

DIRECTOR'S COUNCIL

July 6, 2005

Dennis Andersen: (Serials, Acquisitions & Control)

(1) We are engaged in a summer project to reorganize the Scholarly Journal, Recreational Reading and Newspaper areas in the Central Reading Room. Some of the less scholarly journals with limited retention are being moved to the Recreational Reading Section, while some of the more substantive journals previously shelved in the Recreational Reading Section have been moved to the Scholarly Journals Section. The Newspaper Section, formerly arranged as foreign and domestic (according to country of publication), has now been integrated into one alphabetical shelving sequence. This has simplified the process of finding newspapers for both patrons and staff. This project is being carried out by Stephanie Gaylor with the assistance of a very capable graduate student, and also includes the creation of new, more readable shelf labels, including call numbers as appropriate. We are thankful to Helene Volat and Brigitte Howard for their guidance and input in the decision-making process, as well as to Jeanne Horn for her assistance and cooperation..

(2) We are in the process of finalizing our serials fund code lists for Fiscal Year 2004/2005 with current prices.

(3) Serials receiving and binding are basically up-to-date.

Dana Antonucci-Durgan: (Chemistry Library)

MATERNITY LEAVE

Nathan Baum: (Digital Resources)

Leigh Mihrad will begin on July 14th. Beginning to prepare training and informational material for her. Will try to get her up to speed on access problems before I leave for two weeks beginning July 25th.

Still working with SerialsSolutions on Article Linker profile. My goal is to shift from SFX to Article Linker during August.

Members of the Digital Team met with our counterparts at SCLS to discuss grant proposal to IMLS grant. Decided to begin with survey of out of copyright titles in our collections that would support research in Long Island history as candidates for digitization.

Reviewing webmaster position description for reposting. Have decided to repost as librarian position, but with revised requirements to widen applicant pool.

David Bolotine: (Cataloging)

OCLC now displays daily and monthly usage statistics. This new service will be used as a tool for closely monitoring both departmental output and individual performance and may be used in various reporting documents.

The long awaited collection level record has been entered into STARS for the Javits collection. The system number is 1146519. Besides the Mixed material format the record is also identified as an electronic resource. This refers to the finding aid and is a problem which will eventually be fixed.

Barbara Brand: (ILL)

I attended two SUNY Center Meetings in June, an ILL retreat in Buffalo and a meeting of the SUNY Collections and Access Council in Syracuse.

At the ILL retreat attendees drafted a letter expressing concern about the LAND delivery service addressed to Carey Hatch of the SUNY Office of Library and Information Services and Mary Alice Lynch of NYLINK. The LAND service lacks tracking. Thirty-six books owned by Stony Brook were lost in transit last spring. We have billed the LAND Service for over \$3,000. (At the later meeting Carey Hatch said that LAND losses might have to be accepted to make the cost of the service reasonable) The SUNY Medical Libraries will join Empire Express. Currently only Buffalo participates. The expense of scanners and ILLiad software concerned SUNY Upstate librarians. They will see if any SUNY funding is available. (Carey Hatch at the later meeting said that no funding for individual libraries would be available. He has an estimate for ILLiad for the whole SUNY System but at \$150,000 it's more than his office can fund.) Attendees also agreed on a pilot project using Odyssey document transmission service. We have all been using Ariel software but Odyssey would make cooperation with the SUNY four-year colleges easier since that is the software they use.

Much of the SCAC Meeting was devoted to contracts for online material. Items relating to ILL included discussion of a shared monograph collection. University Press books are the first to be considered. Currently a significant proportion of university press books are not purchased by any SUNY library while many are duplicated. The group has been working on a plan to assign specific university presses to particular libraries. Those libraries would be responsible for purchasing all, or virtually all, the publications of the designated presses. Many of the collection and acquisitions attendees liked the idea of making monographs purchased for this cooperative plan a separate collection. Books would not belong to any particular library. They would circulate around the system, remaining where they were used last until needed somewhere else. I protested that this introduces an unnecessary complication making confusion and loss likely. We also reviewed a proposal for SUNY Connect II. This is still in rough form.

Sherry Chang: (Public Services)

- Fall calendar: draft distributed to members of Director's Council and is now ready to be printed.

- Internet interruption problem:

Internet connection was out for total one and half days two weeks ago. We need to have a emergency plan for the future. Wireless backup and off-line

Aleph were among possible solutions raised in Public Services dept. heads meeting.
Wireless accessible areas in Melville library: NRR 2nd fl.,
commuter lounge and galleria, should be checked regularly by IT staff.

