

DIRECTOR'S COUNCIL
March 5, 2008

Dennis Andersen: (Serials Acquisitions and Control)

(1) We continue to update our fund code spreadsheets with 2008 prices. As these are updated, they will be posted within the share folders. This process is ongoing throughout the fiscal year.

(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 mostly up to date. However, in the absence of Liz, Dianne Cyrus has had to shoulder many new responsibilities and an increased workload, which will continue to cause some of these operations to slow down a bit.

Dana Antonucci-Durgan: (Chemistry Library)

Construction on the 2nd floor of the Graduate Chemistry Building is slated to start this summer.

A defective circulation monitor was replaced as it was still under warranty.

Nathan Baum: (Digital Resources)

Galaxy (beta) was made available to the public last month. There's a search box and a link on the library homepage to try it out. There's also a survey available on the Galaxy page, but only a couple of responses so far. Descriptions and subject categories are still needed for several databases, but those are being worked on. Five databases are not working satisfactorily and have been reported to SerialsSolutions.

Fiona has enabled a news feed on our home page that pulls and displays information from the Screen Porch and Screenings blogs. It's a way of making library news more accessible.

Aimee has been working with Jason and Stephen Larese (Art slide librarian in the Art Department) to improve the look of our CONTENTdm interface. Aimee is trying to learn more about CONTENTdm as part of her responsibilities chairing the Digital Team. However, the Team believes that without regular staffing, digitization efforts can only progress at a minimal level.

David Bolotine: (Cataloging)

The hierarchical “see also” feature of version 18 authorities now permits us to create a practical search strategy for accessing local information. As an example browse the subject heading Church buildings New York (State) or Church buildings New York (State) Long Island. Click on Heading information.

The narrower topics are links to local bibliographical material in our collection.

If this is a useful feature it can be expanded to include a more complete list or it can be applied to any other subject that lends it self to narrower analysis. Let us know.

Sherry Chang: (Public Services)

A proposal of purchasing library equipment including scanners, pc's has been submitted to TLT for the SCAP fund.

Math/Physics

Successfully convinced the physics faculty to agree the cancellation of the print version of "Physical Reviews", the most prestigious publication of physics. The discussion among physics faculty members include the editor-in-chief of American Physical Society, our faculty on-leave, Gene Spouse. He sent letter to all faculty with the analysis of on-line only subscribers statistics to support the proposal of cancelling print subscription. This topic was also raised in the meeting of the Faculty Senate of Library Service committee by its chair, a physics faculty, Robert Shrock. As a result, Gene Spouse invited us to visit the headquarter of the APS, publisher of PR's, at Ridge, New York, (next to Brookhaven Lab.) on March 5. Physics faculty asked us to install more public computers and a public printer in Math/Physics.

Janet Clarke: (Library Instruction Team)

1. Thank you to Susan Kaufman for overseeing the Instruction Program during my leave. She did a superb job, along with Maryanne Vigneaux and Connie Baker.
2. Welcome to Fiona Grady, Assistant Instruction Librarian, who comes from University of North Texas, where she also received her MSLIS. She received her BA at Stony Brook University in Psychology and Russian. She will focus on our undergraduate library users.
3. While the Instruction Team gained Fiona, it also lost several members: Barbara Brand, Nathan Baum, Gisele Schierhorst, Lynn Toscano. It was suggested Chris be asked to teach.
4. We are offering some new workshops in addition to the usual: Galaxy Workshop (3 sessions), Science and Engineering Articles, Government Information, and Historical Research. Fiona is working hard to increase publicity (flyers, screensavers, monitor display in CRR, Blackboard).

