

DIRECTOR'S COUNCIL
August 3, 2005

Dennis Andersen: (Serials, Acquisitions & Control)

There is not much new under the sun:

(1) We are approximately half-way through our ongoing summer project to reorganize the Scholarly Journal, Recreational Reading and Newspaper areas in the Central Reading Room. Some of the less scholarly journals with limited retention are being moved to the Recreational Reading Section, while some of the more substantive journals previously shelved in the Recreational Reading Section have been moved to the Scholarly Journals Section. The Newspaper Section, formerly arranged as foreign and domestic (according to country of publication), has now been integrated into one alphabetical shelving sequence. This has simplified the process of finding newspapers for both patrons and staff. This project is being carried out by Stephanie Gaylor with the assistance of a very capable graduate student, and also includes the creation of new, more readable shelf labels, including call numbers as appropriate. We are thankful to Helene Volat and Brigitte Howard for their guidance and input in the decision-making process, as well as to Jeanne Horn for her assistance and cooperation..

(2) We are still in the process of finalizing our serials fund code lists for Fiscal Year 2004/2005 with current prices.

(3) Serials receiving and binding are basically up-to-date.

Dana Antonucci-Durgan: (Chemistry Library)

Planning Fall workshops and training sessions on how to search chemistry and biology databases (SciFinder Scholar, Crossfire MDL (Beilstein/Gmelin), Web of Science, PubChem, Biological Abstracts and Zoological Record).

Nathan Baum: (Digital Resources)

ON VACATION

David Bolotine: (Cataloging)

Preparations are underway for the Aleph version 17 upgrade. Early indications point to very significant changes in the way we will manage data. Training will be a challenge.

Barbara Brand: (ILL)

ILL Department Report - LAND (statewide library delivery service) for Stony Brook material to Stony Brook Manhattan (SBM) will begin on September 1, funded by the Provost. Procedures for requests have been worked out with Circ., Sherry Chang for the branch libraries, ILL, and Scott Sullivan at SBM.

Students will send requests for books to David Weiner with copies to Hanne Tracy and Scott Sullivan giving their USB ID numbers as well as the titles and call numbers of the items . Circulation staff will page items from the Main Library and forward requests to branch libraries. Items will be checked out to the student with a 40 day loan period to allow for transit time. Books accompanied by a copy of the original request will then be forwarded to ILL lending staff for LAND pickup. Items will be delivered to Scott at SBM who will notify students when they are available. Material will be picked up and returned to his office. He will return them through LAND.

Students can request copies of up to 50 pages per item through the ILL/Document Delivery website. They must register as Stony Brook Manhattan students for this service. Copies will be available on the ILL website or through LAND delivery, as the student prefers.

Since the Stony Brook Manhattan program is still small, we do not expect a huge demand for this service.

I am attending a meeting of the IDS consortium of SUNY four-year colleges as a representative of Empire Express.

Sherry Chang: (Public Services)

With large number of staff taking vacation, we are trying to have all public services operate without any interruption.

The project of weeding and picking monographs for remote storage in Math/Physics Library is underway. Hundreds of books have already been delivered to Tech. Services for processing.

Janet Clarke: (Library Instruction)

Richard Feinberg: (Preservation)

Huge plan file cabinets (for oversized maps, posters, etc.) were purchased with Preservation Grant funds and just delivered to Maps and to the Dept. of Special Collections and University Archives.

Chris Filstrup: (Library Administration)

1. I am in touch with the library directors at LIU/Southampton and LIU/CW Post. Some periodical runs have been distributed to other LIU campuses, but the great bulk of the collection will remain in tact until LIU decides what to do with the entire campus. LIU understands that we are interested in the collection regardless of whether SBU takes over the entire campus or not.

2. Response to the call for 2005/06 team members was good (see handout). About 40 staff will be on one team or another. Andrew Toulas will chair the Digitization Team; Jean Horne the new Staff Orientation Team; we need chairs for Social Events and Publicity.

3. Administrative Council approved a Publicity Team budget of \$19,000. This includes \$7,500 for a Special Collections brochure.
4. SUNY Center directors met and directed the SUNY Collections and Access Council (SCAC) to develop a proposal for a SUNY purchase of a shared set of all university publications. The directors formalized their relationship with SCAC by inviting its chair to Center directors' quarterly meetings. Frank D'Andraia is Albany's new dean of libraries.
5. The New York State Higher Education Initiative (NYSHEI) is a consortium of 130 public and private colleges and universities. At a recent meeting, NYSHEI decided to develop a list of high end STM databases that would go to the State Library for state funding; to work with Cornell to give its members use of Cornell's proposed storage facility and access to Cornell's collections in that facility; to work with U Buffalo to develop a pilot of encoded archival descriptions (EADs) for special collections related to western New York; and to work with the 3Rs (ours is LILRC) to work up a proposal for a state-funded state-wide interlibrary delivery system (an extended LAND).

