

**Moon Library
Annual Report 2009-2010
A Year of Transition for Moon Library**

**Submitted August 1, 2010
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Introduction:

This annual report, submitted by the Library Director describes how the mission of Moon Library: “To provide information resources to the ESF community and to teach Library users to learn independently,” was fulfilled this past year with some thoughts about the year ahead. Many introductory statements throughout this report remain unchanged as most Library activities continue from year to year; specific developments, changes and improvements for this past year are described in each section 2009-10 was a year of transition, with a new Library Director, one instance of staff turnover, and many incremental changes. The Library is grateful to the College Administration for supporting a smooth transition and for its support of the new director throughout the year. Nevertheless the Moon Library had a successful year and is proud of what was accomplished under the circumstances. A large factor in the quality of the services and resources that the Moon Library provides to the ESF community is a “continuous improvement” mindset that underlies the work that is done by all staff members.

Part I: Library Services provided by the Moon Library

Service Learning and Community Service is an integral part of the Library mission and we cooperated with numerous campus offices and external groups to provide service learning and community services in the library over the past year. These include

- Participation in the ESF in the High School Program administered by the Outreach Offices
- Serving as one of two locations for the Environmental Challenge Science Fair, and acting as Judges for the Science Fair
- Annually participate in the Food for Fines program, whereby students can donate non-perishable food items in lieu of library fines to aid the local food pantry
- Assisting high school classes and teachers from Liverpool High School and OCM BOCES in using science databases and science research methods onsite at the library for 124 students and teachers
- A librarian served as campus coordinator for the United Way “Success by 6” book drive
- Participation by staff in the United Way SEFA campaign, including, but not limited to, being a target in the dunking booth
- Librarians participate in the Chase Corporate Challenge
- Acted as a collection point for Soles 4 Souls shoe drive for Haitian earthquake victims
- Ongoing coordination with Green Campus Initiative on a variety of interests, (composting, recycling paper, etc.)

Information resources in a variety of formats are identified and located through SUMMIT, the Library's management system, which is shared with Syracuse University. Multiple activities occur behind the scenes to order, check in, organize, describe and process materials so that these resources are available for Library customers.

Developments and changes to providing information resources this year include:

- The Library's acquisition allocation this year was not cut from 2008-09. However, flat funding of the Acquisitions budget combined with an average of 5-6% inflation served to limit the buying power of the library and made the purchase of many monographs difficult. More books were ordered than in the past year, but many were softbound and many were purchased with funds outside the acquisitions budget. In fact, a sizable portion of the library operations budget was used to continue many journal subscriptions for the second year in a row.
- Selected print journal subscriptions were cancelled and only one additional title was added, at the request of a faculty member serving as an editor of that journal.
- A collection of e-books from CAB was eliminated as unsustainable at the current time. This is a yearly subscription that was initiated in 2008 (when the budget was particularly strong) access to the entire collection was lost, as there was no contract to retain these electronic books in perpetuity.
- When electronic versions of resources were available free, a record with a link in SUMMIT was created which made them available immediately through this link and through the "new items" section of SUMMIT.
- Materials received as gifts were added either to the Moon collection or sent to one of the branch libraries in Wanakena, Cranberry or the AEC.
- Interlibrary loan remained an invaluable service for Library customers, and was enhanced by participation in a state-wide consortium of lenders and borrowers called the IDS (Information Delivery Services) Project. By participating in IDS, virtually any resource that is not owned by Moon Library can be secured from another Library's collection, usually electronically, and usually within 48 hours. The software used to provide this service (ILLiad) is constantly upgraded to improve service.
- Moon staff again worked with SU colleagues throughout the year on access and delivery issues in SUMMIT, which was upgraded in May 2010.

Future Objectives for providing information resources include:

- Continued collaborative work with SU in the maintenance of SUMMIT is essential to the delivery of information resources to ESF.
- Given statewide fiscal conditions, it is likely that more journals, both print and electronic will be cut, and there will be heavier reliance on interlibrary loan, document delivery, and cooperation with Syracuse University for access to many electronic titles, whose library received a 7% increase in their acquisitions budget this year.

- Any potential cancellations will be brought to the attention of the faculty for feedback prior to actual cancellation. The criteria for deselecting journal subscriptions will be usage, availability at SU or through interlibrary loan, cost, and faculty feedback.
- Fewer monographs will be ordered in the next few years due to budget cuts. This is unfortunate. However, more effective use of moneys can be made by adopting a patron-driven acquisitions model – based on request from users (rather than general library purchases based on subject and then review). This should ensure that most of the materials purchased will be used, rather than left to sit on the shelf.
- More archives materials, theses and dissertations, and topographic maps should be cataloged but staffing limitations at this time will likely make this difficult.

Library collections hold the information resources provided to Moon Library customers.

Developments and changes in Library collections this year included (see appendix for supporting statistics):

- A few resources, largely gifts, were added to the collections at the Ranger School, AEC and Cranberry Lake Biological Station.
- The library collection shrank this year, as the result of some retrospective work in the monograph collection, which included weeding specific sections.
- The reserve collection of photocopied articles decreased in size due to the increased availability of electronic journals and the use of faculty web pages and Blackboard. The number of books placed on reserve increased. Libguides linking courses to specific assignments may have contributed to this trend.
- Some additional access to electronic journals was activated this year when e-access accompanied a print subscription.
- A cordless scanner was added to the circulation workstation so that staff can more easily and accurately measure usage of materials in the library before they are reshelfed (in addition to those materials that are checked-out and used outside of the library). This should give us an even more accurate conception of the usage of materials than we have had in the past.
- Digital Archival collections of the Fletcher Steele manuscript Collection and James Geiss Collections were initiated on the SUNY connect dspace site. Most of this work was done by ischool interns working with the archivist. Image collections can be viewed at <http://dspace.sunyconnect.suny.edu/handle/1951/45059>

Future Objectives for Library Collections include:

- More e journals will be activated and some print titles may be replaced with electronic access depending on cost.
- Due to theft, the manner in which the leisure DVD collection is made available to the campus community was changed to better secure those donated resources.
- More reserve items may be cataloged and circulated through SUMMIT. This will provide better service and more accurate usage statistics for this collection.

