

DIRECTOR'S COUNCIL
September 9, 2009

Dana Antonucci-Durgan: (Chemistry Library)

The card access system on the basement storage door malfunctioned. The card reader is being reprogrammed.

The contractors will be replacing the library entrance doors within the next week or two.

Additional copies of the general and organic chemistry textbooks have been placed on reserve in the Science and Engineering Library.

Nathan Baum: (Digital Resources)

Much of my time recently has been spent on the renewals of our Wiley and Springer contracts through NERL. Have been working to reconcile title lists, derive statistics, and contact selectors to take advantage of cancellation allowances available for both collections. Have also been following up on change notices we receive from Ebsco which notify us of publisher changes in formats and pricing available for titles we subscribe to, as well as publisher and package changes.

Aimee has been working on incorporating more databases into 360Search (Galaxy). She has also been troubleshooting online access issues which are plentiful at the beginning of a semester. Her responsibilities as president of the Arts & Sciences Senate begin on September 21st.

William has been evaluating a federated search system available to us free of charge from Ebsco which can be used to federate all SUNYConnect databases, but has not found it to be an improvement over 360Search. He has developed an interface using the Ebscohost Admin module that would enable searching a number of Ebscohost databases for full text only results. We're considering using this as a replacement for the current 360Search "QuickSearch" operation on the current library homepage. A widget code for the Ebscohost Quick Search was developed and successfully integrated into the Drupal website. It is now being tested by Darren and the Web Team. Darren continues to update the current website as necessary.

David Bolotine: (Cataloging)

Thinking that the Pollock-Krasner project was over another twenty boxes arrived including their oversize collection. We hope we can finally finish before the Fulton-Montgomery work begins.

From Bob Lobou: I completed a project of bringing most of the Shoreham material together under a single class number (TK9152.S5) in Government Documents. The material had been scattered among several different class numbers in both Docs and Spec. Since Elaine Hoffman has been advised that SBU has one of the most comprehensive collection of Shoreham material and documents (including 73 volumes of transcripts of

verbatim testimony from local hearings), it seemed worthwhile to bring it all together in Government Documents.

From Lynn Toscano: Cataloging has begun ordering and cataloging books for TLT's Library, located across from the Library Administration. TLT has also sent up books they already had to also be cataloged. All of these books will appear in STARS with the location "Teach Learn Tech." Usage on all of TLT's books are limited to Faculty and Graduate students (a limited use note appears in the bibliographic record indicating this), with a loan period of 30 days. To date approximately 45 titles appear in STARS.

Sherry Chang: (Public Services)

All service units are busy with the start of the fall semester.

Southampton new library is now open to the public. With only a few student helpers, Darren and Steve packed all the books in the old reading room and finished putting them on the new shelves. Network of the new circulation desk and offices are now operational. New furniture is going to be moved in and installed during the next two weeks. The recruitment of three half time night/weekend staff is nearly finished. It is planned to have the new library open until midnight starting October.

Janet Clarke: (Library Instruction Team)

1. Several members of the Instruction Team participated in orientations and workshops for new graduate and undergraduate students.
2. Fall Library Workshops are ready at <http://www.stonybrook.edu/library/services/instruction/workshops.htm>
A pdf version is available at the bottom of this page for staff to download and distribute.
3. Thanks to Fiona and Darren's tireless work, we have begun using Drupal's form for workshop registrations; we continue to use Lotus Notes form for the library session requests.
4. Network wiring in Classroom A has been upgraded.
5. We are continuing to work on an MOU with TLT.
6. IFEZ: Preparing physical building specs for SBU's academic tower.
7. Member changes: We've lost Susan L. due to resignation; we've added Victor Santiago and Debbie Guest.

Richie Feinberg: (Preservation)

THESE ATTACHMENTS ARE AT THE END OF THIS DOCUMENT. YOU MAY CHOOSE TO READ THEM OR PRINT THEM.

Chris Filstrup: (Library Administration)

External review. The external review is set for Sept. 27-29, Yon Kippur notwithstanding. The review team will arrive Sunday for dinner with the provost. Monday is currently being scheduled and will include meetings with me, library faculty, library support staff (UUP and CSEA), HSL director, Senate Library Committee, and the heads of the Dolt departments which support the library. Tuesday is a meeting with Administrative Council (w/o me) and the Academic Review Committee.

