

CUNY - HUNTER COLLEGE

Hunter College Libraries

Annual Report 2013-2014

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I am pleased to submit the Annual Report for the Hunter College Libraries for FY 2013-2014.

I. Summary of Accomplishments and Progress

A. Faculty/Staff Activity and Success

FY 2013-2014 marks another year of some sad farewells to long time Library team members. Harry Johnson, our Circulation Manager, retired after more than 25 years on the job. Associate Professor Patricia Woodard, who had served in many capabilities but most importantly as our liaison to Music, Romance Languages, German and the Department of Accessibility, retired in early April. And Assistant Professor Jonathan Cain left at the end of the year to take a position at the University of Oregon. They will all be sorely missed.

We were, however, finally able to appoint two permanent positions that had been vacant for several years. Long time CAs Ying-Wen Huang and Maria Gualpa were appointed Serials Assistant and Stacks Manager, respectively. At the end of May 2014 we hired Adina Mulliken, who will begin in August 2014 as one of our Social Work Librarians at the rank of Assistant Professor.

We also saw, after 2 very long years of being in "Acting" positions, Meg Bausman and Phil Swan officially becoming the Heads of the Schools of Social Work & Public Health Library and Reference and Instruction, respectively. We do still await any move towards seeing Associate Professor Clay Williams as our official Deputy Chief Librarian, as he has maintained the "Acting" title since 2010.

Our staffing needs will be addressed in more detail in Section IV A (Personnel and Staffing requests)

1. FY 2013-2014 Library Faculty Awards and Recognition

The following papers, presentations, activities and awards have been received by our Library faculty in 2013-2014.

Margaret Bausman

Bausman, M., Ward, S. L., and Pell, J. (In press - 2014). Beyond Satisfaction: Understanding and Promoting the Instructor-Librarian Relationship. *New Review of Academic Librarianship*, 20, 1-20.

Paper accepted: Pell, J., Ward, S. L. and Bausman, M. Can't Get No Satisfaction: Lessons Learned while Developing an Assessment of One Academic Library's Impact. Conference proceedings of the City University of New York Office of Library Services conference: *Reinventing Libraries: Reinventing Assessment. Innovative Practices and Ideas that Challenge the Status Quo.*

Utilized PSC-CUNY grant to support research leave in Boston to access primary source, archival and ephemeral material related to the life of Edith Guerrier. Corresponding manuscript in process entitled *Miss Edith Guerrier: A Progressive Era New Woman at the Intersection of the Public Library and Settlement House Movements, 1899-1917.* Manuscript to be submitted in June 2014.

Completed third round of Social Work Student Awareness of Library Services (SWSALS) Survey. To begin to data analysis and generate scholarly paper in July 2014.

Hunter College, ACERT Lunchtime Seminar, *The Changing Library: How Technology Enables Us to Rethink Services and Resources*, presentation concerning assessment of Faculty Services, March 2014. Co-presenter: John Pell.

Accepted paper presentation: Pell, J., Ward, S. L. and Bausman, M. Can't Get No Satisfaction: Lessons Learned while Developing an Assessment of One Academic Library's Impact. Conference proceedings of the City University of New York Office of Library Services conference: *Reinventing Libraries: Reinventing Assessment. Innovative Practices and Ideas that Challenge the Status Quo.* June 2014.

Mason Brown

Schiavo, R., May Leung, M., & Brown, M. (2014). Communicating risk and promoting disease mitigation measures in epidemics and emerging disease settings. *Pathogens and Global Health, 108*(2), 76-94.

John Carey

Peer-reviewed publication: Carey, J. (2014). The future in three stages: Managing a health sciences collection through multiple moves in an urban setting. *Collection Management 39*(2-3).

Peer-reviewed publication: Carey, J. (2013). Scientific communication before and after networked science. *Information and Culture: A Journal of History 48*(3), 344–367.

Book chapter: Donabedian, D., and Carey, J. (2013). Critical information literacy and the technology of control: The case of Armenia. In C. Fuchs and J. Kucsma (Eds.), *The global librarian*. New York: Metropolitan New York Library Council and ACRL/NY.

