2016

Seton Hall University Dean of Libraries Annual Report FY: 2015-2016

Seton Hall University Libraries

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Dean of Libraries
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Executive Summary

The Libraries ... instantiate the University's academic ambitions and this [Strategic] Plan articulates the role we ... play in the ... social, moral-ethical, and democratic goods that are embodied in Seton Hall's Mission and Strategic Plan (Preamble)

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

This has been another year of significant progress:

- The Libraries are in the midst of a **full inventory and de-duplication of the Circulating collection** and a **full shift of the Circulating collection** into that space **to allow for necessary growth** (currently at 90+% capacity) - to be completed early fall. Print **periodicals have been fully de-duplicated** (relying on stable publishers e.g. JSTOR, Oxford, etc.), **reorganized and compacted, creating 1.5+ mi. of crucial collections space**. **Significant database cleanup is being accomplished in the process**, making resources findable and usable for students and researchers both in the physical arrangement of our collections and in the records tracking our digital materials. We make this contribution to a collective effort also for our partner universities nationally and internationally so that **Seton Hall users get high-quality service** in return. We are relied upon for unique items that are our most valuable contributions: **this is how research is supported now**, and it is why we've been working systematically on the quality of our spaces, the organization of our collections, and the quality of our bibliographic information. They are **all tied together in supporting Seton Hall's academic ambitions**.

- **Library faculty** members received a **Fulbright award** and the NJLA/ACRL **College and Research Libraries annual research award.**

- The **Libraries' Technology Strategic Plan was initiated and completed** this year in consultation with IT. **Full implementation is underway** including approval for **hiring a professional technologist position**. In conjunction, the Digitization of Collections Policy was developed and a **digitization grant to New Jersey Council on the**

Humanities on Vatican II-era Social Justice Materials in the Archdiocese of Newark archives will be submitted this summer.

- The Libraries' first **programmatic set of Student Learning Outcomes for Instruction, along with a rubric was developed**. It is being implemented this summer and fall.

- The Libraries have **transferred the Seton Hall University Museum of Anthropology and Archaeology into our Special Collections**. The processes to **clean, preserve, catalog and make it available to researchers on the web and for study, teaching, and scholarship** is well underway.

- The **Library Strategic Plan Objectives Round 3: to May 2017 has seen significant progress** (see Status of Goals and Objectives section).

- Working with the University registrar, **the Libraries enforced** department/college **standards** for format, copyright, approval documentation **and timelines for doctoral dissertations** for the first time.

- **The Libraries and its services are used**: **Library faculty taught 6,588 students in 323 Instruction sessions;** Seton Hall University Libraries borrowed (for SHU users) and loaned (for the scholarly community) about **18,000 items through Interlibrary loan** services combined; gate count was about **600,00 visits** while **use of print materials was about 45,000 items** (in-house was 13% of the total); **the Library again remained open during serious winter weather**; and **group study room use again rose to just below 14,000** uses, with the program of 8 hour access to them during the 24/7 Finals made permanent.

- There were a number of personnel developments this year**: Professor R. Stern retired** in May 2016 after 33 years of service to Seton Hall University Libraries; Mr. Len Iannaccone resigned his position as Records Management Clerk in March 2016, and Ms. Marilyn Shemaly-Turner resigned her Weekend Circulation Clerk position in September of 2015. Ms. Brianna LoSardo transferred to the redesigned Archives and Records Assistant position, Ms. Tiffany Burns was hired for the Weekend Circulation position, Mr. Joe Riccardelli was hired as Stacks Supervisor, and Kathryn Wissel will continue to serve as a Term Librarian – this time as Business Librarian for the year.

Dean's Activities (selected, 2015-2016)

University Service

Academic Affairs University Budget Committee
Communication and the Arts Dean Search (Provost appointment)
Provost's Merit Committee
Salary Equity - *ad hoc* for Provost
Copyright Committee (TLTR), co-chair
TLTR Executive Committee
VALENJ (Virtual Academic Library Environment – NJ) Executive Committee
VALENJ Outreach Committee, co-Chair
CRRA (Catholic Research Resources Alliance) Board Member
CRRA Governance Committee

Publications and Scholarship

John Buschman, "Different, but More Similar Now: Faculty Status," Journal of Academic
    Librarianship, 42 (4), 2016: pp. 476-477.

___, "On the Political Nature of Library Leadership," Political Librarian, 2 (1), 2016, pp. 28-40
    (http://openscholarship.wustl.edu/pollib/vol2/iss1/9).

___, "On the Structural Irrelevance of Privacy: A Provocation," Library Quarterly forthcoming
    October 2016.

___, "The Library in the Life of the Public: Implications of a Neoliberal Age," Library Quarterly
    forthcoming

Review of Part of Our Lives: A People's History of the American Public Library, in Library
    Quarterly forthcoming October 2016.

Review of The First Amendment Bubble, in Journal of Information Ethics forthcoming October
    2016.

(invited) Speaker at the Author Workshop, ACRL NJ Research Success Seminar, Rutgers–
    Newark University Library, November 17, 2015.

(invited) Paper presented at Seventh Annual Society for US Intellectual History Conference,
    "The Library and its Public: Enlightened, Class-Conflicted, Massified, Fractured" panel,
    Washington, DC, October 15–18, 2015 (co-panelists Joyce Latham and Wayne Bivens).

Professional Meetings

Inaugural EBSCO User Group Meeting, Boston, May 10 – 11, 2016
American Library Association, Midwinter meeting/OCLC meeting, Boston, Jan. 8 – 10,
      2016
Seventh Annual Society for US Intellectual History Conference, Washington, DC,
      October 15 – 18, 2015

Library Faculty: Scholarship and Service (non-Libraries)

Bao: Served as a Master's Thesis Advisor for Malissa Eaddy, a dual M.A Candidate in East Asian Studies and International Relations and Diplomacy (Class of 2016); "Chinese Corner: From Library to Classroom" poster presented at VALE/NJ ACRL/NJLA CUS 17th Annual Users' Conference on January 15, 2016, Busch Campus Center, Rutgers University; presented "Find Scholarly Works of John C.H. Wu through Library Databases: A Digital Humanities Approach" at the Symposium in Honor of John C. H. Wu, Seton Hall University in April 21, 2016; received Digital Humanities (DH) Grant funded by the Provost Office and sponsored by Center for Faculty Development Center and TLTC during Fall Semester 2015; served on the CALA JLIS Editorial Board, 2008 – present for the *Journal of Library and Information Science* (JLIS). http://www.cala-web.org/publications/jlis-editor, peer reviewer for JLIS manuscript in 2015; Co-Chair of Faculty Senate IT Committee; member of the University Research Council; Faculty Senate Faculty Development Committee.

Bloom: ___, and Marta Deyrup (2015). "The SHU Research Logs: Student Online Search Behaviors Trans-scripted." The Journal of Academic Librarianship, 41 (5): 593-601 (NJLA/ACRL College and Research Libraries annual research award May, 2016); ___, (2015). "Musical Meaning and the High Mass," essay written for the Seton Hall University summer faculty retreat; reviewed two book proposals for Rowman & Littlefield; peer reviewer for *Journal of Web Librarianship*; presentations: Bloom, BS, (July 2015) "Library as Learning Space. The Changing American Library"; invited presentation at symposium for Israeli library directors at Ruhr University at Bochum, Bochum, Germany; ___, (July, 2015) "Student Research at Seton Hall: Is EDS a Solution?"; ___, and Marta Deyrup, "The SHU Tapes: Student Research at Seton Hall: Second Iteration," Charleston Annual Conference, Charleston SC, November 2015; also presented at the NJLA College and University Section Research Committee Research session. New Jersey Library Association Annual Conference, Atlantic City, May, 2016 and at VALE annual conference, Rutgers University, January 2016; University Assessment Committee; Woman of the Year Committee; Praxis Leadership Advisory Council (PLAC); Charter day committee; Faculty Senate Alternate; Senate Core Curriculum Committee; University Core Curriculum co-liaison; Senate Grievance Committee; Senate Academic Policy Committee; Library Rank & Tenure Committee, Chair; Library Nominations and Elections Committee, acting Chair; Public Services Committee, Chair; Collection Development Committee; Committee to Develop Guidelines and Rubrics for Merit Pay; NJLA/ACRL College and University Section Research Committee; Charleston Conference (November 2015); VALE annual conference (January 2016); NJLA annual conference (May, 2016); Seton Hall University Women's Conference (February 2016); Digital Humanities workshops; Faculty Catholic summer seminars 2015 and 2016.

DeLuca: ___, Poster "Weeding in Political Science" at Charleston Conference on November 6, 2015 [with Erin Ackerman]; ___, webinar "Making Peace with United Nations Data: Learn to

navigate UN data information sources" sponsored by the North Carolina Library Association Government Section on November 11, 2015. ___, review of Jake Carlson and Lisa R. Johnston, eds., *Data Information Literacy: Librarians, Data, and the Education of a New Generation of Researchers*, in *Library Quarterly* 2016 86:2, 234-235; Manuscript Reviewer – *Data Visualization: A Guide to Visual Storytelling for Libraries*. Rowman & Littlefield Publishing, 2015; ACRL 2017 Conference Poster Sessions Committee; Legal Research Training at the UN's Dag Hammarskjöld Library; New Jersey National History Day, New Jersey History Day Judge, 2016; planning team Summer Digital Humanities Program; Public Services Committee, Student Learning Outcomes Task Force; Digital Humanities Committee; Center for Faculty Development Advisory Board.

Delozier: "Gannon, Guilfoyle, and Walsh: Shared Education and Catholic Higher Learning Objectives in Western Pennsylvania and Beyond, 1873-1957," *Gathered Fragments*, Journal of the Catholic Historical Society of Western Pennsylvania, 2015; "Archival Science & Historical Method Toward Quest For Insight," Praxis Seminar, Seton Hall University, 2015-2016. (Revised Web Essay); "Gothic Pride, Brian Regan," *New Jersey Studies: An Interdisciplinary Journal*. Trenton, NJ: New Jersey Historical Commission, 2:1, 2016; "History of New Jersey Catholic Publications," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:1, 2015; "The Writings of Bishop John Joseph O'Connor and the Great War," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:2, 2016; "Al Smith & The Sidewalks of New Jersey – A Look at the 1928 Presidential Election and the Garden State," in *New Jersey Catholicism: A Public Reader*. Carl Ganz, Jr., ed., Summer 2016; "Women and the Great Hunger in Ireland," Panel Moderator for "The Earl Grey Orphans" and "Post-Famine Representations," Plenary panelist for session entitled: "Understanding the Great Hunger: The Next Phase" held at Quinnipiac University, Hamden, CT. June 4-6, 2015. (Invited); Archives & Special Collections Center," Opening Remarks, Church of the Sacred Heart, South Plainfield, New Jersey. June 13, 2015. (Invited); "Users and Access: Models for Collaboration on Digital Projects," Panel Presentation and Roundtable held at the Catholic University of America, Washington, DC. October 8, 2015. (Invited); "The Connection of Seton Hall University and the Township of South Orange Over the Past 160 Years," Presentation as part of the South Orange Public Library Speakers Series. November 5, 2015. (Invited); "Catholic Resources in Context: Finding Traditional and Non-Traditional Information Leads," Presentation delivered at the Genealogical Society of New Jersey Annual Meeting held at Rutgers, The State University of New Jersey. November 7, 2015. (Invited); "An American Irish Figure of Distinction - James J. Braddock - Researching His Times and Legacy," Presentation as part of a panel entitled: "Connecting the Research Dots: Understanding Celebrity, Distinction and Reputation From Different Perspectives" at the American Conference of Irish Studies, New England Chapter held at the University of New Haven, Connecticut. November 20, 2015; "Irish & American Irish Resources," and "An Introduction to the Easter Rising," Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 20-21, 2016. [* Annual Irish immersion school for 6-12 grade students. Named to the Gael Scoil Advisory Board.] (Invited); "New Jersey Catholic Experience – An Overview," Presentation to the Praxis Program of the Advanced Seminar on Mission, Seton Hall University. February 22, 2016. (Invited); "Seton Hall University Men's and Women's Basketball – A Brief History," Presentation to the Rotary Club of South Orange. February 25, 2016. (Invited); "Finding [Traditional and Non-Traditional] Irish Related Records

From The Contaes Na Éire To County Passaic Before & After The Easter Rising," Presentation to the Passaic County Genealogy Club, Paterson, New Jersey. March 12, 2016. (Invited); "An Introduction and Overview of the Easter Rising," Presentation delivered at the River Edge, New Jersey Public Library. March 28, 2016. (Invited); "Réin An Leabhair – A Retrospective of the Capuchin Annual During the Transition Years Between Taoiseachs De Valera and Lemass," Presentation accepted for the American Conference of Irish Studies held at the University of Notre Dame, South Bend, Indiana. April 3, 2016; "Catholic Newark and the Easter Rising: Local Perspectives on the Search for Irish Independence", (with Father Augustine Curley) Presentation held at the New Jersey Historical Society, Newark. April 14, 2016. (Invited); "New Jersey Connections to the Easter Rising," Presentation delivered at Union County College, Cranford, New Jersey. April 20, 2016. (Invited); "Researching Primary Archival Sources Related to John Wu and Asian Studies," Presentation delivered at the Dr. John C.H. Wu Conference held at Seton Hall University. April 21, 2016; "Seton Hall University Archives & Special Collections Center – Academic Archival Records," Discussion group with the New Jersey Chapter of the Association of Professional Genealogists, Montclair, New Jersey. April 30, 2016. (Invited); "The Easter Rising & American Revolution - A Comparison of Rebellion," Presentation at the Ridgewood Public Library. May 2, 2016. (Invited); "Mount Carmel Guild Collection," Lightning Round Talk – CRRA Annual Conference Panel, Interactive Presentation. June 7, 2016; "History of the Immaculate Conception Chapel," New Jersey History and Historical Preservation Conference held at Seton Hall University. June 8-9, 2016. (Invited); Catholic Library Association (CLA) - Chair of the Membership & Publicity Task Force; Catholic Research Resources Alliance (CRRA) Collections and Digital Access Committees; Mid-Atlantic Archives Conference (MARAC) New Jersey Caucus and Program Committee and Local Arrangements Committee; New Jersey Catholic Historical Commission (NJCHC); Ancient Order of Hibernians (AOH) - State Historian and de-facto Archivist for the New Jersey AOH; South Orange Historical Preservation Society (SOPHS) advisory board and Vice President Caucus Archival Projects Evaluation Service (CAPES); incoming Faculty Senator; outgoing Chair of the Faculty Senate Library Committee; Faculty Senate Faculty Development and Graduate Studies Committees; Charter Day Committee; Petersheim Academic Exposition Steering Committee; Program Review Committee; Student Leadership Servant Award Committee; Co-Advisor for the Seton Hall University Student Irish Society; Steering Committee for: "China Studies, Catholicism, and East-West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu"; Creator and Steering Committee member for "In Celebration of the 1916 Easter Rising: Art, Articulation, and Inspiration" (Confirmed and Scheduled for October 21, 2016).

Deyrup: Fulbright Specialist in Library Science Award, American University of Central Asia, Kyrgyzstan (2016); Bloom, Beth and ___. The SHU Research Logs: Student Online Search Behaviors Trans- scripted. *Journal of Academic Librarianship* 41(5): 2015, 593-601 (ACRL-NJ/NJLA-CUS Research Award 2016); ___, and Jennifer Younger. Collecting and Hosting Digital Catholica in the United States, chapter in *Libraries at the Heart of Dialogue of Cultures and Religions: History, Present, Future*. Newcastle upon Thyne: Cambridge Scholars Publishing, 2016, 95-102; ___. et al. Open Access Week. Inaugural essay for the column Digital Trends and the Global Library Community, *International Information & Library Review*, 48 (1): 2016, 31-36; ___. An Initial Report on the Publishing Activities of the Italian Minority

Communities in Croatia and the Istrian and Dalmatian Diasporic Communities in Italy. *Slavic & East European Information Resources* 16 (4): 2016, 211-221; ___. (2015) Dalmatian and Istrian Émigré Communities in Post-World War II Italy. Alberto Institute, Seton Hall University, South Orange, NJ, October 6; ___. (2015) DeGruyter/WESS/SEES presentation of completed grant-funded research, WESS Committee, American Library Association Annual Conference, San Francisco, CA, June 29; ___, (2016) Publishing Activities of the Italian Communities in Croatia and the Istrian and Dalmatian Diasporic Communities in Italy from the Homeland War to the present, North East Slavic, East European and Eurasian Studies Conference, NYU Jordan Center for the Advanced Study of Russian, New York, NY, April 2; ___. (2015) Chair, Charting the Unexplored: the Experience of Four Library, Archive and Museum Collections. American Association for the Advancement of Slavic, East European and Eurasian Studies Annual Conference, Philadelphia, PA, November 20; ___. and Beth Bloom (2015) The SHU Tapes, Charleston Conference, Charleston SC, November 6; ___., et al. (2015) Open Perspectives on Open Access, Charleston Conference, November 5; Faculty Senate Executive Committee; Co-chair, Program Review Committee; Co-chair Senate IT Committee; Merit Pay Committee; Co-chair, Digital Humanities Committee.

Ince: ___, & Irwin, J. (2015). LibGuides CMS eReserves: simplify delivering course reserves through Blackboard. *Interlending & Document Supply*, 43(3), 145-147; Co-chair, Digital Services Steering Committee; Preservation Committee; Collection/Technical Services Committee; Petersheim Steering Committee; Library Senate Committee; Graduate Senate Committee; Instructional Technology Committee; on leave Spring 2016; received tenure and promotion.

Irwin: ___, (2016) Academic Libraries, Veterans, and For-Profit Higher Education: Exploiting the Vulnerable. *Progressive Librarian,* Spring *#44,* 28-39; Rose-Wiles, L., & ___. (2016): An old horse revived? A preliminary study of in-house use of print books at Seton Hall University. *Journal of Academic Librarianship, 42*(3), 207-214; Deborah Blackwell, ___, Joan M. Serpico, and Emily Witkowski. Training Tips & Tricks: Templates and Strategies for Training New Staff. *New Jersey Library Association Conference*, May 18, 2016; Lisa M Rose-Wiles, ___, and Kathryn Wissell. "In-house print book use at Seton Hall University Libraries" *Vale Assessment Fair* (2015); Faculty Senator; Graduate Studies Committee; Teaching, Learning & Technology Roundtable Disabilities Services Sub-Committee; University Seminar on Mission; Seton Hall University Veterans' Committee; Technical Services Committee; VALE – Access Services Committee; Copyright Committee; Student Veterans Association, Co-Founder; Seton Hall Veterans Committee; E-Z Borrow PALCI Advisory Board Member.

Kalyan: ___, Charleston Conference, "How do we report & Manages eBooks" – November, 2015; training on PALCI eBooks, on Making eBooks functional, on Analyzing a Copyright Question, Digital Humanities; VALE Electronic Resources Committee; VALE Cooperative Collection Development Committee; VALE Digital and Media Committee; Library Collection Services Committee; Library Collection Development Committee; Library Rank & Tenure Committee; Senate Alternate Representative; Library EPC Committee.

Lee: Library EPC; Compensation & Welfare; Calendar; Graduate Studies; Faculty Seminar May 24th, 25th, and 26th - Center for Catholic Studies and the Center for Vocation and Servant Leadership; Faculty Retreats for the Academic 2015-2016.

Loesch: Spring 2016 sabbatical; ___, (2016). Open Library. *Technical Services Quarterly*, 33(3), 334 – 335; ___, (2015). DataCite. *Technical Services Quarterly*, 33(1), 91-92; ___, & D. Sweeper. (2015). "Data Management: Metadata, Preservation, Access." NJEDge Annual Conference Princeton Marriott at Forrestal, Nov 20; Faculty Guide and Bylaws Committee; Senate Instructional Technology Committee; Library Nominations and Elections Committee, Chair; Faculty Senate alternate; Library Peer Review Committee alternate; VALE NJ Conference Breakout Proposal Committee; NJLA - CUS /ACRL- New Jersey Chapter – Bibliographic Control & Metadata Committee; NJ Name Authority Cooperative Project (NACO) Funnel; NJ Monographic Bibliographic Record Cooperative Program (BIBCO) Funnel.

Mita: ___, COPTR – Community Owned Preservation Tools Registry, *Technical Services Quarterly*, Volume 35:1, 2016; ___, Digital POWRR (Preserving digital Objects with Restricted Resources), *Technical Services Quarterly*, Volume 33:1, 2016; Panelist, "'Scope Drift' and the Changing Role of the Archivist," MARAC Spring 2016: Archival Confluence, Pittsburgh, PA, April 15, 2016; ___, and Mary Balkan, "The Trina Padilla de Sanz Archive: Recovering the Work of a Poet, Feminist, and Archivist," Conference on Women and Gender, Seton Hall University, February 12, 2016; ___, and Veronica Armour, "Developing a Digital Humanities Project: An Interactive Timeline," Seton Hall University, October 28, 2015; Delaware Valley Archivists Group (DVAG), Chair, 2016; Vice Chair, 2015 National Historical Publications and Records Commission; Grant Consultant for NEH Preservation Grant, Glen Ridge Public Library - Glen Ridge, NJ, 2016; Member, MARAC Newark 2017 Conference Program Committee; Peer Grant Reviewer, National Historical Publications and Records Commission, August 2015; Digital Access Committee, Catholic Research Resources Alliance (CRRA); Chair, Digital Preservation Steering Committee, 2016; Digital Services Planning Committee; Charter Day Committee; Digital Humanities Committee; Digital Services Planning Committee.

Rose-Wiles: ___, Irwin, J.P. (2016). An Old Horse Revived?: In-house Use of Print Books at Seton Hall University. *Journal of Academic Librarianship* 42:207 – 214; ___, Kalyan, S. & Sutton. S. (2015). How do we report and manage e-Books in academic libraries? 35th Annual Charleston Conference, Issues in Book & Serial Acquisition. Charleston, SC, November 2-7, 2015; ___, L. M., Irwin J., & Wissel, K. (2015). "In-house print book use at Seton Hall University Libraries" Poster presented at the *VALE Assessment Fair,* Rutgers University, Busch Campus, NJ. July 16, 2015; ___, (2016) Feminizing the Forest: Establishing Primatology as a Science. Presentation in the panel "Gender and the Making of Science" at the Conference on Women & Gender, Seton Hall University, February 19, 2016; University Rank & Tenure Committee; Petersheim Academic Expo Steering Committee; Petersheim Outreach Committee and Poster Committee; co-chair Copyright Committee; University Intellectual Property Task Force; reviewer for five submissions for NEH summer stipends; reviewer, *Journal of Academic Librarianship*; Library database committee; "Peer Leader" in the Praxis Program of the Advanced Seminar on Mission; chaired the Praxis Publications and Communications Peer Leader Advisory Committee (PLAC); committee on a grant proposal for a Howard Hughes

Medical Institute (HHMI); American Association of University Women (AAUW) TeenTech Program.

Stern: retired.

Wissel: ___, "In-house print book use at Seton Hall University Libraries," Poster at the VALE Assessment Conference (July 2015); manuscript reviewer for "Mobile Technologies in Libraries: A LITA Guide", by Ben Rawlins; Teaching, Learning & Technology Roundtable, Classroom Technology Committee; Veterans' Committee; Public Services Committee; News Committee; Access Services Committee; Springy Camp: Redesigning & Reimagining with v2 ToolsOnline, (November 2015); CRL NJ, Fostering Research Success Workshop Rutgers, Newark (November 2015); SHU Digital Humanities Summer Seminar (May 2016).

Notable Administrative Scholarship and Service

Brasile: Essex County Arts Re-Grant Program, in support Nyugen Smith's solo exhibition; appearance on Steve Adubato's "One of One" on NJTV on May 13, 2016; student exhibition coverage - *News-Record* of Maplewood/South Orange; *Rockland Journal News* article on USCO - Director quoted – Feb, 2016; interview in "Sci-Art in America" with artist Lorrie Fredette and Gianluca Bianchino – Dec, 2015; interview with Gerd Stern on "Conversations with Harold Hudson Channer" public access talk show in Manhattan; review by Eric Valosin on "notwhatitis.com" blog – Sept, 2015; curatorial Consultant - "Artist Career Development Workshop " - Watchung Art Center; curatorial Consultant - "Artist Portfolio Review" Pro Arts - Jersey City; presenter "Pecha Kucha" The Paul Robeson Galleries and The Feminist Art Project, Rutgers-Newark; panelist "How to Combat the Notion of a Struggling Artist" SOPAC, South Orange.

Derry: ___, "Lounging About—Creating a Graduate Student Lounge in the Library" October 9, 2016 VALE/ACRL-NJ/NJLA-CUS Users' Annual Conference (Rutgers); OCLC Member Forum (Montclair State University); October 26 & 27; The Next Wave: Data, Value and Privacy (New York City); January 15: February 3: Webinar and Panel: Planning, Running, and Learning from Focus Groups (Rutgers); April 18: Symposium: Teaching & Learning in New Library Spaces: The Changing Landscape of Health Sciences Libraries (Philadelphia PA).

Dodds: Patrimony Committee of the Archdiocese of Newark, extensive training: [Lyrasis] – Online Exhibitions; Contentdm; Social Media Marketing of Organization; Eloquent [Data Mangement]; Cuadra Star [Data Management]; [SAA] Processing Digital Records and Manuscripts; Preservica [Digital Preservation]; iPress [Digital Publishing]; [SAA] Basics of Managing Electronic Records; [C2C]Deaccession Dilemma: Laws, Ethics and Actions; [SAA] Managing Electronic Records; [SAA] Standards for Digital Archives; [SAA] Meta data for Archivists; [CRRA] Digitizing Catholic Newspapers; [SAA] User/Usability Studies; Eloquent [Records Management]; Contentdm skills; Digitizing Transparencies [Negatives and Slides]; Arsenic and Old Lace: Hazardous Materials in Collections; [Lyrasis] Grant Writing for Digital Preservation.

Leonard: Panelist, Charleston Library Conference, November 2015. "The Role of Discovery and its Relationship with the ILS"; President ACRL-NJ/NJLA-CUS; TLTC Online Learning Committee; co-chair, VALE User's Conference Committee; guest lecturer, Library Management, Rutgers SCI. October 2015; moderator, Focus Group Webinar and Panel, ACRL-NJ, Rutgers. February 3, 2016; co-presenter, "User Empowerment, Interoperability, and the story of Seton Hall University." EBSCO-Virtual, February 22, 2016; chair, NJLA-CUS portion of NJLA; Drupal Training, August 2015. Middlesex Community College; IPEDS Changes, November 2015; "Fostering research success: Getting published, collaborating, and winning grants." ACRL-NJ Workshop, Rutgers-Newark, November 17, 2015; "Getting Started with CONTENTdm." Lyrasis- Virtual, February 2016; "CONTENTdm Basic Skills 2: Working with Text in CONTENTdm ". Lyrasis March 2016; "Security in and with Collections in Libraries, Archives, and Museums." Lyrasis February 2016; "Digitization for Small Institutions." Lyrasis February 2016; "Build a better website with Browzine." Browzine March 2016; "Introduction to Digital Project Management Planning," Lyrasis. April 2016; "Keep it Social, Stupid Social Media Strategy Real Talk." LibraryLinkNJ April 2016; "Grant Writing for Digitization and Preservation Projects." Lyrasis May 2016; "Metadata for Digitization and Preservation." Lyrasis June 2016.

Stevens: coverage of the Jennings Petroglyph move: News & Events, 'The Rock' in Fahy Moves to its New Home, Thursday, September 10, 2015 by: Michael Ricciardelli.

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

Objective 1: Design, staff, and build an opening day collection and space for the Seton Hall University School of Medicine **(1-9)**
   o Very modest progress since this has been on hold this year: researching consortia and pricing for Medical School materials, discussions on pricing for electronic resources

Objective 2: Create and embed learning objects as close to the point of need as possible **(1, 5, 8)**
   o Modest progress has been made: a number of learning objects have been created – brief "How to" videos – and we have found a way to embed a test page with the appropriate tutorial; embedded LibChat (electronic reference service) throughout the library website and developed in new electronic resource promotion strategies

Objective 3: Investigate, select, and deploy alternate service/teaching tools and technologies **(1, 5, 8)**
   o More progress has been made here: Our YouTube channel now hosts library-generated video content; Twitter and Facebook Library profiles were created – these are public and anyone can view them on either platform and they allow us to post notices and updates and to re-post content from the Library News Blog; as noted above, embedded LibChat throughout the library website

Objective 4: Reformulate the liaison model to encompass encounters such as embedded Library faculty work, online presence, in-class, assignment development **(1, 5, 8)**
   o Primarily preparation and investigation with some new forays: introducing the Library's first data mapping resource to enhance data and spatial literacy which was rolled out to Library faculty and departments and combined with Data Visualization information; involvement with Digital Humanities in a variety of areas, continuing embedded presence in BIOL 1201/1212

Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching **(1, 3, 5, 8)**
   o Progress made: Student Learning Outcomes & Rubric fully developed to assess library instruction programmatically - we will employ both these tools next year; library-wide random sampling for service contacts, in which all full-time library employees participated – electronic form developed and modified, three random trial dates conducted and initial data was encouraging, giving a better data picture of use; beginning July 2017, will generate all use data from sampling monthly on random dates;

Graduate Student Lounge Survey conducted; added a dedicated ticket queue for Research Appointments to track requests and implemented an automated form for tracking Library faculty instruction sessions to capture of teaching statistics; data for collections gathered – e.g. publisher location information downloaded and merged it to Item Inventory and Analytics for the Valente Italian Library

Objective 6: Investigate, select, and deploy more sophisticated mapping, wayfinding, and/or signage for the stacks (for instance, a locate-the-book app) and the building **(1, 3, 4, 5)**
- o Significant progress made: comprehensive review and redesign of building mapping, wayfinding in the stacks and important safety wayfinding of exits (and non-exits) on all stairwells, service areas highlighted – mirrored by online access to the same information

Objective 7: Develop a Reference and Instruction mission statement, curriculum mapping, synergies between these services, and other forms of literacy (e.g. data vs. statistical literacy), and develop a presence in Seton Hall's online courses **(1, 2, 3, 5, 6, 7, 8)**
- o Done; see also notes on Objective 4 (data, etc. literacy)

Objective 8: Define and play a role in Digital Humanities at Seton Hall **(1-3, 5-9)**
- o Begun; see notes on Objective 4 (data, etc. literacy); a Library faculty member is co-chair of the Digital Humanities Committee

Objective 9: Shift/compact the periodicals collection, finish its inventory **(2-4, 8)**
- o Accomplished: created 1.5 mi. of shelving to un-pack the circulating collections (currently underway); periodicals inventory 99% completed

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

Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection **(2-4, 7-8)**
- o Currently underway, more than ½ done

Objective 12: Expand the profile of the Institutional Repository **(1-3, 5-8)**
- o Progress made: worked with Advancement to digitize the Seton Hall's yearbook, to be ingested into our institutional repository and publically available; begun digitization of over 1700 lectures on audio cassette recorded by Institute for Clergy Formation at Seton Hall University's Summer Institute for Priests, which was run for 27 years – processing ongoing and will be posted to the institutional repository as they are completed; Trina Padilla de Sanz papers digitized and readied for repository; dissertations and theses deposit process improved again; this past year the institutional repository had over 473,000 downloads

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

- Progress made: worked with primary vendor to improve search results and interface; Library faculty member assigned as electronic resources librarian becoming the point person for discovery services - improving workflows; all databases are represented in the WMS Knowledgebase and there was significant work on vendor's data feeds (a significant problem in the industry)

Objective 14: Develop a data management plan for faculty who are developing grant proposals **(1-3, 5-8)**
- Progress made: initial meetings with Office of Grants & Research on Data Management Planning Tool; this is a significant consideration in the completed Digitized Collections Technology Plan

Objective 15: Institute a purchase-instead-of-borrow-the-book program/process **(1-3, 5, 8)**
- Progress made: JSTOR (university press) on-demand eBooks added; switched on-demand vendor enabling print and eBook plans to be intertwined; as a result the number of eBooks acquired doubled

Objective 16: Grow the budget to address strategic needs **(7, 9)**
- No progress

Objective 17: Organize, house, preserve and highlight the Seton Hall University Museum Collection **(2-9)**
- Significant progress made: all objects and associated documents are now relocated in the University Libraries' Special Collections and we are now processing the collections, reviewing NAGPRA adherence, assessment plan done, storage space design and installation in the Archives; "Initial Assessment and Proposed Budget for the Seton Hall University Museum Collection" completed and modified throughout the year

Objective 18: Manage Special Collections space efficiently and effectively **(1-4, 7-8)**
- Significant progress: see Objective 17 above; cleared space for our rare books to be integrated and reorganized; de-accessioning, re-shifting, de-duplication, and total reorganization of Preservation Lab: dispose of obsolete equipment, assessed and consolidated all supplies and disposed of acidic and hazardous materials

Objective 19: Develop a basic digital preservation program in Special Collections **(1-4, 7-9)**
- Significant progress: completed the Digitized Collections Technology Plan and formulated associated policies

Objective 20: Work with Advancement on top fundraising priorities **(9)**
- Some progress: discussions revealed the essential need to work on Objective 19 above as foundational to these efforts; the substantial progress on that work has enabled the progress on Objectives 12 and 19 and the work currently underway to apply for a digitization grant from the New Jersey Council on the Humanities

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

- o Progress made: implemented the full website transition from 1.0 to 2.0; new websites for all the groups under the University Libraries umbrella as well as the Seminary Library, developing the Valente Italian Library currently; website had 333,750 total views

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

- o Progress made: see Objectives 12 and 17 for information

Objective 23: Develop Alumni and guest printing capacity **(1, 6)**

- o Little progress: awaiting IT

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

- o Progress made: see Objectives 3 and 4; newsletter development begun; developed news carousel

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

- o Little progress: feasibility and design funded by Facilities and the University Libraries, but initiative lost in space negotiations

Objective 25: Develop events/speakers relevant to the Seton Hall community **(6, 7)**

- o Little progress: speakers/partners identified, awaiting return from sabbatical

Additional areas from the "Annual Report Outline":

- o On Seton Hall's Strategic Plan, see the Executive Summary bullets
- o On Assessment, see report on Objectives 3, 4, and 5
- o On Innovations, see report on Objectives 13 and 15
- o On Administrator Development: weekly Assistant Dean meetings (all three of us together alternating with one-on-one meetings), mentorship program with S. Lorenzet, Associate Dean in the Stillman School of Business for E. Leonard
- o On Program Review: deferred for a few months due to the massive inventory/de-duplication/database cleanup and shifting project

On Outreach to high schools: see brief report on Prof. Rose-Wiles' work with the American Association of University Women (AAUW) TeenTech Program

Library Faculty and
Library Functional Area Reports

Xue-Ming Bao, Ed.D., MLS

Systems Librarian and Associate Professor

Annual Report FY 2015-2016

Introduction

In the past academic year (2015-2016), the Library experienced the 2nd year of transition to OCLC's WorldShare Management System (WMS). Dr. John Buschman, Library Dean identified my new role as Electronic Resources Librarian in his letter to me on October 27, 2015 (Re: 2014-2015 Evaluation; 2015-2016 Objectives). He notes that my objectives for year 2015-2016 would center around the Library Objectives 3, 4, 5, and 13:

Objective 3: Investigate, select, and deploy alternate service/teaching tools and technologies.

Objective 4: Reformulate the liaison model to encompass encounters such as embedded Library faculty work, online presence, in-class, assignment development.

Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching.

Objective 13: Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID).

Dean Buschman also listed a few specific technological objectives relating to my job:

- Insuring timely and accurate access to library e-collections through the variety of our collections management tools. Problem solving is integral to this task.
- Safeguarding and providing off-campus accesses to Libraries' resources, including communicating and coordinating with IT and Assistant Dean Elizabeth Leonard.
- Supporting virtual servers for Library is such as PastPerfect and Archivist Toolkit.
- Gathering data for e-resources, such as usage statistics.
- Liaison instruction, collection development, and reference in assigned areas.

He stated the above technology work should be accomplished through a combination of communication and work with Assistant Dean Elizabeth Leonard, my own individual work and problem solving, and as a member of the Library Technology Team. My work breakdown included taking care of EDS, KB (general), Config WCL/WCD, Past Perfect, Link Resolver, EZ Proxy, and Database link issues according to Assistant Dean Elizabeth Leonard. I attended Elizabeth's Team meetings on a biweekly basis as well as other library meetings per requests. I shared my work progress, thoughts on issues, and solutions to the problems whenever appropriate.

My report focuses on (1) Professional Effectiveness in terms of how my work supported these objectives as Electronic Resources Librarian and Library Liaison to Asian Studies; (2) Research and Scholarship and (3) Services as a Faculty Member.

Professional Effectiveness

Electronic Resources Librarian (Obj. 3, 4, 5, 13)

I worked on the following requests from librarian faculty, administration, teaching faculty, and students in chronological order:

May 2016

1. Worked on adding SpringShare's LibChat widget to EDS test profile at request of Assistant Dean Sebastian Derry. (Obj. 3)
2. Extracted publisher location information from MARC download, and merged it to Item Inventory and Analytics downloads for the Valente collection at request of Prof. Kathryn Wissel. (Obj. 5)
3. Performed shelving location name deviation corrections in WMS at request of Assistant Dean Elizabeth Leonard. (Obj. 13)
4. Helped a visiting scholar with downloading an ebook from Ebrary at request of Assistant Dean Elizabeth Leonard. I discovered a problem of downloading ebooks from EBSCO site. The "successful check out message" and the "download button" went into loop. However, the critical "acsm" file was not downloaded for activation by Adobe Digital Editions. Reported the problem to EBSCO Support and Elizabeth. EBSCO responded that the inability to download eBooks was a system wide issue affecting all eBooks users. EBSCO's development team was actively working to resolve this issue and would let us know when it had been solved. (Obj. 4)
5. Contacted BrowZine Support about *Telos* being added to KB but not showing up in BrowZine after a month. Asked the Support to check whether or not the monthly automated access to our holdings files was still working.
6. Contacted Customer Service of *The Times Literary Supplement* to set up IP authentication on its server at request of Law School Librarian Kristina Anderson. Our subscription is through EBSCO EJS but the access to the full-text is redirected to the publisher's website. (Obj. 13)
7. Communicated with SHU IT to update ezproxy setup for CCH IntelliConnect at request of Law School Librarian Kristina Anderson. (Obj. 13)
8. Compared duplicate ebook titles between Sage and KB at request Prof. Sulekha Kalyan. My study found that 1,494 Sage ebook titles were in duplication with that of KB; whereas, Sage had 3,156 unique titles. (Obj. 5)
9. Corrected the shelving location name deviations in Valente and Chinese Corner Collections in WMS. (Obj. 13)

10. Responded to Prof. Marta Deyrup's question about the possibility of changing WMS material format in batch. WMS bulk change option is only available for shelving location modification. (Obj. 13)
11. Generated cataloging statistics of the new titles between July 2015 and May 2016 at request of Prof. Marta Deyrup. (Obj. 5)
12. Provided work around url to Mike, a graduate student of SHU, (http://search.ebscohost.com/login.aspx?authtype=sso&custid=s8475574) to resolve his issue of being unable to download offline ebook. (Obj. 4)
13. Helped Prof. Gloria Shen of Asian Studies search and locate *Chu ci ji zhu* (*Explanations on the songs of Chu*) by Xi Zhu (1130-1200) (楚辭集注: [8卷, 辯證 2卷, 後語 6卷] / 朱熹) in Asian Studies collection. (Obj. 4)
14. Generated Valente collection statistics with a total of 29,466 items at request of Dean John Buschman. (Obj. 5)
15. Generated circulation statistics between July 2015 and May 2016 at request of Prof. John Irwin. (Obj. 5)
16. Responded to the questions from Assistant Dean Elizabeth Leonard about the location and type of new purchases from the statistics that I generated from Voyager between 2010 and 2013. (Obj. 5)

April 2016
17. Generated a list of 765 new titles added to Seminary Library from January 2015 and April 2016 at request of Mr. Andrew Brenycz. Extracted the data of LHR entered date (008 field) from MARC downloads and merged them with item inventories download. (Obj. 5)
18. Generated a list of 44,718 titles with LC call numbers in HA, HB, HC, HF, HG, and HJ at request of Prof. Kathryn Wissel. (Obj. 5)
19. Downloaded the "PALCI Swank Usage Data through 4-19-16.xlsx" via Gmail account at request of Prof. Sulekha Kalyan. (Obj. 5)
20. Worked with Mr. Feng of Apabi, a Chinese language ebook provider, to resolve some reading display issues. (Obj. 5)
21. Investigated the cause why a newly added journal title *Telos* did not appear in Browzine. The Browzine update has been set up with automatic sync in July 2015 at request of Assistant Dean Elizabeth Leonard and Prof. Kathryn Wissel. It does monthly auto sync, usually in the 1st week of each month, to add new titles from KB to Browzine. (Obj. 5)
22. Added the trial database "Anthropological Fieldwork Online" to the Database A-Z list at request of Prof. Sulekha Kalyan. (Obj. 5)
23. Fixed the problem of accessing ALISE's *Journal of Education for Library and Information Science* from KB A-Z list at request of Prof. Sulekha Kalyan. (Obj. 5)

24. Provided statistics for the IPEDS Survey 2016 at request from Ms. Jody Drafta, Assistant to the Dean of University Libraries. The following table shows the numbers from KB and item inventories files as of early April 2016 (Obj. 5):

Format	Total
Book, Print	460474
Book, eBook	324023
Media, Physical	36462
Media, Electronic	12587
Print Journal/Magazine	4835
eJournal/Magazine	43369

25. Investigated the cause why ILL request button did not appear in an EBSCO page at request of Assistant Dean Elizabeth Leonard. The ILL request button will appear if a result has no full-text in a temporary search session link. It will not appear in the permalink because it can be used for any subscription libraries; therefore, no ILL request link is displayed. (Obj. 13)

March 2016

26. Removed ProQuest's Philosophy Index but added EBSCO's to the Database A-Z list at request of Prof. Sulekha Kalyan. (Obj. 13)
27. Generated a list of Andrew Wyeth's records from my Voyager backup database at request of Mr. Joseph Yankus. (Obj. 5)
28. Detected a plugin causing the ebook display looping issue in the Firefox browser of Dean John Buschman's laptop and removed the culprit. (Obj. 5)
29. Updated the ILL link in the WorldCat Local webpage at request from Prof. John P Irwin, and Assistant Dean Elizabeth Leonard. (Obj. 13)
30. Added 52 ProQuest, HW Wilson, EBSCO, and JSTOR collections to the "ILL Yes" profile at request of Assistant Dean Elizabeth Leonard. They included a total of 21,315 unique titles, of which 16,070 (75%) were lendable titles and 5,245 (25%) embargo titles. (Obj. 13)
31. Worked with Prof. Lisa DeLuca and created a couple of the history e-source visualization reports: (1) History Electronic Resources (treemap), and (2) History Electronic Resources (clustered column chart). Click the link http://blogs.shu.edu/dhgrants/ to view. (Obj. 3)
32. Resolved an urgent issue, at request of Prof. Lisa DeLuca, that a class of diplomacy students could not access the film "Five Dimensions of Culture in Ethiopia, South Africa and the U.S" on http://fod.infobase.com site. I discovered that it needed to be accessed through a redirect link from http://ezproxy.shu.edu/login?url=http://digital.films.com/portalPlaylists.aspx?aid=48766. (Obj. 5)

33. Investigated the cause of WorldCat Local displaying certain error messages at request of Ms. Camille A Mazza. "Circulation Information Unavailable" is related to an uninvited insertion of "993 field $c null" in the bottom of an LHR screen. The current solution is to open the LHR record in WMS when you see the message in WorldCat Local. You need to save the record even if you do not see "993 field $c null" in there. When you see "Not Available" message in WorldCat Local but you actually have the book, you need to access the "Circulation" module in WMS to see the status message, and take appropriate actions accordingly. (Obj. 5)
34. Worked with Mr. Dave Adams of OCLC Support to refine the ILLiad deflection policy setup, and to correct the links to WorldCat Local and Journals A-Z list in ILLiad client at request of Prof. John Irwin. (Obj. 13)
35. Resolved the issue why a KB collection elink exerted itself into a print record, e.g. "To Kill a Mockingbird" with the help from OCLC Support at request of Assistant Dean Elizabeth Leonard. This issue has something to do with KB matching algorithm. (Obj. 5)

