

DIRECTOR'S COUNCIL
December 6, 2006

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

Our Ebsco 2007 subscription renewal invoice have been loaded into Aleph. Although we have been spending a good deal of time examining and revising possible problem entries, this is still a great time saver over manually posting all these entries.

We are presently working on catching up with our serials binding backlog, which had developed over the past two years due to lack of staff.

Other operations (invoice payment, claiming, and serial receiving) are basically up to date.

Dana Antonucci-Durgan: (Chemistry Library)

The anticipated start date for the Graduate Chemistry Building construction project is May 2007. The Chemistry Library will remain closed for approximately one year during the renovation and most of the collection will not be accessible during this time.

Access to Chemistry Library Material during the construction:

Sherry and I met with Clancy Cullen about our storage options and the most viable option at this time is "skid storage". The plan is for all reference material, current journal issues (approximately 45 titles) and reserve material to be housed in the Science and Engineering Library during the construction and the remainder of the collection placed in "skid storage". Some faculty members have expressed concern over the inaccessibility of the monograph collection and would like some of the monograph titles stored in Science and Engineering during the closure.

We are proposing that any Chemistry title in "skid storage", serial or monograph, needed by a Stony Brook patron during the renovation be requested through ILL.

Collection needs to be reduced by more than 1/3:

The current plans for the Library show a reduction in shelf space by 1/3, this translates into approximately 1800 -2000 linear feet of shelf space. To accomplish this reduction we are doing the following:

Phase 1:

- 1) Discarding multiple copies of monographs.
- 2) Discarding serial titles available in other Stony Brook Libraries. (1000 linear feet).
- 3) Discarding some reference material. (450 linear feet)
This includes the Sadtler Spectra Collection and the Beilstein/Gmelin handbooks.
- 4) Discard monograph titles available in other SBU Libraries.

Phase 2: (if necessary)

Send some journal back files to off-site Storage.

Nathan Baum: (Digital Resources)

David Bolotine: (Cataloging)

Addressing the strategic plan goal of improving access to Special Collections materials, linking records were created in STARS for all listed manuscript collections, providing access by author, title, manuscript number, and URL. They can be found as a group under the browse title search - manuscripts (50+) with electronic resources in the Format column.

Also, each author listed as a SBU DSpace contributor is now represented in STARS with full authority control, and links to their documents. This group can be found as a Browse title search - DSpace research materials.

The Chemistry Library's weeding project will create a Cataloging updating project. This will provide us with an opportunity to develop a strategy for handling the anticipated weeding effort coming from the stacks.

Barbara Brand: (ILL)

David, Godlind, and I met with representatives from the Suffolk Cooperative Library System and the Chair of the Suffolk Public Library Directors group to discuss sharing material. We agreed to expedited ILL loans between our systems. In the past we provided material to libraries on the island only through LILRC. Since SCLS preferred not to use LILRC we exchanged very little. Chris and Kevin Verbesey, Head of SCLS, discussed direct patron borrowing between our systems some time ago. This would require loading eligible borrowers into both the Innovative system that most SCLS libraries use and into STARS. SCLS is willing and able to load our patrons into their system but loading eligible Suffolk County adult borrowers into our system would be a major undertaking. If it is possible it could not be done for some time.

We have not worked out the details of direct patron borrowing and will probably not go further until we know it is feasible. Both Stony Brook and SCLS could restrict what is available. We are concerned about our science monographs while SCLS is concerned about their DVD collections.

Sherry Chang: (Public Services)

- Winter calendar finalized and will be printed soon.
Special feature this year : CRR open until 11 p.m. Mon.-Thur., close at 9 p.m. on Fridays during Winter Session.
Only CRR & NRR open during the week between Christmas and New Year's holidays
- Extended hours for the finals will start from 12/14 till the end of the semester. CRR and NRR will be open 4 more hours each day for one week. As in the past few years, there will be police on guard to keep these two rooms secure and in good order.
- More planning has been done for Chemistry Building Renovation project. Discussed how to store/reshelf books and store/rebuild shelves with Univ. Adm. and Clancy. Chemistry Library is expected to be closed for about one year starting no sooner than July 2007.

