

DIRECTOR'S COUNCIL
May 2, 2007

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

(1) As always, Serials fund code lists continue to be updated on an ongoing basis with current prices, identifying titles not yet billed, with the goal of obtaining an accurate picture of serials expenditures needed for the remainder of the fiscal year.

(2) We are making good progress cleaning up our serials binding backlog.

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

Dana Antonucci-Durgan: (Chemistry Library)

We are in the process of hiring new students for the summer session.

A few Chemistry Faculty have approached me about subscribing to online spectroscopy databases for undergraduates. The spectra databases would essentially replace the Sadtler print collection. I attended a webinar training for one of the major spectroscopy databases, KnowItAll U, from Biorad. ACD/Labs is another spectra product I am researching.

We currently have access to spectra from the following sources which is sufficient for most undergraduates but they do not have some of the advanced features available in the comprehensive spectra databases:

SciFinder Scholar

Beilstein/Gmelin

Integrated Spectral Data Base System for Organic Compounds (SDBS)- Free resources

Nathan Baum: (Digital Resources)

David Bolotine: (Cataloging)

We now have the ability to provide a link from a STARS bibliographic record to related digital objects such as images, audio, video, and full text. Anyone wishing to provide access to one or more digital objects from an existing STARS bibliographic record is invited to submit their request to any cataloger.

A demonstration is available upon request

Barbara Brand: (ILL)

No report at this time

Sherry Chang: (Public Services)

- Summer library hours finalized and will be printed/distributed soon.
- CRR and NRR extended hours for final studies will start May 7 to May 14. As in the past, campus police are being arranged to guard the entrances.
- Projects of reconfiguring CRR and entrance rehab of NRR are in the last stage of planning.

Janet Clarke: (Library Instruction Team)

I formed an ad hoc group to work on the FYS textbook and lesson plans; they are (Dana Antonucci, William Glenn, Susan Kaufman, Richie Feinberg, and Janet Clarke).

Richie Feinberg: (Preservation)

Chris Filstrup: (Library Administration)

The Computer Science Department has agreed to close the branch library. Although some conditions need to be negotiated, we plan to close the library by the end of summer.

A handout shows the overall design of the first floor of the library/learning commons at SBSH. A mezzanine floor will be devoted to the Writing program, and the lower level will include a computer lab, classrooms, and multi-media production rooms. The lower level is the most problematic space because it was originally designed as a stacks, without adequate egresses for traffic. The plan is to open the building during the 2008/09 school year, preferably at the beginning.

SUNY libraries are making slow progress towards building and sharing coordinated collections. This year all the campuses will install and use ILLiad as a resource sharing platform. Coordination of collection development and storage is more difficult but on the table. Buffalo's new facility is not available to store SBU materials.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

On April 12th, Clancy took 3,294 items which makes a grand total of 61,888 items and 8,858 linear feet. Soon we will be ready for another pick-up, this time with items from the children's collection, monographs from the 4th floor storage, monographs with an imprint previous to 1950 which have never circulated, and oversized journals from the stacks.

Germaine Hoynos: (Personnel)

Resignations, retirements, terminations:

New Hires/Promotions:

Vacant Positions:

Currently under recruitment:

Copy Cataloger, SL-2, Government Documents
Instructional Support Associate, SL-2, Music Library

Not currently under recruitment:

Library Clerk II, Computer Science Library

The following positions require additional funding in the 06/07 budget:

- **Webmaster, SL3 or SL-4**
- **Bibliographic Instruction Assistant, SL-1, .50 FTE**
- **Music Library SL-1, .50 FTE**
- **Music Library SL-1, .50 FTE**
- **Special Collections, faculty position**
- **Keyboard Specialist, CRR, .50 FTE**
- **Digitization Librarian**

Godlind Johnson: (Science & Engineering Library)

Daniel Kinney: (Technical Services)

Bob rescued 17 boxes of books from the Life Sciences Building and he has collected 14 boxes of new textbooks from the bookstore. Books for Africa would welcome a donation of these textbooks, but a sponsor is needed to pay the approximately \$400 dollars in shipping costs to the Books for Africa Warehouse in St. Paul, MN.

The library finally received the technology fee in the amount of \$130,000 (better late than never). This money was already included in the revised subject allocations distributed in March, and the library will be able to continue the approval plans until the end of the fiscal year.

James LaPiano: (Building Manager)

1. DVD and Video collection transferred successfully in three days.
2. Japanese collection shelving set up and collection being organized by Dan's staff.
3. New handicapped door installed at East entrance and Northside plaza has been patched with asphalt.
4. Reference office rehab on fourth floor will start soon.
5. New classrooms on fourth floor scheduled for summer construction.
6. School of Journalism Broadcast Media Center moving along will be completed for Fall semester.
7. Physical Plant management has reorganized maintenance crews and schedules.

Min-Huei Lu: (Acquisitions)

We are busy receiving materials and paying invoices as usual. Last day to submit all items between \$5k and \$20k with an expected delivery date no later than July 13 to Procurement is May 4 and the last date to submit requisitions to Procurement for items under \$5k is May 25.