Presentation: Carey, J. (2014). Scientific communication before and after networked science. Presented at Metropolitan New York Library Council/Special Interest Group for Science, Technology, and Medical Librarians, May 13, 2014, New York, NY.

ACRL/STS Council, Member, July 2013–July 2015

John is serving a two-year term as a member of the Council of the Science and Technology Section of the ACRL.

Co-Chair, ACRL/STS Publisher/Vendor Relations Discussion Group, July 2013–July 2015

Serving a two-year term as Co-Chair of a discussion group sponsored by the Science and Technology Section of the ACRL. Duties are to oversee program planning for a PVRDG panel at each ALA Midwinter meeting and sometimes an additional event at Annual.

Co-Chair, LACUNY International Relations Roundtable, March 2012–present

Delegate, LACUNY Executive Council

Dan Cherubin

Elected Chair of the CUNY Council of Chief Librarians.

Planning Committee member and Opening Speaker at CUNY Sponsored “Reinventing Libraries, Reinventing Assessment.”

Served as CUNY and Lower NY Representative to the Information Infrastructure of NY State (I2NY) Strategic Plan Group.

Continued to serve on Steering Committee for the IDS Project, a resource-sharing cooperative within New York State whose members include public and private academic libraries, the New York Public Library, and the New York State Library.

Tony Doyle

Attended the 12th annual Information Ethics Roundtable in April at the School of Library and Information Studies at the University of Alberta and commented on three papers.

Author of "Posner On Privacy." *International Journal Of Applied Philosophy* 27.2 (2013): 147-160.

Author of "Review of Bruce Schneier, 'Liars And Outliers: Enabling The Trust That Society Needs To Thrive'." *Journal Of Value Inquiry* 48.1 (2014): 151-155.

Won a \$500 travel grant to attend the Georgia International Conference on Information Literacy. He submitted a proposal in April to present on the Library Department's prospective three-credit course.

An article entitled "Anonymity and the Connected World" has been accepted for publication by *Ethics and Information Technology*. He is the lead author.

Steven Kowalik

Co-authored syllabus for Queens College course GSLIS 734: Art Librarianship & Visual Resources Curatorship; co-taught GSLIS 734: Art Librarianship & Visual Resources Curatorship, July – August 2013.

Completed third year on the Visual Resources Association (VRA)'s Executive Board as Vice President for [Conference Program](#). The VRA's 32nd Annual Conference was held in Milwaukee, Wisconsin from March 12-15, 2014.

Stephanie Margolin

Co-facilitated (with Wendy Hayden, English) a Teaching Scholarship Circle (Fall 2013), "Is the Research Paper Dead?" looking at how faculty can re-invigorate research- and writing-based assignments, and why they should.

Co-presented, with Malin Abrahamsson (Library) an ACERT Lunchtime Seminar, "How to Use (and Transform) Stuff that You Don't Own," encouraging faculty to look beyond the "restrictions" of copyright in favor of the doctrine of Fair Use (most particularly transformative use).

Coordinate an ACERT Lunchtime Seminar, "The Changing Library: How Technology Enables Us to Rethink Services and Resources" with brief presentations from several key library projects.

Co-presented a workshop on copyright to the ACERT Guided Exploration (Jan, June); Guided Explorations are weeklong workshops for faculty who are developing online or hybrid courses. Our presentation covered Fair Use/Transformative Use, Creative Commons licenses, and searching for appropriate "open access" materials on the Web.

John Pell

Pell J. Euroethics. *Reference Reviews*. 2013;27(5):39-40.

Pell J. Mental Health Care Issues in America: An Encyclopedia. *Reference Reviews*. 2013;27(7):42-43.

Pell J. Clinical Trials Dictionary: Terminology and Usage Recommendations (2nd edition). *Reference Reviews*. 2013;27(8):26-26.

