

DIRECTOR'S COUNCIL  
September 10, 2008

**Dennis Andersen: (Serials Acquisitions and Control)**

(1) We have completed the cancellation of titles received from the various Science Libraries, and posted them in the Serials Share Folder. We have finished updating of our fund code spreadsheets with 2008 prices, including various new Science Fund spreadsheets for 2008 only, and lists of science titles cancelled to date.

(2) Stephanie Gaylor is finishing the binding of the backlog of Reference and Documents. We also need to bind a considerable number of items for the Native American Collection. All this is in addition to our regular binding backlog.

(3) Other operations are up to date.

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

**Graduate Chemistry Construction Project**

Construction on the site of the new Chemistry Library is underway. The construction schedule is running a few weeks behind so we are currently estimating that the space will be completed by late October or early November (2008).

Furniture has been selected for the new Chemistry Library. We have included some whiteboard tables for collaborative work.

Sherry and I met with Matt Froehlich and Mickey to discuss the computer area in the new Chemistry Library space. The plan is to have 8 PCs without a dedicated printer. Students will be able to print to other networked Pharos printers including the Chemistry Sinc Site located on the 4th Floor of the Graduate Chemistry Building.

I will be meeting with Clancy Cullen to finalize plans for moving the collection and relocating the current Chemistry Library furniture.

**Nathan Baum: (Digital Resources)**

**eresources**

--at the July DC, I reported that I was reviewing problems accessing current issues of Springer journals. Access to current issues of many of these titles has been reinstated. In cases where we were not entitled to current content, changes were made in SerialsSolutions to reflect our correct holdings. In addition, with the approval of the appropriate selectors, several titles were switched to online only subscriptions. Through SerialsSolutions, we currently manage over 75,000 links to nearly 55,000 unique titles. Aimee and I troubleshoot access problems daily . . . some can be resolved fairly quickly; others require days or even weeks to rectify and can involve multiple contacts with library staff, DoIT, vendors, etc.

--the Wiley journal package renewal process is beginning. I've been reviewing usage data and recommending that we take advantage of the Wiley license provision that allows us to transfer funding from low use journals to other Wiley e-resources. I'm waiting to hear back from the appropriate selectors to finalize the process.

#### **library website**

--thanks to the efforts of DoIT (special thanks to Mike Purcell) and Darren Chase, I'm happy to report that the Library now has access to a php/apache server and mysql database, allowing us to host a selection of web-based content management systems. Content Management Systems are platforms for websites -- the library Web Team will compare two of these systems and select the best one for our new Website.

--in addition, the php/apache server and mysql database enables the library to host its own installation of the MediaWiki application - the same wiki application that powers Wikipedia. The wiki is also a content management system that is designed for collaboration, and is already being used to support content and access to a digitized collection of US Coastal Survey maps of Long Island.

#### **digital projects**

--Aimee has been working with Cynthia to solve issues related to uploading her Long Island Map collection into CONTENTdm (Cdm). Work is ongoing, but more smoothly now.

--also uploaded two experimental data-only files to Cdm with Cynthia.

--worked with the Cdm sys admin to improve the security of the collections in Cdm by arranging a new workflow for creating and managing usernames, passwords, and collection access.

#### **David Bolotine: (Cataloging)**

Cataloging of books for the Korean Studies Collection has resumed. The Korean cataloging librarian position will remain unfilled so our Korean cataloger has begun working on the collection which is located on the fourth floor.

The hundreds of U.S. country soil surveys shelved in documents have been inventoried by Maps and their digital description stored in CONTENTDM. A STARS record was created with a link to the inventory and can be found under a browse title search: Soil survey of . . .

Topographical maps of the United States is another large collection housed in map cases and never catalogued. A template was developed and each state will eventually receive a record with several access points. All records begin with the title Topographic maps (by State).

Selectors are busy weeding materials from the stacks. This is mentioned here because this is a time consuming project. The holdings are updated on STARS, stamped DISCARD, then separated by book sale, dealer, or final discard. Presently there are over 15 book trucks awaiting processing. Year end withdrawal figures should be in the thousands.

