

**DIRECTOR'S COUNCIL**  
**May 3, 2006**  
**(Accomplishments Updates March 2005 – March 2006)**

**Dennis Andersen: Reported by Susan Allen-Bosco (Serials, Acquisitions & Control)**

The Serials Department has been very active during the past fiscal year. In addition to our regular functions (handling of daily mail, ordering, receiving & processing, claiming issues not received, preparing invoices for payment and maintaining fund accounting records), we have been wrestling with many problems related to our migration to Aleph 17.

Following is a list of our most significant accomplishments from March 2005-March 2006 as well as various problems encountered.

**Accomplishments**

- Received 23,265 current serial and periodical issues, 12,468 microforms, and 8,852 newspapers.
- Bound 2,575 volumes and processed an additional 228 physical volumes for the Main Library.
- Prepared invoices for payment of well over 5,000 serials items, both subscription and backfile.
- Have created individual spreadsheets for each of the serial fund codes enabling us to track prices for each subscription from 2002/2002 to present.
- Spent many hours testing serials functionality in Aleph 17.
- Worked with Fang Peng to establish a program to move caption/pattern information from Aleph version 14.2 to Aleph version 17. Also, helped Fang to create a program to suppress 'expected' not arrived issues from the web OPAC. Created new item process status "Out of Print" for serial items in Aleph 17.
- Many hours spent revising caption/pattern information created by the integration of the Acquisitions & Serials modules in Aleph 17. Also, issue sorting problems were resolved with the help of Fang.
- We are now participating in Ebsco's online claim checker program, eliminating the cumbersome task of annotating extensive paper reports.
- Stephanie Gaylor, with the assistance of our graduate student, Chris, has completed the reorganization of the Scholarly Journal, Recreational Reading and Newspaper areas in the Central Reading Room. The reorganization included relocating some of the less scholarly journals with limited retention to the Recreational Reading Section, and conversely, moving some of the more substantive journals previously shelved in the Recreational Reading Section to the Scholarly Journal Section. The Newspaper Section, formerly arranged as foreign and domestic (according to country of publication), has now been integrated into one alphabetical shelving sequence, thereby simplifying the process of finding newspapers for both patrons and staff.

## **Dana Antonucci-Durgan: (Chemistry Library)**

Increased Access to Chemical Information:

In cooperation with the Chemistry Faculty, many print journal subscriptions were switched to the online only version for 2006. One major group of journals included the American Chemical Society titles. By subscribing to an online only package, we now have access to **all** ACS titles including forthcoming titles and the extensive archive collection covering literature from the 1800s to the present. We also realized a substantial savings by switching our vendor for SciFinder Scholar from ACS to the NorthEast Research Libraries (NERL).

The Chemistry Library now has wireless Internet access.

We successfully transitioned users to the new SciFinder Scholar 2006 version.

Graduate chemistry students received instruction on chemical information resources including SciFinder Scholar, Beilstein/Gmelin, the Web of Science, PubChem and Science of Synthesis. We also had an outside trainer from Thieme Publishing conduct a workshop on how to use the Science of Synthesis.

## **Nathan Baum: (Digital Resources)**

### Electronic Resource Access

SerialsSolutions Article Linker was selected to replace Ex Libris's SFX to provide users with openURL linking from databases to full text articles. The impetus for the change was the lower maintenance overhead offered by ArticleLinker.

ArticleLinker was profiled to act as an openURL linker for Google Scholar.

A process was developed to transfer online journal holdings information from SerialsSolutions to Aleph. The process was run twice in the last year and, as a result, over 6000 records in Aleph now include links to the SerialsSolutions A-Z list.

Aimee de Chambeau was hired as Electronic Resources Acquisitions and Access Librarian.

### Major Acquisitions

New York Times Historical Edition, 1851 – 2001.

Included are news, editorials, letters to the editor, obituaries, birth and marriage announcements, historical photos, stock photos, and advertisements.

Standard & Poor's Research Insight on the Web (Compustat)

Research Insight on the Web provides access to fundamental and market data over the web. Available through an Excel Add-in, Research Insight on the Web combines the power of Microsoft Excel and the Internet to access data on active and inactive companies.

### Business Source Complete

Over 8000 journals and other resources are included: journals from Kluwer Academic Press, John Wiley and Sons, and all the business journals in the Berkeley Electronic Press collection. Non-journal publications include monographs and reference books, country economic reports, industry reports and yearbooks, and market research reports.

Roper Center for Public Opinion Research.

Membership includes access to the [iPOLL](#) database which consists of close to 500,000 questions and answers asked in polls conducted as far back as 1935. Polls from dozens of major survey organizations are included. In addition, Stony Brook faculty may request datasets that enable in-depth analysis of survey results.

Web of Science backfile.

The backfile adds citations to references from the beginning of the 20<sup>th</sup> Century. Purchased was made possible by a grant from the Research Foundation.

Institute of Physics Archives.

Collection of journals going as far back as 1874. Purchase made possible through a consortial deal brokered by the SUNY Council on Access and Collections (SCAC) and with funding from the Research Foundation.

### Library Website

Three library web logs were developed and are now online. Eventually, the News and Events section on the library homepage will be dropped and users referred to the weblogs.

Basic website maintenance is ongoing; however, more significant changes will require hiring a library webmaster.

Two searches for a library webmaster failed. It was decided to resubmit the position without requiring an MLS.

### Miscellaneous Data

Webpage edits: 150.

SerialsSolutions: 350 journal holdings information changes; 130 database selections/deletions.

Access troubleshooting: 200 questions addressed.

477,353 searches of A-Z list (all types of searches, e.g., OpenURL, title or subject browse, ISSN match. etc.)

277,052 click-through accesses at the database level.

191,096 click-through accesses at the journal level.

### **David Bolotine: (Cataloging)**

*Goal 1* relating to electronic content in STARS

Have been steadily adding internet resources.

*Goal 3* relating to Archives and Special Collections:

Linked STARS entries to D-Space materials

Created collection level records for Special Collections

*Goal 4* milestones relating to Aleph development

Mar. 2002: Aleph training begins

July, 2002: First e-books entered. E-mail ordering from YBP

Nov. 2002: Fang Peng hired as cataloger.

Jan. 2003: CJK software installed.

Sept. 2003: Patch 7 tested and applied.

Jan. 2004: OCLC's Connexion introduced

Oct. 2004: First LI digital books coll. cataloged

Feb. 2005: First SUNY Press e-books loaded

### *Accomplishments -*

Database enhancements (collaborating with Do/It)

New indexes added to Aleph

Broken URL's corrected

Adjustments for SUNY Union catalog

Corrections for RLIN load

Entries without authorities project

CJK vernacular conversion (17.01)

Korean characters enhancement project.

SBU global change in STARS

Provided link between related serials

Supplemental collections processed:

Gifts

Special Collections

Yiddish books

Landmarks of science  
Early English books  
Internet  
Maps

New versions: training and applying  
OCLC Connexion 1.30  
Aleph Version 17.01

Aleph statistical report for Technical Services: 03/01/2005/ -- 03/31/2006  
**Orders placed: 18,403**

**New titles added: 25,371**

**Deletions: 2,492**

**Updates: 187,613**

**Electronic Resources added: 1,473**

**Authority records added: 19,054**

### **Barbara Brand: (ILL)**

#### *New Initiatives*

In the Strategic Plan just completed the ILL/Document Department was primarily involved with **Goal 4: Build state-of-the-art electronic processing and services**. The department established free article document delivery service for faculty and staff in 2002. The service seems to be growing slowly. In the thirteen month period from March 2004 through March 2005, faculty and staff placed 861 requests. 824 were filled. (Incorrect citations were the major reason requests were not filled.) From March 2005 through March 2006 1127 requests were placed and 1121 were filled. As part of the document delivery service the department also obtains material from Main Library Storage and from our Off-site Collection for any Stony Brook patron. From March 2005-March 2006 Document Delivery received 119 requests and filled 86 from Main Library Storage. Much of the material is in poor condition and cannot be used. From March 2005-March 2006 Document Delivery received 52 requests, 46 for articles and 6 for monographs from the Off-site Collection. All were filled.

