College of Staten Island Library
Annual Report

2013/2014
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Selected Library Statistics

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</tr>
</thead>
<tbody>
<tr>
<td>Library faculty and professional staff (FT/PT)</td>
<td>16/12</td>
<td>18/10</td>
<td>16/10</td>
</tr>
<tr>
<td>Library staff (FT/PT)</td>
<td>6/34</td>
<td>6/30</td>
<td>6/31</td>
</tr>
<tr>
<td>Hours open during regular semester</td>
<td>112 hrs/wk</td>
<td>112 hrs/wk</td>
<td>112 hrs/wk</td>
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<td>Holdings: Books (volumes)</td>
<td>475,000</td>
<td>499,901</td>
<td>436,157</td>
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<td>Holdings: Databases</td>
<td>221</td>
<td>213</td>
<td>205</td>
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<tr>
<td>Holdings: Print Journals/e-Journals</td>
<td>83 / 65,828</td>
<td>102 / 55,602</td>
<td>105 / 52,078</td>
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<tr>
<td>Holdings: Audio-Visual materials</td>
<td>8,678</td>
<td>8,606</td>
<td>8,532</td>
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<tr>
<td>Holdings: Master’s Theses</td>
<td>338</td>
<td>282</td>
<td>265</td>
</tr>
<tr>
<td>Loans: Circulating books</td>
<td>18,316</td>
<td>22,081</td>
<td>28,352</td>
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<tr>
<td>Loans: Reserves (i.e., textbooks, calculators)</td>
<td>31,350</td>
<td>40,133</td>
<td>42,624</td>
</tr>
<tr>
<td>Loans: Laptops by students</td>
<td>9,433</td>
<td>13,678</td>
<td>21,542</td>
</tr>
<tr>
<td>Loans: Calculators</td>
<td>2,822</td>
<td>2383</td>
<td>2136</td>
</tr>
<tr>
<td>Loans: Group Study Rooms—average/month</td>
<td>7,612</td>
<td>516</td>
<td>485</td>
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<td>Inter-library Loans (items borrowed for CSI)</td>
<td>1,842</td>
<td>2,292</td>
<td>2,297</td>
</tr>
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<td>Inter-library Loans (items loaned to other institutions)</td>
<td>2,044</td>
<td>2,417</td>
<td>3,397</td>
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<tr>
<td>Library Instruction sessions</td>
<td>285</td>
<td>274</td>
<td>257</td>
</tr>
<tr>
<td># of librarians participating in library instruction</td>
<td>8</td>
<td>9</td>
<td>8</td>
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<tr>
<td># of students who attended library instruction sessions</td>
<td>7,125</td>
<td>6,845</td>
<td>7,196</td>
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<tr>
<td># of Computer Workstations/Laptops</td>
<td>175/50</td>
<td>175/70</td>
<td>175/70</td>
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<tr>
<td>Loans: Laptops by faculty for classroom</td>
<td>49</td>
<td>62</td>
<td>92</td>
</tr>
<tr>
<td>Loans: Projectors by faculty</td>
<td>18</td>
<td>59</td>
<td>62</td>
</tr>
<tr>
<td>Media deliveries and set up for classrooms</td>
<td>2,039</td>
<td>2,287</td>
<td>2,780</td>
</tr>
</tbody>
</table>
PART I:

REPORT FROM THE CHIEF LIBRARIAN
Executive Summary

The CSI Library has had a very productive and successful year in 2013/2014, despite a year of reduced budget for materials. 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: four (4) library faculty published articles in refereed journals or chapters in books: Jonathan Cope, Andrew Leykam, Mark Aaron Polger, and Amy Stempler; five (5) faculty members presented at eight national and regional conferences: Jonathan Cope, Valerie Forrestal, James Kaser, Mark Aaron Polger, and Amy Stempler; and two (2) faculty members, Kerry Falloon and Valerie Forrestal received Professional Development grants from METRO Libraries and CUNY Office of Library Services. Brian Farr was awarded tenure in the rank of College Laboratory Technician. Aleksander Dudek received the 2014 Dolphin Award for Outstanding Service to the College by a Member of the Non-Instructional Staff--CLT or IT Specialist. The Chief Librarian was promoted to Associate Dean.

- Total allocation for expenditures on library materials amounted to $763,041.22 (68.7/FTE) for monographs, subscriptions, and supplies. This amount is 11.4% less than last academic year’s allocation--$861,322.75 (77.5/FTE)

- A total of 69,957 items were borrowed for use within and outside of the library, a decrease of 14.4% from the previous year. Circulating items include the monograph collection, textbooks, music scores, theses, calculators, laptops, and the use of group study rooms. The substantial decrease in circulation statistics of monographs is mostly attributed to the significant increase in the availability and use of e-books. Increased usage occurred in the use of calculators (18%), and group study rooms (47%).

- The impact of the e-book collection has become apparent with the decrease in use of print monographs. To date, 50,352 e-books have been added to the collection, funded primarily through consortia with other CUNY Libraries and OLS, for a total of 223,620 volumes of e-books. The most used e-book databases are: i) Ebrary; ii) EBSCO e-books; iii) Gale Virtual Library; iv) Oxford Reference online; and v) Springer Link e-Books.

- The Library Instruction Committee developed a one-credit bearing course targeted to first-year students. The course, entitled “Beyond Google: Research for College Success” (LIB 501) is designed for a seven-and-a-half week period. Four sections of this course are scheduled to run as a Topics Course in Fall 2014 and Spring 2015 (LIB 501).

- Special workshops were offered in September 2013 and April 2014 targeted to intermediate and advanced users. These workshops were cross-listed as CLUE programs. Each workshop received a
surprising number of 15+ attendees. Topics included “2013 NYC Election Guide to Online News and Opinion,” “Local data sources for New York City,” “Using RefWorks to manage your citations,” “Using government information sources online,” “Introduction to the Archives,” “Using Interlibrary Loan to your advantage,” and “Using Google Scholar effectively.”

- Among the many items acquire by the Archives & Special Collections unit were two rare maps of Staten Island -- Henry Francis Walling 1859 wall map of Staten Island (one of three known copies) and Colton’s 1891 Staten Island map (one known copy), and a signed copy of Pulitzer Prize winning Staten Island author Paul Zindel’s *Confessions of a Teenaged Baboon*.

- A fundraiser for the Library took place in February 2014 via an Appeal Letter for matching funds of $14,000 from CUNY to support resources for graduate programs. To our delight, over $22,000 was raised.

- The Library co-sponsored several programs of “Conversations on Education,” spearheaded by the Dean of Education, Dr. Kenneth Gold and the “Dean’s Symposium,” spearheaded by the Dean of Humanities and Social Sciences, Dr. Nan Sussman. As a compliment to these programs, a selective bibliography was created by a librarian on each of the topics presented and distributed at the event.

- Hosted *One Soul: When Humanity Fails*, a traveling exhibition about the Holocaust sponsored by the Afikim Foundation. This exhibition is the first in a series that explores the Holocaust and it includes four built-in interactive audio/videos. The exhibit was complimented by a lecture the Library co-sponsored with Hillel Students Club on May 30, 2014 to commemorate Holocaust Remembrance Month.

- The physical 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 and programs, including the New Faculty Orientation, the “When Humanity Fails” Traveling Exhibit, Continuing Education program, Faculty/Staff Recognition Ceremony, Lavender Commencement Ceremony, and the President’s Reception for Dolphin Winners on Commencement Day.
GOALS ACHIEVED IN 2013/2014

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. Notwithstanding, this annual report will document the new initiatives as well as areas that were 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 objectives fulfilled in each of the goals developed for 2013/2014. Part II of this document provides a summarized version of reports submitted by each of the coordinators of service points in the Library. Part III provides a list of goals and objectives for next academic year, 2014/2015. Lastly, Part IV provides a budget request for 2014/2015.

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 in the 2013/2014 with the intent to also complete, strengthen, and improve upon some of the goals initiated in previous years. 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 $104,384.00 from the 2014 CUNY Financial Aid Initiative, the Library was able to expand and strengthen core collections of print and e-book collections.
- A Collection Development grant from NYSED of $14,563.62, secured by Kerry Falloon and Wilma Jones, was used to boost the developing collections of TESOL, Human Geography, Italian Studies, Latin-American Studies, and Social Work.
- Received $12,000 from CUNY for graduate studies materials, which was matched by the CSI Foundation. Subject areas augmented were Physical Therapy, Nursing, Business, History, Cinema Studies, and Social Work.
• Sought and acquired materials appropriate for the CSI Archives and Special Collections, including two the acquisition of two rare maps of Staten Island.
• Coordinated with the Office of Advancement to raise funds via letter appeal; raised over $22,000 from friends and supporters of the College.
• Continued to perform thorough reviews of gift items for addition to the collection. Received several significant donations including books from the Estate of Rose Volpe; books on African History from Prof. Calvin Holder; books on Russian History from Prof. Smith-Peter; books on East Asia studies from Prof. Janet Dudley, and books on American History from Prof. Richard Powers.