## **Sherry Chang: (Public Services)**

July 2007 to June 2008 Public Services Annual Report

### *Facility*

Collection of Computer Science was moved to Science & Engineering Library in the Main Library Building and the library facility in Computer Science Building was closed.

- 24 pc's and 60 reader's seats were added to Central Reading Room
- Long standing problem of NRR door was solved and hence the security of NRR was much improved.
- Entrance floor of NRR was redone
- Systems Office moved out of NRR and merged with other TLT staff's new office which is adjacent to the Library SINC site

### *Hours*

We continue to open CRR until 2 a.m. during the semester and extend hours to 4 a.m. during finals. Long and late hours are getting more popular for students.

### *Staffing*

Susan Liberthal took over the position of the Head of ILL after Barbara Brand retired. ILL is presently a department of Public Services.

### *Southampton*

During the past year, there had been almost no progress in the project of finishing the new library building. A temporary library reading room (combined two classrooms) in the Fine Arts Building was opened for the new campus on the first day of the fall semester 2007. All the furniture we used to furnish the reading room including reader's tables, chairs, book shelves, circulation desk and office chairs were the surplus pieces from the vacated Computer Science Library, Central and North Reading Rooms of the main campus library system. Five computers were installed for the public use.

The student enrollment of the starting year was 80. Collection of books has increased from 0 to 2000 volumes. Most are in the subject areas of marine and environmental sciences, and some on general English literature. 20 titles of popular magazine are subscribed for recreational reading.

A SL-2, Steven Berbig, was hired to manage the library's daily operation. A librarian, Darren Chase, was recruited and started working in May 2008. During the summer of 2008, the library was closed in the first summer session since there was no course offered during this period.

### *Math/Physics/Astronomy Library*

Serves the largest amount of faculty and graduate student body among all science service units, faculty : 150, graduate students 400 – 450 from the Dept. of Physic/Astronomy, Dept. of Mathematics and Dept. of Applied Mathematics.

Circulation statistics of 2007-08 is 23,570, the largest amount among all science branches, a pattern for the past few decades. 120 patrons seats are usually fully occupied by users. Constant weeding and moving books to storage are essential due to very limited shelf space. With the recent addition of four pc's, there are now eight public computers in the library.

A good part of physics and applied mathematics journals were changed to “on-line only” in order to accommodate the tight budget as well as saving shelf space. The most significant one is “Physical Review” and Physical Review Letters” which are both considered the most fundamental and classical physics journal title for any academic physics library. It was a lengthy negotiation to convince the physics faculty for agreeing to give up the subscription of print version.

Daily operations are managed by two very loyal and capable staff, Joanne Cicerello (SG-9) and Flora Pollydore (SG-6).

#### *MASIC*

Located in a somewhat isolated south campus to serve 45 faculty members and 119 graduate students majoring Marine and Atmospheric Sciences. There are five thin client computers in the library reading room. A computer lab. run by the Department of Marine Science adjacent to the reading room has 30 computers and a printer.

Daily operations are managed by a senior library clerk, Maria Riegert (SG-9). A subject specialist, Cynthia Dietz, is responsible for the development of on-line and print collection.

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

1. We welcomed Kathy Novotny to Instruction. Kathy is training on processing requests.
2. We conducted tours, workshops and presentations during the Fall Orientation and Opening Week period, reaching almost 1,000 students. In addition, this year, we did outreach to a new group, International Exchange Program.
2. We have a new workshops registration form and many new workshops, including: Newspaper Research, Multimedia Research Using YouTube and iTunes, Group Work Tools, UCSC Genome, Using GeoPDFs, Election Research, to mention a few.
3. New web pages have been added to the Instruction site: “First Year Students,” and the Tutorials page has been updated.
4. We are working on new tutorials, handouts, wikis, and video tutorials.
5. There is a new Blackboard tab for the Library on the My Institution level, and new staffside Instruction Team Site is almost finished.
6. We are recruiting new volunteers for the Instruction Team--call will go out to all staff.
7. Classroom reservations: Currently, there is a good communication flow with TLT on the classroom reservations, but we have begun tracking rejects/conflicts due to the heavy use in September by TLT. It was suggested we look at availability in Wang Center.

