Charles Henry Appointed Vice Provost and University Librarian

Rice University's new vice provost and university librarian is Charles Henry. Dr. Henry comes to Rice from Vassar College, where he had been the director of libraries since 1991. He earned his bachelor of arts degree from Northwest Missouri State University and his master's and doctoral degrees in comparative literature from Columbia University. From 1985-1991 Henry served as assistant director of the Division of Humanities and History at Columbia University Libraries.

Dr. Henry is the recipient of numerous grants and awards, including the Lillian Becker Scholarship at Middlebury College, President and University fellowships at Columbia, and a Fulbright fellowship to study in Vienna, Austria. In 1994 he was invited by the Russian Ministry of Culture to tour research libraries and present lectures on the role of libraries in a democracy.

Priorities for Fondren Library

There is much to do for the Fondren Library. A brief listing of immediate priorities includes: building strong connections to the academic departments—which entails not only communicating the services of Fondren Library to its constituencies but also developing a sophisticated profile of faculty and student needs, to which we can respond in the most effective manner; developing the collection to better meet the teaching and research needs of the campus; developing electronic resources, including enhancements to LIBRIS, that assure the most efficient access to local and external digital resources; and preparing for the short-term acquisition of new space in Fondren Library, as well as beginning to

(cont'd on p. 2)
assess the longer-term needs for space, collections, and staffing as the library enters the next century.

These goals are predicated on the realization that Fondren Library has many strengths and has had a tradition of excellence that will continue to be fostered. At the same time, it is obvious to someone entering the building that no real growth space exists. Sightlines are poor, making it difficult for even seasoned users to navigate, and services are salted around the building in an often ad hoc fashion.

In sum, during the next few years librarians will be working closely with faculty, students, and administrators to enhance collections, services, and reading space within the existing fabric of Fondren Library, while at the same time working together to define the kind of library that will serve Rice for many generations to come. With the community behind it, Fondren Library can open one of its most provocative chapters.

Professional Development Library Offers Help For Teachers

The Professional Development Library (PDL) at The Rice School/La Escuela Rice was created to support the professional development and continuing education of teachers, as well as curriculum development. Initial plans for the library were developed under the guidance of former Vice Provost and University Librarian Beth Shapiro, who was strongly supportive of the project.

**Description of Collection**

The PDL is a satellite collection of the Fondren Library. All of its holdings are included in LIBRIS, Fondren Library’s online catalog, with location designations of HISD-SCH and HISD-REF. Only items with the location HISD-SCH circulate.

The focus of the collection is on elementary and middle school education. Types of materials range from those with a practical, activity-centered orientation to those with a more theoretical view of contemporary issues in education. The collection includes a variety of formats and currently numbers over 1,000 books, 100 videotapes, videodisks, and CD-ROMS, and 50 journal subscriptions. The majority of the titles are not duplicated in Fondren Library.

**Availability of Materials**

The PDL is located in the Professional Development area on the second floor of the school, above and overlooking the school library. It is open during the same hours as the building, in order to provide maximum accessibility to the collection. Because it is not staffed on a regular basis, on-site circulation of the collection is accomplished by means of a traditional card system. However, circulation information is routinely entered into Fondren Library’s online system, so that the collection status is up-to-date for other library users.

Although housed in an off-campus location, the PDL collection is available to Rice faculty, students, and staff. To request an item from the PDL, either fill out a form available at the Fondren Library Reference Desk, or use the electronic request form available on Fondren Library’s Web page. Next-day delivery is usually possible.

Sandi Edwards
Head, Satellite Collections
edwards@rice.edu
Behind the Scenes: Cataloging

Have you ever wondered how an item added to the library gets a computer record in LIBRIS? These records are the work of the Cataloging Section, one of the three main areas in the Technical Services Department. The seventeen members of the Cataloging Section work behind the scenes to create catalog records that help connect library users with the materials they need.

Robert Estep locates an item for rush cataloging

Creating Records for Ordered Materials

The library is committed to letting users know as soon as possible that an item has been ordered, whether it is a book, a journal, a videotape, a musical recording, a score, or a computer file. Six staff members spend part of their time creating the LIBRIS records for new materials, both those ordered individually and those ordered through approval programs with book vendors.

The Cataloging Process

Once an item has been received, it can be cataloged. A complex system of national and local policies and procedures governs the creation of catalog records, ensuring that materials are described uniformly and that users can find them consistently using appropriate search keys. The content of each item is analyzed so that various access terms can be assigned: names of people and organizations associated with the item; titles, including series; subject headings; and call numbers.