Pell J, Huppuch M. Identifying, Retrieving, and Organizing Primary Sources with the IGAPS Taxonomy and Mendeley. 2014. Available at:
<https://www.haikudeck.com/p/fy7yUFHWBb/why-cite>.

Wendy Tan

Authored a 3000-word Chinese article, published at the weekly supplement of World Journal News (in the USA) on July 7th, 2013.

Attended various weekend training classes for becoming certified medical interpreter (making preparation for serving Chinese community)

Phil Swan

Co-author of "The Effects of Stress Management Training on Physiological, Psychological, and Behavioral Outcomes among Police Officers and Recruits," *Crime Prevention Research Review*, 2013: 8.

Participating artist in a group show: *The Bottle Rockets of 2013*, C.C.C.P Gallery, Brooklyn, NY, July 5-July 28, 2013.

Presenter at LACUNY Grace Ellen McCrann Memorial Lecture: "The Present Defenceless State of the Country": *Gunpowder Plots in Revolutionary South Carolina*. LaGuardia Community College, Long Island City, NY, November 12, 2013.

Presenter at LACUNY Reference Roundtable: *Library Signage, Greeters, and Space Renovation*. CUNY Graduate Center, New York, NY, September 27, 2013.

Clay Williams

LILAC Representative for Hunter

Presentation, the Evolution of an Information Literacy History Assignment," at European Conference on Information Literacy, Oct. 22-25, Istanbul, Turkey.

Adjunct at LIU Palmer School of Information Science, Taught required Reference course, Spring, 2014.

Taught sessions of LIBR 100 in both semesters; team taught a second session, spring, 2014.

Contributed chapter to *Magazines for Library* on “Advertising and Public Relations.”

Stephen Zweibel

Presentation: Zweibel, S., & Stevens, G. (2014). DH Box: A Computer Lab in the Cloud. Presented at Hunter ACERT, May 2014, New York, NY.

Presentation: Zweibel, S., Davis, R. C., Tidal, J., & Verbovetskaya, A. (2013, December 6). Life with Pi: Microcomputing in academia. Presentation at CUNY 12th Annual IT Conference, New York, NY.

Presentation: Zweibel, S. (2013). Augur for Reference Desk Statistics. Presented at METRO Reference SIG, September 2013, New York, NY.

Workshop: Zweibel, S. (November 2013). Python and MARC. Instruction given at LACUNY Emerging Technology Committee event.

Co-chair, Emerging Technologies Committee, LACUNY 2013. Selects topics for workshops increasing technological literacy in colleagues.

II. Library Usage and Facilities

A. Facilities Updates

2013-2014 saw us finally returning to our newly renovated 3rd Floor as well as a change to the Library’s name. The revamped Cooperman Library has been met with many compliments, but also now draws rather stark comparisons when seeing other floors.

However, the full journey on 3 is not yet complete. We are still waiting for some basic requests such as shelf backing for our staff area shelves as well as some missing lighting systems. The “Electronic” Glass Whiteboards have yet to be fixed.

But those haven’t stopped our in-person statistics from returning to their usual high amounts.

B. Library Usage

1. Door Counts

Cooperman: 965,597 (+20%)*

Social Work/Public Health: N/A**

Brookdale: 120,674 (+10%)

Zabar: 9,472 (-7%)*

Archives/Special Collections: 377 on-site research visits (+25%)

**Not including the final month of FY 2013-2014, as we did not receive those figures from ICIT.*

***The door counter at the Silberman Campus has been out of order for the past year. However floor counts appear to show a **9% increase**.*

Even if we do not yet receive the numbers for June, we can safely assume we'd have exceeded 1,000,000 visitors in Cooperman this year. And, aside from Zabar, there has been a tremendous increase in all our areas. Zabar's decrease may be due to the increase in the use of the space for non-Library functions (Institutional Advancement events, etc.)

This does raise a concern about the lack of space that will happen in the next phase of our renovations. The loss of floors and general student areas will make for a tenuously controlled academic year.



Typical usage day on the 2nd Floor of the Cooperman Library – A “Quiet Study” Floor.