Total additions to the collection stand at:

- **52,111** titles were added to the monograph collection, including:
  - 50,352 e-books
  - 1,350 monograph titles
  - 410 textbook titles
- **72** DVDs were added to the media collection;
- **10,226** e-Journals were added through periodicals databases; and
- **2** new databases was added to the electronic resources collection; 6 databases were augmented with additional titles. These 7 include:
  - Ebrary (augmented with 20,000 e-books)
  - Gale Virtual Library (augmented with 114 titles)
  - Films on Demand (augmented)
  - JStor (augmented with XI and XII collections)
  - Media Educational Documentary Films (NEW)
  - New York Times Digital (NEW)
  - Palgrave Connect eBooks (augmented with 1,072 e-books)
  - Salem Press (augmented with 37 titles)
  - Springer Link eBooks (augmented with 10,881 e-books)

(full description of these databases can be found on page 18)

Total expenditures for library materials amounted to **$763,041.22**, and includes the following:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Monographs (print)</td>
<td>$19,429.18</td>
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<tr>
<td>E-Books</td>
<td>$33,716.57</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$42,465.75</td>
</tr>
<tr>
<td>E-Resources (e-jrls primarily)</td>
<td>$264,252.41</td>
</tr>
<tr>
<td>Periodicals (online)</td>
<td>$247,617.90</td>
</tr>
<tr>
<td>Periodicals (print)</td>
<td>$9,030.00</td>
</tr>
<tr>
<td>Live-Streaming Media</td>
<td>$23,653.50</td>
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<tr>
<td>DVDs</td>
<td>$4,973.66</td>
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<tr>
<td>Microforms</td>
<td>$7,285.20</td>
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<tr>
<td>Memberships</td>
<td>$4,777.00</td>
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<tr>
<td>Contracts</td>
<td>$19,423.83</td>
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<tr>
<td>Office Supplies</td>
<td>$4,976.48</td>
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<tr>
<td>Library Supplies</td>
<td>$1,887.11</td>
</tr>
<tr>
<td>Repairs</td>
<td>$3,587.29</td>
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<tr>
<td>Software</td>
<td>$1,418.00</td>
</tr>
<tr>
<td>Advertising/marketing supplies</td>
<td>$955.20</td>
</tr>
</tbody>
</table>
Figure 1. Total Library Expenditures in Percentages.
Goal Two: Continue to improve access to the various collections available in and outside of the Library
- Using WordPress, redesigned and transformed the Library Website into a responsive, mobile 
  friendly site which was launched in December 2013. Migrated all content to the new site with the 
  exception of the webpages for the Archives & Special Collection, Inter-Library Loan, and contents 
  on the Intranet.
- Implemented the circulation of DVDs. Response has been minimal, will need further promotion.
- Augmented e-book collections through various vendors and publishers as appropriate to match 
  the college curriculum.
- Completed the transition of research guides from the old Subject Resource Management System 
  to LibGuides, a new tool that facilitates better access to our e-resources. All research guides were 
  updated and streamlined.
- Explored and implemented a new service model for chat reference in December 2013 called 
  QuestionPoint. This new service provides 24/7 coverage, and we do so in collaboration with 
  CUNY libraries and other institutions, nationwide.
- Converted most of the print journals to electronic format.
- Continued to develop a local library collection in the Macauley College space for Honors’ 
  students.
- Streamlined guidelines and improved Inter-Library Loan/Document Delivery services for patrons. 
  The brochure for the unit was updated and distributed to new faculty.

Goal Three: Continue to support learning and research by providing class, group, and individual 
instruction to students and faculty
- Provided 285 library information literacy sessions, an increase of 4% over last year’s figures, 
  including 58 “Introduction to the Library’s Resources and Services” workshops.
- Developed our first one-credit bearing course targeted to first-year students entitled “Beyond 
  Google: Research for College Success” (LIB 501). This course was designed as a seven-and-a-half 
  weeks period and four sections are scheduled to run as a Topics Course in Fall 2014 and Spring 
  2015 (LIB 501).
- Collaborated with classroom faculty on curricular-based projects using primary resources from 
  the Archives and Special Collections. A Media Culture class utilized the materials from the John 
  Sampson Papers, and two Historical Methods courses utilized the Protectors of pine Oak Wood 
  Collection, and the Andrew Young eighteenth century letter.
- Continued efforts to integrate information literacy into the majors, particularly by disciplines 
  within the Division of Science & Technology.
- Provided walk-in workshops in September 2013 and April 2014 targeted to intermediate and 
  advanced users. These workshops were cross-listed as CLUE programs. Each workshop received a 
  surprising number of 15+ attendees. Topics included “2013 NYC Election Guide to Online News 
  and Opinion,” “Local data sources for New York City,” “Using RefWorks to manage your citations,” 
  “Using government information sources online,” “Introduction to the Archives,” “Using 
  Interlibrary Loan to your advantage,” and “Using Google Scholar effectively.”
- Designed and conducted library workshops in January 2014 for faculty to become more effective 
  users of information resources available at the CSI Library.

Goal Four: Promote use of the services and resources of the library
Continued to promote the CSI Library services and resources via exhibits, newsletters, Chat reference, CSI email-blasts, FaceBook, and Twitter. To date, the CSI FaceBook account has 533 followers (up 14% from previous year) and the CSI Twitter account has 245 followers (up 37% from previous year). Instagram and Pinterest accounts were created this academic year.

The Greener Library Committee sponsored two programs featuring CSI faculty member Ashley Dawson on the topic of reducing carbon footprint, locally and globally.

Archives and Special Collections sponsored several programs including Author Talks featuring Professors Charles Liu, Cynthia Davis, David Gerstner and Jessica Burke, September 2013; and “Visual Depictions of Staten Island” by Barnett Shephard on Archives History Day in October 2013.

Implemented a standardized language in and around the Library building.

Installed new standardized signage in and around the Library building.

Pursued the renovation of the rotunda, which continues to have chronic leakage problem. Problem remains unfixed; however 1L is now in queue for CUNY facilities renovations.

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 Five: Create a comfortable and welcoming environment that inspires individual and collaborative learning

Reference librarians and the professional support staff continued to provide quality service to our patrons via the diverse avenues and interactions possible (i.e. in person, via telephone, e-mail, facebook, twitter, or chat/instant messaging).

Assessed, revised, and replaced signage with standardized language in and around the Library building.

Goal Six: Review and develop policies for use of resources and services

Updated all policies and guidelines on the Library Website before migrating to the new Website.

Developed a Marketing Plan, primarily created by the Outreach and marketing Committee. The plan will be ratified and implemented in Fall 2014.

Reviewed guidelines for promoting events/programs from the Outreach/Marketing Committee.

Reviewed and updated collection development guidelines for disciplines, e-resources, and reference.

Reviewed Disaster Preparedness Plan and update assignment of fire/emergency marshals.

Institutionalized guidelines for signage in the Library.

Goal Seven: Create an environment conducive in support of professional growth for all library faculty and staff

Two full-time library faculty were awarded sabbatical leaves. Two dynamic adjunct librarians were recruited to fill their positions.

Implemented a bi-annual “All Staff Meeting” to better facilitate communication for all members of the department.

Supported faculty members to secure travel grants—two received Provost Travel Grant; one
received LACUNY Professional Development Travel Grant; and two received a grant from the
CUNY Office of Library Services to attend the Metro Management Institute.

- Provided professional development support for junior and senior faculty members, as well as
  adjunct faculty. Discussed the trends of e-books and changes in existing databases.
- Recruited an intern from Pratt Institute, School of Information and Library Science.
- Utilized additional work-study students to support the services in Archives, Media Services,
  Stacks, Technology Support, and Reference Services.