Janet Clarke: (Library Instruction Team)

I am on the search committee to replace the Programmer Analyst position, Mickey Wongtangwad's old position. The position is currently active and will close December 18, 2006. This position works closely with the library classroom issues.

Richard Feinberg: (Preservation)

Josephine and our student have repaired and encapsulated over 100 damaged topographic maps that were brought to our attention by Cynthia Dietz.

The Stony Brook Press has now been digitized and preservation microfilmed from its beginning (1979) to 2005. Blackworld will be treated next. The Statesman has already been processed.

Other collections receiving preservation attention at this time are the Karl Hartzell Stony Brook Oral History Collection (from Special Collections/University Archives), and Music Library tapes of Stony Brook concerts. Seven oversized, brittle color atlases were recently preservation photocopied by Acme Bookbinding and are now back in the library's collections.

Chris Filstrup: (Library Administration)

We requested the following for **academic rehab and quality of life** funds: 1) remove shelving and purchase furniture in CRR to expand seating (\$26K); 2) replace door and entrance carpet in NRR (\$34K); 3) remove shelving, install carpeting, and purchase furniture for expanded seating near Circulation desk.

The allocation of **space** continues to be in play in an uncertain game. On the fourth floor north (handout), the three classrooms remain under the Registrar; the Reinvention Center is moving to the University of Virginia, the allocation of its offices undecided; Journalism and Community Affairs will occupy offices on the east side (Journalism already occupies offices in the northwest corner); Library Systems staff will occupy two offices on the outside wall; the library has a fairly good claim on the rest, but it is important to establish more than a passive presence on this floor. A proposal to install an expanded food service in the commuter lounge is on the president's desk. At issue are whether such a service is economically viable for the vendor and whether Student Affairs deems a food service compatible with the study space.

Martin Schoonen, Geosciences, and I gave a presentation on subscription and **open access** journal publishing (attachments) to the provost and deans. Schoonen recently moved Geochemical Transactions to an open access publisher, BioMed Central. Two points I tried to make are that the so-called serials crisis is not a crisis, just an increasingly expensive component of university research, and that the economics of scholarly communication involves the university at all levels.

Brigitte Howard: (Documents Receiving & Serials Cataloging)

Clancy came on Nov. 28 and filled their truck. They could not take everything. So we will call them soon. We get periodicals and books from a variety of sources for offsite. We started processing Children books from Special Collections for offsite. Clancy has not given me yet the total number of items recently removed. Documents receiving is just a little behind.

Germaine Hoynos: (Personnel)

Resignations, retirements, terminations:

Godlind Johnson: (Science & Engineering Library)

Daniel Kinney: (Technical Services)

Gifts: The library was paid \$1,075 from a rare book dealer for the purchase of gift books. Bob is sorting through 178 boxes of books purchased from the Good Times Book Shop. The library also received a number of new books from the *Quarterly Review of Biology*.

James LaPiano: (Building Manager)

Min-Huei Lu: (Acquisitions)

I. CJK task force

Thanks to the efforts of CJK task force members (Bee Farina, Kyungmi Lee, Krystyna Madajewicz, Fang Peng, Heng Xue, John Jahng and myself); we are now able to input and search CJK characters on Aleph. This capability of displaying and searching Chinese, Japanese and Korean characters on STARS was announced to the campus community on Nov. 20. A brief background of the CJK task force and its' accomplishments are as follows:

- 1) In 2000, OCLC and LC decided switch their Chinese romanization system from Wade-Giles to pinyin. As a result, all OCLC users ceased using Wade-Giles romanization, and new OCLC records were cataloged using pinyin. Thus, in our library catalog, old bibliographic records were in the Wade-Giles and new records were in pinyin. In 9/03, we decided to form a CJK task force at SB to solve this problem and at the same time, add CJK characters to our Chinese, Japanese, Korean language records. We determined that if records are displayed and are searchable with CJK characters, it would provide optimal access to our collection. To this goal, the CJK task force decided that it would be more advantageous and cost effective to process the conversion in-house, rather than out-sourcing it. Each record on our library CJK book lists was then examined, edited and re-imported from OCLC to our Aleph system. In 04/2004, we converted and added CJK characters to approximately 3600 Chinese and Japanese records. However, we experienced a truncation problem with records having pure Korean characters. Fortunately, the upgrade to Aleph 17 in 12/2005 resolved this and we were able to complete the Korean conversion in 04/2006.
- 2) CJK use non-Latin scripts which have a larger character sets than in English language where ASCII set is used. Only UTF-8 and some new standards have values to represent the complete set of CJK characters. When we upgraded our integrated library system-Aleph from version 14 to 17, Fang updated Oracle databases at the same time and the character set was also updated from ASCII to UTF-8 so that it can support multiple languages. Building the sufficient browse and keyword indexes of CJK characters on an

English platform were studied and examined. With all these essential components in hand, we were able to implement CJK indexes that allow us to search both CJK and Roman characters at the same time.

- 3) In 9/2006, the CJK task force decided to publicize our new search capability. We designed and compiled the "CJK FAQ", in print and on-line formats, for patron and staff reference. Posters were also created and displayed in the library and around campus.

(Thanks also go to Godlind Johnson and Nathan Baum for their suggestions on the CJK FAQ and Maryanne Vigneaux for her help in enlarging and reprinting our posters.)

- II. We tested Aleph acquisitions service pack on Pyxis to ensure things are running correctly before Fang installed it on Magellan.

Kristen Nyitray: (Special Collections)

1) Stony Brook University Libraries has acquired an American Revolution wartime letter from General Nathaniel Woodhull to General Philip Schuyler written from New York on March 4, 1776. Nathaniel Woodhull was born at St. George's Manor, Mastic, Long Island, on December 30, 1722. His first employment was in a military capacity in the war between Great Britain and France from 1754-1760. He was appointed major in the Provincial forces of New York and served in the army under General Abercrombie. In 1775, he was appointed to head the combined militias of Suffolk and Queens Counties. Nathaniel Woodhull was captured and fatally injured by the British in August of 1776. He died on Sept. 20, 1776 at the age of 54 and was buried at his Mastic home.

2) Chris and Kristen visited Raynham Hall Museum, the Townsend family home, in Oyster Bay. Robert Townsend was a central figure in George Washington's Long Island spy network. We plan to work with the staff and trustees of local historical societies to develop programs and exhibits pertaining to Long Island and the American Revolution. A scholarly conference featuring six noted scholars will be held on October 5, 2007 in the Wang Center. Details will be announced in the coming months.

3) The digitized, keyword-searchable version of The Statesman (February 1, 1957 – August 4, 2003) has been uploaded to DSpace, the SUNY digital repository. This digital collection can be accessed through Special Collections' website (under "Digitized Collections"), through STARS, and through the main SUNY DSpace website (<https://dspace.sunyconnect.suny.edu>).

Gisele Schierhorst: (Music)

Andrew Toulas submitted his resignation effective December 15, 2006. With knowledge of this date approaching I called a meeting yesterday with Dan Kinney, Lynn Toscano, Min-Huei Lu, John Andrus, Andrew Johnson and Andrew Toulas to address workflow issues. Until this position and the Audio Technician vacancy are filled we will need assistance from other departments with: ordering, copy cataloging, placing items on reserve, maintaining the audio center and downloading music selections for course reserves, preparing items for the off-campus bindery, running circulation reports and opening the Music Library. Some effective solutions

were proposed at the meeting that should cover these responsibilities for the interim. Additional hours from our student workers should also be helpful at this time.

Hélène Volat: (Reference)

Information desk/Videos

We are creating a permanent reserve for DVDs (expensive items) behind the information desk. Space is becoming critical which is why we are in the process of redesigning the CRR.

