DIRECTOR'S COUNCIL
April 9, 2008

Dennis Andersen: (Serials Acquisitions and Control)

(1) We continue to update our fund code spreadsheets with 2008 prices, including various new Science Fund spreadsheets for 2008 only (in anticipation of a possible cancellation project). As these are updated, they will be posted within the share folders. This process is ongoing throughout the fiscal year.

(2) Stephanie Gaylor has been busy binding a backlog of Reference and Documents recently received. This is in addition to our regular binding workload.

(3) Other operations are up to date.

Dana Antonucci-Durgan: (Chemistry Library)

I have been working with the Chemistry faculty to conduct a serials subscription review to identify titles for cancellation.

Using the OCLC Collection Analysis tool, I created a graph showing the number of chemistry monographs added to the collection from 1995-2007. The graph was presented to the chemistry faculty.

GRAPH ATTACHMENT ON AGENDA PAGE !

Nathan Baum: (Digital Resources)

NO REPORT – Professional Travel

David Bolotine: (Cataloging)

The problem of subject heading duplication in STARS has been solved. Affected were about 250,000 records. Fang introduced an editing method which would not require bringing the system down. The project should be completed shortly.

We are preparing to accept materials for cataloging from Fulton-Montgomery Community College. This is the first time that we have charged a fee for our services. Since the type of material we will receive is unknown so also is the impact of this effort on our own production.

With a Southampton book budget of $55,000 shipments have begun to arrive for processing. All staff with special subject assignments are participating in this task.

Sherry Chang: (Public Services)

NO REPORT – ON VACATION

Janet Clarke: (Library Instruction Team)

1. Updates to "Stony Brook A-Z," the document that goes out to incoming frosh, have been made. Also, we worked on edits to the library segment in the SBU101 textbook.
2. We met with Assistant Director of Undergraduate Colleges to discuss library's participation in SBU101 curricular matters. We will participate in the training sessions for SBU101 instructors.
3. I am looking into changing the classroom doors to a keyless security system.
4. Galaxy: Instruction Team met to discuss Galaxy teaching issues. A "Quick Reference" guide has been created by Fiona. We added several more Galaxy workshops during this beta phase to facilitate its introduction. The next dates are April 16 and June 12.
5. We have been using the portable video display system set up in the CRR to promote library workshops.
6. Camtasia has been installed on several computers; we are still waiting for Adobe CS3 Design Premium Media.
7. We had a Refworks demo and think it could be beneficial for undergraduates. Nathan will set up a trial for us.
8. Fiona is on a campus-wide committee on First Year Matters. Her subcommittee is drafting a report evaluating the performance indicators of learning goals for first year students.

Richie Feinberg: (Preservation)

The Statesman, 2003 -2007, has been sent to Northern Micrographics for preservation microfilming and digitizing.
Cutting Corp. has located a company still manufacturing archival tape. We are therefore resuming our Music Library tape transfer program.
Evacuation information cards have been distributed to our night and weekend student assistants so they can coordinate better with supervisors.
The Emergency Team tried to have library stairwells labeled for safer emergency evacuation without success. The head fire manager had objections.
The Preservation Dept. grant application for 2008-2009 has been approved by the State Education Dept.

Chris Filstrup: (Library Administration)

One of the president's arguments for state funding is that SBU has strong relations with Cold Spring Harbor (CSHL) and Brookhaven National Laboratories (BNL). Can the three libraries work together to bolster this research triangle? About 6-7 years ago, we looked at the possibility of sharing licenses with BNL, but their federal status made this impossible. Some BNL researchers have secured an SBU appointment and thereby have access to our electronic and print resources. To see whether there is any way we can share resources with CSHL, Dana, Sherry, and I visited their campus. They are tracking faculty research and digitizing their Watson collection, two areas of come common interest.

