
Current Roster
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Jamie Smith (DTS)
Jimmie Staton
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Collection development and management

- The Collection Management Group hosted two training sessions for the new RUL space management database in the Alexander and Robeson libraries. We set up space management databases in the Math library, the Library of Science and Medicine, and on floor 2A of the Alexander library. We promoted the new RUL space management database at the Rutgers State of the Libraries, VALE NJ conference, METRO Libraries conference, the Access Services NJ Round Table and delivered a presentation for the NJLA Technology Innovation awards.

- The Collection Management Group and the Student Coordinators Group worked together to create a video to train students in best practices on how to search for missing books. This video was uploaded to YouTube and has been used to train students beginning in September of 2014.

- The Statistics spreadsheet that the Collection Management Group used to report its annual statistics has been updated to make information easier to understand and reorganized to better reflect our duties. The new spreadsheet also automatically updates from each library’s individual Collection Management statistics page located on the Chang T-Drive.

- Collection Management re-evaluated its water emergency supply check list and removed old, redundant items or items for functions that were covered by facilities and custodial services. We asked for dedicated buckets for water emergencies as using the trash containers to catch water from leaks lead to problems. Often the people who responded to water leaks would not remove the bag of garbage when placing the trash container and some containers had cracks that would leak water onto the floor.

- A subgroup is currently working on an online map project to allow patrons to navigate our library spaces. The map sub-group worked extensively with Mary Ann Koruth, the library’s web designer, to finalize the design of the maps. The Kilmer, Douglass, LSM and Alexander libraries should be completed in fall of 2015. The first goal of the project is to have the four largest
libraries mapped and online during the fall semester of 2015. Subsequent goals will be to create maps for all Rutgers libraries and include an interactive element that helps patrons locate library materials. Collection Management has been working with the web development team in this project.

**Alexander Library projects**

- Currently shifting 2A using the new space management database. The space distribution so far has been promising. This project will be completed in fall of 2015.
- Shifted the DOC US and U.N. microfiche collections.
- Began managing a new Rec. Reading collection in the Reference room.
- Integrated EAL RR materials in to the EAL BD-CHKO collection as titles were changed to move direct to shelf by Holdings.
- Moved oversized Stacks-Com materials to a larger filing cabinet which allows for better shelving.
- Responded to a minor leak in the mechanical room above the 3rd floor Stacks collection in September of 2014. The HVAC system above the 3rd floor stacks has been heavily refurbished and no other leaks have occurred after the repairs.
- DTS moved from the Alexander library to the Technical Services Building on Busch campus. Collection Management staff are picking up new duties as work that was previously done by DTS staff will now be accomplished by other departments in Alexander.
- Collection Management Staff were instrumental in removing furniture and cubicle walls from the old DTS offices and setting up the new Preservation office in its place.

**Chang Library**

- Chang completed a full shift of their Stacks collection during the spring semester.
- Working on setting up a space management database for the Chang library.
- The entire collection (Bound Periodicals, Stacks, Folio, Ref) was shelf-read in its entirety, with 211 mis-shelved items located and re-shelved.

**Institute of Jazz Studies**

- Completed phases 1 through 3 of a project to inventory and weed duplicate materials from the closed Periodical collection at the Jazz library.
- Manually barcoding and inventorying LP collection from W in July of 2014 to the Us’s in June of 2015.
• Manually barcoding CD collection and working on LC call numbers in the As section.
• Performed a full shift of 78’s to create space for shift of 45’s.
• Set up an In-House user for the Jazz library.

Math Library
• Set up a space management database for the Math library’s Stacks collection. The Math library is currently at 96% capacity, which indicates that there is a severe space issue in that collection.
• Worked with DTS to identify items that could be weeded from the Math library to make room for books that would be transferred from the closing of the Physics library.

