

DIRECTOR'S COUNCIL
October 16, 2007

Dennis Andersen & Susan Allen-Bosco: (Serials Acquisitions and Control)

- (1) As previously reported, Serials fund code lists have been completed through Fiscal Year 2006/2007, and can be accessed via the Serial Fund Codes share folder.
- (2) We have been busy updating information in Aleph and with Ebsco regarding serial titles in the newly-subscribed Cambridge Journals Online (full-text) package beginning 2008. Various titles are being switched from print to online only, keeping the print at "deeply-discounted prices" as supplemental to the online, switching from print + online to online only, etc., depending on selector's individual decisions.
- (3) We continue to clean up our serials binding backlog. This is a slow process, as accumulated problems arise relating to the binding of new titles, title changes, format and frequency changes.
- (4) Other operations (invoice payment, claiming, and serial receiving) are up to date.

Dana Antonucci-Durgan: (Chemistry Library)

I am teaching a series of chemical information workshops throughout the month of October to new graduate students. The sessions are being held in the Library classrooms.

2. We are going to run a trial of the web-based version of Beilstein/Gmelin. Currently, we have the client/server version of the software which requires users to download software and also requires much manipulation to work properly in the Sinc Sites and the Library Classrooms. The web-based version, Discovery Gate, would also allow off-campus access without requiring the use of a VPN.

During the trial period, we will run tests to check that the functionality of our current version matches that of the web-based version. We are awaiting pricing information before we set the trial dates.

3. Construction- We have had many contractors walking through the Chemistry Library over the past few weeks.
4. A representative from Thieme Publishing will be giving a training session on the Science of Synthesis database on November 8th at 3:30pm.

Nathan Baum: (Digital Resources)

David Bolotine: (Cataloging)

NO REPORT

Sherry Chang: (Public Services)

Attended Library Services Senate Committee meeting (10/11/07) and reported:

- a) The Computer Science Library has been moved to the main library and the furniture and the shelves have been used for the Southampton Campus library. When Long Island University left Southampton, they took all the books and furniture from the library including a valuable collection of marine science books.
- b) The plan for a virtual library with limited print collection for Southampton College has been modified to take into account President Kenny's request for the library to include more books. Library staff at the Southampton campus will be under the administration of the Melville library.
- c) There are 70,000+ volumes in the offsite book repository which is located in Westchester County. The number of volumes is growing every week. There have been preliminary discussions for the creation of an offsite repository at Flowerfield as part of a general university storage facility. The number of requests for books from the offsite storage facility have been limited.

Southampton:

Aleph system has been installed but not completely functional and still need modification. More new books in marine science and environmental science were purchased. About 25 titles of popular magazines and newspapers have been subscribed for leisure reading. All book orders are paid under separate library budget. The Librarian's position will be recruited soon.

Janet Clarke: (Library Instruction Team)

Richie Feinberg: (Preservation)

More books than usual are going to Bridgeport Bindery because we are actively searching for paperback books in the stacks that need treatment.

Serials continues to pay our preservation rebinding bills until the state side of the Preservation Budget is deposited into the account.

I met with the new Weekend/Night supervisors to start orienting them on emergency response during their hours.

Forty Four maps of Long Island are coming back from Etherington Conservation Center after being treated. Master microfilm of Registrar Office grade records are coming back from Northern Micrographics, Inc.

Other projects on the table for this year are for the treatment of other maps and atlases, the purchase of special shelving and cabinets for SPEC/Archives, preservation microfilming the Graduate School newsletter and the latest four years of the Statesmen (with digitizing too), transfer of worn music library tapes to new archival tape, and so forth.

Chris Filstrup: (Library Administration)

Offsite

In reviewing our offsite storage policy (<http://www.sunysb.edu/~library/about/policies/offsite.html>) and practice in light of the recent transfer of reference materials to the stacks, I followed a recent ARL listserv thread. The criteria of our policy look good, but I recommend that we add the following:

1. If a monograph is returned for circulation, it is returned to the main library stacks.
2. If a faculty wants to use multiple volumes of a bound journal, he/she may request that the entire run is returned to the stacks.

We are selecting materials to go offsite because of low use. These additional policies make it clear that if we make a “mistake” in sending offsite something that comes into use, we correct the error. Other ARL libraries with this kind of remedy have returned very few volumes from offsite, so the impact of adding these provisions should be minimal.

I also note in the ARL thread that the libraries avoid the “s” word – “storage”—in favor of the “o” word – “offsite.” So I recommend that we go back to “offsite collection” instead of “offsite storage.”

