Division newsletter

American Society for Engineering Education

DIVISION: ENGINEERING LIBRARIES

EDITOR: JIM KYED
HELEN CITRON

DATE: MARCH 1985

NOMINATIONS FOR NEW OFFICERS ANNOUNCED

The ASEE/Engineering Libraries Division Nominating Committee is pleased to submit the following slate of candidates:

Secretary-Treasurer 1985-86, Chair-Elect/Program Chair 1986-87, Chair 1987-88
Hazel Wetts - Engineering Librarian, University of Southern California

Director
Dorothy Byers - Engineering Librarian, University of Cincinnati

The election will take place during the ASEE/ELD business meeting at the ASEE Annual Conference in Atlanta in June. Additional nominations may be made at that time with advance consent of nominees.

The offices of Chair and Chair-Elect Program Chair are filled automatically by succession. These officers for 1985-86 will be:

Chair
Don Richardson, Worcester Polytechnic Institute

Chair-Elect/Program Chair
Jim Dodd, Georgia Institute of Technology

Biographical Notes

Hazel Wetts served as an ELD Director, 1982-84 and presently chairs the Publications Committee. She writes:

"I graduated from USC School of Library Science early in 1972 and immediately accepted a job as Science Cataloger at USC. One and ½ years later I used that solid foundation in librarianship to move into public services. At Seaver Science and Engineering Library as USC, I began as Head of Circulation. In addition to hiring and supervising all the student assistants and the Circulation/Reserve Desk, I also served as liaison to the Astronomy and Geology Departments, selecting materials for those two departments, and provided reference service every day. In 1978 I became the Engineering Librarian at Seaver. Bibliographic instruction, reference, computer literature searches and a host of other duties keep me busy. My first ASEE meeting was at the University of British Columbia, where I was very impressed with ELD members. I have attended every year since then and find the organization helpful and stimulating."

Biographical Notes (continued)

Dorothy Byers is Engineering Librarian at the University of Cincinnati Engineering Library. She has been a member of ASEE Engineering Libraries Division since 1976. She is currently chair of the Accreditation Committee and of a publication subcommittee which is producing a union list entitled "Selected Union List of Technical Papers, Government Reports, Standards/Specifications, and Patents. Dorothy is also serving as Acting Chair of the 1986 ASEE Annual Conference Division "B", which handles housing and meals, registration, conferences and general sessions, etc.

FROM THE CHAIR:

During the past several months I have received several calls from schools seeking "standards" for engineering libraries. In fact, I suspect that this is the question most often asked of the ELD Chair.

In an attempt to gain access to the information which is collected by ABET about engineering libraries, I inquired whether it might be released to our Division for input into a database. ABET responded that it could not do this because of confidentiality and because the forms contain non-parallel data. ABET expects, however, to build a database of the information they collect and will add some library data at a later point.

As I've talk with medical library colleagues I've learned about their "Annual statistics of medical school libraries in the U.S. and Canada", now in its 6th edition and published jointly by the Association of Academic Health Sciences Library Directors and the Houston Academy of Medicine-Texas Medical Center Library. The 100+ page volume covers library characteristics, user population, collection statistics, expenditures, personnel and services for more than 130 libraries. Its data is widely quoted amongst medical librarians and administrators and forms the basis of many data points for comparative and peer institution discussions.

I believe that our Division could and should, at a perhaps more modest scale, initiate a similar questionnaire and data collection effort. I have taken the liberty of drafting a questionnaire for discussion at our Atlanta meeting. If you are interest in working on this project or have any other ideas we should consider, please give me a call (313-764-7494) or send along a note.

By the way, some of you may be hearing from Professor George Burnet, Iowa State University, who is acting on behalf of the World Federation of Engineering Organizations (UNESCO) on a world-wide profile of scientific and technical information systems in engineering schools. Because he is an ASEE member, he thought of asking our Division for help in collecting data from representative institutions. If you do receive his brief questionnaire, please answer it promptly and feel good for contributing to this international effort.

What experience have you had in space planning and changes in your library?

