2015


Seton Hall University Libraries

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# Table of Contents

1) Dean of University Libraries – Annual Report
   - Executive Summary 3
   - Dean’s Activities 6
   - Library Faculty: Scholarship and Service (non-Libraries) 7
   - Progress on Library Strategic Plan Objectives to October 2014 11
   - Appendix 18

2) Library Faculty and Library Functional Area Reports
   - Bao – includes Library Systems 23
   - Bloom – includes Instruction 35
   - Brasile – includes Walsh Gallery Report 41
   - Delozier 61
   - Deyrup – included in Technical Services Report 71
   - DeLuca 77
   - Dodds – Archives & Special Collections Department Report 79
   - Ince 90
   - Irwin – includes Access Services Report 94
   - Kalyan 106
   - Lee 128
   - Loesch – included in Technical Services Report 131
   - Mita – included in Archives and Special Collections Dept. Report 132
   - Rose-Wiles 133
   - Stern 138
   - Stevens – included in Walsh Gallery Report 142
Dean of University Libraries

Executive Summary

This has been a year of progress less public than implementing a new library management system or redesigning the Information Commons (like last year), but still quite significant:

- The Libraries migrated to an updated/upgraded website platform (SpringShare’s LibGuides), fully moving and converting all content off IT servers. This is a major improvement in functionality and the professionalism of the website’s appearance.

- The Libraries have negotiated the transfer of the Seton Hall University Museum of Anthropology and Archaeology (SHUMAA, also known as the Kraft Collection) in order to catalog, and make it available to researchers on the web and for study, teaching, and scholarship. The SHUMAA is a valuable and unique resource consisting of cultural materials and artifacts of Native North Americans, but unprocessed for scholars and under unsuitable conditions for some time. The most noteworthy item is the large petroglyph in the lobby of Fahy Hall, moved there in 1968. Through this project, the Gallery and Archives and Special Collections have begun working jointly on space, preservation, and digitization projects to house SHUMAA. The Gallery also intervened earlier this year to rescue and preserve endangered art from the Art Center. Additionally, the Gallery had a notably successful year with its exhibitions and programs (see the Brasile Walsh Gallery annual report).

- With this report Library Strategic Plan Objectives Round 3: to May 2017 have been formulated to guide our work for the next eighteen months. There was significant progress on the prior objectives (see Status of Goals and Objectives section) with some notable exceptions that will be a focus in the coming year.

- With the full implementation of OCLC’s WorldShare Management System (WMS) last year, internal processes and physical spaces were entirely reorganized to achieve efficiencies this year. As a result we have streamlined conceptual and physical flows, cleared out backlogs, and created much-needed storage. Most notably we accomplished a major database cleanup in very short order, researching and clearing out 80,000 smart barcodes (barcodes specifically pre-linked to Library books) left over from the 1990s implementation of the old Voyager system, but only just discovered hidden away. (This was a longstanding and vexing problem for our users.) We are accomplishing more with the new systems and practices than we were just three years ago.
• With the first full year of all-electronic submissions of dissertations and theses (ETDs), we have discovered a number of anomalous and very localized practices throughout the University. We have begun the process of establishing and communicating minimal standards and standardization for format, copyright, and approval documentation by working with the schools and colleges.

• **Library technical support dealt with almost 1,000 internal tickets** – solving issues efficiently in-house most of the time. It is worth noting that this workload and its cost has been absorbed from IT by the Library and Academic Affairs.

• **The Libraries are used:** Seton Hall University Libraries borrowed (for SHU users) and loaned (for the scholarly community) a combined 17,775 items through Interlibrary loan services; gate count was over 620,000 visits while circulation of materials stood at over 48,000 items (including in-house use at 16% of the total); faculty electronic reserves increased over 40% (after doubling last year); the Library again remained open during a prolonged season of serious winter weather; and group study rooms again rose to over 11,700 uses, with a successful pilot program of 8 hour access to them during the 24/7 Finals period in Spring.

• **Spaces were significantly improved:** student space in the Information Commons (IC) was increased by almost 1,000 square feet this summer. Additionally, the decommissioning of the Government Documents collection was successfully completed this year (our depository status was dropped last year, this is a separate process). That large space was cleared – itself a logistical achievement, and as a result, a series of steps could be taken: 1) the Libraries added three Group Study Rooms, 2) the permanent microform collections were organized and made publicly available, and 3) the Valente Library Collection was re-shelved with growth provided for a decade or more. Utilizing the Space Audit the Provost funded with some further design help, the layout of student carrel seating on the third and fourth floors was redesigned.

• There were a number of personnel developments this year:

  - Professor A. Lee signed a retirement agreement with a shift in full-time responsibilities in Fall 2014, retirement effective January 1, 2017; Dr. Naomi Gold, Assistant Dean, resigned to pursue other professional opportunities; Tracy Jackson resigned as Processing and Digital Archivist for a position at Duke University; Barbara Robbins, technical services staff, retired; Sarah Landy, secretary, left the employment of the University; James Harrington, Stacks staff, retired; Abner Guzman, weekend staff, left the employment of the University; Marilyn Shemaly-Turner transferred to the weekend staff position from a part-time Stacks position.

  - The Libraries hired Amanda Mita as our new Processing and Digital Archivist, Allison Stevens as Collections Manager (her first few years will be wholly devoted to the Seton Hall University Museum of Anthropology and Archaeology transfer and
cataloging), Franceska Osmann as the new Secretary to the Office of the Dean, Vickram Ramoutar as our new Book Stack Coordinator, and Kathryn Wissel as a Term Librarian replacement for Library faculty on maternity and sabbatical leaves. The search for a new Assistant Dean for Public Services has been successfully completed with Sebastian Derry joining us from the Library at the College of Mount Saint Vincent where he was Director.
Dean’s Activities (selected, 2014-2015)

University Service

Academic Affairs University Budget Committee
Provost’s Faculty Guide Review Committee
Provost’s Enterprise Risk Management ad hoc Committee
Co-chair of Copyright Committee (TLTR)
TLTR Executive Committee
VALENJ (Virtual Academic Library Environment – NJ) Executive Committee
CRRA (Catholic Research Resources Alliance) Board Member
CRRA Governance Committee

Publications


Received tenure at the rank of Professor in the University Libraries, effective at the start of the 2015-2016 academic year.
Library Faculty: Scholarship and Service (non-Libraries)

Bao: Grant: Chinese Corner donation of 300 books and $7,500 funding for management and promotion of the project from China Hanban (China Office of Teaching Chinese Language), coordinated by China Educational Publications Import & Export Corporation Ltd. (CEPIEC); manuscript reviewer for The Journal of Library and Information Science (JLIS); in the process of conducting research on the dissertations and theses relating to Teaching Chinese as a Foreign Language at U.S. universities. Faculty Senate Program Review Committee.

Bloom: “The SHU Research Logs: Student Online Search Behaviors Trans-scripted” (with Marta Deyrup), accepted in the Journal of Academic Librarianship; “The library as learning space: the changing American library.” Presentation at Ruhr University of Bochum Germany; “Student Research at Seton Hall University.” Presentation at Ruhr University of Bochum Germany; “The SHU Google Study: Results of a Two-Year Assessment of Student On-Line Research Habits” (with Marta Deyrup), VALE annual conference, Rutgers University. Faculty Senator; Faculty Senate Executive Committee, member at large; Chair – Faculty Senate Core Curriculum Committee, Faculty Senate Greivance Committee, Martin Luther King Scholarship Association faculty advisor; Lonergan Praxis Group and Lonergan retreat in Rome at the Gregorian University; NJLA/ACRL College and University Section Research committee.

“Commemorating the Rising: A Retrospective of the 1941, 1966, and Other Milestone Anniversaries as Prelude to 2016,” presented at Revising the Rising: Conference, Drew University, March 21, 2015; Plenary panelist for “Understanding the Great Hunger: The Next Phase” at Quinnipiac University, June 4-6, 2015 (Invited). Faculty Senate Library Committee, chair, Faculty Senate Faculty Development and Graduate Studies Committees; Middle States Accreditation Evaluation – School History Information Liaison; Convocation Committee; Charter Day Committee; Student Leadership Servant Award Committee; Co-Advisor Seton Hall University Student Irish Society; Catholic Research Resources Alliance (CRRA) Collections and Digital Access Committees; Mid-Atlantic Archives Conference (MARAC); New Jersey Catholic Historical Commission (NJCHC); Ancient Order of Hibernians (AOH) State Historian; South Orange Historical Preservation Society (SOPHS); Vice President, Caucus Archival Projects Evaluation Service (CAPES).

Deyrup: “A Career of Our Own: Academic Librarians Reflect on Gender and Leadership,” American Libraries (March/April 2015, 65-67); “The SHU Research Logs: Student Online Search Behaviors Trans-scripted” (with Beth Bloom), accepted in the Journal of Academic Librarianship; Paper presented at the American Library Association annual meeting on the Italian minority communities of Dalmatia and Istria and their émigré and domestic publishing activities, (June 27, 2015); Presentation (with Jennifer Younger) at International Federation of Library Associations Conference, “Collecting and Hosting Digital Catholica in the United States (August 26, 2014); Recipient of the Irish Education 100 and the ACRL WESS-SEES De Gruyter European Librarianship Study Grant (2014). Faculty Senate Executive Committee; Faculty Senate IT Committee, chair; Co-chair Digital Humanities Working Group; Acquisitions Editor for Library & Information Technology Association (LITA) Publications; Editorial Board College & Research Libraries, the Journal of Electronic Resources Librarianship and Technical Services Quarterly; Feature Editor, Tech Services on the Web.


Irwin: (with Kim, E.) 2013, “Review of College Students’ Sense of Belonging,” Review of Higher Education 37.1, 119-122; (with Ince, S.) 2015, “A framework for Interlibrary-loan implementation (in one semester),” Interlending & Document Supply, 43(1); (with Ince, S., accepted for publication June 5, 2015) “LibGuides CMS eReserves: simplify delivering course reserves through Blackboard”. Faculty Senator; Faculty Senate Graduate Studies Committee; Co-Founder of the Student Veterans Association; Faculty Convocation Committee; Faculty Convocation Committee; Commencement Committee; Seton Hall Veterans Committee; VALE Access Services Committee.


Mita: Speaker and panel coordinator, Delaware Valley Archivists Group (DVAG) Career Panel, Historical Society of Pennsylvania, Philadelphia 5/20/2015; Coordinator and Moderator, MARAC Wrap-up Session, Delaware Valley Archivists Group, Union League of Philadelphia, April 2015; Participant, Rutgers University LIS Career Fair, April 2015; Participant, “From Theory to Action: A Pragmatic Approach to Digital Preservation Tools & Strategies” at the Digital POWRR (Preserving Digital Objects with Restricted Resources) and The Black Metropolis Research Consortium (BMRC), Roosevelt University April 23-24, 2015; Conservation Center for Art & Historic Artifacts Collections Care Training 2015 Workshop participant: “Fighting Mold in Library and Archive Collections,” Academy of Natural Sciences of Drexel University, Philadelphia, PA 4/21/2015. Vice Chair, Delaware Valley Archivists Group; Digital Access Committee, Catholic Research Resources Alliance; Digital Humanities Committee, Seton Hall University

Rose-Wiles: Presented “The impact of EBSCO Discovery Service on information literacy” at the first international EDS conference in Liverpool, England; Presented “An Ethnographic Study of eBook use: a Library-Anthropology Collaboration” at the annual VALE / NJ ACRL / NJLA CUS Users' Conference, at Rutgers University; Reviewed five manuscripts submitted to the Journal of Academic Librarianship. Petersheim Committee; Co-chair of Copyright Committee; “Peer Leading” in the Advanced Seminar on Mission Praxis program; University Research Council; Intellectual Property Task Force; University Rank & Tenure Committee.

Stern: Information not included in annual report.

Notable Administrative Scholarship and Service

Brasile: Grants from the New Jersey Council for the Humanities and the Essex County Arts Council in support of the exhibitions “Strangers in a Strange Land,” “A Celluloid Story” and “Getting to Infinity;” panel discussion participant: moderator of “The Aesthetics of Labor” at Index Art Center in November of 2014; May of 2015, panelist at The Italian Cultural Institute of New York on the career of Arianna Carossa in “The Aesthetic of my Disappearance;” the South
by South Orange cultural festival as a panelist discussing “How to Combat the Notion of a Starving Artist;” portfolio review sessions at: Rutgers/Newark for emerging artists (Feb ’15), with resident artists at Wave Hill in the Bronx (Oct ’14), with artist members of ProArtes New Jersey in Jersey City (Mar ’15); Grant Review Committee of the Newark Arts Council (May ’15); Co-curator for the Tony Smith Sculpture Project in collaboration with The Lennie Pierro Memorial Foundation, The Pierro Gallery and The Township of South Orange; service on the Arts and History Advisory Board for Essex County.

Dodds: Patrimony Committee of the Archdiocese of Newark.


Stevens: NAGPRA laws and repatriation processes training; participant, Lyrasis Webinar in Digital Exhibition.
Progress on Library Strategic Plan Objectives Round 2 to June 2015

Interim Objective (Goals 1 – 9): Initiate planning for School of Medicine Library.
**Results:** Conducted interviews with Medical Library heads of three new medical schools: Hofstra, Oakland, Quinnipiac on staffing levels, programs, study space, budget resources, and technology; reviewed combined SHU/HUMC library holdings against a selected list of medical library resources to arrive at a set of preliminary gaps and staffing levels – taking SHMS and Nursing into account; collected salary data for medical librarians.

**Objective 1 (Goal 1 & 2 & 3 & 8):** Fully implement the new WMS library management system; correct and clean records; establish efficient cross-functional workflows; preserve necessary data from the Voyager system for further use in a sustainable way.
**Results:** Workflows, work spaces fully redesigned, significant database cleanup projects completed (still ongoing), Voyager data preserved (and used for analysis).

**Objective 2 (Goal 1):** Review/evaluate services and make recommendations: review content/presentation of LibGuides (web subject guides); review current activities and service gaps, reference and instruction trends and data nationally, potential new services, make recommendations to be implemented.
**Results:** Largely undone: LibGuides cleanup lagged and was only partial – the delay meant that further cleanup awaited the shift to the 2.0 platform. It fell to the Dean of University Libraries to produce the report/recommendations (see the Appendix in this Annual Report) on services.

**Objective 3 (Goal 2):** Develop collections policy statements for general collections.
**Results:** Done, but in need of further revisions, forthcoming Summer/Fall 2015.

**Objective 4 (Goal 3):** Simplify records for/access to journals; format, install, and test an on-site server for ArchivesSpace and another for an art/museum database), inventory and transfer assets from the Expressions IT server.
**Results:** Substantial progress: microforms weeded and re-housed for public availability, records further enhanced and full inventory of print journals well underway; Special Collections will remain with Archivists Toolkit for now, art/museum database now housed on a secure server and assets fully transferred from IT servers.

**Objective 5 (Goal 3):** Develop the new Libraries-controlled webpage (more iterative features/highlights Special Collections, Gallery, Seminary, Valente).
**Results:** Shift to 2.0 platform largely completed as of now. A major accomplishment.
Objective 6 (Goal 3): Consolidate, organize and produce Special Collections finding aids, continue developing modern collections handling procedures.
Results: Significant progress made, and at an increasing rate.

Objective 7 (Goal 3): Continue to strengthen document delivery processes (software, efficiencies).
Results: Much progress through cross-training for continual service throughout evenings and weekends.

Objective 8 (Goal 4 & 1): Develop a plan/budget request for the Information Commons, to be delivered to IT Jan. 2014 to be implemented Summer 2014; drop federal depository status and weed the collection, immediately and ongoing until completed.
Results: Done. Further enhancements to the IC underway during Summer 2015.

Objective 9 (Goal 5): Dean outreach to various departments, deans, programs (ETDs, new curricula, WMS rollout).
Results: Accomplished as needed.

Objective 10 (Goal 5): Conduct student surveys on Libraries’ web pages, ongoing.
Results: Not accomplished. See comments on Objective 2 (Goal 1).

Objective 11 (Goal 5): Document and quantify library faculty outreach efforts.
Results: Not accomplished. See comments on Objective 2 (Goal 1).

Objective 12 (Goal 6): Strengthen and focus working relationship with SHU IT.
Results: Largely accomplished.

Objective 14 (Goal 6): Strengthen collections coordination with Law (ETDs and repository) and implement book reserve and delivery inter- and intra-campus.
Results: Only partially accomplished: ETDs and shared repository largely done; workaround mechanism for book reserve/delivery set up, but Law has stepped away from some shared arrangements.

Objective 15 (Goal 7): Increase Libraries’ role in/leadership of campus scholarly activities issues (copyright, fair use, open access).
Results: Ongoing – ETDs and campus dissertation standards have been a major issue in this arena, and that work has begun.
Objective 16 (Goal 7): Configure Walsh Gallery programing with an eye to long term sustainability.
**Results:** Ongoing but substantial progress – schedule and student exhibition much smoother, an (easier) summer installation done last year.

Objective 17 (Goal 8): Oversight of key functions and workflow efficiencies.
**Results:** Ongoing and partially accomplished. See comments on Objective 1 and Objective 2 (Goal 1).

Objective 18 (Goal 8): Improve library-wide communications.
**Results:** Ongoing: regular meetings held, Library intranet enhanced, newsletter in the planning stages.

Objective 19 (Goal 9): Prepare, with data, reports and recommendations on Library spaces and budgets.
**Results:** Ongoing and partially accomplished: Scopus acquired, ScienceDirect inflationary increases acquired, space (seating, group study rooms, shelving) addressed.

Objective 20 (Goal 9): Implement the support received effectively, reporting back to Administration and Seton Hall community, ongoing.
**Results:** Ongoing and accomplished as support is received.
Library Strategic Plan Objectives Round 3: to May 2017

(The Goals addressed in the Strategic Plan are in bold parentheses at the end of each Objective)

**Objective 1:** Design, staff, and build an opening day collection and space for the Seton Hall University School of Medicine (1-9)

**Objective 2:** Create and embed learning objects as close to the point of need as possible (1, 5, 8)

**Objective 3:** Investigate, select, and deploy alternate service/teaching tools and technologies (1, 5, 8)

**Objective 4:** Reformulate the liaison model to encompass encounters such as embedded Library faculty work, online presence, in-class, assignment development (1, 5, 8)

**Objective 5:** Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching (1, 3, 5, 8)

**Objective 6:** Investigate, select, and deploy more sophisticated mapping, wayfinding, and/or signage for the stacks (for instance, a locate-the-book app) and the building (1, 3, 4, 5)

**Objective 7:** Develop a Reference and Instruction mission statement, curriculum mapping, synergies between these services, and other forms of literacy (e.g. data vs. statistical literacy), and develop a presence in Seton Hall’s online courses (1, 2, 3, 5, 6, 7, 8)

**Objective 8:** Define and play a role in Digital Humanities at Seton Hall (1-3, 5-9)

**Objective 9:** Shift/compact the periodicals collection, finish its inventory (2-4, 8)

**Objective 10:** Shift the circulating collection to allow room for growth (2-4, 7-8)

**Objective 11:** De-duplicate, inventory and selectively shape/evaluate the circulating collection (2-4, 7-8)

**Objective 12:** Expand the profile of the Institutional Repository (1-3, 5-8)

**Objective 13:** Enhance the Libraries’ discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID) (1, 3, 5-8)

**Objective 14:** Develop a data management plan for faculty who are developing grant proposals (1-3, 5-8)

**Objective 15:** Institute a purchase-instead-of-borrow-the-book program/process (1-3, 5, 8)

**Objective 16:** Grow the budget to address strategic needs (7, 9)

**Objective 17:** Organize, house, preserve and highlight the Seton Hall University Museum Collection (2-9)

**Objective 18:** Manage Special Collections space efficiently and effectively (1-4, 7-8)

**Objective 19:** Develop a basic digital preservation program in Special Collections (1-4, 7-9)

**Objective 20:** Work with Advancement on top fundraising priorities (9)

**Objective 21:** Continue enhancing the website through user and Library faculty feedback (1, 3, 5-8)

**Objective 22:** Digitize selected Seton Hall assets to highlight the University, mission, and depth of resources (e.g. Padilla de Sanz papers, Priest’s cassettes, Seton Hall University Museum Collection) (1-3, 5, 8)
**Objective 23:** Develop Alumni and guest printing capacity (1, 6)

**Objective 24:** Develop cohesive messaging and outreach (e.g. student surveys, newsletter), feedback to shape the website, services, building functions, etc. (1, 4, 5-7)

**Objective 24:** Expand access to electrical for students (4, 9)

**Objective 25:** Develop events/speakers relevant to the Seton Hall community (6, 7)
The Libraries’ Strategic Plan progress (2014-2015) and the University Strategic Plan

A good deal of detail is conveyed in the previous two sections concerning accomplishments over the past year on our Strategic Plan, and Objectives going forward. Rather than repeat that detail, a brief narrative overview on what it means for the University’s Strategic plan is in order.

Broadly, the thrust of the Libraries’ progress in 2014-2015 falls into two major categories of the University’s Strategic Plan: 1) University Strategic Direction (USD) Two, Goal (G) 3-4; USD One, G 1-2 along with USD 4, G 22, 24:

1. USD Two, G 3-4 (Academic Distinction/Excellence) The work on the interim Objective of planning for a School of Medicine Library and the transfer and highlighting of the Seton Hall University Museum of Anthropology and Archaeology are the clearest illustrations, but the overall thrust to provide accurate, modern research tools and collections that function well in service to student and faculty work illustrate this as well (See Executive Summary and Objectives 1, 4-7, 12, 17). G 4 (selective investment in the Libraries) has been primarily undertaken by an intense focus on workflow efficiencies, service efficiencies, review of spending patterns and priorities, review and strategic alignment of staffing resources in combination with some budget allocations from the Provost (See Executive Summary and Objectives 3, 6, 14, 17, 19, 20).

2. USD One, G 1-2 (Catholic Intellectual Tradition) along with USD 4, G 22, 24 (Community and Academics, Recruitment) The work of the Gallery and Archives and Special Collections stand at the core of our work to highlight unique Seton Hall resources of importance to the community and its tradition. The focus on academic space and a collaborative and effective quiet study environment also underwrite these efforts, as does the extensive efforts to shape the workforce and hire effective leadership (See Executive Summary and Objectives 4-6, 8, 15-16, 19).

These can seem slightly abstract when read alongside efforts to increase graduate enrollments or reviewing cost per credits in my colleagues’ schools and colleges. However, one need only look at the increased use of a collection (microfilm for interlibrary loan requests) to understand that: a) the work to expose the records means that students and faculty both at Seton Hall and outside institutions know we have these materials (and wish to use them) because they are requested; b) that this is underwritten by clearing the space (gathering data, shifting and weeding collections and duplication); and c) the organization of the space (moving cabinets, planning layout) and the work (moving and rehousing the microfilms, signage) results in a exposure of a resource that enhances research work here and promotes our role as a resource among colleges and universities worldwide. Similar points could be made about any of the 2014-2015 Objectives.

Assessment Initiatives

Though an assessment initiative grant was received by three of the Library faculty, the results were less than useful. The project primarily seems to have consisted of English faculty
collecting feedback (impressions, responses, comments) from students and colleagues, which were collected in a “Librarian Visit Assessment” document that focused on likeability, engagement, and speaking style with “Suggestions for the Future.” Library faculty colleagues did not know that this data was collected, or for what purpose. As a resource to improve the Instruction program, the results leave much to be desired, and I will not support another grant to the Libraries until/unless there was far more structure and working understandings with our partner department.

That said, there was some productive work in assessment of services and student learning outcomes:

Services – A longstanding need to review all of the relevant data, studies, and reviews done internally in combination with relevant national studies was undertaken. The results will not be repeated here; it is the Appendix at the end of this report. This was some time in coming, but the key outcomes are important to shaping our work going forward.

Student Learning – Acknowledgement must go to Dr. Lisa Rose-Wiles and her work as an “embedded” librarian – that is, as a participant in teaching multiple sections of a Biology lab with a research component. Her findings indicated that there was significant improvement in the quality, integration and citation of scholarly sources from the first to the final paper, Biology 1201 lab reports were better than those submitted by second and third year students. That said, Dr. Rose-Wiles also noted the labor-intensive nature of the undertaking and the problem of scaling up. That data in turn informed the review of services just noted.
Appendix

To: All Library Faculty and Staff

From: Dr. John Buschman, Dean of University Libraries

CC: Dr. Larry Robinson, Provost
    Dr. Joan Guetti, Senior Associate Provost

Date: July 8, 2015

Re: Focus and direction of Libraries’ services

“Service” stands alongside “Learning” and “Access” as primary foci of the Libraries’ overarching goals in our Strategic Plan 2012 to 2020. This report is a summary of data from various sources – internal reports from 2003 to 2015 and recent external studies – which analyze the needs and opportunities for academic library services. Internal documents clearly indicate that Seton Hall University Libraries’ faculty and staff adapted as well as practicable at the time, and our next administrative hire is important in helping us reach the next level. The advertisement for the Assistant Dean for Public Services states that we want someone to work “on communications and promotional strategies … to enhance learning; … implementing appropriate Web-enabled tools and technologies … [and to] ensure that the Library gives excellent service and access to materials … [utilizing] demonstrated analytical ability [and] use of data.” The time for us to make coordinated, reasoned and responsive changes to our services based on systematic collection and review of data has come. The analyses, statistics and reports (past and present) drawn upon here paint a broad-but-consistent picture.

Internal Data:

- Reference transactions are dropping. Sampling October and April (our two busiest months) shows an almost 60% drop in Reference transactions over 12 years of data – typical of our aggregate numbers across this time period. However many variations in data collection we’ve had over the years, reference transactions have declined significantly (Dean’s Annual Report 2012-2013). We also know that, of those questions we do get, many require in-depth help or instruction-like remediation, and there is a strong sense that individual Research Consultation appointments are growing rapidly – but we need data to confirm this.

- There are many measures of ease of use and/or access to our collections and its effect on services. On the surface, the move towards electronic resources seems as if it would require less work. In reality it requires more and higher level work to provide access in this environment with behind the scenes processes working in combination with our efforts to mediate and teach discerning use of these resources. If reference questions
have declined, the efforts put into reference and instruction for the purposes of teaching
to better electronic research methods have grown. Much of our internal data reflect this:
Professors Bloom and Deyrup received a 2011 Google grant for research that documents
vividly the whimsical and random nature of undergraduate student web “research
methods”; our 2006 LibQual study indicates that the higher up the research “food chain”
one goes, the less happy with library resources and services are our clientele
(undergraduates are relatively happy, graduate students less so, faculty even less so, also
expectations of these groups tend to rise even as we make improvements); our own
internal SWOT Analysis in 2012 cited organizing, presenting, and teaching our resources
as a real need; Dr. Rose-Wiles’ URC Summer Grant Report in 2013 reported widespread
student discomfort and confusion over access to e-books (a major growth area in the
Libraries’ collections) and her research with Dr. Glenn indicates the success of the labor-
intensive “embedded” approach; and the 2015 Faculty Senate Library Committee
reported over 70% “awareness” of a prime Library service (instruction), but 66% not
using it/working the service into their assignments and/or syllabus. At the same time
research by Dr. Rose-Wiles on internal use of the collection suggests that there is an as-
yet unknown constituency using the library in ways we didn't know about -- that we
might better serve.

- Finally, two program reviews based on self-studies (2003 and 2008) came to similar
conclusions based on this context: “the University Library should concentrate on …
outreach to the faculty and students, and the use of technology. In addition, more
attention to publicizing the Library’s services is needed to correct an apparent lack of
students’ knowledge of these services. … Assessment of University Library services
should be ongoing and [data] should be developed” (R.F. Moran April 2003); “Students
mentioned various means of communication between them and the library … [and]
establishing a regular channel between [them] would give both parties known
opportunities to bring issues to the table. [The library should] expand its use of data in
evaluating services and charting strategic directions … [but] there is little indication … of
how often assessment actually takes place…. There is a … disconnect between the …
problem identified and the solutions” (J. Younger January 2008).

External Data – Seton Hall University Libraries is not alone in these challenges. A quick review
of recent industry-wide studies makes the point:

- Online library use will increase (2012 OCLC Snapshot of Academic Libraries).

- A wide ranging set of studies among academic libraries agree that students don’t know
what they don’t know in the electronic environment and overestimate their research
skills, frequently confusing it with facility with smartphones, social networks, etc.

- The liaison model needs to grow and change accordingly: more out-of-library contact at
the point of need/inquiry primarily and different/better data (A. Kenney, “Leveraging the
Liaison Model”, an Ithaka S+R study, 2014).
Library web services – and specifically meeting students at the point-of-need – is extremely important given that they overwhelmingly turn to Google first, and then to their academic library resources secondarily (Library Journal Patron Profiles 2012).

Research constituencies (that is faculty and graduate students) are the most critical of academic library users, but respond most positively to live contact. Graduate students outside of the humanities are particular challenges (Georgetown University Library review of national data and internal studies, 2009).

What does all this tell us about a framework for services going forward? If we are basing our decisions and plans on data, then:

Because we are a handful of librarians serving thousands and because our users are accessing so much of our information electronically, the services we offer can now be very time-intensive. A train-the-trainer approach should be considered, and we should experiment, test, deploy, and cull through digital learning objects on a continual basis to address the novice library user. These approaches will allow us to focus on research content in our reference and instruction activities rather than basic-level access. A portion of our instructional efforts should be concentrated on creating learning objects for undergraduates (brief database searching hints, short videos on basic structures for undergraduate papers, quick PowerPoints teaching a certain technique, etc.). In tandem, less of the instructional time we spend with undergraduates should be spent on the mechanics of the use of Library resources and more on content. The idea is that students will come (digitally) to these resources as needed. The overarching goal is “less-specialized help for less-specialized questions.”

We can (and should) offer more robust services through alternate venues. Other service points can handle some questions routinely (especially about access, locations of resources/materials, navigating to subject guides, etc.) and these alternatives can be distributed more broadly. This also means a more robust referral process and allows a liaison model that emphasizes getting “out there” with our faculty and perhaps offering services at alternate locations: graduate students and faculty are the least happy with our services, and LibQual data indicate that they respond extraordinarily positively when they personally encounter the skills of the librarians. We should reach out to those groups, in person, outside of the Library.

Because reference transactions are dropping, we should regularly review reference service hours as well as weekends and holidays. Newly distributed services and longer hours of alternative technologies and methods of service should be implemented, and don’t necessarily require a librarian to be on-location to service Seton Hall users.

Because research consultations are so labor-intensive, there should be a form of “triage” before they are definitively scheduled to see if the research question can be answered more quickly by pointing out (in an e-mail or phone call) specific resources, quick search
strategies, or a Research Guide. Again, the overarching goal is “less specialized help for less specialized questions.”

- Finally, we should collect better data, but in a less labor-intensive way: random sampling throughout the year for instance. The goal is both deeper, more accurate data, and data that more broadly captures the real picture of “services” wherever they are offered (an office visit, embedded in a class, personal contacts, etc.). In short, in all these efforts and in our data we need a culture of assessment: what are we trying to do, and how will we know we’ve succeeded?

Our information is neither perfect nor definitive on all accounts, and these are neither perfect nor permanent “solutions.” But, there is a trajectory suggested by these studies and the lack of perfect information isn’t a good reason not to make adjustments based on what we do know. Further, the University both strategically seeks the use of data and statistics to inform decisions and wishes to selectively invest in the University Libraries. This is about an expansion of our reaching-out to our users as our agenda going forward and these processes will help us and the University.
Library Faculty and Library Functional Area Reports
In the past academic year (2014-2015), the Library transitioned to OCLC’s WorldShare Management System (WMS), a new Integrated Library Systems (ILS), from Voyager. WMS continued to present challenges to me as a systems librarian in terms of learning the new features. My report focused on how my work supported library goals and objectives in its strategic plan 2012-2020 (http://library.shu.edu/friendly.php?s=mission) as well as Library Strategic Plan Objectives through June 2015 (http://library.shu.edu/content.php?pid=455362&sid=4576274).

