

DIRECTOR'S COUNCIL
April 5, 2006

Dennis Andersen (reported by Susan Allen-Bosco): (Serials, Acquisitions & Control)

(1) We are excited to welcome Dennis back to work as of Monday, April 3rd. He will be concentrating on updating our serials fund code lists with current prices, identifying titles not yet billed, with the goal of obtaining an accurate picture of serials expenditures for the 2005/2006 fiscal year. I will continue to manage the department, as I have been, until further notice.

(2) Our periodical and serial receiving is up to date.

Dana Antonucci-Durgan: (Chemistry Library)

A geometric sculpture created by George Hart, a research professor in the Computer Science Department, will be on display in the Chemistry Library as part of a presentation Dr. Hart is giving to the Undergraduate Chem. Society. The object will be approximately 4' in diameter when finished. For more information about George Hart's sculptures, please visit <http://www.cs.sunysb.edu/~george/sangaku> or www.georgehart.com.

Nathan Baum: (Digital Resources)

Web news: Based on discussions of the Publicity Team, two library weblogs have been created by Elyssa Daub and Aimee de Chambeau which present library announcements, news, and new resources. There will be links to them from the library homepage and, eventually, the "Announcements" section on that page may be eliminated.

SerialsSolutions: Fang, Brigitte, Aimee and I are still sorting out problems from the last load of records to Aleph.

Demos: Aimee has arranged for representatives from Endeavor and Innovative to demonstrate their Electronic Resource Management (ERM) systems.

Aimee will discuss her use of Community of Science (COS) next Tuesday. The database can be used to identify grant opportunities and connect with experts and potential collaborators for projects.

Digitization: The Digital Team remains very active and is involved in developing Stony Brook's presence on the SUNY digital archive, in evaluating color scanners, and in collaborating with Disabled Student Services which is in the process of recruiting a scanning technician and purchasing equipment. However, the range of activities that the

team can undertake is limited and will remain so until a full time position of digitization librarian can be filled. Team efforts are also hampered by the lack of a webmaster. As a result, we are missing opportunities on campus to be involved and provide leadership in digitization efforts.

Meetings: Aimee attended Computers in Libraries in DC last month. I attended a symposium at Binghamton: "Budgeting for the Digital Future." Immediately following, I attended the SUNY Council on Access and Collections meeting which included discussions of the SUNY e-resource evaluation process, methods of e-resource preservation such as LOCKSS (Lots of Copies Keep Stuff Safe) and Portico, the shared university press collection pilot project, and various e-resources the Council is looking at for potential joint purchases/subscriptions.

David Bolotine: (Cataloging)

The sudden availability of funds has caused considerable activity in the department. Confusion with regard to the balance for certain funds has caused some problems in coordination between selectors and those generating orders. Another difficulty is the deadlines imposed on both domestic and foreign orders. This will all result in a large wave of new materials which will be our next challenge.

Elissa Daub has left the Library. Her responsibilities included transferring of materials from the stacks to Special Collections, aiding Bob Lobou in gifts and doing some copy cataloging . All these functions, gifts in particular, will experience a considerable slowdown.

Archives has begun sending us original cataloging relating to this university's development, including the Health Sciences Center. The records for these unique materials are being entered into STARS with full cataloging and authority work.

Barbara Brand: (ILL)

Out of Office

Sherry Chang: (Public Services)

- Draft of Library hours for Summer 2006 finalized and distributed for approval
- Policies of cell phone use and food/drink in library were reviewed. "Library's legal rights" was drafted and will be published in Lib. web page after final approval.
- Extended hours for finals will start May 8 to 15.

Janet Clarke: (Library Instruction)

Janet spent the first half of the month troubleshooting classroom network problems with IC technicians. A new problem-reporting structure has been established.

2. Instruction Team discussed Blackboard as a way to increase library presence in the curriculum.

3. Computer Science Library/Karen Kostner

-Sharif Nayem, student worker, won the University's Student Employee of the Year Award! Congratulations to Sharif for the recognition and to Connie Baker for writing the nomination!