Kristen Nyitray: (Special Collections)

1) The George Washington letter (1779) and Nathaniel Woodhull letter (1776) were recently returned from the Conservation Center for Art and Historic Artifacts in Philadelphia. Both letters benefited from conservation treatments. The Washington letter is permanently encased in an acrylic, ultra-violet filtering, sealed package. A loan policy has been drafted for the documents and it will be discussed by a subcommittee of the Historic Documents Committee (formed by President Kenny).

2) Collections processed: Pietro di Donato; League of Women Voters of Smithtown; and League of Women Voters of Oyster Bay.

3) Collections in-process: Dr. John Gagnon; Environmental Defense: Washington Office; and Dr. Lee Koppelman.

3) Upcoming program:

WEDNESDAY, May 2 at 12:45 p.m. - Wang Center, Lecture Hall 1 *Chinese Food Can Be Good for Your Health!* Lecture featuring Dr. Jacqueline Newman

Chinese food is a favorite cuisine; but is it healthy? Recent reports have questioned the nutritional content of some appetizers and entrees served at Chinese restaurants. However, when prepared in an authentic way, this cuisine is one of the world's most nutritious; it is ideal for your health and well being. Food historian, scholar, and registered dietitian Jacqueline M. Newman will discuss the use of herbs and other fresh ingredients in the Chinese diet. The food tasting that follows her talk will illustrate these concepts and feature recipes from the Jacqueline M. Newman Chinese Cookbook Collection, a part of the University Libraries' Special Collections at Stony Brook. Free to all.

Sponsors: University Libraries and Charles B. Wang Asian American Center

Gisele Schierhorst: (Music)

On April 25, John Amrhein and I met with the Library Administration, members of DoIT and IC to discuss issues pertaining to the Audio Center. We agreed to meet again when necessary.

YPB books continue to roll in as a result of the many orders we placed with the additional allocation.

Several students have indicated that they would like to work in the Music Library over the summer.

Godlind is helping us determine the most cost-effective way to recycle the 20,000 audiocassettes in our collection. We are only looking to dispose of the cassette copies made of the LPs over the years. We will not dispose the Intensive English tapes (which belong to IEC) or original commercial audiocassettes that are cataloged in STARS.

On Wednesday May 2 I am scheduled to meet with Dawn McBrearty and Rick Guarino from University Advancement to discuss fundraising ideas for the Music Library.

Hélène Volat: (Reference)

Weeding is progressing (with several trucks being delivered to Brigitte) and we have started to shift some material in the reference room collection to ascertain our progress.

The huge task of discarding the old card catalogue on the 2nd floor has been undertaken as well. Out of 13 catalogs, 3 are now empty. Helene has been in contact with the recycling unit on campus to deliver recycle bins. Peggy has also asked Property Control to discard the furniture.

The plans for the Central Reading Room renovation have been presented to the Administration.

David Weiner: (Circulation)

1. Student staff from the CRR and Circ. Desk staff have had a smooth transition in learning the new tasks at our Service Desk: CRR staff learning Circulation tasks and Circ staff learning about Video and DVD circulation. Jeanne provided me with a three week statistical comparison from 2006 vs 2007, and both years had the Spring Break within the time frame, April 1-24; (AV moved upstairs on 4/2-3): 2006=2,123 loans; 2007=1,371. That equates to 752 less transactions. We'll keep track to see how the stats compare over a full year, to see how the move has had an impact on circulation of the AV collection.

2. Library Administration is debating the need for an AV drop. If one is not purchased, we will continue as is, and monitor any damage to DVDs/videos. The cost is \$1,389.00 plus a transport cart that sells for \$635.00.

3. I've asked Jeanne to monitor personal copies of videos/DVD's that faculty are requesting for placement on Reserve, to determine if we are copyright compliant. So far, she requested orders for two films and sent a message to the faculty informing them of the policy that we will not place unauthorized copies on Reserve.

4. Mary and Jeanne have been creating labels and attaching security strips on plastic cases, that will allow us to display the Provost Lecture Series videos (84 tapes).

5. Continental Copy Products stated that: "Duplex units (copiers) will be installed at some point over the next 2 weeks. We are waiting for a shipment." (dated 4/19). Lib. Administration has also authorized the purchase of another Autoloader (Card

dispenser and adding value to cards) to be placed on the third floor, as well as the card swipe units that will be attached to each copier.

6. We will be concentrating on shelving over the next few weeks, as we anticipate the end of semester book return crush. All departments are requested to offer as many carts as can be spared. If you loan us a cart, please label it so we can return it in June.

7. Ken's report for income:

January 2007 - \$ 3,794.35
February 2007 - \$ 2,144.96
March 2007 - \$ 2,027.52
Total - \$ 7,966.83

1/2 to Albany = \$ 3,983.41

8. The following announcement was sent to Campus Announcements, to be published over the next few weeks:

It's time to renew your library material.

