

DIRECTOR'S COUNCIL

October 7, 2005

**Dennis Andersen: (Serials, Acquisitions & Control)**

(1) Susan and I have been spending a good deal of our time testing the serials functionality in Aleph 17. Our particular emphasis has been on the copying of caption/pattern information from Administrative to Holdings records, which will enable us to receive different formats in different frequencies on the same bibliographic record. In order to activate these caption/patterns in version 17, we received invaluable programming help from Fang Peng in linking these records to the appropriate order records and subscription lists.

(2) Serials binding and receiving are basically up to date.

**Dana Antonucci-Durgan: (Chemistry Library)**

1. September 7- I taught a session of CHE606 on how to search Crossfire Beilstein/Gmelin and PubChem.

2. PubChem, a free chemical information resource from NIH and the National Center for Biotechnology Information, is an excellent resource for answering simple chemical property and structure questions. This resource, while not nearly as comprehensive as SciFinder Scholar and Crossfire Beilstein/Gmelin, has a user-friendly interface and links to both properties data and literature. PubChem now contains over 5 million unique compound structures. This site is highly recommended for preliminary compound and substance searches as well as undergraduates new to searching chemical literature.

3. The Health Sciences Center Library plans to purchase an online site license to all Thieme Publishing journals. While many of the publications in this package are health sciences journals, there are two highly used chemistry titles, Synthesis and Synlett, that will now be available online.

4. We have hired a total of three new students for the Fall Semester.

**Nathan Baum: (Digital Resources)**

NO REPORT

**David Bolotine: (Cataloging)**

NO REPORT

**Barbara Brand: (ILL)**

Nathan and I attended the quarterly meeting of the SUNY Collections and Access Committee in Albany on Sept. 26-27. Most of the action items dealt with contracts for electronic material and a pilot project for a joint university centers university press collection. The ILL/Access members reported on the June ILL retreat which Director's Council discussed in September. We received our first request for a book from a Stony Brook Manhattan student. It has been sent out through the LAND courier service.

**Sherry Chang: (Public Services)**

**Janet Clarke: (Library Instruction)**

1. Instruction Team met Sept. 30. New member: Aimee De Chambeau.
2. We debriefed on BUS110 classes. In all, we taught 16 sections, 480 students.
3. We discussed ways of improving library scavenger hunts for students as well as for library staff.
4. There were several procedural and ethical concerns about the sudden presence of surveillance cameras in the classrooms in mid-May. University legal counsel was contacted about the legality of such surveillance. They responded that it is reasonable to expect that privacy is "lessened" in a public space such as a classroom, though each case would have to be examined. In our case, the reasons given by Instructional Computing as well as the process of installing the cameras without proper discussion and/or permission were seen as untenable. However, since the cameras are already up, it was generally felt that we could live with them, but that we would put up signs to alert classroom users.
5. We are getting queries about using EndNote. Currently, Dana Antonucci and Godlind Johnson are the resident experts.
6. September was a busy month as usual, with 57 sessions, 12 tours, and over 1,300 participants.

**Richard Feinberg: (Preservation)**

Nineteen new two-way radios have been distributed to the safety wardens on the library staff. These have batteries that are always charged and ready to go and they communicate with Jim's radio plus the fire marshals. The new radios were arranged for by Jim, campus police, and me too. The preservation grant paid for half the radios. Campus police supplied the others.

Since last year, I have made many attempts to have fire marshals attend to several safety issues in the library including the replacement of all fire extinguishers which are largely non-functional. Their response has been spotty and inconsistent. We are still waiting for new extinguishers. I have been in contact with Gary Kaczmarczyk, Asst. Dir. of Env. Health and Safety, who oversees the fire marshals. That was two weeks ago. Still nothing. Obviously, something is awry here. I will try to figure it out.