8. Using AdobeConnect meeting software, Susan L. will do the first virtual instruction from her office to a class in Southampton.

9. Attempts to have the wall remote control for the projector in Classroom A fixed have failed. The work order to TLT/AV was sent in March, 2008.

### **Richie Feinberg: (Preservation)**

The Preservation Department's annual final report covering July 1, 2007 - June 30, 2008 has been approved by the NY State Education Dept. Division of Library Development.

Attached is an abridged accounting of Preservation's expenditures and production statistics covered in the report. ATTACHMENT – SEE AGENDA E-MAIL

### **Chris Filstrup: (Library Administration)**

I have received most of the annual reports and will compose a summary in the next month. My thanks to department heads and team leaders for writing these.

### **New York State Higher Education Initiative (NYSHEI)**

As chair of the NYSHEI board, I have been working on establishing NYSHEI as a stand alone 501c3 not-for-profit lobbying agency. This will move the organization from its current corporate home in the Research Foundation where there are restrictions on lobbying. NYSHEI's legislation for \$15M to purchase state-wide licenses for electronic resources has strong support in Assembly and Senate committees involved in economic development. NYSHEI's annual meeting in July in Syracuse attracted a strong roster of academics and elected officials to discuss the relationship of academic libraries to broad economic development issues. The overall sense was that NYS must educate people to create new jobs rather than try to hang on to traditional manufacturing jobs. As evidenced by NYS's declining workforce, the latter strategy is ineffective.

### **Historical Documents activities**

The library engaged Liz Kaplan, Three Village Historical Society, to write a teachers guide for a traveling museum (trunk) of thirty some facsimiles, artifacts, and replicas related to the Culper spy ring. The guide is a lively account of Long Island's spy activities, and the trunk provides teachers and students will a wide variety of objects related to living on Long Island during the American Revolution. Three historical societies – Three Village Historical Society, Ward Melville Heritage Association, and Raynham Hall – will manage the loaning of nine trunks with teachers guides to primary and secondary schools. Many people, include school teachers, worked on the guide and trunk. An especial thanks to Kristen for her keen editing eye and to Maryanne who spent many days assisting Kaplan in organizing the guide and assembling the trunks. If you would like to look at the guide and trunks, please see Maryanne.

### **LILRC**

LILRC will move out of the library sometime this winter. The main impact on the library will be the loss of a scanner which will have to be replaced.

### **Copyright**

Susan Lieberthal and I are working with FSA and the provost's office to determine whether it is in SBU's interest to sign a campus license with the Copyright Clearance Center. Academic libraries have avoided this license because of the wide range of copying allowed under fair use. However, UTexas recently moved to a campus license in order to free up faculty and staff time devoted to managing copyright on a case-by-case basis.

The main issue for SBU will be whether the university wants to change the way it manages course packs which are currently outsourced through the bookstore.

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

Documents had a busy summer, reorganizing the shelves. Once new shelves were put up, we were able to move the part of the Reference collection which went upstairs without a warning to the new shelves. This freed the opposite wall to move the Committee prints. Then we were able to give more room to the Hearings which were bursting at the seam in some instances. The Hearings now occupy 5 1/2 banks of shelves and it is a growing collection.

We also were able to add the precise holdings to records that used to say ; For holdings consult Special Collections or For holdings consult Documents Section.

The Offsite project was slower due to the uncertainty of the Clancy contract. Now that it is solved Clancy will come soon to pick up a load and then will come again soon after that.

**Germaine Hoynos: (Personnel)**

**Resignations, retirements, terminations:**

**New Hires/Promotions:**

Kathleen Novotny – Library Clerk II, CRR, effective August, 2008

Victor Santiago, - promotion to SL-2, NRR, effective September, 2008

**Active Recruitments:**

SL-2 Night/Weekend Manager – 1 p/t position – position posted, resumes reviewed but no candidates selected for interview. Position may be re-posted

**Vacant Positions:**

SL-2 – Music Library

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

During the Summer Eddie Aponte organized and supervised shifting of the whole bound periodical collection to have proper spacing for growth for the next 5-10 years.

