
Raj Madan
The College at Brockport

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DRAKE MEMORIAL LIBRARY

1998-99
ANNUAL REPORT

August 1999
RAJ MADAN
Dean of Academic Information Services
Director of Library
1. **Context**

Academic libraries are undergoing radical changes brought about by technological advances and a rapidly changing world of electronic information resources. There has been a sea change in the way we provide library services to our students and faculty and the tools we use in providing those services. Not only the information becomes available at a breathtaking pace, the search protocols and commands vary from database to database. Librarians are thus faced not only with the content contained in the databases but with learning how to access that information so that they can help the users, all the while providing them assistance with print sources. Thus the learning curve of librarians keeps going up and up and professional development has become a necessity. Moreover, the expectations of the users for instantaneous and relevant information keeps them hopping. However, they are coping with these challenges adroitly and provide quality services to all our users.

Changes that are anticipated in the next three to five years include:

- Information retrieval skills that students require to be successful in College and be life-long learners. Information literacy will be part of the General Education’s Information Management requirements, mandated by the Board of Trustees. Librarians are the major and willing partners to impart information literacy skills to our students but the faculty has to embrace the essentiality of information literacy and integrate it into the curriculum. Information literacy segment is going to increase librarian’s workload considerably and additional staffing help, either full-time or adjunct, will be needed.

- We will be participating in the SUNY Connect project and going to a new Library Management System selected by the SUNY Connect selection team. Other aspects of SUNY Connect such as support for more electronic resources, which is always welcome, State-wide delivery system and storage facility for less used print materials will impact our operations.

- Middle State Accreditation -- Library is a significant part of Middle States Accreditation in terms of collections to support the curriculum, services, library instruction, user satisfaction, etc. We are planning to conduct a User Satisfaction Survey next spring and the Collection Assessment project already in progress will also help us get ready.

2. **Quality**

   a. Library traditionally has been an integral part of the teaching/learning process and supports the curricular and research needs of its faculty and students. Being a
service institution it is always interested in fulfilling the information needs of its users and how best to satisfy those needs. We have an excellent staff committed to the mission of the College. Students are the reason for our existence. Thus student success is our primary goal and we try our best to help them succeed in college.

The quality of the collections is good, even with run away inflation in serials (10.3%), and is considerably enhanced by the availability of electronic resources. The subject collections are primarily developed by the academic faculty and gaps are filled in by librarians based on students needs. Thus our collections reflect and support what is being taught in the classroom and fulfil many of the goals of the Strategic Plan such as “What will our students learn”, “How will we support student success” and “What resources will we need”. In addition, our service oriented and efficient Interlibrary Loan staff further helps fulfil student information needs by borrowing materials from other libraries for our patrons.

We also define our quality as helping our students become information literate. This means ensuring that they learn critical and analytical skills coupled with the information retrieval skills that would make them life-long learners and achievers. We teach them these skills one-on-one on the reference desk and at other service points and through course related bibliographic instruction.

The quality of library services has been considerably enhanced by the opening of the SUNY Student Resource Center that helps us fulfil the needs of our Metro Center and off-campus students. Through this Center our off-campus students have access to our online catalog and many of the online databases. In the near future, students will have access to all our electronic resources, once the authentication service is in place.

b. The most significant changes that occurred this year were:

• Implementation of E-Reserves, used by 37 departments for 307 courses and 3,623 documents, with 24,966 hits.

• Availability of journal articles in full-text form for approximately 7,000 titles through online databases as compared to our 1890 print subscriptions.

• Extended library hours to 1:00 a.m. in Spring 1999 as a result of student input. The library is open 105 hours per week, the highest in SUNY Four Year Colleges. The late night use count indicates the extended hours initiative to be a success. However, in Fall 1999, we will monitor the use at all service points to assess the utility of keeping all service areas open during late hours.
c. Plans to enhance quality:

- Information Literacy: Information Literacy Skills proposed by SUNY library directors and librarians was approved by the University Faculty Senate and is an important part of the General Education requirements. We just sent two librarians to a week long Information Literacy Immersion Institute. We will be working on a proposal to be submitted to the General Education Committee and asking for campus support.

