THE NEW BRUNSWICK LIBRARIES

ANNUAL REPORT

2004-2005

PREPARED BY
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AND

THE STAFF AND LIBRARIANS OF THE NEW BRUNSWICK LIBRARIES

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INTRODUCTION

2004-2005 proved to be another year filled with challenges and accomplishments for the New Brunswick Libraries. As will be seen in the highlights and appended full annual reports below, achievements occurred in many areas. This was all accomplished during another transition year where there is not as yet a permanent director and there has been much discussion of change in structure. Throughout this period the staff and faculty have stayed focused on our main mission, serving the informational needs of the faculty and students of Rutgers University.

Significantly, the New Brunswick Libraries, along with several Cook departments and centers, and SCILS, were successful in obtaining an award for $94,500 through a USDA/CREES Higher Education Challenge Grant entitled “Virtual Collaboratory for Food and Nutrition Business Information.” The project involves the creation of a new interdisciplinary course and active learning opportunities for Cook College students in the use of information, data, and communication skills to work on real problems with partners from small businesses, start-up companies, and other organizations. Martin Kesselman is one of the two Project Directors and Karen Wenk and Ryan Womack are members of the project team.

The Margery Somers Foster Center also received excellent news, a $149,00 Getty grant to develop a database, Women Artist Archives National Directory. This is the result of the work of Ferris Olin, head of the center along with Judith Brodsky, faculty emeritus of Mason Gross School of the Arts. This directory will provide standardized information about archives and collections to support comparative analysis, holdings assessment, and collaborative initiatives. It will encourage repositories to process papers that are currently warehoused or inaccessible and inspire older artists to organize their papers for donation to appropriate research collections.

Rutgers University was unanimously elected as a full member of the AgNIC portal project (www.agnic.org) during ALA Midwinter. AgNIC is a collaborative effort of agriculture libraries in the US and elsewhere, coordinated by the National Agriculture Library, to highlight authoritative agriculture information and make it more accessible on the Internet. Rutgers Libraries will be working in the subject area of Food and Nutrition Business and Martin Kesselman will be our representative.

I want to point out for particular note the marketing innovations that the New Brunswick Information Services Steering Group developed as well as their creation of a New Brunswick Libraries online building directory.

There were many challenges this year, and they will follow us into the next. One of those challenges is the libraries’ state funding for collections. While, for example, our funding did increase in actual dollars for collections, the rise in cost of resources and the increasing amount we spend on networked resources, meant that an appropriate number of monographs or periodicals were not purchased. While electronic resources are extremely valuable, they do not negate the need for books and journals necessary to academic fields. The University must decide what kind of library it wants to meet the information need of the faculty, researchers and students in the 21st century. At our present level of funding we are not able to purchase new, cutting edge periodicals, requested by faculty. We do not purchase the number of monographs characteristic of a premier university. These are especially critical because they soon go out of print.
We are also at a crossroads in our organization in personnel needs. There are many new and wonderful opportunities, especially in the digital arena, but these take more staff with technical skills. At the same time we need to maintain traditional and needed services. While we are looking system-wide at our positions, as well as combining jobs and streamlining where we can, it can only go so far. If the University wants a library which is fully engaged in the panoply of digital possibilities to meet the needs of faculty, researchers and students, then it must give additional lines where critically needed.

Another challenge is how we respond to the changing use of our facilities. While our statistics for in-house use including reference, exit counts, and circulation statistics are down, we still get requests for more group study rooms and quiet study space. In surveys, while we are generally applauded for our services, we receive negative remarks about our facilities. As we see after the Douglass Library renovation, if you have a beautiful space more students will come. We need, therefore, to renovate and refurbish our spaces. In addition to some libraries being shabby; they are filled to capacity. We have concept documents and plans for several of our libraries. We need to fulfill those plans, especially for an addition to the Annex which will help all libraries. But, not all services are decreasing. This year we saw a remarkable increase in instruction, 22%. Therefore we need additional instruction classrooms as the role of librarians is changing and we offer more and more classes.

If patrons are not coming to us then we will need to think about going to them. We did it this year with our experimental program by going into the student centers and giving out pins so students could immediately use the libraries. Some librarians are experimenting with using AOL Instant Messenger to communicate with students. We need to continue to explore such venues to make the library more relevant to students by using approaches they understand. The libraries must also continue to explore getting materials to users, with technology, to the desktop. Again, this takes more staff time and technology.

The Route 18 construction project will have an impact on how we operate. To prepare, we purchased Video Conferencing equipment for the Douglass Library so librarians and staff can “attend” meetings from that side of town. New Brunswick has also reduced the number of meetings per year, including the New Brunswick Libraries faculty meetings. Librarians have also planned back to back meetings to make better use of time and travel.

On a personal note, I have enjoyed working with the wonderful staff and faculty of the New Brunswick Libraries as acting director. I could not have done my job without the assistance and wise counsel of Farideh Tehrani, as acting associate director, in the fall and Mary Fetzer, in the spring. Charlene Houser was also invaluable in keeping me on the straight and narrow. I want to thank Judy Gardner for becoming acting head of Access Services while Farideh Tehrani has been on sabbatical. I especially want to acknowledge the fine work done by Myoung Chung Wilson and Howard Dess in their long tenures, respectively, as heads of the New Brunswick Information Services Group and the New Brunswick Collection Group.
HIGHLIGHTS

Collection Development and Management

The New Brunswick Libraries Collection Group

The major activities engaged in by the New Brunswick Collections Group (NBCG) AY 2005 included:

- New Brunswick Libraries’ share of the total collection budget reached $3,081,000, up $42,000 or 1.4% higher than 2004. However this should not be considered in isolation from Central’s budget, which provided access to resources that benefit not only New Brunswick but the entire University and Central’s funding increased $263,000 or 7.8% this year.