- **Goal Eight: Development of the Library**
- 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, which include:
  - Attended to institutional goals (i.e. PMP) concerning the Library in which all targets were met.
  - Crafted a “Thank You” letter addressed to all Friends of the College. The letter described
    recent activities and resources available at the CSI Library. Letters arrived in most mailboxes
    during the 2013 Thanksgiving Weekend.
  - Proposed revised language to the CSI By-Laws Committee in anticipation of the forthcoming
    revised for CSI Governance Plan to (i) include clearer language to describe the purpose of
    the Library/Faculty Advisory Committee, (ii) expand the committee of members include three
    additional (3) seats for an undergraduate student, a graduate student, and a faculty to
    represent the interdisciplinary programs; and (iii) update the duties of the Chairperson of the
    Department of the library to include the fact that this individual oversees not only the
    facilities but is responsible for enhancing all existing collections, services, and programs.
  - Proposal for new carpet for all three floors was considered and public spaces on two floors
    received new carpet at the end of this fiscal year.
  - Proposal was granted for additional study chairs and tables to furnish new study group rooms.
  - Supported academic programs in their pursuit of accreditation with the acquisition of specific
    resources. These programs include, i.e. School of Business, Nursing, Social Work, and Physical
    Therapy.
  - Supported new academic initiatives with additional resources to bolster collections in these
    new areas. Areas include Italian Studies baccalaureate program, Latin-American studies, and
    Autism Studies certificate program.
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, DVDs, 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:
Kerry Falloon, Assistant Professor, Acquisitions Librarian
Paula Drakontis, Office Assistant
Princy Goonewardene, College Assistant

Activities this academic year:
- Processed 469 invoices for the amount of $769,995.74 for library materials, subscriptions, supplies, contracts, and services.
- Acquired more than 2,179 new items, including 1216 print monograph titles, 410 textbooks, 23 DVD titles. In addition, one (1) live-streaming video databases was acquired that included 72 videos and documentaries, along with the purchase of 211 e-books selected by librarians from various university presses or database aggregators.
- Accepted over 2,802 donated books and additional items, including four major donations. These include four major donations from the Estate of Rose Volpe; African American Studies Collection from Prof. Calvin Holder, Russian History Collection from Prof. Susan Smith-Peter; and Electrical Engineering collection from Prof. Mohamed Yousef.
- Established an approval plan for K-12 Text collection as a pilot project. Will evaluate its success and consider whether to expand approval plans to other collections.
- 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. Email acknowledgements (84) were sent out to inform faculty that their requests had arrived.
- Implemented Centralized Online Resources Acquisitions and Licensing (CORAL), an open source management system that will further streamline e-resources information pertaining to vendor contacts and contracts.
- Integrated all acquisitions activities into CUNYfirst e-procurement system during summer 2013, and has increased work.
- Exhaustive review of print periodicals that are available in online format were updated to online only format; e-journals and back-files were also updated for several packages including Wiley and Duke University Press.
- Worked with Coordinator of Reference to weed and cancel duplicate reference titles (44) in print (mostly standing orders) that were now available in aggregated databases online.
- Revised the online request form for acquiring materials for migration to the new Website.
- Unwanted gifted donations that were sent to the Better-World Book donation program raised $103.94 for the Library and $34.65 to the National Center for Family Literacy, the CSI Library’s choice of partner for charitable donation.
- Recruited the new college assistant, Princy Goonewardene, to assist with processing invoices and donation management.
• An Acquisitions Manual for staff in acquisitions was completed to include training materials and workflow processes.

Goals for the next academic year, 2014/2015:

• During the last week of May, review and close out all CSI order records for monographs and AV on order older than 60 days.
• Complete the transition of acquiring most periodicals in electronic format.
• Implement Patron Driven Acquisition pilot program for selection of individual electronic books.
• Complete data entry of CORAL by end of summer 2014 so that it can be fully utilized during FY15.
• Continue de-duplication project of reference materials with Coordinator of Reference.
• 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
Stephanie Fazio, College Assistant, Copy Cataloguer
Pamela Jones, College Assistant, Material Processor

Activities this academic year:

- Attended training for the implementation of new cataloging standard RDA: Resource Description and Access (RDA), organized by CUNY Cataloging Committee.

- Catalogued over 4,300 items, including new and gifted materials. Table 1 on page 15 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 83 items were added to the library's holdings of book titles, including 56 CSI master's theses.

- Original cataloguing of visuals materials were processed regularly. To date, 72 DVDs and VHS video items were added to the library's holdings.

- 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, 475 titles have been processed.

- Identified book facility that repairs books. These books were identified as titles that were worthy to support the curriculum, but were either out of print or two expensive to replace with new copy, and were too difficult for on-site repair. First set of 85 books were returned in fine condition; plans to continue with same vendor next year for up to two or three shipments per year.

- 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 2013 and 2014.

- Four hundred and ten (410) textbooks acquired for fall and spring semesters were catalogued into CUNY+ reserve module. More than 70 textbook titles from prior academic year were removed from the reserves collection, and those in good condition and current for the circulating collection were re-coded for stacks.

- Evaluated and selected items to be catalogues from several significant gifted donations including books from the Estate of Rose Volpe; books on African History from Prof. Calvin Holder; books on Russian History from Prof. Smith-Peter; books on East Asia studies from Prof. Janet Dudley, and books on American History from Prof. Richard Powers.
- 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 as deemed necessary.
- Trained replacement of one college assistant in the unit for a copy-cataloguer position.
- Cleaned up files in Aleph in preparation for migration to version 21 scheduled for July 2014.

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

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<th></th>
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<td>Book titles added</td>
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<td>4103</td>
<td>2575</td>
<td>2333</td>
<td>1618</td>
<td>3685</td>
</tr>
<tr>
<td>Added copies</td>
<td>448</td>
<td>1037</td>
<td>346</td>
<td>536</td>
<td>169</td>
<td>437</td>
</tr>
<tr>
<td>Added volumes</td>
<td>213</td>
<td>309</td>
<td>200</td>
<td>37</td>
<td>163</td>
<td>269</td>
</tr>
<tr>
<td>Total monographs added</td>
<td>4047</td>
<td>5449</td>
<td>3121</td>
<td>2903</td>
<td>1950</td>
<td>4391</td>
</tr>
<tr>
<td>Serials</td>
<td>7</td>
<td>23</td>
<td>8</td>
<td>4</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Theses</td>
<td>4</td>
<td>27</td>
<td>6</td>
<td>17</td>
<td>20</td>
<td>56</td>
</tr>
<tr>
<td>DVDs and Videos</td>
<td>157</td>
<td>205</td>
<td>106</td>
<td>63</td>
<td>74</td>
<td>72</td>
</tr>
<tr>
<td>Electronic materials</td>
<td>15</td>
<td>32</td>
<td>1306</td>
<td>88</td>
<td>14</td>
<td>128</td>
</tr>
<tr>
<td>CD ROMs/Music CDs</td>
<td>17</td>
<td>128</td>
<td>397</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Musical Scores</td>
<td>0</td>
<td>74</td>
<td>674</td>
<td>218</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawn copies</td>
<td>604</td>
<td>478</td>
<td>1132</td>
<td>759</td>
<td>224</td>
<td>295</td>
</tr>
<tr>
<td>Withdrawn titles</td>
<td>2077</td>
<td>2239</td>
<td>964</td>
<td>435</td>
<td>180</td>
<td>280</td>
</tr>
<tr>
<td>Total items withdrawn</td>
<td>2681</td>
<td>2717</td>
<td>2096</td>
<td>1194</td>
<td>404</td>
<td>475</td>
</tr>
</tbody>
</table>

Goals for the next academic year, 2014/2015
- Train staff in Technical Services in using the new version 21 of Aleph, including the e-reserves module.
- Implement new RDA cataloguing rules
- Catalog e-books purchased by CSI.
- Continue weekly cataloguing of special collection materials.
- Continue to replace fading labels (call #’s).
SYSTEMS MANAGEMENT REPORT

Staffing:
Brian Farr, College Laboratory Technician, Systems Manager
Jaison Abrams, College Assistant, Technical Support Staff
Michael Diaz, College Assistant, Technical Support Staff
Joseph Frusci, College Assistant, Technical Support Staff
Brian Lykes, College Assistant, Technical Support Staff (October 2013 - )

Activities this academic year:
- Deployed new staffing model for better service and coordination with librarians at reference desk.
- Transition from college-owned server to new department-owned library web server.
- Configured Wordpress as new library content management system (CMS).
- Configured new acquisitions system: CORAL (Centralized Online Resources Acquisition & Licensing).
- Upgraded public computer workstations (110), lab PCs (40) staff PCs (18), and library faculty PCs (8), to Windows 7.
- Coordinated transfer of faculty user accounts and web sites to new OIT faculty web platform.
- Maintained inventory of computer hardware in the Library.
- Maintained & repaired aging PC hardware throughout the Library.
- Addressed numerous web security issues to insure continued availability of Library web presence.
- Received an additional line of one college assistant to support coverage during evenings and weekends.
- Utilized one (1) work-study student to support tech support services during weekends.