- We have just completed a study of our current paper subscriptions against those duplicated by full-text electronic resources. We will be working with the academic departments to cut duplicate print subscriptions so that the savings can be used to support the new programs, and subscription to new electronic resources.

- We started our assessment of the collection project this year and assessed Nursing, Business & Economics, and Social Work collections. We are finding that some of the collections are outdated and need updating and brought to standards. Assessment of the collections also results in weeding the collection, thus generating lots of work for the staff. We will continue the assessment project using various instruments available in the field.

- Library Liaisons: Each librarian has been assigned 2-3 academic departments to serve as liaison to those departments. Library liaisons will meet with departmental faculty at least once a semester and help in developing and assessing collections and fulfilling library service needs of the departments. They are going to be our conduits in improving our services and we are very excited about our new relationship with the academic faculty.

- Outreach: We plan to do more outreach to our Metro Center faculty and students. Since SUNY Student Resource Center is a joint venture, the librarian there cannot devote all her time and resources to Brockport’s students and faculty. Our librarians will offer library instruction classes at the Metro Center, when needed.

- Authentication Service: To improve and provide equal access to all the electronic information resources for our off-campus students, we intend to purchase authentication service from a private vendor. This would enable off-campus faculty/students to access these resources from any time and anywhere.

d. Quality of Faculty: Library is fortunate to have an excellent, stable, dedicated,
energetic and above all service-oriented staff of librarians and library assistants. All librarians have a terminal degree of M.L.S. and some librarians have second subject masters. Most of the librarians are experienced and have been on the staff for a number of years and are known for their quality service, evidenced by the users thanking librarians on the Reference and Circulation/Reserve desks and other service points, faculty and students comments about our library instruction program, our excellent interlibrary loan service and our catalogers who assign subject headings to materials, with users in mind. We have hired three new librarians, fresh out of library school, this year, so there is new infusion of blood amongst library faculty.

We have diversity on the staff, although not as much as we like. Of the total staff, 10% belong to ethnic minorities and of the 14.5 librarians four or 28% are males.

e. Staff Achievements include: implementation of E-Reserves; evaluation, cost analysis and selection of many online databases; study of overlap between the library journal subscriptions and their availability in the full-text form and their cost analysis; online version of library handbook used by APS students available though library homepage, study of the use of Governments Documents and the viability of retaining the depository status; collection assessment in Nursing, Business/Economics and Social Work; presentations at national, state and local conferences and workshops; compilation of Brockport Faculty Publications 1997-98 bibliography, etc., etc. More information regarding this aspect can be found in the attached section: Staff presentations/Professional Development/ Other Activities.

f. Plans to Enhance Quality of Staff: In the rapidly changing environment of library services, it is essential that we provide staff development opportunities for our staff. We do our best and support staff, when possible. We do need additional monies for professional development and training. The staff does avail the opportunities by attending free workshops arranged by the Rochester Regional Library Council.

g. Quality of Students: The library definitely assists in raising the quality level of students. We employ over 100 students to help us provide library services and maintain the long hours the library is open. They are the backbone of our operations. They are trained, mentored and treated as members of the library family. They gain real-life employment experience with all the concomitant responsibilities and expectations which helps them grow. In addition, they learn the use of information resources which helps them in their course work and class assignments and makes them better students. We hear time and again from our students how much they value working in the library.
h. Plans to improve the Quality of Student Staff: With the extended hours the library is open until 1:00 a.m. and next year may be open until 2:00 a.m. During the late hours from 11:00 p.m. - 1:00 a.m. our students workers are expected to provide services and be able to function by themselves without the availability of a full-time library employee on the premises. This will contribute to their maturity and translate into their becoming better students and responsible individuals.