Library of Science and Medicine projects
• Created a space management database for the Stacks collection of the Library of Science and Medicine.
• Shifted the Reference collection to accommodate items formerly housed at the Chemistry library.
• Pulled books from the LC call classes E-JZ for the DTS Stacks Weeding Project.
• Chemistry (QD) dissertations/theses transferred to Annex. Space is being shifted into QD.
• Moldy books were discovered in the Stacks in November. There was a problem with the HVAC unit that caused high relative humidity readings in September that allowed mold to grow on some items that were previously wet and then dried before being returned to the collection.
• Shifted materials in Government Documents, Periodical and Stacks collections to create space.
• Validated a large number of titles for the Physics project.
• Pulled titles from Physics library to be withdrawn.
• Charged remaining Physics items to Physremed user account for remediation project.
• Separated specified withdrawn items for physics department to look through.
• Stamped and crossed out call numbers and bar codes of withdrawn items.

Kilmer Library projects
• Continued work on the duplicate weeding project. This project is approximately 50% complete.
• Counted microfilm at Kilmer in preparation for a weeding project.
• Weeded a large number of microfilm for the Douglass Consolidation Project.
• Mini-shifted in the Periodical collection to make room for incoming transfers from the Math Library.

**Douglass Library Projects**

• The collections in Douglass are currently undergoing a series of reorganizations as materials are being transferred between rooms.
• Mold was discovered at the Douglass library. A large number of materials in the Douglass library were affected by mold that was discovered to be coming out from an air vent and affected the Play-script collection as well as books in the GV, ML, MT and N classifications of the Stacks collection. In total approximately 1,300 books in the Douglass library were affected.

**Physics Library**

• Mold was discovered in the Physics library. The Physics library has been closed, and the collection was weeded before being sent for remediation. The collection will primarily be sent to the Annex and Math libraries.

**Robeson Library**

• Renovations were completed for the 2nd floor’s group study rooms. A grand opening event for the rooms took place on October 9th, 2014 and included President Barchi, Camden’s Chancellor Phoebe Haddon, University Librarian Marianne Gaunt, and the Director of the Paul Robeson Library Gary Golden. The new group study rooms can be reserved online or by swiping an RU ID card at a kiosk located at the circulation desk.
• Work continues on the handwritten label project which began in 2011, as well as a new shelf reading project.
• Completed a mini-shift in the H section of the Stacks.

**Dana Library**

• Completed evaluation (by selectors) and weeding of the majority of damaged items from STACKS collection in December 2014.
• Continuing weeding of bound periodicals.
• Continuing shelf reading and STACKS collection’s inventory projects.
Services and service enhancements for users

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Support for instruction

Not applicable

Technical services/technical infrastructure

- Revised and automated statistics collection for end of the year reporting.

RUL Holdings Management team

- Began routing RR materials from the East Asian library to EAL BD-CHKO when applicable. This allowed us to shift materials from the overcrowded EAL RR collection to EAL BD-CHKO.
- Consolidated books on the subject of dance to the Douglass library.

Outreach and statewide collaboration

- Promoted the new RUL space management database at the Rutgers State of the Libraries, VALE NJ conference, METRO Libraries conference, the Access Services NJ Round Table and delivered a presentation for the NJLA Technology Innovation awards.
- Hosted training sessions for the space management database at Alexander and Robeson.

Communications/exhibits/programs

- Promoted the new RUL space management database at the Rutgers State of the Libraries, VALE NJ conference, METRO Libraries conference, the Access Services NJ Round Table and delivered a presentation for the NJLA Technology Innovation awards.

Facilities

Not applicable

External support

Not applicable

Personnel
- Elizabeth Ciallella from the Smith Library joined the group.
- Abdullah Sherzad from the Douglass Library joined the group.

**Budget**

Not Applicable

**Librarian and staff publications/presentations/awards**

- Space management database created and published.
- Space management presentations at VALE NJ, METRO Conference, NJLA Conference and Access Services NJ Round table.
- Space Management Database nominated for the NJLA Technology Innovation Award.