Objective 1 (Goal 1 & 2 & 3 & 8): Fully implement the new WMS library management system; correct and clean records; establish efficient cross-functional workflows; present information to researchers in a clear, understandable format; broad understanding of WMS technology; preserve necessary data from the Voyager system for further use in a sustainable way; eliminate outdated tools/processes; top priority, ongoing until completed.

As a systems librarian, I noticed that a major difference between Voyager and WMS in terms of generating reports. Voyager allowed me to query live data on the server; whereas WMS required me to download huge files of data to my local laptop for any query. There are four ways to download all the records from WMS; and each kind of downloads includes same as well as different fields of a record. Merges of different downloads in order to generate reports with certain needed information become a necessary part of the procedures. The following are brief descriptions of the four kinds of download files and how they need to be merged for certain reports.

1. MARC record download needs to be requested via WMS first. It may take 3 to 5 days for the files to be available for downloading via OCLC’s FTP site. My latest download of all the MARC records came in 11 separate files for a total of 2.6 GB. I need to merge them into a single file with 5.6 million rows for an efficient query. I would like to thank Assistant Dean Elizabeth Leonard for making “010 Editor,” a tool to open huge text file, available to me. Downloading the MARC records allows me to separate the records with or without LHRs; therefore, I am able to extract records without LHRs, such as online government documents. Also, it also allows me to extract information from subfields. For example, Elizabeth wanted to know book height for her oversize book project. I could only extract that information from MARC bib records’ field 300 subfield c.
2. Item inventories are updated on a weekly basis and can be downloaded at any time from OCLC’s FTP site. A single file of all item records has about 300 MB and 566,500+ rows when they are imported to Access for analysis. The item inventory file has a unique barcode in separate rows; whereas MARC records group all the barcodes for single title in one cell. In order to know the specific items with specific heights, I need to merge an item inventory file with a MARC file by using OCLC numbers from both files as the primary key.

3. All KB records can be downloaded from WMS platform at the any time. A KB file (about 822+MB in Access and 1.1 million rows) is useful in generating records for RAPID updates. Also, it can be used as a base to discover the duplicates among print journals and e-journals as well as to identify the unique journal titles from a newly proposed database purchase.

4. An analytic file of all the records needs a download request from WMS first and it may take 3 to 5 days for downloading via OCLC’s FTP site. My latest downloaded analytic file has 805+ MB in Access and 1+ million rows. An analytic file has very similar fields as compared with that in an item inventory file, except it has no barcode field and 583+ thousand rows have no location identification. However, it has a physical description field that an item inventory file does not have.

I worked on the requests from my colleagues by using MARC, Item Inventory, KB, and Analytic files, and other tools. See 60+ selected requests below:

1. June 2015. Request from Prof. Martha Loesch. Generated reports on how many items were cataloged in Walsh Library (STHM), Archives & Special Collections (STHA) and the Turro Seminary Library (STHD) for academic year July 2014-June 2015.

2. June 2015. Request from Assistant Dean Leonard. Report of duplicate book items in the Main Collection. I identified 43,840 duplicate OCLC numbers (or 11.5% duplicate titles) from a total of 379,401 records in the Main Collection. I merged an item inventory file with an analytic file in order obtain the physical descriptions field, which helps to remove a title with multiple volumes instead of multiple copies to some extent. I found 19,779 (45%) unique OCLC numbers (or titles) among 43,840 duplicate book item records.

3. June 2015. Request from Prof. Sulekha Kalyan. Reports of comparisons for EBSCO CINAHL titles (302 out of 826) not matched by ISSN and eISSN with full-text e-journals in KB, and SOCINDEX titles (265 out 589) not matched by ISSN and eISSN with full-text e-journals in KB.

4. June 2015. Request from Assistant Dean Leonard. Converted all STHM reference shelving location name deviations (800+) into the WMS recognizable location name “Reference Collection- IN-LIBRARY USE ONLY.” This request will continue to correct other shelving location name deviations.

5. June 2015. Request from Assistant Dean Leonard. Report of the main collection books with 32+ cm height. The 3rd iteration of the report has 3,519 items. I queried and
extracted height information from MARC download and merged the data with item inventory download, which has unique barcodes in each row.

6. May 2015. Request from Assistant Dean Leonard. Analysis of Illiad April 2015 Cancellation Report. A great majority of cancelled requests (277 or 95.8% out of 289) were from electronic databases. Directory of Open Access Journals (DOAJ) had the most cancellations (113 or 39%). The 2nd most cancellations (33 or 11%) were from Springer LARASIS 2014 Journals. The 3rd most cancellations (17 or 6%) were ScienceDirect. I updated RAPID list by removing DOAJ (permanently) and Science Direct (temporarily), and by replacing Springer with the 2015 package based on the findings.

7. May 2015. Request from Prof. Martha Loesch. Report of identifying physical items with call numbers on the shelves but without LHRs in WMS. I identified 1700+ WMS physical items that had OCLC numbers without LHRs, yet they had barcodes, call numbers and locations in Voyager.

8. May 2015. Request from Mr. Joseph Yankus. Investigation of peculiar URLs in LHRs. I identified 332 records with the URL http://bvbr.bib-bvb.de:8991/ in our WorldCat Local through MARC download. I requested IT to create an ezproxy for this URL to resolve the issue of being unable to access the links.

9. April 2015. Request from Assistant Dean Leonard. Diagnosed the link problem of Louvain Studies, and contacted Peeters’ Publisher in Belgium (Europe) to set up an online access to our Peeters journal subscriptions.

10. April 2015. Request from Assistant Dean Leonard. LC Sort of Missing Reference Titles. A direct application of a thirty party free program "LC Class Call Number Sort" did not work for LC sorting of our missing reference titles. I spent time to figure out the problem and solution, and showed it to Elizabeth so that she could utilize the program herself.

11. April 2015. Request from Prof. Kalyan. Identified 93 overlap titles between “2015 SAGE Backfile Humanities Social Sciences” and library print journal titles in KB.

12. April 2015. Request from Mr. Yankus. Question: “I poked around EBSCOAdmin and found the title within a certain Project Muse collection. Neither the title or the collection are selected in EBSCO.” My response after investigation: “The problem with default non-EBSCO database profiles is that it may include all the titles from a particular vendor, many of which we may not subscribe to. For example, we only subscribe to ‘Project Muse - Premium Collection (Titles: 612).’ Whereas, Project Muse has 159 packages. The Premium does not include the title but it is included in two other packages.”

13. March and April 2015. Request from Assistant Dean Leonard. Converted “Early American Imprints_Series I_Evans_1639-1800” from an existing e-Fulltext collection to a customized collection by removing 34,000+ e-Fulltext links that our library did not have access, and replacing them with the links to our WorldCat Local (WCL). However, using OCLC numbers of either e-Fulltext or Microfiche for WCL links, would show a message: "We were unable to get availability information for this item. Please check at
the circulation desk for assistance." A solution is to create LHRs in batch for 34,000+ records to display “Microfiche on the 3rd floor of Walsh Library.” OCLC will charge a one-time set up fee of $370.00 for a batchload project to update serial holdings via its Local Holdings Record Updating Service (LHRUS) according the Custom Support email (Mon 4/20/2015 8:43 AM). I am still waiting for the decision from the library administration on whether or not to go ahead with this option.


15. March 2015. Request from Prof. Sharon Ince. Provided the revised codes of EDS Search Box for the new library homepage.

16. March 2015. Request from Assistant Dean Leonard. Identified 30 out of 5281 barcodes with shelving location name deviations, and changed them in batch to their correct location name "Oesterreicher - IN-ARCHIVES USE ONLY."

17. February 2015. Request from Assistant Dean Leonard. Provided reports of comparison between seven selected medical school libraries’ databases and ebook providers and that at Seton Hall University Libraries in preparation of Dean Buschman’s meeting with the Provost and the Med School planning committee.

18. February 2015. Request from Assistant Dean Leonard. Provided the usage statistics for ebrary and EBSCOhost ebook packages from January 2014 to January 2015. EBSCO ebook total for all titles: 14,080 (Online Views), 1,082 (Downloads), 493 (Print Requests), and 162 (Email Requests). Ebrary Title usage: 100,102 (Pages Viewed), 923 (Pages Copied), 9,723 (Pages Printed), 6,264 (User Sessions), 605 (Chapter/Range Downloads), and 347 (Full Title Downloads).

19. February 2015. Request from Mr. Yankus. Provided instructional steps on creating customized Kbart file, for example, Psychotherapy net titles.

20. February 2015. Request from Assistant Dean Leonard. Selected 40 shared HeinOnline collections subscribed by the Law Library. A total of 43 collections were selected plus the three that had been selected before. “HeinOnline American Association of Law Libraries (AALL)” was a collection requiring a different selection method to share.


22. February 2015. Request from Ms. Denise D'Agostino. Examined Denise’s updated file, and prepared additional data on both the existing KB print titles and new titles. I made an update on Saturday 2/7/2015. Of the total 4,671 rows, 3,743 rows existed before the update, and 928 rows were added, about 20% increase of our print journal titles in KB.

23. January 2015. Request from Prof. Kalyan. Provided the reports of comparison of duplicate print titles with that of Project Muse and JSTOR with coverage information. Here is the basic information at a glance:
24. January 2015. Request from Prof. Abby Saunders. Advised the faculty member to create an EBSCO account in addition to PirateNet ezproxy login in order to download full-text ebooks.

25. December 2014. Request from Assistant Dean Leonard. Provided a report of comparison between the list of EJS titles provided by EBSCO and KB download.
   - Matched titles: 740 rows
   - Unmatched titles: 1,964
   - EJS titles in KB but not in the list provided by EBSCO: 107

26. December 2014. Request from Prof. Kalyan. Provided a comparison between EJS titles provided by EBSCO (2,698 rows) and the EJS titles in KB (845 rows).

27. November 2014. Request from Prof. Marta Deyrup. Generated a list of CDs from Voyager by accession # that also had OCLC numbers.

28. November 2014. Request from Prof. Lisa DeLuca. Generated a list of duplicate copies of LC J's for her weeding project.


30. November 2014. Request from Assistant Dean Leonard. Migrated the data from the old PastPerfect Server to the new on the university’s network server, and reconfigured the gallery workstations connecting to the new server.

31. November 2014. Request from Ms. Denise D'Agostino. Reformatted and merged some print journal titles from Rapid to KB.

32. November 2014. Request from Prof. Kalyan. Added new Seminary print journal titles to KB.

33. October and November 2014. Request from Assistant Dean Leonard. Created and tested and OCLC Discovery Sandbox. The sandbox is in the following status as of November 2014:
   - OCLC Non-License databases: Seventy-four matched with our library subscription databases, and were selected from WorldCat config, and WMS collections. They are searchable in http://setonhall-sandbox.on.worldcat.org.
   - Fifty-one out of 74 databases were selected as default search group. They were centrally indexed by OCLC without requiring user names and passwords in the WorldCat Config. Twenty-three databases were grouped as the federated search because they required user names and password in WorldCat Config.
   - Further testing is needed for the ease of use, left facet options, speed of displaying results and so on in comparison with the EBSCO EDS. Below was my comparison:

35. October 2014. Request from Assistant Dean Leonard. Compared our EBSCO EJS Collection titles with that in OCLC-WMS. I found about 90 titles were not in the EBSCO list. Also, I found 2,698 unique titles in EBSCO EJS list but only 835 unique titles were selected in WMS EJS. It indicated to me that 1,863 titles that we could access were not searchable in WMS. I contacted both EBSCO and OCLC Support. Their responses were not satisfactory in terms of resolving the issues.

36. October 2014. Request from Prof. Richard Stern. Updated the 3rd and 4th floor maps by adding yellow color to the group studies.

37. October 2014. Tested "CINAHL with Full Text" in KB. Some titles showed up while others not. Mr. Adam Buttrick of OCLC Support’s response explained mystery: “In the context of CINAHL, all the titles you list as not displaying are indexed only access (i.e. citation-only, no full text). These entries do not appear in the A-Z list as they do not provide full-text access, although there are plans to surface these title entries in the near future” (Wednesday, October 22, 2014 3:22 PM).

38. October 2014. Request from Prof. Rose-Wiles. Created a merged list of ejournals with KB list as a base, and merged the call numbers and subject names columns from EBSCO ejournal list and OCLC's analytics ejournal list. The merged list had 86,891 rows as compared with 56,983 rows from EBSCO ejournal list.

<table>
<thead>
<tr>
<th>EBSCO EDS Left Facets</th>
<th>OCLC Discovery Left Fects</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Libraries Worldwide</td>
</tr>
<tr>
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<td>Seton Hall Law</td>
</tr>
<tr>
<td>N/A</td>
<td>Seton Hall University, Walsh Library</td>
</tr>
<tr>
<td>Full Text</td>
<td>Full Text</td>
</tr>
<tr>
<td>Catalog Only</td>
<td>N/A</td>
</tr>
<tr>
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<td>Peer Reviewed</td>
</tr>
<tr>
<td>Publication Date</td>
<td>Year</td>
</tr>
<tr>
<td>Source Types</td>
<td>Format</td>
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<tr>
<td>Subject</td>
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<tr>
<td>Publisher</td>
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<tr>
<td>Content Provider</td>
<td>Databases</td>
</tr>
<tr>
<td>N/A</td>
<td>Author</td>
</tr>
</tbody>
</table>
39. October 2014. Request from Prof. Kalyan. Downloaded our subscription titles from Taylor & Francis admin site and compared them with “Taylor & Francis Journals Current Content (1997-present)” collection in KB and 79 titles matched; three titles from “Taylor & Francis Journals (All Content)” collection in KB matched. Updates were made to Taylor & Francis collections.

40. October 2014. Request from Prof. Ince. Created a customized collection for Seton Hall individually purchased ebooks in KB including APA style guide to electronic references, and Class matters: beyond access to inclusion.

41. October 2014. Request from Prof. Marta. Generated a list of records with “phono or Audio” as item types from Voyager.

42. September 2014. Request from Prof. DeLuca. Generated UN document records from WMS.

43. September 2014. Request from Assistant Dean Leonard. Participated in OCLC Collection Manager’s usability test session.

44. September 2014. Request from Ms. Carol Kieslor. Set up the Z39.50 connection between OCLC and Midwest.

45. September 2014. Request from Prof. Irwin. Updated a new batch of our full-text ejournal titles to Rapid. It included 107,657 lendable titles with duplicates from different vendors, and with or without URLs. This uploaded file also included 13,883 non-lendable titles with embargos.

46. September 2014. Request from Ms. Drafta. Provided updated numbers for Fast Facts:
   - Total number of titles (all formats in WMS): 871,914
   - Total numbers of titles (all formats in KB): 701,791
   - Total number of unique print book titles in WMS: 425,880
   - Total number of unique ebook titles in both KB and WMS: 565,475
   - Number of full-text articles downloaded via EBSCO, EDS and ProQuest (7/2013-6/2014): 327,861
   - Number of database searches via EBSCO, EDS and ProQuest (7/2013-6/2014): 34,321,323.

47. September 2014. Request from Assistant Dean Leonard. Created and uploaded a customized EBSCO Netlibrary Collection to KB.

48. September 2014. Request from Mr. Andrew Brenycz. Generated a list of seminary library books received since July 1, 2013.

49. September 2014. Request from Prof. Kalyan. Checked the URLs for FY15 databases provided by the State Library. There were a total of 23 URLs. One was newly enabled, 15 already enabled, and 7 not available for enabling in WMS.

50. September 2014. Request from Assistant Dean Leonard. Studied the custom links in EDS and provided two sheets in an Excel file: 1) Active custom links, and 2) All available
custom links. I could make “EDS - Credo Reference” an active link if a decision were made.

51. September 2014. Request from Prof. Kalyan. Studied the file of purchased “Palinet netLibrary titles in 2003.” There were 1,533 unique titles from PALINET Shared Reference Center, of 739 matched titles in KB’s Ebsco ebook titles but 794 did not match. They all had urls for online access.

52. August 2014. Request from Assistant Dean Leonard and Prof. Rose-Wiles. Contacted EBSCO Support for the problem of searching under the “Search e-Books” tab in the middle of the search box. Only the EBSCO ebooks would display but other ebooks from Ebrary would not display. My analysis of the page source of http://library.shu.edu/ indicated to me that the code “limittoeBooks” did not work with our current OCLC WorldCat database source (cat00991a).

53. August 2014. Request from Assistant Dean Leonard. Turned off EDS defaults to "peer-reviewed" in EBSCO Admin.

54. August 2014. Request from Prof. Rose-Wiles. Responded to the questions about peculiar book records in EDS.

55. August 2014. Request from Prof. Irwin. Updated Rapid with the reformatted ejournal and print titles from KB.


57. August 2014. Request from Prof. Kalyan. Identified 892 print journal titles from Lotus Notes, Rapid, and KB lists to be reformatted by adding ISSN or OCLC numbers in Kbart.

58. August 2014. Request from Assistant Dean Leonard and Prof. Kalyan. Updated Seton Hall Print Serials in Kbart format, sent it to Mr. Adam Buttrick of OCLC Support to review, and uploaded to RAPID.

59. July 2014, Request from Prof. Marta Deyrup. Generated a list of print STH holdings without LHRs and URLs from WMS, and merged the data with that from Voyager for the status information.

60. July 2014. Request from Prof. Irwin. Reformatted and uploaded print journals from KB to Rapid.


62. July 2014. Request from Assistant Dean Leonard. Requested SHU IT to create a Voyager clone server for the potential needs for data from the old server. I successfully tested the connection from my laptop to the clone server.
Objective 3 (Goal 2): Develop collections policy statements for general collections; continue to manage incoming-gifts acceptances.

I served as Library’s EPC Chair during 2014-15. Through my coordination of the discussions, EPC and LFA approved 1) Revision of the Course Reserve Policy in August 2014 (http://library.shu.edu/course-reserves-policy), and 2) Revision of Collection Development Policy in March 2015.

Objective 4 (Goal 3): Simplify records for/access to journals – print, microforms, electronic, those shared with Law, electronic books – current and ongoing; format, install, and test an on-site server for ArchivesSpace (beginning in Jan. 2014 and possibly another for an art/museum database), inventory and transfer assets from the Expressions IT server (Jan. 2014).

I have been waiting for the instructions from library administration to move Archivesspace from the sandbox to a production box. I was successful to install Archivesspace in two sandboxes in Amazon Cloud Servers provided by SHU IT and made a second round of data migration from ArchivistTool Kit to Archivesspace in June 2014. The results of the data in ArchivesSpace Admin showed the statistics of Accessions 1,186, Resources 285, Digital Objects 4,118, Subjects 241, Agents 444, Locations 3,619, Events 186, Collection Management 42, and Classifications (no record found).

Objective 18 (Goal 8): Improve library-wide communications: workshop; Assist. Deans’ regular meetings with functional supervisors, all library meetings, regular meetings with library faculty, library intranet, ongoing.

I attended Elizabeth’s Team meetings on a weekly basis as well as other library meetings per requests. I shared my work progress, thoughts on issues, and solutions to the problems whenever appropriate.

Other Library Projects

Chinese Corner, a Book Donation Project
Walsh Library, Seton Hall University has been awarded a grant to host a Chinese Corner with a donation of 300 books and $7,500 funding for management and promotion of the project. The Chinese Corner has expanded the Chinese language collection, increased the visibility of Chinese language program, and attracted more students to learn Chinese. China Hanban (China Office of Teaching Chinese Language) is the funding agency, and the project is coordinated by China Educational Publications Import & Export Corporation Ltd. (CEPIEC). I would like to
thank Dean Buschman for his support from the very beginning and all the way through. More information can be found in my Chinese Corner Website http://pirate.shu.edu/~baoxuem/Chinese_Corner/. The following are the brief descriptions of the Chinese Corner promotional activities:

1. The Chinese Corner Opening Ceremony (11/20/2014). Dr. Xue-Ming Bao, Chinese Corner Contact, invited Dr. John Buschman, Dean of the University Libraries, Librarian Colleagues, Professor Dongdong Chen of Asian Studies, and Students. Congratulatory and thank-you speeches were made by Dean Buschman, Prof. Chen and Dr. Bao. About 40 people attended.

2. The Chinese Corner was visited by about 30 of the 50 participants attended “K-12 Chinese-Language Teachers Roundtable Program” held at Seton Hall University on November 1, 2014.

3. Ms. Eva Cheng-Lee, our Chinese language cataloger, guided Qingqing Lan, the Chinese Corner Project Assistant, and worked together to catalog the books, CDs, and DVDs during August and September 2014.

4. The library used the Chinese Corner funding to hire two project assistants: Qingqing Lan in Fall semester 2014 and Mei Sha in Spring semester 2015. They both were graduate students in Asian Studies in the track of teaching Chinese language. They visited six Chinese language classes multiple times and reached out to about 40+ students learning Chinese at basic, intermediate and advanced levels. Their initial visits were to learn the students’ Chinese levels and interests. Then they would select appropriate materials from Chinese Corner, and revisit the classes to provide 15 minutes show-and-tell demos. They were able to gain the support of the classroom instructors and coordinate the visiting schedules.

5. The library provided a Scholar Study as a Chinese Corner tutoring office to provide two hours tutoring a week during Spring Semester 2015. There was a fixed time period between 2-4 pm on Thursdays. The students can also make appointments with the Project Assistant for other tutoring time. Two students came regularly to ask for tutoring.

6. Asia Studies sponsored “China Night” and “Chinese Language Competition” programs during Spring Semester 2015. Project Assistant Mei Sha worked with the students to include Chinese Corner content in the shows.

7. Chinese Corner Project Assistant Mei Sha created a book introduction website www.flipsnack.com/sammiesha. She selected 11 books and scanned some interesting pages into pdf files and uploaded to the website. A user can easily move from one page to another, and enlarge the characters. It is hoped that a user will come to Chinese Corner to borrow actual books when they find them interesting and helpful. The website had been browsed over 100 times between February and May 2015.

8. Chinese Corner Project Assistants Qingqing Lan and Mei Sha created several promotional video clips. They vividly reflect the enthusiasm and Chinese levels of our students. The process of creating the video clips helped students to use more Chinese Corner resources.
   a. Mei Sha (Sammie) introducing Chinese Corner and Chinese Language Competition (by Mei Sha, 2015)
   b. Jeremy introducing books from Chinese Corner (by Mei Sha, 2015)
   c. Michael introducing books from Chinese Corner (by Mei Sha, 2015)
9. According to the circulation statistics of the Chinese Corner resources between October 2014 and March 2015, Chinese Corner has 217 titles with 473 copies. The circulation rate was 20%, which is similar to overall book circulation rate in the library. The Project Assistants played an important role in promoting the Chinese Corner to have such a circulation rate.

10. Welcomed three visitors from China Educational Publication Import and Export Corporation (CEPIEC) on March 29, 2015. The CEPIEC visitors are Jianxin Wang (Vice President), Kelly Song (Chinese Corner Project & Senior Rights Manager), and Jie Gao (Senior International Commercial Manager). They visited our Chinese Corner book shelf and tutoring room. I reported to them our cataloging, circulation, and promotional activities. They also shared with me the experiences from other Chinese Corners around the world. They were impressed with our promotional activities and indicated that our library might be invited to apply for the 2nd year funding for the Chinese Corner Project.

Collection Development for Asian Studies
I ordered e-Books from Taylor and Francis Publishing Group with the criteria of 2+ editions and ≥ Pub Year 2000. See the selected titles below:

2. Routledge Handbook of Gender in South Asia (2014)
5. Routledge Handbook of Indian Cinemas (2013)
6. Routledge Handbook of Indian Politics (2012)
11. Routledge Handbook of Southeast Asian Politics (2011)
15. A Short History of Iraq (2014)
23. Japan's International Relations (2011)
24. Modern China (2013)
27. The Making of India (2014)
30. The Origins of the Korean War (2014)
31. The Religious Traditions of Asia (2013)

Research and Scholarship
I am still in the process of conducting research on the dissertations and theses relating to Teaching Chinese as a Foreign Language produced from U.S. universities. However, my busy library work requests made it difficult for me to be productive in my research effort.

Reference and Teaching
• In addition to the library instructions to English 1201 and 1202 classes and reference desk hours, I was invited by Prof. Michael Stone to make a library resource presentation to his CONTEMPORARY CHINA class on February 3, 2015.
• Provided extensive reference consultation and assistance to Ms. Daijuan Gao, a graduate student of Asian Studies, for her research on female Chinese author Jie Zhang’s short stories in March 2015, and on the influence of Nietzsche in Wang Guowei’s essay On the Dream of the Red Chamber in February 2015.
• I was invited by Malissa Eaddy, a dual M.A Candidate of East Asian Studies and International Relations and Diplomacy (Class of 2016), to serve as her Master’s Thesis Advisor in May 2015. She will start her thesis on the subject of Japan's demographic and policy on mixed race and immigration in Fall Semester 2015.

SHU Faculty Senate’s Program Review Committee (2013-2015)
I provided my reviews to the following self-studies:
1. BIOL BS DG BA MS Program Rev-Self Study
2. English Self-Study
3. History Self-Study
4. HRED (Higher Education Program) Self-Study
5. Philosophy Self-Study
6. Police Self Study
7. Psychology Dept MSEP Self Study
8. Sociology and Anthropology Programs Self-Study.

Service to the Library Profession Nationwide and Globally
In March 2015, I was invited to provide a peer review on a research paper submitted to The Journal of Library and Information Science (JLIS) which is published semiannually in April and October by the Department of Adult & Continuing Education, National Taiwan Normal University, Taiwan and the Chinese American Librarians Association, U.S.A.
Library Instruction Report.

**Goal 1** Provide expert assistance, instruction, and an innovative suite of user services which are responsive to the needs of our community and changing circumstances.

The following instruction statistics (May 2014 to May 2015 inclusive) indicate that the information literacy program is functioning well, although the librarians would like to increase these numbers in order to help more students.

<table>
<thead>
<tr>
<th>Undergraduate classes taught</th>
<th>Undergraduate students taught</th>
<th>Graduate classes taught</th>
<th>Graduate students taught</th>
<th>Other</th>
<th>HS students taught</th>
<th>Total Classes</th>
<th>Total Students</th>
</tr>
</thead>
<tbody>
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<td>1</td>
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<td>(Freshman English classes</td>
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<td>(Freshman English students</td>
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Breakdown per librarian: classes taught

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<th>Bloom</th>
<th>Delozier</th>
<th>DeLuca</th>
<th>Deyrup</th>
<th>Gold</th>
<th>Ince</th>
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The goal of the library instruction program is to provide Seton Hall University students, faculty, and staff with the facility to do life-long research, electronically or otherwise, for academic or personal purposes.

In this age of information overload, electronic searching aids are no panacea for efficient, accurate results unless appropriate instruction in the use of these aids is provided. The library faculty are constantly in discussions to determine the best ways to provide this instruction. It is imperative that the library faculty maintain state of the art knowledge in areas related to this issue.

Librarians involved in information literacy instruction meet frequently to discuss these issues and to share ideas and best practices. We often invite representatives from other constituencies on campus to share ideas, to assess the effectiveness of our program, and otherwise to maintain the connections necessary for an effective library instruction initiative.

More recently, we have questioned the effectiveness of the one-shot, 50-75 minute library instruction model. Information literacy expertise is a complex and rather drawn-out learning process. Thus librarians should be available for intensive training in an ongoing basis. Some possibilities would be imbedding them in specific research intensive courses or scaffolding a series of courses designed to help students learn in an increasingly complex manner. Another idea would be the establishment of a one-three credit library course. However, given an expected incoming freshman class of more than 1300 students, the library would not have enough faculty to accommodate more than a few sections of students. Absent the above-mentioned options, we have been discussing the design of a series of short tutorials. Some of the libraries I had the opportunity to visit have indeed created an on-line information literacy unit required of all university students. This is one solution we might address.

Additional issues: The Public Services Committee, in concert with the library faculty, are in the process of composing a mission/goals statement for library instruction, which encompasses other modes of library instruction, such as desk, chat, e-mail, and other virtual reference forms, in addition to classroom instruction.

Beth Bloom, Personal report:

Coordinator of library instruction: statistical record keeping

Library instruction is organized into four segments: University life introduction to the library and its use; Freshman English library instruction, ENGL1201, which introduces students
to basic library research, and 1202, a large course redesigned to be embedded with the information fluency competency, and which covers research in literature; other undergraduate courses, and graduate courses.

We include three separate systems by which faculty can request library instruction:

University Life instruction is carried out over the course of five days. This includes all incoming freshmen. Freshman studies sends me a list of all classes, sections, and times, at which point I create a calendar/sign-up sheet. I assign each librarian a certain amount of classes, based on the proportion of time that they spend at the reference desk. The librarians are then free to sign up to teach classes that fit in with their schedules. We usually work with 65-70 sections in the fall and approximately 3-5 sections in the spring.

Freshman English library instruction takes place over the course of the semester—more 1201 classes than 1202 in the fall, and more 1202 than 1201 in the spring. The TLTC and I have created an online database that allows access to both English and library faculty. English faculty place library instruction requests into the calendar at their convenience, and the librarians respond in turn. Again, I assign librarians a certain amount of classes to teach. Usually we work with between 70 and 75 sections each semester.

Other undergraduate and graduate instruction requests are now recorded on-line through our lib-answers program. Teaching faculty may fill out a class request form electronically, or if they request classes in person or via e-mail, librarians may fill out the form for them. This has streamlined our ability to keep statistics. I would like to thank Sharon Ince for helping to create this form.

TEACHING: as indicated above, I have taught 74 information literacy classes. These statistics include large groups of 50 or so graduate students, as well as small groups of 3-5 students. The smaller groups were comprised of nursing, allied health, or communication students in which I was imbedded as a librarian/faculty partner.

I have developed as an educator through experience, reading the literature, and as a result of my participation in the Lonergan Praxis group, which will be discusses in a later section.

REFERENCE: I have served at the reference desk hours per assignment. This has ranged anywhere from six to 13 hours per week. As chair of the PSC, I have often put the problem of dwindling reference requests on the agenda. The PSC has been looking at other means and venues for the provision of reference services.

INDIVIDUAL REFERENCE APPOINTMENTS: Conducted one-on-one research appointments with 16-20 students from my assigned curricular areas or as a result of requests during the reference interview.

Goal 2) Build up and preserve print, digital, and other materials using selection criteria that reflect the academic priorities of the University, current collection strengths and significant research in all areas of study pursued at the University

WEEDING: I have been heavily involved in the weeding of music, art, women’s studies, nursing/allied health (the latter in tandem with Dr. Rose-Wiles) reference.
BAR-CODE PROJECT: Helped check barcodes of books in the stacks.

GIFTS: Music recordings. Went through thousands of vinyl records to determine usability at Seton Hall University. Sent many to the music department.

Sheet music: evaluated 44 boxes of sheet music types that ranged from the “Great American Song Book” to classical devotional music. Sorted the collection based on potential use in the library, in the music department, and for use outside Seton Hall University.

COLLECTION DEVELOPMENT: updated collections (ordered books and evaluated databases) in music, art/art history, nursing (with Dr. Rose-Wiles), women’s studies, and communication.

Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

RESEARCH GUIDES: Updated art, music, women’s studies, nursing (with Dr. Rose-Wiles), health administration, copyright, and English 1202 (with Dr. Deyrup) LibGuides in preparation for the transition to LibGuides2. (Will update guides by July 15th.)

EDITED “LIBANSWERS”: online questions and answers. This was done in concert with other members of the library PSC.