I have worked with the Office of the Vice President for Research (OVPR) to develop a policy for depositing all NIH-funded research publications in PubMedCentral. This is mandated as of 4/7/08. About 300 journals do this automatically, but the rest require some attention on the part of the PIs and the university. OVPR sent an email to all NIH-funded PIs, but a website needs to be developed. ARL is very active in this area, and Cornell's website (http://www.library.cornell.edu/scholarlycomm/nihmandate.html) is a model for publicizing a university policy and helping faculty adhere to the NIH mandate.

We hand out parking passes board members and special guests such as donors and speakers. Our practice with interns has been inconsistent. I'd like to exclude interns, but it's open for discussion.

Although the 08/09 budget horizon is dark, SBU is planning to finish the new Southampton library/information commons during summer 2009 and open it for business in the fall semester. We are in the process of hiring a librarian to manage this branch.

From previous Director's Council meetings, I note the following old business:

> Keypads for the first floor classrooms
> TLT student evening support until 10pm
> Vista roll out
> Academic Advising access to Commuter Lounge classroom
> Representation of offsite monographs in STARS.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

On March 26th, Clancy took 3,641 volumes (=504 linear feet). This makes a grand total of 89,631 items off site. We continue to add url to serials.

Germaine Hoynos: (Personnel)

Resignations, retirements, terminations:

New Hires/Promotions:
Sl-2 Night/Weekend Manager – both candidates interviewed have declined
Southampton Librarian – interviews completed 4/3, awaiting recommendation from
Search Committee

Vacant Positions:
      Music Library – SL-3 position to be posted internally effective 4/13/08

Godlind Johnson: (Science & Engineering Library)

Bob Lobou's book dealer selected a large number of Storage engineering books - Lynn
Toscano and crew withdraw as fast as we can bring them to her.

Working with Matt and Rose on better communication about public printing and
computing issues.

NRR is very busy, all seats taken much of the time and lines of people waiting for
computers.

Daniel Kinney: (Technical Services)

Technical Services is negotiating with Fulton Montgomery Community College to
provide cataloging assistance for a fee. This is part of an OLIS initiative to help smaller
SUNY units benefit from the expertise in languages, formats, cataloging, and ALEPH
found at the University Centers. Both libraries would need to work together on an MOU.

Programs of interest sponsored by the UUP Academic Council:

April 17, 2008, 12:00 PM in the SAC Auditorium: *Intellectual Property Rights in
Academia.* Janet Nepkie will speak about faculty and intellectual property rights in
today's technological environment. Dr. Nepkie is Professor of Music and Music Industry
at SUNY Oneonta. She is principal cellist with the Glimmerglass Opera Company and
has preformed and recorded with other ensembles. She teaches a class in copyright and
chaired the UUP Technology in Higher Education Committee.

April 23, 2008, 12:00 PM in the Wang Center Chapel: *Workplace Bullying and Healthy
Workplace Legislation.* Tom Witt, Downstate Coordinator for the New York Healthy
Workplace Advocates (NYHWA), will speak about legislation to stop workplace
bullying. NYHWA is an organization of citizen lobbyists that supports legislation aimed

at addressing workplace bullying. Both NYSUT and PSC-CUNY have passed resolutions in support of such legislation. Assemblyman Steve Englebright,, who is sponsoring a healthy workplace bill in the New York State Assembly, is also scheduled to speak.

Lunch will be provided at both meetings. RSVP to Corinne Burns, 2-6570, uup@notes.cc.sunysb.edu

James LaPiano: (Building Manager)

1. Car #2 the extra work to remove and replace the caisson is complete. This phase of the project has caused a month delay.
2. Cross your fingers that cars 3&4 don't have similar problems.
3. The emergency siren has been installed and is ready to be tested. Campus emergency management will let us know when it will be activated.

Susan Lieberthal: (Interlibrary Loan)

The ILL dept. has new web pages. They are much less cluttered. We have a few little glitches to clean up but otherwise the switch went well.
We are planning to market our service of delivering items to people's offices. The web pages are in place for this.
We gave some essential statistics to the provost. We lend and borrow about 14,000 items on each side and deliver about 1,000 document delivery requests which are mostly journal articles faculty on west campus need from HSC library.
Our top borrowing partners are very similar to our top lending partners:
Top Borrowing Libraries that Stony Brook Uses
Binghamton
Buffalo
Albany
Buffalo Health Science
Syracuse
Ohio State Univ.

