DRAKE MEMORIAL LIBRARY
2007-2008
ANNUAL REPORT

JUNE 24, 2008

COMPILED BY M. J. ORZECH
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ASSISTANCE FROM
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Assessment of Goals Achieved

1. Please assess your school's performance in support of the President's nine goals. Provide specific examples in support of each applicable goal for your school.

a) Build on our academic excellence including not only our rising reputation as a SUNY Tier 2 institution, but also to encompass recognition of our faculty for scholarly endeavors, research dollars, and our prestigious graduate programs. [Faculty scholarship, grants, undergrad/grad degrees awarded, faculty/staff awards such as the Chancellor's awards, fellowships, and other data related to academic excellence.]

- Library faculty scholarship - Library faculty made presentations/poster sessions at regional conferences (WNY/O, SUNYLA, CIT) and published book reviews.
- Grants- J. Little, with B. St. John, and C. Price- received SUNY FACT COCID grant ($5,000) related to library services and learning management systems. Drake hosted a one-day conference, April 18, 2008 for 130 participants.
  -M. Gigliotti received IMLS grant for preservation books ($800).
  -D. Gordinier submitted NEH grant to host 'John Adams Unbound' exhibit in library during 2008-09 ($2,500).
  -J. Little (Library) and B. St. John (ITS) participated in a funded CLIR ethnography workshop tracking faculty research (Cornell, Feb. 2008).
  -R. Cushman, M. J. Gigliotti and L. Hacker received Faculty Staff Technology initiative grants during 2007-08.
  -L. Lampert has received notice of $5,000 award for microfiche reader/printer for 2008-09 from Faculty Staff Technology Initiative.
  -S. Perry received UUP grant to attend SUNYLA in Potsdam 2008.
  -Coordinated Collection Development Grant from NYS received to increase depth of collection in British and American Literature, Dance, Education and History ($12,865).

- Awards – R. Gilliam received Chancellor's Award for Excellence in Librarianship, May 2008.

b) Continue to underscore our core values of student success and shared governance. [Curriculum development, innovations in teaching/pedagogy, student learning, faculty service, advisement, and committee work.]

Innovation in teaching/pedagogy:

- 183 library instruction classes held (34% increase);
- 70 Faculty and Student Research Consultations held (55% increase);
- Responded to over 14,000 Reference inquiries, including Instant Messages (IM);
- Library Reference developing LibGuides – Summer 2008;
- Librarians presented on copyright and other topics at CELT sponsored events;
- Drake and CELT co-sponsored session with Geneseo Anthropology professor and Librarian on embedding librarians in courses- 11/2/07.

Committee work:

- Several members of library faculty and staff participated in the summer orientation, freshman reading program, College Senate, CTC, digitization, IPod, SUNY Learning Network, Web Advisory and other committees. Library staff also participated on a SUNYWide OLIS Shared Services Taskforce (R. Cushman).

c) Make an institution-wide commitment to embracing diversity in its fullest sense by setting goals and linking these goals with Middle States expectations and our own expectations for achieving a more inclusive community.

- Continued encouragement of minority and international student and staff hiring.
- Identified need for attention to diversity in library collection development e.g., during NCATE accreditation visit.
- Worked with Office of Student with Disabilities to increase awareness of issues related to accessibility, particularly parking, near Drake.
- Library staff encouraged to participate in campus diversity workshops (Summer 2008).

Implement Strategic Plan II priorities and allocate resources for designated implementation. [Examine *Matrix* for College priorities.]

d) Address the physical plant—both new facilities and upgrading the existing facilities and technology—to enhance the living and learning environment for all. [Changes/developments with reference to physical plant, issues dealing with physical environment, departmental equipment.]

- Relocation of media viewing area to the main floor, completed Summer 2007.
- ITS Helpdesk moved to Drake Fall 2007.
- Initial steps made toward identifying Quiet Study Space on ground floor in response to student requests in LibQual.
- Emeriti room on top floor re-purposed as small PC seminar room with 10-12 PCs.
- Library Resource Room in MetroCenter furnished and dedicated, April 2008.
- Ground floor of Drake is undergoing renovation during Summer 2008. New instructional classrooms, IT offices and a new Educational Technology Center (ETC) are expected to provide new opportunities for collaboration.
- Storage of library materials and shelving space continue to be a concern.

Engage the entire campus in the Mission Review II process in the 2005-06 academic year prior to our final sign-off to SUNY. [Examine *Matrix* for College priorities and school's contributions to these.]

e) Plan to publicly launch SUNY Brockport's comprehensive campaign in concert with the Foundation Board, College Council, and Alumni Board. [N/A for Academic Affairs]

- Library has expressed interest in working with College Advancement to draft case statements and provide suggestions for library gifting opportunities (book and media collections, study rooms, reading areas, etc.) Also pursuing creation of a library endowment that could be used aid library material replacement and other activities.
- Preliminary conversation ongoing to encourage restoration of stained glass windows in Drake as a development project for comprehensive campaign.

f) Strengthen Brockport's presence and visibility within the colleges in the greater Rochester area using the MetroCenter as a focal point for collaboration and enhanced visibility through greater utilization and

marketing. [Enter information related to school's outreach into Brockport, Rochester, and the regional area; any connection to MetroCenter.]

- The addition of a full-time librarian at the MetroCenter is providing greater visibility and access to resources for students. Drake librarians made class presentations to several Metro Center classes and are very interested in providing additional services to Metro Center students, faculty and staff.
- J. Little continues work with RRLC literacy committee to increase K-16 partnership with Brockport and surrounding local school districts.
- Drake library participated in Have a Heart Book Campaign and Helping Hands to provide books to Brockport/Rochester area children. Annual Library book sale provides another campus outreach activity; surplus books donated to EOC and others. Library staff is active in many other community events.

g) Celebrate the successes of our students, faculty, staff, and alumni as a point of pride for the College.[Celebrations such as Scholars Day, Excellence in Writing awards, Honors & Awards, Alpha Chi and other honor societies, School awards, all other awards and celebrations for faculty, staff and students.]

- MetroCenter Library Resource Room Ribbon-Cutting was held April 2008 in conjunction with Scholar's Day.
- Celebrated Library Assistant's Day, 4/17/2008.
- Cornell and Wells awards made to three library students; several library student staff participated in the Honors and Awards Ceremony.
- A 'Spring N 2 Service' student staff customer skills workshop and two student library/IT focus group pizza events were held in Drake.
- E. Cook and C. Seward presented on Zotero (bibliography Firefox utility) at Scholar's Day.

<u>Key Performance Indicators in Support of Institutional Quality</u>

2. Using the 2007-08 Key Performance Indicators *as a guide*, please comment on your school's contribution to the institution's increasing quality. (Where are we?)

Drake Library's profile is on the rise this year due to three new hires, and key events such as the April library and learning management system conference that attracted an international audience. A new program to provide a full-time librarian to students at the MetroCenter is increasing visibility to students and faculty downtown. Drake is working to improve outreach to other areas such as the departments in Hartwell Hall and the Student Learning Center. Preliminary results of the MISO survey provide both quantitative and qualitative data showing areas of excellence as well as areas for possible improvement.

Library collection management choices are made with the idea of a SUNY collection in mind. Non-superseded titles that are not held by any other SUNY institutions are currently retained, rather than weeded. Acquisitions is participating in the SUNY Comprehensive Colleges Coordinated Collection Development team plans. Specifically, in Spring of 2008 we instituted the Acquisitions 5 copies guideline. If five comprehensive colleges show holdings for a title in WorldCat, the library is not purchasing that title unless it is needed for course reserves, reference or for another overriding local need. Librarians continue to work with departmental faculty to develop the library collection to support curricular needs through the liaison program and are working to strengthen it further by meeting with departments, etc.

Library technical services is also working to automate material ordering processes during the coming year. This will result in an automated ordering system that will eventually replace the need for faculty to manually complete yellow cards.

Upgrades to ILLIAD for Interlibrary Loan and ALEPH are underway. The possibility of including a library presence in the new upgrade for ANGEL this summer affords new opportunities as does the development on online LibGuides. Plans for 2008-09 include continuing investigation of federated search tools and discovery tools to enhance searching.

Traditional library metrics may not accurately describe the array of services and outcomes planned or in process. For example, although library circulation shows a decline this year (in line with national academic library trends), there are also bright spots – increasing library instruction, more Interlibrary loan activity, a revitalized Government Documents area, more integration with other campus areas via art and other displays, co-sponsored events with CELT, etc. This is the first full year of building usage data we have had in several years and 244,687 turnstile count is consistent with the counts from 1997-2002 that averaged between 200,000-250,000. It also does not count patrons receiving library services at the MetroCenter. The completion of the roof is most welcome and new lighting in some areas of the top floor make it more inviting. This is also the first year that the library has assigned small individual study areas for adjunct faculty that has been well-received by those who use it.

Completion of new roof was realized this year but renovations can't stop there. Planning is beginning for interior renovation during 2009-2014.

<u>Divisional Goals and Planned Support of the College-wide Initiatives</u>

3. What are your school's goals for the 2008-09 academic year? What actions will your school take toward achieving these goals and support the six initiatives listed below?

   a. Emblems of Quality: SUNY Brockport will set a goal of achieving accreditation in all disciplines for which it is eligible.