Goals for the next academic year, 2014/2015

- Continue to support Library Web servers.
- Upgrade to Aleph v.21 and train staff on new interface & features.
- Replace all defective laptops with new hardware.
- Explore requirements for integration of iPads for loan program.
- Coordinate with Office of Information Technology to ensure timely installations.
- Continue to coordinate with Office of Information Technology to ensure timely installations.
- Continue to install upgrades of computing resources in the Library.
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 Circulation/Reserves Unit
Elaine Beurnier, Administrative Assistant
Barbara DuVal, Office Assistant

George Adames, College Assistant, Evenings/Weekend Counter Clerk (Sept - )
Marilyn Blenman, College Assistant, Evenings/Weekend Counter Clerk
Grace Buono, College Assistant, Weekday Counter Clerk
Marie D’Amato, College Assistant, Weekday Counter Clerk
Jill Lifschitz, College Assistant, Evenings/Weekend Counter Clerk (through April 2014)
Marianne Melfi, College Assistant, Evenings/Weekend Counter Clerk
Angelina Raffaele, College Assistant, Weekday Counter Clerk
Michael Marchese, Jr., College Assistant, Evenings/Weekend Counter Clerk (May 2014 - )
Chuks Okoye, College Assistant, Evenings/Weekends Counter Clerk
Olivia Porch, College Assistant, Evening/Weekend Counter Clerk
Faisal Sharif, College Assistant, Evening/Weekend Counter Clerk
Harold Sicker, III, College Assistant, Weekday Counter Clerk
Marsha Turner, College Assistant, Stacks Maintenance Clerk

Activities this academic year:

- A total 69,957 loans were transacted through the Circulation/Reserves Unit. Twenty-seven percent of these transactions (18,713) were for circulating books (down 15% from 22,081 titles in 2012/2013) and the remaining 73% (51,244) were for items on reserves, such as textbooks, laptops, calculators, CDs, Theses, and geological stones, (down 14% from 59,658 titles in 2012/2013).

- TI-89 calculators, (40) continue to be popular especially during mid-terms and finals. Usage increased 18% from 2,383 in 2012/2013 to 2,822 in 2013/2014.

- Integrated DVDs (limited collection) into the circulating collection. Response has been minimal.

- Integrated new Empl-ID into Aleph at the beginning of fall semester.

- Use of group study rooms increased 47% from 5,158 students using the rooms in 2012/2013 to 7,612 in 2013/2014.
Goals for the next academic year, 2014/2015

- Implement Aleph version 21 and provide training to all staff on changes from version 18
- Create a mobile app course reserves items.
- Update call # cards in stack ranges to better facilitate locating of circulating books.
- Explore new methods of promoting the circulation of DVDs.

Top Twenty-five (25) Textbooks checked out in 2013/2014

<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Anatomy &amp; Physiology - 6th edition by Saladin</td>
<td>$166.65</td>
</tr>
<tr>
<td>2.</td>
<td>Human Anatomy &amp; Physiology – Laboratory Manual by Martin</td>
<td>$151.60</td>
</tr>
<tr>
<td>3.</td>
<td>Organic Chemistry - 8th and 9th editions by Carey</td>
<td>$273.40</td>
</tr>
<tr>
<td>4.</td>
<td>Calculus: Early Transcendentals 1st and 2nd editions by Rogowski</td>
<td>$160.25</td>
</tr>
<tr>
<td>7.</td>
<td>These United States -- v.1, v.2, &amp; v.3 by CSI-Cor 100</td>
<td>$64.10</td>
</tr>
<tr>
<td>8.</td>
<td>Psychology: A Framework For Everyday Thinking by Lilienfeld</td>
<td>$154.80</td>
</tr>
<tr>
<td>10.</td>
<td>Organic Experiments – 9th edition by Fieser &amp; Williamson</td>
<td>$293.25</td>
</tr>
<tr>
<td>13.</td>
<td>Chemistry 121 – Lab series</td>
<td>$63.45</td>
</tr>
<tr>
<td>18.</td>
<td>Elementary Algebra by Bittenger</td>
<td>$141.65</td>
</tr>
<tr>
<td>19.</td>
<td>Biological Science - 4th and 5th editions by Freeman</td>
<td>$216.65</td>
</tr>
<tr>
<td>20.</td>
<td>Physics with Health Science Applications by Urone</td>
<td>$180.75</td>
</tr>
<tr>
<td>22.</td>
<td>Precalculus Mathematics for Calculus 5th edition by Stewart</td>
<td>$125.65</td>
</tr>
<tr>
<td>23.</td>
<td>Chemistry 127 – Lab series</td>
<td>$47.75</td>
</tr>
</tbody>
</table>

The average cost of the top 25 textbooks used was **$199.65**.
ELECTRONIC INFORMATION SERVICES REPORT

Staffing:
VACANT, Electronic Information Services Librarian
Duties of this unit were shared by Professors Ewa Dzurak, Kerry Falloon, Mark Aaron Polger and Wilma Jones.

Activities this academic year:

- Facilitated the renewals, new acquisitions, and de-accessions of electronic subscriptions. The 2013/2014 expenditures on e-resources amounted to $549,719.94, approximately 10% lower than the previous year’s expenditures ($611,706.13).

- A total of twenty-nine (29) databases were funded by the $296,486.58 allocation from the Student Technology Fee.

- Acquired two new electronic resources databases, noted below:
  - Media Education Foundation (Live Streaming Videos) collection consists of 78 high quality documentary films that focus on the social, political, and cultural impact of American mass media, especially in relation to gender, race, class, health, and consumerism. All titles in the collection have unique URLs, which can be embedded in Blackboard or linked to syllabi and web pages.
  - New York Times Academic Pass provides access to NYTimes.Com and the NYTimes apps from any devise and any location upon registering for an account using one’s CUNY college email address.

- Converted several print journals to online format and activated over 50 subscriptions in the Serials Solutions database.

- The impact of the e-book collection has become apparent with the decrease in use of print monographs. To date, 50,352 e-books were added to the collection, funded primarily through consortia with other CUNY Libraries and OLS, for a total of 223,620 volumes of e-books. The most used e-book databases are:
  - i) Ebrary (146,634 downloads);
  - ii) Early American Imprints (1,642 downloads);
  - iii) Gale Virtual Library (7,344 downloads);
  - iv) Oxford Reference online (537 downloads); and
  - v) Springer Link e-Books (5,928 downloads).
  N.B. Downloads could either be chapters or the entire book.

