

DIRECTOR'S COUNCIL  
September 12, 2007

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

(1) Serials fund code lists have been completed through Fiscal Year 2006/2007, and can be accessed via the Serial Fund Codes share folder.

(2) We continue to clean up our serials binding backlog. This is a slow process, as accumulated problems arise relating to the binding of new titles, title changes, format and frequency changes.

(3) Other operations (invoice payment, claiming, and serial receiving) are up to date.

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

A pre-bid meeting for the Graduate Chemistry Building construction project was held on Sept. 5, 2007.

The Cambridge Structural Database as well as Crossfire Beilstein/Gmelin are not functional in the Chemistry Sinc Sites. I have been in contact with Mickey Wongtangswad (TLT) about these problems.

**Nathan Baum: (Digital Resources)**

On Vacation

**David Bolotine: (Cataloging)**

Southampton campus Library has been set up as a new location in STARS and the first reserve books for an art history class were ordered, cataloged and processed. To view such a record search in STARS for: Making Renaissance art /edited by Kim W. Woods. To see the collection site use the Expert search option and enter: wcl=south

The closing of the Computer Science Library and the relocation of materials has revealed some inaccuracies in STARS holdings notation. Corrections, although time consuming, are being dealt with as they as they are found.

The resignation of Krystyna Madajewicz will result in a heavy loss in both production and language capability. Her twenty years of service, diverse funds assignments, and leadership in CJK development are only some of her outstanding contributions. She will be deeply missed.

Testing of version 18 authorities is going well. It seems that the serious problems affecting earlier versions have been solved. A few new problems are being studied and dealt with as they are revealed.

**Barbara Brand: (ILL)**

Sherry, David, Susan, and ILL staff are working on a plan for getting material to and from Southampton. Since Southampton has only 91 books this is important.

**Sherry Chang: (Public Services)**

The moving and rehab project of Central Reading Room and North Reading Room was completed before the fall semester started. What started the project was the award of two President's "Quality of Life" funds, one for CRR (improve and add readers seats and light) and one for NRR (secure the front entrance door and improve floor) followed by the approval of merging Computer Science Library into Main Library North Reading Room, fourth floor librarian's offices, and the setting up of the temporary library in Southampton campus. We finished this huge project involving four different locations in one very complicated series of moves.

New shelves were ordered and installed in CRR along the long wall near the entrance. Double sided shelves spared from the video collection moved to Circulation Dept. in April and from the shrinking and weeding of the reference and current periodical print collections in CRR were moved to NRR to accommodate computer science collection. Office furniture from the Computer Science Library were moved to new librarian's office on the 4th floor and other areas of the Main Library. Surplus shelves, reader's chairs, tables and other furniture from CRR, NRR and Comp. Sci. were moved to Southampton Library.

The temporary Southampton Library located in the Fine Arts Building was opened on the first day of the fall semester on Sep. 4. Chris, Sherry, Susan Kaufman and a new staff (SL-2), Steven Berbig, were there to start the library with 91 old books (plus 2 reserve books) transferred from the Science and Main library. Computers and telephones will be installed shortly. A list of monographs in marine science subject, newspapers, magazines for leisure reading, and a number of undergraduate level journals will be ordered soon.

This moving project is probably the most complicated one I experienced. We want to thank all staff involved with planning and execution of the project especially Jim's effort from mover's bidding to personally supervising the move. Without his effort to expedite the processing, this project would not have finished in time.

In addition to the recruiting of Southampton staff, the hiring of three new night/weekend supervisors were also accomplished in time for the library to open as scheduled on the first day of the semester. Germaine and Pam are to be thanked for their efficient work.

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

1. Crunch for classroom space is on. TLT has requested more time for SBU101 classes. For two weeks, we will suspend the library policy of reserving classes in B first, then A. On a trial basis, we will reserve in A first, leaving B for TLT to reserve first. So far, we've had to cancel, move, or re-negotiate 8 library classes in the first 2 days of this trial period.

