

DIRECTOR'S COUNCIL
March 15, 2006

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

The Serials Acquisitions and Control Department has been deluged with more work than can comfortably be handled by existing staff due to challenges presented by the Aleph 17 upgrade coupled with the absence of Dennis Andersen as well as the continuing vacancy created by the retirement of our periodical receiver, Joan Newman, in December 2004. The Serials module of Aleph 17 is in many ways more complex and convoluted than the previous version requiring a whole new learning curve. The entire Serials staff deserves recognition for their respective efforts to learn the new system while maintaining the highest level of service possible. However, in spite of our best efforts, a certain amount of backlog is proving to be unavoidable.

We are concentrating our efforts on the most time-sensitive operations such as periodical receiving and invoice payment. For more than a year, while we have been without a full-time receiver, Stephanie Gaylor has shouldered the responsibility of handling the daily periodical receiving while authenticating and modifying caption/pattern records as necessary. Although the periodical receiving process is basically up to date due to Stephanie's dedicated effort, the trade-off has been an overwhelming backlog in her normal duties such as binding, setting up new titles and title change processing. In an effort to maintain the periodical receiving operation and process new titles & title changes in a timely manner, we are forced to suspend bindery operations until our current vacancy is filled. This will affect the Central Reading Room, Reference and Music periodical & serial binding only as the Science libraries manage their own collections with regard to binding. On a positive note, at the moment, other operations such as invoice payment, claiming, and serial receiving are basically up to date.

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

We experienced problems with access to Crossfire-Beilstein/Gmelin in the Sinc Sites when students logged on using their NetIDs. Many thanks to Mickey in Instructional Computing for fixing the problem.

Nathan Baum: (**Digital Resources**)

Fang ran the program to update Aleph with URL links from SerialsSolutions. There are now almost 6100 unique records in Aleph that include a link to the SerialsSolutions A-Z list. There were over 7000 titles from SerialsSolutions that did not match ISSNs or eISSNs in Aleph. These will have to be reviewed and prioritized for further handling.

In the past month, Aimee processed 78 changes in SerialsSolutions to reflect changes in electronic holdings.

Aimee gave presentations to the Instruction Team on InfoTrac OneFile and ArticleLinker. We're scheduled for another one on ArticleLinker this week.

Aimee and I have begun discussions on collecting usage statistics more consistently in preparation for reviewing subscriptions.

I'm more or less keeping up with web maintenance. Thankfully, everyone is being very patient.

David Bolotine: (Cataloging)

After a consolidating and updating effort STARS now displays well over 5,000 author entries under this institution's modernized name - Stony Brook University. Included in this grouping are SBU dissertations. Browse access to these is a title search under thesis followed by the department that issued it (e.g. thesis dept of art). Sort options may then be applied.

The hiring freeze has prompted us to assign one of our staff to begin copy cataloging of maps. A selection was made from the Govt. Documents backlog and their destination will be the Map Library.

Work has begun on a DSpace cataloging template which will permit a quick method of creating an informative author link in STARS to the electronic documents in the depository. This cooperative effort includes the Digitization team, Special Collections and Cataloging.

Barbara Brand: (ILL)

I attended a SUNY ILL Performance Goal Task Force meeting in early February. ILL heads from the university centers met with representatives from the four year colleges, the technical colleges, and the community colleges to recommend ILL goals, roles, and responsibilities to the SUNYConnect Advisory Council. With the failure of Aleph universal borrowing we are working out other ways of exchanging material.

I will be away until April 10. Chris will be in charge of ILL until my return.

Sherry Chang: (Public Services)

All libraries were closed on February 12, Sunday due to severe weather.

Janet Clarke: (Library Instruction)

Karen Kostner and Aimee de Chambeau attended the regional Reinvention Center Meeting in New York City on March 3. The Reinvention Center, which is based at SBU, is dedicated to improving undergraduate research at research institutions. There may be some good opportunities for the Libraries to contribute to this enterprise.

