

CREATING A LIBRARY OF DISCOVERY

September 2004-September 2006

(Revised 11/5/04)

Goal #1. Select and acquire Internet resources. [Best description?] REVISED

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Select and acquire content residing on the Internet				
(2) Catalog Internet materials.				
(3) Digitize rare/unique materials owned by the Library.				
(4) Develop the web site as the primary avenue of discovery.				
(5) Preserve university- and library-owned electronic materials.				

Goal #2. [OLD #1.2] Catalog Internet resources.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Catalog Internet resources to national standards	Sept 2006		BAS	
(2) Install link checker in STARS	Sept 2006		IS	
(3) Develop and maintain robust authority system in STARS	Sept. 2006		BAS	
(4) Make all formats available in single search with clear display (FRBR)	Sept 2005		BAS	
(4) Develop clear statement about relationship between STARS and library web			AD/CD + TS Selectors STARS OPAC GRP	

Goal #3. [OLD #2] Acquire print materials to support graduate students and faculty.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Restore book purchases to \$!M	Sept.2005	\$500K addition to book budget	Assoc. Director/Col.+Tech.Ser.	
(2) Establish systematic replacement of missing books.	Sept. 2005	\$100K addition to book budget	Assoc. Director/Col.+Tech.Ser. Selectors Systems	
(3) Send 20,000 vols/yr to OSC				
(4) Develop criteria to select material for OSC				
(5) Gift books program				

Goal # 4. [OLD #1.3] Digitize rare or unique materials owned by Library.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Identify materials of unique, informational or historical value within the library to digitize and provide access to				
(2) Support library department or faculty sponsored digital initiatives or projects (a) LI books (b) NYS Maps (c) Postcards (d) University publications: Statesman, SB Press (e) ETD's (f) CEAS reports (g) Special Collections initiatives – D'Amato (h) Library grant initiatives - Iraq (separate specs.)				
(3) Identify and support University library-related information needs and special initiatives				
(4) Develop and support both internal and external faculty + staff training and education Programs (a) School for Scanning (b) Metro (c) LILRC (d) Nylink				

<p>(5) Explore grants opportunities in support of digitally related projects and initiatives -NSF Grant</p> <p>-NYS Preservation Grant Preservation + Digital Team are working to scan and microfilm campus newspapers (See Preservation section)</p>		<p>2005</p> <p>2005 Statesman; others 2006</p>	<p>Dana Antonucci-Durgan, Digital team as requested</p> <p>Richie Feinberg, Digital team as requested</p>	
<p>(6) Participate and provide support in regional and system-wide cooperative digital initiatives -LILRC and other national opportunities</p>		<p>2005</p>	<p>Dan Kinney</p>	
<p>(7) Establish a digital resources department, or a division within an existing department to address the increasing digital needs of this institution and the greater campus</p>				
<p>(8) Development of a supporting budget line separate from collection development</p>				

Goal #5. [OLD #1.4] Develop the web as the primary avenue of discovery.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Develop database-driven web pages displaying electronic resources	Sept. 2005		Webmaster	
(2) Select and install a content management system (CMS) that enables page owners to easily update pages while protecting overall look/design of web site	Sept. 2006		Webmaster	
(3) Develop and train cadre of web page owners/developers (see Goal 1.x)	Sept 2006		Webmaster	

Goal 6. [OLD #1.7] Preserve university- and library-generated electronic resources.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
IR (capture, display, open access journal articles; tie to faculty pub db)				

Goal #7. [OLD #3] Build and display a rich university archive and nationally recognized special collection.