   - Drake worked closely with departments undergoing accreditation/re-accreditation to ensure that library services meet the needs of students, faculty and staff. Included this year were: Computer Science, Counselor Education, proposed MIS program, NCATE and Theater.
   - Library working to improve workflow for providing library statistics to meet the accreditation reporting needs of academic departments going forward. A goal is to develop Aleph reporting templates to be utilized during statistical gathering for academic accreditation reports.
   - Seek to acquire World Cat OCLC Collection Analysis Service for use in the accreditation and other coordinated collection development purposes.

   b. New Program Development Fund: Establish a "venture capital" account from a variety of sources to assist in the development of new programs while making the hard decisions of what to give up in times of competing resources. [What new programs will you develop or do you expect to come on line in the next year? What resources will you need from the New Program Development Fund? Will you be eliminating or de-emphasizing any old programs in the coming year?]

- Resources from new program development funds should be used to support the library's acquisition of new and retrospective materials to support the developing curriculum of new programs.
- Purchase and utilize the World Cat OCLC Collection Analysis Service for coordinated collection development efforts, relevance to the acquisition of materials and required reporting for new and developing programs.

c. Career Span Professional Development for Faculty: Identify the major intellectual, scholarly and professional development needs of our faculty at three stages of their careers, recognize the relationship of sponsored research to student success at both the undergraduate and graduate levels, and develop an endowed professorship as part of our comprehensive campaign.

- Library staff continue to be encouraged to take part in appropriate RRLC events, seminars, webcasts, professional reading and conferences to keep skills updated throughout their career lifespan.
- Continue to acquire serials and other appropriate materials for professional reading across the disciplines, including titles appropriate for the library faculty and staff.
- Ensuring that all library staff are aware of opportunities for professional development is an on-going goal. Bringing new librarians and staff along in a manner that is inclusive and values their contributions will be especially important.

d. Restoration of Positions: Establish a priority funding process to begin to buy back some of the eliminated staff positions. [What new staff positions do you expect to apply for in the coming year and why are these important?]

- Creating a full-time archives position would provide additional value to the College and enhance Drake's ability to respond to requests and grow in this area, particularly related to digitization projects (currently .5 FTE).

e. Lake Ontario Natural Resource Center (LONRC): Advance the design and development of the Center at the Port of Rochester.

- Consider designating a library liaison and investigate designating acquisitions allocation for LONRC.
- Continue to build policies related to online repository for LORNC materials using DSpace or other venue.

f. Presence in Greater Rochester: Ramp up our public information campaign in the Greater Rochester Area to continue to build Brockport's reputation. [What out-reach activities do you anticipate our school will carry out in support of this initiative in the coming year?]

- Continue participation in Rochester Regional Library Council activities including leadership roles on various committees (literacy, Reference, ILL, CITE, etc.)
- Continue ILL activities with regional partners.

h. Departmental Goals to Support the Mission of the Library:

Organize and provide easy access to information sources which meet the curricular and research needs of our students and those within the academic community.

Technical Services

- Departmental Goals
    a. Finish reconfiguration of lower level workspace to meet departmental and library space needs.
    b. Continue to develop, promote and participate in cross-training within the department.
    c. Provide a welcoming and collaborative-rich environment for ITS employees when they move to the lower level of Drake Library.
    d. With the assistance of the Library Technology Systems department, implement a plan to create a separate or virtual VSW base for Aleph. Allowing the creation of a new OCLC code for VSW. Cataloging of VSW to continue through the department otherwise unchanged.
- Acquisitions
    a. Finish conversion of bookkeeping manual to wiki format to facilitate training and allow efficient updating.
    b. Test and implement Banner-based electronic library materials request module.
    c. Train liaison librarians, faculty and faculty departmental coordinators in the use of the Banner Electronic Library Materials Request module.
    d. Participate in SUNY CC CCD project.
    e. Investigate the use of EDI ordering for firm orders. If EDI proves promising, develop a plan to implement in FY 2008-2009.
- Collection Management
    a. Finish weeding and relocation of Juvenile Materials
    b. Hold a one-day Combined Children's Book Sale / Juvenile Collection Workshop & Open House
    c. Train additional Tech Services staff in original cataloging of Brockport Thesis
    d. Order and add books to update weeded/outdated areas of the main circulating collection using a portion of Library Foundation funds. Create library endowment with portion of funds that will provide interest income for the future.
    e. Hold sessions for interested library staff on topics such as LC call # structure and how to identify serials.
    f. Continue weeding efforts and encourage liaison librarians to take a more active role in de-selection of materials. Conduct several group speed-weed sessions during Summer and Winter break in targeted areas.
    g. Set up storage shelves in Room 8 with unique but low/no circulation items stored there.
    h. Addition of shelf levels to education/documentary video shelving.
    i. Finish weeding and shifting of Abebooks collection.
- Serials
    a. Implementation of new maintenance schedule to address ongoing presentation issues with the new shelving.

b. Selectively weed bound journals to accommodate new titles and to make additional rooms for existing titles that have run out of space.
c. Improvements to collection of usage statistics for journals.
d. Observe ILL workflow regarding impact of local holdings maintenance.
e. Update JSTOR lists –last completed in summer 2005.
f. Investigate implementation of a digital space for online-only publications.
g. Review Aleph improvements/enhancements for possible use including: importing SICI barcodes for serials check-in, serials claim reporting and EDI invoicing.
h. Weeding of JSTOR bound journal titles. Summer 2008.
i. Continue conversion of acquisitions bookkeeping database to Excel to Access.

Appendices

Unit reports are attached below covering July 1, 2007-May 31, 2008, unless noted otherwise.

A. Integrated Public Services (Reference and Instruction, Circulation, MetroCenter, Evening Library Services – P. O'Sullivan)

B. Technical Services (Acquisitions, Cataloging and Processing, Collection Management, Serials - J. Smathers)

C. Library Technology (R. Cushman)

Integrated Public Services

Reference/Instruction
2007 -- 2008

The main floor of the Drake Library continues to be a busy area, both for library work, such as looking for articles, books etc., and for PC lab work, such as using Microsoft Office. About 15% of questions have to do with file saving, printing and Office software questions. The majority, however, remain "traditional" reference questions: locating articles or books as well as helping students define their information needs. The basic change in reference work is that we now have access to a wider array of sources, and those sources are continuously updated so that we can provide our users with much more recent and relevant information.

The "Learning Commons" continues to evolve as a physical and organizational space, in large part adjacent to the reference area. At this time, it functions largely as an Information Technology help desk. However, it is generally recognized in the literature that for a Learning Commons to be successful the inclusion of the local reference staff is of vital importance. Over the next year, the reference staff hopes to work more closely with the IT staff to develop a more well-rounded Learning Commons.

The number of bibliographic instruction sessions continues to increase under Jennifer Little's guidance. This year, staff taught 183 sessions, the largest number for several years and a 34% increase over the previous year.

All unit staff has assignments beyond the requisite instruction and reference duties. Lori Lampert assumed the role of our government documents librarian on Betty Chan's retirement, and she has been weeding and reorganizing that collection. Greg Toth coordinates our electronic databases, and Mary Jo Gigiliotti manages the college archives. Jennifer Little is our instruction coordinator, and David Gordinier has been active in web page work. Each staff member has liaison to a number of academic departments. All staff are active in college and community service of various kinds, as well as contributing to a number of publications in-house and in the literature of the profession.

Over the coming year, reference staff will strive to continue improving service by maintaining good communication about issues and opportunities, staff training and discussion. Instruction will continue to be an important focus with attention given not only to the traditional library instruction sessions and to better integration with APS and ENL112, work on online tutorials, placement of library "nuggets" in Angel and more. We hope that the new libguides.com service, allowing us to post online guides to subjects and resources will be helpful.

We also hope to continue to conduct informal assessments of our instruction activities; in the past these have received favorable responses. This is an area that our instruction librarian, Jennifer Little, has been working on. In addition, several staff members have been engaging in a variety of attempts to measure student learning and success, through the use such instruments as simple surveys.

Jennifer Little continues to do excellent work establishing connections with faculty and administrators that assist us in improving our instruction and information literacy efforts. Lori Lampert's work on our research consultations helps us to reach students and faculty in a more in depth way than that usually possible at the reference desk.
Outreach and diversity, very important to the College as a whole, are also a priority with the staff of Drake.

Outreach takes many forms: through our classes, at the reference desk and in our research consultations. The unit head has been proactive in contacting faculty when reference librarians encounter assignments that are based on complicated sources or outdated knowledge of library resources. My suggestions are generally received very positively, and often tie into requests for bibliographic instruction sessions. We also try to use our roles as liaisons as a contact point with faculty.

In her role as overseer of the college archive, Mary Jo Gigliotti makes numerous contacts with the alumni. The book she co-authored," State University of New York at Brockport", has focused welcome attention on the College. Her many displays have also resulted in a very respectable archival presence for our school.

The staff works very collegially together. There is an admirable level of initiative shown by unit staff in accomplishing their various tasks.

Physical Environment

The building can be a very challenging place in which to work effectively. Much of the librarian staff is crowded in the decades old "bull pen" model. It would be welcome to have a rehab of the existing office area including some removal of glass wall tops for better air circulation.

Ongoing noise complaints have led us to the conclusion that it would be beneficial to spread out the existing PCs as much as possible, as they are very close together and provoke a high level of noise. Many students have also expressed a wish for more room to set out their papers and books while using PCs.

