

DIRECTOR'S COUNCIL
May 7, 2008

Dennis Andersen: (Serials Acquisitions and Control)

(1) We have received potential cancellation lists from the various Science Libraries, and are holding them in case requested inflation funds are not received. As always, we continue to update our fund code spreadsheets with 2008 prices, including various new Science Fund spreadsheets for 2008 only (in anticipation of the above alluded to possible cancellation project). As these are updated, they will be posted within the share folders. This process is ongoing throughout the fiscal year.

(2) Stephanie Gaylor is continuing to whittle away at the backlog of Reference and Documents recently received. Our regular binding for the Central Reading Room is now basically up to date. Congratulations to Stephanie on all her hard work in this area.

(3) Other operations are up to date.

Dana Antonucci-Durgan: (Chemistry Library)

CAS has released a web version of SciFinder. Users of the web version are required to complete a one time registration to access the product. The web version is the same for both academic and commercial users. We have allocated 2 of our 6 user seats for access to the web version. A broadcast of the CAS E-seminar highlighting new features in SciFinder Web will be held on May 14, 2008 from 2-3pm in Classroom B.

Nathan Baum: (Digital Resources)

NOT IN ATTENDANCE

David Bolotine: (Cataloging)

Several enhancements to the Browse/Authority display in STARS have been developed and implemented "Public Note" now appears below indexed headings. This serves as a clarification for using certain subject headings (e.g. Architecture, Symphonies, etc.). Another use is an alert to the user that "Heading Information" contains related information which might be of interest (e.g. Biology).

Processing has begun on DSpace Stony Brook dissertations. They can be viewed under Title begins with: DSpace thesis/dissertation. Metadata to be used for DSpace and formal STARS records to provide access points with URL and authority. Also check Author, last name first: Stony Brook University. Marine Sciences Resource Center. It's

an experimental technique using the "Public Note" to refer to Theses collections by department. Comments?

We are beginning to receive materials from Archives. Some of it has been identified as original cataloging.

The work is difficult and time consuming but we still have a couple of people able to deal with it. Besides being of local historical interest they provide excellent sources of training.

Sherry Chang: (Public Services)

Extended hours for finals will start May 12 to 19. Security guards are arranged to guard the CRR and NRR entrances for eight hours each day, and extra shift of cleaning will be added from 5/15 to 5/18 to clean the first floor rest rooms, commuter lounge, galleria, and two floors of CRR and NRR

- **Southampton** Library summer (May 21 to Sept. 1, 2008) schedule:

July 14 to Aug. 21 : (summer session 2, six courses will be offered)

**Open 10 a.m. - 6 p.m. (Mon. to Friday),
Closed weekends**

May 21 to July 13 and Aug. 22 to Sept. 1 :
Closed

During closing days, SH staff will work in Main Library.

Janet Clarke: (Library Instruction Team)

1. We've scheduled classroom time for public testing of RefWorks, a web-based bibliographic management tool, while it's on trial.
2. Fiona and I had a meeting with a Blackboard administrator to increase library presence in Blackboard courses.

Richie Feinberg: (Preservation)

The library participated in a Big 11 cooperative grant managed by Columbia University and Cornell for the fabrication of high quality clam shell boxes for fragile rare books. We had boxes made for 40 volumes from the Dept. of Special Collections and University Archives. The project is now complete. The value of our part of the grant came to \$3049.

Chris Filstrup: (Library Administration)

Academic Rehab. The library received academic rehab/quality of life funds for NRR furniture and carpet; CRR furniture; Music piano and furniture. Total: \$73K.

STARS. I met with Phil Doesschate and his staff and with STARS to discuss future directions for Aleph. Three directions are worth exploring:

- 1) Link STARS monographs to google.books which has the following features: covers, tables of contents, selected text, searchable full text, reviews;
- 2) Nest the OPAC in WorldCat which makes it easy to move from a local search to a broader search and which enables seamless ILL requests;
- 3) Invest in interfaces which graphically display a broad array of results in an easy to comprehend view.