At the University of Michigan we are completing construction of an 18,000 sq. ft, multi-purpose engineering information access facility which will serve as a temporary branch library on our new campus until we complete the fund raising and construction of our new engineering library. Barring any unusual circumstances, we expect to take occupancy of the temporary space in late August. It will seat 150 at the study space/carrels and another 105 at micro-computer workstations. In fact, the workstations have been designed to our own specification and mock-ups from two bidders are to be tested during March. Because the micros will be networked both to our campus facilities and to communication carriers, we look forward to the beginning of blurring computer/library and computer/book lines.

We are in the fortunate position of being able to plan our temporary facility as a prototype of our permanent library. This means that we are trying a variety of chair styles and coverings and a six-station combined reference/public access workstation area, for example.

In preparation for the "heavy construction" we were facing, Shary Balius and I attended Aaron and Eileen Cohen's workshop on the Electronic Library a couple years ago and read their 3 books along with all other library design books we could find. We were also fortunate to have 20 masters degree architecture students take on the design of our major facility as a 6 credit final design project. Working from our building program, the students toured our present facilities and met with us frequently. Attending their final jury presentations was exhausting but has provided us with a wide range of models, floor plans and new ideas to help form a better focus for the real design which we will begin soon.

Maurita Holland
University of Michigan

The staff of the WORCESTER POLYTECHNIC INSTITUTE Library began planning for changes in library space a year and a half ago. The main reasons for the planning were the recarpeting of the main floor of the library (this took place in Summer 1984) and the wiring for an online circulation and catalog system. Because all of the furniture, book shelves, and anything else that was on the floor had to be moved so that the new carpet could be put down, we had the opportunity to plan in advance where we wanted to put everything back when the carpeting project was completed. All of the staff members of Reference, Circulation and Technical Services were involved in the plannng for each of their areas. The Circulation area was expanded to accommodate terminals for the online circulation and to provide more room for the staff to work. A cramped Interlibrary Loan Office was redesigned to house both ILL and the Online Search Service by removing floor shelves and replacing them with wall mounted ones and by rearranging old and new furniture. Finally, the Technical Services staff reconfigured that area based on the flow of work there, and they set up a computer terminal area with workstations for four terminals.

Don Richardson
Worcester Polytechnic
Institute

FEEDBACK FORM (Continued)

About four years ago, the Barker Engineering Library at MIT underwent some internal space changes (swapping locations for various functions and adjusting upward or downward the space alloted for each) which definitely proved to be worth the effort involved. They were seen as needed "adjustments" after the experience of working within our totally renovated library (that project occurred in 1967-70).

Prior to the change, there was a large reserve book room on the fourth floor. A small "L" at the rear of it housed a growing non-print media area (unstaffed). The rest of the fourth floor was office space. On the fifth floor (the main entrance floor) were located two rooms between the end of the reference collection and the Microform Service Area (staffed). Four librarians used these two rooms as offices.

It was desirable to have all staff offices on the fourth floor. It was also desirable to have the non-print material adjacent to the microform collections where its staff could assist users and maintain the collection. So we exchanged the fifth floor and fourth floor spaces. We ended up with a smaller reserve book room and a slightly larger non-print media area. In one end of the old reserve book room we made a conference room for staff meetings. The rest (including the old non-print media area) was made into five offices for librarians. One, who is a supervisor, has a full office. The others are separated by 8" tall partitions.

How was it financed? At the time, MIT had about $600,000 as a budget for space changes of this type. I submitted a proposal, working with MIT's office of Architecture and Construction (part of the Physical Plant Department) for about $45,000, which was approved by the Library administration but turned down by the Institute's Space Planning Committee. The next year I reviewed the proposal and reduced it to $30,000. It got full approval. The work was done during July and August 1983. By the way, no new furniture had to be purchased; study tables and chairs are used for the conference room.

We couldn't be happier with the results. All user space was eliminated from the fourth floor and the staff works much more effectively now that they are

Jim Kyed
MIT

CONFERENCE COVERAGE CHANGES IN ENGINEERING INDEX

Dorothy Byers sent along the following information about recent changes in coverage of the conference literature in Engineering Index.

