College of Staten Island Library
Annual Report

2011/2012

Contents

Selected Library Statistics

	2011/2012	2010/2011	2009/2010
Library faculty and professional staff (FT/PT)	16/10	17/13	18/13
Library staff (FT/PT)	6/31	6/39	7/42
Hours open during regular semester	112 hrs/wk	112 hrs/wk	97.5 hrs/wk
Holdings: Books (volumes)	246,283	244,484	243,000
Holdings: e-Books	189,874	154,706	110,000
Holdings: Databases	205	190	179
Holdings: Print Journals/e-Journals	105 / 52,078	215 / 53,158	250 / 49,400
Holdings: Audio-Visual materials	8,532	8506	8349
Holdings: Master's Theses	265	248	243
Loans: Circulating books	28,352	27,347	26,919
Loans: Reserves (i.e., textbooks, calculators)	42,624	43,892	49,380
Inter-library Loans (items borrowed for CSI)	2,297	2420	2,403
Inter-library Loans (items loaned to other institutions)	3,397	3623	1,953
Library Instruction sessions	257	283	283
# of librarians participating in library instruction	8	9	10
# of students who attended library instruction sessions	7196	7003	7150
Group Study Room Reservation—average/month	485	532	478
# of Computer Workstations/Laptops	175/70	175/50	145/50
Loans: Laptops by students	21,542	16,652	7,637
Loans: Laptops by faculty for classroom	92	71	77
Loans: Projectors by faculty	62	38	30
Media deliveries and set up for classrooms	2,780	3,148	4,509

PART I:

REPORT FROM THE CHIEF LIBRARIAN

Executive Summary

The CSI Library has had quite a productive and successful year in 2011/2012, despite a year of reduced budget and shortage of faculty and staff. This annual report documents significant developments starting with this executive summary that highlights recent successes and major activities that have led to much progress and development over the past 12 months.

❖ The success of any academic department is reflected by the success and professional growth of its faculty and staff.   Among the many accomplishments achieved this year are the following: five (5) librarians published articles in refereed journals or chapters in books: Ewa Dzurak, Wilma Jones, Mark Aaron Polger, Amy Stempler, and Judy Xiao; and eight faculty members presented at eleven international and national conferences: Jonathan Cope, Ewa Dzurak, Wilma Jones, James Kaser, Andrew Leykam, Mark Aaron Polger, Linda Roccos, and Judy Xiao,; and one faculty member, Jonathan Cope, received a PSC-CUNY grant to support his research.

❖ Total allocation for expenditures on library materials amounted to **$789,386.63** ($71.1/FTE) for monographs, subscriptions, and supplies. This was 9% less than last academic year's allocation--$866,890.04 ($79.6/FTE).

❖ A total of **99,026** items were borrowed for use within and outside of the library, an increase of 15.8% from the previous year. This data includes the monograph collection, textbooks and calculators on reserve, laptops, as well as the use of group study rooms. The substantial increase is attributed mostly to the items on reserve, i.e. textbooks, laptops and calculators.

❖ **Twenty** additional laptops were acquired in 2011/2012, bringing the inventory of laptops up to 70. During this past year, laptop loans increased **29%** from 16,652 to 21,542. This increase in use was more noticeable during the 10 months, the open computer lab in 1L-202 was unavailable.

❖ A Self-Study of the CSI Library was conducted during the academic year and completed in May 2012. The 60-page document is available on the library's homepage at http://www.library.csi.cuny.edu/~about/

❖ A gift of Brass and String musical scores donated by the SI Chamber Music Players in honor of Mrs. Rose Volpe were added to the holdings. The scores are available for 14-day circulation within and outside of CUNY.

❖ **Eight** new stand-up computer workstations were installed to replace eight workstations during spring 2012. This new configuration facilitates quick queries and has helped decrease long queues.

❖ Clove Lakes Bookstore, a Staten Island establishment, closed its doors after 40 years of business. It donated **$1,173.42.00** of academic books (100 volumes) to the CSI Library.

❖ Implemented web-based printing system for laptops usage in the Library. This allows any laptop to print to the closest printer.

❖ The Library Technology Team (four librarians and one tech specialists) developed and implemented online video tutorials, with the support and funding from a CELT mini-grant.

❖ Library Workshops for Faculty were conducted in January 2012. Fourteen (14) faculty members from disciplines attended 12 sessions of workshops. Workshops included exploring databases such as RefWorks, Analyzing Sources for Publications, Journal Citation Reports, Web of Knowledge, Creating Research Alerts, and Locating Statistical Information. Journal Citation Reports and Analyzing Sources for Publications had the highest participation. Subsequently, Education and Nursing Departments invited librarians to conduct workshops at their department meeting in April and May.

❖ A Signage Committee was formed to address standardization of language used in signs, flyers, and brochures created for the Library.

❖ The maintenance of the Library continues to be of utmost importance to ensure that the Library retains a welcoming and comfortable facility for its patrons. As such, the facility continues to remain one of the most attractive ones on campus. During this academic year, the Library was host to several events, including the New Faculty Orientation, Visiting Chinese and Vietnamese delegations, the SI Museum Traveling Exhibit, Faculty/Staff Recognition Ceremony, and the President's Reception for Dolphin Winners at the 2012 Commencement Day.

ADMINISTRATIVE REPORT FROM THE CHIEF LIBRARIAN

This report will highlight many of the goals achieved in the Library during this past academic year with some historical perspective. Fewer initiatives were undertaken this academic year due a much reduced budget allocation and the loss of several library faculty and staff members. In addition, staffed service hours (mainly Reference & Circulation/Reserves) were reduced by 14hrs in order to stay within this academic year's budget allocation. Notwithstanding, this annual report will document the new initiatives as well as areas that need to be enhanced or strengthened in order to continue to meet the curricula and other research needs of our scholarly community.

The following paragraphs of Part I illustrate accomplishments that have fulfilled each of the goals developed for 2011/2012. Part II of this document provides a summarized version of reports submitted from each of the coordinators of service points in the library. Part III provides a list of goals and objectives for next academic year, 2012/2013. Lastly, Part IV provides a budget request for 2012/2013

GOALS ACHIEVED IN 2011/2012
The CSI Library aims to continue to provide relevant and current resources to meet the scholarly needs of its expanding student body and faculty. Eight goals were developed to be accomplished in the 2011/2012, with the intent to also complete, strengthen, and improve upon some of the goals initiated in 2010/2011. These goals are:

- **Goal One:** Improve and strengthen the collections
- **Goal Two:** Improve access to the various collections available in and out of the Library
- **Goal Three:** Support learning and research by providing group and individual instruction to students and faculty
- **Goal Four:** Promote use of the services and resources of the library
- **Goal Five:** Create a comfortable and welcoming environment that inspires individual and collaborative learning
- **Goal Six:** Review and develop policies for use of resources and the facility
- **Goal Seven:** create an environment in support of professional growth of all library faculty and staff
- **Goal Eight:** Overall Development of the Library

Along with the support and extraordinary contributions of all the library faculty and staff, I am pleased to say that each of these goals has been realized as documented below in the following paragraphs.

Goal One: Improve and strengthen the collections

Collection development is an on-going activity performed by every librarian in the department. Priority to acquire new resources in the various disciplines is given to programs scheduled for accreditation visits in the forthcoming academic year, new initiatives, and academic priorities. With the additional funds of **$200,000.00** for Middle States Accreditation visit, the Library was able to expand and strengthen the circulating print and e-book collections, Human Geography, Italian Studies, Latin-American Studies, and Social Work. A Collection Development grant from **NYSED of $12,778.00**, secured by Timothy Hasin and Wilma Jones, was used to boost the general monograph collection as well.

This past year's collection development priorities focused primarily on developing the collection for the

new Bachelors in Italian Studies program which started last spring 2011; the re-accreditation of Doctoral program Physical Therapy that occurred in October 2011; developing the collection for the Social Work program in preparation for CSWE re-accreditation in Spring 2012; and the re-accreditation of Medial Technology program that occurred in May 2012.

Total additions to the collection stand at:
- **37,368** titles were added to the monograph collection, including:
  - 35,168 e-books
  - 1,010 monograph titles
  - 190 textbook titles
- **34** DVDs were added to the media collection;
- **218** musical score sheets;
- **5,269** e-Journals were added through periodicals databases; and
- **6** new databases were added to strengthen the electronic resources collection; 4 databases were augmented with additional titles. These **10** include:
  - Cabell's Directories of Publishing Opportunities
  - eBrary e-Books
  - Gale Virtual Library (254 titles)
  - NetLibrary
  - SAGE Premier Full Text Collection (600 titles)
  - Salem History
  - Salem Literature
  - Salem Press (9 titles)
  - Newspapers
    - Christian Science Monitor
    - Los Angeles Times
    - National Newspaper Core
    - Washington Post
  - APA Reference Sources
    - APA Educational Psychological handbook
    - APA Handbook of Ethics in Psychology

(full description of these databases can be found on **page 20**)

Total expenditures for library materials to date amount to **$789,386.63,** includes the following:

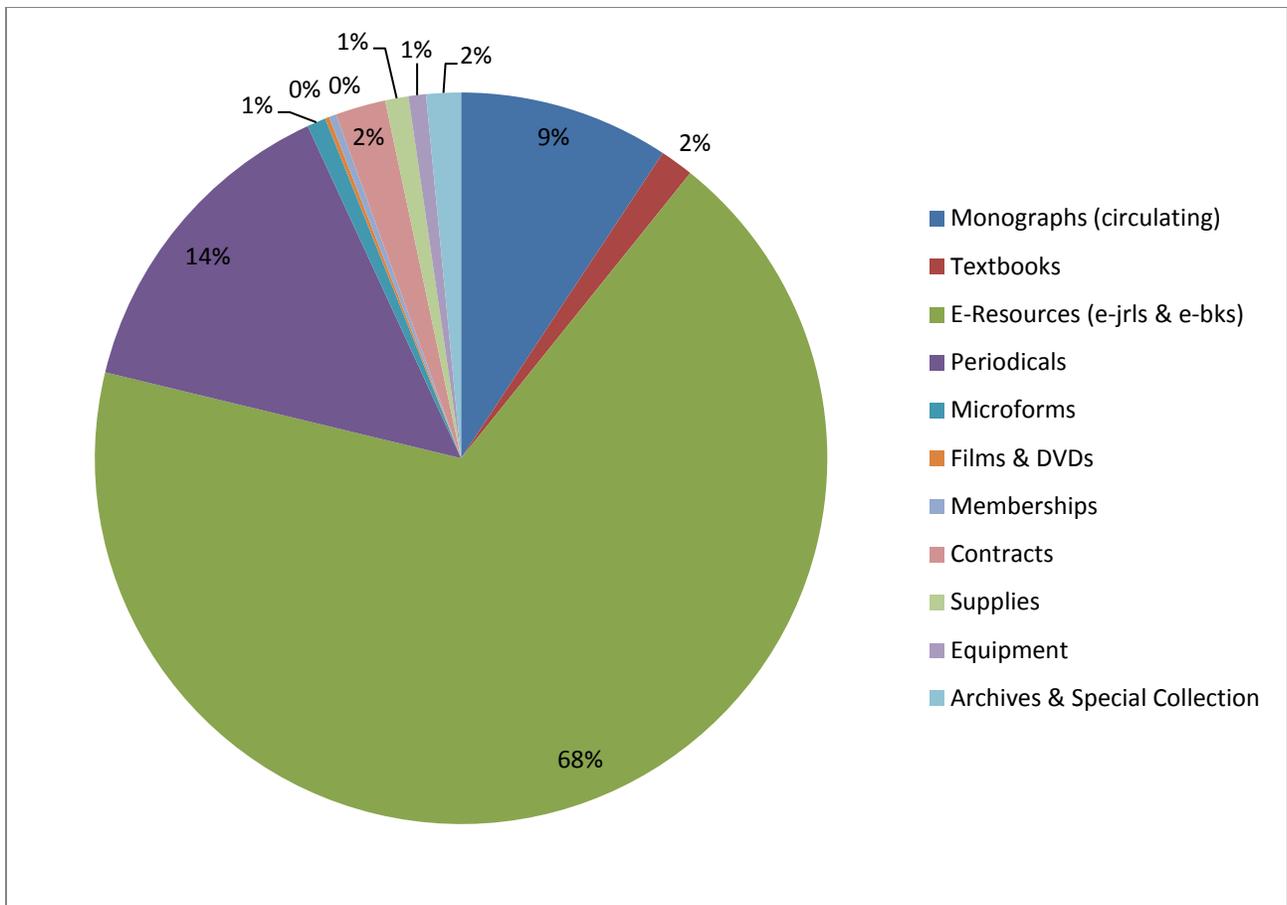|	
Monographs (circulating books, reference books, & e-books)	$ 73,336.10
Textbooks	$ 11,677.08
Electronic Resources (e-journals, images, & databases)	$ 536,825.81
Periodicals	$ 113,234.09
Microform	$ 6,500.00
DVDs and Videos	$ 1,497.92
Supplies & Contracts	$ 17,524.58
Supplies and Equipment	$ 8,119,14
Equipment	$ 6,074.71
Membership Dues	$ 2,510.00
Archives & Special Collections	$ 12,086.81

Figure 1. Total Library Expenditures in Percentages.

- ➤ **Goal Two:** Continue to improve access to the various collections available in and outside of the Library
  - o Continued to develop a local library collection in the Macauley Honors College space for students.
  - o Acquired additional e-books through various vendors and publishers as appropriate to match the college curriculum.
  - o Acquired **20** additional Laptops to improve and expand access to research materials and academic software, online.
  - o Conducted a user satisfaction survey of services provided by the office of Inter-Library Loan/Document Delivery. Results will be available in the next academic year.
  - o Relocated three (3) copy machines to the Document Center to facilitate access to and maintenance of the machines.
  - o Implemented a web-based printing system for laptop users in the Library.
  - o Coordinated with B&G the relocation project of the microform collection to the new off-site location. The collection has seen a lot less use by students and faculty at CSI since the explosion of wider access to e-journals
  - o Established guidelines for retrieving and returning microform materials from off-site storage.

- ➤ **Goal Three:** Continue to support learning and research by providing class, group, and individual instruction to students and faculty
  - o Developed a prescribed library instruction curriculum for English 111, along with learning goals.
  - o Embedded online instructional materials into information literacy sessions of a number of courses in Nursing, Business, and Communications.
  - o Mid-year assessment of this new curriculum and implementation of constructive feedback bore positive results in strengthening the curriculum.
  - o Continued efforts to integrate information literacy into the majors, in particular disciplines in the Division of Science & Technology. We continue to make great strides with Biology and Chemistry, and have been able to offer sessions to Computer Science and Engineering Science and Physics.
  - o Provided workshops to address special topics (e.g. 'Citation Clinic' open to all Students during the last two weeks of the fall and spring semesters, 'Analyzing Sources for Publications' for Department of Education, and 'Using E-books' for the Department of Nursing).
  - o Initiated and developed online instructional tutorials as supplemental material to formal library instruction, supported by CELT mini-grants.
  - o Explored and discussed the integration of formal reference consultation services for students and faculty.

- ➤ **Goal Four:** Promote use of the services and resources of the library
  - o Continued to promote the CSI Library services and resources via exhibits, newsletters, Chat reference, CSI email-blasts, FaceBook, and Twitter. In particular, several strategies were implemented to improve upon and streamline the dissemination of information via workshops, chat reference, FaceBook, and Twitter.
  - o The Greener Library Committee held several programs that promoted resources held by the CSI Library.
  - o Numerous exhibits of book covers were displayed in the Volpe Rotunda all year round. They include the following titles: *Black History Month, Women's History Month, Asian Pacific Heritage Month, Italian Heritage Month, Jewish Heritage Month, Native American History Month, Constitution Month, National Information Literacy Awareness Month, International Geography Week & Geographic Information Systems Day, Summer Reading, Darwin and Evolution, Earth Day, 350th Anniversary of Staten Island, Books about film that support the Cinema and Media Studies Program,* and *Art books from around the world.*
  - o Several programs Sponsored by the Archives and Special Collections were designed to specifically promote the resources and services of the unit. These included: Archives History Day, Faculty/Staff Author Talks, Edible Book Event, and As I See It: A Photography Exhibit.

- ➤ **Goal Five:** Create a comfortable and welcoming environment that inspires individual and collaborative learning
  - o Reference librarians and the professional support staff continued to provide quality service to our patrons via the diverse interactions possible (i.e. in person, via telephone, e-mail, or chat/instant messaging).
  - o Monitored and evaluated the effectiveness of the Library Security Assistant program which strives to attend to the challenges arising from overcrowding at popular hours. This program will not continue due to challenges outside the scope of the students' abilities.
  - o Pursued the renovation of the rotunda which continues to have chronic leakage problem.
  - o Continued to seek support to recruit a building manager for 1L, one who will attend to the

physical, environmental, and safety concerns of the Library and also act as an effective liaison to Buildings & Grounds.

➢ **Goal Six:** Review and develop policies for use of resources and services
   o Created and posted policy regarding behavior in Study Group Rooms in the Library (Policy includes the Henderson Rules).
   o Created and implemented a policy for exhibits in Library spaces.
   o Established guidelines for promoting events/programs from the Outreach/Marketing Committee.
   o Reviewed and updated collection development guidelines.
   o Reviewed Disaster Preparedness Plan and updated assignment of fire/emergency marshals.
   o Reviewed guidelines to shape the Greener Library Committee and its goals.

➢ **Goal Seven:** Create an environment conducive in support of professional growth for all library faculty and staff
   o Pursued the recruitment of new faculty and staff in order to continue to support and maintain quality services. Successfully recruited two (2) faculty lines the following positions: (i) Evening/Weekend Librarian and (ii) First Year Experience Librarian. Awaiting the fulfillment of three (3) college assistant lines.
   o Provided professional development support for junior and senior faculty members, as well as adjunct faculty.
   o Managed a smooth transition for the merger of two units: Circulation/Reserves and Document Center.
   o Utilized additional work-study students to support services in Circulation/Reserves, the Ambassador Program, and in the restructured Document Center.

➢ **Goal Eight:** Overall Development of the Library
   o Monitored the impact on services with regards to 14.5 extended hours of services, as well as the one-week extended hours through 3am and 4am during Final Examinations. Assessment reports available.
   o Attended to goals pertaining to 2012 Middle States Accreditation visit.
   o Presented a proposal for the cost of furniture and equipment for the Library to accommodate increasing usage of study space, computing, carpet, and other furniture needs. Due to the ever-growing student population, there has been an increase in student visits to the library, increase in use of the collections, increase in use of study group rooms, and increase in use of computer workstations and laptops.
   o Furthered the role of the library in the future development of the College, *vis à vis* long-range institutional planning toward a premier institution and the CUNY Master Plan with the following actions:
       ▪ Completed a self-study report for 2000-2012.
       ▪ Supported academic programs in their pursuit of accreditation, i.e. Social Work, Medical Lab Tech, and Physical Therapy.
       ▪ Supported new academic initiatives, such as doctoral program in Nurse Practitioner, the Italian Studies baccalaureate program, and the Latin American Studies certificate program.
       ▪ Expanded access to resources by installing 30 additional PC workstations on the 3rd floor and 20 additional laptops for use in the Library and beyond.