#### *Other accomplishments*

- Maintaining the ILLiad electronic management system - With the help of Client Support we implemented four minor upgrades and one major upgrades.
- Borrowing - We received 16,447 requests from Stony Brook patrons and filled 12,814 between March 2005 and the end of March 2006. This was approximately a 10% increase over the previous year. A significant number of requests were

- actually at Stony Brook, often among our electronic journals. We provided help in accessing this material but it does not appear in our statistics.
- Lending - We received 18443 requests from other libraries and filled 12804 between March 2005 and March 2006. This is very close to the statistics for the same thirteen month period a year earlier. LAND, the state-wide ILL delivery system, continues to save money and time. Problems that led to the loss of a number of our books seem to have been resolved.

### *Empire Express*

Empire Express has been our primary source for borrowing for many years. During the late 1990's we were able to fill almost half our requests within that consortium. Our ability to fill requests through Empire Express has declined in recent years to 37% in FY 2002/03, 31% in FY 2003/04, and 30% in FY 2004/05. Other SUNY Center Libraries are reporting a similar decline. We think this may be due to smaller materials budgets and a larger proportion of serials budgets devoted to serials we own in common, reducing each library's distinctiveness. It may be part of a larger phenomenon. A study at Virginia Tech found that they needed to send requests to 1,200 libraries to obtain 21,000 in 2005. Two years earlier they contacted only 1,000 libraries to obtain the same 21,000 items. It seems that many libraries are needing to go further afield to fill patron requests.

### *Collaboration*

Contact between staff members responsible for ILL/Document Delivery in the SUNY Center Libraries increased in the past year. Buffalo hosted a retreat for ILL staff last summer. As a consequence of this meeting all the medical libraries agreed to join Empire Express. This is still being implemented. Empire Express members agreed to a pilot project using Odyssey, the Atlas systems electronic delivery service, primarily because the SUNY four-year campuses are using Odyssey. We are receiving material sent through Odyssey but not yet sending material. We are maintaining Ariel as well since that system has become the world-wide standard. We also agreed to try ILLiad trusted sender delivery. This means that an article is sent directly from the lender to the patron. We have not implemented this yet.

We have also increased contact with libraries of other SUNY Campuses. The SUNY four-year comprehensive colleges have formed a consortium among themselves called IDS (Information Delivery Services,) which has both increased fill rates and reduced turn around time for the participants. Representatives from all of the SUNY Center Libraries attended a two day IDS workshop in August at Geneseo. While we do not intend to fold Empire Express into IDS we do intend to collaborate. The move toward collaboration among SUNY Campus ILL services received an additional push when it became clear that Ex Libris would not be able to implement a workable universal borrowing module through Aleph. The SUNY Office of Library and Information Services sponsored a meeting in February 2006 to establish SUNY ILL performance standards and to look at technology, barriers to success, and data gathering approaches to implement universal

borrowing through ILL rather than Circulation. The group agreed that using common ILL software, specifically ILLiad, is an essential first step. The group's major recommendations have been approved by OLIS and the SUNY Council of Library Directors. Initial implementation will focus on upgrading technology in the smaller institutions.

Another instance of collaboration during the past year has been the university press pilot project sponsored by the SUNY Center Libraries Council on Collections and Access. Representatives from all the SUNY Center Library ILL Departments are members of SCAC and participated in a pilot plan to create a jointly-owned comprehensive collection of the publications of selected university presses. The ILL representatives concentrated on establishing policies and procedures to move material among the campuses.

Finally, as members of RLG, the Research Libraries Group, we participate in SHARES, the resource-sharing program. Because of software problems involving transmission of requests to RLG libraries we made relatively little use of the rich collections of the other members. A member of our ILL staff attended a SHARES meeting in Washington primarily to find out how other members are dealing with the problems. The open access policies allowing Stony Brook students faculty and staff easy in-person access to member libraries remained useful. The software problems were largely corrected in the major ILLiad release installed this spring. In addition, the recent announcement of the merger of OCLC and RLG indicates that problems of interaction between the systems will be resolved.

**Sherry Chang: (Public Services)**

| Comparing statistics of | March 2005     | & | March 2006     | Remarks                        |
|-------------------------|----------------|---|----------------|--------------------------------|
| Book circulation        | 20528          |   | 23699          | not significant change         |
| Storage requests        | 89 (7/04-3/05) |   | 48 (7/05-3/06) | more material moved to offsite |
| Ref/Info questions      | 4548           |   | 7394           |                                |
| Traffic of Circ.Dept.   | 14246          |   | 18371          | more inviting environment      |

**Janet Clarke: (Library Instruction Team)**

Goal 9: Educate all members of the campus to a high degree of information literacy.

These first bullets don't fit neatly into any of the "objectives," but apply generally to the overall "goal":

- Saw more than 6,000 patrons this year (yes, it's really true!!)

- Offered new workshops:
    - EndNote
    - Web of Science
    - SciFinder Scholar
    - Xtreme Google
    - Avoiding Plagiarism
    - Citing Web Sources
    - Biological Abstracts
1. Expand library instruction for undergraduate students
    - Contributed an updated chapter about library resources and services for new FYS101 textbook, which will reach all incoming frosh.
    - Created a partnership with Academic Advising's Transfer Students Program to provide library tours to all incoming transfer students.
    - Partnered with BUS110 course to integrate a mandatory library research component into the curriculum (~800-1,000 students).
    - Piloted the "Roving Librarian Program" in collaboration with the Writing Center to provide service at "point of need."
  2. Create subject-specific tools geared for undergraduates
    - Collaborated with Journalism program to team-teach library research modules.
    - Set up GIS component of research assignment with History course.
  3. Develop creative ways to help faculty and graduate students integrate library resources into their courses.
    - Increased library's presence through Blackboard.
  4. Instruct all faculty and graduate students how to use relevant electronic resources (see above, for new workshops)
  5. Create online tools to help users access library resources
    - Created online forms
    - Received national recognition for research tutorial: March, 2005 Site-of-the-Month by PRIMO (ACRL National)
  6. Develop assessment tools to measure program effectiveness (no entry that I can think of)

One other achievement/activity that we did during this time frame is the Instruction Team Retreat we had in June, 2005. That seems to fall under professional development, which we don't currently have a category for.

Persons responsible: Instruction Team: Barbara Brand, Cynthia Dietz, Dana Antonucci, Elaine Hoffman, Gisele Schierhorst, Godlind Johnson, Helene Volat, Janet Clarke, Nathan Baum, Paul Wiener, Richard Feinberg, Susan Kaufman, Constance Baker, Lynn Toscano, Andrew Toulas, Bushra Butt, Cornelia Creel, Aimee De Chambeau, William Glenn, Karen Kostner, Susan Lieberthal, Maryanne Vigneaux.



## **Richard Feinberg: (Preservation)**

The Dept. collaborates with personnel throughout the library system to determine the preservation and conservation needs of our collections.

For a small dept., Preservation processes a large number of materials annually at a high level of quality. In terms of in-house repairs alone, over 8,000 items pass through the able hands of Josephine Castronuovo each year.

Related to the above, Ms. Castronuovo received a 2005 President's Award for Excellence in Classified Service for her outstanding work over many years at Stony Brook.

The Preservation Dept. successfully spends down its NYS grant of \$130,000 each year. Approximately \$60,000 of the grant goes to paying full time and student salaries. The rest is spent on supplies, equipment, preservation materials, and contracts with vendors for items needing advanced level preservation.

Related to the above, a number of highly qualified vendors are contracted each year for the conservation of a range of library materials such as maps, audiotapes, and rare monographs. Many items are also selected for either preservation photocopying (e.g., titles from the Chang Collection) or preservation microfilming (e.g., Stony Brook school newspapers). In addition, Bridgeport National Bindery is contracted each year to rebind approximately 800 books. \$30,000 is being expended this year on vendor-contracted projects. Last year, \$22,000 was expended in this category.

Hybrid reformatting projects (producing simultaneous digital and backup analog copies of materials) are being undertaken in cooperation with the Dept. of Special Collections and University Archives, the Music Library, and the Digital Team, for selected projects (e.g., the reformatting of the *Stony Brook Statesman*, *Scan Newsletter*, and Music Library Stony Brook concert tapes).

In addition to the NYS preservation annual grant, the department also participates each year with the other Big 11 libraries in the New York State Comprehensive Research Libraries *Coordinated Grants Program*. In this, two or more libraries team up to conserve materials that have common preservation needs in their respective collections. In the last two years, Stony Brook has received funding from this program to conserve such things as maps, scrapbooks, and rare, oversized, color atlases. Approximately \$20,000 has been awarded to us through this program.

Last spring, the department spent \$25,000 in grant money to purchase custom, high quality worktables for the preservation room, to replace old units in disrepair.

