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### F. Franklin Moon Library Annual Report for 2015-2016

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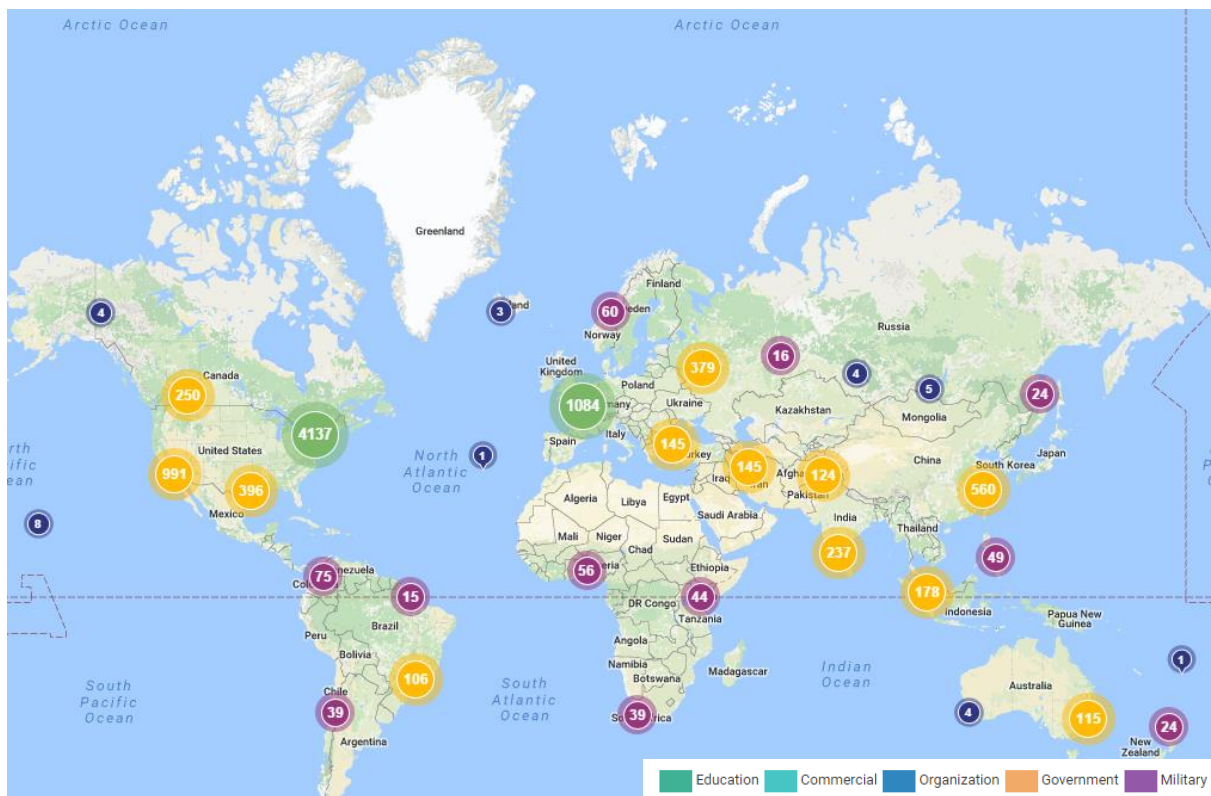
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# F. Franklin Moon Library Annual Report

2015-2016

Jessica Clemons, Interim Director of College Libraries



This readership map shows the total downloads of items in our institutional repository for the past academic year.

## The year in brief

The academic year 2015-2016, as usual, has been a year of dynamic change in the libraries. Our greatest assets, the capable and dedicated people who work in F. Franklin Moon Library, have exhibited an astounding level of adaptability. Despite several departures of our staff and faculty, we have been more efficient than ever, more collaborative, more thoughtful, more strategic, and more engaged with the campus community. It is our greatest mission to facilitate access to the essential knowledge our campus needs, engage with dialogue around scholarly communication issues, provide adequate spaces and resources for teaching and learning, and partner with various campus groups to provide the highest level of service. I am so proud of the work that F. Franklin Moon Library employees have contributed in the past year.

What follows as part of the traditional annual report are some numbers about what we have done: the number of print and electronic resources we provide and care for, the number of interactions we have with our campus community, and other metrics that show how highly utilized our facility and resources are. Before those numbers, please take a few minutes to read some of the narratives we have collected that demonstrate our impact in a different way.

*I coordinated a library program called "Passport to Success" as part of the First-Year Experience Field Days in October. All of the library staff including other Moon Library occupants such as the Writing Center/Public Speaking Lab and Academic Success Center were a part of this "Passport" program. It was a great success and I received wonderful feedback from those helping with the activity and those organizing Field Days. It was a positive experience collaborating with several staff outside of the library to help students have fun learning about services that will help them be successful.*

*An alumnus writing a book called to ask for help finding the original citation for "The Vanishing Heritage" by Raphael Zon. The text was widely quoted in a number of works without a complete citation or other information, but in a 1976 article from the Journal of Forestry I tracked the original down. The source turned out to be an unpublished manuscript held in the National Archives. I was able to give the alumnus the exact location of the storage box in the National Archives (unfortunately, the document was not available electronically) and contact information.*

*"Thank you so much for spending so much time helping me with my proposal. I found exactly the data we wanted. We would not have been able to do that without you. Only librarians can help you with this kind of information."*

*A SUNY Construction Fund employee is currently working on a project at the Ranger School. Some of the work proposed includes modifications to the main building. They must present their work to the State Historic Preservation Office for review and he needed some pictures of the Ranger School across periods of time. I sent him some links to the Ranger School*

*Flickr collection and he was very happy that I could help him and save him so much time, saying, "Thank you!! This is a goldmine."*

*We were able to assist a college staff member with market research on tall wood building construction. I was able to demonstrate how to use various library databases and search tools as well as suggest websites for his research. He was extremely appreciative of both our help and said that with the help I gave him he was able to find the information he needed for his reports. His research may be a big asset to the college in coming years.*

*I received a very nice thank you from a graduate student whose doctoral candidacy exam I chaired. She also thanked me for helping her get books through interlibrary loan and renewals for those books as she prepared for the exam.*

*Over the summer the Landmark Society of Western NY contacted me to do research on a Fletcher Steele designed garden that had been done for the oldest home in Rochester, NY – from 1816. After working with one of the docents for this home, an invitation was extended to me to attend their 46th annual weekend house and garden tour in June to see the house and what was left of the garden. I was able to attend and see a Fletcher Steele garden first hand. It was wonderful to make connections with some of the docents and tour attendees at the house and engage in discussions about Steele and his work in Rochester. I was also able to visit Mount Hope cemetery in Rochester to see the Steele family plot. The archives of Fletcher Steele housed at SUNY ESF are immense as Steele designed over 700 gardens. To see one of his gardens in person and come full circle from the original reference question was a very rewarding experience.*

In response to a rapid action for a reserves request: "Whoa . . . . . , now that's what I call service;-) Thanks Again!"

### **Important topics not specifically covered in the outline provided**

ESF, through Library involvement in open publishing efforts, is gaining recognition as being a key player in **open access and open educational resources**. We partner with other SUNY institutions and receive Innovative Instruction and Technology Grants (IITG) to develop and deliver materials that are being used openly and widely across New York and throughout the nation. Currently we are gathering data SUNY-wide to link the use of OERs to student success, retention, and cost savings. As ESF moves towards more and more online courses, the Library is poised and ready to support online education.

In January 2016 the Library began serving as a **passport acceptance facility** including photograph services. In a span of 6 months we have:

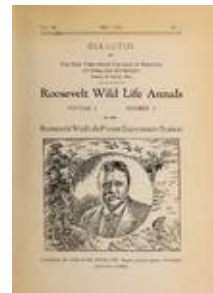
- Processed 52 passports
- Taken 21 photographs

- Generated \$1508.00 in revenue that has covered the “start up” costs of offering this service and has begun generating small monies that support our program

Coupled with notary, fax services, and other tools to help our campus community ease the process of travelling and working, the library continues to be a hub of information services. Nan Clark, the circulation supervisor is a notary and the certified entity of the passport acceptance facility and engages in training and continuing education to provide the highest level of service.

**Planet Forward** is a venue for inspiring storytelling on issues related to the environment. The Library worked closely with the Communications Office to support this opportunity for our faculty and staff. We began lending video equipment, such as DSLR cameras, microphones, and Flip cameras. We also hosted a spring film series to bring awareness to our growing digital collections and how storytelling is changing the way humans interact with nature. Essentially a trial or pilot program, we see important opportunities for the library to matrix within the institution and engage with the teaching and learning opportunities on campus.

The **Roosevelt Wild Life Station Bulletins and Annals** were expertly digitized by the Internet Archive and funded by the Roosevelt Wild Life Station. The Library coordinated the process that has increased the visibility of those important works. In addition to being hosted on Internet Archive, we also have versions on Digital Commons @ ESF and we allowed it to be ingested into the Biodiversity Heritage Library.



The **Friends of Moon Library (FOML)** has had an incredibly successful fundraising season with 10 carrels being named to date. This has generated significant funds (over \$12,000) that we are spending thoughtfully on our strategic initiatives. The FOML Board, led by Betsy Elkins, has been meeting regularly to engage with the campus and broader community to spread awareness of our rich history and look towards our future. FOML has been encouraging Jane Verostek, who spends one-third of her time on issues related to the archives, to deliver presentations to campus groups to help them learn about the resources that exist there.

The ESF **College Archives and Special Collections** are being revitalized in significant ways. Jane Verostek has undertaken a huge task of simply organizing and labelling the items downstairs and sharing her more interesting discoveries through “Throwback Thursdays” which is a social media phenomenon where groups and individuals share historic items from the past. For example:



*On May 15, 1924 three SUNY ESF students - Gordon (Woody) Salmond, Ralph (Ma) Hall and Robert (Shag) McLaren left Syracuse in a 1917 Ford they nicknamed the "Haywire" to drive to California and back during their extended summer break to work*

*with the Hammond Lumber Company in California. Ralph Hall wrote a wonderful history of the trip called "A Journey to the Valley of the Giants" referring to the redwoods that they would see and work with. Their trip and summer work spanned from May 15, 1924 to September 29, 1924. On their cross country trip the students drove 7,012 miles total, gas ranged from 15 cents to 25 per gallon, they did not budget a penny for lodging since they planned to sleep under the stars, they travelled across 17 states and of the roads they drove on - 75% of them were unpaved and ranged from gravel, sand and adobe.*

These types of posts which as shared on SUNY ESF social media sites generate comments and interest from alumni and others who have an interest in our past. Jane actively pursues funding for the college archives and supports research through her involvement with those collections. She has also developed an online catalog called PastPerfect to enhance the discoverability of our resources.

The **Academic Governance Library Council** has been providing input on our collection management processes. We have used their voice to discontinue services that are not the most prudent use of our limited resources and have helped to advocate for newer services. In a new role, they have acted as liaisons to their entire department as we seek additional input on our print collections.