PART II:

ACHIEVEMENTS IN EACH SERVICE AREA

TECHNICAL SERVICES

Technical Services consists of Acquisitions Unit, Cataloguing Services Unit, and Systems Unit. These units provide the backbone of the Library's operations and they are located in 1L-107. Every material (i.e. books, periodicals, CDs, Videos, furniture, equipment) that comes through the Library is first received and processed or configured in this service area. The following reports are summaries of services provided in each of the units that make up Technical Services.

ACQUISITIONS UNIT REPORT

Staffing:

Timothy Hasin, Assistant Professor, Acquisitions Librarian
Paula Drakontis, Office Assistant

Activities:

- Processed and paid **$789,386.63** in invoices for library materials, subscriptions, supplies and services.
- Acquired more than **1,200** new items, including 1,010 print monograph titles, **190** textbooks, and **34** DVD titles. In addition, **35,168** e-books were also purchased from various university presses or database aggregators.
- Accepted over **1,350** donated books and additional items, including **100** volumes of books donated by Clove Lakes Bookstore.
- Responded to more than 100 faculty requests for book or video titles submitted via e-mail, paper mail, telephone conversations, and the online faculty book request form.
- Acquisitions fully incorporated New York State Procurement and CUNY Purchasing Procedures into its workflow, submitting more than **25** requisitions for blanket purchase orders with vendors on State contract.
- Completed print version of the Acquisitions Manual.

Goals for 2012/2013:

- Recruit new acquisitions librarian.
- Review all CSI order records for monographs and AV on order older than 60 days.
- Implement Patron Driven Acquisition pilot program for selection of individual electronic books
- Complete Web version of the Acquisitions Procedures Manual.
- Continue to work *in tandem* with library liaisons to acquire print and electronic materials for the collection

CATALOGUING SERVICES UNIT REPORT

Staffing:
Ewa Dzurak, Assistant Professor, Cataloguing Services Librarian

Barbara Forchette, College Assistant, Copy Cataloguer
Pamela Jones, College Assistant, Material Processor
Vincent Molini, College Assistant, Copy Cataloguer

Activities

- Catalogued over 2,903 items, including new and gifted materials that were mostly scores and CDs. Table 1 on page 12 provides a historical perspective of items added and withdrawn from the holdings over the past 6 years.

- Original cataloguing of Special Collection materials were processed once a week. To date, over 79 items were added to the library's holdings of book titles, including 17 CSI master's theses.

- Original cataloguing of visuals materials were processed regularly. To date, 63 DVDs and VHS video items were added to the library's holdings.

- The cataloguing of E-books is becoming a regular part of the Cataloguing Department. This year, 88 records were downloaded to be catalogued into CUNY+.

- A gift of musical scores were donated to the Music Program in honor of Mrs. Rose Volpe. The remaining 218 items were catalogued this academic year, bringing the total to 892 items.

- Titles deselected from the circulating collection by CSI librarians, most of which were approved by faculty liaisons, and were deleted from the CUNY+ holdings, and also removed from WorldCat.   To date, 1194 titles have been processed.

- The New Book Shelf was maintained and monitored by staff in Cataloguing Services. Books acquired are placed on the New Book shelves, mostly those published in 2011 and 2012.

- One hundred and ninety (190) textbooks acquired for fall and spring semesters were catalogued into CUNY+ reserve module. More than 40 textbook titles from prior academic year were removed from the reserves collection, and those in good condition and current for the circulating collection were recoded for stacks.

- Staff members continue to follow up on reported items missing in the collections. Items are labeled lost after three (3) months of searching for them. Several items were forwarded to the Acquisitions librarian for his review and actions where deemed necessary.

- Created a "Yellow Collection" for rare materials found in the collection. This collection is housed in the Special Collections section on the 1st floor.

Table 1. Items Added or Withdrawn over the Past Six Years

	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Book titles added	1223	3716	3386	4103	2575	2333
Added copies	148	365	448	1037	346	536
Added volumes	154	346	213	309	200	37
Total monographs added	**1525**	**4427**	**4047**	**5449**	**3121**	**2903**
Serials	13	4	7	23	8	4
Theses	42	9	4	27	6	17
DVDs and Videos	159	194	157	205	106	63
Electronic materials	0	0	15	32	1306	88
CD ROMs/Music CDs	0	0	17	128	397	
Musical Scores	0	0	0	74	674	218
Withdrawn copies	1468	1855	604	478	1132	759
Withdrawn titles	654	1007	2077	2239	964	435
Total items withdrawn	**2122**	**2862**	**2681**	**2717**	**2096**	**1194**

Goals for 2011/2012

- Clean up files in Aleph in preparation for migration to version 20.
- Explore and implement ways to better integrate MARC records for CSI and CUNY e-books and e-journals.
- Review guidelines and workflow of withdrawing records from the collection, CUNY+, and WorldCat.
- Continue weekly cataloguing of special collection materials.
- Replace fading labels (call #'s).

SYSTEMS MANAGEMENT

Staffing:
Brian Farr, College Laboratory Technician, Systems Manager

Abdourahman Diallo, College Assistant, Technical Support Staff
Michael Diaz, College Assistant, Technical Support Staff
Carl Haynes, College Assistant, Technical Support Staff

Activities this academic year:

- Configured and installed **30** new PCs on 3rd Floor of the Library

- Implemented web-based printing system for laptop usage in the Library. This allows any laptop to print to the closest printer within proximity.

- Supported the back end of the library's homepage.

- Facilitated the installation of new scanner machine in the Reference Services area.

- Identified and installed furniture to support eight (8) stand-up PC workstations to facilitate quick queries.

- Repaired and maintained PCs, laptops, printers, copiers, and fax machines as needed.

- Maintained inventory of all computer-related equipment in the Library, including those set aside for salvage.

- In consultation with the Chief Librarian, develop a process of notifying library faculty and staff of the status of technology-related day-to-day issues.

Goals for next academic year, 2012/2013:

- Continue to support the back end of the library's homepage.
- Repair and maintain PCs, laptops, printers, copiers, and fax machines as needed.
- Continue to coordinate liaison relations with the Office of Information Technology and Buildings & Grounds to ensure timely installations of computer related technologies in the Library.
- Develop and install a virtual server for Archives and Special Collections.

ACCESS SERVICES

Access Services consists of Circulations/Reserves Unit, Electronic Information Services Unit, and Inter-Library Loan/Document Delivery Unit. These three units provide access to print, electronic, and media materials held by the CSI Library, as well as to items held at other CUNY college libraries and beyond. The following reports are summaries of services provided in each of the units that comprise Access Services.

CIRCULATION/RESERVES REPORT
Staffing:
Wilma Jones, Professor, Coordinator of Circulations/Reserves Unit
Elaine Beurnier, Administrative Assistant
Barbara DuVal, Office Assistant

Jaison Abraham, College Assistant, Evening/Weekend Shelver/Counter Clerk
Grace Buono, College Assistant, Weekday Counter Clerk
Marie D'Amato, College Assistant, Weekday Counter Clerk
Stephanie Fazio, College Assistant, Evenings/Weekend Counter Clerk
Sarah Hennig, College Assistant, Evening /Weekend Counter Clerk
Mleeka Kahn, College Assistant, Weekday Shelver/Counter Clerk
Jill Lifschitz, College Assistant, Evenings/Weekend Counter Clerk
Angelina Raffaele, College Assistant, Weekday Shelver/Counter Clerk
Chuks Okoye, College Assistant, Evenings/Weekends
Olivia Porch, College Assistant, Evening/Weekend Shelver/Counter Clerk
Faisal Sharif, College Assistant, Evening/Weekend Shelver/Counter Clerk
Harold Sicker, III, College Assistant, Evenings/Weekend Counter Clerk
Marsha Turner, College Assistant, Stacks Maintenance Clerk

Activities this academic year:
- A total 99,026 loans were transacted through the Circulation/Reserves Unit. Twenty-eight percent of these transactions (28,352) were for circulating books (up 0.5% from 27,347 titles in 2010/2011) and the remaining 70% (70,674) were for items on reserves, such as textbooks, laptops, calculators, CDs, Theses, and geological stones, (up 21% from 58,154 titles in 2010/2011). Appendix A provides a chart that compares 2008/2009, 2009/2010, 2010/2011, and 2011/2012.

	Circulating Book Transactions	Reserve Item Transactions	Total Transactions	Total # of Circulating Books	% of circulating books that circulated
2006/2007	12,250	33,596	45,846	232,276	5.2%
2007/2008	17,854	34,127	51,981	234,075	7.6%
2008/2009	21,025	32,100	53,125	235,800	8.9%
2009/2010	26,919	49,380	80,277	243,000	11.0%
2010/2011	27,347	58,154	93,581	244,484	11.0%
2011/2012	28,352	70,674	99,026	246,283	11.5%

- One hundred and ninety (190) new textbooks were received and processed during the 2010/2011 academic year. Textbooks continue to be the most heavily used items at the Circulation/Reserves Unit. Frequently requested titles (in order of use) are by students in the following programs: Biology, Business, Chemistry, Mathematics, Geology, and Psychology.