5. Instruction Team met with Matt Froehlich of TLT to discuss technical issues regarding teaching and classrooms:
- a) Protocol for reporting problems: Daytime problems should go to Matt directly.
 - b) Evening/weekend problems: no technical support for CRR, NRR, or classrooms.
 - c) Sent him a list of applications that need to be re-loaded with each rehosting.
 - d) MS Word 2003 and 2007 were "installing" with each use, significantly delaying the demonstration--Matt and Raul have resolved this problem.
 - e) Remote control needs to be programmed to interact with projector in Classroom A--Not resolved. Matt will follow-up.
 - f) Standardization of software in SINC sites: The issue is that when we are asked to teach in SBS or other SINC sites, the programs we need do not work as they do in the Melville Library classrooms or from one SINC site to another. We need to improve these teaching set-ups in anticipation that these types of requests will increase in the future. Matt said we should send him the list of programs/applications that we will need and his staff would need to shut down access to the SINC site(s) for up to 5 hours to re-image the machines.
 - g) The web version of Lotus Notes needs to be enabled in the classrooms so we can interact with our email when we teach. He will enable it.
 - h) Screensavers in CRR, NRR, and Circulation: We would like to use the screensavers on the public terminals in the library areas to promote library workshops, events. Matt said we should send the request to him via Raul.
 - i) We've had some access problems in SINC sites, especially Harriman, with the new security system. All teaching librarians had to exchange ID cards for new ones that work with the new security system. Is it possible to change first floor Melville Library doors with the same system?
6. WRT schedule: 13 sections of WRT101, which doesn't require a research paper; 95 sections of WRT102, which *does* require a research paper. We should anticipate many WRT102 requests this Spring.
7. Heat and lack of proper ventilation remains a problem in the classrooms.
8. Our next meeting will address issues regarding teaching Galaxy.
9. *SBU Library Research Guide*, the online tutorial on research skills, has been recognized by MERLOT, the Multimedia Educational Resource for Learning Online and Teaching (<http://www.merlot.org/>). MERLOT is a "digital library and an online community of faculty who are collaborating to increase the quantity of high-quality web-based, interactive teaching and learning materials." The primary audience is instructors interested in using technology in higher education. The tutorial, created by Janet and Godlind, is one of 11 materials from Stony Brook University.

Richie Feinberg: (Preservation)

Here are some recently completed activities: 18 brittle books were preservation photocopied by Bridgeport National Bindery; The Graduate School student newspaper, *News and Blues*, 1990 - 2002, was preservation microfilmed and digitized; forty-four Long Island maps were repaired and encapsulated at Etherington Conservation Center in

North Carolina; two walkie-talkies were bought for the Central Reading Room (now they have three); in cooperation with Special Collections and Library Administration, arrangements were made to have a special frame and display stand fabricated for the George Washington spy letter; in addition, the facsimile of the letter was more simply "clip-framed" within plexiglass by Michel Art and Frames of Port Jefferson Station; cabinets were ordered and received for housing the Dept. of Special Collections' miniature books collection; six units of document center shelving have been purchased and installed in the Special Collections and University Archives 3rd floor storage room, to expand capacity for storing boxed manuscript materials.

Many books continue to come from the stacks for rebinding at Bridgeport National Bindery. Much of Josephine's time is being taken up with preparing and processing these volumes. Funds for this activity may run out before the end of the budget year because of the heavy flow.

One of the department's student assistants has been working on sewing music scores into protective binders. She has treated 878 items since November. Our other student has repaired and encapsulated over 300 maps from Cynthia's area since July.

Two "floods" recently occurred during rain storms--one in the NRR office area, and one in the Circulation Dept along the south wall on each of the three floors. Staff quickly and efficiently (they deserve credit) took care of both incidents. Supplies bought with preservation grant funds were used during the clean-ups.

In response to questions from the library's Emergency Response Team, Detective Bruce Redden of the Police Dept. indicated that 1) the library has been designated as one of the locations for the installation of a flat screen monitor in the Galleria for informing about emergencies, and 2) each stairwell in the building will be stenciled with clear identification of its floor and geographical location. He did not say when either of these improvements would happen. Only that we are on "the list."

Evacuation Cards are being printed up for library night and weekend students. The cards outline procedures they should follow, in coordination with their supervisors, during building evacuations. Night and Weekend supervisors, and staff in Circulation, the Music Library, the CRR and NRR, have helped me author these. They will be distributed within the next two or three weeks.