I. Learning Attainments: Library is an integral part of the teaching/learning process and contributes to student learning outcomes by collecting and organizing educational materials that support the curricular and research needs of our students. Library with its knowledge rich resources, quiet study environment, long hours, and service orientation of the staff further facilitates and enhances learning outside the classroom. Moreover, librarians provide information retrieval skills to students through library instruction, and one-on-one help on the Reference Desk during the hours the library is open. The library is open 105 hours a week during the Fall/Spring semesters. Also remote access to library holdings and online databases, some of them full-text, further facilitates the learning process for our on-campus and off-campus students.

Graduation Rates: Availability of curriculum related and scholarly print, non-print and online information resources coupled with availability of materials, not owned by the library, through interlibrary loan supplements and complements the textbook and classroom instruction and helps fulfill the curricular and research needs of students. Librarians provide course related instruction and information retrieval skills which enable students to manipulate and analyze the information for their research papers thus helping them graduate.

Placement: Library provides much of the current information in electronic form. In order to use the library resources effectively, students have to learn computer skills. Computer skills and information retrieval skills are a hot commodity in today's market place. In addition, we hire over 100 student workers who learn a sense of responsibility, punctuality, sensitivity to other people's needs, and customer relations which demonstrate to the future employers that they are reliable workers. We do know that our student workers have been hired by SONY, Kodak, Xerox, IBM, SUN Microsystems, and local, state and federal agencies. Some of them hold responsible high level positions.

Admission to Graduate or Professional Schools: Many of our student workers continue their further studies and go on to graduate and professional schools, such as law, medicine, business, social work, nursing, etc. Having worked in a research environment surrounded by books, media and the latest electronic resources, they were inspired to continue their learning quest and be life-long learners and achievers.
j. Being a college-wide service area, the library primarily supports the needs of the academic programs being offered both on and off-campus. We plan to provide the same level of access to electronic information resources for our off-campus students that our on-campus students currently enjoy by outsourcing the authentication service to a private vendor.

- With the opening of 'Aeries', the new library cafe, brainchild of President Yu, in Fall 1999, the students will be able to nourish their bodies with food while attaining mental nourishment from the knowledge rich library resources. This would enable us to keep students in the library longer and help them succeed in the college.

k. Achievements to Improve Learning Environment:

- Extended hours
- Introduction of E-Reserves
- Subscription to six new online database packages, and access to full-text journal articles have significantly improved the learning environment for our students. Our graduate and adult students who are hard pressed for time now have access to reserve materials and online journals from any time, anywhere and anyplace.

l. Plans to Improve Learning Environment:

- Extended hours from 1:00 a.m. to 2:00 a.m.
- Availability of food in the library
- Through authentication service, making it possible for all our students to have equal access to the electronic resources.

3. Resources

a. Human Resources: The library staffing ranks 3rd amongst SUNY Four-Year Colleges, yet our library hours are the highest (105). We are the only 4 year college library that has instituted E-Reserves service and we did it without any additional staff. To make more productive use of student personnel, we combined Circulation/Reserve service desks and streamlined patron service. The savings were used in other areas of the library which were short staffed.
Physical Resources: One large area of the library was converted to a library cafe another room is going to be used for the Emeriti Club. Increased the computer lab capacity from 20 to 40 PCs.

Fiscal Resources: With high inflation in library materials (10.3%), need for developing the collections for new programs and subscription to electronic resources, we were barely able to keep our head above water and meet faculty/students needs. By using SUNY, state and regional consortia agreements for online resources, we saved considerable amount of monies. We used salary savings, IFR account monies and year end monies to buy computer equipment for E-Reserves and furniture for the staff that was falling apart.

b. External funding: We received free subscription to five online databases through SUNY Connect, $12,753 in collection development monies from the State, and 2,283 gift books. Gift books accounted for 19% of our book collection growth this year.

c. Fund Raising: We have not done any fund raising since capital campaign was completed two years ago. Have discussed with Bruce Van Hise the possibility of fund raising to renovate the library.