- Major weeding will have to be done in some areas of the monograph section as many of our shelves are full. Older, unused material of no historical or citation value which has other availability options will be removed from the collection.
- We will continue to add to the digital repositories being built at the SUNY dpspace website.

The Library Web page provides information and resources to the ESF community.

Developments and changes in the Library Web page this year included:

- Library webmaster has revised and updated web content regularly throughout the year. We have added our own news stream and Twitter feed specific to the library.
- Changes to SUMMIT, the Library's catalog which includes hundreds of licensed databases and electronic journals necessitated changes to the gateway/portal that we use to search the library catalog and available databases.
- A collection Management page was added to the website , including titles considered for cancellation so as to give the campus community a chance for review and feedback.
- A "New Titles" page was also added to the library website so that the campus community could review new monographs, journals and databases added by the library. This page is updated monthly.

Future Objectives for the Web Page include:

- Continuous updating of the Library's website is critical to the delivery of services and resources and will remain a priority.
- As new services and opportunities for providing information to our users present themselves, we will take advantage of those opportunities.

Reference Assistance remains a core Library service and is provided to all Library customers as needed. Librarians are formally scheduled at the reference desk Monday – Thursday from 9 a.m. to 6 p.m. and on Fridays from 9 a.m. to 4 p.m.

Developments and changes in reference service this year included:

- Each semester interns from the iSchool at SU worked with the Moon staff and assisted at the reference desk. This provided an excellent experience for the intern and significant help to ESF. Moon remains a very popular intern site and tends to attract the brightest and best of the graduate students from the IST program.
- In their role as liaisons to specific academic departments the librarians made themselves available for one on one assistance and help to their faculty colleagues.
- The desk was covered until 6 p.m. after which time the Library Clerk II handled routine, informational questions, leaving referrals for real "reference" assistance for the librarians.
- The library provided each department with a citation analysis of its faculty publications for the previous year using SCOPUS to track faculty publications.
- Although we are busy at certain times of the semester, and at certain times of the day, there are a lot of times when the desk is underutilized by patrons for traditional reference services.

Future Objectives for reference assistance include:

- Librarians will continue their liaison efforts with faculty departments, to expand reference services beyond the physical Library and to take their work to the customer as necessary and as possible.
- Tracking of reference statistics will continue and hopefully improve. We are currently considering which counters provide the most meaningful data.
- Alternative methods of delivering reference services efficiently and effectively to the academic community will be explored. An intern will be sought specifically to explore the feasibility and desirability of providing specific electronic reference services to the campus community.
- There is a need to standardize author affiliation with the college of publications by our faculty. At present there are at least 50 different methods of referring to our institution in the databases where our faculty publications are cited.

Instruction, another core Library service, is provided formally (ESF 200 and guest lectures to classes) and informally (at the reference desk.)

Developments and changes in instruction this year included:

- The librarians teaching ESF 200 continually revised the syllabus and all course assignments as a group during the summer 2008. Individual librarians made further revisions and modifications throughout the year to fit their class needs.
- All instructors had a web site for their class. Some sections used Blackboard to post documents and assignments.
- ESF 200 was offered during all three summer sessions, but enrollment only justified holding the class during “Maymester.”
- Most classes were held in a computer lab which is critical to this “hands on” class that requires students to practice the searching they have been taught.
- An online section (no physical class meetings) was introduced and taught during both semesters. It was very popular, averaging 40 students per semester.
- More guest Library lectures were provided as requested for specific classes than ever before, again including sessions at Wanakena provided by the Director at the beginning of the fall semester. Most ESF 132 classes included an information searching session. (This is all reflected in the Moon by the Numbers appendix in this report.)
- The IST interns again assisted as informal TAs to one ESF 200 section which was a great experience for them and helpful to the class.
- A graduate information literacy class ESF 797 was taught for the second time in the spring 2010 semester. It was generally well received by the 13 students in the class.

Future Objectives for Instruction will include:

- All ESF 132 classes should have a Library/information component.
- Libguides (or Blackboard) should be used consistently as an alternative way to provide access to readings, assignments and other information to students enrolled in ESF 200.

- Course material and activities will be continuously reviewed in addition to the annual review and revision that has just been completed this summer.
- Ideally the computer lab in the Moon Library should be retrofitted to include a teaching station. This would enhance the lab not only for the information literacy classes taught by the Library faculty but for other faculty as well. This is a repeat request. Several times the Baker computer labs have been double-booked, and there is a limited amount of seating availability relative to demand.
- Library liaison efforts with specific faculty will continue and be strengthened. Information literacy should not be viewed as the sole responsibility of the Library faculty, rather it should be taught across the curriculum. The Library faculty can help their faculty colleagues design assignments that would reinforce information literacy skills. An expansion of the use of Libguides to produce structured online study guides for all courses is desirable.
- ESF 200 will again be offered in the summer of 2011 as there would appear to be sufficient demand year round, SU offers nothing similar, and there is very little cost in terms of overhead. More effective and timely promotion of summer offerings should result in enrollment increases.
- The librarians will explore ways to evaluate the efficacy of the information literacy courses provided and attempt to measure their impact on the students who have taken these courses.