Reference Statistics

Item	2007-2008	2006-2007	2005-2006	2004-2005
Bibliographic Instruction Sessions	**183**	**136**	**145**	**99**
Research Consultations	**70**	**39**	**45**	**50**
Reference desk (Main floor)	**14,694**	**15,395**	**13,717**	**13,980**
Reference Desk II (Ground floor)	**1983**	**2238**	**2693 (first year)**	
ASK Drake (e-mail service)	**130**	**110**	**118**	**161**
Instant Message (IM)	**467**	**264**	**336**	**229**
Database search requests	**6**	**7**	**9**	**2**
Archives/Special collection use	**142**	**118**		

MetroCenter

During the 2007 – 2008 academic year, a number of exciting initiatives were begun. One of these was the addition of a librarian and a library commons space at the MetroCenter campus. President Halstead made it part of Goal 8 of the Matrix: "Pilot an on-site librarian in fall '07 and open the library commons in spring '08." Linda Hacker, the MetroCenter librarian, has worked hard to make this pilot a success.

Objective	Accountability	Timeline	Status
Goal 8: President's Matrix Pilot an on-site librarian in fall '07 and open the library commons in spring '08	Linda Hacker	Ongoing	Complete – see statistics and comments below

This service takes the place of the College's former affiliation with the SUNY Student Resource Center (SRC), moving the resources to the students rather than forcing them to travel to another location. Also, new services are offered such as the RRLC delivery service allowing Drake owned books, and Interlibrary Loan books, to be delivered to and from the MetroCenter to Drake. As the table below indicates, the service has been well-received.

Statistics Comparisons between SRC and the MetroCenter:

	SRC 2006-2007	MetroCenter 2007-2008 (Beginning August, 2007)
Classes Taught	2	16
Mini-Intro Courses	0	10
Research Consultations	0	23
Telecourses Viewed	28	17

The space is attractively laid out with computers and a quiet study space. More importantly, having library services at the MetroCenter, provides students with on-site research assistance, frontline IT support and desktop software assistance and librarian support services for faculty. The librarian is on-site four days per week.

After the Fall semester, the librarian developed a "mini-course" to give the students and faculty an introduction to the new librarian and the services now available to them. The Career Services office and the IT department were also included. This 15 minute session allowed each department to spend time talking about their services. A half sheet handout that included the services and access information of each department, and a bookmark that included important phone numbers facilitated the student's ability to find the information when they needed it. Ten classes utilized this service at start of spring semester.

In addition to working with Career Services and IT, Hacker has also worked with the GRC-MSW program to facilitate and improve communications between the campus IT department and their program.

Overall, this pilot project has been very successful. Many more students and faculty are using library services than ever before, and many new library services are being provided.

Goals for the upcoming year include increasing the number of classes visited for the "mini-course" and continuing to enhance the quality of the library services at MetroCenter through reference consultations, faculty support and collection development.

Interlibrary Loan
2007 - 2008

The Interlibrary department was busy this year. Overall activity was up by almost 2%. Document delivery saw the greatest increase, doubling from last year.

Interlibrary Loan Statistics

Borrowing	2007-2008	2006-2007
Copies	4147	3006
Mediated Loans	2887	2864
Cancelled Requests	1740	1528
Total Borrowing	8774	7398

Lending	2007-2008	2006-2007
Copies	4763	4915
Loans	6372	6932
Cancelled Requests	4682	5878
Total Lending	15817	17725
Document Delivery		
Copies	1680	859
Loans	302	104
Total Document Delivery	1982	963
Total ILL Activity	26573	26086

In addition, Kim Myers automated the ILL checkout at the circulation desk, improving accuracy and accountability for borrowed items. She also worked with Metro Center and the ILL librarian to develop a system to track items and improve communication resulting in 0 lost items this year. Finally, the Interlibrary Loan Department is working on a transitional plan to keep the same high level of service on the retirement of Robert Gilliam at the end of 2008.

Circulation
2007 – 2008

The Circulation Department remained busy through 2007 – 2008. In addition to the work associated with circulation of materials and reserves, all of the full time staff served on at least one internal committee. Several staff members attended the NYSLAA conference, and all of the full-time staff attended several continuing education workshops.

Circulation Statistics (through May 2008)

	2006-2007	**2007-2008**
Circulations*	68,514	60,864 (11 months showing 11% decrease)
Assisted remote renewals	700 patrons served 3,413 items renewed	521 patrons served 2,239 items renewed
Traces	123 searched 105 found (85%)	86 searched 100 found (carryover from previous year)
Notices sent (including e-mail notices)	1,599 overdue notices 1,772 fine notices 5,163 courtesy notices	719 overdue notices ***(from 11/07 – 5/08) 67 fine notices ***(from 11/07 – 5/08) 3,578 courtesy notices ***(from 11/07 – 5/08)
Recalls	32	10 (Primarily for Reserves)
Patron account inquiries	229 processed 205 resolved (90%)	251 processed 238 resolved (95%)
Shelving	64,795 items	60,751 items
Fine monies	$16,123.48 fines $ 3,192.75 lost books	$15,249.46 fines $ 3,580.01 lost books

	(2006 - 07)	(2007 - 08)
Temporary User ID **	120	103
UserID/Passwords issued	40	
Photocopiers	36,382 cash copies	28,111 cash copies
	12,050 Easy Money copies	N/A

In addition, we sold [ ] transparencies (@ $.30 ea. = $[ ]). Discussion of changes in photocopying services will be occurring to a) repay copy center deficit and b) ensure service remains viable.

* includes inside and outside building circulation.

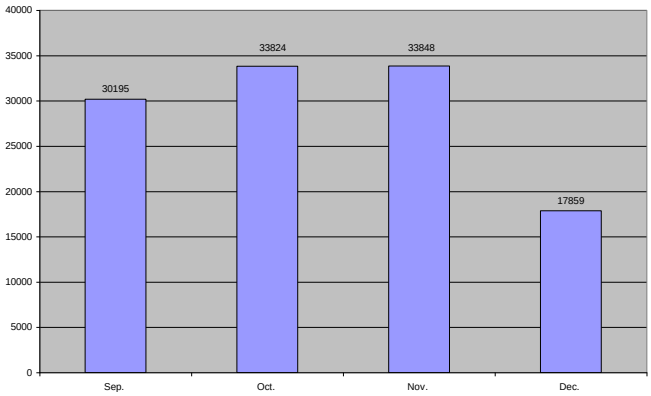
** includes courtesy cards issued, regardless of whether UserID/Passwords were issued.

*** the count of notices sent from prior to November 1, 2007 was lost during the ALEPH upgrade. The number of notices has gone down for the same time period last year by -23.4% (overdue), -20.5% (fine), and -4.9% (courtesy)

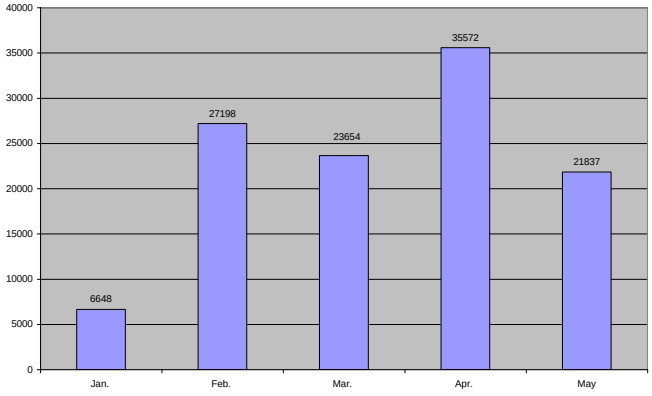
2007-2008 LIBRARY WIDE STATISTICS			
AREA	**Total checked out through ALEPH**	**Total inside building use**	**ANNUAL TOTALS**
Circulation	54,867	5,997	**60,864**
Serials current issues	370	0	**370**
Serials bound issues	10	4,646	**4,656**
TOTAL ITEMS CIRCULATED	**55,247**	**10,643**	**65,890**