Historical documents

In September, I reported that we received a \$100,000 matching grant for the purchase of historical documents to build a collection around the GW letter. Amidst the preparation for the recent Long Island conference, we received the matching funds, making available \$200,000 for acquisitions and programs. Based on the enthusiastic response to invitations to the conference, Kristen and I are working with Advancement to solicit other funds for this collection.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

On September 19th Clancy picked up another 3,359 items (453 linear feet) which makes a grand total of 73,448 items. I am scheduling already the next pick up. Cataloging documents and cataloging online resources are being done at full speed. Serials are discarding titles targeted to be withdrawn and are waiting to go ahead for transferring Reference materials to the stacks. We are processing a lot of oversize materials on the 2nd floor to offsite. The same has to be done on the 3rd and 4th floor. On the 4th floor a lot of materials (pre-1950 and no loans) are being processed for offsite.

Germaine Hoynos: (Personnel)

Godlind Johnson: (Science & Engineering Library)

ON VACATION

Daniel Kinney: (Technical Services)

PERSONAL LEAVE

James LaPiano: (Building Manager)

Elevator rehab for Melville library will begin in January as follows:

Cars 1&2 1/14/08-4/8/08

Cars 3&4 4/9/08-7/2/08

Car 5 (Freight) 7/3/08-9/26/08

Pods have been assembled awaiting electrical work to be completed. Still have to order network wiring.

Awaiting campus electrician to remove circuit at service desk in CRR.

Susan Lieberthal: (Interlibrary Loan)

Transition in ILL to new Manager

- Staffing - meetings as a group and individually
- Logistics of my office etc. New office on 4th floor plus additional workstation for me and a shared workspace with Donna (still pending wiring)

Work with External Partners

- Getting to know and work with partners, e.g. Shares, Suffolk cooperative, 4 SUNY centers

Programs for the future:

- 4 research centers - purchase on demand project. Diane Englot and I extracted some statistics which show us what we have bought on demand in the past 2 years. Fang Peng ran circulation report for these items. Circulation statistics for these items is extremely high. Of the 39 titles purchased on demand, 2005-2006 that have been added to the collection, only 6 have not circulated. **SEE ATTACHMENT**
- Delivery of loans and copies of paper articles in our collection to faculty offices and to offsite graduate students.

Issues for the Coming Year

- Statistics - flat, how to increase service? Increase in document delivery? Delivery of loans to faculty all over campus?
- Main issue in borrowing - patrons can't find what they are looking for. This is caused by having a divided catalog and especially divided serials and e-journals collection between west and east campuses. If HSC e-journals were integrated first that would solve a lot of problems. PsychInfo is also a big problem. Is this a problem of EBSCO interface with PsychInfo or the data coming from the APA?
- Will be working with OPAC committee and Brigitte to make it clearer that items in offsite storage can be ordered through ILL- at present it looks like some items don't

circulate. They don't circulate out of the circulation area, but you can order the item to be used in the library. How to get this message across?

Min-Huei Lu: (Acquisitions)

We have been receiving and processing SUNY University Presses Shared Collection since the beginning of the January. We cataloged books shipped to us but not the books held by the other 3 university centers. Since this is a shared collection, Buffalo and Albany had put all of the Shared collection titles in their records including those held by other university centers. At SB, after several meetings at Tech. STARS, it was decided that Fang will help us load the tape with records from Buffalo. This should have all SUNY Shared Collection titles from the beginning of the pilot project, 1/1/2006, up to the current date. Detailed of mapping information of the fields and the displaying on OPAC are still being tested on Pyxis. Once we finish loading the tape from Buffalo, we'll have to print out invoices from the YBP SUNY Shared Collection web site and catalog these books ourselves.

Kristen Nyitray: (Special Collections)

- 1) Special Collections and University Archives will have a table at Wolfstock/Homecoming on Saturday, October 20. Jason will be attending a breakfast in the Library Galleria with "The Founders" (graduates from 1962-67) and has arranged to record their memories. He also has created a video and audio presentation that will be exhibited at Wolfstock (weather permitting).
- 2) The department created a display in the Library Galleria case for National Coming Out Day. Artifacts and ephemera from the LI Pride Collection and the University Archives are currently on exhibit.
- 2) Annotated records for 147 books about traditional Chinese medicine and herbs can be located on STARS from the "multi-base" search screen. The total number of books in the Jacqueline Newman Collection is 2,773.
- 3) Collection received: 700 books and serials about the history of Long Island from the estate of Bailey Smith.
- 4) Collections in-process: Dr. John Gagnon; Environmental Defense, Washington Office; and Daniel Thomas Moran.
- 5) Upcoming Program

THURSDAY, November 8 at 4 p.m. in the Center for Italian Studies (4th floor of the Melville Library)

Dedication of the Pietro di Donato Collection

Stony Brook University's Center for Italian Studies and the University Libraries will hold a celebration on Thursday, November 8. Speakers at the event include scholars Fred Gardaphe and Louise Napolitano, filmmakers Joseph di Pasquale, and Di Donato's sons, Pietro and Richard. The archive of Pietro di Donato includes manuscripts, notebooks, newspaper clippings, books, publications, personal effects, and photographs.