4. Outreach

a. Library’s main mission is to primarily serve Brockport students, faculty and staff. However, we provide service to anybody who walks in the library and seeks our help and/or wants to use library collections. We have over 2,000 community borrowers who are issued a courtesy card upon payment of $25 per year to use the library resources. Our alums are also issued courtesy cards that are free of charge. Through cooperative arrangements we issue ‘access cards’ to area graduate students and faculty who use our library facilities. All SUNY students can use our services and collections through “SUNY Open Access’ agreement. Also, through interlibrary loan our collection is available to other local, state and national institutions -- a reciprocal and cost effective arrangement that has enabled libraries to share resources for the use of the research community. We also host high school groups and give them library tours.

b. We maintain contact with many of the students who worked in the library.

5. Physical Environment

a. The condition of the library building has deteriorated to the point that it needs a
complete overhaul. The main entrance of the library with temporary partitions to provide security and tapes to hold the worn out carpet together is very unseemly and does not present a good image to our prospective students and their parents. Some of the faculty members have complained about the physical appearance of the building and especially the deplorable condition of the ground floor entrances on the East and West sides. The roof leaks on the top floor and damages the books. A list of all the problems and projects has been submitted to the Assistant President for Facilities and Planning through proper channels. Our hope is that these problems/projects would get prompt attention in the next year.

6. Morale

a. Library staff’s morale has considerably improved since we were permitted to fill vacant lines, both professional and clerical. We have hired 3 new professional librarians and two new library assistants who are energetic, enthusiastic and share our commitment to quality service. Assignment of Julie Wash as the Assistant to the Dean/Director has also helped immensely. The library staff is hopeful of its bright future and the morale remains definitely high.

b. See 6A. Although lack of staff development monies does impact staff morale.

7. Assessment

a. Libraries traditionally have used quantitative data to justify funding for library services, for building collections to meet standards set by the American Library Association and the accrediting agencies. In 1998-99, the Bibliographical Control Service librarians assessed collections in Nursing, Social work and Business/Economics. In addition, studies of print journals use and overlap between print journal subscription and their availability in full-text in various online databases were conducted.

b. Assessment of the collections demonstrated the out-datedness of the collections especially in Nursing which primarily depends on current information, imbalance in business/economics collection which has more materials in economics than in
business and that our accounting collection is 73% below the norm and other business tracks also need to be brought up to the standards for AACSB accreditation. An assessment of the Social Work collections at Brockport and Nazareth was conducted to meet the needs of the new Joint Social Work Masters Program being offered at Metro Center in Fall 1999. A plan was developed to select masters level materials in all formats and place them in the SUNY Student Resource Center. The study on the overlap in print and electronic journals indicated that of the 1,860 journal subscriptions, 708 are available in full-text form in many databases. We are going to seek academic departments help in cutting these duplicate subscriptions and use that money for emerging departments and new electronic resources.

c. Business collection assessment showed gaping holes in the collection. A New Initiative proposal for $125,000 was submitted to the Budget & Resource Committee for purchase of materials to fill in the gaps. Nursing collection was beefed up with year-end monies.

All the assessment activities, findings and the solutions hopefully will result in improved student satisfaction and learning outcomes.

d. Next year we plan to conduct a Library User survey to assess the satisfaction rate of our services, collections and facilities. We will also continue our collection assessment efforts to weed the collection of outdated materials and replace them with publications containing current information, monitor the use of library during the late hours at night to justify permanent funding of the late hours, and develop a standard exit interview for student staff who leave.
APPENDIX