Objectives	Complete	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
<p>(1) Increase public awareness of the Department's rare and unique materials</p> <p>(a) design and produce a brochure publicizing collections and services</p> <p>(b) purchase archival-quality exhibit cases; mount exhibits on 1st floor of Main Library</p> <p>(c) co-sponsor 5 lectures per semester with academic departments and Friends</p> <p>(d) create 25 collection level records for OCLC and STARS</p> <p>(e) submit announcements and news t regional and national publications</p>	Sept. 2006	<p>a) Admin. \$, Communications Dept.</p> <p>b) Admin. \$, Head of Reference/CRR</p> <p>c) Admin., faculty support</p> <p>d) Technical Services</p> <p>e) Media Relations</p>	<p>a) Spec/Arch</p> <p>b) Spec/Arch</p> <p>c) Spec/Arch</p> <p>d) Spec/Arch, Tech. Serv.</p> <p>e) Spec/Arch</p>	
<p>(2) Digitize rare and unique materials</p> <p>(a) identify candidates for digitization</p> <p>(b) add 500 images to website using contentDM software</p> <p>(c) participate in regional and national initiatives</p> <p>-LILRC Digitization Pilot Program</p> <p>-BIG 11 group</p>	Sept. 2006	<p>a) Digitization Team, Selectors</p> <p>b) Admin. \$, Digitization Team, Systems</p>	<p>a) Spec/Arch</p> <p>b) Spec/Arch</p> <p>c) Spec/Arch</p>	
<p>(3) Rigorously document SBU's history</p> <p>(a) preserve university created materials, i.e. ETDs, video/audio, and faculty scholarship</p> <p>(b) survey campus community; identify and solicit papers</p> <p>(c) serve in an advisory capacity for records retention issues</p> <p>(d) continue to process the Archives' backlog</p> <p>-process the papers of Dr. John Gagnon and the Office of the President</p> <p>-catalog 250 titles from SB Authors and Editors Collection</p>	Sept. 2006	<p>a) Systems, CELT, Educational Tech.</p> <p>b) Faculty support, Advancement</p> <p>c) Admin. support</p> <p>d) Technical Services</p>	<p>a) Spec/Arch</p> <p>b) Spec/Arch</p> <p>c) Spec/Arch</p> <p>d) Spec/Arch, Tech. Serv.</p>	

<p>(4) Increase financial support for the Department</p> <p>(a) Increase pre-existing and create new endowments (see goal #12, 2b) -Senator LaValle, Senator D'Amato AIDC 100 Archive, ED, and Friends of the Library</p> <p>(b) Submit grant proposals (see goal #12, 1a) -NEH, Big 11, IMLS, DHP, and the New York Council on the Humanities</p>	<p>Sept. 2006</p>	<p>a) Admin., Advancement, Research Found., SBU faculty, Dean's Council, Friends</p> <p>b) Research Foundation</p>	<p>a) Admin., Advancement, and Spec/Arch</p> <p>b) Spec/Arch</p>	
<p>(5) Continue to process the backlog to provide greater access to the rare book and archival collections</p> <p>(a) update and revise the collection development policy</p> <p>(b) catalog 250 volumes from the Spec Backlog</p> <p>(c) process 10 manuscript collections</p> <p>(d) transfer specific collections to off-site storage, i.e. Child Lit., Marvin Holland, and CHPS</p>	<p>Sept. 2006</p>	<p>b) Cataloger with dedicated time to Spec</p> <p>c) GA positions for AIDC and ED</p> <p>d) Admin. support</p>	<p>a) Spec/Arch</p> <p>b) Spec/Arch</p> <p>c) Spec/Arch., Tech. Serv.</p> <p>d) Spec/Arch, Tech. Serv., Off-site Team</p>	
<p>(6) Collection conservation: ensure the integrity and safety of the collections</p> <p>(a) invest feasibility of climate controlled Environments</p> <p>(b) purchase and install 10 additional smoke and water detectors in all Spec locations</p> <p>(c) install security devices in all storage rooms</p>	<p>Sept. 2006</p>	<p>a-d) Admin. \$ and/or preservation grants</p>	<p>a-d) Admin., Spec/Arch, Preservation Dept.</p>	

Goal #8 A. [OLD #4] Build strong processing infrastructure.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
<p>(1) Make STARS sole manager of processing activities.</p> <p>(a) Eliminate backlogs</p> <p>(b) Develop expertise in external file loads.</p> <p>(c) Fully utilize Aleph functionality. EDI</p> <p>(d) Map workflows to Aleph and consolidate functions (e.g. serials control, e-resources).</p> <p>(e) Establish rigorous authority control</p>	<p>Sept 2005</p> <p>Dec. 2004</p> <p>Mar. 2005</p> <p>Sept. 2005</p> <p>Sept. 2005</p>	<p>Vendor support</p> <p>Training Vendor support</p> <p>Vendor support</p> <p>Vendor support including changes to make authorities follow LOC conventions</p>	<p>Tech. Services, Systems</p> <p>Systems Acquisitions</p> <p>Systems</p> <p>Tech. Services Systems</p> <p>Tech. Services Systems</p>	<p>Systems role in this is largely complete.</p> <p>Successful loading of Marcive files for government documents. Yiddish file load (undergoing testing). SUNY eBook load (done).</p> <p>YBP Invoice Loading (done). EBSCO Invoice loading (done). Load YBP MARC records (undergoing testing)</p> <p>Done.</p> <p>Aleph needs to deliver proper support of US LOC authority control. Delivery was promised for 16.2 in July of 2004. The vendor still has not delivered.</p>
<p>(2) Develop STARS as gateway to web resources.</p> <p>(a) Develop procedures for control and integration of Internet resources</p> <p>(b) Install Open URL resolver to link STARS to full-text and other electronic resources.</p> <p>(c) Enable multi-database searching.</p> <p>(d) Undertake usability studies/surveys</p> <p>(e) Evaluate Verde (Available in Dec. 2004).</p>	<p>Sept 2004</p> <p>Sept. 2003</p> <p>Sept. 2004</p> <p>Sept. 2004</p>	<p>Vendor Support License Fees</p> <p>Training</p> <p>Training</p>	<p>Tech. Services Systems</p> <p>Systems</p> <p>Tech. Services Systems</p> <p>STARS, Webmaster</p> <p>Tech. Services Systems</p>	<p>Y</p> <p>Y</p> <p>Evaluation of MetaLib underway.</p>