Faculty, Management Confidential, Emeritus and Professional staff who currently have borrowed library material from the Main, Music and/or the Science/Engineering Library, with a due date of May 15, 2007 are urged to renew at this time. The new due date, after properly renewing, will be December 21, 2007. For information on how to renew online via STARS/OPAC, please go to the URL. To renew in person, please present your ID card to service desk staff. It is not necessary to bring the material into the library in order to have them renewed. There are no phone renewals. There is a three time renewal limit per book. Thank you.

<http://sunysb.edu/~library/services/circulation/borrowing.html>

Charlie Bowman: (DoIT Client Support)

We met with Ken Marks in Graduate School and reconfigured several workstations to get LARS working properly. We contacted support at Bridgeport National Bindery to get an updated copy of their manual for LARS. If anyone needs it I can email it to you. Kent mentioned that this is the last year for this as next year they will only accept electronic copy (CDs).

It seems that the (networking?) problems with Iliad may have been solved. Certain SQL ports were opened in the firewall, however, coincidentally, the capacity of the University's connection (bandwidth) to the Internet has been increase from about 300 megabits per second to 600 megabits per second.

Aleph 18 has been deployed for testing to about 10 clients.

A meeting with Music Library, Client Support, TL+T was held to resolve support issues.

Phil Doesschate: (DoIT Information Systems)

DoIT Information Systems / Library Status Report: 1 May 2007

Support:

Fang and Heng will attend ELUNA meeting and Technical Seminar in Spearfish, South Dakota from June 3rd to the 8th.

Aleph version 18 upgrade:

We have worked with Computing Center and Client Support to complete the first conversion on Pyxis. After doing some initial tests, we turned it over to the staff of the library for testing. We are working with the library staff on introducing and analyzing new functions.

Migrating the Database from 9i to 10g (Fang, Sat)

Aleph upgrade (Fang)

Oracle tables upgrade (Fang)

OCLC server set up (Fang)

Z39 set up (Fang)

Security (NetID) sign on set up (Fang)

Patron History scrub (Fang)

Union Catalog data extracting (Fang)

AlephGUI package (Helen)

Web OPAC page merge. (Helen)

Testing is going well. The new version is expected to move to production sometime after the end of the Spring exam period.

Chinese Cookbook database:

The new version of Chinese Cookbook was put in place. The following changes were made.

1. Corrected apostrophe problem.
2. Over 20000 typos were corrected by Spelling check.
3. The URL links to the new staff contact page.
4. Local note "Jacqueline M. Newman Chinese Cookbook Collection" is added to each record.
5. De-duplicate records

Japanese Collection:

Over 3000 titles were loaded into Pyxis as a new searchable database.

Automation Item process for replacement.

Missing (MI) Item Status: When items are declared MISSING, Circulation staff will search 6-7 times for it over a few months. the item will retain Missing status for 90-120 days until the program runs.

Not returned (NR) item status: When an item is lost and paid for or lost and replaced, it gets a status of NR (Not returned)

When item process program runs, both status items will be withdrawn, Holding or Bib record will be suppressed if it is necessary. Then the reports will be sent to Cataloging and Circulation.

Support:

1. Changed due dates for AV
2. Developed various Selector Reports (Reprogrammed per selectors request)
3. Developed an Acquisition Electronic resource report (Min)
4. Developed an Aged Bill
5. Developed a Circulated barcode set report (Aimee)
6. Rescheduled Extracting and sending data to Union Catalog
7. Set up a new maintenance page to notify patrons when the Aleph system is down.
8. Automated loading of EDI invoices.
9. Researched and fixed a problem with printing Aleph Daily Report (Helen)
10. Implemented various STBAV library location changes (Helen)
11. Developed a hold request report (David Weiner)

Circulation

Rescheduled job list to run patron notices during the Daylight Saving change period
Modified several notices on request
Updated Calendar for AV to show closed days during the Spring Break move
Changed the CRR name, notice address, phone number to support CRR move
Answered a recall fine calculation question
Changed "Main Reserve" item process status to "Reserve Office" on request
Created new calendar for 2007 Summer and Fall semesters

WebOPAC

Changed "Material Type" to "Format" on request
Cleared up "My e-Shelf" name errors
Fixed the method for keeping the previous search terms in search box problems
Changed "Central Reading Room" to "Third Floor Stacks" on WebOPAC
Changed one course reserve webpage on request

Aleph18 Upgrade

Prepared the customized Aleph18 GUI Package
Redesigned the STARS WebOPAC using Aleph18 new functions; fix several new problems and several old problems
Supported WebOPAC and Circulation testing

HSC Library

Fang, Helen and Phil met with the HSC Library Technical resource staff on April 12th to discuss their plans and to answer various questions. They stated that they planned to upgrade to version 18 by the end of the calendar year. They also stated that they planned to authenticate Ex Libris, EZProxy, and Illiad against the west campus LDAP by May 1, 2007. We discussed the Web OPAC and the desirability of having a similar look and feel between the two sides of the campus. They said that they felt they would be implementing Z39.50 against the West Campus systems very shortly.

Graham Glynn: (Teaching, Learning and Technology)

Ken Doyle: (UUP Representative – No Report)