Di Donato was born in 1911 in West Hoboken, N.J. Although he had a limited formal education,

he reached widespread popularity with his first novel *Christ in Concrete* (1939). The novel was inspired by the tragic death of Di Donato's father in a construction accident on Good Friday when Di Donato was 12 years old. The novel was originally published as a short story by *Esquire* magazine but it was soon after expanded into a full novel. It was later chosen for the Book of the Month Club, edging out John Steinbeck's *The Grapes of Wrath*, which was published the same year.

Gisele Schierhorst: (Music)

Cataloger John Andrus continues to progress with cataloging the Library's recordings of concerts by the Stony Brook Contemporary Chamber Players. When he has both a recording and an accompanying program available, he produces a complete bibliographic record on OCLC. John Amrhein is digitizing recordings from this collection, which originate on reel-to-reel, DAT tape, or CD.

We are preparing another shipment of reel-to-reel recordings to send to Cutting Corp. for preservation. These reels have aged and suffer from sticky-shed syndrome, and need extensive treatment before they can be played again or digitized. The reels consist of student concerts performed throughout the history of the Music Dept. Our thanks go to Richie Feinberg for support of this ongoing project.

John Amrhein has coordinated an iTunes CD project among the student staff. Each student worker has been trained to download the Music Library's CDs to a Mac G4 that resides in the back of the Music Library. The goal is to have all of the CDs available via iTunes as needed for course reserves and individual listening. In the same way that one downloads to an iPod, a backup copy of a purchased CD owned by the library is "fair use," and in compliance with copyright. The CDs are streamed through the server, i.e. patrons are unable to download the selections or manipulate them in any way. We have 15 Mac minis in the listening carrels which provide course reserves via iTunes. There's much potential with this technology—we can digitize the LPs and other formats, add more Mac Minis to the listening carrels, extend the streaming to off-campus (after consulting with campus legal counsel), etc. Our immediate needs include an external hard drive to expedite the transfer of the CDs that the students have downloaded to the server. A new Mac Mini or iMac would also significantly speed up the time it takes to download each CD (which currently takes about 15 minutes). The content of 10,000 downloaded CDs available all at once could cripple the server, which is why most of the CDs will remain on a backup server until needed for course reserves or requested by patrons. We have also set up an account with iTunes so that individual songs can be purchased when necessary.

I am reviewing gifts for possible addition to the collections, as well as items that require withdrawal from the collection due to poor condition, missing parts or pages. Those items that can not be saved by Preservation need to be replaced. A substantial number of these items are for standard repertory (e.g. Bach, Brahms, Beethoven) and part of our allocation, when we receive it will definitely be to be targeted towards replacing these items.

Our new Instructional Support Associate, Celeste Hessler, is receiving training from her colleagues in Music and from Lynn Toscano in the cataloging of monographs. The backlog of gift books and 20th century music scores has begun to decrease. Thanks to Stephanie Gaylor and Sue Allen-Bosco, a large backlog of music serials issues have been bound and returned by Bridgeport.

Hélène Volat: (Reference)

CRR renovation

Six pods have been installed (minus the terminals). Chairs have been delivered.

One long, low shelving needs to be removed as soon as possible since it is in the way of the pods at the back of the CRR. Property control will take it only if it is dismantled.

Still waiting for new furniture (information desk) and installation.

Shifting of the general reference collection will take place in the next few months along with continued weeding.

IT students are working at the reference desk and are quite helpful.
Reference librarians will train SincSite staff for reference questions.

David Weiner: (Circulation)

On Sept. 19, we sent the first request for books for a faculty member teaching at Southampton. The procedure as worked out between ILL and Circ., is that requests will be sent to Hanne/Kristen who will pull the books, check them out to the patron and then send them to ILL for shipment. ILL will have a staff member bring the items to the Southampton Shuttle Bus, and Steven Berbig (Library Manager at SB S) or a student assistant, will then meet the bus, retrieve the items and alert the borrower for pick up. When feasible, ILL will monitor all requests for statistical reports. When SBSH has the ability to check out/in items, we'll revise our procedure accordingly.

2. We had a request from a Stony Brook student asking for a Southampton book to be sent here. Arrangements to handle this type of request were worked out between ILL, Circulation Staff and Steven. Tables need to be adjusted in order to allow check out/in and in-transit reporting between Southampton and Main Circ. Steve checked the item out manually, to the patron and we will check it out on Aleph when the patron retrieves the book (not sure why SBSH is not using ALEPH to loan material as of this date).

