of the university student newspaper were digitized, bringing the total number of years now digitized to 52. There were 30,000 articles added to Index UNI, which now includes references to more than 169,000 articles; 24% of the articles are available in full text. Indexed coverage of the student newspaper is complete up to 1900 and from 1930 to the present.
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## Information Technology

### University of Iowa

- Students, faculty, and staff can now connect their laptop computers to the wireless network in the Main, Biological Sciences, Pomerantz Business, Hardin Health Sciences, Lichtenberger Engineering, and Psychology Libraries.
  - In Spring 2003, Information Technology Services (ITS) and the Information Arcade in the Main Library began circulating laptop computers and wireless cards. There are four Dells, two Mac iBooks, and three CISCO Aironet cards to take advantage of the wireless hubs installed by ITS on the first three floors of the Main Library.
  - Hardin Library completed a project that allows a series of early 17<sup>th</sup> century anatomical images to be viewed through the web.
  - The Information Arcade conducted focus groups of students to explore future directions for the Arcade.
  - Release 14 of *Aleph*, the University Libraries integrated library system software, was installed. The entire database was converted to *Unicode*, an international character set that includes characters for most of the world's written languages. Records for the Libraries' Asian collections can now be viewed with the native Chinese, Japanese, or Korean characters.
  - In September 2003, the Libraries will bring up the first version of the portal system *MetaLib*. This will allow users to search simultaneously across many resources, including library catalogs, indexing services, and the full text of articles, as well as images, video, audio, and other multimedia resources. It will also provide links to course management software systems such as *WebCT* and *BlackBoard*.
  - The Libraries purchased *DigiTool*, software that will work with *Aleph* and *MetaLib*, to enable the Libraries to build digital collections more easily and to provide streaming video to campus users.
  - Migration of all 650 workstations in the Library to Active Directory security was completed. This enables the Libraries to conform more accurately to the contractual agreements with providers of electronic resources.
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**Iowa State  
University**

- The e-Library is one of the cornerstones of library service at ISU. The Library's 2003 Service Quality Survey indicated that only 8.3% of the respondents used the physical library facilities on a daily basis while 19.2% used the e-Library on a daily basis. The e-Library was expanded in FY 2003 with the addition of ISI Web of Knowledge and the Ingenta Gateway.
- Ingenta Gateway, a searchable database and document delivery service with more than 14 million articles in 27,000 journals in all subject areas from 1988 to the present, provides users with electronic access to full text journal articles in the ISU Library. For titles not owned by the ISU Library, the service faxes a full text article to the requestor, typically at no charge, usually in less than 48 hours. This service provides a cost-effective alternative to higher priced serial subscriptions.
- The ISU Library is one of seven major research libraries to collaborate with Fretwell Downing Informatics (FDI) to develop and implement zPortal, a discovery tool which searches multiple databases simultaneously. ISU's customized implementation of zPortal, called **Find it!**, was implemented in February 2003. Currently, more than 50 collections can be searched simultaneously with **Find it!**, including indexing and abstracting databases, full text journals, and the Library Catalog.
- There were major improvements in the infrastructure during the past year, including the following:
  - ✓ The Parks Library building was completely re-wired with Cat-6+ Gigabit Ethernet cable; the wiring closet inter-connections were also upgraded from 100 megabit to gigabit speeds.
  - ✓ The Library Management System and the e-Library were moved to two new V880 Sun servers and the four main file servers were upgraded.
  - ✓ In August 2002, wireless access points were installed on all five floors and seven tiers of the Parks Library, enabling students, faculty, and staff to access the campus network with their wireless laptops and PDAs. Wireless access points were also installed in the Veterinary Medical Library and the Design Reading Room.
  - ✓ In January 2003, 24 Sun Ray workstations, funded in part through a Sun Microsystems U.S. Education Matching Grant Program, were installed throughout the Parks Library. These devices provide a low cost alternative to PCs for quick catalog searches and e-mail access.

- ✓ A networked laser printer was installed in the Library's User Education Laboratory to allow users to charge printing to a university bill. There are plans to network PCs to the Library's digital photocopiers, which can function like laser printers and which will allow users to pay for laser printing with cash or the ISUCard.
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**University of  
Northern Iowa**