Top Twenty (20) Textbooks checked out from the Reserves Collection in 2011/2012
1. Anatomy & Physiology - 6th edition by Saladin
2. Organic Chemistry - Solutions Guide - 8th Edition by Atkins & Carey
3. Organic Chemistry - 8th edition by Carey
4. Human Anatomy & Physiology – Laboratory Manual by Martin
5. Biological Science - 4th edition by Freeman
6. Calculus: Early Transcendentals - 1st edition by Rogawski
7. Fundamentals of Financial Management - 12th edition by Brigham & Houston
8. Biology 10th edition by Mader
9. Accounting Principles - 10th Edition v.1 & v.2 By Weygandt
10. Chemistry and Chemical Reactivity – 7th edition v.1 & v.2 by Kotz
11. Biology Laboratory Manual - 10th edition by Mader
12. Precalculus Enhanced WebAssign edition by Stewart
13. Biology: Laboratory Manual - 9th edition by Vodopich
14. Psychology: A Framework For Everday Thinking by Lilienfeld
15. Organic Experiments – 9th edition by Fieser & Williamson
16. These United States -- v.1, v.2, & v.3 by CSI-Core 100
17. Chemistry and Chemical Reactivity – 7th edition v.1 by Kotz
18. Mathematical Excursions – 2nd edition by Aufmann
19. Earth: An Introduction to Physical Geology –10th edition by Tarbuch
20. Discrete Mathematics & It's Applications – 6th edition by Rosen

- TI-89 calculators, (40) continue to be popular especially during mid-terms and finals. Usage increased **24%** from 1716 in 2010/2011 to 2136 in 2011/2012. In Spring 2012, all 2hr-loan calculators changed to three-day loans due to an analysis of usage and requests.   An additional cost of AA batteries to maintain them was realized this Spring.

- Streamlined workflow for various services provided in Circulation/Reserves to maximize efficiency. Two changes include a revision of the college assistant schedule and the relocation of all CSI items on reserves to be integrated into the Staten Island special collections' reserves collections in the adjacent area on the 1st floor.

Goals for next academic year, 2012/2013:

- Initiate mobile app projects to make course reserves more visible and user-friendly.
- Update call # cards in stack ranges to better facilitate locating of circulating books.
- Revise and update circulation policy – laptops, calculators, etc.
- Re-structure staffing of college assistants.

ELECTRONIC INFORMATION SERVICES REPORT

Staffing: Linda Roccos, Professor, Electronic Information Services Librarian

Activities this academic year:
- Facilitated the renewals, new acquisitions, and de-accessions of electronic subscriptions. The 2011/2012 expenditures on e-resources amounted to **$536,825.81**, approximately 5% higher than the previous year's expenditures ($576,746.41). These expenditures consist largely of e-journals, $455,661.00 (78%), with the remaining being aggregated databases, $100,384.00 (17%), and e-books, $30,901.00 (5%). See chart below:

- A total of **eleven** (11) databases were funded by the $260,000 allocation from the Student Technology Fee. These titles are listed on a special webpage created for Student Technology Fee Funded Resources on the library's website.

- **Ten** (10) new e-resource packages were acquired this year by the CSI Library either by participating in CUNY consortia efforts or solely by the CSI Library due to the additional allocations received from the Student Technology Fee Fund and the Provost Special Allocation. They include the following:

  - **APA Educational Psychological Handbook:** The volumes in this handbook present the state of the science and evidence for research-based practice in the field and help set the standard for the application of educational psychology in education. In addition, unresolved and controversial issues are explored, and areas requiring further theoretical and research development critical to the field are identified across a broad array of topics.
  - **APA Handbook of Ethics in Psychology:** This handbook is intended for practitioners, researchers, academic psychologists, and graduate students who seek a comprehensive review of a particular area of psychology. In comparison with many ethics textbooks, it covers a wider range of subjects and pursues them in greater detail. This handbook also reflects recent advances in research and technology that present new opportunities and challenges for practice and scholarship.
  - **Cabell's Directories of Publishing Opportunities:** This reference tool helps professors, graduate students, and researchers to publish their manuscripts in academic journals and maintains current information on over 4,000 journals. This information includes addresses, phones, e-mails and web sites for our listed journals making Cabell's Directories an easy point of reference when preparing to publish a manuscript.
  - **Christian Science Monitor:** The *Christian Science Monitor* is an international news organization that delivers thoughtful, global coverage via its website, weekly magazine, daily news and more.
  - **Los Angeles Times [Proquest]:** The *LA Times* is a leading source of news on Southern California, entertainment, movies, television, music, politics, business, health and more. Option to search in all issues from 1988.
  - **SAGE Premier Fulltext Collection:** Over 600 full text journals from SAGE Publications in all areas. Since 1965, SAGE has helped inform and educate a global community of scholars, practitioners, researchers, and students spanning a wide range of subject areas including business, humanities, social sciences, and science, technology, and medicine.

- o **National Newspapers Core [Proquest]:** This database includes major U. S. newspapers in one place: *Christian Science Monitor; Los Angeles Times; New York Times*; *Washington Post*. Each issue is indexed thoroughly, so they have access to not only top news stories but also the information contained on the various sections of the paper.
- o **New York Times [Proquest]:** For more than 150 years, *NY Times* readers have expected their newspaper to provide the most thorough and uncompromising coverage in the world. The Times has won more Pulitzer prizes than any other news organization and remains No. 1 in overall reach of U.S. opinion leaders.
- o **SALEM History:** Provides general information about historical eras, events, and figures. Includes titles such as *Milestone Documents*, *The Decades*, *Great Events from History*, *Great Lives from History* and *Musicians and Composers*.
- o **SALEM Literature Series:** Critical Insight series for authors and works: Gabriel Garcia Marquez; Canterbury Tales; Grapes of Wrath; One Hundred Years of Solitude; The Handmaid's Tale.
- o **Washington Post [Proquest]:** This journal is known for breaking news and analysis on politics, business, world national news, entertainment and more. It also includes in-depth Washington DC, Virginia, Maryland news coverage.

- ▪ Maintained and promoted **210+** current and new electronic resources that include single e-journals, subject databases, and aggregated resources. The following chart illustrates the top 10 most accessed databases and the top 10 most downloaded databases at CSI:

	Most Accessed Databases	Searches		Most Downloaded Databases	Full-Text
1	**Academic Search Premier**	**220,885**	1	**Academic Search Premier**	**76997**
2	**Image Collection**	**151,034**	2	**JSTOR**	**47,990**
3	**JSTOR**	**75,541**	3	**ScienceDirect (Elsevier)**	**23,289**
4	**PsycInfo**	**73,876**	4	**PsycARTICLES**	**16,743**
5	**Gale virtual Reference Library**	**59,632**	5	**CINAHL Plus with Fulltext**	**12,287**
6	**Project Muse**	**57,187**	6	**MasterFILE Premier**	**6,879**
7	**MasterFILE Premier**	**49,642**	7	**SocIndex with Full-Text**	**6,242**
8	**MedLine with FullText**	**48,911**	8	**Business Source Complete**	**6,185**
9	**CINAHL Plus with Fulltext**	**48,500**	9	**MedLine with Full-Text**	**6,144**
10	**Health & Psychosocial Instr**	**48,418**	10	**Education Research Complete**	**5,236**

Goals for next academic year, 2012/2013:
- • Continue to promote new and current electronic resources to the campus community.
- • Review and update the Electronic Resources Collection Development guidelines.
- • Integrate e-resources into courses through websites or BlackBoard.
- • Continue to convert print journals to online format.
- • Employ the use of Lib Guides to facilitate access to e-resources.

INTER-LIBRARY LOAN/DOCUMENT DELIVERY (ILL/DD) REPORT

Staffing:
Andrew Leykam, Assistant Professor and Coordinator of Interlibrary Loan

Dorothy Walsh, Office Assistant
Paula Yee, College Assistant, Material Processor

Activities this academic year:

- Reviewed and streamlined workflow in the Office of Interlibrary Loan/ Document Delivery.

- Maintained and updated ILLiad Software, assisted staff with changes in ILLiad, continued to maintain and update policies for use with ILLiad in order to improve patron service.

- Continued to improve services to our patrons by collaborating with units in the Library.

- Expanded involvement with Information Delivery Services (IDS) interlibrary loan project, thus increasing our access to free and speedy exchange with institutions in the group.

- Currently a member of the IDS mentor program and helping to design and implement an ILLiad IDS standard for CUNY.

- ILLiad now has **822** registered users (237 faculty/staff and 585 students) up from 809 in May 2011.

- Fulfilled **2297** of 2927 requests of articles and books for students and faculty (1165 articles and 1132 books) 78% of all requests. With the increase in use of CLICS requests, ILL continues to see a shift in requests for more rare items not readily available.

- Fulfilled **3397** of 9082, 37% of requests from other institutions (1412 articles and 1985 books). This increase is as result of implementing ILLIAD and a microform/scanner, both of which have improved speed of delivery.

- Denials of requests usually reflect requests for items that are on reserve and do not circulate and for items that we do not have. In addition with the inclusion of many electronic resources into our catalog we are constantly getting requests for items that cannot be shared via interlibrary loan.

- The average turnaround time for items to reach CSI patrons is 7.58 days. Articles usually are received in 2.29 days while loans generally take longer 9.29 days. However, this is the average turnaround time factoring the hard to obtain items; general requests for articles can be quicker. Book requests still must factor in the physical constraints of shipping.

- During the academic year LAND service continued to negatively impacted the speed of ILL services by losing numerous items and delivering some items incredibly late. Instead of the usually 48-72 hour turn around for delivery ILL saw a turnaround time of closer to 5 days.