Fang has put #1 links in the Pyxis database, and we are looking at other university libraries' experience with #2. Binghamton is running a Grokker interface.

Budget. Although the 08/09 budget is still murky, we should prepare for a 3-5% cut to base. Administrative Council discussed the following reductions which assume a 3.2% cut (= \$320K) but treat collections inflation as a separate matter:

Student	80K
Serials	175K
Equipment	10K
Positions unfilled	55K.

If the library does not receive inflation funds (c.\$300K), the collections line would be cut another \$125K, and we would have to find additional savings in allocations for equipment and supplies and lapsed salaries from unfilled positions. .

SBU is also faced with a cap on expenditures against non-state income, for example, the hospital, dormitories. SUNY and the UUP are organizing a major push back for this kind of cut which would negatively affect basic services.

SUNY Council of Library Directors (SCLD). This is a meeting of 64 library directors from highly diverse libraries. Nevertheless, there was consensus on several issues. 1) The Office of Library and Information Services (OLIS) will pull resources from Aleph maintenance for the non-Center libraries by offering on its server a vanilla OPAC; for these libraries, OLIS will not support customization. This will free up OLIS resources to look at other discovery technologies. 2) Almost all the libraries now have an ILLiad platform for resource sharing, and SCLD directors are committed to sharing materials among their libraries. 3) Some of the 2 year college libraries are taking steps to move their technical processing to the Center libraries. The Center libraries will continue to run their own Aleph servers and upgrade Aleph as it benefits their individual campuses.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

Clancy is coming next Tuesday for another pick-up.

Germaine Hoynos: (Personnel)

Personnel Actions Update –

Resignations, retirements, terminations:

New Hires/Promotions:

Celeste Hessler was promoted to an SL-3 position in the Music Library as the result of an internal Library recruitment, effective date 5/29/08

The Southampton Librarian position has been filled by Darren Chase. Darren will begin work on 5/29/08

Vacant Positions:

Music Library – SL-2 position, not to be posted at this time

Night/Weekend Manager - SL-2, part-time, not to be posted at this time

Godlind Johnson: (Science & Engineering Library)

We had a visit from the Site-Visit team that is evaluating the proposed undergraduate Civil Engineering program. We talked about the kinds of materials we would need and that an allocation of new money for the library would have to be built in to the proposal.

We are talking to several vendors about furniture for the former Systems Office area; also about collaborative study furniture that TLT is offering to contribute.

I want to remind all to bring their e-waste to be collected for a TechnoTrash Can shipment (CDs and videos primarily, also small electronic parts such as mice, cables, etc., cell phones).

The printing situation seems much improved thanks to the consultants and other TLT staff interventions. The waste of paper (one cover sheet per print job, this is huge) needs to be addressed.

Daniel Kinney: (Technical Services)

DRAFT UPDATE OF THE COLLECTION DEVELOPMENT POLICY STATEMENT
ON WEEDING:

***Weeding:** Weeding is the systematic evaluation of a library's collection with an eye to the withdrawal of damaged or obsolete materials from the collection. The process is an integral part of collection development and maintenance.*

In general, the same criteria apply to weeding as are used in the selection of new materials. Materials that fall into the following categories are candidates for withdrawal:

- a. materials which contain outdated or inaccurate information;*
- b. superseded editions, including works superseded by electronic editions;*
- c. worn or badly marked items;*
- d. duplicate copies of seldom used titles;*
- e. unused materials;*
- f. indexes and other reference materials that are by their nature useless in a remote location (unless unique and of historical value).*

The cost of offsite storage is a consideration in deciding whether to weed materials from the collection or send them to offsite storage. For example, items deemed "widely held" may be candidates for weeding rather than storage.

Cataloging Department procedures for withdrawing items from the collection and from STARS:

The item is stamped "Discard." The display of a record for a withdrawn item is suppressed in the public catalog; however, the record remains in the database as a withdrawn item. In this way, the library maintains records for all withdrawn and lost items that were once in the collection. In addition, a program can be run to generate a list of withdrawn items.