I have been confused by Ei, Inc. advertising. At the Salt Lake Conference their rep made it sound as though conferences would no longer be covered by Engineering Index, but that coverage was deleted and put in Engineering Conference Index starting January 1985. The December 1984 newsletter from Ei, Inc. indicates that conferences are still covered by Engineering Index as usual. I finally called EI, Inc. to find out the real story. I spoke with a person named Michael Spillane. He says that Engineering Index will continue to cover conferences as it always has - i.e. one abstract for the entire conference only. (I know I have seen individual papers in Engineering Index but I think only when the papers were published somewhere else). Engineering Conference Index will cover the same conferences, but will provide an abstract for each paper. This is the same coverage as has always been available in the Engineering Meetings database. I hope this information is helpful to anyone else who might have been confused.

CONFERENCE COVERAGE (Continued)

1985 ATLANTA CONFERENCE

The ELD Program for the Atlanta Conference, June 16-20, 1985, is all set. A detailed description of the program will appear in the May issue of this newsletter. One of the highlights will be a reception for ELD hosted by the staff of the Georgia Tech Library immediately following the ELD business meeting and prior to the dinner on Tuesday June 18th. Another highlight of this year's program will be the poster session on Wednesday June 19th which will feature twelve poster presentations by ELD members. And ELD will be interacting with other society units by cosponsoring sessions sponsored by the Computers in Education, Continuing Professional Development, and Liberal Studies Divisions.

CALL FOR PAPERS AND IDEAS FOR 1986 ASEE CONFERENCE

Although the Atlanta Conference is still several weeks away, it is not too early to begin planning for the 1986 ASEE Annual Conference in Cincinnati. Hosted by the University of Cincinnati, the conference theme is "Engineering Education: a Partnership With Industry and Community". Please let me know if you have an idea for a paper or a session, whether or not it fits the theme. Give Don Richardson a call at (617-793-5410). We will discuss your ideas in depth at the conference in Atlanta.

APRIL 15 DEADLINE ANNOUNCED FOR RESPONSES TO UNION LIST QUESTIONNAIRE

Dorothy Byers, editor of "Selected Union List of Technical Papers, Government Reports, Standards/Specifications, and Patents", now in preparation, has announced a final deadline for her upcoming publication.

She has recently received five more responses to her questionnaire which was printed in the Fall 1984 issue of our Newsletter. All responses received by April 15 will be included in the draft of the union list she is preparing for review at our Atlanta meeting.

ISSUE #4 OF NEWSLETTER DUE MAY 1

The final issue of the NEWSLETTER will be mailed to members on May 1. It will contain complete details on our Atlanta Conference Program and general information about the area as well. A reminder: please complete the feedback form and return it to the editor promptly. This issue's topic is online searching. Only two replies were received from the last one (both from officers) and a third added by the editor.

ELD ACCREDITATION COMMITTEE REPORT

On Tuesday, June 26, 1984 at the Salt Lake ASEE Conference, Jay Waddell attended an ASEE Accreditation Processes Committee discussion group. The discussion was followed by the Committee's business meeting, which Dorothy Byers also attended.

Committee Chairman R. E. Grace distributed a draft on a questionnaire to be filled out by institutions after ABET has visited. The purpose it to evaluate ABET's procedures. Jay and Dorothy recommended an addition to a list of statements to be rated on a scale from "poor" to "excellent". The statement to be added is "Knowledgeable assessment of library resources and programs." This statement is to replace another version which just mentioned library as one of several supporting departments, thus not allowing for a rating specifically for the library.

Following the meeting, Jay and Dorothy outlined the tasks of the ELD Accreditation Committee as follows:

1. Revise the library paragraph in the "Criteria for Accrediting Programs in Engineering in the United States" (see next page).

2. Revise pages 1-19 and 1-20 of the document prepared by the institution being reviewed (sample from the University of Cincinnati is attached).

3. Revise the checklist used by the visiting team member assigned to evaluate the library (see attached).

4. Create a set of guidelines or standards which the visiting team can use in measuring/judging whether the library is good and effective in supporting the engineering programs. The team needs to know the expected role of a library at the undergraduate level.