A comfortable learning environment in Moon Library is important to the ESF community.

Developments and changes in the learning environment this year included:

- The Library's interior furnishings continued to delight Library customers. Informal assessment indicates that the Library is more accessible and heavily frequented space than in the past and for many reasons. However, the Library itself is pinched for space, and now occupies/controls less than 50% of the available square footage in Moon. This is a trend that must needs be reversed in the future.
- The Academic Success Center, including writing support, remained an important service located in the Library. The space continued to be very busy and the tutoring often spills into the rest of the Library.
- The Green Campus Initiative conducted an energy audit and discussed its findings with the Library Director.
- A new student copier was purchased and installed that includes the ability to scan directly to USB. Print waste is down as a result. (The Business Office owns, and the Library operates this copier.) this and the fax feature were heavily requested features by students.
- Discussions were held – **without including the Library Director or any other building occupants** – regarding the establishment of 24/7 access to the computer lab in room 14.
- Library staff office space was used as an ADA accessible classroom after the failure of the Marshall elevator. This worked on a temporary basis, but cannot constitute a permanent solution to fill such needs.
- There is no handicap accessible men's room stall in the Library, as was pointed out by an alum during the Fall Alumni Dinner.

Future Objectives for the learning environment in the Moon include:

- Establishment of a 24/7 computer lab in Moon is supported by the Director, **Provided that** sufficient attention is given to the security of the weekend staff (primarily students) and to the security and integrity of the library collection. Both of these were insufficiently addressed in the security assessment provided by Scott Becksted in July of 2009.
- A permanent space needs to be dedicated for ADA classroom access that doesn't include operational library space.
- Space within the Moon library that may be freed up by the Gateway Building and any associated moves should be returned to the control/occupancy of the Moon Library for library use.
- A handicap/Wheelchair accessible stall needs to be created in the Men's restroom in Moon Library.
- Additional improvements such as, replacing study carrels along the west wall, are still necessary. Financial constraints will likely make some of these impossible at this time. The Library still maintains a wish list which is included in the appendix to this report.
- An additional 13 computers will be added this year to accommodate student computing needs on the main floor of the library. The student printer and copier will be relocated to a position near the desk so that they may be serviced more rapidly and effectively by library staff.
- There is a real and urgent need for better appointed and more useable quiet study space, particularly for graduate students on campus.
- Relocating all staff to the main floor would improve service to Library customers and communications among Library staff.
- All spaces on the lower level should be reviewed in conjunction with others on campus. The Archives and Special Collections remain crowded. An improved computer lab and some on site computer support in the Library remains a critical need. The Library Director will work with the Writing Program and other offices to develop a comprehensive plan for this space.
- The Library Director will continue his attempts to engage the Vice-President of Administration and associated department heads regarding space utilization in Moon Library.

Part II: Library Personnel

In addition to a new Library Director, there was one personnel change in the library this year, with the departure of the Library Clerk II responsible for covering the evening hours of the library. We can use this opportunity to improve the library staff in seeking a replacement for that position. As the person who left has placed a hold on this specific position, we will fill it on a temporary basis with two part-time people through the fall semester, and fill it on a permanent basis in the spring, when the civil service hold expires. Further, after review of the duties performed, we will fill this position at a clerk I (SG-6) level in 2011. We will review the needs and duties of this position over the next two years and evaluate the need to re-classify the position as a Library Clerk II (SG-9) over the next two years.

Aside from the personnel change addressed above, the library staff (both professional and clerical/para-professional) worked admirably together this year, and were very supportive of the new Library Director. There was a general willingness to accept the changes brought about with new leadership, a willingness to openly express ideas and suggestions, and a willingness to work as a team. It is my belief that we are getting the most out of everyone here.

Library “governance” remained open and collaborative, however, meetings were held only as needed to discuss specific changes or issues/opportunities, and not on a predetermined schedule as in the past. Further communication and information sharing was conveyed via group emails and the staff wiki which uses free “Sharepoint” software. Notes from each Academic Council meeting were also shared with the full staff.

Student workers in the Library remained essential to the service the Library was able to provide to the ESF community. They provided valuable support to the full time staff in many areas by staffing the circulation/reserve desk, shelving materials, processing interLibrary requests and assisting in the college archives. They are also a marvelous conduit of information regarding student needs and wants, course information, student issues, scheduling, and other campus information known to the students, but not necessarily to the staff.

Developments and Changes in Personnel this year include:

- The night shift clerk left to pursue other opportunities with the state.
- A Library clerk III position, vacated through retirement in 2007 remains unfilled. The work of this position continued to be handled by other staff members with success.
- Each Librarian prepared an annual report to document their responsibilities and activities throughout the year. These individual reports were reviewed with the new Library Director in July. Each librarian contributes to the strength of the Moon Library in their unique way. They are actively engaged in campus activities and avail themselves of professional development opportunities which further enhances their work at ESF.
- The Library Director met with each staff member in July 2009 to discuss their annual reports and/or goals and expectations for the coming year and to express (the Director’s) goals and thoughts for the same period.
- All Library Staff were evaluated (CSEA/research) or reviewed (UUP) and given written performance evaluations/reviews between December 2009 and July 2010. One “unsatisfactory” rating was earned on one performance evaluation. That employee has left the library for other opportunities (see above).
- Librarians and members of the support staff continued to work together, each contributing to the service and resources provided. The staff works in a collaborative fashion and is “nimble” in the face of change. That aids the smooth workings of the library and transcends standard job descriptions .
- Some staff assignments were changed to reflect new workflows in technical services/interlibrary loan to reflect changing needs and requirements.