2. It was suggested at the last Instruction Meeting that TLT use tutorials for the SBU101 technology lessons in order to accommodate the large number of sections (110 for Fall 2007), or incorporate the technology lessons during Freshman Orientations that occur during the summer.
3. A set of keys for the classrooms went missing during the summer. It was suggested we change the locks, or look into keyless security for the rooms. For the time being, we will create a logsheet for the keys. Everyone, including librarians, who uses the keys must sign them out at the Reference Desk.
4. Recruitment for assistant instruction librarian: Interviews will be set up this week and next.
5. Opening week activities: Instruction program was successful in doing outreach to over 1,500 incoming graduate and undergraduate students with formal presentations or workshops.
  - 500 Ph.d. TAs
  - 400 MA students
  - 400 International graduate students
  - 250 International undergraduate students
6. It was suggested that the back part of the Central Reading Room near the current classrooms be converted to a flexible classroom space so we could accommodate library-related classes. Ideally the wall connecting Classroom B would be replaced with a flexible divider so the room could be opened up for larger classes.

**Richie Feinberg: (Preservation)**

Some funding for '07-'08 is in place. Expenditure plans are being seriously prioritized, planned.

Preservation is surveying the American literature section in the stacks for paperbound books needing laminate (hard) covering. Bridgeport National Bindery is the vendor for this treatment. Time permitting, other collections will be treated similarly. Selectors will be informed.

Some fragile, but low use, volumes will be now sent to off-site after being shrink-wrapped instead of being repaired or boxed. If digital copies of these are on the internet, Cataloging will provide links.

**Chris Filstrup: (Library Administration)**

**Delaware**

As you know, the new provost is Eric Kaler, dean of the engineering school at Delaware. Based on ARL statistics, here are some comparisons (SBU figures include HSL).

	SBU	DEL
Overall 2005/06 ranking	95	83
Total expend	\$14.1	\$16.8
Exp for materials	\$6.5M	\$8M
Salaries	\$3.7M	\$4.9M
Total staff	170	120

## Five year plans

We all received a draft of a new five year plan 2007-2012. Below in bold brackets is a summary of the library's progress in meeting the objectives of the 2000-2005 plan.

### Five Year Plan 2000-2005

4. Academic infrastructure, staff and administration
- 4.1 Make significant improvements in the library

Stony Brook's library collections and staffing will achieve parity with peer institutions. Library services will be improved, particularly for students

#### Specific actions

\*Develop plan to significantly improve collections and staffing in University libraries (2002) [**submitted 03/03**]

\*Implement plan for improving the collections and staffing...(2005)

**[expanded electronic resources; monographs consistently below \$1M level, highly dependent on serial inflation funding; 2000-2005 staffing increased from 80 to 92 (including 6 FTE DoIT staff) ]**

\*Upgrade hardware and software for library catalog searches (2003) [**Aleph installed in 2002; regularly upgraded**]

\*Extend opening hours of campus libraries ...(2003) [**reading rooms open approximately 100 hrs/week; CRR open until 2am during semester, until 4am during exams; commuter lounge open 24x7**]

\*Improve library services by providing students with automatic notification of book due dates... (2004) [**automated overdue notices implemented with Aleph; purchased new photocopiers; did not install remote drop boxes; did not extend loan period in science branches ]**

The library is not mentioned in the new 2007-2012 plan. This is mostly good news: we are not seen as a problem area. On the other hand, we have some serious problems in the collections budget, staffing, and space which need addressing. Below are my thoughts on where to hang some objectives.

### Five Year Plan 2007-2012

1. Develop Stony Brook as multicampus institution

SBSH library funded and open; plans for new library under way, expect occupancy January - June 2009?