  Monograph purchases for the New Brunswick Libraries via firm orders plus the New Brunswick approval plan totaled $450,000, which is a decrease of $53,000 (-10.5%) from 2004.

- Current periodical costs for New Brunswick Libraries totaled $2,155,000, up $118,000 or 5.8%, which represents primarily the inflation factor.

- Non-state expenditures totaled $1,189,000 an increase of $42,000 or 3.7% over last year.

- Total spending of state and non-state came to $4,374,000 which is up $188,000 or 4.5% over last year.

- The overall level of monograph purchases (state plus non-state funds), both in the sciences and the humanities, is still considered inadequate to the requirements of the university’s research and teaching missions. For the periodicals, there is an urgent need, especially in the sciences, to provide additional funds for the acquisition of cutting edge new journals that are in demand by our faculty and researchers. This need was documented by NBCG in the form of a “wish list” for serials and related resources across the full spectrum of academic subject areas represented in the University, totally $217,566 (please see appended document to the New Brunswick Libraries Collection group for the list).

- The decision to switch from Blackwell to YBP as approval plan provider for New Brunswick which necessitated a major educational and retraining program for selectors.

- An intensive review of collection development profiles for individual subject areas by selectors to make sure that their collection development requirements
matched the selection parameters utilized by YBP.

- Engagement of NBCG in several discussions about strategic planning for our collections. This effort culminated in a strategic plan draft that was submitted to the Collection Development Council and which was largely adopted by that body.

- Patricia Libutti is working with the Graduate School of Education as their syllabus construction reflects the change in education practice due to the *No Child Left Behind Act*. Teacher preparation courses are changing dramatically resulting in needed new resources in the libraries.

- The Libraries gaining international significance by now participating in the Latin Americanist Research Resource Project which aims to expand access to Latin American research resources through intensive cooperation amongst the project’s forty-five United States partner institutions and seven Latin American partners. Lourdes Vazquez, who spearheaded the effort, is the project manager. She also developed a collection profile in consultation with faculty and established a Brazil/Library of Congress deposit account.

- Joseph Consoli working on the approval plans of Shamansky and Worldwide for the Art Library so that all books are now accepted with 0% return rate.

- The Art Library received two significant book collections. The first a collection of over 3,000 books focusing on Italian Renaissance and Baroque art and theory that were gifted to the Art Library by the late Professor Rona Goffen. The second is a large collection of ephemeral contemporary art exhibition catalogues donated by art critic and writer Larry Qualls.

- Kayo Denda introduced the Library of Congress South Asia Cooperative Acquisitions program for English language monographs on women and gender published in India, Bangladesh, Pakistan, Sri Lanka, and Nepal.

- Bill Hemmig and Kayo Denda coordinated a project to increase Douglass Library’s holdings of the works of contemporary women playwrights and performance artists.

- Mary Fetzer accepted a small gift collection of hearings on the Nixon impeachment. She also negotiated the purchase of a 13 year backfile of the Federal Register on microfiche for $1,000, a savings of almost $16,000 if purchased commercially.

- Sara Harrington accepted a 500 volume collection on history and literature in French from the library of the late Professor Joseph Marthan of Richard Stockton College. We thank Bill Beardon, librarian whose generosity and collegiality is much appreciated.
Mei Ling Lo with Veronica Calderhead, started a subscription to Project Euclid, an important mathematical e-journal package available to the entire university.

James Niessen spearheading several initiatives including the book exchange program with Moldovan State University, which resulted in the acquisition of 27 books in Russian and Romanian. He also was able to acquire five scarce titles from the Slavonic Library in Prague, Chec Republic. As a result of new cataloging procedures and expedited presearching by volunteer Marina Fedosik, substantial progress has been made in the cataloging of the Zaprudnik Belarusica Collection. Mr. Niessen was able to offer 115 duplicates to the National Library of Belarus. He also established a South Asian Library Committee to advised him on acquisitions in the field. The libraries have joined the South Asian Microfilm Project of the Center for Research Libraries.

Ying Zhang is acting East Asian Librarian while Dr. Nelson Chou is on leave. She has initiated several projects including a project to preserve rare Chinese books in the collections, the weeding and binding of the periodical backlog, and the development of new acquisition procedures.

Ying Zhang started an exchange program with Zhongshan University Libraries, one of the largest academic libraries in China and with Shanghai Library. Under an informal protocol, EAL will send them duplicates, and they in turn will send EAL newly published books by the University Press and/or other publishers in mainland China at our request. For the FY, we have sent 246 volumes of used books and received in exchange 182 volumes of newly published materials.

Access and Collection Services Department

NBL Access and Collection Services staff collaborated with subject selectors on the LSM weeding project, gaining valuable experience in assessing workload, revamping procedures, employing batch withdrawals, and performing record merges. 16,515 books were processed representing 54% of the project. A complete date of May 2006 is anticipated for this project with 20% of the collection weeded or 35,652 volumes. Jill Nathanson was the librarian who was the project manager for the librarians. As part of the project identified a book from 1665 Book of Receipts and Medicines.

Data loggers were purchased for the entire RUL system through the RUL Preservation Committee. Temperature and humidity readings in selected areas of the stacks are currently downloaded and compiled monthly by Collection Services and Access Services Staff.

The Collection Management Functional Group planned and executed projects at a number of libraries, which resulted in improved user access to the collections. These
Collection Services staff coordinated a number of key RUL-wide collection management projects. Staff evaluated RUL subscriptions maintained by different vendors and performed a major subscription consolidation for the library system, successfully transferred all standing orders from Blackwell’s to YBP, and closed duplicate Kluwer print titles while adjusting 203 RUL subscriptions from print to online.