Administrative Council prepared the following documents for the reviewers: 1) overall 2009/10 budget; 2) detailed collections budget; 3) organizational chart; and 4) the strategic plan. The provost is reviewing the budget documents. Once he has approved them, you can contact Germaine for copies.

Elsevier. We seem to be closing in on deal which keeps the SUNY campus libraries in a single license with access to all the ScienceDirect content. The key components are a five year inflation rate of 2-4-5-5-5% and subvention of \$930K/year by SUNY Central. The subvention funds probably will subsidize Upstate and Downstate health sciences library and some four-year and two-year campuses. It is not clear whether these funds will help the Center libraries. Based on a usage model, the increase to SBU is approximately \$440K, divided between West and East campus libraries as \$330K/110K.

Fourth floor storage room. As I noted in August, Facilities has agreed to clean up this room and put the boxed UN materials on the shelves. This should happen by the end of the month. Once the UN materials are on the shelves and we know how much of the room is available for other materials, I will assemble a group to plan for the use of this room and the Procurement room in the basement which is scheduled to be vacated in January.

President's Council. This large group is meeting bi-weekly. At the last meeting, the Council discussed cost/benefits of the Manhattan site; restricting Toll Road behind the library to truck deliveries; and inauguration week festivities. At the August meeting of the **Provost Advisory Group (PAG)**, the provost announced that the top proposals for the next cycle of the capital budget will be: 1) a translational building for HSC; 2) an addition to SAC; 3) a College of Business building; 4) a rehab of the infirmary; and 5) a rehab of the Student Union.

Germaine Hoynos: (Personnel)

Personnel Update:

Night/Weekend positions at Southampton Library

Interviews have been conducted and three part-time candidates have been selected – tentative start date is October, 2009

Head of ILL

Search Committee has reviewed the job description and submitted recommended changes to Administrative Council – will be submitted to EEO as soon as final version is approved – tentative start date is December, 2009

Godlind Johnson: (Science & Engineering Library)
NO REPORT SUBMITTED

Daniel Kinney: (Technical Services)

A summary of the collections budget was distributed at the selectors meeting on September 2. The only monograph funding included in the budget was for course reserves, print standing orders, and University of Chicago Press monographs that are received as part of the SUNY shared university press program. Funding for electronic standing orders was also covered. There are no funds for approval plans, firm orders, and requests for research materials from faculty and graduate students. The budget is tentative and it depends on funding for the new contract with Elsevier for ScienceDirect and additional funds from the Provost's Office for serials inflation. There was much discussion about the problem of no funding for monographs, but no action plan emerged from the discussion.

Cataloging for Fulton Montgomery Community College should soon begin. Many thanks to Fang for testing Aleph and OCLC functions. Cataloging for FMCC may be limited at first to a few staff until all the details and problems are ironed out.

James LaPiano: (Building Manager)

1. Car three is running Car four still has problems to be resolved.
2. Hallways on the third and fourth floor North side have new lighting and ceiling tiles.
3. Classrooms on west side are open and very busy.
4. Carpets in NRR and CRR are being cleaned by Readymaid.
5. Shelving from stacks relocated to government docs and bindery room.

Min-Huei Lu: (Acquisitions)
NO REPORT SUBMITTED

Kristen Nyitray: (Special Collections)

Meredith Bouchard's tenure as project archivist concluded in August. She processed over 1,200 cubic feet of records produced by the Environmental Defense Fund. EDF, now an international organization, was founded in 1967 in the Stony Brook/Setauket area and helped launch the modern environmental era by winning a ban on DDT, the pesticide Rachel Carson warns about in *Silent Spring*. Updates to the finding aid will be completed this month. The url is: <http://www.stonybrook.edu/libspecial/collections/manuscripts/ed/index.shtml>.

The 1780 George Washington letter is undergoing conservation treatment at the Conservation Center for Art and Historic Artifacts in Philadelphia. The library's "Map of Suffolk County" by J. Chace (Philadelphia: John Douglass, 1858) has been conserved and framed. It is a rare, color wall map that measures 49 x 57 1/2 inches. Interspersed are thirty-three inset plans of towns and villages. Hundreds of property owners are identified by name. Many thanks to Richie for facilitating these projects.