<p>(3) Meet obligations to share holdings information with other schools and services.</p> <p>(a) SUNY Union Catalog</p> <p>(b) Install Open URL resolver to link STARS to full-text and other electronic resources.</p>	June 2005		Systems	<p>Wrote load scripts. Managed cleanup. Ran extracts. Problems with Ex Libris support of this has frozen project. Will be meeting with them to discuss.</p> <p>Underway.</p>
<p>(4) Improve support of materials in non-Roman scripts.</p> <p>(a) Web OPAC to be able to view non-Roman scripts (e.g., CJK, Arabic)</p> <p>(b) Enable searching on non-Roman scripts</p> <p>(c) Support Korean</p> <p>(d) Support Japanese</p>	June 2005		Systems Cataloging	<p>Y</p> <p>Y</p> <p>Version 16 or 17 of Aleph needed</p> <p>Y</p>
<p>(5) Assure quality of the library patron's web experience.</p> <p>(a) Implement single sign on</p> <p>(b) Assure Web OPAC viewable against other browsers</p> <p>(c) Assure that journals and other online facilities are available to authorized patrons regardless of where they are located</p> <p>(d) Assure quality library support of distance education programs and remote campuses</p>		DoIT Implementation	Systems, Web OPAC Working Group	<p>LDAP work group needs to finish their work.</p> <p>N</p> <p>OK</p> <p>OK</p>
<p>(6) Keep abreast of vendor updates. In order to be able to use new facilities as they come available</p>		Vendor Support	Systems Library Staff	<p>We have applied all fixes for current level. We are setting the stage for making the jump to 17 in 2006.</p>

<p>(7)Apply library patron receivables to a patron's account in the People Soft system in order to facilitate collections, reduce workload in collections and assure collection of receivables (timely pay only at Bursar)</p>	<p>June 2005</p>	<p>Vendor Support</p>	<p>Systems Library Staff</p>	<p>Put in place a daily interface for loading blocks. Consolidation resulted in improvements.</p>
<p>(8) Patron File Cleanup. We are developing a approach to cleaning up remaining issues on the patron file.</p> <p>(a).Disabling old Barcodes. The bar codes from the old library cards should not be able to be used any longer. Additional work is needed on this. Programs we're written to reset the status code associated with the barcode, but we found that this code is not honored. We may need to report this to Ex Libris.</p> <p>(b).Merging Duplicate Ids. Figure out how to merge ids of patrons who have more than one and drop the id that is no longer needed.</p> <p>(c) Stony Brook IDAssociation. Pin a Stony Brook Id number on to anypatron who has one. This will help with collections of fines and the application of blocks.</p> <p>(d) SSN Elimination. Remove the SSN from the records of those people who have Emplids. This is to be done to minimize the risk of identity theft.</p>	<p>May 2005</p>		<p>Systems</p>	<p>All prep work has been done. Need final go ahead from library.</p> <p>Y</p> <p>Y</p> <p>Prep work is completed. Ready to accomplish. Reviewing audits and controls in place on circulation before doing.</p>

(e) **HSC Courtesy Card Numbers.** (40066). Synchronize these with the HSC Library.

(f) **Future Expire Dates.** the most we may be able to do with these issues is block people, but we may be able to send notices to them.

(g) **People Without Emplid.** e.g. Third Party, Community, unmatched). Looking at expiration dates.

Y.. Support in university systems gives more people ids.