-We have recently had a network jack installed in the CS Library to solve the printer problem with the circulation computer. Client support is working on configuring the wires to avoid a trip hazard to student workers and staff.

-We are looking forward to our subscription to Safari Tech Books Online. We will be getting approximately 400 titles with 2 simultaneous users. The preferred format of any future books acquired for the CS Library will be in electronic format. This will alleviate the issue of keeping the most current and desirable books behind the desk in reserve where students cannot see them and the issue of CS books becoming out-of-date quickly, we will simply just exchange titles when they become out of date for the newer editions. If desired, the CS Department has offered to give the CS library more computers and a printer for students to use. The issue would be where to put them.

-We are currently only receiving 35-40 print journals, leaving a full wall of empty periodical displays. If anyone wants them, please feel free to have physical plant come over and unbolt them from the wall. They are bright yellow.

-Finally, a large project is currently underway. All journals with overlapping electronic coverage will be moving into off-site storage. So far, 20 periodical runs have been identified with plenty more to follow. This project will be followed by a major shift to fill-in all the empty shelving that will be created with this move.

Richard Feinberg: (Preservation)

The Emergency Planning and Response Team had a meeting on March 23 to review its updated Emergency Manual.

In addition to her regular repair work, Josephine encapsulated 18 historical Long Island topographic maps originally from the Maps collection, now housed in Special Collections.

Chris Filstrup: (Library Administration)

Space. As I reported in February, Journalism is taking the offices in the northwest corner of floor 4. The four offices to the east are available to the library. Reference and Library Instruction librarians have chosen to stay in their current offices.

Tech Fee. Next FY, DoIT will allocate \$5.1M in tech fee monies as follows:

\$3M	campus licenses
\$1M	networking
\$400K	HSC
\$123K	library databases
\$560K	educational technology (upgrades of classrooms).

The latter is for a new position that will supervise Instructional Computing, CELT, and Educational Technologies. The databases allocation will be the same as this FY.

Vacancies. To cover acquisitions expenditures for 05/06, the library's personnel budget has been frozen. As discussed by Administrative Council, the following positions have the top priority to unfreeze: CRR Night Assistant, Gov Docs Cataloger, and Serials Assistant.

Robot. I am working with Prof. Yu Zhou, Mechanical Engineering, on a grant to build a robot with a "gripper" sensitive enough to pull a book off the shelf. If funded, this would be a prototype for a "personal service" robot to aid people with disabilities that prevent them from grabbing hold of common objects such as books on the shelf. Prof. Zhou was involved with the library robot project at Johns Hopkins while earning his PhD.

Dean's Council. For several years, Lois Mazer and I have been forming a council that will help the library raise external funds. This effort is still in its infancy, but we have recruited several community and campus people interested in the library. In early March, Kristen and Cynthia did an interesting show-and-tell of print and digital maps showing the environmental history of Long Island's coast.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

Clancy came for a pick-up on March 23. They haven't sent me yet a report with the number of items taken. Documents are accumulating so are maps and microfiches. A lot of materials are moving : offsite, being discarded, reintegrating the branch libraries, etc. etc. At the same time the cataloging and the holdings are upgraded. We are cataloging documents on microfiche (mostly serial) and providing the urls at the same time.

Germaine Hoynos: (Personnel)

Personnel Actions Update –

Resignations, retirements, terminations:

New Hires/Promotions:

Vacant Positions:

All recruitments are on hold as per the Provost's directive in order to cover acquisitions expenditures

- **Central Reading Room, SL-1:** Justification submitted to Provost's Office 3/31 – no response has been rec'd as of 4/4/06
- **Copy Cataloger for Govt. Docs., SL-2:** Admin. Council approved recruitment – submitted to Class and Comp., in queue to be posted
- **Serials/Acquisitions SL-1:** PDAR submitted to HR – add'l information provided to Class and Comp., in queue to be posted
- **Bibliographic Instruction Assistant, SL-1, .50 FTE:** description rec'd from Janet/Sherry, submitted to Class and Comp with the revised duties
- **Music Library SL-1, .50 FTE:** candidate accepted another offer, position has been re-written; will be submitted to Class and Comp for review and then posted
- **Music Library SL-1, .50 FTE:** position to be created for evening/weekend circulation
- **Special Collections SL-2, .50 FTE:** submitted to Class and Comp, in queue to be posted
- **Webmaster - Librarian position:** candidate declined offer, description being re-written as professional staff