The Library is continually **working with publishers and information vendors** to ensure the most cost-effective licenses and negotiate on the behalf of our campus community. ESF is part of the SUNY-wide Elsevier contract negotiation team so that we can be strategic with our resources when the next round of renewals is in process. With the increase in visibility of ESF and our national reputation, vendors are looking more closely at our remote campuses and facilities and also our full time enrollment. It is our role to educate these vendors so that we are correctly classed when it is time to renew our licenses and subscriptions and at times this is at a cost savings, while at other times it is an additional expense.

Increasing access to **digital collections** has been one of our most prominent activities to date. From our institutional repository to other repository partnerships, the research, scholarship, and creative output of the ESF community can be found widely on the web from Google and Google Scholar to Digital Public Library of America and New York Heritage in addition to the resources mentioned above. The demand for digitization and publishing services is quickly outpacing the time we can devote to those initiatives.

The Library offered to house the **Scantron** for our campus which was requested through IQAS as ESF no longer has access to the SU Scantron services. We will be coordinating the Scantron order form purchasing process. The new Scantron is located in the room 9 of the Library and Heidi Webb has graciously offered to be our point person for technical assistance. Heidi Webb has created an illustrated instructional handout and is available to help with first time use. Ellen Edgerton also knows how to help others use this machine.

We continue to do the best we can with the **facilities** we have. The student class gift from 2016 consisted of two bottle filling stations which have been installed to the delight of many. Our signage has been updated to be more consistent, professional, and informative. The upper deck of our roof, including new skylights, is a welcomed improvement and we hope that the leaks will no longer be an issue. Painting and new ceiling tiles will make the physical appearance of our ceiling more pleasant. We also have had more attention paid to displays, from book displays, poster displays, and displays from the college archives.

### **Personnel changes**

Director of College Libraries **Stephen Weiter** left in September, 2015 after more than six years of service in that role. He accepted a position as the Dean of University Libraries at Oakland University in Michigan.

Library Clerk **Jo Anne Lafontaine** left for a librarian position with New York State after three years of service.

**Linda Stubbs**, secretary at F. Franklin Moon Library retired after twenty one years of service in at ESF. All of her colleagues wish her the best as she plans to enjoy her retirement travelling, painting, and enjoying time with her family and pets

**Ellen Edgerton** is the new administrative assistant in F. Franklin Moon Library and began her employment at ESF in February. Ellen joins us from Syracuse University, where she worked most recently as communications coordinator in the Office of News Services and Office of Marketing and Communications. She is the author of the Syracuse and upstate New York community affairs blog “NYCO’s Blog.”

**Anjali Parasnis-Samar**, who was an intern in fall 2015, was appointed as a part-time visiting librarian in spring 2016. She provided research assistance, taught ESF 200, and actively participated in library projects. She graduated from Syracuse University in May 2016.

**Ruth Owens** was promoted to Senior Assistant Librarian.

### **Library Collections**

For the first time since establishing our virtual library (mid-2012) we can use reliable data, generate usage statistics and make data-driven decisions. With the expediency of interlibrary loan and strategic partnerships with efficient lending partners (IDS Project, Empire Shared Collection, and others) we are able to discontinue infrequently used resources and make more financially prudent investments in the information resources needed by our community. We thank the Academic Governance Committee on the Library for helping advise us on many of these changes. Subscription databases continue to increase in price apace our budgetary increases. The current model of scholarly publications, especially in the STEM disciplines, is

unsustainable but we are able to offer resources that best fit the needs of our community and use lending and purchasing guidelines for the resources we do not own or subscribe to.

The information in the tables below illustrate the level of purchasing we devote to print items. We primarily use patron-driven acquisition (we purchase the items that our community requests) rather than buying only what a library “ought” to have.

We are also making significant progress in an inventory of our entire print collection. Phase I entails scanning and correcting the records of every print item on our shelves, rows 1-20. This is essential as we move towards coordinated collection development and we will be well suited for a transition to a new SUNY library catalog anticipated in 2020. Phase II will involve reviewing our print collection to see if we can better manage our serials, coordinate more efficiently with the Empire Shared Collection, and increase use of our limited physical resources.

### Purchases by Academic Year

	July 2013- June 2014	July 2014- June 2015	July 2015- June 2016	2013-2016 Totals
ILL Requests	9	47	<b>81</b>	137
Article	4	25	<b>27</b>	56
Book	5	22	<b>54</b>	81
\$ Spent (Books)	\$613.11	\$2,596.27	<b>\$4,962.00</b>	\$8,171.38
\$ Spent (Articles)	\$186.12	\$724.64	<b>\$814.36</b>	\$1,725.12
<b>Other Book Purchases</b>				
Lost Replacements	0	4	<b>3</b>	7
SU Checked Out	0	19	<b>1</b>	20
What We're Reading	0	8	<b>21</b>	29
Reserves	18	6	<b>21</b>	45
Fac/Staff/Stu Requests	64	29	<b>33</b>	126
Other	19	8	<b>5</b>	32
<b>Total</b>	<b>102</b>	<b>74</b>	<b>80</b>	<b>256</b>
\$ Spent	\$6,910.11	\$5,337.03	<b>\$5,240.76</b>	\$17,487.90
Total Books Purchased	111	121	<b>161</b>	554
Total Spent on Books	\$7,523.22	\$7,933.30	<b>\$10,202.76</b>	\$25,659.28
\$ Spent w/CCDA	\$3,886.90	\$2,772.54	<b>\$4,589.77</b>	\$11,249.21
\$ Spent w/Other Funds	\$3,636.32	\$5,160.76	<b>\$5,612.99</b>	\$14,410.07
Average \$/item	\$67.78	\$65.56	<b>\$63.37</b>	\$46.32



## Circulation and Usage Statistics

### Physical Circulation (June 1 - May 31)

	2012- 2013	2013 - 2014	2014- 2015	<b>2015- 2016</b>
Total loans	7921	6644	6828	<b>6934</b>
Total Renewals	1306	1871	1203	<b>926</b>

### User Groups (circulations)

Undergraduate	5032	4605	5153	<b>4903</b>
Graduate Student	1743	2160	1738	<b>1549</b>
Faculty	357	805	481	<b>535</b>
Staff	356	269	242	<b>304</b>
ESF ILL	254	227	333	<b>545</b>
Other	180	449	84	<b>24</b>
ESF Affiliated	7369	8075	7634	<b>7520</b>

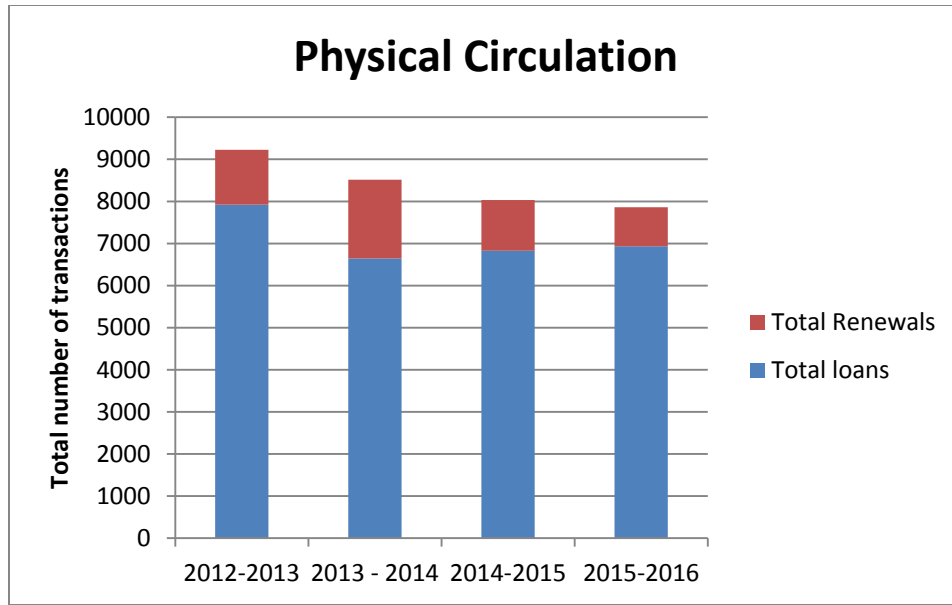
### Collections (circulations)

Books	3503	4787	3655	<b>2809</b>
Reserve	3502	2486	3729	<b>4404</b>
AV	539	353	258	<b>141</b>
Theses	184	232	121	<b>108</b>
Periodical	64	49	57	<b>59</b>
ESF Authors	49	69	69	<b>57</b>
Maps	44	8	10	<b>33</b>
Other	36	97	132	<b>249</b>

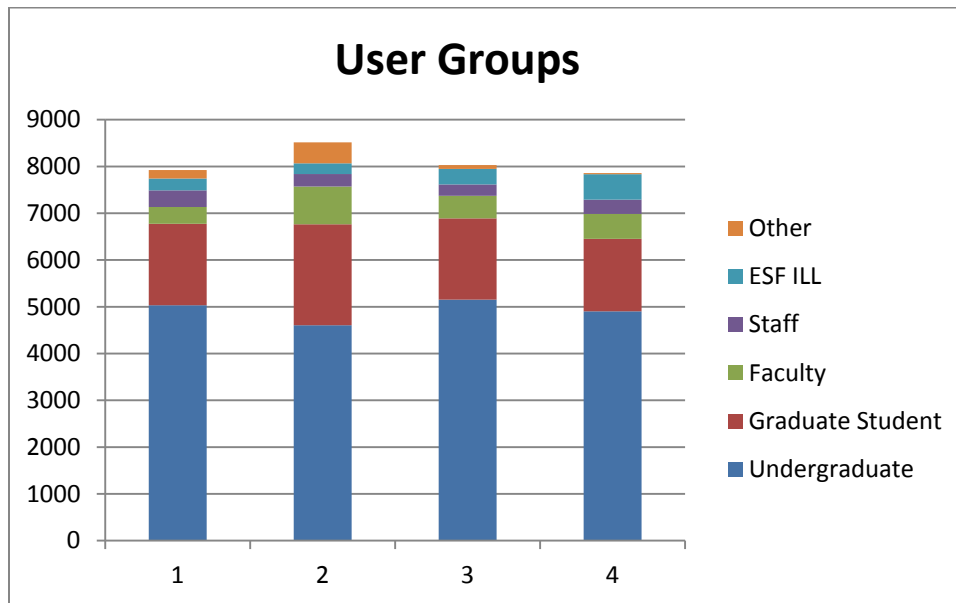
### RESERVE Breakdown

Course Reserves			2119	<b>2671</b>
Courtesy Supplies			1290	<b>1231</b>
Bikes			59	<b>211</b>
PSL key		57.0	261	<b>291</b>