Library Patron Counts

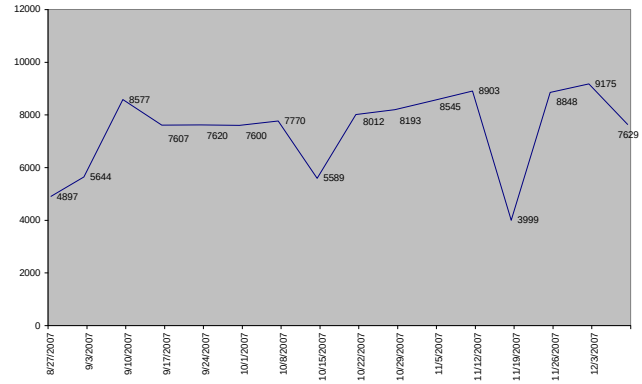
Fall 07 Total Monthly Patrons



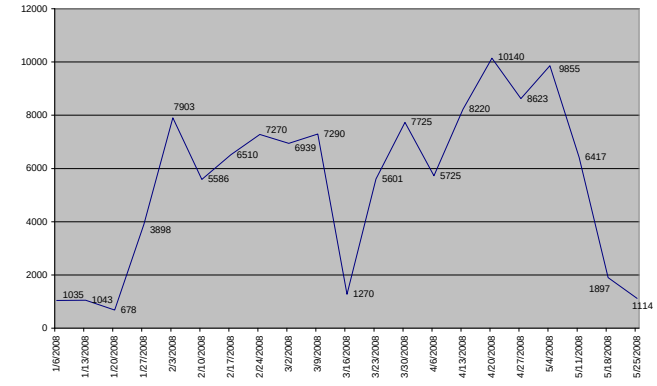
Spring 2008 Total Monthly Patrons



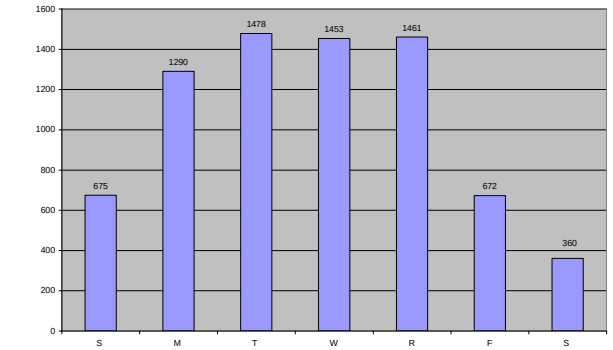
Fall '07 Total Weekly Patrons



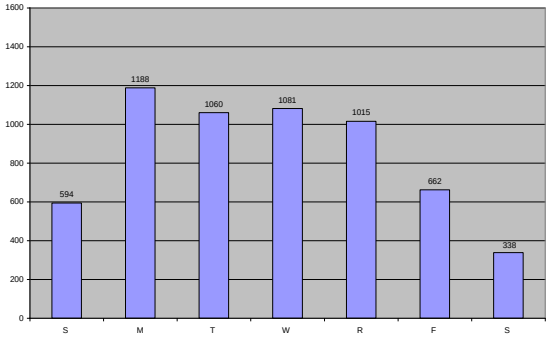
Spring 2008 Total Weekly Patrons



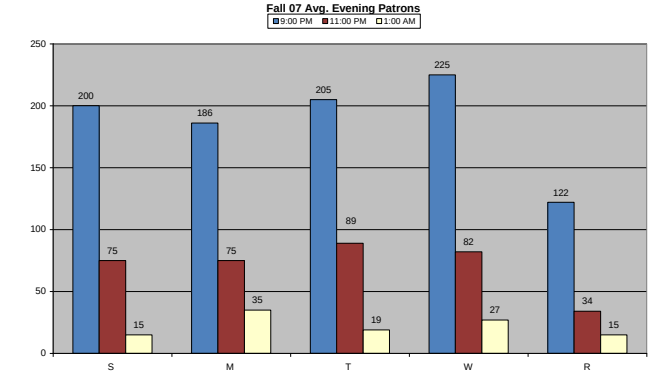
Fall 07 Avg. Daily Patrons



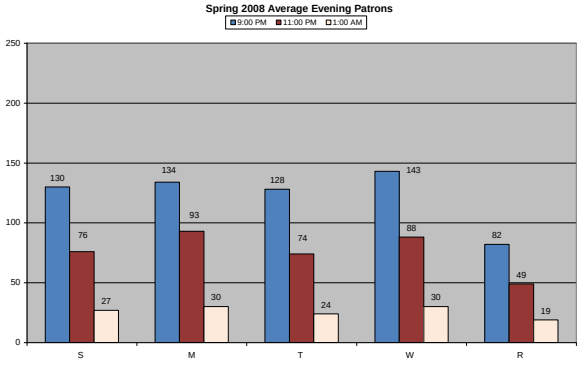
Spring 2008 Average Daily Patrons



Fall 07 Avg. Evening Patrons



Spring 2008 Average Evening Patrons



Technical Services

The dedicated work of Technical Services student workers, staff and librarians to seamlessly support the missions of Drake Memorial Library and SUNY Brockport is duly noted and greatly appreciated.

i. A formula is applied to the library materials budget (non-serials) to generate budget allocations based on the size of the department, number of majors, faculty, classes and the average cost of a book in that discipline. The formula was published to the library website in Fall 2007 to increase visibility. See section 2. Key Performance Indicators for statistical data.

ii. Responsiveness to local / regional / state needs

- The library continues to participate in the statewide Coordinated Collection Development Grant. 2007-2008 saw $12,865 designated for acquiring materials in:
    a. American Literature
    b. British Literature
    c. Dance
    d. Education
    e. History

Acquisitions Section
Technical Services Unit
Annual Report 2007 – 2008

Acquisitions staff: Linda Becker, Susan Donk, Jennifer Smathers

Several improvements in process were put in place by the Acquisitions department. The Aleph budgets were re-organized to match more closely to the SUNY SMRT hierarchy which made the translation between the two systems much smoother than previous years. However, there still remains a discrepancy between the two systems regarding vendor credits. Credit memos are not recorded in the SUNY SMRT system. Without an easy way to track these credits the discrepancy made it appear, when comparing Aleph expenditures to SMRT allocations, as if Acquisitions had spent beyond its means. A method needs to be developed to facilitate reconciling vendor credits between Aleph and SMRT.

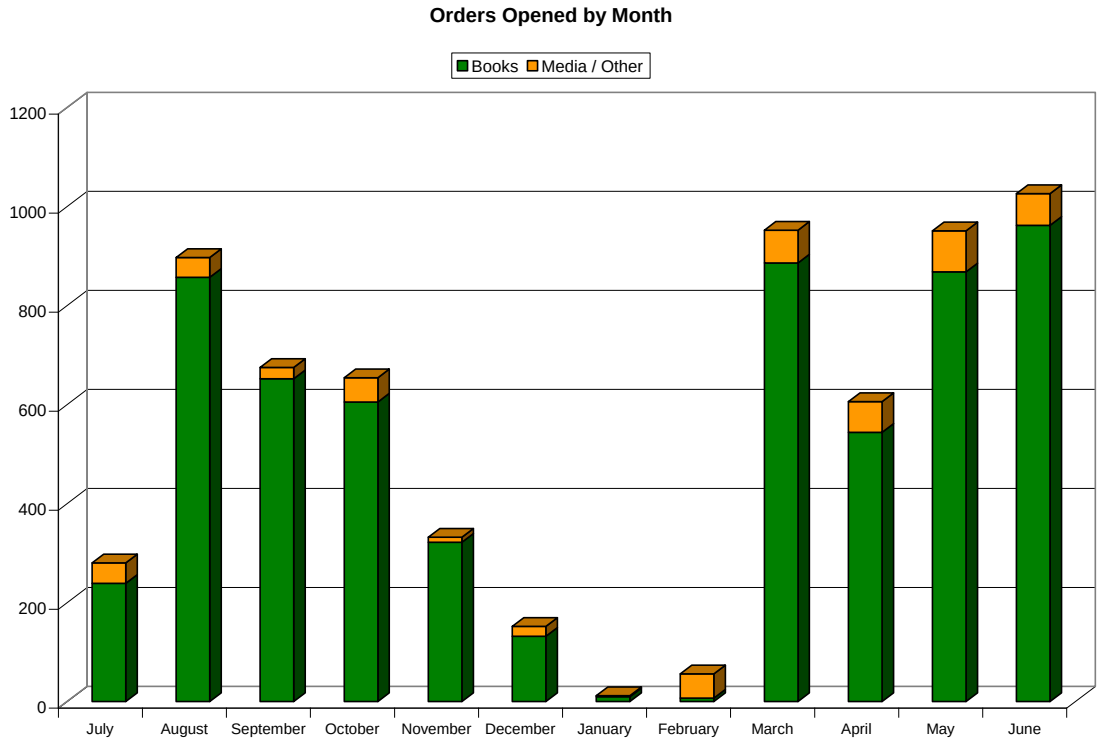
With the assistance of the Systems department the over-encumbrance problem in Aleph was solved and no additional "Phantom" budgets were needed. This greatly simplified the allocation process for both acquisitions staff and liaison librarians.

The department looks forward to the continued efforts of Bob Cushman and Pat Maxwell to address Aleph issues such as assigning budget groupings for facilitating reports of acquisitions data.