From Aimee: "One topic of discussion as part of the "working" portion of the meeting was the recent NEH proposal submitted by the Center. The proposal, if funded, will permit the Center to sponsor an immersion program/Summer Institute for the project "*Moments of Discovery: An Interdisciplinary Approach to Liberal Education.*" The proposal summary indicates that as part of the intellectual framework of the Institute, participating faculty will "...establish annotated inventories of primary and secondary documents, transferable research and teaching tools, ..." **This is an excellent opportunity for the library to support the Reinvention Center and I strongly recommend that we offer to help construct and lead parts of the institute relevant to creating these inventories and tools. "**

2. Classrooms experienced some technical difficulties during February, which was a busy month for library instruction.
3. I compiled a text about the Libraries for inclusion in a textbook for SBU freshmen, as requested by the First Year Seminar office.
4. There were two joint Reference/Instruction meetings for strategic planning, 2/17, 3/1.
5. Computer Science Library (from Karen Kostner): The Computer Science Library is considering a free trial of Safari Tech Books online. I plan to order place an order for about 100-200 titles of O'Reilly books. The cost will be in the \$4000-\$6000 range. Nathan has been working on this with me. Also, Jim has asked again for the carrels to be moved here, as well as, the surplus shelving to be removed.

Richard Feinberg: (Preservation)

Fire Marshal Lisa Buchter visited with the Library Emergency Planning and Response Team on Feb. 23 to talk about fire safety. Her presentation was well received. Does DC still want to invite her to speak to the entire staff on fire safety and extinguisher use?

Richie and Josephine are sending oversized materials in the stacks that are becoming dislodged from their covers to Bridgeport National Bindery for recasing.

The Preservation Statutory Grant application for 2006-2007 was submitted to the NYS Office of Library Development last month.

This year's grant is over 90% spent or encumbered at this time. The current grant period terms on June 30th. The grant allowance this year was \$131,000.

Etherington Conservation Center will be treating four rare Long Island atlases from the Dept. of Special Collections and University Archives. Each volume will cost \$2000 to disbind, deacidify, flatten, encapsulate, rebind, and preservation photocopy.

The preservation microfilming and digitization of Stony Brook student newspapers continues in cooperation with the Dept. of Special Collections. Northern Micrographics is our vendor.

The Preservation Dept. and science librarians are working with Brigitte to expedite the transfer of volumes from the 4th floor storage room to off-site storage.

Chris Filstrup: (Library Administration)

Germaine, Dan, and I worked with the provost and his staff to increase the monographs budget. This was done mostly through reallocation of library funds, the addition of \$120K tech fee and \$60K from IFR accounts, and the provost added \$100K. This increased the book budget to last year's level of approximately \$700K. Better late than never. The provost also agreed to cover serials inflation in 06/07. The downside is a freeze on personnel actions, but we are working on a thaw for an audit of Acquisitions positions, an adjustment for Susan Allen-Bosco, and replacement of the afternoon/evening position in the CRR, the latter in order to keep the CRR open until 2am.

SUNY Center library directors met Mar. 3. The main action items are: 1) Support for a pilot centralized university press collection, housed in closed stacks at Binghamton and Albany, which would belong equally to all four libraries and circulate equally to all SUNY campuses. These titles will display in all four OPACS. This is an attempt to reduce duplication of monographs among the Center libraries and use the freed up funds to build a larger SUNY-wide monograph collection. 2) Formal request to SUNY Advisory Council to use funds originally designated for ExLibris's universal borrowing to purchase electronic content. This assumes that ILL technology is sufficiently established to enable borrowing across the system. 3) To develop a joint digitization grant request, possibly through the collaboration of the Center libraries' special collections departments whose heads are meeting in late April.

In the past two weeks I have met with several legislators (e.g., Hugh Farley, chair of the Senate Library Ctte, and or their aides (e.g., John D'Agati, Senator LaValle's director of the Higher Education Ctte) to discuss support for the New Centuries Libraries bill and specifically for state support of state-wide licensing of electronic resources. Increased support for the 3Rs seems likely in the 06/07 budget, the first increase since the early 1990s. This should lead to a small increase in our cooperative collection development grant (c. \$25K). But the bigger challenge is to include in the governor's budget a line specifically supporting electronic resources licensed as a state-wide asset. This would be separate from 3Rs funding which flows through the State Library's Library Development Office. The rationale, written by John Townsend, executive director of the New York Higher Education Initiative (NYSHEI), is being distributed to key legislators and executive agencies such as NYSTAR, which supports collaboration between university researchers and business, and the New York State Library.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

It is a very busy time. I am scheduling a pick by Clancy next week. Materials include 4th floor storage, science publications, math/phy monographs and some journals from the stacks. Aleph 17 first played havoc if the material barcoded is identified as issues, then the system wants to have a receipt date ! By identifying the publication as serial it is simpler. Fang was able to correct the identified barcoded as issues. Since Fang compared the e-journal list to the Aleph database by issn, she generated several lists that have to be corrected. She also identified around 6,000 titles (with issn) not in Aleph and I have to look at them. They could be in Aleph but without a

matching issn or they are not in Aleph. I get almost no lists of titles to add except Project Muse and Jstor, so of course when Fang compares, there are big gaps. The weeding by Hanne has resumed. Raquel Lynn has started to catalog recent GPO maps for Maps and that is a help.