Upcoming Programs

WEDNESDAY, SEPTEMBER 23 at 12:45 p.m.

Melville Library Author Series: *Hotter than That: The Trumpet, Jazz, and American Culture* featuring Krin Gabbard, Professor of Comparative Literature and English.

Program: *Hotter Than That*, the latest book by Krin Gabbard, Professor of Comparative Literature and English, is a cultural history of the trumpet from its origins in ancient Egypt to its role in royal courts and on battlefields, and ultimately to its stunning appropriation by great jazz artists such as Louis Armstrong, Dizzy Gillespie, Miles Davis, and Wynton Marsalis. "This is the smartest book about a single musical instrument that I've ever read. Like Miles Davis, who attended Juilliard and apprenticed with Charlie Parker, Krin Gabbard turns his immense learning into lines that are quick, witty, and irresistibly alluring." - Robert G. O'Meally, founder of The Center for Jazz Studies at Columbia University

Location: Javits Room (2nd floor of the Melville Library)

Sponsor: University Libraries.

WEDNESDAY, SEPTEMBER 30 at 12:45 p.m.

Melville Library Author Series: *The Great Equations: Breakthroughs in Science from Pythagoras to Heisenberg* featuring Robert P. Crease, Professor of Philosophy.

Program: Robert Crease tells the stories behind ten of the greatest equations in human history in *The Great Equations*. Was Nobel laureate Richard Feynman really joking when he called Maxwell's electromagneticequations the most significant event of the nineteenth century? How did Newton's law of gravitation influence young revolutionaries? Why has Euler's formula been called "God's equation," and why did a mysterious ecoterrorist make it his calling card? What role do betrayal, insanity, and suicide play in the second law of thermodynamics? Crease explains the significance of each of these formulas for science and, in brief "interludes" between chapters, explores the "journeys" these scientists took "from ignorance to knowledge," and the "social lives" of their theories-their impact on the larger culture.

Location: Javits Room (2nd floor of the Melville Library)

Sponsor: University Libraries.

Gisele Schierhorst: (Music)

We have been preparing the reserves shelves and carrying out rush reserve requests for the Fall semester.

We've also been going through the substantial donation of books, scores and cds from the estate of the late Robert Shaugnessy, a former professor at Southampton.

Hélène Volat: (Reference)

Reference report

1. Reference collection

During the Summer, and thanks to William who coordinated the move, Susan K. Elaine and Hélène shifted the entire reference collection. Property control came swiftly to remove one double-sided shelf at the back of the

room. They will come back to remove 2 more (one in the microform area and the other at the front--we are shifting 3 more rows at the present time). One double-sided shelf will go to the 2nd floor (Cynthia's area). H  l  ne called Greg Adams to get an estimate. More tables can be installed in the reference room collection.

2. Game Studies collection

A meeting with Rayford Guins was arranged in Special Collections. Lynn Toscano, David Bolotine, Kristen, Jason, Bushra and H  l  ne attended. Cataloguing and circulation issues were discussed. The final move will occur in the Spring semester.

3. Reference desk

We have lost some volunteers but added Diane Englot from ILL who has generously offered to help at both the Information and Reference desk.

4. Chat

The chat schedule (week and week-ends) prepared by William works perfectly. Chat statistics have doubled since last year.

Statistics from William:

Below are stats for the last four academic years. I sent out an email this past March about the dramatic increase in chat usage since we implemented the QuestionPoint Qwidget. Those statistics only covered September through February for each year. The statistics below are for all 12 months, July through June.

Number of chat questions received during the last four academic years:

2008-2009:	1855
2007-2008:	861
2006-2007:	601
2005-2006:	427

That's a 115% increase from the previous year. And usage has more than quadrupled since 2005-2006.

We are now averaging **over 10 questions per day** on Mondays-Thursdays. There have been several occasions when we've had 20 or more chat questions in a single day. In the past, we used to get about 3 questions a day.