LIBRARY HOME-PAGE: consulted with PSC and Sharon Ince on organization of the new library home page.

PSC, CHAIR: led discussions to facilitate the above (please see Goal 4 for more discussion regarding the PSC)

Goal 4) Create and maintain a physical environment that fosters learning and research and encourages use and interaction.

PSC, Chair: provided agendas for weekly PSC meetings. The PSC discusses ways to facilitate student learning by evaluating library public services on an ongoing basis. The committee has suggested and facilitated changes as necessary. I have provided minutes of the meetings and prepared reports at dean’s meetings. (Please see charge and list of minutes in the library Intranet.) Examples are Reference desk reorganization and Support for weeding the reference collection.

Goal 5) Communicate the library’s services and resources effectively, expand outreach and develop opportunities for our users to communicate about and shape those services and resources.

LIBRARY LIAISON: to Freshman Studies, Nursing, Communications (art, music, museum studies), Women’s studies, Healthcare management, and English (in my capacity as instruction coordinator) departments. Discussed library collections and services with colleagues in these areas.

FACULTY SENATE LIBRARY COMMITTEE: member. Comprised of faculty members representing various academic areas, the committee addresses such library issues as access to materials, funding, and services both to faculty and students. The committee then reports to the faculty senate for further action, if needed.
Goal 6) Develop strategic alliances and cooperate with other organizations for the advancement of scholarship, efficiency, and University goals and objectives.

INSTRUCTION LIAISON TO FRESHMAN STUDIES AND FRESHMAN ENGLISH: As mentioned above, I partner with directors of both programs to collaborate on the presentation and organization of library instruction and information literacy classes.

LIBRARY LIAISON TO SETON HALL ASSESSMENT COMMITTEE: Report to Kuldeep Pupula on assessment of classes infusing Information Fluency as a core competency.

NJLA/ACRL COLLEGE AND UNIVERSITY SECTION RESEARCH COMMITTEE: member. The committee encourages NJ librarians in their research activities. It sponsors presentations of on-going research at the NJLA annual conference and also gives a reward to the best completed research done by a New Jersey librarian.

INTERNATIONAL ACTIVITY: Conference at Ruhr University at Bochum: attended information-sharing and cultural conference at the library. With a group of library directors from Israel. Toured ten university, college, public, and special libraries in the Ruhr region of Germany in the cities of Hamm, Krefeld, Essen, Bochum, Wuppertal, Munster, Dusseldorf, and Herne. The conference also included my two presentations and those given by eight other attendees.

Goal 7) Contribute to the academic, ethical, and cultural growth of the University community.

FACULTY SENATE EXECUTIVE COMMITTEE: member at large, 2014-2015. Represented the university faculty on this five-member committee. Met with committee, provost, and president at least once monthly to discuss issues that affect all faculty at Seton Hall University.

FACULTY SENATE CORE CURRICULUM COMMITTEE: chair. The committee is responsible for reviewing and recommending changes in the university core curriculum. The committee reports to the faculty senate.


FACULTY SENATE GRIEVANCE COMMITTEE: member.

MARTIN LUTHER KING SCHOLARSHIP ASSOCIATION: Faculty Advisor.

GOOGLE RESEARCH GRANT (work in progress): studied research behaviors of 23 students. Each student taped one hour of themselves doing on-line research. Assessed and coded results for a presentation at the Ruhr University at Bochum, Germany---and for future publication.

COMPLETED RESEARCH:

Presentations:

“The library as learning space: the changing American library.” Presentation at Ruhr University of Bochum Germany

“Student Research at Seton Hall University.” Presentation at Ruhr University of Bochum Germany
“The SHU Google Study: Results of a Two-Year Assessment of Student On-Line Research Habits” (with Marta Deyrup), VALE annual conference, Rutgers University

Articles:

“The SHU Research Logs: Student Online Search Behaviors Transcribed” (with Marta Deyrup), Accepted for publication in *Journal of Academic Librarianship*.

“Musical Meaning and the High Mass,” essay prepared for the Seton Hall University 2015 Faculty Summer Seminar.

**LONERGAN PRAXIS GROUP:** Participant, with a group of 20 faculty and administrators, in a series of lectures and discussions based on the writings of Bernard Lonergan, who focuses on human authenticity, achieved through a series of steps: observation, perception, evaluation, and decision as precipitated by particular experiences or stimuli. The worst thing a person can do is to act against their understanding of their authentic self. This has affected my approach toward teaching and understanding of the learning process. Principally, I try to help students understand that the research process involves personal inquiry, rather than an exercise in pleasing one’s teacher in exchange for a good grade. I stress that research must come from authentic interest. If not, then it can be onerous or simply a bore. I try to help students understand that the process may seem to take time at first—and even lead to confusion or uncertainty. But that the reward for both are more clarity and knowledge. This is of course difficult for students to understand, as they may be balancing a full course load with work or family responsibilities, and I assure students that I do understand these challenges. However, many of the students whom I have helped and who have allowed this process to take place have also reported high grades.

**SUMMER FACULTY SEMINAR:** attended three-day seminar on Lonergan’s theological anthropology.

**INTERNATIONAL ACTIVITY:** Retreat in Rome, Italy, with 20 members of the Lonergan praxis group. Attended lectures on issues discussed by Lonergan, given by faculty at the Gregorian University in Rome.

**Goal 8)** Foster an organizational culture and work structures that are agile, communicative, transparent, resilient and flexible, embrace change and encourage teamwork.

**INSTRUCTION COORDINATION:** hold meetings with library faculty to discuss library instruction: goals, objectives, best practices, latest information.

**PSC CHAIR:** Meet regularly with PSC to discuss physical and virtual access to library, its resources, and services.

**Goal 9)** Secure the resources to meet Seton Hall University Libraries’ goals and objectives.

**COLLECTION DEVELOPMENT:** please see response to Goal 2. Evaluate databases relevant to my liaison areas for recommendation to the library database committee.
I – INTRODUCTION

This fiscal year saw a number of projects completed and goals realized as articulated in the annual reports of the past two years. Bolstered by the addition of a part-time Collections Assistant, Joseph Yankus, the Walsh Gallery completed the library-wide reinstallation of artwork in common areas and staff work spaces which entailed a series of intermediate tasks to put the gallery in step with best practices. This year, Yankus is joined by Allison Stevens, who is the first Collections Manager to be employed at the University. She will be instituting a “best practices” approach with regard to collections which includes creating policies, cataloguing and re-housing the Anthropological objects currently in storage in Fahy Hall. This work will then extend to the remainder of the collections when this initial transfer from the College of Arts and Sciences (now the College of Communication and the Arts), is completed, which is presently estimated to be 1.5 to 2 years.

Working with Assistant Dean of University Libraries, Resources Acquisition and Description, Elizabeth Leonard, and Digital Services Librarian, Sharon Favaro Ince, the Walsh Gallery website has been enhanced both aesthetically and in terms on content. Assistant Dean Leonard’s staff was also instrumental in assessing and implementing upgrades to hardware and software to facilitate gallery operations and improve work flows and capacities as stressed in prior annual reports.

In the spirit of collaboration, the staff of the Walsh Gallery and Department of Archives and Special Collections have been working jointly on digitization projects, heightened inclusion of objects from the University’s collections into exhibitions and the sharing of resources to leverage costs and promote collaboration between departments. These shared resources include new copiers, storage space for collections and work space for cataloguing. Working together more closely, the two departments are also more equipped to share their skills and expertise with one another. Cost sharing of resources between these departments also stretches the budgets of both.

Long sought-after enhancements to the gallery environment provides a more welcoming and professional space for staff and visitors. These improvements include new carpeting in the gallery proper, a new coat of white ceiling paint (as opposed to the off-white color which was visually distracting, dingy-looking and dated), and the reclamation of an adjacent work space which was being used as a secondary lunch room. A new reception desk was purchased that meets with ADA compliance while concomitantly providing staff with much needed work space for administrative and clerical tasks. The purchase of four additional free-standing exhibition panels enables the gallery to include more artwork in exhibitions. The large number of windows inhibits showing large amounts of wall work in any given show due to a lack of wall space. At
2,100 square feet, the gallery looked stark at times due to the inability to place art at regular intervals.

These projects are but some of the more notable ways the Walsh Gallery has worked towards the greater goals of the University Libraries and Seton Hall University while maintaining its current mission. The remainder of this report details these activities, in addition to other undertakings, during the past year. These activities also support the larger vision of the University Libraries which includes service, access, learning, community, collaboration and preservation.


In keeping with the charge to display more of the University’s patrimony, the hire of a new Collections Manager, Allison Stevens, will enable the Walsh Gallery to include more objects into the context of gallery exhibitions and displays. Through her efforts there will be more data entered into the Past Perfect Collections database, promoting research and broadened access to our collections. This will permit staff and guest curators to know more readily what is in our collections while allowing the staff to track movement of objects from display areas, storage areas and loans, allaying security concerns of the past. In the mid to long term, these initiatives will work towards dissemination of information about the Seton Hall collections on a web platform or in the context of virtual exhibitions. This platform will enable students, faculty and scholars from other institutions to access and research the collections while promoting the patrimony under the university’s stewardship. Stevens will also collaboratively craft policies and procedures that she is presently working on including; collections management policies, collecting plans and procedures for loans, research, accessioning and other related collections management concerns.

Much of Stevens’ work will initially be comprised of moving the anthropological collections -- presently stored in Fahy Hall -- to a centralized storage area in the library vault. The next phases of the project will entail editing or enhancing the data created by Rhonda Quinn’s work study staff and merging these records into the Past Perfect database administered by the gallery staff. This transfer will also encompass providing proper packing, storage and improved documentation that meets with industry protocols and standards. Stevens will also work toward merging the data from the Anthropological catalogue into one database with uniform standards and metadata.

The transfer of objects from the College of Communication and the Arts represents a cooperative effort between that college and the University Libraries staff. The initiative has been discussed in earnest since 2006, but the earliest efforts to centralize and professionalize collections management procedures and policies campus-wide date to the 1970’s. The Asian Art Collection and a number of paintings and prints from the Art Center were also transferred to the care of the University Libraries in October of 2014. While the outcome was positive, the transfer resulted from an emergency situation due to a leak in the building which jeopardized the safety of the artwork. Again, collaboration was key to making this project happen. To his credit, Dr. Juergen Heinrichs identified the emergency, contacted the Walsh Gallery Director and rounded up a number of work study students to assist. Dr. Kate Dodds, Director of Archives and Special Collections, worked assiduously to pack the work while Walsh Gallery staff moved, catalogued and safely stored the artwork.
As mentioned in last year’s annual report, there is a necessity for the purchase of vitrines and display cases in order to securely present some of the smaller and more delicate objects in the university’s collections as well as from outside lenders. Through grant proceeds from the New Jersey Council of the Humanities, the director was able to purchase two locking wall vitrines. This past spring, the purchase of four additional free-standing pedestal vitrines was possible with the identification of a fabricator that was very reasonably priced. While the gallery is still in need of more display furniture, these recent acquisitions will enhance our exhibition possibilities and have already been put to use in three recent exhibitions.

Last year’s annual report also disclosed a severe shortage of storage space for collections as well as space for the processing of loans and collections. While there is still a need for additional storage and work space particularly with the impending transfer of the anthropological objects in Fahy Hall -- consolidation of existing objects in the vault has resulted in collections being moved from storage the Director’s office to the more secure environment in archives. This was accomplished by the Director working with (then) Processing/Digital Archivist Tracy Jackson. The Director continues this work with the current Processing/Digital Archivist, Amanda Mita, who is freeing up space in the Preservation Lab so that accessioning of the collections can occur in the controlled environs of that space. Additionally, it is adjacent to the offices of Amanda Mita and Allison Stevens, so that they can oversee the work being done.

It is also important to note that moving the processing of collections to an area within the archives limits movement of objects when inventorying, a previously identified security risk. These two measures will to a good degree alleviated the cramped conditions, security issues and disruptions caused by having much of the gallery’s operations occurring within the confines of the Director’s office. However, the incoming objects from Fahy Hall and the recent move of objects from The Art Center will likely fill that recovered space in the vault and potentially require more storage.

Recent grants from the New Jersey Council for the Humanities and the Essex County Arts Council in support of “Strangers in a Strange Land,” “A Celluloid Story” and “Getting to Infinity” demonstrated that with fewer interruptions, more staffing and a more streamlined workflow, the gallery can garner additional funds for its activities. In securing grants to fund exhibitions and programs, more of the general operating funds can be allocated for items such as vitrines, archival storage materials and other improvements without draining our modest budget. These grants also enabled more ambitious exhibition design, catalogues and commissions from artists for site-specific work that drew a great deal of positive attention to the university. An in-kind donation of hardware from The Lehigh Group last year will support an upcoming solo exhibition by artist Ryan Roa.

With fewer interruptions and strains on her time, as well as grant proceeds augmenting the budget, the Director was also able to produce catalogues for four of last year’s five exhibitions. The exclusion was the student annual fine arts exhibition for which a catalogue is not usually requisite. It is anticipated this trend will continue into the future with recent hires and streamlining of workflows. It is further anticipated that forthcoming exhibitions and programs will include more in-depth research and more fully developed texts in keeping with the gallery’s commitment to scholarship.

The gallery’s capacity to develop programs to accompany exhibitions did increase in 2014 – 2015. Jim Periconi, curator of “Strangers in a Strange Land” gave a talk on Italian Immigration during the first half of the 20th century in tandem with that exhibition. The curators
of “A Celluloid Story” screened silent films with a live, original musical accompaniment and two of the artists in “Getting to Infinity” gave a talk to both the general public and Professor Charlotte Nichols’ graduate class, “Object Care.” More programming and robust catalogues will remain a priority in the upcoming academic year.

One of the more ambitious projects this year, in addition to serving on the search committees for a Digital/Processing Archivist and Collections Manager and the reinstallation of artwork throughout the library, was the creation of a new digital repository for documentation of exhibitions and programs. Working with Digital Services Librarian, Sharon Favaro Ince and intern, John D’Aquino, catalogues, images and video documentation of exhibitions were uploaded to the new, digital repository covering the period from 1997 to the present. This is in response to a call for a more robust web presence that was not possible with the old platform which had severe space limitations, excluding many of our necessarily larger documents and images. Favaro Ince’s assessment and implementation of this new platform represents a major improvement to the gallery’s web presence and usefulness to researchers, scholars, students and the general public. Her accomplishments were the result of meetings with staff from different departments to ascertain a product that could meet the varying needs of staff and departments within the University Libraries. Associate Dean Elizabeth Leonard was also an instrumental part of this process, working to ensure a smooth transition, and meeting with Favaro Ince and the Director of the gallery to address various technical issues in advance of going live.

Favaro Ince also supervised D’Aquino on the website and digital repository project to migrate the library’s website to a new platform which is more flexible and dynamic in terms of design and bandwidth. At the completion of D’Aquino’s internship, Joseph Yankus and the Director were trained to update the repository and website going forward. Presently, Yankus is in the process of scanning older documentation (postcards, catalogues, images) that exist only in printed formats for inclusion on the digital platforms. Yankus is also working with Alan Delozier, Special Collections Librarian to locate materials from the period 1994 – 1996, and prior, to complete the repository and website. The project will also entail uploading public relations materials to the web and the inclusion of video materials which were too large for the old server and hardware formerly in use.

In facilitating the mandate to catalogue the vast print collection that was transferred to the University Libraries in 1993 (under the direction of Monsignor Noé Field), the Walsh Gallery hosted 3 interns studying art history at the University of Maryland, Howard University and the University of Rhode Island. At present there are 724 objects that have been fully documented and properly re-housed in archivally sound conditions. This number represents an increase of 100 objects documented since last year’s annual report was completed. Progress was slowed by the necessity to complete the re-hanging of the library, and the emergency movement of art from the Art Center as well as other projects. This summer, we have secured two more art history interns who will continue to cataloguing with Collections Assistant, Joseph Yankus. It is anticipated that next year will see a leap in the number of objects entered into Past Perfect with no other projects to hinder the progress of accessioning. Allison Stevens’ hard work will also result in thousands of anthropological objects being entered into the database as well.

Robert Rementeria, Librarian Technology Coordinator, has been another key collaborator in the operations of the Walsh Gallery. Through his efforts the staff has been able to ameliorate a number of long-standing difficulties relating to technology. He has advocated for and acquired two tablets for the use by the Collections Manager and Collections Assistant, which greatly
reduce the time required to catalogue objects as they can easily be brought on location. Through
the efforts of Elizabeth Leonard, Rementeria was also able to move Past Perfect to a centralized
server administered by SHU Information Technology. In the past the server used was an internal
one due to bandwidth limitations on the old University servers. He has also worked with
Allison Stevens to mitigate technology issues with IT – upgraded computer with enough RAM
and processing power to run Past Perfect (the standard issue laptops were not capable.)
Rementeria also worked with Stevens and the Past Perfect techs to determine how to integrate
the data from Dr. Quinn’s collections records into Past Perfect when that phase of the collections
transfer is underway. This is yet another instance of the value of collaboration in meeting goals.

Last year’s annual report indicated the Director’s desire for continued professional
development opportunities. To that end, she attended the 103rd College Art Association Annual
Conference in New York City. She attended sessions to keep her abreast of recent trends on
curating, audience development, modes of audience participation and finding support for creative
communities on the margins of large cultural centers such as New York City. She also attended
artist interviews, mini-exhibitions and product demonstrations that will inform her work in the
gallery and classroom.

She also participated in three panel discussions to further her work as a scholar. As
moderator of “The Aesthetics of Labor” at Index Art Center, she invited panelists from Grounds
for Sculpture (Gary Schneider, Director), Robert Miller Gallery (Lisbeth Murray, Exhibitions
Assistant), Rooster Gallery (Andre Escarameia, Curator) and Gallery Aferro (Evonne Davis,
Exhibitions Manager) to discuss the role of labor in contemporary art. The event took place in
November of 2014. In May of 2015, The Director was a panelist at The Italian Cultural Institute
of New York at which the work and career of Arianna Carossa was discussed in a conversation,
“The Aesthetic of my Disappearance.” Brasile also participated in the South by South Orange, a
cultural festival in the village, as a panelist discussing “How to Combat the Notion of a Starving
Artist.” This panel was moderated by Cultural Affairs Officer, Sandy Martiny and included
many notable cultural workers in the fields of performing and visual arts.

Working further to support the University’s culture of engagement, service and outreach,
the Director has continued to support cultural institutions, particularly in the City of Newark, to
meet those institutional goals. The following notes a portion of those efforts:

- Participated in free portfolio review session at Rutgers/Newark for emerging artists (Feb ‘15)
- Portfolio review sessions with resident artists at Wave Hill in the Bronx (Oct ‘14)
- Portfolio review session with artist members of ProArtes New Jersey in Jersey City (Mar ’15)
- Served on Grant Review Committee of the Newark Arts Council (May ’15)
- Attended fundraiser/gala events and donated to the following institutions: for Aljira A Contemporary Art
  Center, Gallery Aferro, Index Art Center and the Newark Arts Council – all based in Newark
- Attended a Cultural Planning Meeting for South Orange at SOPAC at the invitation of Director, Mark
  Packer (March ’15)
- Contributed content to Brick City Live, a Newark based e-news outlet, to promote the arts in Newark
- Co-curator for the Tony Smith Sculpture Project in collaboration with The Lennie Pierro Memorial
  Foundation, The Pierro Gallery and The Township of South Orange. The event took place in the village
  and at Meadowland Park. (Sept/Oct ’14)
- Continued Service on the Arts and History Advisory Board for Essex County – through an appointment by
  the Board of Chosen Freeholders and Essex County Executive, Joseph Di Vincenzo
- Attended the Newark Arts Council’s Annual Meeting and grant award ceremony (June ’15)
Working with the student population, particularly to support them in garnering practical, hands-on skills continues to be an integral part of how the Walsh Gallery supports the curriculum of the university, particularly the Museum Studies graduate program. Working with the Director and Alan Delozier, graduate student Brittany Venturella curated a window exhibition on the role on women in Seton Hall University history. The three-part exhibition was on display from March through May.

Graduate students Romana Schaeffer and Sarah Hart of the Museum Professions Program curated “A Celluloid Story” in which the role of New Jersey as a locus of film production in the medium’s nascency was explored. The exhibition was in celebration of New Jersey’s 350th Anniversary. The show was awarded a grant from the New Jersey Council of the Humanities which was written under the supervision of Dr. Petra Chu and implemented with gallery staff in support of programs and exhibition design.

Other students volunteered in the gallery to learn skills such as installing site-specific artworks, writing, making and installing labels and signage, handling and installing artworks and writing incoming condition reports on loans. These students included those in the Museum Professions Program, students at the Rhode Island School of Design and volunteers from West Orange and Livingston.


Having addressed and met many of the goals outlined in last year’s report, this coming year brings new goals and objectives to the gallery. Looking forward, the gallery will take possession and stewardship responsibilities for the anthropology collections housed in Fahy Hall. Allison Stevens, Joseph Yankus and the Director will be working toward the goals of assessing these collections, bolstering the records in Past Perfect and fine-turning of this data. The steps to transact the movements, cataloguing, storage and creation of policies will be enacted with the staff of The Walsh Gallery and Archives and Special Collections, in collaboration with Assistant Professor of Anthropology, Rhonda Quinn who was instrumental in organizing the collections in advance of Stevens’ hire as well serving on the search committee for a Collections Manager. After the working methodology is developed, interns studying collections management will be sought to assist in this endeavor, providing a practical learning experience for emerging museum professionals and anthropology students while working towards complete of the transfer and documentation of the anthropological collections. This will be done under the supervision of Collections Manager Allison Stevens.

Another goal intended to maximize workflows is the creation of four to five rotating exhibitions that will be on view in the gallery in consecutive summers. Rotating window exhibitions that draw upon Seton Hall University collections are also being developed. Being able to recycle content over the course of four to five years will save time and money which can be allocated to other essential responsibilities and projects. This strategy also dovetails with the need to streamline work flows in the gallery and the concurrent mandate to put more of the university’s collections on view. Two window exhibitions have already been developed in tandem with the staff in Archives and Special Collections and we are currently working on a summer exhibition based on architecture at the university. Working in this collaborative fashion meets the charge to share resources and knowledge intra-departmentally and greatly streamlines workflows.
The continuance of grant funds to augment the budget will also continue to be a priority. In addition to easing budget constraints, grant funding will also enable the staff to produce more fully developed exhibitions with more design components. It will also permit the Walsh Gallery to pursue higher profile exhibitions such as the upcoming shows with artists as Kiki and Seton Smith (2016) and the artist collective, USCO (2015). These artists are well-known and have a long track record of exhibiting in venues such as the MoMA, The Guggenheim and the Tate Modern. Bringing these artists to Seton Hall University will “advance the culture of excellence in academics” as noted in the University’s Strategic Plan of 2010.

With more time due to the recent improvements in staffing, operations and workflows, the Director would like to take advantage of the numerous free webinars offered through professional organizations such as The American Association of Museums and The Association of Academic Museums and Galleries, something that was not possible due to the large number of projects she was undertaking last academic year. She would also like the opportunity to attend a local conference directed at museum and gallery professionals in pursuit of professional development. The Director is also utilizing the library’s subscription to lynda.com to teach herself how to more fully exploit the capabilities of Photoshop, a variety of video editing software packages and web editing tools. These skills will be employed on the website and in the gallery for exhibitions and their documentation.

The Director would also like to pursue other scholarly opportunities such as writing for journals and books, moderating and speaking on panels and collaboration with the local communities of South Orange and Newark, in particular. In service to emerging curators and local arts community, the Director has been discussing the development of a platform to support emerging arts professionals in the form on grant-writing workshops, Pecha Kucha\(^1\) events, proposal writing workshops, and the like. These talks have been ongoing with the Director of the Robeson Galleries at Rutgers/Newark and the Director of the Newark Arts Council. She intends to also continue her existing service and outreach efforts in the region in the upcoming year, which will simultaneously promote the university.

At present, the Walsh Gallery Strategic Plan, written in June of 2007, is due for review and creation of a plan to lead the gallery through our next round of long, mid and short term goals. Many of the goals listed in the report have been completed or are underway and the hires of a Collections Manager and Collections Assistant also impacts the future goals of the Walsh Gallery. To date, the following goals have been met or completed:

- Capital improvements to the Walsh Gallery (paint, carpeting, LED and halogen lighting, electronic dimmers, new track to replace failing tracks dating to 1994)
- Purchase of necessary tools and supplies required to mount exhibitions (ladders, drills, levels, flatscreen televisions, DVD players, i-Mac computer, digital camera, laptops/tablets for inventory)
- Outreach efforts to the Seton Hall and surrounding communities including programs, opportunities and collaborative projects
- Solicitation of grant funds in support of programs and exhibitions
- Increased security efforts (cameras in the gallery, vitrines, student monitors and staff, secure storage in vault, security mounts on art in public areas)
- Commencement of collections inventory (still in progress) and purchase of inventorying software
- Secure space for inventory tasks and storage
- Recruit more visitors from off-campus communities

\(^1\) A fast-paced presentation style in which curators pitch their ideas to peers for feedback while in the development stages of an exhibition.
• Improve quality of programs and continued development of programs with exhibitions
• Recruitment of student interns/volunteers to learn hands on skills and assist with work flows
• Enhanced use of collections in exhibitions and displays
• Hire of a full-time Collections Manager

Eight years have passed since this document was written and with the completion of many of the tasks listed, additions/changes in staff and new initiatives developed by the University administration, it is time to re-evaluate the gallery’s operations and directions and develop a new strategic plan.

IV – SUCCESSES AND CHALLENGES

A number of successes in past academic year include the previously mentioned hire of Collections Manager, Allison Stevens. Her presence will put the university in compliance with industry standard protocols for the inventorying, documentation, storage and display of objects and will lead to further inclusion of our collections in exhibitions and displays. Her work will be focused initially on the transfer, cataloguing and storage of objects with the ultimate goals of displaying the university’s cultural patrimony. This is expected to take 1–2 years and once Stevens completes her assessment, we will have a firmer timeline as to when exhibition development and access for scholars can commence. Her presence on staff will also have a positive impact on grant applications for collections and exhibition development. Stevens will also be working on creating or updating existing policies and procedures for loans, access, emergency management and other similar policies.

Another resounding success was the development of a digital repository for the Walsh Gallery catalogues, video and image documentation and other written documents prepared in tandem with exhibitions and programs. This web interface went live in July 2015. The new website is also another major success with its enhanced bandwidth and more dynamic and flexible format that enables the gallery to include larger files in many formats that were previously excluded from the previous website infrastructure. Working with Elizabeth Leonard, Sharon Favaro Ince, Joseph Yankus and intern John D’Aquino, the website is up to date and ready to go live. An additional benefit is that the gallery staff can now update the website internally, avoiding the necessity to send the information to a third party before adding or editing items on the website.

Again, working with Elizabeth Leonard’s staff, the gallery was able to move to an internal server administered by IT on which the Past Perfect Collections Management software resides, along with backup of images and data. This is a vast improvement from the previous server which resided on an outdated HP computer within the library confines, which presented concerns in the event the library building was compromised. The new server has more storage than the previous one which is crucial with the incoming Anthropology and Asian collections.

Programming in the gallery was also enhanced this academic year with offerings such as curator Jim Periconi’s talk on “Literature of the Great Migration” which accompanied the exhibition “Strangers in a Strange Land.” Speaking with Periconi was scholar Dr. Robert Viscusi of Brooklyn College who augmented Periconi’s historical analysis of the period with readings of literature written in the first half of the 20th century by Italian writers. This event was co-sponsored by the Alberto Institute. “A Celluloid Story” included a silent film screening featuring films by Fatty Arbuckle made in Palisades Park, New Jersey in the early 1900’s. The screening featured an introductory talk by Dr. Richard Koszarski, Associate Professor of English
and Film at Rutgers University. Musicians Will Melones and Daniel Garrett wrote an original score to accompany the film. Tom Myers, of the Fort Lee Film Commission and SHU alumnus, was instrumental in assisting with locating talent, research assistance and identifying available films for the screening. “Getting to Infinity” included an artist talk and class discussion with students in Professor Charlotte Nichol’s graduate class, “Object Care.” The graduate students had an opportunity to discuss site-specific installation of contemporary art with two of the participating artists and the Director to ask questions about their processes and methodologies. Unfortunately, an interdisciplinary panel discussion on the topic of infinity was canceled due to inclement weather and difficulties rescheduling the five participants including; Dr. Mehmet A. Sahiner, Chair of SHU’s Department of Physics, Dr. Manfred Minimair, Associate Professor in the Department of Mathematics and Computer Science, Jaclyn Avidon, Astronomer with the Amateur Astronomers Association of New York as well as two of the participating artists in the exhibition. More interdisciplinary programs using scholars from Seton Hall University and the region will be planned for the 2015 – 2016 season to encourage additional interpretations of exhibition content and new visitors next season.

Working with Alan Delozier, University Archivist and Amanda Mita, Processing & Digital Archivist, the gallery has been working to digitize collections for display in the window galleries of the University Library and for potential use in virtual exhibitions looking toward the mid-term future. This project brings together our different areas of expertise and skill sets to realize these goals. This project also required collaboration with The Teaching, Learning and Technology Center to upsize images from their 2” original size to a large-scale completed image of roughly 30” x 40”. The images are on display all summer in the exterior windows in the arcade facing The Rec Center.

Jody Drafta, Assistant to the Dean of University Libraries and Franceska Osmann, Secretary to The Office of Dean of University Libraries, have been instrumental in streamlining many of the policies and procedures in the University Libraries. Their efforts have freed gallery staff from many of the time consuming tasks related to reporting, tracking of IDT reimbursements and work orders, and hiring of work study students. Their efforts have also resulted in locating extra storage space during the renovations of the library which required storage artworks during carpeting and painting, as well as staging areas for the prepping of artwork before they were re-hung. Being freed from administrative tasks enabled the Walsh Gallery staff to focus on the larger picture and being more efficient in meeting deadlines and goals.

Responding to the Walsh Gallery’s need for dedicated work space for messier tasks, Dean Buschman reallocated a former lunch room on the 1st floor to the Walsh Gallery. This space is contiguous with the Director’s office and gallery, and is sealed by a door which protects objects on display or in short-term storage in the Director’s office from dirt, dust, paint and other elements which are potentially harmful to delicate works of art. This space also contains a sink, which is extremely useful and typical for a gallery. The staff that had formerly used the kitchenette for lunches and breaks now utilize the rather large and commodious lunchroom on the 2nd floor – eliminating a duplication of space and benefitting the operations of the gallery and safety of objects in the process. The work space has been extremely handy for the making and painting of mounts, cutting of boards and foam, mounting of signs which require fixatives and adhesives and cleaning of tools. These tasks were performed previously out-of-doors or had to
be timed meticulously to coincide with the few available days each year when the gallery was vacant of objects. Moving the kitchenette out of the space adjacent to the gallery also ameliorates the possibility of pest infestation of the artwork and gallery environment -- a very real concern to our collections, lenders and exhibiting artists.

Having made considerable progress this year on numerous fronts, challenges still remain as the Walsh Gallery and University Libraries continue to make positive changes in the work environment, staffing and space allotment. One such challenge is the need for frames in order to share Seton Hall University’s collections with the public, particularly in the context of exhibitions. In 1993, Monsignor Field received thousands of prints from the Art Center for their safe storage and for inventorying purposes. Since the mid-2000’s alumnus Gregory Paglianite has been annually donating five prints from his highly regarded collection of photographs by Ralph Gibson, Donna Ferrato and Lucien Clerge. None of the prints or photographs are framed, yet there are many that are meritorious of being shown in the Walsh Gallery and other institutions through loans. The Director is looking into ways to purchase frames that are both reasonably priced, and archivally sound. The Director envisions an exhibition of works on paper (photographs and prints) from the Seton Hall University Collections.