James LaPiano: (Building Manager)

NO REPORT AT THIS TIME

Susan Lieberthal: (Interlibrary Loan)

NOT IN ATTENDANCE

Min-Huei Lu: (Acquisitions)

NOT IN ATTENDANCE

Kristen Nyitray: (Special Collections)

Special Collections' will be nominated for two Board of Regents/Archives Month Awards by the Documentary Heritage Program of New York: Award for Program Excellence in a Historical Records Repository and the Debra E. Bernhardt Award for Excellence in Documenting New York's History.

The following collections are in-process: Dr. John Gagnon (Professor Emeritus); Environmental Defense, Washington Office; Daniel Thomas Moran (former Poet Laureate of Suffolk County); Turmoil Radio Collection (WUSB 90.1); Suffolk Symphonic Society; and Claire Nicolas White Collection (poet and author).

Completed collections: Theatre Programs Collection (over 25 cubic feet of programs and playbills from New York City, New York State and New England).

Exhibition

April 28 - Friday, May 30, Charles B. Wang Center, Main Lobby

"A Wok Through Chinese Culinary History: View Selections from the World's Largest English-Language Chinese Cookbook Collection." Savor and digest the history of Chinese cuisine at a new exhibition of the Jacqueline M. Newman Chinese Cookbook Collection. Stony Brook University's collection includes more than 3,000 cookbooks - from the oldest to the smallest to the longest, and everything in between - as well as many other fascinating culinary items. Sponsored by the Office of the President and the University Libraries.

Upcoming Event

Family Day at the Brewster House

Saturday, May 17 (rain date: May 18), 12 – 3 p.m. (ceremonies begin at 12:30 p.m.)

The Brewster House (ca. 1665) in East Setauket has been officially placed on the New York State and National Registers of Historic Places (corner of 25A and Runs Road, just west of Gnarled Hollow Road). The George Washington letter will be on loan to the Ward Melville Heritage Organization for this special event.

Gisele Schierhorst: (Music)

As Chris requested, please find attached an OCLC collections analysis report for music monographs published between 2001 and 2008. The sharp decline in monograph purchases is graphically represented. My thanks to Dana for showing me how to acquire this data.

Celeste and John will be focusing on sizeable backlogs in the Music Library throughout the summer months. These include gift books and scores acquired over several years, as well as purchased added volumes, videos and DVDs. Several hundred jazz LPs that were recently donated need to be cataloged and possibly digitized. Over 3,000 cds from the Attorney General settlement still require cataloging. The Patchogue Medford Library donated microform runs of several journals--we will need the assistance of Serials in order to process these items.

Hélène Volat: (Reference)

1. Generic ID and password

There is general consensus (and much unhappiness from everyone) that we should be allowed to use a generic ID and password at the new reference terminal as we used to. This has created problems (chat and general) and made our work difficult.

2. Replacing QuestionPoint

Attempts to switch to Meebo have failed due to technical problems. We need help !
Thanks to Phil, Fang and Paul, e-mail Askalibrarian is now available through Notes, with a form page similar to the one we used for QP.

3. Expect new, sleek, modern furniture in the CRR reading room, thanks to the Quality of Life grant.

David Weiner: (Circulation)

1. Library fines reported to University Administration, for the first quarter:

January 2008 - \$ 3,257.32

February 2008 - \$ 1,954.08

March 2008 - \$ 1,957.10

Total = \$ 7,168.50

1/2 to Albany = \$ 3,584.25

2. Two works of art that were painted by a student and displayed behind the Book Return desk, as part of an art project - UNBOUND -, were generously donated by the art

student, Rachel Villanueva. James Pearson, the curator for UNBOUND, mentioned that he would see if other art students would be willing to donate art work to the Circulation Department/Library..

3. Spring Reserve statistics:

Electronic: 59 instructors; 75 classes; 154 submissions; 538 item scanned

AV: 55 instructors; 69 classes; 78 submissions; 385 items

Print: 82 instructors; 109 classes; 129 submissions; 432 items

4. Renovations on the ceiling at the Book Return Desk area, should begin on Monday, May 26 and take about 2 weeks to complete. Patrons will still be able to use our main entrance, but a sheet rock wall will be built , cutting off half of the entrance. This will alleviate dust/dirt and noise for desk staff. We will provide access to the Core, through our sorting area.