DRAKE MEMORIAL LIBRARY

Annual Report

1998-99
1998-1999 LIBRARY WIDE STATISTICS

<table>
<thead>
<tr>
<th>AREA</th>
<th>Outside-Building Total</th>
<th>Inside-Building Total</th>
<th>E-Reserve Hits</th>
<th>ANNUAL TOTALS</th>
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<tr>
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<td>84,592</td>
<td>19,790</td>
<td>24,966</td>
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<tr>
<td>Serials Current Issues</td>
<td>347</td>
<td>10,513</td>
<td>26,581</td>
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<tr>
<td>Serials Bound Issues</td>
<td>72</td>
<td>26,509</td>
<td>26,581</td>
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<tr>
<td>TOTAL ITEMS CIRCULATED</td>
<td>85,011</td>
<td>56,812</td>
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Annual Comparisons
1995-1999

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Monthly Circulations
1995-1999

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<td>Jun</td>
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1998-99 REFERENCE SERVICES STATISTICS

Reference 14,801
Special Materials Center 1,083
Serials 10,991
Total 26,875

INTERLIBRARY LOAN STATISTICS

<table>
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<tr>
<th>Year</th>
<th>Borrowing (filled/unfilled)</th>
<th>Lending (filled/unfilled)</th>
<th>Total transactions</th>
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<td>95-96</td>
<td>5061/2394</td>
<td>10,058/6010</td>
<td>23,523</td>
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<tr>
<td>96-97</td>
<td>5414/2812</td>
<td>9,464/6313</td>
<td>24,003</td>
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<tr>
<td>97-98</td>
<td>4920/2216</td>
<td>9,275/3503</td>
<td>19,914</td>
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<td>98-99</td>
<td>5552/2723</td>
<td>9,219/3268</td>
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BIBLIOGRAPHIC CONTROL SERVICES STATISTICS

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<tbody>
<tr>
<td>Serials Reference Questions Answered</td>
<td>13,154</td>
<td>10,991</td>
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<tr>
<td>Serials Circulation</td>
<td>47,362</td>
<td>37,441</td>
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<td>In library</td>
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<tr>
<td>Bound volumes</td>
<td>31,420</td>
<td>26,509</td>
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<tr>
<td>Unbound issues &amp; reserve</td>
<td>15,370</td>
<td>10,513</td>
</tr>
<tr>
<td>Out of library</td>
<td>572</td>
<td>419</td>
</tr>
</tbody>
</table>

| Acquisitions Expenditures                     |         |         |
| Serials and Electronic Resources             | $833,750| $874,000|
| Books                                         | $540,750| $574,904|
| Media                                         | $265,375| $273,374|
|                                               | $27,425 | $25,722 |

| Titles Cataloged                              |         |         |
| OCLC Adapted                                  | 12,390  | 13,458  |
| Original                                      | 11,917  | 13,326  |
| % Original                                    | 473     | 132     |

| Additions to Holdings                         |         |         |
| Total All Collections                         | 12,390  | 13,458  |
| Books                                         | 42,311  | 44,151  |

| DML Collections                               |         |         |
| Books & Journals                              | 11,982  | 12,693  |
| Journals                                      | 9,245   | 11,000  |
| Books                                         | 1,737   | 1,693   |
| Paperback Collection                          | [159 ]  | [174 ]  |
| Brockport Theses                              | [ 50 ]  | [ 1 ]   |

| Documents                                     |         |         |
| NYS                                           | 2,066   | 1,316   |
| US                                            | 181     | 322     |

| Media                                         |         |         |
| Micro texts                                   | 671     | 377     |

