

DIRECTOR'S COUNCIL
February 6, 2008

Dennis Andersen: (Serials Acquisitions and Control)

(1) We are in process of updating 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. This also involves checking to see what titles are still unpaid and how much money will be required to get through the fiscal year. Many of these titles have experienced sizeable price increases.

(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. There have been indexing problems with the LARS program, and Stephanie Gaylor has been spending considerable time communicating with Bridgeport to resolve them.

(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 cause some of these operations to continue to slow down.

Dana Antonucci-Durgan: (Chemistry Library)

On September 6th, 2007 Brent Lindquist as Acting Provost sent an e-mail to all West Campus Chair and Directors, asking them to support a resurvey of academic space on the West Campus. The space survey of the current Chemistry Library was completed and sent to John Fogarty of Campus Facilities and Services.

The Chemistry Department and some members of the Biochemistry and Cell Biology Department are investigating a campus site license for ChemBio Office Ultra. The software is designed for both biologists and chemists. Some applications and features of the software include data plotting, BioArt and 3D structure drawing. The cost of a site license is approximately \$20K/year. The software package does include access to some chemistry databases such as ChemACX and ChemIndex. ChemACX contains current product information from chemical catalogs such as Sigma Aldrich and Fisher. ChemIndex is a reference database containing physical property data, structures and links to Internet sources.

I am teaching 3 cheminformatics sessions for Chemistry 503 this semester.

Nathan Baum: (Digital Resources)

No report at this time.

David Bolotine: (Cataloging)

The OPAC Authority database: presentation by David Bolotine

Sherry Chang: (Public Services)

- Night/weekend team

Eddie is temporarily filling in the full time duty during Cesar's leave for military service. A temporary half-time manager will be recruited soon. We managed to keep the original schedule for the new spring semester started last Monday.

- Southampton

Working on orders of purchasing one to two thousand monographs of undergraduate level in the subjects of marine science, environmental studies, and other related subjects from a list offered by YBP. The position of a librarian will be recruited soon.

Janet Clarke: (Library Instruction Team)

No report at this time.

Richie Feinberg: (Preservation)

No report at this time.

Chris Filstrup: (Library Administration)

The provost agreed to a three-hour visit, date TBA. It will include a tour of Circulation, Technical Services, Preservation, Music, NRR, CRR, ILL, and Instruction; meetings with the Professional and Faculty executive committees, and lunch with department heads.

At Graham's invitation, we applied for Student Computing Access Program funds for the following: loaner laptops, public scanners, GIS equipment, and networked printers for Math/Physics and Chemistry libraries.

Using salary savings anticipated at \$50K, I have asked Client Support to supply a prioritized list of staff computers needing replacement. The Assistant/Associate Directors will vet the list and approve the purchases.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

Germaine Hoynos: (Personnel)

Resignations, retirements, terminations:

John Andrus, February 20, 2008

New Hires/Promotions:

Sung Ok Kim, Korean Cataloger, start date changed to June 12, 2008

Edimael Aponte, Night/Weekend Manager, increase to 1.00 fte

Vacant Positions:

Southampton Librarian – approved by EEO

Not currently under recruitment:

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)

No report at this time.

Daniel Kinney: (Technical Services)

Technical Services STARS met with Godlind Johnson and Susan Lieberthal to discuss the off-site item status. Users will be directed to Interlibrary Loan in the same way that they are for the Shared University Press collection.

Selectors met with Serials Department staff to discuss the routing of selection aids. These serials will no longer be routed. It was agreed that selectors will rely on the online versions of selection tools and that the library will subscribe to the online version of *Choice*.

The HS Library hosted prominent medical librarians who are serving as consultants (Nancy Roderer, Debra Ketchell, Jerry Perry, and Susan Starr from Johns Hopkins, Stanford,, University of Colorado at Denver, UC San Diego respectively). The consultants visited for 2 days and met with library staff, HSC deans, the Library Advisory Committee, and others. The issues examined are familiar: space, budget, personnel, etc. The HSC Library Advisory Committee will begin planning the recruitment for Spencer's successor.

James LaPiano: (Building Manager)

1. Contractors have begun the elevator upgrades on Cars 1&2
2. Magnetic locks on classrooms have been problematic .
3. We will be relocating the Galleria Book Cabinets to the CRR room. Awaiting cost estimates to do this work from George Meyers Office.
4. CPR and Debrillation course was given on Feb 29th . 14 assorted staff members were trained for the Melville Library Building.

Susan Lieberthal: (Interlibrary Loan)

- Enhancements to ILLiad for borrowing items (ALA forms, Loansome Doc).
- Increased document delivery once our new web pages are loaded.
- Need to improve workflow from Math/Physics and Chemistry Libraries, possibly by obtaining scanners for each place plus download of Odyssey on the workstation with the scanner.
- Web pages under construction.
- New database to check to see if an Offsite item is in Clancy or still in the basement awaiting shipment. Thanks to Fang, Helen, Brigitte and the people at Clancy. Arlene Dargis and Diane Englot have passwords and are trained.
- Starting to look at statistics for how many SUNY Shared Collection (SSC) books are being borrowed locally and lent out via Interlibrary loan.
- New ILL person starting Feb. 14. This person receives and checks out items we have borrowed for patrons, does shipping and customer service.

Min-Huei Lu: (Acquisitions)

We are verifying and updating our electronic holding and ordering information on Aleph. Titles were checked one by one against our library web site and spreadsheet provided by

Nathan. It is very time consuming and requires a lot of cooperation among Acquisitions/Serials/Cataloging and Electronic Access departments.