- IT new policy next semester:
 - public printing will be charged with limited initial free printing, plans are not finalized.
 - students will need to sign in with password to access internet thru public pc's (thin-clints are not effected)
 - there will be computer storage space allocated to students.
 - laptop loan program will be considered after other library jobs are done, possibly during next fall semester.

- "Library Club" for library student workers, preliminary activities plan approved:
 - decoration for public areas such as Christmas time, etc.
 - orientation, help new students to know the library, work with Maryanne
 - e-mail tips and tricks to student users, need to work with IT

- Break history circulation link,
Unit heads agreed to break link once a year and suggested the best time might be a few days right before the fall semester starts. There is need of
publicity before the actual "cut-off" and work out with Systems for technical details.

Janet Clarke: (Library Instruction)

NOTHING TO REPORT

Richard Feinberg: (Preservation)

It appears that all the funding allocated to the Preservation Grant was expended during the just completed budget year. The biggest item purchased was custom made workshop tables and storage units for the Preservation Room. This furniture has recently been received. It replaces pieces that were very old and in shaky condition.

Chris Filstrup: (Library Administration)

1. Administrative Council agreed to make some equipment/furniture purchases off the top of the 05/06 budget:

- \$12K Circulation counter
- \$22K Digital Music stations
- \$10K Security gate for Math/Physics
- \$3.5K AV equipment for CRR

2. ALA report

a. Public space gurus argue that the "Net generation" thrive on learning that is active, contextual, produces local ownership, social, visual, experiential. This may not produce great philosophy but libraries cannot afford to ignore this kind of learning. Dividing large open spaces into group areas is a good way to accommodate this kind of learning, e.g. NRR. Multi-media work areas bring together faculty and students. Several libraries have low tech quiet zones, e.g. for faculty reading. New books area in stacks? UC/Merced puts digitized content from special collections on large plasma screens in public reading areas. U Arizona's information commons includes tutorial help and spaces.

b. Early attempts by dot coms to make a business of electronic books lost \$200M, enough to digitize most of the books in libraries. The public web provides access to 1M pre-1923 e-books. The Million Book Project uses modern equipment located in India and China to digitize books at \$3/book. Digital searching will lead to significant use of digital reading.

c. The open access model enables authors to distribute their research without expectation of payment. The author retains the right to be acknowledged. Open access content is free to everyone. Business models include authors payment up front; university payment up front. In an open access environment, productive research universities will pay more than they do for subscriptions; smaller universities and corporations pay less. UC has built an institutional repository that makes it easy for faculty to deposit their articles published in green light journals. 8K titles in first year. UC sees that as stewardship issue. In a google world, still need to save the best. University presses are reluctant to go completely digital because they cannot afford to lose money even in the short run.

d. Technology trends. i) Integrated systems will break into OPAC, electronic resources management, digital repository, and metasearch modules. ii) Web 2.0 will be much more interactive than Web 1.0. Information seeking is becoming a conversation. iii) laptops outsell desktops; iv) users will soon carry entire operating systems plus data on flash cards; no need to load up clients. v) Just a few people enter the library building to find information, so will fewer people go directly to specific web pages; they are increasingly using search engines; vi) Blogs, eBay, and Amazon are examples of large-scale collaborations in which the sheer scale of comment affords confidence in content, more confidence than in traditional organizations such as government and libraries; information is seen as personal and a lot of people believe that Internet exposure generates trust. vii) new text corpora such as google print will create new ways of doing scholarship; highly indexable and mine-able; viii) great phrase: plagiosphere (what's original?).

Brigitte Howard: (Documents Receiving & Serials Cataloging)

Clancy came for a pick up on June 16 and took more than 500 linear feet but they haven't sent me the count yet. However I am sure that in a year we definitively sent around 20,000 items. Mission accomplished. Until Mark is replaced Documents receiving and cataloging will take longer but I have good students who can search the material in our online catalog and on OCLC. The work will be done but more slowly. Two graduate students are exporting records of e-journals that were not yet in our database. Right now they are doing a science direct list.