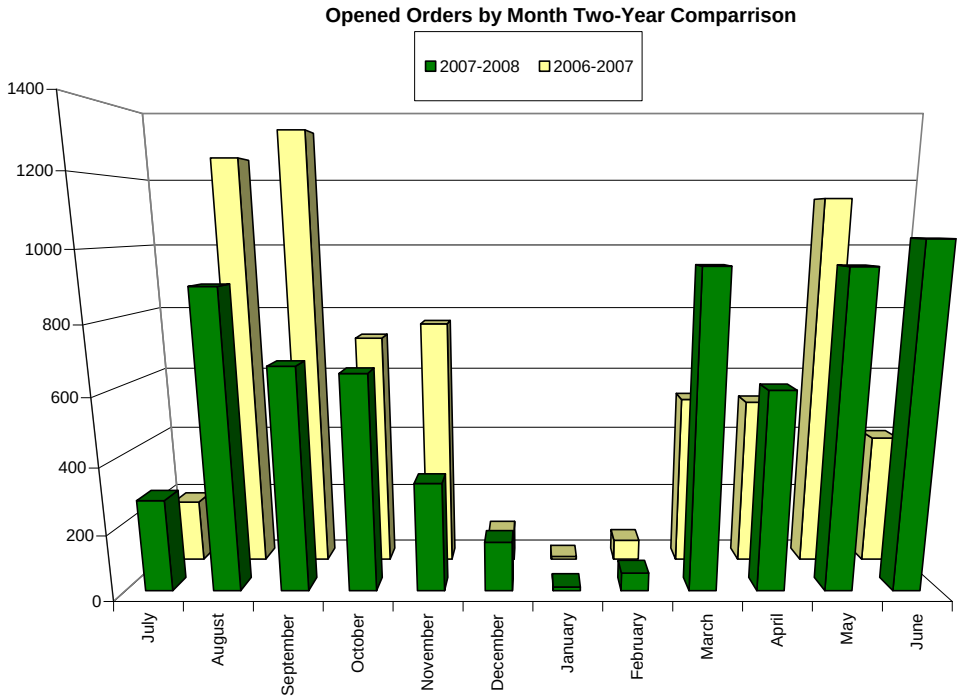
Alicia Girvin has been working hand-in-hand with the Acquisitions department to further develop an electronic order request system to be used by Brockport, students, faculty, staff and librarians. The progress has been tremendous with user testing slated for early July 2008 followed by a fall implementation for faculty. Susan Donk's mastery of the Acquisitions request and approvals

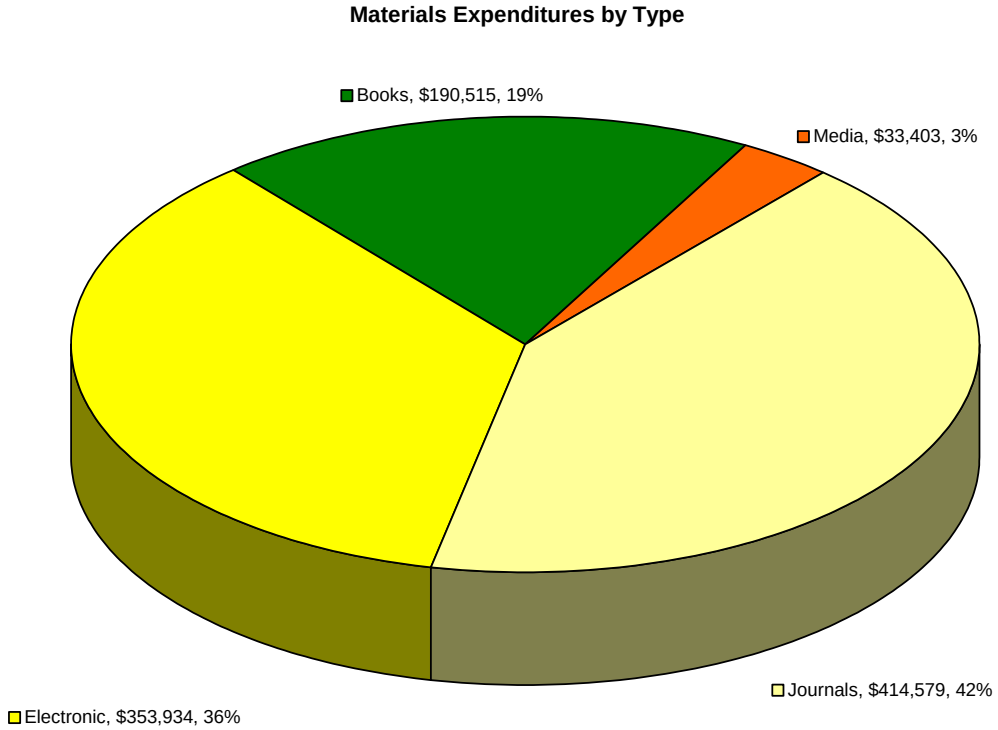
workflow coupled with Alicia Girvin's Banner expertise and system design have created a useful program that should benefit the entire Brockport community.

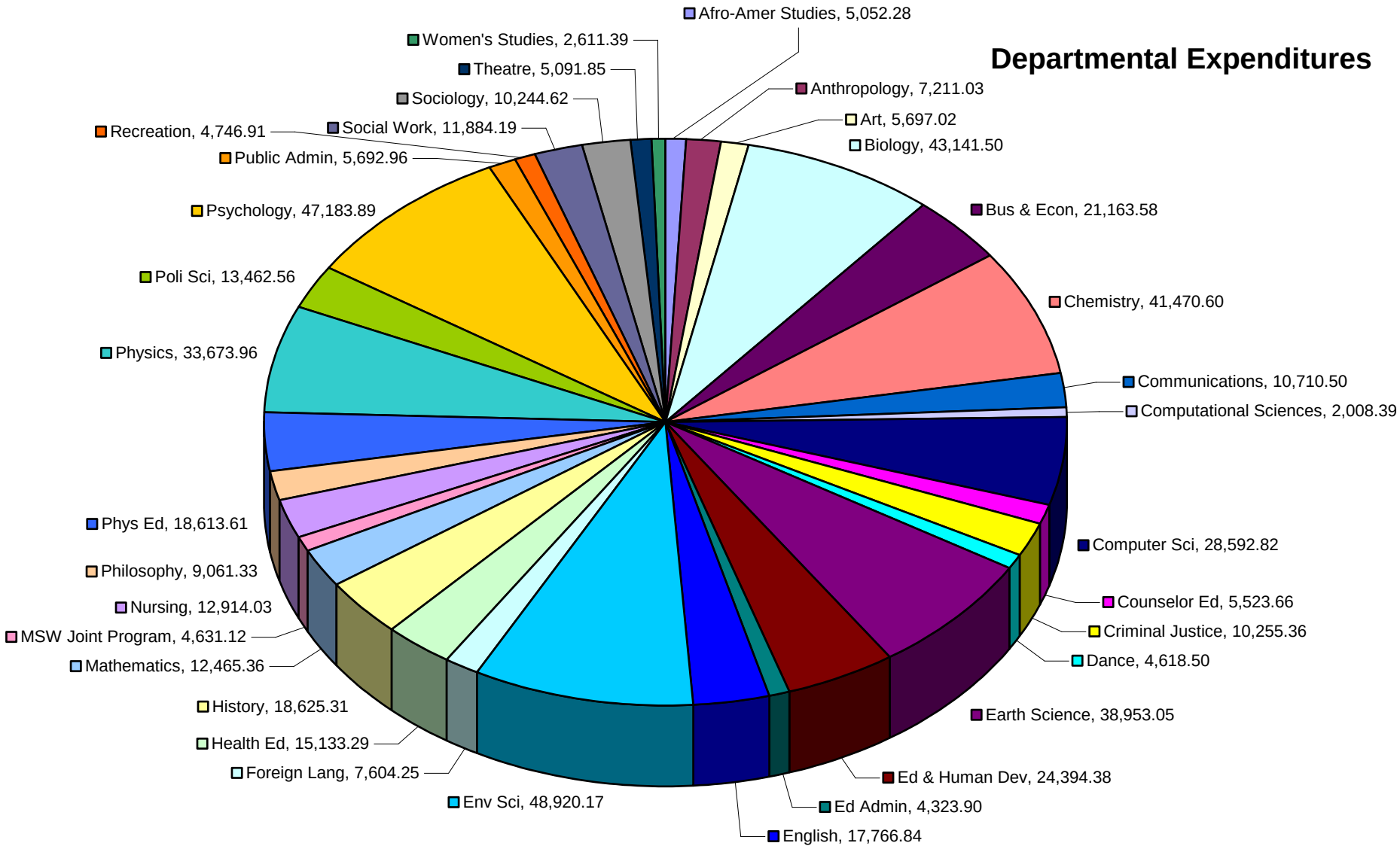
**All Acquisitions Statistics and Charts represent 7/1/07 through 6/19/08.
Through June 19, 2008 $846,738.01 was expended for electronic resources, journals, books, media, other resources and OCLC cataloging costs.