National and local files are consulted to make sure that headings chosen for access terms are in accepted form and that they match any headings already in LIBRIS. Sometimes this process can require detective work to ensure that a person, event, or subject has been correctly identified. The cataloger's efforts help library users find both specific items for which they may be looking and also materials that share common characteristics, e.g., materials on a certain topic or all publications by or about NASA.

Libraries all over the country share records created for materials, and very often a Rice cataloger can adapt a catalog record created at another library (available through a national database). Although working with preexisting catalog records, or "copy," goes more quickly than if no cataloging information is available, information must still be checked carefully for inclusion in LIBRIS. If Rice is the first library to receive an item, the catalog record must be created from scratch.

Sixteen staff members catalog materials for the library. Some focus on working with a certain type of material, such as serials or videotapes, or with a certain type of copy. Staff members also have different kinds of subject and language expertise, a necessity when dealing with the varied materials a university library requires.

Priorities and Volume of Materials Handled

For the most part, an item is ordered within one to two weeks after a request has been received. Items are cataloged in the order they are received from the publisher or dealer. However, if a Rice library user needs a received item while it is still being processed, staff members will locate the item and a cataloger will rush to catalog it, usually within twenty-four hours. A user can also be notified when an item of interest has been cataloged. Under normal circumstances, most materials are cataloged within two months of receipt, although items with less reliable copy or no copy take longer. In fiscal year 1995, the Cataloging Section added 35,381 titles to the library.

Kathy Knox and Edward Bergin discuss a cataloging problem.

Melinda Reagor Flannery
Head of Cataloging
reagor @rice.edu
Did You Know...

Thanks go to the Class of 1996 for selecting Fondren Library as the recipient of the Senior Class Gift. The library received $1,996, which will be used to enhance its collections.

The Annual Bibliography of English Language and Literature (ABELL) has been added to Ricelnfo. ABELL indexes scholarly articles, doctoral dissertations, books, and reviews concerning English language, literature, bibliography, and folklore published anywhere in the world. Coverage begins in 1991.

The Oxford English Dictionary (OED), 2nd edition, is now available for searching through Ricelnfo. The online OED provides English-language definitions and etymology.

Compexed, the online equivalent of the Engineering Index, is available both on Ricelnfo and on CD-ROM. It covers all areas of engineering, including mechanical, civil, environmental, and chemical. Coverage via Ricelnfo is from 1980 on; CD-ROM coverage is from 1986 on.

Fondren Library has acquired the research materials compiled for the PBS series With God on Our Side: the Rise of the Religious Right in America. The collection includes books, literature produced by the religious groups, and an extensive collection of taped interviews and broadcast materials. We thank Dr. William Martin and Lumière Productions, New York, for their assistance.

How Academic Planning Affects Fondren Library

As Rice University continues to grow and become a more diverse community, Fondren Library also grows and diversifies. This development proceeds most effectively when good communication is maintained between those planning new academic and research programs and staff members of Fondren Library.

Advance Library Planning Essential

Fondren Library has never had an excess of funds to develop collections for which no immediate academic or research need existed. Although the library has received an enviable level of fiscal support during the last six years, with an increase of 91.2% in the materials budget, during this same period the cost of academic books has increased by 14.5% and academic journals by 191.9%! It is apparent that we must still acquire materials judiciously.

If new subject areas are to be added to the collection, careful planning is necessary to ensure that such additions are not made at the expense of previously existing programs. Two-way communication between program planners and library staff should be considered an essential step in academic plans for additional faculty, degrees, and new departments.

How the Library Can Help in Planning

Library participation in the process of hiring new faculty and planning new programs takes the form of an examination of the interests and publications of faculty candidates and the preparation of a tailored collection evaluation. Such an evaluation includes the potential of existing collections for successful support of new scholars, as well as the projected cost of "bringing the collection up to speed."

More exhaustive, detailed profiles are prepared for departments or colleges contemplating new degrees (undergraduate, master's, or doctoral) or for the founding of new departments. The library staff then immediately begins detailed planning for development of pertinent collections and initiates the early stages of this development. Funding must be identified; logistical issues--such as sources for exotic subjects and materials formats or language and subject skills for library staff--must be addressed; and the time-consuming process of locating older and out-of-print materials must be pursued.

Working together, academic planners and library staff can ensure the availability of the strong collections needed to support all areas of study and research at Rice.