2. Circulation of Materials

Items checked out 2013-2014

Cooperman: 54,478 (-8%)

Reserves Desk: 101,211 (+11%)
Social Work/Public Health: 10,124 (-0.5%)
Health Professions: 2,998 (-10%)
Zabar: N/A*

**The Zabar Art Library does not loan out books. All the circulating art books are kept in the Cooperman Library.*

Once again, with the exception of reserve materials, our circulation statistics have decreased, although at a smaller rate than they did last year. We still, however, constitute the largest amount of circulating collection material in the CUNY system. And, it should be pointed out that the Reserves material increased a much larger rate than in previous years.

It should also be taken into account that much material is used in-house rather than checked out. Our shelvers are quite busy every few hours replacing books found on tables throughout Cooperman. So, circulating numbers do not tell the full story of print usage.

3. Laptop and A/V Loans

Laptops loaned 2013-2014
Cooperman: 26,503 (+80%)
Social Work/Public Health: N/A*
Health Professions: 135 (-40%)
Zabar: 2,979 (-12%)

**Laptop loans at Silberman is handled by the ICIT Dept. We are still waiting on that figure.*

iPads loaned 2013-2014
Cooperman: 1,247

We were given 60 iPads, but still had to provide all FITT Grant recipients with supplies for their projects, leaving the Library with a very limited amount for ourselves. We have worked with ACERT to ensure that ICIT provide A/V material for faculty as opposed to giving them material paid for by Tech Fee for use by students. As of October 2013, 30 iPads with cases and chargers were available for 3 day loans to students. The total number of iPads is now down to 26, as four iPads were lost or stolen by patrons during the spring 2014 semester. Still that shows that each iPad averaged around 42 loans each. ICIT has promised us additional tablets, both Windows and Mac based.

4. Inter-library Loans (ILL)

Total transactions: 9,489

ILL Borrowing: 5,282

ILL Lending: 4,287

The overall number of transactions is slightly lower this year, but Hunter Libraries lent more material to other institutions than ever before. Approximately 4% of our loans were to other CUNY Libraries. The overall ILL charges decreased by about 10%.

5. eReserves and Copyright

This was the year that our Reserves staff and material was combined with our Circulation group. An intensive period of cross-training before we re-opened our main floor in Cooperman helped to ease what proved to be a large increase of users at the Circulation (now Circulation/Reserve) Desk. There were 1,866 library monographs, plus 2,700 personal items from the Hunter faculty placed on reserve, which led to 101,211 physical items being checked out from reserves this year. **That's an increase of 11%.**

In addition, there were 11,502 items were added to our eReserve system, which marks the highest use yet. 252 professors participated in eReserves system, an increase of about 10% from last year, with 36 Professors managing their own sites.

C. User Data

1. Reference

a) Desk Reference Transactions

Cooperman Reference Desk: 7,673 (-38%)

Cooperman Welcome Desk: N/A

SSW/SPH: 1245 reference transactions (-15% from last year)

HPL: 621 (+18%)

2013-2014 saw the opening of our Welcome Desk, which has been ably handled by our stellar College Assistants, overseen by Ingrid Bonadie-Joseph. With this “first stop” in the Cooperman Library, a large amount of directional and basic informational assistance has been alleviated from our Reference desk. This is why we have seen a drop in general reference statistics. Welcome Desk statistics will begin this Summer for the next Annual Report.

The return of a fully opened Health Professions Library showed our reference transactions jumping back to their usual level. It is assumed the decreased SSW-SPH library transactions is in tandem with an increase in the number of instruction sessions **(+6%)**, in the number of students receiving instruction **(+10%)**, and the total views of Social Work and Public Health Research Guides **(+49%)**.

b) Chat Reference Transactions

There was a slight decrease in chat reference this past year. **3,276 online reference transactions** happened, showing a 6% decrease. This is the first decrease we’ve seen since we began chat reference, but what it’s actually showing is an overall drop in the use of chat reference from all CUNY students. Perhaps now with mobile devices and an increased use of our subject guides, students are more likely to find what they need at their fingertips. Still, this does average out to several hundred chat references a day and Hunter Library faculty still answers the most chat reference questions in all of CUNY.

