The accomplishments of the J. Edgar and Louise S. Monroe Library in 2002-03 are listed under the themes of the University Planning Team’s annual objectives. These accomplishments are followed by statistics on the library’s services and collections.

**Loyola University New Orleans Strategic Goal**

*As a Catholic, Jesuit university, Loyola University New Orleans seeks to be one of the leading comprehensive universities in the nation, as measured by the quality of its faculty and staff, the strength of its curricula, the effectiveness of its support services, and the excellence of its graduates. In pursuit of this goal, the University fosters a rigorous, critical education that is dedicated in the Ignatian tradition to truth, service, and justice.*

**Seven Themes for the Academic Year Objectives**

**One – About Our Students**

Recruiting, retaining, and graduating high-quality students require us as a nationally preeminent university to determine the ideal size and mix of our student body with due consideration of student diversity and our ability to provide quality academic and nonacademic programs and services.

It also requires us to leverage our financial aid and scholarships to enroll these students, to implement nationally recognized methods to retain and to graduate students, and to place our graduates into nationally recognized employment settings, graduate programs, and professional schools.

*(incorporates the elements of Annual Objective I.)*

- The Monroe Library actively participated in the President’s Open House and summer orientation activities.
- The Monroe Library hosted fall and spring library teas for students on the last day of classes each semester.
- The Monroe Library worked with Teri Henley’s Public Relations Campaign Class to develop a PR campaign for the library.

**Two – Programs**

As a nationally preeminent university we offer innovative, high-quality curricula and co-curricular programs that ensure Loyola students possess the knowledge, values, and skills consistent with national standards and our Jesuit heritage as well as having academic and nonacademic programs that are recognized as among the best in the nation.

*(incorporates the elements of Annual Objective II.)*
• The Monroe Library received the 2003 Association of College and Research Libraries Excellence in Academic Libraries Award in the University Library category.
• As a result of an increased book budget, the Monroe Library reactivated the book approval plan. Librarian liaisons worked with the Collection Development Librarian and departmental faculty to review subject profiles and monitor the plan.
• The Monroe Library evaluated a new kind of software that will search across multiple databases, retrieving a variety of resources to meet research needs, and will link full-text resources from one database to another. Two new, related products, SFX and MetaLIB, were chosen and will be implemented this fall.
• The Monroe Library provided scholars and students with access to important resources by cataloging the books in the Patrick Samway, S.J. and Robert Giroux Collections. Additionally, the library acquired the Anthony J. Stanonis Pamphlet Collection (guides, maps, brochures, and other materials related to tourism in New Orleans, ca. 1900-45).
• The Monroe Library produced two notable videos to promote Loyola and its programs: the Institutional Advancement alumni marketing video, and the Project IMPACT fundraising video for the College of Music.
• The Monroe Library worked with the College of Music to evaluate the library services to the college. The evaluation resulted in plans to improve collections and services and to move the Music Library into the Monroe Library.
• The Monroe Library reclassified and relabeled the entire music compact disc collection with a new alphanumeric system in order to facilitate browsing of the collection.
• The Monroe Library shifted collections and furniture on the first and third floors to make way for the Music Library. Additionally, the library developed space on the first floor for more computers, thereby creating an Information Commons.
• The Monroe Library worked with the Student Government Association to keep the library open from midnight to 2am, Sunday through Thursday.
• The Monroe Library worked with the Information Technology office and the Faculty Center to evaluate and plan for technology support on campus.
• Each librarian liaison created or updated a liaison web page that provides information about library collections and services by college or academic department.
• The Monroe Library worked with the Institutional Advancement staff and the Parents Committee to raise money for a new 24/7 digital (or virtual) reference service. The service began operation in fall 2003.
• The Monroe Library conducted usability studies on its web site. This included developing a method of gathering information and conducting several rounds of testing with faculty and students. The library is now in the process of redesigning its web site, based on the information gathered, and will be testing the new site this fall.
• As a result of fund raising with parents to support the Imagination on the Move initiative, the Monroe Library doubled the number of scanning workstations and
increased the amount of equipment available for students and faculty engaged in digital media production. The library also provided extensive training for users.

Three – Faculty and Staff
Recruiting, developing, and retaining a diverse faculty who are superb teachers, scholars, and creative artists and who value the Jesuit vision of education is a priority for a nationally preeminent Jesuit university. Hiring sufficient quality and quantity of faculty to ensure quality programs for students is complemented by providing support, competitive compensation, and development to these faculty throughout their academic careers. It is also recognized that the role of a quality faculty is enhanced by hiring quality staff who require support, competitive compensation, and professional development opportunities.

(incorporates the elements of Annual Objective III. and Objectives V.(a) and V. (b))

- The Monroe Library hired Edward Iglesias as the Technical Services Librarian/Integrated Library Services Coordinator, Alicia Hansen as the Music Library Service Coordinator, Brad Petitfils as Instructional Technology Support Specialist, Brooke Brown as Public Services Assistant – Reserve Manager, and Melissa Elledge as Public Services Assistant – Stacks Manager.
- The Monroe Library submitted revised university and administrative staff job and position descriptions for review by a consultant hired by Human Resources. The majority of positions were recommended for upgrade.
- The Monroe Library instituted Brown Bag Lunches as a way of sharing information from conferences and workshops.

Four – Physical Plant
The physical plant must support the academic mission of a nationally preeminent university such that maintenance, new construction, renovations, and repairs are funded and carried out to enhance and not hinder that mission.