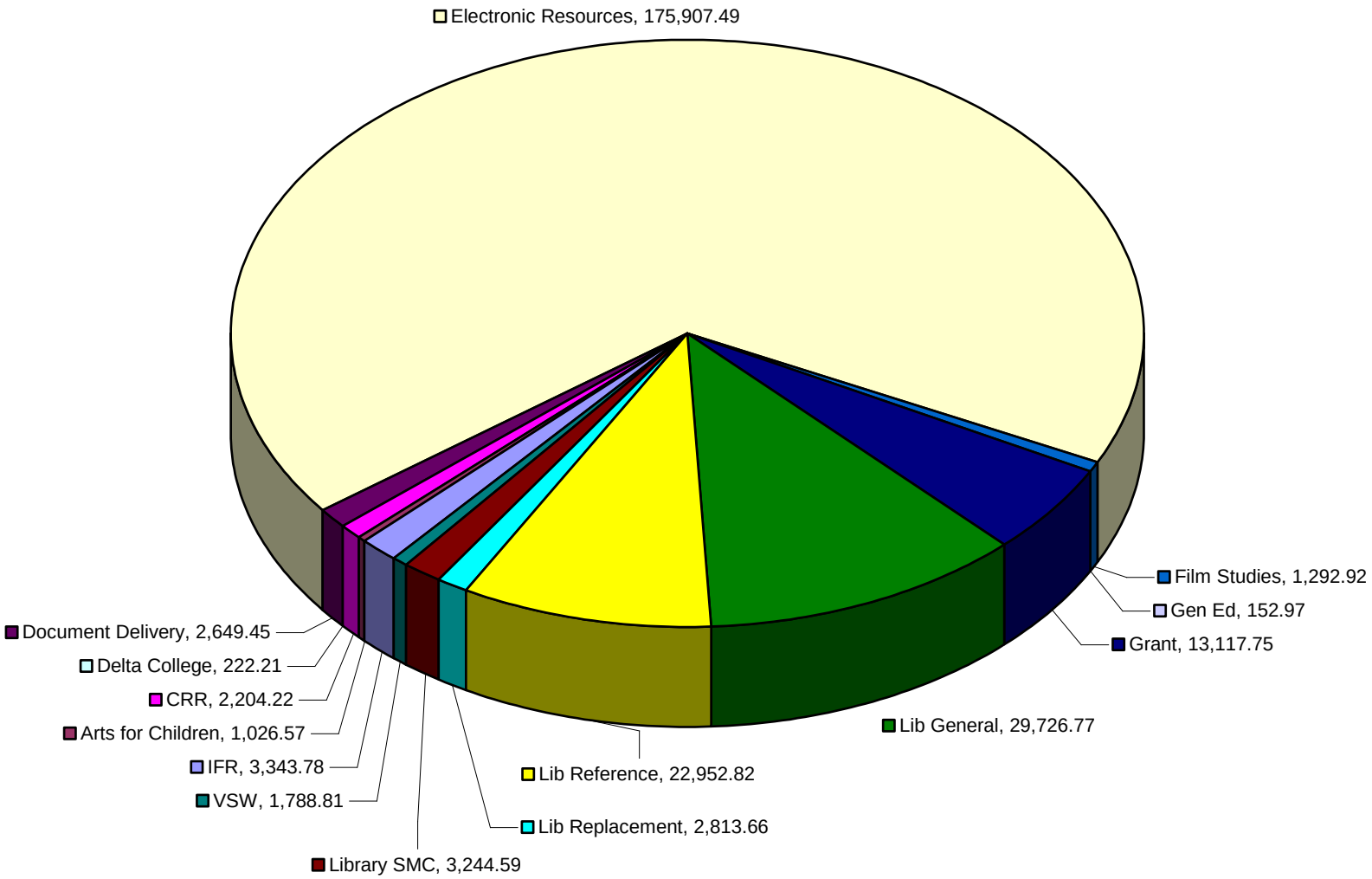
The effort by the department to encourage ordering by faculty and liaison librarians throughout the year did have a positive effect. Below is a comparison of orders opened between the current and previous fiscal year. There is still room for improvement in distribution of workload throughout the semester.






Departmental Expenditures
Afro-Amer Studies, 5,052.28
Women's Studies, 2,611.39
Theatre, 5,091.85
Sociology, 10,244.62
Social Work, 11,884.19
Recreation, 4,746.91
Public Admin, 5,692.96
Psychology, 47,183.89
Poli Sci, 13,462.56
Physics, 33,673.96
Phys Ed, 18,613.61
Philosophy, 9,061.33
Nursing, 12,914.03
MSW Joint Program, 4,631.12
Mathematics, 12,465.36
History, 18,625.31
Health Ed, 15,133.29
Foreign Lang, 7,604.25
Env Sci, 48,920.17
English, 17,766.84
Ed Admin, 4,323.90
Ed & Human Dev, 24,394.38
Earth Science, 38,953.05
Dance, 4,618.50
Criminal Justice, 10,255.36
Counselor Ed, 5,523.66
Computer Sci, 28,592.82
Computational Sciences, 2,008.39
Communications, 10,710.50
Chemistry, 41,470.60
Bus & Econ, 21,163.58
Biology, 43,141.50
Art, 5,697.02
Anthropology, 7,211.03

Non-Departmental Expenditures

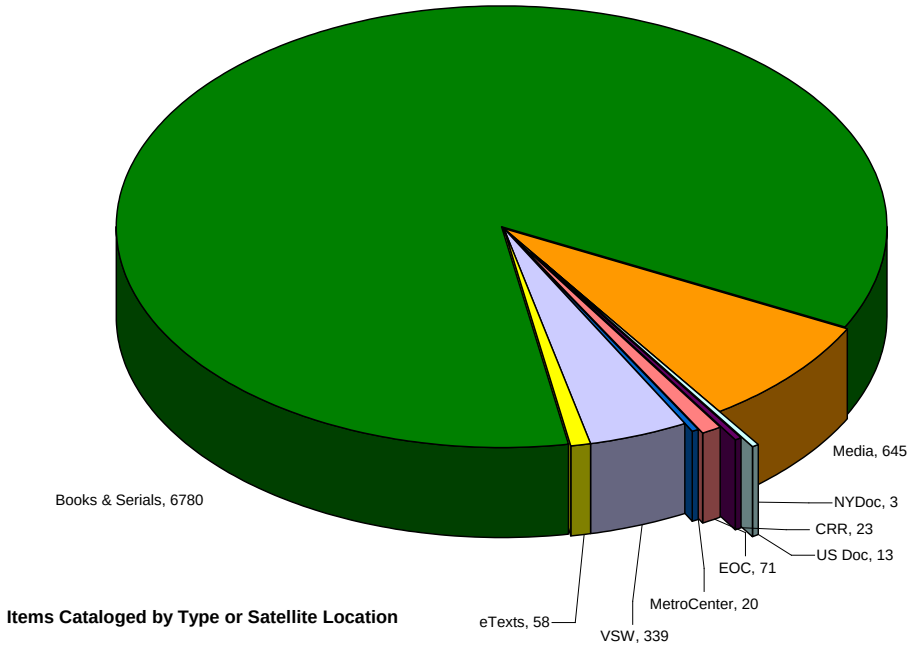


Fund	Budget	Encumbered	Expended	Balance	% Spent
Depmental Allocations: Books, Media, & Journals					
Afro-Amer Studies	5,717	317	5,052	330	93.9
Anthropology	7,316	341	7,211	-236	103.2
Art	5,920	325	5,697	-124	101.7
Biology	43,866	588	43,142	-25	99.7
Bus & Econ	24,120	172	21,164	2,707	88.5
Chemistry	42,049	0	41,471	493	98.6
Communications	10,955	204	10,711	-103	99.6
Computational Sciences	2,067	85	2,008	-26	101.3
Computer Sci	28,337	104	28,593	-360	101.3
Counselor Ed	5,610	472	5,524	-386	106.9
Criminal Justice	10,209	116	10,255	-162	101.6
Dance	4,757	273	4,619	-241	102.8
Earth Science	39,183	224	38,953	-49	100
Ed & Human Dev	23,874	522	24,394	-1,058	104.4
Ed Admin	4,330	110	4,324	-104	102.4
English	18,686	626	17,767	152	98.4
Env Sci	48,571	28	48,920	-377	100.8
Foreign Lang	8,252	37	7,604	610	92.6
Health Ed	15,201	313	15,133	-298	101.6
History	19,461	735	18,625	101	99.5
Mathematics	12,816	485	12,465	-169	101
MSW Joint Program	4,619	27	4,631	-39	100.8
Nursing	13,302	125	12,914	116	98
Philosophy	9,204	125	9,061	-14	99.8
Phys Ed	18,671	292	18,614	-293	101.3
Physics	33,570	0	33,674	-104	100.3
Poli Sci	14,468	787	13,463	219	98.5
Psychology	48,001	164	47,184	17	98.6
Public Admin	5,734	71	5,693	-29	100.5
Recreation	4,935	105	4,747	68	98.3
Social Work	12,216	235	11,884	-24	99.2
Sociology	9,954	49	10,245	-340	103.4
Theatre	5,628	274	5,092	262	95.3
Women's Studies	2,814	342	2,611	-139	104.9
Departmental Totals	**$564,413**	**$8,671**	**$553,444**	**$376**	**98.06%**
Non-Departmental Allocations: Books, Media, Journals & Electronic					
IFR	3,589	52	3,344	193	94.6
Arts for Children	1,158	33	1,027	32	91.5
CRR	2,400	117	2,204	79	96.7
Delta College	250	42	222	-26	105.6
Document Delivery	2,650	0	2,649	1	100
Electronic Resources	188,740	0	175,907	12,833	93.2
Film Studies	1,400	110	1,293	-3	100.2
Gen Ed	250	38	153	19	76.2
Grant	13,418	341	13,118	-40	100.3
Lib General	29,534	612	29,727	-805	102.7
Lib Reference	24,815	1,836	22,953	-134	99.9
Lib Replacement	2,945	118	2,814	-134	99.5
Library Other	150	0	150	0	100
Library SMC	3,395	28	3,245	108	96.4
VSW	1,700	58	1,789	-147	108.7
Non-Departmental Totals	**$276,394**	**$3,384**	**$260,594**	**$11,975**	**94.28%**
Grand Total	**$840,807**	**$12,055**	**$814,038**	**$12,352**	**96.82%**

Cataloging and Processing Section
Technical Services Unit
Annual Report 2007 -2008

Cataloging continues to be a joint effort across Technical Services with both librarians and clerks contributing. Debby Ames, Linda Becker, Terry Berl, Susan Perry and Susan Saladyga all worked on cataloging or copy-cataloging materials.

The vast majority of materials processing is completed by Linda Pickering. The statistics that follow are based on statistics gathered after processing is completed.



