

DIRECTOR'S COUNCIL
October 22, 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. Some titles were, however, re-instated, and these have been noted on the various lists. We have finished updating of our fund code spreadsheets with 2008 prices, including various new Science Fund spreadsheets for 2008 only.

(2) Stephanie Gaylor is close to 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, which will be done as time permits.

(3) Other operations are up to date.

Dana Antonucci-Durgan: (Chemistry Library)

The current construction schedule indicates that the 2nd Floor Reading Room will be completed by the end of October. Based on this schedule, we will start moving the Chemistry collection during the first week in November. I am meeting with John Fogarty and Clancy Cullen on October 22 to finalize the plans for the move.

Nathan Baum: (Digital Resources)

eresources

--Godlind and Dana have identified a number of low-use Wiley journals they have decided to swap for other Wiley electronic resources which our NERL Wiley contract allows us to do. About \$20,000 worth of titles will be swapped out.

--SerialsSolutions and OLIS are working on a possible SUNY deal for 360Search (our Galaxy). If enough SUNY schools sign up, we would be able to federate as many of our databases as we want to and actually pay less the next two years, and nothing at all for the third and fourth year of the deal.

--At Chris' request, I've been looking at options for sharing electronic resources with Brookhaven National Lab. Many issues, not the least of which relate to license restrictions, would need to be addressed before anything can be done.

library website

--Darren has installed the Drupal web content management system and has enabled access for members of the web team. The team will meet next week and will begin training in Drupal.

digital resources

--At the Oct 16 meeting of the Digitization Team we announced that the team will effectively be dissolved. All digital projects should now be coordinated under the Digital Resources unit within the library. This is an effort

to "institutionalize" the library's digitization efforts to better coordinate all projects and related resource requirements.

--I was hoping that a scanner to replace the one that LILRC will be taking would be on order by now. However, it turns out that contrary to what I was told by the sales rep, that scanner is not on NYS contract so the purchase process is going to take longer. We still should be able to have it in place before the LILRC scanner goes.

David Bolotine: (Cataloging)

Since all Stony Brook theses will now be in electronic form a new procedure for cataloging them was developed. First a batch load of existing STARS/Dspace records was prepared and loaded into WorldCat. To view the collection in WorldCat enter: dspace thesis stony. Each work is linked to the full text. As new works are cataloged we will add a field containing the keywords suggested by the author. This successful introductory procedure is the result of another collaborative effort between Cataloging and Do/It.

Sherry Chang: (Public Services)

Winter calendar :

This winter, the days after Christmas and New Year (12/26 and 1/2) both fall onto Friday. We need to decide if any and which unit(s) should be open on these two days.

- Southampton

Orders of new books to build up the collection will be started again soon . There has been some activity in the new building. Some building supplies were moved into the site. Much more library activities are going on in the present reading room comparing to the same time last year.

Janet Clarke: (Library Instruction Team)

1. Annual Report (attached).
2. Classroom A projector is still not programmed to work with the wall remote--Rich Holliday of AV contacted me on Oct. 6, but has not followed-up. This work order is outstanding since March, 2008.
3. Instruction Program was asked to present highlights at the Senate Library Services Committee's October meeting.
4. Instruction Team added two new members: Raquel Lynn and Clara Tran. They have been participating in some training and will conduct tours and SBU101 classes. Welcome!

Richie Feinberg: (Preservation)

I attended the semi-annual Big 11 Preservation Administrators meeting in Albany last week. Most of this year's grant has not yet been allocated to the SUNY libraries in the group. In addition, the amount that will eventually be allocated will likely reflect a 13% reduction.

The library's Emergency Planning and Response Team is editing a draft of what will be the 4th edition of its emergency response manual. The new edition may be out by early next year. It will be available in print form and from the library's website.

In addition, I continue to work with the Night and Weekend Supervisors on building evacuation and emergency response procedures. They have their own manual for responding to these events. We had our latest meeting last night.

Night and Weekend students also have building evacuation responsibilities to perform in coordination with the Night and Evening Supervisors. Procedures in the four public service areas of the main library vary. Night and Evening Supervisors have worked with me on writing information cards for these students and have assisted in distributing these cards and orienting students about their importance.

The library's Emergency Response Team is now revising a one page information sheet aimed at general daytime staff for responding to emergencies. The original is over two years old and needs some changes.