- With funding (\$149,000) from student computer fees during FY 2003, Rod Library undertook several projects to benefit students, including replacement computers, new electronic resources, new audio-visual resources, digitization of the student newspaper, and subscription to a new virtual chat reference service.
- The following activities focused on increased electronic access to resources:
  - ✓ The Library developed a Gateway to Library and Internet Resources, which will act as a unified front-end to print and electronic resources.
  - ✓ Software was evaluated to improve the backend integration of resources; the Gateway and SFX will be implemented in FY 2004.
  - ✓ Serials Solutions data for electronic journals were processed and loaded into the library system to facilitate searching for electronic journal titles.
- The following technical, software, and equipment changes were implemented:
  - ✓ Remote access to electronic resources was improved to enable users to access resources remotely without having to reconfigure their web browsers. After its implementation, the number of calls for remote access support decreased significantly.
  - ✓ Patron privacy and security were protected by incorporating Secure Sockets Layer functionality in the library system.
  - ✓ The Library's web servers were converted to a Linux/Apache platform and a development server was set up to test new web-related technologies.
  - ✓ Greater security and better management of library public workstations will be gained by placing the workstations on a Windows 2000 system policies platform.
  - ✓ The Library completed the last phase of its multi-year cabling project.
  - ✓ Migration to the client/server model of the Library's INNOPAC library system was continued.

- ✓ To achieve greater security for the UNI campus network, the Library led the testing of Secure Shell clients for use by the non-UNI members of the Cedar Valley Library Consortium.
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## Human Resources

### University of Iowa

Eleven professional and eleven merit positions were filled during the year.

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### Iowa State University

- Three faculty positions and two professional and scientific positions were eliminated as a result of the Library's budget reduction.
  - New faculty positions are a library priority because eight funded positions were eliminated during the past three years.
  - The FY 2003 and FY 2004 budgets were increased to fund four new faculty positions for FY 2004.
  - In March 2003, the library administrative structure was re-organized to provide more synergy and support for major academic programming (increasing focus on instruction and reference), increased centralized oversight and direction for major initiatives related to the e-Library collections growth, more evenly distributed and effective leadership, and greater efficiencies in the acquisitions and digital creation workflows.
  - The Dean of Library Services underwent a periodic five-year review, which included a five-member library task force.
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### University of Northern Iowa

The number of merit positions was reduced during the year. One professional and scientific position in the Library Information Technologies department was filled.

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## Outreach

### University of Iowa

- Hardin Library received a \$47,449 grant, co-funded by the National Library of Medicine and the Centers for Disease Control and Prevention, to design *The Iowa Access for Public Health Information* website to help the state's local public health agencies prepare for public health emergencies and find needed information quickly. Hardin librarians will also train public health officials across the state on the use of the site, which will be designed and implemented in collaboration with SU's College of Public Health, the Iowa Department of Public Health, and the Iowa Association of Public Health Agencies.



- The Hardin Library is participating in a joint National Library of Medicine/American College of Physicians project that enlists physicians to write information prescriptions for their patients using the *MedLinePlus* consumer health information database.
  - SUI has been working with 12 other ARL libraries to expand the *MetaLib* software that will simplify access to electronic resources available to students and faculty.
  - The head of the preservation department gave a lecture at the Friends Annual Event, which was attended by approximately 200 people, on how to organize and preserve family history and mementos. Staff from the Libraries' Preservation Department and University Archives demonstrated conservation and repair techniques, such as cleaning photos and enclosures for photos and artifacts; copy facsimiles; pamphlet sewing and book repair; and, storing and annotating photographs.
  - The Libraries hosted the first of a series of workshops designed for school media specialists and librarians in eastern Iowa to discuss library strategies that ease the transition from high school to college. The half-day workshop, "What First-Year Students Need to Know," was attended by 48 media specialists from schools represented by the Grant Wood Area Education Agency and librarians from Coe College, Cornell, Kirkwood Community College, Mount Mercy, and the University of Iowa.
  - SUI librarians participated in a panel discussion, "From High School Senior to First-Year College Student: Information Literacy Initiatives" with school library media specialists at the Iowa Educational Media Association Spring 2003 conference in Waterloo.
  - The Religious Studies Bibliographer worked with the SUI Muslim Students Association and the Council on American-Islamic Relations on the year-long campaign called "Explore Islamic Civilization and Culture." This educational initiative resulted in the donation to the University Libraries of a number of books and video tapes about Islam and Muslims.
  - The Government Publications Department hosted a U.S. Bureau of the Census full-day seminar on "Using Census Statistics," for faculty and graduate research assistants, members of the Iowa business community, and librarians from nearby Iowa institutions.
  - Staff members participated in a variety of service projects, including bookbinding demonstrations at the State Fair; book repair instruction for students at the Campbell Center; coordination of a joint SUI/ISU training session on the Minolta top-down scanner that is used for digital preservation of documents.
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**Iowa State  
University**

- The Library continued to provide technical support and expertise for the State of Iowa Libraries Online (SILO), under the leadership of the State Library of Iowa. Approximately 600 libraries across the state use SILO as a resource database of their joint holdings and as an interlibrary loan system.
  - The Library completed a major multi-institutional and multi-year preservation grant project, "Preserving the History of U.S. Agricultural and Rural Life: State and Local Literature 1820-1945" (for Iowa materials). The final Iowa project resulted in 467 microfilmed titles. The master negative reels were sent to the National Underground Storage Center and the positive service copy to the National Agriculture Library. The grant was funded by the National Endowment for the Humanities and administered by Cornell University.
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**University of  
Northern Iowa**

The library participated in the Cedar Valley Reads project with local libraries to encourage reading Peace Like a River, the Iowa Center for the Book's *All Iowa Reads 2003* selection. Book discussion were held in different locations during the spring and summer.