The two charts below demonstrate Interlibrary Loan Transactions over the past six (6) years:

ILL requests fulfilled for CSI students and faculty:

FISCAL YEAR	TOTAL
2011-2012	2297
2010-2011	2420
2009-2010	2403
2008-2009	1277
2007-2008	1679
2006-2007	2326

ILL requests provided to other institutions

FISCAL YEAR	TOTAL
2011-2012	3397
2010-2011	3693
2009-2010	1953
2008-2009	1261
2007-2008	1570
2006-2007	1118

Top Ten Inter-Library Loan Requests by Department in 2011/2012

1. 400 - Biology
2. 227 - English
3. 204 - Education
4. 198 - History
5. 185 - Psychology
6. 180 - Environmental Science
7. 167 - Modern Languages
8. 146 – Political Science/Economis/Philosophy
9. 134 - Media Culture
10. 128 – Nursing

Goals for next academic year, 2012/2013:

- Continue to streamline and improve ILL service for patrons utilizing ILLiad.
- Expand IDS membership and services to help improve ILL/DD services.
- Extend user-satisfaction survey time to increase sample number.
- Attempt to streamline international ILL services for rare items.
- Utilize CCC service to process items for fees quicker.

INSTRUCTION SERVICES

Instruction Services consists of the Library Instruction Program. This program provides (i) instruction to students to learn how to effectively access and identify print and electronic materials, and (ii) instruction to faculty on integrating research resources into classroom instruction or utilizing them for their scholarly pursuits. The following report summarizes the activities undertaken during this academic year.

LIBRARY INSTRUCTION SERVICES

Staffing:
Amy Stempler, Assistant Professor and Coordinator of Library Instruction

Eight (8) librarians participated in teaching library instruction, including the Coordinator of Library Instruction. They include: Rebecca Adler-Schiff, Jonathan Cope, Rachel Jirka, Andrew Leykam, Mark Aaron Polger, Linda Roccos, Amy Stempler, and Judy Xiao

Activities this academic year:
- Provided **257** library information literacy sessions, spread over **23** disciplines: **17** were for the 500 level or graduate courses, **71** were 200-400 level courses, and **167** were 100 level courses.
- **Fourteen** (14) instruction sessions were provided to non-curricular courses. These include 1 remedial course and 1 for the AP Biology CSI High School Students.
- Provided hands-on instruction sessions for faculty in a library workshop scheduled during winter intersession: January 18-19, 2012, April 24, 2012, and May 3, 2012. **Twenty-one** (21) faculty members from 6 disciplines attended 33 sessions of workshops. Workshops included TurnitIn, RefWorks, ArtStor, Journal Citation Reports, Digital Collections in the Social Sciences, Web of Knowledge, creating Research Alerts, and locating Statistics. Journal Citation Reports, RefWorks, and TurnItIn had the highest participation.
- Created a virtual library tour for orientation purposes.
- Designed several online instructional video tutorials on searching and locating resources in the Library.
- Provided library instruction in the form of walk-in workshops to address special topics.

Goals for next academic year, 2012/2013:
- Incorporate formal assessment into all Library Instruction sessions for ENG 151 courses, including pre-and post-tests.
- Create course-specific research guides using LibGuides.
- Introduce information literacy online tutorials.
- Initiate and Embedded Librarianship program to include multiple visits to the Library Learning Lab, visits to classrooms, consultations with students, presence on Blackboard courses.
- Continue to be creative and innovative in providing one-shot library instruction sessions to current courses that have been receiving library instruction and to prospective courses.
- Each teaching librarian will complete an assessment of at least one instructional session.
- Design and conduct library workshops for faculty in January 2013.

PUBLIC SERVICES

Public Services consist of the following areas: Archives & Special Collections, Media Services, and Reference Services. These units interact with students, faculty, staff and members of the Staten Island community, in gaining access to primary and secondary scholarly resources needed.   The following reports are summaries of services provided in each of the units that comprise Public Services.

ARCHIVES & SPECIAL COLLECTIONS

Staffing:
James Kaser, Professor and Archivist
Rachel Jirka, Lecturer and Assistant to the Archivist (through May 2012)
Vacant, CUNY Office Assistant
Jeffrey Coogan, College Assistant, Archival Processor
Roman Yurchenko, College Assistant, Archival Processor

Activities this academic year:
- Continued to acquire and maintain a bibliography of Staten Island materials. New discoveries included historic maps and obscure novels set on Staten Island.
- Acquired the Dr. William Birenbaum Papers along with a $20,000 processing grant from the donors, Helen and Charles Birenbaum.
- Initiated a project to digitize CSI student newspapers and microfilm and digitize CSI student magazines with a $7,000 grant from the CSI Student Publications Board.
- Continued integration of the final accretion to the John J. Marchi Papers, including the shifting of materials within the collection and the re-writing of the finding aid.
- Began initial processing of the records of the Interstate Environmental Commission, a government agency regulating the air and water pollution of New York, New Jersey, and Connecticut.
- Coordinated a series of programs, including: Archives History Day, Faculty/Staff Author Talks, Edible Books Event, and Greener Library programming.
- Curated a series of exhibitions in the alcove gallery off the library rotunda.
- Continued a monthly postcard display featuring the Norman L. Jeffer Historical Postcard Collection.
- Implemented the annual "As I See It" photography contest and exhibition to encourage CSI students to photograph Staten Island.
- Hosted *Portraits of Leadership* (a traveling exhibition from the Staten Island Museum).
- Installed a prototype for a traveling exhibition on the Willowbrook State School in the Archives Programming Room.

Goals for next academic year, 2012/2013:
- Continue to seek out and acquire materials appropriate for the CSI Archives &Special Collections.
- Continue to collaborate with classroom faculty on curriculum-based projects using primary sources.
- Complete initial cataloging of the Dr. William Birenbaum Papers.

MEDIA SERVICES

Staffing:
Mark Lewental, Higher Education Officer, Director of Library & Media Technologies
Antonio Gallego, HEO Assistant, Assistant Director of Library & Media Technologies
Alex Dudek, Information Systems Associate
Stanley Zimmerman, Senior College Laboratory Technician, Media Specialist
Lillian Werner, Administrative Assistant

Michael Caravella, College Assistant, Weekend Classroom Support Services
Michael DeAngelis, College Assistant, Classroom Support Services
Venice Hall, College Assistant, Classroom Support Services
Daniel Johnson, College Assistant, Classroom Support Services
Saer Kandji, College Assistant, Classroom Support Services
Jonathan Liguori, College Assistant, Video Editing Technician
Elaine Rocco, College Assistant, Media Reservations Clerk
Denise Trapani, College Assistant, Media Reservations Clerk
Fletcher Vredenburgh, College Assistant, Weekend Classroom Support Services

Activities this academic year:

- There were **2,780** deliveries and set-ups of audiovisual software and equipment. Over the past two years there has been a consistent decrease in delivery of audiovisual materials as the installation and usage of SMART classrooms have expanded.   A thirteen-year compilation of classroom deliveries appears on the next page.

- Support for 160 SMART rooms on campus continues to show a dramatic increase. As a result, College Assistants in Media Services are being trained with skills to support the SMART rooms. During this academic year, there were **952** calls recorded for repair and/or assistance in SMART rooms.

- Services in support of non-classroom events throughout the campus included **960** deliveries and set-ups. Examples of these events and programs include the Town Hall Meetings for CSI's New Mission/Vision and Master Plan, Town Hall meeting for Middle States Accreditation Review, Retreats of Senior Administrative units/committees, Borough President's "State Of The Borough Address," Assessment Day, Undergraduate Conference, Convocation, Commencement, and High School graduations held on campus at CSI.

- Transcribed and uploaded to BlackBoard the digital audio of interviews for several senior administrative positions.

- Assisted faculty and staff with classroom presentations using edited videos, still photographs, Keynote, PowerPoint, and Camtasia.

- Videotaped, produced, and edited DVD for special events, such as, Commencement, Class Lectures, C-STEP, SEEK events, Phi beta Delta, and Convocation.

The following chart shows thirteen-year period of deliveries and set-ups of audiovisual materials and equipments in classrooms across campus seven days/week, from 8am through 10pm.

Classroom Deliveries from 1998/1999 through 2011/2012

	FALL	WINTER	SPRING	SUMMER	TOTAL
2011-2012	1451	49	1209	71	2,780
2010-2011	1649	41	1251	207	3,148
2009-2010	2430	49	1800	230	4,509
2008-2009	2094	75	1920	293	4,382
2007-2008	2215	39	1919	255	4,428
2006-2007	2520	62	2145	278	5,005
2005-2006	2369	36	2097	295	4,797
2004-2005	2549		2295	253	5,097
2003-2004	2516		2427	345	5,288
2002-2003	2266		2098	291	4,655
2001-2002	1914		1847	268	4,029
2000-2001	2052		1941	224	4,217
1999-2000	2166		2008	287	4,461
1998-1999	2051		2252	247	4,550

GRAND TOTAL	58,346

Goals for next academic year, 2012/2013:
- Recruit to replace line for Audio-Visual Technician.
- Collaborate with library faculty to create an orientation video for the Department of the Library.
- De-accession the 16mm Film collection.
- Explore staffing model for non-academic deliveries and set-ups.
- Integrate musical scores acquired from the Department of Performing and Creative Arts.
- Institute record management for video and photograph requests.

REFERENCE SERVICES

Staffing:
Rebecca Adler Schiff, Associate Professor, Coordinator of Reference Services
Jonathan Cope, Assistant Professor, Virtual Reference Services

Full-time reference librarians include: Ewa Durak, Naomi Gold, Elizabeth Hicks, James Kaser, Andrew Leykam, Mark Aaron Polger, Linda Roccos, Amy Stempler, Judy Xiao.