February 2016

36. Investigated and resolved the issue why the URLs of MARC field 856 in the records of the Master theses and dissertations were not displaying at request of Ms. Camille Mazza. The solution is that the field 856 needs to be placed in the LHR section instead of Bib record. (Obj. 5)
37. Updated Rapid Journal List for ILL at request of Prof. John Irwin. (Obj. 13)
38. Generated Main Collection's Monograph Reports with a detailed breakdown of our entire inventory A-Z at request of Prof. John Irwin. Provided three Excel files and [a visual comparison between books added (2003-2013) and all books as of 2016 in the Main Collection of Walsh Library](#). (Obj. 5)
39. Created a custom KB collection for about 300 PALCI Swank streaming video titles with Seton Hall specific urls at request of Assistant Dean Elizabeth Leonard. (Obj. 13)
40. Discussed the Google Scholar interface and preference setup at request of Prof. Kathryn Wissel. (Obj. 3)
41. Identified an overlap of JSTOR IV and VI titles with our print journals holdings. JSTOR IV had 58 and VI 53 overlap titles with our print titles at request of Prof. Sulekha Kalyan. (Obj. 13)
42. Studied the ILLiad cancelation report on both articles and books on the lending side from the period 01-11-2016 to 02-12-2016 at request of Prof. John Irwin. Provided breakdown statistics and analytical summary. (Obj. 13)
43. Provided the circulation statistics between 2009 and 2014 for political science book titles by using the Voyager backup data at request of Prof. Lisa DeLuca. (Obj. 5)
44. Added Flipster and PolicyMap in the library database pages for trial at request of Prof. Lisa DeLuca. (Obj. 13)

45. Identified the dissertations and theses in Lotus Notes but missing in BePress during January, February, and March 2016. Provided a list of 142 BePress missing titles to Prof. Sharon Ince. (Obj. 13)
46. Tested the IE update in the computers in Library Information Common in order to access BrowZine at request of Mr. Wei-Lun (Wayne) Wu, IT Desktop Engineer. (Obj. 13)
47. Communicated with SHU IT to modify the contact information in ezproxy login error page so that a user can call SHU Service Desk at (973) 275-2222 at request of Prof. Kathryn Wissel. (Obj. 13)
48. Generated a list of 1,742 Summer Institute Priests cassettes, and provided an Excel file of the records at request of Prof. Sharon Ince. (Obj. 5)
49. Completed database tagging project to associate 350 database names with their vendors and types at request of Assistant Dean Elizabeth Leonard. (Obj. 13)
50. Located a video link for the movie "[2009 Capitalism- A Love Story](#)" at request of Dr. C Lynn Carr, Associate Professor, Chair, Department of Sociology, Anthropology & Social Work. (Obj. 5)
51. Changed wording on OCLC link resolver to "Check for full text through OCLC link resolver" at request of Assistant Dean Sebastian Derry. (Obj. 13)
52. Added a trial Chinese database for the Chinese Faculty and students on the campus: "Renmin University of China's Social Sciences Databases (trial expires 5/15/2016)." I informed the nine Chinese language speaking faculty members at Seton Hall University. (Obj. 13)

December 2015

53. Contacted Chinese book vendors to purchase former Law Professor John Wu's books at request of Acting Director Barbara Mol of Peter W. Rodino, Jr. Law Library during the months of December 2015 and January 2016. (Obj. 4)
54. Compared two JSTOR collections (Arts Sciences IV & VI) with the other collections in KB to identify both duplicate titles and coverage dates at request of Prof. Sulekha Kalyan. ASIV's 59 titles matched KB but 100 did not match; and ASVI's 75 titles matched KB but 147 did not match. (Obj. 5)
55. Communicated between Ms. Kristina Anderson, Electronic Resources Librarian of Peter W. Rodino, Jr. Law Library and IT to set up ezproxy correctly for CCH (IntelliConnect) at her request. (Obj. 13)
56. Updated the 3rd floor map at request from Prof. John Irwin. (Obj. 5)

November 2015

57. Fixed the link of ProQuest Dissertations & Theses Global in A-Z list at request of Assistant Dean Sebastian Derry. (Obj. 5)

58. Provided a list of duplicated titles in the Q-Z LC range to Prof. Irwin and Stack Coordinator Joe Riccardelli at request of Assistant Dean Elizabeth Leonard. (Obj. 5)
59. Provided a list of WMS titles merged with Voyager to identify Valente non-circ items at request of Assistant Dean Elizabeth Leonard. (Obj. 5)
60. Enabled European Union Open Data Portal on EDS at request of Prof. Lisa Rose-Wiles. (Obj. 5)
61. Provided a list of WMS holdings in Religious Studies and Museum Studies (LC-AM range) at request of Prof. Amanda Mita. (Obj. 5)
62. Responded to Prof. Martha Loesch's issue of EBSCO login via RefWorks download. (Obj. 13)
63. Worked with EBSCO Support to resolve the ebooks listening issue for a vision impaired student. (Obj. 13)

October 2015
64. Deleted the records of audiobooks cassettes from WMS by using OCLC's new option "Bulk WorldCat Actions" to delete WorldCat Holding(s) along with local information, including all local holdings records, local bibliographic data, and institution records with the OCLC numbers as the identifier at request of Mr. Andrew Brenycz, Seminary Library. (Obj. 5)
65. Helped Mr. Michael Iannalfo, a vision impaired Senior Undergraduate, by removing DRM restriction and testing zoomtext software for his ebook downloads at request of Assistant Dean Elizabeth Leonard. (Obj. 5)
66. Submitted Chinese Corner Annual Report 2015 and the application for the 2nd year donation from China Hanban. (Obj. 4)
67. Provided the counts of the books in main collection according LC call numbers for the items on shelves and checked out respectively, as well as the counts of the newly purchased books from 2011 to 2013 with the data from Voyager, and the counts of July-September 2015 with the data from WMS Analytics at request of Prof. John Irwin for space management. (Obj. 5)
68. Searched and found the sources of three specific Chinese idioms at request of Prof. Yeomin Yoon of Business School. (Obj. 4)
69. Wrote the instructional steps to prepare archival records (converting from xml to mrc format, and removing non-ALA compatible fonts) with MarcEdit for Connexion import at request of Prof. Martha Loesch. (Obj. 5)
70. Reported to OCLC Support the issue of "Bad Request - Invalid URL" from KB A-Z list for interlibrary loan at request of Prof. Lisa Rose-Wiles. It was resolved by OCLC in a couple of days. (Obj. 5)
71. Generated a report on titles and number of books in LC range BX800-4795 in our library, and separated data from Walsh Library, Seminary Library, and St. Andrew's Seminary at request of Prof. Alan Delozier. (Obj. 5)

72. Investigated an issue of Ebrary Demand Driven Acquisitions in WMS at request from Prof. Lisa Rose-Wiles. (Obj. 5)

73. Matched the barcodes of deleted book records in Voyager at request of Assistant Dean Elizabeth Leonard. (Obj. 5)

74. Enabled "Project MUSE (edspmu)" in EDS at request of Prof. Lisa Rose-Wiles. (Obj. 13)

75. Fixed the date issue in KB for *Journal of Orthopaedic and Sports Physical Therapy* at request of Prof. Lisa Rose-Wiles. (Obj. 13)

76. Had several meetings with Malissa Eaddy, M.A Candidate of East Asian Studies and International Relations and Diplomacy about her M.A. thesis proposal. (Obj. 4)

77. Worked with John Seguin, President | Chief Librarian, Third Iron, LLC from for the Browzine's sentence wrap issue for the interlibrary loan request in IE browser at request of Assistant Dean Elizabeth Leonard. (Obj. 3)

78. Updated Rapid list for interlibrary loan at request of Assistant Dean Elizabeth Leonard. (Obj. 13)

79. Searched and found two unique Chinese characters at request from faculty of Asian Studies, Prof. Gloria Shen: 锰 http://dict.baidu.com/s?wd=%E9%94%B0 , and 恊 http://dict.baidu.com/s?wd=%E6%81%8A. (Obj. 4)

80. Started to tag databases in Libguide, e.g. ebook or fulltext databases at request of Assistant Dean Elizabeth Leonard. (Obj. 13)

81. Communicated with a follow-up email to John Chapman, OCLC · Product Manager, Metadata Services, about a primitive "small-batch" holdings tool to be released in August at request of Assistant Dean Elizabeth Leonard. Yes, it was available in WMS Record Manager but OCLC number was used as deletion criterion. The problem is that it will delete all the LHRs associated with an OCLC number. There is no option to batch delete a few of the LHRs associated with the OCLC number. (Obj. 3)

82. Added "the First World War" Adam Mathews database to the English database subject guide at request of Prof. Marta Deyrup. (Obj. 13)

83. Sent my testing MARC record to Martha as an example to export local records to OCLC at request from Prof. Martha Loesch. (Obj. 5)

84. Added a trial RIA Checkpoint to library database site at request of Prof. Sulekha Kalyan. (Obj. 13)

85. Offered a solution to resolve the issue of a Master's thesis linked to outdated Lotus Notes site in WMS at request from Prof. Martha Loesch. It was to identify the theses and dissertations existed in Lotus Notes but not in BePress. (Obj. 13)

86. Resolved the extra Project Muse database entry issue by updating the 15 Libguide pages that associated with the extra links, and then removed the extra database entries at request of Assistant Dean Elizabeth Leonard. (Obj. 13)

87. Provided weekly deletion reports by querying item inventory files from WMS at request of Assistant Dean Elizabeth Leonard. (Obj. 13)
88. Generated a de-dup list for YBP by ISBN numbers to detect duplicate copies in our collections at request of Prof. Sulekha Kalyan. (Obj. 5)
89. Performed true LC sort for PZ1 and PZ3, as well as all the deleted records as of August 16 at request of Assistant Dean Elizabeth Leonar. (Obj. 5)
90. Tested BrowZine in my Ipod, Ipad, Samsung smart phone, and PC at request of Assistant Dean Elizabeth Leonard. Reported the problem of BrowZine with Internet Explorer, and one required autofill missing in ILLiad. Communicated with John Seguin, President | Chief Librarian, Third Iron, LLC, to test ILLiad autofill (worked), IE (partially worked for being access BrowZine via IE but ILLiad link message sentence won't wrap up), and a problem ejournal title was correctly linked via BrowZine. (Obj. 3)
91. Shifted shelving location names from reference to main for 307 barcode items at request of Assistant Dean Elizabeth Leonard. (Obj. 13)
92. Investigated the login problem for ProQuest Statistical Insight at request of Prof. Kathryn Wissel. (Obj. 5)
93. Sent password reset email to Prof. Lisa Rose-Wiles for EBSCOadmin access. (Obj. 13)
94. Worked on correction of shelving location name deviations in WMS at request of Assistant Dean Elizabeth Leonard. Items with name deviations included STHM 65, STHA 602, and STHD 4. About 20 items' name deviations had to be corrected manually. (Obj. 13)
95. Studied the documents on holding deletions recommended by John Chapman, OCLC · Product Manager, Metadata Services, Dublin, OH at request of Assistant Dean Elizabeth Leonard. (Obj. 3)
96. Studied the documents on holding deletions recommended by Sarah Johnston, Systems & Web Services Librarian, St. Olaf College Libraries, Northfield, Minnesota. She is an author of *Homegrown WorldCat Reclamation* (http://journal.code4lib.org/articles/10328) at request of Assistant Dean Elizabeth Leonard. (Obj. 3)

July 2015

97. Investigated the possibility of using MarcEdit to batch upload LHRs into WMS at request of Assistant Dean Elizabeth Leonard. MarcEdit cannot do it according to Mr. Terry Reese, the creator of the program. I also dug out my emails with OCLC Support regarding this question in March 2015. OCLC Support was not able to provide me with a solution but escalated the issue to its development team. (Obj. 3)
98. Tested the installation of BrowZine app on my Ipod, Ipad, and Android phone at request of Courtney Menezes [mailto:courtney@thirdiron.com]. It looked good. I wrote to her how to use it in my PC. (Obj. 3)
99. Resolved the issue of an SHU user being unable to access a new ebrary book from Africa at request from Prof. Lisa DeLuca. The ebrary book link needs to have an ezproxy prefix

http://ezproxy.shu.edu/login?url=http://site.ebrary.com/lib/setonhall/reader.action?docID=10521105. (Obj. 5)

100. Contacted OCLC Support to find a fix for the gap between an ebook that had been removed from EBSCO site but had not been updated in our KB; hence it still showed up in our WorldCat Local at request of Assistant Dean Elizabeth Leonard. OCLC Support responded that the removed ebook had to wait for EBSCO to reindex for the record to be purged from our collection. It could be a little while. (Obj. 5)

101. Added two open source databases to Libguide Asset Database A-Z list: AP Archive https://www.youtube.com/channel/UCHTK-2W11Vh1V4uwofOfR4w and British Movietone https://www.youtube.com/channel/UCHq777_waKMJw6SZdABmyaAJuly at request from Assistant Dean Elizabeth Leonard. (Obj. 13)

102. Updated the new url http://www.cabells.com/ in Libguide Asset Database A-Z list at request of Prof. Sulekha Kalyan. (Obj. 13)

103. Investigated whether or not EBSCO updated its ebook collections automatically to KB at request of Prof. Sulekha Kalyan. There is a gap between what appeared in EDS via KB and what was deleted in EBSCO server. It is not feasible to do our own customized updates. (Obj. 5)

104. Communicated with IT to set up ezproxy for the new Anthrosource 2.0 website, and updated it in Libguide Asset Database A-Z list: http://ezproxy.shu.edu/login?url=http://anthrosource.onlinelibrary.wiley.com/ at request of Prof. Lisa Rose-Wiles. (Obj. 13)

105. Resolved issue of accessing Proquest's Legislative Insight database at request of Mr. Michael V Iannalfo, SHU student. I discovered that the ezproxy was not enabled for it in our Libguide Asset's Database A-Z list. (Obj. 4)

106. Responded the question about restricting a Libguide page through IP authentication at request of Prof. Kathryn Wissel. (Obj. 5)

107. Performed ongoing database links upkeep at request of Assistant Dean Elizabeth Leonard. (Obj. 13)

108. Updated library floor maps at request of Prof. Richard Stern. (Obj. 4)

109. Communicated with SHU IT to update the ezproxy settings for Thesaurus Linguae Graecae (TLG) from University of California, Irvine http://stephanus.tlg.uci.edu at request of Prof. Sulekha Kalyan. (Obj. 13)

110. Provided an in-depth analysis of Illiad June 2015 Cancellation Report at request of Prof. Irwin. (Obj. 13)

The quality of the original Illiad cancellation report was poor because the important location column was mostly empty or had wrong information. Much of my time was spent on merging Illiad report with WMS item inventory and KB files in order to obtain the source information on where a requested item came from. Still 59 out of 352 (16.7%) OCLC cancelled requests cannot

be identified with any location or collection names. A comparison between April and June's cancellation reports shows that OCLC article request cancellations increased almost 70% from 76 to 239 even though June was a slower month than April. I believe that it has something do with the Illiad policy page setup.

Request Cancellations	Apr-15	Jun-15
OCLC books	168	113
OCLC articles	76	239
Rapid articles	289	81
Total	533	433

111.   Analyzed the OCLC Local Holding offline product at request of Prof. Martha Loesch. The records were the same from my MARC records extractions in terms of 008 field and OCLC numbers. (Obj. 5)

112.   Extracted 28,587 unique ejournal titles with full-text access from KB at request of Prof. Sulekha Kalyan. (Obj. 5)

113.   Provided library holding statistics from WMS and KB for Fast Facts update at request of Assistant Dean Elizabeth Leonard. (Obj. 5)

114.   Helped with Dean Buschman's EBSCO ebook download problem at request of Assistant Dean Elizabeth Leonard. (Obj. 5)

115.   Provided a solution to off-campus login problem to ProQuest databases, that is to delete cache and history of a browser at request of Prof. Martha Loesch. (Obj. 5)

116.   Set up KB file automatic transfer to BrowZine in WMS at request of Assistant Dean Elizabeth Leonard. (Obj. 3)

117.   Responded to the question of EBSCO ebook download and access limit at request of Prof. Edmund Jones of English. It was necessary to download "Adobe Digital Editions" http://www.adobe.com/solutions/ebook/digital-editions/download.html to read ebooks downloaded from EBSCO, and there was no limit for his students to access one EBSCO ebook simultaneously. (Obj. 4)

118.   Communicated with SHU IT to set up ezproxy to Salem Press http://online.salempress.com at request of Mr. Joseph Yankus. (Obj. 13)

119.   Worked on generating credible cataloging statistics at request of Prof. Martha Loesch. (Obj. 5)

120.   Investigated a PDF availability issue at request of Dr. Matthew Dunn, Ph.D., Adjunct Instructor, Department of Religion, Seton Hall University, why *Origins*' website (http://www.originsonline.com/) indicated that there was a PDF available but he got error page. After investigation, I responded: "My initial searches ("34:volume" or "35:volume") indicated that PDFs only became available from volume 35. The article of your interest is from volume 30. But you can have full-text in text format." (Obj. 4)

Reference and Teaching (Obj. 4)

- Served as a Master's Thesis Advisor for Malissa Eaddy from May 2015 to May 2016. She is a dual M.A Candidate of East Asian Studies and International Relations and Diplomacy (Class of 2016). She completed her thesis "An Analysis of Japan's Immigration Policy on Migrant Workers and Their Families" in May 2016. I spent at least 40 hours to read her 15 drafts to offer my suggestions for improvement in the library and at home. (Obj. 4)
- Taught library instruction to University Life and English 1201 and 1202 classes. (Obj. 4)

Collection Development for Asian Studies (Obj. 4)

- Ordered 319 ebooks from Apabi for Asian Studies. They cover the subject areas of Chinese language teaching and learning, history, and literature. The total cost $2,158. It is about $7.00 per ebook on average. (Obj. 4)
- Placed 2000+ ebook titles of Asian Studies on DDA based on the weekly notification of recommended books from YBP. (Obj. 4)

Chinese Corner, a Book Donation and Outreach Project (Obj. 4)

Walsh Library, Seton Hall University was awarded a grant to host a Chinese Corner with a donation of 300 books, and $7,500 funding for recruiting four graduate students of Asian Studies to promote the project between 2014 and 2016. The Chinese Corner has expanded the Chinese language collection, increased the visibility of Chinese language program, and attracted more students to learn Chinese. China Hanban (China Office of Teaching Chinese Language) is the funding agency, and the project is coordinated by China Educational Publications Import & Export Corporation Ltd. (CEPIEC). I would like to thank Dean Buschman for his support from the very beginning and all the way through. More information can be found in my Chinese Corner Website http://pirate.shu.edu/~baoxuemi/Chinese_Corner/.

My poster application "Chinese Corner: From Library to Classroom" was accepted at VALE/NJ ACRL/NJLA CUS 17th Annual Users' Conference on January 15, 2016 "Library as Locus: Energizing your Campus Community" Busch Campus Center, Rutgers University, Piscataway, NJ http://www.valenj.org/conference/session/p14-chinese-corner-library-classrooms

Library Chinese Corner news appeared on the global News Media Community:

- Xinhua News Agency (新华社)：中国特色"汉语角"绽放全球
- Xinhua, english.news.cn
- Phoenix New Media Limited (凤凰网资讯)
- China.org.cn
- Global Times (环球时报)
- http://www.people.com.cn/ in Spanish (人 民 网 西班牙语)

Chinese Corner Circulation Statistics (September 2014 – April 2016)

The statistics show that more 51.5% of 592 Chinese Corner items (books, CDs, DVDs) have circulated at least once. One item has been circulated for 42 times. There are 216 unique titles according to the OCLC numbers, of which 50% of the titles have been circulated at least once. One title set including multiple volumes and CDs, DVDs has been circulated 206 times. There are 269 check-out counts, a 45% circulation rate between July 2015 and May 2015.

Item Circulation Count by Barcode	Frequency	Percent	Cumulative Percent
42	1	0.2	0.2
33	1	0.2	0.3
24	1	0.2	0.5
21	1	0.2	0.7
20	3	0.5	1.2
17	1	0.2	1.4
7	2	0.3	1.7
6	1	0.2	1.9
5	10	1.7	3.5
4	19	3.2	6.8
3	34	5.7	12.5
2	85	14.4	26.9
1	146	24.7	51.5
0	287	48.5	100
Total Count: 761	592	100	

Title Circulation Count by OCLC Number	Frequency	Percent	Cumulative Percent
206	1	0.5	0.5
42	1	0.5	0.9
39	1	0.5	1.4
35	1	0.5	1.9
34	1	0.5	2.3
28	1	0.5	2.8
24	1	0.5	3.2
22	2	0.9	4.2
21	3	1.4	5.6
11	1	0.5	6
10	2	0.9	6.9
7	3	1.4	8.3
6	6	2.8	11.1
5	2	0.9	12
4	6	2.8	14.8
3	10	4.6	19.4
2	25	11.6	31
1	41	19	50
0	108	50	100
Total Count: 758	216	100	

Top Titles Circulated for at least 11 times

English/Pinyin Title	Chinese Title	Circulation Count by OCLC Number	Call Number	OCLC Number
Xin shi yong Han yu ke ben = New practical Chinese reader /	新实用汉语课本 =New practical Chinese reader : textbook, annotated in English /主编刘珣 ; 编者张凯, 刘社会, 陈曦, 左珊丹, 施家炜, 刘珣 ; 英译审订Jerry Schmidt, 余心乐.; 北京市 :北京语言大学出版社 ,2010.	206	PL1129.Z5 X53	920448006
Shang wu han yu ru men : Gateway to business Chinese: regular formulas and etiquette	沈庶英.; 商务汉语入门:基本礼仪篇 =Gateway to business Chinese: regular formulas and etiquette /张黎主编 ; 编著: 沈庶英 ; 英文翻译: 熊文华.; 基本礼仪篇; 第1版.; 北京 :北京大学出版社,2005.; 商务汉语系列教材	42	PL1129.E5 S546 2005	62237429
Happy Chinese demonstration lessons of International Chinese Language Teaching for Primary and Secondary Schools /		39	PL1129.E5 K833 2008	868838430
Bo lan Zhongguo = Journey through China /		35	DS779.4 .B63 2011	869959933

Title	Count	Call Number	OCLC
博览中国 =Journey through China /[责任编辑 郑炜].; 北京 :北京语言大学电子音像出版社 :中央广播电视大学音像出版社,[2011]; "中国重点对外推广出版工程"			
Gen wo xue Zhongguo jian zhi Follow me, the Chinese art of paper-cutting. 跟我学中国剪纸[videorecording] =Follow me, the Chinese art of paper-cutting.; 中国剪纸; [北京] :外文出版社,2004.; 中英文解说.; 制作, 北京江南春影视制作公司.; 编讲人, 张凤琴	34	TT870 .G46 2004	68192894
Dang dai Zhong wen = Dangdai Zhongwen = Contemporary Chinese.	28	PL1128 .D364 2003	646816994
Chang cheng han yu essentials in communication. 长城汉语 = Great Wall Chinese :essentials in communication.; 北京 :孔子学院总部,[2010]	24	PL1129.E5 C523 2010	868070294
Contemporary Chinese for beginners Dāngdài Zhōngwén.	22	PL1128 .C662 2010	796023632
Exploring Chinese culture 中国文化欣赏 =Exploring the Chinese culture /美国密西根州立大学孔子学院.; 北京 :北京语言大学电子音像出版社,[2010?]	22	DS721 .E97 2010	809041150
Dang dai Zhong wen. Contemporary Chinese. 当代中文.[sound recording] =Contemporary Chinese.1 = Dangdai Zhongwen. by Wu Zhongwei, chief compiler.; [北京] :华语教学出版社,[2003?]; "中国国家汉办规划教材" [Disc 1-2]. Textbook = 课本 -- [disc 3-5]. Exercise book.	21	PL1128 .D361 2003	122961279
Contemporary Chinese 1 Dang dai Zhong wen /	21	PL1128 .D3651 2003	744568835
New Practical Chinese Reader : for beginners /	21	PL1129.E5 X561 2011	852470819
Contemporary Chinese for beginners = Dāngdài Zhōngwén = Dang dai Zhong wen / Contemporary Chinese for beginners =Dāngdài Zhōngwén = 当代中文 /吴中伟主编.; 当代中文; "国家汉办孔子学院总部; Hanban/Confucius Institute Headquarters." 04/ [v. 1.] Textbook = Kèběn = 课本 -- [v. 2.]	11	PL1128 .C66 2010 (2 MP3 box))	857144022

Research and Scholarship

- Presented my visualization reports on "Find Scholarly Works of John C.H. Wu through Library Databases: A Digital Humanity Approach" at the Symposium in Honor of John C. H. Wu, Seton Hall University in April 21, 2016. Here are the links to my presentation (Obj. 3):
http://pirate.shu.edu/~baoxuemi/dh/jwu_presentation.pdf and
http://pirate.shu.edu/~baoxuemi/dh/jwu.htm (visualization reports). I spent at least 30 hours including one Saturday and one Sunday in the library to prepare for this presentation.

- Received the Digital Humanity (DH) Grant funded by the Provost Office, sponsored by Center for Faculty Development Center and TLTC during Fall Semester 2015. I have been implementing the project during the Spring and Summer Semesters 2016. Here is the link to my DH project description and visualization reports. (Obj. 3)

- I am still in the process of conducting research on the dissertations and theses relating to Teaching Chinese as a Foreign Language produced from U.S. universities. However, my busy library work requests made it difficult for me to be productive in my research effort. (Obj. 4)

Services

Seton Hall University

- Served as Co-Chair of Faculty Senate IT Committee with Professor Marta Deyrup, May 2015 - May 2016. I scheduled monthly meetings. The topics included (1) the state of IT report, (2) a brief of new laptop specifications for 2016 upgrade, and (3) a conversation with IT leadership touched upon on the report-writing features of Cognos and concerns about faculty laptop repairs. (Obj. 4)
- Served as a member of the University Research Council, February - May 2016. I read and evaluated 10 applications for the 2016 summer research grant and stipend applications. (Obj. 4)
- Served on Faculty Senate Faculty Development Committee, 2014 - present. (Obj. 4)

Library Profession Nationwide and Globally

- Served on the CALA JLIS Editorial Board, 2008 - present. *Journal of Library and Information Science (JLIS).* http://www.cala-web.org/publications/jlis-editor.
- Provided one peer review for *JLIS* manuscript in 2015.

Beth Bloom

Reference Librarian/Music Liaison

Information Literacy and Library Instruction Annual Report FY 2015-2016

Beth Bloom Annual report: 2015-2016 Academic year

Library Instruction Report and Statistics: June, 2015 through May, 2016

	Students	Classes
Graduate	**787**	**29**
Undergraduate	**5698**	**290**
University Life	**(1650)**	**(66)**
Freshman English	**(2571)**	**(151)**
Other Undergrad.	**(1480)**	**(73)**
High School	**48**	**3**
Faculty	**55**	**1**
TOTAL	**6588**	**323**

Breakdown: classes per librarian

Bao	14
Bloom	53
Delozier	19
DeLuca	32
Derry	6
Deyrup	18
Ince	2
Irwin	14
Lee	30
Leonard	1
Loesch	14
Mita	12
Rose-Wiles	64
Stern	31
Wissel	10

Library instruction is organized into four segments: 1) University life introduction to the library and its use; 2) Freshman English library instruction, ENGL1201, which introduces students to basic library research; 3) ENGL1202, which, as a result of the tenets of the Core Curriculum, has become on the major courses redesigned such that it is embedded with the information fluency competency, and which covers research in literature; 4) other undergraduate and graduate courses that require library instruction.

Teaching faculty may request library instruction in one of three ways: through on-line forms, email, or by phone.

University Life library instruction, or introduction to the library and its use, is carried out over the course of five days. This involves all incoming freshmen. Based on a list of all freshman studies classes, sections and times, we create an on-line sign-up sheet/calendar. Each librarian is required to sign up for a specific number of classes based on the proportion of reference hours they do weekly. The Library faculty then select and sign up for classes whose times match their availability. The librarians usually teach 65-70 University Life sections in the fall and approximately 3-5 sections in the spring.

Freshman English library instruction takes place over the course of the entire semester—in general, the proportion of ENGL1201 to 1202 classes is greater in fall semesters, and the inverse is true during the spring semesters. With the assistance of the TLTC, we have created an online calendar database that both English and library faculty may access. English faculty place library instruction requests into the calendar based on their class meeting times; and the librarians respond in turn, choosing an assigned number of classes. The library faculty customarily instruct 70 to 75 English sections each semester.

Other undergraduate and graduate instruction requests may now be recorded either in the library scheduling database or on-line through our lib-answers program. Teaching faculty may fill out a class request form electronically, or if they request classes in person or via e-mail, librarians may fill out the form for them. This has streamlined our ability to keep statistics. Sharon Ince and Katie Wissel are responsible for the creation and maintenance of this form.

This academic year the librarians taught 323 classes, as compared with 320 last year. We also taught 6588 students and faculty, which is a 13% increase over the 5843 students taught last year. The reason that the increase in students does not seem to match the negligible increase in classes stems from the fact that there are many more students in each class this academic year. In the previous year, because I was embedded in certain nursing classes and held secondary classes with groups of four or five students at one time. This year we taught fewer small classes from embedded courses but more classes with at least 17students.

Despite our attempts to become embedded, or meet with students in designated classes on an ad-hoc basis, we have still been wedded to the one 50 or 75-minute model—a debatable plan that yields questionable success. As information literacy is a protracted process, we would welcome more opportunities to imbed librarians into courses, or at least scaffold our instruction in consultation with teaching faculty.

This summer, we will develop a prototype information literacy program with EOP and the English department. We have scheduled our first meeting with Majid Whitney for June 10 to discuss how the library can become embedded in the program. **(Objective 4)**

During this past year the PSC has discussed other options, such as providing short tutorials or instructional objects for students at their point of need. Indeed, with the PSC, we have produced a few prototypes (**Objectives 2, 3**, please see below). Ideally, teaching librarians will become involved in credit-bearing online instructional services. The PSC has worked on two projects that may produce these results: 1) completion of the mission/goals statements for library instruction and reference; and 2) the articulation of Student Learning Outcomes (SLOs) and rubrics designed for their assessment. As we actively pursue the application of these objectives in various courses, we hope that the need for dedicated library instruction will emerge.

Personal report

Responses to the Dean's evaluation and goals of October 22, 2015:
1. *Work with PSC on a framework for and production of learning objects*. **(Objective 2, 3)**
This past academic year, the PSC has prioritized learning objects in order to help our users navigate and efficiently use our resources. They are:

- How to search for books
- How to use our interlibrary borrowing system
- How to use our discovery system
- How to use e-books
- Google scholar

I have written text for some of these. However, Katie Wissel has been assigned the creation of these learning objects. Thus, I have been functioning in an advisory position, rather than designer.

2. *"A tighter focus for our work with the Freshman English/Writing program."* **(Objective 3, 4)**

In my capacity as chair of the library PSC, this year we have made progress to align our pedagogical goals with those in the English department. I organized multiple meetings with Kelly Shea and Ed Jones in order to discuss library participation with freshman English to enhance the information literacy skills of first-year English students. Before the start of the fall 2015 semester, both parties agreed on major goals that all librarians would have to focus on in each IL session:

- Help students understand how best to create and use keywords
- Help students understand how to frame a research question based on a particular assignment
- Encourage inquiry—help students understand that real research comes from interest, not from the need to please others or one's professors.
- We will focus on one representative database such as SHUSearch or Academic Search Complete.

3. *Work with Assistant Dean Derry on the PSC on data collection, a tighter mission statement, models of distance student support, curriculum mapping and web enhancement for user clarity.* **(Objectives 5, 4, 7, and 21)**

Worked on a number of projects with the PSC **(Objectives 2, 5, 7, 14, 21, 24)** including:

- Developing digital objects to ease the search process **(Objective 2)**
- Delegating the CRC as a graduate study area Monday through Thursday evenings
- Reviewing Libguide policy and design
- Monitoring "Ask Us" to make sure questions are answered in a timely fashion, but also to determine which needs students articulate most **(Objective 3, 21, 24)**
- Looking at library instruction data previously collected in order to facilitate further data collection **(Objective 14)**
- Evaluating library home page for unclear terminology or instructions
- Evaluating icons for use on library home page **(Objective 2)**
- Finalizing the mission statements (http://library.shu.edu/library/reference-and-instruction-mission-statement) for instruction and reference **(Objective 7)**
- Investigating home pages, instruction plans, and student support of other universities (**Objective 5**)
- Most importantly, shared my expertise in instruction with the library PSC as we created undergraduate student learning outcomes (SLOs) (see APPENDIX 1) and rubrics (see APPENDIX 2) to measure them **(Objective 7).**
- For more detail, Please see PSC minutes in our Intranet (http://library.shu.edu/psc/home)

Scholarship:

Peer-Reviewed article; top-tier journal:

Bloom, Beth and Marta Deyrup (2015). "The SHU Research Logs: Student Online Search Behaviors Trans-scripted." *The Journal of Academic Librarianship*, *41* (5): 593-601 **(Objective 24).**

Other work

Bloom, Beth (2015). "Musical Meaning and the High Mass," essay written for the Seton Hall University summer faculty retreat.

Reviewer:

- Reviewed two book proposals for Rowman & Littlefield: e.g., *Print and Electronic Resources in Psychology—What They Are and Why You Need Them--* and *LGBTIQ Studies Research Guide*
- Peer reviewer for *Journal of Web Librarianship.* E.g., "Use pattern and preference for search engines by undergraduates for research activities in two universities in South West Nigeria."

Presentations:

International:

- Bloom, BS, (July 2015*) "Library as Learning Space. The Changing American Library." Invited presentation at symposium for Israeli library directors at Ruhr University at Bochum, Bochum, Germany.
- -------------, (July, 2015) "Student Research at Seton Hall: Is EDS a Solution?" Invited presentation at symposium for Israeli library directors at Ruhr University at Bochum, Bochum, Germany.

National:

Bloom, BS and Marta Deyrup, "The SHU Tapes: Student Research at Seton Hall: Second Iteration," Charleston Annual Conference, Charleston SC, November 2015.

Statewide:

- Bloom, BS and Marta Deyrup. "The SHU Research Logs: Student Online Search Behaviors Trans-scripted." NJLA College and University Section Research Committee Research session. New Jersey Library Association Annual Conference, Atlantic City, May, 2016.

- Bloom, BS and Marta Deyrup. "The SHU Tapes: Student Research at Seton Hall: Second Iteration," presentation at VALE annual conference, Rutgers University, January 2016.

Professional Effectiveness:

Reference (Objective 7)
- I have served at the reference desk days, evenings, and weekend per assignment. This has ranged anywhere from six to 13 hours per week.

- As chair of the PSC, based on the dwindling numbers of reference requests, I have worked on evaluating and providing alternative methods of reference. The PSC has been looking at other means and venues for the provision of reference services. Please see further explanation below.

- I have also Assumed reference scheduling upon the departure of Richard Stern

- Private instruction sessions and reference appointments. This academic year I Conducted one-on-one research appointments with 27 students and/or faculty, based on my assigned curricular areas or as a result of requests during the reference interview

Collection development (Objective 7)
- Ordered books in women's studies, nursing, art, art history, museum studies, theater, film

- Attended webinars to review new databases and products (Data planet, Palgrave-Macmillan databases, NJVID, PolicyMap, etc.).

- Arranged for meeting with representative from Credo Instructional Videos.

- Selected hard-copy, e-books, and DDA through Gobi.

- De-duped and updated Nursing and Allied Health reference collection (**objective 11**).


Liaisonship (Objective 5)
- I met with faculty in the areas of nursing, art, art history, museum studies, music, women's studies, and health care management to discuss databases, library services, and resources for students.
- I also worked with Marta Deyrup to restructure library assignments for Freshman English.

Research Guides (Objectives 2, 3)
Updated and maintained research guides in the areas of Music, Art and Art History, Nursing, Copyright, Health Care Management, English 1202. Please see stats below (Please note that nursing has 0 hits. This is because I maintained the nursing guide with Lisa Rose-Wiles, whom the system recognized as the only owner. When we transferred official ownership of the page in May, the number of hits connected with my name jumped from zero to 42.)

Guide ID	Guide Name	2015-07	2015-08	2015-09	2015-10	2015-11	2015-12	2016-01	2016-02	2016-03	2016-04	2016-05	2016-06	Total Views
280370	Art & Art History	56	18	70	183	142	86	37	118	34	117	51	0	912
280388	Health Care Management	21	311	88	49	20	13	36	17	56	17	16	0	644
280377	Women's Studies	35	15	42	15	39	12	28	69	44	40	12	0	351
280392	Music resources	7	45	18	8	13	29	25	40	20	21	6	0	232
280380	Off-Campus Research Guide	24	32	41	35	10	15	23	11	14	10	5	0	220
249399	[Deleted]	17	2	52	11	10	10	13	2	7	16	40	0	180
280401	Copyright and Fair Use: Compiled by Beth Bloom	12	5	13	29	6	0	9	8	8	27	21	1	139
492722	Nursing	0	0	0	0	0	0	0	0	0	0	42	0	42
249394	[Deleted]	3	0	0	0	0	0	0	0	0	0	0	0	3
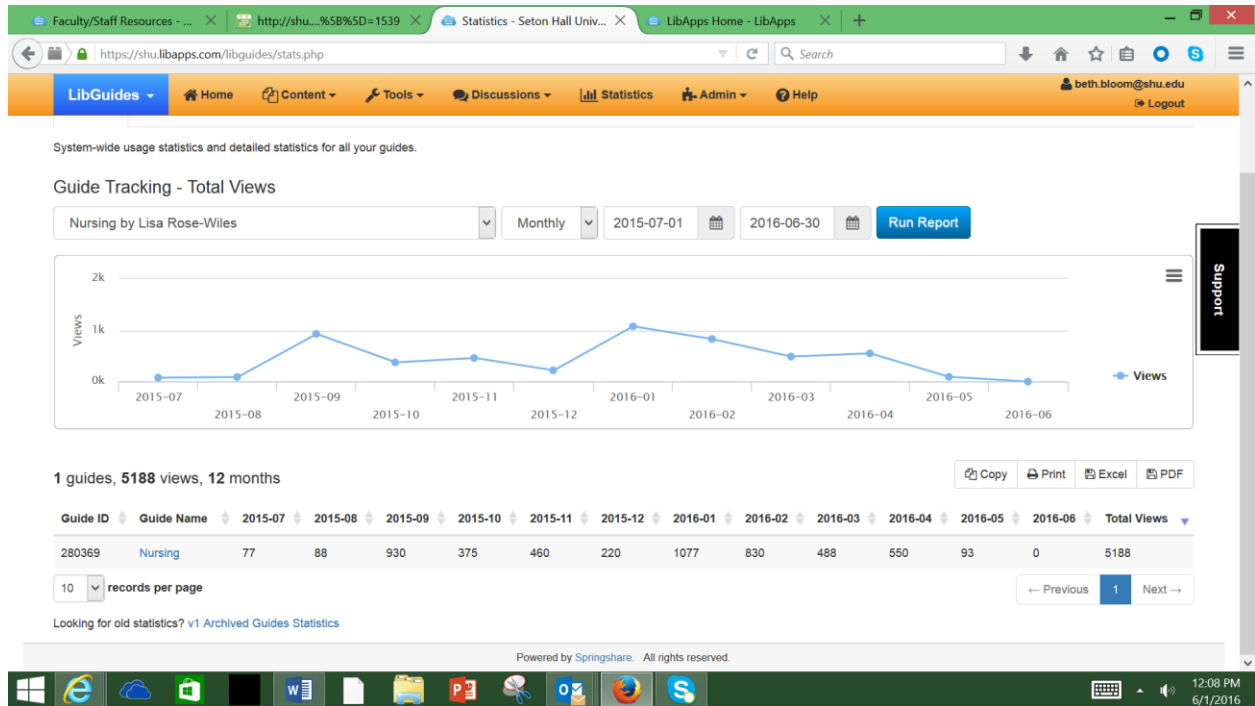
Immediately above, the Nursing guide, in tandem with Dr. Rose-Wiles.
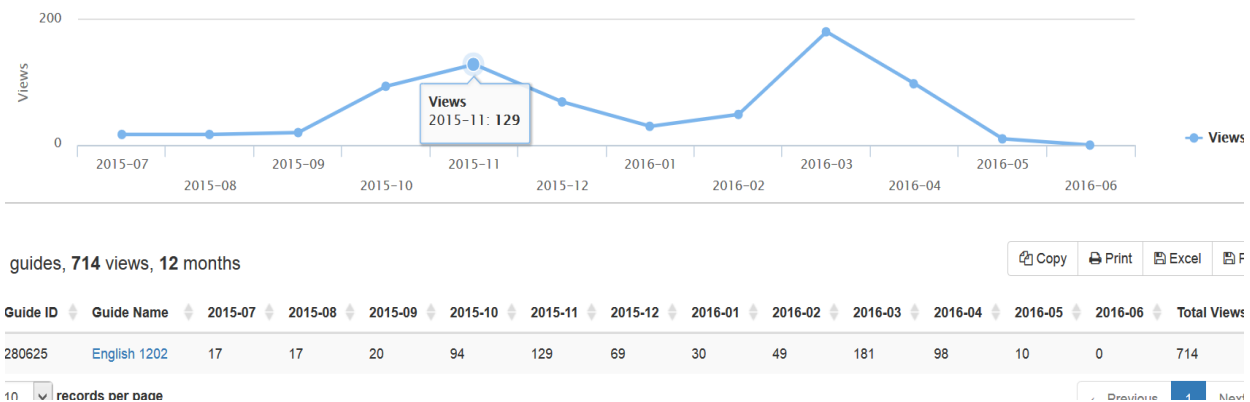
Immediately above, the English 1202 guide, in tandem with Dr. Deyrup

Library Instruction Coordination: (Objectives 4, 5)

- Coordinator of library instruction: statistical record keeping, liaison to large-scale redesign departments (University Life; nursing; Freshman English) **(Objective 4).**

- Coordinated 13 librarians in the teaching of **6588 s**tudents and faculty in **323** Library instruction classes.

- Taught **53** classes in the areas of University Life, English 1201/1202, Nursing, Healthcare Management, Art History, Museum Studies, Women's studies.

I have developed as an educator through experience, reading the literature, and as a result of my participation in the Lonergan Praxis Program, Cohort 2. The Praxis Program helps faculty and administrators at Seton Hall to apply teachings of the Advanced Seminar on Mission to specific disciplines. This is done following the teachings of Bernard Lonergan, who has consolidated philosophies stemming from the Catholic intellectual and other traditions into a theory of knowledge. He has fostered the Generalized empirical Method (GEM), which is the product of the intellectual integration derived from various fields of study.

In essence, Lonergan posits that everyone must go through a process of stimulation, understanding, judging, and then acting before making decisions. It has enhanced my understanding, initiated by Dr. Carol Kuhlthau, of the research process and how we learn. Kuhlthau has stressed that in order to attain clarity in any situation, one must pass through a very important stage of indecision and confusion (called the "uncertainly principle"). This was based on her research with undergraduate students and people working in the field of business. Lonergan, likewise, allows that insight occurs not in a forced situation, but only when a necessary series of processes (experiencing, understanding, judging, deciding) occur. Lonergan's process of judging or verifying seems akin to Kuhlthau's "uncertainty," which theoretically leads to insight and the decision-making process. When I teach, I apply what I have learned from both Lonergan and Kuhlthau in the classroom. I urge students to take time to think about their topics and to try to understand them. Understanding, insight, or clarity can only arise unprompted— often unexpectedly—certainly not on command or when one is pressed for answers or time. Moreover, I try to help students understand that confusion and uncertainly can be precursors to decision—not to be afraid of not knowing. Incidentally, I also tried to apply this theory when I worked with the PSC on the SLO rubrics.

Service:

Edited the library's Digital Collection technology plan for Sharon and Elizabeth

For School of Communication, Music department, gave library tours and provided feedback on four applicants for music faculty position.

University Committees

- University Assessment Committee Liaison from library
- Woman of the Year Committee met to select Seton Hall's 2016 "woman of the year"
- Praxis Leadership Advisory Council (PLAC)
- Charter day committee: member of the dais party.

University and Senate Committees

- Faculty Senate Alternate: represented the university library in the faculty senate when library senators were not available.

- Senate Core Curriculum Committee: this year we worked on the committee by-laws. The process is thorny in that the provost's office has assumed administration of the core curriculum. Governance issues have arisen that directly affect the by-laws. We as a committee are trying to find functional compromises with other major Core Curriculum units, and that coincide with the tenets of the *Faculty Guide.*
- University Core Curriculum co-liaison for information fluency core competency. With Marta Deyrup, approved information-fluency-infused syllabi in the areas of nursing, political science, and business.
- Senate Grievance Committee: this year I worked in tandem with Nathaniel Knight to reform the Grievance process as currently stated in the Faculty Guide. For many years Seton Hall University faculty have voiced concern about the ineffectiveness of the present grievance process. Some of the complaints include possible conflicts of interest among affected parties and the impractical time limits between procedural stages. In the present process the grievant must request a meeting with the person whom they are grieving. This can result in more conflict that not. We are using as a model the grievance process as articulated by Georgetown University, in which the faculty senate, rather than the university administration monitors and adjudicates the grievance. The senate executive committee will take on the responsibility of hiring and training ombudsmen. This, we hope, will ameliorate the initial informal grievance process, by allowing all parties to speak with a neutral agent who will try to find ways for the grievant and the aggrieved to compromise. The goal is to solve conflicts before an articulated need for formal grievances.
- Senate Academic Policy Committee: This was a very busy year for the committee. We reviewed no fewer than 15 new programs, certificates, and/or minors for approval before sending them on to the faculty senate for their sanction.