A large amount of this year's grant funds are being committed to remastering Stony Brook concert tapes, housed in the music library, and purchasing protective shelving tops for Special Collection/University Archives materials housed in their 3rd floor storage room. We finally received an oversized map case for Cynthia's area, purchased with last year's funds.

Josephine and I went "out east" two weeks ago to examine the book collections at the Krasner-Pollock House and the library reading room at Stony Brook Southampton. The reading room at Southampton looks terrific and the new library building, still under construction, also looks great. Steve Berbig gave us a good tour. The Curator at the Krasner-Pollock museum would like us to treat some of their books, if this is legally permissible.

I am scheduled to talk at tomorrow's selectors meeting about the Preservation Guidelines for Gift Books. I feel that the spirit of the guidelines, adopted in Feb. 2006, need to be reintroduced at this time.

Chris Filstrup: (Library Administration)

Along with representatives of three historical societies, at a Long Island social science teachers conference I made a public presentation of the "traveling museum" related to the George Washington letter. This trunk which includes a teachers guide, replicas, facsimiles, and maps is available for loan through the historical societies. This fulfills one of three rationales for purchasing the letter: the other two are hosting conferences on Long Island during the American Revolution and public exhibits of the letter.

Elizabeth Stone, Anthropology Department, has secured a grant for \$380K from an NGO to both purchase archaeological materials for Iraqi universities and digitize about 500 archaeological site reports. I've worked with Kristen, Aimee, Jason, and Richie as well as Prof. Stone to design a workflow that locates the digitization at Yale University where most of the site reports are held and locates the cataloging and uploading of digital files here. Assuming the Yale part of the deal holds – several of us are traveling to Yale to nail down the details – I plan to post a job description for extra service, paid by the grant, to do the cataloging and uploading. Unlike the first, USAID grant, this one will not involve handling print copies and will be limited to making the digital files available on open access servers, including our Contentdm server.

I continue to work on establishing NYSHEI, which lobbies on behalf of 130 NYS public and private academic libraries, an independent 501c3 status. This has involved meetings with law firms and negotiations with SUNY and the Research Foundation.

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

September 23rd Clancy took 3,052 items which makes a grand total of 97,407 items at Clancy. Still problems with the new contract ! In the mean time we are getting ready for the next pick up with materials from Chemistry Reference and pre-1950 monographs never used in the Main stacks.

Germaine Hoynos: (Personnel)

Personnel Actions Update –

Human Resources has announced that there is a hiring freeze on student workers, work-study students exempted. Please do not hand out student employment applications or submit requests to hire students. I have spoken with both Lynn Johnson and Rick Sadetsky - this policy is in effect until SBU receives official budget cut numbers.

Godlind Johnson: (Science & Engineering Library)

Former systems office area is taking shape - today 12 study chairs arrived and 10 lounge chairs will be delivered tomorrow; we have just ordered some study tables with white boards in the middle. We have observed that the room is used for individual study as well as collaborative work and still remains fairly quiet.

There has been a flurry of discussion of our food and drink policy and enforcement. Should we revisit the issue and try to come up with a revised policy, uniformly enforced by all units?

Daniel Kinney: (Technical Services)

The library acquired the collection of Dick Howard from Stony Brook's Philosophy Department and the architecture collection of Paul Damaz, who was the chief architect of Stony Brook University and Le Corbusier's assistant on the UN headquarters building in New York. The Damaz Collection was one of several that the library has acquired with the assistance of Helen Harrison, Director of the Pollack-Krasner House.

The library received a check for \$266 from Books4Scholarships. This check covered the library's share of the books sold on consignment since August. Books4Scholarships will be sending checks on a quarterly basis.

The library has not yet received its Coordinated Collection Development grant. Herb Biblo believes that it will be reduced by 2-6%.