5. During the month of April, there were two incidences regarding a male student who was harassing female students studying in the stacks. Campus Police were contacted and spoke to the individual regarding his behavior, although he denied any wrong doing. As a result of some indecision on how to handle this type of situation, and what I felt was mishandling of the situation by the campus police who responded, a Service Unit meeting was held, on Wednesday, April 30, attended by Dr. Michael Bombardier, Depression/Suicide Outreach and Prevention Coordinator from the Center for Prevention and Outreach, and Officer Philip Morales. We may have a follow-up meeting with Dr. Bombardier, to show staff how to approach and talk to individuals who may be disruptive or in distress. (Below is a summation of the meeting):

Thank you very much to those staff members who attended today's meeting with Dr. Michael Bombardier and Officer Philip Morales. I believe that it was quite instructive and helpful, and provided staff with needed information on how to deal with disruptive student behavior.

There were a number of key points to remember:

1. Always document and report behaviors of concern.
2. "Feeling fear" - never ignore this emotional feeling. If you or a patron feels fearful of another, respond appropriately.
3. If you feel comfortable enough to approach an individual, do so in a non-threatening manner. Discuss the situation with him/her, let him/her know that the behavior is inappropriate for a public service area - disruptive to other students trying to study or do research, and try to get the patron's name. If you don't want to approach the person, you can contact campus police - get a good description of the individual. **The report can be anonymous if you do not want to provide your name.**
4. Report a problem patron to the Student Judiciary Office - Gar Mis is the Director. 2-6705. Judicial Affairs acts like a Central Information Hub - they can "connect the dots," if there are multiple reports concerning an individual. The student

may then be referred to the Behavioral Assessment Committee (BAC) for further evaluation/action.

5. Focus on the behavior.
6. Early intervention helps. "It's better to have three yellow lights instead of one red light."
7. If you do have to contact campus police and it's an emergency situation, tell the dispatcher if it's an urgent problem; If the person is still there or has already left the premises.
8. Library staff should communicate any problems with disruptive behavior that have been reported, to each other. This would be sort of a Neighborhood Watch within our service areas.

Officer Morales indicated that he would get back to Doug Little with a report of the concerns that were reported in regards to how officers dealt with the latest situation (see below for details of that incident).

The library should have one staff member who will serve as a "repository," for contact regarding disruptive activity, reports and follow ups. This should be at an Administrative level. Campus Police would provide any updates to this individual, who would maintain a file.

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

We have deployed 14 of the 29 new machines. As mentioned at the last Director's Council, we are deploying these machines with Vista operating system and Microsoft Office 2007. These machines do not have a generic log in account. We are collaborating with the Circulation department and the Information Security Administrator (Eric Johnfelt) to see if there is some common understanding that can be reached concerning ease of use and protection of the workstations, networks and associated systems.

Phil Doesschate: (DoIT Information Systems)

Southampton Library Cost Allocation (Testing) (Fang and Min)

1. We completed the review of different options for allocating costs of library collection development at Southampton. The options considered included setting up a (1) separate administrative library for Southampton with a shared collection, (2) a separate admin and a separate collection for Southampton and setting up a sublibrary and order group for Southampton with some special reporting. After consulting with Ex Libris and Tech Services we settled on the third approach.

Fang has created a separate sublibrary and a new order group for Southampton . Min has set up new account in YBP. Fang is working on changing the

expenditure report to separate expenditures for Southampton from the Main library.

2. Duplicate subject entries in STARS: (DONE) (Fang and David)

Duplicate subject entry in STARS were found to have been caused by the Library Congress's change to the form subdivision (Free- floating subdivision). The subfield had changed from \$\$x to \$\$v. Fang has been running the correction scripts every day after 5 :00PM for a month to correct the problem. Over 400,000 Bib records bearing the old form have been corrected. The problem existed in about a third of the Bib records in the catalog.