c) Research Consultations – Students

Research Consultations **increased by 195%** to 171 in-depth consultations. Students were encouraged to sign up for consultations through the library blog and were reminded to do so in classes. In addition, the **HPL branch conducted 80 such consultations.**

2. Instruction

We continue to see a slight decrease in individual “one-off” instruction for credit-bearing classes in other departments and programs. This may be because of a lack of proper library instructional space during the renovation. **It should be noted that instruction in Social Work and Public Health has increased this past year.**

Number of Hunter College courses containing Library instruction in 2013-2014:

A&S: 280

SSW: 54

Nursing: 19

SPH: 27

Education: 32

Total: 412

Hunter College Libraries’ own credit-bearing course, LIB100, decreased from 14 to 9 sessions in the 2013-2014 academic year. This was in part due to a decrease in available faculty from sabbatical and parental leave.

a. Other Library-related instructional initiatives

ACERT: This year, Prof. Stephanie Margolin became the first Library Faculty member to become a full member of ACERT’s Steering Committee. Prof. Margolin has been instrumental not only in the continued presence of Library presenters and contributors to ACERT events, but also ensuring that The Library is fully engaged in FITT Grant projects, instructional design and overall learning objectives for Hunter-wide faculty.

Hunter-wide Curriculum Development: Through the Senate Library Committee, a proposal was successfully added for all new courses and extensive syllabi changes brought to both Undergraduate and Graduate Curriculum Subcommittees. All faculty proposing new courses must reach out the Library BEFORE the courses reach the Subcommittees to ensure that resources can be available for these specific courses.

DH Box: Visiting Lecturer Stephen Zwiebel developed an open source digital humanities product, developed with members of the Graduate Center. Hunter faculty are already willing “Beta-test” subjects to try it out in their classes for the upcoming academic year.

Library/English 220: To meet CUNY Pathways composition guidelines, Jean-Jacques Strayer and the English 220 faculty continue to work collaboratively to build and update a research guide for reading and writing about literary texts:

<http://libguides.library.hunter.cuny.edu/english220>. This guide includes research methods, critical approaches and ways of reading and writing about literature. During the spring 2013 semester alone, the seven pages of this guide were viewed over 1,400 times.

Further initiatives can be found in the Major Goals section.

III. Collection Development and Electronic Resources

Overall we have maintained our strong commitment to the acquisition of resources for the entire Hunter community, despite the tightening budget of CUNY. Our biggest obstacle continues to be was the unavailability of much our designated funds for the majority of the year. (The same was said last year, but it continued very much without pause in 2013-2014). Once again, many of our outstanding payments had not been completed in CUNYFirst, even though the funds were removed from our budget. We also did not receive many of the larger CUNY-wide budget initiatives (Matching Funds, Tech Fees, Textbook funds) until near the end of the FY.

A) Printed material and Cataloging

In 2013-2014, we ordered 3475 titles and received 3475 volumes or items. We received 12,998 donated items; of these 7099 were books and 5,696 were slides. We distributed 2,221 free books to students. 183 weekly shipments were sent to the branches.

This is almost triple the amount of donated material we've received the past several years. This does include collections from donors such as the Arnold Dance Education Collection, the Robert Menschel Collection of Photography and a selection of material from the estate of Stanley Kaufman. We have tried to maintain our approved policy on donations, which includes financial support from donors for the processing and display of donated items. **As of this writing we have yet to receive any promised funds via Institutional Advancement from donors for the maintenance of their collections.** This also holds true for Archival donations.

In total, 7,378 items were added to the CUNY+ system (a 5.7% decrease from last year), and, in preparation for the decrease of material space, 20,419 volumes were deleted (an

increase of over 100%). This has left us even more dependent on a guaranteed, continued budget for online resources.