| Other Brockport Collections                   |         |         |
| Career Information Library                    | 408     | 765     |
| Educational Opportunity Center                | 59      | 101     |
| Visual Studies Workshop                       | 6       | 78      |
| SUNY Student Resource Center                  | 343     | 586     |
|------------------------------------|---------|------------------|---------|
| All Collections                    | 2,593,869 | 8,997            | 2,627,823 |
| (except Documents & Media)         |         |                  |         |
| DML Collections                    |         |                  |         |
| Books                              | 2,570,639 | 8,102            | 2,604,486 |
| Paperback Collection               | 439,484 | 6,154            | 444,260 |
| Brockport Theses                   | 1,212 | 208              | 1,178 |
| Journals                           | 1,133 | 0                | 1,134 |
| Micro texts                        | 110,817 | 13               | 113,121 |
| Reels                              | 2,017,993 | 1,727         | 2,044,793 |
| Fiche                              | 24,527 | 0                | 24,718 |
| Opaque                             | 1,020,177 | 1,727       | 1,066,840 |
| Other Brockport Collections        | 973,235 | 0                | 973,235 |
| Career Information Library         |         |                  |         |
| Educational Opportunity Center     | 23,230 | 895              | 23,337 |
| Visual Studies Workshop            | 995 | 216              | 911 |
| Dailey                             | 5,303 | 679              | 4,702 |
| SUNY Student Resource Center       | 16,787 | 0                | 17,366 |
|                                   | 145 | 0                | 145 |
|                                   | NA | 0                | 213 |
Library Staff Presentations/Professional Development/Other Activities

Debra Ames:

- Compiled a report on the Nursing Weeding Project
- Member, Search Committee for 3 librarians positions
- Member, Collection Development Committee
- Member, Rochester Regional Library Council’s Cataloging Committee
- Worked with Seymour Public Library Director to assess gift books.

Betty Chan:

- Conducted a study of Government Documents to assess the viability of our depository status
- Received a UUP Travel Grant to conduct a research project in Japan
- Awarded sabbatical leave to conduct research on Japanese Web databases and resources
- Member, Bibliographic Instruction Committee
- Member, Collection Development Committee
- Member, Task Force on Government Documents
- Member of Asian Studies Committee
- Faculty Advisor to Asian Club
- Attended NYS Conference on State Documents in Albany

Jonathan Coe:

- Received UUP Travel Grant to attend Federal Depository Conference in Bethesda, MD, April 1999
- Elected vice program chair for Western New York/Ontario Chapter of Academic and Research Libraries
- Member, Bibliographic Instruction Committee
- Member, Collection Development Committee
- Member, Native American Authors Symposium
- Book Reviews in Internet Reference Services Quarterly
- Attended many online databases related workshops

Charles Cowling:

- Reviewed twelve books for Library Journal
- Chair, College Web Manager Search Committee
- Chair, Bibliographic Instruction Committee
- Member, Library Unit Heads Group
- Member, Collection Development Committee
- Member CWIS Committee
- Member, SUNY Librarians Association Automation Committee
- Attended on campus UUP sponsored Supervisors workshops
Mary Jo Gigliotti:

. Presentation at the Rochester Area Colleges Continuing Educators Spring meeting on “Conducting Online Searches for Continuing Education”.
. Received UUP Travel Grant to attend “Computers in Libraries” Conference in Washington, DC

Robert Gilliam:

. Presentation on the “Life of Dorothy Day” to a class at Nazareth
. Chair, Rochester Regional Library Council’s Interlibrary Loan Committee
. Member, Library APT Committee
. Member, Collection Development Committee
. Member, Library Unit Heads Group
. Member, College’s Honorary Degree Committee
. Attended Conference on the Future of Interlibrary Loan at Syracuse in May 1999
. Attended on campus UUP sponsored Supervisors Workshop

Lori Lampert:

. Review Media materials for Library Journal and Journal of Academic Media Librarianship
. Member, Library APT Committee
. Chair, Search Committee for Satellite Lab Coordinator
. Member, Rochester Regional Library Council’s Continuing Education Advisory Committee
. Attended New York Library Association Annual Conference
. Attended SUNY Librarians Association Annual Conference
. Attended on campus UUP sponsored supervisors workshop

Raj Madan:

. Member, Academic Council
. Member, Budget & Resources Committee
. Member, Academic Programs Committee
. Member, Technology Administrators Group
. Member, Administrative Staff Allocation Model & Funding Policy Committee
. Member, SUNY Library Directors Council
. Member, Four-Year College Directors Group
. Member, SUNY Student Resource Center Advisory Group
. Member, Rochester Regional Library Directors Group
. Attended on campus UUP sponsored Supervisors Workshops
. Attended many library management, and computer related workshops
Carolyn McBride:

- Conducted an in-depth study of the "overlap between Library's Print subscriptions and their availability in 7 Full-Text Databases"
- Chair, Library APT Committee
- Member, Government Documents Task Force
- Member, Collection Development Committee
- Member, Professional Roles and Rewards Committee
- Member, Western New York/Ontario Chapter of Association of College & Research Libraries
- Attended on campus UUP sponsored Supervisors Workshops

Eileen O'Hara:

- Planned and implemented the E-Reserve system
- Co-compiled Faculty Publications 1997-98 bibliography
- Editor, NYSLAA Network Connection
- Presentation at SUNY Librarians Annual Conference on "Electronic Reserves"
- Presentation at NYSLAA Conference "To MLS or Not"
- Member, Library Strategic Planning Committee
- Member, Library Technology Committee
- Member, Collection Development Committee
- Member, Rochester Regional Library Council Continuing Education Committee

Sally Petty:

- Developed Collection Assessment Methodology to be used in assessing library collections
- Faculty Senator
- Member, Faculty Senate Graduate Curriculum and Resource Committee Planning Committee No. 4
- Chair, Joint Masters Social Work Library Committee
- Chair, Collection Development Committee
- Member, Library Mission Committee
- Member, Ad-Hoc Committee to Address the Concerns of Gay, Lesbian, Bisexual and Transgendered Students, Staff and Faculty. Received the Better Community Award for her service on the committee
- Member, Rochester Regional Library Council's Acquisition Committee
- Attended New York Library Association Annual Conference
- Attended SUNY Librarians Association Annual Conference
- Attended on campus UUP sponsored Supervisors Workshops
Jennifer Quigley:

- Co-editor, *Drake Library Review*. Newsletter is also posted online
- Created an online Subject Guide to the Library’s Online Databases
- Received a UUP Grant to attend the Information Literacy Immersion Program
- Member, Bibliographic Instruction Committee
- Member, Women’s History Committee
- Member, Alumni House Archives Committee
- Attended New York Library Association Annual Conference
- Attended SUNY Librarians Association Annual Conference

Natalie Rosillo:

- Co-compiled *Faculty Publications, 1997-98 Bibliography*
- Member, Bibliographic Instruction Committee
- Attended SUNY Librarians Association Annual Conference

Gregory Toth:

- Created and posted on the Library Home Page an online version of the Library Handbook
- Reviewed Reference books for the *American Reference Annual*
- Chair, Government Documents Task Force
- Member, Bibliographic Instruction Committee
- Member, Collection Development Committee
- Attended CIT

Julie Wash:

- Monthly column in the *Stylus* about the Developments in the Library
- Co-editor *Drake Library Review*
- Editor, *Drake Library Computer News*
- Awarded Academic Affairs Supplemental Travel Grant to attend Dynix System Administrator Workshop
- Awarded UUP grant to attend “Troubleshooting, maintaining and upgrading PCS”
- Awarded UUP grant to attend the Information Literacy Immersion Program
- Chair, Search Committee for the Associate Vice-President of Information and Technology services
- Member, College Technology Council
- Chair, Library Technology Committee
- Member, Collection Development Committee
- Secretary, SUNY Librarians Association
- Vice President/President Elect SUNY Librarians Association
Library Assistants:

Many of our Library Assistants are active in the New York State Library Assistants Association. They serve on the Planning Committee and attend the annual conference. In addition, library assistants, who use computers in their daily work attend computer workshops offered at the College and by the Rochester Regional Library Council to learn the use of different softwares and to keep up-to-date.