Library Committees

- Library Rank & Tenure Committee, Chair: conducted annual reviews for Katie Wissel, Lisa DeLuca, Amanda Mita, John Irwin. Conducted Tenure and Promotion interview and provided evaluation for Sharon Ince.
- Library Faculty Assembly: member.
- Library Nominations and Elections Committee, acting Chair: conducted elections for library faculty offices and for the Faculty Senate for upcoming 2016-2017 academic year.
- Public Services Committee, Chair (please see discussion of PSC activities above)
- Collection Development Committee: evaluated databases and library materials for purchase or license extension.
- Committee to Develop Guidelines and Rubrics for Merit Pay—in consultation with Richard Stern and Lisa Rose-Wiles, formatted the university merit pay guidelines to fit those of the library, based on librarians' essential duties and responsibilities. In consultation with Dean Buschman, we also developed guidelines and rubrics specific to the library.

State Committee

NJLA/ACRL College and University Section Research Committee—The committee's mission is to foster research among New Jersey librarians.

Awards and recognition:

Bloom, Beth and Marta Deyrup (2015). "The SHU Research Logs: Student Online Search Behaviors Trans-scripted." *The Journal of Academic Librarianship*, *41* (5): 593-601. Winner of the NJLA/ACRL College and Research Libraries annual research award. Award presented at the annual NJLA conference in Atlantic City, May, 2016.

Continuing Education:

Attended various workshops and conferences including the following:

- Charleston Conference (November 2015),
- VALE annual conference (January 2016),
- NJLA annual conference (May, 2016).
- Seton Hall University Women's Conference (February 2016).
- Digital Humanities workshops **(Objective 8). (**I plan to submit a proposal to data mine Praxis Program members' essays and articles.)
- Faculty Catholic summer seminars 2015 and 2016.

MAJOR GOALS FOR NEXT ACADEMIC YEAR

- Standardize assessment for freshman English
- Augment library instruction processes and models in consultation with English department, School of Nursing, and the University Life program
- Work toward instituting a one-credit library course
- Work to find models that will allow for scaffolding library instruction
- Attach SLOs and rubrics to specific classes
- Find more efficient and state-of-the-art ways to enrich our reference services
- Continue to evaluate and develop digital objects to supplement library instruction

APPENDIX 1. STUDENT LEARNING OUTCOMES (SLOs) (Objective 7)

- **SLO BASIC** I Students will derive a question from a research need.

- **SLO INTERMEDIATE I** Students will identify key concepts within their question.

- **SLO ADVANCED I** Students will develop a conceptual framework for their research.

> **ACRL STANDARD ONE** The information literate student determines the nature and extent of the information needed.
>
> **1.** The information literate student defines and articulates the need for information.

- **SLO BASIC II** Students will find and use select resources to begin the research process.

- **SLO INTERMEDIATE II** Students will identify the most relevant research tools for their research.

- **SLO ADVANCED II** Students will demonstrate the ability to utilize the research tool(s) of their discipline(s).

> **ACRL STANDARD TWO** The information literate student accesses needed information effectively and efficiently.

- **SLO BASIC III** Students will generate keywords and modify their search to limit or expand their results, relevant to their question.

- **SLO INTERMEDIATE III** Students will incorporate discipline-specific vocabulary and tools related to their research need, and utilize select library services (incl. research consultations, interlibrary borrowing)

- **SLO ADVANCED III** Students will demonstrate advance-level search skills, build on existing research, and find and synthesize new information.

> **ACRL STANDARD TWO** The information literate student accesses needed information effectively and efficiently. **2**. The information literate student constructs and implements effectively-designed search strategies.

- **SLO BASIC IV** Students will examine, compare and differentiate information from a variety of sources and formats in order to evaluate authority, accuracy, timeliness, and point of view or bias.

- **SLO INTERMEDIATE IV** Students will determine if their original question has been satisfied and if additional information is needed.

- **SLO ADVANCED IV** Students will integrate new information with previous information or knowledge, and substantiate their choices.

> **ACRL STANDARD THREE** The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value(s) [system].

- **SLO BASIC V** Students will begin to identify and cite their sources.

- **SLO INTERMEDIATE V** Students will cite their sources according to the style accepted within their discipline, and prepare and compile a bibliography.

- **SLO ADVANCED V** Students will integrate sources into their work, and demonstrate an understanding of the literature within the scope of their discipline.

> **ACRL STANDARD FIVE** The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.
>
> **3.** The information literate student acknowledges the use of information sources in communicating the product or performance.

APPENDIX 2: RESEARCH RUBRICS

BASIC LEVEL

OUTCOME LEVEL	PROFICIENT	INTERMEDIATE	NOVICE
SLO B BASIC I Students will derive a question from a research need.	Question is focused and clear. Question leads to further avenues of research.	Question is focused and clear.	Question is unfocused, unclear.
SLO B BASIC II Students will find and use select resources to begin the research process.	Identifies disciplinary research sources, utilizes various information sources	Distinguishes between different types of information sources and formats.	Examines infor-mation sources.
SLO BASIC III Students will generate keywords and modify their search to limit or expand their results, relevant to their question.	Demonstrates/presents a refined search strategy and selects specific information resources for the topic related to the research question.	Refines keywords and modifies search strategy to broaden or narrow a topic related to the research question. Key concepts/terms are identified. *	Generates keywords related to the research question and performs simple searching.*
SLO BASIC IV Students will evaluate information for authority, accuracy, timeliness, and point of view or bias.	Examines, compares and differentiates information from a variety of sources and formats.	Examines selected information; can differentiate between scholarly and general purpose resources.	Examines selected infor-mation using some criteria.
SLO BASIC V Students will begin to identify and cite their sources. **	Selects discipline-specific citation style. Cites resources that provide strong support for thesis.	Gives appropriate credit for others' work. Cites resources that provide support for thesis.	Cites few or no sources. Provides limited support for thesis.

* These examples are representative; they characterize as a practice the type of evaluation that might be done at this level.

** The rubric is circular and holistic. **SLO BASIC V** relates directly back to **SLO BASIC I**—they are interdependent. A student can't get credit for properly citing sources if the sources do not directly support a clear and focused question.

INTERMEDIATE LEVEL RESEARCH RUBRIC

OUTCOME LEVEL	PROFICIENT	INTERMEDIATE	NOVICE
SLO INTERMEDIATE I Students will identify key concepts within their question.	Demonstrates ability to revise or the reframe research question.	Clarifies question, further develops concepts.	Develops initial question/concepts.
SLO INTERMEDIATE II Students will identify the most relevant research tools for their research.	Identifies and utilizes the most relevant research tools for their research.	Initial exploration of specialized databases, tools and resources.	Just starting to identify specialized databases in their research area.
SLO INTERMEDIATE III Students will incorporate discipline-specific vocabulary and tools related to their research need.	Uses specific library resources and services including interlibrary borrowing, research consultations, consortial reciprocal services.	Demonstrates initial understanding and use of subject taxonomy (MeSH, discipline-specific terminology and vocabulary).	Identifies select tools in their field, identifies discipline-specific encyclopedias/ dictionaries and subject taxonomies.
SLO INTERMEDIATE IV Students will determine if their original question has been satisfied and if additional information is needed.	Identifies and addresses gaps in research sources, revises as needed.	Identifies gaps in research sources (or strategy, or theses, or content).	Demonstrates Preliminary self-evaluation and review.
SLO INTERMEDIATE V Students will cite their sources according to the style accepted within their discipline, and prepare and compile a bibliography.	Correctly cites sources utilizing discipline-specific citation format.	Correctly cites some sources.	Understands the need to cite sources.

ADVANCED LEVEL RESEARCH RUBRIC

OUTCOME LEVEL	PROFICIENT	INTERMEDIATE	NOVICE
SLO ADVANCED I Students will develop a conceptual framework for their research.	Demonstrates flexibility in adapting research strategy.	Research strategy matches (or is relevant or appropriate to) the scope of project/assignment.	Develops an initial research strategy of limited scope.
SLO ADVANCED II Students will demonstrate the ability to utilize the research tool(s) of their discipline(s).	Identifies wide range of resources beyond their discipline (interdisciplinary), articulates search strategy rationale.	Identifies discipline specific tool & resources and demonstrates successful search strategy.	Identifies general tools & resources and develops an initial search strategy.
SLO ADVANCED III Students will demonstrate advance-level search skills	Demonstrates advance-level search skills.	Demonstrates understanding of how search fields function in refining search.	Uses advance search function (or features).
SLO ADVANCED IV Students will integrate new information with previous information	Builds on existing research; finds and integrates new information; can substantiate their choices.	Builds on existing research; finds and integrates new information into research/scholarship.	Builds on existing research.
SLO ADVANCED V Students will integrate sources into their work, and demonstrate an understanding of the literature within the scope of their discipline	Demonstrates Integration of sources in finished research project compiles a comprehensive annotated bibliography.	Conduct literature review, demonstrates correct use of paraphrasing and quotations.	Uses resources but does not cite correctly (incomplete).

Finalized April 19, 2016

Jeanne Brasile

Walsh Gallery Director

Walsh Gallery Annual Report FY 2015-2016

Walsh Gallery Annual Report 2015 through 2016

I – INTRODUCTION

The Walsh Gallery Annual Report summarizes the department's projects, goals and objectives for the past fiscal year. The Walsh Gallery, while it is guided by its own Strategic Plan, concurrently aligns itself with the University Libraries Strategic Plan for 2012 – 2020, as well as Seton Hall University's Strategic Plan. This is the first full year in which the Walsh Gallery has worked with 2.5 staff members, (Director, Collections Manager and Collections Assistant) which is the staffing level that is customary at peer institutions as outlined in the Library Program Review documents released in January of 2008. These staffing levels also meet the recommendations put forth in the two consulting reports dating to 2008 from Rebecca Buck (then) of the Newark Museum and Daniel Veneciano (then) of The Robeson Gallery at Rutgers-Newark.

While it is a major achievement to have staffing levels commensurate with the range of duties executed at the Walsh Gallery, there has yet to be an increase in the gallery's operating budget. The addition of a Collections Manager in particular necessitates funding that will support the activities of this position. The Collections Manager and Assistant positions are predicated primarily on processing, re-housing, researching, promoting and disseminating information about the collections. These activities require a substantial need for materials and infrastructures including – archival materials, enhanced digital technologies including hardware and software, appropriate working and storage spaces (both physical and digital), and proper shelving units for the storage and processing of collections. While there was a one-time allocation of funds for these purposes, there is an ongoing cost associated with these positions. Without a dedicated line item to the budget, the aforementioned enhancements and the good work done by the collections staff runs the risk of being reversed if their efforts cannot be sustained by proper materials and environments. Despite these challenges, Collections Manager Allison Stevens and Collections Assistant Joseph Yankus have been very proactive and productive in their areas of operation. Their specific efforts are outlined in detail later in this report.

This past year, the efforts of the Director were focused primarily on presenting and developing exhibitions of distinction, which in turn, required collaborative relationships and increased funding, much of which came through in-kind donations and cost-sharing among partners. The enhanced efforts in these areas hindered the ability to write grants. Only one grant application was written and awarded through the County of Essex. Other major efforts included the inclusion of more objects from the University's collections in the context of exhibitions,

development of programs and the crafting of gallery policies and procedures relating to donations, clarifying the types of objects in the purview of the gallery (versus Archives and Special Collections) and increased efforts at cataloging collections that had not previously been fully processed.

The Walsh Gallery Strategic Plan (dated 2008) is also at the end of its long-range cycle. Due to the increases in staffing, the development of a new strategic plan has been temporarily placed on hold until the results of the upcoming Program Review. A new strategic plan will be formulated following consultations with Dean Buschman and gallery staff, and internal and external reviewer findings.

Most of the short and mid-terms goals outlined in 2008 have been met to date including; increased gallery visitation, increased use by students and faculty, development of policies and procedures, more frequent use of collections in the context of exhibitions, outreach to underserved populations and the local community, production of catalogues to accompany exhibitions, increased grant-writing, recruitment of interns and volunteers, working collaboratively with organizations both on and off campus, increased efforts to catalogue collections, secure more space for storage and operations (though more is still needed), continued capital improvements to the gallery and its work spaces, and improving the quality and frequency of programs. The only short and mid-term goals that had not been met were those goals that had been adjusted in the interim by Dean Buschman upon implementation of his new University Libraries Strategic Plan in 2012. These goals, while in progress, have yet to be completed and include; building and preservation of materials, current collections and significant research (Goal 2), communicating of the library's resources effectively (Goal 5) and creating a more agile work environment (a portion of Goal 8). The enhanced website is helping to contribute to these goals, as is the newly implemented Collecting Plan and Donation Policy. The Director has had preliminary conversations with Sebastian Derry, Assistant Dean for Public Services regarding how our staff can work together to more effectively communicate the services offered by the Walsh Gallery.

II – GOALS AND OBJECTIVES

A - THE YEAR IN REVIEW

This past year has been extremely busy and productive due to enhanced staffing levels that have enabled the department to ingest the totality of the SHU Museum Collection into its collections. Under the guidance of Allison Stevens, all objects and associated documents are now relocated at the Walsh Library. She is now processing the collections and her efforts are outlined in greater detail in her annual report (attached). Likewise, Collections Assistant Joseph Yankus has been making great strides in bolstering the website by introducing new pages for exhibition catalogues, creating a page for public relations materials and restructuring the website for ease of navigation. He is also processing older collections in accordance with industry standards and a manner commensurate with the Libraries' Goal to disseminate information more effectively. The mid-range goal is to distribute these collections on the gallery website via a virtual exhibitions portal and a searchable collections database. A more detailed synopsis of these activities is found later in this report.

The new website enables the gallery to meet Goal 2 of the Libraries Strategic Plan which is "to build and preserve digital…materials." Due to space limitations, as well as structural limitations, the old website infrastructure did not allow the gallery to upload large files such as exhibition catalogues, .pdfs, or videos. Presently, the Walsh Gallery website can support these materials and the Director has already noticed a marked decrease in emails, phone calls and letters requesting access to archived materials. Data compiled by Joseph Yankus (later in this report) demonstrates that users are now finding their way to these research materials via the internet and viewing and/or downloading them instantaneously and on demand. This also speaks to Goal 3 – "providing effective organization and presentation of information and collections access…"

This year has also been successful in terms of exhibitions and there are marked increases in attendance and more positive feedback from visitors on these endeavors. In keeping with Goal 7 of the Libraries Strategic Plan, these high profile exhibitions contribute to the academic, ethical and cultural growth of the University community. "A River Depends on its Tributaries" conflated contemporary art with traditional art from West Africa to form a conversation about the African diaspora, slavery, colonialism, feminist theory and a critical examination of cultural belief systems and historical events in North America and West Africa. Visitors responded extremely positively to this exhibition and there was also a marked uptick in attendance from African-American and Asian populations. This exhibition also showed an increase in visitation from off-campus audiences.

"USCO: WHENTHEN" featured veteran artists Michael Callahan and Gerd Stern whose careers have spanned over 50 years. They were associated with the beat era poets, media scholar Marshall McLuhan and musician John Cage. This interdisciplinary show conflated concepts such as 1960's social activism and spirituality with critical ideas on the influence of media and digital culture in the present. Similarly, Darren Jones' "Thunder Enlightening" presented contemporary art juxtaposed with the university's collections to confront audiences with a thought- provoking exhibition on how spiritual values, particularly Catholic beliefs, can be implicated in our fast-paced world that tends to emphasize often contradictory attitudes through social media and an onslaught of advertising.

B – LOOKING FORWARD

This coming year will bring about another Program Review, an additional opportunity for self-assessment and the development of a new Strategic Plan to guide the gallery through a series of short, mid and long-range goals through 2026. With many of the recent changes in staffing, collections management and web presence, among other issues, it will be an occasion to reflect on our past and present, while guiding the Walsh Gallery's future efforts.

In fiscal year 2016 – 2017, the gallery will continue its push to more fully document its collections. This will enable the department to disseminate collections via the web while also streamlining the process of researching collections for inclusion in exhibitions, and making these objects available for study to scholars and researchers. This will come into play especially in the first exhibition of this season which features alumni, Nyugen Smith (1997), who will conflate his artwork with the university's collections. The artist has been working collaboratively with the Gallery Director and The Department of Archives and Special Collections to accomplish this goal.

The exhibition "Kiki and Seton Smith: A Sense of Place" will build upon the successes of the high profile exhibitions "A River Depends on its Tributaries" and "USCO: WHENTHEN" by presenting two well regarded artists, and South Orange natives, through a series of collaborations with local foundations, collectors, patrons and cultural institutions. Programs have also been developed to build upon the themes presented in the show and include a pop-up exhibition in tandem with the Village of South Orange and The Lennie Pierro Memorial Foundation to provide creative place-making opportunities to include youth audiences and community members.

In order to continue developing more ambitious exhibitions, the Director is presently engaged in working collaboratively with groups both on and off campus, as well as conducting grant research and proposal writing. Grant research is being channeled through the Pivot grant portal and the Foundation Center's Grant Directory. The Director has already located many good grant prospects based on upcoming programs and exhibitions. It will be challenge to balance the time needed to create these complex exhibitions with the demands of grant-writing. Other activities for which grants will be sought include digital humanities projects, virtual exhibitions, collections management tools and materials, and programs.

III – SUCCESSES AND CHALLENGES

A – FUNDING (GRANTS AND DONATIONS)

This past year resulted in only one grant application being submitted to the Essex County Arts Re-Grant Program, however this application was successful and will support Nyugen Smith's solo exhibition. Without the time to write grants due to pressing collections, web and exhibition duties, the Director sought to augment funds through collaborative efforts, in-kind gifts and volunteer labor. While leveraging costs in this manner can provide excellent outcomes, the Director would like to see a more balanced blend of grant proceeds mixed with cost-sharing and in-kind gifts to maximize funding, results and outreach. In **Section IV – Visitation Data**, there is a more detailed analysis of the types of funding efforts engaged in this past year to offset the lack of grant proceeds. It is expected that this coming year will result in more grant writing and awards in support of exhibitions, programs, collections cataloguing and visual literacy/digital humanities projects.

B – COLLABORATIONS

Collaboration is both a necessity in terms of funding, as well as in terms of mission and strategic planning. Collaboration takes many forms, and includes many of the gallery's constituents. Below outlines some of the collaborative efforts undertaken this past year.

1. STUDENTS

The Walsh Gallery emphasizes its relationship with students in many palpable ways. Student volunteers, particularly those in the Museum Studies Graduate Program and undergraduate art history students, were instrumental in building the complex environments

needed for "USCO: WHENTHEN." They gained direct experience in following a blueprint to create a 12' free-standing room which necessitated building walls, floors and a sound environment for one of the artworks. They worked directly with the artists, Collections Assistant and Gallery Director to accomplish these tasks which taught teamwork, project management skills and negotiating with artists to arrive at a desired end result.

The Walsh Gallery continues to work with graduate students in the Museum Studies Program to facilitate the course "Producing an Exhibition." Working with two students over the course of 9 to 12 months, the Gallery Director gives them guidance, oversight and the benefit of her experience to create a real life experience of curating an exhibition from start to finish. They learn the broad sets of skills required to curate - including writing for museums, museum registration skills, installation, preparatorship, lighting, administration of loans, budgeting for exhibitions and creating a floor plan. Many undergraduate students work in tandem with the graduate students to support their efforts while learning the basics of curating and exhibition development.

2. FACULTY

The Walsh Gallery actively seeks to cultivate relationships with faculty, particularly to locate and capitalize on synergies between exhibitions and coursework. This year, it was especially challenging to develop these relationships with most efforts being directed at facilitating the move of the SHU Museum Collection, development of new website content, movement of artwork within the library and a mandate to catalogue the D'Argenio Collection of Ancient Coins and Antiquities more fully.

The two main collaborations with faculty included working with Professor Mary Balkun of the Department of English to bring preeminent Herman Melville scholar, Dr. John L. Bryant of Hofstra University, to speak about his research and exhaustive digital humanities archive on the author. This program was well-attended by students, faculty and off-campus visitors and introduced new audiences to the gallery.

On April 22nd, the Walsh Gallery hosted the Martin Luther King Scholars symposium organized for the Petersheim Academic Expo for the second time in three years. This resulted from a long-standing relationship with Dr. Forrest Pritchett, with whom the director has previously worked to create displays in the gallery windows to commemorate important events in African American history.

While not as intensely collaborative as the efforts with Dr. Pritchett and Dr. Balkun as noted above, the Walsh Gallery often leads exhibition talks at the request of faculty members to facilitate coursework in a more experiential manner. This past year the Director spoke to students taking "English as a Second Language" with Terracita Kellenyi, students enrolled in Professor Jurgen Heinrich's "Art and Human Needs", Professor Charlotte Nichols' "Art and Human Needs" and Gallery Director Jeanne Brasile's graduate course "Exhibitions A – Z."

Other professors such as Martha Easton and Charlotte Nichols assigned coursework based on exhibitions that included critical thinking exercises and an analysis of exhibition content.

3. OFF CAMPUS PARTNERS

Part of the outreach efforts of the Walsh Gallery, as well as its need to leverage costs, has resulted in a number of relationships to fulfill these goals. In the past year the Walsh Gallery has collaborated with The Trinity Museum and the Phenomena Project to produce "Thunder Enlightening." The partners paid for mounts and supplies in support of the exhibition. "A River Depends on its Tributaries" was the largest collaborative effort to date with partnerships including; The Merton D. Simpson Gallery, South Orange resident and Merrill Lynch executive, Patricia A. Bell, Aljira, A Center for Contemporary Art of Newark, Roger C. Tucker of Tucker Contemporary Art, the African Contemporary Art Committee at the Montclair Art Museum, Mari D'Alessandro of the Montclair Art Museum, The Childs Gallery in Boston, The Gateway Project in Newark and October Gallery in London. "USCO: WHENTHEN" also necessitated a series of relationships including those with Intermedia Foundation, Maryann Harvey of the art department at Rockland Community College and Plus Space Gallery in Redhook, New York. "The Cure for Anything" included loans from The Sag Harbor Whaling Museum on Long Island and the Museum of Early Trades and Crafts (METC) in Madison. The loans from METC were facilitated by Seton Hall University graduate Kristin Lapos, who is working there in the capacity of registrar. Both institutions underwrote some of the costs of packing, shipping and preparing the work for exhibition, while also promoting the show to their constituents.

The Walsh Gallery also reciprocates with other institutions on their initiatives. Sandy Martiny, Cultural Affairs Officer for the Village of South Orange organized a panel discussion in June of 2015 at SOPAC to discuss how to succeed financially in the arts. The talk was part of the larger festival "South by South Orange." The Director also served on the exhibition steering committee for Aljira's solo exhibition of work by Pat Lay, founder of the Montclair State University M.F.A. program, reviewed portfolios for Pro Artes New Jersey members, juried an exhibition of work from members at the Watchung Art Center and spoke to their members about professional development.

C – INTERNS AND VOLUNTEERS

The Walsh Gallery works with interns and volunteers regularly in the course of its operations. Brianna LoSardo of The Department of Archives ad Special Collections is interning with Allison Stevens to inventory the SHU Museum Collection. Volunteers include undergraduate student Jillian Lope who creates many of the window displays at the gallery. Undergraduate student Meghan Brady has been working on inventorying the print collections for the past two years and graduate students Chelsea Levine, Karen Beraitis and Katherine Tedesco of the Museum Studies Program have assisted with research, lighting, mount-making and

installation on numerous exhibitions to gain real life skills in an arts organization, while being able to network with others in the field.

E – PUBLIC RELATIONS

Past Annual Reports have noted the difficulty in achieving press for exhibitions and programs. This was attributed to both a lack of an account manager at the Public Relations Department, as well as the fact that many jobs in the media have been eliminated, replacing staff art writers with stringers and laying off most of the reviewers. This year's high profile exhibitions seemed to have overcome this challenge, at least for the past season. The new Walsh Gallery website has an archive of public relations materials, but the following is a sample of some public relations items from the past year:

- Director - Appearance on Steve Adubato's "One of One" on NJTV on May 13, 2016
- Student exhibition coverage - News-Record of Maplewood/South Orange
- Rockland Journal News published an article on USCO in which the Director was quoted – Feb, 2016
- Interview in "Sci-Art in America" with artist Lorrie Fredette and Gianluca Bianchino – Dec, 2015
- Interview with Gerd Stern on "Conversations with Harold Hudson Channer" public access talk show in Manhattan
- Review by Eric Valosin on "notwhatitis.com" blog – Sept, 2015

The Director speculates that in addition to getting recognition for the past year's shows, the recent increase in press is the result of efforts by Michael Giorgio, Senior Account Manager in the Department of Public Relations, and his efforts to promote the gallery and its programs despite not being our official account manager. His efforts, coupled with those of Laurie Pine, Director of Media relations, actively promotes the gallery, resulting in some of the recent uptick in press. Secondly, the Director's collaborative efforts and ongoing relationships, such with collector Pat Bell, results in more press as these well-connected art patrons have recommended coverage to members of the press.

F – SPACE

With last year's addition of a work space adjacent to the gallery, working conditions have improved a great deal. 'Messier' tasks like painting, mounting and cutting are now conducted outside of the Director's office. This work space also enables the staff to store items such as paints and adhesives outside of the office proper. This reclamation of work space has also resulted in the office space being used solely for administrative tasks and staging of exhibitions.

It has also resulted in less clutter and fewer crammed into a small area. However, there are still residual space issues regarding the storage of mounts like pedestals, display panels and mannequins, which are still located in a very cramped area beneath library Stairwell C. There are other space issues, primarily regarding the storage of art under the stewardship of the Walsh Gallery. These issues are elaborated in further detail in later sections of this Annual Report compiled by Joseph Yankus and Allison Stevens.

G – CAPITAL IMPROVEMENTS

Many of the capital improvements in the past year were in the realm of storage, particularly, the shelving units within the vault. With the intake of the SHU Museum collection, it was clear that new shelving was required to accommodate the size and types of objects to properly care for the collection. Allison Stevens' section of this report addresses this situation in further detail.

Looking toward the future, the gallery endeavors to show more of the University's collections, which requires the acquisition of display cases and vitrines to appropriately display these objects. This has been noted in past annual reports, but requires a sizeable investment to achieve. Given the mandate to prioritize the processing of the SHU Museum collection, the purchase of new display furniture has not yet been accomplished.

H – SERVICE/OUTREACH

The Director firmly believes in and supports the University's culture of engagement, service and outreach. To this end, the Director has continued to support cultural institutions, particularly in the City of Newark, to meet those institutional goals. The following notes a portion of those efforts:

- May - Curatorial Consultant - "Artist Career Development Workshop " - Watchung Art Center, Watchung
- April - Curatorial Consultant - "Artist Portfolio Review" Pro Arts - Jersey City
- November - Presenter "Pecha Kucha" The Paul Robeson Galleries and The Feminist Art Project, Rutgers-Newark
- June - Panelist "How to Combat the Notion of a Struggling Artist" SOPAC, South Orange

Other service-oriented activities take the form of mentorship with Seton Hall University students in informal activities such as one-on-one resume and cover letter reviews, pairing graduate students with paid work opportunities with local institutions and artists, and locating full time work assignments within the arts. Students Chelsea Levine and Katherine Tedesco have worked with artist Lorrie Fredette at the Center for Visual Arts in Summit and the Maitland Museum in Florida. They gained valuable experience installing exhibitions and networking with

professionals in the field, positioning them as better candidates for job openings in museums and art institutions.

The Director currently serves on two boards. She was recently re-appointed by the Chosen Board of Freeholders to another term on Essex County's Division of Cultural and Historic Affairs, which serves cultural institutions and allocates state funds at the county level. She also serves on the board of The Jersey City Arts Exchange (JAX), a fledgling non-profit in the Jackson Hill neighborhood of Jersey City. The non-profit, founded by film maker and educator, Jacqueline Arias, is a community space for art, music, mentorship and media literacy. It primarily serves youth, local residents and emerging artists in this underserved region of the city.

I – PROFESSIONAL DEVELOPMENT

With all the recent changes in staffing, intake of new projects, building of the new website and planning for technology upgrades, it has been difficult to consider attendance at conferences, workshops or even webinars in pursuit of professional development opportunities. The College Art Association's annual conference will be held in New York City in February of 2017 and the Director would like to take advantage of the training opportunities offered there. In anticipation of creating more web content, particularly virtual exhibitions, the Director would also be interested in taking a distance learning class on this topic at the Node Center for Curatorial Studies, which entails 6 weekly meetings of 2.5 hours each during the work day. She has also been using the web tutorials on the Library's lynda.com account to learn how to better optimize images and video for distribution on the gallery's website. Additionally, she has used lynda.com to better learn to exploit the capabilities of Excel, particularly its functions to calculate data, such as in the tables included in section IV of this report.

IV - VISITATION DATA

The Walsh Gallery utilizes Mailchimp to distribute direct email announcements to its patrons since Outlook limits the number of members of an email distribution list to 100. Mailchimp also allows for patrons to subscribe and unsubscribe, relieving the gallery staff from manually administering this list of 1471 members, at present. This mailing list is supplemented with the Walsh Gallery Facebook page which contains an additional 502 members. Facebook serves not only as an outlet to promote the Walsh Gallery, but also allows members of the page to post their own news about local cultural events, which is part of the gallery's role as a community builder and outreach post. Lastly, visitation is solicited via direct mail from our Excel database of roughly 3052 members.

The following statistics are recorded and compiled on a daily basis for various purposes, including; grant funding, self-study and analysis, exhibitions and program development as well as many other departmental functions. The following tables outline visitation by exhibition (Table A) and visitation by purpose (Table B).

Table A – Visitation by Exhibition

Exhibition Title	Number of Visitors	Percentage of Whole
Thunder Enlightening*	426	10.09%
A River Depends on its Tributaries	915	21.68%
USCO: WHENTHEN	808	19.15%
The Cure for Anything	1185	28.08%
Vividly Obscure (Annual Student Exhibition)	886	21.00%
Total Annual Visitation	**4220**	**100.00%**

exhibition spans fiscal year – partial exhibition attendance

Table B – Visitation by Purpose

Purpose of Visit	Number of Visitors	Percentage of Whole
Class Visits	95	2.25%
Programs/Events	1233	29.22%
Off Campus Group Visits	68	1.61%
Event Hosting	34	.83%
General Visitation	2789	66.09%
Total Annual Visitation	**4220**	**100.00%**

Last year's annual report noted a decrease in overall visitation which was attributed mainly to the inclement weather which caused drop-offs in general visitation due to university closings, as well as cancellations by off-campus visitors. The number of professors that canceled scheduled class visits due to lost teaching time in the classroom also contributed to lower attendance figures.

In fiscal year 2015 – 2016, visitation was up overall, from 3426 visitors last year, to 4220 (+794) in 2015 – 2016. This represents an overall increase of 23.18%. These figures also note that attendance for each exhibition increased significantly, with the exception of the annual student fine art exhibition which noted a slight decrease from 921 visitors in 2014 – 2015, to 886 this year. While the milder weather contributed to more robust attendance figures overall, there are other factors to consider. Aside from increased general visitation, Programs and Events were the second largest contributor of enhanced visitation with 1233 in attendance this year as opposed to 191 last year, a 546% increase.

Programs and Events included the usual exhibition opening receptions, as well participation in Seton Hall Weekend, but also encompassed programs such as; the ceremony honoring Donald Payne organized by Dean Buschman and the Department of Archives and Special Collections, a group tour for students affiliated with Alpha Omega Phi, a poetry reading by beat poet Gerd Stern, a pop-up museum in which visitors created their own temporary museum, and a reading by Melville scholar Dr. John L. Bryant of Hofstra University. These

events upheld the gallery's collaborative efforts as outlined in Dean Buschman's Strategic Plan for the University Libraries - 2012 to 2020 (Goal 6 – Develop Strategic Alliances) while concomitantly fulfilling the gallery's interdisciplinary mission. Programs were developed and implemented intra-departmentally with The Department of Archives and Special Collections (Donald Payne ceremony), as well as campus-wide (Dr. John Bryant's lecture), which was coordinated with Dr. Mary Balkun, Chair of the Department of English.

Other strategic alliances included partnering with numerous collectors, galleries and artists to realize "A River Depends on its Tributaries," an examination of African and African American culture and its profound influence on contemporary American culture. Partnerships included working with The Merton D. Simpson Gallery, collector Patricia A. Bell, Aljira: A Center for Contemporary Art, Roger C. Tucker of Tucker Contemporary Art and member of the African Contemporary Art Committee at the Montclair Art Museum, Mari D'Alessandro of the Montclair Art Museum, The Childs Gallery in Boston, The Gateway Project in Newark and October Gallery in London. For the exhibition "USCO: WHENTHEN" strategic alliances included working with Intermedia Foundation, Maryann Harvey of the art department at Rockland Community College and Plus Space Gallery in Redhook, New York.

The number of high profile artists in this exhibition and number of strategic relationships formed also served as an effective outreach tool (Goal 5 – Communicate the library's resources effectively, expand outreach…). As a result, there were 250 more visitors to "A River Depends on its Tributaries" than the exhibition that ran in that same timeslot in 2014. Without an increase in the gallery's operating budget this past year, these strategic alliances enabled the gallery to meet another mandate of the Libraries Strategic Plan (Goal 9 – Secure resources to meet goals and objectives.) By leveraging costs among numerous parties and garnering in-kind gifts, the Walsh Gallery was able to produce exhibitions that would normally be beyond the means of its budget. By building partner relationships, and strategic alliances, the gallery was also able to meet other goals in the library's strategic plan (Goal 4 – Create and Maintain a physical environment that fosters Alliances)

Class visits stayed fairly level, with 100 students in attendance last year to 95 this year, a 5% decrease. However, many of the art history professors have been sending students to the gallery for independent research and writing assignments, which corroborates Goal 7 (contribute to the academic, ethical and cultural growth of the University community) of the Libraries Strategic Plan. It is not possible to calculate how many students have visited for these purposes, as they often come independently and do not announce their intentions upon arriving at the gallery.

Group visits increased from 7 total last year to 68, an 871% increase, which is mostly a fact of better weather conditions, but it bears out that the gallery is serving not only the needs of its core population of students and faculty, but also visitors from the larger communities of West Orange, Livingston, Newark and Manhattan. These group visits were primarily from local social service organizations such as The W.A.E. Center and ARC of Essex County, but also included

high school students. These populations are generally economically disadvantaged and/or are challenged with physical or mental impairments. Working with the larger community contributes to meeting Goal 1, which reads in part, "provide…services which are responsive to the needs of our community" The fact that general visitation continues to be the highest reason for attendance at the gallery is meeting its mandate to "create an environment that …encourages use and interaction" (Goal 4). Visitors in the general visitation category are largely in the gallery for pleasure or self-directed learning, rather than completion of an assignment which also speaks to Goal 1, which is to be responsive to the needs of the community.

As noted in last year's Annual Report, the development of more high profile exhibitions and well-known artists such as Willie Cole, Chakaia Booker, USCO, Merton Simpson and Adejoke Tugbiyele -with the intention to increase visitation and provide unfettered access to quality exhibitions to underserved populations - is working. This strategy to work collaboratively and include brand name artists into the context of exhibitions will continue this coming year. Last year's annual report also predicted a decrease in event hosting opportunities due to insurance and safety issues presented by these high-profile shows populated with large, free-standing sculpture or especially delicate materials. While it was predicted hosting opportunities would decrease, the increases in other visitation categories alleviate this one area of fallback in attendance. It is predicted that hosting of events will stay at similar levels this year.

COLLECTIONS MANAGER REPORT – ALLISON STEVENS

Collections Manager Annual Report, 2015 – 2016
by Allison Stevens

I.   **Introduction**
       Over the course of the past year in the new role of Collections Manager, I have been involved in numerous initiatives to improve the care, storage, and display of various art and artifacts in the University's care. Primarily, this involved working with the SHUM (Seton Hall University Museum) Collection, including the cleaning, organization, and movement of the approximately 26,000 Native American and other artifacts from the basement of Fahy Hall to the Walsh Library's Archives Vault. Now that the transfer of all artifacts is complete, the ongoing project cataloging of this collection will continue as the Collections Manager's role expands into cataloguing and managing the other art and artifacts on campus.

II.   **Meeting Seton Hall University Library's Strategic Plan Goals and Objectives**
       All work on the SHUM collection is directly related all goals, 1-9, listed under Strategic Plan Goals for the University Libraries. Specific Objectives 17 (Organize, expose, and preserve the Seton Hall University Museum Collection), 18 (Manage

Special Collections space efficiently and effectively) and 22 (Digitize selected Seton Hall assets to highlight the University, mission, and depth of resources) are being actively worked towards, and notable progress has been made in each area, as highlighted below in section III.

III. Collections Manager's Goals and Objectives

A. Preparing for the SHUM Collections Move
i. General Preparation

- I began by creating a continuously growing collections document (currently 13 pages), which covers NAGPRA adherence, an assessment and movement plan, storage space design an installation both in the Archives (for the museum collection) and in Fahy (for displaced Records Management materials), unification of files and paperwork between the Gallery and the SHUM Collection, PastPerfect clean up and data consolidation, and the digitization of the collection. Once completed, it will be a comprehensive guide and overview of all work done on this collection.
- I completed a 12-page "Initial Assessment and Proposed Budget for the Seton Hall University Museum Collection" on July 15, 2015, which was then modified July 22 and again September 16 to lower proposed expenditures, for the entirety of moving the collection, rehousing it, retrofitting the existing library shelving in the Archives Vault, and the Fahy Hall museum space to take over Records Management once the space was emptied. As it stands, out of the $43,817.80 proposed budget, I have used $14,255.06 thus far. This document also includes my assessment of the Archives Vault and recommendations for required space, environmental concerns, and updated security measures.
- Once the budget was approved, I purchased several thousands of dollars' worth of supplies for the movement, cleaning, remediation, and storage of collections objects.
- On June 19, 2015, I met with Antonia Moser, registrar at Cooper-Hewitt Design Museum (a Smithsonian museum), to view her museum's storage to get ideas about how to properly store baskets, pottery, jewelry, and textiles.
- On Friday, August 21, 2015, I met with Jason Wyatt, collections manager at the Newark Museum, which boasts an impressive collection of Native American artifacts, to view storage and discuss mount and box making, documenting Native American collections, and dealing with NAGPRA compliance issues.
- I exchanged a series of emails with conservators at the National Museum of the American Indian (a Smithsonian museum) for advice on the transfer of large amounts of collections objects from one location to another (they recently moved 800,000 artifacts over the course of 5 years with 177 dedicated staff members).

- I watched series of instructional videos on the NMAI website regarding their collections move, and the various issues they faced and how they dealt with them.
- I overtook and reviewed the PastPerfect collections database prepared by Prof. Rhonda Quinn and her student staff, and prepared a plan do a tremendous amount of data clean up to meet industry standards for cataloguing, object numbering, and photography, and to eventually merge that information with the Walsh Gallery's instance of PastPerfect.
- In conjunction with IT specialist Rob Rementeria, we worked directly with PastPerfect to plan for the eventual merge and price out that service.
- I created an Access Policy for A&S and other faculty who wish to request objects from the collection for view or research while it was in process.
- I found and transferred a series of several thousand digital files and photographs on CDs created by Prof. Kavanagh onto OneDrive. This required downloading a trial version of FileMaker Pro, so that I could export his database into Microsoft Excel. Once cleaned up, this Excel database will be able to be transferred and merged with existing files in PastPerfect, our museum database.

ii.   Fahy Hall

- The first step in this process was orienting myself with the SHUM collection more fully. For the past 60 years, the artifacts had been held in the basement of Fahy Hall and were only intermittently cared for after Prof. Herbert Kraft left the university, and most were in a state of disrepair from years of being stored in an unstable environment in non-archival materials.
- The collection transferred to the Library's control on July 1, 2015. From that point, I spent time physically examining objects, checking for mold issues, trying to match objects with inventory sheets scattered around the room, searching through paper files, card catalogs and several binders of files, and the large and wide variety of materials about the collection compiled over the years, including by professors Herbert Kraft and Tom Kavanagh, and various student workers.
- In addition to researching the collection, the basement storage room in Fahy Hall needed significant cleanup of non-essential materials that had been stored there for many years. With the help of Collections Assistant, Joseph Yankus, we cleaned out several boxes of unusable files, garbage, supplies, tools, miscellaneous materials such as pieces of a printing press, and furniture including several broken chairs.

iii.   Archives Vault

- In order to prepare room in the Archives Vault for the SHUM collection, I assessed the 1,555 boxes of Records Management material that comprised 11 carriages of moveable shelving. I scoped out spaces in the library for temporary

storage of materials until Fahy Hall was prepared, and created a movement plan for these materials.

- Once Archives staff removed the Records Management materials, I prepared the existing shelving in the Archives Vault for new shelving with the help of Yankus. We deconstructed fully two of the moveable storage carriages, including removing 140 shelves, end caps, bases, and upright supports.

- I contracted Modern Office Systems to retrofit the two previously mentioned carriages that used to hold Records Management, to be able to safely hold fragile and heavy artifacts. I worked with the supplier to create a plan that would allow the entirety of the collection to be stored safely and appropriately in the allotted space. This process included several meetings, measurements, research on the part of Modern Office Systems because the shelving was from 1994 and was out of production, a proposal which once approved was sent to manufacturing, and finally installation. The entire process took over 6 months.

- In the interim, I created 24 shelf liners to cover shelves that were not retrofitted by Modern Office Systems, with reinforced archival coroplast and covered with ¼" thick ethafoam, and with 3" sides to prevent artifacts from falling.

- Once new shelving was installed, I lined them with ethafoam in preparation for artifacts.

iv.   NAGPRA and the National Park Service

- To better familiarize myself with NAGPRA, I completed a series of NAGPRA training videos from nps.gov to familiarize myself with the complicated process of dealing with repatriating Native American human remains, sacred objects, and objects of cultural patrimony, and the legal implications of these laws. The training videos span approximately 10 hours.

- There was some confusion among Arts and Sciences staff in Fahy when I began in 2015 as to what had happened in regards to NAGPRA adherence and repatriation under Thomas Kavanagh. It was believed that the National Park Service (NPS) had arrived at SHU sometime after Kavanagh left the university to confiscate items falling under NAGPRA law. As this is not in accordance with the NPS's standard practices, I completed a search through both paper files and computer inventories to find more information. Indeed, Kavanagh appears to have fully followed the parameters of the law by creating an inventory in 2006, and by sending letters to the appropriate tribes listing artifacts in the collection that may fall under the law. This included several hundred letters to as many tribes across the United States. In addition, there is documentation that Kavanagh did in fact repatriate 3 Iroquois artifacts during his tenure: two masks went to the Onondaga Tribe in 2007 and 2010, and one went to the Six Nations Reservation in 2010.

- In addition, Kavanagh sent letters to tribes in 2010, most notably the descendants of the Lenape, who currently comprise 3 federally recognized tribes, to notify them of culturally unidentified human remains that are likely related to their ancestors. As a result of these letters, the Library's Dean Buschman, Gallery Director Jeanne Brasile and myself met with two members of the Delaware Nation on May 13, 2016. After a productive discussion, the tribe intends to make an official claim for the remains so that we can begin the process of repatriation.
- What appears to have actually happened with the National Park Service is unrelated to NAGPRA. By searching through various files and databases prepared by Kavanagh and gathering information, I believe he began the process of returning several artifacts in the collection that were loans from the NPS. These loans likely originated under Kraft's tenure, and thus were long overdue. It appears that the NPS arrived to remove their materials sometime after Kavanagh left the university. Apparently, student workers unfamiliar with the work Kavanagh did mistakenly thought the materials belonged to the university, and were being confiscated because of NAGPRA law. It was not documented which artifacts were on loan from the NPS nor which were returned. Although more research will be required, it is safe to assume that the NPS did not confiscate NAGPRA items, as they are not entitled to that power, and the actual process of repatriation as defined by NAGPRA law must be done by the museum in consultation with Native Tribes, with minimal oversight by the NPS.

B. SHUM Collections Movement and Management
   i.   SHUM Library
- In August 2015, I moved 2,233 books associated with Prof. Herbert Kraft and the SHUM from Fahy to the Collections Manager's office.
- The books were sorted into usable research materials and books of no research value. The unusable books were first offered to Prof. Rhonda Quinn and the rest were sent to Better World Books.
- A second sort of the books led to pulling materials potentially suitable for the stacks but unlikely to hold much research value to the artifacts in the SHUM collection. These books were gathered by Denise D'Agostino in January 2015 for further inspection.

   ii.   Jennings Petroglpyh
- In July 2015, the original plan for the Jennings Petroglyph was to update the display that had been housed in the lobby of Fahy Hall since 1968. To accomplish this, I researched and made suggestions on an updated display, including stanchions, roping, and redoing the mount.
- When it was decided to instead move the petroglyph to the Walsh Library, I oversaw and thoroughly documented the move of the 1,500 - 3,000lb artifact from

the lobby of Fahy Hall to the 2nd floor of the Walsh Library, which happened on August 26, 2015. Before the move, I made preparations by having several meetings with the movers, plotting out the intended route and ensuring its viability, working with Facilities and the Fire Marshall to ensure load bearing capacity of the library floor, and that the proposed space met ADA and fire code requirements. In addition, I worked with Prof. Rhonda Quinn to have her create new text for the petroglyph for the benefit of the students at SHU as well as researchers.