It is ironic that some of best acquisitions cannot be shared with the public due to lack of framing, which tends to be costly. Dean Buschman and the Director have spoken about purchasing standard size frames from a reasonably priced vendor. Pieces from the university’s print and photographic collections would be swapped out as required for exhibitions. The additional perk is that we do not have to store a large number of framed works, which require more space than is presently available. Recent quotes range from $50 per frame to $200 per frame depending upon size and materials. An exhibition would require roughly 22 frames at an average cost of $125 (size dependent) for total of less than $3,000. Grant writing to cover the costs of exhibition development might allow for cost shifting from the gallery’s operating budget to cover this cost over a period of a year or two. It is hoped that this strategy could result in an exhibition and loans to share our patrimony with the Seton Hall community and those of potential lenders, extending the Seton Hall name and reputation beyond our campus.

Another ongoing challenge is the desperate need for vitrines and display cases for smaller, three dimensional objects and smaller, unframed manuscripts or delicate books. The recent purchase of vitrines for the summer 2015 exhibition is a good start, but more are required to present artifacts safely and in an aesthetically pleasing manner. The largest of vitrines required cost approximately $200 each. It is the display cases that are currently out of reach with prices running between $4,000 and $10,000 per case depending upon size and construction. The purchase of frames, vitrines and display cases would enable the gallery to achieve its goal of excellence in exhibition development, sharing of objects in the archival collections with the public and providing a sound environment for objects on display. The impending re-cataloguing of the D’Argenio collection of coins and Greco-Roman antiquities makes the need for more display furniture even more urgent, as we are unable to show one of the university’s most notable collections, nor publicly honor those donors who gifted those objects.

The new website infrastructure provides an opportunity to supplement existing content with additional pages aimed at the following: an archives of publicity to promote and document
the gallery and its exhibitions, a page for students and faculty on visual literacy and how exhibitions can augment learning outside the classroom. Another page would describe how the gallery is there to support students and faculty through class visits, available display space for projects and mini-exhibitions, event hosting, and the like. Increased bandwidth, along with direct control over the content and layout of the website, make this an attainable goal in the upcoming year.

IV – VISITATION DATA

The following visitation statistics are recorded and compiled on a daily basis by the Walsh Gallery staff for various reasons including grant applications, self-study, determining programs, and whether or not the gallery is meeting with its mission. The following tables analyze visitation by exhibition (table A) and purpose (table B.)

Table A – Visitation by Exhibition

<table>
<thead>
<tr>
<th>Exhibition Title</th>
<th>Total Visitation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anamnesis</td>
<td>88 (partial – exhibition spans fiscal years)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Strangers in a Strange Land</td>
<td>665</td>
<td>19.5%</td>
</tr>
<tr>
<td>A Celluloid Story</td>
<td>580</td>
<td>17%</td>
</tr>
<tr>
<td>Getting to Infinity</td>
<td>861</td>
<td>25%</td>
</tr>
<tr>
<td>Defying the Code</td>
<td>921</td>
<td>27%</td>
</tr>
<tr>
<td>Thunder Enlightening</td>
<td>311 (partial – exhibition spans fiscal years)</td>
<td>9%</td>
</tr>
</tbody>
</table>

Total Annual Visitation: 3426

Table B – Visitation by Purpose

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Total Visitation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Campus Group Visits</td>
<td>7</td>
<td>.5%</td>
</tr>
<tr>
<td>Class Visits</td>
<td>100</td>
<td>3%</td>
</tr>
<tr>
<td>Programs and Events</td>
<td>191</td>
<td>5.5%</td>
</tr>
<tr>
<td>Event Hosting</td>
<td>73</td>
<td>2%</td>
</tr>
<tr>
<td>General Public</td>
<td>3055</td>
<td>89%</td>
</tr>
</tbody>
</table>

Total Visitation: 3426

This past year’s visitation is roughly equal to last year’s total of 3333 attendees to the Walsh Gallery and its programs. In FY 2014 – 2015, attendance increased a modest 2.79% over the previous year. As was the case in the previous fiscal year, a cold winter with lots of storms and inclement weather held visitation back and also caused the gallery to cancel one of its programs in March of 2015. Due to missed classes from snow days and difficult travel conditions for guests from off-campus, it was not possible for many professors to make time in their schedules for class visits. This resulted in 200 fewer attendees with Professors and their students. Only one outside group, The W.A.E. Center of West Orange was able to attend this past year, despite numerous attempts at scheduling visits with our regular patrons from off campus groups.

The gallery’s ability to host events due to exhibition floor plans and safety concerns was another factor in the decrease in attendance. However, the marked increase in visits by the general public is extremely encouraging, demonstrating the gallery’s appeal to people from off-campus and validating that we are meeting our mission of outreach to the local community and
free-choice learning opportunities for students and staff. This will be especially useful information in writing grant applications, as grantors generally want to know their support will not be limited to a student or faculty population. It also demonstrates that while the gallery is striving to reinforce curricula in the classroom, the exhibitions also resonate with the general public – shown by a 63% increase in that visitor demographic. While numbers do not tell the whole story -- much of the value in the gallery cannot be quantified numerically – the Walsh Gallery still seeks to augment its visitation to even more robust numbers.

The large number of visitors from the general public was due to the varied exhibition content and programs this past year which included a large number of first time visitors. “Strangers from a Strange Land” brought in many visitors from Brooklyn, Manhattan, Montclair, The Brunswicks and Passaic County. These visitors were interested in Italian culture and history and tended to be older and had advanced degrees, not the gallery’s usual demographic. “A Celluloid Story” focused on New Jersey’s film history, again garnering visitors interested in film, movie culture, Thomas Edison and New Jersey history. The visitors at this event tended to be in their early to mid-twenties or above the age of 50. Younger visitors enjoyed learning about an era at the advent of film technology, while older visitors tended to enjoy the exhibition from a nostalgic standpoint. “Strangers…” included programming that promoted the Valente Library and the Department of Archives and Special Collections, while “Celluloid…” promoted Seton Hall University’s collections as well as collaborations with the Museum Professions graduate program, local cultural institutions, alumni and local scholars.

This coming academic year the gallery will be including even more high profile exhibitions with a wide variety of themes. It remains to be seen if this strategy will increase interest and visitation, as well as if the weather will cooperate in 2015 – 2016. Many of the upcoming exhibitions this season may prohibit event hosting as they will include a good deal of installations, free-standing sculptures and smaller objects that must be housed in cases or displayed on pedestals. Themes this upcoming season include African sculpture from the Mende culture, the American new media art collective, USCO and a student curated exhibition celebrating the 165th anniversary of the publication of Melville’s Moby Dick. These exhibitions will also include objects from the Seton Hall University’s collections.

V – COLLECTIONS MANAGER REPORT – compiled by Allison Stevens (May - June 2015)

In this new position, the Collections Manager has been tasked with overseeing the management of all art and artifacts on campus. As a first step in this multi-year project, the Collection Manager will be spending the next 12 to 18 months assessing, organizing, and managing The Seton Hall University Museum Collection, which is comprised of over 26,000 objects, mostly Lenape Indian artifacts. The SHUM has been under the control of the College of Arts and Sciences since it was founded in 1960 by Professor Herbert Kraft. As of July 1, 2015, the collection is under the control of the Collections Manager. This project includes many steps, and will take a few years to complete fully. The ultimate goal is for every object in the collection to be cleaned, rehoused, moved from Fahy Hall to the Archives Vault, organized, catalogued, photographed, recorded in the collections database, and published in an online database for easy access by students, scholars, and the public. It will also continue to be utilized for classroom visits during this transitional period and for future exhibitions.

I. Current Planning
Over the past two months, several planning measures have been undertaken by the Collections Manager in order to fully understand the scope of the collection and special considerations in dealing with Native American objects.

- **PastPerfect cataloging.** The cataloging of objects in the instance of PastPerfect purchased by Anthropology Professor Rhonda Quinn and used by student workers has been done sporadically, and not in accordance with industry standards. While there is certain metadata that will be useful for the approximately 5,000 out of 26,000 objects that have been cataloged, these records will also need significant clean-up and more complete cataloguing throughout the course of processing of the SHUM collection. The merging of these records with the records kept in the Walsh Gallery’s instance of PastPerfect will not occur until all records have been cleaned up. This will mostly likely not occur for at least one year. The Collections Manager is working with Rob Rementeria, Library Technology Coordinator, to determine how to back up this data and make it accessible on multiple computers in the interim.

- **NAGPRA adherence.** The National NAGPRA Program, run through the National Park Service, has several online training videos and webinars that explain the laws and how to comply with them, by sorting and inventory objects which may need to be repatriated to Native American Tribes, including those that are considered sacred, objects of cultural patrimony, and/or human remains and funerary objects. With a greater knowledge about this process, the Collections Manager is now equipped to re-evaluate how this process has been followed, or conversely how it has not been followed, by previous student workers and museum staff, as well as how to disposition the culturally unidentifiable human remains that are still in the possession of the museum in accordance with NAGPRA law. The Collections Manager is now also aware of grants through the National NAGPRA foundation that can help with the costs of dispositioning objects and consulting with Native Tribes, as required by NAGPRA.

- **Creating a Policy and Planning document.** The Collections Manager has been compiling a work-in-progress document that seeks to research and examine the many issues facing the collection and determine a plan of action, including NAGPRA laws and steps to take for adherence, an assessment and movement plan for the collection, storage space rehousing and design in both the Archives Vault and Fahy Hall, unification of collections files and paperwork, PastPerfect clean up and consolidation, a collections management policy, disaster plan, and the digitization of the collection. This planning document will continue to change and grow throughout the course of processing this collection.

- **Examining the collection.** The SHUM collection is currently housed in the basement of Fahy Hall. An overall assessment of the collection has begun, and will include an evaluation of the space requirements for the collection once housed properly and moved to the Archives Vault; the supplies needed for cleaning, moving and processing the collection; and the number and types of storage containers and supplies needed for rehousing the artifacts. In addition to and in close association with this project, a
relocation plan for displaced Records Management materials will be developed in consultation with Archives staff, including Kate Dodds and Leonard Iannaccone. The Collections Manager, in close association with Amanda Mita, is in the process of figuring out how to best equip and organize the Preservation Lab to facilitate the imaging, documentation, and processing of both SHUM objects and archives objects.

- **Site visits and advice from Smithsonian staff.** The Collections Manager visited the Crozier Fine Art Storage facility in Newark, NJ on Friday, June 19, 2015, to visit the Smithsonian’s Cooper-Hewitt Design Museum storage area, which houses their encyclopedic collection of art and artifacts. A meeting with Smithsonian registrars Antonia Moser and Batja Bell resulted in a tour of collections storage and advice and ideas on the industry standard way to store textiles, small artifacts, pottery, etc. to maximize both safety and accessibility of objects. The Collections Manager was able to see objects being processed, conserved, and digitally imaged during the visit. These colleagues and their expertise will continue to prove useful in the upcoming months as the Collections Manager undertakes many of the same processes for the SHUM collection. In addition, the Collections Manager has been in email contact with Susan Heald, textile conservator at the National Museum of the American Indian, in order to schedule a site visit at the NYC location. The NMAI recently spent 3 years moving some 800,000 Native American objects from Brooklyn to Maryland to a new storage facility. The NMAI also has several videos on their website detailing certain aspects of the move, including pest management and mold remediation, documentation, transportation, and storage, which provided very useful information and ideas for similar objects in the SHUM collection.

- **Petroglyph display update.** The SHUM includes a 1,500 lb, 4’ x 5’ x 9” petroglyph on sandstone that has been on display in the lobby of Fahy Hall since 1968. A glass vitrine that once covered the stone is now broken and a solution for creating a new display with added protection was undertaken by the Collections Manager. A proposed plan of cleaning up the existing stand and adding stanchions with multiple ropes around the perimeter was discussed, but due to fire code and lobby traffic issues, the new plan is to move the petroglyph from Fahy’s lobby to an area on the second floor of the Walsh Library. A meeting was held on Tuesday, June 30, 2015 between Jeanne Brasile, Allison Stevens, and Josh Knoblick, an outside museum consultant with extensive experience in fine art rigging, movement, and display fabrication. Knoblick will send a proposal to Stevens and Brasile that will include costs for moving the petroglyph as well as fabricating a Plexiglas barrier. The Collections Manager is checking with Facilities to make sure this space is appropriate and doesn’t violate the fire code or create any traffic flow issues. This move will not only allow for greater care and control of the Petroglyph, but will also allow more students to access it. In addition, it will create a great learning opportunity for the entire campus community with the installation of didactic materials that can be used explain such things as the history of the petroglyph, its importance, and its former and current interpretations. This will also create a great opportunity to work with Anthropology faculty, specifically Professor Quinn, who will be asked to provide
information and insights about her research on the petroglyph to be included on the wall text.

II. Future Planning

- On July 15, 2015, the Collections Manager will provide to Dean Buschman and Jeanne Brasile, a preliminary budget proposal, supplies list, space assessment including HVAC and security concerns, and a storage and movement plan for both the displaced Records Management materials and the SHUM collection objects.

- Over the course of the next 12 to 18 months, the Collections Manager will clean, organize, rehouse, and move the SHUM collections objects from Fahy Hall to the Archives Vault. It is likely that there will be unpredictable issues encountered that will take more time to deal with, in addition to known issues such as objects that need intensive conservation, matching objects that have been designated by student workers as “Found In Museum” with their paperwork, and NAGPRA procedures for dispositioning human remains. Part of this process will also include the cataloging of every object in PastPerfect, and restoring accession numbers that have been arbitrarily changed by student workers to the original accession numbers issued by Herbert Kraft, in order to avoid confusion and make research easier. The Collections Manager will also look into how to best utilize Collections Assistant Joseph Yankus and student interns for help in this process.

- Once the collection has been fully moved out of Fahy, that space will be repurposed to become the permanent home for Records Management materials. The Collections Manager will create a plan for cleaning the space, stabilizing the environment, and organizing the materials to be housed there.

- Over the course of the next year, the Collections Manager will begin work on creating and/or updating a series of policies and procedural documents including: loan and gift agreements, disaster plan, a collections management policy, mission statement, object handling guidelines, guidelines for faculty and researchers requesting to view collections objects, etc. These documents will be discussed with and examined by Jeanne Brasile, Dean Buschman, and other appropriate staff before they are implemented.

VI – COLLECTIONS ASSISTANT REPORT – compiled by Joseph Yankus
There have been a number of significant projects undertaken by the Collections Assistant this past fiscal year, resulting in a secure and more spatially-conscious display of artwork, workflow and IT enhancements, a new website, and other achievements. Each major project will be addressed in detail, along with any notable challenges encountered. Future endeavors are addressed at the conclusion of this report.

I. Library Artwork Removal & Rehang

Project Description

In preparation of the Summer 2014 re-painting and re-carpeting of the library, most artwork and associated hanging hardware were removed from the second, third and fourth floors into
temporary storage for the duration of the painting project. This initially entailed meeting with Jeanne Brasile, Gallery Director, Patrick DeClesis, Associate Director of Facilities and Thomas Le Compte, Assistant Chief Engineer of Facilities to coordinate our de-installation schedule with their timeline for construction. Options for temporary storage were discussed with Jody Drafta, Assistant to the Dean of University Libraries.

Rehanging was done in stages as painting was completed on each floor. Spatial and security considerations were the top priorities in determining where to rehang each piece. This entailed measuring all of the library’s public, open wall space on each floor in conjunction with each piece of art to sketch diagrams and determine where objects could be hung most sensibly. There was a significant amount of wasted wall space from the previous configuration, preventing additional objects in storage from being hung and on display to the Seton Hall community. An additional 18 objects were moved from the Vault and hung on open wall space in the library as a result of this effort. The previous configuration also had objects hung in unsafe locations, including above water fountains and in narrow walkways.

In addition to re-evaluating the wall space, each piece was hung with security hardware to prevent theft. This was completed on a negligible number of objects prior to the de-installation. Installing the mounts entailed affixing hardware on the back of every piece and a mechanism in the wall to secure the object to it. The security mounts lock the object in place and require a custom hex to unlock, minimizing the risk of theft, particularly on smaller pieces. Nielson Security, a separate type of hardware for certain compatible frames, was used where applicable. Supplies were purchased by the Gallery Director to facilitate completing this task.

Minor repairs were made to objects as needed before re-hanging: all loose or tearing wires were replaced, frames were repaired by re-affixing or replacing nails, and dirty frames were dusted. Some objects were not accessioned or missing accession numbers. All of these concerns were addressed before rehanging. PastPerfect records were verified and all locations were updated.

Post-rehang, object labels were created and affixed next to each object for pieces with enough information on file to generate a complete label. These labels provide basic information on the piece, along with an accession number to provide students a reference number if needed. This is an ongoing effort presently being completed by the Collections Assistant and interns.

With the completion of this project, all objects are secure and consciously hung considering space and safety, with object labels to provide provenance and object information to interested parties.

Challenges

Due to the gallery lacking its own significant secure storage space, all objects had to be stored in space provided by the Dean’s Office. They were first stored in a room within the Dean’s Suite. The painters then required access to paint that room, so all objects had to be removed and transported to a second space allocated by the Dean’s Office – a study room on the fourth floor.
Once the study room had to be re-claimed for student use, objects had to be removed and transported a third time to a scholar study room.

All three locations were not ideal for storing such a high value of artwork. Each room was locked at all times and open windows were covered, but none of them were secured with an alarm. In addition, our workflow was impeded by having to transport and reorganize the objects in each separate room. This required multiple assistants and hand trucks to complete on each occasion. These additional moves also put the objects at risk for damage during transportation and re-housing.

The lack of security and spatial considerations during the previous hanging slowed this project. Had this been done initially, objects could have simply been removed and re-installed in the same location, greatly reducing the amount of time required. However, a significant amount of time had to be invested in designing a new configuration and installing security hardware on every object.

II. Preservation Lab Map Case & Vault Painting Rack Reorganization

Project Description

All unframed prints accessioned by gallery interns and staff are stored in a designated map case in the Archives’ Preservation Lab upon completion. Each print is placed in a drawer with a cut-to-size piece of glassine to prevent contact with other prints.

To ensure safety, proper storage and accurate data of these prints, all twenty drawers of the map case were emptied and resorted. Previously, prints were often added to the drawers without considering size (i.e. placing a small print amidst a group of large ones, potentially leading to damage or misplacement) or appropriately-cut glassine (i.e. covering a small print with a very large piece of glassine or vice versa).

The contents of each drawer were emptied onto a table in the Archives’ back room, verified in PastPerfect, sorted by size, paired with a cut-to-size piece of glassine or tissue paper, and returned to the drawer. In addition, multiple drawers’ contents were combined, creating a significant amount of empty drawers for more prints to be added. Going forward, the Collections Assistant is monitoring each intern’s additions to these drawers to ensure proper standards are adhered to and that the efforts of this project are not undone.

Additional space was also created in the gallery’s painting rack and the neighboring space in the Vault by consolidating and reorganizing all objects and inserting cardboard between each piece. This allowed for additional objects, previously stored in the Gallery Director’s office, to be moved into a more secure environment in the Vault.

Challenges

Acquiring efficient workspace initially slowed completing the map case project. With the gallery lacking a large work table of its own, space had to be borrowed in the Archives. This required coordinating with Kate Dodds, Director of Special Collections, for permission to clear off and
use the large table adjacent to Records Management. Completing this project would not have been possible without that workspace, as it required a large table in an open area with access to all four sides.

III. Art Center Object Removal

Project Description

On October 22, 2014, a facility emergency at the Art Center necessitated for Jeanne Brasile to coordinate the removal of over 300 objects in one day, including framed pieces, pottery, porcelain, and other various three-dimensional objects such as swords and scrolls. All objects were bubble-wrapped or boxed on-site with the assistance of Kate Dodds and a team of Museum Studies students and gallery interns. They were then transported via Brasile’s car (or in some instances, by hand truck) to the library and loaded into the Gallery workroom for verification and then the Archives’ Vault for temporary housing. At a later date, these objects will be accessioned as part of the Seton Hall University Permanent Collection and, where possible, be considered for display on campus.

In addition to the objects, three boxes of unsorted paperwork and documentation were brought to the library. These papers will be sorted at a later date and relevant documentation will be copied into accession files and virtually stored in PastPerfect records.

Challenges

The swift manner in which this project arose served as a challenge itself and required spontaneous collaboration between the Gallery, Archives, and Art department to execute the move in a manner which was efficient yet safe for the objects. The move was completed in its entirety within about six hours – a challenging feat which would not have been possible without the collegiality and expertise of all who assisted. As a result of this successful collaboration, all objects were rescued from potential water damage.

Many of the objects’ condition raised additional challenges during the move. Some were covered in dust, dirt and other grime. Others contained environmental contaminations, including dead bugs and spider eggs. This slowed down the wrapping process since certain objects had to be dusted or cleaned to a degree to safely wrap them. Many were dirty to an extent where touching them transferred brown grime onto the assistants’ hands. This in turn required them to clean their hands before handling other objects to avoid further transference of the dirt.

Finally, a lack of organized documentation on the objects slowed the process of transporting them into the Vault. Every object had to be physically inspected for identifying information (accession numbers, titles and artist names) to be identified in the gallery’s skeleton inventory. Objects lacking identifiable information remain unknown until documentation is located.

IV. Accessioning Workflow & IT Improvements

Project Description
Previously, all accessioning was completed by analog on paper and then typed into the PastPerfect database. An alternative workflow has been created to technically enhance the operation. First, an editable PDF version of the Accessioning Report Sheet was created. Then, a case was made to Rob Rementeria, Library Technology Coordinator and Elizabeth Leonard, Assistant Dean of Collections Services, to acquire a Lenovo Helix for accessioning. This device is a convertible laptop with a touch screen, enabling condition photos to be taken on the device and condition notes written directly on the photo with a stylus. The Collections Assistant undertook writing a proposal to acquire this machine and conducting research to acquire free, effective software for taking photographs and editing with the stylus.

This reduces the amount of time required for accessioning each object, allowing data to be copied from the PDF and pasted directly into PastPerfect versus writing all information out by hand and then transposing into PastPerfect. The camera and editing capabilities of the touch screen Helix reduce the amount of time spent generating the report, versus having to sketch the piece and write in condition notes.

This workflow is in place concurrently with the traditional format, leaving interns with the option of choosing one over the other. Thus far, many have opted to remain with the traditional workflow due to being able to complete accession records quicker via analog methods. However, implementing this technically-conscious alternative created a workflow designed for those who operate slower using analog.

An additional initiative to utilize the capabilities of PastPerfect is to virtually store deeds of gift, appraisals, and other documentation on accessioned objects. This potential was explored and will be implemented moving forward for new donations with accompanying documentation.

V. New Walsh Gallery Website & Digital Repository

Project Description

As part of the Libraries’ transition to LibGuides 2.0, the Collections Assistant was invited to undertake the creation and upkeep of the new Walsh Gallery website. Having complete control over the website will enable the gallery to independently maintain it without needing to involve a third party. This will expedite the addition of content and open creative exploration for new pages and information to be hosted. A number of improvements have already been implemented, including an overhauled layout, additional information on current exhibits, use of gallery photographs to promote the space and more.

As of July 1, 2015, we have completed and submitted a final version of our beta site and are awaiting the site to go live.

In addition, a digital repository has been created by Sharon Ince, Digital Services Librarian, giving us the ability to maintain a database of information on past exhibits at the gallery. Ince’s intern, John D’Aquino, spent much of his internship uploading exhibitions into this repository and completed records for all exhibitions spanning 1997-present. Moving forward, the
Collections Assistant is charged with maintaining it as exhibits conclude and conducting research in conjunction with Archives to add older exhibits (particularly 1994-1997).

VI. Future Goals & Projects

Lenape Collection Move from Fahy Hall

The hiring of Allison Stevens, Collections Manager for Museum and Special Collections, has facilitated the transfer of Seton Hall’s Lenape Collection from Fahy Hall to the Archives Vault. Stevens is presently in the planning stages of the move, but it is anticipated that the moving and accessioning of these objects will require the assistance of the Collections Assistant and gallery students and interns.

PastPerfect Data Clean-Up

Certain elements of the Gallery’s PastPerfect data have been highlighted as needing to be consolidated. For example, multi-part objects are currently accessioned in PastPerfect as separate files (i.e. parts A and B of an object are inputted as separate entries). The Gallery Director has expressed a need to consolidate records of this nature and house them within one. This project, among other initiatives to improve PastPerfect data, will be explored in the coming year.

Walsh Gallery Website

As of July 1, 2015, the new Gallery website is preparing to go live. Once live, the site will require content updates for each upcoming exhibit. Aside from routine upkeep, design updates and ideas for additional content will be explored over the next year. Coinciding with the Gallery’s mission of being a place of learning, the site will expand to provide more content on each exhibit (i.e. press, supplemental learning materials, etc.) to facilitate knowledge.

Digital Repository

As mentioned in Section V, the Gallery’s digital repository is presently lacking information on exhibits prior to 1997. The first priority is obtaining and uploading information on exhibits from 1994-1997, which were hosted in the current gallery space at the Walsh Library. Once data on these exhibits is located and uploaded, the Collections Assistant will begin searching for information related to exhibits hosted in the University Center, the previous gallery space before 1994.
The following summary is based on the proscribed Library-wide objectives and the overall Archives & Special Collections Center Annual Report with relevant professional activities undertaken over the past fiscal year either separately, or in conjunction (specific instances noted below) with departmental colleagues Dr. Kathleen Dodds, Mr. Leonard Iannacone, Professor Tracy Jackson (2014), Ms. Brianna Lo Sardo, Professor Amanda Mita (2015), and Monsignor Francis Seymour. Thank you in advance for reading and any comments provided.

**Goal 1)** Provide expert assistance, instruction, and an innovative suite of user services which are responsive to the needs of our community and changing circumstances.

- Have engaged in individual or team research assistance in various instances over the past year. From July 1, 2014-June 30, 2015 here are the type of requests and number of completed during this time period…

<table>
<thead>
<tr>
<th>Type of request</th>
<th>Number completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archdiocesan</td>
<td>78</td>
</tr>
<tr>
<td>University Archives</td>
<td>297</td>
</tr>
<tr>
<td>Manuscript</td>
<td>77</td>
</tr>
<tr>
<td>Rare book</td>
<td>20</td>
</tr>
<tr>
<td>Irish</td>
<td>37</td>
</tr>
<tr>
<td>Sacramental</td>
<td>4</td>
</tr>
<tr>
<td>Genealogy</td>
<td>8</td>
</tr>
<tr>
<td>Directional</td>
<td>172</td>
</tr>
<tr>
<td>Combination (Two or More Categories Per Single Request)</td>
<td>22</td>
</tr>
</tbody>
</table>

* More information on specific request instances can be provided in further detail upon request.
Developed and taught the online elective course entitled: “New Jersey Catholic Experience” during the Spring 2015 semester which is sponsored through the Department of Catholic Studies, but also cross-listed with the Department of Religious Studies and the School of Theology. This course stresses bibliographic instruction and contains detailed readings from texts found in our library and primary source usage options from the Archives & Special Collections Center. (* Scheduled to be taught again during the Fall 2015 semester)

Taught a total of 18 individual class sessions including English 1201/1202, Core Freshman, and specialized instruction. Various classes featured primary source instruction including a preview of materials found in our Archives & Special Collections Center. Of particular note was bibliographic assistance with the Early and Modern Ireland courses taught by Dr. Dermot Quinn which required students to use materials from the Center. Worked on this project with Ms. Brianna Lo Sardo.

Additional professors worked with on various projects over the past academic year included: Dr. William Connell, History; Dr. Lawrence Greene, History; Dr. Maxine Lurie, History; Dr. Max Matusevich, History; Dr. Vanessa May, History; Rev. Douglas Milewski, Religious Studies; Dr. Charlotte Nichols, Museum Studies; and Dr. Cherubim Quizon, Anthropology, Dr. Anthony Troha, Natural Sciences; and others across campus representing different disciplines.

Recorded monthly door traffic statistics in the Archives & Special Collections Center (2014)

**Goal 2)** Build up and preserve print, digital, and other material using selection criteria that reflect the academic priorities of the University, current collection strengths and significant research in all areas of study pursued at the University.

Part of the Archives & Special Collections collaborative on developing collection/user policies and contributing content to the Archives & Special Collections Center shared drive, LibGuide - [http://shu.libguides.com/content.php?pid=393137&sid=3293382](http://shu.libguides.com/content.php?pid=393137&sid=3293382), updated Homepage project, and other project points.

**Goal 3)** Provide effective organization and presentation of information and collections and access to information located elsewhere.

Have contributed to, or serve as primary editor on various LibGuides designed to centralize information on various special collections into subject areas of interest to the research community. Collaborated on the following sites: “Special Collections at Seton Hall and Catholic Studies – Primary Sources & Special Collections” (with entire staff) and “Rare Book Collections” (with Mr. Leonard Iannacone). Individual sites created and
maintained include (in alphabetical order): “Blessed Elizabeth Ann Seton;” “Catholic Studies: Primary Sources and Special Collections;” “Ireland & American Irish Studies;” “Military Science;” “New Jersey Catholic History;” “Primary Sources – An Introductory Guide;” “South Orange & Local History;” “Sports History & Academics;” and “University History.” The following link leads to each of these sites: http://shu.libguides.com/cat.php?cid=55869

- Internet-Based Information Sharing. Serve as Webmaster for the New Jersey Catholic Historical Commission Website/Blog and Content Manager for the Archdiocese of Newark History & Preservation Homepage. Member of the Catholic Library Association Website Evaluation Team (2014-2015). Named Chair of this reconstituted group now known as the Catholic Library Association Membership and Publicity Task Force (May 2015-Present)

**Goal 4)** Create and maintain a physical environment that fosters learning and research and encourages use and interaction.

- Work with colleagues upon request to help on de-accessioning decisions, re-shifting, checking for multiple copies, and other projects as needs arise.

- Staging Area Organization – Phase I. Concerted initiative of separating, sorting, organizing, and streamlining a number of boxes that house administrative files for the Center along with personal administrative and faculty-related business files (committees, research, etc.) to aid inter-office reference needs.

- Staging Area Organization – Phase II. Consolidated and organized 158 unprocessed collections in the evaluation phase of pre-2015 donations in anticipation of the hire of Professor Amanda Mita. Each collection has been placed in compact shelving units and all entries for each of these items has been entered into AT for reference purposes. (* Physical content can be found on Rows 006-012, 312-313, 322-323.)

- Staging Area Organization – Phase III. The present phase of the consolidation and organization project undertaken this year consists mainly of evaluating Seton Hall-produced/themed individual reports, publications, and other material for research purposes. Success has been had in the first wave of sorting items into categories, carefully discarding duplicates, and freeing up room to use for the more intensive evaluation process which has already started. (* The consolidated materials have been temporarily moved to Rows 013-014 and on top of the Vertical File cabinets as the process moves forward.)
Goal 5) Communicate the library’s services and resources effectively, expand outreach and develop opportunities for our users to communicate about and shape those services and resources.

- Contributed to the Archives & Special Collections blog at various times over the past year. Included are the entries (in chronological order) entitled: “From Overseas to Setonia – An Overview of Archival Representation & Student Life at Seton Hall,” (10/2014); “Annual Accountability – (Irish) Almanacs in Action,” (10/2014); “We Want Willkie!!” (11/2014); “Rare Books Reference Guide – An Introduction,” (1/2015); “Seton Hall & Women’s Exhibit,” (* on behalf of Ms. Brittany Venturella, Student Curator) (2/2015); “St. Patrick Study Aids At Setonia,” (3/2015); “Pomp and Circumstance, Graduation Exercises and Setonia (5/2015).” Full text can be found via the following site - http://blogs.shu.edu/archives/2013/07/campus-under-construction/

Goal 6) Develop strategic alliances and cooperate with other organizations for the advancement of scholarship, efficiency, and University goals and objectives.