Trina left to start law school at the beginning of August - she is reported to be very busy but very happy. This week we welcome Victor Santiago as he transitions into his new position in the North Reading Room - we are looking forward to working with him.

We are very happy about having a TLT consultant stationed in the NRR full time now.

Come and see additional Marmoleum flooring installed in the former systems office area - furniture has been ordered but has not arrived yet. On the second floor thanks to TLT three collaborative spaces, cubicles equipped with computers and monitors on a swivel arm, were installed and are quickly becoming popular. We will monitor their use closely.

Working with Aimee, David B., and others, Cynthia has begun putting maps and finding aids in ContentDM - check out "Digitized Collections" on the Special Collections pages.

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

A selectors meeting was held on August 21, Monograph allocations for FY 2008-2009 were distributed. Other topics discussed were the notification of "withdrawn" copies and selecting documents in the SuDocs collection for cataloging in STARS. Selectors would still like to receive notification of withdrawn copies even though they may not have the funds to replace most titles. Elaine asked for volunteers to review appropriate subject areas in the SuDocs collection and select titles for full MARC cataloging. The contract for Clancy Storage has been drawn up by Procurement and forwarded to OGS for review. The library should be able to resume shipments shortly. Books4scholarships picked up 3200 volumes and is in the process of listing them for sale on the web. Proceeds from the sale of books will be used to support collection development.

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

1. Elevator contract stalled for cars 3&4. Both cars need more work than was anticipated. Procurement is in consult with Albany OGS to try and resolve finances for contractor.
2. Procurement scheduled to move to new location on 22nd of this month. The space they vacate will be converted to classroom space.

### **Susan Lieberthal: (Interlibrary Loan)**

DirectRequest is activated from WorldCat. If you are in WorldCat and want to order something you can do it directly from the item. ILLiad will pop up and the order goes into ILL.

We are exploring the possibility of lending out select reference books when we get requests for them. So far there is resistance from the reference staff. U. Albany is exploring this option with some resistance. Buffalo lends out select reference books and has had no trouble. Binghamton does this too and will also lend out bound volumes of journals.

We will soon implement an expanded document delivery service. Some logistics still need to be ironed out.

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

**OUT OF THE OFFICE**

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

The Department of History is offering a 400 level seminar for undergraduate students titled “Streaking Through the Seventies: America in the 1970s” (HIS 414; Dr. Kathleen Banks Nutter). One assignment requires students to conduct interviews (oral histories) with Stony Brook University faculty/staff members or graduates and connect that person's experience with the larger historical context of the 1970s. Students will be specifically focusing on the issues of gender, race, class, and environmental activism on campus. The 1-2 hour interviews will be filmed by Special Collections and University Archives and then be added to Content dm for consultation by other students and researchers studying campus climate in the 1970s.

The following collections are in-process: Dr. John Gagnon (Professor Emeritus); Dan Rattiner Collection (founder and publisher of Dan’s Papers); Environmental Defense, Washington Office; Turmoil Radio Collection (WUSB 90.1); Suffolk Symphonic Society; and the Graham Everett Collection (poet and publisher).

Collection received: 1) Richard Welch – documents, photographs, and notes about the gravestones of early Long Island (1680-1810) and 2) the Administrative Record of Brookhaven National Laboratory. BNL has deposited over 160 binders of documents that were gathered in the course of investigating and remediating environmental contamination.

Three documents and maps will be featured in upcoming exhibitions:

September 9, 2008 through June 2009: “Spymaster” at Raynham Hall Museum, Oyster Bay. A facsimile of the Library’s George Washington letter will be on display.

October 10, 2008 through January 4, 2009: “Keeping Time in Sag Harbor: The Other Port in New York.” Exhibition at South Street Seaport Museum, New York City. Two maps from F.W. Beers’ *Atlas of Long Island, New York* (1873) will be exhibited.

### **Gisele Schierhorst: (Music)**

The faculty are pleased with the brand new ebony Steinway upright piano which was delivered over the summer for the Seminar Room.

New tables and lounge furniture were also delivered in August and are distributed throughout the Music Library quiet study, current periodical and oversize stack areas. The piano and furniture were made possible with Academic Rehab funding.

