

Department of the Library Agenda, 2003-2004

Summary

- New faculty: Recruited the Web & Instructional Design Librarian who is the new Coordinator of the Center for Excellence in Learning Technologies (CELT).
- Faculty accomplishments: three articles published; two PSC CUNY grants awarded, two NY State grants awarded, and an NEH summer fellowship awarded.
- New acquisitions: approximately 5000 books, 40 videos, 120 additional full-text electronic periodical titles, and 4 electronic databases.
- New homepage for the Library that will facilitate access to the library's resources.
- Furniture upgrade: 123 new chairs acquired to replace broken and worn chairs on the first floor.
- Improved delivery of ILL: Requested articles via document delivery are received within 5.9 days on average.
- Expansion of Library Instruction services: Library Instruction program expanded 19% over last academic year and attendance in Weekly Walk-in Workshops increases 50%.
- Archives & Special Collection received two grants, acquired the papers of former Assemblyman Vitaliano, 21 first editions by Staten Island author Paul Zindel, two 19th Century atlases, and cataloged over 350 other items.

At the beginning of the 2003-2004 academic year, goals were set to improve certain areas of the Library as well as to maintain quality of library service offered to faculty and students. Despite being under-funded and under-staffed, we have had many successes and made significant contributions in providing services to CSI's academic and research community. I am pleased to present this report that shows steady progress being made to strengthen services and resources in areas mentioned below:

The **Office of Inter-Library Loan/Document Delivery** continues to improve through further implementation of new technologies that enable faculty to receive documents at their preferred e-mail addresses. Faculty continue to applaud this new service for its quick turn around time of requested articles from an average of 13 days to 5.9 days.

Under the coordination of Prof. Edward Owusu-Ansah, and in consultation with the Chief Librarian, the **Library Instruction** program continues to expand. This academic year, there were 203 class sessions presented, reaching 5798 students. This represented an increase of 19.4% (+ 33 classes) and 25.6% (1183 students) over the last academic year. In addition, due to better promotion of our weekly walk-in library instruction workshops, the number of students in attendance increased from a total of 82 to 240.

The increase in attendance of these workshops demonstrates an interest by students for additional learning opportunities. With the addition of new and complex databases, there is a greater need for instruction in an appropriate computer facility with newer computers. I, and other library faculty, look forward to the completion of the new **Digital Library Learning Laboratory** in Fall 2004.

Information Literacy has been the topic of discussion in the Library Department and at the Library/Faculty Committee meetings. In Summer 2003, the Library faculty met several times to develop a plan to introduce Information Literacy concepts into Library Instruction presentations. A new web page was designed specifically for this initiative <<http://www.library.csi.cuny.edu/libserv/libinstr/>>. Goals and objectives have been drafted, and will be further molded as we discuss this initiative with teaching faculty. Currently, every library instruction class or workshop includes the following Information Literacy concepts: 1) search strategies; 2) evaluating retrieved information (i.e. integrity, quality, & pertinence); and 3) citing retrieved print and electronic information. As the program expands, other concepts will be added.

The **Archives and Special Collections** unit continues to develop its programs and increase its collection under the coordination of Prof. James Kaser, and in consultation with the Chief Librarian. A primary focus is to make the holdings available and accessible online. This is now possible via a website for the Archives & Special Collections at <<http://www.library.csi.cuny.edu/archives/>>. Finding aids are now available for the Marchi, Connelly, and Vitaliano Papers. Also, a chronological history of the College of Staten Island is available on the website. During the last 12 months, over 350 books related to the people, places, and the history of Staten Island were fully processed and catalogued. Recent acquisitions include 21 first editions of the works of Paul Zindel, a famous playwright and former Staten Island resident. Also, preservation processes are presently being applied to two atlases about Staten Island that were published in the late 19th century. In addition, 116 masters' theses from the MALS program, now housed in the Reserves Special Collections, were bound and catalogued, thereby permitting wider accessibility and availability.