The department coordinates the activities of the Library Emergency Planning and Response Team. The team has recently updated its Emergency Manual. In addition, department grant funds were used to purchase additional two-way radios to be used by library staff during building evacuations and emergency situations.

The Preservation Librarian assisted the Head of Special Collections and the University Archivist in writing an NEH grant to improve the environmental conditions of storage facilities for our rare books and manuscript collections.

**Chris Filstrup: (Library Administration) See Agenda**

**Brigitte Howard: (Documents Receiving & Serials Cataloging)**

Serials cataloging :

We exported around 970 records in aleph, corrected (closing the entries, adding or deleting the urls, upgrading the cataloging) of more titles.

GPO receiving :

Print : 4,149

Microforms : 2,452

CD-ROMs : 126

Maps : 203

New York State documents : 266

Most were cataloged or at least the series were cataloged and the holdings were upgraded.

Offsite : During the same period of time, 14,987 volumes were sent to Offsite. Large quantities of materials from Chemistry, Computer Science, Math/Physics, Science and Engineering, the stacks and the 4th floor storage room were processed to Offsite.

Weeding from the stacks started again. This time they are not textbook- type or anthologies but primary sources which demand more screening by selectors.

By running the e-journal list again the stars database, Fang identified categories of problems like suppressed records with working urls, duplicate issns, not working urls, etc. which demand attention but do improve the database. As this process is done more regularly, the exception lists should be more manageable.

Materials from Music were sent to Offsite.

**Germaine Hoynos: (Personnel)**

***New Hires 3/05 – 3/06***

- **Susan Lieberthal - Senior Asst. Librarian, Business Librarian (1/06)**
- **Karen Kostner - Assistant Librarian, Library Instruction/Computer Science (12/05)**
- **William Glenn - Visiting Assistant Librarian, Reference (11/05)**

- **Aimee de Chambeau - Senior Asst. Librarian, Electronic Resources, Acquisitions & Access (9/05)**
- **Kristen Reynolds - SL-1 Circulation (6/05)**
- **Jeanne Quagliata - Clerk II, Director's Office (5/05)**
- **Blair Martin - SL-1 Central Reading Room (5/05)**
- **Beverly Lobb - Library Clerk II, Technical Services, Processing (3/05)**

**Godlind Johnson: (Science & Engineering Library)**

**DIGITIZATION**

- Keith will have completed the scanning of some 600 CEAS Technical reports under Jason Torre's direction; Jason will further process the collection and place it into D-Space
- 10-20 e-reserve requests were processed by Keith and Elsa
- Cynthia with student help completed the scanning ca 50 historical US Coastal Survey maps and georeferencing some the most important ones – they will be made available to the public via a GIS server
- Georeferencing of Aerial Photos is in progress, to be served via the GIS server as well

**SERVICES**

- Circa 40,000 users/month
- 140 Interlibrary Loan requests/month

**PUBLIC SPACES**

- Moved patent materials in order to create space for the monograph collection downstairs without having to take away seating
- Systematic evaluation of periodical backfiles in NRR for offsite storage or discarding, in order to accommodate some titles from 4<sup>th</sup> Floor Storage and to possibly free more space for seating.
- Attempt to enforce truly silent study areas

**PATENTS**

- Created better space for patent searching by moving print station
- Served 1-2 patrons/week
- Instructed a Mechanical Engineering Senior Design class in patent searching
- PubWEST (Web Examiners' Search Tool) now available to the Public as part of PTDL function

## MAPS

- Cynthia obtained funding for Relief Globe
- Index of NYS topographic quads created
- Index of historical Long Island maps created
- Completed shelfreading and cleaning of atlas collection
- Shelfreading of map cases in progress
- 5-10 map-related questions/week

## GIS

- Cynthia submitted two grants to the NSDI (National Spatial Data Infrastructure):  
“Creation of Groundwater Clearinghouse for Long Island”  
“Geographic Information Integration and Analysis for Long Island”
- Campus GIS User Group was created
- 2 State of the Art dedicated GIS and GovDoc public computers were purchased
- GIS server as well as LizardTech software and other image compression software were purchased

## STARS - OPAC COMMITTEE

- OPAC Committee worked with Systems Staff to first implement the frameless OPAC, then test and improve the conversion to Aleph 17
- New Booklist linked to the OPAC
- Aleph Services (links from fields in full record to other similar records) were finally fixed to function properly
- Sign-on was improved

## **Daniel Kinney: (Technical Services)**

During FY 2004-2005 almost 5000 gift books were added to the collection. The library received donations from emeriti faculty and Long Island residents. The library also received hundreds of books as a result of departmental moves to the Humanities Building. Some highlights of the library's gift activities during the past year are listed below:

- Completed the processing and cataloging of the Tang Collection (over 2000 books about China, mostly in English) . The processing and cataloging of the Chang Collection is almost finished (2000+ items), chiefly in Chinese). The unwanted Chang materials were donated to the Asian and Middle Eastern Collection of the New York Public Library in return for their gift of over 1500 books in European languages.
- With the help of Dr. Sachiko Murata, the library obtained the Tentorah Inoh Collection in Japanese Studies, a collection of 15,000 volumes amassed by Professor Inoh, an avid book collector who taught Japanese history at Chuo University in Tokyo. The collection is currently being sorted by Tatsushi Hirono under the supervision of Kyungmi Lee.

- Hundreds of books were received from the B&N Bookstore on campus.
- Received \$1200 from a used book dealer in Northampton, Mass. for gift volumes not wanted for the library's collection.
- Whatever the library can not use goes to the ongoing book sale, which is now administered by the Circulation Department. The book sale yields thousands of dollars annually.
- Received from Syracuse University Library the gift of a 650-volume set of classical Chinese literature, which has been fully cataloged. Also received from Syracuse a donation of Indian books, chiefly in Hindi, Bengali, and Urdu.
- Received the library of the late William Keith Kavanaugh, a former SBU professor who was a specialist in Colonial American History. The collection included the records of the various Long Island towns, master's theses of his students, and his research material for his classic 3-volume work *Foundations of Colonial America*. There are also consultant reports for various Long Island agencies and governmental bodies. The research and personal papers will go to Archives.
- A gift of 158 books was donated by Dennis Wrynn of Cutchogue, a former Civil War tour guide. It included a collection of tour maps and brochures of Civil War battle sites, buildings and monuments.
- A gift of 93 books donated by Brian and Linda Cardineau of West Islip mainly covers the Confederate side of the war, including militia records, arms catalogs, biographies of Confederate officials, generals and fighters, as well as atlases and histories of events and conflicts in the Confederacy.
- The Library has acquired the book collection of Michael Dorman, a journalist, editor and local author from Dix Hills. Mr. Dorman is currently working as a senior editor at Newsday, Formerly he was a public affairs reporter for Newsday for many years, covering major events in the second half of the 20th century, including the Kennedy assassination, Martin Luther King and the Civil Rights movement, and the Iran Hostage Crisis. He has also authored at least 12 books relating to politics, civil rights, the secret service, and the vice presidency, as well as a biography of George C. Wallace. Mr. Dorman also donated the manuscripts and galley proofs from his books.
- A large Haitian collection containing over 1200 books, rare coins, framed prints and other artifacts appraised at several thousand dollars was donated by Mrs. Julie Crooks. The cataloging of this collection is almost complete.

**James LaPiano: (Building Manager)**

Goal #10 Create state-of-the-art public work spaces  
Circulation Services has been renovated; not completed as yet is the punch list for the desk.

**Min-Huei Lu: (Acquisitions)**

- Tested Aleph 16 and 17.01 Acquisitions/Serials module to ensure the indexes and functionality were working properly.
- Updated hundreds of vendors' records, improved order and claim forms and successfully moved up to Aleph 17.01.
- Acquired & received 49 electronic monographic standing orders, 17,805 print items, and 989 other non-print items.
- Created 2,146 invoices.
- Paid \$73,797.06 on electronic materials, \$588,004.32 on print materials and \$37,722.33 on other non-print materials.
- Processed 304 state, research, SB Foundation vouchers and 520 visa transactions.
- Verified 550 action expiration date records and sent out claims to vendors.
- Sent out more than 200 reports to subject selectors.
- Adapted to new Aleph 17.01 and SUNY new electronic requisitions system.

**CJK Project**

With the upgrade of Aleph 17, we can now input and display CJK characters on our library web site. Thanks to Fang's help in indexing, patrons can search author and title by CJK scripts and retrieve the records correctly.

