

Goal 5. Build and promote a nationally recognized Special Collections

Objectives	Complete By Date	What do we need (Resources/Outside Help)
(1) Promote and publicize department's rare and unique materials	Sept. 2008	
NEW		
a) redesign homepage		University Webmaster
b) install new exhibits in the department and exterior wall cases	Ongoing	Library Admin. \$
ONGOING		
c) sponsor and co-sponsor lectures and special events	Ongoing	Library Admin. \$
d) submit announcements and news to campus publications and to regional and national media outlets	Ongoing	Media Relations, Office of Communications
(2) Collection development and management	Sept. 2008	
NEW		
a) create a new collection development document	Sept. 2008	
b) create collection-level MARC records for print and electronic collections (STARS)	Ongoing	Cataloging
ONGOING		
c) catalog and process pre-existing backlog	Ongoing	Cataloger
d) transfer selected collections off-site and de-accession targeted collections		
(3) Increase financial support for the department		
a) submit grant proposal	Ongoing	RF SBF

b) increase endowments	Sept. 2008	SBF
(4) Digital Initiatives	Sept. 2008	
NEW		
a) develop a strategy for digital preservation		
b) participate in regional and national initiatives		
ONGOING		
c) contribute content to Dspace	Ongoing	
d) identify candidates for digital reformatting	Ongoing	
e) develop a strategy for digital preservation	Sept. 2008	Head, Preservation
f) participate in regional and national initiatives	Ongoing	LILRC Regional Archivist
(5) Document SBU's history		
ONGOING		
(a) preserve university created material	Ongoing	Head, Preservation
(b) identify and solicit papers from faculty and departments	Ongoing	Faculty support, SBF
(c) serve in an advisory capacity for record retention issues	Ongoing	University administrators

<i>Who's Responsible</i>	<i>Measures of success</i>	<i>June 2007 Status</i>
Spec. Col.		
	new homepage designed and implemented.	Completed.
Spec. Col.	Exhibits designed and installed.	New exhibition wall-system purchased.
Spec. Col.	Events held every semester.	12 events held between Fall 2006 and Spring 2007.
Spec. Col.	News widely publicized and documented.	Department news appeared in Newsday, NY Post, and local newspapers.
Spec. Col.	New document published.	In-process.
Spec. Col., Cataloging	Records displayed in STARS and OCLC.	Short MARC records created for all collections and include links to online finding aids.
Spec. Col., Cataloging	Cataloger hired; collections processed.	Cataloger not hired.
Spec. Col., Head, Docs. and Serials Cataloging		30% of Child Lit. Collection transferred off-site.
SBF, Library Admin., Spec. Col.	Grant proposals submitted.	On-going; no support from Provost for NEH grant.

SBF, RF, Spec. Col.	Spec endowment created.	Spec fund established.
Spec. Col., Preservation, ER		
Spec. Col.		Postcards contributed to LILRC digital archive.
Spec. Col.	Material uploaded to Dspace.	Dspace populated with SBU documents.
Spec. Col., Preservation		Campus newspapers microfilmed and digitized; yearbook digitized.
Spec. Col.	Documented created	
Spec. Col.	Material displayed in a regional digital repository.	Postcards contributed to LILRC digital archive.
Spec. Col., Preservation	Collections re-housed and processed.	Karl Hartzell Oral History Cassettes reformatted and preserved.
Spec. Col.	New collections acquired.	Collections acquired from Lee Koppelman, Peter Kahn, Francis Bonner, and George Williams.
Spec. Col.		Registrar records microfilmed; paper records destroyed.