Staff started monitoring the status of state serial funds for the library system. This budget analysis allows the Libraries to prepare for retro invoices and for efficient use of committed funds.

Access services staff at Chang and Chemistry Libraries completed inventory of their active periodical titles, resulting in full MARC holdings record displays in IRIS. Phase one of preparation for transferring items from LSM's special collections area was completed and general collection weeding at LSM is ongoing.

Margery Somers Foster Center

The Margery Somers Foster Center had a very busy year. Among its many accomplishments it negotiated and accepted donation of painting by Ora Lerman from the Ora Lerman Foundation for the Arts and received her papers; the dedication was held in March 2005.

Other accomplishments include:

- Collaborating with colleagues in Special Collections and University Archives to train staff and students in processing several archival collections:
  - Drasin Family Papers (Buchalla)
  - Elizabeth Durham Papers (Winter)
  - Woman’s Club of Woodbury (NJ), Evening Membership Department Records, 1949-1993 (Traquair).

- Completion of the processing of Mary H. Dana Women Artists Series records and of the Contemporary Women Artists Archives.

- Researching through three organizations’ records, Women’s Caucus for Art, New York Feminist Art Institute, and Heresies Collective, to determine if there are missing records of individual officers. In addition, the information culled will provide a basis for beginning discussions with individual artists about the prospect of depositing their papers with the Foster Center. These collections will then supplement those already at Rutgers University.
• Deed of Gift signed by Miriam Schapiro to acquire her papers- a major collection.

• Began work on establishing a collection of papers of important women artists and fund-raising with Judith K. Brodsky. Schapiro’s and Lerman’s papers lay the foundation for this entity, which may become the Schapiro Archive on Contemporary Women Artists. Schapiro is lending support to seek funding to endow an archivist position for processing papers.

• Discussing with Jacqueline Clipsham, NJ artist, activist, leader in 504 legislation, to acquire her papers.

• Discussing with Joan Bartl to acquire the records of Words & Images, a 1970s NJ activist group that advocated the transformation of K-12 textbooks.

• Submitted pre-proposal for a Dodge Foundation grant for WAA/GS: Women Artists Archive/Garden State to collect and process papers of NJ women artists.

• Invited to submit grant proposal to the Getty Grant Program of the J. Paul Getty Trust and received an award of $149,000 for WAAND: Women Artists Archive National Directory. The Working Group meeting was held at the end of January.

• Received Certificate of Commendation from the American Association of State and Local History in recognition of “New Jersey Women’s History Web Site” in October 2004 in St. Louis.

Service and Service Enhancements for Users

Access and Collection Services

New Brunswick Libraries Access Services staff continued its tradition of providing innovative local services to faculty and students on the New Brunswick/Piscataway campuses, providing valuable input to the development of systemwide initiatives, and implementing new systemwide policies and procedures at local libraries.

θ Access Services staff provided 42,830 hours of access to library services, collections, and study space in New Brunswick libraries during the 2004-2005 academic year.

θ The New Brunswick libraries, including SMLR and Alcohol Studies, checked out 251,949 items (automated and manual circulation) to library borrowers in 2004-2005. Reserve circulation totaled 19,877 (automated and manual), reflecting the impact of PDF only article delivery, and the overall increase in electronic reserves.

θ The New Brunswick libraries filled 42,289 RDS book requests and 4,212 article requests for Rutgers patrons at other Rutgers libraries. Article delivery is declining as a result of increased use of electronic journals and Internet resources. In addition, the
New Brunswick libraries loaned 8,609 books and provided 4,758 articles to patrons at other institutions through Interlibrary Loan Services.

NBL access services staff filled 547, or 91%, of the 599 “Ask a Librarian” Access Services Team’s timeslots. Five new staff members were added to the team. There is currently a total of 25 NBL Access Services staff working on AAL for RUL.

The positive effect of Douglass Library’s building renovation was clearly evident in use statistics monitored by access services staff. The library’s exit statistics for July-Dec 2004 were 110,171, a 26% increase over exit statistics for the same time period in 2002, the last year the entire library was open. Access services staff at Douglass now share a desk with reference staff and are cross training to further develop combined information and circulation services at a single service point.

Staff streamlined and documented local workflow in a number of areas. For example, responsibility for processing Music Library RDS and ILL requests was successfully transferred from Douglass to Music Media staff. Group orientation sessions for new student employees were piloted; student job applications forms, guidelines for references, orientation packets, and job descriptions were updated. New RDS documentation, aged holds reports (for PALCI), new billing documentation for LOST-ASSUM training, instructions for circulating microforms, downtime directions, and the manual charge form were updated. New cash transmittal stamps were created, and scheduling of barred user reports revised.

NBL access services staff participated with the NBL Information Services Steering Group in a campus center outreach program in the fall. Ten staff members staffed information tables at the College Avenue and Busch Campus Centers for 8 hours/day for a two-week period, distributing PIN numbers, brochures and explaining remote access.

Staff participated in a series of security seminars delivered by campus community police officers in the fall of 2004. A personal safety workshop was conducted by a Douglass community police officer for student and voucher assistants.

NBL Access Services completely eliminated paper copies for reserve articles. This transition followed a multiple year study to determine the feasibility of providing only PDF copies of reserve articles. The transition went smoothly, with little or no inconvenience to users.

Staff participated in the systemwide web document delivery and billing working groups and subsequently were instrumental in the implementation of RDS web document delivery and LOST-ASSUM processing at RUL. Based on an analysis provided by NBL reserve staff, the entire RUL system went “paperless” and successfully introduced faculty and students to electronic copies only of articles on reserve.
A new queued holds report notifies patrons who request items that are subsequently put on Reserve, allowing users to pursue other delivery options to obtain the items. NBL reserve staff implemented a new file limit of 4.0 mb, thereby reducing the number of parts users needed to link to within a single document. Faculty were provided with the opportunity to put more material on reserve and request forms were revised to improve the filing of faculty requests.