- 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 20 most accessed databases and the top 20 most downloaded databases used at CSI during the 2013 calendar year:
<table>
<thead>
<tr>
<th>Most Accessed Databases</th>
<th>Searches</th>
<th>Most Downloaded Databases</th>
<th>Full-Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Image Collection</td>
<td>161,083</td>
<td>1 Academic Search Premier</td>
<td>81,522</td>
</tr>
<tr>
<td>2 Academic Search Premier</td>
<td>158,998</td>
<td>2 ScienceDirect (Elsevier)</td>
<td>25,043</td>
</tr>
<tr>
<td>3 PsycINFO</td>
<td>67,802</td>
<td>3 PsycARTICLES</td>
<td>23,679</td>
</tr>
<tr>
<td>4 CINAHL Plus with Full Text</td>
<td>51,380</td>
<td>4 CINAHL Plus with Full Text</td>
<td>14,224</td>
</tr>
<tr>
<td>5 PsycARTICLES</td>
<td>47,919</td>
<td>5 Business Source Complete</td>
<td>10,634</td>
</tr>
<tr>
<td>6 ERIC</td>
<td>32,492</td>
<td>6 HighWire Press (Open Access J)</td>
<td>9,265</td>
</tr>
<tr>
<td>7 MedLine with FullText</td>
<td>30,908</td>
<td>7 SAGE Premier Journals</td>
<td>8,758</td>
</tr>
<tr>
<td>8 SocINDEX with Full Text</td>
<td>30,337</td>
<td>8 Education Full-Text</td>
<td>6,576</td>
</tr>
<tr>
<td>9 Business Source Complete</td>
<td>26,533</td>
<td>9 Taylor/Francis Hayworth Jrls</td>
<td>6,138</td>
</tr>
<tr>
<td>10 Business Videos</td>
<td>26,262</td>
<td>10 American Chemical Society Jls</td>
<td>6,137</td>
</tr>
<tr>
<td>11 MarketLine/Medtrack Profiles</td>
<td>26,259</td>
<td>11 SpringerLink with FullText</td>
<td>5,928</td>
</tr>
<tr>
<td>12 America: History &amp; Life</td>
<td>26,038</td>
<td>12 MedLine with Full Text</td>
<td>5,707</td>
</tr>
<tr>
<td>13 Health Source: Nursing</td>
<td>25,552</td>
<td>13 SocINDEX with Full Text</td>
<td>5,048</td>
</tr>
<tr>
<td>14 Health &amp; Psychosocial Instr</td>
<td>25,048</td>
<td>14 Education Research Complete</td>
<td>4,142</td>
</tr>
<tr>
<td>15 Communication &amp; Mass Media</td>
<td>24,320</td>
<td>15 MedLine with Full Text</td>
<td>3,835</td>
</tr>
<tr>
<td>16 MasterFILE Premier</td>
<td>24,311</td>
<td>16 MasterFILE Premier</td>
<td>3,558</td>
</tr>
<tr>
<td>17 Military &amp; Government Coll.</td>
<td>21,580</td>
<td>17 Communication &amp; Mass Media</td>
<td>2,799</td>
</tr>
<tr>
<td>18 GreenFILE</td>
<td>20,782</td>
<td>18 Oxford English Dictionary</td>
<td>2,366</td>
</tr>
<tr>
<td>19 ArtStor</td>
<td>20,110</td>
<td>19 Social Sciences FullText</td>
<td>2,271</td>
</tr>
<tr>
<td>20 Historical Abstracts</td>
<td>19,650</td>
<td>20 Oxford University Press Jrls</td>
<td>2,081</td>
</tr>
</tbody>
</table>

**Goals for the next academic year, 2014/2015**

- Recruit a new Electronic Resources Librarian
- 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 LibGuides 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.
- Continued to improve services to our patrons by collaborating with units in the Library.
- ILLIAD now has 1,302 registered users (420 faculty/staff and 8882 students) up from 1,257 in May 2013.
- Fulfilled 1,842 of 2,233 requests of articles and books for students and faculty (1,123 articles and 719 books) # # % 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 2,044 of 7,053, 71% of requests from other institutions (955 articles and 1,089 books). This increase is as result of implementing ILLIAD and a microform/scanner, both of which have improved speed of delivery.
- The average turnaround time for items to reach CSI patrons is 9.63 days. Articles usually are received in 2.41 days while loans generally take longer 9.87 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.

The two charts below demonstrate Inter-library Loan Transactions over the past eight (8) years:

### ILL requests fulfilled for CSI students and faculty:

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>1842</td>
</tr>
<tr>
<td>2012-2013</td>
<td>2292</td>
</tr>
<tr>
<td>2011-2012</td>
<td>2297</td>
</tr>
<tr>
<td>2010-2011</td>
<td>2420</td>
</tr>
<tr>
<td>2009-2010</td>
<td>2403</td>
</tr>
<tr>
<td>2008-2009</td>
<td>1277</td>
</tr>
<tr>
<td>2007-2008</td>
<td>1679</td>
</tr>
<tr>
<td>2006-2007</td>
<td>2326</td>
</tr>
</tbody>
</table>

### ILL requests provided to other institutions

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>2044</td>
</tr>
<tr>
<td>2012-2013</td>
<td>2417</td>
</tr>
<tr>
<td>2011-2012</td>
<td>3397</td>
</tr>
<tr>
<td>2010-2011</td>
<td>3693</td>
</tr>
<tr>
<td>2009-2010</td>
<td>1953</td>
</tr>
<tr>
<td>2008-2009</td>
<td>1261</td>
</tr>
<tr>
<td>2007-2008</td>
<td>1570</td>
</tr>
<tr>
<td>2006-2007</td>
<td>1118</td>
</tr>
</tbody>
</table>
Top Ten Inter-Library Loan Requests by Department in 2013/2014

1. 13% - Education
2. 12% - Biology
3. 10% - History
4. 7% - World Languages and Literatures
5. 5% - Chemistry
6. 5% - Political Science/Economics/Philosophy
7. 4% - Nursing
8. 4% - Media Culture
9. 3% - English
10. 3% - Neuroscience

Goals for next academic year, 2014/2015:
- Continue to streamline and improve ILL/DD service for patrons utilizing ILLIAD.
- Expand IDS membership and services to help improve ILL/DD services.
- Utilize Copyright Clearance Center service to process items for fees quicker.
- Update the information on the ILL webpage in preparation for migration to the new Website to include an introductory webpage.
- Update drop down menu in ILL forms to reflect the newly established CSI departments.
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

Nine (9) librarians participated in teaching library instruction, including the Coordinator of Library Instruction. They include: Rebecca Adler-Schiff, Jonathan Cope, Elizabeth Hicks, James Kaser, Andrew Leykam, Mark Aaron Polger, Amy Stempler, Judy Xiao, and adjunct instruction librarian, Anne Hays.

Activities this academic year:

- Provided 285 library information literacy sessions, an increase of 4% over last year’s figures, including 58 “Introduction to the Library’s Resources and Services” workshops.
- Instruction sessions were spread over 20 disciplines: 20 were for the graduate courses, 74 were 200-400 level courses, and 185 were 100 level courses.
- The Library Instruction Committee developed a one-credit bearing course targeted to first-year students. The course, entitled “Beyond Google: Research for College Success” (LIB 501) is designed for a seven-and-a-half week period.
- Seven (7) special workshops were offered in September 2013 and April 2014 targeted to intermediate and advanced users. These workshops were cross-listed as CLUE programs. Each workshop received a surprising number of 15+ attendees. Topics included “Local data sources for New York City,” “Using RefWorks to manage your citations,” “Using government information sources online,” “Introduction to the Archives,” “Using Interlibrary Loan to your advantage,” and “Using Google Scholar effectively.”
- In collaboration with the Department of English, implemented a pre- and post-assessment tests for selected Library Instruction sessions for ENG 151 courses.
- The Archives partnered with several professors to create archives-based class projects. Classes were from English, Communications, History, Photography, Sociology, Psychology, and Education.
- Ten librarians participated in the New Student Orientation program, leading over 3,000 participants over an 8-week period in a tour of the Library.
- Updated content on the Library Instruction webpage in preparation for migration to the new Website.

Goals for next academic year, 2014/2015:

- Assess LIB 501 and make necessary improvements for the course to be fully regularized in FY16.
- Develop the Embedded Librarianship program to include multiple visits to the Library Learning Lab, visits to classrooms, consultations with students, or 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.
- Present assessment projects at in-house professional service program.
- Design and conduct library workshops for faculty in January 2015 throughout the semesters.
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
Assistant to the Archivist (VACANT)
CUNY Office Assistant (VACANT)
Jeffrey Coogan, College Assistant, Archival Processor
Sarah Hennig, College Assistant, Archival Processor
Roman Yurchenko, College Assistant, Archival Processor

Activities this academic year:

- Continued to acquire Staten Island materials. New discoveries included two rare maps -- Henry Francis Walling 1859 wall map of Staten Island (one of three known copies) and Colton’s 1891 Staten Island map (one known copy); a Pearl Minsky script and recording of a musical play based on Staten Island history, performed in the late 1990s; and a signed copy of Pulitzer-Prize-winning Staten Island author Paul Zindel’s *Confessions of a Teenaged Baboon*.

- Supplemented our collection of Staten Island fiction and history, e.g. *Staten Island Scenery, Regenerative Infrastructures* (about transforming Fresh Kills Landfill into a park), *Staten Island Short Stories, Murder and Mayhem on Staten Island*, 1960 report on Staten Island water supply, *Staten Island Church Records*, various magazine articles and monographs dating back to the mid 19th century.

- Supplemented our collection of Staten Island politics with Borough President Molinaro’s office papers and major retrospective accretion to the Staten Island Democratic Association Collection.

- Materials cataloged bibliographically through Technical Services included 75 items.

- Hosted *When Humanity Fails*, a traveling exhibition about the Holocaust sponsored by the Afikim Foundation. Re-installed the exhibit “Remembering Willowbrook” which featured the closure of the Willowbrook State School, materials of which were donated to the CSI Library by New York State Office for People with Developmental Disabilities.

