Aubrey R. Watzek Library
Lewis & Clark College

Annual Report
2001-2002

Portland, Oregon
September, 2002
Introduction

This annual report has been prepared to share information on the activities and accomplishments of the staff of the Aubrey R. Watzek Library during the 2001/2002 fiscal year. The report is presented as follows:

- **Summary** – Brief descriptions of major accomplishments during the year - *p. 2*
- **Activities** – Details of accomplishments made within specific departments or area within the Library - *p. 4*
- **Library Events** – Significant special activities undertaken within the Library during the year, including exhibits and lectures - *p. 8*
- **Statistics** – Basic statistics on collections and facilities - *p. 9*
- **Goals** – Major objectives for the 2002/2003 fiscal year - *p. 10*
- **Professional, Scholarly, and Community Activities** – Activities of individual Library staff members during the 2001/2002 fiscal year - *p. 11*

This report was prepared from departmental reports and input from Library staff under the editorial guidance of Elaine Heras, Associate Director of the Library. If you have questions or would like additional information on any aspect of this report (or something that does not show up here), please let me know.

Jim Kopp
Director, Watzek Library
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kopp@lclark.edu
Activities

Below are listed some of the special activities or accomplishments of the year in addition to the Library's normal day-to-day operations. The activities are arranged under the department or area with which they are most closely associated, but many are the result of cooperation and coordination among staff members in more than one area.

**Access Services**

- Upgraded the circulation system to the Innovative Interfaces, Inc. (III) Web-based Millennium product.
- Implemented the III e-mail circulation notices module that automatically sends out overdue notices and eliminates the need for paper notices to be printed and mailed.
- Redesigned the electronic reserves Web pages.
- Compiled an online list for browsing the Library's audiovisual titles.
- Added a CD burner and VHS/DVD equipment for public use.
- Hired a Graveyard Shift Circulation Attendant to fill a vacancy.
- Upgraded the Ariel software used to send articles for interlibrary loans, enabling electronic delivery of articles to patrons.
- Began lending audiovisual materials to other Orbis libraries.
- Checked out 88,200 items.
- Lent 12,480 books through the Orbis consortium.
- Borrowed 10,580 books through Orbis.
- Loaned 7,262 items through Interlibrary Loan.
- Borrowed 5,756 items through Interlibrary Loan.
- Re-shelved over 100,000 items.

**Reference Services/Library Instruction**

- Answered 6,900 reference inquiries.
- Answered 2,890 directional and other inquiries.
- Conducted usability testing of Library's home page.
- Provided library tours and/or instruction to classes for 34 groups (570 people).

**Collection Development/Liaison Activities**

- Reviewed periodical subscriptions that cost $200 or more and cancelled those that were no longer considered important for supporting the curriculum.
- Began review of all serials holdings to cancel unnecessary titles and to reduce subscriptions to multiple formats (print, microform, electronic).
- Held discussions on a variety of collection development issues and worked on revision of the Library's collection development policy.
• Held a training session on writing collection development policies in preparation for librarians writing drafts for each subject area.
• Discussed Library resources and services with candidates for several faculty positions and gave them tours of the facility.
• Apprised faculty of new library materials or databases in their area.
• Tested new electronic resources and added four new database subscriptions.

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<th>Information Literacy Project</th>
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• Collaboratively developed a series of information literacy exercises for incoming freshmen.
• Customized Texas Information Literacy Tutorial software for use in the Inventing America classes to teach basic research skills and library resources.
• Developed and revised an assessment tool to measure the information literacy skills of freshmen and transfer students.
• Met with the faculty of several departments to discuss integrating information literacy into the courses they offer.
• Developed and taught workshops for faculty and librarians at Lewis and Clark and at other institutions participating in the information literacy grant.