- Publications (Published Over Past Year)


- Publications (In Process or Accepted w/Anticipated Date of Print)


- Catholic Research Resources Alliance (CRRA). A member of the CRRA Collections and Digital Access Committees, contributing to the increased presence of resources on the CRRA Website and Catholic Portal. Working with the Steering Committee on a mentorship program which involves outreach to non-members and related projects among member institutions and individual archivists, librarians, and others connected to the full project.

- Mid-Atlantic Archives Conference (MARAC). Immediate past member of Steering Committee and Chair of the Nominations and Elections (N&E) Committee for the 2013-2014 term and consultant to the incoming Chair of the N&E group. Active with the New Jersey Caucus meetings and conference program committee planning to varying degrees. Aiding organizers on the initial planning stages for the 2017 Fall Conference to be held in Newark, New Jersey.

- New Jersey Catholic Historical Commission (NJCHC). Under the guidance of Monsignor Francis Seymour, Archdiocesan Archivist and Chair of the NJCHC, this organization continues to support scholarship initiatives of various types. Serve as Executive Director to aid with budget, meeting coordination, recording secretary, news gathering, event planning, and various outreach initiatives. Major highlights include regular updates made to the NJCHC website/blog - [http://blogs.shu.edu/njchc/](http://blogs.shu.edu/njchc/) Unveiled our resurrected bi-annual, 12-page e-newsletter edited by Dr. Maura Harrington and entitled – *The Recorder* (first issue - June 2015) can be accessed via the following link - [http://blogs.shu.edu/njchc/files/2010/11/2015-06-issue-The-Recorder-1.pdf](http://blogs.shu.edu/njchc/files/2010/11/2015-06-issue-The-Recorder-1.pdf). Further accomplishments include contributions to Archives Day in New Jersey (October), the annual Spirit of the Jerseys (May) events held in Monmouth County, and with the League of Historical Societies of New Jersey on a regular basis. Updated the Mahoney and Field financial awards to aid with research and book publishing projects. Co-sponsored various theological-themed events with the American Labor Museum, Caldwell University, Felician College, and Seton Hall University Catholic Studies Department among other organizations over the past year. Creation of a functioning Facebook page. Helped with review on the book draft – *Catholic Historians’ Handbook* by Carl Ganz, Jr. to be published by the NJCHC later in 2015/early 2016 among related print projects.

- Ancient Order of Hibernians (AOH). Appointed State Historian for the New Jersey AOH, Irish-Catholic service organization. Responsible for website and print updates,
research initiatives, appeals for material donations, reports to the State President and fellow members of the executive board. Assisted on securing provisional approval from the Office of Student Affairs for the creation of a new AOH division on campus. Provide talks on the value of history and preservation at local and state board meetings throughout New Jersey. Presently working with each division statewide to establish a resource and historical reference network. Working with the National Headquarters on content for a special book in honor of the Easter Rising and leading an ad-hoc planning committee to help with historical support of the National Convention to be held in Atlantic City (2016).

- South Orange Historical Preservation Society (SOPHS). Continued membership on the advisory board and serve as Vice President of this organization (2014-present). Attend and contribute to monthly meetings on campus and within the Village of South Orange. Assisted on the annual house tour as a docent and aid with the planning committee for the 2015 event. Member of the SOPHS Student Scholarship Review and House Tour committees. Chaired the planning committee for the New Jersey 350th Anniversary and South Orange History Conference (11/2014).

- Caucus Archival Projects Evaluation Service (CAPES). Archival program for the State of New Jersey which helps archival repositories with building their historical preservation infra-structures through evaluation with professional archivists. Various single consultancy questions answered for various Catholic-based and or private/public educational entities including the Catholic Diocese of Trenton PTA and St. Peter’s Preparatory School on a regular basis. Worked with archivists at the Montclair Kimberley Academy and Rowan University over the past year.

- Additional research collaboration and professional discussions held with different organizations. Included are the American Labor Museum, Caldwell College (75th Anniversary Committee), Catholic Archdiocese of New York, Catholic Diocese of Metuchen (NJ), Columbia High School (South Orange-Maplewood) Library, Cornucopia of New Jersey, Consul General of Ireland (IACI), Maplewood Historical Society (Durand-Hedden House Museum), New Jersey Historical Commission, South Orange Public Library and Village Hall, UNA-USA (National Office), and others.

- Selected continuing memberships, educational exchange, and varying degrees of participation continues on behalf of the American Catholic Historical Association, American Conference of Irish Studies (Archives and Digitization Task Force), Archdiocese of Newark Patrimony Committee, Archivists Roundtable of New York, Association of Catholic Diocesan Archivists (News Correspondent for New Jersey), Catholic Library Association (Website Advisory Committee & Membership/Publicity Task Force), Friends (Quakers) Historical Society, Garden State Legacy (Speakers Bureau), Irish-American Cultural Institute (Easter Rising and New Jersey Commemoration Committee), Irish Roundtable of New York, Maryknolls (Historical Committee for the Cause of Beatification and Canonization of Bishop James A. Walsh), Mercier Club (Catholic Intellectual Social Organization), Metropolitan Catholic College
Goal 7) Contribute to the academic, ethical, and cultural growth of the University community.

- **Student Accomplishments.** Supervision of interns from Seton Hall University (mainly from the Department of History) during the course of the academic year. Worked with the following Seton Hall undergraduates (with project themes) over the past year: Mr. Chris Amnott (Baseball and Greek Life); Mr. Matthew Peters (Honorary Degree Recipients and Black Studies); Ms. Elena Vitullo (World War I and School History for *The Setonian*); Ms. Alexandra Jousset (John F. Kennedy), and Ms. Faith Lauter (Salt and Seton Letters: A Civil War Connection)

- **Exhibits & Related Projects.** Various academic courses featured assignments that required deep usage of archival materials for exhibits and outreach projects. These requests often came via graduate students from the Museum Studies program along with others from different disciplines who needed to utilize different parts of our collection for respective class projects, Walsh Library Gallery major exhibit planning, and/or window display aid. Counted among the cross-section of events assisted with (chronological order) include: Mr. Joe Yankus “Seton Hall Class of 2018” and “Seton Hall Class of 2019” (Summer 2014 and Summer 2015 respectively); Ms. Janairy Del Valle “Illuminated Manuscripts” (Fall 2014); Ms. Jennifer Hodbod “Alternative Student Press & Seton Hall” (Fall 2014); Ms. Romana Schaefer and Ms. Sarah Hart “New Jersey Film History” (Fall 2014); Ms. Katherine Tedesco “Mapping the Old Northwest and New Jersey” (Fall 2014); Ms. Cathy Walter “African Art” (Fall 2014); “Walsh Gymnasium 75th Anniversary” (Fall/Winter 2014-15); Ms. Fabiana Tuohey “St. Elizabeth Ann Seton” (Fall/Winter 2014-15); Professor Diane Carr “Pope Francis & Seton Hall” (Spring 2015); Dr. Ines Murzaku “Delta Epsilon Sigma” (Spring 2015); Ms. Brittany Ventuella “Women of Seton Hall History” [3 Part Series] (Spring 2015); “Stanley Jaki Symposium” (April 2015) (with Dr. Kate Dodds); “Aphra Behn Conference” (Scheduled for Fall 2015) (with Dr. Kate Dodds)

- **Campus Consultancies.** Led the *Setonian* 90th Anniversary Committee and assisted with research needs, reference questions, wrote monthly articles covering general school history from 1924-64 (9/12/2014) and school athletic history from 1924-2014 (9/2014-5/2015). *Collegium* (Colloquy on Faith and Intellectual Life) Alumni group member and assisted with their newsletter promotion. Regular historical-oriented collaboratives are regularly conducted with various departments/centers including: Alumni Relations, Bayley-Seton League, Department of Catholic Studies, Department of Military Science, Department of Nursing, Immaculate Conception Library, Office of Athletic Communication, Office of Mission and Ministry, Pirate Blue, President’s Hall Administration, University Advancement, and WSOU-FM Radio among others.

- **Committee Assignments.** Elected as a Faculty Senate Alternate 2013-2014 and 2014-2015 terms. Chair of the Faculty Senate Library Committee (2014-15); Member of the

- Helped with revisions made to the Archives & Special Collections and Office of Records Management sections of the *Seton Hall University Undergraduate and Graduate Catalogues*, 2014-2015 and 2015-2016 editions. Asked to provide further text to the University History section for the latest catalog(ue). Provided an updated University History text for each member of the Seton Hall Board of Regents and Trustees in 2014 and 2015. Research assistant for the *Many Are One* gala and awards sponsors (2015).

- Continually serve as a professional reference to various students, colleagues, and collaborators. Co-attendee with Professor Amanda Mita at the Rutgers, The State University of New Jersey MLIS Career Fair (4/10/2015).

Representative Conferences/Talks (Chronological Order/Details):

- “Archbishop Thomas J. Walsh and the Founding Years of Caldwell College, 1939-49,” Speaker at the Caldwell University 75th Anniversary Panel held at Caldwell Public Library, Caldwell, NJ. October 7, 2014. (Invited)

- “Thoughts on Collection Development,” (Invited) and “Varsity Lessons: College Sports Archives and the Human Experience,” (Speaker & Panel Chair) Mid-Atlantic Regional Archives Conference held in Baltimore, MD. October 18, 2014.


- “South Orange & Its Colorful History – A Symposium In Honor of the 350th Anniversary of New Jersey,” (Co-Coordinator & Moderator) South Orange Historical Preservation Society & South Orange Public Library Conference held in South Orange, NJ. November 1, 2014.


• Irish & American Irish Resources,” Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 28-29, 2015. [* Annual Irish immersion school for 6-12 grade students. Named to the Gael Scoil Advisory Board in 2015.] (Invited)

• “Voices From The Hall,” Talks on the value of Seton Hall University History, 1856-Present. Alumni presentations held in Naples, FL (March 3, 2015) and Boca Raton, FL (March 4, 2015) (Invited)

• “Researching the (Irish) Rising: Accessing Resources That Represent Irish History From 1916-1922 & Beyond,” and “Commemorating the Rising: A Retrospective of the 1941, 1966, and Other Milestone Anniversaries as Prelude to 2016,” “Revising the Rising: Conference (International) held at Drew University, Madison, NJ. March 21, 2015.

• “The Formative Path of a Saint for the Modern Age, Sister Miriam Teresa and Her Journey From Bayonne to Convent Station to Elizabeth to the World,” Women’s Conference held at Seton Hall University, South Orange, NJ. March 27, 2015. (Invited)

• “Genealogy Discussion,” SOMA Local Cable Access Television Program - Dustin’s Kaleidoscope filmed at Columbia High School, Maplewood, NJ. March, 2015.


• Dedication Ceremony for Archives & Special Collections Center,” (Opening Remarks) Church of the Sacred Heart, South Plainfield, New Jersey. June 13, 2015. (Invited)

Goal 8) Foster an organizational culture and work structures that are agile, communicative, transparent, resilient and flexible, embrace change and encourage teamwork.

• Part of the departmental collective that worked on a wide-range of support initiatives to help with the infra-structure and promotion of Archives & Special Collections Center services over the past year. A few examples include…

• Discussion regarding various procedures were examined and streamlined further this year including collection policies, use of materials in reading room, permission to use photographs to call slips and other documentation issues.
• Special Collections staff share reference responsibilities serving researchers in the Reading Room, preparing for visits by pulling materials from the vault and replacing after research is complete. It has been especially valuable to collaborate with Ms. Brianna Lo Sardo on many projects involving the research community over the past year.

• Chair of the Search Committee for Digital Archivist/Assistant Professor, Amanda Mita. (10/2014-2/2015) that involved not only the selection committee, but all individuals affiliated with the Archives & Special Collections Center.
Marta Deyrup

Librarian, Co-head of Technical Services

Annual Report FY 2014-2015

The Technical Services Department consists of librarians Marta Deyrup and Martha Loesch and paraprofessionals Camille Mazza, Eva Cheng-Lee, Victor Eubanks and volunteer Kenny Marino.

Technical Services supports the University Libraries’ MISSION VISION AND CORE VALUES through its emphasis on discovery of and access to information. It supports the Library Strategic plan GOAL THREE (organization and access to information) and GOAL EIGHT (embrace change and encourage teamwork). The department ensures that quality records are added to and maintained in the OPAC, and that large projects, such as weeding and resource inventories, are conducted accurately and promptly. The department strives to provide excellent service to its users, and conduct ongoing assessment of its activities. The department works collegially and cooperatively with other units.

During the fiscal year 2014-2015 the department accomplished the following activities in support of the University Libraries Strategic Plan.

Objective 1 (Goal 1 & 2 & 3 & 8): Fully implement the new WMS library management system; correct and clean metadata for bibliographic records; establish efficient cross-functional workflows; present information to researchers in a clear, understandable format; provide broad understanding of WMS technology; preserve necessary data from the Voyager system for further use in a sustainable way; eliminate outdated tools/processes; top priority, ongoing until completed.

Implementation of the new WMS library management system was completed with the addition of the Acquisition module. As a result, ordering and cataloging functions of only new materials are now processed within the acquisition component of WMS. Additionally all shelf-ready books are currently successfully managed within the Acquisitions workflow.

Cataloging of all other materials: Seminary orders, Valente books, Archival material, Lonergan books, DVDs, music CDs, donations, gifts, etc. are cataloged within the Metadata module. As WMS has continued to make enhancements to the system, new functionality has allowed more processing functions to take place in WMS and less in the accompanying OCLC Connexion tool.
Seton Hall is serving as a test site for the new WMS search tool called Discovery. All library faculty and administrators are examining the tool’s various functions and submitting recommendations for enhancements to OCLC. Assistant Dean Leonard keeps abreast of new developments of this tool.

The Electronic Dissertations and Theses (ETDs) database is maintained through the technical services department in collaboration with the Digital Services Librarian. As the initial year of mandatory electronic submission of all dissertations and theses came to a close, it has become evident that the submission guidelines posted on the library homepage are not sufficient and that university wide established guidelines need to be implemented for use by all master and doctoral students. The Dean of University Libraries has initiated this process. The Associate Provost and Dean of Research and Graduate Studies Greg Burton has been informed of ETD developments. Reports may be run for individual faculty departments, showing significant statistical usage of these materials.

Our Systems Librarian, Xue-Ming Bao, received funding from China Hanban, to create a Chinese Corner collection of material to support the Asian Studies program. The Chinese Corner is a collection of books and videos for learning Chinese language, history and culture. About 545 items were processed for this collection and a dedication ceremony took place on November 20, 2014.

A major barcode project took place in fall 2014 when 80,000 smart barcodes were found during a move of microfilm cabinets. All faculty and staff participated in matching the barcodes on the sheets with the books on the library shelves to ensure that all the books have their corresponding barcode. All discrepancies were corrected, thereby greatly improving our bibliographic records.

An inventory of the Reference Collection took place with many items transferred to the Main collection or deaccessioned. The Archives & Special Collections Center has undergone their own inventory in which a sizable number of books were transferred to the Main Collection and the Catalog Dept. had to process these books in collaboration with Len Iannaccone, Archives Records & Services Assistant. A huge collection of texts signed by the authors was also transferred from Archives to the Main collection and processed by Kenny.

There were a number of large donated collections that were processed this year: Morley, Leab - history, Higginson-poetry, Niccoletti/Paterson – poetry and short fiction, Salomone – Valente. We also acquired the Evans’ Early American Imprints as microfiche with bound indexes. The entire Valente collection was reorganized and a great number of books had to be transferred to the newly formed Valente Oversize collection. The entire UN Document collection was moved to the second floor and its contents reviewed by the Social Sciences Librarian in consultation with a representative from the School of Diplomacy and International Relations and the New
York UN librarian. As a result, the Catalog Dept. deaccessioned hundreds of titles from the physical collection as they are now accessible electronically.

Loesch cataloged all the 2014 bound theses and dissertations (LC classification and subject headings created) and they were added to the library catalog through the digital gateway. She also cataloged the last batch of the Master’s in Education capstone binders as they are now submitted electronically.

**Objective 3 (Goal 2):** Develop collections policy statements for general collections; continue to manage incoming-gifts acceptances.

A revised gifts/donations policy was developed and posted to the library webpage.

**Objective 4 (Goal 3):** Simplify records for/access to journals – print, microforms, electronic, those shared with Law, electronic books

The technical services department continues to revise the patron display of bibliographic records in WMS to make them more easily accessible to users. We received a lengthy report of problem shelf locations from OCLC which took several months to completely resolve; most of which we managed on our own. OCLC support representatives have been helpful in assisting with other display issues.

**Objective 17 (Goal 8):** Oversight of key functions and workflow efficiencies, ongoing.

The entire back office area that houses Acquisitions, Cataloging, Periodicals, and Stack Services was redesigned to accommodate the new work flow established by the WMS system. Most of the shelving was removed and re-assembled around the new desk locations. A new office was created for the Assistant Dean of Information Technologies and Collections Services and the work area has been renamed Collections Services.

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**Marta Deyrup—Personal Report**

**Objective 11 (Goal 5):** Document and quantify library faculty outreach efforts.

In addition to technical services, Deyrup is liaison to the departments of Languages and Literatures, English, Classics, and the Russian and East European Studies Program. In this capacity, she maintains and creates targeted and general Libguides to support the curricula and student activities. She does the orientation to the library for new English graduate students, gives annual or semi-annual lectures on library resources and topics of interest to the Russian and East European Studies Program and collection development for all her departments. She teaches 1201 and 1202 English classes as assigned as well as upper level instructional classes for the English department as requested. Deyrup, when requested, advises faculty in all disciplines on research
resources appropriate to their needs. She is a member of the East Coast Slavic Consortium, as well as the Slavic and East European Section and the Western European Section of ALA.

**Objective 15 (Goal 7):** Increase Libraries’ role in/leadership of campus scholarly activities issues (copyright, fair use, open access).

This spring Deyrup was elected to the executive committee of the Faculty Senate and is chairing the IT committee. She is co-chair of the faculty Digital Humanities Working Group.

**Scholarship**

Deyrup spent her half year sabbatical working on two books, *Reconfiguring Library Space: Expert Advice from Architects and Librarians* and *A Librarian’s Guide to Writing for the Profession*. Both will be published by ABC Clio/Libraries Unlimited.

In the fall, she took a month long research trip to Italy and Croatia to interview members of the Italian minority communities in Zadar and Rijeka, and the Istriand Dalmatian diasporic communities in Trieste, Padua, Venice and Rome, Italy.

Her article, “A Career of Our Own: Academic Librarians Reflect on Gender and Leadership,” was published in *American Libraries* (March/April 2015, 65-67). She has two articles under review, “The SHU Research Logs: Student Online Search Behaviors Transcribed” [With Beth Bloom], submitted to the *Journal of Academic Librarianship* and “The Publishing Activities of the Italian Minority Communities in Croatia and the Istriand and Dalmatian Diasporic Communities in Italy: research funded the WESS De Gruyter Grant and a Research Grant from Seton Hall University,” submitted to *Slavic and East European Information Resources*.

Deyrup gave two presentations:

a paper at ALA annual on the Italian minority communities of Dalmatia and Istria as examined through their émigré and domestic publishing activities, (June 27, 2015) and a presentation with Jennifer Younger at IFLA, “Collecting and Hosting Digital Catholica in the United States (August 26, 2014).

**Grants awards**

Deyrup was a recipient of the Irish Education 100 Award was recognized as one of the top 100 Irish-American educators (2014)

As committee co-chair, she received $26,000 from Academic Affairs to initiate a digital humanities program at Seton Hall (2014-2015)

She received the ACRL WESS-SEES De Gruyter European Librarianship Study Grant (2014) to research the post WWII publishing activities of the Italian emigre and minority communities in Italy and Croatia.

**Service to the community**

EXECUTIVE COMMITTEE, Faculty Senate (2015-2017)
Martha Loesch-Personal Report

Objective 11 (Goal 5): Document and quantify library faculty outreach efforts.

As Head of Technical Services, Loesch was immersed in the follow-up processes inevitably inherent with a major migration. She worked on resolving the lengthy OCLC problem location file that OCLC sent us with the assistance of the Assistant Dean. Together they ensured that all locations maintained uniformity. She was instrumental in resolving the Shelf-ready problems we were experiencing. Loesch trained the catalog paraprofessionals in the new processing procedures for items purchased through the Acquisitions module and therefore must be cataloged there as well.

Loesch was on medical leave for two months in fall 2014, followed by 6 weeks of working at home. Loesch then served a sole faculty librarian within the Technical Services department during the spring semester 2015 while Professor Deyrup was on a semester sabbatical leave.

In her role as liaison to the College of Education and Human Services, Loesch taught graduate Directed Research classes, consulted with faculty regarding journal subscriptions, and ordered print and e-books in support of collection development. She also set-up a GOBI approval plan to assist with collection development. Loesch maintains the Education Libguides, as well as Psychology and other service oriented libguides. She reviewed and approved the College of Education graduate handbook guidelines pertaining to the ETD submission process. In collaboration with Professor Favaro, Loesch generated a comprehensive impact statement for the new Applied Behavioral Analysis Master and Post-Master programs offered in CEHS.

Loesch has taken on a more significant role in reviewing and processing the electronic submission of all graduate dissertations, theses and final projects (ETDs) with the assistance of Camille Mazza who does an extraordinary job of examining, revising and documenting all ETDs. This is a time consuming process and students are inevitably contacted to resubmit their work with revisions, often multiple times. Developments are underway to establish university wide ETD submission guidelines.
Scholarship

Publications

Presentation

Service

VALE Bibliographic Control and Metadata Committee
Senate Faculty Guidelines and Bylaws Committee
Senate Instructional Technology Committee
Library Nominations and Elections Committee, Chair
Objective 2 (Goal 1):
- Created LibGuides (research tools) for Political Science, American Government, Public Administration, United Nations, Criminal Justice, History and New Databases.
- Publicized new databases to university community and subject areas including areas of interdisciplinary study (i.e. History databases used in English courses).

Objective 3 (Goal 2): Updated UN Collection Policy, cataloging and deaccessioning procedures.

Objective 11 (Goal 5), Objective 15 (Goal 7): Gave Digital Services presentations to Political Science and Diplomacy faculty including how to setup profiles on bepress Institutional Repository.
- Oversaw addition of Political Science faculty profiles into Institutional Repository with Digital Services Librarian.
- Managed creation of e-journal for Pi Sigma Alpha (Political Science Honor Society) in Institutional Repository with Digital Services Librarian. This is the Political Science Department’s first electronic journal.
- Managed book ($15,000), journal and database selection for liaison departments including $20,000 Gulbenkian spend for Diplomacy Post-Conflict Studies.
- Creating purchasing profiles for departments based on areas of interest, preferred publishers, authors and topics in GOBI. This will facilitate book ordering and reinstate approval plans.
- Facilitated process to establish catalog entries for publically available pdfs and links.
- Became participant member of Digital Humanities Committee, Instructional Technology Committee and member of Library Database Committee to cultivate methods to improve research and scholarship for the University community.

PROFESSIONAL EFFECTIVENESS
- Completed 8 reference hours per week and 6 weekend days.
- Conducted 24 research consultations for History, Political Science and Diplomacy undergraduates, graduates and faculty.
- Taught 34 classes for English (20), University Life (6), History (4) and Political Science (4).
• Created Impact Statements for 3 School of Diplomacy new graduate and certificate programs.
• Attended 10 lectures and symposiums including World Leaders Forum, Comparative History Symposium, and History Honors Thesis presentations.

SERVICE
• Facilitated donation of Seton Hall’s record collection to the Montclair College Women’s Club. Proceeds from sale create $40,000 in scholarships for 19 Essex County high school girls.
• Became participant member of Charter Day Committee and Library Senate Committee to meet faculty and develop understanding of university and faculty goals. Also was Faculty Marshall for Commencement 2015.
• Served on Montclair Public Library (MPL) Foundation Event Committee raising $75,000 for MPL.

PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP
• Accepted into SHU’s MPA Program - will be first MPA student to pursue new concentration in Data Visualization & Analysis; relevant to academic librarianship and Digital Humanities.
• Awarded ACRL 2015 - Early Career Librarian Scholarship ($600).
• Presented Lightning Talk at VALE 2015 User Conference “Simple Strategies for Faculty Outreach”.
• Moderated ALA’s Law and Political Science Section (LPSS) Panel about Data and Statistical Literacy.
• Repurposed Setonian article about Information Commons into NJLA CUS Newsletter Article to publicize University Libraries.
Kathleen Dodds

Director of Special Collections

Special Collections and Archives – Director’s Annual Report FY 2014-2015

The Msgr. William Noé Field Archives and Special Collections Center has worked this year to streamline our policies and procedures which will continue into the next year, and to do the same for our collections storage and rare book collections to position ourselves to focus our collections in line with our Collecting Policy and provide a topnotch research collection for our students, faculty and the community. Our work below is described in light of the Library’s Strategic Plan Goals and Objectives.

**Goal 1)** Provide expert assistance, instruction, and an innovative suite of user services which are responsive to the needs of our community and changing circumstances.

Special Collections staff: Alan Delozier, University Archivist/Special Collections Librarian; Leonard Iannaccone, University Archives Records and Services Assistant; Brianna LoSardo, Special Collections Assistant; Amanda Mita, Processing and Digital Archivist; Monsignor Francis Seymour, Archdiocesan Archivist and Kathleen Dodds [Kate], Director of Special Collections] have handled reference at the front desk over the past year for phone, mail, email and onsite requests. We have recorded the types of requests and geographic location:

<table>
<thead>
<tr>
<th>Type of request</th>
<th>Number handled Jul 1, ‘14 - Jun 30,’15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archdiocesan</td>
<td>132</td>
</tr>
<tr>
<td>University Archives</td>
<td>314</td>
</tr>
<tr>
<td>Manuscript</td>
<td>87</td>
</tr>
<tr>
<td>Rare book</td>
<td>29</td>
</tr>
<tr>
<td>Irish</td>
<td>36</td>
</tr>
<tr>
<td>Sacramental</td>
<td>166</td>
</tr>
<tr>
<td>Genealogy</td>
<td>193</td>
</tr>
<tr>
<td>Directions</td>
<td>178</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
</tr>
</tbody>
</table>

States from which requests were served: all 50 states except AR, AZ, CO, HI, IA, ID, KS, KY, LA, ME, MO, MS, ND, NE, NH, OK, OR, UT

Nations from which requests were served: Australia, Britain, Canada, Czech Republic, France, Germany, Hungary, India, Ireland, Israel, Italy, Japan, Nigeria, Poland, Portugal, Saudi Arabia, S. Korea, Spain
Members of Archives and Special Collections [A&SCC] staff assisted researchers in Archdiocesan, genealogy, Seton Hall, rare book and manuscript collections research as well as working with the Digital Services Librarian to develop our new website to provide better access to our resources and services.

Alan has engaged in individual or team research assistance over the past year. From July 1, 2014-June 30, 2015 here are the types of requests and number of completed during this time period: genealogy-8, sacramental-4, ADN-78, University Archives-297, Mss-77, Rare book-20, Irish-37, directional-172. Alan also developed and taught the online elective course *New Jersey Catholic Experience* during the Spring 2015 semester through the Department of Catholic Studies. This course stresses bibliographic instruction and contains detailed readings from texts found in our library and primary sources from the Archives & Special Collections Center. Alan taught a total of 18 individual class sessions including English 1201/1202, Core Freshman, Early and Modern Ireland and specialized instruction. Alan assisted the following professors with special projects: History- Dr. William Connell, Dr. Lawrence Greene, Dr. Maxine Lurie, Dr. Max Matusevich, Dr. Vanessa May; Religious Studies-Rev. Douglas Milewski; Museum Studies-Dr. Charlotte Nichols; Anthropology-Dr. Cherubim Quizon; Natural Sciences-Dr. Anthony Troha.

Brianna assisted researchers on the phone, by e-mail, and in person to explain resources we have available and procedures for access and use. She provided guidance to genealogy researchers and those making contemporary sacramental records requests when parish or institution was unknown, instructed researchers in use of technology such as the microfilm readers and scanner, responded to sacramental records requests from parishes and other dioceses, performed genealogy searches as assigned and occasionally completed scanning to fill reproduction requests.

Len provided archival reference as above and Record Management services to university; including deposit and retrieval of files, as well as destruction services.

In addition to serving patrons in the reading room, Amanda has worked with distance researchers to fulfill digitization requests of archival materials. She is currently investigating ways to streamline digitization request ordering and fulfillment processes in an effort to provide more expedient service to our users.

Msgr. Francis Seymour, Archdiocesan Archivist, maintained and updated files on parishes, priests and Catholic institutions in New Jersey. He fulfilled requests for research from the Office of the Archbishop, the Office of the Vicar General and other agencies and departments of the Archdiocese of Newark and from people and parishes in New Jersey and elsewhere. He responded to telephone, written and electronic requests for archival assistance in various areas of research from all over the world.

**Goal 2)** Build up and preserve print, digital, and other materials using selection criteria that reflect the academic priorities of the University, current collection strengths and significant research in all areas of study pursued at the University.

Archives & Special Collections staff collaborated on developing collection/user policies and contributing content to the Archives & Special Collections Center shared drive for use in developing our LibGuides -
Kate worked with Len and Archives staff to cull the Oesterreicher collection of personal, recreational volumes to be moved to Main Collection, advised by Assistant Dean Naomi Gold, and helped to organize the integration of the three sections of the collection into one run in Library of Congress order by stacks staff.

Kate worked with consultant Cynthia Gibson on deaccession of collections not pertinent to our collection policy and on the placement of an important collection of poetry books in Main and Special Collections. We also selected out of rare books items not truly rare or valuable and cooperated with Ms. Gibson on the purchase of some rare volumes in our collecting areas to augment our rare book holdings.

Kate worked with Dean John Buschman on sorting elements of a donation from Professor Dan Leab on the hearings of the House Un-American Activities Committee and on American labor relations for Archives.

Msgr. Seymour identified photographs and collected newspaper clippings from current publications concerning New Jersey Catholic interests for Archdiocesan priest, parish and institutional files. He served as Book Editor and supplied information for inclusion in the annual Newark Directory and Almanac as well as writing obituaries and feature articles for our archdiocesan newspaper, *The Catholic Advocate*.

**Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.**

Alan has contributed to or served as primary editor on various LibGuides designed to centralize information on various special collections into subject areas of interest to the research community. [http://shu.libguides.com/cat.php?cid=55869](http://shu.libguides.com/cat.php?cid=55869)

Alan serves as Webmaster for the New Jersey Catholic Historical Commission Website/Blog and as Content Manager for the Archdiocese of Newark History & Preservation Homepage.

Brianna helped to create finding aids for some collections as directed by the processing archivist and provided patrons with links to our finding aids, genealogy resources, and outside resources as appropriate.

Len provided rare book cataloguing to process new acquisitions and collections. He took part in the barcode project with all library staff, worked with rare book consultant on weeding non-rare books out of archives collections and moved non-rare books to Main collection from archive collections.

Amanda has assisted in the redesign of the Center’s webpage with an eye toward making information about the Center’s resources, services, and policies more accessible in a web environment. She is also working in consultation with the Director of Archives & Special Collections to create a LibGuides subject guide template in an effort to encourage standardization and effective presentation of information.

Amanda is in the process of creating a new archival processing and description manual which will ensure that all collections are processed and described in a standardized fashion according to current archival best practices. She is researching and testing new
methodologies and tools for creating and publishing collection finding aids and digital content.