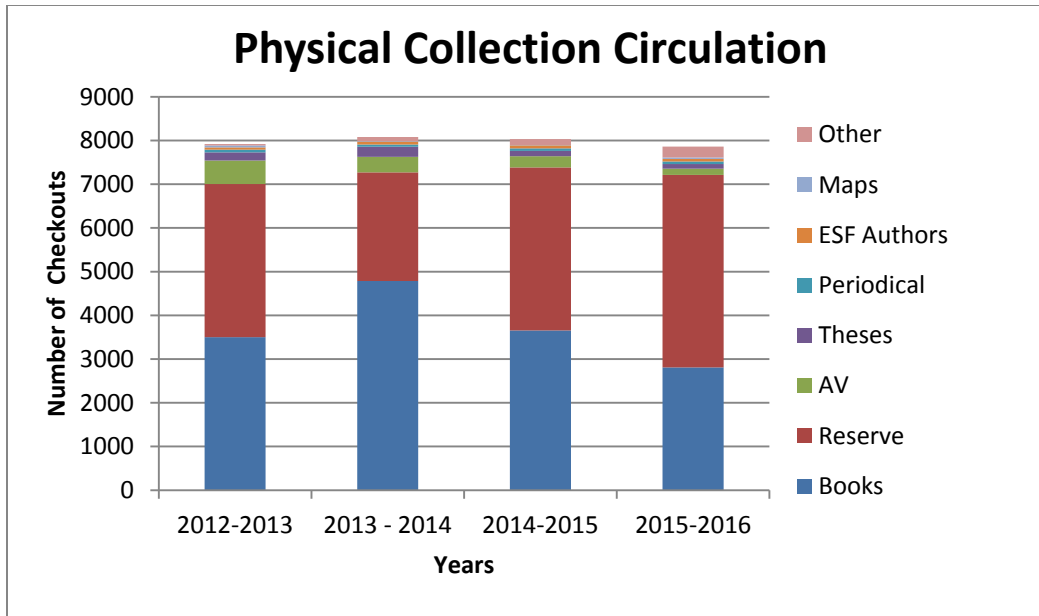
Our reserves collection is our most heavily utilized print collection (checkouts/item). It is a very active point of service at our service desk. Our more non-traditional services have also seen an increase overall, most notably for the bike collection.



We are monitoring circulation trends, which includes reserves transactions.



The Library serves every patron with the same high level of service.



Our reserves collection and “other” collection (bikes, supplies, etc.) are seeing an increase in use.

#### Electronic resources and services

##### Holdings Overview

	<b>2015</b>
Journal Titles	<b>119023</b>
Ebook Titles	<b>209384</b>
Media Titles	<b>2771</b>
Databases	<b>171</b>
Digital Commons @ ESF	<b>698</b>
Empire Shared Collection Titles	<b>31453</b>

##### Logins

	<b>2013</b>	<b>2014</b>	<b>2015</b>
EZ proxy logins	4704	15412	<b>16507</b>
OPAC logins	437	503	

##### Website Traffic

OPAC	16043	19623	
FAQ's views	1440	2053	<b>2838</b>
Research Guides views (circ & staff excluded)	12292	29153	<b>43850</b>
Journal Finder Click-Throughs		5610	
Link Resolver Click-Throughs		7885	
Number of Click-Throughs for 360	38858		

Core and 360 Link			
Refworks visits	984	888	
Moon Homepage visits		41696	<b>64724</b>
ILL Login page			<b>3951</b>
Libanalytics	1513	4795	3546

Note: Data are generally difficult to generate for a mid-year analysis. In some cases we can only generate data on a calendar year basis and we choose to use those data consistently.

### Significant changes in subscriptions (cancellations and additions)

Subscription Changes 2016-2017			
Cancellations (will fill requests using interlibrary loan)			
Title	Format	Vendor/Publisher Notes	Price
CAB Abstracts & Global Health Database	database	CABI International	\$20,209.37
RefWorks			\$4,350.00
Biotechnology & Genetic Engineering Reviews	Print+Online	WTCox/Taylor & Francis	\$373.70
Coastal Management	Print+Online	WTCox/Taylor & Francis	\$1,493.79
Communcations in Soil Science & Plant Analysis	Print+Online	WTCox/Taylor & Francis	\$5,063.13
Ethics, Policy & Environment	Online	WTCox/Taylor & Francis	\$576.71
International Journal of Sustainable Development & Planning	Print+Online	WTCox/WIT PRESS	\$1,515.00
Journal of Applied Communication Research	Online	WTCox/Taylor & Francis	\$6,141.62
Journal of Environment & Development	Online	WTCox/SAGE	\$730.23
Journal of Planning Literature	Print+Online	WTCox/SAGE	\$1,393.80
Journal of Urban Technology	Online	WTCox/Taylor & Francis	\$754.47
The Professional Geographer	Online	WTCox/Taylor & Francis	\$2,416.93
Soil & Sediment Contamination	Print+Online	WTCox/Taylor & Francis	\$2,356.33
Sustainability: The Journal of Record	Online	WTCox/Mary Ann Leibert	\$745.38
<b>Total</b>			<b>\$48,120.46</b>

### ADDITIONS

Full Wiley Database (difference)				\$5,288.47
EBSCO eBooks				\$1,980.00
Environmental reviews	online	Canadian Science Publishing		\$530.00
JoVE Science Education Database	online	JoVE		\$2,700
International Journal of Sustainability in Higher Education	online	Emerald	TBD	
Methods in Molecular Biology	online	Springer	TBD	
Water Environment Research	online	Water Environment Federation/Ingenta Connect	TBD	
Fishery Bulletin		NOAA - National Marine Fisheries Service	TBD	
<b>Total Additions</b>				➤ \$10,498.47

## Interlibrary loan

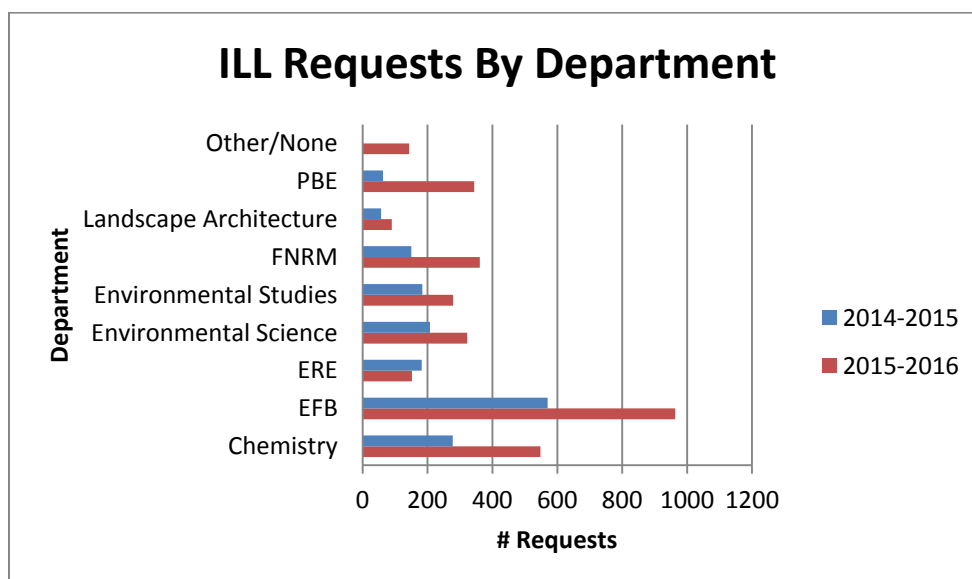
### Interlibrary Loan Statistics 2015-2016

	2013/14	2014/15	2015/16	% Change
Items borrowed from other institutions	1368	1999	<b>2450</b>	22.56%
Borrowing requests cancelled	151	135	<b>177</b>	31.11%
Items filled in-house	470	969	<b>1034</b>	6.71%
Items loaned to other institutions	1161	1225	<b>1154</b>	-5.80%
Loan Requests Cancelled	464	501	<b>719</b>	43.51%
Total Number of Transactions	3614	4829	<b>5534</b>	14.60%

Interlibrary loan has a strong reputation on campus and we regularly make improvements to the service to enhance user experience, speed delivery, and increase efficiencies.

Requests by Department (2015-2016)					
	Faculty	Staff	Graduate	Undergraduate	Total
Chemistry	214	8	276	50	548
EFB	196	36	568	163	963
ERE	12	0	122	18	152
Environmental Science	0	5	247	70	322
Environmental Studies	74	0	143	62	279
FNRM	32	2	252	75	361
Landscape Architecture	36	2	34	18	90
PBE	10	150	154	30	344
Other/None	117	12	9	5	143
Totals	691	215	1805	491	3202

Demographic breakdown of Interlibrary loan users. Interlibrary loan appears to be the most popular with graduate students.



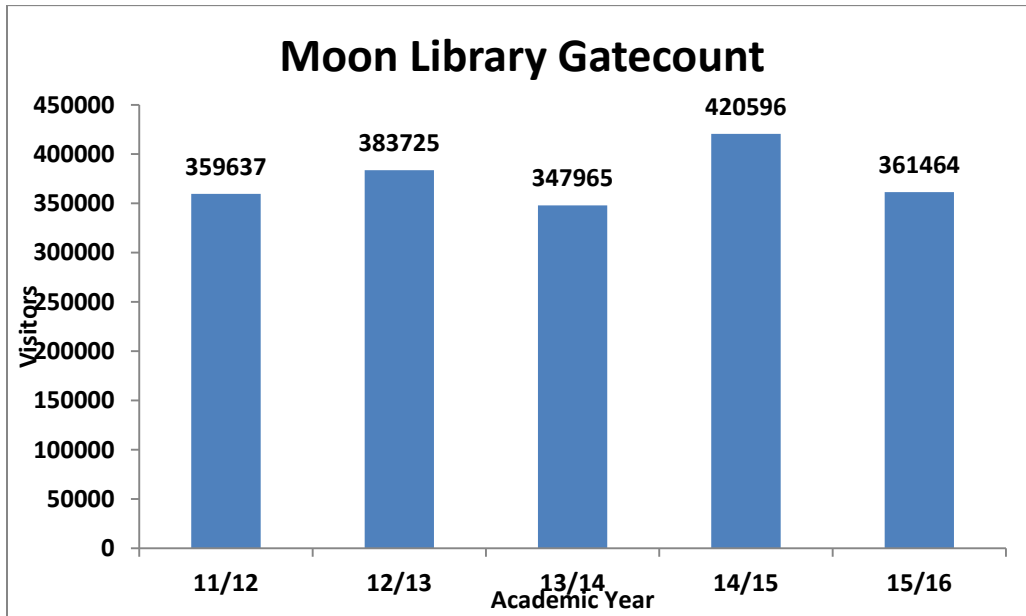
Interlibrary loan is increasingly being used to fill information needs of our campus community.