B) Website

Our website (<http://library.hunter.cuny.edu>) received 2,756,822 page views in 2013-2014. The top page hits were:

Home page (1,281,802),
Databases/Articles (460,135),
Hours (47,813)

These have been our top three pages for several years.

We have not received our statistics of remote/proxy usage from ICIT as of this writing.

Our biggest change (and marked improvement) was the upgrade of our database page, one of our major goals listed for last year. A complete overhaul was completed, which combines our subscription databases with Library-faculty designed research guides. It's also geared towards specific programs and departments at Hunter. The positive feedback from faculty and students has been wonderful and plentiful.

See also **Major Goals** for future projects involving the website.

C) Electronic resources – External

There were 13 new databases added to our collection this year:

- ArtStor Shared Shelf (subscription)
- Caribbean Literature
- Classical Scores Library III
- Counseling and Therapy in Video III
- Dance in Video II
- Education in Video II
- Encyclopedia of Social Work Online (subscription)
- Hispanic American Periodical Index (subscription)
- Met Opera on Demand (subscription/gift)
- New York Times Digital (CUNY)
- Oxford Handbooks Online: Archaeology, Classics, History, Literature, Music
- PBS Video (subscription)
- Web of Science 2014 Platform Upgrade (subscription)

We've also acquired several hundred e-books, which brings the total number to well over 100,000. In 2013-2014 we spent almost \$100,000 more on ebooks than on print books. While we are happy to see more material available from any location, the budgetary needs of continued online resources continues to grow at an exponential rate. These additions to our collections, while all very much needed and appreciated by Hunter's faculty and students, grew faster than our allocated budget. **We are looking at a regular increase of 15% in Acquisitions costs just to maintain the collection.** We have not received any such increase in several years.

IV. Administration and Budget

A) Personnel and Staffing Requests: The following positions need to be filled in the coming year. Many of these are the same as the last 3 Annual reports:

1) Public Health Librarian – (Reporting to Meg Bausman)

Our two PH Librarians, Mason Brown and John Pell have done an outstanding job of handling a multitude of tasks between them, so much so that SPH wants more services. With Mason being transferred to our Cooperman Library, John Pell cannot handle all the responsibilities himself. (Over a dozen instructional sessions each week, collection development from all aspects of PH and Nutrition, a continuous reference presence, etc.). Both Marilyn Auerbach and Susan Klitzman have let it be known that two PH Librarians are definitely needed to fulfill duties for upcoming semesters.

2) Web Librarian/Digital Initiatives Librarian – (Reporting to Clay Williams)

Our previous Web Librarian, Danielle Becker, left over a year ago and our incumbent, Gardner Treneman has done an admirable job, but is not here in NYC for the long-term. In the past, we have also asked to hire a Digital Humanities Librarian, but it is feasible to see this combined into one position. The ability to create digital pedagogy and instruction has moved well beyond the Humanities. We are looking for someone that can understand educational app development, as well as open source technology, and combine all we need into one much-needed position.

3) Health Profession Librarians (2) – (Reporting to John Carey)

Previous holders: Yat-Ping Wong (left CUNY in 2008), Laura Kobus (left CUNY in 2010)

Because Public Health was originally based in Brookdale, the librarians reported to John Carey, Head of our Brookdale branch. Now that PH has firmly moved up to Silberman and we are seeing not only an increase in the School of Nursing programs, but also the inauguration of the New School of Health Professions, it's more important than ever to refill the long empty lines for Health Profession Librarians. Dean McCain is a large advocate of more library instruction in all Nursing classes and Sue Babyar has already approached us in developing a credit-bearing course for DPT Research Methods, taught by Library Faculty. We cannot expect John Carey to do this alone.

4) Coordinator of Instruction – Faculty

Previous holder: Clay Williams (moved out of position in 2008)

This position is meant to oversee not only our increasing amount of instruction throughout Hunter's schools, but also to amass data and develop assessment projects for both the Library and Hunter Administration. This gap has made it harder for us to easily gather data for many of the Assessment committees with whom we work both on 17 and throughout CUNY.