- Notable researchers visited the Archives and Special Collections to find materials for projects on the following topics: Dr. William Birenbaum Papers; Greenbelt Environmental Education, Staten Island War Casualties, 19th Century Staten Island, Fresh Kills/Secession, Landfill Remediation, West Brighton Abolitionists, and the Transformation of the OPWDD.
The Archives partnered with professors in Education, English, History, Media Culture, Photography, Psychology, and Sociology to create archives-based class projects. Archival materials included the Protectors of Pine Oakwood Collection, John Sampson papers, and the Andrew Young eighteenth century letter.

Digitized Archival Audio Material according to archival standards (24bit 96khz) with inclusion of manual metadata (current repository totals 498GB).

Continued 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 (1,200 items).

Coordinated a series of programs, including: Archives History Day which featured the presentation by Barnett Shepard on “Visual Depictions of Staten Island”; Faculty/Staff Author Talks featuring books by Professors Charles Liu, Cynthia Davis, David Gerstner and Jessica Burke; and a Greener Library presentation by Professor Ashley Dawson on reducing carbon footprint.

Goals for next academic year, 2014/2015:

- Continue to seek out and acquire materials appropriate for the CSI Archives & Special Collections unit.
- Continue to collaborate with classroom faculty on curriculum-based projects using primary sources.
- Complete cataloging of the Interstate Environmental Commission 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

Moshin Abassi, College Assistant, Classroom Support Services
Michael Caravella, College Assistant, Weekend Classroom Support Services
George Davis, College Assistant, Classroom Support Services
Michael DeAngelis, College Assistant, Classroom Support Services
Daniel Johnson, College Assistant, Video Editing Technician
Saer Kandji, College Assistant, Classroom Support Services
Elaine Rocco, College Assistant, Media Reservations Clerk (through Jan 2014)
Denise Trapani, College Assistant, Media Reservations Clerk
Fletcher Vredenburgh, College Assistant, Weekend Classroom Support Services
VACANT, College Assistant, Weekend Classroom Support Services

Activities this academic year:
▪ There were 2,039 deliveries and set-ups of audiovisual software and equipment. Over the past three years there has been a consistent decrease in delivery of audiovisual materials as the installation and usage of SMART classrooms have expanded. A ten-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 trained with skills to support the SMART rooms. During this academic year, there were 1211 calls recorded for repair and/or assistance in SMART rooms. 845 (69.78%) of these repairs were proactive repairs.

▪ Services in support of non-classroom events throughout the campus included 762 deliveries and set-ups. Examples of these events and programs include the 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.

▪ Revised the content on the Media Services Webpage in preparation for migration to the new Website.

▪ Piloted lecture capture technology for a 300 level chemistry course.

▪ 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, COR100 Lectures series and other Class lectures, C-STEP, SEEK events, New Faculty Orientation, Housing Video, Phi Beta Delta, and Convocation.

- Assisted with research of media equipment and software needed by faculty and administrators for their projects, e.g. video equipment appropriate for a grant proposal, time-lapse camera to record the construction of student housing, etc.

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

**Classroom Deliveries from 2003/2004 through 2013/2014**

<table>
<thead>
<tr>
<th>Year</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>1042</td>
<td>14</td>
<td>923</td>
<td>60</td>
<td>2,039</td>
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<tr>
<td>2012-2013</td>
<td>1290</td>
<td>62</td>
<td>935</td>
<td>100</td>
<td>2,809</td>
</tr>
<tr>
<td>2011-2012</td>
<td>1451</td>
<td>49</td>
<td>1209</td>
<td>71</td>
<td>2,780</td>
</tr>
<tr>
<td>2010-2011</td>
<td>1649</td>
<td>41</td>
<td>1251</td>
<td>207</td>
<td>3,148</td>
</tr>
<tr>
<td>2009-2010</td>
<td>2430</td>
<td>49</td>
<td>1800</td>
<td>230</td>
<td>4,509</td>
</tr>
<tr>
<td>2008-2009</td>
<td>2094</td>
<td>75</td>
<td>1920</td>
<td>293</td>
<td>4,382</td>
</tr>
<tr>
<td>2007-2008</td>
<td>2215</td>
<td>39</td>
<td>1919</td>
<td>255</td>
<td>4,428</td>
</tr>
<tr>
<td>2006-2007</td>
<td>2520</td>
<td>62</td>
<td>2145</td>
<td>278</td>
<td>5,005</td>
</tr>
<tr>
<td>2005-2006</td>
<td>2369</td>
<td>36</td>
<td>2097</td>
<td>295</td>
<td>4,797</td>
</tr>
<tr>
<td>2004-2005</td>
<td>2549</td>
<td></td>
<td>2295</td>
<td>253</td>
<td>5,097</td>
</tr>
<tr>
<td>2003-2004</td>
<td>2516</td>
<td></td>
<td>2427</td>
<td>345</td>
<td>5,288</td>
</tr>
</tbody>
</table>

**GRAND TOTAL** | **43,956**

**Goals for next academic year, 2014/2015:**

- Recruit to replace line for Audio-Visual Technician.
- Move from pilot phase to broadly promoting lecture capture technology (Panopto), which records and delivers on demand tutorials and lectures to students.
- De-accession the 16mm Film collection.
- Institute record management for video and photograph requests.
REFERENCE SERVICES

Staffing:
Rebecca Adler Schiff, Associate Professor, Coordinator of Reference Services (on sabbatical leave Jan-June 2014)
Jonathan Cope, Assistant Professor, Virtual Reference Services

Full-time reference librarians include: Ewa Dzurak, Naomi Gold (through Oct 2013), Kerry Falloon, Valerie Forrestal, Elizabeth Hicks, James Kaser, Andrew Leykam, Mark Aaron Polger, Amy Stempler, Judy Xiao.

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

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 8:00am – 6:30pm during weekdays; and with ten (11) adjunct librarians who work weekday evenings from 6:00pm – 10:00pm and on weekends from 8:00am – 10:00pm. The library building remained open until midnight seven days a week. During final exams week the library had extended hours with professional librarians staffing the desk form 10pm – 3am.

- Implemented a formal procedure for in-depth research consultations for students and faculty. Sixty-seven (67) consultations were documented.

- Revised the Reference Services webpage in preparation for migration to the new Website.

- CSI joined the CUNY QuestionPoint Chat Reference Cooperative in December 2013 after running solo with an open source client since 2009. This cooperative offers chat reference assistance 24 hours a day 7, days a week. During hours when CSI librarians are unavailable, librarians at other universities, and sometimes in other time zones, answer patron questions. Likewise CSI librarians answer questions from students at other universities and libraries when they are unavailable. Questions asked by CSI users increase by 120%. This increase is also attributed to the fact that the chat reference link is available on many more webpages in the newly designed Website.

- One hundred and eighty (110) questions were received via the Library’s e-mailbox. 74 questions were about job opportunities in the Library; 36 were reference or directional questions.

- Reference Services meetings were held for part-time librarians in February 2014. Issues dealing with reference services in all its formats (in person; phone; online) and time frames (weekdays, evenings, and weekends) were addressed. The scope and unique characteristics of one e-book database were presented and demonstrated by every adjunct librarian present. Special presentations were given
by Prof. Valerie Forrestal about developing LibGuides and Prof. Jonathan Cope about the new Chat Reference Service.