**Chris Filstrup: (Library Administration)**

SUNY provost, Peter Salins, brought a large contingent to campus as part of Mission Review. Mission Review is a process whereby SBU states its needs and what it can do if it receives more resources. The handouts, prepared by Lawrence Martin, are a graphic argument that SBU has a legitimate place among the top ranked public universities. The analysis is based on Graham and Diamond, *The rise of American research universities: elites and challengers in the postwar era* (Johns Hopkins, 1997) and other studies that look at per capita research productivity. The bottom line request was for 200-300 more faculty lines to push SBU to the top of this peer group. In the financials that followed the visit, the library requested \$1M to recoup lost acquisitions purchasing power in the last five years. This is the first time SUNY has requested a needs statement in quite a few years.

Breaking circulation links continues to roil the UUP waters. UUP is asking us to break the links on the fly rather than once a year. Phil believes this would require changing Aleph coding and would place us in violation of our maintenance contract. A look at the other Center libraries is interesting. Buffalo is still using NOTIS which does not have a loan history feature. Among the Center libraries using Aleph, Albany does not break the links; Binghamton never enabled the loan history feature but is now considering it; and SBU which used to keep the history in tack, now purges once a year. Another meeting with the UUP is coming up, and I've asked staff who manage circulation to write to the union explaining the value of the loan history to their work.

The provost wrote a letter of support for the NEH grant to build a Special Collections stacks on the fourth floor. This letter commits the university to \$700K shared costs if NEH funds their part.

Several of us attended a LILRC-sponsored legislative breakfast at the Wang Center. Hanne gave aides who work for Senator Trunzo and Assemblyman Englebright a tour of the library after the breakfast.

I gave a presentation of library needs to major gift officers in the Advancement Office. I stressed the ease of setting up endowments for subject collections. These endowments can carry a name in perpetuity, bookplates, and annual reports of activity. I also asked them to be alert to sizeable personal collections of books and other materials that could come to the library as gifts in kind. As evinced by the Chinese cookbook collection, personal collections can come with large appraisals and make a significant contribution to the capital campaign.

The Center Directors met last week, prior to meeting with the SUNY Collections and Access Council (SCAC). Major concerns for the directors are: 1) a flexible business plan for ScienceDirect and other shared databases (base, FTE, use); 2) how to build other multi-Center groups on the model of SCAC that will address Centers-wide issues – we're planning to assemble as special Collections group next semester, also thinking about public services and technical services groups; 3) how to move to single print holdings for JSTOR journals; 4) among SUNY libraries, developing a stronger voice for Center libraries (4 out of 64); 5) future of universal borrowing; 6) adoption of ExLibris tools; 7) developing SUNY's institutional repository, especially setting standards for access and preservation. I have attached the most version of the SUNYConnect strategic plan that has been reviewed by the SUNY Council of Library Directors and SUNYLA and is currently with the SUNY Advisory Council, a group that reports to the SUNY Provost.

**Brigitte Howard: (Documents Receiving & Serials Cataloging)**

Nothing special to report. I am trying to move every project and not cause a bottle-neck.

**Germaine Hoynos: (Personnel)**

**Request for those who order supplies/hardware/software:**

Please make sure that requests include complete ordering information, model number, vendor, quantity, so that we can place orders quickly and accurately. There are standard printer and fax models that we order, but certain hardware devices, software and equipment/supplies require specific information in order to ensure that the correct item is purchased. Thanks for your assistance.

**Personnel Actions Update –**

**Resignations, retirements, terminations:**

**New Hires/Promotions:**

**Aimee deChambeau, Senior Assistant Librarian, Electronic Resources, Acquisitions and Access**

**Vacant Positions:**

- **Reference Librarian, .80 FTE:** candidates selected, EEO approved selections on 10/3, awaiting Affirmative Action/Diversity Office approval to hire
- **Business Librarian:** Search Committee reviewing resumes
- **Bibliographic Instruction/Computer Science Librarian:** Search Committee reviewing resumes
- **Webmaster - Librarian position:** posting has closed – Search Committee to review resumes
- **Music Library SL-1, .50 FTE:** candidate accepted another offer, position to be re-written and then reposted
- **Music Library SL-1, .50 FTE:** position to be created for evening/weekend circulation
- **Circulation SL-1, .50 FTE:** position to be created for evening Circ/electronic reserve duties – full recruitment will be conducted
- **Clerk I, CRR, .50 FTE:** Classified Recruiting has not been able to give us an adequate pool of applicants
- **Serials/Acquisitions SL-1:** PDAR submitted to HR – add'l information provided to Class and Comp., in queue to be posted
- **SL-2 position (Hia):** Admin. Council approved recruitment – submitted to Class and Comp., in queue to be posted