- I wrote and published a blog entry about the move of the petroglyph for the library's website to further research interest for the community and students, and bring attention to the collection.

iii.   Other SHUM Artifacts

- As of May 6, 2016, I have moved the entirety of the art and artifacts in the SHUM Collection from Fahy Hall to the Walsh Library. In total, this was approximately 26,000 artifacts, the vast majority of those being lithic materials (stones, rock, points). All artifacts were examined, cleaned and mold remediated when appropriate, and packed onto carts. This process comprised approximately 100 trips across campus with 2 carts, with at least a week's worth of help from Collections Assistant Joseph Yankus. Gallery Director Jeanne Brasile and Gallery student workers also lent help in moving artifacts on an as-needed basis.
- The collection is currently stored on 111 shelves on 6 mobile carriages in the Archives Vault. I made 36 custom boxes for especially fragile and/or oversized materials. Other objects are being stored in 108 pre-made boxes. Additionally, several dozen artifacts were moved without boxes and now sit on open shelving in the 24 shelf liners.
- Yankus and I moved the lithic materials in the metal drawers in which they were stored in Fahy Hall on carts. There were 300 drawers worth of material. We placed the drawers back into their original metal cabinets, which Modern Office Systems had moved and installed on one of the movable storage carriages in the Archives Vault.
- Most of the boxes used for moving materials will need to be unpacked so that the artifacts can be housed in custom mounts and/or boxes, or on open shelving. Several boxes have been unpacked so far, and currently I have made 23 custom mounts for extremely brittle and fragile baskets.
- Once fully unpacked and rehoused, the collection will take up the entirety of the space allotted to it in the Archives Vault: 11 mobile carriages and approximately 770 shelves. This will leave a real need for expansion of space to house more art and artifacts from collections owned by the university other than the SHUM Collection.

- In addition to 3-dimensional artifacts, I moved enough 2-dimensional materials to fill 10 drawers in an oversized map case. These materials range in scope from maps of excavation sites, to maps of New Jersey and surrounding states, to photographic prints and archival materials.

iv. Collections Access

- Since the petroglyph has moved and its signage been updated, it is accessible to the entire university community as well as outside researchers. Brasile and I have both been contacted by outside researchers who wish to gather more information about the petroglyph and plan to come to the library to view it.
- In the course of packing and relocating the collection, I've identified and separated objects that would be useful for a teaching collection. These artifacts include unprovenienced pottery sherds and points, as well as props and other non-artifact objects in the collection. The idea is that this collection will be made accessible to various professors and classes, both graduate and undergraduate, for research and inspection in the Archives Reading Room, under the supervision of the Collections Manager or another appropriate staff person.
- As an adjunct teaching Object Care in the MA Program in Museum Professions, I was able to use select artifacts during class for demonstrations on proper handling, cleaning, mount making, condition reporting, etc. This was especially useful for SHU students to gain access to the university's collection in a practical and meaningful way that will directly relate to their future careers. This collaboration is a benefit to the Museum Professions program and the Library, as well as the museum profession in general.
- Archives and Gallery staff worked together to create a Policy on "Classes Scheduled in the Conference Room" as a result of the Object Care class's using the space to access collections. This document lays a ground work for all future access to collections and using space in the Archives to do so.

v. Collections Paperwork, Files, and Research Materials

- As of May 23, 2016, I have moved all associated research materials and paperwork from Fahy to the Walsh Library. This comprised 20 boxes of materials and took 6 trips across campus using carts.
- These materials range in scope from several card catalogs regarding the collection and the library, a few accession files on select objects, research materials used by Herbert Kraft, several half-completed inventories of the collection in binders created over the course of many years, personal correspondence of Kraft that relates to the collection, information about past exhibitions presented by Kraft and old loans, and a box filled with VHS tapes, cassette tapes, film reels, and slides relating to Native American culture and the SHUM collection.

IV. **Other Projects**
- In early fall 2015, I researched, selected and created a display of facsimiles from the Archives collection of Kraft manuscripts for a display case in Fahy Hall. This reflected a similar exhibition in the Walsh Gallery's windows and directed viewers to the Gallery for more information.
- At the request of Dean Buschman, in January 2016, I conducted research and contacted several conservators for estimates on doing conservation work on a 16th century Papal bull and an 18th century book written by Thomas Jefferson. This included surveying conservators, taking several photographs and measurements, and doing initial condition assessments to pass on to the conservators.
- In January – Februrary 2016, I custom built 20 trays for the storage of ancient coins in the D'Argenio Collection that should fit several hundred coins, using the best archival materials, and which fit into one standard archival storage box. I recorded the entire process so that it could be repeated when needed.
- In early 2016, in collaboration with Archives staff, I helped to organize the Preservation Lab by sorting through a variety of materials and supplies, and lending my expertise to make judgements on the usefulness of these materials. I helped to clear out the Preservation Lab and dispose of materials as appropriate.
- At the request of the Immaculate Conception Seminary, in January 2015 Dean Buschman, Jeanne Brasile and I met with Seminary staff to discuss the proper care, storage and display of a set of vestments likely belonging to St. Junipero Serra. Brasile and I moved them from the Seminary to the Archives for inspection. I then examined and created a thorough condition report, took photographs, fully catalogued the objects in PastPerfect, created a custom built storage box out of archival materials, and created a comprehensive storage and exhibition plan which took into account light levels, UV light remediation, HVAC monitoring, mold and pest prevention, etc.
  - For the exhibition of these vestments in the Seminary's library, I ordered a custom built display case with UV filtering, an archival suit form to safely display the artifacts, a digital hygrothermograph to constantly monitor environmental conditions, and pest traps to monitor any insect activity. Working in collaboration with the Seminary staff and Facilities Engineering, I made recommendations on lighting for Facilities to implement to reduce damage to the artifact. I also scanned archival materials related to the vestments, and using them designed a text panel that I had printed on 18x24" foamcore.
  - On May 2, 2016, once new lighting had been ordered and installed in the space by Facilities Engineering, with the help of Archives staff member and current Collections intern, Brianna LoSardo, we assembled the case

and placed the vestment in it, and installed the text panel. This display will be used for a rotation of vestments throughout the year, giving us the ability to highlight objects from our collection that often go unseen.

- In a collaboration between Archives and the Walsh Gallery staffs, we have created and implemented a document entitled "Archival and artifact materials curation: a working definition at Seton Hall." This document serves as a guideline to determine how the university's vast collection of materials will be cataloged and by whom. In the same spirit of collaboration, we have also created and implemented an "Archives, Special Collections, and Walsh Gallery Collecting Policies" document, which merges all collecting activities into one policy with the goals of transparency, clarity, and collaboration.

V.   Successes and Challenges

A. Successes

Moving the entire SHUM Collection, Library, and all associated paperwork and research materials was an enormous task that I was able to complete within 1 year of starting this position. I've been able to familiarize myself with the collection, its contents, and gain further insight into how the collection was cataloged, for better or worse, in the past. I've gained insight into NAGPRA adherence and issues that still need to be addressed. In addition, we are regaining intellectual control over the collection, which had been lost for many years.

Although much work is yet to be done, the conditions under which these priceless artifacts are being stored is vastly superior to their environment of the last 60 years. With proper shelving, archival materials, cleaning, HVAC with temperature and humidity regulation, improved security, and easier access to materials, the collection is finally being treated and stored as well as a museum collection of its importance should be. The successful movement of the collection relied heavily on intensive planning and preparation, as outlined in the above sections. The movement of the petroglyph and the installation of new Archives Vault shelving were also key accomplishments this year.

Using various resources was incredibly helpful to me, including consulting with former colleagues and Smithsonian Museum staff, training videos and webinars, and consulting with the Gallery Director about collections issues. Using resources available around campus and collaborating with different departments was also successful, including Facilities Engineering, Archives staff, Immaculate Conception Seminary staff, Museum Professions Program staff, Arts and Sciences faculty and staff, and community resources such as the South Orange fire marshal.

B. Challenges

Funding, staffing, and space limitations are among the major challenges of dealing with the SHUM Collection. Although I've been able to do much this year with the allotted funds, the lack of a dedicated budget specifically for the collection is worrisome, as this collection will need continual support for further improvements in storage and organization for the next several years. A project of this size requires more than one person can successfully accomplish alone in a reasonable amount of time. Often, working alone on packing and moving collections slowed progress, and would have benefited from more consistent help. As cataloging continues, consistent help will be needed to process collections in a timely manner, especially as my role expands into other areas. The renovation of two carriages in the Archives Vault greatly improved our ability to store this collection properly, but further improvements in storage will need to be addressed as collections continue to expand and grow.

VI. Looking Forward

- The primary goal and focus in the next year will be to continue to unpack, catalog, and rehouse SHUM Collections objects. With 26,000 objects, this will likely take several years with the help of the Collections Assistant and/or interns to complete fully.
- As the SHUM Collection takes up more and more space, additional collections storage space in the Archives Vault will need to be addressed. This will be especially important when other art and artifacts on campus are properly catalogued, organized and stored in the next few years. Painting racks and more shelf space will be top priorities.
- In addition to more space for physical collections, room for file storage will need to be addressed in the next year or two. Because each object in a museum collection needs to have its own physical file, existing filing cabinets will fill up rapidly. A designated space within the Archives specifically for collections files will need to be found.
- Because digital information regarding both the SHUM collection and the other art on campus currently managed by Brasile are stored in various locations, it is difficult for various staff members to easily access this information. The use of Google Drive, separate OneDrives, DropBox, very minimally the S: drive due to storage space limitations, and other platforms, makes storing and accessing these files confusing overly complicated. In addition, due to the upcoming introduction

of several thousand more digital files, including large-format, hi-res digital photos taken during the course of cataloging the SHUM collection, it would be ideal to have server space specifically designated for the Gallery/Museum/Collections. I project that 1 TB of server space would be needed in the next 3-5 years. A centralized server would increase efficiency, increase security and safety of digital data, and would allow for ease of communication between Gallery Director, Collections Manager, Collections Assistant, student workers and interns.

- After only one week, it is already clear that the introduction of intern will greatly enhance my ability to tackle the large scale project of working with the SHUM Collection. The first and current intern, Brianna LoSardo, is both an employee of the Archives already and a graduate student in the MA Program in Museum Professions. She is currently sorting through and cataloging the library books, and will also help with the unpacking and cataloging of collections objects. I've created a PastPerfect guide for book cataloging, and likely will add more guides and resources as the internship progresses. I would recommend that the internship program continues, with continued careful vetting of candidates from me in conjunction with the Gallery Director. Ideal students would be in the MA program and have taken my Object Care course.

- In the future, I'd like to incorporate more access to the collection to the MA Program, specifically to students in the Object Care course. The idea would be to have individual students work more fully with one object, completing research, examination, photography, cataloging, and box or mount making for it over the course of the semester. This would be invaluable experience for the students, as well as a great benefit to the collection and the Library.

- Continued collaboration with Archives staff is especially important, as we share more and more working areas and space in storage. Working together on more policies and procedures relating to the collections would be beneficial. In particular, merging our existing loan policies for both internal (cross-campus) and external loans would continue to strengthen the connection between the two departments, and would serve to further unify our policies and procedures into a cohesive system.

- The digitization of extraneous materials related to the SHUM Collection (VHS tapes, film reels) is not urgent nor vital, but could be important at some point in the future as research materials.

- Continued funding for the rehousing of the SHUM Collection is vital. Although the move has been completed, more supplies will be needed to properly house and store the artifacts. Blueboard, acid-free tissue, artifact ID tags, archival foam, hot melt glue sticks, and Tyvek to cover open shelving, and other materials, will be needed on an ongoing basis.

- Funding and implementing the security protocols and I suggested in my July 15, 2015 "Assessment and Proposed Budget" document is important for the safety and security of the artifacts.

VI – COLLECTIONS ASSISTANT REPORT – JOSEPH YANKUS

There have been a number of significant projects undertaken by the Collections Assistant this past fiscal year, including both new endeavors and continuations on initiatives implemented the previous fiscal year. This includes a number of technology projects which resulted in numerous IT improvements and various collections projects. Each major project is addressed in detail, along with notable challenges encountered. Viewership data for the gallery website and eRepository, as well as future endeavors, are addressed at the conclusion of this report.

A. Technology Projects

I.   Walsh Gallery Website Launch & Upkeep

Project Description

At the conclusion of the previous fiscal year, a new Walsh Gallery website hosted within the LibGuides platform was created and concluding its beta phase. The new website went live Monday, July 13, 2015. Launch preparations were coordinated by the Collections Assistant with Elizabeth Leonard, Assistant Dean of IT and Collection Services, and Rob Rementeria, Library Technology Coordinator. This included contacting the IT department to switch our vanity URL to the new site and setting up an automatic redirect from the old site to the new one.

Having the website hosted on a platform manageable by gallery staff has proven extremely beneficial to workflows and website management overall. Updates are rolled out expeditiously, facilitating the creation of more robust content, including a press page and a continuously updated news section now that the update process no longer necessitates the involvement of a third party to load new content.

See Section C of this report for gallery website and eRepository visitation data.

II.   Omeka & Virtual Exhibitions

Project Description

With the guidance of Amanda Mita, Archivist for Technical Services, the virtual exhibition platform Omeka was implemented for online exhibits and remains in its beta phase as of May 2016. The implementation process included training the Collections Assistant on uploading content, modifying layouts, configuring metadata fields, and more.

The Collections Assistant became acclimated with Omeka's interface and uploaded the Walsh Gallery's first virtual exhibition, *Highlights from the D'Argenio Collection of Coins and Antiquities*, in May 2016. This exhibit featured eight objects accessioned from the

D'Argenio Collection of Coins and Antiquities (which is discussed in greater detail in Section B-II).

Various exhibits are already being considered for when the platform is live, including an exhibition on presidential buttons which is currently serving as a window display. Omeka can open a number of avenues for online exhibits via pre-existing window displays (i.e. a collection of Ace Alagna photos which were digitized and highlighted in a Summer 2014 window display) and highlights from accessioned objects in our various collections.

Challenges

Some challenges with the Omeka platform arose during its testing phase. Most of these involve specific layout modifications requested by the Gallery Director and Collections Assistant that are not possible to execute solely within Omeka's user interface. Troubleshooting efforts and research were completed via collaboration between the Collections Assistant and Amanda Mita. However, the greater level of template customizability requested requires a specific knowledge of web coding.

This will be remedied by the forthcoming hire of an IT Specialist for the library who possesses a coding skillset. Omeka is an open-source platform and therefore quite customizable, but only under the guidance of a specialist who can complete the coding required to meet our customization needs. Omeka's user interface allows for very basic template modifications which do not satisfy the modifiability requests of the Gallery Director and Collections Assistant. For example, Omeka's interface only allows for one version of each exhibit template. Under the guidance of the library's forthcoming IT Specialist, various copies of one template can be created and modified as needed to serve the purposes of each specific exhibit. Other minor tweaks to the templates, such as wayfinder placement and removal of certain fields, are desired and it is anticipated that most of these needs will be met when a coding specialist is in place to assist.

III.   Press Page on Walsh Gallery Website

Project Description

Shortly after the successful launch of the new website, the Collections Assistant began exploring new avenues of incorporating additional gallery content onto the website. This resulted in the creation of the press page, a virtual repository hosted within LibGuides which will house all press written on Walsh Gallery exhibitions, staff outreach, and other related events.

Press dating back 18 years to 1998 is presently housed within physical binders in the Gallery Director's office, printed in hard copy and organized by year and exhibition. Digitizing this content is a fruitful effort for back-up, public accessibility, and preservation purposes.

Under the direction and supervision of the Collections Assistant, gallery work study students began sifting through the binders' printed press from present day and working backwards to determine if a live web version of each article remains in existence. If so, the URL is recorded and loaded onto the press page. If not, the printed copy is scanned and edited into a high quality, web-ready version or, where possible, a web copy of the article is downloaded into PDF format via the Wayback Machine, an Internet archive which possesses the capability to retrieve archived versions of websites.

As of May 2016, the press page is live with all press materials spanning 2010 – present. Work study students have concluded scanning and retrieving URLs through 2007 and will resume progress upon their return in August 2016. The Collections Assistant continues to work on verifying the quality of all scans and uploading them to the website.

Challenges

This ambitious and time-consuming project necessitates the allotment of a sufficient amount of the Collections Assistant's time to facilitate steady progress. Triaging of projects normally results in a temporary jettison of this effort to address more pressing gallery needs, including exhibition installations and other technology projects.

Work study students are scanning documents and retrieving URLs at a relatively steady pace, but the greatly divided efforts of the Collections Assistant have impeded an equally paced upload process of scanned press to the gallery website. The bottlenecking of productivity on this project created by more pressing technological endeavors, including the testing and launch of the Omeka virtual exhibition platform (described above in Section A-II), will hopefully be alleviated in the upcoming fiscal year as the Omeka platform goes live and more time can be allotted for this project.

IV.   Gallery Intranet

Project Description

The many new technological platforms and workflows implemented this fiscal year presented a significant need for the production of in-house training and tutorial development. The Collections Assistant undertook the process of constructing a gallery intranet, where training materials will be housed in a centralized, password-protected environment. This infrastructure will prove extremely beneficial as the gallery continues developing and implementing additional policies and procedures.

Loading these tutorials onto the online, cloud-based LibGuide platform was a conscious decision by the Collections Assistant to house them within an easily updatable platform where users do not need to be sent revised copies of documentation, as opposed to a Microsoft Word version which would require re-distribution and re-upload each time revisions are made.

As of May 2016, tutorials on updating the gallery website and eRepository have been completed and uploaded to the platform. Additional tutorials are in development on subjects including Omeka, an overview of the various cloud storage drives in place at the gallery (i.e. Google Drive), an onboarding checklist for new gallery hires, and a video walkthrough on updating the gallery website to supplement the text-based tutorial. Procedures and tutorials created by Allison Stevens, Collections Manager, will also be loaded onto this platform.

Challenges

Similar to the challenges presented in the Press Page project in Section A-III, allotting a sufficient amount of time to composing the Intranet in an expeditious fashion remains difficult. The instructional design process (writing walkthroughs, capturing and editing screenshots for clarity, recording screencasts, etc.) is time consuming and the continuously divided efforts of the Collections Assistant hinders the ability to commit the ample blocks of time required to achieve significant progress on this project.

In particular, the screen capture process requires recording voiceover narratives to accompany videos. The gallery's office environment is consistently hectic and loud with a multitude of disruptions which interfere with the recording process, jeopardizing the tutorial's quality. A lack of gallery coverage during hours of operation frequently thwarts the Collections Assistant's attempts to leave the office and compose these tutorials in a more appropriate environment.

V.   Researching Gallery Materials for eRepository

Project Description

As mentioned in last fiscal year's report, the gallery's eRepository presently houses exhibition records and catalogues for all exhibits from 1997 – present. A long-term goal is to locate and upload information on all exhibitions shown at the University, including within the Walsh Library (1994-1996) and the University Center (pre-1996).

An additional expansion of the eRepository includes locating, scanning, and uploading exhibition catalogues prior to 2007 (all catalogues 2007 – present are currently uploaded in the repository).

These endeavors were not possible with our previous website's infrastructure due to insufficient cloud storage space and the need for a third party to upload and manage all of our website's content.

Gallery work study students are in the process of sifting through files to compile necessary data for the repository. This is an ongoing effort and it is anticipated that greater progress will be made in the coming fiscal year as more work study resources are dedicated to this project.

Challenges

Materials on pre-1997 exhibitions are not housed in a central repository and are scattered among various sources – including at the Archives & Special Collections Center, Records Management, within documentation retrieved from the Art Center during last year's emergency object removal, and other in-house sources within the gallery.

This conglomeration of various sources necessitates first compiling and organizing information before it can be uploaded to the repository. This preliminary step has occupied most efforts dedicated to this project thus far.

Storage space for these large catalogue PDFs is becoming a challenge. Space on our pre-existing Google Drive cloud storage infrastructure is rapidly diminishing, creating a need for more significant cloud storage. This challenge will be addressed in the coming fiscal year (see Section A-VI).

In addition, the gallery's multipurpose printer and scanner does not house a scanning bed large enough to scan most catalogues in a single scan. The smaller bed necessitates completing the scan in multiple pieces and utilizing Adobe Photoshop to compile them into one image, adding an additional step which would be avoidable with proper scanning hardware. To somewhat remedy this challenge, the Collections Assistant directs work study students to use the book scanning stations located in the library's Information Commons. However, this makes progress on this project reliant on the availability of a public access scanner, which is frequently occupied by library patrons.

VI.   Technological Acquisitions: iPad & Additional Cloud Storage

Project Description

As the result of a departmental meeting between the Gallery Director, Collections Manager, and Collections Assistant with Sharon Ince, Digital Services Librarian and Amanda Mita, Archivist for Technical Services, the gallery staff were assigned one iPad 2 for use on condition photographs when accessioning collections. This was necessitated by the Lenovo Helix's lackluster internal camera. Last year's report highlighted the acquisition of the

Lenovo Helix to ease the accessioning workflow, but the camera often took dark, blurry images that did not properly capture object conditions. The acquisition of the iPad is part of a continuous effort to implement new tools to bolster the accessioning process. A collaborative effort between the Collections Assistant and Collections Manager resulted in allocating the necessary software on the iPad for accessioning. This iPad will be a useful tool as accessioning begins on the Lenape Collection.

The need for greater amounts of cloud storage was also discussed at the aforementioned technology meeting. It is anticipated that this need will be addressed in the coming fiscal year as the amount of collections data (accession reports, documentation, high-resolution photographs, etc.) increases. Mita and Ince are exploring various storage options and will assist with its implementation in the coming fiscal year. These efforts to bolster our technology is part of an ongoing initiative to keep ahead or at pace with current industry practices.

B. Collections Projects

I. Artwork Removal & Rehang

Project Description

As detailed in last year's report, the summer 2014 re-painting and re-carpeting of the library necessitated a complete de-installation and reinstallation of all artwork hung in the building's second, third, and fourth floors. The reinstallation resulted in a more secure and spatially conscious rehang of all works. In spring 2015, the Collections Assistant and interns completed affixing object labels to each piece.

A number of additional artwork removal and rehang projects were assigned to the Collections Assistant this year. All artwork was removed from the Dean's Conference Room in anticipation of the Dean's Office installing staff vacation photos in the space. As of May 2016, the de-installed pieces from this room are pending rehang within the library and are being temporarily stored in a Scholar Study Room.

As a result of the Silent Study Room being temporarily re-assigned as an Admissions Office campus tour space, all artwork had to be removed and installed elsewhere throughout the library.

A number of objects had to be de-installed and relocated throughout the building to accommodate new signage and wayfinding tools installed by the Dean's Office, as well as for re-decoration of the Dean's Suite. The Collections Assistant also hung pieces for library administration Elizabeth Leonard and Sebastian Derry.

Aside from art hanging within the library's space, the Collections Assistant helped select and hang art for Chrysanthy Grieco, Interim Dean of Arts and Sciences.

Challenges

The issue of storage space for art was addressed in last year's report, and it remains a challenge. With only one Scholar Study Room assigned to the gallery for overflow storage, most artwork must be de-installed and rehung on the same day since we lack the necessary space to store these works. This frequently delays the scheduling of these art moves in order to await a period where a feasible amount of time and resources can be allocated for both removal and rehang of the pieces in one fell swoop. If sufficient storage were available, artwork could be removed more expeditiously (since de-installation is swift) and stored elsewhere temporarily until time permitted for the more laborious, time consuming rehang process.

An additional challenge is a lack of framed artwork on hand in our inventory when works are requested for hanging in University administration's offices. We possess an extremely limited quantity of framed pieces in good condition that are ready for hanging. This makes the selection process difficult when administration expresses specific art tastes and requests that cannot be accommodated by such a limited inventory. The Gallery Director often has to have pieces framed specifically for these purposes.

II.   D'Argenio Collection of Coins and Antiquities

Project Description

Now under the jurisdiction of the Walsh Gallery, accessioning of the Ronald D'Argenio Collection of Coins and Antiquities is underway and steadily progressing. The collection contains 416 coins and related artefacts from Greek, Roman and Byzantine cultures, including oil lamps, lead bullets, and coins with the images of Roman emperors.

The undertaking of accessioning this large collection involved specialized training on how to handle and properly store these delicate artefacts. Working at a steady pace of four coins per week (excluding weeks where exhibition installations or other pressing tasks take precedence), the Collections Assistant conducts research on the various emperors and other icons found on these coins to include context in the accession files and to have it on hand for virtual exhibits.

As of May 2016, 60 objects have been accessioned in the D'Argenio Collection.

Challenges

During the initial weeks of this project, it became quickly apparent that the gallery's 14.1 megapixel camera would not suffice for photographing these small objects or capturing the high-resolution images necessary for web exhibits. To remedy this, gallery staff began coordinating with the Archives & Special Collections Center for use of their camera, which captures the high quality images required.

A lack of sufficient cloud storage is rapidly becoming a challenge. Multiple high resolution images for each record are resulting in a swift diminishment of storage within our existing cloud storage infrastructure on the Google Drive. Remedies were discussed during the technology meeting between gallery staff, Mita, and Ince described in Section A-VI, and it is anticipated that this challenge will be resolved in the coming months to avoid haphazard workarounds once no space remains on the gallery's existing Google Drive.

III.   Lenape Collection

Project Description

As anticipated in last year's report, the Collections Assistant aided Allison Stevens, Collections Manager, on an as-needed basis with the moving of the Lenape Collection's roughly 26,000 objects from Fahy Hall to a newly assigned space in the Archives & Special Collections Vault.

Most of the Collections Assistant's assistance on this ongoing project involved packing, securing, and transporting carts of boxed objects to the Vault. The boxing of objects was completed by Stevens and the Collections Assistant was called in to assist with loading and transportation. Assistance was also provided with an initial clean-up of the space (creating and cleaning desk space, organizing closets and floor space, etc.), hauling bulk trash to the dumpsters (drawers, discarded equipment, etc.) and rearranging shelving within the collection's Vault space to accommodate larger objects.

IV.   Accessioning of Print Collections

Project Description

As time permits, progress continues on accessioning the University's extensive print collections. This fiscal year's focus on technology projects and accessioning the D'Argenio Collection has slowed the Collections Assistant's productivity on this particular endeavor. When available, Collections interns and volunteers produce steady progress on accessioning prints.

As of May 2016, PastPerfect contains a total of 844 records, an increase of 220 records over the past two years.

C. Visitation Data

Gallery Website Data

Page Name	Jul. 2015 *	Aug. 2015	Sept. 2015	Oct. 2015	Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016	May 2016	Total Views
Homepage	414	6	698	519	469	361	429	363	346	348	232	**4538**
Current Exhibitions	44	77	137	91	92	70	144	93	68	165	30	**1011**
Upcoming Exhibitions	33	43	62	45	50	40	58	48	57	22	20	**478**
Staff	30	32	39	18	47	27	26	23	36	35	30	**343**
Visit Walsh Gallery	9	17	37	24	21	7	16	23	15	22	10	**201**
Artist Opportunities	16	12	29	17	39	4	11	11	30	15	11	**195**
About	4	5	31	12	12	11	7	9	9	6	2	**108**

* Launch month: Partial data spanning July 13 – July 31

Data Analysis

Visitation to the gallery website fluctuates based on each exhibit, but averages around 400 hits to our homepage per month. Our peak months of September and November 2015 were the result of the higher profile exhibits *A River Depends on its Tributaries* (opened September 8th) and *USCO: WHENTHEN* (opened November 2nd). These exhibits drew a larger audience to our website as a whole, increasing viewership site-wide.

Based on the data, the most widely accessed information on our website aside from the homepage is the Current Exhibitions page. However, significantly less viewers (only about 23% on average) navigate to our Current Exhibitions page after landing at the homepage. This suggests that the availability of most crucial gallery information (i.e. exhibition title, dates, hours, etc.) on our homepage serves the needs of many visitors, providing them with the data they seek without needing to navigate to other pages.

Note that the Press page is omitted from this report, as it was launched in the latter half of the fiscal year and data was unavailable as of May 2016.

eRepository Data: Downloaded Exhibition Catalogues

Title	Jul. 2015	Aug. 2015	Sept. 2015	Oct. 2015	Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016
Anamnesis	0	0	1	0	0	2	0	1	0	1
Cell Mates	3	2	1	4	0	0	0	0	0	3
Crossroads: A Shifting Landscape	3	0	0	0	2	0	1	1	0	2
Data In, Data Out	1	0	0	1	1	1	0	1	1	1
Diverse Visions: An Exhibition of Contemporary Art From Mainland China and Taiwan	0	0	2	1	2	0	2	0	1	1
Driving Without Destination	1	0	1	0	0	0	0	1	1	0
Escaping the Rectangle - The Art of William Coronado	0	0	1	3	0	0	0	0	1	0
Eye Tricks	9	4	1	0	0	1	3	0	3	0
Getting to Infinity	3	1	1	0	5	2	2	0	0	6
Herb Rosenberg: Dialogue with an Ancient Forest	0	0	0	0	0	0	0	1	0	0
Jose Camacho - How to Speak Puerto Rican	0	0	0	1	0	0	0	1	0	0
Lilliput	11	3	1	4	3	0	2	2	6	4
Linear Thinking	0	0	2	0	0	0	0	1	0	0
Painting: Process	1	1	0	0	1	0	1	1	0	0
Paperwork	0	0	1	1	0	0	0	3	0	1
Portraiture: Inside Out	3	0	1	0	0	0	1	1	2	1
Uncommon Threads	2	0	0	0	0	0	0	0	0	0
Untitled	1	1	2	0	1	0	0	0	0	1
Wahala Temi - Body Work	0	1	0	1	0	0	0	1	1	0
Working in Wonder	0	0	0	0	0	2	0	0	0	1

D. Future Projects

I.   Omeka & Virtual Exhibitions

When Omeka exits its beta phase and goes live in the coming fiscal year, the Gallery Director and Collections Assistant will collaborate to create and upload rich content to highlight our University collections and pay homage to the generosity of our donors.

It is anticipated that the template restrictions experienced in the beta instance will be remedied through collaboration with the library's forthcoming IT Specialist.

II.   D'Argenio Collection & Print Collections

Progress will continue on accessioning the D'Argenio Collection so more artefacts can be highlighted in upcoming Omeka exhibits and, in coming summer months, window exhibits in the library.

III.   Press Page

The press page will continue to grow as we scan and digitize press materials. A future objective on this project is to create PDF copies of all press, including material presently live on the web. This endeavor will eliminate the risk of links dying over time and create a permanent, locally-housed virtual copy of all press materials.

IV.   Gallery Intranet & Tutorials

Presently in its early stages of development, the gallery intranet will be expanded in the coming months to provide greater documentation on much of the Collections Assistant and Collections Manager's present workflows.

V.   Expansion of eRepository

Efforts will continue between the Collections Assistant and gallery work study students to locate, scan, and upload catalogues pre-dating 2007 and exhibitions pre-dating 1997.

Alan Delozier

University Archivist

Special Collections and Archives Annual Report FY 2015-2016

Individual Report

Alan Delozier, University Archivist & Special Collections Librarian

The following summary is based on the proscribed Library Strategic Plan Objectives (where applicable) and the overall Archives & Special Collections Center Annual Report with relevant professional activities undertaken over the past fiscal year either separately, or in conjunction (specific instances noted below) with departmental colleagues Dr. Kate Dodds, Msgr. Francis Seymour, Mr. Leonard Iannaccone (prior to departure), Ms. Brianna LoSardo, Professor Amanda Mita and/or my Faculty Library Colleagues. Thank you in advance for reading and any comments provided.

Seton Hall University Libraries: Library Strategic Plan Objectives to May 2017

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

- Helped to promote the historical significance of the first Seton Hall University School of Medicine and Dentistry through the creation of exhibit windows in the Archives & Special Collections Center Reading Room with a corresponding blog entry on our homepage to coincide with University Weekend. (October 2016)

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

(Please See Objective 4)

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

- Internet-Based Information Sharing. Serve as Webmaster for the New Jersey Catholic Historical Commission Website/Blog and Facebook Page. Content Manager for the Archdiocese of Newark History & Preservation Homepage. Chair of the Catholic Library Association Membership and Publicity Task Force which involves working with the Executive Board and librarians across the country to build stronger information sharing connections. (May 2015-Present)

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

- Taught a total of 20 individual class sessions including English 1201/1202, Core Freshman Orientation, and specialized instruction. Various classes featuring primary source instruction including a preview of materials found specifically in the Archives & Special Collections Center have also been taught. Of particular note were requested individual instructional classes with Dr. Mark Molesky (History), Dr. James Kimble (Communication and the Arts), Msgr. Raymond Kupke (Seminary) and aiding Dr. Debra Zinicola (Educational Studies) with content development for her course entitled – "Great Catholic Teachers." [Fall 2015]

- Resources from the Archives & Special Collections Center that were used as part of required classroom assignments include my collaboration with Dr. Sara Fieldston (History) - "Recent History Since 1945," [Spring 2016]; Professor Edward Krajewski (Communication and the Arts) – "Writing for the Media" [Fall 2015 and Spring 2016]; and Dr. Cherubim Quizon (Anthropology/Sociology) – "Introduction to Cultural Anthropology" [Fall 2015].

- Additional professors worked with on various projects over the past academic year included: Dr. Fred Booth (Classics), Dr. William Connell (History); Dr. Lawrence Greene (History); Dr. Sean Harvey (History); Professor Alan Lucibello (History); Dr. Maxine Lurie (History); Dr. Vanessa May (History); Rev. Douglas Milewski (Religious Studies); Dr. Edwin Pak-wah Leung (Asian Studies); Dr. Emma Quartaro (Social Work); Dr. Tom Rzeznik (History); Dr. Anthony Troha (Physics); Professor Allan Wright (Catholic Studies) and others representing different disciplines across campus.

- Other singular educational activities undertaken over the past year include providing on-campus tours to candidates for the Assistant Dean for Public Service position [July 2015]; Co-addressed an orientation session for Diplomacy and International Relations students program with Professor Lisa DeLuca [August 2015]; participated with colleagues at the University Libraries table during the University Involvement Fair [September 2015]; and assisted Professor Lisa DeLuca with her multi-day History Outreach Program [April 2016]

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

- Have engaged mainly in individual research along with team project solving in various instances over the past year. From July 1, 2015-May 31, 2016 here are the type of requests and number of completed during this time period…

Type of request	Number completed
Archdiocesan	104
University Archives	339
Manuscript	53
Rare book	18
Irish	35
Sacramental	7
Genealogy	10
Directional	194
Combination (Two or More Categories Per Single Request)	16

- More information on specific request instances can be provided in further detail upon request.

- Special Collections staff share reference responsibilities, serving researchers in the Reading Room, preparing for visits by preparing materials from the vault and replacing after research is complete. It has been especially valuable to collaborate with Ms. Brianna LoSardo on many projects involving the research community over the past year.

- Student Accomplishments. Supervision of interns from Seton Hall University during the course of the 2015-2016 academic year. Worked with the following Seton Hall undergraduates (project choices centered on different historical themes listed in brackets) over the past year: Ms. Allegra Berg (Asian Studies); Mr. Evan Connell (Student Activities); Mr. Alexander Grey (Political figures and connections to Seton Hall); Ms. Alexandra Jousset (John F. Kennedy); Ms. Faith Lauter (Salt and Seton Letters: A Civil War Connection); Mr. Santiago Losada (Languages and International Programs); Mr. Matthew Peters (Honorary Degree Recipients and Black Studies); Ms. Elena Vitullo (World War I and School History for *The Setonian*).

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

n/a

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

- Developed the online core curriculum elective course entitled: "New Jersey Catholic Experience" sponsored through the Department of Catholic Studies, but also cross-listed with the Department of Religious Studies and the School of Theology. Offered during the Fall 2015 and Spring 2016 semesters. This course stresses bibliographic instruction and contains detailed readings from texts found in our library and primary source usage options from the Archives & Special Collections Center. (* Scheduled to be taught again during the 2016-2017 academic year)

- Praxis Program of the Advanced Seminar on Mission. Sponsored by the Center for Vocation and Servant Leadership (CVSL) and co-sponsored with the Center for Catholic Studies (CCS). The Praxis Program is an advanced faculty development program designed to foster personal, professional, organizational and institutional development for faculty and administrators at Seton Hall, who are graduates of two previous mission seminars. Its purpose is to engage faculty and administrators in a process of peer mentoring and curricular/co-curricular support designed to apply the mission of the University to their respective disciplines and departments, through a method which connects the disciplines to each other, to an integrated understanding of knowledge, and to the Catholic Intellectual Tradition. (Invited – Part of the Cohort II group)

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

- Attended the Digital Humanities Summer Seminar workshop in anticipation of submitting a proposal for digitizing and offering an educational site related to Catholic New Jersey/Seton Hall University during the Summer of 2016. Title of proposal and further details to be determined.

- Viewed various webinars (coordinated by Professor Amanda Mita) including – "Building a Digital Preservation System," "Local History Digitization," and "Online Exhibitions" among others are designed to provide background on facilitating the development and implementation of digital-based projects. (2015-2016)

- Attended (with Ms. Brianna LoSardo) the conference entitled: "The Next Chapter: Rare Books in Modern Times," presented by the Conservation Center for Art & Historic Artifacts to learn more about the future of unique texts and options for educational usage and digitization prospects. (October 2015)

- Each of the points here can also be applied to future goals associated with Objective 19.

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

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

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

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

- Publications added to the Institutional Repository (Published Over Past Year)

  "Gannon, Guilfoyle, and Walsh: Shared Education and Catholic Higher Learning Objectives in Western Pennsylvania and Beyond, 1873-1957," *Gathered Fragments*, Journal of the Catholic Historical Society of Western Pennsylvania, 2015.

  "Archival Science & Historical Method Toward Quest For Insight," Praxis Seminar, Seton Hall University, 2015-2016. (Revised Web Essay)

  "Gothic Pride, Brian Regan," *New Jersey Studies: An Interdisciplinary Journal*. Trenton, NJ: New Jersey Historical Commission, 2:1, 2016.

  "History of New Jersey Catholic Publications," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:1, 2015.

  "The Writings of Bishop John Joseph O'Connor and the Great War," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:2, 2016.

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

  "Al Smith & The Sidewalks of New Jersey – A Look at the 1928 Presidential Election and the Garden State," (* Book chapter completed and accepted for publication in *New Jersey Catholicism: A Public Reader*. Carl Ganz, Jr., ed., Summer 2016)

  "Éirí Amach na Cásca: An Introductory Reference Guide to Archival & Research Trends on the Easter Rising." (* Article submitted for inclusion in *Studies on the Irish Experience in New Jersey and New York*, Seton Hall University e-repository, 2016/2017)

  New Jersey Catholic History – Textbook & Reference Guide. [Working Title] (* Reference Book/E-Book project underway to be published via sponsorship with the New Jersey Catholic Historical Commission, 2016/2017)

  Seton Hall University – A History of Pirate Athletics. [Working Title] (* Book project tentatively accepted for publication through Exit Zero Press, 2017/2018)

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

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

- Catholic Social Work/Justice Resources Evaluation Project. (with Dean John Buschman and Dr. Kate Dodds) Team review of collections and individual materials from our collection that will likely be selected for inclusion as part of a preservation and digital based grant proposal in the near future.

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

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

Objective 17: Organize, expose, and preserve the Seton Hall University Museum Collection **(2-9)** n/a

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

- Office Maintenance & Meeting Attendance. Work with colleagues upon request to help on de-accessioning decisions, re-shifting, checking for multiple copies, and other projects as needs arise. Part of group discussions regarding various procedures that were examined and streamlined over the past year.

- Staging Area Organization – Phase I & Phase II completed.

- Staging Area Organization – Phase III. Evaluation of Seton Hall-produced/themed individual reports, publications, and other material for research purposes. Success has been had in the first wave of sorting items into categories, carefully discarding duplicates, and freeing up room to use for the more intensive evaluation process which has already started. (* The consolidated materials have been temporarily moved to Rows 013-014 and on top of the Vertical File cabinets as the process moves forward.)

- Staging Area Organization – Phase IV. This phase involves a more detailed consolidation of Seton Hall-produced/themed materials which have mostly been identified and duplicates removed from the vertical file and remaining items more closely organized (including a listing of research-oriented vertical files listed on our University History LibGuide as of 2016), but has also been updated to include concurrent work with two unprocessed collections – Arts & Sciences Faculty Files and the John Concannon Irish/American-Irish Papers which constitute over 300 cubic feet of material combined. Approximately 1/3 of the total volume between these three collections has been

processed as of May 31, 2016. The rationale is to work on these collections separately, but devote significant time blocks to all in order to complete each as soon as possible. The goal is to have these three different collections organized for our research community, but also to help make free space for incoming donations in the future. Excellent work in regard to this project has been undertaken by Mr. Mark Mendolsohn (Volunteer) and Mr. Patrick Tobias (Student Worker) in their efforts to consolidate and record vertical file contents and various boxed materials over the past two semesters.

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

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

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

- Consistently work with different members of University Advancement on research project research and fact-checking related to varied projects including publication content and alumni queries among other types of requests received. More information on specific inquires can be provided upon request.

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

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

- Contributed to the Archives & Special Collections blog at various times over the past year. Included are the entries (in chronological order) entitled: "The Presidency & Memory Of John F. Kennedy, An Exhibit By Alexandra Jousset," (7/2015); "The First Seton Hall Medical School & Its Roots – A Retrospective Exhibit, 1915-2015," (9/2015); Aphra Behn Conference & A Celebration Of Rare Books (10/2015); Christmas Pageants, Pirate Preview, & Jean Shepherd – "A Christmas Story" Of Setonia (12/2015); The

SPIRIT – An 85 Year Celebration Of Catholic Poetry (1/2016); The Women of Seton Hall – A Window Into The Past, Present, & Future (2/2016); Early Irish Education – Nineteenth Century "How To" Guide Books (3/2016); From The Far East to Seton Hall – Exhibits in Honor and Remembrance of Dr. John C.H. Wu (4/2016). Full text on each article: http://blogs.shu.edu/archives/2013/07/campus-under-construction/

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

- Helped with revisions made to the Archives & Special Collections and Office of Records Management sections of the *Seton Hall University Undergraduate and Graduate Catalog(ue)s*, 2015-2016 and 2016-2017 editions. Asked to provide further text to the University History section for the latest catalog(ue). Submit yearly report and survey data highlighting Catholic-centered primary resources to the Office of the Provost. Provided an updated University History text for each member of the Seton Hall Board of Regents and Trustees (2015-2016). Yearly research assistant for the *Many Are One* gala and awards sponsors committee (2015-2016).

- Worked with colleagues on the writing of a Catholic Studies Impact Statement project (with Professor Anthony Lee and Professor Katie Wissel) submitted earlier this year to Dean John Buschman upon his request [Fall 2015]

Objective 23: Develop Alumni and guest printing capacity **(1, 6)**

- Continually serve as a professional reference to various alumni, students, colleagues, and collaborators. This includes service as an annual reviewer and offering mentorship to various individuals both on campus and externally.

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

- Catholic Library Association (CLA). A member of the organization and presently serve as Chair of the Membership & Publicity Task Force. Work with the CLA Steering Committee to develop promotion of the organization, website upgrades, and plans to work on early anniversary commemorations in honor of their centennial in 2021 among other projects adopted this past year which will continue forward into coming months.

- Catholic Research Resources Alliance (CRRA). A member of the CRRA Collections and Digital Access Committees, contributing to the increased presence of resources on the CRRA Website and Catholic Portal. Presently serve as Chair of the Scholars' Advisory Committee with our priority projects centered around further digitization of newspapers,

further enhancement of the CRRA portal, and a usership and promotional survey/study which is in process. Working with the Steering Committee on a mentorship program which involves outreach to non-members and related projects among member institutions and individual archivists, librarians, and others connected to the full project.

- Mid-Atlantic Archives Conference (MARAC). Active with the New Jersey Caucus meetings and conference program committee planning to varying degrees. Part of the Program Committee (with Professor Amanda Mita) and Local Arrangements Committee (Tours Task Force) for 2017 Fall Conference to be held in Newark, New Jersey. Elected as an incoming member of the Distinguished Service Committee for the 2016-2017 term.

- New Jersey Catholic Historical Commission (NJCHC). Under the guidance of Monsignor Francis Seymour, Archdiocesan Archivist and Chair of the NJCHC, this organization continues to support scholarship initiatives of various types. Serve as Executive Director to aid with budget, meeting coordination, recording secretary, news gathering, event planning, and various outreach initiatives. Major highlights include regular updates made to the NJCHC website/blog - http://blogs.shu.edu/njchc/ and Commission-sponsored Facebook Page. Continue producing our resurrected bi-annual e-newsletter edited by Dr. Maura Harrington and entitled – *The Recorder* (first issue - June 2015 and second issue – January 2016) can be accessed via the following link - http://blogs.shu.edu/njchc/the-recorder/ Further accomplishments include contributions to Archives Day in New Jersey (October), the annual Spirit of the Jerseys (May) events held in Monmouth County, and the sharing of news and resources with the League of Historical Societies of New Jersey along with the Association of Catholic Diocesan Archivists on a regular basis. Updated the Mahoney and Field financial awards to aid with research and book publishing projects. Co-sponsored various theological-themed events with the Seton Hall University Catholic Studies Department among other organizations over the past year. Helped with review on the book draft and web access to the *Catholic Historians' Handbook* by Carl Ganz, Jr. published via the NJCHC in 2015.