**Goal 4)** Create and maintain a physical environment that fosters learning and research and encourages use and interaction.

- Archives staff including Alan, Brianna, Len, Tracy and Kate spent two weeks in the vault rearranging shelving in order to move flat storage to a centralized location for better preservation and access, as well as to better use vacated space for manuscript collections. We also moved photographs, negatives and other media such as audio and video cassettes out of collections areas to open shelving to prevent off-gassing from damaging the media and the surrounding manuscript materials. This bolsters preservation for the purpose of fostering research.
- With additional shelves provided by the Dean, we were able to increase capacity in the vault in the flat storage, media and rare book areas. SHU Dissertations and Theses have been moved to the Main Collection by stacks, allowing us to work toward consolidating and integrating our rare book collection. Thus the rare book collection has been focused and strengthened and positioned to be developed into a strong support for curricular and collection areas.
- We created an office space for the new Collections Manager, Allison Stevens, who is working with the transfer of the Museum Collection from Fahy to the Msgr. William Noé Field Archives and Special Collections Center.
- We obtained a bank of shelving from the Curriculum Library on the second floor, and have moved archival supplies from our storage area to make room for some Records Management materials that will be moving from the vault to create space for incoming Museum Collection. Having the Museum Collection here will support education, research and public outreach.
- Alan consolidated and organized 158 unprocessed collections in the evaluation phase of pre-2015 donations.

**Goal 5)** Communicate the library’s services and resources effectively, expand outreach and develop opportunities for our users to communicate about and shape those services and resources.

- All the Archives staff worked to post articles about our acquisitions, exhibits and activities on our blog: [http://blogs.shu.edu/archives/2015/06/carly-miller-joins-archives-as-summer-intern/](http://blogs.shu.edu/archives/2015/06/carly-miller-joins-archives-as-summer-intern/)
- Kate worked with Margaret McCorry of University Advancement to develop public relations outreach regarding our three Archives Month open houses in October, notice of the nine month sequential exhibit marking the Centennial of the beginning of WWI and the opening lecture by Dr. Richard Connors, as well as announcement of the accession and access to the papers of the late Congressman Donald Payne.
- Kate developed an exhibit on Angling and Hunting to highlight a small special collection in our rare books section. [http://blogs.shu.edu/archives/2015/05/angling-and-hunting-explored-through-rare-books-opens-6-may-2015/](http://blogs.shu.edu/archives/2015/05/angling-and-hunting-explored-through-rare-books-opens-6-may-2015/)
Brianna informed researchers of the resources we have available and procedures for access and use, wrote blog posts on interesting archival holdings for the archives website and appeared on a local public access television show [Dustin’s Kaleidoscope, SOMA-TV] to give an overview of our resources and procedures.

Brianna planned WWI exhibit to cover nine months, with rotation of fabricated materials every three months, and monthly rotation of archival materials which she selected from rare books and for which she designed label copy.

Amanda is working to create a graduate archival internship program and has recruited two summer interns who will build their skills in core archival functions and in exchange promote the Center’s collections via social media outreach tools and digital exhibitions. This in turn enhances the visibility of our collections and encourages research and use from the Seton Hall community.

Amanda has participated in the revision and streamlining of the Center’s policies, including its Reading Room Policies and Reproduction Policies (ongoing). She is currently developing a digital exhibition for the Trina Padilla de Sanz papers with the assistance of an archives intern and will leverage digital tools for outreach in order to access a wider audience and will implement a digital exhibition program whereby the Center produces four digital exhibitions per year.

Len informed researchers of the resources we have available and procedures for access and use, and developed and revised record management schedules for offices around campus.

**Goal 6** Develop strategic alliances and cooperate with other organizations for the advancement of scholarship, efficiency, and University goals and objectives.

- Alan has published the following pieces this past year:

- Alan is a member of Catholic Research Resources Alliance (CRRA) Collections and Digital Access Committees, contributing to the increased presence of resources on the CRRA Website and Catholic Portal. He works with the Steering Committee on a mentorship program which involves outreach to non-members and related projects among member institutions and individual archivists, librarians, and others connected to the full project. Alan is also member of Mid-Atlantic Archives Conference (MARAC) Steering Committee and Chair of the Nominations and Elections (N&E) Committee as well as being active with the New Jersey Caucus helping to plan the 2017 Fall Conference in Newark. Alan serves as Executive Director of the New Jersey Catholic Historical Commission (NJCHC) which revived its bi-annual e-newsletter, *The Recorder.*

Chair of this reconstituted group now known as the Catholic Library Association Membership and Publicity Task Force (May 2015-Present). Alan attended Archives Day in New Jersey (October) and the annual Spirit of the Jerseys (May) events held in Monmouth County as well as regular events with the League of Historical Societies of New Jersey. He co-sponsored various theological-themed events with the American Labor Museum, Caldwell University, Felician College, and Seton Hall University Catholic Studies Department and helped with review on the book draft – *Catholic Historians’ Handbook* by Carl Ganz, Jr. to be published by the NJCHC later in 2015/early 2016. Alan was appointed State Historian for the New Jersey Ancient Order of Hibernians (AOH), Irish-Catholic service organization, works with South Orange Historical Preservation Society (SOPHS), Caucus Archival Projects Evaluation Service (CAPES) and numerous other organizations such as the Catholic Archdiocese of New York, Catholic Diocese of Metuchen (NJ), Columbia High School (South Orange-Maplewood) Library, Cornucopia of New Jersey, Consul General of Ireland (IACI), Maplewood Historical Society (Durand-Hedden House Museum), New Jersey Historical Commission, South Orange Public Library and Village Hall, UNA-USA (National Office), the American Catholic Historical Association, American Conference of Irish Studies (Archives and Digitization Task Force), Archdiocese of Newark Patrimony Committee, Archivists Roundtable of New York, Association of Catholic Diocesan Archivists (News Correspondent for New Jersey), Catholic Library Association (Website Advisory Committee & Membership/Publicity Task Force), Friends (Quakers) Historical Society, Garden State Legacy ( Speakers Bureau), Irish-American Cultural Institute (Easter Rising and New Jersey Commemoration Committee), Irish Roundtable of New York, Maryknolls (Historical Committee for the Cause of Beatification and Canonization of Bishop James A. Walsh), Mercier Club (Catholic Intellectual Social Organization), Metropolitan Catholic College Librarians Chapter (NY), Newark Archives Project (Advisory Board), Newark Historical Society, South Orange Library Advisory Committee.

- Alan and Kate worked with Dr. Murzaku of Catholic Studies Department on a Congress of international scholars on the late Fr. Stanley Jaki, Archdiocesan priest, winner of the prestigious Templeton Prize [1987] and prolific writer on science and religion. In addition, Alan and Kate are working with Professors Kirsten Schultz and Karen Gevirtz who are planning the biennial Aphra Behn Conference for October 2015 and will be hosting faculty presentations on several rare books in our collection during the conference.

- Kate serves on the Patrimony Committee of the Archdiocese of Newark and processed the annual infusion of papers from the Archbishop’s Office as well as the accession of the sacramental registers from the closed parish Queen of Angels, Newark.

- Through her work with the Trina Padilla de Sanz papers, Amanda has opened up a line of communication with the Unanue Latino Institute. We hope that this relationship will encourage support from the Institute for future projects involving the collection.

**Goal 7)** Contribute to the academic, ethical, and cultural growth of the University community.
• Alan worked with the following Seton Hall undergraduates over the past year: Mr. Chris Amnott (Baseball and Greek Life); Mr. Matthew Peters (Honorary Degree Recipients and Black Studies); Ms. Elena Vitullo (World War I and School History for The Setonian); Ms. Alexandra Jousset (John F. Kennedy), and Ms. Faith Lauter (Salt and Seton Letters: A Civil War Connection).

• Alan worked with the following student exhibit projects: Mr. Joe Yankus “Seton Hall Class of 2018” and “Seton Hall Class of 2019” (Summer 2014 and Summer 2015 respectively); Ms. Janairy Del Valle “Illuminated Manuscripts” (Fall 2014); Ms. Jennifer Hodbod “Alternative Student Press & Seton Hall” (Fall 2014); Ms. Romana Schaefer and Ms. Sarah Hart “New Jersey Film History” (Fall 2014); Ms. Katherine Tedesco “Mapping the Old Northwest and New Jersey” (Fall 2014); Ms. Cathy Walter “African Art” (Fall 2014); “Walsh Gymnasium 75th Anniversary” (Fall/Winter 2014-15); Ms. Fabiana Tuohey “St. Elizabeth Ann Seton” (Fall/Winter 2014-15); Professor Diane Carr “Pope Francis & Seton Hall” (Spring 2015); Dr. Ines Murzaku “Delta Epsilon Sigma” (Spring 2015); Ms. Brittany Venturella “Women of Seton Hall History” [3 Part Series] (Spring 2015).

• Alan led the Setonian 90th Anniversary Committee and wrote monthly articles covering general school history from 1924-64 (9-12/2014) and school athletic history from 1924-2014 (9/2014-5/2015). He assisted Collegium (Colloquy on Faith and Intellectual Life) with their newsletter promotion and worked with Alumni Relations, Bayley-Seton League, Department of Catholic Studies, Department of Military Science, Department of Nursing, Immaculate Conception Library, Office of Athletic Communication, Office of Mission and Ministry, Pirate Blue, President’s Hall Administration, University Advancement, and WSOU-FM Radio. Alan held the following committee assignments: Faculty Senate Alternate 2014-2015, Chair of the Faculty Senate Library Committee (2014-15); Member of the Faculty Senate Faculty Development and Graduate Studies Committees, Incoming Chair of the EPC and Program Review Committees (2015-17), Middle States Accreditation Evaluation – School History Information Liaison (2014), Convocation Committee [Read Necrology] (2014), Member of the annual Charter Day Committee, Student Leadership Servant Award Committee, Co-Advisor for the Seton Hall University Student Irish Society (Pirates of Irish Persuasion and Excellence, PIPE and PIPE Alumni Club), and Move-In Day Volunteer (2014), the Many Are One gala and awards (2015), and provided text to the University History section for the latest catalogue. As well as an updated University History text for each member of the Seton Hall Board of Regents and Trustees. Along with Professor Amanda Mita, Alan attended the Rutgers MLIS Career Fair (4/10/2015).

○ Alan gave the following talks:


“South Orange & Its Colorful History – A Symposium In Honor of the 350th Anniversary of New Jersey,” (Co-Coordinator & Moderator) South Orange Historical Preservation Society & South Orange Public Library Conference held in South Orange, NJ. November 1, 2014.


“Voices From The Hall,” Talks on the value of Seton Hall University History, 1856-Present. Alumni presentations held in Naples, FL (March 3, 2015) and Boca Raton, FL (March 4, 2015) (Invited)

“Researching the (Irish) Rising: Accessing Resources That Represent Irish History From 1916-1922 & Beyond,” and “Commemorating the Rising: A Retrospective of the 1941, 1966, and Other Milestone Anniversaries as Prelude to 2016,” “Revising the Rising: Conference (International) held at Drew University, Madison, NJ. March 21, 2015.

“The Formative Path of a Saint for the Modern Age, Sister Miriam Teresa and Her Journey From Bayonne to Convent Station to Elizabeth to the World,” Women’s Conference held at Seton Hall University, South Orange, NJ. March 27, 2015. (Invited)

“Genealogy Discussion,” SOMA Local Cable Access Television Program - Dustin’s Kaleidoscope filmed at Columbia High School, Maplewood, NJ. March, 2015.


Dedication Ceremony for Archives & Special Collections Center,” (Opening Remarks) Church of the Sacred Heart, South Plainfield, New Jersey. June 13, 2015. (Invited)

- Alan and Kate worked with Catholic Studies Department and with professors Kirsten Schultz and Karen Gevirtz in Arts and Sciences to plan and support international conferences using archival materials. [see above in Goal 6]
- Len continued as member of the University’s Copyright Committee.
Since her arrival in March, Amanda has processed five collections with the assistance of interns, student workers, and Brianna, the Special Collections Assistant. She is developing a minimal processing program to expedite the processing of the Center’s backlog and enhance the visibility of its collections. Enhanced access will expand the breadth of research able to be performed at the Center which ultimately will strengthen the academic reputation of the University.

**Goal 8)** Foster an organizational culture and work structures that are agile, communicative, transparent, resilient and flexible, embrace change and encourage teamwork.

- Archives staff have worked together on major projects from vault reorganization to assessing rare and signed books and making some volumes ready to go to Main collection, participating in interviews with prospective Processing and Digital Archivist and Collections Manager candidates, and in reexamining and updating collections policies and procedures to make access to Archival and Special Collections as seamless as possible.
- Alan served as Chair of the Search Committee for Digital Archivist/Assistant Professor, Amanda Mita. (10/2014-2/2015)
- Brianna maintained calendars, scheduling of researchers, and conference room availability and compiled monthly statistics on research requests, reading room use, and materials tracking.
- Len compiled yearly statistics on record management requests including storage capacity and materials used.
- Archives staff are collaborating with the Gallery director, staff and new Collections Manager to prepare the Center’s preservation lab for processing the SHU museum collection. We will, with the Dean, determine the definition of art and artifact as distinct from archival materials. We will assist in the decision-making regarding what materials currently in the Archives may be transferred to the care of the Gallery and Collections Manager under this new definition.

**Goal 9)** Secure the resources to meet Seton Hall University Libraries’ goals and objectives.

- Dean Buschman provided equipment to set up our digital preservation lab including scanner a write blocker so that we can begin to absorb born digital material as well as develop work flows for digitizing selected archival materials and photographs for research, digital exhibition, working with other departments and publication.
- The Dean also provided much needed shelving to enhance our ability to store archival materials properly in our vault.
- Kate served on the search committee for the new Collections Manager who will oversee the move of the Museum Collection from Fahy to the Special Collections Center.
- Brianna ordered supplies, maintained purchasing records and generated and sent monthly statement and receipts to procurement for approval.
- Amanda has begun to work with a member of TLTC on developing a grant proposal for a crowdsourcing translation project for the Trina Padilla de Sanz papers.
Objective 5 (Goal 3): Develop the new Libraries-controlled webpage (more iterative features/highlights Special Collections, Gallery, Seminary, Valente), ongoing.

- Archives staff met with Digital Services Librarian Sharon Ince and with Assistant Dean Elizabeth Leonard to design our new website. We have provided content which Processing and Digital Archivist Amanda Mita and Assistant Dean Leonard have used to populate the beta site preparing to go live on 8 July.
- Brianna compiled images for possible inclusion in the new library website, including photographing campus locations and scanning archival materials. She participated in discussions and made suggestions on the navigation and content of the new website and edited text for the sacramental records and genealogy resources pages.
- Len converted Record Management web page to LibGuides and posted University retention schedules on new LibGuides page.

Objective 6 (Goal 3): Consolidate, organize and produce Special Collections finding aids, continue developing modern collections handling procedures and implement effectively, develop/update skills where needed, ongoing.

- Archives staff has begun to work on revising our policy for digital reproduction and collection and accession policies and procedures. We will be developing some new forms and procedures to complement this process, and will embark upon updating our disaster plan to include the coming museum collection.
- Brianna assisted with collections projects as directed by the processing archivist, including numbering folders, rehousing materials, entering information into Archivists Toolkit [AT], and using AT to generate an html finding aid. She assisted with arranging the Trina Padilla de Sanz collection, worked to stabilize rare books in need of repair by wrapping/tying and assisted with the summer 2014 project to assign box numbers and shelf locations to collections that had none, shift materials to make better use of space in the vault, and identify materials in need of re-housing. She converted collection files spreadsheets to EAD XML which can be uploaded to AT to create a finding aid and ensured that researchers in the reading room followed proper collections handling procedures.
- Len participated in the summer inventory and location project, reorganized collections according to processing archivist’s ideals (by size and media) and while on reference ensured that researchers in the reading room followed proper collections handling procedures.
- With the assistance of a student worker Amanda is updating legacy finding aids in the Center’s AT database. She is streamlining and revising existing finding aids for inclusion on the Center’s new website and revising existing/creating new processing and description guidelines and procedures for student workers, interns, and staff.
- Amanda is also researching new archival data management and access tools.

This has been a year of organization in terms of both space and work flows. We transitioned from Tracy Jackson to Amanda Mita as Processing and Digital Archivist. We have reorganized
the Oesterreicher Collection shelving, removed Dissertations and Theses and non-rare books from the vault and work to augment our collections in important collection foci. We have applied ourselves to building our new website and upgrading our reproductions policies and procedures.

Moving forward we will continue to fine tune the website, integrate and amplify rare books, develop digital preservation policy and procedures and update our disaster plan.

Kathleen S. Dodds, D.A., Director of Special Collections
Sharon Ince

Digital Services Librarian/Assistant Professor

Annual Report FY 2014-2015

Digital Services

Objective 2 (Goal 1): Review/evaluate services and make recommendations: review content/presentation of LibGuides (Spring, ongoing); review current activities and service gaps, reference and instruction trends and data nationally, potential new services, local redundancies and make recommendations to be implemented during Summer and Fall semester, current and ongoing.

Objective 5 (Goal 3): Develop the new Libraries-controlled webpage (more iterative features/highlights Special Collections, Gallery, Seminary, Valente), ongoing.

Over the past year, I managed the Libguide Content Management System (CMS) migration from version 1 to version 2 platform. This involved several different pieces of software: websites, subject guide template, AskUs service, Calendar/Room Bookings, Intranet, eReserves and database page. I upgraded our LibAnswers platform to version 2. I worked with the Public Services Committee (PSC) for database cleanup and coordinating the migration and training for reference librarians. I provided a training workshop for reference librarians and developed a training guide. I created websites for the University Libraries, Gallery, and Archives in collaboration with Assistant Dean Leonard. I worked with the PSC for review of the University Libraries website and testing with Robert Rementeria, Coordinator of Library IT. For the Walsh Gallery website, I worked with Jeanne Brasile, Gallery Director and Joe Yankus, Gallery Assistant and provided training. I created a template for the Archives and Special Collections and advised on information architecture and content migration. To create a new subject guide template, I worked with the PSC to review the design and controlled terminology and presentation to the library faculty. For the migration of the calendar/bookroom software and to create the new intranet, I worked with Jody Drafta, Assistant to the Dean. During spring 2015, I provided training for Damien Kelly, in collaboration with John Irwin, Head of Access Services, for the version 2 eReserves platform for the summer 2015 launch. To create the new database A-Z list, I worked with the PSC to coordinate revised descriptions of the databases and Sulekha Kalyan, Head of Collections Development. I provided training for Katie Wissel for the creation of the new A-Z database list.

Objective 9 (Goal 5): Dean outreach to various departments, deans, programs (ETDs, new curricula, WMS rollout), ongoing.

Objective 15 (Goal 7): Increase Libraries’ role in/leadership of campus scholarly activities issues (copyright, fair use, open access), ongoing.
Over the past year, I fielded numerous questions from graduate students and departments regarding the new online submission process for dissertation and theses for eRepository and ProQuest. Questions ranged from procedural to copyright questions by phone, in-person, and email. I also presented and met with departments. I provided training for Martha Loesch, Head of Cataloging. I worked with the registrar’s office for degree verification. eRepository currently has over 400,000 downloads of SHU dissertations & theses.

**Objective 14 (Goal 6):** Strengthen collections coordination with Law (electronic, print, and repository) and implement book reserve and delivery inter- and intra-campus; fully implement ETDs. Ongoing.

Assistant Dean Leonard and I had regular meetings with Kristina Anderson, Electronic Resources Librarian, SHU Law for coordination of shared services: Libguides and eRepository.

**Teaching, Research Appointments, and Reference**

**Objective 11 (Goal 5):** Document and quantify library faculty outreach efforts. Summer 2014, ongoing.

In fall 2014, I taught the library’s first online information literacy class for CEHS through Blackboard Collaborate. In spring 2015, I taught the library’s first home-school high school class for a local group of high students who frequently use SHU’s University Libraries.

**Information Literacy classes**

Education Graduate classes: 5 University Life classes: 4
English 1201: 3
High School: 1
Total classes: 13
I conducted 12 research consultations for Education Graduate students. In addition, I serve on Reference: in-person, online, and by phone.

**Technology Training**

During the summer 2014, I gave a training workshop with Dr. Naomi Gold on how to create Research Guides (Libguides) for Library Faculty. Dr. Gold and I also held training for Library Faculty in the winter 2015 for the launch of the Ask Us, our online reference service, (LibAnswers 2.0). In spring 2015, I conducted training for the new research guides platform, (Libguides 2.0) for library faculty and staff. I trained Walsh Gallery Director Jeanne Brasile and Gallery Assistant Joseph Yankus, to manage and maintain the new Walsh Gallery website. I also provide training for circulation staff for the new eReserves (course reserves) for the version 2 release and to set up text message alerts for students using group study rooms. During winter 2014/2015, Social Science Librarian, Lisa DeLuca, and I worked with the Political Science and Public Administration Department to create SelectedWorks Accounts.
Collection Development

I worked with Business Librarian, Richard Stern; Health & Medical Librarians, Beth Bloom and Lisa Rose-Wiles; Collection Development Librarian, Sulekha Kalyan; and my co-liasons for CEHS to John Irwin and Martha Loesch to purchase Cabell’s online directory for online publishing. In spring 2015, I conducted a new program review (an evaluation of the library’s resources) with Martha Loesch for the CEHS certificate in Autism and Master’s Degree for Applied Behavior Analysis. I also performed a program review with Business Librarian, Richard Stern and Science Librarian Lisa Rose-Wiles for a Certificate in Business Analytics for Stillman Business School. Additionally, I ordered books and journals for Education and Computer Science and de-selected material.

Objective 8 (Goal 4 & 1): Develop a plan/budget request for the Information Commons, to be delivered to IT Jan. 2014 to be implemented Summer 2014; drop federal depository status and weed the collection, immediately and ongoing until completed.

Information Commons project

Information commons, Silent Study, and Curriculum Resource Center new furniture and technology was installed and completed in the summer 2014.

Internships

During the summer 2014, I worked with Rutgers Masters in Library and Information Science (MLIS) intern Sara Keegan and Business Librarian Richard Stern to develop a new webpage for Dissertations & Thesis Services. Fall 2014 - Spring 2015, I trained Rutgers MLIS intern Katie Wissel to create research guides. I sponsored an MLIS Rutgers intern for Spring 2015, John Daquino. His internship focused on how to manage a digital project: migration of digital files, selecting and creating metadata, and management of digital files.

Scholarship

Peer-reviewed publications


Conference Presentations

Leonard, E. & S. Favaro. (March, 2015) Leveraging LibAnswers 2.0 for an IT ticketing system. NJLA Library Technology competition: Seton Hall University, South Orange, NJ

**Library committees**

Public Services Committee
Collection Manager Search Committee, 2015
Digital Archivist Search Committee, 2014-2015
Educational Policy Committee
Library Faculty Assembly
John Irwin
Librarian/Head of Access Services
Client Services Annual Report FY 2014-2015

Client Services: Annual Report, 7/1/14 – 6/30/15 Access Services Librarian

Seton Hall University Library offers the single largest set of resources and space for information and learning on campus for faculty, students, staff, and outside researchers. Providing access to our resources is the main objectives of the Access Services Department. To properly provide these resources the Access Services department is comprised of three sub-departments with highly trained and motivated professional staff in the areas of circulation, inter-library loan, and stacks management. The data in this report will provide a snapshot of the services provided over the last fiscal year which covers July 1, 2014 – June 30, 2015.

Circulation Department

The department is comprised of four full-time employees. Mabel Wong is the daytime Circulation Supervisor, Damien Kelly is the evening Circulation Supervisor and Stephania Gilbert, and Priscilla Tejada are the professional staff members. From September to the end of June the weekend staff is comprised of two part-time employees; Karen Timmerman and Marilyn Shemaly-Turner. Throughout the academic year and summer months student workers help in many roles and support the work of the circulation staff. The responsibilities of this department are vast and during their normal shifts, which span the hours of 8:00 a.m. and 2:00 a.m., their responsibilities include, but are not limited to, customer service, checking materials in and out, assisting patrons, guest computer registration, pulling holds, shipping and inventories; plus many other assorted projects. Circulation staff is also in charge of the handling of all campus course reserves and electronic reserves materials which are set aside physically behind the circulation counter or embedded electronically through Blackboard. Fines and late notices are handled by this department as well as group study rooms. The circulation staff also handles our entire EZ-Borrow book borrowing and lending for the campus and the staff also work on ILLiad and RapidILL.

The library’s implementation of WMS, a cloud based catalog Integrated Library System (ILS), was very successful with the Matrix successfully being laid out and implemented by Mabel Wong and Stephania Gilbert and the circulation module has worked very well.

In Table 1: the Library Usage Statistics prove that the library is a vital space and the student body considers it the heart of the campus not only for studying but also for collegiate gathering. Attendance at the library decreased this fiscal year by -1.70% to host over 620,239 patrons throughout the year. This may be due to our new way of calculating researchers who use the
Archives & Special Collections and the Art Gallery closed for the month of August. Our items that circulate, books, CD’s, and DVD’s increased by 3.70% and group study rooms statistics show that usage of the rooms increased by 1.20% from last year. During finals 24/7 period this last spring 2015 semester we held a survey online and asked the students if they would like to change the amount of time a group of students can use the group study rooms. In past finals periods the rooms could be charged out and occupied by the same group continuously for the entire twenty-four hour period for the entire finals period. This created a monopoly and based on the survey results we implemented a pilot program that would only allow a group to have a room consistently for eight hours and if they were late then fines would incur. The program went exceptionally well and we plan on implementing it going forward during the 24/7 finals periods.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Attendance</th>
<th>%/+/-</th>
<th>Circulation</th>
<th>%/+/-</th>
<th>Group Study Room Usage</th>
<th>%/+/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>620239</td>
<td>-1.70%</td>
<td>40846</td>
<td>3.70%</td>
<td>11706</td>
<td>1.20%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>631011</td>
<td>10.65%</td>
<td>39387</td>
<td>1.67%</td>
<td>11565</td>
<td>14.10%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>570273</td>
<td>19.34%</td>
<td>38737</td>
<td>-4.20%</td>
<td>10135</td>
<td>1.00%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>477834</td>
<td>40425</td>
<td>10035</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Library use by faculty to place their classroom items on e-reserve increased over 41.50% from last year.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th># of items</th>
<th>%/+/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>525</td>
<td>41.50%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>371</td>
<td>142.00%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>153</td>
<td></td>
</tr>
</tbody>
</table>

**Objective 4 (Goal 3):** Simplify records for/access to journals – print, electronic, those shared with Law – and electronic books.

**Objective 12 (Goal 6):** Strengthen and focus working relationship with SHU IT. Ongoing.

**Objective 18 (Goal 8):** Improve library-wide communications: workshop; implement meetings with functional supervisors, occasional staff/area meetings, all-library meetings, regular meetings with library faculty, library e-newsletter.

The e-reserves course reserves system has made workflows much easier for both the staff and the faculty. The system has an electronic submission form for both the course reserves and e-reserves. The e-reserves is in compliance with copyright laws. We will accommodate faculty by utilizing the library’s rich resources and when available provide a link to the assigned readings.

At the front of the library there is our 3M – Book Detection System which signals the patrons to come back to the circulation counter after the alarm has gone off to check for any library.
material not properly checked out. The detection systems were installed when the building was built 20 years ago and our 3M service agreements have allowed for us to have the system fine-tuned to handle the flow of our patrons and work properly. At one point the amount of alarms was egregious because the Seton Hall issued laptops has some of the same frequencies to set the alarms off that a book detection magnetic strip has.

**Objective 12 (Goal 6): Strengthen and focus working relationship with SHU IT.**

**Objective 7 (Goal 3): Simplify and strengthen ILL processes, document delivery (implement Rapid, ILIAD) and software efficiencies.**

**EZ-Borrow**

EZ-Borrow is the inter-library book lending and borrowing consortium through PALCI – Pennsylvania Academic Library Consortium Inc. that provides the reciprocal borrowing of books between academic libraries. This service provides students and faculty within the region and who participate in this consortium the opportunity to borrow and lend books that are not owned by their library. As we can see from the numbers in Table 3, our borrowing has increased by -19.17% from the last fiscal year. This is the first increase in borrowing for the last three fiscal years. This may be due to many students wanting to borrow books required for their classes rather than paying for them. Our lending through E-Z Borrow is lower this year by -7.28%. The turn-around-time to receive books is approximately 3-4 business days. All students and faculty are able to hold the book for 84 days with no renewal period. This allows patrons the time to do a comprehensive reading of the books requested so that their research is not interrupted. For these same reasons we have extended our lending period to all of our faculty, students, and staff on campus from our main collection. The fill rate for borrowing through the EZ-Borrow program is 95%. For the books that are not filled through EZ Borrow we then direct the request through our inter-library loan department or ILL and the request is placed through ILLiad and OCLC. The lending process is reciprocal and a rich resource.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Lending Filled</th>
<th>Borrowed Filled</th>
<th>Total</th>
<th>Lending %</th>
<th>Borrowing %</th>
<th>Overall Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>2917</td>
<td>3161</td>
<td>6078</td>
<td>-7.28%</td>
<td>19.17%</td>
<td>6.20%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>3146</td>
<td>2555</td>
<td>5701</td>
<td>1.41%</td>
<td>-5.70%</td>
<td>-1.90%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>3102</td>
<td>2710</td>
<td>5812</td>
<td>10%</td>
<td>-26.60%</td>
<td>-12.10%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>2820</td>
<td>3695</td>
<td>6515</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inter-Library Loan (ILL)**

**Objective 7 (Goal 3): Simplify and strengthen ILL processes, document delivery (implement Rapid, ILIAD) and software efficiencies.**

**Objective 12 (Goal 6): Strengthen and focus working relationship with SHU IT.**

Book and article requests that are not filled through EZ-Borrow or RAPID get filled through ILL. The book loan can also be purchased depending on its availability. Over the last 6 months
our ILL department, which is staffed by 1 full-time professional employee, Xiao-Qin Li, with the appropriate software ILLiad and RapidILL has increased lending considerably. Table 6 shows that article lending has increased 34%. Book loans are down -7%. Borrowing has increased both in articles by 1.4% and book borrowing is down -14.17%. This decrease is most likely captured in the 19.17% increase in E-Z Borrow book borrowing. This is possibly due to NYU’s Bobst Library which has over 2 million volumes to lend to participating members. Robert Rementeria has been extremely helpful in maintaining all updates for the ILLiad Client, WideTek Scanner, ScanPro 7000 and Elizabeth Leonard coordinated the implementation of WMS and coordinated the workaround for the NCIP to work with the web-based hosted server at OCLC in Dublin, Ohio. ILS and EZ Borrow software developer Relais and SHU IT. Previously the OPAC was searched using application layer communications protocol Z39.50 with the in-house server and ILS Voyager.