In pursuit of ways to integrate the Archives materials into the life of the College, several activities were held in the unit. In the area of academic coursework, two library instruction classes and two workshops were held. For the community-at-large, four programs were held including the "Conversations on Politics" program which featured the candidates for the District Attorney on Staten Island.

Ensuring **accessibility to electronic resources and services** is an ongoing activity in every service point in the Library. The library faculty continues to provide quality reference service to students and faculty who come into the library, as well as through the "Ask a Librarian" **virtual reference service**. In addition, several web pages have been modified to better facilitate use of resources via the homepage, including interface to the CUNY+ Catalog, Electronic Resources, Inter-Library Loan/Document Delivery, Information Literacy Initiative, and Media Services. Also, access to electronic resources has increased with the addition of 10 new wireless laptops, making a total of 19 for student use. These laptops were loaned 1465 times during this academic year. Media Services' delivery of videos, LCD projectors & laptops increased 7.3%, from 4655 deliveries in 2002/2003 to 4655 deliveries in 2003/2004. Circulation/reserves figures of book materials also rose 12.5%, from 19,642 loans in Spring 2003 to 22,115 in Spring 2004.

With minimal increase in the Library's budget, including the allocation of the Student Technology Fee, many new books and a few electronic databases were added through careful collection development that targeted departments and programmatic initiatives coming up for accreditation. We were able to purchase **5138** monographs, **41** videos, and **4** electronic databases. Specific areas targeted for strengthening included: applied mathematics, health

sciences, physical therapy, adult health nursing, cinema studies, ecology, education, Middle Eastern studies, modern China studies, religious studies, world history, and world literature. The costs of the four new databases are being shared with other CUNY colleges. Electronic resources include, *¡Informe!* (a database of Spanish academic literary resources), *Project Muse* (a full-text database to literary publications in humanities and social sciences published by Johns Hopkins and other prestigious scholarly publishers), *Communications and Mass Media Complete* (an impressive coverage of scholarly articles on all aspects of communications, popular culture, and broadcasting); and *The Grove's Encyclopedia of Music Online* (a ready-reference database covering music and musicians, worldwide). In addition, 120 full-text electronic periodical titles were added to four existing electronic databases. To date, the CSI Library has a collection of approximately 219,000 monographs, 1793 videos, 900 print periodicals, and 72 electronic databases, of which 15,000 journals are in full-text.

CSI Students studying abroad are now able to access not only our catalogue but also our electronic journal subscriptions via the proxy server. One hundred and fifty-three CSI students at the American University of Rome (AUR) were the first to benefit from this initiative. Collaboration with librarians and teaching faculty of AUR is being established to improve dialog and create guidelines for use of the e-resources.

We continue to make progress in the **recruitment & retention** of new faculty and staff members to the Department of the Library. Faculty members were active in attending conferences and seminars for professional development, and also in sharing their knowledge and experience in our in-service training program held during Winter intersession. I must express my thanks and appreciation to the Office of Academic Affairs for providing financial support toward travel and board for five faculty members this academic year. As for recruitment, our lengthy and deliberate search for the Web/Instructional Design Librarian was completed in December 2003. John Iliff, the successful candidate is already making progress in improving services offered by CELT. This past spring, our searches for the Acquisitions Librarian and two Reference/Instruction Librarian positions were also successful, and they will join the department in Fall 2004.

Some highlights of endeavors by current faculty and staff include the following: Promotions for **Linda Roccas** to Associate Professor and **Antonio Gallego** to HEO Assistant. **Judy Xiao** completed her second graduate degree and promoted from Instructor to Assistant Professor. Articles were published by **Rebecca Adler**, **Edward Owusu-Ansah**, and **Judy Xiao**. Awards gained by faculty include: PSC CUNY grants awarded to **James Kaser** and **Wilma Jones** to pursue research; a CUNY Faculty Development grant was awarded to Linda Roccas (and Eric Ivison of the History Department); two NY State grants awarded to **James Kaser** for the development of the Archives & Special collections; and an NEH fellowship awarded to **Linda Roccas**.

Wilma L. Jones, Chief Librarian
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