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

- South Orange Historical Preservation Society (SOPHS). Continued membership on the advisory board and serve as Vice President of this organization (2014-present). Attend and contribute to monthly meetings on campus and within the Village of South Orange.

Assisted on the annual house tour as a docent and aid with the planning committee for the 2015 event. Member of the SOPHS Student Scholarship Review and House Tour committees. Presently serve as Chair of the organization committee for an upcoming Symposium in honor of the 150th anniversary of the South Orange Public Library being co-sponsored by the SOPHS.

- South Orange Public Library (SOPL). Have worked with the administration for many years and most recently was appointed to the 150th Anniversary Committee (2015-2016). Have worked with this Board on various programming ideas, promotional plans, and other activities to bring awareness to the anniversary and work the library does on a daily basis. Latest project was providing a detailed timeline of Seton Hall University history for display along with other activities that have occurred locally, nationally, and globally over the past 150 years the SOPL has been in existence.

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

- Additional research collaboration and professional discussions held with different organizations. Included are the American Labor Museum, Caldwell University Archives, Catholic Archdiocese of New York, Catholic Diocese of Metuchen (NJ) and their Historical Commission (Planning Committee), Columbia High School (South Orange-Maplewood) Library, Cornucopia of New Jersey, Consul General of Ireland (IACI), Felician College Archives, Maplewood (Durand-Hedden House Museum), New Jersey Historical Commission, Philadelphia Archdiocesan Historical Research Center, Quinnipiac University Library, Saint Peter's University (Anniversary Committee), UNA-USA (National Office), Strollers Theater Group of Maplewood, and others.

- Selected continuing memberships, educational exchange, and varying degrees of participation continues on behalf of the American Catholic Historical Association, American Conference of Irish Studies (Archives and Digitization Task Force), Archdiocese of Newark Patrimony Committee (Observer), Archivists Roundtable of New York, Association of Catholic Diocesan Archivists (News Correspondent for New Jersey), Catholic Library Association (Chair of the Membership & Publicity Task Force), Friends (Quakers) Historical Society, Garden State Legacy (Speakers Bureau), Irish-American Cultural Institute (Easter Rising and New Jersey Commemoration Committee), Irish Roundtable of New York, Mercier Club (Catholic Intellectual Social Organization), Metropolitan Catholic College Librarians Chapter (NY), New Jersey Library Association College/University Archivists Committee, New Jersey Studies Academic Alliance, Newark Archives Project (Advisory Board), Newark Historical Society, and others.

- Campus Consultancies. Assisted with various articles written by student journalists representing the *Setonian* over the past year. Regular historical-oriented collaboratives are regularly conducted with various departments/centers including: Alumni Relations, Bayley-Seton League, Department of Catholic Studies, Department of Military Science, Department of Nursing, Immaculate Conception Seminary Library, Office of Athletic Communication, Office of Mission and Ministry, Office of the Provost, Pirate Blue, President's Hall Administration, University Advancement, and WSOU-FM Radio among others. Specific information on instances is available upon request.

- Committee Assignments. Elected as incoming Faculty Senator for the 2016-2017 term. Outgoing Chair of the Faculty Senate Library Committee (2015), but retain membership with this group along with the Faculty Senate Faculty Development and Graduate Studies Committees. Sustaining member of the annual Charter Day Committee. Also part of the Petersheim Academic Exposition Steering Committee (Chair of the Archives/Exhibit Sub-Committee); Program Review Committee (2015-17); Student Leadership Servant Award Committee; Co-Advisor for the Seton Hall University Student Irish Society (Pirates of Irish Persuasion and Excellence, PIPE and PIPE Alumni Club); and Move-In Day Volunteer (2015).

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

Objective 25: Develop events/speakers relevant to the Seton Hall community **(6, 7)**

- Member of the Steering Committee for: "China Studies, Catholicism, and East-West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu."   This two-day conference was held on the campus of Seton Hall University in honor of the life and work of scholar Dr. John Ching Hsiung Wu, a prominent Chinese jurist and writer whose specialization was Christian spirituality, literature, and jurisprudence. (4/2016) (* A conference proceedings book is presently being worked on in conjunction with the speakers from this event)

- Creator and Steering Committee member for the upcoming conference entitled: "In Celebration of the 1916 Easter Rising: Art, Articulation, and Inspiration." This one-day symposium will look at the theatre, art, philosophy, theology, and history of the Easter Rising and its centennial observance as well as the post-rebellion period from a liberal arts perspective. Speakers will examine the words and meaning behind the cause for freedom and why we continue to study and explore this pivotal event not only in the Irish experience, but its impact worldwide. (Confirmed and Scheduled for October 21, 2016)

- Faculty Lectures. Worked as a co-organizer with various faculty members on two book launch and public programs events during the Fall 2015 semester in the Beck Rooms,

Walsh Library. Dr. Mark Molesky – *This Gulf of Fire: The Destruction of Lisbon, or Apocalypse in the Age of Science and Reason.* (November 19, 2015) and Dr. Vicente Medina - *Terrorism Unjustified: The Use and Misuse of Political Violence.* (December 8, 2015)

- Exhibits & Related Projects. Various academic courses featured assignments that required deep usage of archival materials for exhibits and outreach projects. These requests often came via faculty and/or graduate students from the Museum Studies program along with others from different disciplines who needed to utilize different parts of our collection for respective class projects, Walsh Library Gallery major exhibit planning, and/or window display aid. Counted among the cross-section of events assisted with (chronological order) include: Mr. Joe Yankus "Seton Hall Class of 2019" Walsh Gallery Window (Summer 2015); "Aphra Behn Conference" (Fall 2015) (with Dr. Kate Dodds, Dr. Karen Gevirtz, Dr. Kirsten Schultz) [* Personally produced a working list of books/documents for review by Drs. Gevirtz and Schultz and subsequently wrote a brochure guide for conference attendees, blog entry, and mounted exhibits in the Archives Reading Room, Walsh Gallery Window, and Walsh Library First Floor Display Case based on their final selections]; Ms. Chelsea Levine and Ms. Katherine Tedesco "The Cure for Anything," Walsh Gallery; Ms. Taylor Curtis "From Ukraine to New Jersey: Louis Lozowick's Prints of American Life" [Piero Art Gallery - South Orange] (Spring 2016); (with Ms. Katie Wosco) "Women's Conference – A Celebration" Walsh Gallery Window (Spring 2016); "Dr. John C.H. Wu Conference" (* Personally mounted displays in the Archives Reading Room, Walsh Gallery Window, and Walsh Library First Floor Display Case) (Spring 2016); (with Dr. Jose Lopez, Dr. Lisa Rose-Wiles, and Dr. Martha Schoene) "Petersheim Academic Exposition, 20th Anniversary Display," Walsh Gallery Window; w/ Ms. Anne Marie Vasquez, Office of Athletic Information – "Seton Hall University Athletic Hall of Fame" project (Spring 2016); Ms. Jeanne Brasile "Campaign Buttons From the Seton Hall University Archives: A Brief Historical Background" Walsh Library Windows [four different] (Spring-Summer 2016); Ms. Jeanne Brasile "Built for Learning" Walsh Library Gallery (Summer 2016)

Representative Conferences/Talks From June 1, 2015-Onward (Chronological Order/Details):

- "Women and the Great Hunger in Ireland," Panel Moderator for "The Earl Grey Orphans" and "Post-Famine Representations," Plenary panelist for session entitled: "Understanding the Great Hunger: The Next Phase" held at Quinnipiac University, Hamden, CT. June 4-6, 2015. (Invited)

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

- "Users and Access: Models for Collaboration on Digital Projects," Panel Presentation and Roundtable with Professor Youngok Choi - Catholic University of America and Ms. Patricia Lawton – University of Notre Dame held at the Catholic University of America, Washington, DC. October 8, 2015. (Invited)

- "Discovering The Unique & Interesting - An Introduction To Archives & Special Collections," Presentation in the Graduate Lounge of the Walsh Library – Seton Hall University. October 20, 2015. (Invited)

- "The Connection of Seton Hall University and the Township of South Orange Over the Past 160 Years," Presentation as part of the South Orange Public Library Speakers Series. November 5, 2015. (Invited)

- *"Catholic Resources in Context: Finding Traditional and Non-Traditional Information Leads," Presentation delivered at the Genealogical Society of New Jersey Annual Meeting held at Rutgers, The State University of New Jersey. November 7, 2015. (Invited)*

- "An American Irish Figure of Distinction - James J. Braddock - Researching His Times and Legacy," Presentation as part of a panel entitled: "Connecting the Research Dots: Understanding Celebrity, Distinction and Reputation From Different Perspectives" at the American Conference of Irish Studies, New England Chapter held at the University of New Haven, Connecticut. November 20, 2015.

- "From Archival Research to Careers in the History Field – A Discussion," Presentation to the Seton Hall University History Club – Archives & Special Collections Center. December 3, 2015. (Invited)

- "Irish & American Irish Resources," and "An Introduction to the Easter Rising," Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 20-21, 2016. [* Annual Irish immersion school for 6-12 grade students. Named to the Gael Scoil Advisory Board.] (Invited)

- "New Jersey Catholic Experience – An Overview," Presentation to the Praxis Program of the Advanced Seminar on Mission, Seton Hall University. February 22, 2016. (Invited)

- "Seton Hall University Men's and Women's Basketball – A Brief History," Presentation to the Rotary Club of South Orange. February 25, 2016. (Invited)

- "Finding [Traditional and Non-Traditional] Irish Related Records From The Contaes Na Éire To County Passaic Before & After The Easter Rising," Presentation to the Passaic County Genealogy Club, Paterson, New Jersey. March 12, 2016. (Invited)

- "The History & Spirit of Seton Hall University Men's and Women's Basketball," (with Mr. Brian O'Malley and Ms. Ann Szipsky) Presentation to the University Community at Boland Hall, Seton Hall University. March 16, 2016. (Co-Organizer)

- "An Introduction and Overview of the Easter Rising," Presentation delivered at the River Edge, New Jersey Public Library. March 28, 2016. (Invited)

- "Réin An Leabhair – A Retrospective of the Capuchin Annual During the Transition Years Between Taoiseachs De Valera and Lemass," Presentation accepted for the American Conference of Irish Studies held at the University of Notre Dame, South Bend, Indiana. April 3, 2016.

- "Catholic Newark and the Easter Rising: Local Perspectives on the Search for Irish Independence", (with Father Augustine Curley) Presentation held at the New Jersey Historical Society, Newark. April 14, 2016. (Invited)

- "The Easter Rising – An Introduction," Presentation created for the annual PIPE Irish Dinner held at Seton Hall University. April 15, 2016. (Invited)

- "New Jersey Connections to the Easter Rising," Presentation delivered at Union County College, Cranford, New Jersey. April 20, 2016. (Invited)

- "Researching Primary Archival Sources Related to John Wu and Asian Studies," Presentation delivered at the Dr. John C.H. Wu Conference held at Seton Hall University. April 21, 2016.

- "Mother Seton as Social Worker – A Historical Overview," Social Work Class (SOWK 111) and Open to the Public, Seton Hall University. April 28, 2016. (Invited)

- "Seton Hall University Archives & Special Collections Center – Academic Archival Records," Discussion group with the New Jersey Chapter of the Association of Professional Genealogists, Montclair, New Jersey. April 30, 2016. (Invited)

- "The Easter Rising & American Revolution - A Comparison of Rebellion," Presentation at the Ridgewood Public Library. May 2, 2016. (Invited)

- "Mount Carmel Guild Collection," Lightning Round Talk – CRRA Annual Conference Panel, Interactive Presentation. June 7, 2016. (Pending)

- "History of the Immaculate Conception Chapel," New Jersey History and Historical Preservation Conference held at Seton Hall University. June 8-9, 2016. (Invited – Pending)

- "The Female Presence and Post-Secondary Co-Education in the Franciscan Academic Experience from Early Inroads to Enduring Presence 1847-Present for the 2016," Presentation at the Franciscan Institute Conference on Franciscan Women to be held at St. Bonaventure University, St. Bonaventure, NY. July 12-15, 2016. (Pending)

# # #

Lisa DeLuca

Social Sciences Librarian

Objective 2
- Created (8) new Research Guides for *Government Documents, War & Propaganda, Cold War History, Sustainable Development Goals, Country Research, Data Visualization, Learn R,* and *PolicyMap.*

Objective 3
- Conducted 26 research consultations for History, Political Science and Diplomacy undergraduates, graduates, faculty and Deans.
- Taught 23 classes for English and University Life (14) and History, Diplomacy and Political Science (9).
- Presented "Advanced Research Techniques" for graduate students, Fall 2015.
- Guest Lecturer in CSAS 4201 – Approaches to Big Data in Academic Libraries, Fall 2015.
- Visited 3 ARL member libraries: Rutgers University (History), Princeton University (Political Science) and Cornell University (Government) to discuss best practices with liaison librarians.
- Secured support for PolicyMap (GIS mapping tool) as library's first mapping tool that will enhance student and faculty data and spatial literacy.   Managing rollout to liaison librarians and departments starting with Political Science and Nursing.
- Presented Poster "Weeding in Political Science" at Charleston Conference on November 6, 2015 [with Erin Ackerman].
- ACRL 2017 Conference Poster Sessions Committee, 2015-present.
- Facilitated launch of Graduate Student Lounge with Assistant Dean of Public Services.
- Worked with TLTC to set up wiki (BuddyPress - WordPress add-on) to facilitate ongoing discussion with the SHU R User Community.
- PIVOT (grants database) Rollout Committee - 2016
- Attended Legal Research Training at the UN's Dag Hammarskjöld Library.

Objective 4
- Presented at School of Diplomacy's Graduate Orientation, August 2015.
- Presented at Graduate Assistant Orientation, August 2015.
- Presented at New Faculty Orientation, August 2015.
- Created 5 Impact Statements for (1) the 3+3 BS/JD Program proposed by the School of Diplomacy and International Relations, (2) School of Diplomacy Executive MS in

International Affairs, (3) Colleges of Arts and Sciences and Communications and the Arts have put together a Medieval and Renaissance Studies minor with Marta Deyrup, (4) the entire History Collection, (5) combined Religious Studies and MPA 3/2 program to assess library collections.

Objective 4 continued:

- Attended over 10 lectures and symposiums including World Leaders Forum, Comparative History Symposium, History Honors Thesis presentations, Sustainable Development Goals Teach In, Women and Gender Conference, Petersheim 2016 Academic Exposition Opening Ceremony, History and Judeo-Christian Studies Annual Program for high school teachers, UN Sustainable Development Challenge – Competition Finals and "The Great Lisbon Disaster" book discussion.
- Manage book, journal and database selection for liaison departments including $20,000+ book budget.
- Creating purchasing profiles for departments based on areas of interest, preferred publishers, series authors and topics in GOBI.
- Expanded Diplomacy collection to include Routledge Global Institutions Series and Basque titles for Basque Research Center.
- New Jersey National History Day, New Jersey History Day Judge, 2016.

Objective 2,3,4
- Created and deployed outreach plans for liaison departments including creation of Research Guides, publicity and training for new databases, data sets and research tools.

Objective 3,4,7
- Created and executed 3 day outreach program for History digital resources in conjunction with the History Club. This was staffed by librarians and history club volunteers. This included data visualizations of collective history resources for all disciplines and great discussions between students and library faculty.
- Created and delivered webinar "Making Peace with United Nations Data: Learn to navigate UN data information sources" sponsored by the North Carolina Library Association Government Section on November 11, 2015.

Objectives 4,7,8
- Created book display for Data Visualization and Faculty Publication monographs with Access Services.
- Book Review published: Jake Carlson and Lisa R. Johnston, eds., Data Information Literacy: Librarians, Data, and the Education of a New Generation of Researchers, Lisa DeLuca, The Library Quarterly 2016 86:2, 234-235.
- Wrote book review for "Statistics for Library and Information Services: A Primer for Using Open Source R Software for Accessibility and Visualization."

- Secured speaker and moderated TLTR Workshop "Digital Humanities Showcase" on November 17, 2015 [with Tom Kinsella, Stockton College] with Digital Humanities Committee.
- Completed 2 courses: Data Mining (DAVA6010) and Research Methods (PSMA 6002) towards MPA degree.

Objective 7
- Public Services Committee, Student Learning Outcomes Task Force, 2016

Objective 8
- Manuscript Reviewer – Data Visualization: A Guide to Visual Storytelling for Libraries. Rowman & Littlefield Publishing, 2015.
- Member of the Digital Humanities Committee, 2014 - present

Objective 12
- Managed e-journal for Pi Sigma Alpha (Political Science Honor Society) in Institutional Repository.
- Managed Digital Repository (Fall 2015) for Digital Services Librarian, now co-managing repository including marketing, managing journals and the Galleon Yearbook project.
- Ongoing marketing of Repository conducted through Faculty Senate, Senate Library Committee and Petersheim Exhibition.

Objective 3,8,26
- Conceptualized and created program for faculty to discuss R (statistical analysis software) and support that they need to use R for their research and in the classroom with Digital Humanities Committee and TLTC
- Served on planning team Summer Digital Humanities Program with committee chairs; Secured speakers for 3 day program and was program presenter.

Objectives 4, 26
- Created and executed joint University Libraries program with Center for UN and Global Governance Studies. Recruited speaker Todd Moss from the Center for Global Development.
- Member, Center for Faculty Development Advisory Board, 2015 - present

Objective 24
- Collaborating with librarians to manage Seton Hall University Faculty Publications to ensure collection is current and publicized.
- Initiated inventory of Permanent Reserve and Reference collection in Circulation to ensure collection is current. Collaborated with Assistant Deans of Technical Service and Public Service.

Future Plans - Fall 2016

- Continue MPA coursework including: Cognition for Visualization (PSYC 7214), Data Visualization Practicum (PSMA 7992) and Digitization Research Seminar (PSMA 7993) with the Borough of Highland Park, NJ
- NASPAA Annual Conference 2016 - Panel Presentation with Matt Hale and Michael Taylor – October 2016 - FOIA of the FOIA: Understanding how Freedom of Information Act requests impact local governments
- 2016 Digital Commons Great Lakes User Group and New York Institutional Repository Conference – July 2016 – Workshop Presenter – Creating and Marketing an electronic journal
- Book review will be published "Statistics for Library and Information Services: A Primer for Using Open Source R Software for Accessibility and Visualization"
- Apply for Digital Humanities fellowship for January 2017. Joint project with Political Science anticipated.
- Submit course release articles for publication
- Submit ACRL 2017 poster proposal about data visualization and Valente collection with Amanda Mita and Katie Wissel in Baltimore, March 2016. Collaborate with librarians to create data visualizations for History and other collections.
- Create Research Guides for Historical Newspapers, Basque Research, WWII, Global Health and the Institutional Repository.
- Publicize Hein Online Law Library to Political Science Department for government information retrieval.
- Extend outreach to include including Research Guide links in course syllabi where possible.
- Order books for reserve and ebooks to help defray textbook expenses for Political Science students and improve usage of library resources.
- Attend NJ Data Center Conference

Sebastian Derry

Assistant Dean for Public Services

Annual Report FY 2015-2016

Since starting my new position on September 1st, 2015, my work has focused on these 5 objectives:

1. **Objective 2** Create and embed learning objects as close to the point of need as possible (Goals 1, 5, 8)
2. **Objective 3** Investigate, select, and deploy alternate service/teaching tools and technologies (Goals 1, 5, 8). **Specifically:** Bring in and train circulation staff in new services models.
3. **Objective 4** Reformulate the liaison model to encompass encounters such as embedded Library faculty work, online presence, in-class, assignment development (Goals 1, 5, 8). **Specifically:** Develop and execute a communication a communication and outreach plan and process.
4. **Objective 5** Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching (Goals 1, 3, 5, 8). **Specifically:** Develop a plan and a rationale for collecting data more effectively (e.g. randomly for instance) and for what purposes.
5. **Objective 7** Develop a Reference and Instruction mission statement, curriculum mapping, synergies between these services, and other forms of literacy (e.g. data vs. statistical literacy), and develop a presence in Seton Hall's online courses (Goals 1, 2, 3, 5, 6, 7, 8). **Specifically:** Play an active part in leading the Public Services Committee, and especially in a combined reference and instruction mission statement.

Objective 2 **Create and embed learning objects as close to the point of need as possible**

The Public Services Committee, or PSC (on which I serve ex officio) has been working to develop a number of learning objects. These are brief "How to" video tutorials that help guide users in using several of our most important resources.

5 have been created so far: **Finding Print Books**, **Finding Articles Using SHU Search**, **Interlibrary Borrowing: Books**, **Interlibrary Borrowing: Articles**, and **Using Google Scholar**. PSC committee member Katie Wissel has been instrumental in creating these videos—with input from the committee, as well as other librarians.

We now have all the videos posted to a library webpage
http://library.shu.edu/c.php?g=140414&p=3177772, and the library's EBSCO EDS test profile
has been modified to embed the tutorial video **Finding Articles Using SHU Search**, in search
results. Further work with EBSCO will be needed to enhance this feature, and it will be brought
to PSC for review.

 Objective 3 Investigate, select, and deploy alternate service/teaching tools and technologies

The following alternate service tools were implemented this past year:

- A Public Services **wiki** (shared among Access services staff)
  publicservices.pbworks.com/ is now used to log and track incidents more efficiently, as
  they occur during the library's hours of operations. Examples of types of incidents
  include: Public Safety called for stolen/missing personal possessions; Facilities called for
  elevators out of service, keys broken off in study room doors, restrooms out of service,
  lights not working, etc.
- A **YouTube channel** now hosts library-generated video content https://goo.gl/SxhA9I.
  Videos include: audio interviews of SHU Faculty (as part of In The Libraries: Research
  Relationships http://library.shu.edu/researchrealtionships) and our How To tutorials
  (mentioned above). Future plans are to integrate our channel into the larger Seton Hall
  University channel (https://www.youtube.com/user/setonhall) for greater visibility.
- Library profiles were created for **Twitter** (https://twitter.com/SHU_Libraries) and
  Facebook (https://www.facebook.com/SetonHallUniversityLibraries/). These profiles are
  public—anyone can view them without requiring an account on either platform—and
  allow the library to post notices and updates about changes in hours, library-related
  events, and to re-post content from the Library News Blog http://blogs.shu.edu/libraries/

The following alternate service tools were investigated this past year:

- **LibChat** a Springshare product which enables real-time chat between patrons and
  librarians. This chat widget can integrate not only with the library's website and
  LibGuides, but also with LibAnswers. Plans are to test Libchat in Summer 2016 for full
  implementation in Fall 2016, as part of the library's Reference Services.
- **Zotero** (https://www.zotero.org/) a free and open-source reference management software
  for managing bibliographic data and related research materials (produced by the Center
  for History and New Media at George Mason University--GMU). It is currently under
  review as a possible replacement for Refworks, the library's subscription reference
  management software.

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

To begin to develop and execute a communication and outreach plan and process, this past year was spent observing, learning about and participating in the work in which library faculty are engaged. Our dedicated faculty have demonstrated initiative and innovation in the areas of embedded librarianship, collaborating and teaching with faculty, providing an online presence in supporting research and learning, and developing course reading lists and course (and resources) specific research guides, as just a few examples.

Moving forward, coordinating and discussing these efforts with faculty will inform the development of a communication and outreach plan.

Objective 5 **Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching**

Several data collection initiatives were undertaken this year to gain a better understanding of how the library's services and resources were being used, and to assist in library strategic planning.

Random Sampling Our most significant initiative was library-wide random sampling, in which all full-time library employees participated. A survey form for sampling was developed, in order for participants to track any questions that might be posed to them about the library (its resources, services, etc.) from anyone, during the course of a typical work day.

3 random trial dates were selected for sampling: Wednesday March 23rd, Tuesday April 19th, and Monday May 9th. Overall, the number of completed survey forms and the data collected these 3 days were very encouraging, giving us a picture of the library as a heavily used resource by the Seton Hall University community as a whole.

For FY 2016-2017 plans are for sampling to continue monthly (on random dates), with a total of 15 random days (Monday-Sunday) to be dedicated to sampling.

Graduate Student Lounge Survey The Graduate Student Lounge (GSL) was launched at the beginning of the Fall 2015 Semester. Located in the library's Curriculum Resource Center, the lounge operated each week, Monday through Thursday from 4:30p-7:30p, as a working space for graduate students where they could study and socialize, alone or in groups.

Several library programs targeting graduate students in the GSL were presented by librarians during Fall 2015: *Advanced Research* – Lisa DeLuca (September), *An Introduction To Archives & Special Collections* – Alan Delozier (October), and *How to Organize Your Research & Submit Your Dissertation* – Martha Loesch (November). Attendance for these programs by graduate students was disappointingly low, despite numerous announcements and promotions.

To better understand how the GSL was being used and students' needs, an online survey was conducted during Spring 2016 semester, from March 14th until April 6th.

While use of the GSL remains high, survey response was low with only 16 respondents. Nevertheless, results showed: most students used the room 3-4 times per week for individual study, and there was very little interest in presentations graduate students (such as those offered). Students' recommendations on improving the GSL ranged from more electrical outlets and comfortable furnishings, to expanded hours of operation and access restricted to graduate students.

Now that the GSL has been in operation for one school year, it is expected that it will become a permanent resource offered by the library, during Fall and Spring semester.

Reference Desk Redirects Traditionally during Fall and Spring semesters the Reference desk was staffed by one librarian in the evenings, until 8p Monday-Thursday. In response to demand (fewer in-depth librarian-required research questions were being asked during the 7p-8p hour), it was decided that for the Spring 2016 semester the Reference desk would close one hour earlier at 7p instead of 8p, Monday-Thursday.

At 7p when the Reference desk closed, signage was placed at the reference desk redirecting patrons who subsequently came to the desk for help, to the Circulation desk.

To measure what impact closing the desk one hour earlier would have on patrons, statistics were kept (on a tally sheet) by evening circulation staff, for each night (8p-2a, Monday-Thursday) of the Spring semester.

Results show that during this period there were only 18 requests for research assistance (about 1 per week). When assisting redirected patrons circulation staff were instructed to suggest the following options: (i) contact a subject librarian (contact information was provided); (ii) use the library's AskUs service (link on the library website); or (iii) consult a library research guide.

Student Learning Outcomes & Rubric In order to begin to assess the library instruction program, the PSC developed a set of Student Learning Outcomes and a scoring rubric (available on the library intranet), both of which set forth criteria for evaluating student learning in the context of library instruction.

We will employ both these tools as we move forward with the next phase in our assessment of instruction.

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

The PSC (and Dean Buschman) spent a good deal of time during the Spring of 2016 completing and posting a Reference & Instruction Mission Statement (http://library.shu.edu/library/reference-and-instruction-mission-statement):

Reference & Instruction Services Mission Statement

Seton Hall University Libraries is committed to providing (and assessing) high quality Reference and Instruction Services for the Seton Hall University community. We support the Mission of the University with user-focused resources and services based on evolving priorities, technologies, and curricular needs.

Our Reference Service is committed to supporting and developing academic research. We provide our assistance to researchers in all disciplines, using a variety of methodologies and subject specialists.

Our Instruction Service is committed to supporting and developing information literacy and academic research in the pursuit of knowledge.

Having this statement in place will guide us in our assessment initiatives, as we strive to more accurately measure and ultimately improve these two essential library services.

June 10, 2016

Marta Deyrup

Librarian, Co-head of Technical Services

Annual Report FY 2015-2016

TECHNICAL SERVICES DEPARTMENTAL ANNUAL REPORT (2015-2016)

During the period of July 1, 2015 to May12, 2016, 14,530 items were processed for the three separate locations of the University Libraries: Walsh Library, the   Msgr. Turro Seminary Library and the University Archives. Of these, 1275 were shelf-ready items. 7,071 were print titles.

Shelving Location	Emply	ARTICLES,NONDIGITAL	BOOKS:MICROFORM	BRAILLE	CD	DOWNLOADABLE ARCHIVAL MATERIALS	DVDS	ebook	EBOOKS	EVIDEOS	LARGEPRINT	N/A	PRINTBOOK	THESIS/DISSERTATIONS	Total
Emply															
[BLANK]															
[BLANK] - IN-ARCHIVES USE ONLY															
Arabic Chinese Ebooks															
Archives - IN-LIBRARY USE ONLY												2	71		73
Archives - IN-LIBRARY-USE-ONLY													1		
ONLY															
Asian Collection															
Chinese Corner (2nd floor)													5		5
Circulation Desk CDs					3							1			18
Circulation Desk DVD/Video							54								54
Curriculum Library				3	1		1					2	158		157
ONLY															
Doctoral Dissertation													1	12	13
Historical Text Book Collection - IN-ARCHIVES USE ONLY													4		
Irish Collection - IN-ARCHIVES USE ONLY												2	13		25
Juki - IN-ARCHIVES USE ONLY													1		
Main Collection		1	3	1	3		38		3	1		48	4535	15	4534
Main Collection Oversize													15		15
Main Collection Oversize Plus													2		2
ONLY													2		
Manuscript Collection - IN-ARCHIVES USE ONLY													1		
Master's Thesis													1	53	53
McManus Irish - IN-ARCHIVES USE ONLY													51		51
N/A									7816				154	128	7558
Newman Collection													1		
ONLY													1		
Rare Book Library - IN-ARCHIVES USE ONLY						1						4	256	1	262
Rare Book Library Oversize - IN-ARCHIVES USE ONLY													22		22
Reference - IN-LIBRARY USE ONLY													1		
Reference Collection - IN-LIBRARY USE ONLY													4		
Reference Collection - IN-LIBRARY USE ONLY										1			1		
Reference Collection - IN-LIBRARY USE ONLY								1				4	25		51
ONLY													1		
Collection													65		65
TURRO SEMINARY LIBRARY Main Collection													15		15
Turro Seminary Library Reference Collection - IN-LIBRARY USE ONLY													2		
UN Documents									2			12	155		155
Valente Collection - IN-ARCHIVES USE ONLY													2		
Valente Library													1450		1450
Valente Library Oversize												2	26		28
Total	2	1	3	3	14	1	85	4	7822	1	2	75	7871	248	14530

A breakout by month is provided below for non-e-book titles processed for our STHM (Walsh Library) location.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
12	Total	78	90	71	67	102	8	55	16	73	32	4	596	
13														
14	STHM by Material Format	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	Total	
15	Archv	0	0	0	0	0	0	0	0	1	0	0	1	
16	Book	555	505	413	436	403	247	583	525	628	359	146	4800	
17	Book_Digital	0	0	0	0	0	0	0	0	0	1	3	4	
18	Book_Mic	0	0	0	0	0	0	0	0	0	1	3	4	
19	Book_thsis	0	2	3	0	0	0	2	2	0	160	1	170	
20	Music_CD	4	0	0	0	0	0	0	0	0	0	0	4	
21	Video	2	0	0	0	0	0	0	0	0	0	0	2	
22	Video_DVD	16	8	3	1	1	2	5	8	2	0	0	46	
23	Total	577	515	419	437	404	249	590	535	631	521	153	5031	
24														

The department has been busy with the following activities, as it works towards meeting Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection (2-4, 7-8) and Objective 12: Expand the profile of the Institutional Repository (1-3, 5-8)

1. The retrospective cataloging in WMS of our historic collection of dissertations and theses, dating back to the 1960s (Ongoing)
2. The processing of new dissertations, theses, and final student projects within our institutional repository software platform, Bepress (Ongoing)
3. Participation in the staff-wide "missing barcode project" (Ongoing)
4. The reclassification of select areas of the Z collection according to LC subject area and their transfer from reference to the circulating collection (Ongoing)
5. The reclassification of the PZ collection according to the LC classification scheme and their transfer to either the PRs or PSs(Ongoing)
6. Participation in the staff-wide project to dedupe the library's circulating inventory (Ongoing)
7. The reclassification of the UN Document collection according to the Library of Congress classification schedule (Completed)
8. The reclassification of hundreds of books from the Archives and Special Collections Center to the Main Collection (Completed)
9. The reconciliation of record display for dissertations and theses within Bepress and WMS (Completed)
10. An inventory of the Curriculum Resource Center and deaccession of superseded formats (curriculum binders, etc.) (Completed)
11. The creation of an oversize collection (Completed)
12. The cataloging of gift collections—as an example, the donation of poetry and short stories from Nick Niccoletti, on behalf of Maria Mazziotti Gillian (Completed/Ongoing)

Loesch made several significant changes to the Constant Data in WorldCat which controls the display of our local holding records and eases the cataloging process. One such change was to conform to updated interlibrary loan lending policies.

The CRC is converted into the Graduate Student Lounge during weekday evenings.

Loesch converted the Archive and Special Collections finding aids to a format conducive with the WorldCat catalog. She received training from the Electronic Resources Librarian as to how to migrate the finding aids using the MarcEdit tool.

Loesch trained a colleague and an assistant dean in how to catalog music librettos.

Deyrup redefined the workflow for processing dissertations and theses and their display in WMS.

Deyrup identified and worked with Dr. Bao to correct problems with the display of records in EDS.

Deyrup, the department's foreign language specialist, retired the backlog of Valente books that needed original catalog.

Deyrup advised on the display and retrieval of public notes in WMS for the Galleon Digitization Project.

Deyrup arranged for staff training in on revisions to the new cataloging standard, RDA.

Martha Loesch – Personal Report

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

All graduate students must submit their thesis, dissertation or final project through the university institutional repository (eRepository). Loesch and a paraprofessional are responsible for reviewing each submission to ensure accuracy, standardization, copyright conformity, and completeness of the processing procedures. The Technical Services Dept. maintains detailed data on each student submission and the various steps through which they must progress. Based upon ETD suggestions for improvement that Loesch had communicated to the dean of the library and through his meetings with the provost and her own conversation with the provost, the University Library now shares this data with the Registrar Office and communication regarding a student's eligibility for graduation has improved.

Since there are multiple faculty advisors from various departments within different schools on campus, conformity of the ETD procedures has been challenging. Loesch took the initiative to completely revise the ETD guidelines on the library website to clarify and outline the processing procedures more clearly. She was also asked by the library dean to review and revise the ETD submission process guidelines for the College of Arts and Sciences graduate handbook.

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

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

In her capacity as liaison to the College of Education and Human Services, Loesch consults with professors regarding journal and database renewals for the library, she informs them of new additions to our collections, and she orders books and journals in support of new education programs such as the Applied Behavioral Analysis program. In fall 2015, she initiated an impact statement of the Professional Psychology and Family Therapy Program and it was completed in collaboration with two education liaison colleagues. Seton Hall University Libraries monograph, database and journal resources were compared to both peer and aspirant university libraries and recommended suggestions for purchase were based upon the results.

Loesch also serves as liaison to the Msgr. James C. Turro Seminary Library. In fall 2015, she encouraged Ms. Wilkins, Seminary Librarian, to conduct an impact statement of the Seminary Library; to compare it's holdings against peer and aspirant seminary libraries. She met with Ms. Wilkins on several occasions to coach her through the process.

Ms. Wilkins contacted Loesch about cataloging the Archival collection in the Seminary Library. They met, discussed, and formulated a plan for conducting this project. In fall 2015 the project was begun.

Loesch teaches Information Literacy classes each semester to freshmen which are coordinated through the Freshmen Studies Program and the English Dept. She also instructs CEHS graduate and undergraduate classes at the request of individual professors. In fall 2015, she taught 14 such classes. She makes appointments with individual students (usually graduate) and faculty for one-on-one research instruction. Loesch also teaches the library instruction class to the EOP students each July.

As a result of the launch of the new library website on the Springshare web platform, Loesch revised her education, psychology, and other service oriented Libguides to conform to the new software in summer 2015. These Libguides are linked to corresponding classes in Blackboard to facilitate access by students.

Scholarship

Publications
Loesch, M.F. (2016). Open Library. *Technical Services Quarterly,* 33(3), 334 - 335.

Loesch, M.F. (2015). DataCite. *Technical Services Quarterly,* 33(1), 91-92.

Conference Presentation
Loesch & D. Sweeper. (2015). "Data Management: Metadata, Preservation, Access." NJEDge

Annual Conference: Rethink, Refresh, Reboot, Princeton Marriott at Forrestal, Princeton, NJ, Nov 20.

Workshop
Loesch, M.F. (2015). "How to organize your research and submit your dissertation." Graduate Lounge Workshop, Seton Hall University Libraries, South Orange, NJ, Nov 10.

Spring semester 2016 sabbatical

As part of her IRB application for research, which included interviews with high school librarians/media specialists, Loesch contacted public school superintendents and private school presidents/principals to obtain permission to conduct such interviews. She has completed the interviews and the data analysis and is in the writing process of her research article to be published in a peer-reviewed journal.

To initiate a summer information literacy program for high school students transitioning to college in summer 2017 is a goal of Loesch's sabbatical. It was suggested to pilot such an endeavor through the Educational Opportunity Program (EOP). To this effect, Loesch met with Majid Whitney, Associate Dean/Director EOF (Educational Opportunity Fund), to seek his feedback to incorporate information literacy coursework taught by library faculty within the EOP. Majid was very amenable to including research building coursework within the summer EOP as long as it can be infused within the existing program. Since the English Department is instrumental in the writing track of this program, Loesch met with Mary Balkun to seek her reaction and she also is agreeable to this proposal. Loesch also met with Sebastian Derry, Assistant Dean for Public Services of University Libraries, to inform him of this summer teaching opportunity for the library faculty and to seek his support. Further discussions are planned in the near future.

Infusing and stressing the instruction of information literacy in greater depth within the School Library Media Specialist (SLMS) program in the CEHS graduate program was another goal of Loesch's sabbatical. She met with Joe Martinelli, Director of SMLS, to share some of her research findings and to emphasize the importance of research methodology at the high school level to better prepare students for college level research and career development.

Service

Faculty Guide and Bylaws Committee
Senate Instructional Technology Committee

Library Nominations and Elections Committee, Chair
Faculty Senate alternate
Library Peer Review Committee alternate

VALE NJ , Conference Breakout Proposal Committee
NJLA - CUS /ACRL- New Jersey Chapter – Bibliographic Control & Metadata Committee
NJ Name Authority Cooperative Project (NACO) Funnel
NJ Monographic Bibliographic Record Cooperative Program (BIBCO) Funnel

Marta Deyrup— Personal report

Job responsibilities: In addition to serving as co-head of Technical Services, Deyrup is liaison to the departments of English, Classics, Languages and Literatures, and the Russian and East European Studies Program. In this capacity, she does collection development, maintains and creates targeted and general Libguides to support the curricula and student activities, and advises students and faculty on research questions. She does the orientation to the library for new English graduate students, gives annual or semi-annual lectures on library resources and topics of interest to the Russian and East European Studies Program. She teaches 1201 and 1202 English classes as assigned as well as upper level instructional classes for the English department. Deyrup taught over the course of the academic year 18 library classes. She arranged for training for library faculty from our vendor, Gale, on how to use the platform Artemis to improve English 1201 and 1202 instruction.

In her capacity as library liaison she prepared with Professor DeLuca the impact statement for the minor in Medieval Studies. She is a member of the Public Services Committee, whose responsibilities include defining goals and objectives related to public services activities and fostering and guiding responsive and innovative reference and instructional services.

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

Currently I send the director of graduate studies periodic reports of downloads of the English department's master's theses from our institutional repository. I also created and maintain an open-access database of research published by Seton Hall University master's and doctoral students and Seton Hall Law students on Women and Gender Studies that is linked to the W&GS homepage http://library.shu.edu/women-escholarship. On occasion I have created special reports of selected institutional repository content (for example a report with Martha Loesch for the provost's office on theses and dissertations that have as their subject Seton Hall University).

Proposed summer and fall 2016 projects: repackaging information from the institutional repository and promoting e-scholarship to faculty and administration.

1. Write generic cover letter and arrange for quarterly reports to be sent automatically to department chairs and deans
2. Revisit agenda item for Senate Library Committee asking Senate to endorse faculty deposit of publications in the repository
3. Investigate the tagging of e-scholarship content in WMS for better retrieval
4. Redo format designation of priest cassettes

5. Investigate whether the digitized priest cassettes and be repackaged thematically or by author and sold as CDs for $5 + shipping to help offset the cost of running the summer institute
6. Determine whether in WMS crowdsourced tagging/5XX field in record can help better with retrieval

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

I have created and make available through the library website, according to SHU's course schedule, approximately two dozen subject and course specific library research guides (Libguides). These guides are developed with the teaching faculty and reflect the needs of the instructor. For example, Russian Cinema https://shu.libapps.com/libguides/admin_c.php?g=365795 serves as a course platform, and contains all the resources for the class. Created for a class of 20 students it was viewed 204 times during the fall 2015 semester. My guide to Shakespeare https://shu.libapps.com/libguides/admin_c.php?g=280404 is used by all English classes that focus on Shakespeare's works and was viewed 1280 times between 2014-2106. Women and Literature II, a traditional subject guide https://shu.libapps.com/libguides/admin_c.php?g=280433, was accessed 225 times during the fall 2015 semester. I also developed with Beth Bloom and continue to revise the English 1201 and 1202, which are the primary vehicles for 1201 and 1202 instruction. I continue to investigate and experiment with different models and uses for these research guides.

I created in 2015 and maintain an online newsletter in Wordpress which is sent to the English department http://blogs.shu.edu/edn/ to alert faculty to new resources in their field and library developments that have an impact on their teaching and scholarship.

Proposed summer and fall 2016 projects: use analytics and UX experience to assess the usefulness of data gathering and analysis assess statistical tracking

1. Explore new ways to better present library content in Blackboard see TWU's generic page http://libguides.twu.edu/blackboard as an example
2. Use common UX strategies to assess student and faculty response to Libguides
3. Evaluate with the PSC committee how Libshare Analytics can drive development of our subject and teaching guides; assess what is working, why, and if success can be duplicated
4. Investigate whether our current homegrown TLTC database that links our content (Libguides) in Blackboard should be replaced by Springshare product that integrates fully with Blackboard http://buzz.springshare.com/springynews/news-26/lms; http://buzz.springshare.com/springynews/news-26/updates/libguides#lti

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

This objective is partially addressed in the section above. Beth Bloom and I work directly with the English Department to create a unified library experience for first year students. At the start of the fall 2015 term, we presented on student learning and information literacy to English 1201 and 1202 instructors; restructured library assignments in collaboration with the English department, and approved information-fluency infused syllabi in Nursing, Political Science, and Business as part of the core curriculum http://www.shu.edu/core-curriculum/upload/Infofluency-guidelines.pdf. As part of the PSC I worked on the rubric and other documents for assessing information literacy.

<u>Proposed summer and fall 2016 projects:</u>

5. Ask that a librarian be included on new Senate committee tasked to provide oversight on online programs (early fall)
6. Ask that the Core Curriculum committee rename the "information literacy" proficiency as "research proficiencies"
7. Work with the PSC to create student assessment for information literacy

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

I am co-chair of the Digital Humanities Committee https://blogs.shu.edu/digitalhumanities , which has received 2-year funding ($40,000) from the provost to establish a digital humanities program at Seton Hall. During the academic year 2015-2016) the committee selected six Digital Humanities Faculty Fellows to work on independent DH projects; these projects will be presented to the community in the fall. In spring 2016 we put out a call for applications for seed grants that will support and encourage faculty to collaborate with other faculty, librarians, and archivists to develop DH projects for scholarship and teaching. We sponsored outside speakers, showcased faculty projects, and ran workshops and training sessions.