**Kristen Nyitray: (Special Collections)**

**Goal #7: Build and display a rich university archive and nationally recognized special collection.**

*Objective 1: Increase public awareness of the Department's rare and unique materials.*

a) A brochure for the Department was designed and written by staff in collaboration with the University's Department of Communications. This publicity material has been shared with University Advancement, campus departments, and potential donors.

b) Two wall-mounted display cases were purchased and installed outside the Department's second floor offices. Another case was purchased and placed inside the Department's reading room. A first floor exhibit space has still not materialized, however, the department sponsored two traveling exhibitions in the CRR and the NRR. Items from the collection were featured in exhibitions at the Long Island Museum of American Art, History and Carriages, the Cold Spring Harbor Whaling Museum, and the University Art Gallery.

c) The Department sponsored 13 programs and lectures, many in conjunction with university departments, including the Office of the President, the Wang Center, the Department of English, the Center for Italian Studies, the Center for Food, Wine, and Culture, the AIDC 100, and the Poetry Center.

d) One collection-level record was created for the Senator Jacob K. Javits Collection. It appears in STARS, but not OCLC. This project is on-going and will be expanded in the future.

e) Press releases and announcements pertaining to the Department appeared in over 200 media outlets, including The New York Times, Newsday, the AP Wire, ABC News, CNN, News 12, and local newspapers. A profile of the department appeared in the Summer 2005 edition of Metropolitan Archivist. On campus publicity included The Brook, Happenings, The Statesman, and the weekly e-mail announcements.

*Objective 2: Digitize rare and unique materials.*

a and b) Candidates for digitization were identified and processed. Examples include the CEAS Technical Reports, SCAN Newsletter, SCAN International Edition, The Statesman, and videos of programs hosted by the Department. Guided tours of the Ashley Schiff Park Preserve and the University Greenhouse were filmed and uploaded to the Department's website.

c) The Department is active with regional digital initiatives and contributed materials to LILRC's Long Island Memories project. The most recent issue of The Long Island Historical Journal was processed and added to DSpace (the SUNY digital repository). Discussions with SCLS regarding grant opportunities will resume after the System hires a new director.

*Objective 3: Rigorously document SBU's history.*

a) The Department acquired videos of several important campus events, including the President's and Provost's Lecture Series, Commencement, Convocation, and special

programming from SBU-TV. Several prominent faculty members donated personal papers, include George Williams, Egon Neuberger, Homer Goldberg, Bill Godfrey, Karl Hartzell, and Lee Koppelman.

- b) The solicitation of additional archival collections in on-going.
- c) The Department advises campus departments on records and retention issues. The SUNY retention schedule was digitized and published by the Department. It was added to the website for reference.
- d) Cataloging of The Stony Brook Authors and Editors Collection was completed (over 600 titles). Reports and publications generated by the University are now processed as they are received.

*Objective 4: Increase external financial support for the Department.*

- a) The national organization Environmental Defense would like to continue their relationship with the Department. ED provides funding for a project archivist who is dedicated to the collection. The family and friends of George Goldberg created a fund that allowed for the digitization of the SCAN newsletters. SCLS purchased Friends' memberships in bulk for the patrons of public libraries in Suffolk.
- b) The Department submitted a \$1.4 million grant to the NEH for the construction of a climate-controlled facility (pending). The Department was awarded \$5,000 by the Alumni Association for the second phase of The Statesman digitization project.

*Objective 5: Continue to process the Spec backlog to provide greater access to the rare book and archival collections.*

- a) The Department's collection development policy is currently being written and will be published in summer 2006.
- b) A systematic plan for the cataloging of the monograph and map backlog still needs to be developed. Additional staff for this initiative is required.
- c) Excellent progress has been made with the processing of archival collections. This was accomplished by the staff, graduate assistants, and interns.
- d) Collections have been identified for destruction. A company will be selected and retained for this purpose later this year.

*Objective 6: Collection conservation: ensure the integrity and safety of the collections.*

- a) Internal funding for the rehab of Spec spaces was not allocated. The Department submitted a \$1.4 grant proposal to the NEH for financial support.



b) Water and heat detectors were added to susceptible areas. Fire extinguishers were checked and some were replaced by the fire marshal. The Department belongs to the Library's Disaster Planning Team and the University's Safety Warden program. A ceiling leak in the reading room was repaired.

**Goal #12: Raise external funds.**

*Objective 1: Grants.*

(a) A \$1.4 million grant was submitted to the NEH: Division of Preservation & Access: Stabilizing Humanities Collections (pending); \$5,000 was awarded by the Alumni Association to digitize phase two of The Statesman project.

*Objective 2: Fundraising.*

(b) The Special Collections Department started its own endowment fund; 50% of the value of the Pietro Di donato Collection was given as a gift.

(c) AIDC: The family and friends of George Goldberg created a fund that allowed for the digitization of the SCAN newsletters.

(d) Environmental Defense: This organization would like to continue their relationship with the Department by funding a project archivist position and donating additional materials.

e) Friends: SCLS purchased Friends' memberships in bulk for the patrons of public libraries in Suffolk.

**Gisele Schierhorst: (Music)**

Ten computers and a network server were installed in the Music Library's listening carrels. Course reserve listening assignments, Blackboard, music research and general research databases are available from these carrels. Patrons have accessed selections on these machines thousands of times since the installation. A new computer was installed in the Seminar Room for teaching and presentations which require the Internet or computer software applications. Andrew Toulas, Anthony Bozzanca and Andrew Johnson of Instructional Computing worked diligently on this successful project. During this time, Andrew Toulas fostered a working rapport with DoIT for support of the new servers and technology in the Music Library.

The Music Library staff has responded to the teaching faculty's need for music selections to be accessible digitally. In addition to providing copies of Music Department concerts upon request, Anthony has regularly posted course reserve music selections online for several professors each semester. Some music faculty are now accustomed to posting the selections on Blackboard themselves. The number of physical recordings

placed on reserve has decreased as computer files provide more convenient access to patrons. The University has been approved for the use of the I-Tunes U, which has more space than Blackboard and can manage much larger files (such as audio files). This service will allow us to post concerts (subject to Music Department approval) and course reserve materials in a more efficient manner. A link from I-Tunes U can be added to a Blackboard account.

John Andrus discovered a box of oversized microfilm sheets for a manuscript of the ballet "Emperor Jones," by Hector Villa-Lobos. With the support of Preservation funds, the content was sharply photocopied and bound by Bridgeport. John has cataloged one copy of the score for the Music Library's Cage collection and one for our circulating collection.

I am updating the Music Library's Collection Development policy, to reflect recent acquisitions, new methods of ordering, and increased availability of online information in the area of music. Our electronic resources now include Music Index, Repertoire International de Literature Musicale, Repertoire International des Sources Musicales, Repertoire International de la Presse Musicale, International Index to Music Periodicals Full-Text (IIMPFT), and New Grove Online. The most recently acquired electronic database, the Index to Printed Music (IPM) provides unprecedented access to music monuments and historical sets and our collection.

Andrew Toulas served as Acting Head of the Music Library from February through August 2005. In addition to overseeing all daily operations of the Music Library, he 1) created a photocopy account in the Music Library for the Music Department; 2) modified the score circulation policy; 3) updated the 20<sup>th</sup> and 21<sup>st</sup> century composer list; and 4) worked directly with faculty to research and order materials for classes and to fill gaps in the collection. He successfully balanced this workload with his responsibilities as Chair of the Melville Library's Digital Team.

The Music Library staff participates in the Library's instruction program and upon request gives an overview of online and printed resources in the areas of music and theatre. We also assist with BI for writing and business classes.

Since 2004, several hundred audio reels of concert performances have been sent to Cutting Corporation in Maryland for copying, with funding from Preservation. Each new copy becomes a candidate for digitizing as a CD or as a computer file. We are grateful to Richie Feinberg in Preservation for helping us to care for and provide access to this unique record of the Music Department's history.

A meeting was held in the fall of 2005 with Lois Mazer, Napis Wong of Campus Advancement and myself to discuss grants for which the Music Library might be eligible. In pursuit of Presser scholarships for undergraduate students in music, Mrs. Wong asked me for statistics on the Music Library's holdings. The information which I forwarded to her will become part of the application file.

We weeded through music books and journals from Storage that were severely affected by mold, with Richie Feinberg's assistance. Richie treated the volumes that we decided to keep and their condition is much improved.