**Objective 7 (Goal 3): Simplify and strengthen ILL processes, document delivery (Ie: Rapid, ILLiad) and software efficiencies**

RAPID is an article delivery system with especially high fill rates and unprecedented turnaround times. If we look at the lending requests in Table 4 from Rapid.org we can see that our article lending has increased by 68% over the fiscal year. The average Turn-Around-Time (TAT) is around 9 hours, hence the name Rapid. As with PALCI’s EZ-Borrow book delivery system, RAPID created a PALCI pod for article delivery to participants in the consortium as well.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Requests</th>
<th>Requests Filled</th>
<th>Requests Unfilled</th>
<th>%Filled</th>
<th>%Unfilled</th>
<th>Ave. TAT</th>
<th>Overall %+ Increase YOY Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>6167</td>
<td>2969</td>
<td>3128</td>
<td>45%</td>
<td>45%</td>
<td>9.0 hours</td>
<td>68%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>3121</td>
<td>1769</td>
<td>1323</td>
<td>57%</td>
<td>42%</td>
<td>9.5 hours</td>
<td>81%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>1756</td>
<td>975</td>
<td>746</td>
<td>56%</td>
<td>42%</td>
<td>10.4 hours</td>
<td></td>
</tr>
</tbody>
</table>

Table 5 shows that Rapid article borrowing has decreased by -10% since last the fiscal year. This drop in may be due to our updated electronic serials records and the additional purchases of JStor and Project Muse electronic subscriptions.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Requests</th>
<th>Requests Filled</th>
<th>Requests Unfilled</th>
<th>%Filled</th>
<th>%Unfilled</th>
<th>Ave. TAT</th>
<th>Overall %+ Increase YOY Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>4168</td>
<td>4046</td>
<td>81</td>
<td>97%</td>
<td>2%</td>
<td>12 hours</td>
<td>-10%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>4668</td>
<td>4502</td>
<td>120</td>
<td>96%</td>
<td>3%</td>
<td>10.8 hours</td>
<td>197%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>1578</td>
<td>1514</td>
<td>36</td>
<td>96%</td>
<td>2%</td>
<td>10.6 hours</td>
<td></td>
</tr>
</tbody>
</table>
Objective 12 (Goal 6): Strengthen and focus working relationship with SHU IT.

Stacks Management

The Stacks Management Department is comprised of one full-time professional employee, Tyniah Woods. James Harrington retired this year. Marilyn Shemaly-Turner is the part-time professional employee who transferred to work weekends at the circulation desk. The process to hire a new Stacks Coordinator for the upcoming fall 2015 semester is currently underway.

The Book Stack Department carries out a broad spectrum of activities and projects: projects of long, medium, or short duration; activities that likely will need to be repeated or that likely will not need to be repeated for a number of years such as properly shifted collections; and activities that for years have been part of the Department’s daily schedule.

Objective 8 (Goal 4): Contract for and conduct a building audit for purposes of space reutilization (Library classroom, Special Collections/Gallery/art space, user spaces, electrical-to-seating areas, etc.) and in light of changes to main reading room (Dunkin Donuts, smaller Ref. collection

Among areas of extensive shifting, reviewing and in some cases discarding were in the Main Collection, including: A – D, Valente Collection, Valente Oversized Collection, Microfilm and Microfiche Collection, Dissertations and Thesis Collections, CD, VHS and DVD Collections, U.N. Documents Collection, National Union Catalog (NUC) Collections, Early American Imprints Collection, Oesterreicher Collection, Oversize and Oversize Plus Collection, Print Journal Collection, Periodicals Collection and the Reference Collection.

We were able to clean out two entire rooms of microfilm and cabinets, move them to the late Government Document Collection Room and create two group study rooms for students. The Valente Collection was entirely shifted to create more space for the largely growing collection of
DG’s and PQ’s. A special thank you to Tyniah Woods for completing these projects. The VHS collection was decommissioned and the DVD’s and Streaming Video prevail as the leading media formats. The CD collection was integrated with the Special Collection DVD’s and shelving was re-allocated for this project. The CD Collection was inventoried and the carousels holding their cases in the reference collection were taken down and the CD’s are now stacked side by side on the shelves. The U.N. Documents were moved from the third floor and now are for use in the reference area. The N.U.C.’s were moved from the Main Collection rolling compact shelving on the third floor and placed on the top shelves of the loading dock shelves. The A-D section of the Main Collection was shifted and the duplicate copies of the exact same book ie: publisher and date, were removed, reviewed, offered to teaching faculty on campus, or discarded. The Oesterreicher Collection was properly integrated among itself in the rolling compact shelving on the fourth floor in LC Order. The work was just completed on the rolling shelves where the N.U.C.’s were located. We had the shelves expanded for the Oversize collection. There were shelves reused from other locations in the library in the same area for the Oversize Plus collection that need the same work done in order to complete the work. Print Journals and Periodicals are continuing to be reviewed and discarded for removal. Access Services student workers are tying them up for removal. The Reference Collection was completely shifted by Access Services staff in order to remove shelving for more student space. A special thank you to all of Access Services staff for helping in the Reference Collection shift. In addition to these projects we were able to have shelving moved to the third floor area behind the Valente Collection and move all dissertations and theses from the Archives and Special Collections and in main to one area.

To reiterate, repeatedly and often, upon request from various library faculty or administrators, Stacks Management have tied up and placed upon the loading dock, for discard, successive waves of books, journals, microfiche, microfilm, government documents and newspapers that have been de-accessioned. Access Services Federal Work Study students have been especially helpful in this activity. Student workers boxed a total of 1,800 boxes of books to be shipped to Better World Books. Stacks Management continue, when called upon to do so, to shelve books switched from Reference to Main, and shifting in Main when necessary.

**Objective 18 (Goal 8): Improve library-wide communications:** workshop; implement meetings with functional supervisors, occasional staff/area meetings, all-library meetings, regular meetings with library faculty, library e-newsletter.

Stacks Management has been checking in books that were used but did not circulate. This is done by scanning the barcode of the book and checking it in with WMS’s ‘non-loan return’
feature. When comparing Table: 1 Circulation Data 40,846 items versus Table: 8 Non-Circulation Data 7,847 items we can deduce that 20% of used collection does not circulate, but is used.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th># of Items</th>
<th>% Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>7847</td>
<td>7%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>7343</td>
<td>-31%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>10591</td>
<td></td>
</tr>
</tbody>
</table>

Table 9: Represents the amount of new Newspapers/Periodicals and Journals that have been shelved.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th># of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>3159</td>
</tr>
</tbody>
</table>

Objective 12 (Goal 6): Strengthen and focus working relationship with SHU IT.

**IT Enhancements to Access Services Departments: FY 2014-2015**

The following upgrades and enhancements were performed by Robert Rementeria:

- **ILLiad’s server instance and client was upgraded to version 8.5 this year (March).** Details on what was enhanced is listed in an email from John Trares sent on 8/28/14 with the following subject: “ILLiad 8.5 is ready for you .. today”

- **In October 2014, I inspected, cleaned, and we donated an old microfilm machine to the Bursar’s office.**

- **Our Widetek machine’s BSCAN ILL software was upgraded (June 2015) from version 2 to version 3. This upgrade led to a cleaner, improved user interface and functionality.**

Notes from Mabel Wong FY 2014-2015

1/26/2015 - SHU closed at 1 pm due to snow; library maintained regular hours
1/27/2015 - SHU closed due to snow; library maintained regular hours
2/2/2015 - SHU closed for snow; Library open regular hours
2/17/2015 - Snow; University delayed opening at 10:30am; Library opened at 8am.
3/5/15 - University closed for Snow; Library opened regular hours
3/6/15 - University delayed opening at 10:30 am; Library opened regular hours.
4/2-4/5 - University Closed for Easter Recess
4/6/15 - No classes - Easter Recess
Over the past year I have been part of multiple projects at the library that have added value for our community. In this document I will highlight areas of my work that coincide with Article 4 of the Seton Hall University Faculty Guide. They will include Article 4.1 Teaching Effectiveness, 4.2 Professional Effectiveness, 4.3 Scholarship, and Article 4.4 Service to the University, the Profession, and the Community. And lastly, I will explain my current academic undertakings to comply with Article 4.6 Criteria for Academic Ranks – University Library to advance from Librarian III (Assistant Professor) to Librarian II (Associate Professor).

**Major projects over the course of the 2014-2015 Academic Year include:**

- Continued training and modifications of ILLiad Inter Library Loan System.
- Continued training and modifications of RAPID Article retrieval system.
- Academic year 2014-2015 teaching includes University Life Tours and English 1201 + 1202.
- Maintained the E-Reserves module in conjunction with Blackboard for fall 2014 & spring 2015.
- Maintained the staff and student schedules for the fall 2014 and spring 2015 semesters and the 24/7 finals schedule for students and staff.
- Journal weeding and microform weeding completed.
- Microform rooms cleared of microfilm and represented in new location in LC order.
- Two rooms cleared of microfilm converted to essential group study rooms.
- Valente Collection entirely shifted to absorb growth of the growing DG and PQ collection.
- Movement of all dissertations and theses from Archives & Special Collections, as well as the 3rd floor to the movable shelves at the end of the Valente Collection.
- Movement of all U.N. Documents to the reference collection.
- Movement of all N.U.C. collection to the loading dock.
- Reference Collection inventoried, reviewed, offered to colleges and departments or sent to Better World Books or discarded.
- Moved all DVD’s out of the cabinets to shelving in faculty hallway.
- Relocated oversized and oversized plus shelves to the N.U.C. book area.
- Shelf read and re-adjusted all books in the Oesterreicher Collection.
- Maintained essential employee schedule during the snow season.
- Tri-Liaison to the College of Education and Human Services and Department.
- Liaison to the Psychology Department in the College of Arts and Sciences.
o Reference weeding and inventory project completed.
o OCLC WMS Circulation ILS continual upgrades and changes.
o ILLiad continual upgrades and changes.
o Finished 2nd Master’s degree in summer 2014.
o Published Book Review in The Review of Higher Education in collaboration with Professor Eunyoung Kim – “College Students’ Sense of Belonging” Fall 2013 Vol. 37, issue 1, 119-122.
o Accepted article for publication as second author with Professor Ince entitled “LibGuides CMS eReserves: simplify delivering course reserves through Blackboard”. See acceptance letter dated June 5, 2015.
o Proposed VALE Assessment Fair July 16, 2015 with Lisa Rose-Wiles and Katie Wissel-Temp entitled “Assessing In house use of books at Seton Hall University.
o Article in the process of submission with Dr. Lisa Rose-Wiles, Katie Wissel-Temp entitled: “Assessing In house use of books at Seton Hall University.

**Article 4.1 Teaching Effectiveness**

**Reference Desk**
My reference desk hours went down to 4 hours per week in fall of 2014 and spring 2015. I effectively instructed students on how to navigate the library resources and website.

**Teaching Freshman Orientations and English 1201 and 1202**
To effectively transmit a clear and concise message to the incoming freshman students how to navigate the library’s resources and website. I made lesson plans with goals, objectives and outcomes for English 1201 and 1202 and worked with those classes on their research assignments.

**Inter Library Loan Training**
Continued Training and Modification of both ILLiad and Rapid document delivery systems.

**WMS Circulation Staff Training**
Implementation of WMS circulation module and Matrix.
Visited Iona College
Maintained E-Reserves and Course Reserves

**Liaison**
Tri-Liaison to the College of Education and Human Services and the Psychology Department in the College of Arts and Sciences.
Article 4.2 Professional Effectiveness

Head of Access Services
I am currently the Head of Access Services and I oversee and manage (8) Unionized Professional Staff, along with approximately 20 Student Workers. Access Services consists of three departments: Stacks Management, Inter Library Loan, and Circulation. My role as head of access services is to ensure that the day to day operations and workflows of these departments and their individual functions are running as efficiently as possible for the Seton Hall University community.

ILLiad and Rapid
Maintained and updated ILLiad and Rapid as needed. Added the WorldCat Local Search Add-On to ILLiad.

EZ-Borrow
Added the EZ-Borrow Add-On for ILLiad. Worked with IT, OCLC, and Relais to create a solution for the NCIP/API/Z39.50 work-around.

University Life Tours and English 1201 and 1202 Library Instruction
Taught the assigned courses during the fall 2014 and spring 2015 semesters.

E-Reserves and Course Reserves and Electronic Payment of Dissertations
Our e-reserves module, Springshare, is providing the services needed to the teaching faculty to have the documents for their classes password protected with the use of Blackboard.

Stacks Management
The stacks management staff worked on many projects this academic year in order to keep the stacks in orderly so they are highly usable and searchable. A – D weeding, Valente Collection entire shift to avail room for growing DG and PQ collection, Scan-Pro training, Microform weeding and the addition of 2 new group study rooms by removing all microfilm from these rooms and positionng in one collective area in LC order, back-shifting journals.

LibGuides
Maintained and updated LibGuides with Professor Loesch.

EPC Committee
Worked closely with the library faculty to develop policies for the library circulation policy and inter library loan policy.

Impact Statement
Worked in collaboration with Professor Martha Loesch and submitted for the Dean’s Review an impact statement outlining our comparison and contrast with peer academic libraries and aspirant academic libraries based on databases in education.
Article 4.3 Scholarship

Second Master’s Degree
In compliance with Article 4.6 Criteria for Academic Ranks University Library - advanced from Librarian IV (Instructor) to Librarian III (Assistant Professor). Second master’s degree in education completed in summer 2014. Returned to The Ph.D. in Higher Education Leadership, Management and Policy spring 2015.

Publications
- Eunyoung Kim – “College Students’ Sense of Belonging” Fall 2013 Vol. 37, issue 1, 119-122.
- Accepted article for publication as second author with Professor Ince entitled “LibGuides CMS eReserves: simplify delivering course reserves through Blackboard”. See acceptance letter dated June 5, 2015.
- Article to submit for publication entitled: “A Gap Waiting to Be Filled: Academic Libraries and Veterans”.
- Proposed VALE Assessment Fair July 16, 2015 with Lisa Rose-Wiles and Katie Wissel-Temp entitled “Assessing In house use of books at Seton Hall University.
- Article in the process of submission with Dr. Lisa Rose-Wiles, Katie Wissel-Temp entitled: “Assessing In house use of books at Seton Hall University.

Article 4.4 Service

Service to the University
Faculty Senator 2014-2015 and continued service 2015-2016
Graduate Studies Committee 2014-2015 and continued service 2015-2016
Co-Founder of the Student Veterans Association
Faculty Convocation Committee Fall 2012 – Necrology Reader
Faculty Convocation Committee Spring 2015
Commencement Committee 2013 – Procession Leader
Commencement Committee 2015 – Marshal
Copyright Committee 2013 & 2014
EPC Committee 2013 + 2014
PSC Committee 2014 + 2015
Technical Services Committee fall 2015 – current
Member Seton Hall Veterans Committee Member 2015

Service to the Profession
Member VALE
Member ALA
Emerging Learning Design Committee 2013
Moderator VALE 2013 for Co-Worker Professor Lisa Rose-Wiles
Attended EZ-Borrow PALCI 2013, 2014, 2015 conferences representing Seton Hall University
VALE Access Services Committee 2014 + 2015

Service to the Community
Work closely with Department of Veterans Affairs
Work closely with the New Jersey Division of Labor Veteran’s Representative
Work with D.A.V. Disable American Veterans
Lifetime Member of D.A.V.
Veterans of Foreign Wars
Seton Hall University Veterans Committee
This was a very productive year for the Acquisitions Unit of Collection Services. We received an adequate amount of funds for the maintenance of ongoing subscriptions and purchase of new materials for our collections. We created a new budget structure in WMS Acquisitions and started to use WMS for ordering, receiving & invoicing purchased materials. We also completed implementing the WMS knowledge base for journals and databases. We loaded all of our database licenses into the License Manager (LM) module and have begun loading e-journals package information in LM. The majority of incoming print journals are being checked in via WMS, with the exception of a few problem titles still being addressed.

Acquisitions staff worked collaboratively with Assistant Dean Leonard, Cataloging staff, Digital Services Librarian and Systems Librarian in achieving these goals. It was quite a learning experience for all of us. Following are the goals achieved and objectives met during this year. Figures for budget expenditures, new additions, and activities are attached.

**Objective 1 (Goal 1 & 2 & 3 & 8, 17, 18):** Fully implement the new WMS library management system; correct and clean records; establish efficient cross-functional workflows; present information to researchers in a clear, understandable format; broad understanding of WMS technology; preserve necessary data from the Voyager system for further use in a sustainable way; eliminate outdated tools/processes; top priority – **Ongoing**

- The WMS Acquisitions Module has been fully implemented for use with all Acquisition activities.
- New web order form has been created and easier downloading procedure has been implemented.
- All serials are loaded in the WMS knowledgebase and can be accessed through Journals A-Z list or through SHUsearch box.
- Created budget and started tracking expenditures via WMS.
- Started ordering and receiving materials in WMS.
- Started receiving shelf-ready books from YBP in WMS Acquisitions. Books are received and processed by the Acquisitions department and sent directly to stacks. This has proven to be the most efficient work flow for handling shelf-ready books. Any problems titles (i.e. those lacking a barcode or spine label) are sent to Cataloging.
- Shelf-ready project has been streamlined with the vendors. It has improved tremendously since the last year. Most problems and kinks have been resolved.
- Staff continue to attend training webinars to keep up with enhancements and participate in submitting enhancement requests to OCLC.
• We worked collaboratively with Cataloging and Stacks staff to improve and implement an efficient workflow.
• We continue to update and add data to the License Manager: Joe Yankus continues to upload the licenses, invoices and vendor information for e-Resources to this module. To date, all existing licenses are tracked through LM. We have started adding EBSCO e-Journals packages to LM for record keeping.
• All print subscriptions are checked in via Serials check-in. Denise is working on Journals inventory and making corrections in holding data in the knowledge base as needed. She has made a tremendous stride in short time. This is an ongoing effort.
• All purchased e-books and streaming videos are uploaded in WMS for access. Staff keeps track of continuous access.
• We received 4,459 orders, created 527 purchase orders, paid 1185 invoices and purchased 4,131 items for our collection this year.

Objective 3 (Goal 2): Develop collections policy statements for general collections; continue to manage incoming-gifts acceptances.
• Collection Development Policy has been completed and approved by the Library Faculty Assembly and Library EPC committee. It was submitted to the Dean and Assistant Dean for their amendments & approval. We are awaiting their feedback.
• Gifts Policy completed and implemented.
• We continue to monitor book donations; acceptance is based on the gifts policy; relevance to curriculum and expert opinion of the liaison librarians as needed.
• Rejected gifts are sent to Better World Books.
• Denise D’Agostino works on identifying duplicates and sorting materials. She notifies the liaison librarian of gifts books received in their area for their expert evaluation.
• This year, we received 1,936 gift books, 123 journal issues, 24 non-print materials & sent 72 acknowledgment letters to the donors. In addition, 1,800 deselected books were sent to Better World Books and received a sales commission of $1,073.55 for sold titles.
• Denise completed checking and counting Dan Leab’s donations. Father Morley’s books were accepted and brought to the library.

Objective 4 (Goal 3): Simplify records for/access to journals – print, microforms, electronic, those shared with Law, electronic books – Ongoing
• Serials check-in via the WMS Acquisitions module is in place. 90% of records have publication patterns. The remaining 10% are entered manually.
• Law School journals and SHU library journals are all on shared access. Law School IPs are added to our journals’ websites for them to access. Law School resources are available to our patrons for use. This effort is ongoing – problems do arise as new resources are added and others discontinued.
• We continue to add eBooks to our collection via the ebrary PDA program and individually purchased titles recommended by faculty and library liaisons. We purchase eBooks from vendors such as YBP and EBSCO. Purchases are also made directly from publishers, including Elsevier and Oxford University Press.
We added 3,827 books; 230 e-books and 74 DVD and streaming videos through acquisitions to our collection this year.

Objective 14 (Goal 6): Strengthen collections; coordination with Law – Ongoing

- We added 13 new e-journals and canceled 31 subscriptions on recommendation of library faculty.
- We continue to meet with Law administration to resolve access concerns. We update shared access in WMS and add their IPs in our web resources for seamless access.
- Databases: We added 29 new e-Resources to our collection this year. This is the largest number of new databases ever acquired within a fiscal year. Most of the new databases were purchased for our Religion/Judeo-Christian Collection and we used Judeo-Christian and Oesterreicher funds to pay for these resources. For details, see Appended Figure 9.
- Journals: We acquired new subscriptions to 13 titles and canceled 31 subscriptions on recommendation of liaison faulty. We renewed subscriptions to 73 print and 603 individual e- journals and 8 e-journals packages through EBSCO. Through these packages, we provide access to 3,143 journals online.
- Database/Journal Usage Reports: We continue to generate usage reports for databases and journals. This helps us make educated decisions at the time of renewal. We also provide usage statistics to library faculty as needed.
- Other Collections: We purchased 412 books for the Valente collection, 45 books for Diplomacy with the Gulbenkian Fund, 26 books for the Portuguese Alberto Collection and 313 books for the Judeo-Christian collection. We purchased 10 eBooks and 10 DVD with Judeo/Christian funds. For details, see Appended Figure 9.

Objectives 18 & 19 (goals 8 & 9): Improve library-wide communications: workshop; Asst. Deans’ regular meetings with functional supervisors, all library meetings, regular meetings with library faculty, library intranet – Ongoing. Prepare, with data, reports and recommendations on Library spaces and budgets – Ongoing

- Budgetary Activities: Communicated to Library faculty their budget allocations and use-by dates. Kept abreast of new resources. Attended departmental meetings. Prepared data and reports as needed.
  - Acquisitions (100): We received a total budget of $1,218,000 for the purchase of materials this year. An additional $18,000 was added to cover the cost of the Scopus database. In addition, we were allowed to overspend this year, which resulted in a total expenditure of $1,271,751.58. A total of $80,000 from the original budget was allocated for the purchase of books this year. We spent $66,729 of this allocated money on purchase of books and e-books in non-humanities disciplines. Maintenance of serial and database subscriptions came to totals of $386,854.87 and $818,167.67 respectively. For details, see Appended Figure 1.
  - NEH Grant Fund: We received a total of $350,000 for humanities materials this year. We spent $121,303 to purchase 3,143 books for our humanities collection. A total of $163,211.87 was spent on e-Resource subscriptions and $51,719 was used to pay journal subscriptions in humanities disciplines. For details, see Appended Figure 5.
- **Restricted Funds**: We spent a total of $127,914.97 from these funds. For details, see Appended Figure 9.
- **Journals**: We acquired subscriptions to 13 new titles and cancelled 31 subscriptions via recommendations by liaison faulty. Purchased back files of Sage Journals and created overlap report for John Irwin to withdraw duplicate titles from stacks. Also purchased ACS Legacy Archive collection on Lisa Rose-Wiles’ recommendation. Currently working on identifying duplicate/overlapped titles for this collection.
- **E-Books**: We continue to add PDA eBooks from eBrary to our collection. This year 87 titles were triggered and became permanent purchases. We are looking into adding DDA plans from EBSCO and JSTOR. We continue to subscribe to EBSCO and ProQuest e-Book collections.
- **Thesis Binding**: Denise works collaboratively with Camille in Cataloging to have Thesis sent to bindery.
- **Seminary Library**: We continue to allocate NEH funds for the Seminary Library. All purchases are tracked and we communicate regularly regarding our practices and policies. This year, we purchased 395 books for the Seminary and spent a total of $22,272 from their NEH allocation.

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**Acquisitions Librarian Personal Report 2014-2015**  
**Prepared by Sulekha Kalyan, MA, MLS**  
**6/25/2015**

It has been a very productive year in terms of my professional development. I completed implementing the use of WMS for all Acquisitions and Periodicals functions. Created new budgets in the WMS/Acquisitions module and trained the staff in its use. Arranged for and attended various webinars to expand upon and refine staff’s skills in the system. Resolved issues related to Shelf-Ready project. Met numerous vendors during the year to negotiate for new products and licenses. Negotiated licenses and purchased access to 29 new resources this year. Explored options for starting a new approval plan for acquiring books. Met with Law School staff to work towards developing a collaborative collection with seamless access. My most notable activities included:

- **Budget Management**: Created the budget structure for all of our spendable funds in WMS. In addition, I allocated funds for subscription payments and the purchase of books. The fund allocation formula was updated to accommodate changes in enrollment, course offerings and collection needs. Provided budget expenditure reports to individual faculty as requested.

- **Evaluated and approved renewals for subscribed resources**: I approved the renewal of more than 100 databases from Vale, Lyrisis and various vendors. In addition, I worked on renewing 680 individual journal subscriptions and 8 journal packages from EBSCO. Some major negotiations included:
  - Elsevier/ScienceDirect
  - Sage Journals Back Files Package
Facilitated & approved purchase requests from library faculty & teaching faculty for purchase of materials and arranged for trial access for e-Resources on request.

- **Knowledgebase**: I addressed issues relating to the Knowledgebase. Resolved ScienceDirect content update concerns in KB. Joe Yankus arranged for direct feeds between OCLC and Elsevier for the most accurate holdings. We continue to work on resolving issues with Gale resources. Attended WMS webinars and office hours to discuss problematic issues. Met with Law librarians to resolve shared access issues.

- **YBP Shelf-Ready Titles**: Resolved issues related to Shelf-Ready with YBP. This service is now working very well for us. Explored options to add shelf ready service with other book vendors such as Midwest Library Services.

- **Cooperation with Faculty**: Coordinate collection development with library faculty and teaching faculty. Worked with Liaison Librarians in identifying valuable resources for enhancing the collection. I work collaboratively with Lisa Deluca, Lisa Rose-Wiles, Sharon Ince, Beth Bloom, Richard Stern, John Irwin, Xue-Ming Bao, Alan Delozier, Marta Deyrup, Anthony Lee and Martha Loesch to finalize and facilitate their recommendations and help evaluate resources in their fields of expertise, such as Journals, databases, e-Book packages, etc. – Ongoing throughout the year.

- **PALCI**: Took the initiative to participate in PALCI ebooks PDA Pilot project. Awaiting final decision on whether this will be implemented.

- **Database & Journals Usage Stats**: Provide librarian usage stats for the resources in their field as needed. With the assistance of Joe Yankus, I keep abreast with usage stats for all databases regularly and am working on implementing a similar procedure for e-Journals. At the time of renewal, I check the usage statistics with Joe and make decisions accordingly. Databases with low usage are sent to the liaison librarian for re-evaluation and as an alert for future consideration.

- **Databases Committee**: I continue to work with the database committee in evaluating new resources and existing resources. We are undergoing a repeated cost per use study this year. We use these results to make decisions for 2016 renewals.

- **Vendors**: I continue to meet with vendors and keep myself abreast of new resources. Arrange for training on database use for the library faculty. Communicate with them regarding trials, price negotiations and access related problems.
Workshops and Conferences:
- Vale Presentation – Poster Session with Martha Loesch on Voyager to WMS: Acquisition/Cataloging Workflow - Vale Annual Conference, January 9, 2015
- Women’s Conference 2015 at Seton Hall
- Submitted e-Books proposal for Charleston Conference 2015 (in collaboration with Lisa Rose-Wiles and Steve Sutton from YBP)
- Participated in WMS Community Roundtable on Journals check-in – June 23, 2015

Committee Work – I continue to serve on the following committees:
- Vale Electronic Resources Committee
- Vale e-Books Focus Group
- Vale Cooperative Collection Development Committee
- Library Database Committee
- Library Rank & Tenure Committee
- Chair, Library Faculty Assembly
- Senate Alternate Representative
- Library EPC Committee

Acquisitions Department Staff Professional Development 2014-2015
Prepared by Carol Kieslor & Joe Yankus
6/18/2015

July 2014
- 7/1 – WMS Acquisitions Module Launch: staff began working with all facets of WMS, including ordering, invoicing, receiving, and budgeting.
- 7/30 – Sulekha, Carol & Joe met with Travis Kelly from YBP to discuss concerns and issues with the ordering process and importing MARC records.

August 2014
- 8/11 & 8/12 – Staff attended candidate presentations for the Social Sciences Librarian.
- 8/14 – Staff attended the State of the University Address given by University President Gabriel Esteban.
- 8/19 – Joe & Carol attended a WMS training webinar on receiving purchases in Acquisitions module.
- 8/19 – Joe & Carol met with Cataloging Librarians and Staff and conducted training on receiving items in WMS.
- 8/27 – Joe & Carol attended a training webinar on License Manager.
September 2014
- 9/11 – Sulekha & Carol met with Cindy Human from Midwest. Discussed all outstanding inquiries and concerns, along with the possibility of an approval plan or shelf-ready books in the future.
- 9/16 – Staff met with Jody Drafta for ideas/discussion of re-design in Collections Services workspace.
- 9/18 – Staff attended Local 153 general meeting held at Theater in the Round.

October 2014
- 10/2 – Dean Buschman held a meeting with Librarians & staff to discuss plans for the Collections Services Area.
- 10/21 – Attended all-staff meeting held by Dean Buschman.
- 10/22 – Staff met with Jody to discuss design of physical workflow of books in Collections Services.
- 10/29 – Staff attended WMS Knowledgebase meeting held by Elizabeth.

November 2014
- 11/4 – Joe & Sulekha attended a webinar on navigating the ebrary Admin tool for acquiring PDA titles.
- 11/25 – Joe & Carol attended a WMS Acquisitions webinar.

December 2014
- 12/10 – Staff attended meeting held for Smart Barcode project.
- 12/15 - 12/19 – Staff were recruited to work on placing missing barcodes in books.

January 2015
- 1/8 & 1/15 – Attended candidate presentations for Processing & Digital Archivist.

February 2015
- 2/6 – Local 153 general meeting held at Theater in the Round.
- 2/12 – Sulekha and Carol participated in a conference call with YBP to discuss importing order records for shelf-ready books. Many outstanding issues were resolved.
- 2/18 – Joe & Carol attended a presentation by EBSCO on eBook essentials and toolkit strategies.
- 2/25 – Joe attended a webinar on building collections in WMS via Collections Manager.

March 2015
- 3/3 – Joe & Sulekha met with Chrissy Rebert from Gale to discuss potential database acquisitions.
- 3/26 – Sulekha, Carol & Joe met with Steve Sutton, our new YBP Regional Sales Manager.

April 2015
- 4/14 – Staff attended a meeting held by Tom Giordano to discuss fire safety within the building and on campus.
- 4/22 – Sulekha, Carol & Joe met with Cindy Human from Midwest to further discuss approval plans and the possibility of implementing shelf-ready services.

May 2015
- 5/5 – Dean Buschman held an all-staff meeting to report on project updates & future initiatives in the library.
- 5/19 – Joe attended a webinar on managing licenses and e-Resources via License Manager.

June 2015
- 6/15 – Joe & Carol attended a XSE demonstration for the new printers & scanners.

Periodicals Department Staff Professional Development 2014-2015
Prepared by Denise D’Agostino
6/25/2015

July 2014
- 7/1 - WMS Acquisitions Module Launch - Started working in WMS.

August 2014
- 8/11 & 8/12 - I attended candidate presentations for the Social Science Librarian.
- 8/14 - I attended “The State of the University Address” by Dr. A. Gabriel Esteban.

September 2014
- 9/2 & 9/3 – Victor & I began completing an inventory of books which Father Morley was donating to the library. In late September, we packed approximately 20 boxes and brought them to the library with Joe’s assistance.
- 9/12 – I attended a Tech meeting.
- 9/15 & 9/16 – I worked with the CERT team for the distribution of flu shots.
- 9/18 – I attended a staff meeting with Jody to discuss ideas of the redesign of the Collections Services workspace.
- 9/22 – I completed an inventory of the Dan Leab donations.

October 2014
- 10/1 - I worked with the CERT team for the last day of the distribution of flu shots.
- 10/2 – I attended a space planning meeting with Dean Buschman for the Collections Services Area.
- 10/9 – I packed all the duplicate and leftover Italian newspapers in archival boxes and brought them to be stored in Archives.
- 10/20 – I attended a health insurance meeting in Jubilee Hall.
- 10/21 – I attended a staff meeting with Dean Buschman.
- 10/22 – I attended a staff workflow meeting with Jody.
- 10/29 – I attended a staff KB meeting.

November 2014
- 11/4 – I started to attend a weekly meeting with Elizabeth & Sulekha to review my workflow progress.
- 11/6 – I attended a meeting with Dean Buschman, Sulekha, Elizabeth, Mabel & Stephania regarding my work assignments.
11/17 – I attended a meeting with Susan O’Leary from EBSCO.

December 2014
• 12/10 – I attended a staff meeting for the “Smart Barcode Project.”
• 12/15 – 12/19 – Staff were recruited to work on placing barcodes in books.