Opportunity: build excellent undergraduate library space  
improve our undergraduate monograph collection  
identify prospective donors in literary community

4. Increase student body to 27,000

Opportunity: expand study spaces  
add staff to develop web-based services, instruction

5. Provide leadership for regional challenges and opportunities

Opportunity: Special Collections develops partnerships with historical societies  
Explore partnerships with SCLS and Southampton PL

8. Strengthen graduate education

Opportunity: Strengthen the collections for the clientele most dependent on them

9. Implement an undergraduate curriculum for the 21<sup>st</sup> century

Opportunity: Expand library instruction

10. Create an increasingly vibrant and inclusive campus community [college town on campus]

Opportunity: Reestablish food service in the main library

Threat: Where will the "shops and services" go?

### Fundraising

We received a \$100,000 donation for the purchase of historical documents. It's a matching gift so we need to raise another \$100,000. Another donor bequeathed a large art history collection.

### Southampton

Many thanks to everyone who helped furnish, staff, set up funds, and acquire materials for the Southampton library in short order. We expect computers to be installed by the end of the week.

### ARL ranking

ARL published statistics and rankings for 2005-06. With the new criteria (see June 5 report), we jumped from 103 to 95. The old criteria are available for member use but not for public distribution.

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

On Aug. 9, Clancy came to pick up 4,792 items (645 linear feet) which makes a grand total of 70,089 items so far. We have scheduled the next pick up for Sept. 19. We have started to catalog Dspace materials or rather add the url to already cataloged serial titles. Doing original cataloging will take a little more time but will be done.

### **Germaine Hoynos: (Personnel)**

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

In case you have not noticed: Yes, the Computer Science Library collection is now residing in the Science and Engineering Library. Yes, it was a bit of a scramble to get it all moved over here throughout that week of various moves - consequently portions are still scrambled! We got everything off the movers' carts in time, thanks to the valiant efforts of the NRR staff: Elsa, Trina, Keith, several very good student workers, Cynthia, Clara and Ned; and Brigitte's most generously given help of herself and two students. However, the larger portion of the books, upstairs on the new shelves, still needs much reorganizing, interfiling, and shifting (including the adjustment of shelf spacing). And those eager computer science students are here to get their books!

We owe thanks to numerous other people for helping with the move, before and after, in various ways: Flora and Joanne helped prepare for the move in the Comp. Sci. Library (as well as Keith, Clara and Ned), Bee and other Cataloging folks are dealing with carts of discards, etc. (and more are to come!), Brigitte is sending uncounted volumes to Offsite, Brigitte and Steve assigned call numbers to the journals and Beverly printed hundreds of call number labels, Elsa is integrating the large Reserve section, and dealing with a lot of odds and ends to be sorted through, even our brand new Reference Intern, Terry, has been shifting and interfiling upstairs, I could go on and on.....

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

### **James LaPiano: (Building Manager)**

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

-- Currently we don't have allocations for FY 07/08. We place orders only for "rush reserve" and "rush" materials. No "regular" form order or firm order yet.  
-- Min attended Library Management Skills Institute workshop at Albany on August 1-3. Julia Blixrud and DeEtta Jones were the instructors from ARL. Forty two librarians came from as far as California, Ohio, and Texas to participate in this workshop. Organizational paradigms, leadership, interpersonal relationships, working and thinking in group and coaching for performance are among the topics discussed. Many classes were divided by small groups. Every one had to talk about his/her own experiences and to contribute to the group discussion. We took DiSC (Dominance, Influence, Steadiness, Conscientiousness) classic test to help us understand ourselves and others. We also took the self-rating version of the "Influence Strategies Exercise" (ISE) to learn the key influence strategies and how to use those strategies to achieve our objectives in the workplace.

### **Kristen Nyitray: (Special Collections)**

- 1) Collections received: Dr. Robert McGrath and Dr. Lawrence Slobodkin.
- 2) Collections in-process: Dr. John Gagnon; Environmental Defense, Washington Office; and Daniel Thomas Moran.

3) Upcoming program – Registration is closed.