5. Get librarians included in site visits. Dr. Grace liked the idea. ABET reluctantly said it could be allowed on a trial basis if funding can be provided. A few trial visitis might be all that is needed to firm up some guidelines.

Copies of the documents mentioned in 1 through 3 above are provided here. Any ELD member wishing to provide suggestions on any of the above categories should send comments to Dorothy Byers.

As an aside, one of our administrators from the University of Cincinnati Engineering College attended the ABET Board of Directors meeting in October 1984 and reported that there was the usual plea for more specificity in ABET Criteria expressed by the Deans. We are not the only group seeking specificity it seems.

From 1984 revision of "Criteria for Accrediting Programs in Engineering in the United States"

6. Institutional Facilities

a. The libraries in support of the engineering unit must be both technical and nontechnical, to include books, journals, and other reference material for collateral reading in connection with the instructional and research programs and professional work. The library collection should reflect the existence of an active acquisition policy; this policy should include specific acquisitions on the request and recommendation of the faculty of the engineering unit. While library collections should be reasonably complete and should go well beyond the minimum collection required for use by students in specialized programs, there should be in existence such arrangements as are necessary for computer-accessible information centers and inter-library loan services for both books and journals. The library collections, whether centralized or decentralized, should be readily available for use with the assistance of a trained library staff, or through an open-stack arrangement, or both. The ultimate test of the library is the use made of it by the students and faculty. Use of the library depends on many factors including opening and closing hours, reading room space, availability and helpfulness of the staff, and accessibility of material.

(1)

(2) how about educational rate. Info retrieval skills.

Institution ~~University of Cincinnati~~ Date May 12, 1983

B. Library

1. Indicate the approximate number of acquisitions since the last ABET visit in 19 80 (or in the past five years if this is an initial evaluation) and the present total number of books and bound periodicals. Report periodicals as number of subscriptions or titles, not as individual volumes.

July 1979 - June 1982

	ADDED		TOTAL	
	Books	Periodicals	Books	Periodicals
Entire Institutional Library (excluding Med., Law, and 2 branch campuses)	81,233	1965	1,059,928	13,265 (incl. 6987 [illegible])
In the following fields (included above) Engineering	3,259	248	42,478	898
Chemistry	1569	83	56,899 (incl. bib)	603[1]
Mathematics	1688	39	19,896	319
Physics	1245	34	25,179	294
Other Related (specify) Geology library has related materials			31,409	

1. Previous base figure included biology titles. Only chemistry additions reported.

2. State appropriation to the library for the most recent year for which such information is available, and indicate the amounts allotted for books and periodicals in the field of engineering.

Year 19 81 - 19 82

Total library ~~appropriation~~ expenditures $4,440,000[2] excluding Medicine, Law, and 2 branch campuses. ~~$6,500,000 including~~ them.

For engineering books $22,500 general funds + $10,545 approval plan funds

For engineering periodicals $82,438

2. This figure lacks $500,000 in benefits which were reported as library expense in the previous report but which are now removed and reported as University exp.

3. Are there separate engineering collections located in the engineering buildings or are all volumes housed in the central library? Please explain arrangement.

All engineering departments are served by the Engineering Library, a branch library housed in the Engineering College and administered by the Central Library administration. The Engineering Librarian reports to the Director for Collections and Information Services, as do other branch librarians (e.g. math, chemistry, physics, geology). The Central Library provides ordering, cataloging, and inter-library loan functions for the Engineering Library.

4. During what hours are library facilities available to engineering students? When is reference service available? Are the stacks open?

Hours: 8 am - 10 pm Monday-Thursday
8 am - 5 pm Friday
9 am - 5 pm Saturday
1 pm - 9 pm Sunday

The reference librarian provides reference service Monday-Friday 10-12 am and 2-4 pm. Other staff are trained to assist in reference at all other times between 8 am and 5 pm.

The stacks are open to all patrons.

5. Describe the professional services of trained library staff available and assigned primarily to the engineering unit.

The staff consists of two professional librarians, three full-time staff, and 3 FTE of student assistant help. The head librarian has a PhD and is responsible for material selection and overall management. The reference librarian has an MSLS and provides reference service, instruction, and computer literature searching. Of the three full-time staff persons, one manages circulation and students, one processes journals, and one processes monographs.