The security gate formerly used in the Computer Science library was installed in the Music Library by Checkpoint recently and works very well. Thanks to Dana Antonucci-Durgan and Jim La Piano for their assistance.

## **Hélène Volat: (Reference)**

Kathleen Novotny has started working in the CRR (information desk).

### *Reference desk*

Since we do not yet (?) have a generic password at the desk (requested more than 2 months ago) decision has been taken to log on in the morning with a single password (mine) and keep it all day long. Logging in and out constantly seriously disrupts our operations and particularly our chat system which has been very busy.

### *Reference collection*

Under Elaine's direction and supervision we have started to review all our serials subscriptions for possible cancellations.

### *Microfilm area*

We are at full capacity for several microfilms. A major shift at this time is unfortunately impractical.

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

1. On Tuesday, 8/18, I participated in a workshop with Andrea Doherty (Blackboard), Susan Lieberthal and Fiona Grady, attended by faculty who wanted more information regarding the new Library Tab in BB, copyright and how to request material for E-Reserves. Those who attended were pleased with the content and presentations. Another workshop will be offered during the Fall semester.
2. In STARS, we changed the option to request a book that is checked out from a hold to a recall. This new feature was made active one week before the Fall Semester started. We will review the impact of such a change and monitor for any problems. Chris would like me to attend the next Library Senate meeting to discuss the change.
3. Reserve submissions as of 9/9/08: Print = 104                      Electronic = 98                      AV = 48.
4. Victor Santiago applied for and was offered the vacant position left by Trina Kokalis in the Science and Engineering Library. We're sad to see Victor leave the department, thank him for all of his positive contributions and wish him much success. His effective start date was 9/3. Thanks to Germaine's efforts and persuasive techniques in dealing with Human Resources/EEO, we were able to interview and hire Deborah Guest, who had previously interviewed for Trina's vacancy, without having to go through the normal operating procedures/delays for such an opening. Deborah will report to our department on 9/18.
5. On 8/29, Chris, Sherry and I met with the new Alumni Relations Administrator, Maureen Legarde and Mary Hoffman (Alumni Advancement), to discuss their new policy of offering free Lifetime Alumni privileges to all graduates of Stony Brook. One of our concerns was the impact this would have on borrowing/returning library material, and how we would recover unpaid fines/bills. Maureen agreed to "sponsor" the borrowers in the Alumni Program, and resolve any billing concerns.
6. On 9/8, Hanne and I met with Susan/Diane from ILL, to discuss options for sending/receiving requests from/to Southampton Library. Hopefully, within the next few weeks, we will work out the best possible procedure/policy for all concerned.
7. Kathy Bess, the new Head of Access Services at HSC, met with me for a tour of the department and to discuss policies, procedures, etc. Kathy formerly worked at LIU/Southampton before it closed down.

8. I'm happy to report that the 4th floor shift was completed over the summer and the next shifting project is slated for Core West. Great work by our summer student employees and their supervisors Hanne/Kristen.
9. We continue to have problems with rain water seeping into the carrels area (South side) on all three floors of the stacks, during major storms. This past Saturday night, a crew from Maintenance and Housekeeping was called in by Laurie, to help clean up the problem areas (between 11 PM and past Midnight).
10. There were some problems with the card swipe unit in the CRR, and was reported by Ken to FSA.
11. Hanne had to hire 11 new student employees this semester. One quit after 15 minutes.

**Charlie Bowman and/or David Ecker: (Client Support)**

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

**1. ELUNA conference at Long Beach, CA. Jul. 27 –Aug. 1<sup>st</sup>, 2008**

Fang Peng and Heng Xue attended the full conference and technical seminar. There were over 600 attendees, mostly librarians, library professionals and technology professionals. Stony Brook contributed a poster session by Fang Peng and David Bolotine. Fang presented ALEPH Course Reserves in Version 19 as a member of Course Reserves Focus Group. This group worked with Ex Libris over past three years in redesigning the course reserves application in Aleph v19.

