

Senate Library Services
Library Status Report
February 11, 2010

- The Library Re-organization process has begun in accordance with the Provost's November charge.
 - December 2009, Andrew White took over official duties as Interim Dean and Director of the University Libraries (West Campus, South Campus & Southampton Libraries).
 - Associate Director for Technical Services and Collection Development, Dan Kinney, has assumed the position of Deputy Director in charge of the Health Sciences Library. He has relinquished his his normal duties in the Melville Library for the duration of the 2010 calendar year to enable Dr. White to focus on the re-organization.
- The Library Re-organization Plan for 2010 Calendar year:
 - Interim Dean White in consultation with Provost Kaler, has begun a multi-phase internal review of the the Library organization and operations/collections budget.
 - Provost's Library Advisory Committee has been chosen, five person membership to be announced in future.
 - Provost discussion with University Senate President, Michael Schwartz, regarding two committees scope still to take place.
 - The foci of the 2010 calendar year shall be:
 - Full review and analysis of the Library budgeting processes, including but not limited to: collection spending, general operating expenditures, personnel spending.
 - Full review and analysis of the Library's current organizational structure, including but not limited to: library reporting structure, staffing assignments, staffing needs, departmental structures, branch library needs, collection needs.
- Proposed Multi-phase plan:
 - Phase One: Information Gathering & Assessment
 - Phase Two: External Consultant/Facilitator (consultant will work with Library organization members to facilitate an internal review).
 - Phase Three: External Advisory (consultants) Review of Library Organization (review may consist of a possible four phase review process to take place over the course of the next calendar year, details still to be determined. The review work is planned to involve all Library employees from the base up.

Special Note: *Details are yet to be determined as any work with external consultants is contingent on the Request for Proposal process under the President's Emergency Reduction Plan.*

- Phase One: Information Gathering & Assessment (begun January 2010). Dean White has begun the process of learning the University Libraries:
 - All staff meetings have been pre-scheduled for the rest of the calendar year.
 - January Staff meeting focused on library user review
 - February Staff meeting focused on the listing library functions and proposed needs
 - March Staff meeting is to focus on a new mission statement, goals and values.
 - Individual committee and library team meetings have taken place, and are scheduled.

- Individual library employee meetings have been scheduled with every employee. A third party witness will be present at all meetings. The people are from the Provost's Library Advisory committee.
- A review of library documents is in process. Dean White is requesting working documents from various individuals.
- To facilitate the conversations and the review process, an internal library planning wiki has been created and will be available to employees.
- Collection Development Analysis
 - The library shall receive an infusion of one million dollars to the collections budget, monies to be distributed across electronic and analog resources.
 - The Library Collection development policy and manual was previously scheduled for review by Associate Director Dan Kinney but the library was previously unable to begin the process for various reasons. The selectors have begun the process now.
 - The selectors are reviewing all aspects of university governance, research trends in their areas of expertise, academic program curriculum need, etc.
- Library Fundraising/Development
 - Dean White has assumed all of Dean Filstrup's advancement responsibilities and current, in-process projects. Donations that were in process are being brought to completion where applicable and possible.
 - Discussions have begun with University Advancement in regard to financial donations and library development. The work is being conducted with assistance of Kristen Nyitray.
 - The Library Gift Books Program has been suspended until further review has been completed.
 - The Special Collections & University Archives Library has also suspended accepting outside, materials donations for the next calendar year. Internal records transfers (President's Office, etc.) and consultations are still being conducted as needed.
 - Special donations and development at the Southampton campus is also in process and under review.
- Digital Initiatives/Review
 - The Library's current digitization program(s) are under review.
 - ContentDM, the digital asset management system for special digital initiatives such as GIS and the AMAR grant project, license agreement is under review; the HSL systems staff are looking into upgrading the system to an open source platform.
 - SUNY Dspace, the SUNY wide campus institutional repository, is being reviewed. Members of the original pilot project team have participated in SUNY OLIS strategic planning meeting as part of the larger SUNY Strategic Plan.
 - A local pilot project to implement a mirror site Dspace instance on campus for use by faculty and staff in preserving research data and scholarly input as well as born digital records is in process at the HSL. For previous work, see: <http://dspace.sunyconnect.suny.edu/handle/1951/406>
 - The Forum Italicum Open Journal System project is due to be released this semester, and additional journals are to be added as requested. Dana Antonucci-Durgan is currently in charge of the initiative.
 - The library web presence is also in process. Darren Chase is in process of working on a

beta version of a new website/information portal.

- Electronic Theses and Dissertations program is in full swing. Students will soon be submitting their electronic works via the web rather than visiting the Graduate School. This project is a Library and Graduate School joint effort.
- GIS efforts are still under way under the auspices of Cynthia Dietz.
- The COLA section of the North Reading Room opened during the end of last semester.
- **Library Branches**
 - Southampton Library is progressing well since its October 2009 opening despite some minor IT problems
 - Chemistry Library has been experiencing pipe leaks and flooding in the basement stack area due to construction related issues within the building and across Toll Drive at the new Recreation Center site. Works affected by the flood were sent off-site for preservation by Richie Feinberg, Head of Library Preservation, and members of the Library Emergency Team. All works were identified as necessary by Dana Antonucci-Durgan.
 - Special Collections & University Archives had its floor replaced. Torn carpet had caused a hazard to patrons and was previously scheduled for replacement. A new earth friendly flooring has been installed.
 - Math/Physics, MASIC, Music and the Main Stacks have all been operating as usual and at full capacity.
 - The North Reading Room Science and Engineering Library has successfully completed a major collection shifting and integration project.
 - The Central Reading Room has been operating at capacity.
- **Library Services**
 - Technical Services has been working on backlogs and special initiatives.
 - ILL is still without a department head but is handling requests.
 - Preservation Department has been involved in major initiatives and emergency requests of late.
 - Electronic Resources is reviewing other SUNY institutional programs and analyzing processes.
 - Off-site shipments are still scheduled and in process.
- **Library Space**
 - The Library has requested the return of former basement space for use in collection storage.
 - Additional upper floor free space is still being converted for classroom use and other departmental use.
 - The freight elevator has been repaired but still needs to be inspected.
 - The alarm system installation is in process.
 - There has been a reduction in cleaning processes due to financial restraints.
 - Note: All department heads shall be reviewing space usage in their areas during the Advisory Consultants' Review.
- **Library Governance**
 - Faculty tenure guidelines are under review in response to faculty concerns over the tenure process.

- Professional/Faculty Executive committees have begun joint weekly meetings.
- Individual Faculty, Professional and Classified committees are meeting regularly.
- Special Initiatives
 - The Library is reviewing all optional/operating expenses and enacting cost savings where appropriate. Example: the elimination of optional water cooler rentals, and on-line only Library Newsletter publication.
 - Suspended former Director's Council meetings until such time as alternative communication distribution system/forum is devised.
 - Implementation of a new Library Attendance Calendar for employee use and communication.

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