Goal #8 B. [OLD #4] Develop robust electronic services. (see attachment)

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Electronic reserves	2005	Outside help, Staff	Circulation, ILL, IT, Library e-resources, Selectors	Blackboard - linking e-journal reserve web site to Blackboard
(2) Document delivery	2005 Improve and enlarge	Staff to do scanning	ILL, Library e-resources	Expand service to all faculty/staff Better SFX Use of "shared file" should be explored
(3) Online reference	2005	Staff	Reference, Library e-resources	Add enhanced version of Question Point Longer time for CHAT reference
(1) Web access to locally produced databases, e.g. faculty publications, ETD's maps technical reports	2005	Staff	Preservation, Digitization Team, Library e-resources, Archivist	ETD project Institutional Repository (SUNY's utilizing D-space) Develop protocol for submitting electronically theses/dissertations
(2) Red Light Green	2005	Financial support Staff	Library e-resources	After installed, introduce to undergraduates in library instruction classes

Goal #9. [OLD #5] Educate all members of the campus to a high degree of information literacy.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Expand library instruction for undergraduate students (a) Writing program (b) Biology	Sept. 2005	staff	Bibliographic Instruction	
(2) Create subject-specific tools geared for undergraduates	Sept. 2006	Staff	Bibliographic Instruction Selectors	
(3) Develop creative ways to help faculty and graduate students integrate library resources into their courses.	Sept. 2006	Staff, IC, CELT	Bibliographic Instruction, Selectors	
(3) Instruct all faculty and graduate students how to use relevant electronic resources.	Sept. 2004	CELT assistance Staff	Bibliographic Instruction, Selectors	
(5) Create online tools to help users access library resources (a) Virtual tour (b) Online tutorials	Sept. 2006	Staff CELT	Bibliographic Instruction, Webmaster	
(1) Develop assessment tools to measure program effectiveness	Sept 2006	Staff	Bibliographic Instruction	

Goal #10. [OLD #6] Create state-of-the-art public work spaces.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
(1) Move 20,000 vols/yr to OSC	Sept. 2006		Offsite Team	
(2) Create more attractive seating space	Sept. 2006	Move materials offsite	AD/PS PSTF Building Mgr	
(3) Create more collaborative spaces.	Sept. 2006		AD/PS PSTF Building Mgr	
(4) Connect all study areas to the Internet (a) wire library core (b) extend wireless access to all public service units and branches	Sept. 2006	DoIT \$\$\$	Building Manager	
(5) Establish laptop loan service.	Sept. 2006	Equipment \$	AD/PS IC	
(3) Add functionality to PS computers.	Jan 2004	Instructional Computing	AD/PS	
(7) Renovate Circulation Services	Sept 2006	\$\$\$	AD/PS Circulation Building Mgr	
(8) Install PS scanners	Sept 2005		AD/PS	

Goal #11. [OLD #7] Organize library as a learning organization. [discuss in October]

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
<p>(1) Make learning routine. (a) Support and recognize learning</p> <p>(b) Set aside at least 5% of staff time for training/learning in performance program</p> <p>(c) Set up structures to transfer individual learning to organization as a whole.</p> <p>(d) Establish staff training rogram.</p>	<p>Sept. 2003</p> <p>Sept. 2004</p> <p>Sept. 2006</p>	<p></p> <p>Staff</p> <p>Staff coordinator</p>	<p>Dept. Heads</p> <p>Personnel Officer</p> <p>Personnel Officer</p>	<p>(Godlind) Need to find ways to motivate support staff to seek out learning opportunities.</p> <p>On-going [professional perf. Programs have added learning as part of expectations]</p> <p>No – staff coordinator position has not been filled</p>
<p>(2) Reward excellence.</p> <p>(a) Review CSEA performance programs in terms of classification grade.</p> <p>(b) Create career ladders for all staff.</p> <p>(c) Improve communication of personnel decisions.</p> <p>(d) Create formal recognition events.</p>	<p>Sept. 2003</p> <p>Sept. 2005</p> <p>Sept. 2003</p> <p>Sept. 2004</p>	<p>Human Resources</p> <p>UUP Contract CSEA Contract</p> <p>Staff</p>	<p>Personnel Officer</p> <p>Personnel Officer</p> <p>Personnel Officer</p> <p>Social Events Team</p>	<p>On-going [positions have been reviewed on a case-by case basis and when vacated]</p> <p>On-going</p> <p>On-going – [personnel info is announced in Daily Bulletin and at Director's Council]</p> <p>Service Anniversary Recognition held on 6/03 and 2/04</p>
<p>(5) Push decision-making to teams. (a) Establish the following teams:</p> <p>Space Planning</p> <p>Publications & Publicity</p> <p>Offsite Move</p> <p>Digitization</p> <p>Social Events</p> <p>Web</p>	<p>Sept. 2003</p> <p>Sept. 2003</p> <p>Sept. 2003</p> <p>Sept. 2003</p> <p>Sept. 2003</p> <p>Sept. 2003</p>	<p></p>	<p>Admin. Council</p> <p>Assoc. Director/Pub Ser.</p> <p>Director</p> <p>Assoc. Director/Col+Tech.Ser.</p> <p>Assoc. Director/Col+Tech.Ser.</p> <p>Director</p> <p>Director</p>	<p>Ongoing – public space committee formed.</p> <p>Tech. Ser. YES; team is working</p> <p>(Tech. Ser. + Digitization)YES University Archives-ETD's ongoing project. Graduate School to begin accepting ETD's 2004. Hosting taken care of through Proquest. No plans for retroactive scanning to date. Digital Team working on faculty papers hosting and technical reports.</p>