Top 5 Requested Journals (Borrowing) (2015-2016)	
Environmental Chemistry	7
Biokhimiia	4
Evolution of the Vertebrate Auditory System	4

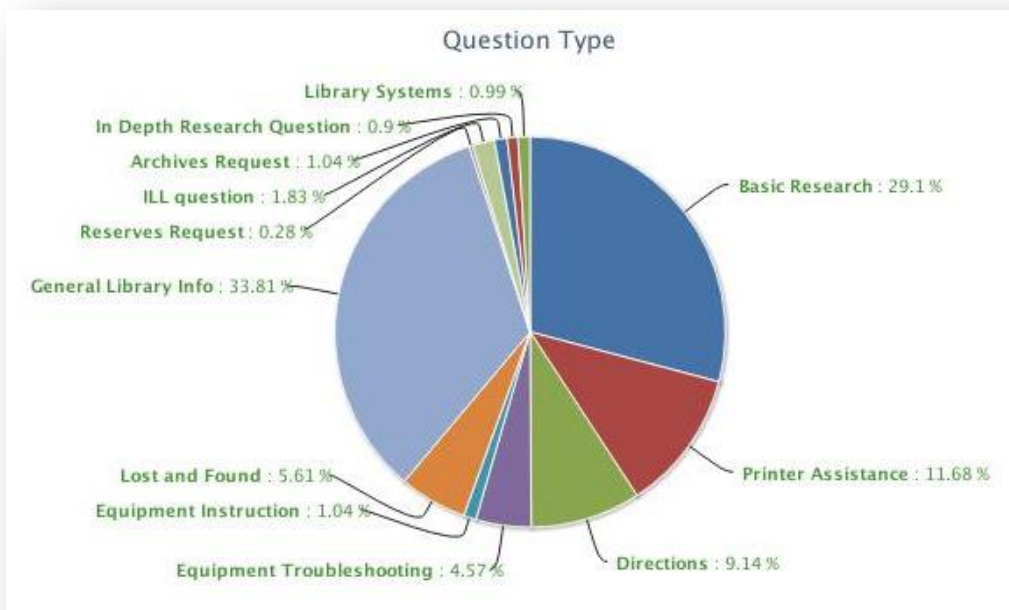
Nature Biotechnology	4
Oxford Bibliographies. Ecology	4
Top 5 Libraries Borrowed From	
Empire Shared Collection	211
Syracuse University	191
University of Texas - Austin	118
Binghamton University	108
University at Buffalo	103
Top 5 Requested Journals (Doc Del) (2015-2016)	
Nature	23
Canadian Journal of Forest Research	16
Journal of Chemical Ecology	12
Canadian Journal of Zoology	9
Tetrahedron	9
Tetrahedron Letters	9

Top 5 Libraries We Lend To (2015-2016)	
Stony Brook University	54
University at Buffalo	45
Syracuse University	38
Rochester Institute of Technology	35
SUNY New Paltz	30
Top 5 Requested Journals (Lending) (2015-2016)	
Wildlife Research	21
The International Journal of Wildland Fire	13
Isotopes in Environmental and Health Studies	13
Journal of the Fisheries Research Board of Canada	11
Environmental Science & Policy	11

## Library visits and interactions



F. Franklin Moon Library was open fewer hours in the 15-16 academic year and that is what has likely caused the decline in visits.



The people who use our library resources are often in need of assistance. We track the types of questions we receive to better prepare to assist our patrons.



Many people are involved in these transactions, most notably our student workers who share a generic account login (Desk, Circulation). As the FWS wage increases and our student worker allocation is not increased we find it increasingly difficult to meet our target goals of service and essential projects that are required for us to operate efficiently.

Name	Count	% of Total (3546)
Clark, Nan	962	27.13%
Clemons, Jessica	44	1.24%
Desk, Circulation	1586	44.73%
Ellis, Jo Anne	95	2.68%
Knight, Sturdy	55	1.55%
LaFontaine, Joanne	478	13.48%
Owens, Ruth	181	5.1%
Parasnis-Samar, Anjali	3	0.08%
Verostek, Jane	36	1.02%
Webb, Heidi	106	2.99%

### **Teaching**

Ten sections on information literacy were offered, nine for undergraduates (ESF 200) including three online sections, and one for graduates (ESF 797) for a total of 303 students reached. ESF 797 was used to fill an ERE seminar course requirement to accommodate faculty on leave. EFB 797: managing and archiving research data did not have enough enrollment so was postponed until spring 2017.

Title	Instructor Name	Sum 15	Fall 15	Fall 153	Spr 16	Spr 165	Spr 166	P/S CH6	CLS CH	Instructor Total
		U	U	G	U	Cr Hr	% Resp	G	U	
Information Literacy	ELLIS, JOANNE	0	23	0	23	1.0	100%	0	46	
Information Literacy	ELLIS, JOANNE	0	22	0	0	1.0	100%	0	22	
Info Resources	ELLIS, JOANNE	0	1	0	0	1.0	50%	0	1	
Grad Seminar on Info Resources	ELLIS, JOANNE	0	0	14	0	0.0	50%	7	0	
								7	69	Totals for ELLIS, JOANNE
Information Literacy	OWENS, RUTH	0	21	0	17	1.0	100%	0	38	
Information Literacy	OWENS, RUTH	0	21	0	0	1.0	100%	0	21	
								0	59	Totals for OWENS, RUTH
Information Literacy	PARASNIS-SAMAR, ANJALI	0	0	0	24	1.0	100%	0	24	
								0	24	Totals for PARASNIS-SAMAR, ANJALI
Information Literacy	VEROSTEK, JANE	19	0	0	0	1.0	100%	0	19	
Information	VEROSTEK, JANE	0	22	0	49	1.0	100%	0	71	

Literacy										
Information Literacy	VEROSTEK, JANE	0	60	0	0	1.0	100%	0	60	
								0	150	Totals for VEROSTEK, JANE
Info Resources	CLEMONS, JESSICA	0	1	0	0	1.0	50%	0	1	
Grad Seminar on Info Resources	CLEMONS, JESSICA	0	0	14	0	0.0	50%	7	0	
								7	1	Totals for CLEMONS, JESSICA

Library employees are invited as guest lecturer for topics on information literacy and develop programming to deliver life-long learning opportunities.

Semester	Name of presenter	Class or title	Number of students/attendees
Fall 2015	Ruth Owens	Pre-Orientation Q&A Panel	18
Fall 2015	Ruth Owens	FCH520 Guest Lecture	6
Fall 2015	Ruth Owens	ENS 494 Guest Lecture	6
Fall 2015	Ruth Owens	FCH 797 Guest Lecture	4
Fall 2015	Ruth Owens	PSE/BPE 132 Guest Lecture	19
Fall 2015	Ruth Owens	FCH 232 Guest Lecture	14
Fall 2015	Ruth Owens	FCH 232 Guest Lecture	14
Fall 2015	Ruth Owens	FCH 495 Guest Lecture	11
Fall 2015	Ruth Owens	FCH 495 Guest Lecture	12

Fall 2015	Ruth Owens	EST 600 Guest Lecture	14
Fall 2015	Ruth Owens	FCH 132 Guest Lecture	25
Fall 2015	Ruth Owens	ERE 132	45
Fall 2015	Heidi Webb	Ranger School Info Resources	60
Fall 2015	Jane Verostek and Ruth Owens	Moon Library Skill Sharpener Getting Started with Blackboard	5
Fall 2015	Heidi Webb and Jo Anne Ellis	Moon Library Skill Sharpener Secrets of Moon Library	1
Fall 2015	Jane Verostek	Moon Library Skill Sharpener Digital Collections	4
Fall 2015	Ruth Owens and Jo Anne Ellis	Moon Library Skill Sharpener The Research Process	2
Fall 2015	Sturdy Knight	Moon Library Skill Sharpener Write In	8
Fall 2015	Jessica Clemons	Moon Library Skill Sharpener Advanced Zotero	3
Fall 2015	Heidi Webb and Jo Anne Ellis	Moon Library Skill Sharpener Harnessing the Web	1
Fall 2015	Jane Verostek	Moon Library Skill Sharpener Searching for Jobs	3
Fall 2015	Jane Verostek and Ruth Owens	Moon Library Skill Sharpener Blackboard	2
Fall 2015	Jane Verostek	Moon Library Skill Sharpener Special Syracuse Poster Project Exhibit Reception with guest speakers and activities	25
Fall 2015	Jane Verostek	ESF in the High School East Syracuse Minoa	29
Fall 2015	Jane Verostek	Archives and Special Collections Presentation to the SUNY ESF Emeriti	12
Fall 2015	Jane Verostek	ESF in the High School Liverpool High School	125
Fall 2015	Jane Verostek	ESF in the High School East Syracuse Minoa	26
Fall 2015	Jane Verostek	EST 132 Introduction to Environmental Studies	55
Fall 2015	Jane Verostek	EWP 407 Writing for Environmental & Science Professionals	23
Fall 2015	Jane Verostek	PSE 201 The Art and Early History of Papermaking.	20
Fall 2015	Jane Verostek	ESF in the High School Ulster County - OCM Boces	12
Fall 2015	Jane Verostek	Friends of Moon Library Annual Meeting: State of the Archives	35
Fall 2015	Jane Verostek	EST 603 Research Methods and Design	10

2015			
Fall 2015	Jo Anne Ellis	FNRM 496 guest	20
Fall 2015	Jo Anne Ellis	LSA640 guest	26
Fall 2015	Jessica Clemons	EFB 132	65
Fall 2015	Jessica Clemons	EFB 394	45
Fall 2015	Jessica Clemons	Graduate Student Association Guest Lecture on Data Management	14
Spring 2016	Ruth Owens	Orientation Panel Q&A	8
Spring 2016	Ruth Owens	ENS 494 Guest Lecture	16
Spring 2016	Ruth Owens	ENS 494	8
Spring 2016	Jane Verostek and Ruth Owens	Moon Library Skill Sharpener Blackboard	7
Spring 2016	Ruth Owens and Sturdy Knight	Moon Library Skill Sharpener Research and Writing Skills	8
Spring 2016	Heidi Webb and Ruth Owens	Moon Library Skill Sharpener e-books	3
Spring 2016	Ruth Owens and Jessica Clemons	Moon Library Skill Sharpener Mendeley	12
Spring 2016	Jane Verostek	Moon Library Skill Sharpener Beyond Academic Research a look at health, wellness and popular topics and magazines in SUNY ESF's databases	2
Spring 2016	Jessica Clemons	Moon Library Skill Sharpener Author IDs	3
Spring 2016	Jane Verostek and Ruth Owens	Moon Library Skill Sharpener Blackboard Finish Strong and Get Ready for the summer	1
Spring 2016	Jane Verostek	ESF in the High School Nottingham	90
Spring 2016	Jane Verostek	EWP 407 Writing for Environmental & Science Professionals	25
Spring 2016	Jane Verostek	State of the Archives and Special presentation at Academic Governance	100
Spring 2016	Jane Verostek	PSE 201 The Art and Early History of Papermaking	11
Spring 2016	Jane Verostek	State of the Archives and Special presentation at Friends of Moon Library event	25
Spring 2016	Jo Anne Ellis	LSA640 guest	9
Spring 2016	Jo Anne Ellis	EWP 290 guest	18
Spring 2016	Jo Anne Ellis	EWP 290 guest	19

2016			
Spring 2016	Jo Anne Ellis	EWP290 guest	17
Summer	Jessica Clemons	EFB 202	62
Summer	Jessica Clemons	EFB 202	58

### Ellis

- Attended peer-taught staff training sessions on a variety of topics
  - E-books
  - LibAnalytics and FAQ's
  - Finding research reports
- Attended Skill Sharpener sessions taught by staff on several topics
  - Digital collections
  - Changes in OneSearch
  - Productivity tools
  - Author ID's
  - E-books (EBSCO collection)
- Presented staff training and Skill Sharpener programs
  - Getting the most from Moon Library
  - Finding full-text articles
  - Harnessing the Web
  - Web searching
  - Research process

### Owens

- New this year was being invited to the ERE Orientation Seminar and the Pre-Orientation Panel discussion on student success. This was a busy year of instruction with a significant increase in guest lectures from last year
- Worked with librarians in reformatting ESF 200 to align with the new ACRL Framework for Information Literacy in Higher Education. This involved updating the syllabus and assignments, and developing a pre/post-test
- Became proficient in using Blackboard, and co-taught with Jane Verostek several workshops for faculty and graduate assistants on how to use Blackboard

### Verostek

- Continued to be the faculty member designated and dedicated to teaching the online sections of ESF 200 Information Literacy during the fall and spring semesters and I

volunteered to teach the online sections during the summers of 2015 and 2016.