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<th>Acquisitions</th>
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• Examined Acquisitions procedures and put a number of efficiencies into place:
  o Made changes in the process for replacing missing serials issues.
  o Obtained a credit card to facilitate out-of-print and foreign titles purchases.
  o Opened a corporate account with an online bookseller.
    o Revised the procedures for the sale of withdrawn or unwanted gift books.
• Examined the book vendor approval plan (whereby certain books are sent to the Library automatically), dropped the plan for most subject areas, and modified profiles for the few remaining areas.
• Received training on and implemented the Web-based III Millennium serials module.
• Redesigned the Technical Services area of the Library to improve workflow and utilization of space.
• Placed 6,400 orders for books and audiovisual materials.
• Received 695 gift books.
• Received 1,000 volumes from standing orders.
• Checked in 9,900 serial issues, plus 1,300 in microform.
• Added 18 periodical titles.
• Cancelled 12 periodical titles.
• Shelved 25,000 periodicals and newspapers.
• Filed over 9,000 microforms.
Cataloging

- Obtained an upgrade of the Cataloging Specialist position to a higher job classification and an increase in the number of hours from 30/week to full time.
- Filled vacant Cataloging Specialist position.
- Eliminated the cataloging backlog (except for a small number of problem items).
- Began using Dewey Decimal classification system for the children's literature collection instead of the local system that was in place.
- Cataloged over 12,000 items to add to the Library's collections.

Library Technology

- Filled new professional position of Library Technology Coordinator.
- Established communication channels with the Information Technology department.
- Established a Systems Team to discuss library-related technology issues.
- Implemented several new modules of III Millennium software on the Library's integrated online system and coordinated III training.
- Implemented a new III search system in the Library catalog and coordinated its configuration.
- Moved the Library Web site to its own server.
- Installed new public computers and several staff computers.
- Developed and implemented a journal title database that increases accessibility of electronic journals and simultaneously shows the Library's print and microform holdings of a title.

Special Collections and Archives

- Compiled a major bibliography of materials on the Lewis and Clark Expedition and prepared it for publication.
- Prepared four exhibits (see list on p. 8), including a brochure or catalog for each.
- Redesigned and expanded the Archives and the Special Collections Web pages.
- Coordinated a working plan for identifying historical documents relating to the college's history and for acquiring and preserving these items.
- Received a first edition (1844) set of Duflot de Mofras' Travels on the Pacific Coast.
- A dry fire suppression system and an electronic security system were installed in the Lewis and Clark Heritage Room.
General

- Began preparation of a library staff handbook.
- Discussed procedures for making student theses available in the Library.
- Designed and distributed promotional library magnets to students and faculty.
- Acquired Hugh Deane library, a collection of materials related to East Asian Studies.
Library Events

Exhibits


Diversions. A rotating display of books from the Library's collections selected by Library staff members on a particular theme. Themes for 2001/02 and their selectors were:

Conflict Resolution - Elaine Heras
Science - Joanna Haney
Children's Literature - Elaine Gass Hirsch
Literature in Translation - Staff
African-American History and Culture - Elaine Gass Hirsch
Gender & Sexuality - Elaine Gass Hirsch
The Self - Elaine Heras
Summer Reading - Elaine Gass Hirsch and Dan Kelley

New Books. A continuing display of the most recent two months of new books acquired by the Library.

Lecture

3rd Annual Johannah Sherrr Memorial Lecture. September 7, 2001. Council Chamber, Templeton Student Center. Elizabeth Dupuis, Head of Digital Information Literacy at the University of Texas, Austin, spoke on "The Importance of Being Learned". A reception followed the lecture.
Statistics

Collections (as of June 2002)

Books & Periodicals
   Total Volumes  276,000
   Total Titles  194,000

Periodical Subscriptions
   Paper  1,400
   Microform  620
   Electronic  665

Microform Items  452,770

Audio-Visual Materials  12,200

Research Databases  100

Building & Facilities

Total Square Footage  104,000

Library Seats  520

Group Study Rooms  10

Public Reference Computers  23

Hours Open (weekly)  139

Visitors to library (gate count 01/02)  454,100
Goals for 2002/2003

The following goals have been identified as priorities for the Library and its departments in the coming fiscal year:

- Discuss the information literacy initiative with academic departments. Increase collaboration with faculty in integrating information literacy into the curriculum.

- Redesign and develop the library Web site. Set up a database-driven framework to provide special lists on the Web site (for AV materials, new books, etc.).