Germaine Hoynos: (Personnel)

Resignations, retirements, terminations:

- Blair Martin, Central Reading Room, SL-1, effective 3/23/06
- Elissa Daub, Technical Services, SL-2, effective 3/30/06

New Hires/Promotions:

Vacant Positions:

All recruitments are on hold as per the Provost's directive in order to cover acquisitions expenditures

- **Copy Cataloger for Govt. Docs., SL-2:** Admin. Council approved recruitment – submitted to Class and Comp., in queue to be posted
- **Serials/Acquisitions SL-1:** PDAR submitted to HR – add'l information provided to Class and Comp., in queue to be posted
- **Bibliographic Instruction Assistant, SL-1, .50 FTE:** description rec'd from Janet/Sherry, submitted to Class and Comp with the revised duties
- **Music Library SL-1, .50 FTE:** candidate accepted another offer, position has been re-written; will be submitted to Class and Comp for review and then posted
- **Music Library SL-1, .50 FTE:** position to be created for evening/weekend circulation
- **Special Collections SL-2, .50 FTE:** submitted to Class and Comp, in queue to be posted
- **Webmaster - Librarian position:** candidate declined offer, description being re-written as professional staff
- **Keyboard Specialist, CRR, .50 FTE:** Classified Recruiting has not been able to give us an adequate Clerk I pool of applicants – we have re-worked the duties to see if Class and Comp will approve a recruitment as a Keyboard Specialist

Godlind Johnson: (Science & Engineering Library)

No report at this time

Daniel Kinney: (Technical Services)

The Technical services STARS group discussed some of the issues related to Southampton College. It was decided that any collection on the Southampton Campus should be treated as a branch library. Ordering, cataloging, processing, etc. should be done on the Main Campus and shipped to Southampton.

Gifts (from Bob Lobou): Syracuse University Library has donated 10 boxes of South Asian books. The languages represented are Bengali, English, Hindi, and Urdu.

Health Sciences Center Library Committee meeting on February 7: Access costs in 2005-2006 annual budget, total \$3 million; in five years this is estimated to increase to \$5 million. If HSL does not receive additional funds for 2006-2007 it will be necessary to cut about \$100,000 in journal subscriptions. The average cost for a journal subscription is \$1,015, a 10% increase over

2005. A list of possible cancellation titles will be compiled for committee review and discuss at the April 4 meeting. Mary Chimato gave a presentation on the “Anytime, anywhere” electronic reserve service. Course materials are available through the library catalog as PDF files. The library does the scanning for the faculty and obtains and pays for permission through the Copyright Clearance Center.

James LaPiano: (Building Manager)

State Fire Marshal has passed us on all violation corrections.

Min-Huei Lu: (Acquisitions)

Starting from March 27, SUNY will switch its electronic requisitions from the old legacy system (using SUPO) to new web-based procurement. Some Acquisitions staff had participated in the training workshop. In addition to the web procurement, it is anticipated that we’ll also continue to use paper vouchers to process requisitions/invoices depending on which way is more efficient.

Kristen Nyitray: (Special Collections)

1) Upcoming programs:

April 5 at 12:40 p.m. – Jacqueline Newman will present a program in the Wang Center on the philosophy of Chinese food

April 5 at 4 p.m. – a book launch for the forthcoming publication of *The Light of City and Sea: An Anthology of Suffolk County Poetry 2006* will be held in the Humanities atrium – the 80 poets featured in the book have been invited and 40 have RSVP’ed already;

May 2 at 1 p.m.– dedication of the Richard Vetere Collections (co-sponsored with the Center for Italian Studies)

2) Collections processed: The August Franza Collection; Long Island Pride (new accession); Inkwell Press Archive; George Goldberg Collection (updated) and the University Information Files (record group 61).

3) Collections received: personal papers and books from Dr. Lee Koppelman, head of the Center for Regional Policy Studies at SBU and Chairman of the Long Island Regional Planning Commission.

4) Collections in-process: Dr. John Gagnon Collection (Distinguished Professor Emeritus, Sociology); Environmental Defense (Berkeley Office); Mary Fletcher Collection (Long Island environmentalist); and the uploading of the digitized version of *The Statesman* to DSpace (SUNY Digital Repository).