Chris Filstrup: (Library Administration)

At our request, Client Support submitted a list of about 50 staff computers which are candidates for replacement. The list is prioritized more or less by age, with Gateways at the highest priority. Germaine has ordered 30 computers, many with scanners as appropriate, and once Administrative Council has finalized the 30 computers to be replaced, Client Support will install. The new computers come with Vista and a modest learning curve. Client Support will also recommend which replaced computers could be used as swaps. If funds are available later in the FY, we will order more replacements.

Brent Lindquist informed that Girodyne space will not be rehabbed for on-campus storage.

I submitted the following requests for additions to the base 08/09 budget.

\$300,000 to cover serials inflation

\$100,000 to cover off-campus storage fees

\$400,000 to increase purchases of monographs and other resources for humanities and social sciences

\$400,000 to convert the fourth floor storage room (3000 sq ft) into 50 seat computer classroom (2000 sq ft) and upgraded storage area (1000 sq ft).

\$55,000 to hire a webmaster

\$45,000 to hire an archivist to manage an institutional repository of SBU publications, both those internal to the campus and those published by third party publishers.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

On Feb. 1, Clancy took 2,565 items (large items for the most part). This represented 576 linear feet. It makes a grand total of 85,990 items. We are cataloging a lot of GPO web pages.

Germaine Hoynos: (Personnel)

Resignations, retirements, terminations:

New Hires/Promotions:

Vacant Positions:

Southampton Librarian – Search Committee has selected candidates for interview, to EEO for 3/10/08 meeting

Night/Weekend Manager – SL-2 position has been posted for 10 days, closing date 3/14/08

Music Library – SL-3 position description to be sent to Class/Comp by end of week, 10 day internal posting requested

Godlind Johnson: (Science & Engineering Library)

Daniel Kinney: (Technical Services)

Gifts: There is a moratorium on accepting new gifts due to space problems and a backlog of unprocessed collections.

The team of consultants for the Health Sciences Library submitted the draft report, which presents a vision of the library in 2020. The report discusses the need for a longitudinal budget process. In addition to skill in selecting and organizing knowledge, staff will need more subject expertise. Ongoing training and professional development of staff are also essential for keeping pace with technology. The report also calls for enhanced collaboration with the Melville Library and the other SUNY health sciences libraries. A job description for a director is included as an appendix .

James LaPiano: (Building Manager)

Susan Lieberthal: (Interlibrary Loan)

Policies for Borrowing

Where to draw the line in purchase on demand?

Where to draw the line in canceling a request?

How much to support acquisition of PhD dissertations?

Copyright issues for ILL and the campus in general. Reviewing copyright issues for ILL, ereserves, Blackboard, coursepacks.

Min-Huei Lu: (Acquisitions)

-- Many subject funds have reached their allocation limits that we have to stop their approval books with YBP. As for approval forms, we are still distributing these slips to the selectors for their information. In the case that they see an important or interesting title, they can save the slips for later use.

-- Reserve requests are still coming in. For rush reserve materials alone, we have received 173 items (paid \$5,543) in January and 140 items (paid \$6,534) in February.

Kristen Nyitray: (Special Collections)

Collections processed and updated finding aids: Vincent Seyfried (author/historian of transportation history on Long Island and New York City); Brookhaven land deeds and documents from 1759-1851; John Williamson (papers, 1779-1877; prominent citizen of Stony Brook; lawyer and politician who served as Supervisor of the Town of

Brookhaven); and John DeMott (lawyer and under-sheriff of Queens County; papers from 1830-1886).

Collections in-process: Dr. John Gagnon (Professor Emeritus); Environmental Defense, Washington Office; and Daniel Thomas Moran (former Poet Laureate of Suffolk County).

Special Collections is hosting another graduate student intern from the Palmer School at C.W. Post. Susan Tango will complete her 120 hour requirement by the end of April.

Upcoming program:

Thursday, April 17 at 4 p.m.