Keyboard Specialist, CRR, .50 FTE: Classified Recruiting has not been able to give us an adequate Clerk I pool of applicants – we have re-worked the duties to see if Class and Comp will approve a recruitment as a Keyboard Specialist

Godlind Johnson: (Science & Engineering Library)

Out of Office

Daniel Kinney: (Technical Services)

The selectors and Technical Services staff have been working hard to encumber the additional funds for monographs. Numerous slips have been forwarded to YBP, and several subjects have already encumbered all the additional funds. It is hoped that we will be able to meet the April 17 deadline for placing orders and sending slips to YBP. Meeting this deadline should ensure that these funds are expended before the end of the fiscal year. Many thanks to the selectors and Technical Services staff for the extra effort required to spend so much money at this point in the fiscal year.

James LaPiano: (Building Manager)

1. Anticipated reburishment to our elevators has been delayed due to OGS. Physical Plant must rebid and cannot add on to existing contract.
2. The design phase for the new classrooms has begun.
3. The School of Journalism has begun planning for rehab of Celt area and the fourth floor offices.
4. Celt staff have begun planning their move to the old Alliance room.
5. We have submitted request for the office space on the fourth floor.

Min-Huei Lu: (Acquisitions)

- 1) Selectors have received the extra allocations. We are receiving and sending out lots of orders these days. Hopefully we'll receive the shipment in time to process payment on Aleph by the end of the fiscal year, June 30th.
- 2) We add a sub-account with YBP to allow selectors to select individual e-book titles directly from YBP GOBI database.
- 3) CJK project: Kyungmi Lee and Johng Jahng have finished re-importing Korean titles from OCLC and updating these records. Now Korean scripts can be also displayed and searched correctly on Aleph. Since we are all very busy in placing orders and there is not much time left for this semester, members of CJK group decided to postpone the publicity of the capability of searching CJK scripts to the beginning of the fall semester.

Kristen Nyitray: (Special Collections)

- 1) Upcoming programs:

April 5 at 12:40 p.m. in Wang Lecture Hall 1– Jacqueline Newman will present a program about the philosophy of feasting.

April 5 at 4 p.m. in Wang 401– a reception and book launch for *The Light of City and Sea: An Anthology of Suffolk County Poetry 2006*.

May 2 at 1 p.m. in the Center for Italian Studies– dedication of the Richard Vetere Collection (co-sponsored with the Center for Italian Studies)

- 2) Collections processed: Mary MacMurray Fletcher Collection (Long Island environmentalist) and the League of Women Voters of Riverhead/Southold.

- 3) Collections received: personal papers of Osaac Haac, Professor Emeritus of French at Stony Brook and the archives of author and historian Vincent Seyfried (one of the foremost experts on the history of Queens, Long Island, trolleys, and the Long Island Rail Road).

4) Collections in-process: Dr. John Gagnon Collection (Distinguished Professor Emeritus, Sociology); Environmental Defense (Berkeley Office); and the uploading of the digitized version of *The Statesman* to DSpace (SUNY Digital Repository).

Gisele Schierhorst: (Music)

We are busy spending our additional allocation. We have purchased additional volumes from Corpus Mensurabilis Musicae, a collected edition of medieval and Renaissance repertory, from A-R Editions. Over \$12,000 of the allocation has gone towards music books from YBP. We are expecting several shipments of scores from JWPepper on our blanket approval plan, before June 30th. Over \$2,000 has been used to purchase music scores from our European dealer, Harrassowitz. In response to our call for requests, seven music faculty members have sent extensive lists of monograph orders in all formats. We have started a database subscription to IPM (Index to Printed Music), which will provide unprecedented online access to music monuments and historical sets in our collection.