- 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, 2014/2015:**
- Develop a reference collection policy statement for the growing e-reference collection.
- Monitor and evaluate the new Chat Reference Service.
- Analyze data collected from reference survey conducted in 2013/2014.
- Explore new methods of promoting newly acquired e-reference titles to librarians and patrons (e.g. APA Handbooks, Encyclopedia of Social Work, Oxford Reference, Gale Virtual Library, Salem Press titles, etc.).
WEB SERVICES

Staffing:
Valerie Forrestal, Assistant Professor, Virtual Reference Services

Activities this academic year:
- With input from the library’s website subcommittee, designed and built a new website framework, using WordPress as a content management system. Launched new library website in December 2013. New enhancements include (i) responsive to mobile devices; (ii) chat reference window installed on most second level webpages; and (iii) the integration of LibGuides to streamline access to various databases.
- Migrated all Joomla content to the new WordPress website, with the exception of webpages for Inter-Library Loan and Archives & Special Collections, and Intranet content.
- Migrated the Library Newsletter and Reference Digital Notebook to WordPress Multisite.
- Built custom catalog search to search across all reserves collections.
- Migrated all online forms to Google Drive and created new online forms for Acquisitions, Microform request, Library Instruction request, Library Promotions, Internship Applications, Reserves request, Reference Transaction Log, and Reference Services Survey.
- Created LibGuides template based on researched best practices for online library research guides and facilitated migration of online research guides from Subject Resources Management System to LibGuides, including 2 workshops for librarians, and one-on-one guidance as needed.
- Monitored website using Google Analytics as of Spring 2014. Some web statistics are noted below:
  - 153,008 sessions; 220,167 pageviews
  - Busiest days: Monday, Wednesday, and Thursday
  - Top 5 countries viewing the website: US (92%), UK, Canada, India, and Germany
  - 50% of all site visits come from on-campus
  - 8% of all site visits are on a mobile device (5% phone/3% tablet; 72% iOS/26% Android
  - Top 5 pages used:
    - Databases by subject
    - Hours
    - Student Services
    - Off-Campus Access
    - Student Workshops

- Analyzed and utilized feedback regarding new design of the new Library Website:
Goals for next academic year, 2014/2015:

- Migrate remaining webpages on old server to new Library server website, i.e. Inter-Library Loan and Archives & Special Collections, and Intranet content.
- Utilize focus groups to improve the Website.
- Work with Systems Manager to implement Primo into the Website, a discovery tool to facilitate better use of e-resources.
PART III:

GOALS FOR NEXT YEAR: 2014/2015
Goals for 2014/2015

The CSI Library aims to continue to provide relevant, diverse, and current resources to meet the scholarly needs of its expanding student body and faculty. Eight goals have been developed for the 2014/2015 academic year, with the intent to complete, strengthen, and improve upon some of the goals initiated in 2013/2014. These goals are:

- **Goal One:** Improve and strengthen the collections
  - Continue to emphasize collection development for new academic priorities (i.e. TESOL, East Asia Studies, Autism Studies, Latin-American Studies, Arabic Studies, Legal Studies), and programs preparing for accreditation.
  - Continue to build collection development for core curriculum, evolving programs, and inadequately supported areas of research and teaching.
  - Continue to seek and acquire materials appropriate for the CSI Archives and Special Collections.
  - Implement a new Collection Management Policy that addresses life cycle management of Library’s information resources (i.e. print and e-collections covering standing orders, multimedia, and periodicals).
  - Coordinate with the Office of Advancement to raise funds to support library resources and to establish a “Friends of the Library” group.
  - 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
  - Continue to expand online access to scholarly materials through digitization and licensing arrangements.
  - Complete the content migration of the Library website with regards to the webpages for the Archives & Special Collection, Inter-Library Loan, and Intranet content.
  - Pilot the use of iPads/iPad minis in the library environment.
  - Replace low functioning laptops with latest version.
  - Review analytics and feedback from focus groups about the new Library Website.
  - Evaluate data from gap analysis project to determine strengths and weaknesses in the collection.
  - Convert remaining print journals to electronic format.

- **Goal Three:** Continue to support learning and research by providing class, group, and individual instruction to students and faculty
  - Implement LIB 501 in fall 2014 and assess in spring 2015
  - Integrate the use of virtual clickers into library courses and information literacy sessions
  - Work on transformation of LIB 501 to online format for fall 2015
o Continue efforts to integrate information literacy into the majors, in particular disciplines in the Division of Science & Technology.

o Collaborate with classroom faculty on curricular-based projects using primary resources.

o Introduce or embed interactive educational technologies (such as information literacy online tutorials, research guides) via Blackboard in library instruction sessions or workshops.

o Design and conduct library workshops for faculty to become more effective users of information resources available at the CSI Library.

o Upgrade broadcast software in Digital Library Lab.

o Implement lecture capture technology (Panopto) to deliver on demand tutorials and lectures to students.


o **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 e-mail, display cases, e-newsletter, chat reference, FaceBook, and Twitter.

o Implement the Marketing Plan and use it to prioritize continuing and new activities


o **Goal Five:** Create a comfortable and welcoming environment that inspires individual and collaborative learning

o Continue to provide quality service to our patrons via diverse interactions (i.e. in person, via telephone, e-mail, or chat/instant messaging).

o Assess technology infrastructure, user services, and spaces for study, collaboration, and teaching in the Library; specific focus will be given to the repurposing of identified underutilized areas.

o Conduct assessment of facility to ensure a match for academic expectation and needs (i.e., primary attention to signage, carpet replacement, chronic ceiling leaks, and environmental and climate control).

o Continue to seek support for 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.


o **Goal Six:** Review and develop policies

o Implement guidelines for i) promoting events/programs from the Outreach/Marketing Committee; ii) collection development; and iii) social media.

o Formalize the following ad-hoc committees: Assessment; Collection Development; Exhibit; Greener Library; Instruction; Library Technology; Marketing and Outreach; and Facility and Renovations.

o Complete By-Laws for the Department of the Library

o Review Disaster Preparedness Plan and update assignment of fire/emergency marshals.


o **Goal Seven:** Create an environment conducive in support of professional growth for all library faculty and staff
Recruit exceptional faculty and staff who are committed to our service culture and philosophy. Current needs include: (1) an Evening/Weekend Instruction Librarian; (2) an Electronic Resources Librarian; (3) an Assistant to the Archivist; and (4) a College Laboratory Technician.

Engage faculty and staff in setting goals and direction for library services and annual assessment.

Continue to provide opportunities of professional development support for junior and senior faculty members, as well as adjunct faculty to enhance existing skill base.

Provide a supportive work environment for faculty and staff.

Continue to recruit graduate library school students as interns in the Library.

Utilize more work-study students in appropriate areas.

**Goal Eight: Development of the Library**

Prepare a self-study for an external review in Spring 2015.

Present a proposal for the cost of new carpet for third floor and additional furniture and equipment.

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 2014/2015
BUDGET REQUEST FOR 2014/2015

Budget Request for materials and resources
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 continued expanding enrollment (15% since fall 2007), there continues to be heavy usage of not only of the facility, but specifically e-resources and items on reserve, such as laptops, calculators, and group study rooms. Hence, additional funding is needed to replace furniture or materials on reserve and/or update them. In addition, we aim to support new areas of academic priorities that need library resources and these include the following programs: TESOL, East Asia Studies, Autism Studies, Latin-American Studies, Arabic Studies, and Legal Studies. Moreover, with the development of the new academic structure of Schools, the appropriate resources to support the accreditation of the new programs within these schools will also be needed.

The CSI Library anticipates to spend approximately $967,600.00 in materials for the Library to maintain current resources and to purchase all of the resources mentioned in the above paragraph. To meet this amount, we expect a base allocation of $300,000.00; special allocation from the President and/or Provost of $200,000.00; student technology Fee of $300,000; Matching Funds and Grants of $60,000.00, and CUNY Financial Aid Textbook Initiative of approximately $108,000.00. We hope that this amount requested will be awarded as it will cover the 6% average annual increase in e-subscriptions, as well as restore two major databases cancelled last year. 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.

The Library received a partial facelift with the replacement of carpet in the public areas of the first and second floors. We now pursue the replacement of carpet for the remaining areas, i.e. third floor and staff office areas on the first and second floors. Cost for this project is estimated at $235,688.40.

A multi-year budget has been created to map out anticipated expenditures over the next four years. Please see the attached document labeled Appendix A.

Budget Request for Personnel
The expanding enrollment has placed a strain on every department at CSI, the Library being no exception. We have reviewed and assessed the anticipated needs of the Library with regards to staffing, especially with the anticipated increase in use of the facility since the residence halls opened in August 2013. We therefore request the addition of three (3) faculty tenure-track lines in the functional titles of: Evening/Weekend Instruction Librarian, (2), Electronic Resources Librarian, and (3) Assistant to the Archivist. These three positions are critical in support of the expanding services of the library, in particular the library instruction program and the rapidly-changing landscape of locating and effectively using the current an emerging formats of information resources available to students and scholars.
In addition, we continue to pursue two requests for the addition of one (1) technology support staff member **(College Laboratory Technician)** to provide support and supervision during evening and weekend shifts and the replacement of one (1) fulltime clerical staff **(CUNY Office Assistant)** for the Archives and Special Collections unit, a position that is critical to maintaining the day-to-day operations of the unit.

Lastly, with the new status of the Chief Librarian as Associate Dean, I respectfully request an Executive Assistant to enable me [the Chief Librarian] to pursue additional responsibilities efficiently.