Top Libraries Who Borrow From Stony Brook
Albany
Buffalo
Binghamton
SUNY Geneseo
Syracuse
SUNY New Paltz

Min-Huei Lu: (Acquisitions)

-- For the development of the South Hampton collection, we have started to communicate with YBP since mid November 2007. We asked YBP to come up with a list of titles based on Sherry's topics and specifications without duplicating our previous orders for the Main campus. The total of this collection should be around $50,000. Books have started to come but some questions and problems also arouse, for examples:

       1). On the first shipment, 3 out of 39 titles duplicated with our holdings. After questioning, YBP explained that they only kept two years of our ordering records. I have to ask Fang to help generate a list of our ISBNs to send to YBP in order to avoid the duplication.

       2) There was no discount for any of the 39 books on the first shipment. I called YBP to find out what happened since we are supposed to get 17.1% discount from them. We found out that many publishers for the topics we selected for South Hampton are on the YBP's no discount list.

       3) We received 30 boxes of materials for the 2nd shipment that included 5 invoices, 638 books. This initial South Hampton collection is a special one time order with YBP. Since YBP e-mailed us the titles list, they considered this as "firm order", and did not send us any slips (with brief record and price) inside the books. We have to go into YBP GOBI web site to print out information for these titles by invoices, cut the print-out record by record, find the correct book and then insert slip inside. We asked YBP to send us books with slips after receiving the first shipment. But, just like any new program, there are always things that must be ironed out at the beginning.

-- Fang has tried for a month to set up multiple Admin (STB50, STB51) with single Bib. Library (STB01) structure in Aleph Pyxis in order to handle the separate budget, account, statistics and reports for South Hampton from west campus. It seemed to be a nontrivial task. According to Fang, "the structure transformation needs data conversion, data relation rebuilding and re-indexing. The work needs to be done will be a lot more than an upgrade." We are now trying another method. We are thinking to use "group budget" to separate two campuses. On Pyxis, I am creating and testing the new funds, vendors, order records for multiple campuses and changing the budget group for all funds on west campus. Fang will need to edit the programs for all the reports. We might also have to test FY roll over to see if we can get things done as we want it to. Many issues must be thought out and tested carefully before the new fiscal year.

Kristen Nyitray: (Special Collections)

The following collections are in-process: Dr. John Gagnon (Professor Emeritus); Environmental Defense, Washington Office; and Daniel Thomas Moran (former Poet Laureate of Suffolk County); Turmoil Radio Collection (WUSB 90.1); Theatre Programs Collection; and Claire Nicolas White Collection (poet and author).

Upcoming program

Thursday, April 17 at 4 p.m.
Melville Library Author Series: *Italy Today: Facing the Challenges of the New Millennium* featuring author and Stony Brook Distinguished Service Professor, Mario B. Mignone.
Location: Center for Italian Studies (4th floor of the Melville Library)
Sponsors: The Center for Italian Studies and the University Libraries

Upcoming exhibition
"A Wok Through Chinese Culinary History: View Selections from the World's Largest English-Language Chinese Cookbook Collection"
Savor and digest the history of Chinese cuisine at a dramatic new exhibition of the Jacqueline M. Newman Chinese Cookbook Collection. Stony Brook University's collection includes more than 3,000 cookbooks - from the oldest to the smallest to the longest, and everything in between - as well as many other fascinating culinary items. Don't miss this one-of-a-kind visual banquet for everyone interested in one of the world's greatest civilizations.

Special Reception
Tuesday, May 6, 2008 at 5 p.m.
FREE and Open to the Public
To R.S.V.P., please call (631) 632-6320

Exhibit runs Monday, April 28 - Friday, May 30
Charles B. Wang Center, Main Lobby
Stony Brook University

Sponsored by the Office of the President and the University Libraries.