5) Reference/Instruction Librarian (Music Specialist)

Previous holder: Patricia Woodard (retired from Hunter this year)

A proper music librarian not only needs to know how to read music, but must also be familiar with the Western music canon, including opera, orchestral music, thematic catalogues, music theory and history. Basic core competencies can be found here:

http://c.ymcdn.com/sites/www.musiclibraryassoc.org/resource/resmgr/docs/core_competencies.pdf

6) Facilities requests:

The following breakdown is an overview of The Hunter College Libraries major facilities requests. Full detailed descriptions of each of these needs are in the specific Unit reports in the Appendix. Cost measures are listed in the Budget requests, where applicable from the Library budget.

Cooperman:

- Developing a holistic plan for the renovated Library. The piecemeal directives we receive from Administration do little to convince the Library team or our users that their best interests are in mind.

- Increase the amount of study rooms. We will be losing 4 study rooms when 6&7 close. **A typical academic library of this size would have 25 rooms. We now only have 1 study room.**
- Additional outlets on every floor.
- A re-envisioned 4th floor area for consultations and a small classroom for Library instruction. Again, the loss of 6&7 mean the loss of two Library instructional areas.

SSW/SPH:

- Multiple unlocked exits
- The current furniture is not conducive to efficient student work
- Insufficient outlets.

(These are the same issues as last year. **Not one issue has been addressed**).

HPL:

- More wireless routers should be added to strengthen the often spotty wireless signal at HPL.
- Planning for the shift to the temporary LIC building seems to have been left unfinished.

Zabar: Judy Zabar agreed to fund new shelving for a generous donation from the Rothschild Foundation of Picasso catalogues raisonnees. **After 2 years**, we have still not received the shelves, nor the books.

Archives: The full Archives needs can be found in their report in the Appendix, but the following constitute some major needs for those facilities:

- Compact Shelving
- Glass Door Bookcases
- Vacuum w/HEPA filter
- Refurbished reading room

- 7) **Budget requests:** The Hunter College Libraries' budget used to be divided into two separate accounts, Library (2-455-01), which covers General Funds as well as Adjunct and Temp Services, and Library Acquisitions (2-455-03) which handles collection development and materials maintenance. When we switched to CUNYFirst, we lost that separation, which not only can cause confusion with the Library, but also among the Budget and Accounts Payable Offices.

a. Library (01)

O.T.P.S. - In 2013-2014, the Library spent \$72,914 in OTPS Funds, although, there seems to be some confusion as to which money was taken from which sub-account. This also prevented us from spending as much as we would have liked. We still believe a base of \$100,000 would be appropriate for general funds, as we could not feasibly give as much to professional development or upgrades of furniture that we desperately need.

Adjuncts: In 2013-2014, our allocated Adjunct Funds was \$149,600. Increased hours at all our branches have required an increase of Non-Teaching Adjunct Librarians to help man our reference desks. And the continued gap of FT Faculty lines means that our adjunct needs have increased. We continue to have to ask Sharon Neill for additional funds, and once again we ask for the 2014-2105 FY for \$160,000.

Temp Services: The Libraries are the largest employer of students at Hunter. We are always happy to see SAs, CAs and CWS applicants at our door. But with increased hours and now an entirely new Welcome desk to staff, demands more student workers at various functions throughout all our branches has increased. In addition, the gap in filling various COA positions has forced us to increase our student workforce in the following areas:

- Circulation
- Stacks Maintenance
- Periodicals processing
- ICIT troubleshooting
- Archival digitization
- Book binding and repair
- Manning the computer labs
- Reserves

In 2013-2014, our Temp Services Allocation was \$364,000. This actually was more than we originally asked for as we needed additional Temp Service workers because of the renovations. As the renovations will continue on throughout the next several years, we need this allocation to stay at this level.

b. Library Acquisitions (03)

FY13/14 total operating Acquisitions budget was \$2,212,940, which includes \$444,000 used to re-pay for previously purchased items that were not completed by the Budget Office. This is still also less than we were supposed to receive. We were told that the Matching Funds, because they are always distributed late, were included in our initial allocation. When one deducts the \$440,000 from the difference between our initial and final allocations, the difference is only \$176,140, not the \$224,000 in Textbook funds we were supposed to receive.