3. Evaluate incorporating Google's Book Search function into Stars (Testing)

In the middle of March, Google unveiled a set of software protocols that allow libraries to essentially merge Google's collection with their own. The feature was described as follows in an article entitled "**Google Unveils Tools to Integrate Its Digitized Books Into Campus Library Catalogs**" in a recent issue of the Chronicle of Higher Education.

"Google has now scanned over a million books as part of its controversial partnership with major libraries, but many students and professors don't know when Google has a copy of the book they're looking for. Google wants to change that by getting college libraries to integrate Google's book search into online library catalogs.

This week Google unveiled a [set of software protocols](#) that allow libraries to essentially merge Google's collection with their own.

Among the first to take advantage of the new protocols are [the University of Texas at Austin's libraries](#). If a user searches the UT library catalog for a book that happens to be in Google's collection, the catalog entry includes a link that says "Limited Preview at Google Book Search." The link takes users to that book in Google's collection, which allows searching of the full text. For books that are still covered under copyright, Google allows only short passages to be viewed, though it offers full text viewing of other books."

Fang has implemented the feature on the PYXIS version of the STARS Web OPAC. In testing, we found that unlike Sydetics Google book info is free, has full source on many books and has more book cover images than Sydetics. We look to the professional staff of the library to give us guidance on whether this feature should be migrated to production.

4. Evaluate WorldCat Local

What follows is from a press release by OCLC entitled "**OCLC to pilot WorldCat Local**":

DUBLIN, Ohio, USA, 11 April 2007—OCLC is piloting a new service that will allow libraries to combine the cooperative power of OCLC member libraries worldwide with the ability to customize WorldCat.org as a solution for local discovery and delivery services.

The WorldCat Local pilot builds on WorldCat.org, which allows Web access to the world's richest database for discovery of materials held in libraries. Through a locally branded interface, the service will provide libraries the ability to search the entire WorldCat database and present results beginning with items most accessible to the patron. These might include collections from the home library, collections shared in a consortium, and open access collections.

WorldCat Local will offer the same feature set as WorldCat.org, such as a single search box, relevancy ranking of search results, result sets that bring multiple versions of a work together under one record, faceted browse capability, citation formatting options, cover art and additional evaluative content.

The WorldCat Local service interoperates with locally maintained services like circulation, resource sharing and resolution to full text to create a seamless experience for the end user. WorldCat Local will also include future enhancements to WorldCat.org including more than 30 million article citations, and social networking services.

"WorldCat Local offers OCLC member institutions a way to leverage the ongoing investments that OCLC is making in WorldCat.org, within their local environment," said Chip Nilges, OCLC Vice President, Business Development. "As we add new features to WorldCat.org--and as OCLC member libraries add new content to WorldCat--those features and that content will also become available within WorldCat Local."

The WorldCat Local pilot will test new functionality that allows users to place requests, gain online access, or request an interlibrary loan within WorldCat.org.

Libraries and groups participating in the WorldCat Local pilot include:

- University of Washington
- Peninsula Library System in California
- Libraries in Illinois, including:
 - University of Illinois--Urbana-Champaign
 - Glenside Public Library District
 - CCS (Cooperative Computer Services) Consortium
 - Lincoln Library
 - Illinois State Museum
 - Illinois State Library
 - Hoopston Public Library
 - Northeastern Illinois University
 - Mattoon Public Library
 - Champaign Central High School
 - Williamsville Senior High School

The University of Washington Libraries will be first to pilot WorldCat Local with OCLC in April. Other institutions will follow. OCLC will examine results of the pilot to determine a production schedule.

Bill Jordan, Associate Dean of University Libraries, University of Washington, said the University of Washington Libraries "has purchased or licensed an amazing number of high-quality information resources for our users, but we've hidden them in multiple silos with little or no integration between them. Our job is to take those quality resources and make them convenient for the user to find and use--to make quality convenient. WorldCat Local appeals to me as a platform that I can use to address those strategic concerns."