Melville Library Author Series: *Italy Today: Facing the Challenges of the New Millennium* featuring author and Stony Brook Distinguished Service Professor, Mario B. Mignone

Location: Center for Italian Studies (4th floor of the Melville Library)

Sponsors: The Center for Italian Studies and the University Libraries

Gisele Schierhorst: (Music)

A senior technician from Checkpoint/3M visited the Music Library last week. He determined that several small dials on our security gate controller were not in sync. This is part of the reason that the system suddenly jumps to "hypersensitive," and rings uncontrollably. He believes the system should not require further maintenance for several months. He does not think the gate requires replacing at this time.

Hélène Volat: (Reference)

Business career guides, college directories and Grant & scholarship material have been transferred to another shelf in the CRR. Waiting for glass cases for Authors & Editors display. National bibliographies ???

There is much concern in the CRR about the temperature. Both staff and patrons are sweltering ! Ideas on how to remedy the situation ?

David Weiner: (Circulation)

1. Some of the Evening Team members were having problems over-riding circulation transactions. Dan was notified and the problem was corrected.
2. Circulation staff met to discuss our own procedures to follow, in the event of a campus wide alert. Although there was no official announcement of a lock down during

the alert last week, several students expressed their thanks, and were grateful that we decided to close our doors. We did allow patrons to leave if they wanted to.

3. Reserve stats:

a) Submissions: AV = 55; Print = 119; Electronic = 112

b) Instructors: AV = 43; Print = 74; Electronic = 55

4. Updated Recall information was added to our webpages. Thanks to Nathan and Victor.

5. The following information was relayed to all Public Service staff (in regards to "Thin Clients"):

"All hardware and software problems should be sent to problems@ic.sunysb.edu. And please be specific on the problems and the exact machine that is having a problem. If there is a number on the machine please send us that number."

6. During the heavy rain storm on 2/13, there was extensive intrusion of water on the South side of the stacks. Jim has reported the problem to Facilities.

7. A new Global Borrowing Block for a Lost ID was created. (Thanks to Helen).

8. Circulation snapshot - as of 2/25:

Undergrad borrowers = 1,350 Total # of items loaned = 3,999

Graduate borrowers = 1,237 Total # of items loaned = 11,994

Faculty = 388 Total # of items loaned = 4,761

Professional = 155 Total # of items loaned = 933

Staff = 39 Total # of items loaned = 116

Emeritus = 24 Total # of items loaned = 158

Mgmt. Confidential = 7 Total # of items loaned = 67

9. As Reserve requests decrease, we are increasing the weeding of journals, multiple copies and pre-1950 pubs. that haven't circulated.

Phil Doesschate: (DoIT Information Systems)

Systems:

- Cleaned up the file system on Magellan (F. Peng)
- Automated the running of two acquisition reports (Serials order status report and Standing order status report.) (F. Peng)
- Started looking at installing Geographic Information Systems software on a local PC (F. Peng)
- Worked with Sat to solve the Magellan filesystem capability problem (H. Xue)

Reports (F. Peng):

- Serials gift list. (Min & Stephanie Gaylor)
- Books not linked to a course which are in reserve status (Mary Ficuciello)
- Shared Collection Circulation Stats (Susan Lieberthal)
- Shared Collection item stats and Circ stats (Nathan)
- GPNS Title List (Min & Stephanie Gaylor)

Circulation (H. Xue)

- Monitored Science Library daily circulation notices
- Added one new Global Block on request
- Tested and solved the course reserve cancellation of recall for multiple reserve books problem
- Tested and added one pop up box alarm for "Withdrawn" items.
- Solved the calendar problem
- Ran borrowers statistic report on request

Web OPAC (H. Xue)

- Setup Maintenance webpage for Authority upgrade
- Answered questions on "Third Floor Stack"
- Troubleshooted STAR erratic search retention problem
- Added "Exact Title" search on Pyxis, will move it to Magellan after testing

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

Stephanie Gaylor: (UUP Representative – No Report)