Iraq Digitization Librarian: not active

Clerk I: Photocopy – not active

Clerk I: part-time, Chemistry Library – not active

**Godlind Johnson: (Science & Engineering Library)**

**Daniel Kinney: (Technical Services)**

**James LaPiano: (Building Manager)**

1. Circulation Desk complete except for some punch items.
2. For those who thought you will be receiving the surplus furniture(fourth floor) there is a hold on the furniture until further notice from the College of Arts and Sciences.

**Min-Huei Lu: (Acquisitions)**

- Kathy and Min continue to test different scenarios on Aleph 17 Acquisitions/Serials module. We also work with Fang to improve formats of our order & claim letters. With Aleph 17, we'll have the Stony Brook University logo automatically printed on top of all our order and claim letters which are generated from either batch orders/claims or individual order/claim. The University logo shall increase the "official looking" of our letters and formalize our communication with vendors.
- Min gave a training session on Excel to Acquisitions/Serials staff. Hope the staff members can improve their skills in handling spread sheet.

**Kristen Nyitray: (Special Collections)**

- 1) Kristen, Jason, and Richie submitted a grant proposal to the National Endowment for the Humanities on September 23. The Special Collections Department is requesting NEH funding for Stages 2 through 4 - to construct a climate-controlled storage room on the fourth floor of the library. Stage 1 of the project has concluded; at the close of this phase, architects and engineers conducted a thorough assessment of the library building, devised a conceptual design plan, and made recommendations for the next phases of the project. The department is now requesting assistance from the NEH for the implementation of "Stage 2: Final Design and Review," "Stage 3: Construction," and "Stage 4: Relocation of the Collections."
- 2) The department will host the national AIDC conference, "Truth in Technologies 2005: Supply Chain RFID" on October 27 and the AIDC 100's annual meeting on October 28.
- 3) We received papers from the Smithtown Chapter of the American Association of University Women (AAUW) and Dr. Edith Gordon (League of Women Voters).

4) Programs and exhibits:

**Exhibition:** *"From Migrant Alley to Home: Farmwork on Long Island's North Fork"*

**Date:** October 10 - November 21, 2005

**Location:** Central Reading Room, First Floor, Main Library

Suffolk County continues to be New York's most productive agricultural county, with vineyards, sod farms, nurseries, greenhouses, and potato farms—most of which are located on the North Fork and are heavily dependent upon migrant work. The North Fork of Long Island was once nicknamed "Migrant Row" and most laborers in the 1940s and 50s were African Americans and Puerto Ricans, the largest numbers of recent workers come from Guatemala, El Salvador, and Mexico.

*From Migrant Alley to Home: Farmwork on Long Island's North Fork* includes reprints of photographs and documents from various Long Island archival collections, including an early 1960s Suffolk County map that details the many migrant work camps that existed, at that time, as far west as Huntington. There are also three-dimensional artifacts such as work tools from several working farms on the East End that still employ migrant labor.

The exhibition is fully bilingual in English and Spanish and features artifacts rarely seen in museum exhibitions, including tools such as broccoli knives, blueberry rakes, a potato grader, and a bicycle that was used by migrant workers at a North Fork farm. Clothing and objects such as a tortilla press and a christening dress help to bring the meaning of home to migrant workers into sharper focus. The exhibition also uses many historic photographs, including those of a migrant workers camp in Cutchogue, Long Island, from the 1950s, and poignant recent photographs of workers in the fields by photographer Drew Harty.