Adjunct librarians include: Bruce Abrams, Izabela Barry, Lois Cherepon, Rose Ann Delli Paoli, Catherine Healey, Lisa Holland, Phillip Klingle, Rebecca Lossin, Edith Schmeiser, and Michael Smith.

6 work-study students assist with shelving and maintenance of the reference stacks.

Activities this academic year:

- Reference Services is staffed by professional librarians 98hrs/week. The reference desk on the first floor is staffed by eleven (11) full-time librarians from 8 am – 7 pm during weekdays; and with ten (10) adjunct librarians who work weekday evenings from 6 pm – 10 pm and on weekends from 8:00 am – 10:00 pm. The library building remains open until midnight seven days a week. During final exams week the library had extended hours with professional librarians staffing the desk form 10 pm – 3 am.

    - Members of Reference and Instruction Services continue to participate in the college-wide New Student Orientation program sponsored by the Division of Student Affairs. The sessions run during winter and summer featuring a librarian led tour orienting students to library resources and services as well as a video reinforcing many of the concepts discussed during the tour.

    - Reference Services meetings were held for full-time librarians in June 2012 and for part-time librarians in February 2012. Issues dealing with reference services in all its formats (in person; online) and time frames (weekdays, evenings, and weekends) were addressed. Chris Cruz-Culari, Director of the Center for Student Accessibility was an invited guest and addressed many of the librarians' issues and concerns while working with the different populations of students with disabilities. Unique characteristics of new and current databases were demonstrated by the Coordinator of Reference Services, Rebecca Adler Schiff, as well as by the adjuncts including Bruce Abrams, Rose Ann Delli-Paoli, and Lisa Holland. Professors Linda Roccos and Jonathan Cope respectively presented an overview on E-Books and Chat Updates.

    - Citation Clinics continued to be held in Fall '11 and Spring'12 semester in the library classroom.

    - **Eight** new stand-up computer stations were installed to replace eight workstations during spring 2012. This new configuration facilitates quick queries and has helped decrease long queues.

    - A second user-friendly scanner was added in the reference services area.

- Chat and Virtual reference service continues to be an alternative conduit for questions from students and the general public. Chat reference scripts were developed for common types of reference questions so that they could be answered quickly and efficiently.

- Continued daily record keeping of statistics during weekend, evenings, and extended hours to monitor patron usage of the reference area.

- **Goals for next academic year, 2012/2013:**

- Transition from SMRS subject guides to LibGuides which will allow for more flexibility in creating content rich Web 2.0 research guides.

- Implement a more formal procedure for in-depth research consultations available for all students. Beginning in Fall 2012 the library research consultations will take place in the former CELT area and will be documented on the WebCal.

- Develop a reference collection policy statement for the print collection and in particular the growing e-reference collection.

- Evaluate the continued growth and use of the e-reference collection, i.e., Gale, Oxford, Salem, SpringerLink , Ebrary, EBSCO e-books, Cambridge, etc.

- Address the reasons why the numbers indicate that the Citation Clinics are attracting fewer students each semester.

- Monitor and evaluate Chat reference service while continuing to provide training for reference services librarians on best practices in the delivery of chat service.

- Explore and develop student-centered mobile apps for textbook lists and other library resource applications.

- Continue to collaborate with Student Affairs in the New Student Orientation program and evaluate content delivery for tours, brochures, flyers, video.

- Add an additional scanner to the reference area and remove one assistive technology station to the area designated for consultations.

PART III:

GOALS FOR NEXT YEAR: 2012/2013

Goals for 2012/2013

The CSI Library aims to continue to provide relevant and current resources to meet the scholarly needs of its expanding student body and faculty. Eight goals have been developed to be accomplished in the 2012/2013, with the intent to complete, strengthen, and improve upon some of the goals initiated in 2011/2012. These goals are:

- ➤ **Goal One:** Improve and strengthen the collections
  - o Continue to emphasize collection development for core programs, academic priorities, and programs preparing for accreditation.
  - o Acquire e-books as appropriate to match the college curriculum.
  - o Review the integration of e-books into the CUNY + catalog.
  - o Explore the role of circulating e-readers for e-books in an academic environment.
  - o Coordinate with the Office of Advancement to raise funds to support library resources.
  - o Continue to perform thorough reviews of gift items for addition to the collection.

- ➤ **Goal Two:** Continue to improve access to the various collections available in and outside of the Library
  - o Establish guidelines for retrieving and returning microform materials from off-site storage.
  - o Continue to develop a local library collection in the Macauley Honors College space for students.
  - o Review the on-going conservation for special collection materials.
  - o Complete and analyze the user satisfaction survey of services provided by the office of Inter-Library Loan/Document Delivery.
  - o Institute a records management tool for video and photograph requests.

- ➤ **Goal Three:** Continue to support learning and research by providing class, group, and individual instruction to students and faculty
  - o Develop pre- and post-assessment for library instruction sessions of General Education courses.
  - o Continue efforts to integrate information literacy into the majors, in particular disciplines in the Division of Science & Technology.
  - o Create online instructional tutorials as supplemental material to formal library instruction.
  - o Integrate or embed online instructional materials into information literacy sessions.
  - o Explore the integration of formal reference consultation services for students and faculty.
  - ➤ Provide walk-in workshops to address special topics.
  - ➤ Assess the effectiveness of citation clinics.

- ➤ **Goal Four:** Promote use of the services and resources of the library
  - o Continue to promote the services and resources in as many ways possible, and as often as possible. In particular, improve upon the dissemination of information via different avenues and media such as the display cases, e-newsletter, chat reference, FaceBook, and Twitter.

➢ **Goal Five:** Create a comfortable and welcoming environment that inspires individual and collaborative learning
   o Continue to provide quality service to our patrons via the diverse interactions possible (i.e. in person, via telephone, e-mail, or chat/instant messaging).
   o Assess, revise, and update signage in and around the Library building.
   o Pursue the renovation and transformation of the 2nd Floor to include graduate group study rooms and a learning commons environment.
   o Pursue the renovation of the rotunda which appears to have chronic leakage problem.
   o Continue to seek support to recruit a building manager for 1L, one who will attend to the physical, environmental, and safety concerns of the Library and also act as an effective liaison to Buildings & Grounds.

➢ **Goal Six:** Review and develop policies for use of resources and services
   o Review guidelines for promoting events/programs from the Outreach/Marketing Committee.
   o Create e/reference collection development guidelines.
   o Review and update e-resources collection development guidelines.
   o Review Disaster Preparedness Plan and update assignment of fire/emergency marshals.

➢ **Goal Seven:** Create an environment conducive in support of professional growth for all library faculty and staff
   o Pursue the recruitment of new faculty and staff in order to continue to support and maintain quality services. Current needs include the replacement of two vacant lines for the following positions: (i) Web Services Librarian; and (ii) Acquisitions Librarian.
   o Continue to provide professional development support for junior and senior faculty members, as well as adjunct faculty.
   o Provide cross-training for new college assistants.
   o Continue to recruit graduate library school students as interns in the Library.
   o Utilize more work-study students in appropriate areas.

➢ **Goal Eight:** Development of the Library
   o Submit Self-Study to the Provost for review.
   o Invite an external reviewer to evaluate the CSI Library during the 2012/2013 academic year
   o Monitor the impact of reduced staffed services of 14hrs/wk.
   o Present a proposal for the cost of structures within or appended to the 1L building to accommodate additional study space and computing needs (that would accommodate the ever-growing in student population, increase in student visits to the library, increase in use of the collections, increase in use of study group rooms, and increase in use of computer workstations and laptops).
   o Further the role of the library in the future development of the College, *vis à vis* long-range institutional planning toward a premier institution and the CUNY Master Plan.

PART IV:

BUDGET REQUEST FOR 2012/2013

BUDGET REQUEST FOR 2012/2013

Budget Request for materials
While the mission of the CSI Library has always been to provide high quality services and access to materials and resources that will best facilitate curriculum-based student-centered learning, this mission has been a challenging feat to achieve in the face of reduced resources (i.e. budget and staff). With the increasing enrollment, there has been heavy usage of not only of the facility, but specifically for items on reserve, such as textbooks, calculators, laptops, and group study rooms. We patiently await the renovation and transformation of the west wing of the 2nd Floor to include five group study rooms that will facilitate collaborative learning and at the same time help reduce the noise level in the Library.

Given the recent down turn in the economy and the major budget cuts to NY State educational institutions, CSI included, the Library is requesting a modest allocation of **$1,060,000.00**, 60% of which is required to maintain the renewal of current electronic databases and journals ($600,000.00). The remainder will be used to purchase monographs, audiovisuals, furniture and equipment, and support materials and programs in the Archives & Special Collections as illustrated in the proposed budget below. It is hoped that allocations for library materials will be allocated much earlier in the year so that the CSI Library might have a better chance of acquiring all the materials needed for new initiatives and academic priorities in a timely manner.

Budget Request for Personnel
The expanding enrollment (14% since fall 2007) has placed a strain on every department at CSI, the library being no exception. While we were successful in filling two professional lines for the 2012/2013 academic year and hope to complete the last search for a third line, we remain understaffed for technical and clerical support staff. At the beginning of the 2011/2012 academic year, the Library lost nine (9) college assistants due to the college-wide budget cut. Through creative management that included the merging of three service areas and reduction of staffed service areas by 14hrs/wk during least busy hours, the Library was able to absorb the loss of staff to some extent. In addition, replacements were not approved for three college assistants and one adjunct CLT who separated from the CSI Library during the 2011/2012 academic year, bringing the total of shortage in part-time clerical and technical support to thirteen (13). Continued non-replacement of clerical and technical support staff will further result in limited services and/or reduced hours of service in various units, i.e. Media Services, Circulation/Reserves, Inter-Library-Loan, and Archives & Special Collection. In addition, upon re-evaluation of the needs of service points, the Library is requesting one (1) fulltime clerical staff (CUNY Office Assistant) for the Archives and Special Collections unit and one (1) technical staff member (College Laboratory Technician), to provide support and supervision during evening and weekend shifts.