In OTPS funds, we spent \$2,294,237 and an additional \$70693 in soft funds, making a total of \$2,364,930.

The timing of the receipt of the Tech Fee funds this year was not helpful. In early March we received \$370,000, later that month we received the other \$70,000. These funds are supposed to pay for electronic subscriptions, but almost all of our subscriptions renew between July and December.

As the cost of resources, both print and online have increased by approximately **10-15% each year for the past several years**, we are estimating a need of **\$2,250,000** for this fund in the coming year. That is pre-supposing we will not be looking at additional online databases to purchase.

V. Major Goals:

Many of our major goals from last year (increase in mobile resources, digitization of Archives and the continuation of our Pre-Tenure faculty Library Usage Research Group) have been successfully met. I would like to commend all our Library faculty and staff for helping to make that happen, even in these times of renovation.

The following are our major goals for the upcoming year:

New Hunter Libraries Website

Our Systems team has been working with our Library faculty to create a brand new Hunter Libraries website using Drupal 7. It will include a responsive design for mobile devices, small databases for easier management of Staff directory/selector lists and interactive Library maps. Our goal is for this to be launched in the beginning of the Fall 2014 semester.

Fourth Floor Planning/Instructional Space Planning

Unfortunately, our successful CUE Grant funded design for creating a new instructional and consultation area was put on hold when the finding was removed from the Library budget with no explanation. As of this date, we still do not have this space utilized as it should. Our goal continues to be creating a space in which we can best serve our students.

Inventory and Digitization of Archival and Special Collections

This past year, we had a rare books intern from LIU come to take an inventory and sort out our very disparate Special Collections. His report is in the appendix as part of the full Archives report. This is a first step in a much larger process to ascertain what valuable material we have and how it might be preserved and presented digitally. In addition, we will be continuing to

develop more online and interactive resources for our Archives materials, in preparation for the CUNY Institutional Repository.

Continuation of Pre-Tenure Faculty Library Usage Research Group (PTFLURG) and Faculty Orientation:

The librarians involved with Faculty Services continue to utilize an action-research modality. Within this reciprocal framework, their research and assessment activities are on-going and used to directly inform program development and service delivery. Building on the success of the 2012 New Faculty Library Orientation and Luncheon, the August 2013 Luncheon was well attended and received a positive review from attendants. Plans to expand outreach programs to faculty in the 2014-2015 academic year are already underway and include potential partnerships with other Hunter resources such as the ACERT lunchtime seminars. The New Faculty Orientation LibGuide continues to receive stewardship. The Faculty Awareness of Library Services Survey is currently in its third annual round of data collection. And lastly, a paper entitled Beyond Satisfaction: Understanding and Promoting the Librarian-Instructor Relationship by Margaret Bausman, Sarah Ward and John Pell is currently in press for inclusion of a June 2014 special issue of the refereed journal New Review of Academic Librarianship.

VI. **Report Preparation and Dissemination:** The following faculty and staff members contributed to this report:

Clay Williams, Acting Deputy Chief Librarian
Meg Bausman, Head of Schools of Social Work and Public Health Library
John Carey, Head of Health Professions Library
Linda Dickinson, Head of Collection Development
Danise Hoover, Head of Public Services
Steven Kowalik, Head of Zabar Art Library
Julio Hernandez-Delgado, Head of Archives and Special Collections
Phil Swan, Head of Instruction and Research Services
Wendy Tan, Head of Cataloging
Ilan Zelazney, Head of Systems
Milton Quiah, Administrative Assistant to Chief Librarian

The Library Annual Report (and the full reports of the Unit Heads) will be disseminated thorough the Library Website and kept in our Archives for perusal.

Respectfully submitted,
Dan Cherubin