Microfilm

Space critical as well. We only have 7 free drawers left for fiches. Weeding is necessary but will take time and efforts. Possibility of relocating some less used microfilms on the 4th floor.

Disabled room

New regulation regarding use of the room. Only SB patrons can use it with a password.

Weeding

Proceeding slowly but surely. Theatre, French, Philosophy, English, Comp. Studies, Asian-American studies, business collections have already been weeded and one cart sent to cataloging.

Reference desk

Extremely busy at this time. Chat statistics are also up.

GoPrint

Still not functioning in CRR.

David Weiner: (Circulation)

1. Ken Doyle's quarterly fine/bill income statistics:

July 2006 - \$ 1,521.24

August 2006 - \$ 2,435.35

September 2006 - \$ 2,949.76

Total - \$ 6,906.35

1/2 to Albany = \$ 3,453.17

2. The new Reference Desk was delivered and set up on the third floor. It's a big improvement over the study carrel that was previously being used and is very popular for patron use when Ref staff is not there.

3. Eleven OCE copiers were picked up by Property Control on Tuesday, 11/28. We also have one more broken down OCE copier in the CRR and a newly non functioning OCE in the NRR. A Kyocera-Mita (Copystar) copier from Continental Copy Products was loaned to us for a

couple of weeks for testing. This company is one of the two that placed a bid in our Copier Proposal, and they wanted Ken and Elba to let them know how the students felt about the copier and to let them know the types of problems that the students had. On Wednesday, 11/29, they were going to remove the copier, but I was able to convince them to allow us to test it for another week in the NRR (since they had no working copier on the first floor) and they agreed. When the Copystar is removed, NRR will only have one functioning copier.

4. The committee (Ken, Germaine and Gisele) that reviewed the bid for the Copier Proposal has made their decision and it has gone back to Judy Reese in Procurement. It will then be forwarded to Albany for final approval of the successful company's bid. I don't know how long that decision will take, but we're hoping to have new copiers delivered, installed and operational by the Spring semester. The next part of this project will be the purchase and installation of Copy Card dispensers where patrons can purchase a card and add money and a machine that will allow students/staff to add money on their ID card that could then be used to make copies.

5. The Aged Bill job was completed on Thursday, and nearly 1,1000 notices were generated to be mailed out starting Friday. Karol Gray approved the following "write offs," of uncollectible fees, for "expired" patrons:

2003: \$7,860.75

2004: \$4,412.25

2005: \$224.50

The total is \$12,497.50 for expired patrons. A total of 27 non returned items had to be withdrawn.

6. Helene, Mary, Kristen and I (part of the Space Team) met with Sherry, on 11/27 to discuss some options for the vacant spaces remaining on the 4th floor. Some good ideas were discussed and Sherry will report back to Chris.

7. \$30,000 was requested from the Academic Rehab/Quality of Life funding, for the shifting of material, carpeting, tables and chairs in the H/J section of the Stacks.

8. The weeding of unused journal runs, continues.

Charlie Bowman: (DoIT Client Support)

We have the normal support activities: printer support for ILL and Directors Office, upgraded five users to new machines, participated in the Aleph service pack upgrade. All have been successfully completed. There was an attack of a virus that used a vulnerability in our antivirus software. As a result of this, the Symantec antivirus software was upgraded on all computers that needed it. The clients associated with the music server may need some attention due to personnel changes. We are in the process of updating Notes clients on all Library PCs to 7.0.2. There are about 50 left to do. This version of Notes allows the installation of the Notes client on to a USB flash memory card for portability. This may be of interest to anyone that travels and uses computers that do not have Notes installed on them.

Phil Doesschate: (DoIT Information Systems)

Graham Glynn: (Teaching, Learning and Technology)

Reading Room thin clients are now using NetID and are running with the Linux firmware instead of Windows CE. There should now be 2 connection options on the thin clients. One for the old guest logins and the other for NetID. There are some odd intermittent connectivity issues that the staff are working on.

Ken Doyle: (UUP Representative – No Report)