In Summary
As we approach the next academic year with the former Provost, Dr. William Fritz, as the Interim President, we hope that Library will continue to receive higher or the same priority given over the past four years.   The Library remains committed to supporting CSI's strategic plan as it purports to expand its with additional divisional schools and thus be better positioned to compete with aspiring and peer-institutions. As such, the Library will seek additional resources to: (i) to recruit the creative and talented personnel and (ii) to purchase the appropriate materials to better support the Colleges' current curriculum, research activities, and new initiatives underway.

Library Budget Request for 2012/2013

	2008/2009	2009/2010	2010/2011	2011/2012	Request for 2012/2013
Monographs (Circulating)	$ 124,293.00	$ 227,645.00	$ 112,064.08	$ 73,336.10	$ 100,000.00
Textbooks	$ 30,678.38	$ 104,850.00	$ 31,283.43	$ 11,677.08	$ 120,000.00
E-Resources (e-jrls & e-bks)	$ 472,579.00	$ 559,567.00	$ 576,746.41	$ 536,825.81	$ 600,000.00
Periodicals (print)	$ 181,775.81	$ 89,150.00	$ 67,372.74	$ 113,234.09	$ 75,000.00
Microforms	$ 5,860.40	$ 11,250.00	$ 17,492.13	$ 6,500.00	$ 6,500.00
Films and DVDs	$ 7,278.00	$ 16,966.00	$ 3,743.02	$ 1,497.92	$ 10,000.00
Memberships	$ 5,785.00	$ 3,966.70	$ 4,132.00	$ 2,510.00	$ 2,500.00
Contracts	$ 3,003.00	$ 3,457.00	$ 22,166.45	$ 17,524.58	$ 18,000.00
Supplies	$ 7,114.00	$ 14,421.15	$ 31,042.49	$ 8,119.14	$ 10,000.00
Equipment	-	$ 36,127.00	$ -	$ 6,074.71	$ 6,000.00
Furniture	$ 170,000.00	$ 55,127.00	$ -	$ -	$ 100,000.00
Archives & Special Collections				$ 12,086.81	$ 12,000.00
	$ 1,008,366.59	**$ 1,122,526.85**	**$ 866,042.75**	**$ 789,386.63**	**$ 1,060,000.00**
Base Allocation	$ 298,650.00	$ 298,650.00	$ 259,180.00	$ 246,000.00	$ 300,000.00
Student Technology Fee	$ 190,000.00	$ 210,000.00	$ 250,000.00	$ 260,465.18	$ 300,000.00
Grants/Matching	$ 40,000.00	$ 42,000.00	$ 42,707.00	$ 37,000.00	$ 40,000.00
Special Allocation	$ 290,000.00	$ 360,000.00	$ 228,609.00	$ 200,000.00	$ 200,000.00
Furniture & Equipment	$ 170,000.00	$ 91,254.00	$ 1,500.00	$ -	$ 100,000.00
Student Government Textbooks	$ 20,000.00	$ 10,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00
CUNY Textbook Initiative		$ 111,000.00	$ -	$ -	$ 101,000.00
	$ 1,008,650.00	$ 1,122,904.00	$ 801,996.00	$ 763,686.18	$ 1,161,000.00
PS Budget for College Assistants	$ 349,303.69	$ 375,481.97	$ 350,000.00	$ 353,807.52	$ 365,000.00
PS Budget for Adjuncts		$ 184,162.16	$ 203,315.96	$ 165,518.58	$ 153,765.92
Total PS Budget	**$ 349,303.69**	**$ 559,644.13**	**$ 553,315.96**	**$ 519,326.10**	**$ 518,765.92**

Appendices

APPENDIX A: FOUR-YEAR CIRCULATION DATA: 2008/2009 to 2011/2012
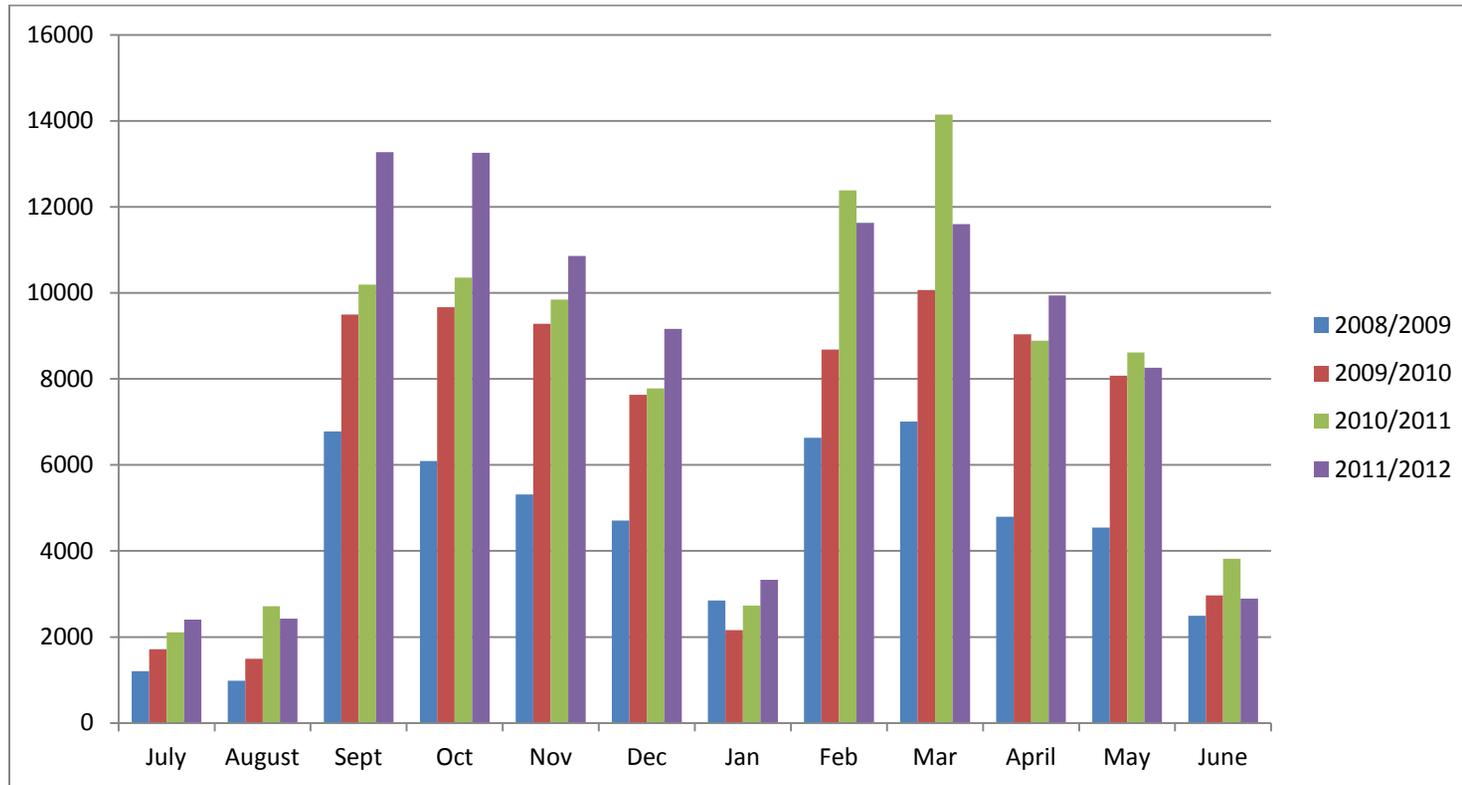
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
2008/2009	1205	984	6776	6089	5313	4710	2849	6629	7006	4796	4544	2494	53395
2009/2010	1717	1493	9499	9667	9283	7632	2158	8680	10070	9037	8073	2968	80277
2010/2011	2107	2714	10193	10357	9841	7780	2728	12387	14148	8888	8617	3821	93581
2011/2012	2407	2426	13270	13259	10857	9161	3330	11628	11596	9944	8257	2891	99026