Brigitte Howard: (Documents Receiving & Serials Cataloging)

Another pick up from Clancy took 4,000 items. This brings the total to 20,661. The next shipment is almost ready thanks to the political science titles from Jstor. I am receiving important government documents online.

Germaine Hoynos: (Personnel)

Resignations, retirements, terminations:

Leigh Mihlrad, Electronic Resources, Acquisitions and Access Librarian

Mark Hia, accepted position at HSC Library, effective 6/30/05

Karenann Jurecki, resigned, effective 6/24/05

New Hires/Promotions:

Vacant Positions:

Reference Librarian, .80 FTE: reposted – resumes being received

Business Librarian: approved by EEO; will be posted 8/7/05

Music Library SL-1, .50 FTE: position posted 6/26/05 – last interview scheduled for 8/15/05

Music Library SL-1, .50 FTE: position to be created for evening/weekend circulation coverage – requesting expedited handling so that we can use the current Music SL-1 applicant pool

Circulation SL-1, .50 FTE: position to be created for evening Circ/electronic reserve duties – requesting expedited handling so that we can use the current Music SL-1 applicant pool

Webmaster - Librarian position: 4 resumes received, all unqualified – being reposted once rating and interview sheets are edited to match the revised job description

Clerk I, CRR, .50 FTE: interviews held during the week of 7/25/05 – more interviews to be scheduled

Serials/Acquisitions SL-1: PDAR submitted to HR – add'l information provided to Class and Comp. – waiting for reply

SL-2 position (Hia): Admin. Council approved recruitment – needs to be submitted to Class and Comp

Bibliographic Instruction/Computer Science Librarian: active recruitment

Iraq Digitization Librarian: not active
Clerk I: Photocopy – not active
Clerk I: part-time, Chemistry Library – not active

Godlind Johnson: (Science & Engineering Library)

Nothing to Report

Daniel Kinney: (Technical Services)

The Technical Services STARS Team met on July 5 to discuss the implementation of Aleph Version 17. The January intersession seems to be the earliest feasible production date. Other projects (e.g. the new acquisitions list) must be placed on hold. Helen created a Web site with Aleph documentation for Version 17. Library staff from Technical Services and Circulation met with Marge Tumilowicz to review the test scenarios and the test database in preparation for the upgrade to Version 17.

Gifts (from Bob Lobou):

A used book dealer in Northampton, Mass. (greymatter.com) came down and purchased 134 gift books which were not added to the collection. He paid \$400 for them, which was a good return. He is interested in purchasing a 50- volume set of the "Report of the Voyage of H.M.S. Challenger" (we already have a set in main stacks) for \$800 and will return to look over the rest of the surplus gift books.

In the past 2 weeks, we received a donation of educational administration and research books from a retired school administrator.

We also claimed hundreds of discarded German and Slavic language and Comparative Literature books from the European Language and Literature Dept. on the 3rd and 4th floors of the library prior to their move to the new Humanities Bldg.

This week we expect to receive the library of a former SUSB professor, William Keith Kavenaugh, a specialist in Colonial American History.

Professor Ian Roxborough donated 51 recent books in Sociology, most of which the library does not own.

Due to the booming gifts business, Elissa Daub will become a full-time member of the Cataloging Department effective August 1. She previously divided her time between gifts and Special Collections. It is hoped that Special Collections will be able to hire a full-time rare books cataloger in the near future.

James LaPiano: (Building Manager)

1. EPA inspection starts August 8 our building is ready.
2. We will be getting 16 new two-way radios for the Library to replace our old black one. The new ones will have better batteries that can be charged constantly. Richie is paying for eight from the Preservation grant and Doug is paying for the other half. The Old green radios are being reprogrammed to a legal frequency.
3. Carpets in the NRR , CRR and Music Library are being cleaned by the time you read this, hopefully, finished.

4. The Circulation area is almost complete; telephones and network connections are starting to be installed. Hopefully the infamous 39 ft+ circ desk arrives on time.