<u>Gisele Schierhorst</u>:   (Music)

  Centereach community member James Waryold has donated his father's jazz LP collection to the University. He gave 900 LPs to the Music Dept. and the remaining 1100 to the Music Library. We've kept approximately 1/3 of these and forwarded the rest to Bob Lobou for the gift sale. The collection contains many early recordings of great jazz artists.

  Our print backlog is diminishing considerably. Celeste continues to receive training in cataloging books and scores, and will begin CDs. John Amrhein continues to oversee the I-tunes project. The content of our CD collection is being downloaded onto a server using the Itunes program, for eventual distribution among the Mac minis in the listening carrels. These Mac minis are 3 years old and already require upgrading.

  The Music Library was the first stop on Provost Kaler's tour on April 7th. He was shown the CD and video collections, and discussed the I-tunes project with John. In the Seminar room we showed him examples from the print collection--a manuscript reproduction of the 14th century Squarcialupi Codex; oversize contemporary scores by

George Crumb and Iannis Xenakis; and performance score and parts for a quintet by Luigi Boccherini. We emphasized that a strong monograph budget was necessary in order to purchase such items in the future. The department specializes in 20th and 21st century music, and works by David Lang, Stephen Hartke and Robert Sierra were recently recognized by the Pulitzer committee. That we have no funds to purchase these works is evidence that we are falling behind quickly.

Hélène Volat: (**Reference)**

1. QuestionPoint replacement for e-mail and chat still under investigation.
Paul asked for Phil's help to reconfigure a Library Web page for us having
the same appearance as QP and allowing to send mail to our Askalibrarian
address via the Web instead of using Outlook.
We have tried to use Lotus Notes for reference e-mails without much success
and it does not work on the Library's public terminals (no e-mail programs
installed for security reason).
Other headache : We need a software platform which allows several people to
monitor chat at the same time. William and Fiona will investigate at the
conference which they are attending this week.

2. Elaine is circulating a list of Reference serials subscription for
possible cancellations. Final list is to be discussed at reference meeting
on April 11.

3. All National bibliographies are been transferred to the 2nd floor.

David Weiner: (Circulation)

1. The Aged Bill job ran on Wed., April 4. There were 948 letters printed, ($5.00 and up) but 159 had undeliverable mailing addresses, and were blocked.

2. There were two instances of vandalism on thin clients on the fourth floor. A cable was stolen back in March, and this week another was rendered useless due to damage caused to the portable hard drive during an attempted theft. Campus Police were notified.

3. On Monday, March 31, a female patron complained about a "stalker," who has followed her on a few occasions while she studied both in the NRR and Main Stacks. She didn't want to contact Campus Police at this time. I sent a letter to Doug Little to see if we could set up a work shop with public service staff, with information on how to deal with this type of situation and other types of patron problem behavior. I haven't had a response yet.

4. Weeding continues throughout the stacks and many of the books that have been stored on carts or shelves waiting for space to become available, are now shelved - especially in the oversize section on the second floor.

Charlie Bowman and/or David Ecker: **(Client Support)**

We have received 29 new computers and will begin rolling them out over the next month. Because new machines use different connections for keyboard and mouse (USB) we have ordered converters for the barcode scanners. They should arrive shortly. New PCs will have Vista and MS Office 2007 on them. David Ecker will give a short presentation on these new software products.

Due to an incident involving the security of Aleph, we have been collaborating with Information Systems on security measures to put into place. One of these measures will include logging on to all computers with the appropriate NetID and NetID password. This would include all student workers.

Phil Doesschate: **(DoIT Information Systems)**

DoIT Information Systems / Library Status Report: 08 April 2008

1. Set up Admin library for Southampton (Testing) (Fang and Min)

The testing is going on for a month. There is considerable complexity to the setup that means that this project will take several months to complete. Fang is to deliver a separate report on it.