Appendix B: Cost of Database Subscriptions, 2008/09 – 2011/12

Database	2008/2009	2009/2010	2010/2011	2011/2012
	$296,860.00	$671,343.16	$540,378.20	535,070.00
ACM Digital Library	$3,521.22	$3,676.50	$3,827.07	$3,924.00
Access World News	$0.00	$19,959.00	$20,560.00	$21,175.00
Advances in Polymer Science	$0.00	$0.00	$2,110.00	
America: History and Life/Historical Abstracts	$14,042.92	$14,017.19	$14,787.58	$15,582.00
American Acoustical Society Journal	$87.00	*$85.00*	*$90.00*	*$184.00*
American Chemical Society Archives	$7,891.00	*$8,285.55*	*$8,285.55*	
American Chemical Society Journals	$26,832.45	*$28,368.93*	*$31,929.86*	*$34,327.00*
American Civil War Database	$125.00	*$125.00*	*$125.00*	*$125.00*
American Inst. of Physics Journals (9 titles)	$1,892.97	*$1,908.05*	*$1,989.60*	*$2,003.00*
American Society for Microbiology Journals	$0.00	$0.00	$3,980.08	$4,039.00
American Physical Society Journals			$11,135.00	$11,385.00
ARTStor	$0.00	$8,800.00	$9,245.00	$9,745.00
Brill's New Pauly Encyclopedia	$0.00	*$7,576.00*	*$105.00*	*$105.00*
Cabell's Directories (all)	$0.00	$0.00	$0.00	*$2,875.00*
Cambridge Companions/Histories	$0.00	*$17,439.00*	*$3242.13*	
Cambridge Books Online	$0.00	$0.00	$3,534.00	*$3,663.00*
Cambridge Journals Online	$7,728.00	*$8,114.40*	*$9,948.00*	*$10,793.00*
Center for Research Libraries	$0.00	$0.00	*$1,200.00*	*$1,710.00*
Chicago Manual of Style	$0.00	*$650.00*	*$650.00*	*$700.00*
Choice Online	$366.00	*$402.00*	*$495.00*	*$510.00*
Chronicle of Higher Education	$4,148.00	*$4,355.00*	*CUNY*	*CUNY*
CINAHL PLUS Fulltext	$3,086.00	$2,160.00	$3,402.00	$3,572.00
Cochrane Nursing Library	$2,525.00	*$2,514.75*	*$2,734.39*	*$2,844.00*
Duke e-journals	$0.00	*$3071.00*	*$3,393.78*	*$3,598.00*
Early American Imprint	$0.00	*$40,000*	*$550.00*	*$550.00*
E-brary Academic collection (e-books)	$0.00	*$9,975.00*	*CUNY*	*CUNY*
eHRAF World Cultures	$0.00	*$1795.00*	*$1.902.70*	*$1,903.00*
EconLit	$1,267.89	*$1,331.00*	*$1,512.00*	*$1,572.00*
Gale Virtual Reference "for Students"	$0.00	*$5,052.00*	*$520.00*	*CUNY*
HAPI - Health & Psychosocial Instruments	$1,145.00	*$1,202.25*	*$1,235.19*	*$1,325.00*
Health Reference Center/Nursing Research	$3,352.00	*$3,352.00*	*$619.50*	*$4,010.00*
IEEE (New Pkg)	$8,200.00	*$8,570.00*	*$18,280.00*	*$19,200.00*
Institute of Physics--Pkg APS	$10,905.00	*$11,020.00*	*$11,135.00*	*$11,135.00*
Institute of Physics--Pkg Z	$1,617.04	*$1,657.20*	*$1,636.11*	*$2,003.00*
JSTOR Health, Life Sciences, & General Sciences	$6,000.00	*$6,000.00*	*$6,000.00*	*$6,000.00*
LWW Nursing E-book collection	$0.00	*12,380.55*	*$620.00*	*$625.00*
LWW Nursing Journals	$0.00	$0.00	*$8,859.00*	*$9,708.00*
MathSciNet	$5,194.00	*$5,082.00*	*$5,479.39*	*$5,526.00*
Mental Measurements Yearbook	$992.63	$1,231.10	$1,329.63	$1,372.00
Methods in Enzymology	$0.00	$0.00	$,2,377.84	$0.00
MyiLibrary (e-books)			$5,000.00	$0.00

New Palgrave Dictionary of Economics	$0.00	$607.00	Cancelled	
New York Times Historical	$3,895.00	$3,926.74	$3,926.98	$0.00
NetLibrary (e-books)	$0.00	$23,000.00	$0.00	
Optics Infobase	$2,834	$3,139.90	$3,637.02	$3,710.00
Oxford Digital Reference Shelf	$0.00	$1680.00	$0.00	$0.00
Oxford Journals	$0.00	$7,297.50	7,635.00	
Oxford English Dictionary Online	$2,463.24	$2,593.50	$2,593.50	
Philosopher's Index	$1,500.00	$1,575.00	$1,989.60	$1,688.00
Resources for College Libraries (RCL)	$1,476.00	$1,626.00	Cancelled	$0.00
SAGE ebooks	$0.00	$0.00	$0.00	$2,481.00
SAGE Journals	$0.00	$27,442.53	$28,540.22	$32,875.00
Salem ebooks	$0.00	$0.00	$3,239.00	$335.00
Salem Press Reference	$0.00	$0.00	$3,239.35	
ScienceDirect (Elsevier)	$87,093.35	$67,058.00	$70,772.00	$74,311.00
SciFinder Scholar	$14,222.00	$16,355.00	$16,825.00	$17,300.00
Serials Solutions	$3,976.88	$4,367.00	$4,585.15	$4,821.00
Springer E-Books	-	$60,000.00	$10,000.00	$0.00
SpringerLink Journals	$12,177.59	$12,786.47	$14,343.44	$14,216.00
Taylor & Francis	$0.00	$18,650.00	$26,762.00	$20,843.00
Thieme Journals	$2,049.00	$2,292.00	$2,315.00	$2,456.00
UlrichsWeb	$1,814.40	$1,905.12	$2,000.00	$2,100.00
Valueline	$2,300.00	$2,415.00	$2,921.25	$2,921.00
Wall Street Journal	$7,760.00	$7,760.00	$7,995.00	$8,320.00
Web of Knowledge	$0.00	$82,368.00	$49,857.98	$48,283.00
Wiley Blackwell Journals	$50.013.72	$81,936.00	$87,231.26	$90,720.00
Web LTR (print jrnls converted to online format)			$7,998.43	

APPENDIX C – PROFESSIONAL STAFF AND CLERICAL STAFF

Professional Staff – Full-time
Wilma Jones, Professor, Chief Librarian

Rebecca Adler Schiff, Associate Professor, Head of Reference
Jonathan Cope Assistant Professor, Instruction/Reference Librarian
Alex Dudek, Information Technology Specialist
Ewa Dzurak, Assistant Professor, Cataloging Services Librarian
Brian Farr, College Laboratory Technician, System Manager
Antonio Gallego, HEO Assistant, Assistant Director of Media Services
Timothy Hasin, Assistant Professor, Acquisitions Librarian
James Kaser, Professor, Archivist
Mark Lewental, HEO, Director of Media & Library Technologies
Andrew Leykam, Assistant Professor, Coordinator of Inter-Library Loan
Mark Aaron Polger, Assistant Professor, Instruction/Reference Librarian
Linda Roccos, Professor, Electronic Information Services Librarian
Amy Stempler, Assistant Professor, Coordinator of Library Instruction
Judy Xiao, Assistant Professor, Periodicals Librarian
Stanley Zimmerman, Senior College Laboratory Technician, Media Specialist

Professional Staff – Part-time
Bruce Abrams, Adjunct Assistant Professor
Izabela Barry, Adjunct Assistant Professor
Lois Cherepon, Adjunct Assistant Professor
RoseAnn Delli Paoli, Adjunct Assistant Professor
Catherine Healey, Adjunct Assistant Professor
Lisa Holland, Adjunct Assistant Professor
Phillip Klingle, Adjunct Assistant Professor
Rebecca Lossin, Adjunct Instructor (Mar 2011- Present)
Edith Schmeiser, Adjunct Assistant Professor
Michael Smith, Adjunct Assistant Professor

Clerical Support Staff – Full-time
Elaine Beurnier, Administrative Assistant, Circulation/Reserves
Paula Drakontis, Office Assistant, Acquisitions
Barbara DuVal, Office Assistant, Periodicals
Jamila Vasser, Administrative Assistant, Chief Librarian's Office
Dorothy Walsh, Office Assistant, Inter-Library Loan & Document Delivery
Lillian Werner, Administrative Assistant, Media Services

Clerical Support Staff – Part-time
Jaison Abraham, College Assistant, Evening/Weekend Shelver/Counter Clerk
Grace Buono, College Assistant, Weekday Counter Clerk

Michael Caravella, College Assistant, Weekend Classroom Delivery Services
Jeffrey Coogan, College Assistant, Material Processor
Marie D'Amato, College Assistant, Weekday Counter Clerk
Michael DeAngelis, College Assistant, Classroom Delivery Services
Abdourahman Diallo, College Assistant, Technical Support Staff
Michael Diaz, College Assistant, Evening/Weekend Shelver/Counter Clerk
Stephanie Fazio, College Assistant, Evenings/Weekend Counter Clerk
Barbara Forchette, College Assistant, Copy Cataloguer
Venice Hall, College Assistant, Classroom Delivery Services
Carl Haynes, College Assistant, Weekday Shelver/Counter Clerk
Sarah Hennig, College Assistant, Evening /Weekend Counter Clerk
Daniel Johnson, College Assistant, Classroom Delivery Services
Pamela Jones, College Assistant, Material Processor
Mleeka Kahn, College Assistant, Weekday Shelver/Counter Clerk
Saer Kandji, College Assistant, Classroom Delivery Services
Jill Lifschitz, College Assistant, Evenings/Weekend Counter Clerk
Jonathan Liguori, College Assistant, Video Editing Technician
Vincent Molini, College Assistant, Copy Cataloguer
Chuks Okoye, College Assistant, Evenings/Weekends
Olivia Porch, College Assistant, Evening/Weekend Shelver/Counter Clerk
Angelina Raffaele, College Assistant, Weekday Shelver/Counter Clerk
Elaine Rocco, College Assistant, Media Reservations Clerk
Faisal Sharif, College Assistant, Evening/Weekend Shelver/Counter Clerk
Maria Sinclair, College Assistant, Chief Librarian's Office
Harold Sicker, III, College Assistant, Evenings/Weekend Counter Clerk
Denise Trapani, College Assistant, Media Reservations Clerk
Marsha Turner, College Assistant, Stacks Maintenance/Counter Clerk
Fletcher Vredenburgh, College Assistant, Weekend Classroom Delivery Services
Paula Yee, College Assistant, Material Processor
Roman Yurchenkov, College Assistant, Material Processor