Kristen Nyitray: (Special Collections)

1) The department was very involved with providing the University's Black History Month Committee with images that appear on SBU's new website for Black History Month. Webmaster Jake Levich created a new online exhibition and electronic archive using these images. The site can be accessed at:

<http://www.stonybrook.edu/sb/bhm/archives.shtml>.

2) Collections processed and updated finding aids: papers of Pietro di Donato; Theatre Program Collection; Karl Hartzell Collection; Sidney Gelber Collection; and The Javits Foundation.

3) Collections in-process: Vincent Seyfried (author/historian of transportation history on Long Island); Dr. John Gagnon (Professor Emeritus); Environmental Defense, Washington Office; and Daniel Thomas Moran (former Poet Laureate of Suffolk County).

4) Collections received: journals and papers from food historian Dr. Jacqueline Newman; research notes from author C. David Heymann; manuscripts and correspondence from poet Vince Clemente; and two collections from alumni, including photographs of the University during the 1970s and campus newspapers.

4) The Stony Brook University timeline was expanded to include information and highlights through 2007.

<http://www.stonybrook.edu/libspecial/collections/archives/timeline.shtml>.

Gisele Schierhorst: (Music)

Several new students have been hired and are being trained this semester.

New monographs (books, cds, DVDs) have been ordered as rush reserves for Professor Moehn's new seminar on the music of Cuba.

A Checkpoint/3M technician has ordered a new controller for the Music Library's security gate, which we've had to unplug due to incessant ringing.

John Andrus will be retiring as of Feb. 20th. We are grateful to him for his meticulous cataloging and his years of service.

Hélène Volat: (Reference)

1. Furniture

We (Sherry and I) are trying to obtain funds from quality of life program to replace worn furniture in the C.R.R (periodical area).

2. Glass cases.

Due to vandalism in the Galleria the glass cases from Stony Brook Authors will be removed. Option is to relocate them in the C.R.R along the walls occupied by foreign National Bibliographies and College/Business guides. The matter is pending ...

3. Laptop program

We will start a laptop program (10 laptops). The program will be managed and monitored from the C.R.R.

4. Questionpoint (chat)

William and Hélène met with David Ecker to discuss implementation of Trillian software to replace QP. William has been in contact with D. Chase (HSC) to discuss other potential software (Meebo) used at the HSC. Decision was made to have William test Trillian in his office. William, Paul and Hélène will meet at the end of February to finalize the project (software, and logistics involved).
On the positive side : replacing QP will save \$\$\$.

5. Reference selection

Our reference budget is ... non existent. Standing orders are costly and Elaine has suggested we cancel some, if we are guaranteed that the resulting savings will be applied to monographs. Elaine and Hélène met with Dan, Nathan, Min and Dennis last week.

We were told that if we cancelled anything and kept track of the total amount of money we could possibly get some of it but only if there is an increase in the general budget. Also, if we managed to find anything that we wanted to transfer from book format to online book format, provided the transfer wasn't too expensive, we could do that.

Dennis sent us an updated list of standing orders and we will try to cancel what we really don't need or any duplicate.

David Weiner: (Circulation)

1. Library fines/bills revenue for 2nd Quarter:

October 2007 = \$ 1,655.60
November 2007 = \$ 2,388.59
December 2007 = \$2,103.80
Total = \$ 6,147.99

1/2 to Albany = \$3,073.99

2. As most of you know, we had a problem with bricks falling through the ceiling both in front of and behind our old circulation desk. Thankfully, this happened between 5-5:30 A.M., as reported by one of the cleaners. Facilities cleaned up, surveyed the problem and tried to shore up the gap above the ceiling tiles where the bricks and mortar had fallen. A few days later, more mortar was falling again, and Facilities again had to come and add more material (wood) to fill in the spaces that they had previously left. No news yet on how and when this area will be repaired and new ceiling tiles replaced.

3. Reserve list submissions as of 2/4/08:

Print Reserve = 88 AV Reserve = 40 E-Reserve = 83

David Ecker for Charlie Bowman: (DoIT Client Support)

Phil Doesschate: (DoIT Information Systems)

Major projects

1. Authorities Upgrade

The LOC Authority features were enabled in production on the weekend of January 19th. Fang Peng ran numerous indexing jobs and did the necessary setup to enable this feature. To our knowledge, we are the first campus in the country (and maybe the world) to have fully implemented this feature in a production environment.

A document authored by Fang Peng entitled "Authority control Set up for Aleph 18" has been shared with over institutions of higher learning in the United States at their request. Institutions requesting this document include the University of Delaware, University of Minnesota, Brandeis, University of North Dakota, University of Iowa, SUNY, MIT, Texas Christian University, Boston College, Notre Dame and Virginia Commonwealth University.

2. Dead Links

A check was done for "Dead links" on entire database and reports sent to Cataloging (Brigitte and Lynn).

3. Invalid NetId Cleanup

A process was written to delete NetIDs that are reassigned to another person after their departure from the univeristy. It is scheduled once a week.

4. Aleph license usage

A study was done of Aleph license usage.

5. Global changed Shared Collection code for cataloging.

6. EDI invoice loading

The program was modified to correctly handle different service charge (1.3% and 1.7%) for each EDI invoice.

7. Offsite Item Status

The item status of offsite on Web OPAC was disabled by program per Tech. Service, Web OPAC committee and ILL's request.

Reports

Southampton acquisition List for Serials and Monographic (2)

Serials order report4

Rush reserves order report4

Electronic standing order report4

Selector Collection reports (3)

SUNY Shared collection --cir-stats

Reports for ARL (Dan)

Items with 41794# barcode instead for each sub Library (7)

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

No report at this time.

Stephanie Gaylor: (UUP Representative – No Report)