Items Cataloged by Type or Satellite Location

Monthly Cataloging and Processing Statistics 2007 - 2008

July-May (11 months only)

		DML				External				ONL		
MONTH	**TOTAL**	**Bks/Ser**	**Media**	**NYDoc**	**US Doc**	**CRR**	**EOC**	**Metro**	**VSW**	**eTexts**	**Orig**	**Gift**
July 2007	**189**	122	56					5	1	5	54	95
Aug. 2007	**266**	65	81						120		26	34
Sept 2007	**457**	372	60	3	2	1	19				2	93
Oct. 2007	**804**	736	52		7	1			2	6	7	38
Nov. 2007	**1034**	896	103						27	8	6	2
Dec. 2007	**890**	808	61		2	13	2	1	3		7	6
Jan. 2008	**1147**	1071	63		1	1		3	3	5	13	26
Feb. 2008	**694**	555	85		1		44		4	5	6	8
Mar. 2008	**1016**	936	15			6	4		49	6	6	54
Apr. 2008	**396**	284	23			1		4	79	5	11	15
May 2008	**1059**	935	46				2	7	51	18	7	48
	TOTAL	**Bks/Ser**	**Media**	**NYDoc**	**US Doc**	**CRR**	**EOC**	**Metro**	**VSW**	**eTexts**	**Orig**	**Gift**
TOTALS	**7952**	**6780**	**645**	**3**	**13**	**23**	**71**	**20**	**339**	**58**	**145**	**419**

TOTAL		**7952**
Minus	eTexts	58
Equals	**Physical Items Total**	**7894**

Collection Management Section
Technical Services Unit
Annual Report 2007 - 2008

MISSION

To provide, through managing the Library's collections, a library experience for members of the campus community that is seamless, self-sufficient, and satisfies their curricular information needs.

PERSONNEL

Debra Ames, Head, Librarian
Susan Saladyga, Library Assistant (from 8/1/2007)
3 Student Assistants:

Cindy Hermann	10 hours/week
(withdrawals and pricing/inputting abebooks)	
Nadia Boeva	6 hours/week
(general – book pulling, labeling, etc., processing withdrawals)	
Liz McKenna	4 hours/week
(general – Aleph searching, book pulling)	

PROJECTS

CATALOGING

- Trained SUNY Buffalo Library school intern to do original cataloging of Brockport theses on OCLC, and to edit their records in Aleph, and also to edit catalog VSW books on OCLC and Aleph. Was able to clear lengthy backlogs.
- Trained Terry Berl, Susan Saladyga, Charlie Bush, and Linda Pickering to withdraw records from Aleph.
- Trained Terry Berl and Susan Saladyga to do edit cataloging of new books in Aleph and OCLC.
- Wrote first draft of Training manual – needs to be expanded/re-imagined.
- Training Sally Petty to add and edit Holdings and Item records on Aleph.
- Compiled list of new (and improved) Collection Codes – implemented by Pat Maxwell in late May/early June.
- Compiled list of new (and improved) of 049 auto fill-ins, implemented by Pat Maxwell in late May.
- 7,952 titles were cataloged in the 11 months from July 2007-May 2008. For greater detail, see attached *Monthly Cataloging Statistics, 2007/08*.

COLLECTION DEVELOPMENT

- Created the Departmental Budget Allocations for the year, using the "Formula."

COLLECTION EVALUATION

- Evaluated SUNY Student Resource Center collection prior to its move to the Metro Center. Weeded, reclassed, and ordered new editions/titles.
- Evaluated Project Muse against our current holdings/access (see attached spreadsheets).
- Continue to evaluate repair books sent down from Circ for withdrawal, replacement, or repair. This really stepped up in February, as Carol Whalin began having her shelving students pull any book they see on the shelves that is in very bad condition.
- Evaluating JUV Collection as weeding progresses, finding a great need for replacement of very old titles (currency balanced against age of two user groups: student teachers and their PreK-12 students) – a significant percent of the nonfiction books are older even than the student teachers.
- The above two processes highlighted a need for additional monies to bind or replace books in heavily used areas. Proposed using $8,000-$10,000 annually from the Library's College Foundation account (fed by our book sales). Proposal was accepted for one year, will start with next fiscal year.

ACCESS TO COLLECTIONS

- Reclassified the SUNY Student Resource Center collection to Metro Center.
- Planned and conducted the move of the Video collections (VHS and DVD movies and educational/documentaries).

WEEDING

- Weeded half of the JUV collection (next half next year) – Debby.
- Weeded the SUNY Student Resource Center collection prior to its move to the Metro Center -- Debby.
- Call number areas most heavily weeded this year: G-GE & GN (Charlie Cowling), HD-HE (done by Terry Berl), HM (Jennifer Little), PG & PR-PS (Greg Toth), R-RC, and also US Documents (Lori Lampert).
- Annual total items weeded: 9,777. For greater detail on book classifications weeded, see attached table: *Weeding Statistics 2007/2008*. For comparison of weeding counts over the last 13 years, see attached table: *Materials Weeded, 1995/96-2007/08*.

WEEDED COLLECTION	# Vols.
DML Collections (exc. below)	7,486
Media	54
Microforms	62
GovDocs (US & NYS)	1,215
Satellite Collections	960
TOTAL	**9,777**

- Donated approximately 1,400 books to the Mendon Public Library's book sale, and approximately 400 to Goodwill.
- Donated approximately 1,000 books to Linda Kent at EOC for her "Literacy Rochester" Project. She will give them to individuals and families in an effort to expand literacy in the Rochester area.

GIFTS

- Received and evaluated 6,893 volumes of gift items.
- Added 803 volumes to our collections.

COLLECTION USAGE STATISTICS

- Some statistics are available for this year. See attached *Summary Use Statistics by Collection, July 2007-May 2008*, and for greater detail: *Detailed Use Statistics by Collection and LC, July 2007-May 2008*.
- Internal use statistics were not gathered for Microfiche and Microfilm this year. They will be again next year.

BOOK SALES

- Earned $ 24,145.22 in online book sales on abebooks.com through the Brockport College Foundation (BCF Books).
- Conducted a Library-benefit book sale in the Library, April 2008. Earned: $ 1,013.00 (deposited in our Brockport College Foundation account).
- Set up an account with Better World Books, to have them sell many of our books for us. We will earn 15% of the sale price minus the shipping cost of getting our books to them. Better World will also donate 5% of the sale price to the National Center for Family Literacy (our chosen nonprofit 'literacy partner'). To date, we have sent them 2,831 books.
- Earned $ 198.47,November 2007-March 2008, from Better World Books (deposited in our Brockport College Foundation account).
- Spent $ 1,343.12 of book sale proceeds on Library purchases.

BROCKPORT COLLEGE FOUNDATION BOOK SALES	**PROCEEDS**	**EXPENDITURES**
Abebooks.com Sales	$ 25,649.51	
In-House Sale	$ 1,013.00	
Better World Books Sales	$ 198.47	
TOTAL EARNED	**$ 26,860.98**	
Furniture		$ 917.35
Photo enlargements		$ 200.00
Donations		$ 114.80
Reimbursements		$ 95.81
Supplies (headphone adaptors)		$ 15.16
TOTAL SPENT		**$ 1,343.12**

BCF BOOKS -- ANNUAL EARNINGS HISTORY

ANNUAL EARNINGS	**2004/05**	**2005/06**	**2006/07**	**2007/08 (to May 31st)**
	$ 25,423.50	**$ 25,577.13**	**$ 24,145.22**	**$ 25,649.51**

Weeding Statistics

	TOTAL	Books	Media	Docs	Satellite Coll'ns	Bound Journals	Mics
1995/96	**23,616**	4,095	1,426	0	187	3	17,905
1996/97	**7,594**	3,968	910	0	211	0	2,505
1997/98	**6,581**	3,287	1,308	191	314	15	1,466
1998/99	**9,054**	6,362	38	19	895	13	1,727
1999/00	**24,000**	1,205	0	2	157	15	22,621
2000/01	**1,988**	1,898	0	18	30	0	42
2001/02	**2,082**	1,712	0		272	4	94
2002/03	**2,756**	2,553	0	0	203	0	0
2003/04	**7,884**	6,095	1,423	13	80	266	7
2004/05	**60,371**	8,294	148	31,238	116	20,575	0
2005/06	**32,291**	2,096	1,017	27,332	320	12	1,514
2006/07	**10,569**	9,069	182	17	1,280	0	21
2007/08 (11 mths)	**9,777**	7,486	54	1,215	960	0	62
TOTALS	**198,563**	**58,120**	**6,506**	**60,045**	**5,025**	**20,903**	**47,964**