<u>Proposed summer and fall 2016 projects</u>:

1. Work with the library to integrate library resources and library expertise into upcoming DH projects
2. Work with interested library faculty to provide them with training in DH tools
3. Work with library team to investigate data mining of library subscription databases

Grants and Awards:

Deyrup received Fulbright Specialist in Library Science Award, American University of Central Asia, Kyrgyzstan (2016)

Deyrup and Balkun received $40,000, 2-year funding from the Provost's Office to initiate a digital humanities program at Seton Hall (2014-2015; 2015-16)

Deyrup and Bloom received ACRL-NJ/NJLA-CUS Research Award for The SHU Research Logs: Student Online Search Behaviors Trans-scripted (2016)

Presentations:

Deyrup, Marta M. (2016) Why the Digital Humanities? Digital Humanities Summer Seminar, Seton Hall University, South Orange, NJ, May 24

Deyrup, Marta M. (2016) Publishing Activities of the Italian Communities in Croatia and the Istrian and Dalmatian Diasporic Communities in Italy from the Homeland War to the present, North East Slavic, East European and Eurasian Studies Conference, NYU Jordan Center for the Advanced Study of Russian, New York, NY, April 2

Deyrup, Marta M. (2015) Chair, Charting the Unexplored: the Experience of Four Library, Archive and Museum Collections. American Association for the Advancement of Slavic, East European and Eurasian Studies Annual Conference, Philadelphia, PA, November 20

Deyrup, Marta M. and Beth Bloom (2015) The SHU Tapes, Charleston Conference, Charleston SC, November 6

Deyrup, Marta M., et al. (2015) Open Perspectives on Open Access, Charleston Conference, November 5

Deyrup, Marta M. (2015) Dalmatian and Istrian Émigré Communities in Post-World War II Italy. Alberto Institute, Seton Hall University, South Orange, NJ, October 6

Deyrup, Marta. M. (2015) DeGruyter/WESS/SEES presentation of completed grant-funded research, WESS Committee, American Library Association Annual Conference, San Francisco, CA, June 29

Publications:

Peer-reviewed
Bloom, Beth and Marta M. Deyrup. The SHU Research Logs: Student Online Search Behaviors Trans- scripted. *Journal of Academic Librarianship* 41(5): 2015, 593-601

Deyrup, Marta M. and Jennifer Younger. Collecting and Hosting Digital Catholica in the United States. Book chapter in Libraries at the Heart of Dialogue of Cultures and Religions: History, Present, Future. Newcastle upon Thyne: Cambridge Scholars Publishing, 2016, 95-102

Solicited
Deyrup, Marta M. et al. Open Access Week. Inaugural essay for the column Digital Trends and the Global Library Community, *International Information & Library Review*, 48 (1): 2016, 31-36

Deyrup, Marta M. An Initial Report on the Publishing Activities of the Italian Minority Communities in Croatia and the Istrian and Dalmatian Diasporic Communities in Italy. *Slavic & East European Information Resources* 16 (4): 2016, 211-221

Deyrup, Marta M. and Elizabeth McCrea. Merit Pay, a white paper prepared for the Seton Hall Faculty Senate, fall 2015

Service to the Library and the Seton Hall Community:

Faculty Senate Executive Committee 2015-

Co-chair, Program Review Committee, 2015-

Co-chair Senate IT Committee, 2015-

Merit Pay Committee, 2015-2016

Co-chair, Digital Humanities Committee, 2015-

Kathleen Dodds

Director of Special Collections

Special Collections and Archives – Director's Annual Report FY 2015-2016

Website Redesign: Fiscal Year 2016 in the Special Collections Center [SPC] began with the website redesign. We met with Sharon Ince to rough out the basic sections, and as a department brought in content to these areas, tweaked and updated, and developed new material to try to make our design as user friendly, inviting and informative as possible. Processing and Digital Archivist, [now Archivist for Technical Services] Amanda Mita worked with Assistant Dean Elizabeth Leonard to load our content and links into the new website.

Collections Development: We have had several projects that involved key staff or the unit as a whole in concentrated work on our resources in addition to our individual missions. A consultant advised us on our rare book holdings, suggesting a number that should be culled as well as some that are valuable enough to warrant professional conservation, not merely stabilization to preserve them for research value. An initiative to move the University theses and dissertations cleared space for our rare books to be integrated and moved forward. While Brianna LoSardo, Special Collections Assistant, wrapped and tied and applied her understanding of rare books gleaned in attending a workshop at NYU with Alan Delozier taught by the Conservation Center for Art and Historic Artifacts [CCAHA] to the books designated as needing conservation, Archives and Records Services Technician, Leonard Iannaccone, catalogued rare book accessions, notably from the Ascarelli donation, to ready those volumes for shelving along with several carts of books from the Catalogue departments. These volumes were integrated with the stabilized books and the books already in the rare book section and all were shifted to fill the entire shelving unit with some over flow back into the 400 rows in the vault. After working all fall on the preparations described, this shift was accomplished almost entirely by Brianna LoSardo and Len Iannaccone in January 2016. Oversized rare volumes were similarly integrated, and plans to add the oversized designation into their catalogue records remain to be finished due to Len Iannaccone's relocating and leaving the University. However, prior to moving into his vacated position 1 May, Brianna LoSardo was trained by the Catalogue department to remove the discards from the Catalogue. She accomplished this with alacrity and found homes for many of the volumes with the University of Delaware's conservation program, and with CCAHA. She also set up evaluations for each of the dozen volumes the consultant recommended for conservation along with 2 parchment fragments and a Papal Bull, prepared housing for the items and delivered them to CCAHA in March 2016 with Professor Amanda Mita. Dean Buschman authorized conservation of the bull and one extremely rare self-published volume by Thomas Jefferson. She, Amanda Mita and Kate Dodds delivered the rare book discards to CCAHA, picked up the volumes that were not treated, along with their conservation assessments, and selected a frame for the conserved bull in May 2016.

Records Management Shift: Another major project in the SPC involved moving all Records Management materials out of their corner of the vault to make space for the University Museum Collection. Alternate space was found on tops of shelving carriages, on carts and shelving that had held archival supplies outside the vault, and in two study rooms upstairs in the 4th floor; the materials were moved in October 2015 largely by Len Iannaccone and Kate Dodds with some assistance as time allowed from other SPC staff. Dean Bushman provided wire shelving in the Processing and Digital Lab for Archival and Collections supplies. When the study rooms were needed, those two rooms were cleared in November 2015, and the cartons of Records Management materials were moved to an area outside Assistant Dean Elizabeth Leonard's office on the 2nd floor. These temporary locations will be cleared when the Museum Collection's former space in Fahy Hall has been reconditioned, now that the collection has been moved by Collections Manager Allison Stevens to the vault. Archives and Records Services Technician, Len Iannaccone, diligently documented these new locations for Records Management materials as these changes were made to facilitate 1.] annual shredding of materials that had expired from their departmental retention schedules, and 2.] the location of any materials requested by depositing department throughout this process.

Policy Development: The SPC unit engaged in policy development with Gallery staff and the Dean in defining art, artifact and archival items to delineate our respective roles in properly housing and cataloguing materials in the shared space of the vault. In addition, collecting policies with respect to our areas were developed and integrated, along with policy on use of the SPC Conference Room for classes, and the use of archival/museum materials in the teaching of classes. During March and April 2016 Special Collections and Gallery cooperated on developing more empirical methods for selecting our "Top Ten" for the University insurance coverage. This identification and enumeration of objects, textiles and other items in the archival collections undertaken by Kate Dodds will aid the utilization of the preservation skills of the Collections Manager and facilitate the eventual description and catalogue process in PastPerfect under the Collections Manager, rather than in Archivists' Toolkit [AT] presently used to describe archival collections.

Accessions: We received a number of acquisitions this year including the following:
1. Rosary S. Gilheany* – books and newspapers on Italian history and culture
2. Dan & Kathy Leab* – HUAC reports, materials on American Labor Movement, British playbills
3. Maria Mazziotti Gillen* – papers from alumna/NJ Poet
4. Tullio Ascarelli* – rare books and volumes on Italian, ancient and world culture
5. John Angelo – materials from NJ-born actor
6. Lawrence Cetrulo - Italian family history
7. Archbishop Myers – 2013 files in annual accession
8. Jacob I. Fass papers – small collection of Polish immigrant/chemical engineer
9. Fuglini Family Correspondence – reflects Italian experience in Italy pre-WWII and as immigrants to Rutherford, NJ
10. Cavaliere Angelo and Maria Bio* – collection of books and bound copies of La Domenica Della Corriere, an Italian weekly newspaper
11. Msgr. John A Radano – records from Ecumenical Movement

* Several of these collections involved rare book cataloguing accomplished by Leonard Iannaccone within our unit.

Continuing Education and Webinars: We have attended a number of webinars this year to evaluate options for a.] collections management software including Islandora, Eloquent and Cuadra Star; b.] digital preservation programs such as ArchiveIt and c.] digital exhibitions capability. We also explored the mechanics of processing and managing digital records and manuscripts, metadata for archivists, standards for digital archives, digitizing negatives and slides, grant writing for digital preservation and more. Amanda Mita and Alan Delozier attended and presented workshops at Conferences, and as noted, Alan Delozier and Brianna LoSardo attended a 2-day workshop in rare books. Webinars and workshops attended by each staff are listed in their individual reports.

Public Service: Our primary mission is to collect and preserve materials of enduring value for research in the history of the Archdiocese of Newark [ADN] and of Seton Hall University. Our research response statistics are as follows:

We have handled reference at the front desk over the past year for phone, mail, email and onsite requests. We have recorded the types of requests and geographic location:

Type of request	Number handled Jul 1, '15 – May 31, '16
Archdiocesan	149
University Archives	341
Manuscript	69
Rare book	26
Irish	35
Sacramental	190
Genealogy	179
Directions	179
Other	4

The bulk of requests were from SHU or Archdiocese of Newark [ADN] researchers.
States from which requests were served include the following states: AZ, CA, CO, CT, DC, DE, FL, IA, IL, IN, KS, LA, MA, MD, MI, MO, NC, NE, NH, NJ, NY, OH, OK, OR, PA, PR, SC, UT, VA, BT, WI.
Nations from which requests were served: Brazil, Germany, Ireland, Italy

University Library Strategic Plan Objectives:
Objective 8: Define and play a role in Digital Humanities at Seton Hall **(1-3, 5-9)**
        SPC is ideally suited to play a role in Digital Humanities at Seton Hall. With ever more collections being processed and selectively digitized we will be able to respond to faculty, student and scholar requests. For instance, Amanda Mita has been working with a couple of interns and a student worker to digitize writings of Trina Padilla de Sanz. Amanda is also looking into crowd-sourcing translation Spanish to English of some of Trina Padilla de Sanz's writings as a Spanish language teaching tool for high school and undergraduate students. In addition, Alan Delozier and Kate Dodds are working with Dean Buschman to select materials from across our collections to support a grant application in the area of Catholic Social Justice.

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

While our collections do not circulate, we have done a major shift of rare books in order to accommodate some accessions, some recently catalogued items from upstairs, integration of volumes in poor condition that had been stabilized by wrapping and tying by Brianna LoSardo and a student, and to fill space vacated by the move of Seton Hall University theses and dissertations out of the vault to shelving upstairs.

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

Through the use of a consultant in rare books, we examined our rare books for volumes that were old, but not rare, in poor condition or in partial sets and should be excised from the collection. Brianna LoSardo was trained to remove these and volumes that had only research value, but were duplicated in the Main collection from the system. She gave new life to many volumes in the conservation programs both at CCAHA and the University of Delaware. Those volumes [12] identified as quite valuable if conserved were taken to CCAHA. One volume, a self-published Thomas Jefferson, is being conserved. The others have been retrieved and will be described on our website with their conservation estimates in an Adopt-a-Book fundraising effort.

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

SPC staff worked with the Gallery Director and Collections Manager on creating definitions of art, artifact and archival material to guide researchers and the public in how to access materials for research based on whether the item is best described and handled by archival or collections focus and collections management program. In addition, we cooperated on developing a unified Collecting Policy to guide potential donors to the proper unit to which to donate material. These policies are posted on the Library and our respective websites to expose them to the greatest number of potential researchers and donors.

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

This year has involved intensive effort to optimize our use of our space. As noted, Records Management cartons were moved from the corner of the vault to holding locations to create open space into which Collections Manager Allison Stevens moved the University Museum Collection from Fahy Hall. Once work has been accomplished to recondition that space in Fahy [control temperature and humidity; design and construct shelving plan] the non-permanent Records Management materials will move to Fahy. As noted above, rare books were streamlined, integrated and shifted forward to best use the shelving they occupy in the vault. The same integration and shift was made in the oversized rare books to allow for optimal use of that row for flat storage. Shelf finds are being cleared in the Processing Area and in the Processing and Digital lab to properly house, describe and store those items and clear space for further processing. Shelving was purchased to optimize the storage of archival and museum housing supplies in the lab.

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

We attended several webinars and meetings with Library and IT staff in order to recommend software and methodologies for digital preservation both in the areas of archives and records management. We anticipate moving into this area this coming year.

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

As noted above, we are hoping to develop an Adopt-a-Book program that could be expanded depending upon response.

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

Amanda Mita used updates and suggestions from each member of our unit, and with Assistant Dean Elizabeth Leonard, constructed our updated website within that of the University Library. She continues to make updates as needed and provides innovative insight into new developments we can add to make our content more easily discovered and navigated.

Objective 22: Digitize selected Seton Hall assets to highlight the University, mission, and depth of resources (e.g. Padilla de Sanz papers, Priest's cassettes, Seton Hall University Museum Collection) (1-3, 5, 8)

As mentioned, writings of the Trina Padilla de Sanz collection have been digitized. Several items of audio-visual material were discovered by means of finding aids on line, and negotiations per our policy regarding on demand digitizing were initiated. Photographs and archival materials were digitized and exposed in various exhibits, presentations and online exhibits. Notably, intern Carly Miller worked with Amanda Mita to design and execute an online exhibit in Omeka on Trina Padilla de Sanz. This program has since been purchased so that archives and museum collections alike can develop online exhibits to expose more of our materials.

Objective 25: Develop events/speakers relevant to the Seton Hall community (6, 7)

Notable events this year include a reception for the extended family of New Jersey State Senator Donald M. Payne, Sr. in October 2015. Additionally, in November, largely through the contributions of Alan Delozier, the SPC hosted an event, exhibits and talk that were part of the Aphra Behn Society bi-annual international conference. Four professors highlighted four pieces from our archival collections in talks to the Conference attendees in our Reading Room. In April, Alan spoke at the Wu Symposium honoring SHU Professor John C. H. Wu, noting primary sources for research into Professor Wu's work. And also in April, Alan worked with faculty and students to highlight work in the Petersheim Expo for Academic Excellence.

Finally, I attach each of our individual reports from faculty members Alan Delozier and Amanda Mita; Archives and Records Services Technician Brianna LoSardo, Archdiocesan Archivist Msgr. Francis R. Seymour, and Director of Special Collections, Kate Dodds

Alan Delozier, University Archivist & Special Collections Librarian

The following summary is based on the proscribed Library Strategic Plan Objectives (where applicable) and the overall Archives & Special Collections Center Annual Report with relevant professional activities undertaken over the past fiscal year either separately, or in conjunction (specific instances noted below) with departmental colleagues Dr. Kate Dodds, Msgr. Francis Seymour, Mr. Leonard Iannaccone (prior to departure), Ms. Brianna LoSardo, Professor Amanda Mita and/or my Faculty Library Colleagues. Thank you in advance for reading and any comments provided.

Seton Hall University Libraries: Library Strategic Plan Objectives to May 2017

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

Helped to promote the historical significance of the first Seton Hall University School of Medicine and Dentistry through the creation of exhibit windows in the Archives & Special Collections Center Reading Room with a corresponding blog entry on our homepage to coincide with University Weekend. (October 2016)

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

(Please See Objective 4)

Objective 3: Investigate, select, and deploy alternate service/teaching tools and technologies

(1, 5, 8)

Internet-Based Information Sharing. Serve as Webmaster for the New Jersey Catholic Historical Commission Website/Blog and Facebook Page. Content Manager for the Archdiocese of Newark History & Preservation Homepage. Chair of the Catholic Library Association Membership and Publicity Task Force which involves working with the Executive Board and librarians across the country to build stronger information sharing connections. (May 2015-Present)

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

Taught a total of 20 individual class sessions including English 1201/1202, Core Freshman Orientation, and specialized instruction. Various classes featuring primary source instruction including a preview of materials found specifically in the Archives & Special Collections Center have also been taught. Of particular note were requested individual instructional classes with Dr. Mark Molesky (History), Dr. James Kimble (Communication and the Arts), Msgr. Raymond Kupke (Seminary) and aiding Dr. Debra Zinicola (Educational Studies) with content development for her course entitled – "Great Catholic Teachers." [Fall 2015]

Resources from the Archives & Special Collections Center that were used as part of required classroom assignments include my collaboration with Dr. Sara Fieldston (History) - "Recent History Since 1945," [Spring 2016]; Professor Edward Krajewski (Communication and the Arts) – "Writing for the Media" [Fall 2015 and Spring 2016]; and Dr. Cherubim Quizon (Anthropology/Sociology) – "Introduction to Cultural Anthropology" [Fall 2015].

Additional professors worked with on various projects over the past academic year included: Dr. Fred Booth (Classics), Dr. William Connell (History); Dr. Lawrence Greene (History); Dr. Sean Harvey (History); Professor Alan Lucibello (History); Dr. Maxine Lurie (History); Dr. Vanessa May (History); Rev. Douglas Milewski (Religious Studies); Dr. Edwin Pak-wah Leung (Asian

Studies); Dr. Emma Quartaro (Social Work); Dr. Tom Rzeznik (History); Dr. Anthony Troha (Physics); Professor Allan Wright (Catholic Studies) and others representing different disciplines across campus.

Other singular educational activities undertaken over the past year include providing on-campus tours to candidates for the Assistant Dean for Public Service position [July 2015]; Co-addressed an orientation session for Diplomacy and International Relations students program with Professor Lisa DeLuca [August 2015]; participated with colleagues at the University Libraries table during the University Involvement Fair [September 2015]; and assisted Professor Lisa DeLuca with her multi-day History Outreach Program [April 2016]

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

Have engaged mainly in individual research along with team project solving in various instances over the past year. From July 1, 2015-May 31, 2016 here are the type of requests and number of completed during this time period…

Type of request	Number completed
Archdiocesan	104
University Archives	339
Manuscript	53
Rare book	18
Irish	35
Sacramental	7
Genealogy	10
Directional	194
Combination (Two or More Categories Per Single Request)	16

More information on specific request instances can be provided in further detail upon request.

Special Collections staff share reference responsibilities, serving researchers in the Reading Room, preparing for visits by preparing materials from the vault and replacing after research is

complete. It has been especially valuable to collaborate with Ms. Brianna LoSardo on many projects involving the research community over the past year.

Student Accomplishments. Supervision of interns from Seton Hall University during the course of the 2015-2016 academic year. Worked with the following Seton Hall undergraduates (project choices centered on different historical themes listed in brackets) over the past year: Ms. Allegra Berg (Asian Studies); Mr. Evan Connell (Student Activities); Mr. Alexander Grey (Political figures and connections to Seton Hall); Ms. Alexandra Jousset (John F. Kennedy); Ms. Faith Lauter (Salt and Seton Letters: A Civil War Connection); Mr. Santiago Losada (Languages and International Programs); Mr. Matthew Peters (Honorary Degree Recipients and Black Studies); Ms. Elena Vitullo (World War I and School History for *The Setonian*).

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

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

Developed the online core curriculum elective course entitled: "New Jersey Catholic Experience" sponsored through the Department of Catholic Studies, but also cross-listed with the Department of Religious Studies and the School of Theology. Offered during the Fall 2015 and Spring 2016 semesters, this course stresses bibliographic instruction and contains detailed readings from texts found in our library and primary source usage options from the Archives & Special Collections Center. (* Scheduled to be taught again during the 2016-2017 academic year)

Praxis Program of the Advanced Seminar on Mission. Sponsored by the Center for Vocation and Servant Leadership (CVSL) and co-sponsored with the Center for Catholic Studies (CCS). The Praxis Program is an advanced faculty development program designed to foster personal, professional, organizational and institutional development for faculty and administrators at Seton Hall, who are graduates of two previous mission seminars. Its purpose is to engage faculty and administrators in a process of peer mentoring and curricular/co-curricular support designed to apply the mission of the University to their respective disciplines and departments, through a method which connects the disciplines to each other, to an integrated understanding of knowledge, and to the Catholic Intellectual Tradition. (Invited – Part of the Cohort II group)

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

Attended the Digital Humanities Summer Seminar workshop in anticipation of submitting a proposal for digitizing and offering an educational site related to Catholic New Jersey/Seton Hall University during the Summer of 2016. Title of proposal and further details to be determined.

Viewed various webinars (coordinated by Professor Amanda Mita) including – "Building a Digital Preservation System," "Local History Digitization," and "Online Exhibitions" among others are designed to provide background on facilitating the development and implementation of digital-based projects. (2015-2016)

Attended (with Ms. Brianna LoSardo) the conference entitled: "The Next Chapter: Rare Books in Modern Times," presented by the Conservation Center for Art & Historic Artifacts to learn more about the future of unique texts and options for educational usage and digitization prospects. (October 2015)

Each of the points here can also be applied to future goals associated with Objective 19.

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

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

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

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

Publications added to the Institutional Repository (Published Over Past Year)

> "Gannon, Guilfoyle, and Walsh: Shared Education and Catholic Higher Learning Objectives in Western Pennsylvania and Beyond, 1873-1957," *Gathered Fragments*, Journal of the Catholic Historical Society of Western Pennsylvania, 2015.

> "Archival Science & Historical Method Toward Quest For Insight," Praxis Seminar, Seton Hall University, 2015-2016. (Revised Web Essay)

> "Gothic Pride, Brian Regan," *New Jersey Studies: An Interdisciplinary Journal*. Trenton, NJ: New Jersey Historical Commission, 2:1, 2016.

> "History of New Jersey Catholic Publications," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:1, 2015.

> "The Writings of Bishop John Joseph O'Connor and the Great War," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:2, 2016.

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

> "Al Smith & The Sidewalks of New Jersey – A Look at the 1928 Presidential Election and the Garden State," (* Book chapter completed and accepted for publication in *New Jersey Catholicism: A Public Reader*. Carl Ganz, Jr., ed., Summer 2016)

"Éirí Amach na Cásca: An Introductory Reference Guide to Archival & Research Trends on the Easter Rising." (* Article submitted for inclusion in *Studies on the Irish Experience in New Jersey and New York*, Seton Hall University e-repository, 2016/2017)

New Jersey Catholic History – Textbook & Reference Guide. [Working Title] (* Reference Book/E-Book project underway to be published via sponsorship with the New Jersey Catholic Historical Commission, 2016/2017)

Seton Hall University – A History of Pirate Athletics. [Working Title] (* Book project tentatively accepted for publication through Exit Zero Press, 2017/2018)

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

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

Catholic Social Work/Justice Resources Evaluation Project. (with Dean John Buschman and Dr. Kate Dodds) Team review of collections and individual materials from our collection that will likely be selected for inclusion as part of a preservation and digital based grant proposal in the near future.

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

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

Objective 17: Organize, expose, and preserve the Seton Hall University Museum Collection **(2-9)** n/a

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

Office Maintenance & Meeting Attendance. Work with colleagues upon request to help on de-accessioning decisions, re-shifting, checking for multiple copies, and other projects as needs arise. Part of group discussions regarding various procedures that were examined and streamlined over the past year.

Staging Area Organization – Phase I & Phase II completed.

Staging Area Organization – Phase III. Evaluation of Seton Hall-produced/themed individual reports, publications, and other material for research purposes. Success has been had in the first wave of sorting items into categories, carefully discarding duplicates, and freeing up room to use for the more intensive evaluation process which has already started. (* The consolidated materials have been temporarily moved to Rows 013-014 and on top of the Vertical File cabinets as the process moves forward.)

Staging Area Organization – Phase IV. This phase involves a more detailed consolidation of Seton Hall-produced/themed materials which have mostly been identified and duplicates removed from the vertical file and remaining items more closely organized (including a listing of research-oriented vertical files listed on our University History LibGuide as of 2016), but has also been updated to include concurrent work with two unprocessed collections – Arts & Sciences Faculty Files and the John Concannon Irish/American-Irish Papers which constitute over 300 cubic feet of material combined. Approximately 1/3 of the total volume between these three collections has been processed as of May 31, 2016. The rationale is to work on these collections separately, but devote significant time blocks to all in order to complete each as soon as possible. The goal is to have these three different collections organized for our research community, but also to help make free space for incoming donations in the future. Excellent work in regard to this project has been undertaken by Mr. Mark Mendolsohn (Volunteer) and Mr. Patrick Tobias (Student Worker) in their efforts to consolidate and record vertical file contents and various boxed materials over the past two semesters.

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

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

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

Consistently work with different members of University Advancement on research project research and fact-checking related to varied projects including publication content and alumni queries among other types of requests received. More information on specific inquires can be provided upon request.

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

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

Contributed to the Archives & Special Collections blog at various times over the past year. Included are the entries (in chronological order) entitled: "The Presidency & Memory Of John F. Kennedy, An Exhibit By Alexandra Jousset," (7/2015); "The First Seton Hall Medical School & Its Roots – A Retrospective Exhibit, 1915-2015," (9/2015); Aphra Behn Conference & A Celebration Of Rare Books (10/2015); Christmas Pageants, Pirate Preview, & Jean Shepherd – "A Christmas Story" Of Setonia (12/2015); The SPIRIT – An 85 Year Celebration Of Catholic Poetry (1/2016); The Women of Seton Hall – A Window Into The Past, Present, & Future (2/2016); Early Irish Education – Nineteenth Century "How To" Guide Books (3/2016); From The Far East to Seton Hall – Exhibits in Honor and Remembrance of Dr. John C.H. Wu (4/2016). Full text on each article: http://blogs.shu.edu/archives/2013/07/campus-under-construction/

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

Helped with revisions made to the Archives & Special Collections and Office of Records Management sections of the *Seton Hall University Undergraduate and Graduate Catalog(ue)s*, 2015-2016 and 2016-2017 editions. Asked to provide further text to the University History section for the latest catalog(ue). Submit yearly report and survey data highlighting Catholic-centered primary resources to the Office of the Provost.
Provided an updated University History text for each member of the Seton Hall Board of Regents and Trustees (2015-2016). Yearly research assistant for the *Many Are One* gala and awards sponsors committee (2015-2016).

Worked with colleagues on the writing of a Catholic Studies Impact Statement project (with Professor Anthony Lee and Professor Katie Wissel) submitted earlier this year to Dean John Buschman upon his request [Fall 2015]

Objective 23: Develop Alumni and guest printing capacity **(1, 6)**

Continually serve as a professional reference to various alumni, students, colleagues, and collaborators. This includes service as an annual reviewer and offering mentorship to various individuals both on campus and externally.

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

Catholic Library Association (CLA). A member of the organization and presently serve as Chair of the Membership & Publicity Task Force. Work with the CLA Steering Committee to develop promotion of the organization, website upgrades, and plans to work on early anniversary

commemorations in honor of their centennial in 2021 among other projects adopted this past year which will continue forward into coming months.

Catholic Research Resources Alliance (CRRA). A member of the CRRA Collections and Digital Access Committees, contributing to the increased presence of resources on the CRRA Website and Catholic Portal. Presently serve as Chair of the Scholars' Advisory Committee with our priority projects centered around further digitization of newspapers, further enhancement of the CRRA portal, and a usership and promotional survey/study which is in process. Working with the Steering Committee on a mentorship program which involves outreach to non-members and related projects among member institutions and individual archivists, librarians, and others connected to the full project.

Mid-Atlantic Archives Conference (MARAC). Active with the New Jersey Caucus meetings and conference program committee planning to varying degrees. Part of the Program Committee (with Professor Amanda Mita) and Local Arrangements Committee (Tours Task Force) for 2017 Fall Conference to be held in Newark, New Jersey. Elected as an incoming member of the Distinguished Service Committee for the 2016-2017 term.

New Jersey Catholic Historical Commission (NJCHC). Under the guidance of Monsignor Francis Seymour, Archdiocesan Archivist and Chair of the NJCHC, this organization continues to support scholarship initiatives of various types. Serve as Executive Director to aid with budget, meeting coordination, recording secretary, news gathering, event planning, and various outreach initiatives. Major highlights include regular updates made to the NJCHC website/blog - http://blogs.shu.edu/njchc/ and Commission-sponsored Facebook Page. Continue producing our resurrected bi-annual e-newsletter edited by Dr. Maura Harrington and entitled – *The Recorder* (first issue - June 2015 and second issue – January 2016) can be accessed via the following link - http://blogs.shu.edu/njchc/the-recorder/ Further accomplishments include contributions to Archives Day in New Jersey (October), the annual Spirit of the Jerseys (May) events held in Monmouth County, and the sharing of news and resources with the League of Historical Societies of New Jersey along with the Association of Catholic Diocesan Archivists on a regular basis. Updated the Mahoney and Field financial awards to aid with research and book publishing projects. Co-sponsored various theological-themed events with the Seton Hall University Catholic Studies Department among other organizations over the past year. Helped with review on the book draft and web access to the *Catholic Historians' Handbook* by Carl Ganz, Jr. published via the NJCHC in 2015.

Ancient Order of Hibernians (AOH). State Historian and de-facto Archivist for the New Jersey AOH, Irish-Catholic service organization. Responsible for website and print updates, research initiatives, appeals for material donations, reports to the State President and fellow members of the executive board. Assisted on securing provisional approval from the Office of Student Affairs for the creation of a new AOH division on campus. Provide talks on the value of history and preservation at local and state board meetings throughout New Jersey. Presently working with each division statewide to establish a resource and historical reference network. Association with the National Headquarters on content for a special book in honor of the Easter

Rising and leading an ad-hoc planning committee to help with historical support of the AOH National Convention to be held in Atlantic City (July 2016).

South Orange Historical Preservation Society (SOPHS). Continued membership on the advisory board and serve as Vice President of this organization (2014-present). Attend and contribute to monthly meetings on campus and within the Village of South Orange. Assisted on the annual house tour as a docent and aid with the planning committee for the 2015 event. Member of the SOPHS Student Scholarship Review and House Tour committees. Presently serve as Chair of the organization committee for an upcoming Symposium in honor of the 150th anniversary of the South Orange Public Library being co-sponsored by the SOPHS.

South Orange Public Library (SOPL). Have worked with the administration for many years and most recently was appointed to the 150th Anniversary Committee (2015-2016). Have worked with this Board on various programming ideas, promotional plans, and other activities to bring awareness to the anniversary and work the library does on a daily basis. Latest project was providing a detailed timeline of Seton Hall University history for display along with other activities that have occurred locally, nationally, and globally over the past 150 years the SOPL has been in existence.

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

Additional research collaboration and professional discussions held with different organizations. Included are the American Labor Museum, Caldwell University Archives, Catholic Archdiocese of New York, Catholic Diocese of Metuchen (NJ) and their Historical Commission (Planning Committee), Columbia High School (South Orange-Maplewood) Library, Cornucopia of New Jersey, Consul General of Ireland (IACI), Felician College Archives, Maplewood (Durand-Hedden House Museum), New Jersey Historical Commission, Philadelphia Archdiocesan Historical Research Center, Quinnipiac University Library, Saint Peter's University (Anniversary Committee), UNA-USA (National Office), Strollers Theater Group of Maplewood, and others.

Selected continuing memberships, educational exchange, and varying degrees of participation continues on behalf of the American Catholic Historical Association, American Conference of Irish Studies (Archives and Digitization Task Force), Archdiocese of Newark Patrimony Committee (Observer), Archivists Roundtable of New York, Association of Catholic Diocesan Archivists (News Correspondent for New Jersey), Catholic Library Association (Chair of the Membership & Publicity Task Force), Friends (Quakers) Historical Society, Garden State Legacy (Speakers Bureau), Irish-American Cultural Institute (Easter Rising and New Jersey Commemoration Committee), Irish Roundtable of New York, Mercier Club (Catholic

Intellectual Social Organization), Metropolitan Catholic College Librarians Chapter (NY), New Jersey Library Association College/University Archivists Committee, New Jersey Studies Academic Alliance, Newark Archives Project (Advisory Board), Newark Historical Society, and others.

Campus Consultancies. Assisted with various articles written by student journalists representing the *Setonian* over the past year. Regular historical-oriented collaboratives are regularly conducted with various departments/centers including: Alumni Relations, Bayley-Seton League, Department of Catholic Studies, Department of Military Science, Department of Nursing, Immaculate Conception Seminary Library, Office of Athletic Communication, Office of Mission and Ministry, Office of the Provost, Pirate Blue, President's Hall Administration, University Advancement, and WSOU-FM Radio among others. Specific information on instances is available upon request.

Committee Assignments. Elected as incoming Faculty Senator for the 2016-2017 term. Outgoing Chair of the Faculty Senate Library Committee (2015), but retain membership with this group along with the Faculty Senate Faculty Development and Graduate Studies Committees. Sustaining member of the annual Charter Day Committee. Also part of the Petersheim Academic Exposition Steering Committee (Chair of the Archives/Exhibit Sub-Committee); Program Review Committee (2015-17); Student Leadership Servant Award Committee; Co-Advisor for the Seton Hall University Student Irish Society (Pirates of Irish Persuasion and Excellence, PIPE and PIPE Alumni Club); and Move-In Day Volunteer (2015).

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

Objective 25: Develop events/speakers relevant to the Seton Hall community **(6, 7)**

Member of the Steering Committee for: "China Studies, Catholicism, and East-West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu." This two-day conference was held on the campus of Seton Hall University in honor of the life and work of scholar Dr. John Ching Hsiung Wu, a prominent Chinese jurist and writer whose specialization was Christian spirituality, literature, and jurisprudence. (4/2016) (* A conference proceedings book is presently being worked on in conjunction with the speakers from this event)

Creator and Steering Committee member for the upcoming conference entitled: "In Celebration of the 1916 Easter Rising: Art, Articulation, and Inspiration." This one-day symposium will look at the theatre, art, philosophy, theology, and history of the Easter Rising and its centennial observance as well as the post-rebellion period from a liberal arts perspective. Speakers will examine the words and meaning behind the cause for freedom and why we continue to study and explore this pivotal event not only in the Irish experience, but its impact worldwide. (Confirmed and Scheduled for October 21, 2016)

Faculty Lectures. Worked as a co-organizer with various faculty members on two book launch and public programs events during the Fall 2015 semester in the Beck Rooms, Walsh Library. Dr. Mark Molesky – *This Gulf of Fire: The Destruction of Lisbon, or Apocalypse in the Age of Science and Reason.* (November 19, 2015) and Dr. Vicente Medina - *Terrorism Unjustified: The Use and Misuse of Political Violence.* (December 8, 2015)

Exhibits & Related Projects. Various academic courses featured assignments that required deep usage of archival materials for exhibits and outreach projects. These requests often came via faculty and/or graduate students from the Museum Studies program along with others from different disciplines who needed to utilize different parts of our collection for respective class projects, Walsh Library Gallery major exhibit planning, and/or window display aid. Counted among the cross-section of events assisted with (chronological order) include: Mr. Joe Yankus "Seton Hall Class of 2019" Walsh Gallery Window (Summer 2015); "Aphra Behn Conference" (Fall 2015) (with Dr. Kate Dodds, Dr. Karen Gevirtz, Dr. Kirsten Schultz) [* Personally produced a working list of books/documents for review by Drs. Gevirtz and Schultz and subsequently wrote a brochure guide for conference attendees, blog entry, and mounted exhibits in the Archives Reading Room, Walsh Gallery Window, and Walsh Library First Floor Display Case based on their final selections]; Ms. Chelsea Levine and Ms. Katherine Tedesco "The Cure for Anything," Walsh Gallery; Ms. Taylor Curtis "From Ukraine to New Jersey: Louis Lozowick's Prints of American Life" [Piero Art Gallery - South Orange] (Spring 2016); (with Ms. Katie Wosco) "Women's Conference – A Celebration" Walsh Gallery Window (Spring 2016); "Dr. John C.H. Wu Conference" (* Personally mounted displays in the Archives Reading Room, Walsh Gallery Window, and Walsh Library First Floor Display Case) (Spring 2016); (with Dr. Jose Lopez, Dr. Lisa Rose-Wiles, and Dr. Martha Schoene) "Petersheim Academic Exposition, 20th Anniversary Display," Walsh Gallery Window; w/ Ms. Anne Marie Vasquez, Office of Athletic Information – "Seton Hall University Athletic Hall of Fame" project (Spring 2016); Ms. Jeanne Brasile "Campaign Buttons From the Seton Hall University Archives: A Brief Historical Background" Walsh Library Windows [four different] (Spring-Summer 2016); Ms. Jeanne Brasile "Built for Learning" Walsh Library Gallery (Summer 2016)

Representative Conferences/Talks From June 1, 2015-Onward (Chronological Order/Details):

"Women and the Great Hunger in Ireland," Panel Moderator for "The Earl Grey Orphans" and "Post-Famine Representations," Plenary panelist for session entitled: "Understanding the Great Hunger: The Next Phase" held at Quinnipiac University, Hamden, CT. June 4-6, 2015. (Invited)

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

"Users and Access: Models for Collaboration on Digital Projects," Panel Presentation and Roundtable with Professor Youngok Choi - Catholic University of America and Ms. Patricia Lawton – University of Notre Dame held at the Catholic University of America, Washington, DC. October 8, 2015. (Invited)

"Discovering The Unique & Interesting - An Introduction To Archives & Special Collections," Presentation in the Graduate Lounge of the Walsh Library – Seton Hall University. October 20, 2015. (Invited)

"The Connection of Seton Hall University and the Township of South Orange Over the Past 160 Years," Presentation as part of the South Orange Public Library Speakers Series. November 5, 2015. (Invited)

"Catholic Resources in Context: Finding Traditional and Non-Traditional Information Leads," Presentation delivered at the Genealogical Society of New Jersey Annual Meeting held at Rutgers, The State University of New Jersey. November 7, 2015. (Invited)

"An American Irish Figure of Distinction - James J. Braddock - Researching His Times and Legacy," Presentation as part of a panel entitled: "Connecting the Research Dots: Understanding Celebrity, Distinction and Reputation From Different Perspectives" at the American Conference of Irish Studies, New England Chapter held at the University of New Haven, Connecticut. November 20, 2015.

"From Archival Research to Careers in the History Field – A Discussion," Presentation to the Seton Hall University History Club – Archives & Special Collections Center. December 3, 2015. (Invited)

"Irish & American Irish Resources," and "An Introduction to the Easter Rising," Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 20-21, 2016. [* Annual Irish immersion school for 6-12 grade students. Named to the Gael Scoil Advisory Board.] (Invited)

"New Jersey Catholic Experience – An Overview," Presentation to the Praxis Program of the Advanced Seminar on Mission, Seton Hall University. February 22, 2016. (Invited)

"Seton Hall University Men's and Women's Basketball – A Brief History," Presentation to the Rotary Club of South Orange. February 25, 2016. (Invited)

"Finding [Traditional and Non-Traditional] Irish Related Records From The Contaes Na Éire To County Passaic Before & After The Easter Rising," Presentation to the Passaic County Genealogy Club, Paterson, New Jersey. March 12, 2016. (Invited)

"The History & Spirit of Seton Hall University Men's and Women's Basketball," (with Mr. Brian O'Malley and Ms. Ann Szipsky) Presentation to the University Community at Boland Hall, Seton Hall University. March 16, 2016. (Co-Organizer)

"An Introduction and Overview of the Easter Rising," Presentation delivered at the River Edge, New Jersey Public Library. March 28, 2016. (Invited)

"Réin An Leabhair – A Retrospective of the Capuchin Annual During the Transition Years Between Taoiseachs De Valera and Lemass," Presentation accepted for the American Conference of Irish Studies held at the University of Notre Dame, South Bend, Indiana. April 3, 2016.

"Catholic Newark and the Easter Rising: Local Perspectives on the Search for Irish Independence", (with Father Augustine Curley) Presentation held at the New Jersey Historical Society, Newark. April 14, 2016. (Invited)

"The Easter Rising – An Introduction," Presentation created for the annual PIPE Irish Dinner held at Seton Hall University. April 15, 2016. (Invited)

"New Jersey Connections to the Easter Rising," Presentation delivered at Union County College, Cranford, New Jersey. April 20, 2016. (Invited)

"Researching Primary Archival Sources Related to John Wu and Asian Studies," Presentation delivered at the Dr. John C.H. Wu Conference held at Seton Hall University. April 21, 2016.

"Mother Seton as Social Worker – A Historical Overview," Social Work Class (SOWK 111) and Open to the Public, Seton Hall University. April 28, 2016. (Invited)

"Seton Hall University Archives & Special Collections Center – Academic Archival Records," Discussion group with the New Jersey Chapter of the Association of Professional Genealogists, Montclair, New Jersey. April 30, 2016. (Invited)

"The Easter Rising & American Revolution - A Comparison of Rebellion," Presentation at the Ridgewood Public Library. May 2, 2016. (Invited)

"Mount Carmel Guild Collection," Lightning Round Talk – CRRA Annual Conference Panel, Interactive Presentation. June 7, 2016. (Pending)

"History of the Immaculate Conception Chapel," New Jersey History and Historical Preservation Conference held at Seton Hall University. June 8-9, 2016. (Invited – Pending)

"The Female Presence and Post-Secondary Co-Education in the Franciscan Academic Experience from Early Inroads to Enduring Presence 1847-Present for the 2016," Presentation at the Franciscan Institute Conference on Franciscan Women to be held at St. Bonaventure University, St. Bonaventure, NY. July 12-15, 2016. (Pending)

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

I explored the possibility of embedded librarianship for Museum Studies. I discussed this option with Dr. Petra Chu, Program Director of Museum Studies. Embedded librarianship was found not to be an option at this point in time. I will reopen this conversation with Renee Robinson, who will take over for Dr. Chu, in Fall 2016.

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

I have serves as a member of the Digital Humanities Committee since April 2015. I have participated in the creation of a Digital Humanities fellowship program as well as workshops and events.

I continue to work with Veronica Armour, an instructional designer in TLTC, on a DH project featuring the Trina Padilla de Sanz papers. The project consists of developing a platform for crowdsourcing translation and transcription of the collection. The final product is intended to be utilized as a language and history teaching tool for Seton Hall University students as well as students in community schools.

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

Working with Sharon Ince, Digital Librarian, I am investigating new ways to utilize the IR, particularly as an alternative platform for showcasing digital manuscript collections. A selection of papers from the Trina Padilla de Sanz collection will serve as the pilot project.

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

I have played a major role in facilitating this project as far as creating a space where collections work may be performed within the repository. Through a major overhaul of the Preservation Lab, I created a functional space for Allison Stevens, SHUMAA Collections Manager, to catalogue, photograph, and rehouse materials and to store supplies. I also cleared and cleaned the fume hood so that museum materials may be safely remediated within the repository.

I am currently working with the Director of Walsh Gallery to create a photograph station within the preservation lab to facilitate object cataloging.

I assisted the archives team in a major relocation of records management materials in order to clear space to house the museum collection within the vault.

I continue to work with TLTC on configuring Omeka, a digital exhibitions software, to suit the Gallery's needs for exhibiting materials from the SHUMAA collection as well as other artifact and art collections.

Objective 18: Manage Special Collections space efficiently and effectively **(1-4, 7-8)**
Over the course of a year, I completed a total overhaul of the Preservation Lab in anticipation of the arrival of the SHUMAA collection. This included accessioning, processing, rehousing a large

amount of collections materials found on shelves and carts and in cabinets. I disposed of obsolete office furniture within the preservation lab to create more work space. I also worked with Robert Rementeria, the Walsh Library IT coordinator, to assess and dispose of obsolete technology to create more counter space for processing. I assessed and consolidated all supplies, thereby creating ample cabinet storage space for the Collections Manager to store museum supplies. I also disposed of acidic and hazardous storage supplies to ensure quality rehousing of archival materials moving forward.

I requested a second scanning station to facilitate the simultaneous work of both the Archives and Gallery units as well as to expedite archival digitization projects.

With the assistance of Brianna LoSardo, former Archives Assistant, I cleaned and reorganized other areas of the repository, including the supplies cabinet and closet.

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

I served as a member of the Digital Services Planning Committee. This committee was tasked with evaluating the Library's current digital preservation needs and capacity, conducting technology audits, and determining solutions for current and future digital preservation needs. The committee produced the *Seton Hall University Libraries Digitized Collections Technology Plan: 2016-2021*, which outlines the future direction of digital preservation at Walsh Library and makes recommendations for software solutions.

> o   I was responsible for determining (in consultation with the Director of Archives) and communicating the needs of the Archives. I also served as a liaison between the Committee and Gallery. As such, I worked closely with Jeanne Brasile and Allison Stevens to determine the digital preservation and storage needs of that unit.

My work with the Committee required a great deal of software research. The Archives initiated digital preservation research several months prior to the formation of the Committee and advocated strongly for a digital preservation system (Preservica), updated archival data management software, and web crawling software. Both before and during my work with the Committee, I demoed a variety of digital preservation software and conducted interviews with multiple users of Preservica prior to the Committee's final recommendation to replace CONTENTdm with Preservica. Walsh Library will be among a small number of universities to implement Preservica as a digital asset management system in addition to a digital preservation system. As such, Walsh Library has an opportunity to be a driving force in the development of Preservica for use as DAMS with public access.

I initiated the use of Omeka in Archives. My intern, Carly Miller, created a digital exhibition featuring the Trina Padilla de Sanz papers utilizing a free, hosted version of Omeka. This initial exhibition served as a basis to advocate for installing a local version of the software to support both Archives and Gallery digital exhibitions.

- I served as the Committee's liaison to TLTC and worked with Tom McGee to configure and install a test instance of Omeka.
- I continue to work with Tom McGee on a second test instance that has been created to test system upgrades.

I worked with Sharon Ince, Digital Librarian, to create a library-wide *Digital Preservation Policy*.

- I have been named Chair of the Digital Preservation Steering Committee by Elizabeth Leonard, Assistant Dean of Technology.

I contributed to the *Policy for Digitization of Collections*.

In my new role as Archivist for Technical Services, I oversee the Records Management Program. I am exploring new directions for the program through research and consultation with colleagues at other universities. This research entails identifying current and future RM needs and investigating software solutions for electronic RM.

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

- I continue to serve as repository webmaster and update content on the Archives website, including adding new finding aids to enhance access to collections. I am investigating new and more effective ways to organize and present finding aids online.