Note that at the time of the 1980 review, there were only two full-time support staff. This has improved service greatly.

6. What is the seating capacity of the library? If more than one library, list the capacity for each.

The seating capacity remains at 110 since the expansion of 1980. This is an 85% increase over the pre-1980 space. However the seating capacity (3% of the student body) falls well below the Ohio Board of Regents (OBR) standard of 20%. Total library space is at 60% of OBR standard.

7. Give a self-assessment of any limitations on the education of engineering students resulting from the current library facilities.

The limited seating does not allow enough space for research and study. However circulation topped 40,000 in 81/82, indicating increasingly heavy use of the facility. This gives good basis for further expansion of the space.

The addition of one staff person and many journal titles since the last review has greatly improved collections and service. The collection is basically sound and well-rounded. However there remains a need for journals, standards, and product information to support undergraduate design projects.

Current goals are to improve selection and increase instruction, thus maximizing the resources already available.

For further comment, see Volume II-3.

Note: Vol II-3 contains each department's answer to the question: "Discuss the adequacy of support services, specifically library and computer..."

Check List for Report on Evaluation of

_____

(Name of Institution)

Re-Library

1. Persons consulted.
2. Housing, accessibility.
3. Adequacy of volumes:
   (a) Journals and periodicals in engineering received regularly (domestic and foreign):
   (b) Completeness of journals files for last thirty years:
   (c) Extent of inter-library exchange of journals and books:
   (d) Adequacy of engineering books:
   (e) Adequacy of books in related fields:
4. Appropriation, percentage for engineering.
5. Extent of selection of books and periodicals by engineering faculty.
6. Reading rooms. Hours open in main and engineering libraries.
7. Reference service available (hours and quality).
8. Library staff.
9. Use made by engineering students and staff.
10. Conclusions and recommendations.

FEEDBACK FORM

FOR Issue #4: Is end user on-line searching available to users ofyour library? Also, is free, on-line librarian assisted searching available? What are the guidelines for it?.

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STAMP

TO:

James M. Kyed
Massachusetts Institute of Technology
Barker Engineering Library
Room 10-500
Cambridge, Massachusetts 02139

Division newsletter

American Society for Engineering Education

DIVISION: ENGINEERING LIBRARIES

EDITOR: Jim Kyed
Helen Citron

DATE: May 1985

FROM THE CHAIR

Can it really be that the year has brought us once again to Annual Conference time? It has passed very quickly and it is important to give special attention to all of you who have worked so hard on Engineering Libraries Division activities this year.

First of all we thank Jim Kyed, ever ready to remind us that our news was due for the Newsletter and Helen Citron, who waged a continuous battle with Headquarters in order to get the Newsletter labels!

Next Kathy Jackson comes to mind for all the work she is doing now to assure that we have 4-6 Guides published by Conference time and that most of the revenue from the project will go to our ASEE BASS account.

Dorothy Byers has worked very hard to solicit your input and organize the data so that we can distribute a first draft of the "Union list of technical reports and other fugitive materials" at our Annual Meeting. Dorothy and Jay Waddell have also taken up the difficult task of developing better ELD representation on the ABET Accreditation Teams.

Through the year we've also had special contributions from Marge Rhoades, Membership and Recruitment, Shary Balius, Membership Directory, and Zanier Vivian, Nominating Committee.

Finally we express appreciation to Don Richardson whose excellent work as Program Chair is visible in the final program details in this Newsletter and to Jim Dodd, Secretary/Treasurer, and "our man in Atlanta" who has made so many special arrangements and events for us while we are there.

Now it's up to all of you! By your coming to Atlanta you will make our Meeting the best one yet!

NOTE TO EXECUTIVE BOARD MEMBERS

The ASEE Long-Range Planning Committee is asking that each Division prepare a one page statement of the Unit's mission and a description of activities and programs in support of that mission. Please consider any specific activities or programs which we should include in that statement; we will discuss this at our Board Meeting in Atlanta and submit the report to our PIC-IV chair at the end of the Conference.