Registration for the online sections including the summer online sections continues to be strong. The Fall of 2015 had 59 students, the Spring of 2016 had 49 students, the Summer of 2015 had 19 students and the Summer of 2016 had 11 students. I continue to give my on-campus online students a special survey I created to gauge their experiences of taking an online class while on campus.

- Continued to also teach in person fall and spring sections of ESF 200 Information Literacy.
- Continued to work with a PhD student from the S.U. iSchool to incorporate gaming activities and a gaming final project into my fall in person section of ESF 200.
- Spring 2016. Nominated for the SUNY FACT2 Excellence Award for system wide recognition for consistent superior professional achievement. This award recognizes SUNY faculty that advance the use of technology in the teaching and learning process. Although I did not receive the award I was honored to have been nominated.
- Collaborated with other ESF 200 Information Literacy library faculty to revise and update the course materials for ESF 200. Much work on revising the ESF 200 course took place over the Summer of 2016 to align the course with the updated ACRL Association of College and Research Libraries' Information Literacy Competency Standards for Higher Education. We determined the need to do more formal evaluation of our students and we collaborated on an Information Literacy Assessment quiz based on a quiz I had given to my classes when I had incorporated gaming. I implemented this new assessment quiz that the librarians collaborated on in my Summer 2016 online class as a test run before we start using this tool in all ESF 200 sections in the Fall of 2016.

#### Guest Lectures

As the liaison to the Environmental Studies (ES) department I give library lectures to ES and writing courses. In addition I am the designated ESF in the High School librarian and I work closely with the SUNY ESF Outreach office and give library lectures to ESF in the High School students, teachers and librarians. Furthermore as I am the Librarian overseeing the ESF College Archives and Special Collections I give lectures to papermaking classes relating to our historical papermaking collection. A highlight of my guest lectures was being invited to speak regarding the State of the Archives and Special Collections to the following groups: the SUNY ESF emeriti group, faculty, staff and students at an ESF Academic Governance Meeting and at the FOML Friends of Moon Library Annual events and Coffee with Friends events. For each guest lecture - I create and publish appropriate LibGuides to guide users through their research <http://libguides.esf.edu> Overall from the summer of 2015 to the summer of 2016 I reached **775** ESF faculty, staff, students, alumni, emeriti and ESF in the High School teachers, librarians and students.

Learning - Conferences/Workshops/Training Sessions Attended

Attended workshops, classes and conferences related to archives/special collections and information literacy. In particular I took MUS 607 Collections Management - a semester long graduate course at Syracuse University. Through hard work and dedication - much of it on personal time - I was able to obtain a perfect score on all of the assignments for the course - including the final exam. For the final project for the course I created a 100+ page Collection Management Policy Handbook that can be used in our Archives and Special Collections. I also attended a number of conferences and events on and off the SUNY ESF campus where I was not only an attendee but an invited speaker.

## **Research**

### **Publications and Presentations**

#### **Clemons**

SUNY ESF Research Times Newsletter, 2012 – Present

Funding opportunity newsletter, published bi-weekly, distributed internally in collaboration with the Office of Research Programs

Clemons, J & Schonfeld R. (2016). Why should librarians be involved in facilitating access to content needed for courses? *Against the Grain*, 2016. (Forthcoming)

Clemons, J & Bresson, R (*undergraduate student*). Managing and sharing archival videos using an institutional repository. *The Reading Room*, 2016. (Forthcoming)

Webb, H, Owens, R, Knight, S, Ellis, J, & Clemons, J. Down the rabbit hole: How several small seemingly unrelated projects unearthed the need to inventory our entire collection. *Against the Grain*, 2016. (Forthcoming)

Clemons, et. Al. Connecting the dots: Community partnerships to enhance research development. *NCURA Magazine*, Fall 2015.

Clemons, J. (2015). Identifying local hidden data sets: the first step to begin a geospatial data collection. *Journal of Map & Geography Libraries*, 11(1), 5–17.  
doi:10.1080/15420353.2014.983584

Strategic Plan Report on Institutional Repositories SUNY Council of Library Directors, Spring 2016 Poster available at: <http://pressbooks.opensuny.org/suny-libraries/chapter/chapter-1/>

Panelist on “The Future of Libraries” for SUNY Conversations in the Disciplines, 2016.

Invited presentation “Embedded Librarianship” for New York Library Association, 2015.



Collaborated on workshop presentation, "Beyond the RFP: Diverse Methods for Identifying Funding" for Society of Research Administrators International, 2015.

Collaborated with professionals from SUNY Upstate Medical University and Syracuse University on poster "Connecting the Dots: Community Partnerships to Enhance Research Development" for National Organization of Research Development Professionals, 2015.

### **Ellis**

Webb, H, Owens, R, Knight, S, Ellis, J, & Clemons, J. Down the rabbit hole: How several small seemingly unrelated projects unearthed the need to inventory our entire collection. *Against the Grain*, 2016. (Forthcoming)

### **Owens**

Owens, R.M., Stipanovic, A.J., & Teece, M.A. (2016, in press). Integrating information literacy and research strategies into a sophomore chemistry course: A new collaboration. In C. Lovitt, K. Schuyler, & Y. Li. (Eds) *Integrating Library and Information Literacy into Chemistry Curricula*. Washington, DC: American Chemical Society. [invited, peer-reviewed book chapter]

Owens, R. (2016). Reconfiguring Reference Service: A Case Study at a Small College Library. In L.A. Ellis (Ed.) *Teaching Reference Today: New Directions and Approaches* (pp. 270-289). Lanham, MD: Rowman & Littlefield.

Webb, H, Owens, R, Knight, S, Ellis, J, & Clemons, J. Down the rabbit hole: How several small seemingly unrelated projects unearthed the need to inventory our entire collection. *Against the Grain*, 2016. (Forthcoming).

### **Verostek**

Verostek, Jane. (2016, Winter). Unlocking the doors of the SUNY College of Environmental Science and Forestry Archives and Special Collections: A reflection on progress made over the past year. *Museum Archivist*, 26(1), 6-7.

Verostek, Jane. Gems of the Archives & Special Collections, *SUNY ESF Alumni News*, March 31, 2016.

Verostek, Jane. Gems of the Archives & Special Collections, *SUNY ESF Alumni News*, May 5, 2016.

Invited speaker. SUNY Librarian Association Annual Conference - June 2016. Presentation title: "PastPerfect software - The Perfect way to catalog archival collections."

Invited speaker. Researching NY Conference - November 2015. Presentation title: "The Adirondack Mountains: Preservation and Activism - The Marshall Family of NY - their history and legacy."

Invited speaker by SENYLRC - The South Central Regional Library Council - December 2015. Workshop title: "LibGuides and LibAnswers."

Invited speaker. Presentation title: "The State of the Archives and Special Collections." Given at **four** events: a SUNY ESF emeriti meeting, an ESF Academic Governance Meeting and at the FOML Friends of Moon Library Annual event and a FOML Coffee with Friends event.

### **Grant Activity (no data provided by ORP)**

**Clemons, J.** \$6,097. NYSED Coordinated Collection Development Aid. 2016.

**Verostek, J.** NYLA ASLS Special Projects Grant. \$1,500. Fall 2015.

This grant was written to provide money to purchase the public side of our Archival Collection Management Software - PastPerfect and to purchase camera equipment to continue photographing archival/special items.

**Verostek, J.** CLRC RBDB grant for Digitization of the Empire Forester. Anticipated \$3,045. Fall 2016

### **Awards and recognition**

**Clemons, J.** Open Scholarship Initiative

Nominated to be partner in 2017 (final notification is pending)

**Owens, R.** UUP Professional Development Grant to attend the Special Libraries Association Annual Conference in Philadelphia, June 2016

**Verostek, J.** CLRC Professional Development Grant present at the Researching NY conference in SUNY Albany in November 2015.

**Verostek, J.** UUP Professional Development Award present at the SUNY Librarian Association Annual conference in SUNY Binghamton in June 2016.