NBL Access Services staff provided UMDNJ patrons with immediate verification and a more streamlined registration experience at the circulation desks at LSM and Alexander Library. An electronic file of eligible users provided by UMDNJ made this enhancement possible.

Access Services staff provided additional space for students studying in Alexander Library during reading and extended exam hours in the spring. The Reference Area was opened and doubled the seats available to students. A flier notifying students of the additional study space was posted at campus libraries.

The Circulation Functional Group worked with access staff at the Douglass Library to develop a document in support of Douglass’ seamless information initiative. The document was designed as a quick guide for reference staff in handing out PINS.

The Collection Management Functional Group created a standard range guide template. Templates for “LC Call Number” and “Shelved by Title” collections incorporate a standard appearance and ensure that necessary information is uniform among the NBL.

The Billling Functional Group provided valuable input to the Billing Working Group and successfully implemented new assumed lost billing procedures at local libraries.

In an effort to make payment of bills for ILL and E-ZBorrow materials more convenient for users, NBL access services staff will begin to accept payment at circulation desks for routine transactions, and will refer users with questions to Interlibrary Loan staff.

Print articles in the Rutgers collections requested by Rutgers users were delivered via the Internet (Web Document Delivery) beginning in June 2004. Throughout the year the RDS Functional Group refined documentation for staff engaged in this service. In addition, the Group suggested clear and user-friendly language updates for automated status messages and Pick-up notices, and error messages in iLink, the new IRIS interface.

The Security and Facilities Functional Group posted signs alerting patrons of the library’s use of electronic security system at unit entrance doors. The signs inform people with specific medical conditions about what to expect when being near or walking around magnetic fields. The Group also designed a tri-fold table tent alerting patrons to be aware of their belongings to avoid theft, discouraged use of cell phones,
and persuade against food/drink consumption while in the library. The table tent was distributed to all campuses.

The New Brunswick Libraries Information Services Steering Group

New Brunswick Libraries’s Information Services Steering Group developed innovative programs and services this year while at the same time continuing to manage strong reference and instruction programs.

• Reliable data continues to be collected using web-based reporting forms at the NBL website for reference/reference transactions. A new category of reporting that will capture the activities of NB librarians who serve as faculty supervisors for interns and independent studies was also added this year.

• NB librarians continue to provide research and informational assistance at the reference desks and in their offices (or in the departmental offices in some cases). The following numbers summarize the extent of these active services.

  0 28,188 reference and research queries were fielded in person and by phone at desks and via Ask A Librarian service by New Brunswick Librarians.
  0 20,993 directional in person and by phone at desks.
  0 3,433 individual and advanced research consultation sessions were held away from the reference desk.

• Information Commons at Douglass Library. Under the leadership of the Douglass Reference Team Leader, Kayo Denda, a number of new initiatives and explorations were undertaken to fully utilize the newly created Information Commons -- the first of its kind in RUL. Among these, a survey that aimed to identify the user population and to assess the needs for new services was conducted and a new information services model that cross-trained Access and Information Services team members was implemented. This was to test a model that provides an integrated and seamless information services. Due to its attractive new facilities, Douglass Library was the host site for the 22 visiting librarians from Scandinavian countries at the end of their participation in the Virtual Reference Conference in Cincinnati, Ohio.

• LSM librarians continue to work on the expansion of the documents card catalog and have installed a new patent workstation from the US Patent and Trademark Office. Librarians also continue to work on the updates of the LSM Quick Guides and have recently added a new one on psychology. The Math Library has a new improved bulletin board outside the library that contains news about RUL.

• Creation of NBL Online Directory. During the summer 2004, the ISSG NBL Online Directory Working Group was created jointly with Access Services team members. The group met regularly and completed its first version of the NBL online directory in August in time for its release for the fall, 2004 semester. The online directory can be found at: http://nbl/nbl_directory/index.html
• Martin Kesselman began to use his AOL instant messenger with both the students he has taught in classes as well as students he has assisted onsite at the libraries. This is the first steps to reach students in this medium with which they are so conversant.

• Karen Hartman completed and launched the Social Work subject guide, available via the RUL homepage. This is the first social work guide complied.

• Bill Hemmig, with Kayo Denda, created a finding aid Plays and Performance Texts by Selected Contemporary Women Writers, With Holdings Information for the Rutgers University Libraries which is designed to aid in the location of text by women playwrights and performance artists, whose works are often published in anthologies and journals.

• Patricia Libutti developed opening for site: ConnectED:Research Toolkits for Doctoral, Master’s and Faculty level inquirers in the Graduate School of Education, with the provision of a graduate student by the Dean of Instructional Technologies.

• Twice a year Jackie Mardikian presents and RUL orientation to all incoming graduate students in the UMDNJ Graduate School of Public Health. This year for the first time she was able to inform them that those who are in the joint RU/UMDNJ program are now eligible for remote access to our online databases and journals.

• In the last year the East Asian Library (EAL) made a concerted effort to enhance service by improving the EAL web presence, strengthening communication with faculty members through creating email service, and piloting SDD (Selective Document Dissemination) service to selective faculty members.

Multimedia Services (Media Center, Music Media, and Presentation Services)

The major activities engaged in by Multimedia Services include:

• Creation of Media Collection Subject Research Guide:

  Eighty (80 annotated subject lists were generated from ProCite database data are mounted as flat files under the RUL Subject Research Guides—General--Media Collections.

  (DisplayText cannot span more than one line!). These browsing aids are currently being updated by Jennifer Muller with the collaboration of Pam Johnson, LSM PC Coordinator.