- Initiate long-range planning activity in conjunction with Information Technology and in response to other initiatives on campus (e.g., Commissions on Academic Priorities and Teaching).

- Find solutions to space needs, including a library instruction classroom.

- Conduct an inventory of the library collection.

- Complete collection development policies.

- Undertake an assessment of the library collection.

- Reclassify the children's literature collection to the Dewey Decimal system.

- Create a database of Lewis & Clark student theses.

- Redesign the electronic reserves system. Experiment with audio electronic reserves.

- Implement new modules for acquisitions and cataloging on the Library's automated system.

- Revise the Texas Information Literature Tutorial (TILT) used with the Inventing America classes. Add a module of exercises on avoiding plagiarism.

- Implement pay-for-printing system.

- Compile a staff handbook. Update policies and procedures manuals.

- Develop library staff intranet.

- Provide professional development opportunities for librarians to increase their instructional and reference skills.

- Assist in Bicentennial program planning and implementation.
Professional, Scholarly, and Community Activities
2001-2002

Laura Ayling
Catalog Librarian
At Lewis & Clark College since 1999

Memberships and Positions Held:
- Member, American Library Association (ALA)
- Member, Oregon Library Association (OLA)
- Member, Documents Interest Group of Oregon (DIGOR)
  - Secretary, Documents Interest Group of Oregon (DIGOR)

Conferences and Workshops Attended:
- OCLC Book Blitz Workshop, Portland, June 2001
- Orbis Annual Summer Meeting, Portland, July 2001
- L&C Faculty Retreat, Welches, August 2001
- Northwest Innovative Users’ Group Conference, Portland, October 2001
- Rare Book School, Rare Book Cataloging, Charlottesville, March 2002
- OLA/WLA Conference, Portland, April 2002

Service to Lewis & Clark College
- Member, Watzek Library Systems Team
- Member, Orbis Government Documents Committee

Nathan Baty
Circulation Graveyard Attendant
At Lewis & Clark College since 2000

Education:
- Coursework at Lewis & Clark College toward a Bachelor’s degree

Awards:
- Dean’s List, Spring Term
Sandra Beehler  
Acquisitions/Collection Development Librarian  
At Lewis & Clark College since 2001

Memberships and Positions Held:
- Member, American Library Association (ALA)
- Member, ALA Association for Library Collections & Technical Services (ALCTS)
  - Member, Acquisitions Section, ALCTS
  - Secretary, Acquisitions Section, ALCTS, 1998-2001
  - Member, Publisher Vendor Library Relations Committee, ALCTS
  - Member, ALCTS Best of LRTS Committee, 2001-2002
  - Appointed Chair of the ALCTS Best of LRTS Committee, 2003-

Conferences and Workshops Attended:
- American Library Association Annual Conference, San Francisco, June 2001
- Orbis Annual Summer Meeting, Portland, July 2001
- L&C Faculty Retreat, Welches, August 2001
- American Library Association Midwinter Meeting, New Orleans, January 2002

Publications:
- Abstracts for “Bet You Missed It” column of Against the Grain

Service to Lewis & Clark College
- Member, Orbis Collection Development Committee
- Member, Watzek Library Systems Team
- Watzek Library Liaison to:
  - Communication
  - Foreign Languages and Literatures

Nancy Black  
Technical Services Assistant  
At Lewis & Clark since 2000

Education:
- Coursework at Emporia State University toward a Master of Library Science degree

Service to the Community:
- Start Making A Reader Today (SMART) volunteer
- Clowns Interactive Program (CIP)
  - CIP Education Committee
  - CIP Financial Committee

Awards:
- Watzek Library Employee Award, June 2001
Deborah Bosket  
*Interlibrary Loan Specialist*  
At Lewis & Clark since 2000

**Conferences and Workshops Attended:**  
- Best Practices in ILL Workshop, Portland, 2001

**Awards:**  
- Watzek Library Employee Award, July 2001

Mark Dahl  
*Information Technology Coordinator*  
At Lewis & Clark College since 2001

**Memberships and Positions Held:**  
- Member, American Society for Information Science and Technology (ASIS&T)  
  - Program Chair, ASIS&T Pacific Northwest Chapter, 2001-2