Kerry Keck
Coordinator, Collection Development & Electronic Information Resources
keckker@rice.edu

## Fondren Library and Department Liaisons

### Academic Department

<table>
<thead>
<tr>
<th>Department</th>
<th>Library Specialist</th>
<th>Liaison</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>Jane Segal (<a href="mailto:segal@rice.edu">segal@rice.edu</a>)</td>
<td>James Faubion</td>
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<td>Architecture</td>
<td>Jet Prendeville (<a href="mailto:jetp@rice.edu">jetp@rice.edu</a>)</td>
<td>Spencer Parsons</td>
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<td>John Hunter (<a href="mailto:hunter@rice.edu">hunter@rice.edu</a>)</td>
<td>Harvey Yunis</td>
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<td>Computational and Applied Math</td>
<td>Robert Sabin (<a href="mailto:sabin@rice.edu">sabin@rice.edu</a>)</td>
<td>David Applegate</td>
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<td>Computer Science</td>
<td>Peggy Shaw (<a href="mailto:psahw@rice.edu">psahw@rice.edu</a>)</td>
<td>Peter Druschel</td>
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<td>Ecology &amp; Evolutionary Biology</td>
<td>Sandi Edwards (<a href="mailto:edwards@rice.edu">edwards@rice.edu</a>)</td>
<td>Joan Strassmann</td>
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<td>Economics</td>
<td>John Hunter (<a href="mailto:hunter@rice.edu">hunter@rice.edu</a>)</td>
<td>Kei-Mu Yi</td>
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<tr>
<td>Education</td>
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<td>Elnora Harcombe</td>
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<tr>
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<td>Sophy Silvers (<a href="mailto:silvers@rice.edu">silvers@rice.edu</a>)</td>
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<td>John Hunter (<a href="mailto:hunter@rice.edu">hunter@rice.edu</a>)</td>
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<td>Music</td>
<td>Paul Orkiszewski (<a href="mailto:orkis@rice.edu">orkis@rice.edu</a>)</td>
<td>Bill Bailey</td>
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<td>Don Morrison</td>
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<td>Peter Nordlander</td>
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<td>Kerry Keck (<a href="mailto:keckker@rice.edu">keckker@rice.edu</a>)</td>
<td>Keith Hamm</td>
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<td>Jane Segal (<a href="mailto:segal@rice.edu">segal@rice.edu</a>)</td>
<td>David Schneider</td>
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<td>Milton Figg (<a href="mailto:mfigg@rice.edu">mfigg@rice.edu</a>)</td>
<td>Anne Klein</td>
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<tr>
<td>Slavic</td>
<td>Pamela Pavliscaik (<a href="mailto:pamelamp@rice.edu">pamelamp@rice.edu</a>)</td>
<td>Ewa Thompson</td>
</tr>
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<td>Sociology</td>
<td>Jane Segal (<a href="mailto:segal@rice.edu">segal@rice.edu</a>)</td>
<td>Chandler Davidson</td>
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<tr>
<td>Spanish</td>
<td>Sandi Edwards (<a href="mailto:edwards@rice.edu">edwards@rice.edu</a>)</td>
<td>Lane Kaufmann</td>
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<td>Space Physics</td>
<td>Sara Lowman (<a href="mailto:lowman@rice.edu">lowman@rice.edu</a>)</td>
<td>Patrick Hartigan</td>
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<tr>
<td>Statistics</td>
<td>Sara Lowman (<a href="mailto:lowman@rice.edu">lowman@rice.edu</a>)</td>
<td>Dennis Cox</td>
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</tbody>
</table>

### Library Contacts for Special Materials

- **Government Publications**: Amy Spare (spare@rice.edu)
- **Manuscripts**: Nancy Boothe (boothe@rice.edu)
**Fondren Library Regular Hours**

September 3, 1996 - December 12, 1996,  
and January 12, 1997 - April 24, 1997

Monday - Thursday 7:00 A.M. - 2:00 A.M.  
Friday 7:00 A.M. - 10:00 P.M.  
Saturday 9:00 A.M. - 10:00 P.M.  
Sunday 11:00 A.M. - 2:00 A.M.

Library hours are modified during the following periods:

**FRESHMAN WEEK**

**LABOR DAY WEEKEND**

**FALL MIDTERM RECESS**

**THANKSGIVING RECESS**  
Wednesday, November 27 - Friday, November 29

**FINAL EXAMS SCHEDULE**  
Friday, December 13 - Saturday, December 21

**CHRISTMAS AND NEW YEAR'S HOLIDAYS**  
Sunday, December 22 - Saturday, January 11

**SPRING MIDTERM RECESS**  
Friday, February 28 - Saturday, March 8

**SPRING RECESS**  
Thursday, March 26 - Sunday, March 30

**FINAL EXAMS SCHEDULE**  
Friday, April 25 - Tuesday, May 6

**COMMENCEMENT**  
Saturday, May 10

Please call 527-4800 for information. Library hours are subject to change.

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Rice University  
Fondren Library MS 44  
6100 Main Street  
Houston, TX 77005-1892

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Baber, Elizabeth  
Technical Services