Future Objectives for Personnel:

- Roles and duties will be continuously evaluated as services and needs change. Requests for changes in staffing levels may also be necessary over the long term. It may be helpful, for instance, to fill the vacant Clerk III position in order to properly staff interlibrary loan and document delivery services in the near future. Alternatively, additional work study students could fill some of those needs.
- In 2010-2011 I would like to develop a pool of temporary service people who can be called on to fill in at nights when the night shift clerk is unavailable due to illness or other circumstances. The temporary help hired in the fall may serve as a basis for that pool of substitutes. This will likely be reflected in a request for increased temporary services funds in 2011-12.
- Additional grants for assistance in archives projects should still be sought. The Archives inventory completed in 2008-09 will be helpful in identifying and prioritizing projects. The 100th Anniversary celebration in 2011 will likely require help from this important area of the college.

Part III: Library Budget:

This year was challenging for the Library as prices continued to rise and both the OTPS/TS and Library Acquisitions allocations budgets remained flat. The appendix of this report includes a brief summary of how these funds were spent.

Development and changes this year in regard to budget include:

- The budgeting and planning process implemented by the Provost was extremely helpful in terms of planning for the future of the library. This was especially true for a new Director trying to manage the budget for this department.
- A 4.3% cut in the Acquisitions allocation relative to 2008-09 made it impossible to keep pace with inflated prices of continuations (subscriptions) which continued to require 95% of the acquisitions allocation.
- Significant OTPS and IFR funding was transferred to the acquisitions account to cover expenses for Library materials.
- Funds were very carefully used for continuing education opportunities by support staff members as well as librarians.
- The Coordinated Collection Development grant secured each year from the NYS Department of Education, remained an important fund from which resources were purchased in the areas of landscape architecture, environmental studies and natural resources management.

Future Objectives for the Library budget include:

- The Library acquisitions budget cannot sustain further cuts, nor would a static budget allocation account for inflation. Without a 5-6% increase it will be impossible to provide the resources required by students and faculty. More cuts will be made necessary in our print and online subscriptions.
- Some additional purchases in the past year by Syracuse University Libraries may allow us to cancel some electronic subscriptions which are now duplications of what is owned at SU.

- Use of resources available through interlibrary loan, particularly through the IDS consortium of libraries may also allow us to make some deeper cuts.
- Movement to a patron/request driven Acquisitions model for monographic materials may also allow for savings to be realized in this area. This will be explored in more detail this year.
- Some additional print subscriptions will be cancelled or converted to online access if that is possible and if it saves money. Usage statistics and consultation with faculty will be used to make these decisions. It would seem we have cut out any “fat” in Library acquisition some time ago, and have been cutting into the “lean”. As publisher driven inflation continues a static budget now means we are cutting directly into the “bone.”
- The Library Director will no longer use Operating funds in substantial amounts to cover shortfalls in Acquisitions. There are too many things the library goes without already to sacrifice further in the name of keeping subscriptions current . A static allocation on the OTPS side with careful shopping for supplies and equipment can likely be managed, but as with the College as a whole, we will be using precious reserves.

Part IV: Library Goals and the Strategic Plan:

The Library’s Strategic Plan, part of the Campus “Daring to Dream” initiative of 2002, articulated these five goals:

1. Fully integrate Information Literacy into the college curriculum as a core competency
2. Increase the use of the Web-based services for delivering service to Library customers
3. Increase the role of the College Archives and Special Collections.
4. Continue to strengthen relationships with partners and customers
5. Upgrade the infrastructure of Moon Library

These goals remain in place and evidence of progress in achieving them is seen throughout this report.

Part V: Other areas not specifically covered above

1. Library staff members constantly considered what we’re doing and how the service they are providing to ESF could be improved. Continuous improvement was a permanent agenda item for full staff meetings which allowed for more full participation and discussion of idea.
2. The Library in conjunction with the Friends of the Moon Library, instituted an account with Better World Books to sell on consignment (or recycle for carbon credit-type offsets for non-sellable books) materials donated to the library but for which we have no use. This is essentially the equivalent of a public library Friends group book sale. These would include multiple copies of books we already own, materials of some value that otherwise do not fit our collection needs. Books that are stamped as state property and discarded from the library collection are not eligible for this program. Any moneys received from consignment sales will be placed in the FOML expendables account and used for the benefit of the library.
3. We have also this year created more detailed guidelines for donations and gifts of books, papers, collections, and other ephemera to the archives. Donors must be made more aware

that donated items become the property of the archives and will be managed professionally, but according to the needs of the library and the educational goals of the institution. We cannot accept everything offered, and we will not necessarily retain forever everything that is accepted.