(incorporates the elements of Annual Objective IV.)

- The Monroe Library collaborated with the Deans, Information Technology, and Physical Plant in designing and overseeing the upgrade of instructional technology in several pool classrooms. Upgrading of Monroe 157, Bobet 214b, and Mercy 202 was completed in September 2002, and planning for the upgrading of Monroe 251, Bobet 216, Marquette 406, Music/Communications 203, Mercy 313, and Miller 114 was accomplished in summer 2003.
- The Monroe Library researched and developed a videoconferencing system that will be accessible throughout campus. The equipment was purchased through a grant from the Libby-Dufour Foundation.

Five – Management Systems and Shared Governance
National preeminence comes about from having processes and procedures that support continuous improvement around assessment, planning, budgeting and evaluation, that
honor faculty governance and input from all stakeholders (faculty, staff, students, and others), and that are explicit and trusted by the entire university community.

(incorporates the elements of Annual Objectives VI. And VII.)

- The Monroe Library successfully implemented a program of outsourcing much of its new book cataloging to the OCLC Promptcat Service. This required a major reworking of acquisitions and cataloging workflow.
- The Monroe Library gathered comparative library collection and budget data for peer group institutions. This data was used to inform library budget recommendations and budget projections for the Academic Affairs Strategic Agenda.
- The Monroe Library revised and updated its strategic plan.
- The Monroe Library investigated sources of team training and hired Jackie Hall to conduct a series of workshops in fall 2003.
- In fall 2002 the Monroe Library conducted a faculty survey, and in spring 2003 the library participated in the LibQUAL survey of service quality.
- In spring and summer 2003, teams in the Monroe Library met with the Steering Group to discuss and document team mission, success indicators, and success measures. One of the results of this activity will be a listing of key performance indicators for the library and its teams.

Six – Institutional Character
As a Jesuit institution, Loyola is committed to social justice and student learning through civic engagement. As a nationally preeminent university we provide leadership in our community and to other institutions in areas of service learning, literacy initiatives, justice, and diversity.

(incorporates the elements of Annual Objectives VIII. And X)

- Beth Orgeron and Deborah Poole were co-presenters and served on a panel on Information Literacy and the Core Curriculum at the 2003 Association of Jesuit Colleges and Universities Conference on the Core Curriculum at Xavier University in Cincinnati.
- Mary Lee Sweat wrote an article for the *Urban Library Journal* that documents the ways in which the library’s receiving the ACRL Excellence in Academic Libraries Award is an affirmation of the Jesuit values that guide the university and the library.

Seven – Shared Vision of National Preeminence
In order for Loyola to be nationally preeminent the entire university community must engage in continuous reflection and dialogue as to what it means for Loyola to pursue and become a nationally preeminent comprehensive university as well as what it means for their divisions, departments, units, and positions.

(incorporates the elements of Annual Objective IX.)
The Monroe Library’s receipt of the ACRL Excellence in Academic Libraries Award has enhanced the library’s and university’s reputation. The library is using the honor in fund raising and marketing plans.

The Library Visiting Committee committed to raising $10,000 in matching funds over three years to support the National Endowment for the Humanities challenge grant for the Center for the Study of Catholics in the South.

The Monroe Library received a grant from the Delmas Foundation to catalog archival materials in the Giroux collection, which is comprised of items from the personal library of book editor Robert Giroux.

Statistical Summary, 2002-03 fiscal year

A few statistical highlights:

The number of people entering the Monroe Library increased by 12.4%.
The number of instructional sessions provided by the Monroe Library to Loyola faculty and students increased by 64.7%. The number of students taught increased by 38%.
The number of items loaned by the Monroe Library through interlibrary loan increased by 36.4%.
Production services in Media Services increased by 149%.
The hours the Monroe Library was open each week increased by 9.8%.

A. Services

Instructional sessions held 486
Number of students taught 4,739
Number of reference and general information questions answered 17,816
Research assistance provided in Special Collections/Archives 248

Circulation

Books, government documents, sound recordings, scores, videos, and and other media software 86,085
Reserve materials 28,499

Library entrance count 890,582

Special facilities use (# of bookings):

Seminar rooms 1-4 2,586
Multimedia classrooms 1-2 1,510
Group study rooms 1-16 9,233
Other meeting and instructional rooms 258

Interlibrary loan and article delivery:

Lent by Loyola (items) 2,624
Borrowed or purchased by Loyola (items) 2,718
Turn around time (days):
   Books                   10.96
   Articles          5.53

Distance Library Services
   Requests filled           458

Media Services:
   Production services           339

   Equipment use (in-house and classroom pool, laptop loan) 3,799

Library web site:
   Visits                258,371
   Hits                 981,318

Open hours:
   Monroe Library       112 hours/week
   Reference Librarian on duty 72 hours/week
   Music Library        79 hours/week

B. Holdings

Book and bound periodical volumes (as of August 1, 2003)          348,809

Music scores                   10,992

Music recordings, disc and tape                 9,557

Microform units
   Microfilm reels                   8,164
   Microfiche, ultrafiche             348,342

Current periodical subscriptions (titles) 1,339

Audiovisual software (titles)                 4,849

C. Online information resources

Abstracting and indexing services, electronic databases         92

Electronic/full-text journals, magazines, newspapers (titles)  17,643

Electronic books (titles)        17,444