**Friday, October 5 from 9 a.m. – 3 p.m.**

Charles B. Wang Center

”From Captivity to Freedom: Long Island During the American Revolution”

Conference featuring presentations by Edwin Burrows, Natalie Naylor, Alan Singer, John Staudt, and Gerard Sztabnik.

**Gisele Schierhorst: (Music)**

Celeste Hessler has joined our staff as our new copy cataloger, SL-2. She is receiving training in cataloging, ordering, circulation and reserves.

We are busy with reserves and with hiring and training new student workers.

Is there are way to improve access to STARS from our public computers? The thin clients in Music are very sluggish and need constant reconnecting to the Internet. Several times we've had to turn them off and back on to get any response at all.

**Hélène Volat: (Reference)**

**CRR renovation:**

- . Shelving has been installed along the wall formerly used by videos. Encyclopedias and indexes have been moved there.
- . New shelving houses newspapers (NYTimes, Newsday, Los Angeles Times, Washington Post)
- . Some current subscriptions have been moved to Recreational area

**We are waiting for:**

- . new TLT student (who will sit at the Reference desk)
- . new pods (some missing)
- . new PCs
- . information desk furniture (and move)

Problems with printer and flash-drives have made the first week hectic.

**Reference collection:**

We will start shifting the reference collection on September 28.

**Telephone:**

We would like a direct number to the reference desk for reference questions.

**Chat:**

Spam was an issue for the last two weeks. We are seriously thinking of switching to IM.

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

1. Fourth quarter fines report (from Ken):

April 2007 - \$ 3,545.75

May 2007 - \$ 3,459.40

June 2007 - \$ 1,415.10

Total = \$ 8,420.25 (1/2 to Albany = \$ 4,210.12)

2. The Autoloader was installed on Tuesday, July 31. Ken and I met with Tony Gentile and staff from Dolt, in regards to having the proper network wires hooked up for the card swipe units that will be attached to the copiers. The Autoloader is now available for card purchases or to add value to ID cards. As a reminder, if there are any problems with the Autoloader, patrons should be told to contact Tony Gentile/FSA at 2-5326. Please don't send them to Ken or Elba, as they have nothing to do with the Autoloaders (or Printers in CRR/NRR).

3. After meeting with Circulation Testers on Aug. 3, many of our tests were re-written and subsequently edited and updated by Marge Tumilowicz.

4. MDS (Marketing Data Solutions) told us that the card swipe units will be installed on photocopy machines on Thursday, 9/13.

5. There has been no weeding of journals, pre-1950 books with no circulation activity, or multiple copies by Circulation Staff since July. We will begin again shortly, when things settle down in the department.

6. Jeanne has repaired 30 DVDs using the JFJ Disc Repair machine; 138 DVDs (119 titles) have been added since July.

7. As of Monday, 9/10, there were 40 E-Reserve requests; 112 Regular Reserve; 37 AV Reserve.

8. Thanks to John Amhrein and Raquel Lynn, who served with me on the search committee for the PR 2 Library Manager at Southampton Library position. We interviewed three candidates and selected Steven Berbig (thankfully he accepted) who was at Southampton for the start of classes.

9. Ken Doyle and I will be attending the LiSUG (Library Software Users Group) Annual Conference, "Aleph and Beyond," at Cobleskill on Oct. 5, along with Phil, Fang and Helen. We will be "assisting," Phil with his presentation: "Using Aleph Effectively to Collect Fines and Recover Materials."

10. Victor, Kristen and The Library Club have been working on a project to send books to Africa (Books for Africa)....a worthy endeavor!

11. Hanne hired 15 new student workers for the fall semester. Five are work study.

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

We are configuring ten new computers as replacements for some of the older Gateway machines that have recently died. These will be deployed shortly. Two machines for SBSH have been configured and sent to SBSH for installation. The last news I have is that the PCs are set up but networking jacks in that room (or building) are not working yet. Service pack 1117 Aleph is available for testing.

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

### **Graham Glynn: (Teaching, Learning and Technology)**

### **Stephanie Gaylor: (UUP Representative – No Report)**