January 2015
• 1/8 & 1/15 - I attended candidate presentations for Processing & Digital Archivist.

February 2015
• 2/1 – I began helping Camille prepare dissertations & theses for the bindery.
• 2/6 – I attended a union meeting.
• 2/7 – I officially began the Serials/KB Inventory Project.
• 2/24 – I attended a webinar for serials.
• Weekly meetings with Elizabeth and Sulekha ended.

March 2015
• 3/13 – I attended a “Reenactment” class from 1pm – 4pm for CERT.

April 2015
• 4/5 - I attended a staff meeting with Dean Buschman.
• 4/14 – I attended a staff meeting held by Tom Giordano for fire safety within the building & on campus.

May 2015
• 5/5 – Dean Buschman held a staff meeting to report on project updates & future projects in the library.

June 2015
• 6/23 - I attended WMS Community Round Table with Sulekha, Carol & Joe.

List of Appended Figures:

1. Library Materials Fund (100) Expenditure Table
2. Library Materials Fund (100) Expense Report by Material Type
3. Library Materials Fund (100) Expense Report by College/School
4. Library Materials Fund (100) Five-Year Expenditure Trend
5. NEH Fund (663402) Expenditure Table
6. NEH Fund (663402) Expense Report by Material Type
7. NEH Fund (663402) Expense Report by College/School
8. NEH Fund (663402) Five-Year Expenditure Trend
9. Restricted Accounts Expenditure Table (Gulbenkian, Judeo-Christian, Alberto, Valente, IDC)
10. FY14-15 Acquisition Activities
11. FY14-15 Acquisition Requestor Statistics
12. FY14-15 Acquisition Requestor (Library Faculty) Graph
13. New E-Resources Acquired FY14-15
### Figure 1: Library Materials Fund (100) Expenditure Table

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<th>E-Books ($)</th>
<th># Rev'd</th>
<th>E-Resources ($)</th>
<th># Rev'd</th>
<th>Print Serials ($)</th>
<th># Rev'd</th>
<th>CD's/DVD's ($)</th>
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<th>Total # Rev'd</th>
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Figure 2: Library Materials Fund (100) Expense Report by Material Type
Figure 3: Library Materials Fund (100) Expense Report by College/School

Library Materials Budget (100)
Expense Report by College/School
FY 2014-2015

- **College of Arts & Sciences**, 1093562.31, 84%
- **College of Education**
- **College of Nursing**, 47622.92, 4%
- **School of Business**, 60043.09, 4%
- **School of Diplomacy**, 23621.71, 2%
- **School of Health & Medical Sciences**, 48734.25, 4%
- **College of Education**, 22740.23, 2%
Figure 4: Library Materials Fund (100) Five-Year Expenditure Trend
### Figure 5: NEH Fund (663402) Expenditure Table

**Library Acquisitions Fund 663402 (NEH) Statistics**

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Figure 6: NEH Fund (663402) Expense Report by Material Type

NEH Fund (663402) Expense Report by Material Type
FY 2014-2015

- E-Resources ($), $172,870.45, 52%
- Print Serials ($), $38,934.73, 11%
- CD’s/DVD’s ($), $2,310.03, 1%
- Books ($), $117,253.45, 35%
- E-Books ($), $2,985.11, 1%
Figure 7: NEH Fund (663402) Expense Report by College/School

NEH Fund (663402)
Expense Report by College/School
FY 2014-2015

- College of Arts & Sciences, 310,218.66, 93%
- College of Nursing, 767.57, 0%
- College of Education, 462.86, 0%
- School of Business, 314.07, 0%
- Seminary Library, 22528.86, 7%
- School of Health & Medical Sciences, 61.75, 0%
Figure 8: NEH Fund (663402) Five-Year Expenditure Trend

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NEH Fund (663402) Expenditure Trend in Last Five Years (2010-2015)
Figure 9: Restricted Accounts Expenditure Table
(Gulbenkian, Judeo-Christian, Alberto, Valente, IDC)

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### Figure 11: FY14-15 Acquisition Requestor Statistics

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<tr>
<td>Jane Weiss</td>
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<tr>
<td>Pritchett</td>
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<td>Cunningham</td>
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<td>Pigman</td>
<td>International Relations</td>
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<td>Knight</td>
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<td>Kutcha</td>
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<td>Messina</td>
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<td>Nenno</td>
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<td>O’Mahoney</td>
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<td>Greene</td>
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<td>1</td>
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<td>Jeffrey</td>
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<td>Quartaro</td>
<td>Soc/Anth/Pol Wk</td>
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<tr>
<td>Saccuman</td>
<td>Math</td>
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<tr>
<td>Scully</td>
<td>Seminary</td>
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<tr>
<td>Stank</td>
<td>Biology</td>
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<td>Everwoold, Mark</td>
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<tr>
<td>Thralls</td>
<td>Core Curriculum</td>
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<tr>
<td>Weaver</td>
<td>Museum Studies</td>
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<th>Library Faculty</th>
<th>Requestor’s Dept.</th>
<th>No. of requests</th>
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<tr>
<td>Deluca</td>
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<td>454</td>
</tr>
<tr>
<td>Rose-Wales</td>
<td>Library</td>
<td>409</td>
</tr>
<tr>
<td>Lee, A</td>
<td>Library</td>
<td>219</td>
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<tr>
<td>Deyrup</td>
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<td>187</td>
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<tr>
<td>Bao</td>
<td>Library</td>
<td>132</td>
</tr>
<tr>
<td>Stem</td>
<td>Library</td>
<td>111</td>
</tr>
<tr>
<td>Ince (Favaro)</td>
<td>Library</td>
<td>10</td>
</tr>
<tr>
<td>Loesch</td>
<td>Library</td>
<td>65</td>
</tr>
<tr>
<td>Bloom</td>
<td>Library</td>
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<td>Gold</td>
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<tr>
<td>Buschman</td>
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<tr>
<td>Irwin</td>
<td>Library</td>
<td>7</td>
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<tr>
<td>Kalian</td>
<td>Library (Admin)</td>
<td>5</td>
</tr>
<tr>
<td>Leonard</td>
<td>Library (Admin)</td>
<td>3</td>
</tr>
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</table>

**Total** 1749

**Department Faculty**

**Total** 1053
Figure 12: FY14-15 Acquisition Requestor (Library Faculty) Graph

Acquisition Submissions by Library Faculty
FY14-15

No. of Requests

Requestor

DeLuca 454
Rose-Wiles 409
Lee, A 219
Deyrup 187
Bao 132
Stern 111
Ince (Favar) 90
Loesch 65
Bloom 34
Gold 17
Buschman 16
Irwin 7
Kalyan 5
Leonard 3
### Figure 13: New E-Resources Acquired FY14-15

#### New Subscriptions

<table>
<thead>
<tr>
<th>Name</th>
<th>Vendor</th>
<th>Fund Code</th>
<th>FY14-15 Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAG II</td>
<td>Stuttgart Verlagskontor</td>
<td>663403 (Jibert-Sharp)</td>
<td>~ $2,627.46 (USD est.)</td>
</tr>
<tr>
<td>Cambridge Companions Online</td>
<td>Cambridge Univ. Press</td>
<td>663402 (NEH – Religion)</td>
<td>$3,407.80</td>
</tr>
<tr>
<td>Electronic Enlightenment</td>
<td>Oxford Univ. Press</td>
<td>663402 (NEH – History)</td>
<td>$1,155.00</td>
</tr>
<tr>
<td>Encyclopedia of Christianity Online</td>
<td>Brill</td>
<td></td>
<td>$345.48</td>
</tr>
<tr>
<td>IOP Science</td>
<td>IOP Publishing</td>
<td>100 (General – Physics)</td>
<td>$5,310.00</td>
</tr>
<tr>
<td>JSTOR Religion &amp; Theology</td>
<td>WALDO / JSTOR</td>
<td>100 (General – Interdiscipline)</td>
<td>$2,995.65</td>
</tr>
<tr>
<td>Latin American Weekly Report</td>
<td>Intelligence Research Lmt</td>
<td>100 (General – Diplomacy)</td>
<td>$680.00</td>
</tr>
<tr>
<td>Medieval &amp; Early Modern Sources</td>
<td>TannerRitchie Publishing</td>
<td>619003 (JCST)</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Psychotherapy.net Essential Collection</td>
<td>WALDO</td>
<td>100 (General – Psychology)</td>
<td>$965.63</td>
</tr>
<tr>
<td>Scopus</td>
<td>Elsevier</td>
<td>100 (General – Interdiscipline)</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>Statistical Abstracts</td>
<td>ProQuest</td>
<td>100 (General – Diplomacy)</td>
<td>$525.00</td>
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#### New Purchases

<table>
<thead>
<tr>
<th>Name</th>
<th>Vendor</th>
<th>Fund Code</th>
<th>FY14-15 Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS Legacy Archives</td>
<td>ACS Publications</td>
<td>Unknown – paid by Mary Hart</td>
<td>$64,615.00</td>
</tr>
<tr>
<td>ATLA Historical Monographs Collection – Series I &amp; II</td>
<td>EBSCO</td>
<td>663403 (Jibert-Sharp)</td>
<td>$16,500.00</td>
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<tr>
<td>Digital Library of Classic Protestant Texts</td>
<td>Alexander Street Press</td>
<td>619044 (Oesterricher)</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Early American Newspapers, Series I</td>
<td>Readex</td>
<td>100 (General – History)</td>
<td>$27,851.00</td>
</tr>
<tr>
<td>Encyclopaedia of Judaica</td>
<td>Gale</td>
<td>663403 (Jibert-Sharp)</td>
<td>$3,108.11</td>
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<tr>
<td>Encyclopedia of Arab-Israeli Conflict</td>
<td>ABC-CLIO</td>
<td>619003 (JCST)</td>
<td>$609.00</td>
</tr>
<tr>
<td>Encyclopedia of the Jewish Diaspora</td>
<td>Gale</td>
<td>663403 (Jibert-Sharp)</td>
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<tr>
<td>First World War: Personal Experiences</td>
<td>Adam Matthew Digital</td>
<td>100 (General - Interdiscipline)</td>
<td>$12,000.00</td>
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<tr>
<td>History of Jewish-Muslim Relations</td>
<td>Gale</td>
<td>663403 (Jibert-Sharp)</td>
<td>$111.38</td>
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<tr>
<td>Jewish Life in America, c1654-1954</td>
<td>Adam Matthew Digital</td>
<td>619003 (JCST)</td>
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<tr>
<td>New Catholic Encyc. &amp; Supplements</td>
<td>Gale</td>
<td>663403 (Jibert-Sharp)</td>
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<td>Oxford Handbooks Online: Religion</td>
<td>Oxford University Press</td>
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<tr>
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<tr>
<td>Sage Journals Deep Backfile – Humanities 2015</td>
<td>WALDO / Sage</td>
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<td>Sage Journals Deep Backfile – Social Sciences 2015</td>
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<td>$35,396.46</td>
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<tr>
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<td>Alexander Street Press</td>
<td>619044 (Oesterricher)</td>
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#### Previously Subscriptions; Purchased FY14-15

<table>
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<th>FY14-15 Cost</th>
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<tr>
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In my work this year I maintained a delicate balance between Reference Service and other essential Faculty duties in order to forward the academic mission of the University Library. This required a commitment to students, both undergraduate and graduate, exercising faculty and liaison responsibilities to staff and administrators from all sectors of the academe. Providing focus on reference problems and direction for research outcomes in the disciplines of Africana Studies, Archaeology, Catholic Studies, Communications i.e. Film, English, Middle Eastern Studies, Psychology, and Sports. This fit under Goal 5 of the Strategic Plan: “Communicate the Library’s services and resources effectively for our users while communicating about and shaping those services.”

I worked at the Reference Desk fifteen hours in the fall semester, 2014 and 6 weekend days. I worked at the reference desk for twenty-six hours per week from Tuesdays to Saturdays in Spring, 2015, under a pre-retirement arrangement with the Dean of University Libraries.

I taught 32 Bibliographic instruction classes from July to June 30th, 2015; 11 sections of Freshman Life during the same period; and coordinated 4 sections of EOP during the summer of 2014.

I acted as the Liaison to the Departments of Africana Studies, Archaeology, Catholic Studies, Communications, i.e. Film Studies, English, Middle Eastern Studies, Psychology, and Sports, ordering and updating collections of journals, monographs, DVDs, et al. I worked with and provided subject analysis for a very engaged Faculty, including the Department of Catholic Studies. This furthers the agenda of Objective 2 (Goal 1) of The Library Strategic Plan Objectives, Round 2 to June 2015: “Review/evaluate services and make recommendations: review content/presentation of LibGuides (Spring, ongoing); review current activities and service gaps, reference and instruction trends and data nationally, potential new services, local redundancies and make recommendations to be implemented Summer and Fall semester, current and ongoing.” Worked with Mrs. Katie Wissel, Professor Sharon B. F. Ince and Professor Martha F.M. Loesch in revising my LibGuides and preparing for the launch of LibGuide 2.0.
Service

Service to College and University: Faculty Senate- Compensation & Welfare, Calendar, and Graduate Committees.

Community Service-New Jersey Library Association-ACRL, American Library Association-Life Member, MLA-Modern Language Association and IACA-Irish American Cultural Association

Scholarship

Poetry remained a force for constructive thinking and focus.

Praxis II training in the focus on the Reference interview: implemented in the fall-spring, 2014-2015. GEM training and implementation is “to highlight the generalized method of the human spirit as it gives rise to the specialized methods of the sciences and scholarly disciplines as well as opens out to questions of meaning, community, progress and decline in history, religion and revelation. Such a method acknowledges the proper autonomy of the sciences and scholarly disciplines, but it also is able to ‘sublate’ them within the higher viewpoint of faith.” My ATM was “The Reference Interview through the Prism of the Generalized Empirical Method.”

I attended the three morning Faculty Seminars from 9:30 to 12:30, June 2nd, 3rd, and 4th in the Conference room of the School of Diplomacy, McQuaid Hall, sponsored by the William J. Toth Summer Institute of Spirituality, the Center for Vocation and Servant Leadership, and the Center for Catholic Studies. The sessions were moderated by Dr. Mark T. Miller, Associate Professor at the University of San Francisco and author of the text for the sessions: The Quest for God and the Good Life: Lonergan’s Theological Anthropology. It was time very well invested.

Attended 4 Faculty Retreats for the Academic year: 2014-2015. The theme was Leadership as Spiritual Paradigm.

1. Dr. Andrea Bartoli, Dean of the School of Diplomacy, Wednesday, October 1st, 2014
2. Dr. Mary Ellen Roberts, RN, Graduate Dept., Schwartz College of Nursing, Wednesday, November 19th, 2014
3. Dr. Jose L. Lopez, College of Arts and Sciences, Dept. of Physics, Tuesday, February 3rd, 2015
4. Dr. Marie Foley, Dean and Associate Professor, Schwartz College of Nursing, Monday, March 20th, 2015

Attended Catholic lectures and workshops sponsored by Catholic Studies, the Lonergan Institute, and the Center for Vocation and Servant Leadership thus fulfilling the tenants of Objective 15 (Goal 7): Increase Librarians’ role in/leadership of campus scholarly activities issues.
Summation and Future output for 2015-2016

This year I continued to strengthen Catholic Studies, Communications, English, Psychology, and Sports. I worked with the Archaeology, Catholic Studies, Classical Studies, the Lonergan Institute, and The Center for Vocation and Servant Leadership, tightening the political and academic ties. I continuously built bridges of learning and filled the need for improvements in foundation sourcing for forward movement to scholarly achievement.

In the coming academic year I will continue to incorporate LibGuides 2.0 and upgrade the knowledge base behind my academic focus while increasing my intellect in various fields of interest.
Martha Loesch

Librarian, Co-head of Technical Services

Annual Report FY 2014-2015

(Included in Technical Services Report, pp. 68.)
Amanda Mita

Processing and Digital Archivist

Annual Report FY 2014-2015

(Included in Archives and Special Collections Department Report, pp. 76.)
My primary role is that of liaison and subject specialist for the sciences (departments of Biology & Microbiology, Chemistry & Biochemistry, Physics, Mathematics and Environmental Studies) and for the department of Sociology, Anthropology & Social Work. I share responsibility (with Prof. Beth Bloom) for the College of Nursing and the School of Health & Medical Sciences, consisting of Athletic Training, Occupational Therapy, Physician Assistant, Physical Therapy, Speech Language Pathology and the Ph.D. in Health Sciences. I provide general reference service at the reference desk, by appointment, online and through opportunistic encounters in the library, and share responsibility for freshman library orientations and English 1201 and 1202 library instruction with my faculty librarian colleagues.

My liaison, instruction and reference work jointly support the University Libraries’ Strategic Plan GOAL ONE (providing expert assistance and instruction) and GOAL SEVEN (academic and ethical growth of the University community) as well as the overall library core values of “Service” and “Learning”. Last year I worked with numerous faculty members and students in my liaison areas, assisting them with finding, accessing and evaluating appropriate information resources for their assignments and research projects. I taught a total of 72 information literacy sessions to individual classes, worked an average of six hours a week plus assigned weekend days on the reference desk. I gave a presentation on library resources for our 2014 new faculty orientation, and on September 4, 2014 I gave an invited seminar presentation “SHU libraries: supporting your biological research” to the Biosciences faculty and graduate students.

My 19 published research guides support GOAL THREE and GOAL FIVE (organizing and presenting access to information and communicating our resources) as well as GOALS ONE and SEVEN. The research guides are accessible beyond the SHU community and were viewed a total of 23,512 times between July 2014 and June 2015. This was an enormous increase over previous years; for example there were 6,787 views during the same period last year. Much of the increase can be attributed to the linking of our “database by subject” pages to the research guide database pages (with thanks to Prof. Sharon Ince for facilitating this): “databases” were the most viewed pages for almost all guides. The most popular guides this year were Nursing, which I co-own with Prof. Beth Bloom (6,545 views, including 4,588 views of the database page), followed by Health & Medical Sciences (3,739 views, 2820 of database page). My most recently added Libguide, new DVD’s, books and eBooks, had 224 views.
During the spring semester I completely revised the Occupational Therapy guide, in consultation with Prof. Meryl Picard, to include catalog links to all OT curriculum books (purchased and placed in reference at her request in preparation for accreditation review) and direct links to the OT journals organized by type (I also created direct journal links for chemistry and physics). Recently I recreated the Occupational Therapy guide on the new Libguide 2.0 platform, with the welcome assistance of volunteer Katie Wissel, who I mentor in conjunction with Dr. Richard Stern and Prof. Sharon Ince. This was the cornerstone of my presentation to the OT accreditation team on June 16, 2015. I am in the process of recreating the pages which did not migrate to the platform for my other guides, including the direct journal links pages.

I continued to work on customizing, promoting and tracking the discussion listserv for our EBSCO Discovery Service, supporting GOALS ONE and THREE.

Collection development in my subject areas contributes to Strategic Plan GOAL TWO (build up collections) and Core Value “Service”. I ordered 93 books and 8 eBooks for the sciences and social work totaling $5,484.12, and 326 books and 28 eBooks and DVDs for the Schools of Nursing and Health & Medical Sciences totaling $24,069.49, slightly more than last year. I ordered 82 books and 14 eBooks for Anthropology, Sociology and the “humanistic” areas of science and medicine for a total of $4,912.73. This is considerably less than last year, partly because of reduced allocation and partly because many humanities titles have become available in our leased eBook collections or in our patron driven acquisition profiles.

I continued building our on-demand “patron drive acquisition” eBook collections which boost our available titles at little expense to the library. I added 703 titles, again supporting strategic plan GOAL #2. In spring 2015 I reviewed and updated the science and technology and nursing and medical science reference collection, based on circulation and in-house statistics for 2013-2014. This resulting in a substantial reduction of reference material, with 14% of titles being discarded and 43% sent to the main collection. This project contributed to GOAL 3 by providing more effective organization and presentation of collections and GOAL FOUR “creating a physical environment more conducive to use and research.”

My scholarship is primarily based on my practical library work, which supports and communicates library GOALS and services to our users and to the larger library community (supporting GOALS FIVE, and SEVEN and Core Value “collaboration”).

In July 2014 I presented “The impact of EBSCO Discovery Service on information literacy” at the first international EDS conference in Liverpool, England. In the past year I reviewed five manuscripts submitted to the Journal of Academic Librarianship, supporting GOAL SIX (Develop strategic alliances and cooperate with other organizations for the advancement of scholarship).

In January 2015 I presented “An Ethnographic Study of eBook use: a Library-Anthropology Collaboration” at the annual VALE / NJ ACRL / NJLA CUS Users' Conference, at Rutgers University. This was the outcome of an exciting project beginning with my acting as a “client with a research need” for a group of anthropology students in Dr. Cherubim Quizon’s
Qualitative Methods class. Two of the students presented their final report to the library faculty. A second group completed a project entitled “freshmen transition to Walsh Library” which analyzed first year student responses to their library orientations. Both groups presented posters at the annual Petersheim Academic Exposition in April 2015, the first time that I recall the library sponsoring Petersheim presentations. One student is continuing the project on her own with me, and another is continuing the eBook project as her Anthropology Honors project, which I am supervising. Dr. Quizon, Prof. Kalyan and I have submitted an application for a $19,800 Institute of Museum & Library Services (IMLS) Sparks Ignition Grant entitled “eBooks, Students and the Library: An Ethnographic Approach”. If we are successful (notification is due in September 2015) we will be able to fund additional students to continue research on the eBooks project. These opportunities to support undergraduate research are very rewarding, and support GOAL ONE, FIVE (especially “expanding outreach”), SIX and SEVEN. Working with other departmental faculty and students also support GOAL EIGHT (embrace change and encourage teamwork).

I am in the process of writing a paper documenting our in-house book use compared with book check-outs with Prof. John Irwin and Katie Wissel for submission to the Journal of Academic Librarianship. Our proposal to present our preliminary results at the VALE Assessment Fair on July 16, 2015 has been accepted. Two notable points from our research are (1) in-house use accounts for nearly 30% of all circulation transactions, making this an important indicator of library function and value, and (2) our nursing and medical science collections are exceptionally heavily used (32% of reference books used an average of 3.4 times compared with an average of 2.3% used 2.2 times). This should inform development of library collections for the proposed Medical School. This type of practical “resource use” research supports GOALS TWO, THREE and FOUR)

I am preparing two papers with Dr. Marian Glenn from SHU Department of Biological Sciences. One describes our experience co-teaching BIOLOGY/CORE 3243, “Engaging the World: Ecology & Stewardship”, in fall 2013 and fall 2014 using the framework of Bernard Lonergan’s Generalized Empirical Method (GEM). We plan to submit our article, tentatively entitled “Fostering insight and information literacy in ecology students”, to the Lonergan Review. This was part of our work in the Praxis Program of the Advanced Seminar on Mission, sponsored by the Center for Vocation & Servant Leadership and the Department of Catholic Studies. This program fosters mutual understanding of our needs, resources and pedagogy, (supporting GOALS ONE, THREE, FIVE, SEVEN & EIGHT).

The second paper, tentatively entitled “Fostering information literacy in First Year Biology students”, describes our work in General Biology 1201. We plan to submit the article to either Science & Education or College Teaching. This work grew out of collaboration in “Ecology & Stewardship”, and involved my attending three laboratory sections of the class in spring 2014. I provided formal and informal library instruction sessions, graded and provided feedback on five required formal lab reports, and acted as an “embedded librarian” resource for the class. There was significant improvement in the quality, integration and citation of scholarly sources from the first to the final paper, and both teaching assistants remarked on this, adding that the final Biology 1201 lab reports were better than those submitted by second and third year
students. In fall 2014 I gave presentations to 17 Biology lab sections, revised and explained the reference grading rubric to the teaching assistants and graded a sample of 70 lab reports. It was not possible to continue to visit the individual labs during the semester, but I attended most weekly TA meetings to discuss the lab reports and made several brief presentations in the two lecture sections.

In spring 2015 there were again only three lab sections and I repeated the embedded librarian process from spring 2014 with Dr. Carolyn Bentivegna and three TA’s, the major difference being that there were only three formal lab reports (one was removed from the syllabus and one was cancelled due to snow closings that impacted the labs). Again there was improvement from the first to the third lab report, but Dr. Glenn and I were concerned that completing only three reports did not give sufficient practice for “good research habits” to become established.

In an attempt to make the work with Biology 1201 sustainable, especially when there are a large number of lab sections in the fall semester, I am working with Drs. Glenn and Stiskal (chair of the Department of Physical Therapy from which Biology 1201 draws many of its TA’s) to develop a “train the trainer” program for the teaching assistants, which we plan to run early next semester. We are also developing practice exercises for the students, including “how to read a scientific paper” and “which articles would you cite and why” and a pre-test and post-test of scholarly source knowledge. I plan to develop the existing Biology 1201 research guide (currently unpublished) to provide supporting materials. This work supports library GOALS ONE, TWO, FIVE and SEVEN.

The preparation work for Biology 1201 next semester and much of the research and writing for the three papers I am working on could not have been accomplished without my having been granted “research time”, for which I gratefully thank the Provost’s office for offering and University Libraries dean Dr. John Buschman for supporting. It is challenging to be able to take the time for research when our schedules are so busy, but it is a very important step for SHU administration to recognize that faculty librarians need research time (probably even more than teaching faculty because we must report for work during the summer) and allowing us to apply for it on a competitive basis. I also thank Dean Buschman for supporting my continuing involvement as Praxis Peer Leader and attendance at faculty retreats, including the recent Praxis Program Rome Retreat, which was an amazing and enriching experience, particularly supporting GOAL SIX.

My service activities last year supported most of the library’s strategic plan GOALS. Serving on a range of committees also has helped me to “develop strategic alliances” on behalf of the library and my own work (supporting GOAL SIX). My ongoing service on the Petersheim Committee supported my liaison work and put me in direct contact with many students and their research, including the four students whose posters I sponsored (supporting GOALS ONE and SEVEN). My continuing role as co-chair of Copyright Committee supported GOAL SEVEN and specifically objective 15. I contributed to the dissemination of copyright information to our university community through our annual copyright event, held during Petersheim week. In fall 2014 I became a “Peer Leading” in the Advanced Seminar on Mission
Praxis program. I also served a second term on the University Research Council and the Intellectual Property Task Force, and my first term on the University Rank & Tenure Committee, supporting GOALS SIX and SEVEN. I continued as a member of the Library Database Committee, Library Educational Policy Committee and Discovery Service Committees, supporting GOALS TWO and EIGHT. In spring 2015 I served on the library’s processing archivist search committee.
Richard Stern

Reference Librarian/Business Specialist

Annual Report FY 2014-2015

My principal areas of responsibility are to serve as liaison to the Stillman School of Business, to represent the needs of the library user communities as a member of the library’s Public Services Committee (PSC), to provide and schedule reference service, and to provide group instruction to freshman students.

Liaison to the School of Business

The AACSB (American Association of Collegiate Schools of Business) extended accreditation for the business and accounting programs for five years. As part of the accreditation visit, I attended a meeting with the accrediting team on along with representatives from Career Services and IT.

GOAL FIVE (communicating our resources) and GOAL ONE (providing expert assistance and instruction):

For a third year I offered my services to students taking part in the school’s annual start-up competition called Pirates Pitch. I provided an information handout that was posted to the Pirates Pitch website. In addition I joined members of SCORE, a volunteer retired executives group, in guiding students at three evening information sessions. Though no students called upon my services, there is value reaching out to students in an extra-curricular activity in which participating students are very excited to put forth their entrepreneurial ideas. This year’s winner worked on a proposal to teach second language through the application of video games.

I have six LibGuides, five on business topics and one on statistics on Seton Hall. Revised my LibGuides to the new version. Worked with a Rodino Law librarian in reviewing databases relevant to business and law. Added a LibGuide on Finance with the assistance of Katie Wissel.

Several faculty members in the English Department teach a business school required business writing course. For the second year running I offered to run sessions on business information resources. This year two instructors invited me to instruct two on ground classes and to create a digital guide for an online class. Entering MBA students receive a 20-minute introduction to business resources from me twice a year orientation at the School of Business.
Promotion of resources and services

A business school Professor emailed to colleagues a list of summer reading. I wrote to the professor to find out how faculty would acquire the books to offer to purchase the books from the campus.

Placed copy of business book title with QR code which links to the library catalog record with a full text ebook copy. Discarded idea as too time consuming for the expected outcome.

Engaged in Business School activities to bring myself in contact with faculty and students. For example, I attended the following:

- MBA commencement;
- meeting to develop strategies to address the decline in MBA enrollments;
- annual teaching workshop among business faculty;
- Dinner for all adjunct family and new full-time faculty.

Business Information Resources

Faculty in Business requested Cabell’s Directory of Publishing Opportunities which provides a description and evaluation score or rank. Joined with three other library faculty to pool funds for this year’s subscription. I publicized the new database through an email sent to all business faculty. The library acquired SCOPUS a huge indexing database of academic articles and also is useful to track citations to authors. I provided a hands-on introduction to the Dean of the School of Business.

Added 47 books to the business collection, in paper or ebook format, using General and NEH funds of $1,650. This represents a drop from last year’s expenditures.

I further reduced the size of the business reference collection to a fraction of its size three years ago as part of a collective effort to create a current and inviting collection of reference books and in the process to provide more student seating in the frequently crowded Information Commons.

The Business School requested that the library host access to the Bloomberg system along with the Trading Room in the School of Business in order to increase access to finance students. This is an exciting opportunity to extend the Bloomberg service to all students and faculty.

Measures of use of business resources:

EBRARY brand ebooks provide the bulk of our business ebook content. Almost 7,000 pages of EBRARY ebooks on business and economics were viewed in the past year. 700 ebook pages on law were accessed.
In a recent one-year period, 3% of the 50,000 social sciences print books, Library of Congress classification beginning with “H” which includes most of the business collection, were used by students within the library. Source: Internal Use of Main Collection Books May 2013-May 2014.

School of Business faculty and students collectively requested a total of 260 books and articles from other libraries in the past year, fewer than other South Orange faculties.

Speculation on reasons for lower interlibrary loan use than other schools includes:
• Relatively greater unawareness of the service
• Want immediate access
• Find request process tedious
• Fewer items needed

In line with these findings, Yong-mi Kim found that business students use library website resources and print books than arts and sciences students. He observed that business students value current information, perceive themselves to have a greater facility with computers than their counterparts, and place a greater valuation on commercial web sources as do business faculty. (http://dx.doi.org/10.1016/j.acalib.2010.10.002

**Reference and Instruction**

Through instruction and reference I act on GOAL ONE (providing expert assistance and instruction).

This year I taught 35 classes including English 1201 and 1202 classes. We instructed over 60 University Life Skills sections and groups of transfer students.

In Fall 2014 I worked the reference desk nine weekday hours and spring 2015 ten, both including Thursday evenings 6-8. Number of hours varied during both semesters.

Weekend days, fall 5, spring 4.
Reduced Evening coverage by one hour, closing at 8 PM.

**PSC (Public Services Committee)**

The PSC was composed of five librarians. The work of the committee aligns with GOAL ONE (providing expert assistance and instruction) and GOAL THREE and GOAL FIVE (organizing and presenting access to information and communicating our resources)

• LibAnswers review and refinement
• Reduced jargon on library homepages
• LibGuide development and preparation for new version organizing and presenting access to information and communicating our resources.
• Group study room booking change during Final Exams.
• Delineation and capture of the range of public services offered by librarians (deferred)
• Review of library practices in servicing a reference desk.
• Implementation of digital communication technologies to homepage including chat (deferred).
Allison Stevens

Collections Manager for Museum and Special Collections

Annual Report FY 2014-2015

(Included in Walsh Gallery Report, pp. 38.)