2. Duplicate subject entries in STARS: (Fang and David)

The duplicate subject entry on STARS was reported several times. David Bolotine noticed that this became a problem about two years ago. At that time, the Authority Control didn't work correctly and subfield was not searchable. The only way to correct it is to use Vendor Service which is expensive and of low quality. We had Authority Control implemented recently. David found a list of changed form subdivisions of LC. From many tests with David, I have successfully developed scripts to identify and correct the problems. About 400,000 (1/3 database) Bib records are found with old form subdivisions. Full correction will generate a ton of indexing back log which will interfere with or block Tech Service works. To avoid this, Fang has been running the correction scripts every day after 5 :00PM for the past two weeks. About 250,000 Bib records have been corrected.

The duplicate subject entry in STARS is caused by form subdivision (Free- floating subdivision) which was changed by Library Congress. The subfield changes from $$x to $$v.
 For example:

Old form : | 650 0 |a Drama |x Collections.

New form: | 650 0 |a Drama |v Collections.

Before correction, you see two entries of " Drama -- Collections"

4	Drama -- Collected works
50+	Drama -- Collections - [Heading information]
23	Drama -- Collections
1	Drama -- Collections -- Bibliography
1	Drama -- Collections -- Periodicals
1	Drama -- Collections -- Periodicals
1	Drama -- Collections -- Sound recordings
1	Drama -- Competitions -- United States -- Directories
1	Drama -- Computer network resources
4	Drama -- Congresses

Dup subject entry

After Correction, you see only one entry of " Drama--Collections"

3. GIS (Pending) (Fang)

System Support:

1. Security Alert:

Security Alert was raised in last month. Three staff accounts and a student account were deleted. The investigation was closed (Security Investigation Report –Fang Peng). We have worked and met with Computing Center and Client Support (Library Security Issue Meeting – Charles Bowman) .

2. Aleph file system on Magellan (Fang and Sat)

Aleph file system was fill up to 80% of disk capacity twice in the last 40 days. Full file system will crash Aleph. Computing center set up the warning message sent to us when the fill system reached certain level. Because of frequency of the fill up, I worked with Sat from Computing center and re-arranged Aleph file system to allow the optimization.

3. Friend of Libraries: (Fang)

- Helped Buffalo solve CJK exporting and Indexing problem. Comments from Buffalo: "It's fixed! Terrific assistance! We appreciate your help with this problem."
- Instructed HSC Library to implement of Aleph communication with PeopleSoft
- Helped some universities to implement Authority Control. Some comments from them.

"We had several setbacks - including the test server's aleph crashing - but we're in testing mode finally and I really appreciate your help. Your documentation is excellent!!" --- State of Mississippi Department of Archives and History.

"Sounds like your document will be a best seller" --- University Libraries of Notre Dame

General Support: (Fang)
- Additional GAF system access account (ILL)
- Twice a year of Aged Bill Job for Bill Dept. (Ken Doyle)
- Southampton Workstation problem. (With Client Support)
- Acquisition order problem analyze (With Min)

Report: (Fang)
- Rush Reserves Report (Min)
- Shared Collection Circulation Report
- AV report (Course Reserves)
- ISBN Report for YBP (Acquisition)
- Title List report with special note in notes field 590 (ILL ,Susan)

Circulation (X. Heng)
- Reschedule the job list to prevent problems with changing to Daylight Savings Time
- Remove wildcard and refresh circulation IPs list to improve the system security
- Fix job daemon problem caused by one stuck job
- Answer questions on Hold slip/Recall notices
- Update 2008 Summer Calendar
- Update Aleph patron expiration date for Fall 2008 registration

WebOPAC (X. Heng)

- Add "Exact Title" search on Magellan
- Remove "Full Text" search on Magellan
- Fix the problem with limiting by year of publication and range of years of publication in the Advanced Search mode

Update Interlibrary Loan links on Stars

Graham Glynn / Matthew Froelich: (Teaching, Learning and Technology)

Stephanie Gaylor: (UUP Representative – No Report)