*From Migrant Alley to Home* was organized by The Long Island Museum, Stony Brook, New York. Research and development of the exhibition's content was completed by Riverhill, a museum consulting firm. Generous support for the travel of this exhibition was provided by the Long Island Community Foundation.

**Second Annual Friends of the Library Lecture**

**Date:** Monday, November 14 at 6:30 p.m.

**Speaker:** Louisa Thomas Hargrave, author of *In The Vineyard: The Pleasures and Perils of Creating an American Winery*

**Location:** Charles B. Wang Center

**Program:** In *The Vineyard: The Pleasures and Perils of Creating an American Winery* (Viking, 2003), Louisa Thomas Hargrave shares with us her extraordinary journey from naive dreamer to esteemed vintner. The lecture—which is free and open to the general public—will be followed by a question-and-answer session, a book-signing, and reception.

**Sponsor:** University Libraries and the Center for Wine, Food, and Culture

**R.S.V.P.:** Seating is limited. Please R.S.V.P. by November 7 at 631-632-7100 or e-mail [maryanne.vigneaux@stonybrook.edu](mailto:maryanne.vigneaux@stonybrook.edu).

\_\_\_\_\_ : (Computer Science)

**Gisele Schierhorst: (Music)**

Andrew Toulas has confirmed that computers and monitors for the Music Library local area listening network have arrived. They should be installed into the listening carrels by ADVEX sometime next week

I am reviewing the Music Library's Collection Development policy and revising it as needed. I will be using the policy as a guide to retention decisions for the growing shelves of gift books, scores and A/V materials we have received in recent years.

I completed teaching the first unit (i.e. three sessions) of MUS 500 on Friday, September 23. I have also assisted in providing BI to a theatre seminar and to a business class.

I am the newly elected Chair of the Music Library Association's Greater New York Chapter (MLA-GNYC). Our next meeting has been coordinated by Vice-Chair Peter Hirsch of the New York Public Library and will take place at the Brooklyn Public Library on November 1. Mi-Hye Chyung of Westminster Choir College/Rider College in New Jersey is Treasurer and Newsletter Editor.

**Hélène Volat: (Reference)**

**Audio-Visual**

For the last few years several faculty members and/or teaching assistants have put personal copies (or self-made copies) of videos/DVDs for course reserve. This is in violation of copyright laws. Jeanne and I have decided to issue the following guidelines. I am submitting them for approval before distributing them: The new guidelines call for added copies of videos/DVDs to the collection and may therefore impact on the video allocation.

**AUDIO VISUAL LIBRARY**

**RESERVE POLICIES & PROCEDURES FOR COURSE RESERVE**

Videos and DVDs intended for class reserve are on loan for **four hours**.

They must be viewed in the viewing rooms located in the Central Reading Room.

The first instructor who places video or DVD on reserve in a given semester has authority control over that video or DVD for the semester. Other instructors may have the videos or DVDs cross-listed with their class; their students are also allowed to watch them in the viewing rooms. However, these instructors must obtain approval from the primary instructor prior to removing the materials from the Central Reading Room. Approval should come via e-mail to both Jeanne Horn [e-mail address] and Blair Martin [e-mail address].

Instructors must fill out the AV Library Reserve Form or On-line reserve form including:

**Title**

**Call Number**

**Instructor and Class Information**

... as well as the names of any Teaching Assistants authorized to take videos or DVDs out of the library.

Reserve may take 48-72 hours to process and may take longer during peak times, such as the first 2-3 weeks of the semester. In order to expedite the process, we kindly ask the instructors using AV materials to make sure that the **correct version** is selected and let us know if any items are **lost, missing or damaged**. Incomplete reserve lists will take longer to process. Please do not assign titles to your students until you are certain that your Reserve List has been processed. You can **email, call or check STARS** [Course Reserve – (Your) Course], for any titles listed which have been processed and are ready for viewing.