We're also responding immediately to a much higher percentage of our chat questions. In 2006-2007, we only responded immediately to 34.44% of our chat questions. This past year, with the new schedule in place, we responded immediately to **72.02%** of our chat questions. We answered most of the other questions via follow-up emails. Only 9.7% could not be contacted, which is pretty good, considering QuestionPoint's "anonymous user" option, which gives us no contact info.

Here's a graph showing usage for the last 4 academic years:

David Weiner: (Circulation)

1. Reserve total submissions for Summer:

Print - Summer I = 11; Summer II - 4

AV - Summer I = 11; Summer II - 12

Electronic - Summer I = 16; Summer II - 13

Reserve submissions as of 9/2:

Print = 92

AV = 41

Electronic = 93

2. Thank you to the Circulation/Reserve/Billing/Accounts testers for the Aleph 20 upgrade: Hanne, Ken (who both came in on Saturday 8/8), Jeanne, Mary and Victor - and as always, Fang, Helen and Nikia. Thanks also to Jeanne and Mary for training Reserve staff on the new Reserve functionality.

3. We discarded 16 broken carrels, and 17 damaged/torn chairs from the Stacks.
4. The beginning of the semester saw some quirky problems with patron records, which were cleared up with Marge Jamilkowski's help. There was also a problem with undergrads having a School of Journalism status, being blocked at \$1.00 owed and 10 items checked out. We had to contact Helen/Fang to correct the tables.
5. Staff from Facilities came to look at the problem we are having with the wall surrounding the second stacks stairwell. The walls on 2nd, 3rd and 4th floors have water damage from H2O dripping from the overhead duct-work.
6. Hanne chaired a search committee for new hires at Southampton Library, and interviewed 3 candidates on Sept. 1 at Southampton.

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

Phil Doesschate: (DoIT Information Systems)

We have had a very busy month. We had to work overtime to try to meet the needs of all of our clients. We apologize if your request is still pending or not on this report list.

Tech. Servicers Stars meeting (FMCC, TLT and SUNY shared collection)
Web OPAC committee (v20 OPAC problems and new OPAC design)
Discuss publishing journal on Open Journal System
Special collection Dept. to discuss new Chinese Cookbook loading and Inmagic software data retrieving.
Demo and initial training for School of Journalism.
IFEZ Main Library specs

1. Aleph Version 20 Upgrade (F. Peng)

Important Aleph Jobs

After Aleph system upgraded from version 18 to 20, these Aleph jobs were monitored and have been found to be working properly.

Currency update: weekly run job to update currency rates.
EDI order: runs multiple times daily.
Union Catalog files transfer weekly.
PLIF loading: update info twice daily and full reload weekly.
PeopleSoft and Aleph interface (patron fine data transfer twice in daily)
EBSCO Invoice loading: runs when new invoices arrive.
Expired NetID deletion: runs once a week.
Monthly auto reporter.

Problems found

Most of the Web OPAC customized functions were broken after the upgrade, which is unexpected. It was caused because version 20 has a different structure of file system.

Web OPAC:

Full view link open to the new window which shouldn't .(FIXED)
Holding Summary (FIXED)
Google Book out line (FIXED)
New Book (FIXED)
Access to Staff menu (documentation) (FIXED)
Calendar for booking (FIXED)
Boolean Check -- When search starting with "and, or , not" error will occur. (FIXED)
Image broken when mouse over. (FIXED)
Email a Librarian link not working (FIXED)
Spell Checking

Background process:

PLIF backup process -- Export and import doesn't work. (mknod was not found) (FIXED)
Customized services -- running report from GUI
File system fill up to full in 2 days due to error in Demo libraries (FIXED)

Oracle change needed for Aleph v.20 (Sat, F.Peng)

We received notification from Exlibris that some Aleph v.20 installations have a few minor incorrect settings in Oracle. Ex Libris was supposed to fix for us. Since we have deployed to production, Sat and Fang decided to fix it instead. Sat and Fang have made the correction on Pyxis and tested. The fix will be applied to Magellan next week.

2. School of Journalism (F.Peng, H.Xue)

School of Journalism and Library agree to utilize Aleph to implement camera short prior (two hour loan) reservation on a future date on Stars by student. Aleph booking function was adapted to fit the requirements. We have started work on a prove-of-concept and demo'd the initial implementation on production.