3. Ken Doyle and I, along with Fang and Helen, attended the SUNY LiSUG (Library Software Users Group) ALEPH meeting - "Aleph and Beyond," - in Cobleskill on Friday, Oct. 5th. Ken and I put together a power point presentation, and Ken presented the PPT titled: "Using Aleph Effectively to Collect Fines and Recover Material." Thanks to Fang, Helen and Phil for their input and assistance and a bigger THANKS to Ken for volunteering to present the PPT. He may take this PPT on tour this summer. Go to Ticketron.com for further details. T-shirts will be available as one size fits all - \$19.99.

4. Reserve statistics for course submissions: Regular Reserve: 131 Electronic Reserve: 89
AV Reserve: 51

5. TelNet installed 2 network jacks near our copiers and we are waiting for them to be patched, in order to utilize the card swipe units.

6. Updated the AV webpage and edited the SBU Library Recall Notice (thanks to Victor, Jeanne and Helen).

7. Weeding has begun again. Hanne and Kristen will be working on multiple copies; Mary and Jeanne are weeding the pre-1950 pub dates showing no circulation history and I will continue with journals. William Glenn has identified 75 + journals on the second floor that could go off-site.

8. Below, are the figures for Fines Collected for the first quarter:

July 2007 - \$1,210.90
August 2007 - \$ 1,894.45
September 2007 - \$ 1,986.10
Total = \$ 5,091.45

1/2/ to Albany = \$ 2,545.72

Charlie Bowman: (DoIT Client Support)

Phil Doesschate: (DoIT Information Systems) Medical Leave

INFORMATION SYSTEMS: (*Fang Peng will be attending while Phil is recuperating.*)

Conference:

Heng and Fang attended SUNY LiSUG conference with David Weiner and Ken Doyle. Stony Brook gave two presentations at the conference.

1. Aleph Upgrade 17/18 Lessons Learned
Presenters: Fang Peng , Philip Doesschate.
2. Using Aleph effectively to collect fines and recover materials
Presenters: Ken Doyle, David Weiner, Fang Peng, Heng Xue.

System Project:

1. Computer Science Library merged to Science and Engineering Library.
2. Created new sub library STBSH for Southampton library.
3. Service Pack installed on Pyxis and tested successfully.
4. A set of Chinese Herbal Books loaded on Magellan

General Support:

1. Strange readings in Aleph -- Aleph is not accessible.
2. EDI invoice loading for Serials
3. Batch-changed collection code for AV library.
4. "Z39.50 doesn't work" reported by Janet Clark .

Circulation

1. Fix placing a hold problem
2. Work with Client Support to solve the email address problem

3. Answer picture image question in patron record
4. Change tables to waive fines and remove the lost notices for In-transit items
5. Troubleshoot statistics report problem
6. Work with Client Support to solve hold request/recall notice problem in Science Library.
7. Setup 2007 Fall semester calendar
8. Work with main circulation department to set up circulation policy for Southampton students
9. Work with Client Support to setup circulation workstations at Southampton sub library
10. Delete Computer Sciences library policy, calendar, jobs and registered workstations in Aleph
11. Answer question on strange message in OPAC renewal
12. Check Print Daemon problem on request
13. Add item barcode on the check-in screen on circulation request
14. Test Hold/Recall problem on Reserve request
15. Test lost item notice generation problem

WebOPAC

1. Fix STARS keyword anywhere glitch problem
2. Remove Computer Sciences library from WebOPAC
3. Add SUNY Shared Connection on the WebOPAC
4. Add Southampton sub library on the WebOPAC
5. Change the search list on STARS first page
6. Remove "Booking" and "Locate" link
7. Change the search box index list for Journal Catalog
8. Put the Service Pack 1117 documents on the Staff Menu

Reports:

1. Circ Stats of JOUM and JOUS for Aimee
2. Collection report for PN4699-6009 for Aimee.
3. Cir Stats of certain title for Susan
4. Merged Library Reserve item report for Sci library.
5. Special Collection pre 1700 report for kristen

On Going Project

1. University Press shared collection (Nathan, Technical Services)

Discussed with Nathan and Technical Service on how to load all other universities shared collection into Star.

2. Authority optional test on Pyxis (David Bolotine)

Worked with David Bolotine closely, had all new authority functions working for Stony Brook authority file. Found link field \$\$w for border term / narrow term, early / later not working at all after new method implement. Opened an incident with Exlibris which was sent to Israel to analyze.

3. Attempted Service Pack 1117 installation on Production.

4. Configure Syndetics on Pyxis (Heng)

Graham Glynn: (Teaching, Learning and Technology)

Stephanie Gaylor: (UUP Representative – No Report)