Germaine Hoynos: (Personnel)

Personnel Actions Update – Director’s Council, July 6, 2005

Resignations, retirements, terminations:

Karenann Jurecki, resigned, effective 6/24/05

Mark Hia, accepted position at HSC Library, effective 6/30/05

New Hires/Promotions:

Leigh Mihlrad, Electronic Resources, Acquisitions and Access Librarian, change in start date to 7/14/05

Vacant Positions:

Music Library SL-1, .50 FTE: position posted 6/26/05 – resumes being received

Webmaster - Librarian position: 4 resumes received, all unqualified – to Admin Council for review

Clerk I, CRR, .50 FTE: Insufficient acceptors on list – HR requesting new list of acceptors from Albany

Bibliographic Instruction/Computer Science Librarian: active recruitment

Serials/Acquisitions SL-1: PDAR submitted to HR – HR is waiting for further information from the dept.

Reference Librarian, .80 FTE: offered to 3rd choice, no response rec'd

SL-2 position (Hia): active recruitment – awaiting review of Position Description

Iraq Digitization Librarian: not active

Clerk I: Photocopy – not active

Clerk I: part-time, Chemistry Library – not active

Godlind Johnson: (Science & Engineering Library)

Daniel Kinney: (Technical Services)

Gifts (from Bob Lobou):

Recent acquisitions include the books and journals of Egon Neuberger, Leading Professor Emeritus of Economics and a large Haitian collection donated by Mrs. Julie Crooks. The Haitian collection consists of over 1200 books as well as rare coins, framed prints and other artifacts.

We have been offered a donation of several hundred books from the library of William Keith Kavenagh, a former SUSB professor. His specialty was American Colonial History. The collection includes 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.

James LaPiano: (Building Manager)

ON VACATION

Min-Huei Lu: (Acquisitions)

1. Busy in cleaning up records and preparing for fiscal year close.
2. Thanks to Nancy Duffrin for allowing me to use her credits toward taking the webinar course "Library Accessibility Series". It was offered by SUNY Training Center in a 4-part series.

Kristen Nyitray: (Special Collections)

- 1) Collections in-process are the Southampton Fresh Air Home, C. David Heymann *Georgetown Ladies'* archive, AIDC Collections, and Environmental Defense.
- 2) Members of the Digitization Team met with the Suffolk Cooperative Library System in regard to submitting a grant application to the Institute for Museum and Library Services. Several materials from Special Collections will be highlighted in the proposed digitization project, including maps, the Emery Long Island Rail Road Collection, and monographs and serials.
- 3) The new Special Collections and University Archives brochure is in development. We plan to have a finished product by early fall.

_____ : (Computer Science)

Gisele Schierhorst: (Music)

MATERNITY LEAVE

Andrew Toulas: (Music)

As you know Gisele will be returning on July 25th, thereby closing out my term as Acting Head of the Music Library. As this will be my last report as Acting Head I feel that it is necessary to thank you for listening to my ideas, comments and questions and allowing me to push forward with my plans for the technological advancement of the Music Library.

Currently all materials have been selected for the audio server project, and a purchase order has been handed to the library administration office. Nothing more can be done until the hardware is delivered.

In relation to this project, there has been an increase in the amount of materials loaded onto the Blackboard audio reserves. Much of this can be attributed to the Stony Brook Manhattan campus and the lack of music resources found on this campus. A particular music class has requested an unprecedented amount of material (around 25 complete CDs). The professor envisioned Blackboard as a make-shift music library, so that she and the students could listen to anything and everything she mentioned. We informed her that although this was physically possible, this would take complete control over the audio technicians schedule for a few weeks. She agreed to limit the selections for the class, but this still presents quite a load for the audio technician.

I suggest that when the audio server is up and running one of the first places that it be made available outside of the Music Library is the Manhattan Campus. This would allow music faculty the ability to access the music reserves at either campus. In addition to the reserve list, other class resources can be stored onto this server such as recorded lectures and Stony Brook concerts allowing the Manhattan campus student the ability to learn from local activities.

Self Serve Scanning in the Library

With the Fall semester looming, and Blackboard becoming more popular the digitization of documents for class reserves will soon become the norm instead of the exception. Although Main Circulation has been gracious enough to provide branch libraries with digital copies, I fear that an increase in requests made before the fall term could set back the operation for weeks. Last week I explored how faculty could get materials digitized given that either the library's staff scanner was inoperable, occupied by library departments other than the reserve staff or just plain backlogged. Here are my findings:

1) **Kinko's** – Although it is very inexpensive to make a photocopy at \$.03 per sheet, scanning is prohibitively expensive. One page costs \$5.95, and each additional page will cost \$1.95. At this rate the average 15 page document will cost you \$33.25. Whether this price was set to discourage patrons from using Kinko's for scanning, or if this is a fair price for a labor intensive process like scanning is unknown.