Setup sub-library -- STBSJ, collection code -- CAME, Student type -- 03 (SJUN)

Quick Catalog template.

Patron file loading modification (student who registered certain SOJ courses will be granted booking camera privilege and student status will be changed from 01 to 03).

Camera circulation history will not be deleted from the patron history record. (other circulation history kept for only 7 days).

Calendar and SOJ policy are setup and loaded on Aleph.

Overdue and reports are setup and running on server automatically on daily basis.

Customized booking web page is now more user friendly.

Document for staff of school of Journalism -- How to manage booking in Aleph GUI Client.

Document for the patron (students) -- How to book a camera from Stars.

***Details about cooperation with library have not been finalized yet.

3. Teaching, Learning and Technology (F.Peng H.Xue)

TLT will have a library which is for faculty use only. The TLT library will be operated as a sub-library in Aleph. The circulation materials include books and laptops. Books are monthly loans and Laptops are semester loans. Tech. Services has started ordering books for TLT.

TLT library in Aleph

Sub-library:	STBTL	"Teach Learn Tech"
Collection:	TLTBK	"TLT Book".
	TLTEQ	"TLT Equipment".
Material type:	LAP	"Laptop"

*** We need information on Billing, overdue, and service policy yet and who (TLT or Billing Dept.) is to handle Aleph daily report/ notices services.

4. Futon – Montgomery Community College (FMCC) Cataloging (F.Peng & Technical Services)

According to the agreement between Technical Service of SBU and FMCC, Stony Brook library will catalog all materials for FMCC. For our library staff to perform cataloging on FMCC server, access to FMCC Aleph (which is version 18 on the OLIS shared server) through Aleph GUI Client has to be setup (not to interfere with our Aleph) and roll out the firewall. We worked with FMCC staff and OLIS: tested all tasks.

Aleph version 18 GUI client configuration for FMCC.

Aleph version 18 GUI client connected to FMCC server

OCLC export set up and the record exports from OCLC to FMCC Aleph server.

Cataloging Mapping.

*** FMCC has no version control setup and can not provide appropriate GUI package to us. We need to ask OLIS for original package with compatible Service Pack level of Aleph GUI client, then customize it and repack it for our cataloging to use.

5. General Support:

Serials Acquisition Fiscal year close analyze. (F.Peng, Min)

Create new order group (F.Peng)

EDI invoice loading (F.Peng)

Z39.50 re-configure for WorldCat Local 'quick start' (F.Peng)

SerialsSolution MARC record file conversion and analysis (F.Peng)

Bibliographic info of Long Island lesbian, gay, bisexual, transgender special emphasis collection document (F.Peng)

Configure new circulation IP list for Chemistry library (H.xue)

Troubleshoot circulation client problem for MASIC library (H.Xue)

Run calendar of Fall 2009 semester (H.Xue)

Disable online “Title Request” function (**H.Xue**)

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

Stephanie Gaylor: (UUP Representative – No Report)

Text of Richard Feinberg’s Attachments:

**(#1) 2008/2009 COMPREHENSIVE RESEARCH LIBRARIES
STATUTORY AID FINAL REPORT
The State University of New York at Stony Brook**

Description of completed preservation activities

The preservation staff completed preservation and conservation activities appropriate to the needs of the Stony Brook collections. All procedures and remediation decisions met standard Association of Research Libraries (ARL) and Research Libraries Group (RLG) criteria and were in accordance with the New York State Program for the Conservation and Preservation of Library Research Materials.

Richard Feinberg continued as head of the Preservation Department. Josephine Castronuovo continued as the department’s conservation technician. One part-time student worked in the department sewing single signature music scores into protective binders and encapsulating maps.

Major Activities

I. Identified and screened materials for preservation action

Materials requiring preservation treatment were routed to the Preservation Department by departments throughout the library system including branch libraries. Most materials were from the Circulation Department. The Preservation Department’s conservation technician, in consultation with the preservation librarian, made decisions regarding preservation options, and queued materials into the workflow.

The conservation technician searched our Aleph bibliographic database for all items delivered to the department to confirm copy, edition, and call number accuracy. The preservation technician, often in consultation with the preservation librarian, made decisions on treatment. Many items received level one or two in-house repair. For badly damaged materials, options included replacement purchase, rehousing, withdrawal or reformatting. Many items were rebound or recased by Bridgeport National Bindery.