4. Having administered a major Library survey in spring 2008 as part of the Library's Assessment Plan, no formal assessment activity was undertaken this year. However, a full assessment survey will be administered to faculty and students in 2010-11. Library customers routinely put suggestions in a box adjacent to the bulletin board . Those concerns were answered on the library website at <http://www.esf.edu/moonlib/services/suggestions.htm>. Overwhelmingly, those suggestions/concerns addressed the cleanliness of the library, speed of computers, and the amount of lighting in the library (too much). Those areas of concern within the direct control of the library are being addressed. Those not under the direct control of the library have been forwarded to other departments (i.e., housekeeping, CNS, etc.) and have also been addressed.
5. As always stated in the Library's Annual report, the relationship with Syracuse University Libraries remained critical to delivering service and resources to the ESF community this year. The contract (at a cost of several million) between New York State and Syracuse University requires that SU provide services to ESF students that parallel those provided to their students. While this includes Library resources, it can be complicated in regard to licensed materials that are provided electronically. Most resources are provided to ESF; however it can be difficult for SU and for ESF to explain their unique relationship to some vendors who provide electronic resources. Vendors often see two institutions and may require two separate subscriptions. Syracuse University Library may be required to pay additional fees to include ESF in their license. The two institutions share a common Library management system (SUMMIT) and access to resources should ideally be parallel. Syracuse University maintains the proxy server that enables SU and ESF students to access electronic resources remotely (i.e. off campus.) While SU had been reluctant to pay for ESF access in the past, due to the cost involved, this situation has improved. Communication between SU and Moon Library staff regarding changes in the SU Libraries and in SUMMIT in particular remained strong this year. The catalog interface constantly undergoes improvements and changes. Information is more readily shared with Moon via specific listservs and emails. More meetings included representation from the Moon Library. This should continue. Sustaining this relationship also involves careful nurturing of individual relationships through honoring each others' circulation policies, fines, and the proper maintenance of Bursar's holds on registrations, transcripts, and diplomas.

Part VI: Summary/Looking Ahead/Conclusion

Summary

Despite reduced resources (money and people) the Moon Library fulfilled its mission this past year in many positive ways as described in this report.

1. The Library's budget wasn't adequate in 2008-2009. It was therefore less adequate this year. Given the combination of flat-funding and an average of 5-6% expected publisher-driven price inflation, the anticipated 2010-2011 budget would have to increase by \$61,000 to sustain the current titles and the Library's efforts to fulfill and enhance its mission in the near future. Given the current economic climate, and the political uncertainties besetting the State, the Library understands it may not see that situation improve anytime soon. We will do "more with less", and we will find ways to meet our service goals as efficiently as possible. We will look forward to doing "more with more" when the time is ripe.
2. This year presented an opportunity to learn and evaluate current procedures and practices. As opportunities arise for improvement in services to the ESF community, the Library will take advantage of those opportunities to the extent possible.
3. An archives inventory was completed in fall 2008. This area desperately needs additional resources for preservation measures, space and staff. Present staff will continue to do what it can but most initiatives will remain "on hold. Grants are being sought to accommodate this need. However, grant sources for non-humanities related collections are scarce and competition is keen in the current economic climate. An immediate resolution is not predicted or expected. The College will celebrate its 100th Anniversary in 2011. A connection to the Library and to the College Archives in particular is important to the work of this committee.

Looking Ahead

With a change in leadership, as well as the constant change in the information environment, the 2009-2010 was a year of transition for the Library and its staff. The new Director focused on improving and expanding services to the academic community where possible, while maintaining the high level of those services already provided. The Library has begun to explore (with others on this campus and elsewhere) the concept of "Open Access", reliance on shared collections and resources within SUNY as well as at Syracuse University, and the concept of patron-driven acquisitions in order to get the most value from our acquisitions dollars. We will also continue to focus our efforts in the area of Information Literacy, and the creation of life-long learners through the ESF 200 and ESF 797 courses, as well as through guest lectures in the ESF 132 courses, or wherever else we are asked.

In addition to these and "traditional" academic Library activities there are other yet to be explored avenues for providing high-quality, necessary information services. The Library will explore and implement such services over the next several years as opportunities present themselves, and as resources allow.

Conclusion

The Moon Library will continue to work diligently toward fulfilling its mission to ESF regardless of any concerns and challenges presented by the existing fiscal climate. The Library is staffed by talented individuals who are dedicated information professionals. We will continue to strive for excellence in our efforts to meet the needs of the faculty, staff and students of this institution.