Andrew, John and I attended MLA's Greater New York Chapter meeting at New York University on Wednesday, March 29. The Fales Library, aka the Special Collections Division of NYU's Bobst Library's featured an exhibit devoted to the history of "Downtown," music, art and literature. Marvin Taylor, head curator of the Fales Library, provided an entertaining show-and-tell presentation which included the photographs and papers of Richard Hell (the punk rock pioneer), the papers of writer Richard Kostelanetz, the archives of the Judson Memorial Church (a center for alternative dance, music and performance art from the 1950s through 1995) and the archives of Mabou Mines (an experimental theater company which at various times employed Philip Glass, Pauline Oliveros and other composers). Those could attend visited an additional Downtown exhibit at NYU's Grey Gallery and the Archive of Contemporary Music on White Street some 20 blocks away.

NYU Music Librarian Kent Underwood, who graciously and quickly coordinated and hosted this event, also gave a talk, which outlined the history of Downtown music from composer Lamonte Young and Yoko Ono's 1960 loft concerts up to the present day, using recordings from NYU's Music and Media library. A brief business meeting followed up on some issues raised at the Memphis national meeting (which I could not attend). Members expressed interest in visiting the Queens College Louis Armstrong House and Archive, the Pierpont Morgan Library (which is finishing up an extensive renovation), and of course (eventually) Juilliard which recently received a priceless collection of original manuscripts and autographs from a billionaire who chairs the school board and will be constructing a new building to house them. (For more information on this news, see

http://www.juilliard.edu/update/press/current_releases.html

Hélène Volat:

Reference (in Circulation)

Susan Lieberthal has compiled a list of reference questions submitted to her at the circulation desk (Monday through Thursday, 2-4 pm) and has compared them with questions submitted at the reference desk. She will present the data with a chart at our reference meeting on Friday.

She worked 26 hours upstairs, with 104 transactions (4 transactions per hour). During the same period we had 128 transactions (2.78 transactions per hour). Her chart indicates that patrons need help in using the stacks. More to come.

Chat

Chat is now available all day long and our statistics are definitely up: Jan. 7, Feb. 16, March, 45.

e-mail: Jan. 48, Feb. 44, March 57.

David Weiner: (Circulation)

1. On Thurs., 3/16 two display cases were delivered. They were hung in the stacks stairwell landings on the third floor, and are used to display announcements, policies, calendars, etc. Many thanks to Germaine/(Admin Council?) for approving the request/order.

2. I sent an inquiry to Cirplus and Aleph listservs to find out if any academic libraries use Multi-Functional products (MFP's) that allow patrons to copy, print, scan, or e-mail. There were 5 responses.

Here is my summary report that I submitted to the listserv:

Two responders requested a summary of the feedback. One of these mentioned that UW Madison's Ebling Library has scan-to-email/usb machines.

Three responders reported the following:

One indicated that they use 3 self service scanner copiers in their Microforms and Copy Services Unit (staffed). Here is their website:

<http://www.lib.udel.edu/ud/digital/microcopy/scanner/scannercopier.htm>

"One of the scanner/copiers is color, one is black and white, and one is black and white and has OCR software (ReadIris) on it as well. They are all Laniers (made by Ricoh). Scanning is

free and copying is 10 cents a copy b/w, \$1.00 for color. The problem with most of the Multi-Functional machines is that they are made for the corporate environment, where the machine can safely be placed on the network. Ours is out for public use and so we have not placed it on the network, hence scanned docs. cannot be e-mailed from it --yet."

The second has one Multi-Functional copier/scanner with 24 computers hooked up to it for printing and 10 cents per page copying. They use a Ricoh, Aficio 2060 SP.

The final response was from SUNY Delhi:

"We are a small library with 2500 FTE and recently purchased a CANON Imagerunner multifunctional device (prints, copies, scans, faxes). In addition to the Canon, our users have access to a free B&W printer. We haven't tested the true traffic on the Canon, because 1) we do not have easy color printing (currently released manually with some clumsy software until we can get a vend unit for printing installed), and 2) we don't have fax or scan working. We charge \$.15/side for copies or prints; and collect money via VEND unit for walk-up copying and. We are unable to use scan and fax at the moment b/c we don't have staff to implement those features. We will probably not charge for scanning, but will for faxing."