Goal #12. [OLD #8] Raise external funds. [discuss in September]

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success
<p>(1) Grants</p> <p>(a) Special Collections IMLS-Preservation & Digitization: Building Digital resources NEH-Div. of Preservation & Access: Stabilizing Humanities Collections Documentary Heritage Program: Arrangement & description of Environmental Collections NYS Council for the Arts: Jorge Carrera Andrade program and/or online Presentation of the Yeats Collection</p> <p>(b) Digitization</p> <p>(c) Preservation</p> <p>(d) Iraq</p>	<p>Sept. 2006</p> <p>Spring 2006</p> <p>June 2005</p> <p>June 2006</p> <p>Sept. 2006</p> <p>Yr 1 Feb. 2005 Yr 2-3 Feb 2007</p>		<p>Special Collections/Archives, Preservation,Administration</p> <p>Digitization Team/Dana</p> <p>AD/C & TS</p> <p>Digitization Team/Pres. Lib.</p> <p>Preservation Librarian</p> <p>Director</p>	<p>(a) IMLS [for ?] NEH (see preservation objective) Documentary Heritage Program [for ?] NYS Council on Arts [for ?]</p> <p>(b) NSF digital integrity LILRC research grant NYS Preservation Grant – scan and microfilm campus newspapers</p> <p>(c) NEH Environmental Upgrade Spec. Coll. NEH digitizing NYS historical resources</p> <p>(d) Complete first year activities: catalog and ship books; wire libraries; turn on Anthropological Lit and JSTOR; begin document delivery; send 30 texts for scanning. If year is funded, digitize and publish 2000 archeology texts by Feb. 2007.</p>
<p>(2) Fundraising (a) Music</p>	<p>Sept. 2005</p>	<p>Advancement</p>	<p>Head, Music Library</p>	<p>The Music Library staff has participated in meetings concerning fundraising, with Lois Mazer of the Stony Brook Foundation, Judy Lochhead, Chair of the Music Department, with the newly formed Library Dean's Council, and community members interested in the Music Library's collections and services. Objectives:</p> <ul style="list-style-type: none"> • Determine ways to collaborate with the Boulton Center of Bay Shore that would be of interest and benefit to high school music students and the outside campus community. • Identify acquisitions and projects that can be underwritten by community patrons.

<p>(b) Special Collections Increase pre-existing -Italian Americans</p> <p>-Senator D'Amato</p> <p>And create new endowments -Senator LaValle -AIDC 100 -ED -Friends of the Library</p>	<p>Sept. 2006</p>	<p>Advancement</p>	<p>Special Collections</p>	<p>Create endowment: working with Center for Italian Studies and local politicians to secure Member Item</p>
	<p>Sept. 2006</p>	<p>Advancement</p>	<p>Special Collections</p>	<p>Create endowment to process and maintain papers</p>
			<p>Special Collections/Archives, Advancement, Administration</p>	
<p>(c) Barcode</p>				<p>Raise funds for scanning project</p>
<p>(d) Environmental Defense</p>				
<p>(e) Annual Giving</p>				<p>\$20,000/yr</p>
<p>(e) Capital Campaign</p>				<p>Await formal announcement</p>
<p>(f) Friends Create Friends of the Library endowment to support library initiatives</p>	<p>Sept. 2006</p>		<p>Special Collections/Archives, Advancement, Administration</p>	<p>Minimum endowment \$10,000 ?</p>

Goal #13. [OLD #1.6] Publicize the Library's resources and services to the campus and community.

Objectives	Complete By	What Do We Need (Resources/ Outside Help)	Who's Responsible	Measures of success