We pulled volumes of JSTOR titles from the Music Library collections and had them sent to off-site storage. I am currently making decisions on multiple copies from 4<sup>th</sup> floor storage—those for which we want only one copy can be sent off-site.

With the Special Collections staff we have met community members interested in donating unique music materials to the Melville Library—including Steve Krietzer (a former host for WUSB who has a formidable collection of punk rock music recordings and memorabilia); H.W. Gray III, a descendent of the H.W. Gray publishing company (which specialized in sacred music); and Sarah Fuller, a faculty member and widow of professor emeritus John Lessard, a composer and founding member of Stony Brook's music department. The papers of the late Julius Levine, a faculty member and double bassist, were recently acquired. Unique and valuable materials from the following donations have been processed and cataloged: the Contemporary Chamber Players (which consists of scores of original compositions); and programs and recordings from the Bach Aria Festival and Institute.

Cataloging Statistics for the year 2005-2006:

Copy cataloging = 664 ( + copy cat of LPS = 972)

Original cataloging = 150

Scores = 120

Books = 358

CDs = 308

DVDs = 25

Videocassettes = 1

CD-ROMs = 2

Added volumes = 45

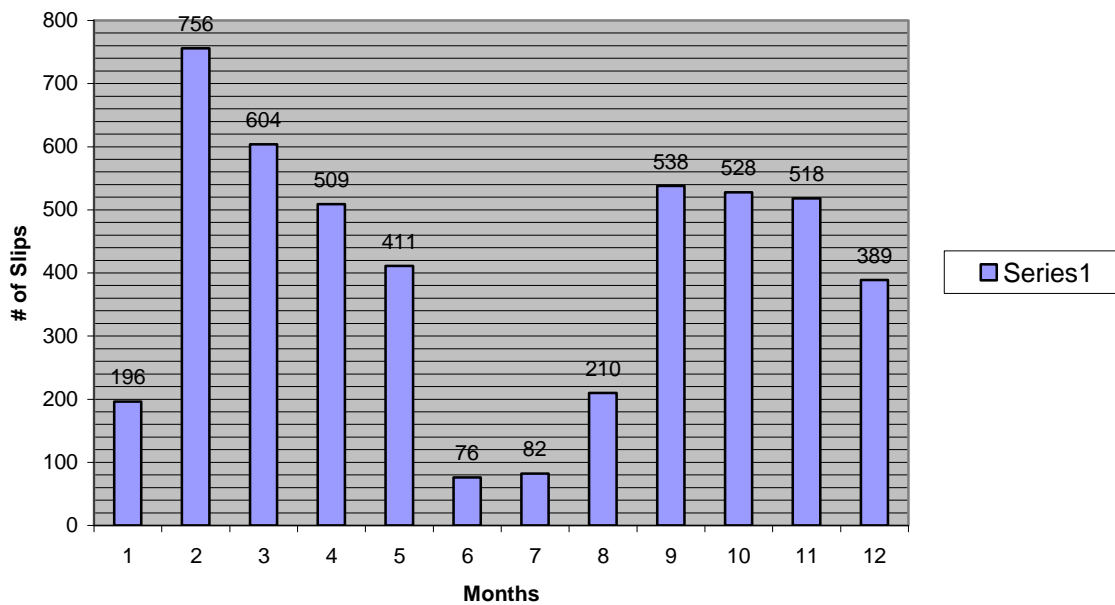
It should be noted that intensive work in the provision of access to titles and performers is a major factor in cataloging music materials. The Music Library adjusted successfully to the new modules of Aleph as well as the various upgrades of OCLC's Connexion service.

The additional funding allocated to Music has dramatically affected the workload of all full-time staff members. Everyone has had to balance other responsibilities with the selection, ordering, receiving, cataloging and processing of thousands of dollars worth

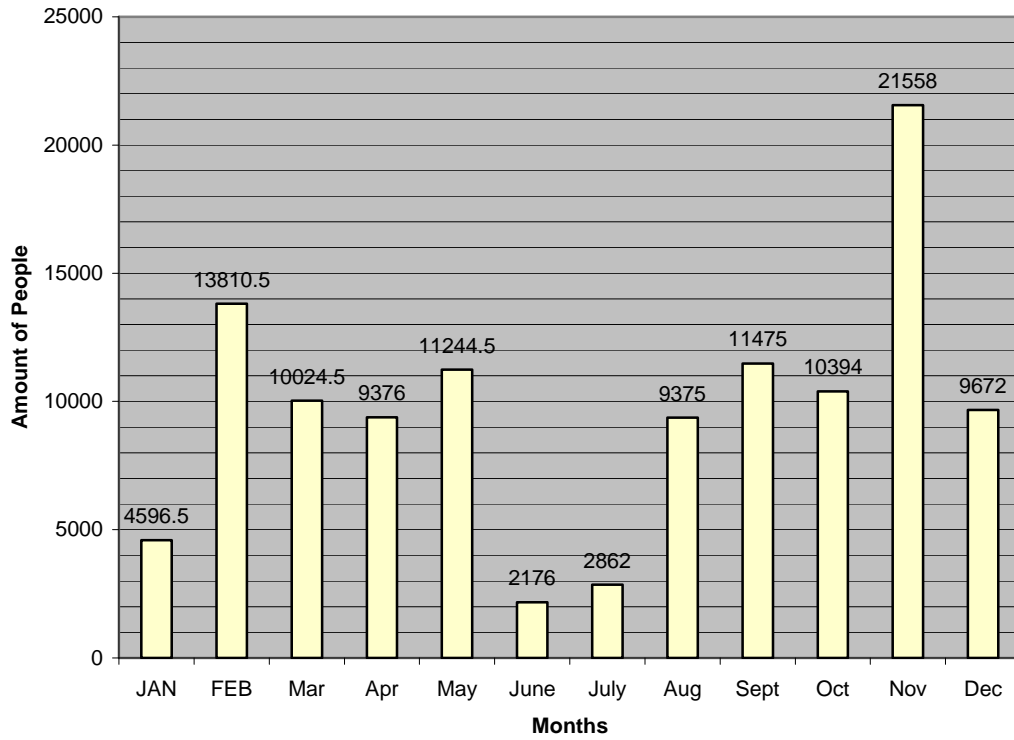
of new materials before prescribed deadlines. As selector and liaison for Theatre Arts, John Andrus has successfully forged stronger communication with faculty in that department than has existed in times past. Through informal communication and meetings with the Music Department Library Committee, the Music Library staff continues its traditionally strong rapport with the faculty in building the collection to suit its needs in the areas of teaching, performing and research.

Attached to this report are several statistical charts for Music Library patronage between 2005 and 2006 and use of the iTunes server for 2006, prepared by Andrew Toulas.