The Library will order all items not already owned and needed for class reserve. Please provide enough information to identify the movie you wish to order: i.e.: director, language, year, actor etc. This will insure that the desired version is ordered. Request for orders should be submitted at least **six weeks** before the end of the previous semester to allow for ordering and processing time.

Personally owned videos will be accepted **only** if they are the original purchased item. **Self-made copies** are in violation of copyright laws and will not be accepted. We will only accept personal videos (VHS or DVD) in cases that can be labeled and can stand up on a shelf. Jewel cases are not acceptable; cases similar to those provided in video stores are preferred.

**Interviews** were conducted for the Visiting Librarian position. We have sent our list of 4 acceptable candidates to Germaine and hope to make an offer as soon as possible.

### **David Weiner: (Circulation)**

1. As most of you know, the new Circulation counter area was completed during the second week of September, nearly two weeks after classes began. Staff is still getting used to the new set up and patrons seem to be pleased with the new look. We're getting a lot of compliments. I'd like to take this opportunity to offer a special note of THANKS to Mary and Elba for their vision, design and planning of this area and for their diligence in seeing it to completion (even if the final look of the area is not as it was originally envisioned due to financial constraints -amongst other things-). Thanks of course to Chris, Sherry, Jim, Abe Smith (the Project Manager), the painters, electricians, Dave Ecker and his crew, and Raul for all of their contributions....and to the Provost and President Kenny for the funding of this project. The final length, of the longest Circulation Counter on the planet, is 40 feet...although I still think that we're short 6 feet. Hopefully, later this year (or next), we will be able to continue the renovation plans by completing the STARS/Book Return area.

2. We're in the beginning stages of testing the various Circulation/Reserve/Billing and Accounts Test scenarios for the conversion to Aleph 17. I reviewed and revised many of the tests, with the assistance of Jeanne and Ken. Many members of the Circulation STARS committee are now involved with the process. Thanks to Ken/Victor who are testing Accounts and Billing with the assistance of Fang and Helen; Jeanne, Meryl, Hanne and Trina who are testing nearly 50 Circulation scenarios; and Mary/David for testing Reserve. While I'm in the "thanking," mode, we owe a big THANK YOU to Marge Tumilowicz for her guidance throughout this task, and to Fang/Helen for their behind the scenes work on the tables, files, for everything else that they do to respond to our needs and preparing for the conversion. Aleph 17 Manuals for Circulation, Reserve and the Task Manager were printed up at Kinko's and distributed to staff members in the Sub-libraries who will need this information.



3. As of 10/3/05, there have been 52 E-Reserves requests and 136 Regular Reserve requests received.
4. On Fri., 10/7, some staff members from the service units will attend a Demonstration of Aleph 16, provided by Chris Holly from Ex-Libris, at SUNY Old Westbury.
5. Circulation Accounts report: for the months of July, Aug., and Sept., a total of \$7,010.16 for overdue fines was collected.
6. We completed our signage project by submitting a list of new signs that are needed throughout the Stacks and Desk area, to Sherry and Jim. Here I go again: Thanks to Maryanne for helping with the re-design (along with Mary/Elba of our call number location sign that is now in the process stage of being printing at Kinko's).

**Ken Doyle: (UUP Representative – No Report)**

**Charlie Bowman: (DoIT Client Support)**

**Phil Doesschate: (DoIT Information Systems)**

### **Aleph System Upgrade**

The Aleph System upgrade to Version 17 is in process. A test version of the database has been released. Over forty identified problems have been corrected. Work has been done on improving the indexing of CJK character sets.

A snapshot of the Aleph production database was taken at the close of business on September 30th. This snapshot will be loaded into PYXIS and will form the basis for the next test Conversion of the library system data. We project that this data conversion will be completed by the end of October and will be available for testing at that time.

We expect to repeat the process of making a snapshot of the database and converting the data at the end of October and November. It is our intent to complete these cycles by the end of December and to implement version 17 in production in January.

**Nancy Duffrin: (DoIT Instructional Computing)**