**Conclusion**

As we approach first academic year of Dr. William Fritz’ term as President, we hope that Library will receive higher priority for additional funds to augment the Library’s base allocation. The Library remains committed to supporting CSI’s strategic plan as the College purports to expand with additional schools and thus be better positioned to compete with aspiring and peer-institutions. As such, the Library aims: (i) to recruit creative and talented personnel to support the development of the Library, and (ii) to purchase the appropriate materials with the requested budget identified above that will better support the Colleges’ current curriculum, research activities, and new initiatives underway.
APPENDICES
## APPENDIX A: Library Multi-Year Budget, FY 2014 to FY 2018

<table>
<thead>
<tr>
<th></th>
<th>2013/14</th>
<th>2014/15</th>
<th>2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monographs (print and e-books.)</strong></td>
<td></td>
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</tr>
<tr>
<td>Core books for undergrads and graduates*</td>
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<td>New books to build &amp; support new init’ves**</td>
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<td><strong>Textbooks (Student Government)</strong></td>
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<td>$25,000.00</td>
<td>$25,000.00</td>
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<tr>
<td><strong>E-Resources (e-jrls)</strong>***</td>
<td>$520,900.31</td>
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<td>$680,000.00</td>
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<tr>
<td><strong>Live Streaming Media &amp; DVDs</strong></td>
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<td><strong>Microforms</strong></td>
<td>$7,285.20</td>
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<td><strong>Memberships</strong></td>
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<td>$5,000.00</td>
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<tr>
<td><strong>Office Supplies</strong></td>
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<tr>
<td><strong>Library Supplies</strong></td>
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<tr>
<td><strong>Repairs</strong></td>
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<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Archives &amp; Special Collections (#518)</strong></td>
<td>$520,900.31</td>
<td>$650,000.00</td>
<td>$680,000.00</td>
</tr>
<tr>
<td><strong>Equipment &amp; Software</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculators</td>
<td>$1,418.00</td>
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<td>$5,000.00</td>
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<tr>
<td>Laptops/iPads</td>
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<td>$5,600.00</td>
<td>$6,400.00</td>
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<tr>
<td>LCD Projectors</td>
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<td>$5,600.00</td>
<td>$6,400.00</td>
</tr>
<tr>
<td>Software/Clickers</td>
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<td>$5,000.00</td>
<td>$5,000.00</td>
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<td><strong>Travel</strong></td>
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<td>$967,600.00</td>
<td>$975,900.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>$928,745.54</td>
<td>$1,203,288.40</td>
<td>$1,090,900.00</td>
</tr>
</tbody>
</table>

| **Personnel** |             |             |             |
| College Assistants | $361,352.00 | $360,000.00 | $365,000.00 |
| Adjuncts | $158,000.00 | $158,000.00 | $160,000.00 |
| **Grand Total** | $519,352.00 | $518,000.00 | $525,000.00 |


** ** TESOL, East Asia Studies, Data Analytics, Autism Studies, Legal Studies, Physician Assistant, Arabic Studies, Physical Therapy, Electrical Engineering, Earth & Environmental Studies.

** Ea East Asia Studies, Dz Data Analytics, Autism Studies, Legal Studies, As Physician Assistant, Str Arabic Studies, En Physical Therapy, Str Electrical Engineering, Str Earth & Environmental Studies.
*In 2013/2014, CSI received $104K from the CUNY Textbook Initiative funds. Guidelines for use of these resources included materials for undergraduate and not to be used for subscriptions.

**Line item for Grants. 1) CUNY matching funds for graduate resources is aligned with developing resources for new programs: Collection development fund from NY State funds areas of academic priority. Subject areas identified in each of the years above.

***2014/15 cost of e-journals to include the restoration of Wiley Journals ($95K) and Web of Science Database ($50K). In addit included for subsequent years

**** We would like to complete carpet replacement with carpet/tiles of the whole library by FY16. Quote has been secured for Awaiting quote for cost of replacing carpet in office areas on 1st and 2nd floors of the Library in FY16.
## Appendix B: Cost of Database Subscriptions, 2010/11 – 2013/14

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<td>Access World News</td>
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<td>Advances in Polymer Science</td>
<td>$2,110.00</td>
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<td>$0</td>
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<td>America: History and Life/Historical Abstracts</td>
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<td>American Chemical Society Journals &amp; Archives</td>
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<td>American Civil War Database</td>
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<td>$125.00</td>
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<td>American Inst. of Physics Journals (9 titles)</td>
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<td>$2,003.00</td>
<td>$2,720.00</td>
<td>$9,351.08</td>
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<td>$11,385.00</td>
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<td>APA handbooks</td>
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<td>ARTStor</td>
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<td>Brill’s New Pauly Encyclopedia</td>
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<td>$105.00</td>
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<td>Cabell’s Directories (all)</td>
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<td>Cambridge Companions/Histories</td>
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<td>Duke e-journals</td>
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APPENDIX C – PROFESSIONAL STAFF AND CLERICAL STAFF

Professional Staff – Full-time
Wilma Jones, Associate Dean & 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
Naomi Gold, Assistant Professor, First Year Experience Librarian (through Oct. 2013)
Elizabeth Hicks, Assistant Professor, Evening/Weekend Instruction Librarian
Kerry Falloon, Assistant Professor, Acquisitions Librarian
Brian Farr, College Laboratory Technician, System Manager
Valerie Forestal, Assistant Professor, Web Services Librarian
Antonio Gallego, HEO Assistant, Assistant Director of Media Services
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, First Year Experience Librarian
Amy Stempler, Assistant Professor, Coordinator of Library Instruction
Judy Xiao, Associate Professor, Reference Instruction 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 (through Jan. 2014)
Michael Smith, Adjunct Assistant Professor
Anne Hayes, Adjunct Assistant Professor (Feb. 2014 - )
Dennis Schaub, Adjunct Assistant Professor
Stefka Tzanova, Adjunct Assistant Professor (Feb. 2014 - )

Clerical Support Staff – Full-time
Elaine Beurnier, Administrative Assistant, Circulation/Reserves
Paula Drakontis, Office Assistant, Acquisitions
Barbara DuVal, Office Assistant, Circulation/Reserves
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
Mosin Abbasi, College Assistant, Classroom Delivery Services
Jaison Abraham, College Assistant, Weekday Technical Support
George Adames, College Assistant, Evenings/Weekends Counter Clerk
Marilyn Blenman, College Assistant, Evenings/Weekends Counter Clerk
Grace Buono, College Assistant, Weekday Counter Clerk
Jeffrey Coogan, College Assistant, Material Processor
Marie D’Amato, College Assistant, Weekday Counter Clerk
Michael DeAngelis, College Assistant, Classroom Delivery Services
Michael Diaz, College Assistant, Weekday Technical Support
Stephanie Fazio, College Assistant, Copy Cataloguer
Joseph Frusci, College Assistant, Evenings/Weekends Technical Support
Princy Goonewardene, College Assistant, Technical Services
Sarah Hennig, College Assistant, Archives & Special Collections
Daniel Johnson, College Assistant, Video Editing Technician
Pamela Jones, College Assistant, Material Processor
Saer Kandji, College Assistant, Classroom Delivery Services
Jill Lifschitz, College Assistant, Evenings/Weekends Counter Clerk (through March 2014)
Brian Lykes, College Assistant, Evenings/Weekends Technical Support
Michael Marchese Jr., College Assistant, Evenings/Weekends Counter Clerk
Michael McGee, College Assistant, Weekday Classroom Delivery Service
Marianne Melfi, College Assistant, Evenings/Weekends Counter Clerk
Chuks Okoye, College Assistant, Evenings/Weekends (through May 2014)
Olivia Porch, College Assistant, Evenings/Weekends Counter Clerk
Angelina Raffaele, College Assistant, Weekday Counter Clerk
Elaine Rocco, College Assistant, (through Jan. 2014)
Faisal Sharif, College Assistant, Evenings/Weekends Counter Clerk
Muhammad Sheikh, College Assistant, Weekday Classroom Delivery Service
Harold Sicker, III, College Assistant, Weekday Counter Clerk
Erkan Sinan, College Assistant, Weekday Classroom Delivery Service
Maria Sinclair, College Assistant, Chief Librarian’s Office
Denise Trapani, College Assistant, Media Reservations Clerk
Marsha Turner, College Assistant, Stacks Maintenance/Counter Clerk
Sarodh Uggalla, College Assistant, Weekday Classroom Delivery Service
Fletcher Vredenburgh, College Assistant, Weekend Classroom Delivery Services
Paula Yee, College Assistant, Material Processor
Roman Yurchenkov, College Assistant, Material Processor