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**Consortial Activities**

**University  
of Iowa**

- With funding for three years from nine Committee on Institutional Cooperation (CIC) institutional member libraries, including SUI, the Center of Library Initiatives of the ICI completed the final phase of a digitization project of early American fiction included in Wright's *American Fiction 1851-1875: A Contribution Toward a Bibliography*. This project is now available on the internet.
- The University Libraries and University Press and university presses at CIC member institutions established a cluster of programs to foster e-publishing and to make the publications of the presses more accessible electronically.
- The Library Preservation Officers from CIC member institutions began a formal planning process to define strategic directions for collaborative preservation efforts during the next five years. There is particular interest in collaborative projects involving the preservation of sound recordings and moving images.
- Ten CIC member institutions, including SUI, are funding a major initiative to develop software for metadata harvesting of Open Archive Initiative digital file.
- The University Librarian served on the four-member search committee for the Director of the Center for Library Initiatives of the CIC.

- The University Libraries hosted this year's North American *Aleph* users group and the SFX *MetaLib* users group in Iowa City. Almost 350 customers from libraries in the U.S., Canada, Australia, South Africa, Denmark, the United Kingdom, and the Czech Republic attended the two meetings.
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**Iowa State  
University**

- The Library belongs to the Greater Western Library Alliance, which consists of 30 research libraries. The fall membership meeting, with a program theme of institutional repositories, was held at ISU in October 2002.
  - This year, the Consortium submitted a grant request for a Western Waters Digital Library Project. If funded, the Library may participate in the second phase where water quality is an important component. The Library is also closely involved with a bioengineering resource and services project.
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**University of  
Northern Iowa**

Rod Library continues to share its integrated online library system with the other Cedar Valley Library Consortium members. The primary activities included installation of new software releases and continued migration to a variety of web-based modules.

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**Physical Facilities**

**University  
of Iowa**

- Consultants were hired to work with the Libraries on three issues – collection storage for the entire library system, including the Law Library; more effective utilization of the Main Library; and more effective utilization of the Hardin Library for the Health Sciences.
- The director of Information Technology and Branch Libraries and the head of the Art Library worked with architects and campus facilities planning staff on the new Art Building, which will include space for the Art Library. Construction is expected to be completed in Summer 2005.
- The director of Information Technology and Branch Libraries and the head of the Chemistry and Geoscience Libraries began initial planning with the architect and campus planning staff on the remodeled Chemistry Building, which will include a combined Chemistry and Geoscience Library.
- Building modifications, including lighting, carrels, tables, shelving, and chairs, occurred in response to medical students' criticism of the Hardin Library physical facility. To provide an ADA accessible entrance from the Newton Road parking lot, an entrance on the first floor is being constructed. There are also plans to install new carpeting and open another circulation desk on the first floor.

- Two bays of compact storage shelving were installed with a net gain of 2,000 linear feet; book and manuscript collections were re-shelved, and two-thirds of the materials in the department were moved.
- The Government Publications Department reading room collection was re-organized and revitalized, which included moving additional materials to basement storage and returning older census materials to the stacks.
- A major project completed by the Bookstacks department resulted in moving 26,000 pieces to Main Library storage from the Main Library and branch library stacks.
- Preservation/Conservation made many improvements, including a new book press; a HEPA conservation quality vacuum cleaner for cleaning mold; a microfilm reader and light table for film inspection; and a plough and press for trimming fine and historical bindings.
- Forty-eight new chairs were purchased and installed on the first floor of the Main Library with revenue from Coca Cola funds.

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**Iowa State  
University**

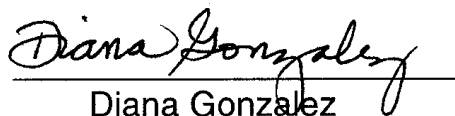
In September 2002, the first public address system was installed in the Parks Library, greatly improving security and public safety in the building. Pre-recorded messages can now be used to announce building closing hours, tornado watches and warnings, inclement weather, and other emergency situations. Live, emergency messages can also be broadcast from designated telephones in the library system.

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**University of  
Northern Iowa**

There were no changes in physical facilities. While some areas of the building are beginning to show the effects of continued high use and aging, reduced budgets provide little room to address needed improvements, including replacing furniture, enlarging and re-configuring instruction space, and repairing or replacing window coverings.

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Diana Gonzalez

dg/h/aa/library/oct03/GD2g.doc

Approved:   
Gregory S. Nichols