James LaPiano: (Building Manager)

1. Contract problems have delayed the refurbishment of elevators 3&4. The additional costs of labor to install new caissons during from 10pm to 6am required the existing contract to be reviewed again by OGS because it exceeds 10% of the current contract pricing. Purchasing is awaiting their verdict which could possibly mean rebidding the job again!
2. An abatement notice has been issued for the replacement of our south entrance. The caulking which contains asbestos will be removed between Oct 31 and Nov2. Removal of the old storefront will begin during the first week in Nov. Arrangemenets have been made to allow access as much as possible as the entrance is replaced.
3. An ADA project to install additional unisex lavatories for the handicapped will begin on the fifth floor approximately Nov 20th. This rehab work encompasses not only creating new lavatories but also expanding door widths and lowering fire pull stations for handicapped access.
4. Our campus fire marshall has informed me that we will be getting a brand new fire control system installed in our building. IHe will notify me when this project will begin.
5. Purchasing is scheduled to move on November 17th. When they are gone FD&C will begin work to create four new classrooms in this space.
6. Disabled Services will be temporarily occupying four offices on the fourth floor. Purchasing will also get four rooms to use temporarily.

Susan Lieberthal: (Interlibrary Loan)

We are preparing for our new document delivery service to begin next week.

Susan and Donna were at a meeting of the SHARES group (former RLG group) at Yale. This specialized group of ILL librarians who cooperate with each other is still viable even though the group is now part of OCLC. There has been some ILL activity with the new Southampton collection. When other libraries request an item we get it delivered from SH. As far as document delivery services for items to or from SH from the west campus collections or SH, the service is split between ILL and circulation. You can request items through the document delivery request form in ILLiad or arrange for the items through Hanne in Circulation or Steve Berbig in SH.

Min-Huei Lu: (Acquisitions)

Allocations to all subject funds for FY 08/09 have been distributed and revised. Most of the funds received less allocation than previous years. YBP approval books plan has been cancelled. Selectors are urged to monitor their own funds regularly and to place orders accordingly.

Kristen Nyitray: (Special Collections)

The following collections are in-process: Jacqueline Newman Collection (Chinese Cookbooks); 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: over 600 new items from Dr. Jacqueline Newman (Chinese Cookbook Collection); a full set of Suffolk Life newspapers, which recently ceased (Stony Brook/Setauket edition); an oversized print titled “Manifesto for Freedom for Mankind” by Benjamin Javits (gift of US Ambassador Eric Javits); and photographs and architectural drawings of Stony Brook University from the estate of Paul Damaz (former chief architect at SBU).

Kristen and Jason met with The Graduate School to revise the guidelines for the submission of electronic theses and dissertations (ETDs). Students are now required to submit them as PDFs; there are no longer any paper/print editions (not in the University Archives or in the circulating collection). Records will be added to STARS and they will include links to the PDFs in DSpace (SUNY Digital Repository).

Gisele Schierhorst: (Music)

We have been placing orders and cataloging rush reserve requests.

With our allocation, we have been focusing on replacing scores and parts for standard repertory in high demand (e.g. works by Bach, Beethoven, Brahms), based on a list of items withdrawn over the years. There have also been extensive lists of requests from teaching faculty for contemporary music scores, cds and dvds.

We received complaints that the wireless access was not functioning in Music. We wrote to Behzad Barzideh who fixed the problem.

Hélène Volat: (Reference)

Chat

Chat statistics are way up :

Post-Qwidget Stats (from William)

Jun-Aug 2006: 98

Jun-Aug 2007: 195

Jun-Aug 2008: 216 (55% qwidget)

Missed : Aug 2008; 74 requests (64% qwidget)

13 anonymous patrons missed (18%)

We transferred the computers at the reference desk so chat can be installed on the one using a generic password.

William (QP administrator) established a chat schedule for librarians in their offices, in addition to the reference desk. It ensures a coverage of at least 5 people from 9 to 5. Possibly evenings and week-ends.

William will conduct chat training as soon as the classrooms are equipped

for it.

Voter registration forms

We distributed registration forms at the desk and registered about 150 students.

Furniture

New armchairs and tables were delivered in the CRR on Friday. Please have a look !

David Weiner: (Circulation)