3. I had a meeting with staff from most of the service units, on Wed. 3/29 to discuss proposals for billing changes for late fines, replacement fees, reserve fines and processing fees, as well as lowering the block for students to have diplomas and transcripts released (from \$5.00 to any money owed). The summary was sent to Chris (forwarded to Admin Council) for approval. Chris will present the proposals at the Library Senate meeting on April 6 and Ken Doyle will attend in order to respond to any questions. We would like to implement these changes prior to the Summer Session or by the Fall semester.

4. As of Thurs. 3/30, there are 43 courses using E-Reserves (for Main Library) with a total of 71 request forms submitted. There are 142 regular Reserve submissions.

Ken Doyle: (UUP Representative – No Report)

Charlie Bowman: (DoIT Client Support)

An upgrade to version 7.1.7 of Iliad was completed. We are proceeding on a slow pace to re-image the PCs in the Tech Services area. Since many of these machines have not been touch by Client Support, re-imaging produces a machine with an up to date operating system with settings and services configured according to our standard.

Phil Doesschate: (DoIT Information Systems)

Aleph Version 17 Upgrade

With the application of the service pack we managed to dispose of several of the problems that had been identified after the install of version 17. These issues were the remaining ones that were dealt with.

1. Lost material fine circulation problems (Helen, fixed)
2. New records can not be searched by call number (Fang, fixed with service pack)
3. Order record display problem (Fang, fixed when SP was installed).
4. Upload the training material to the Staff Menu. (Helen, done)

Some Circulation issues required attention
Investigate the fine problem. (Helen, done)

- 2) **Aleph System Service Pack 231-584 Application**
The software was installed on Magellan on Friday, February 16th.
- 3) **Research Library Group Extract**
Fang sent a new test file to RLG back in February. We haven't heard anything yet.
- 4) **SUNY Union Catalog extract data from aleph17**
Scripts have been modified. Test extracts have been sent to the Union Catalog test system.
- 5) **New Book List**
This function was installed in production in February. The URL for the current version is: <http://magellan.cc.sunysb.edu:4330/newbook/newbook.html>
- 6) **Reports**
Report of books lost and not replaced over the past 5 years (Fang)
- 7) **Southampton**
We've provided a cost estimate for moving the existing Southampton collection into Aleph.
- 8) **LDAP**
Blackboard, NetApps, SINC Windows Signons, and some other functions have moved to authenticate under the LDAP. Fang and Heng managed to get LDAP authentication to work for STARS in PYXIS. We are working to make the signon work under https. This was first supported under version 15. Planning is underway for moving Journals access and Illiad under the LDAP authentication.

Nancy Duffrin: (DoIT Instructional Computing)

Raul Gonzalez attending in her place. (submitted by Raul)

Almost all Libraries have had their old thin clients and keyboards replaced with new ones. MASIC and Computer Science remain to be upgraded. Also, almost all 15" CRT monitors have been replaced with 17" CRT monitors to allow STARS to be easier to read. All of the 15" monitors were situated in the stacks of the Main and Chemistry Libraries. Along with the new thin clients, security was added to deter theft of thin clients, mice, keyboards and especially network cables. Holes had to be drilled into most tables and desks. Sorry for the noise! In addition to thin clients and keyboards, Math Physics received four 17" LCD screens as requested. Two new thin clients were installed at the Audio Visual Library Circ desk at Jeanne Horn's request.

Library classrooms A and B are still not behind the proxy server. The solution for the anomaly causing the proxy servers to fail is still forthcoming. So until then the classrooms will remain exposed on the open network.

Library classrooms were upgraded to the latest version of Adobe Acrobat Reader 7.07 to resolve issues with PDF's not opening properly and Aleph 17 Sp1 clients for

Pyxis and Magellan were added. The old Aleph 14 clients have been removed. OCLC Connexion can now export to Pyxis and Magellan as well.