• Digital Audio and Video

  Reserves are stable including 425 files digitized for use in 7 courses listed in IRIS and/or linked to 10 course .pdf files; and several people requested digital video including:
Captured and encoded a clip from "Modern Times" for American Studies instructor Dominique Padurano in late January;

Captured and encoded a series of videos of speakers for the Rutgers Middle East Studies Center, intended to be streamed on their web site;

Aided Professor Raymond Torres-Santos in capturing 16mm materials he owned into DVD format; and

Aided, including extensive trained student help, Professor Alan Williams, in capturing several 16mm out-of-print film titles into DVD format.

Booking statistics are stable at 3500 for the year.

- **Reserves**

  Media Center put 115 items on reserve for 14 courses.  
  Music Media put 887 items on reserve for 63 courses, including 11 non-music courses.

- **Mediavision**

  Mediavision service continues to grow. The fall semester saw, 304 cable casts for 21 courses and cablecast rights were granted for 4 titles, 16 distributors were contacted. Special events cablecasts were provided: Breast Cancer Awareness Month, World Food Day (October), and Great American Smokeout (November).

- **Presentation Services**

  Nearly 200 university clients were assisted with audio-visual equipment for over 400 events.

  Presentation Services introduced seven new duplication and reformating services and has expanded its videotaping service. Duplicating and reformating workstations now include the capacity to digitize: film loops, 8mm, Super 8mm and 16mm film formats, to VHS videotape and beta videotape or burned DVDs.

  Personnel in Media Services is stable. Due to the end of Mediavision implementation, increased ease of the booking operation, and documented need, 40% of the Media Center Administrative Assistant, Daphne Roberts, has been newly dedicated to the support of Presentation Services

**Support for Instruction**
The New Brunswick Libraries Information Services Steering Group

NB librarians taught 711 classes/tours/orientations reaching 9796 students (in first session classes). Among these:

- 560 sessions were for undergraduate classes
- 91 were for graduate classes
- 2 sessions were for RU faculty
- 7 sessions were for EOF students
- 7 sessions were for other groups at RU
- 15 sessions were for non-RU groups (including 7 sessions for high school students)

Under the leadership of Jeris Cassel, NBL started to hire part time lecturers for the sole purpose of teaching a large number of sections of English 201 and 301 courses, and other 100 and 200 level courses offered in multiple sections. During the Fall 2004 semester, Mira Foster, Kristen Fitzpatrick and Robin Brown (who served as Librarian V at Kilmer) taught in this capacity. For the Spring 2005 semester, Kristen Fitzpatrick, Jeannette de Richmond and Steve Chudnick will be teaching as NBL part time lecturers.

The Instructional Repository has become available via the NBL website. This is a web-based repository of library instruction materials (e.g., bibliographies, exercises, tutorials, etc.) developed and used by Rutgers librarians. Currently, the repository contains materials from librarians on the New Brunswick/Piscataway Campus. Its primary objective is to share instructional materials among librarians. The work on this database began in Summer 2003 and will continue as additional materials are added. Jeris Cassel serves as the project manager and is responsible for the concept of the repository and for content development.

To promote communication and sharing of instruction information among the adjuncts and Librarian V instructors, Jeris Cassel created the NBL_Instruction Listserv. NBL instruction coordinators are also on this listserv.

Jeris Cassel also created a short survey in order to obtain formal feedback from the English 201 and 301 course instructors and received feedback from 25 instructors, a return rate of 74%.

Anthony Joachim developed and advanced statistical analysis tool for dynamically accessing and interpreting online library instruction data as collected throughout the year. Individuals can create customized reports based on a number of criteria.

**Technical Services/Technical Infrastructure**

**Access and Collection Services**

New Brunswick Libraries collection services staff, in conjunction with the Technical Services
Core Working (TSCWG), started to redefine distributed technical services at Rutgers University Libraries during the first half of the 2004-2005 academic year. Workflows were redesigned and projects started which have resulted in new efficiencies and synergies between the department, central technical services, access services, systems, and the technical services departments on the Newark and Camden campuses.

- Collection services staff started to withdraw last copies in batch mode and to merge bibliographic records. These tasks, formerly performed by the Database Management Team, were employed in weeding and holdings update projects.

- NBL Access and Collection Services staffs were key participants in Rutgers’ beta test of Sirsi’s new Workflows 2004 client. It was tested by front-line access services staff in production mode at the circulation desks at LSM and Alexander, and by collection services staff in production for serials processing. Other modules were tested and NBL staff comments forwarded to Sirsi’s beta test coordinator and listserv.

- The Bibliographic Records Management and Government Publications Processing group placed 87 new subscriptions, sent 199 new titles for cataloging, and processed 190 title changes. Collection Services staff continued collaboration with other departments on implementing the MARCIVE record load. Staff processed 2467 MARCIVE monograph and 1456 serial records.

- Collection Services staff began extending the LINCPlus binding system model to Acquisitions and other binding operations. Special bindery projects targeted SMLR serials and proceedings, New Jersey State documents, and musical scores.

- Seven NBL libraries have completed MARC holdings inventory for all of their active serial subscriptions (Art, Chang, Chemistry, Douglass, Kilmer, Music, and Physics).

- New Jersey documents (DOCNJ) at Kilmer were removed or transferred, and over 2450 StateNJ documents recataloged and relabeled. 781 titles were transferred as part of the consolidation project.

- Collection Services staff members visited Dana library to help establish workflow. Two of the Receiving staff from Dana library spent a day at the Library of Science and Medicine to learn updated procedures.

**Scholarly Communications Center**

**Digital Library Repository (DLR) Infrastructure:**

The New Jersey Digital Highway (NJDH) activities and the DLR development are nearly synonymous, as they comprise our common platform to enable locating, accessing, and –
importantly – preserving our digital information. Release 0.5 of NJDH and DLR infrastructure was available in October and R0.6 (mostly minor enhancements and bug fixes) went out mid-Jan. 2005.