II. Commercial rebinding of damaged materials

The preservation technician prepared binding slips and sent monographs with intact text blocks, non-brittle paper, but damaged boards, to Bridgeport National Bindery. Preservation staff conducted quality control checks on these materials upon their return. The Serials Binding Section handled journals and serials requiring binding except those needing special re-binding preparation which were processed through the Preservation Dept.

The department also submitted soft covered books to Bridgeport National Bindery for hard covering. Volumes identified for this treatment were books that have already circulated in our collection and whose covers are in good condition.

III. In-house conservation of library and archival materials

Conservation treatments included mending and cleaning paper, tightening hinges, partial and full book repairs, sewing single signatures, tip-ins, double fan adhesive binding, and photocopying missing pages from books. Rehousing options included pamphlet binding, envelopes, wrap-arounds, portfolios, phase boxes, and mylar encapsulation.

IV. Reformatting of library materials via commercial vendors and other contracted projects

The Preservation Department identified, with subject selectors, 10 brittle monographs for preservation photocopying.

Northern Micrographics was contracted again to preservation microfilm two of Stony Brook's student newspapers, bringing coverage up to the academic year 2007-2008.

Cutting Corporation was again contracted to transfer music library audio tapes with sticky shed syndrome to new archival tapes. One-hundred-sixty reels were identified for treatment. Thus far this year, 120 have been treated. Forty are in process. Unspent encumbered funds for this project will be forwarded to the 2009-2010 budget.

A large Suffolk County, NY wall map was sent to Etherington Conservation Center for treatment and reframing. Although no encumbrance was submitted for this project, funding was kept aside (\$1700) for this work. The map is still being worked on and may be completed by August. The amount reserved for this will be forwarded to the 2009-2010 account.

Bridgeport National Bindery was again the library's vendor for rebinding monographs. \$8876 was expended from the grant for '08-09 service. This paid for 1003 volumes. Because grant funds for binding did not become available until March, the library's Serials Dept. carried most of the re-binding expenditures during the first part of the budget year. They contributed \$5990 of general binding funds for the recovering of 753 books. All told, 1756 books were rebound or recased at a combined cost (statutory grant and serials dept.) of \$14,866.

V. Purchase of conservation supplies

Supplies and materials were purchased for the Preservation Department, Music Library, Maps Section, Circulation Department, Special Collections Department, and Science Libraries. Materials included PVA, archival boxes, gloves, filmoplast, brushes, etc. The grant paid for the purchase and installation of more than 300 oversized canopy tops for shelves housing archival collections and rare books in the Department of Special Collections. Insulated window shades were purchased for storage areas in that department, as well.

We continued to have Bridgeport National Bindery fabricate phase boxes (76) for embrittled volumes. The library paid to have an additional 27 boxes made.

Vendors for the above purchases included Gaylord Brothers, Talas, University Products, Archival Products, Bridgeport National Bindery, Ace Hardware, and Burroughs Corp.

VI. Other Budget Notes

\$14,482 from the 2007-2008 budget for contract conservation jobs not completed that year was forwarded to the 2008-2009 account. All jobs were thereafter completed and all forwarded funds were expended.

There is a balance in the 2008-2009 of \$1700 which was kept aside for a map receiving treatment by the Etherington Conservation Center. That work is still ongoing and the money will be forwarded to next year's account to be spent when the treatment is completed. There is also an unspent balance of \$10,000 for work being done by the Cutting Corporation, which will be forwarded to the 2009-2010 budget.

VII. Other Program Notes

Other Preservation Department activities of note (and not necessarily evident in the budget report) are as follows:

The preservation librarian continues to coordinate the activities of a Library Emergency Planning and Response Team.

A few minor emergencies were attended to this year.

The Team continued to work on the latest edition of the library's Emergency Manual, aiming for completion by December 2009.

An emergency response information card was written and distributed to each staff member in the main library.

The grant paid \$23,000 of the preservation librarian's salary and the library paid for the remaining portion.

The library paid for oversized book storage units and large flat file cabinets for the Department of Special Collections and University Archives thereby supplementing conservation/preservation activities paid by the grant.