Moon Library Annual Report 2009

Appendices

Moon Library Organization Chart

Moon by the Numbers

Summary of Library Expenditures-2008-2009

Summary of Library Goals

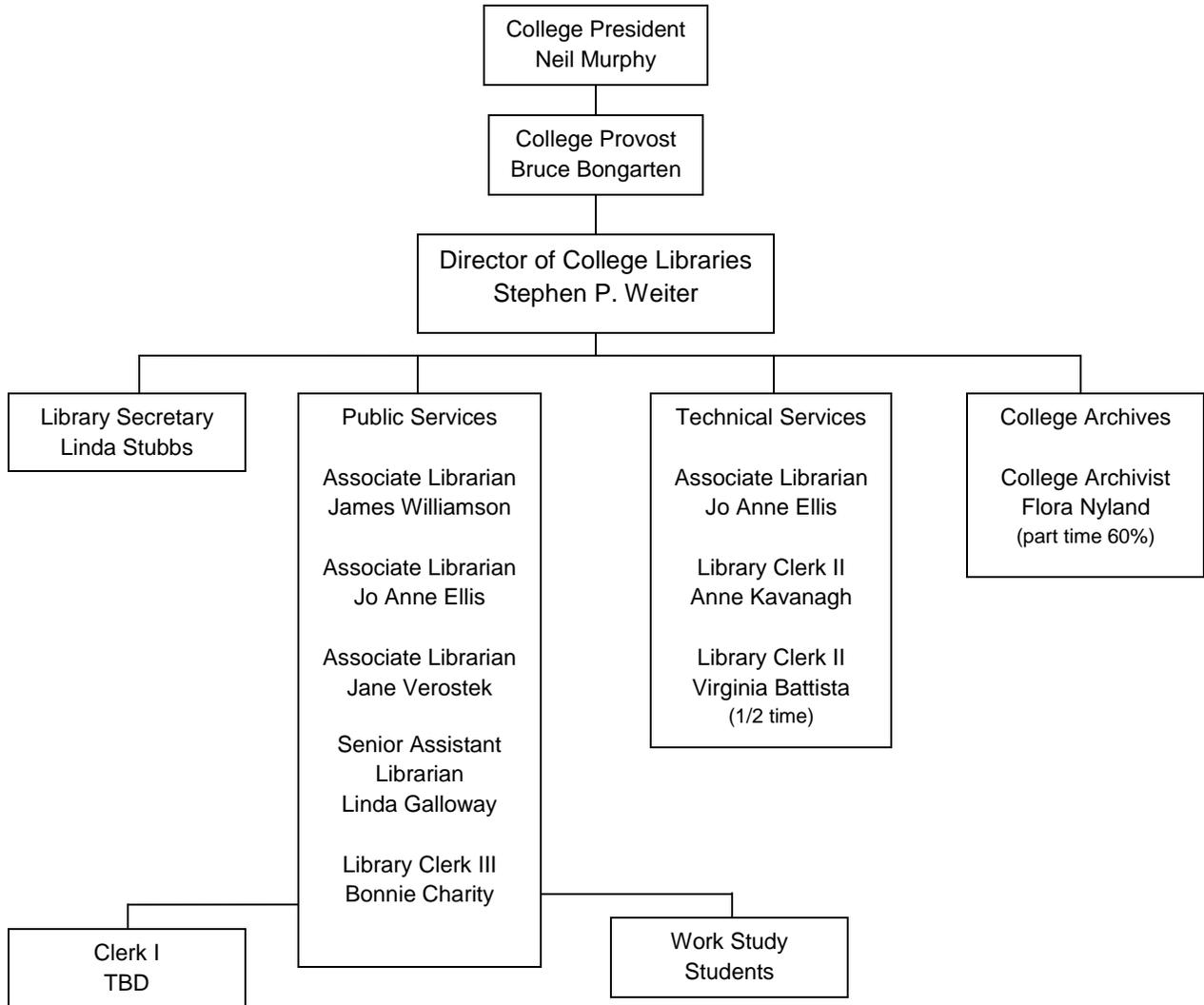
Moon Library Wish List

Major Events held in Moon Library 2009-10

Better World Books ReUse First Internet Service Report

Moon Library Organization Chart

(Effective July 1, 2009)



Appendix to Moon Library Annual Report - June 2010 - Moon by the Numbers

| Volume Count | 2007/08 | 2008/09 | 2009/10 | % change | |
|--|----------------|----------------|----------------|-----------------|-----|
| Volumes purchased: | 882 | 448 | 903 | 201% | |
| Volumes added by other means (gift and bound journals) | 629 | 533 | 445 | -16.5% | |
| Total volumes added: | 1511 | 981 | 1348 | 37.4% | |
| Volumes withdrawn | 165 | 180 | 1,428 | 793% | — 1 |
| Circulation Transactions | | | | | |
| Items charged through SUMMIT system: | 9012 | 9709 | 10,303 | 6.1% | } 2 |
| Items manually charged: | 277 | 240 | 217 | -9.6% | |
| Total charges (does NOT include renewals): | 9289 | 9949 | 10,520 | 5.7% | |
| Library Webpage | | | | | |
| Number of hits on Moon Library pages: | 201401 | 95456 | 74436 | -24% | — 3 |
| Interlibrary Loan Transactions | | | | | |
| Items borrowed from other institutions: | 1474 | 1356 | 1494 | 10.2% | } 4 |
| Items loaned to other institutions: | 1425 | 1631 | 1927 | 18.1% | |
| Total number of transactions: | 2899 | 2989 | 3421 | 18.0% | |
| Reference Questions | | | | | |
| Phone: | 148 | 188 | 143 | -24.1% | } 5 |
| Catalog: | 679 | 518 | 642 | 23.9% | |
| Databases: | 492 | 644 | 463 | -28.2% | |
| Internet: | 100 | 73 | 33 | -54.8% | |
| Interlibrary Loan: | 104 | 167 | 177 | 5.9% | |
| Directional: | 514 | 667 | 654 | -2.1% | |
| Reference collection use: | 64 | 90 | 112 | 24.4% | |
| Computer/Printer assistance: | 483 | 544 | 312 | -43.6% | |
| Other: includes circ, reserves, non-reference queries | NA | 127 | 2221 | 1,648% | |
| Total number of questions: | 2584 | 3018 | 4754 | 157.5% | |
| Instruction | | | | | |
| ESF200 sections taught | 10 | 10 | 11 | 10.0% | } 6 |
| Guest lectures given: | 38 | 27 | 43 | 59.3% | |
| Number of students reached in ESF200 & ESF797 | 185 | 197 | 252 | 27.9% | |
| Number of students reached in guest lectures | 1392 | 801 | 1090 | 36.1% | |

Notes

- 1 No major weeding this year. Paperback versions of books purchased to reduce costs.
- 2 These figures do NOT include renewals, a significant component of circulation activity.
- 3 Shows off campus access only.
Students start at Google to find what they want – not our website.
- 4 Participation in IDS should cause these numbers to rise over time.
- 5 Totally accurate counts are impossible.
Directional, informational questions often turn into a reference question.
Some interactions (questions) are not counted, or occur at places away from the reference desk. Circulation related questions were not counted in the past.
- 6 Significant increase due to online sections and maymester offering.

Summary of Library Expenditures

2009-2010

Library account 860405 (Acquisitions): used for all Library resources (monographs and serials) as well as for NYLINK (OCLC charges for cataloging and InterLibrary loan) and for Binding costs.