Gisele Schierhorst: (Music)

The Music faculty continues to make requests for additions to the Music Library's print and sound recording collections in the event that funds become available to purchase them. These include recordings by early music ensembles of Handel's oratorios (amounting to about \$1,000) and a new 12-volume handbook from Germany of writings covering music of the 20th century (which costs approximately \$1,140).

As part of the Music Department Library Committee meeting on March 1, Andrew and Anthony discussed the possibility of utilizing free web space offered by Apple, Inc. to academic institutions, to post recordings of concerts, lectures and other events. Stanford is one institution that has taken advantage of this offer. The Music Department has a number of concerns, chiefly what responsibilities do we have regarding copyright for the pieces performed, and the performers? My suggestion was that any interpretations that we make of copyright law and fair use be cleared with campus legal counsel before we proceed. The faculty will also want to have a say in what departmental performances were posted, to ensure only those of the highest quality. Nancy Duffrin has given Andrew an application to "iTunes U," to complete which would give Apple an idea of what our software needs would be if we were to utilize the free web space.

I am still working on an update of the Music Library's collection development policy. I am also making decisions regarding multiple copies of items from the 4th floor storage. Any titles that we keep a single copy of can be sent off-site.

The full score of Villa-Lobos' ballet "Emperor Jones," has been sharply and beautifully reproduced from the single-sheet transparencies that were discovered by John in the Music Library. The photocopying and binding were carried out by our off-campus bindery, Bridgeport. One copy resides in the Music Library Cage, and another was cataloged for the Music Library's circulating collection. The copies are 52 cm. high and can be used for study or to conduct a performance. 100 more reels of Music Department recitals have been selected and shipped to Cutting Corp for preservation. We have prioritized reels of Bach Aria, Contemporary Chamber Players, Stony Brook Symphony and other group concerts. We are now also moving into reels of final master's and DMA recitals. Our thanks again to Richie for his support of these projects.

Hélène Volat:

Chat

Now available all day (and evening) long from the reference desk in order to improve statistics. Health Sciences Library called to inquire about a pilot project.

Statistics (W. Glenn)

Total Email Questions Received:

2004 = **615**

2005 = **638**

Total Chat Questions Received:

2004 = **371***

2005 = **385**

Lotus Notes

Godlind worked with Lotus Notes staff to give us the option of opening our own Lotus Notes on the middle computer on the reference desk, and also send e-mail to patrons from a "mail-in" database called Library CRR Reference.

Schedule

Since chat is offered from the desk, only 2 people at the desk.
Change in Sunday schedule with only one librarian from 12 to 4.00 and student after.

Circulation

Susan L. is covering the desk 2 hours a day. She will keep statistics and report on the pilot project.

Weeding

Vertical file has been updated (and considerably reduced).

Workshops

Karen has contacted Lotus Notes staff in order to organize a workshop on how to use the Lotus Notes calendar feature.

Several people have already participated.

Jeanne is training ref. staff on how to circulate videos.

David Weiner: (Circulation)

1. The newest version of LC Easy was installed at the Circulation Desk. This is a training tool that teaches the LC classification used for shelving. Any new student who needs to be trained on using LC classification for shelving, is welcome to practice on it. Please contact Hanne to arrange training, or Nikia to have LC Easy installed in your area if licensing permits.

2. I sent the following three suggestions/requests to Nathan/Godlind for changes to the OPAC:

A) Add the Sign-in button to the Library Home Page instead of from STARS (can still be included from STARS page as well).

B) Would it be possible to have a drop down box open up when a patron "points" to the sign in button on the menu bar? Something similar to what happens when you point to the Library Links area of the menu bar, would be great.

The information could show:

- Renew Books
- See your loans
- Cash transactions
- Blocks
- Hold Requests pending

C) The Course Reserves link should be indicated in a more conspicuous place on the STARS search page.

3. Requested from Germaine to have a Directory Board installed on each third floor stair landing in our two stacks stairwells.
4. We're doing a study in the STACKS to see how many of the yellow re-shelving areas are used by patrons, to see if we could use the shelving for expansion if they are not frequently used. Shifting is progressing on all floors...slowly.
5. On Monday, March 6, Ken and I met with two sales reps from IKON Solutions, to discuss the replacement of aging photocopy equipment. They will send us a proposal shortly. I appreciate Ken's expertise in this area

Ken Doyle: (UUP Representative – No Report)

Charlie Bowman: (DoIT Client Support)

Phil Doesschate: (DoIT Information Systems)

Nancy Duffrin: (DoIT Instructional Computing)