All SCC staff and two of its librarians are engaged in the development of NJDH. Langschied, as PI, coordinates the activities of this statewide initiative.

Launched *PCSP: Pragmatic Case Studies in Psychotherapy* and adapted *EJBE: Electronic Journal of Boundary Elements* on the new PKP-OJS platform. This development comprises a core component of the Rutgers Repository platform.

**Digital Preservation:**
Ron Jantz has clearly emerged as RUL’s expert in the technologies and processes necessary to conduct SCC/RUL’s critical digital preservation work. Working with a collection development librarian (Tom Glynn) and several SCILS students, he has defined a high-level process, and ensured that the infrastructure is in place. (Note: Robert Sewell supported this work by funding the cost of outsourcing materials to test the project.) Under this general rubrick, Ron has also led the prototyping work with digital certificates and alerting services with several of his students.

Ron Jantz initiated the idea of a Fedora Users Conference and planned the conference with Ann Montanaro and Ruth Bogan. This was a very successful conference with over 100 attendees.

**Network Collaboration:**
Brian Hancock continued his research on grid computing – enabling collaborative work across three academic departments.

**Center for the Electronic Texts in the Humanities (CETH)**
Continued with many digital projects including:

**Past Masters**
- Dialogues of Plato
- Reflections on the Revolution in France
- Basic Political Writings of Jean-Jacques Rousseau
- Essay Concerning Human Understanding
- The Principles of Most Ancient and Modern Philosophy
- John Stuart Mills

The above texts were converted from SGML. The Dialogues of Plato and Locke were converted to HTML and the rest to XML. Past Masters (Intelex Company), the suppliers of the texts, is interested in working with CETH on the conversion of their many Philosophy SGML texts to XML.

**Spectator Project**
CETH is collaborating with the Fales Library at NYU to put up more early 18th century texts. The Female Spectator is the first of these. The project has received $1,400 from the Graduate Students Association to digitize more texts. CETH applied for an NEH grant last summer for work on an 18th century online bibliography with the University of Missouri, we should know if our application is successful this April.

Index Antiquus

CETH moved from a proprietary search engine to an open source engine. Index Antiquus now runs on Harvest, a search engine originally developed at the University of Colorado, and now open source. It gathers information using a robot, indexes it, and makes it searchable using Glimpse.

Humanities Grid

The Humanities Grid is successfully running and more primary texts in DjVu format including: Boethius, Demosthenes, Epicurus, and Plotinus have been added.

Plan 9 and Inferno

Plan 9 and Inferno is being used to run remote programs on local machines. For example it is now possible to run a text editor on a remote Linux machine to edit text on a local Plan 9 machine. This kind of distributed computing is cutting edge and is only being done at CETH. CETH expects that others in the library world will follow our lead as the efficacy of this system becomes better known and understood.

Alcohol Studies Library continues to work with staff in the SCC to develop and online thesaurus and to revamp the search interface for the Alcohol Studies Database. LinkSource was implemented in the database, allowing access to full-text articles through Rutgers’ ejournal subscriptions.

Isaiah Beard: took the initiative to create a webcast service for the RUL/NJDH sponsored conference featuring Mary Minow on legal issues for digital projects. He plans to develop a business plan for creating a revenue stream from this service, as Rutgers does not offer support.

John Keisers continues his work to mine open-source (e.g. digital sound compression, content management from NSDL, CVS, DMS, etc.)

Jeffery Triggs has conducted significant R&D in his work with implementation of indexing of virtual collections, and to begin OCR of material with special fonts.

PC Team

Under the leadership of PC Coordination Team Leader Stephanie Bartz the team accomplished the following:
• Redesigned and upgraded NBL website. The new site includes a search function which adds value to the site as a source of information not only for the purposes of current operations but also as a source of archival information on the development of NBL policies and procedures. Douglass PC Coordinator Tony Joachim contributed much to this effort.

• Developed a database in order to track licensed software (e.g. Dreamweaver, Flash, Fireworks, etc) that were purchased and installed in staff/librarian’s office machines.

• Initiated and facilitated collaboration with the New Brunswick Computing Service that successfully led to the creation of the much desired computing lab in the Alexander Library for undergraduate students. The lab is expected to open in the Fall Semester, 2005.

**Outreach and State-Wide Collaboration**

**New Brunswick Access and Collection Services Department**

• **Your Libraries@ Campus Center** was a joint effort NBL Access Services staff, in cooperation with the NBL ISSG and reference librarians, developed a pilot program to staff information desks at the Rutgers Campus Centers. Over a period of two weeks in September and October, 2004, NBL Access staff provided 153 hours of coverage, issued 78 PINS, and fielded 168 access related questions. The Access Services Team (represented by Roger Smith) took the lead in organizing and staffing this program with support from selected NB librarians. Myoung Wilson and Roger Smith (on behalf of F. Tehrani) worked out the initial details with the Rutgers College Campus Center Director Kathryn Kuhnert. The purpose of this program was to enhance the libraries’ visibility and to register barcodes and PIN numbers especially for undergraduate students at the Rutgers College Campus Centers on the College Avenue and Busch campuses.

• The Libraries Annex is temporarily storing approximately 180 boxes containing archives of the Protein Database Project (PDP) a, a National Science Foundation grant supported project directed by Professor Helen Berman of the Chemistry Department. Annex staff periodically ship boxes to PDP staff on the Busch campus for review and consolidation.

**New Brunswick Libraries Information Steering Group**

In Fall 2004, members of ISSG made significant progress toward implementing some of the campus outreach efforts and marketing ideas that were based on earlier ISSG discussions. Some of the accomplishments are:
Your Libraries @ Campus Center as delineated above.