Allocation: **\$705,000*** was spent as follows:

| | |
|--|--------------|
| • All subscriptions: electronic and print to periodicals and databases: | \$695,449* |
| *Includes \$406,000 in prepaid subscriptions during FY2008-2009 | |
| • Monographs from Busca or Barnes & Noble (Note: includes \$4,700 CCD grant from NYS Education Dept.) | 15,542 |
| • Remaining serials/monographs purchased directly or via Amazon | 7,800 |
| • NYLINK (provides access to cataloging and ILL resources) | 14,615 |
| • Binding | <u>1,414</u> |
| TOTAL: | \$734,820** |

Library Account 860401 (OTPS/TS): used for Library supplies and equipment, travel, student help beyond college work study (TS).

Allocation: **\$24,360** was totally spent as follows:

| | |
|---|--------------|
| • TS for student workers | \$4,550 |
| • New staff computing equipment | 1,847 |
| • Staff travel and continuing education | 2,187 |
| • Supplies and equipment | 3,166 |
| • Conservation of Fletcher Steele Drawings acquired by gift | 1,398 |
| • Remaining supplies and campus charge backs | <u>3,524</u> |
| TOTAL: | \$24,177** |

** **\$11,958** spent from 860401 account and **\$13,162** spent from IFR accounts on 860405 acquisitions during FY 2009-2010

July 2010

Moon Library Strategic Plan 2002

How these Library Goals were met in 2009-2010

With revised goals for 2010-2011

1. To fully integrate Information Literacy into the college curriculum as a core competency

- ESF 200, Information Literacy, continued to be offered this year and is required of many ESF students. Integration with EFB curricula may require more online sections.
- More guest lectures by librarians were provided to ESF classes than ever before. (See Moon by the Numbers section of this report.)
- A Library component was included in many ESF 132 classes but not all ESF 132 classes include a Library component yet.
- Consultation about assignments requiring Library research or other information seeking continued to be encouraged with some success. LibGuides were developed for some specific classes and assignments and should continue.
- Blackboard course management software was available for ESF 200 classes and two sections were offered via Blackboard with much success. Libguides need to be created to fully implement online offerings.

2. Increase the use of the Web for delivering service to Library customers

- Free web resources (often peer reviewed articles) were cataloged (linked) in SUMMIT. This practice will continue.
- We will expand use of the website and other communication methods to keep faculty up-to-date on new search tools and methods, open access resources, etc.
- Electronic theses and dissertations continued and expanded coverage should be explored with the Office of Graduate Studies.
- Enhanced Journal Service from Ebsco was used to activate more free online access to journals received in print. This project will be continued.
- The use of ILLiad software for InterLibrary Loan continued to enhance the services of InterLibrary Loan for ESF customers, bringing many resources to customers electronically and fast. Joining the IDS project to facilitate ILL services was also successful in its first year, increasing access to materials not held here.
- An assessment of potential electronic reference offerings will be conducted during 2010-11 to determine the need and feasibility of several potential offerings.

3. Increase the role of the College Archives and Special Collections

- Recommendations of the Archives Advisory Committee remain unmet and funds were not available for any archives projects. Library operations funding was used to

conserve and restore several early Fletcher Steele architectural drawings that were acquired by gift in 2009.

- Grants were sought to cover specific small projects such as those identified in the original archives consultant's report and for increased storage space. Grant applications outstanding from 2008-09 were not funded, nor was the shelving proposal. One grant for an assessment of environmental conditions remains pending.
- The donated Thomas Havil collection on Native Americans and the environment was assessed and treated as per revised guidelines for handling gifts and special collections in terms of library collection needs and our ability to handle such gifts. 23 volumes on Native Americans were donated to the Bird Library for integration into their research collection.
- Some resources from the Archives and Special collections remain housed within room 9 on the lower level of the Library, and at least one collection of faculty material is in a basement storage area of Illick. This is not ideal but will have to continue for the near future.
- As the College began to plan for the 100th Anniversary celebration for ESF to occur in 2011 archives have already been an invaluable resource. This will continue. However, the ability to access the materials desired by the Centennial Committee is hampered by conditions and a lack of space.

Continue to strengthen relationships with partners and customers

- The Library's continuous improvement efforts remained strong this year and involved the entire staff. New and different ways to market Library resources and services particularly to faculty should be explored in the future.
- There were no formal assessment or survey activities this year. A survey and assessment will be administered in 2010.
- Communication with faculty partners as regards collection development decisions, and as regards service to remote campus locations has improved through Library liaisons and use of the Moon Library website.
- Increased collaboration with IT and computing colleagues was sought this year and the working relationship with these important colleagues is improved. Ideally more computing support should be available in the Library.
- Communications with other offices, especially as regards long term usage of the Moon building remain a puzzle and somewhat of a disappointment. Efforts to engage the Vice-President of Administration and the Chief of University Police regarding the 24/7 computer lab in Moon in particular, were unsuccessful and have resulted in some frustration for the Library Director and the staff. Similarly, the library was completely unaware of plans to plant biomass willow in our front lawn until a week before it occurred. The idea that the Moon facility will be completely blocked from view by the tenants of Bray Hall within 4-5 years and the inherent consequences/benefits of "out of sight, out of mind" are occasionally debated within the building.

4. Upgrade the infrastructure of Moon Library

- Assessment of space on the lower level of Moon Library must take place with college colleagues to assure that it is used in the best possible way by not only the Library but by others in the campus community. **Further enhancements to spaces here would improve service.** This includes potential 24/7 access to the computer lab in Moon 14, enhancement of the quiet study area, and the college archives, as well as the desired space swap between the Library and the Writing Program.

