

College of Staten Island Library Annual Report, August 2007

The Department of the Library has been successful in accomplishing its goals set in the 2006/2007 Academic Agenda. Faculty and staff have cooperated in achieving these goals and are to be applauded for their commitment to the agenda. This report will cover activities in categories set in the Academic Agenda, namely: Collection Development, Library Instruction, Library Faculty and Staff, Library Infrastructure, and Media Services.

Collection Development

- With the additional allocation of \$74,000.00 from the Chancellor's Compact, the library was able to continue to maintain its current electronic resources. This would not have been possible due to budget cuts in funding from the Student technology Fee. Resource sharing efforts with other CUNY libraries including additional funding from the Office of Library Service enabled the library to acquire 16 additional electronic subscription resources including the much -- full text journals of Nature and Science. To date, CSI students have access to 22,000 unique titles in over 96 subscription databases. The remaining funds were used to increase the book collection in areas where the College has identified as an academic priority within undergraduate and graduate disciplines and in deficient areas in the collection. However, the collection remains rather stagnant as 1567 titles books were added and 1468 were withdrawn from the collection.

IntraCUNY Borrowing – CLICS: CLICS (CUNY Libraries Intra-Campus Services) has been successfully adopted by undergraduate students. The service, designed to increase the circulation of books from CUNY libraries to all students and faculty in CUNY, was implemented fully in September 2006. This has enabled students to receive books that are unavailable in our collection. The fulfillment rate is also much faster than the Inter-Library Loan system currently in place. Over 600 books have been acquired through this service for students and faculty.

On-going efforts were made this year to promote our resources and services through the following avenues: library's homepage, newsletter, WSIA, and the CSI Bulletin. Library hours are also being posted on bulletin boards in bus shelters on the loop road and this has brought positive comments.

Library Instruction

- The Library and the English Department reached an agreement whereby all the English 111 and 151 classes are now required to have bibliographic instruction, thus fulfilling Middle States' requirement to integrate information literacy into the general education curriculum. Subsequently, bibliographic instruction sessions in Fall 2006 increased 25% from Fall 2005 (3608 students were served in Fall 2005 vs. 4646 students served in Fall 2006).

- With the increase in instruction classes, the **need to recruit librarians** who are strong in teaching is critical to support successful expansion of the program. In anticipation of the departure of two reference/instruction librarians in August 2007, we began searches this Spring for their replacements, however to date, we have not been successful.
- A pamphlet describing the advantages of information literacy skills for students was completed in Fall 2006. The content emphasizes how information literacy could be utilized effectively as an outcome assessment goal. This pamphlet was distributed to targeted teaching faculty in Spring 2007.
- Critical to instruction is the **teaching environment**. Ninety percent (90%) of library instruction classes took place in the Digital Library Learning Lab (DL³). Many of the classes scheduled in the ComWeb lab had to be postponed and scheduled in the DL³ at a later date due to chronic malfunction of the computers. To date, we await 20 new computers to replace these computers which have now been determined by OIT as outdated. Furthermore, plans are underway to renovate the instruction lab in 1L-201 as part of the larger plan to renovate the 2nd floor of the Library. Librarians have met to discuss requirements for the new and improved space and specifications which will soon be forwarded to the Director of Campus Planning.

Library faculty and staff

- The recruitment and retention of technology savvy library faculty and staff is vital to the smooth running of the organization. The Library has seven (7) untenured faculty and intends to support these members in as many ways possible in their efforts to succeed at CSI. To date, each junior faculty member has been assigned a mentor either within or outside the department. A writing clinic to support those who have publications as a requirement for tenure has been established by one of the junior members. The clinic meets once a month. Opportunities for library faculty to serve on campus wide committees/activities are often the best way to expose anyone to campus culture. To date, all junior faculty, except for one have been elected or assigned to a committee or activity. Library faculty and staff are encouraged to pursue professional development within and outside of CUNY. All members participated in our annual in-service training which is held during Winter Intersession.
- The CSI Library faculty are very active grant seekers to support their research activities, thanks to the encouragement and mentoring of a senior member in the department, Linda Roccas. In 2006/2007, five librarians were the recipients of six grants (Hasin (1), Kaser (2), Perkins (1), Roccas (1), Santillan (1)). To support their scholarly research, reassigned time was granted to seven librarians as a result of the new PSC-CUNY Contract (Dzurak, Kaser, Leykam, Perkins, Santillan, Wang, and Xiao).
- Three other librarians pursuing scholarly research were granted reassignment leave time (Adler, Roccas, and Williams). One librarian received Sabbatical this Spring 2007 (Natowitz). In the meantime, three adjunct librarians were hired to fill the void of those on leave.

- A difficult task of cross-training college assistants, but one that is proving useful, was implemented last fall. All college assistants in the Periodicals unit were trained on providing service in the Circulations/Reserves Unit, and *vice versa*. Subsequently, since the cross-training was completed, the absences during evenings or weekends in any of these departments have gone unnoticed. In Spring 2007, colleges assistants in CELT were trained to provide service in the Microform Room.

Library Infrastructure

- In collaboration with campus planning, the library is evaluating and reviewing plans for the following projects in the Library: (i) proposal for study group areas in the library; (ii) proposal for Information Commons; (iii) renovations for permanent exhibit area; (iv) installation of compact storage shelving; (v) status of glass enclosure for second floor open spaces overlooking Reference Reading Room area; and (vi) status of rotunda leak. In addition, monthly meetings have been held to discuss future renovations and expansion of the Library building for the Master Plan.

Media Services

- A review of administrative activities in Media Services is this year's annual review focus. Media Services is the most animated and visible unit of the library which plays an integral role in instructional support for teaching faculty. Case in point, delivery of media equipment and materials for classes during the four-week Winter Intersession almost doubled in numbers. (Winter 2006: 36; Winter 2007: 63). In addition, the staff of media services has been involved in planning, development, and deployment of high technology facilities such as Art History classrooms, Nursing Simulator Laboratory, and various Smart Classrooms throughout the campus. They also continue to provide additional assistance to non-academic programs at the college that involve preparing electronic presentation for special events and video production for live events at the campus, such as political events, sporting events, etc. In the addition, the homepage for Media Services is being redesigned to emphasize its current services and resources. Funds are being sought to purchase a scheduling software program for media activities.

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