As mentioned above, the library used general bindery funds to supplement activity in the Preservation Department's rebinding program.

VII. Further notes regarding Expenses Submitted in the Project Budget

The following describe activities not reflected in the project budget application.

1. Contracted Services, Item 3. Preservation Facsimiles.

Ten books were preservation photocopied. The vendor was Bridgeport National Bindery.

2. Contracted Services, Item 5. Map Conservation.

As mentioned in the narrative, no funds were encumbered for map work. But \$1700 was left in the account for a map being treated at Etherington Conservation Center.

This work is about to be completed. Money set aside for this project will be forwarded to the 2009-2010 account.

3. Supplies, Materials, and Equipment, Item 1. Rivet Span Shelving.

Rivet span shelving was not purchased this year. Instead funding was used for the purchase and installation of oversized canopy tops for a storage area in the Dept. of Special Collections and University Archives.

4. Supplies, Materials, and Equipment, Item 3. Mylar Polyester.

Mylar was not purchased this year. Instead, the grant paid for filmoplast, gloves, brushes, photo-flo solution, etc. A number of vendors were used including Talas and Gaylord Bros.

5. Supplies, Materials, and Equipment, Item 7. Plan File Cabinet.

No plan file was purchased. Instead, a camera stand was purchased for use by the staff in Special Collections and University Archives.

6. Supplies, Materials, and Equipment, Item 8. A-V Storage Cabinet for Cassette Tapes.

An A-V storage cabinet was not purchased. Instead, a replacement board cutter was purchased for the Preservation Dept.

7. Supplies, Materials, and Equipment, Item 9. A-V Storage Unit for VHS Tapes.

This cabinet was not purchased. Instead, custom made insulated window coverings were purchased for protection of materials in Special Collections and University Archives.

8. Other Expenses, Item 1. Travel.

This item should have appeared in category VI during the application process. Instead it was put here.

9. Other Expenses. Item 2. Equipment repair.

Installers were hired to reconfigure four Mayline oversized plan files.

Submitted by Richard Feinberg
University

Preservation Librarian

Stony Brook

July 31, 2009

**(#2) PRESERVATION DEPARTMENT EXPENDITURES AND PROGRAM STATISTICS
FOR THE GRANT PERIOD 2008-2009
ABRIDGED ACCOUNT**

Richard Feinberg, Preservation Librarian
Sept. 2009

Expenditure Totals:

Amount Allocated	\$125,230 (usually, \$126,000)
Amount Available	\$124,493
Amount Expended or Encumbered	\$122,349
Balances forwarded to '09-'10	\$ 1,680

Expenditure Breakdown:

Salaries and Wages (including student assistants)	\$70,820
Contract Conservation (Etherington Conservation Center treatment of rare LI map—work not completed as of 6/30/09)	\$1600
Commercial Rebinding (1206 volumes. In addition, Serials paid \$5990 to have an additional 753 volumes rebound).	\$8876
Preservation Photocopying of brittle monographs (books were reformatted by Bridgeport National Bindery)	\$1434
Preservation Microfilming (<i>Stony Brook Statesman & Stony Brook Press</i> , 2006-2008; digitization also,at additional cost—some paid by library funds and some with grant)	\$819
Transfer of Music Library tapes to new masters (Cutting Corp transferred 160 reels; \$6800 remaining in PO to be used in '09-'10)	\$22,709
Custom Boxes fabricated for 76 brittle books (Library paid for boxing another 27)	\$1447
Supplies & Materials purchased	\$3130

(archival boxes, board, envelopes, adhesives,
music binders, emergency supplies, etc.)

Equipment (Canopy tops, window shades, board cutter, Camera stand)	\$12,788
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In-House Treatment of Materials

Volumes/pamphlets treated by Josephine Castronuovo	3582
Music scores sewn into binders	1291
Unbound sheets conserved and/or encapsulated	1794

Items Treated by Vendors

Books rebound or recased	1003 (Preservation \$\$) + 753 (Serials \$\$)= 1756 volumes Total
Books preservation photocopied	10
Newspapers preservation microfilmed	2064 pages
Audio Tapes remastered	160*
Maps cleaned and framed	1

*Job not completed. Continuing in '09-'10