Min-Huei Lu: (Acquisitions)

- Fiscal year 04/05 was closed and transferred to 05/06 on Aleph successfully. Reports (included encumbrances, expenditures, rush reserve list and acquisitions list) were sent out to the subject selectors at the beginning of July. Vendor order analysis report and gift books list were kept in Acquisitions area for references.
- Kathy finished the project of separating monographic and serials standing orders for Blackwell. She also verified our title list against Blackwell's and provided them with Aleph order numbers.
- Min tested on Aleph 16 Acquisitions and Serials subsystem to make sure most of the searches and functionality are working before Fang putting the Aleph 17 for everyone to test.

Kristen Nyitray: (Special Collections)

1) Collections in-process are the Southampton Fresh Air Home, C. David Heymann *Georgetown Ladies'* archive, AIDC Collections, and Environmental Defense.

2) We are working with the Department of Computer Science to create a database that will make the annotated list of Chinese cookbooks searchable by a number of variables. We plan host the database on Special Collections' website.

3) The new Special Collections and University Archives brochure is still in development. We plan to have a finished product by early fall.

_____ : (Computer Science)

Gisele Schierhorst: (Music)

I returned from my maternity leave on Monday, July 25. My thanks to Andrew Toulas (Acting Head), Anthony Bozzanca and John Andrus for their hard work in keeping all operations running in my absence. There were no disruptions in service thanks to the three of them staggering their schedules, and the hiring of dedicated and talented student staff. Thanks also to Germaine Hoynos, Kathy Griesbeck and Des Jessop for helping me figure out the maternity leave options. The transition back to work has been a smooth one so far. I appreciate everyone's thoughts and prayers, good wishes and questions about the baby. Grant is 10 lbs., 5 oz. now and growing. He'll be splitting his daytime hours with Grandma Glover and Dad, who works a night shift. And of course, I have pictures!

Andrew has briefed me on the computer terminals which have been ordered for the Music Library. This is an exciting development with a lot of potential for music course reserves and comparative listening. Andy from DoIT is ready to assist with installation and Bahzad will be contacted for networking, as soon as the computers arrive.

We look forward to hiring an SL-1 to assist with circulation duties. Immediately upon my return on July 25, I interviewed three candidates who had already met with the Search Committee. An additional candidate will be interviewed this month. We will proceed to hire the same number of students needed to cover the circulation desk while the successful candidate is chosen and trained over the course of the semester.

Hélène Volat: (Reference)

ON VACATION

David Weiner: (Circulation)

ON VACATION

Ken Doyle: (UUP Representative – No Report)

Charlie Bowman: (DoIT Client Support)

All memory upgrades have been installed.

The Interwise client has been installed on most machines. This is used for the video training material for

Aleph 17 Upgrade—We spent some time understanding the client installation needs for Aleph 17. We have prepared an area and 6 PCs in our office for use in testing and training for the upgrade. Aleph 17 demo is installed on those machines and can be used to review new features. 17 demo is installed on about 6 or 8 PCs around the building. When available, Aleph 17 test will be on the test machines as well as being installed on most throughout the building.

SMS. We are preparing to do operating system maintenance and new installs via SMS. This is the Microsoft method of maintaining up to date operating system software for large corporate clients. It essentially entails running a server that attaches to each workstation and supplies updates via the network. We plan to do this during the evening when machines are idle. We should have regular updates working during the month of August.

A Library share that will be available to all Library staff should be up within a week. This will be used for communication of schedules, reports, and data of interest to all staff. This also means that each staff will have access to their own personal home directory. So, as soon as this is available, everybody will have networked resources to back up important documents that are now stored only on their PC. In order to have these automatically set up on your PC, you must sign on to the sunysb.edu domain. If you are not yet signing on this way we will have to visit your PC and set it up to be in the domain.

Phil Doesschate: (DoIT Information Systems)

1) Aleph System Upgrade

The Aleph System upgrade is in process. The following activities have been completed with the goal of implementing version 17.

- a. The operating system on PYXIS was upgraded to Solaris 9.
- b. The database management system was upgraded from Oracle version 8*i* to version 9*i*.
- c. The Aleph database was validated under the new version.
- d. A new PYXIS machine was acquired to replace the old machine.
- e. An Aleph Version 17 Demo database was installed on PYXIS.
- f. A copy of the Magellan Aleph database was installed on PYXIS as a test environment and upgraded to Aleph Version 16.
- g. The Aleph version 16 test database was validated by the Library Systems group and the library staff.
- h. The effort to upgrade the version 16 version of the database to version 17 was initiated.

2) Union Catalog.

Stony Brook's collection is now correctly represented on the SUNY Union Catalog. Efforts are underway to productionize the process.

Nancy Duffrin: (DoIT Instructional Computing)