"With WorldCat Local, we get enhanced search and display capabilities like faceted browse, FRBR-ized results sets, and enhanced content like reviews and article metadata," said Mr. Jordan.

"We bring together all our fulfillment options--electronic, locally held, consortial, and remote--into one interface that still leverages all the 'delivery smarts' that are built into our local and consortial systems. With the addition of article metadata, we begin to see the breakdown of our discovery silos by the aggregation of indexing for book and article content."

"Finally, WorldCat Local provides a syndication platform so that we can meet users at their point of need," said Mr. Jordan. "We have to complete the discovery-to-delivery chain no matter where the user starts out. It's here, in syndication, that OCLC is uniquely positioned to work with Microsoft, Yahoo! and Google on behalf of libraries in a way that nobody else really can."

OCLC will test interoperability with systems used by participating pilot libraries, including Innovative Interfaces, SirsiDynix, and ExLibris Voyager.

System Support:

1. Security Alert: (Fang, Heng, Phil with ExLibris)

Security Breach from STARS.

The necessary steps are as follows:

1. An individual bookmarks the WEB OPAC page. The bookmark created contains the Session Id assigned by Aleph.
2. Another person signs on and is assigned the same session Id as in Step #1.
3. The bookmark established in Step #1 is used to navigate to the Web OPAC.

The result is that the session established in Step #2 is now available to the person using the bookmark in Step #3. The person using the bookmark is not asked to signon again and acts as the originator of the session. The Aleph session has, at this point, been effectively co-opted.

Theoretically, if session ids are being reused, it becomes a fairly trivial task for an enterprising computer science major to write a program that generates URLs looking for one that matches.

There seems to be no logic in Aleph to ask... "is this the same user on the same workstation as when the session was established?" and either force a new signon.

Fang has arranged to change the bookmark of the workstation in question so that it does not carry the session id.

We believe this problem is serious enough to require code in Aleph to be corrected. In the least it should assure that USERID and IP address of a user match those of the last originator of the session.

2. New database purchase loaded into STARS -Environetbase (Fang , Nathan, David Bolotine)

The new database --- Environetbase that contains 320 e-books was batch loaded into Stars.

3. Serials Solutions Dead Link check (Fang)

There are 8636 serials Solutions URL in STARS. 179 links are found in error or " 0 result found". Detail report sent to Brigitte and Nathan.

4. New implementation for email interface for Library home page (Fang, Sanjay and Phil)

The request is from reference librarian Paul Weiner. The implementation is done and has been tested. It is waiting for move it to Library server.

5. Recall Testing (Heng, David Weiner, Kristen)

Heng did extensive testing with Circulation Staff to figure out if the Aleph system works correctly since some patrons have complained about not having received notices by email. The function of the email, job daemon, email address update to current, generating the notice...etc. The test result confirmed Aleph system works correctly.

General Support: (Fang)

- Missing book charged out. (Lynn, Ken Doyle)
- Southampton EDI order setup with YBP (Min)
- EDI reject order problem analyze (With Min)
- Patron Load File Issue (ken Doyle)
- EDI invoice loading (Dennis and Susan)
- Enable Authority "Public note" on Stars
- Mailing Address Block (Ken Doyle)
- SUNY Shared Collection circulation stats (Susan and Nathan)

Report: (Fang)

- Southampton Expenditure Report for Monographic and Serials (Min)
- Northport Title Circulation Stats Report (ILL ,Susan)

- Electronic Standing Order Report (Min)
- Special date (4/18) collection and circulation stats (Susan)
- Circulation stats for Music library (Gisele)

Circulation (Heng)

- Fix Southampton patrons circulation privilege problem
- Test Preferred e-mail Address
- Test and answer questions on Multiple Recall function
- Test and answer questions on Item Available Letter/ Recall Notice
- Update circulation workstations IP list
- Turn on and test On-line Recall function on Pyxis

Web OPAC (Heng)

- Add Call Number index in the Advanced Keyword Search
- Modify Permute Search page on request
- Test and remove session id from STARS first page

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

Stephanie Gaylor: (UUP Representative – No Report)