**Conferences and Workshops Attended:**  
- L&C Faculty Retreat, Welches, August 2001  
- Library and Information Technology Association (LITA) National Forum, Milwaukee, WI, October 2001  

**Presentations:**  
- “Adapting TILT: Implementing the Texas Information Literacy Tutorial at Lewis and Clark College,” (with Jennifer Dorner), Online Northwest Annual Conference, Eugene, March 2002

**Consultancies:**  
- Concordia University, on the technical aspects of implementing TILT-Texas Information Literacy Tutorial

**Service to Lewis & Clark College:**  
- Chair, Watzek Library Systems Team  
- Chair, Watzek Library Webcat Committee  
- Watzek Library liaison to:  
  - Information Technology  
  - Mathematical Sciences
Jennifer Dorner
Information Literacy Coordinator
At Lewis & Clark College since 2000

Memberships and Positions Held:

- Member, American Library Association
- Member, ACRL University Libraries Section, Current Topics Planning Committee
  - Chair, ACRL Instruction Section Communication Committee
- Member, ALA Library Instruction Round Table
- Member, Oregon Library Association
- Member, Western History Association
- Member, American Association for the Advancement of Slavic Studies
- Editor, Public Services Quarterly, 2000-present

Conferences and Workshops Attended:

- American Library Association (ALA) Annual Conference, San Francisco, June 2001
- Orbis Instruction Day, Eugene, June 2001
- Association of College and Research Libraries (ACRL) Immersion Institute, Plattsburgh NY, August 2001
- ACRL OR/WA Conference, Pac Forest, WA, October 2001
- ALA Midwinter Conference, New Orleans, January 2002
- Oregon Library Association/ Washington Library Association Joint Conference, Portland, April 2002

Presentations:

- “Adapting TILT: Implementing the Texas Information Literacy Tutorial at Lewis and Clark College,” (with Mark Dahl), Online Northwest Annual Conference, Eugene, March 2002

Publications:

- “The Times They Are A-Changin’: The Information Literacy Initiative at Lewis & Clark College,” (with Elaine Gass) OLA Quarterly 7:2 (Summer 2001), p.10-11
- Review of "Teaching Faculty How to Use Technology: Best Practices from Leading Institutions" by Rhonda M. Epper and A.W. (Tony) Bates, Journal of Academic Librarianship (Forthcoming)

Consultancies:

- Developed an information literacy/information technology assessment tool for Concordia University, Spring 2002

Education/Courses taken:

- History course from Ball State University, towards the completion of Master's degree in History.
Special Projects/Activities:
  • Participated in the Washington State Library’s Information Literacy Initiative, developing the curriculum and conducting workshops for public, school and academic librarians at locations around Washington State, Summer 2001

Linda Dunne
Acquisitions Specialist
At Lewis & Clark College since 1993

Conferences and Workshops Attended:
  • Oregon Library Association Support Staff Division Conference, Newport, July 2001
  • Northwest Innovative Users Group (NWIUG) Annual Meeting, Portland, October 2001

Service to Lewis & Clark College
  • Area Representative for LCCSSA, Local 4912 (Support Staff Union)
  • Red Cross Blood Drives

Service to the Community:
  • Advisor, Jesuit High School Springfest Food Committee

Courses taken/Education completed:
  • IT courses in Meeting Maker, File Maker Pro, and Excel
  • Innovative Interfaces Millennium Training in Serials Module

Doug Erickson
Head, Special Collections/Archivist
At Lewis & Clark College since 1989

Memberships and Positions Held:
  • Member, Lewis and Clark Trail Heritage Foundation
    ○ Board Member, Lewis and Clark Trail Heritage Foundation (Oregon Chapter)
    ○ Chair, Library Committee