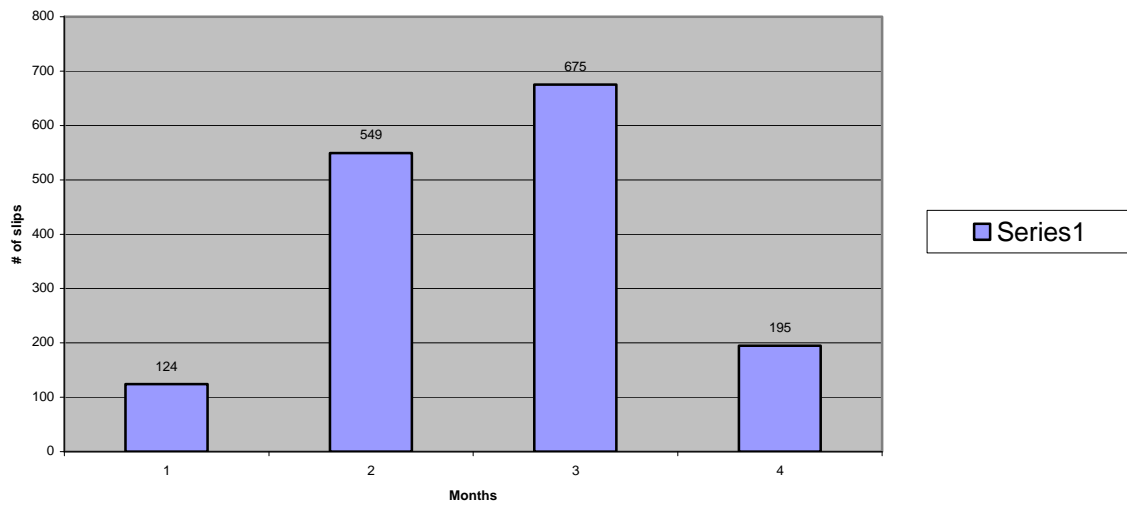
**2005 Listening Slips**

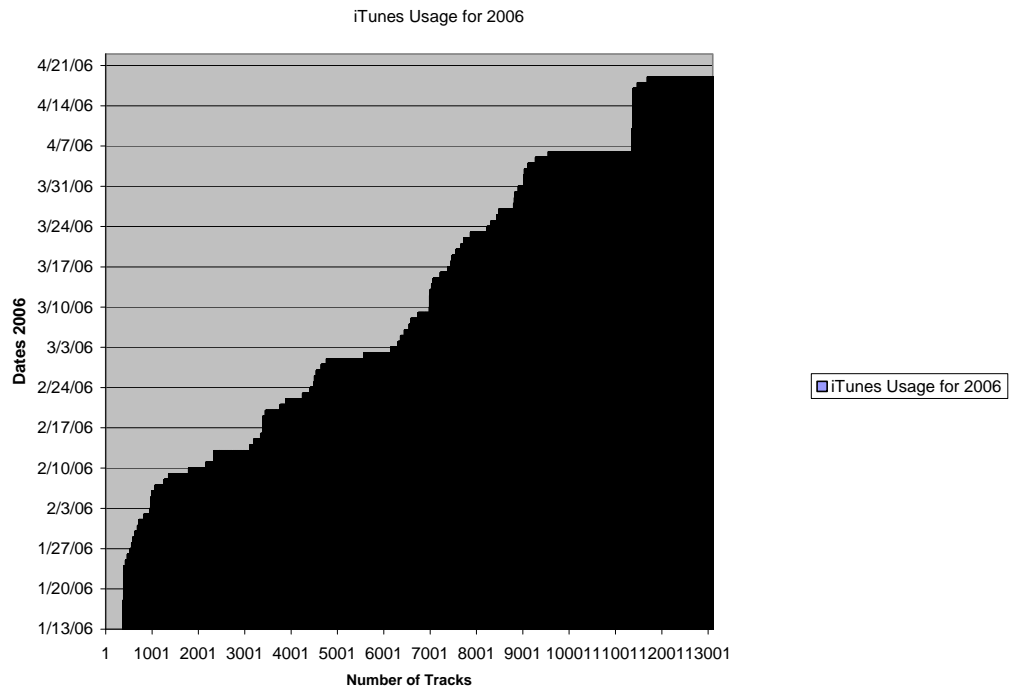
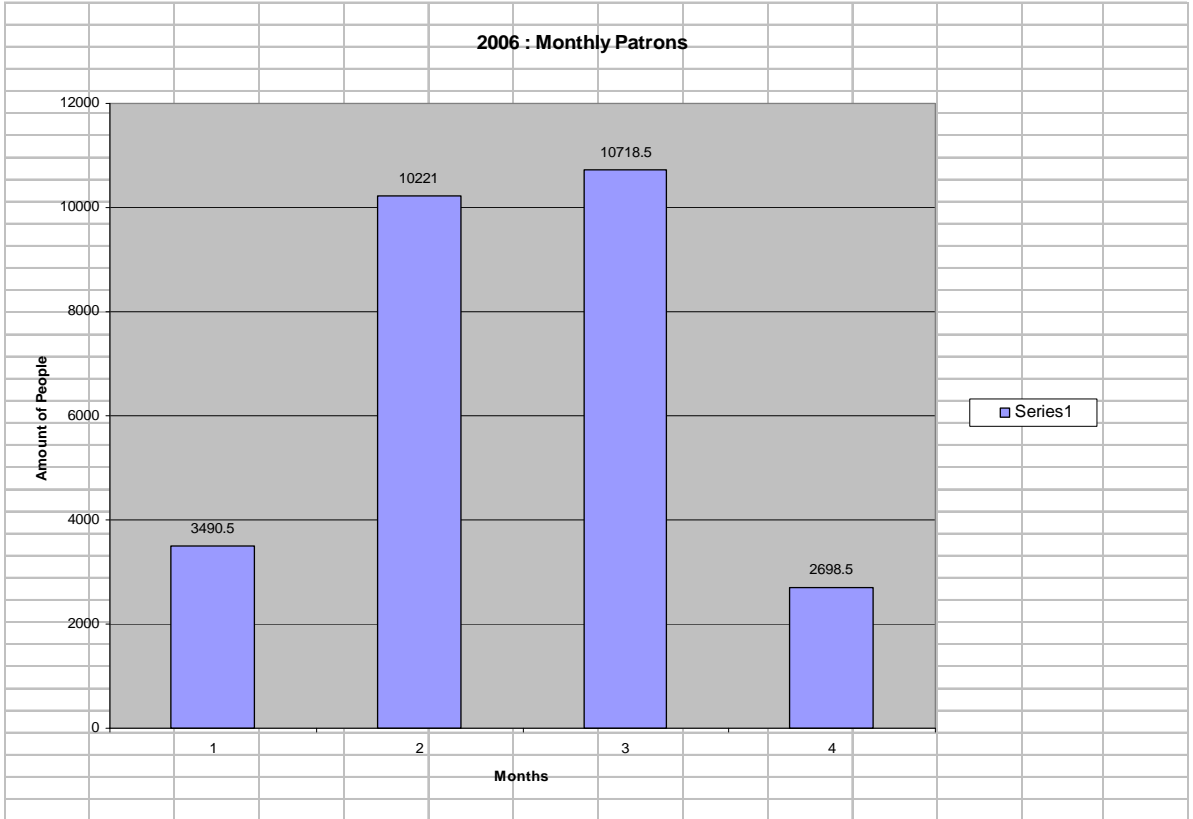


2005 ; Monthly Patrons



2006 : Listening Slips





## Hélène Volat:

### 1. NEW STAFF

We were able to hire 2 new librarians: William Glenn and Susan Lieberthal.

### 2. CHAT (QuestionPoint)

Extended chat hours from 1 to 4 to all day, including some evenings and week-ends.

Moved to chat 24/7 with co-browsing capability (starting June)

Statistics are up : 2005 (113 questions) May 2006 (81 questions)

### 3. E-MAIL (QuestionPoint)

Statistics are up: 2005 (634 questions) May 2006 (200 questions)

### 4. REFERENCE COVERAGE

Pilot project (by Susan Lieberthal) to do reference “where we are needed”, at the Circulation counter. We started offering reference service in March from Monday through Thursday from 2 to 4 pm.

Statistics are being kept and compared with coverage at the Reference desk in CRR as follows:

|           | STARS | Reference | Directional |
|-----------|-------|-----------|-------------|
| Ref. desk | 22    | 43        | 27          |
| Circ.     | 14    | 25        | 48          |

This project has led Susan to present a poster session at SUNYLA next month and a presentation to the library later on.

### 5. GOVERNMENT DOCUMENTS

United Nations documents were received and stored on the 4<sup>th</sup> floor. [need to know more]

### 6. AUDIO-VISUAL

All TV monitors in the two viewing rooms were replaced with 12 new Toshiba 14” TV/VCR/DVD combos.

All chairs were also replaced.

Course reserve: statistics show an increase as follows:

Spring 2005

70 classes

385 videos (76 personal copies)

Fall 2005  
78 classes  
432 videos (77 personal copies)

Spring 2006  
76 courses  
483 videos (64 personal copies)

Reserve use from 1/23/06 to 4/27/06 = 2,862 items checked.  
Latest statistics as of 5/2/06 : 3,056 (up 194 since Thursday)  
Spring 2005 : 3686  
Fall 2005 : 3666

## 7. INFORMATION DESK

2 thin client computers were installed at the Information desk for STARS.  
Dual monitor at the Information desk  
Statistics show that circulation has increased as follows by 33% compared to last year.

### **David Weiner: (Circulation)**

Goal 4: Build state of the art electronic processing and services: we achieved this by establishing the Electronic Reserve component with Blackboard; and established a check-out and delivery service between SUNY Manhattan and Stony Brook for books.

Circulation statistics for all areas, show a decrease from March 2004/05 through March 2005/06 as follows:

Total Loans: 2.4% (189,106 vs 184,653)  
Total Renewals: 5.1% (71,123 vs 67,638)  
Total Returns: 4.9% (193,539 vs 184,439)

For Main Circulation, the totals show a decrease as: Loans 2.8% (89,766 vs 87,282); Renewals 8.6% (38,517 vs 42,154) and Returns 7.2% (84,268 vs 90,800).