1. I requested a number of reports: Duplicate Patron records (Marge Jamilkowski); Items still having the statuses of Preservation and Labels; A listing of all Emeritus borrowers. Ken and I reviewed the duplicate patron records for merging or deletion; Kristen is working on the Labels and Ken/Elba/Deborah will be working on the items having the Preservation status. These reports provide information that allows us to search the stacks for these books and remove the status if found.
2. A record for the Stacks Elevator key was created by Lynn Toscano. This will allow us to check out the key for patrons needing access to the elevator (those unable to use the stairs).
3. Sent emails to service units to review their In-transits, in an attempt to clean up incorrect information pertaining to the locations for books.
4. A dual monitor was set up at the Circulation Accounts desk. This will allow patrons to view their patron records when paying off fines.
5. Circulation staff resumed the process of pulling the pre-1950 monographs that haven't circulated. We should supply 10-20 carts per week for Clancy designation, until we get close to the end of the semester (we'll need to make sure that we have book carts for returns).
6. I created a Wiki page for SBU Public Service Units, and sent invitations to the public services staff to join. We've posted some staff pictures from past events, training, billing and credentials information, interesting web sites, a current selectors list, security information, and we'll be adding more information to, hopefully, help staff. I'd be happy to invite anyone who's interested in joining and viewing/contributing to the site.
7. Card Copy usage for this quarter was \$1412.10. FSA's share was \$141.21 (10%). A check for \$974.35 went to Continental Copy Products LTD, and \$296.54, to the Melville Library IFR account.
Library fines for first quarter: \$5,143.24 (1/2 to Albany = \$2,571.62).

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

1. Client Support exchanged a machine at the reference desk so that Chat program can continue to function with a generic local account.
2. Client Support participated in a conference call with Binghamton about sending text messages to the reference desk.

3. As a Reminder - when users call client support (2-9800) they are assigned to the technician who is handling phone/email requests at that time. We have a large team environment where we all collaborate to solve your specific issues. Each staff member is equipped with all the necessary tools and knowledge to fix most issues. If you have any concerns feel free to contact me, david.ecker@stonybrook.edu

Phil Doesschate: (DoIT Information Systems)

DoIT Information Systems / Library Status Report:

1. Open Journal System (H.Xue, F.Peng, M.Purcell, Dana)

To make it possible for faculty to publish journals in house, we have installed PHP, MySql, Apache, OJS on a server set up for the library. The various components have been tested and found to work. We are studying the open source OJS software and working to enable all of its features.

2. WALDO Open Source Solutions for Libraries Sept. 25, 2008 (F. Peng, Aimee, Jason)

The *WALDO Open Source Solutions for Libraries* which was held at the Farmingdale Public Library was attended by a few people from Stony Brook. It is an open source system which is used by small and middle size libraries that has a lot amazing functions. They are intending to expand the functionality to support larger libraries. St. John university library is their test partner. For more information, check it on website. <http://liblime.com/products>

3. Custom Services (F.Peng, Min)

Custom Services are programs written in house according to the library requirements and specifications. We have over a hundred such programs we have written to generate reports. We will promote some of reports so they can be run from Aleph GUI by library staff.

The entire process (Shell scripts, perl , DB connection and Aleph GUI connection) has been tested out. Testing of multiple formats and user permission need further investigation.

4. Batch Uploading Local catalog records to OCLC (F. Peng , David Bolotine)

The procedure of batch uploading local catalog record to OCLC has been established. Electronic dissertation cataloging records have been uploading to OCLC.

5. Research Efforts (F. Peng)

Web OPAC spelling check
Worldcat API and Worldcat Local
360 API (Serials Solutions)

General: (F. Peng)

- Fixed Currency rate process problems. (Min)

- EDI invoice loading (Dennis and Susan)
- Subscription 'Set as default' problem (Cara Corrigan)
- Coding the combined tab search for library web design (Darren Chase)
- To adjust search ability, batch creating 730 field from local notes. (David Bolotine)
- Batch correcting serious misfiling of the music catalog records (Gisele Schierhorst)
- Map database meeting to discuss best method for map collection (Cynthia)
- Change Recipient in monthly report (David Weiner)
- Special patron file loading.

Reports: (F. Peng)

- Iraqi archaeology digital texts collection spreadsheet request (Jason Torre)
- Cataloging statistics report for last fiscal year (David Bolotine)
- Analysis of the Melville Library holdings in LC class L (Elaine Hoffman)
- Preservation and Labels report (David Weiner)
- Course Reserve item cataloged in STB01 (Jeanne)

Circulation (H.Xue)

- Fix unable to discharge map item problem for Science Library
- Solve the fine issue problem for the elevator Key
- Generate emeritus name report on request
- Take care of Science library weekend circulation notices
- Setup tables on Pyxis to test loan period on item with multiple recalls placed
- Change the Not returned item description
- Modify booking request permission for special patrons/items on request

WebOPAC (H.Xue)

Test session_id related security problem on Pyxis

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

Stephanie Gaylor: (UUP Representative – No Report)