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

With the assistance of a Special Collections Intern and student worker, I digitized (includes photo editing and metadata creation) Series II. Writings of the Trina Padilla de Sanz papers. I am currently working with Sharon Ince, Digital Librarian, to create a digital collection in Digital Commons. Digital Commons will serve as the collection's digital repository until another digital asset management solution is available.

I provided consultation regarding workflow, file format, and storage for the Priests' cassettes project and made recommendations for hardware purchases to expedite digital preservation.

I provided consultation regarding the digitization of the Galleon yearbooks and assisted in the selection of a vendor.

I provided consultation regarding the digitization of the Roman Coin collection and continue to work with the Gallery and TLTC to configure Omeka to the Gallery's specifications for showcasing this collection.

In relation to the Faculty Guide --

Professional Effectiveness

- Promoted to Archivist for Technical Services in February 2016. Scope of work now includes oversight of Records Management Program and supervision of 1 FTE.
- Supervised 3 student workers and 2 interns.
- Independently overhauled Preservation Lab and oversaw cleanup efforts in other areas of the Archives to create a functional shared space for archival and museum collections work.
- As a member of the Digital Services Planning Committee, participated in the creation of a library-wide digital preservation technology infrastructure plan as well as a policy for digitization of collections.
- As Chair of the Digital Preservation Steering Committee, work with other committee members to create digital preservation policy and guide Library's digital preservation activities.
- Oversaw processing and description of 11 archival collections in addition to a number of smaller accessions.
- Oversaw digitization of Trina Padilla de Sanz papers and am currently working to create a digital collection.
- Assessed holdings in and wrote impact statement for Museum Studies library resources.
- As a member of the Digital Humanities Committee, participate in educating the campus community in DH tools and methods.

Teaching

- Led 4 library instruction courses and 4 University Life library orientations.
- Share in archives reference duties.

Scholarship
Publications

In progress: Amanda Mita, Grace Barth, and Laura Drake Davis, *Creating Digital Exhibitions*, MARAC Technical Leaflet, Mid-Atlantic Regional Archives Conference, 2016.

In progress: PREFORMA (PREservation FORMAts for culture information/e-archives), *Technical Services Quarterly*, Volume 35:3, 2016.

In editorial phase: DigiPres Commons, *Technical Services Quarterly*, Volume 35:2, 2016

COPTR – Community Owned Preservation Tools Registry, *Technical Services Quarterly*, Volume 35:1, 2016

Digital POWRR (Preserving digital Objects with Restricted Resources), *Technical Services Quarterly*, Volume 33:1, 2016.

Presentations

Upcoming: Amanda Mita, Panelist, "Digital Exhibitions in Practice," MARAC Fall 2016, Annapolis, MD, November 3 - 5, 2016.

Amanda Mita, Panelist, "'Scope Drift' and the Changing Role of the Archivist," MARAC Spring 2016: Archival Confluence – Connecting Theory and Practice, Pittsburgh, PA, April 15, 2016.

Amanda Mita and Mary Balkan, "The Trina Padilla de Sanz Archive: Recovering the Work of a Poet, Feminist, and Archivist," Conference on Women and Gender, Seton Hall University, February 12, 2016.

Amanda Mita and Veronica Armour, "Developing a Digital Humanities Project: An Interactive Timeline," Seton Hall University, October 28, 2015.

Other

Continued work towards M.A. in Museum Professions, Seton Hall University

Service
To Seton Hall University

- **Chair, Digital Preservation Steering Committee, 2016**
- **Member, Digital Services Planning Committee, 2016**
- **Chair, Selection Committee for Archives Technical Services Assistant, 2016**
- **Member, Charter Day Committee, 2016**
- **Member, Selection Committee for Assistant Dean of Public Services, 2015**
- **Secretary, Library Faculty Assembly, 2015-2016; 2016-2017**
- **Member, Digital Humanities Committee, 2015-**

To the Profession

Delaware Valley Archivists Group (DVAG)

- **Chair, 2016**
- **Vice Chair, 2015** National Historical Publications and Records Commission

Grant Consultant for NEH Preservation Grant, Glen Ridge Public Library - Glen Ridge, NJ, 2016

Member, MARAC Newark 2017 Program Committee, Mid-Atlantic Regional Archives Conference, 2015-

- Organizer for session on Paraprofessional Archival Training

Peer Grant Reviewer, National Historical Publications and Records Commission, August 2015

Member, Digital Access Committee, Catholic Research Resources Alliance (CRRA), 2015-

Continuing Education --

Continued progress towards Society of American Archivists' Digital Archives Specialist (DAS) Certification

- **Webinar: Introduction to Processing Digital Records and Manuscripts, October 2015**
- **Webinar: Basics of Managing Electronic Records, October 2015**
- **Webinar: Metadata Overview for Archivists, October 2015**
- **Webinar: Standards for Digital Records, October 2015**

Webinar: Lyrasis - Creating Online Exhibits: New Ways to Reach Out, Advocate, and Publicize Your Collections and Services, April 2016

Webinar: Lyrasis - Starting Right: Introduction to Digital Project Management Planning, April 2016

Webinar: Lyrasis - Grant Writing for Digitization and Preservation Projects, May 2016

Goals 2016-2017 --

During Summer 2016, conduct large-scale collections surveying and create processing plans for Fall 2016-Spring 2017.

Conduct assessment of vault to determine accuracy of locations management. Consolidate materials to generate more space. Update locations in AT as necessary.

Create digital collection for Trina Padilla de Sanz papers**.**

Train Brianna LoSardo, Technical Services Archives Assistant, in more advanced archival activities, such as surveying and creating processing plans.

Implement ArchivesSpace, Preservica, and Omeka.

Pending the implementation of Preservica, initiate web crawling.

Work with Brianna LoSardo, Archives Technical Services Assistant, to renovate new RM space and relocate RM materials upon completion of renovation.

Continue to research new directions for the RM program in consultation with Kate Dodds, Director of Archives, and Brianna LoSardo, Archives Technical Services Assistant.

Review and update current RM policies consultation with Kate Dodds, Director of Archives, and Brianna LoSardo, Archives Technical Services Assistant.

Assist Gallery with Roman Coin project by overseeing work of student workers and interns (to be discussed with Gallery Director).

Work with Jeanne Brasile, Gallery Director, to create photograph station in Preservation Lab.

Collaborate with Lisa DeLuca and Katie Wissel on project to create data visualizations of Valente Collection holdings.

Complete DAS Certificate and acquire new digital preservation and digital project management skills.

Brianna LoSardo, Archives and Records Services Technician, formerly **Special Collections Assistant**

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

Compiled monthly statistics on research requests, reading room use, and materials tracking. Set up forms and tested two new systems for collection research request data: LibWizard and RefAnalytics. New research request tracking form will be implemented at the beginning of FY2017.

Created new call slips to use when pulling material from the vault, and a new data entry form in LibWizard to collect that data.

Assisted researchers on the phone, by e-mail, and in person to explain resources we have available and procedures for access and use.

Provided guidance to genealogy researchers and those making contemporary sacramental records requests.
Instructed researchers on use of technology such as the microfilm readers and scanner.

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

Assisted with digitization by scanning and photographing collections.

Assisted with processing and arrangement of Trina Padilla de Sanz papers, which will be the subject of a digital humanities crowdsourcing project.

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

Created online finding aids for the John Angelo collection, Francis Derivaux scrapbook collection, and the Daniel J. Leab collection.

Created Libguides pages for the Leab collection, Cantor Morris Levinson pamphlet collection, and the rare books acquired in FY2016.

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

Stabilized damaged rare books from rows 423-424 by wrapping and tying, in order to make them stable enough to be re-integrated with the rest of the rare book collection.

Led shift of rare book materials to fill space vacated by dissertations. Integrated stabilized materials from rows 423-424, Ascarelli collection books, and backlog of materials to be shelved. Shifted oversized materials to fill the space in 423-424, creating more room for flat box shelving.

Assisted with un-framing of framed materials and digital capture of plaques and ephemera to clear additional shelf space in the vault.

Sorted through office supply cabinets to cull unnecessary supplies and re-organize existing supplies for easier access.

Deleted rare books recommended for discard by our rare book consultant. Assessed books before deleting to ensure that no materials were deleted which may still be of value in our collection. Disposed of the books by offering them first to other nonprofit institutions such as CCAHA and University of Delaware, and discarding the remainder.

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

Created electronic submission forms for genealogy and sacramental requests. Re-wrote website text to include electronic form and online payment information.

Wrote blog posts to highlight new materials and interesting items in our collections.

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

Assisted with training of student workers on scanning the Padilla de Sanz paper. Responded to questions about scanning when Amanda was unavailable.

Photographed oversized materials, plaques, and ephemera. Worked with Amanda to create a file naming system for the images and input metadata into spreadsheets.

Other:

Researched values of our most significant rare books, and used random sampling to arrive at an estimated value for the rare book collection as a whole.

Coordinated with CCAHA to get conservation estimates for 10 of our most valuable damaged rare books to aid the beginning of an Adopt-A-Book program. Coordinated details of conservation treatment of the Papal Bull and *Notes on the State of Virginia*.

Took over records management duties and assisted with requests and transfer of materials.

Researched records management at our peer and aspirational institutions and compiled a binder of other institutions policies and procedures for comparison.

Began working with Allison on an internship to assist with the cataloging and preservation of the SHUMAA collection.

Personal Goals for FY2017

Rehabilitate Fahy Hall room B8 to serve as records management storage.
Assist with uploading Padilla de Sanz papers to the e-repository, and with the upcoming digital humanities crowdsourcing project.

Set up and promote Adopt-a-Book web page for potential funding of rare book conservation.

Assist with the transition of the database from Archivists Toolkit to Archives Space.

Assist with set up and implementation of new technologies such as Omeka and Preservica.

Review records management policies and procedures. Begin process of shifting our approach to records management to an advisory service.

Rev. Msgr. Francis R. Seymour, KHS -Archdiocesan Archivist

Purpose

To preserve and protect documents and artifacts connected with the history of the Archdiocese of Newark and the Catholic Church in the State of New Jersey and to have them available for authorized researchers.

Summary of Activities from July 1, 2015 to June 30, 2016

Maintaining and updating files on parishes, priests and Catholic institutions in New Jersey

Fulfilling requests for research from the Office of the Archbishop, the Office of the Vicar General and other agencies and departments of the Archdiocese of Newark and from people and parishes in New Jersey and elsewhere

Responding to telephone, written and electronic requests for archival assistance in various areas of research from all over the world

Identifying photographs and collecting newspaper clippings from current publications concerning New Jersey Catholic interests

Serving as Book Editor and supplying information for inclusion in the annual Newark Directory and Almanac

Writing obituaries and feature articles for our archdiocesan newspaper, The Catholic Advocate

As in other years, individuals and organizations have made separate donations of single books and artifacts to the Archives

This year at Archbishop Myers' request, I updated the biography sheets on each of the active priests of the Archdiocese of Newark

Kathleen S. Dodds, Director, Special Collections

This year has been one of developing policy [Art/Artifact/Archival Object; Collecting Policy update], developing collections [major overhauls of rare books and records management materials], reusing and better using space [rare books, records management in the vault; supply storage in the Processing and Digital lab], sharing space in the vault, Conference Room and public space among archives and museum collection needs, and searching for programs for optimal use in our critical operations of collections management, digital preservation and digital exhibition. We have accomplished as a unit integrating and shifting rare books to occupy space vacated by SHU dissertations and theses as well as concentration of oversized rare books and the vacating of space in the vault by Records Management for the Museum Collection. The shift of the Records Management cartons was almost entirely done by then Archives and Records Services Technician Len Iannaccone and myself. I took on the task of processing two conference tables laden with shelf finds to integrate the materials into existing collections to which they accrued, or into newly described collections prior to a brief medical leave in Jan.-Feb. 2016. During that time the unit hummed along, organizing office and archival space, fulfilling research requests, and continuing processing and preservation activities as well as the shift in rare books. Since, I took on the task of listing all objects in archival collections that will eventually be described in the museum collections software and cared for in that area. This project will be completed in the coming year. We have continued our search via webinars, workshops and demonstrations for programs for collections management, digital preservation and digital exhibition to provide the greatest access to our materials for research.

Webinars I, and most of the unit, have attended:

7/16   [Lyrasis] – Online Exhibitions
8/15   Contentdm
10/15 Social Media Marketing of Organization
10/15 Eloquent [Data Mangement]
10/15 Cuadra Star [Data Management]
11/15 [SAA] Processing Digital Records and Manuscripts
11/15 Preservica [Digital Preservation]
11/15 iPress [Digital Publishing]
11/15 [SAA] Basics of Managing Electronic Records
11/15 [C2C] Deaccession Dilemma: Laws, Ethics and Actions
11/15 [SAA] Managing Electronic Records
11/15 [SAA] Standards for Digital Archives
12/15 [SAA] Meta data for Archivists
12/15 [CRRA] Digitizing Catholic Newspapers
1/16   [SAA] User/Usability Studies
3/16   Eloquent [Records Management]
3/16   Contentdm skills
4/16   Digitizing Transparencies [Negatives and Slides]
5/16   Arsenic and Old Lace: Hazardous Materials in Collections
5/16   [Lyrasis] Grant Writing for Digital Preservation

University Library Strategic Plan Objectives:

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

        We are working to process as accession wherever possible especially when receiving small donations in order to more rapidly move from accession to description and posting of a finding aid online to expose collections to students and researchers alike. In part, public interest in a collection would influence our giving priority to the selection of items appropriate for digitization and use in exhibition and programming. Many of these smaller accessions I have created accession records for and processed so that Amanda Mita can create the finding aid and post it online. Alan Delozier and Kate Dodds are working with Dean Buschman to select materials from across our collections to support a grant application in the area of digitizing Catholic Social Justice materials**.**

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

        I readied Seton Hall theses and dissertations to be removed from the vault to shelving upstairs by John Irwin and the stacks staff. This allowed room to integrate our rare book collection including items from Catalogue, accessions catalogued by Len Iannaccone and volumes in poor condition stabilized by Brianna LoSardo.

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

        Our collections of rare books do not circulate, but they nevertheless require examination and evaluation. I worked several days with a consultant in rare books to inspect our rare books for volumes that were old, but not rare, in poor condition or in partial sets and should be excised from the collection. I separated these volumes from the collection to an area where they could be deleted from the Catalogue. I also created a section of duplicate volumes in good condition that may be of use to other institutions. Along with Len Iannaccone, a very large accession of rare books and others from the estate of Tullio Ascarelli were unboxed to a shelving unit and large transport cart for evaluation. We separated a large number of rare volumes to be catalogued by Len for rare books. The remainders were separated into a cart of possible discards as useful neither to archives nor to main collections, and volumes in art, art history, history, literature, travel in many languages that would be appropriate for either the Valente Library or the main collection**.**

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

        I worked with SPC, Gallery and Museum Collections staff on creating definitions of art, artifact and archival material, and on a unified Collecting Policy to guide potential donors and researchers to the proper unit to which to donate material of from which to request material for research. We continue to collect, describe and expose archival materials and collections to the community for research.

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

I worked intensively with Len Iannaccone to remove Records Management cartons from the corner of the vault to holding locations to create open space into which Collections Manager Allison Stevens moved the University Museum Collection from Fahy Hall. I located additional

supports for the top row of some of the compact shelving in the vault to enable us to utilize some of that elevated space not previously tapped. I had asked for a bank of shelving being removed from the Curriculum Lab on the second floor to be installed behind Msgr. Seymour's and Amanda Mita's offices. After removing all archival supplies from the area where they had been stored near to the rear exit, I assembled what would fit on the new shelving. The remainder, Amanda Mita organized onto new wire shelving purchased by the Dean's office for the Processing and Digital Lab.

Objective 19: Develop a basic digital preservation program in Special Collections (1-4, 7-9)
I attended several webinars and meetings with Library and IT staff in order to recommend software and methodologies for digital preservation both in the areas of archives and records management. We anticipate moving into this area this coming year.

Objective 20: Work with Advancement on top fundraising priorities **(9)**
I suggested that donors are inspired by descriptions of actual archival items in need of conservation, rather than a general call for donations to support preservation. I asked Brianna LoSardo to describe each of the dozen volumes identified by the rare book consultant to prepare for that project, and she prepared all the volumes, contacted CCAHA and delivered the volumes for them to examine and develop conservation plans. With this information on parameters and costs, she will then develop appeals for our website and blogs from donors who may wish to support the conservation of any of these volumes. We work in cooperation with Advancement on incoming donations such as the Ascarelli books.

Objective 21: Continue enhancing the website through user and Library faculty feedback (1, 3, 5-8)
I worked with Amanda Mita and each member of our unit to select and organize material from our old website for the development of the new one. I helped to check for broken links and to select images and other materials to enhance appearance and navigability on our new website.

Objective 22: Digitize selected Seton Hall assets to highlight the University, mission, and depth of resources (e.g. Padilla de Sanz papers, Priest's cassettes, Seton Hall University Museum Collection) (1-3, 5, 8)
I assisted with the selection of yearbooks and microfilm [Catholic Advocate] as test instances for outsourcing digitization of those collections. Once the contract was awarded for the yearbook project, I assembled the necessary volumes and sent those upstairs for shipping.

Objective 25: Develop events/speakers relevant to the Seton Hall community (6, 7)
In October 2015 the SPC hosted a reception for the extended family of New Jersey State Senator Donald M. Payne, Sr. I selected and scanned items from his papers for an exhibit in our display cases, and selected and assembled objects of interest to show the breadth and diversity of our collection in the Conference Room for the guests to enjoy after the program. Additionally, in November, I worked with Alan Delozier, Karen Gevirtz and Kirsten Schultz on an SPC hosted an event that was part of the Aphra Behn Society bi-annual international conference featuring four faculty talks on items from our collection in the area of women in the arts 1660-1830.

As we move into FY 17, I look forward to working toward achieving the following goals:
1. Continuing to help to shape the new Records Management space and function
2. Recruiting the optimal Archival Assistant for our front desk
3. Replacing the Archdiocesan Records Assistant and developing this person to not only handle sacramental requests, but also to help process Archdiocesan materials.
4. Working with Dean Buschman and Alan Delozier on the project to identify and digitize materials in the area of Catholic Social Justice.
5. Continuing to work with Amanda Mita and staff toward identification, processing and proper description and storage of all archival materials.
6. Developing processing as accession of small collections as it is possible and support for Amanda Mita as Archivist for Technical Services in developing and executing processing plans to expose as much of our collections as possible.
7. Selecting, recommending and implementing programs in 3 critical areas: collections management, digital preservation and digital exhibition.
8. Working to see that our forms, policies and procedures adequately coordinate with those in the museum collections to implement loans for exhibitions and to facilitate class and public education safely using our materials.
9. Revisiting our disaster plan and updating and developing this to reflect the new population of the vault by the addition of the Museum Collection.
10. Continuing to serve research requests in the areas of Archdiocesan and University records, sacramental and genealogy resources in the Archives and Special Collections Center [SPC].

Sharon Ince

Digital Services Librarian/Assistant Professor

Annual Report FY 2015-2016

Summary

For spring 2016, much of my time was spent working Digitized Collections Technology Plan and planning new digital projects. Additionally, a new workflow for Electronic Theses & Dissertation was put into place with the registrar's office which generated increased inquires due to the new university requirements.   I also worked on new projects for Public Services setting up LibChat and Pivot and conducted program reviews for College of Education. I published an article with Prof. Irwin on eReserves and received tenure with promotion to Associate Professor.

Digital Services

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

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

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

Co-chaired, Digital Collections Steering Committee, with Assistant Dean, Elizabeth Leonard and Technical Services Archivist, Amanda Mita to write a supplement to the SHU Libraries strategic plan for Digital Services, Digitized Collections Technology Plan (DCTP). The goal of the plan was to conduct a needs assessment and outline digital services for the next five years. Major initiatives included selecting software for: online exhibitions, archival collections management, online public access module for the Gallery, and web archiving and digital preservation. Digital preservation is one of the more crucial items addressed as our practices are a NSDA Level 1. In doing so, we reviewed our existing preservation procedures, digital preservation literature, evaluated preservation software, and conducted outreach to several institutions regarding digital preservation software. Additionally, we conducted a review of digital asset management systems. Short-term solutions were also put into place. I worked with Technology Coordinator, Rob Rementeria to do a file estimate of size and selection of materials for a temporary storage space. From the evaluation process, Assistant Dean Leonard and I wrote a position to support the infrastructure that is to be put in place. Beginning summer 2016, the plan will put into place and work will begin implementing of the following software: Omeka, ArchivesSpace, PastPerfect Online, and Preservica

Objective 22: Digitize selected Seton Hall assets to highlight the University, mission, and depth of resources (e.g. Padilla de Sanz papers, Priest's cassettes, Seton Hall University Museum Collection) (1-3, 5, 8)

Galleon Yearbooks

In collaboration with Sebastian Derry, Elizabeth Leonard, and Amanda Mita selected a vendor to digitize approximately 70 SHU yearbooks. We met with Advancement to discuss the project and funding. I created a collection in eRepository, established metadata fields, and tested embedding an InternetArchive flip book for Yearbooks. We will finish the project in fall 2016 for the 1966 Golden Pirates reunion.

Seminary Library Summer Institute Priest cassettes

In collaboration with Rob Rementeria, established workflow for exchange of files and item information for metadata processing and embedded file metadata. I set up a test collection in eRepository and InternetArchive.

Padilla de Sanz papers

In collaboration with Prof. Mita, we set up a collection for the de Sanz papers and established a workflow for batch processing in eRepository.

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

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

This past year the institutional repository had over 473,000 downloads

Electronic Theses & Dissertations (ETDs): This year ETDs had over 239,172 downloads. Continued outreach to students, faculty, administration for Dissertations and Theses.   Camille Mazza and I processed approximately 65 ETDs during spring 2016 and refined website instructions based on user feedback and fielded over 85 inquires this semester.

Browse the *Seton Hall University Dissertations and Theses* Collections:

Seton Hall University Dissertations and Theses (ETDs)

Seton Hall University DNP Final Projects
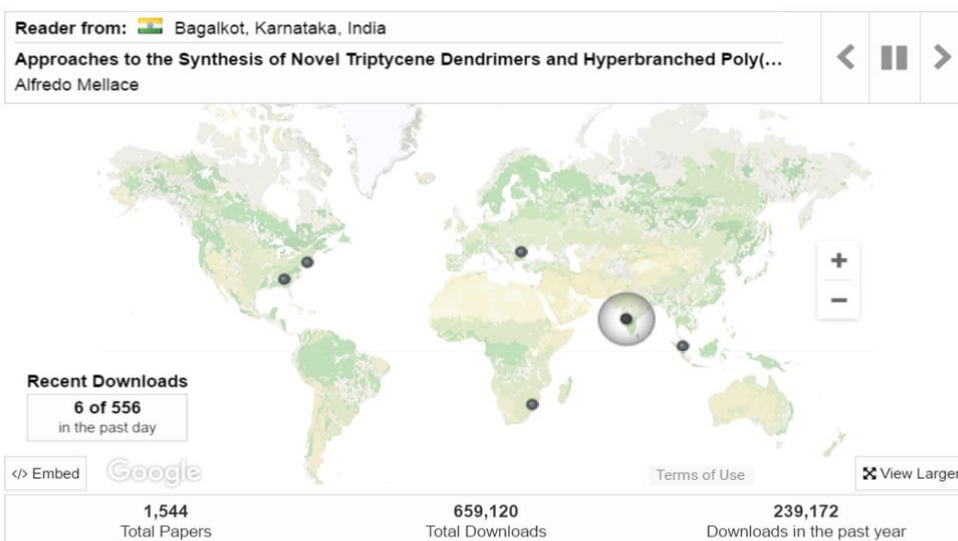
Petersheim: Enhanced online presence of Petersheim online archive with assistance of Alan Delozier, University Archivist. We gathered as many back files as possible through conducting outreach, checking physical copies in the archives, searching previous SHU websites on the InternetArchive.

Faculty profiles: In collaboration with Lisa DeLuca, Social Sciences Librarian and Assistant Dean, Sebastian Derry, establishing outreach for new faculty for Fall 2016 SelectedWorks profiles.

1	SelectedWorks Sites	108
2	Full-Text Submissions	490
3	Metadata Submissions	649
4	Total Submissions	1139
6	Total Cover Page Hits	47281
8	Total Full-Text Downloads	39536

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

Met with the Office of Grants & Research to set up initial plans. Tested the DMP Tool (Data Management Planning) for future use. Further planning will occur during FY: 2016-2017.

Public Services

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

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

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

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

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

Surveys: In collaboration with Sebastian Derry, Assistant Dean Public Services, created a survey for Graduate Lounge and provided support to Sebastian Derry for Random Sampling Survey. Compiled statistics for each survey.

Chat Service: Evaluated and implemented a test instance of Springshare's LibChat, a chat service for the Reference Department with Sebastian Derry, Assistant Dean, Public Services.

Outreach funding: Evaluated Pivot, grant funding databases. Serve on Pivot Rollout committee and conducted outreach to Faculty, Digital Humanities, Dept. of Education Studies. Lisa Rose-Wiles and I met with the Office of Grants & Research to discuss plans. Usage data for Pivot include over 3,000 page views and 105 profile updates. Please see below:

Pivot Dashboard - Seton Hall University
Created: Jun 08, 2016 11:42 AM EDT

Pivot Usage Overview
Pivot - Seton Hall University
Mon. 1 Jun. 2015 - Tue. 31 May 2016

Date	Page Views	Vis...	Unique Visitors
Jun 2015	0	0	0
Jul 2015	0	0	0
Aug 2015	0	0	0
Sep 2015	0	0	0
Oct 2015	0	0	0
Nov 2015	0	0	0
Dec 2015	0	0	0
Jan 2016	0	0	0
Feb 2016	457	39	18
Mar 2016	811	80	30
Apr 2016	1,260	138	62
May 2016	722	92	67
Total	**3,260**	**349**	**126**

Pivot Dashboard - Seton Hall University
Created: Jun 08, 2016 11:42 AM EDT

Profile Activity
Pivot - Seton Hall University
Mon. 1 Jun. 2015 - Tue. 31 May 2016

— Suggest a Scholar (expired 3/2014) — Profile Updates

Date	Suggest a Scholar (expired 3/2014)	Profile Updates
Jun 2015	0	0
Jul 2015	0	0
Aug 2015	0	0
Sep 2015	0	0
Oct 2015	0	0
Nov 2015	0	0
Dec 2015	0	0
Jan 2016	0	0
Feb 2016	0	21
Mar 2016	0	17
Apr 2016	0	48
May 2016	0	19
Total	**0**	**106**

Online class web presence: Sponsoring a project for Joe Yankus, Acquisitions, to develop a training for creating materials to support online classes for his capstone project for MA in Instructional Design.

Objective 25: Develop events/speakers relevant to the Seton Hall community (6, 7)

In consultation with Dean Buschman and Prof. Irwin, performed initial planning for fall education speaker series.

Reference/Instruction

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

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

Conducted impact statement with Prof. Irwin and Prof. Loesch for Psychology. Prof. Irwin and I conducted a program review for the College of Education, MA in Higher Education and Student Affairs - General Administrative Concentration. Attended, with Prof. Irwin, College of

Education and Human Services department meeting to discuss, Pivot. During spring 2016, I taught two English 1201 classes, conducted four doctoral research consultations, and served on the Reference Desk.

<u>Promotion and Tenure</u>

I was promoted to Associate Professor with tenure effective September 1, 2016.

<u>Scholarship</u>

Ince, S., & Irwin, J. (2015). LibGuides CMS eReserves: simplify delivering course reserves through Blackboard. *Interlending & Document Supply*, *43*(3), 145-147.

<u>Committees</u>

Library

Co-chair, Digital Services Steering Committee

Preservation Committee

Library Faculty Assembly

Collection/Technical Services

University

Petersheim Steering Committee

Library Senate Committee

Graduate Senate Committee

Instructional Technology Committee

Appendix:

Department	# Master's Thesis	Predominant Problems	Revisons
English	16	Be-Press Fee Payments/Abstracts not in pdf Files/Incorrect Sign Sheets & not signed	11
Psychology	4	Citation Problems / Table of Contents Pagination	2
Chemistry	2	Citation Problems / Table of Contents Problems	1
Biology	2	Be-Press Fee Payments	1
Language/Asian Studies	2	Be-Press Fee Payment/ Embargo Problem	2
Totals	26		17

Department	# Dissertations	Predominant Problems	Revisons
Education	16	Be-Press Fee Payments / Table of Contents Problems and Pagination	28
		/ Prefetory page Placement	
Health and Medical Sciences	10	Table of Contents Problems and Pagination / Defencse sign sheet / Citations	17
Chemistry	3	Citations and Signature sheets	13
Psychology	4	Table of Contents Pagination	6
Nursing	1	Be-Press Fee Payments/Table of Contents Problems and Pagination	1
Biology	2	Image Citations	2
Totals	36		67

Department	# Final Projects	Predominant Problems	Revisons
Nursing	3	Image Citations	1
Grand Totals	65		85

John Irwin

Librarian/Head of Access Services

Client Services Annual Report FY 2015-2016

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Client Services: Annual Report, 7/1/15 – 6/30/16 Access Services Librarian

Seton Hall University Library offers the single largest set of resources and space for information and learning on campus for faculty, students, staff, and outside researchers. Providing access to our resources is the main objectives of the Access Services Department. To properly provide these resources the Access Services department is comprised of three sub-departments with highly trained and motivated professional staff in the areas of circulation, inter-library loan, and stacks management. The data in this report will provide a snapshot of the services provided over the last fiscal year which covers July 1, 2015 – May 12, 2016. (Annual Reports are typically compiled and completed at the end of the fiscal year June 30, 2016, but this year the reports are due early and the data is entered as of May 12, 2016).

Circulation Department

The department is comprised of four full-time employees. Mabel Wong is the daytime Circulation Supervisor, Damien Kelly is the evening Circulation Supervisor and Stephania Bennett, and Priscilla Tejada are the professional staff members. From September to the end of June the weekend staff is comprised of two part-time employees; Karen Timmerman and Tiffany Burns. Tiffany is a new hire in the spring of 2016 to replace Marilyn Shemaly-Turner. Throughout the academic year and summer months student workers help in many roles and support the work of the circulation staff. The responsibilities of this department are vast and during their normal shifts, which span the hours of 8:00 a.m. and 2:00a.m., during the school year, their responsibilities include, but are not limited to, customer service, checking materials in and out, assisting patrons, guest computer registration, pulling holds, shipping, inventories, shifting, deleting records of books; plus many other assorted projects. Circulation staff are also in charge of the handling of all campus course reserves and electronic reserves materials which are set aside physically behind the circulation counter or embedded electronically through Blackboard. Fines and late notices are handled by this department as well as group study rooms. The circulation staff also handles our entire EZ-Borrow book borrowing and lending for the campus and the staff also work on ILLiad and RapidILL.

The circulation staff was also part of the Walsh Library's most accurate and extensive journal shift. The shift, which will be elaborated later in the report, opened up 1.5 miles of shelving. Not only did circulation staff assist in the moving of the journals but also the offering, deletion of WMS records and disposal of journals.

In Table 1: the Library Usage Statistics prove that the library is a vital space and the student body considers it the heart of the campus not only for studying but also for collegiate gathering.

**Attendance at the library decreased this fiscal year by -1.80% to 598,349 patrons. We would have most likely exceeded last year's numbers in all areas but we had to gather gate counts and other data through May 12, 2016. Our May gate count through the 12th was 11,832 visits. Last year in May we had 43,501 visitors and 13,677 visitors in June. Our items that circulate, books, CD's, and DVD's decreased by -2.82% and this may be because of our early data collection. Group study room statistics show that usage of the rooms increased by 16.78% from last year. The group study room policy during 24/7 (turn-over of rooms every 8 hours) has most likely contributed to this spike in usage reducing the monopoly of rooms from students who would keep the study rooms for as long as they wanted.

| Table 1: Library Usage Statistics | | | | | Group Study | |
Fiscal Year	Attendance	%+/-	Circulation	%+/-	Room Usage	%+/-
2015-2016	598349	-1.80%	39693	-2.82%	13671	16.78%
2014-2015	620239	-1.70%	40846	3.70%	11706	1.20%
2013-2014	631011	10.65%	39387	1.67%	11565	14.10%
2012-2013	570273	19.34%	38737	-4.20%	10135	1.00%
2011-2012	477834		40425		10035	

Table 2: Books used in-house that did not circulate decreased be -35.88% but did however equate for 12. 67% of books used. **Table 3**: Faculty using e-reserve decreased by -21.14% from last year.

| Table 2: Year Over Year Non-Circulation Statistics | | |
Fiscal Year	# of Items	
2015-2016	5031	-35.88%
2014-2015	7847	7%
2013-2014	7343	-31%
2012-2013	10591	

| Table 3: E-Reserve Items Scanned and Processed | | |
Fiscal Year	# of items	%+/-
2015-2016	414	-21.14
2014-2015	525	41.50%
2013-2014	371	142.00%
2012-2013	153	

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

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

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

The system was enhance using Springshare 2.0 software and the biggest update was the forms page handling multiple documents.

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

EZ-Borrow

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

Table 4: E-Z Borrow Transactions						
Fiscal Year	Lending Filled	Borrowed Filled	Total	Lending %	Borrowing %	Overall Total
2015-2016	2756	2587	5343	-5.52%	-18.16%	-12.10%
2014-2015	2917	3161	6078	-7.28%	19.17%	6.20%
2013-2014	3146	2555	5701	1.41%	-5.70%	-1.90%
2012-2013	3102	2710	5812	10%	-26.60%	-12.10%
2011-2012	2820	3695	6515			

Objective 13: Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID) **(1, 3, 5-8)**
Notes from Mabel Wong Annual Report 2015-2016 in italics

November 25 to 28 Closed for Thanksgiving Recess
November 29 to December 22 open 24/7 Fall Final Exams
December 23, 2015 to January 3, 2016 Closed for Christmas Recess
January 23 University Closed; Library opened 11am to 7pm
for snow (24 inches)
January 24 University Closed; Library opened

January 25 University Delayed Opening at 12 pm
February 15 - University Closed at 4 pm; Classes cancelled
at 5 pm due to snow and ice. Library remained open.
February 16 - University had delayed opening at 10 am due
to ice. Library opened at 8 am.
March 24 - 27 University Closed for Easter Recess
March 28 - No Classes for Easter Recess
April 17 - May 10 open 24/7 for Spring Final Exams

Inter-Library Loan (ILL)

Objective 13: Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID) **(1, 3, 5-8)**
Book and article requests that are not filled through EZ-Borrow or RAPID get filled through ILLiad (OCLC). The book loan can also be purchased depending on its availability. Over the last 6 months our ILL department, which is staffed by 1 full-time professional employee, Xiao-Qin Li, with the appropriate software ILLiad and RapidILL has increased lending considerably.

RAPID is an article delivery system with especially high fill rates and unprecedented turnaround times. If we look at the lending requests in **Table 5** from Rapid.org we can see that our article lending fill rate has increased by 68% over the last fiscal year and the unfilled rate has decreased by 30%. This is a remarkably positive difference in numbers and the average Turn-Around-Time (TAT) dropped to only 6.5 hours, hence the name Rapid. Also we have increased our overall lending by 21.45%. This data as mentioned earlier was taken on May 12, 2016 and not the typical end of June.

Table 5: Rapid ILL Lending Requests							Overall %+ Increase YOY Filled
Fiscal Year	Total Requests	Requests Filled	Requests Unfilled	%Filled	%Unfilled	Ave. TAT	
2015-2016	5312	3606	1593	68%	30%	6.5 hours	21.45%
2014-2015	6167	2969	3128	45%	45%	9.0 hours	68%
2013-2014	3121	1769	1323	57%	42%	9.5 hours	81%
2012-2013	1756	975	746	56%	42%	10.4 hours	

Table 6 shows that Rapid article borrowing has increased by 3.80%% since last the fiscal year.

Table 7 shows that overall combined ILLiad and Rapid article lending was up 32.15% and loan lending was down -9.48%. With the clean-up of our journal holdings records and files sent to Rapid and the deflection pages correctly set in ILLiad we are lending a lot more articles and cancellations are down 50%. **Objective 5:** Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching **(1, 3, 5, 8)**
Even though the lending was down in EZ Borrow it may also account for why the loans through OCLC are down, because they were picked up by EZ Borrow. Table 8: The negative number of borrowing articles may be a good sign. Also indicating that our records in-house have led to a positive use of our own material. We do however see an increase in the loans borrowed by

23.78% which is a significant number of books to borrow over last year's decrease. This may be to a trend in borrowing text books due to their high cost. We are also purchasing books that are not easily available for borrowing and adding them to our collection. And in cases where the lending costs is equal or more than the purchase price we are purchasing the book. At the moment we are also looking into GIST (Getting It System Toolkit) which is an ILL on-demand purchase program. **Objective 15:** Institute a purchase-instead-of-borrow program/process **(1-3, 5, 8)**

Table 6: Rapid ILL Borrowing Requests

Fiscal Year	Total Requests	Requests Filled	Requests Unfilled	%Filled	%Unfilled	Ave. TAT	Overall %+ Increase YOY Filled	
2015-2016	4365	4201	94	96	2	9.7 hours	3.80%	
2014-2015	4168	4046	81	97%	2%	12 hours	-10%	
2013-2014	4668	4502	120	96%	3%	10.8 hours	197%	
2012-2013	1578	1514	36	96%	2%	10.6 hours		

Table 7: Combined Year over Year changes in ILL Lending with RapidILL and OCLC ILLiad

Fiscal Year	Lending Article Requests Submitted	Lending Loan Requests Submitted	Lending Articles Requests Filled	Lending Loans Requests Filled	Total Lending Submitted	Total Lending Filled	%+/- Lending Articles Filled	%+/- Lending Loans Filled
2015-2016	9293	3498	4624	1450	12791	6074	32.15%	-9.48%
2014-2015	7631	3541	3499	1602	11172	5101	34%	-7%
2013-2014	4934	3509	2607	1721	8443	4328	59%	34%
2012-2013	3287	3082	1642	1283	6369	2925		

Table 8: Combined Year over Year changes in ILL Borrowing with RapidILL and OCLC ILLiad

Fiscal Year	Borrowing Article Requests Submitted	Borrowing Loan Requests Submitted	Borrowing Articles Requests Filled	Borrowing Loans Requests Filled	Total Lending Submitted	Total Lending Filled	%+/- Borrowing Articles Filled	%+/- Borrowing Loans Filled
2015-2016	5610	2954	5109	1447	8564	6556	-5.92%	23.78%
2014-2015	5843	2615	5431	1169	8458	6600	1.4%	-14.17%
2013-2014	6002	2350	5358	1362	8352	6720	150%	40%
2012-2013	2434	1238	2142	974	3672	3116		

Stacks Management

The Stacks Management Department is comprised of 2 full-time professional employee, Tyniah Woods and Joe Riccardelli. With Tyniah Shemaly-Turner and James Harrington moving on from Seton Hall University we hired Joe Riccardelli as our new stacks coordinator.

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

In the summer of 2015 we looked at the reference collection and had trimmed the size of it to accommodate only the essential reference books. We inventoried the collection and had the bibliographers keep only what was necessary. This allowed for us to move a vast amount of books from the reference collection to the main collection. In doing so we were able to take down excess ranges of shelving to create an additional 2000 square feet of space on the 2nd floor

(Information Commons) to absorb the usage of the space needed by students, and reallocate furniture. During the shift of the reference collection we brought the entire United Nations collection to the 2nd floor and shifted the curriculum room. We also consolidated the music CD's and the newspapers.

This same summer we started the journal inventory, removal of print journals held electronically and completed the journal shift. This was as enormous undertaking between Acquisitions and Access Services. Periodicals Supervisor Denise D' Agostino inventoried the entire print collection against collections held electronically. Joe Riccardelli, Tyniah Woods and student workers pulled the print journal to be offered to faculty or to be discarded. We maximized the use of all shelf space with the exception of print journals that are still being purchased. To accommodate the journals being purchased we spaced off 10 years of growth in those areas. The backshift went from the beginning of the summer to the end of the fall 2015 semester and in return for these efforts we were able to re-capture 1.5 miles of shelf space. After the journal shift was complete we had students type up the new ranges to be placed on the end caps of the shelves.

We then moved on to the largest of all projects undertaken by Access Services in a number of years and this is the inventory, de-duping of second copies, deletion of records, offering of the books to faculty or discard of the second copy books and shifting. We began "The Project" on the 3rd floor with the main book collection Q-Z. Between the stacks staff, circulation staff and student workers we were able to inventory and de-duplicate the second and sometimes third copies of books between January and March of the spring 2016 semester. The duplicate books were removed from our catalog and either offered to faculty or discarded. In this process we have been able to locate books with non-working barcodes and books with no barcodes. The number has been in the thousands that have been corrected by cataloging. The same process took place with Q-Z is now taking place on the 4th floor A-P main collection.   We will begin back-shifting the main collection mid-summer. We are also relocated the dissertations and theses to the loading dock to be correctly cataloged in LC order by cataloging. Half of the collection was brought up from archives. The total number of dissertations and theses that have to be cataloged and put upstairs on the third floor for patron access is in the thousands as well.
Objective 9: Shift/compact the periodicals collection, finish its inventory **(2-4, 8)**
Objective 10: Shift the circulating collection to allow room for growth **(2-4, 7-8)**
Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection **(2-4, 7-8)**
We were also able to create new maps to correctly locate our journals and we are currently implementing a map wayfinding program (Stackmap by Librarything) into our catalog to direct patrons to the shelves where the item is that they are trying to locate. **Objective 6:** Investigate, select, and deploy more sophisticated mapping, wayfinding, and/or signage for the stacks (for instance, a locate-the-book app) and the building **(1, 3, 4, 5).** Stacks Management have tied up and placed upon the loading dock, for discard, for Better World Boos, successive waves of books, journals, microfiche, microfilm, government documents and newspapers that have been de-accessioned. Access Services Federal Work Study students have been especially helpful in this activity. Stacks Management continue to shelve books, newspapers, journals andbooks switched from Reference to Main on a daily basis.

Report from Stacks Coordinator Joe Riccardelli (in italics).

March 16th, 2016

3rd Floor Periodicals Shift

 In August 2015 a group of ten Seton Hall University employees started the University Libraries' "Journal Shift" (JS) on the 3rd floor of the Walsh Library. Due to decades of growth, the arrangement the original journals were in became convoluted as LC categories were moved and shuffled to make room for the unprecedented expansion of collections. Thus, the Periodicals section of the library deviated from a logical spatial arrangement into a jumbled system that many patrons had difficulty navigating.
 Realizing the issues with this, the staff at the Walsh Library decided to inventory, de-duplicate, consolidate, and re-arrange the entire collection. The shift was helmed by John Irwin, MLIS, MA, the Department Head of Access Services and Assistant Professor at Seton Hall University along with his staff. The entire shift took roughly four and a half months, from August to mid-December. After the shift was finished, measurements of the 3rd floor and the remaining shelving area was taken; the shift resulted in 1.5 miles of empty shelving where there previously was none.
 While the JS's biggest process was the physical movement of items across the floor, a lot of work went into making sure the shift not only went smoothly, but that it would not need to be repeated in the near future. Prior to the shift, lists of all the journals and periodicals that transferred to electronic subscriptions instead of print were compiled, then the remaining print subscriptions were measured for 10 years of growth so that adequate shelving space would be allocated during the shift. This way, the staff had a firm grasp on how much space and growth was needed to handle the library's acquisitions for the next decade. As it stands roughly 95% of all publications have transferred to electronic means of distribution, as a result only a fraction of the collection needed to be given space for growth. This allowed the shift to consolidate a lot of the free space that was already hedging the specific journals.
 Once the growth rate was determined, the staff then de-duplicated the entire periodical collection, removing any copies of books so that only a single copy remained for any series or publication. The faculty also added to this effort by weeding out subscriptions that they felt were unnecessary for the collection. As a result of this effort, by the time the actual shift was to take place, the library staff knew exactly how much space was needed, and every series that required additional shelving to accommodate growth were marked.
 In preparation for the physical shift, six book carts were numbered (1-6) with two teams of 1-2 employees working at both ends, with one team pulling books from their old areas and another team shelving them in the new locations (these teams were colloquially named "Shelvers" and "Pullers"). The reason the book carts were numbered, was so that each team could theoretically load up any number of the 6 carts before transferring them across the floor to the other team, the numbers allowed the staff to keep track of which cart to work with next. This was so that the staff could avoid mixing up the order of the carts and combining the wrong books with one another.
 After roughly three and a half months of work, the shift of periodicals was completed.

Figure A. shows how the original layout of the 3rd floor was, with the journals out of order.

Figure A.