## **Outreach**

### **Editorial Board Service**

#### **Clemons**

- Journal of Librarianship and Scholarly Communications Reviewer, 2016

### **Librarianship and Service**

#### **Clemons**

- Represent the Library to internal campus constituents and external organizations and groups
- Supervise and provide support for a department consisting of CSEA and UUP members, RF & student employees, and many interns and volunteers
- Manage library budget of approximately \$1 million, including funding streams with varied volume and restrictions
- Assisted with SUNY ESF Expanded Investment and Performance Fund proposal on online learning
- Contribute to ASSHE Sustainability Tracking, Assessment & Rating System report on open access policies
- Implement SUNY Council of Library Directors Strategic Plan initiatives
- Provided Reference Services nine hours per week
- Delivered guest lectures to various classes and to orientation programs.
- Worked with and supervised graduate student interns from the School of Information Studies
- Coordinated all Library accounts and expenditures
- Coordinated collection development and management including serial (online and print), online database subscriptions and monographic materials
- Coordinated and ensured proper disposition of gifts of materials to the Library, collections including those from retiring faculty
- Advocated for Library resources necessary to serve the campus community
- Coordinated communication of Library needs to other support units on campus (i.e., Housekeeping, Building & Grounds, University Police, etc.)
- Provided continuing education opportunities for all library employees and implemented morale boosting activities so that we may all enjoy our time together
- Oversaw the provision of citation analysis, annual ESF faculty-authored publication list and other forms of scholarly communications to the campus community

- Represented the Library to the campus community, as well as to outside agencies and groups, including Syracuse University, alumni, various professional associations, accrediting agencies and other SUNY Institutions and offices
- Prepared annual performance programs and performance evaluations for reporting staff consistent with Library mission and goals
- Create strategic partnerships outside of the Library
- Provided oversight of all Library electronic communications, including web presence, social media sites, and other forms of communication
- Provided oversight, advice, recommendations and coordination of information regarding use of the Moon Library building as a facility on campus used by numerous offices for a variety of purposes
- Coordinated with the office of Public Safety in the security of Moon Library
- Worked with various partners (Internet Archive, Biodiversity Heritage Library) to digitize special items and make them widely accessible through IR and internet platforms
- SUNY Council of Library Directors Open Access Strategic Committee Co-chair, 2016
- SUNY System Elsevier Contract Negotiation Team Member, 2016
- ESF Provost Search Committee, Elected faculty member, 2016
- SUNY Conversations in Disciplines Conference Planning Committee Chair, 2016
- Syracuse University iSchool's Project ENABLE (Expanding Non-discriminatory Access By Librarians Everywhere) Training Project participant, 2015-2016
- SUNY Explorations in Diversity Workshop Co-organizer and attendee
- New York Library Association, Academic and Special Libraries Section, Vice President/President Elect Candidate
- Friends of Moon Library, Member and Executive Board Member
- Upstate New York Science Librarians Annual Meeting Planning Committee Chair
- ESF Department of Environmental Forest Biology and the Office of Research Programs Liaison
- ESF Faculty Governance Committee on Research Member
- Chairperson for ESF Ad-Hoc Committee for the Student Spotlight on Research (subcommittee of Committee on Research)
- Chaired one PhD defense and two Masters defenses

#### **Ellis**

- Cataloged new purchased and donated materials in various formats

- Created catalog records for Honors Theses linked to e-versions in Digital Commons, to provide better visibility and accessibility, resulting in average monthly downloads of the e-versions exceeding 200 per month
- Answered/referred reference questions received in person and by phone, email, and FAQ link
- Performed citation analysis for faculties of Landscape Architecture and Forestry and Natural Resources Management
- Attended staff and librarian meetings and worked with library teams on
  - Public services
  - Academic engagement
  - Scholarly communication
- Attended writing faculty retreat to present information on library services and resources
- Advised support staff on cataloging issues, reference triage, and other library activities
- Subscribed to Internet services such as the Scout Report, Inside Higher Education, and Library Link of the Day, to keep current on professional issues and techniques and pass information to other staff members and to non-library faculty
- Served as library liaison to the FNRM and LA faculties, as well as assisting faculty from other departments as requested
- Attended regular meetings of Academic Governance and Strategic Planning/Vision 2020 groups
- Attended meetings of Instructional Quality and Academic Standards committee, dealing with topics that included a policy on student response equipment (“clickers”), general education and assessment, acquisition of a campus Scantron, and considerations for a future campus center for teaching and learning resources
- Chaired one Ph.D. doctoral defense and one doctoral candidacy exam
- Compiled a list of ESF theses and dissertations related to the Onondaga Lake/Honeywell remediation (with notes on those funded by Honeywell) for the Office of Government Relations, resulting in ESF’s submission being named a finalist for the Roy Award at the Harvard Environment and Natural Resources Program
- Updated the library’s handout of Web sites and DVD’s in support of the campus Constitution Day observance
- Presented a program on saving time and money on food for the Employee Assistance Program
- Participated in the library segment of the First Year Experience campus exploration tour

- Created/updated handouts for classes, guest lectures (some tailored to specific class projects), and use at the reference desk, reflecting availability of new sources.

## Owens

- Interlibrary Loan:
  - Managed all aspects of interlibrary loan by processing requests, updating procedures, collecting statistics, and improving workflows. This includes training and supervising four student workers who assist in processing and scanning requests. I also trained a new staff member who assists with interlibrary loan processing and operations, and worked with Heidi Webb on all system related activities.
  - We were able to fully utilize/integrate the Empire Shared Collection into our ILL workflow this year. We send article requests held by the ESC directly to them. ESC staff then sends the article through ILLiad directly to the library user. This significantly decreases the amount of time it takes to get the article to the library user and articles are usually received within 6-12 hours during normal business hours.
  - Improvements to ILL workflows:
    - Began using Odyssey Helper (later renamed Electronic Delivery Utility) which allows us to send several lending and document delivery articles at one time rather than one at a time.
    - Worked with Heidi Webb to create some new email templates, routing rules, and flags – all of which make ILL more efficient for us and our users.
    - Saved custom ILLiad searches so that monthly statistics can be done quicker.
    - Worked with staff to upgrade to ILLiad 8.6 in July 2015. This required some adjustments to workflow within ILLiad. The upgrade came with some new features which have helped the efficiency of processing ILL requests.
    - Continued to update the ILL procedures document as upgrades occur and workflow adjustments are made.
  - Basic ILL statistics:
    - Lending requests filled: 1154 (5% decrease from last year)
    - Borrowing requests
      - Filled: 2480 (24% increase from last year)

- Cancelled: 177 (31% increase from last year)
    - Document Delivery requests filled: 1034 (7% increase from last year)
    - Campus Delivery books: 109 (95% increase from last year)
- Acquisitions/Collection Development:
  - Evaluated ILL requests and made decisions to purchase 81 books, articles, and theses rather than borrow from other libraries (last year only 47 items were purchased instead of borrowed).
  - Facilitated the purchase of 80 books by request for the library collection. Twenty-one of these books were purchased for the What We're Reading displays.
  - Led the Public Services team in an ongoing, large-scale stacks inventory project. This project involves matching the online catalog with what is actually on the shelves, cleaning up catalog records, and weeding unused materials. Aside from keeping the project moving, I have been facilitating much of the final stages books go through such as review by librarians, contacting the Academic Governance Library Committee to review books, and supervising student workers in marking books for discard and boxing them up to send to Better World Books.
  - Handled renewals of print and electronic journal subscriptions and worked with librarians to evaluate the cost per use of several databases and journals to create savings for the library and opportunities for new subscriptions.
  - Facilitated the receipt, evaluation, and processing of all book donations to the library. Student workers assisted in the processing and librarians assisted in evaluating books to keep for the collection. Just over 30 books have been added to the collection from over 100 books donated this year. A couple of additional large book donations are currently being processed.
- Prepared citation analysis for faculty of the Chemistry, Environmental Resources Engineering, Paper and Bioprocess Engineering, and Sustainable Construction Management and Engineering departments, July 2015
- I was assigned the Division of Environmental Science in addition to the other departments I am liaison to (Chemistry, ERE, and PBE). This year I visited the Environmental Science capstone courses and began working with the instructor to develop ways to integrate information literacy skills in the orientation seminar and other environmental science courses.
- Team leader for Public Services Team. Team accomplishments and activities include:
  - Stacks inventory project as described above
  - Coordinate projects for student workers
  - Coordinate displays of books and library items

- Initiatives to help keep the library clean and tidy, such as centralizing waste bins and providing better signage
- Improvements to activities at the main desk such as scheduling, reserves, and circulation policies
- Member of Academic Engagement Team
  - Co-coordinated signage, displays, and activities in the library for Squirrel Appreciation Day on January 21, 2016.
  - Worked with Jane Verostek and student Zarha Dillon to create a display in the library on the Society for Ecological Restoration (SER). This display showcased books donated by the SER-ESF club as well as other books on ecological restoration. Information about the club and other clubs was also displayed.
- Worked with Heidi Webb to reorganize files in the Moon Library shared G drive
- Chaired search committee for the library Administrative Assistant II position, January 2016
- Chaired a doctoral candidacy examination in the department of Environmental Studies (May 2016)
- Active member of the First-Year Experience Advisory Team at SUNY ESF
  - Coordinated library event “Passport to Success” as part of the Inaugural FYE Field Days, October 2015
  - Working with team members to develop a “Student Success Series” which is a program of workshops around campus available to students
- Attended Academic Governance Committee on Curriculum meetings in Jane Verostek’s absence
- Attended as many Academic Governance meetings as schedule allowed
- Attended the ESF Mentoring Conference, “Cultivating Inclusive Leadership: Frameworks and Practices for ESF,” January 12, 2016
- Conduct Board Hearings Committee (1 hearing this academic year)
- Academic Integrity Panel
- Upstate NY Chapter of SLA
  - Treasurer for chapter since 2013
  - Co-organized and attended fall and spring chapter conference meetings, October 2015 & April 2016
  - Participated in the SLA Annual Conference in Philadelphia, PA, June 12-14, 2016
- Active participant in the Bridging the Gap Collaborative, April 2015-present
  - This is a partnership among school librarians and academic librarians to work towards solutions in bridging the gap in information literacy from high school to college, and is facilitated by OCM BOCES and CLRC.



- This year we have surveyed college faculty on information literacy skills they expect in assignments they give to first-year students and mapped AASL skills to the ACRL Framework. This work is building up to documents that school librarians can use to advocate for the need for information literacy skills in the classroom as well as preparing students for college level work.
- Two library school students from Syracuse University shadowed me during information literacy classes and reference, Anjali Parasnis-Samar and Isabella Baxter
- Represented Moon Library and SUNY ESF at the iConnect career event at Syracuse University's iSchool, October 14, 2015
- Attended several conferences and workshops to learn more about interlibrary loan, information literacy, and collections. A selection of these meetings include:
  - IDS Project Annual Conference, Watertown, NY, July 29-31, 2015
  - "Shift Happens," Kariann Kakeh, CLRC Workshop, SUNY ESF, January 14, 2016
  - Conversations in the Disciplines, Future of Libraries, SUNY ESF, January 29, 2016
  - "Engaging with the ACRL Information Literacy Framework," University at Albany, March 10, 2016
  - "Stepping Up Your Research Game with Qualitative Methods," SUNYLA workshop, Binghamton University, June 8, 2016
- Maintained and updated research guides for liaison departments, SciFinder, ILL, and What We're Reading. Created a new guide for the Division of Environmental Science.
- Co-organized with Jessica Clemons the book display What We're Reading which features a selection of new and highly recommended books each semester on a topic. The topic for Fall 2015 was Water, and topic for Spring 2016 was Food. These book lists are shared with the Alumni Association each semester.
- Report from SLA 2015. (2015) *CLRC News*, <http://clrc.org/report-from-sla-2015/>
- Copy-edited SUNY Open Textbook on Discrete Mathematics, July 2015

## Verostek

- Team Leader for the Moon Library Academic Engagement Team
  - This team focuses on teaching and learning support for the campus community.
  - Coordinated/led team meetings, collaborated with team members to address the research, writing and teaching needs of our faculty, staff and students and organized skill sharpener workshops.
  - Took meeting minutes and ensured they were distributed to the entire Moon Library staff.