2) **The Sync Site** – Two scanning workstations and a knowledgeable staff which will assist patrons with their scanning projects. The Sync site is heavily used so it may be difficult to reserve a scanning workstation. These scanners are household scanners without feeders so if one needs to scan a few multi-page items one should set at least an hour put aside for this project.

3) **The North Reading Room** – Two scanners are attached to computers in the North Reading room. Although these scanners are nice household scanners, they are not equipped with feeders and make scanning multi-page documents a challenge. The workstations with the scanners have no special distinction from the other workstations, which allows patrons to use these computers even if they are not scanning. It is suggested that at least one of these workstations should be given priority to patrons who need to scan. Directions on how to scan a document should also be made available since the scanners and scanning software are not supported by the North Reading room library staff.

4) **CELT** – The Celt site is equipped to help faculty with multi-media projects such as digitizing documents. Although they only have one scanner, it does have a feeder and can process multi-page documents quickly. Paul St. Dennis in the CELT site is open to having faculty use the scanning equipment so that they can digitize and up-load their own materials for blackboard.

As seen from this report, even with the addition of two flat-bed scanners in the North Reading Room we are a long way from making faculty self-sufficient in digitizing materials for blackboard. As the head of a reserve collection in a branch library, it would be advantageous for the library to choose a path concerning the digitization of materials for Blackboard and then fortify that decision with funding. A location must be created where faculty has access to four or five dedicated scanning workstations for self service or a dedicated staff who has access to these machines. The current conditions are ambiguous at best for both staff and faculty.

Hélène Volat: (Reference)

Audio-visual

Paul, Jeanne and Helene went to PC Richards to investigate new equipment (TVs and VCR/DVDS) for the viewing rooms. The complete request was submitted on June 24.

Reference

Weeding of reference material is progressing satisfactorily (under Elaine's control).

Several collections (Index to Early American Periodicals, Congressional Quarterly Weekly Report, Parliamentary Debates, United Nations microprint sets, British Sessional Papers) were transferred from upstairs to the microform section downstairs.

Chat will be suspended during July and August due to staff shortages.

Personnel

Karennann Jurecki (visiting reference librarian) resigned after a short visit (1 week and 1/2). We decided to go to the next candidate. If unavailable, we would like to reopen the search.

Antoine Butelli (evening librarian) retired after 22 years of good and loyal services.

Librarian student Steven Spataro will start his internship on July 7. He will be available to work at the desk on Thursdays from 10 to 4 during the months of July and August.

Current periodicals

Several magazines have been transferred from the current subscription area to the general magazine area. International newspapers are now shelved alphabetically. Thanks to Stephanie Gaylor and Susan Allen-Bosco for their help and suggestions.

David Weiner: (Circulation)

1. Work continues for the renovated Circulation/Reserve/Photocopy Desk. New lighting has been installed (very bright!), electrical work continues as does painting. After that is complete, replacement tiles will be installed and the floor waxed. Hopefully, the Circulation counter will arrive by mid August.
2. We would like to move one OCE photocopy machine to both the second and fourth floors in the Stacks. A request was made to have 220 electrical lines installed in order to accommodate the copiers.
3. Thanks and congratulations to our student staff for completing the shelving of over 15,000 books returned during the last month of the semester. Now they will concentrate on minor and major shifts needed in the Stacks.
4. Selection of material for off site housing continues. I sent Brigitte recommendations for material from H-J, K-Z and A-E, earlier this week.

5. Thanks also to the custodial staff, led by Ramona, for stripping and waxing the tiles in Cores East and West. The floors look great!

6. At a Service Unit meeting, the issue of increasing the replacement fee and the maximum fine was brought up. Since each unit could establish their own replacement fee, I've asked staff to send me their recommendations, which will then be sent to Admin. Council (Library Senate Committee?) for approval. We are also looking to increase reserve fines and the max fine for reserve items. The current fine is set at 2 cents per minute and there is a 49 minute grace period. The max fine is \$10.00.

Ken Doyle: (UUP Representative – No Report)

Charlie Bowman: (DoIT Client Support)

Phil Doesschate: (DoIT Information Systems)

Nancy Duffrin: (DoIT Instructional Computing)