Myoung Wilson, Jeris Cassel, and Karen Hartman met with the Rutgers College Residential Deans in October 2004 to better coordinate the Residence Outreach Program. As a consequence, Jeris Cassel and Karen Hartman held a training session for the 26 Academic Community Program (ACP) peer assistants to better prepare them to provide guidance for first year students in using library resources and services in residence halls. In addition, Karen Hartman met with the students in the residence halls both at the College Avenue and Busch campuses in October 2004. Rutgers College was selected to test the feasibility of the residence outreach programs to be extended to Douglass and Livingston College students in the future.

For the past few years the members of ISSG have had an on-going discussion on the ways of reaching a wider number of students with messages that contain information on the rich resources and services that the libraries offer. One of the goals was to find ways to provide services or to post library messages at places where students tend to congregate—such as campus centers, campus buses, and dormitories. Efforts toward meeting this goal were:

- Myoung Wilson and Françoise Puniello met with the Assistant Director of Campus Bus Services John Karakoglou and successfully negotiated with the Campus Bus Operations to allow for the posting of library messages on campus buses. Beginning November 2004, all 55 NB/Piscataway campus buses carry the message “Lost in Cyber Space? Try Your Library Space at www.libraries.rutgers.edu” and will continue to do so into Spring 2005.

- Placing print informational brochures from the libraries in strategic locations at campus centers, thus taking a more proactive approach in providing library information in places where students congregate. For instance, the Douglass College Campus Center and the Rutgers College Campus Center carried information brochure displays with library information brochures for most of Fall semester 2004.

To better coordinate future outreach efforts the ISSG formed a working group on campus outreach programs (Penny Page, Chair, Kayo Denda and Roger Smith) to collect additional messages, to identify areas to post the messages, and to prepare a more complete marketing plan for the future. The group has already secured class schedule space (online and offline) to advertise library messages and will continue its work as part of the RUL Marketing Team.

The ISSG discussions on campus outreach programs were also instrumental in the very user-friendly re-imaging of the RUL public machines that now clearly indicate to users the library homepage with its logo and choice of browsers.

Under the leadership of PC Coordination Team Leader Stephanie Bartz and Douglass PC Coordinator Tony Joachim, the NBL website was revised and upgraded. The new site includes a search function which adds value to the site as a source of information not only for the purposes of current operations but also as source of archival information on the development of NBL policies and procedures.
On May 25th, 2005 a special meeting was called to discuss the training issues and to follow up on the recommendations contained in the Seamless Information Services Report. It was a joint meeting between Access (represented by Acting Head, Judy Gardner and Assistant Head, Roger Smith) and the NB librarians who expressed interests and concerns in training issues. Many issues were identified and will be followed up both by Access and Information Services. One of the important points raised at this meeting, among others, is the important role that librarians play in staff/student orientations and training. Establishment of cross-communication channels was advocated as well as continuous dialogue between Access and Information Services. Some of these recommendations were already implemented in units such as the Douglass and Alexander Library.

**Facilities**

It is interesting to note that the use of facilities is somewhat in decline, a notable exception is the Douglass Library whose use went up 78%. While the total change of all libraries is 0%, if the Douglass statistic were not included it would be a 5% drop.

A major issue this year was the issuing of citations from Rutgers Emergency Services for having the top of book ranges too close to the ceiling sprinkler systems in two of our units. We were cited both for the basement level of the Special Collections/University Archives (SC/UA) in Alexander Library and in the Library of Science and Medicine. After much discussion and working with a consultant, plans are in place to remedy the situation and funding was secured from the University. The Library of Science and Medicine is finished and we await to start the work in Special Collections and University Archives.

**Alexander Library**

The Alexander Library Space Planning Committee, Karen Hartman, Lourdes Vazquez and Patricia Libutte have been working to make the building more conducive for study and more inviting to students. This past year improvements continue in the reference area, with redesigned seating areas. They also worked with James Niessen and Alexander Library Access Services to create a New Books Display area in the lobby.

Stephanie Bartz and Kevin Mulcahy crafted a narrative to propose an undergraduate computer lab in the building. This narrative was incorporated in to one by Rutgers Computing service and was successful. Preliminary studies and plans have been completed.

**Annex**

There are continuing problems wth the HVAC system which are being looked at in a systematic manner by facilities. The wiring was upgraded so that the staff can have better computer connection.
Art Library

The Art Library completed the reorganization of the Art Library reference section.

There are now completed architectural drawings for an instructional alcove for the Art Library. There is not, as of yet, appropriate funding.

Chang

The Chang Library network was upgraded in order to use NetOps for library instruction within the library and be positioned to make use of other advance software tools.

Douglass Library

The final pieces of the D21 building project phase one were funded this year. These include signage, enclosing in wood a grate in the Mabel Smith Douglass Room, and having aluminum trim pieces put in the brick stairwell. Exhibit cases were purchased.

Kilmer Library

Chairs and stools were purchased for the staff as well as an exhibition case.

Laurie Music Library

The Music Library was outfitted with wireless connections in the book stacks and the Media areas and several storage units for the expansion of the Music Media collection were purchased.

Library of Science and Medicine

This past year we made a concerted effort to refurbish the furniture, reupholstering over 200 chairs and carpeting some of the first floor. Much more needs to be done to make it an attractive building again.

Media Center in the Kilmer Library

The playback carrels were upgraded to add DVD capability and user friendly remote control panels at each station.

Room 10 has been updated to provide state of the art capabilities for sound and video conferencing, and re-arranged for optimal use and comfort. Libraries’ staff can schedule room 10 for use through BookRoom. Permanently placed equipment including a video projector, desktop computer, DVD, VHS playback, video conferencing and more are available for use. This work was accomplished by Presentation Services Unit. It was also painted.
Communications/Exhibits/Programs

Access and Collection Services

• In July 2005 the Collection Management Functional Group held a training and information session for RUL librarians and staff on the dangers of mold to our print collections. The program offered background information on the scientific aspects of mold growth as well as practical advice on prevention, identification and recovery of mold damaged material.