- Contacted potential workshop presenters and collaborated with different departments on campus to be co-sponsors and/or co-presenters for the skill sharpeners.
- Led the team to making the Moon Library Skill Sharpener series well known on campus
- Organized and helped staff a Moon Library table at the SUNY ESF Activity Fair in August of 2015
- In January of 2016 helped host a full day event in Moon Library relating to National Squirrel Appreciation Day
- Member of the Moon Public Services Team
  - This team focuses on internal projects and improvements that affect our library users
  - Attended meetings and actively participated in identified projects including the weeding and inventory of the main collection and revision of library policies - both internal and external
- Had 3-4 reference shifts each week including one early evening shift
- Actively volunteered to fill colleagues' reference shifts as needed
- Answered online and emailed questions via Moon Library's LibAnswers service
- Input information about reference questions into Moon Library's internal LibAnalytics software
- Added FAQs to Moon Library's 24/7 LibAnswers service/website
- Was the designated librarian for all Archival and Special Collections related questions
- Provided in depth research help to researchers from on and off campus via in person visits, emailed questions, phone calls, questions via Facebook and Twitter and questions coming in via Moon Library's LibAnswer's service. Responses were given immediately in real time - during library hours, after hours and weekends and when needed one-on-one appointments were made
- Interviewed, hired and mentored two SU Masters of Library Science interns, one SU Masters of Museum Studies intern, three volunteers and one ESF student worker
- Coordinated spending of the \$1,000 Archives/Special Collections budget for 2015-2016 and coordinated the spending of a \$10,500 CLRC RBDB grant to digitize the Harlow film collection
- Continued to photograph archival and special collections items and catalog them in our collections management software called PastPerfect
- Created online finding aids for collections in the Archives/Special collections and worked with Moon Library's Instructional Support Technician to update the Archives/Special Collections website
- Added digitized items and metadata to Digital Commons @ ESF
- Continued to supervise the digitization and metadata entry for the Roosevelt Wildlife Station photograph collection. Items in the collection are being added to the NY Heritage site and the DPLA Digital Public Library of America site

- Continued to majorly shift, re-organize, properly re-house, preserve and inventory Archives/Special items to help with staff and researcher access and to help with the long term care of the items
- Organized and hosted the Syracuse Poster Project exhibit in Moon Library and organized and hosted a special exhibit opening with guest lectures
- Worked with donors & ESF emeriti and processed donations to the archives and special collections
- Worked with the Office of Communications and the Office of Development as they needed items for publications, displays, events and videos and worked with ESF department heads/faculty that had in depth questions for lectures and special events such as Cranberry Lake's 100th anniversary
- Invited to and joined the ESF in the High School Center Steering Committee.
- Continued appointed on the ESF Curriculum committee
- Attended academic governance meetings, campus vision presentations, etc.
- Member of the Departmental Review Committee for Ruth Owens, Assistant Librarian.
- Nominated to serve on the Provost/Executive Vice President Search Committee and the ESF Capital Planning Committee. Although not chosen it was an honor to have been considered.
- Member of the FOML Board. Attended, participated and hosted board meetings and FOML events
- Designed/ordered FOML ceramic mugs given to FOML members and I publicized events for FOML
- Updated the FOML webpage
- Worked with members of the ESF FYE First Year Experience Committee and I participated in the Moon Library Passport to Success: Discover Moon Library program during the FYE Field Days
- Attended the ESF Central NY Alumni event at the Seward House in Auburn, NY
- Continue to be the Blackboard liaison for the ESF campus which involves doing Blackboard workshops, one on one sessions and collaboration and assistance to faculty
- Library Liaison to the ESF Environmental Studies Dept. and do guest lectures, citation analysis, etc.
- Chair of one thesis defenses for a Masters Thesis in PBE
- Volunteered as a judge at the SUNY ESF Outreach Office's Environmental Challenge
- Volunteered and was a member of the SUNY ESF trivia team for the Battle of the Businesses Trivia Challenge weekend fundraiser event to benefit the Boys and Girls Clubs of Syracuse The team was sponsored by the ESF QWL Quality of Work Life Committee
- Was the United Way Success by Six book collector/coordinator for the ESF campus
- Worked closely with Knothole writers to research articles for the Knothole. I received recognition in written articles in the Knothole where I helped with historical research
- Volunteered to work with area high schools on my own and via the ESF in the High School Program
- Active member of local archival, museum and local history related associations including The Onondaga Historical Association, The Everson Museum of Art and The Preservation Association of Central NY. I attended and hosted events for these groups at my historic

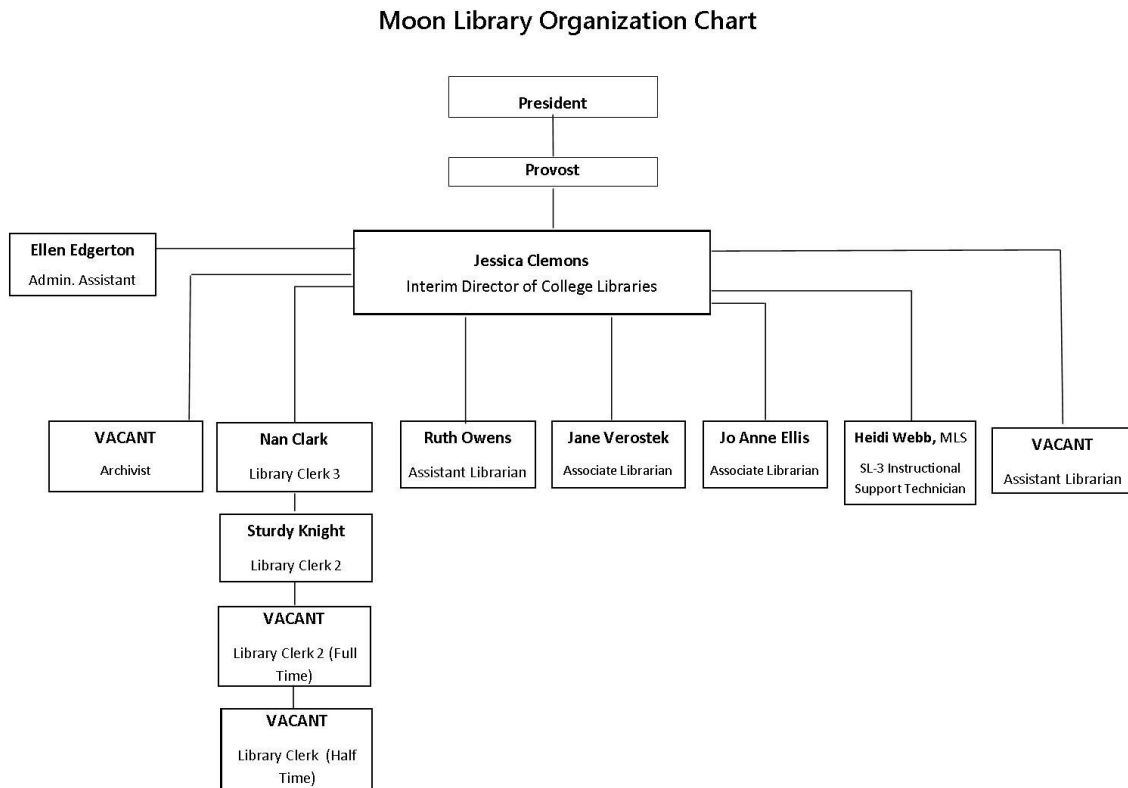
home. Also hosted events for local politicians. Active with the Erie Canal Museum and annually donate gingerbread houses for their Gingerbread Gallery that runs November to January each year. Active with the Beaver Lake Nature Center and annually donate carved pumpkins to their annual Enchanted Beaver Lake event.

- Worked with area public libraries regarding my personal display of 20 framed photographs shown in two area libraries and also provided guidance to them regarding display ideas, policies and forms
- Invited to and attended the Sunday June 5, 2016 Landmark Society of Western NY's annual House & Garden tour in Rochester; had assisted them with doing research regarding Fletcher Steele
- Mentored Syracuse University interns/students from the iSchool and VPA school.
- Member of NYLA in the ASLS Academic and Special Libraries section
- Asked to join the NYLA Council and to rejoin the NYLA Academic and Special libraries board but was asked to decline both invitations by Library Administration due to our low staffing.
- Coordinated and hosted a day long NYLA Council meeting on the ESF campus
- President of the CLRC Board and member of the Executive Committee
- Past President of the CLRC Board and member of the Executive Committee
- Chair of the CLRC Nominating Committee
- Invited to and joined the CLRC CNY College and University Archivists Roundtable
- Invited to and joined the CLRC Digitization SIG - Special Interest Group
- Continued appointment as the SUNYLA Delegate for Moon Library/SUNY ESF
- Attended SUNYLA Board meetings. Published library news in the SUNYLA newsletter
- Created **7** new LibGuides bringing my solo authorship of LibGuides to **21**
- Created new Wikipedia entries for ESF Deans/Presidents Shirley and Palmer and I added content on Wikipedia for Bray, Baker, Moon, Brown, Spring, Illick, Jahn, Whaley and Murphy. Also added content on Wikipedia entries related to Archives/Special Collections such as Fletcher Steele's page
- Researched, wrote and found photos/documents for "Throwback Thursdays" which highlight items from our archives and special collections relating to something that happened in the past for the week at hand. These Throwback Thursdays are compiled every week and they are published to the SUNY ESF and Moon Library Facebook and Twitter accounts
- The Syracuse Poster Project published one of my submitted haikus to their blog
- As the SUNYLA Delegate to ESF contribute/write 3 times a year for the SUNYLA Newsletter
- Creatively fashioned unique displays for the 4 display cases in Moon Library. Displays centered around campus and library. Displays used items from archives/special, had personally hand crafted items, personal items from home and items borrowed from various campus departments
- Via a UUP artistic and creative endeavor grant received in 2015, created a travelling exhibit of personal photographs of NY nature and city scenes. These 20 framed prints have been displayed for month-long exhibits in two local libraries in Fall of 2015 and Spring of 2016

## Service-Learning

There is no inherent service learning component to the information literacy courses taught by the Library faculty.

## Governance Structure



## Performance Evaluations

I, Jessica Clemons, certify that all staff and faculty who are regularly scheduled for annual performance evaluations have had a performance evaluation in a timely manner, and that there are performance programs in place for each staff member.

## **Student Learning Outcomes Assessment**

The Library's assessment data from last academic year was aspirational and focused on what the library "could" do. In light the IQAS passing the college-wide student learning outcomes, with particular focus on information literacy and critical thinking, we have been working closely with the assessment coordinator to adapt what is listed as the library assessment and measure to be more useful to the library and to the college. Jessica Clemons and Ruth Owens will be attending the ACRL Assessment Immersion program in August 2016 to develop information literacy and program learning outcomes which will then be reflected in the Trac Dat system. We greatly look forward to working with the assessment coordinator to see if we are meeting our goals and how we may better serve the students who come to this campus.

As is demonstrated in this Annual Report, the library collects a large amount of data. What we need to connect is how the data are related to the goals that we develop. We also plan to use existing survey mechanisms to discover information about ourselves and our services so that we may leverage our limited resources to best support the teaching and learning goals of the library, the campus, and SUNY.