Monthly Weeding Statistics 2007 – 2008

2007/08	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	TOTALS
A				7			120	4					131
B-BJ (not BF)				11	5		26	6		38	3		89
BF			1	1	5	10	112	3	1	24	58		215
BL-BX				2	5	37	21	3	3	8	37		116
C			2	2		4	116	1	5	14	14		158
D-DS				11	5	6	176	3	22	15	132		370
DT				1			1	1	1		33		37
(B9:M9)			8	21	6	6	64	4	8	10	158		285
G-GF						1	167	92	192	135	52		639
GN	1			16	124	1		1		2	12		157
GR-GT							1			2	12		15
GV1-199		2		1			17			1	1		22
GV200-1197		1	2	1		2	99	1		19	73		198
GV1200-1570							1			3	22		26
GV1580-1799							3				1		4
H		5	17	3	4		1	2		2	10		44
HA-HJ	1	229	6	12	9	30	14	19	6	26	60		412
HM-HT, HX		97	22	16	6	108	9	12	8	21	133		432
HV1-6000		27	5	12	6	5	1	9	1	12	34		112
HV6001-9999	1	22	1	2	5	2	8	2	1	3	8		55
J		4	3	4	2	3	1	3	1	1	53		75
K		2	5	3		7	1	1		4	26		49
L		4	10	9	5	10	3	27		7	25		100
M			1	1		2	7	4		2	11		28
N			1	1		1	6				4		13
P		45		16	5	19			1	1	7		94
PA		12	1	2					4	9	12		40
PB, PE			1	1	5	22		2	1	89	73		194
PC, PQ		1		1	5	51	12	1	16	47	12		146
PD,PF,PT	12				5	11		1		3	1		33
PG-PM					5	204	188	3	3	2	7		412
PN (PQ with PC)		4	5	10	5	5	7	6	20	71	7		140
PR,PS,PZ	77	38	68	31	18	36	12	16	3	99	61		459
Q			6		1		10				2		19
QA	2	8	13	5	5	12	8		1	166	25		245
QB-QC800			2		4		8	1		3	3		21
QC801+, QE	3			10	5	262	1			1	15		297
QD		2			5	19				1	20		47
QH-QR		12		5	5	146	19	1		4	28		220
R-RZ (not RA, RT)	19	5	18	6	5	18			6	2	548		627
RA	1		3	1	5	1		1	12	5	153		182
RT	1	1								1	10		13
S					2					4	290		296

T		3	2		4		2			2	16		29
U-V					2		1			1	3		7
Z		1			5	10	2				6		24
PBK			4	3	5	120	4				6		142
Office collections			3		12		2						17
Books total	**118**	**525**	**210**	**228**	**300**	**1,171**	**1,251**	**230**	**316**	**860**	**2,277**	**0**	**7,486**
Videos (VHS)				6		28	10			1	1		46
DVD							1				1		2
CD-ROMs													0
CDs													0
KITS	2												2
Cass						1	2			1			4
Tests													0
Media total	**2**	**0**	**0**	**6**	**0**	**29**	**13**	**0**	**0**	**2**	**2**	**0**	**54**
Mic						2	59				1		**62**
Bound Periodicals													**0**
US Docs	2					7	134		2		1046		**1,191**
NY Docs											**24**		24
Docs total	**2**	**0**	**0**	**0**	**0**	**7**	**134**	**0**	**2**	**0**	**1,070**	**0**	**1,215**
CRR				1			65						66
EOC		5	5	2									12
SRC/Metro				876		6							882
VSW													0
Satellites total	**0**	**5**	**5**	**879**	**0**	**6**	**65**	**0**	**0**	**0**	**0**	**0**	**960**

GRAND TOTAL	**122**	**530**	**215**	**1,113**	**300**	**1,215**	**1,522**	**230**	**318**	**862**	**3,350**	**0**	**9,777**

Serials Section
Technical Services Unit
Annual Report 2007 - 2008

For 2007/08, the Serials Department transitioned to a three-person unit, plus three student workers. Budgeting, acquisition and cataloging are done by Susan Perry, Serials Librarian; management of print resources is done by Terry Berl, Serials Library Assistant; management of electronic resources is done by Rebecca Livingston, Electronic Resources Library Assistant. Becky joined the department in July 2007, filling a newly created position. Two of our three student workers returned from Spring/summer 2007, providing welcome continuity.

For print resources, a few changes resulted from the new shelving arrangement. The shelves become dusty quite quickly, and require regular cleaning. When titles are added or dropped, more extensive shifting is required, due to the 3-up linear arrangement.

For online resources, at least a few new changes were implemented! A general e-mail account was created, journals@brockport.edu. Becky monitors the mail regularly, and we encourage its use for all problem reporting. Susan has also been able to delegate to Becky all subscription changes to online journals—changing the Serials Solutions settings, editing/creating the Aleph holding records, processing the license agreements.

By far, our largest problem-reporting entity is our own ILL department! Beginning in March 2008, Becky and Kim Myers have worked together to reduce our number of unfilled journal requests. Working from Kim's lists, Becky edits the WorldCat holdings as appropriate. Other various problems are reported from other staff members and library users; Becky takes the necessary actions.

For July 2007 – May 2008, the results are as follows:

Issues reported	Serials Solutions edits	Aleph record edits	Subscription issues	Database issues	WorldCat settings	WorldCat/IDS issues
267	8	12	1	1	15	126

When the MetroCenter Library Commons officially opened, and the new shelving arrived in May 2008, we were able to move the MSW journal collection to its new home. Previously, the journals had been collecting in the Serials Department at Drake, having been removed from the SUNY Student Resource Center. They had not been bound for several years, but will now follow the same binding schedule as the Drake journals.

As the library Website is being redesigned, and the library staff works to populate the newly-purchased LibGuides, the Serials Department plans to increase its Web presence. Susan will create guides for faculty/staff, outlining acquisitions and liaison processes and problem-reporting steps.

Library Technology Systems
Annual Report 2007-2008

This was a year of transitions for the Library Technology Department, especially in the personnel area. On July 2, Becky Livingston moved to a new role (Serials Clerk) in the Technical Services department, and on July 12, Eileen O'Hara retired after a long tenure in the Library. Both individuals were key in providing technology support in the Library and were missed. Bob Cushman assumed the role of leading Library technology efforts at this point.

The department was re-imagined in light of library technology trends and two new positions were posted in the fall: a Library Systems Analyst and a Digital Services Librarian. Both searches started in the fall and continued into winter. Bob was a member of both search committees. Thankfully, both searches were completed successfully. Patricia Maxwell started as the Library Systems Analyst on April 8, and Logan Rath started as the Digital Services Librarian on April 22. In June, Bob's position was upgraded to Senior Programmer Analyst with a local title of Head of Library Technology Systems.

Aleph issues and support continued to occupy a fair amount of staff time during the year. In addition to problem resolution, a Service Pack upgrade was applied to our version 16 Aleph in the fall and planning for our upgrade to version 18 of Aleph started in the winter. As of this writing, we have upgraded our development environment to version 18 and are scheduled to upgrade our production environment on August 4.

In addition to Aleph, we upgraded our version of EZ-proxy and migrated it to a better (more stable) platform last fall. And we just recently upgraded our inter-library loan application (Illiad) to the latest release at the beginning of June. We also re-purposed a room on the top floor to be a small teaching/seminar room equipped with 8 PCs currently. These PCs were just upgraded to our latest model and we are planning on adding four more to reach the room capacity of twelve systems and an instructor's station.

The Technology department also supported a number of campus-wide instructional technology projects this year. Bob continues to manage the campus instance of iTunes U, which was used by a variety of courses this past year. Bob presented on iTunes U to the College Technology Committee and the President's Advisory Council in the spring. We also created an iTunes U sandbox to allow ITS personnel to learn more about the workings of the application.

The department also assisted in providing training and support in this area including providing Audacity training in CELT for faculty and assisting faculty and students in developing content for this environment. The department works closely with the campus ANEGL team and CELT in providing these services. Ethan managed the distribution and return of iPods related to the iPod grant program in both the fall and the spring. Ethan also provided training to faculty and staff on the use of Zotero and co-presented on the topic with Cody Seward on Scholar's Day.

Bob continues to manage the College's streaming media server, which continues to see new uses in both the academic and administrative arenas. New projects this year included supporting the implementation of Executive Order 3 (which requires live streaming of College Council meetings), the digital production and publishing of CELT events, and publishing faculty works from Ginny Bachelor and Carvin Eison. Writers Forum work continues as does publishing of videos from administrative areas (Health & Safety, for example).

Ethan and Bob participated on the library staff development committee this year, and Bob also served on CTC and the Digital Projects Working Group (CTC sub-committee). In addition, Bob served on two SUNY-wide OLIS committees: the Shared Services Task Force and the Shared Search and Discovery Services Committee, both of which completed their charge for the year. Drake will be using findings of these committees to help inform technology decisions for the coming year.

Bob attended LiSUG, EDUCAUSE 2007, and CIT this past year and was a (remote) presenter at SUNYLA. Ethan attended Microsoft Vista support training and ED Tech Day in Ithaca in March. The department was also heavily involved in planning and supporting the Lib2LMS COCID event in April, which was also a learning experience for us in many ways.

Bob has been involved in the design and planning of the new office and learning spaces on the Drake ground floor and has also been consulted on the design of the new Digital Lab in Tower. We also assisted with the Computer Science Accreditation effort this past spring. The department hosted an intern last summer that worked in Archives to produce a database of Writers Forum materials.

Plans for 2008-09 or already underway include:

- Upgrading from Aleph 16 to v 18 (Summer 2008);
- Upgrading Illiad (completed June 2008);
- Planning for new library webpage consistent with campus-wide webpage upgrade;
- Working with Acquisitions and ITS to implement ordering module (yellow card);
- Identifying and implementing library system enhancements with P. Maxwell;
- Implementing enhanced digital library services (L. Rath);
- Continuing investigation of federated search and other search and discovery tools;
- Replacing PCs for eight library staff as part of regular 3-5 year upgrade cycle;
- Purchase and installation of ceiling mounted projector in Special Collections;
- Contributing to smooth transition for new classrooms, offices and Educational Technology Center on Drake ground floor.