• NBL attendees at the “Access Services Symposium in the 21st Century” symposium held at Princeton University in March, participated in a Brown Bag presentation on the symposium sponsored by the Training and Learning Committee.

EXHIBITS

Art Library

• “Stamatis Burpulis: Sculpture and Drawings” co-curated by Joe Consoli and Sara Harrington. October 29-December 30.

• “Emerging Artist of New Jersey” co-curated by Joseph Consoli and Sara Harrington. April 15-July 1, 2005.

• “Format II”. A dance performance by Professor Jeffrey Friedman and his students. April 30, 2005.

Douglass Library.

• Women Rock the World: 35 Years of Women’s Studies at Rutgers. Fall 2004. Arranged by Kayo Denda

• Border Crossing: NJ Women Artists from the Mary H. Dana Women Artists Series, arranged by Drs. Ferris Olin, Joseph P. Consoli and Sara Harrington in collaboration with the Transcultural NJ Initiative for summer-October 2004.

• Anarchy and Form: Works by Miriam Schapiro, arranged by Drs. Ferris Olin, Joseph P. Consoli and Sara Harrington for November 2004-February 2005. The artist gave a public lecture, “An Artist’s Talks about Quilts,” on November 29, 2004 and was also part of the Lebowitz Visiting Artist-in-Residence Fellowship.

• Artists on the Edge: Douglass College and the Rutgers MFA. organized by Dr. Ferris Olin in collaboration with Dr. Joan Marter, Art History Department, and graduate
Library of Science and Medicine

  Arranged by Mei Ling Lo and Melanie Robinson from the Math Library.

- “The Discovery of the Actinomycete Antibiotics-Soil Microbiology’s Gift to Medicine”
  May 2005-present. Prepared by Professor Douglass Eveleigh and students with
  assistance by Mei Ling Lo and Patricia Piermatti.

External Support

Chang Library

$94,500 through a USDA/CREES Higher Education Challenge Grant for a
"Virtual Collaboratory for Food and Nutrition Business Information”.

Douglass Library

$149,000 received from the J. Paul Getty Trust for WAAND: Women Artists
Archive National Directory.

PERSONNEL

Access Services and Media Services agreed to share two lines which will enable the
Media Center to place full time staff at the service desk until 8 pm in the evenings, and remain
open an extra hour, until 11 pm, during the school year. Both groups are to be commended for
developing this solution.

We were happy this year to have John Shepard join us as Music Librarian.

Hector Perez-Gilbe left us to return to Florida and many science librarians took on his
collection development responsibilities.

Laura Mullen became the Behavioral Sciences Librarian for the New Brunswick
Libraries.

Judy Gardner, Head, University Libraries and Access Services, became Acting Head, New
Brunswick Libraries Access and Collection Services, in January, 2005, while the Head, Farideh
Tehrani, is on sabbatical leave.
ACCESS SERVICES:

Resignations
Myriam Alami, Library Associate II, Kilmer Library
Megan Doyle, Library Associate III, Chemistry Library
Christopher Lee, Library Associate II, Alexander Library
Ines Gessner, Library Supervisor II, Library of Science and Medicine
Will Torres, Library Assistant II, Alexander Library

Promotions/Transfers
Rosalba Barbalice, Library Supervisor II, Alexander Library
Stacy Dematteo, Library Associate I, Libraries Annex
Mike Mansouri, Library Associate II, Chemistry Library
Rita Post, Library Assistant II, Kilmer Library
Chiaki Yamada, Library Associate II, Douglass Library
Paul Young, Library Associate II, Alexander Library/Library of Science and Medicine

New Hires
Joseph Asaro, Library Assistant II, Library of Science and Medicine
Krista Dandurand, Library Assistant II, Kilmer Library
Meghan Lord, Library Assistant II, SERC
Holly Muller, Library Supervisor II, Library of Science and Medicine
Gillian Newton, Library Assistant II, Alexander Library

COLLECTION SERVICES:

Staffing Changes:
Yuhwei Ling has been promoted to an Associate II at Alexander Library
Robin Pastorio Newman has been promoted to an Associate II at Alexander Library
Neera Sondhi has been promoted to an Associate III position and is now at LSM.

Departures:
Sandra Bodner - retired
Pat Jones - retired
Julie Kaufman – departure
Andrew Ruggiero – promotion to Douglass Library.

New Staff:
Yasu Denda - hired as an Assistant II at Alexander
Rebecca Martinez - hired as a Library Supervisor I
Linda Zuckerman - hired as an Associate III- a part time position
IN MEMORIUM

Asuncion Ortiz, Library Associate III, Kilmer Library, passed away on April 16th, 2005. Asuncion worked at the Rutgers University Libraries for over 9 years. Her joyful spirit and kindness will not be forgotten.

Thelma Tate, Librarian I, Alexander Library, passed away on May 20, 2005. Thelma worked in the Rutgers Libraries for 34 years, serving as Reference Librarian and Instruction Coordinator at the Douglass Library, and then as Global Outreach Librarian at the Alexander Library. In addition she served in many other capacities, including ADA Coordinator of Services for Patrons with Disabilities for the system. She was a dedicated librarian who worked tirelessly assisting patrons with special needs of all kinds. She was instrumental in sending thousands upon thousands of books where needed around the globe, but especially to Africa. Committed to the idea of global librarianship she traveled the world as a member of IFLA and to assist those in need. She became an expert in the use of mobile libraries to bring books to people who had no access to resources. She worked with mobile libraries in all forms, including moving books by donkey, camel and boat.