Presentations:
  • "The Literature of Lewis and Clark," Portland State University, July, 2001
  • "The Literature of Lewis and Clark," Lewis and Clark Interpretive Center, Great Falls, MT, August, 2001
  • "Lewis and Clark to the Pacific," Portland Community College, September, 2001
  • "Publication History of Patrick Gass," Brigham Young University, Provo, UT, February, 2002
- Presentations to schools on the Lewis and Clark Expedition
  - Harvey Scott Elementary School, September, 2001
  - Portland Public School District Teacher's Conference, October, 2001
  - Harriet Tubman Middle School, November, 2001
  - Clatsop School District teachers, Astoria, December, 2001
  - Gregory Heights Middle School, January, 2002
  - Rose City Park Elementary School, March, 2002
  - West Linn High School, March & May, 2002
  - Stevenson-Carson School District teachers, Stevenson, WA, May 2002

Exhibits
- Ralph Ellison Retrospective: 50th Anniversary of Invisible Man. An Exhibit at the Watzek Library, January 25-March 1, 2002 (with Jeremy Skinner)

Service to Lewis & Clark College
- Member, Lewis and Clark Expedition Bicentennial Committee
- Member, Athletics Hall of Fame Committee

Special Projects/Activities:
- Co-compiler of Lewis and Clark Expedition: Bicentennial Bibliography

Joanna Haney
Reference Librarian
At Lewis & Clark College since 1988

Conferences and Workshops Attended:
- Orbis Annual Summer Meeting, Portland, July 2001
- L&C Faculty Retreat, Welches, August 2001
- Online Northwest Conference, Eugene, March 2002

Service to Lewis & Clark College
- Member, Orbis Committee on Electronic Resources (CER)
  - Member, Orbis CER subcommittee on renewal of PsycInfo
- Member, Watzek Library Systems Team
- Member, Watzek Library Webcat Committee
- Member, Watzek Library Committee on Usability Testing
• Watzek Library liaison to:
  o Biology
  o Chemistry
  o East Asian Studies
  o Latin American Studies
  o Physics

Courses taken:
• FileMaker Pro

Elaine Heras
Associate Library Director
At Lewis & Clark College since 1985

Memberships:
• Member, American Library Association (ALA)
• Member, ALA Library Administration & Management Association

Conferences and Workshops Attended:
• Orbis Annual Summer Meeting, Portland, July 2001
• L&C Faculty Retreat, Welches, August 2001
• Northwest Association of Private Colleges and Universities (NAPCU Libraries) Annual Meeting, Boise, October 2001
• Northwest Innovative User's Group Meeting, Portland, October 2001
• PORTALS Workshop, "The Future of Electronic Journals", Portland, February 2002
• Online Northwest Annual Conference, Eugene, March 2002
• Innovative Interfaces (III) Millennium Circulation Training Session, Portland 2002
• Orbis Workshop on Collection Development, Beaverton, March 2002
• Oregon Library Association Faculty-Library Collaboration Workshop, Portland, May 2002
• PORTALS Workshop, "Copyright Law in the Digital Age", Vancouver WA, May 2002

Publications:
• "Library Research in a Nutshell," Links; Newsletter of the Counseling Psychology Department, Graduate School of Education, Lewis and Clark College, 3:3 (December 2001), p. 6

Service to Lewis & Clark College
• Chair, Watzek Library Committee on Usability Testing
• Watzek Library Liaison to:
  o Art
  o Counseling Psychology
  o P.E., Athletics, & Health
  o Psychology
  o School Counseling

Service to Community:
• Member, New Tigard Library Construction Committee
Publications:
- "The Effecting of All Things Possible: Technology in American Utopian Visions of the Future, 1885-1914," *Oregon Humanities* (Fall 2001), p.10-16

Exhibits:
- "Esperanto: Lingvo Internacia", An Exhibit at Willamette University, October-November 2001

Service to Lewis & Clark College
- Member, Lewis and Clark Expedition Bicentennial Committee
- Member, Curriculum Committee
- Member, Provost's Council
- Representative, PORTALS Council of Libraries
- Representative, Orbis Council
- Courses taught: Inventing America -- Fall 2001, Spring 2002
- Watzek Library Liaison to:
  - Center for Service and Work
  - Environmental Studies
  - Philosophy

Special Projects/Activities:
- Project Scholar for Oregon Council for the Humanities traveling exhibit, "Yesterday's Tomorrows: Past Visions of the American Future", in conjunction with the Smithsonian Institution's Museums on Mainstreet Program, 2001-2003