## **Progress on Objectives for 2015-2016**

### **College Wide Strategic Planning**

Academic departments were asked to respond to specific prompts from the Strategic Planning Steering Committee (SPSC). The following items are how we as a department responded to our recent successes, our ongoing commitments, and our future initiatives in relation to Vision 2020 and SUNY Excels:

### **Recent Accomplishments/Initiatives**

*What are the recent accomplishments/initiatives produced in your Unit/Department over the last 5 years that by themselves, or when collected together with others from across campus, are institutional hallmarks of what ESF can and will do, and will continue for at least the next 5 years. These accomplishments will be used in the Vision 2020 Update to articulate our strengths as a foundation for growth over the next 5 years. Please provide at least one or two accomplishments, if possible, and no more than 10 for each of the existing seven goals (see attached listing of Vision 2020 goals with accompanying objectives – objectives are provided to make more clear what is meant by each goal).*

1) Establishing ESF's virtual library

Nearly 4 years ago the library systems at Syracuse University and ESF separated fully into their own independent library systems. What this meant for ESF was that for the first time since the Library's automation we needed to establish our independent virtual library of resources which includes the online catalog, databases, and associated support systems.

This accomplishment meets goals 1,2,3 most specifically through:

- Strengthen support services to enhance academic excellence
- Define and facilitate a set of skills and knowledge all ESF students will have upon graduation
- Enhance our web-based presence

## 2) Launch ESF's Institutional Repository, Digital Commons @ ESF

After careful evaluation and faculty involvement, the Library took a bold step into modern scholarly communication by launching an institutional repository. Digital Commons @ ESF is a secure location to showcase the scholarly output of our academic community. From student work to faculty publications to media and archival material, we have been steadily building content that is available and findable to everyone.

This accomplishment meets goals 1,3,5,6 most specifically through:

- Strengthen support services to enhance academic excellence
- Achieve distinction in the areas of distance learning, information technology, and classroom technology and media
- Enhance our web-based presence
- Establish visible research initiatives
- Contribute the science upon which developing natural resource policy is based
- Enhance and develop new areas of research

## 3) Proactively enrich and engage the academic community through instruction and workshops

F. Franklin Moon Library employees have been working for approximately two years to reach out to students and faculty through an informative workshop series. We focus on topics such as using Blackboard for classes, citation managers, and Researcher ID profiles. These informative workshops are a way for anyone to learn in a relaxed atmosphere where we encourage gaining new skills and asking any sort of questions from novice to expert.

This accomplishment meets goals 1,2 most specifically through:

- Continue to provide a safe and supportive learning environment
- Strengthen support services to enhance academic excellence

## 4) Engaging as partners with other SUNY institutions to make education affordable through Open SUNY Textbooks and open access initiatives.

F. Franklin Moon faculty librarians have been supporting open access initiatives and Open SUNY Textbooks starting in 2012. Rather than pay publishers inordinate sums of money or worse yet force students to pay hundreds of dollars, librarians across SUNY flipped that model: pay authors upfront then the end product is a scholarly, professional, open access text for use in classes across the world. There are other initiatives, such as an Open SUNY information literacy portal and the newest project of increasing faculty adoption of open education resources.

This accomplishment meets goals 3,5,6 most specifically through:

- Establish visible research initiatives
- Strengthen relationships with other SUNY and private institutions
- Infuse entrepreneurship into ESF's culture

5) Increased service to our campus community through integrated purchasing and delivery

Service is at the core of our mission as a library. In the past five years we have made dozens of improvements to get items to our faculty and students. We have integrated greater resource sharing capabilities through document delivery and streamlined delivery to campus community members through scanning print items for ease of use, office delivery, and increasing the ease and speed of interlibrary loan.

This accomplishment meets goals 1, 7 most specifically through:

- Strengthen support services to enhance academic excellence
- Improve the ease of doing business; continuing process improvement

Goals and Aspirations (see attached definitions of goals, etc.)

*What two or three major goals or key aspirations do you have for your Unit/Department for the next 5 years and what assistance do you need to achieve them? If possible, please note how these goals/aspirations fit within Vision 2020 and SUNY Excels.*

1) Create modern and unique teaching and learning spaces

The library has many spaces that are not really our own. In order to fulfill our mission, we need to have a variety of dynamic spaces that support teaching and learning on and off our campus. The first stage to a proposed change is a space usage analysis. We are planning to start a space usage analysis within our walls to determine how space is being used and what improvements need to be made.

We hope to receive feedback from the classroom technology ad-hoc committee which will inform future changes that can be made. In order to achieve this goal we need to set up a space survey, administer the survey, interpret the results, engage stakeholders and then have the capacity to act on the results.

This goal fits within Vision 2020 and SUNY Excels through

- Implement a new campus physical facilities plan to include new and renovated space



- Create organizational agility
- Strengthen Faculty/Student Interaction
- Success

2) Provide support and resources for open educational initiatives, including integration into content management system

Implementing ESF's virtual library has been a huge step towards supporting and engaging in online teaching. We are working towards ease of integration of our resources into the Blackboard CMS. This is not as straightforward as it could be because of the shared nature of Blackboard between ESF and SU.

This goal fits within Vision 2020 and SUNY Excels through

- Achieve distinction in the areas of distance learning, information technology, and classroom technology and media
- Enhance and develop continuing education programs for nontraditional students and industry
- Fully develop regional and international learning experiences
- Reconfigure existing programs to be most relevant to the needs of society
- Access
- Success
- Completion

3) ESF 200 requirement/availability, especially through online instruction

ESF 200 is a required course for some of our degree programs, but not all of them. This commitment to understanding the way that information is produced and consumed is an essential skill that every member of our community should attain. Currently library faculty lack the capacity to teach enough undergraduate sections if it were required for every student.

This goal fits within Vision 2020 and SUNY Excels through

- Achieve distinction in the areas of distance learning, information technology, and classroom technology and media
- Access
- Success

#### Differentiators

*What do you think does / would clearly set your Unit/Department apart from other institutions working in the same arena? If possible, please note how these differentiators fit within Vision 2020 and SUNY Excels.*

1) Supporting faculty research data management needs, specifically needs in relation to federal funding requirements.

A significant amount of data are generated on this campus. Many of those data points are related to or supported by federal funding programs that require data to be made freely available. We have been making incremental progress in supporting research data management but there is much work to be done.

This aspiration fits within Vision 2020 and SUNY Excels through:

- Establish visible research initiatives
- Contribute the science upon which developing natural resource policy is based
- Inquiry
- Engagement

## 2) A fully funded archivist position for the college

The ESF College Archives have been without an archivist since 2011. When requests come in from students, faculty, alumni, and community members it is difficult and time consuming to answer them. Up until 2014 requests were generally denied outright. A “hodge-podge” approach to managing our print archives and the born-digital archives that are produced by our campus is not a successful model. Information is being lost forever because there is no plan and no person or system to collect the important institutional documents.

This aspiration fits within Vision 2020 and SUNY Excels through

- Invest in ESF’s human resources and physical infrastructure
- Access

## 3) Proactively reach out to field stations to provide point-of-need service to students and faculty

Not every campus has librarians as part of field station research and activities. This close working relationship helps the library employees to understand the nature of research and teaching activities in these remote locations. In addition to teaching, libraries in the remote locations do not have dedicated staff to maintain the collections. There are no formally trained library workers to maintain our remote libraries. Ideally we would have at least one library clerk that rotates through the various libraries in the North Country.

This differentiator fits within Vision 2020 and SUNY Excels through

- Strengthen support services to enhance academic excellence
- Strengthen Faculty/Student Interaction
- Success

## 4) ESF in the High School outreach and integration

ESF in the High School is a wide reaching initiative and the library is at the heart of that experience. High school students often come to visit the physical library and hear from our

skilled faculty on how to access and utilize resources. We also provide service to these students as they conduct research off campus. We see good potential working with these excellent students.

This differentiator fits within Vision 2020 and SUNY Excels through

- Strengthen Faculty/Student Interaction
- Access
- Completion
- Success

### Needs

We need more people working on library initiatives in order to maintain successful initiatives and also engage in future scholarly work. The library is chronically understaffed. Those of us who are employed have a high ratio of campus service and participation. Support for new and current employees through professional development training and experiences would help elevate the existing skillsets.

Scholarly database subscriptions, especially to journals, will only increase given the current publishing climate. eBooks are also increasingly expensive and necessary for online teaching. Without increasing budgetary support we will not be able to provide access to the resources that are required for research and teaching at ESF.

We also need to invest in the facilities to accommodate different learning and teaching styles and simply replace damaged items. Accessibility is a major concern and many improvements can be made in that area.

### Facilities and small capital requests

As enrollment grows and usage of the Moon Library continues to increase, the College needs to consider investing in some serious upgrades to the Moon Library building. We have an (badly) aging facility that was never designed with the needs of current faculty and students in mind.

- There is not enough flexible, configurable space for student use.
- We lack team/group study rooms.
- We do not have enough quiet study space to meet demand, in spite of the Unsworth gift.
- We do not have enough outlets to meet current student demand.
- We lack the ability to properly group library faculty and staff into coherent working teams given the current usage of the building footprint by offices not controlled by the Library.
- In addition, the immediate facilities needs are highlighted below:

Room	Justification for request
100 (Main Reading)	If we re-configure the entrance and security for the library we can provide secure unstaffed 24/7 access to students, and possible further reduce staff hours and expenditures.
Room 19	We need to create a functional collaborative learning lab environment in Room 019 including monitors, multiple black/white boards, and other team learning capabilities. We have no other such facility on campus. This was the second highest priority classroom to be renovated as part of the IQAS classroom renovation committee. The furniture there is ripped, worn, uncomfortable, and mismatched. Having this center on campus will directly relate to ESF Open Academy and contribute to creativity and teaching excellence. See concept at <a href="http://www.red-thread.com/wp-content/blogs.dir/358/files/2014/08/Red-Thread_MGH-Institute-of-Health-Professions.pdf">http://www.red-thread.com/wp-content/blogs.dir/358/files/2014/08/Red-Thread_MGH-Institute-of-Health-Professions.pdf</a>
Men's Room	Create wheelchair accessible stall in the men's room of the library. Requested yearly since 2009
Room 15	Air conditioning and climate control consistent with unit install for Computer Lab in Room 14 in 2014. If we can invest in this type of system to preserve machines with 5 year life spans, should we not do at least as much for materials we are expected to save for the next 150 years?
West or North Entrance	Ramped access to one of the doors on the lower floor of the library to accommodate wheelchair and handicap access/egress to the building
Room 101	Carpet in 101 is worn, and badly aged. High traffic area in administrative offices. Requested yearly since 2007
Room 15	Additional shelves, and appropriate storage for archival materials - some of which are stacked on the floor. Installation may require small abatement project regarding floor tiles.
Room 9	Replace doors to staff offices (4) with doors that meet the floor and include glass panels so that occupancy of the offices can be determined without opening the doors. Note: please have contractors measure the finished openings, and NOT the existing doors, as was done with Room 105 renovations a few years ago.