At the end of the Spring 2005 semester, renovation of our Circulation Desk/Photocopy areas started. By the second week of September, the project was completed. The new desk area/office space has proven to be very successful in a number of ways:

1. Improved appearance: lighting, carpeting and furnishing (very well received by students and faculty).
2. Better use of staff space and functionality to serve patrons.
3. Better flow for patrons using photocopy equipment.



4. Private office space for Ken and Elba to take care of accounting, patron record creation, and billing issues with patrons.
5. Allowed our desk area to be ADA compliant.
6. Allows book check-in by staff to work without steady interruption.
7. Better access to STARS terminals for our patrons.
8. Showed an improvement in regards to claims returned items by 34% (396 vs 259 over a 2 year period)

We had a smooth transition to Aleph 17. Aleph's improved functionality (and thanks to the great support provided by Fang/Helen/Marge and Phil) and increased system support have allowed us to:

1. Improve the layout and printing of Aged Bills (from multiple pages for each patron to one page). Bills are no longer printed for patrons having blocked addresses due to returned mail. DoIt staff have assumed the responsibility for setting up the process of and printing the bills.
2. Automatically set up the Print Daemon to have notices generated over the weekend.
3. Waive or pay partial fines/bills and review patron billing information by various sorting options.
4. Send item return receipt notices daily, via email.
5. Set up transcript and diploma blocks for patrons owing \$5.00 and more; set up registration blocks for patrons owing \$300.00 and more.
6. Add a greater amount of text information for notes in patron records and for blocks and billing records.

Electronic Reserves: In the Spring of 2005 we implemented Electronic Reserves on Blackboard and had 55 requests submitted compared to 84 for the Spring of 2006 for an increase of 34.5%.

There were 70 requests for the Fall 2005 semester (a 27% increase from the Spring '05 semester).

Circulation Accounts report:

March 1 2005 - March 31 2006

Circulation Accounts

Lost Item Fees \$ 9,819.00

Overdue Fines \$ 39,474.89

Service Fees \$ 744.00

Total = \$ 50,037.89

Library Services

Card Income - \$ 4,980.00

Copier Income - \$ 45,881.65

Go-Print Stations \$ 7,492.60

Music Income \$ 293.50  
Micro-Readers Income - \$ 1,153.60  
Special Collection Income \$ 896.40  
Special Income Misc. \$ 2,045.85  
Adjustments - ( - \$ 423.10 )  
Total = \$ 62,320.50

Inter-Library Loan Income - \$ 2,922.60

Book Sale Income - \$ 6,102.85

**Charlie Bowman: (DoIT Client Support)**

Not in attendance

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

**Aleph Version 17 Upgrade**

Aleph was upgraded from version 14.2.7 and all patches available through Ex Libris were applied. Stony Brook University was the first campus in SUNY to upgrade to 17 and the ninth US client to upgrade to this version. Concurrent with the upgrade we managed the installation of a new machine and upgraded to version 9 of Oracle and version 9 of Sun Solaris. Both the HSC and West campus library systems were migrated to the new hardware.

**SUNY Union Catalog Interface**

Software was written and put in production to implement and interface to the SUNY Union catalog. The interface was written for version 14 and upgraded to run on 17.

**Research Library Group Extract**

The needed code has been written and several test files have been sent to RLG. All preliminary tests have been passed, RLG is doing further testing.

**New Book List**

A new function was designed and implemented which provides needed information on new books to the campus. The URL for the current version is:

<http://magellan.cc.sunysb.edu:4330/newbook/newbook.html>

**Security Enhancements**

- The campus has set Blackboard, NetApps, SINC Windows Signons, and some other functions to authenticate against the LDAP server. We have tested LDAP authentication for STARS in PYXIS. We are awaiting some fixes to Aleph before migrating this to production.
- SSNs were removed from the patron database for all persons who have Stony Brook Id numbers.

## **Reports**

1. Report of books lost and not replaced over the past 5 years
2. Report for Korean records re-exporting project
3. Item call number list report
4. Title List Report for Special Collection .
5. Acquisition Expenditure Report<sup>3</sup> created for Serials Dept.
6. Gift report
7. URL error check
8. Monthly Faculty Report

## **Course Reserves Improvements**

Fang worked with the circulation staff (David Weiner, Mary) on desired improvements to course reserves and have sent a document to the enhancement group.

## **Borrowing History Purge**

An Ex Libris supplied patch was applied to the system to purge borrowing history seven days after the return of any item that doesn't have fines outstanding.

## **Patron record merge and purge and cleanup**

Systems supported a Circulation's effort to clean up patron records. There were three aspects to this effort.

1. Developing the software and processes which enabled merging the circulation, patron and fine information of the many thousands of patrons who had multiple identities.
2. Purged the fines for borrowers who expired prior to 12/31/2000 who had less than \$290.00 in fines. Produced a file of materials not returned associated with these purged fees.
3. We changed the interface to pass the current dormitory mailing address.

These efforts help to assure that fines are collected and reduced mailing costs.

## **Serials Solution E-Journal URL batch loading in Aleph**

A process was developed to load the URLs for e-Journals into the catalog. This helps to assure that URL references are current, accurate, and will facilitate vendor changes.

Reports were developed to support this process.

## **Item Process Status Automation (Fang)**

A process was developed and deployed to automate the processing of lost books and to deal with the books that are in an NR status from conversion.

## **SUNY Press e-book loading**

629 ebooks were loaded into the Aleph.

## **Hebrew/Yiddish book loading.**

After few of tests in Pyxis, we were able to load MARC records into Aleph. We were able to map call numbers into the Holding and Item records.

### **Other Projects / Activities**

- The faculty publications database was demonstrated and is undergoing testing. It will be moved to a DoIT server sometime in the next few weeks. Efforts are also underway to load data from other sources.
- The Chinese Cookbook Collection access project is nearing completion and will be moved to a DoIT server shortly.
- Presented a talk on eJournal Loading.
- Worked with HSC to support their efforts to upgrade to Aleph 17
- Fixed numerous other problems and issues...

### **Nancy Duffrin: (DoIT Instructional Computing)**

The key boards for the thin clients have been replaced by Raul.

Computers in classroom B will be replaced. They are three years old and are suitable for use in other library areas. Let Nancy know work locations that are in need of these computers.

We are not ready to start up a laptop loaner service.

### **Ken Doyle: (UUP Representative – No Report)**

## **TEAM REPORTS**

### **Andrew Toulas: (Digital Team)**

The focus for the digital team in the 2005 – 2006 shifted from activity to discussion, research and advisement. There were three goals the team leaders set out to accomplish:

1) To create a job/ department description for the position of Digital Librarian, 2) To educate and discuss topics which are relevant to the digital community, 3) To explore areas of the library/university where digital projects would enhance the dissemination of a collection.

1) In September of 2005, the team was instructed by administration to develop a job description for a Digital Librarian. This became an underlying theme for many of the meetings throughout the year. As the team discussed digital trends and projects the job description for the digital librarian evolved. It became evident to all members of the team that the ideas discussed in the digital meetingst were too large and involved to be performed on a part time basis. In order for a library to have an effective platform for

digitization, many relationships on campus would need to be cultivated between individual departments/library/ and Doit. The university would also have to create a clearly stated intellectual property statement granting the university permission to work with university created materials. Team leadership believed that the position of Digital Librarian and Library Web Master would be linked, and began to envision projects where these two full time positions would be able to turn many of the libraries digital team's plans into reality.

The team performed admirably in this task and was successful in identifying the roles, responsibilities and attributes of a Digital Department in a constantly changing library environment. Unfortunately the team will have to wait until mid 2007 before this position can be advertised.

2) In order to have a variety of topics to discuss concerning digitization, the leadership of the digital team accepted all of its applicants for the 2005-2006 year (18 people). This gave the team a broad level of expertise; from government documents to preservation and many areas in-between. The team members were encouraged to present information gathered through research or seminars with the team whenever possible. Presentations on digital rights management, digital preservations and the digitalization of audio were just some of the topics members shared with the group. A share drive was created early in the semester and used by group members so that articles and supporting documentation for presentations could be shared by the group.