Moon Library Wish List: Revised July 2010

1. New study carrels to replace the old metal ones along the west wall of the Library. (12) These were omitted from the 2007 furniture purchase of furniture because of insufficient funds. **\$25,000**
2. New furniture for quiet study room and room 103 which were excluded from the makeover plans. **\$7,500**
3. Additional and improved space for the College Archives and Special collections. (Estimate of \$20,000 to renovate some space on the lower level and \$45,000 for additional shelving) **\$65,000**
4. Additional funds for in 860401 for the Library use each year to be spent as needed with no strings attached. (Acquisitions, equipment, services, travel, etc.) **\$25,000/year***

*** If #4 were to be realized, then #1-2 and part of #3, and other future needs could be covered out of Library operational budgets, (at times over multi-year periods) with no need to annually request more funds. Larger capital projects would still be funded separately.**

Major Campus Events Held in Moon Library 2009-10

2009

| | |
|---------|---|
| August | TA Colloquium Graduate Assistant Orientation |
| October | Alumni and Family Weekend Open House Alumni Dinner and Reception |

2010

| | |
|------------|--|
| January 7 | Alumni Board meeting and dinner |
| January 24 | Career Fair |
| March 18 | Environmental Challenge Science Fair |
| April 15 | FOML Spring Event – Terry Ettinger as Keynote |
| May 15 | Landscape Architecture Convocation Breakfast |
| June 3-4 | Alumni Dinner and Breakfast Senior Reunion Events |

Better World Books ReUse First Internet Service Report (as of July 19, 2010)

Environmental Metrics Report

| Suffix | End Destination of Book | Total Books ReUsed or Recycled | Books(lbs) | Trees | Water(g) | Greenhouse Gases(lbs) | Landfill Space(cu yd) | Electricity (Kwh) |
|--------|-------------------------|--------------------------------|------------|-------|----------|-----------------------|-----------------------|-------------------|
| L4311 | Total: | 20 | 29 | 2 | 197 | 29 | 2 | 67 |
| | Recycled | 9 | 13 | 1 | 53 | 13 | 1 | 30 |
| | Reused | 11 | 16 | 1 | 144 | 16 | 1 | 37 |
| | Grand Total | 20 | 29 | 2 | 197 | 29 | 2 | 67 |

EXPLANATION OF DATA VALUES

REUSED BOOKS – This category is made up of the sum of books sold and donated. The reuse of these books is considered waste prevention. Reducing the volume of waste we create results in limiting the environmental impact of disposal or recycling¹.

RECYCLED BOOKS – Books we deem unsalable and not appropriate for donation to our participating literacy partners. Recycling books is termed waste reduction¹. Our recyclers report that the efficiency of recycling a book yields 97% of that book as usable fiber.

POUNDS OF BOOKS – The average weight of the outbound books that Better World Books has processed is 1.37 pounds. This average weight is multiplied by the number of books categorized as ReUsed. Recycled books are multiplied by the efficiency rating of generating recycled fiber (see Usable Fiber below).

TREES – The number of typical trees assumes a mix of hardwoods and softwoods 6-8inches in diameter and 40feet tall. The number of trees saved per ton of 100% recycled fiber produced is twenty four².

WATER (g) - There are 8,750 gallons of water saved per ton of paper produced when comparing 100% forest fiber sources to 100% postconsumer fiber².

METHANE & GREENHOUSE GASES (lbs) – Landfilling produces .725 pounds of methane per book³. One way of measuring the impact of greenhouse gases is by assigning them a Global Warming Potential (GWP). The concept of a global warming potential (GWP) was developed to compare the ability of each greenhouse gas to trap heat in the atmosphere relative to another gas. The definition of a GWP for a particular greenhouse gas is the ratio of heat trapped by one unit mass of the greenhouse gas to that of one unit mass of CO₂ over a specified time period*. Methane has a GWP of 25 which makes this particular emission a greater cause for concern than CO₂. The total greenhouses gases, including Methane saved in production of one ton of paper from 100% postconsumer fiber versus 100% forest fiber sources is 2108 pounds²

LANDFILL SPACE (cu yd) – 1 ton of books takes up 3.3 cubic yards of space in a landfill². The total pounds divided by 2000 equals total tons. Tonnage multiplied by 3.3 cubic yards and multiplied again by the 97% efficiency rating of postconsumer content paper yields the total cubic yards of space conserved.

Kwhs – There are 4893 Kilowatt Hours of electricity saved per ton of paper produced when comparing 100% forest fiber sources to 100% postconsumer fiber². The conversion factor utilized was 1 Btu = 0.00029307108333 kilowatt hour.

Tons of Usable Fiber – Our recyclers report that 97% of the books that we send are turned into usable fiber. This 3% of refuse is used in calculation of any pertinent metrics. The total pounds of Recycled books divided by 2000 yield the total tonnage of usable fiber.

1. Environmental Protection Agency. Pollution Prevention Act of 1990. Retrieved October 27, 2008 from <http://www.ofee.gov>.

2. Environmental impact estimates were made using the Environmental Defense Fund Paper Calculator. For more information visit <http://www.papercalculator.org>

3. Borealis Centre for Trade Environment and Trade Research. Findings from the U.S. Book Industry: Environmental Trends and Climate Impacts. Retrieved July 10, 2008, from http://www.greenpressinitiative.org/documents/trends_summary.pdf.

*Environmental Protection Agency. High Global Warming Potential (GWP) Gases. [Online] Retrieved October 28, 2007 from <http://www.epa.gov/highgwp/scientific.html>"