**ALEPH v18 New Authority Control Setup and Testing**

Fang Peng, Senior Library Software Engineer, Stony Brook University;  
David Bolotine, Head of Cataloging Department, Stony Brook University

**ALEPH Course Reserves in Version 19: An Update from the ELUNA ALEPH Course Reserves Focus Group**

Christopher Rose, University of Minnesota, Twin Cities;  
Ellen Jones, University of Iowa;  
Kathy Isaacson, Lawrence University;  
Leon Krauthausen, Freie Universitaet, Berlin;  
Fang Peng, Stony Brook University;  
Brenda Dunbar Rutten, College Center for Library Automation, Florida

**Aleph new version schedule:**

Aleph v20	First quarter	2009
Aleph v20.1	Fourth quarter	2009
Aleph v21	Fourth quarter	2010
Aleph v22	Fourth quarter	2011

**Aleph Products:**

**Aleph** and **Voyager** library systems,  
**Primo** for the discovery and delivery of local and remote resources,

**SFX** for linking out to full text resources,  
**MetaLib** for searching a variety of electronic resources,  
**Verde** to manage e-resources,  
**DigiTool** to manage digital collections and institutional repositories and  
**Preservation**, an advanced digital preservation system for national libraries and archives.

Ex Libris announced that it plans to build a URM (Unified Resource Management) and a URD2 (Unified Resource Discovery and Delivery) framework.

The attendees got a sense that Ex Libris will attempt to merge the offerings from their Aleph and Verde product lines.

## **2. Southampton Library Setup (continued) (F.Peng, Lynn, Darren)**

The new collection was added to Southampton Library as requested by Darren Chase. For better shelving and service, the Audio-Visual collection was created. Darren Chase and Lynn Toscano will work and test the search ability for the new collection.

## **3. Incorporate Google Book Search into Stars (F. Peng)**

Google book has been implemented on Magellan on 8/7/2008 after three months of developing and testing. Web OPAC committee put in a lot of effort.

## **4. Maps Project (F.Peng, Cynthia, Lynn, Brigitte)**

Changed the location for U.S.G.S. maps so that the Maps collection could be better recognized as per Cynthia's request. After a couple of meetings with Cataloging Dept. and Cynthia, the changes have been made on Pyxis. Lynn, Brigitte and Cynthia tested the changes on GUI and Web OPAC. Changes were applied on Magellan on 8/19/2008.

## **5. Recall On Web OPAC (H.Xue, David Weiner, Hanna Tracy, Trina)**

Library decided to replace the hold function from Web OPAC with recall. Aleph Web OPAC was reconfigured, "delete" request function in the patron account was added. Hold Shelf Report and Hold Delete Letter have also been tested and modified. After Circulation and Web OPAC committee tested and confirmed, Recall function was moved to Magellan on Aug. 25, 2008 (before session starts)

## **General: (F. Peng)**

- Assisted Sat installing a new version of OPENSSSL (Sat)
- Assisted in EDI invoice loading (Dennis and Susan)
- Set up default material type for Cataloging
- Solving Suppressed book in new books list. (Lynn)
- GAF login problem (ILL)
- Fix Google book appearance in Patron account on Web OPAC
- Configured two logical search bases instead of one to improve accuracy of search

**Reports: (F. Peng)**

- Report RECON and RES bib records (Lynn)
- Cataloging statistics report for last fiscal year (David Bolotine)
- Statistics of Stars matching Google book. (Chris)
- Lost books with Holds/recalls report (David Weiner)
- Title in course reserves unlinked to the course (Jeanne)

**Circulation : (H.Xue)**

- Fix the circulation block for Science Library
- Pick up daily notices on behalf of Science library
- Update the Fall 2008 library calendar

**WebOPAC: (H.Xue)**

- Activated the new course reserve logic based on WebOPAC

**Misc**

- Fang Peng has assisted the University of Albany with their Aleph system after their Systems Manager departed. Win Shih, Albany's head of Library Systems, sent a note acknowledging and commending her work and assistance.
- We are looking at the possibility of implementing the WorldCat API

**Graham Glynn / Matthew Froelich: (Teaching, Learning and Technology)****Stephanie Gaylor: (UUP Representative – No Report)**