The group also evaluated the purchase of hardware/software for departments within and external to the libraries. The decision to use D-Space as the primary university archiving site rather than Content-dm was a direct result of the digital team attending training sessions and reporting to special collections in late 2005. The team has also spent time evaluating the need for color scanners, and ways in which a co-op could be formed with other institutions to take advantage of a color scanner. Another area of discussion has been Apples i-Tunes U software which was discussed at length with the team leader and Nancy Duffrin of Doit. Over the course of many months and meeting Apple Computers, Doit and the team leader analyzed i-Tunes U and investigated ways in which it could be used on campus. Fortunately our request to for a free license to use this software was approved by Apple and should be operating sometime in the fall 2006. We look forward to using Apple i-Tunes U in conjunction with Doit to disseminate library collections, instructions and announcements as well as experimenting with faculty assignments and lectures.

3) The group spent many sessions discussing specifications in establishing a digital project. It became apparent that the project had to be unique and of long standing interest and importance to the community. From this criteria the *Campus Community Documentation Project* was born in conjunction with special collection and cataloging. This project will attempt to gather the writings and research of the campus community for preservation and dissemination. It was assumed that now that the templates and methodology of the project are in their final stages, work will be assigned to various team members. This collection will be searchable through STARS and stored on the D-Space server.

Other than this project the digital team has had very little *hands on* activity with digital projects given the staffing and budget constraints of the past year. Since its inception, the team has looked forward to a time when it would evolve into a fulltime department with the financial and staffing means to materialize projects into a work flow with tangible goals. We hope that this desire is still realistic and achievable.

## **Pam DiPasquale: (Library Scholarship Teams)**

### **1. University Libraries Distinguished Student Employee Award**

#### **Establish University Libraries Distinguished Student Employee Award**

- During the 2004/2005 fiscal year faculty/staff campaign, the library faculty/staff focused on establishing an award for our most dedicated student staff. An account was established with the help of Lois mazer and the library faculty/staff have been voluntarily contributing to the award account.
- Meetings with Yacov Shamash and the President, etc. were attended by Hanne Tracy and Pam Di Pasquale (co-captains)
- A committee was established [committee members: Kristen Nyitray, Peter Franzese, Arlene Dargis, Germaine Hoynos, Pam Di Pasquale, Vessy Kirova (graduate student representative) and Christine Delgado (undergraduate student representative)] to set up the award criteria, the application process, gathered necessary information and work closely with Stony Brook Foundation, the Financial Aid Office and the University Scholarship Office/student accounts
- The award criteria, and the award agreement was written and submitted to SBF.

#### **Academic Year (Fall 2005/Spring 2006)**

- The award criteria, supervisor evaluations forms, required letters and packet requirements were created and then put on the library website for easy accessibility for both the student and student supervisor.
- This spring four library students staff applied for the University Libraries Distinguished Student Employee Award, the committee (Kristen Nyitray, Pam Di Pasquale, Arlene Dargis) went over each students application packets, consisting of 1 - student application 2 - brief Bio.; 3 - copy of students unofficial transcript, 4 - supervisor evaluation 5 - letter of recommendation, and each student was interviewed by the committee.
- The recipient of the The **First** University Libraries Distinguished Student Employee Award went to Claudia Toloza (supervisor Mary Ficuciello), Claudia received an award in the amount of \$600.
- An award trophy will be presented to the recipient during the annual student pizza party
- A plaque was purchased and the recipients names and year awarded will be engraved on the plague to hang in the library galleria

## **2. Thomas Jefferson Award**

8 students were nominated by their supervisors for the Thomas Jefferson Award, the committee (Jeanne Quagliata, Peter Franzese, Arlene Dargis, Pam Di Pasquale, Germaine Hoynos) went over the documentation and interviewed each student. Two students were chosen to be this years ward recipients: Andrew Xu (Director's Office) and Gregory Scott Smith (circulation services) each were given an award of \$750 for the Spring 2006 semester.

### **Maryanne Vigneaux + Paul Wiener: (Publications and Publicity Team)**

Working with a budget of \$10,000, during the last 12 months the team compiled new means of communication, created advertising, designed and printed cards, updated publications, and represented the libraries. We have relied on Kinkos, Corporate Color, and William Charles primarily for printing any material we produced. We have ordered promotional supplies from Perfect Promotional Products and Promotional Marketing Services. The specific results follow:

- sent to be printed 1,000 copies of previously designed note cards to be used for acknowledging FOTL and other donors,
- designed postcard announcements + posters for NY Times on the web,
- sent postcards to campus faculty with information on e-reserves + Rich Reeder of IT distributed an announcement to the same group; there has been an increase in use of this service by 34.5% as reported by David W.
- created fliers for libraries hours and library tours and workshops,
- sent to be printed 1,000 copies of the library brochure which was previously designed between the team and Office of Communications,
- ordered and received 5,000 promotional products(pens, clips, post-its),
- paid printing costs using funds from this team's budget for 4500 copies of a new Special Collections brochure designed by Kristen and the Office of Communications,
- designed and printed holiday card,
- represented the libraries at the SAC atrium for each of the freshmen + transfer orientations held in June, July and August 2005 and again in late August, the team represented the library at the Welcome Fair, sent a representative to Homecoming in September,
- set up a table of information in the SAC auditorium for new and transfer students in January 2006,
- created an Xtreme Googling poster for CRR and NRR,

- updated libraries information in the following campus publications: Graduate Bulletin and Graduate Orientation Booklet,
- gave preliminary ideas for design for a bag to carry library books (to keep them dry), which was completed by the Office of Communications and Demco is producing,
- created a blog to be accessed from the Library homepage,
- set up format and assignments for an electronic newsletter to be published in August and January each year,
- printed “first” group photo of library staff

### **Hanne Tracy: (Social Events Team)**

The new committee held its first event on October 26, 2005; the Autumn Harvest Festival. The event was well attended, and our staff provided a bounty of tasty treats and accompanying recipes to try at home. Two charming baskets, created by Germaine and her daughter Elizabeth, and a fall apron created by Hanne, were raffled off for Habitat for Humanity, raising \$36.00. Total expenditure for the event was \$48.08.

The committee submitted a “Review of Budget” request to the Dean, which was approved in the amount of \$3200.00 for the 2005-2006 Social Event programs.

On December 13, 2005, the SET hosted the Staff Holiday Party. The party was very well attended, with standing room only. Live music was provided by Vessie Karova at the keyboard. Luncheon fare was prepared by Bagel Paradise in St. James. Deserts were provided by the SET and generous staff members. Donations of non-perishable food items were collected for “Long Island Cares”. Total expenditure for the event was \$586.58.

The SET requested that David Weiner prepare an ALEPH 17 Circulation Information document in order to familiarize student staff members with the new format. At the end of the Fall semester and after reviewing the document, student staff were provided with small bags which contained an assortment of food items. 155 food bags were ordered with a total expenditure of \$310.00. The SET wishes to thank David for preparing the excellent teaching document.

The SET prepared the ALEPH 17 Celebration on Jan19th; honoring and thanking those who worked so diligently on the project. Donna Sammis baked one of her fabulous cakes and coffee and tea was served. As a Thank You for all the technical support, Do IT team members each received a Desktop Business Holder. In addition, each staff member received a stress reliever shaped like a Desk Top computer.

On March 8, 2006, the SET engaged Mr. Leeds of the Leeds Corporation of Long Island to provide a presentation on Long Island Lighthouses. The pastries and baked



goods for this event were donated by Giglio's Italian Bakery, 396 Larkfield Rd., East Northport. Giglio's Bakery is owned by Blair Martin's uncle. Total expenditure for the event was \$250.00.

On May 3, 2006, the SET will host the annual Student Staff Appreciation Pizza Luncheon. 24 Pizza have been ordered from Window's Catering with a cost of \$240.00. In addition to Pizza, other costs will include soda, water and straws. Desserts will be provided by Student Supervisors.

The SET is currently investigating the feasibility of hosting a Staff Barbeque at the University Café. Details will be available if the committee votes to proceed with the event.

### **Jeanne Horn: (Staff Orientation)**

New Staff Orientation Team was formed in September. We have met, created tour itineraries and compiled information packets. The tours show most of the academic buildings as well as areas of social interest. These tours, along with the packet of events on campus are well received. Two different team members conduct each tour.

Our purpose is to have the new employee meet with several staff members with whom they may not normally come in contact in their daily routines. We also familiarize the new staff with the campus & library building. We answer some questions and point them to the person or department that can help.

We have escorted 4 new employees around the library and campus. We end each campus tour with a lunch in the J Club.