Rice Majors
*Cataloging Specialist*
At Lewis & Clark since 2001

Memberships and Positions Held:
- Member, American Library Association (ALA)
- Member, Oregon Library Association (OLA)
- Member, Music Library Association (MLA)

Conferences and Workshops Attended:
- Basic Binding Methods for Printed Music, Portland State University, November 2001
- Introduction to CatME, OCLC, December 2001

Education:
- Coursework at Emporia State University toward a Master of Library Science degree (14 credits)
Special Projects:
- Student Representative to the Dean’s Advisory Council, Emporia State University School of Library and Information Management

Jeremy McWilliams
Access Services Manager
At Lewis & Clark College since 1997

Conferences and Workshops Attended:
- Orbis Annual Summer Meeting, Portland, July 2001
- PORTALS Workshop, "Copyright Law in the Digital Age," Vancouver WA, May 2002

Special Projects/Activities:
- Assisted in the training of Oregon Health & Sciences University staff to prepare for Orbis borrowing

Service to Lewis & Clark College
- Member, Watzek Library Systems Team
- Member, Orbis Borrowing Committee
- Assistant Cross Country / Track & Field Coach

Nancy Merritt
Circulation Weekend Attendant
At Lewis & Clark College since 1999

Bonnie Okamoto
Library Coordinator
At Lewis & Clark College since 1985

Service to Lewis & Clark College
- Member, Campus Safety Committee
- Coordinator, Watzek Library Green Copier Project

Gretchen Olson
Serials Specialist
At Lewis & Clark since 1985

Memberships and Positions Held:
- Member, Oregon Lions Foundation
Conferences and Workshops Attended:
- PORTALS Book Repair Workshop, Portland, June 2001
- Oregon Library Association Support Staff Division Conference, Newport, July 2001
- Northwest Innovative Users Group Annual Meeting, Portland, October 2001
- ProQuest Microform Advisory Conference, Ann Arbor, October 2001
- Student Employment Workshop, Portland, November 2001
- Support Staff Workshop, Portland, March 2002
- Orbis/PORTALS E-Journal workshop, Portland, May 2002

Presentations:
- Microfilm Splicing, ProQuest Library Advisory Committee Meeting, Ann Arbor, October 2001

Service to the Community:
- Church
  - Education Committee
  - Library Advisory Board
  - Library Coordinator
- Lions Annual Pancake Breakfast organizer

Honors/Awards:
- Lake Oswego Lions Volunteer of the Year Award

David Shratter
Assistant Supervisor of Circulation
At Lewis & Clark College since 1991

Jeremy Skinner
Archives Assistant
At Lewis & Clark College since 2001

Memberships and Positions Held:
- Member, Lewis & Clark Trail Heritage Foundation
  - Member, Archives Committee

Presentations:
- "Lewis & Clark Expedition Publication History," Idaho Chapter Lewis and Clark Trail Heritage Foundation, Portland, December 2001
- "Lewis & Clark Expedition Publication History," Lewis & Clark College Alumni Weekend, June 2002
- "Researching Lewis and Clark," Lewis and Clark Trail Interpretive Center, Great Falls, MT, January 2001 and July 2001
Exhibits

- Ralph Ellison Retrospective: 50th Anniversary of Invisible Man. An Exhibit at the Watzek Library, January 25-March 1, 2002 (with Doug Erikson)

Special Projects/Activities:

- Co-compiler of Lewis and Clark Expedition: Bicentennial Bibliography
- Designed Web site for Lewis and Clark Expedition: 200 Years Ago This Week
- Designed Web pages for Lewis & Clark College Archives and Special Collections

Betty Ann Smith
Reference Librarian
At Lewis & Clark College since 1986

Conferences and Workshops Attended:

- L&C Faculty Retreat, Welches, August, 2001

Service to Lewis & Clark College

- Member, Watzek Library Committee on Usability Testing
- Watzek Library Liaison to:
  - History
  - Inventing America
  - Political Science
  - Religious Studies
  - Theatre