3rd Floor Map, Walsh Library – Main Collection
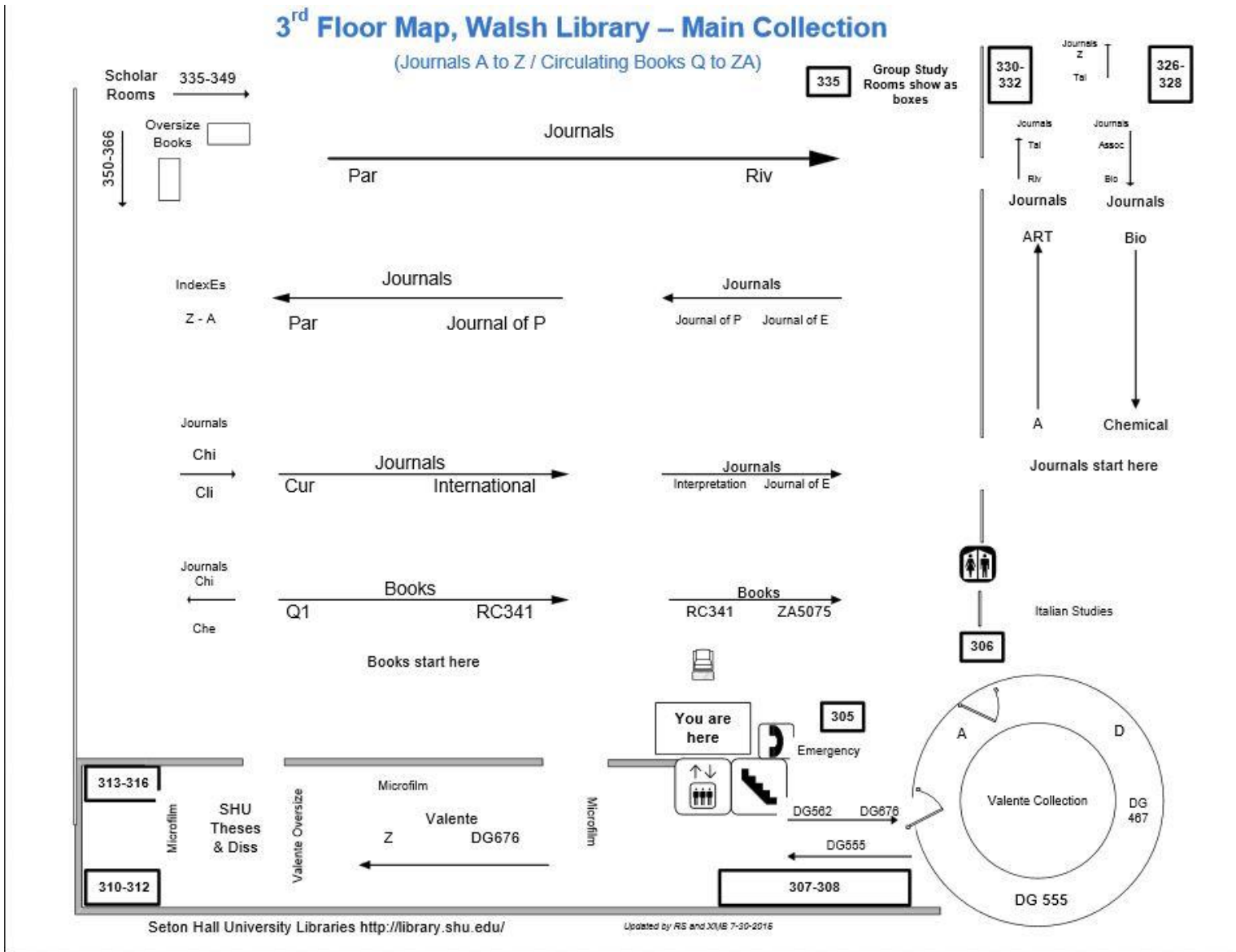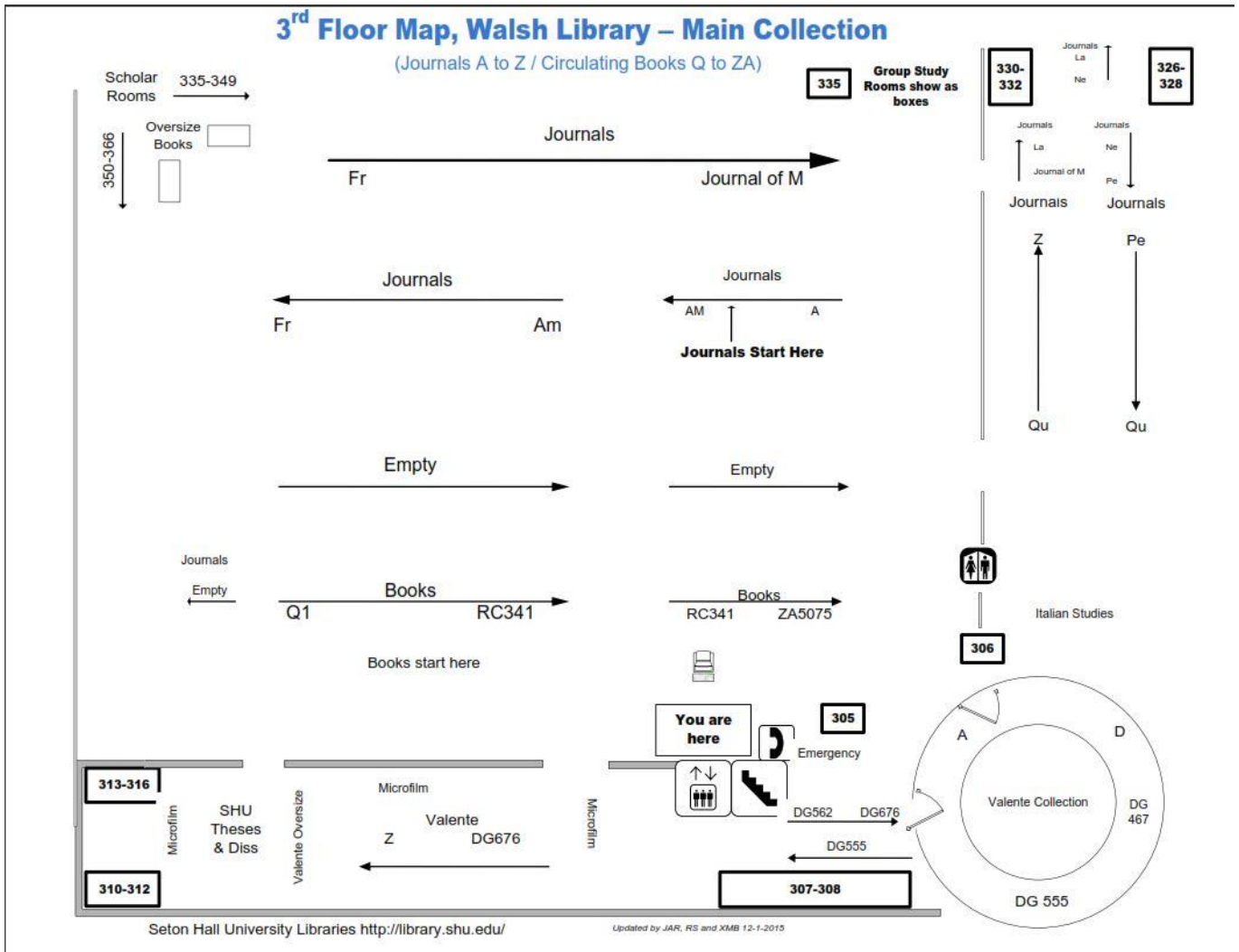(Journals A to Z / Circulating Books Q to ZA)

Figure B. shows what the same layout looked after the shift. The journals now followed a logical procession and it was much easier to find your way around.

Figure B.

Initially, the Periodical collection took up 6034 shelves. With each shelf equaling 35 inches, that left us with 3.33 miles of shelf-space. After the inventorying, de-duping, and shifting, the collection now only takes up 3276 shelves, or 1.8 miles, totaling a difference of 1.5 miles in saved space. The empty space will now be used to shift the main collection, which is in need of expansion. Books from the fourth floor of the Walsh Library will be brought down to the third, and that shift will follow the same process of inventorying, de-duping, and consolidating.

Table 9: Indicates that we were on target to receive approximately the same amount of newspapers, periodicals, and journals as last FY. The count as of May 1, 2016 is short two months of data from last year's FY data.

Table 10: Collection Development for Education and Psychology as well as books purchased through ILL.

Table 9: New Incoming Newspapers/Periodicals/Journals Shelved			
Fiscal Year	# of Items		
2015-2016	3116		
2014-2015	3159		
Table 10: Collection Development			
http://www.psychotherapy.net/stream/setonhall			
Education and Psychology books = 59			
Education and Psychology e-books = 15			
Psycholgy DVD's = 7			
Requests to purchase for ILL and other = 53			

John Irwin, Head of Access Services; Librarian/Assistant Professor

Seton Hall University Walsh Library
Seton Hall University
400 South Orange Avenue
South Orange, New Jersey

Over the past year I have been part of multiple projects at the library that have added value for our community. In this document I will highlight areas of my work that coincide with Article 4 of the Seton Hall University Faculty Guide. They will include Article 4.1 Teaching Effectiveness, 4.2 Professional Effectiveness, 4.3 Scholarship, and Article 4.4 Service to the University, the Profession, and the Community.

Major projects over the course of the 2015-2016 Academic Year include:
- Continued training and modifications of ILLiad Inter Library Loan System.
- Continued training and modifications of RAPID Article retrieval system.
- Academic year 2015-2016 teaching includes University Life Tours and English 1201 + 1202.
- Maintained the E-Reserves module in conjunction with Blackboard for fall 2015 & spring 2016.
- Maintained the staff and student schedules for the fall 2015 and spring 2016 semesters and the 24/7 finals schedule for students and staff.

- Journal inventory, de-duplication of print journals held electronically and completed journal shift which created 1.5miles of open shelf space to accommodate main collection shift.
- Movement of all dissertations and theses from Archives & Special Collections to be cataloged.
- Movement of all U.N. Documents to the reference collection.
- Reference Collection inventoried, reviewed, offered to colleges and departments or sent to Better World Books or discarded.
- Moved all DVD's out of the cabinets to shelving in faculty hallway.
- Relocated oversized and oversized plus shelves to the N.U.C. book area.
- Maintained essential employee schedule during the snow season.
- Tri-Liaison to the College of Education and Human Services and Department.
- Liaison to the Psychology Department in the College of Arts and Sciences.
- Curriculum Room Shifted
- OCLC WMS Circulation ILS continual upgrades and changes.
- ILLiad continual upgrades and changes.

Article 4.1 Teaching Effectiveness

- Taught 14 classes
- English 1201 & 1202 and University Life and Freshman Seminar
- Graduate Education and Psychology Library Instruction and Research
- One-on-One reference and research
- Undergraduate Education and Psychology Library Instruction and Research
- Psychology LibGuide Total Views 3820 from July 1, 2015 – May 26, 2016
- Education Quick Reference Total Views 69
- Education LibGuide Total Views 470

Reference Desk
4 hours each week I effectively instruct students on how to navigate the library resources and website and perform research.

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

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

Circulation Staff Training
Continued EZ Borrow, ILLiad and WMS training.

Liaison

Tri-Liaison to the College of Education and Human Services and the Psychology Department in the College of Arts and Sciences.

Article 4.2 Professional Effectiveness

Head of Access Services

I am currently the Head of Access Services and I oversee and manage (9) Unionized Professional Staff, along with approximately 20 Student Workers. Access Services consists of three departments: Stacks Management, Inter Library Loan, and Circulation. My role as head of access services is to ensure that the day to day operations and workflows of these departments and their individual functions are running as efficiently as possible for the Seton Hall University community.

- Oversee 3 units within Access Services; Circulation, Inter-Library-Loan, and Stacks Management
- Supervise 9 professional staff members and approximately 20 federal work study students
- Manage and maintain department schedules and oversee all daily activities
- Plan all short, mid, and long term projects as well as calendars for the academic year
- Purchase databases, electronic journals, resources, and books for my areas of liaison
- Provide and oversee training to staff and work study students
- Deliver academic reference services

Accomplishments:
- Attained gains in human resource funding
- Increased ILL services and efficiency
- Strategically shifted work duties in Stacks department resulting in increased performance
- Reduced overstaffing in Circulation staff by reducing unnecessary redundancy in work
- Achieved space for monograph collection growth in existing facility
- Shifted and consolidated microform collection which expanded the number of study rooms available to students
- Weeded and shifted journal collection, improving findability, and opening 19 ranges totaling 1.5 miles of shelf space
- Created oversize shelf locations, allowing for shorter shelves and greater shelving efficiency in other areas
- Successful implementation of ILLiad Resource Sharing Management software working with IT and Digital Services Librarian; implementation completed in two months. Decreased turn-around time and increased collection usage.
- Doubled the usage of our A-Z print and electronic journals in both borrowing and lending from academic years 2010-2011 through 2013-2014 by implementing, as part of a team, the RapidILL electronic article delivery system
- Team Leader (Access Services) for implementation of new web based Integrated Library System – (WMS)

- Implementation of Springshare's LibGuides 2.0 software to accommodate our E-Reserves platform
- Created and maintained Psychology LibGuide and Education Quick Reference Guide
- Co-Liaison to the College of Education and Human Resources and Psychology
- Shifted the entire Valente Collection

Impact Statement and Program Review
- Assessment of University Libraries Holdings for College Education and Human Services
- Library Financial Support Statement - Ph.D., Counseling Psychology

Article 4.3 Scholarship

Ph.D. Candidate
Ph.D. in Higher Education Leadership, Management and Policy
Seton Hall University

Publications
Articles:
- Irwin, J.P., (2016) Academic Libraries, Veterans, and For-Profit Higher Education: Exploiting the Vulnerable. *Progressive Librarian,* Spring *#44,* 28-39.
- Rose-Wiles, L., & Irwin, J.P. (2016): An old horse revived? A preliminary study of in-house use of print books at Seton Hall University. *Journal of Academic Librarianship, 42*(3), 207-214.
- Ince, S., & Irwin, J.P. (2015). LibGuides CMS eReserves: simplify delivering course reserves through Blackboard. *Interlending & Document Supply*, *43*(3), 145-147.
- Irwin, J.P., & Favaro, S. (2014). A framework for Interlibrary-loan implementation (in one semester). *Interlending & Document Supply*, *43*(1), 18-21.

Book Reviews:
- Kim, E., & Irwin, J. P. (2013). College Students' Sense of Belonging: A Key to Educational Success for All Students by Terrell L. Strayhorn (review). *The Review of Higher Education*, *37*(1), 119-122.

Presentations:
- Deborah Blackwell, John P. Irwin, Joan M. Serpico, and Emily Witkowski. Training Tips & Tricks: Templates and Strategies for Training New Staff. *New Jersey Library Association Conference*, May 18, 2016. http://njlaconference.info/content/training-tips-tricks-templates-and-strategies-training-new-staff

- Pivot Presentation to the College of Education and Human Services Faculty K-12 Seton Hall University, May 6, 2015.
- Lisa M Rose-Wiles, John P. Irwin, and Kathryn Wissell. "In-house print book use at Seton Hall University Libraries" *Vale Assessment Fair* (2015)
- OCLC WMS Migration, Library Faculty Retreat (With J. Buschman, M. Loesch, E. Leonard, N. Gold), Montclair State University, NJ, May 15, 2014

- Session Moderator Hofmann, M.A., Rose-Wiles, L.M. & Kauffman, K. (2013). "Exploring the Effects of Discovery Services on Library Instruction". VALE / NJ ACRL / NJLA CUS Fourteenth Annual Users' Conference, Rutgers University, Piscataway, NJ. January 4

Article 4.4 Service

Service to the University

- Faculty Senator 2014-2015, 2015-2016
- Graduate Studies Committee 2014-2015, 2015-2016, 2016-2017
- Teaching, Learning & Technology Roundtable Disabilities Services Sub-Committee Spring 2016
- University Seminar on Mission Spring 2016
- Seton Hall University Veterans' Committee 2015 – Present
- Co-Founder of the Student Veterans Association 2012
- Technical Services Committee Fall 2015 – Present
- VALE – Access Services Committee 2014 - Present
- Copyright Committee 2013 – Present
- Technical Services Committee fall 2015 – current
- Group Study Room Committee 2012 – Present
- Student Veterans Association, Co-Founder 2012 - Present
- Library Faculty Association 2011 – Present
- Member Seton Hall Veterans Committee Member 2015
- PSC Committee 2014 – 2015
- Assistant Dean Search and Hiring Committee 2013-2014
- Commencement Committee 2013 – Procession Leader
- Commencement Committee 2015 – Marshal
- Commencement Committee 2016 – Marshal
- EPC Committee 2013 - 2014
- Faculty Convocation Committee Fall 2012 – Necrology Reader
- Web Design Committee 2012-2013
- Discovery Process Team 2012
- Textbook Committee 2012

Service to the Profession
- Attended EZ-Borrow PALCI 2013, 2014, 2015, 2016 conferences representing Seton Hall University
- VALE Access Services Committee 2014 - 2015
- Attended VALE Conferences 2009 present.
- Member NJLA, 2009-Present
- Member ALA, 2009- Present
- E-Z Borrow PALCI Advisory Board Member 2015-2018. 2016 NYC Meeting at NYU and The New School

- VALE Access Services Committee 2014 + 2015

Service to the Community
Work closely with Department of Veterans Affairs
Work closely with the New Jersey Division of Labor Veteran's Representative
Work with D.A.V. Disable American Veterans
Lifetime Member of D.A.V.
Veterans of Foreign Wars
Seton Hall University Veterans Committee

Sulekha Kalyan

Head of Collection Development/Acquisitions

Collection Development Department Report FY 2015-2016

Acquisitions & Periodicals Unit of Collection Services
Annual Report 2015-2016
Prepared by Sulekha Kalyan, Acquisitions Librarian
5/24/2016

Summary:

This was a very productive year for the Acquisitions & Periodicals Unit of the University Libraries. Achievements include the acquisition of more than 4,000 print books and over 500 eBooks, implementation of a robust approval plan through YBP (including a faculty publication plan), switching our PDA plan to funnel requests through YBP rather than ProQuest (thus streamlining our ordering process), implementing the use of purchase orders with the Procurement department, rolling over our budget to the new fiscal year, allocating funds based on our acquisition algorithm, keeping expenditure records, maintaining subscriptions for eResources, generating usage statistics for databases, initiating a project to generate usage statistics for electronic journals, maintaining records in License Manager and the WMS Knowledgebase, keeping activities statistics, meeting with vendors, negotiating costs/licenses, resolving problems related to payments and renewals, providing financial and order status information to administration, faculty and librarians, participating in webinars and workshops, and attending meetings.

The Collection Development Unit is comprised of two and a half employees: Carol Kieslor (Acquisitions Supervisor), Joseph Yankus (Acquisitions Clerk, half time), and Denise D'Agostino (Serials Supervisor).

Our workflows adhere to and support the follow objectives of the Libraries Strategic Plan:
- Objective 5: Manage services more effectively;
- Objectives 9 & 10: Shift/compact periodical; de-duplicate, inventory
- Objective 11: managing WMS/KB
- Objectives 13 & 15: Institute a purchase-instead of borrow – In process, ongoing.

The following are the major activities of the Acquisitions Unit this fiscal year:

Budget: Acquisitions received a budget of 1,287,574 this year. We spent 66% of the budget on eResources maintenance and purchase; 30% on journals subscriptions and 4% on the purchase of

books. To date, we have spent $1,269,196 and $18,378 is the remaining balance to cover expenses through the end of June. (See Appended Figure 1)

- **Purchase Orders:** Procurement re-introduced the use of purchase orders this year. We worked with Jody Drafta and Procurement to implement the use of purchase orders to encumber funds for invoice payments**.**
- **Credit Card**: We continue to increase the use of our credit card for payment. Due to current payment authorization limits, a very limited number of our databases are paid via credit card. Most of our book purchases are paid via credit card. Some providers do not accept credit card and/or charge additional fees. We will continue to expand the use of our credit card within its spending capacities and vendor limitations (ongoing).
- **Allocations:** A budget of $60,000 was allocated for book acquisitions among the library faculty based on our allocation algorithm. To date we have used $54,513 to purchase 824 books. The remaining balance is kept for credit card payments. (See Appended Figure 5).

NEH Grant: In addition to the Acquisitions fund, we received an allocation of $430,000 from the NEH Grant to acquire resources for the humanities disciplines. To date we have used $311,474.90 to pay for 3,597 items for these collections. (See Appended Figure 10).

Other Restricted Funds: A total of $13,000 from the Valente fund was given to purchase books for Valente/Italian Collection. $1,600 was given from Alberto funds to purchase Portuguese materials. We used $7,905 from Judeo/Christian and Oesterreicher funds to purchase books for the School of Theology and Religion collections. (See figures 1, 2, and 3 below)

Figure 1: Valente Fund

Library Acquisitions Fund 619012 (Valente) Statistics
FY15-16

Subject/Discipline	Books ($)	# Rcv'd	Acct. Balance
College of Arts & Sciences			
History - APP	$ 3,825.39	171	
Italian Studies - APP	$ 3,374.25	144	
Italian Studies	$ 4,980.85	75	
Shipping Charge	$ 897.04		
Valente Totals	$ 13,077.53	390	$ (54.56)

Total FY15-16 Allocation: $13,022.97

Figure 2: Alberto Fund

Library Acquisitions Fund 663007 (Alberto) Statistics
FY15-16

Subject/Discipline	Books ($)	# Rcv'd
College of Arts & Sciences		
Portuguese Studies	$ 1,794.65	29
Shelf-Ready Charge	$ 21.77	
Shipping Charge	$ 73.69	
Alberto Totals	$ 1,890.11	29

Figure 3: Restricted Funds

Library Acquisitions Fund Restricted Accounts Statistics
FY15-16

Subject/Discipline	Books ($)	# Rcv'd	E-Books ($)	# Rcv'd	E-Resources ($)	# Rcv'd	Total Spent	Acct. Balance
College of Arts & Sciences								
Judeo-Christian (619003)	$ 1,021.07	37					$ 1,021.07	$ 510.16
Jobert-Sharp (663403)	$ 3,166.59	70			$ 2,747.00	2	$ 5,913.59	$ 312,633.99
Oesterreicher Collection (229003)							$ -	$ -
Oesterreicher Collection 2 (619044)	$ 160.14	4			$ 625.00	3	$ 785.14	$ 93.72
Shelf-Ready Charge	$ 158.61						$ 158.61	
Shipping Charge	$ 26.79						$ 26.79	
Judeo-Christian Totals	$ 4,533.20	111	$ -	0	$ 3,372.00	5	$ 7,905.20	

Databases and eResources maintained in the WMS Knowledgebase: We subscribe to 139 paid databases and eResources. All of our databases are represented in the WMS Knowledgebase. We work proactively to negotiate the lowest prices for new resources. We continue to use Consortia discounts such as VALE, WALDO and PALCI. 27 of our databases are subscribed through the VALE consortia, 15 through WALDO and 3 through LYRASIS. We've recently began exploring PALCI offerings for databases. Currently, we subscribe to JSTOR eBooks through PALCI. The remaining 95 databases are subscribed directly from the publishers and vendors. EBSCO, ProQuest and Gale are our major database vendors. We added 14 new databases this year.

New Databases acquired this year:
- CAG II
- PIVOT (in lieu of Black Studies Center)
- Greenr
- JSTOR DDA eBooks via PALCI
- Encyclopedia of Social & Behavior Sciences
- PolicyMaps
- BrowZine
- Thomson Reuters RIAA CheckPoint (upgraded to web access)
- Early American Newspapers
- Encyclopedia of Literature
- JSTOR VI (via Seton Hall Law)
- Statistical Insight
- Latin American Weekly Reports
- Psychotherapy.net Streaming Video Collection

The following initiatives supplemented our aforementioned eResource acquisition efforts:
- **Metadata Verification:** We check the WMS Knowledgebase routinely to ensure all links to databases, eBooks and streaming videos are functional and the correct holdings are reflected in WorldCat. We frequently collaborate with OCLC to resolve data feed issues with Gale, ProQuest and Elsevier. We checked the knowledgebase to ensure the proper transfer of eBooks from ProQuest PDA to DDA. We continue to work with OCLC and the

provider to resolve these data feed issues. Currently we are working with Oxford and OCLC to get their databases represented in OCLC/ KB.

- **Databases Usage Stats:** We continue to use usage data to evaluate eResources at the time of renewal. We collect usage data annually. Joseph Yankus is responsible for putting together and gathering data for evaluation. I send usage data to the Collection Development committee and to the library liaisons. This is a huge task and Joe does a great job of compiling this data.

Changes in eResources:

- **Canceled this fiscal year:**
  - English Drama Online
  - Black Studies Center (received PIVOT in lieu of this cancelation)
  - Literature Online (LION)
- **Trial Databases:** We had a number of databases on trial, requested by the library/faculty and the Database Committee. Few of these trials materialized into subscription or purchase.
  - SWANK Pilot with PALCI
  - Flipster
  - NewsBank/ Access News
  - API datasets
  - Sage Research Methods
  - Anthropological Fieldwork

Book Acquisitions (Print & eBooks): We acquired 4,345 print books and 507 eBooks this year. In addition, we added 45 DVDs to our collection. Acquisition of eBooks has doubled this year. In addition, a total of 102 DDA eBooks were triggered for purchase.

Approval Plan: We implemented a University Press approval plan with Yankee Book Peddler (YBP). It is a notification plan. All the selectors received training in creating profiles and folders, as well as how to access slips online from the YBP/GOBI interface. YBP trainers made multiple visits to provide in-house training to the selectors. A comprehensive profile was created to cover all our desired collections fields. Selectors select the titles and send those to Acquisitions staff for purchase. The entirety of this process is completed online. YBP loaded our catalog holdings into their system and our orders are checked automatically for de-duplication.

ebrary DDA Plan with YBP: In addition to the approval plan, we switched our existing ebrary PDA plan from ProQuest to YBP's DDA plan. Our print and eBook plans are intertwined. Selectors can see if a print approval title is available as an eBook for DDA. Selectors select the title for DDA and Acquisitions staff check for duplication and process the orders.

We have JSTOR eBooks DDA with PALCI.

We continue to subscribe to two eBook packages: EBSCO eBooks and ebrary from ProQuest. Together, these packages amount to 282,283 eBooks. Publishers periodically pull books from these collections and add new titles. These activities need to be maintained in our knowledgebase. We keep abreast with these changes and update the knowledgebase as needed.

Provided John Irwin with acquisition growth data for print books.

Periodicals (Print & Electronic, including publisher's packages): EBSCO handles our periodical subscriptions. Through EBSCO, the library's periodicals collection is comprised of 2,937 unique periodical titles in all formats. We continue to convert titles to an online version as they become available at the time of renewal. Print periodical subscriptions are down to 104 titles only, showing a trend of continuous shifting from print to electronic. In addition, we continue to acquire our publisher's packages for online journals based on attractive deals. Publishers continue to add new titles to these packages. Deals are based on maintaining a list of subscribed titles. We currently have 7 such deals. We spend 25% of our budget on periodicals subscriptions through EBSCO.

Package Name	Titles	Cost
American Chemical Society Web Editions	47	$ 48,805.00
AMS Online Journals Package	12	$ 5,274.00
Cabell's Publication Set Collection	12	$ 4,940.00
JAMA AMA Journals Online Collection	3	$ 5,712.00
Lippincott Williams & Wilkins Journal Package	22	$ 16,980.41
SAGE Premier All Access Collection	778	$ 22,253.33
Springer Lyrasis Online Collection	1,665	$ 44,823.06
Totals	**2,539**	**$ 148,787.80**

Additional Subscribed Periodicals Packages include:

Package Name	Titles	Cost
ScienceDirect Journals Package	3,009	$ 360,417.00
Nature Journals Package	24	$ 39,967.00
Oxford Journals Package	305	$ 20,965.00
Book Series Subscription from Elsevier	450	$ 3,780.80
Totals	**3,788**	**$ 425,129.80**

Through these packages we provide access to 6,327 Journal titles at the cost of $573.917.60.

Periodicals Daily Activities:

Titles checked in WMS: 1,518
Total Invoices Paid to EBSCO: 91
Serials Claimed: 3

Inventory Project: Denise has been working with John Irwin & Elizabeth Leonard on the Journals inventory project. She began the project last year with Z and is close to finishing the A's. As she goes along, she is making changes in the WMS Knowledgebase. She is also pulling and discarding duplicates. It is a very cumbersome, tedious, and time consuming project. Denise is doing a very thorough job.

De-duplication of Print and Electronic Journals in JSTOR, ACS, and Sage Back Files: 123 duplicate journal titles pulled from the shelves.

Gift Materials Statistics:

- Gift books received: 1436
- Journal issues received: 437
- Non print gifts: 163
- Acknowledgment letters sent: 51
- We sent 250 unwanted books to Better World Books and received a total of $532.77 in commission.

Periodicals Department Staff Professional Development 2015-2016
Prepared by Denise D'Agostino

July 2015

- 7/6 - Attended with staff a candidate presentation for Assistant Dean for Public Services
- 7/9 - I attended a WMS training webinar on Serials Holdings
- 7/13 - Started to pull, tie up and discard ACS duplicate back file title list with Vic.

August 2015

- 8/6 - I had a meeting with John Irwin & Vic regarding the journal moving project.
- 8/10 - I attended a workflow meeting
- 8/13 - I attended with staff "The State of the University Address" by Dr. A. Gabriel Esteban.

September 2015

- 9/3 – I attended with staff a breakfast to welcome the new Assistant Dean for Public Services, Sebastian Derry
- 9/22 – I worked with the CERT team for the distribution of flu shots.

October 2015

- 10/9 - I went to Montclair State College with Sulekha, Martha and Marta for a WMS User Group Meeting.

- 10/19 – I worked with the CERT team for the distribution of flu shots.

January 2016

- 1/8 - Went with Elizabeth and Joe Riccardelli to pack Rev. Worttman's collection of books 391 books which his sister donated to the library.

March 2016

- 3/21 – I began to pull, tie up and discard JSTOR duplicate back file title list.
- 3/21 - Random Sampling Day Survey for staff and faculty began.

April 2016

- 4/19 - Random Sampling Day Survey for staff and faculty.
- 4/26 - I attended a staff meeting held by Dean Buschman
- 4/27 - I attended with faculty and staff a retirement party for Dr. Richard Stern.

May 2016

- 5/9 - Random Sampling Day Survey for staff and faculty
- 5/17 - All attended the annual Employee Appreciation Day Picnic

Gift books continue to be donated to the library and we check each title in WMS.
I prep and pack dissertations for shipment to the bindery, sending a total of 59 theses this year.
I continue to send unwanted books to Better World Books.
As of May 31, 2016, I continue to work on the journal inventory project.
From February 2015 I started with the letter "Z" and am now in the letter "A".

Acquisitions Department Staff Professional Development 2015-2016
Prepared by Carol Kieslor & Joe Yankus

July 2015

7/6 – Staff attended a candidate presentation for Assistant Dean for Public Services search.

7/9 – Carol attended a WMS training webinar on Serials Holdings.

7/15 – Staff attended a candidate presentation for Assistant Dean for Public Services search.

August 2015

8/3 – Joe met with Marta Deyrup to provide hands-on GOBI training.

8/18, 8/25 – Sulekha, Joe & Carol met with Steve Sutton from YBP to discuss issues and concerns related to acquisition of firm orders, eBooks and approval plan.

8/19 – Carol attended a presentation for NJVID, a video streaming service.

September 2015

9/3 – Staff attended a breakfast to welcome the new Assistant Dean for Public Services, Sebastian Derry.

9/15 – Sulekha, Joe & Carol met with Travis Kelley from YBP to finalize approval plan details.

9/21 – Carol attended coffee and questions session with President Gabriel Esteban, along with other University Faculty and staff.

October 2015

10/8 – Carol attended an OCLC webinar.

10/8 – Sulekha, Joe & Carol met with OCLC staff to discuss and evaluate current Acquisitions workflows.

10/9 – Joe attended a Member Forum update for OCLC at Montclair State University.

10/27 – Joe & Sulekha met with Lisa Rose-Wiles to review inconsistencies in ScienceDirect holdings and discuss remedies.

November 2015

11/19 – Sulekha & Carol attended a meeting held by Dean Buschman concerning credit card usage.

11/30 – Sulekha, Joe & Carol conducted a conference call with Travis Kelley to resolve issues faculty were experiencing with the approval plan notifications.

December 2015

12/1 – Joe & Sulekha met with Joe Riccardelli to provide training for gathering e-Journal statistics.

12/8 - Sulekha, Joe & Carol met with Sebastian to go over procedures for using GOBI/YBP.

12/15 – Joe & Sulekha attended a webinar demonstration on RedLink software for acquisitions and statistics.

January 2016

1/12 – Joe met with John Irwin to provide hands-on GOBI training.

1/27 – Sulekha and Carol had a conference call with Travis Kelly, from YBP, to discuss the work flow of notifications for the approval plan.

February 2016

2/8 – Sulekha, Joe & Carol attended a webinar demonstrating the SWANK video streaming service.

2/9 – Sulekha, Joe & Carol met Travis Kelley from YBP to discuss funneling ebrary Demand-Driven Acquisitions (DDA) through GOBI.

2/16 – Staff attended a Local 153 General Meeting held at the Theatre in the Round.

March 2016

3/7 – Joe met with Anthony Lee to provide hands-on GOBI approval plan notification training.

3/23 – participated in Random Sampling Day Survey for staff and faculty.

April 2016

4/4 – Joe & Carol met with Sulekha to discuss EBSCO eBooks.

4/19 – participated in Random Sampling Day Survey for staff and faculty.

4/25 – Joe met with Lisa Rose-Wiles to discuss discrepancies with ScienceDirect holdings in EBSCO Discovery Service (EDS).

4/26 – Staff attended an All-Staff Meeting held by Dean Buschman.

May 2016

5/9 - Random Sampling Day Survey for staff and faculty.

Acquisitions Activities Summary 2015-2016

Acquisitions Requests Received	Purchase orders created	Books received	Shelf-Ready Books (YBP)	DVDs	eBooks	Invoices processed
2,758	479	4,345	1,243	45	507	1,163

Additional Projects:

We are checking 5,254 titles in WorldCat which were transferred from ebrary PDA to GOBI DDA to assure they are opening in WMS.

Joe and Carol are working on the Stacks Inventory Project (5 and 10 hours per week, respectively)

Personal Report 2015-2016
Sulekha Kalyan, MA, MLS
5/26/2016

Overall, it has been a very productive year for my professional development. I worked with administration, staff and Procurement to implement the use of purchase orders in our workflow, rolled over our Acquisitions budget in the WMS/Acquisitions module for the new fiscal year, managed the Acquisitions budget allocations and expenditures, negotiated prices and licenses for 14 new resources, evaluated journals, databases and other resources for renewal, initiated an approval plan with YBP, switched eBrary PDA from ProQuest to YBP DDA plan. Maintained vendor relations. Participated in committees. Worked collaboratively with other units of the Library.

Objective 5: Manage services more effectively with deeper data…..

- To date, we have expended 82% of our materials budget, remaining 18% of our budget will cover cost of credit card payments and last minute purchases. I revised the allocation formula to reflect new courses and changes in enrollment numbers.
- Implemented the use of purchase orders.
- Implemented an Approval Plan with YBP for University Press books, Seton hall authors' publications and award-winning titles.
- Reviewed & renewed subscriptions for 299 single journals and 8 journal packages.
- Acquired access to 3 new journal titles.
- Renewed subscription for over 120 databases and acquired access to 12 new databases.
- Worked with Seton Hall Law to acquire the JSTOR Collection VI through the WALDO consortia.
- Acquired a quote for Dean Buschman for Wiley's package for Medical Journals.
- Worked on renewal of ScienceDirect database with Dean Buschman and Lisa Rose-Wiles.
- Corresponded with vendors regarding price discrepancies, quotes and problems.
- Worked with EBSCO, Sage and WALDO to resolve issues related to content & invoices.
- Worked with WALDO and Oxford to resolve problems related to content and pricing issues.
- Acquired access to JSTOR eBooks via PALCI consortia deal.
- Collected Database Usage Statistics and distributed to Collection Development Committee to deliberate. Lisa Deluca and I will be working to do the cost per use evaluation for upcoming renewal of our e-resources.
- Journals Usage Statistics: Worked with Joe Riccardelli to create spreadsheets for vendor passwords for collecting usage data. As Joe is busy working in Stacks, I took the project on myself. Currently working on assigning subject codes to our holdings in EBSCOnet to extract title data by discipline. This is a huge task; I could use some additional help. (in process)
- Resolved issues related to EBSCO invoice payments with Procurement.

Objectives 9 & 11: Shift/compact the periodicals collection, finish its inventory; De-Duplicate Journals

- o Denise has been working on the Journals Inventory Project.
- o Compared our print journals holdings with JSTOR, Sage and ACS holdings. Identified duplicate titles and volumes. Gave lists of these findings to John Irwin and Denise to carry on the project.

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

- o Worked with Lisa Rose-Wiles on ScienceDirect data feed.
- o Worked on getting Gale resources in WMS for direct feed; Added new resources to WMS/KB. Continue to check availability of resources in WMS. Work with vendors OXFORD; Elsevier and Gale to have their data represented in WMS.

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

Other Accomplishments:

- o Continue to work with Law School
- o Work cooperatively with selectors and faculty
- o Accept gifts
- o Communicate with vendors on daily basis, arrange demos and presentations
  - o Provided information for impact statements

Workshops and Conferences & Presentations:

- o Attended Charleston Conference 2015
- o Presented at Charleston Conference Lively Lunch on *How do we report & Manages eBooks* – November, 2015
- o Attended Webinars on PALCI eBooks
- o Watched ACRL Webinar on Making eBooks functional
- o Watched Copyright webinar on Analyzing a Copyright Question
- o Attended Digital Humanities workshops

Committee Work – I continue to serve on the following committees:

- • VALE Electronic Resources Committee
- • VALE Cooperative Collection Development Committee
- • VALE Digital and Media Committee
- • Library Collection Services Committee
- • Library Collection Development Committee
- • Library Rank & Tenure Committee

- Senate Alternate Representative
- Library EPC Committee

List of Appended Figures:

1. Library Materials Fund (100) Expense Overview by School & Material Type
2. Library Materials Fund (100) Expense Report by Subject & Material Type
3. Library Materials Fund (100) Expense Graph by Material Type
4. Library Materials Fund (100) Expense Graph by College/School
5. Library Materials Fund (100) Subject Allocations & Balance for Print Books & eBooks
6. NEH Fund (663402) Expense Overview by School & Material Type
7. NEH Fund (663402) Expense Report by Subject & Material Type
8. NEH Fund (663402) Expense Graph by Material Type
9. NEH Fund (663402) Expense Graph by College/School
10. NEH Fund (663402) Subject Allocations & Balance for Print Books & eBooks
11. Acquisition Requestor Statistics
12. Acquisition Submissions by Library Faculty Graph

Figure 1: Library Materials Fund (100) Expense Overview by School & Material Type

Library Acquisitions Fund 100 (GEN) Expense Report by School & Material Type
FY15-16 (through May 31, 2016)

School	Print & eBooks: Acct. 7141 ($)	# Rcv'd	Databases, CDs/DVDs: Acct. 7144 ($)	# Rcv'd	Print Serials: Acct. 7143 ($)	Total ($)	Total # Rcv'd
Arts & Sciences	$ 23,508.89	352	$ 783,627.36	52	$ 289,974.32	$ 1,097,110.57	404
Communication & Arts	$ -	0	$ -	0	$ 964.87	$ 964.87	1
Education	$ 2,940.34	37	$ 4,487.61	1	$ 12,728.70	$ 20,156.65	38
Nursing	$ 8,585.85	154	$ 17,660.00	4	$ 20,012.41	$ 46,258.26	158
Business	$ 1,895.57	36	$ 29,408.57	8	$ 31,149.42	$ 62,453.56	44
Diplomacy	$ 12,547.82	130	$ 8,896.50	5	$ -	$ 21,444.32	135
Health & Medical Sciences	$ 7,656.18	134	$ 1,868.40	1	$ 25,590.24	$ 35,114.82	135
Grand Total by Material Type	**$ 57,134.65**	**843**	**$ 845,948.44**	**71**	**$ 380,419.96**	**$ 1,283,503.05**	**915**

Figure 2: Library Materials Fund (100) Expense Report by Subject & Material Type

Library Acquisitions Fund 100 (GEN) Statistics
FY15-16 (through May 31, 2016)

Subject/Discipline	Books ($)	# Rcv'd	App. Books ($)	# Rcv'd	E-Books ($)	# Rcv'd	E-Resources ($)	# Rcv'd	Print Serials ($)	# Rcv'd	CD's/DVD's ($)	# Rcv'd	Total ($)	Total # Rcv'd	Acct. 7141 Balance ($)
College of Arts & Sciences															
Biology	961.32	15	263.60	7	655.89	4	45,558.00	2	27,116.26				74,555.07	28	1,682.46
Chemistry	257.00	3			433.50	3	66,343.31	3	92,207.80				159,241.61	9	2,734.73
Criminology	585.07	21			296.98	3			1,350.89				2,232.94	24	705.01
History							275.00	1	855.74				1,130.74	1	-
Interdiscipline	2,141.02	35	237.84	3	5,518.99	43	623,797.37	30	119,616.69		5.00	1	751,316.91	112	(5,927.15)
Math & Computer Science	1,397.25	23	195.72	3	244.89	3			1,825.22				3,663.08	29	186.44
Physics	847.24	14	243.58	4	229.00	1	6,246.00	1	15,333.84		150.00	1	23,049.66	21	(2.59)
Political Science	3,991.22	93	243.51	4	1,034.57	11	9,329.20	2	5,190.83				19,789.33	110	(1,905.74)
Psychology	1,339.02	33			342.85	2	28,561.25	3	12,424.75		629.69	7	43,297.56	45	758.75
Social Work	833.64	14	370.22	10			2,707.58	1	14,052.30				17,963.74	25	122.18
Shelf-Ready Charge	622.00		93.30										715.30	0	-
Shipping Charge	112.64		17.03								24.96		154.63	0	-
Arts & Sciences Totals	13,087.42	251	1,664.80	31	8,756.67	70	782,817.71	43	289,974.32	0	809.65	9	1,097,110.57	404	(1,645.91)
College of Education															
Education	1,801.33	26			967.44	11	4,487.61	1	12,728.70				19,985.08	38	6,045.27
Shelf-Ready Charge	43.54												43.54	0	-
Shipping Charge	128.03												128.03	0	-
College of Education Totals	1,972.90	26	-	0	967.44	11	4,487.61	1	12,728.70	0	-	0	20,156.65	38	6,045.27
College of Nursing															
Nursing	7,003.58	137			1,364.88	17	17,395.00	3	20,012.41		250.00	1	46,025.87	158	158.60
Shelf-Ready Charge	195.93												195.93	0	-
Shipping Charge	21.46										15.00		36.46	0	-
College of Nursing Totals	7,220.97	137	-	0	1,364.88	17	17,395.00	3	20,012.41	0	265.00	1	46,258.26	158	158.60
School of Business															
Business	517.52	17			1,307.54	19	29,408.57	8	31,149.42				62,383.05	44	3,962.50
Shelf-Ready Charge	43.54												43.54	0	-
Shipping Charge	26.97												26.97	0	-
School of Business Totals	588.03	17	-	0	1,307.54	19	29,408.57	8	31,149.42	0	-	0	62,453.56	44	3,962.50
School of Communication & Arts															
Communication & Arts									964.87	1			964.87	1	4,402.37
Shelf-Ready Charge													-	0	-
Shipping Charge													-	0	-
School of Comm/Arts Totals	-	0	-	0	-	0	-	0	964.87	1	-	0	964.87	1	4,402.37
School of Diplomacy															
Diplomacy	10,255.74	102	450.26	12	1,624.31	16	8,896.50	5					21,226.81	135	(6,185.89)
Shelf-Ready Charge	124.29		37.32										161.61	0	-
Shipping Charge	54.14		1.76										55.90	0	-
School of Diplomacy Totals	10,434.17	102	489.34	12	1,624.31	16	8,896.50	5	-	0	-	0	21,444.32	135	(6,185.89)
School of Health & Medical Sciences															
HAMS	6,371.25	125			1,111.31	9	1,868.40	1	25,590.24				34,941.20	135	(2,176.86)
Shelf-Ready Charge	158.61												158.61	0	-
Shipping Charge	15.01												15.01	0	-
School of HAMS Totals	6,544.87	125	-	0	1,111.31	9	1,868.40	1	25,590.24	0	-	0	35,114.82	135	(2,176.86)
Grand Totals - All Schools	39,848.36	658	2,154.14	43	15,132.15	142	844,873.79	61	380,419.96	1	1,074.65	10	1,283,503.05	915	4,560.08

GEN Grand Totals: Service & Shipping Fees	
Shelf-Ready Charges	1,318.53
Shipping Charges	417.00

Figure 3: Library Materials Fund (100) Expense Graph by Material Type

Library Materials Budget (100)
Expense Report by Material Type
FY 2015-2016 (through May 31, 2016)

Books ($), $39,848.36 , 3%

CD's/DVD's ($), $1,074.65 , 0%

E-Books ($), $15,132.15 , 1%

App. Books ($), $2,154.14 , 0%

Print Serials ($), $380,419.96 , 30%

E-Resources ($), $844,873.79 , 66%

- Books ($)
- App. Books ($)
- E-Books ($)
- E-Resources ($)
- Print Serials ($)
- CD's/DVD's ($)
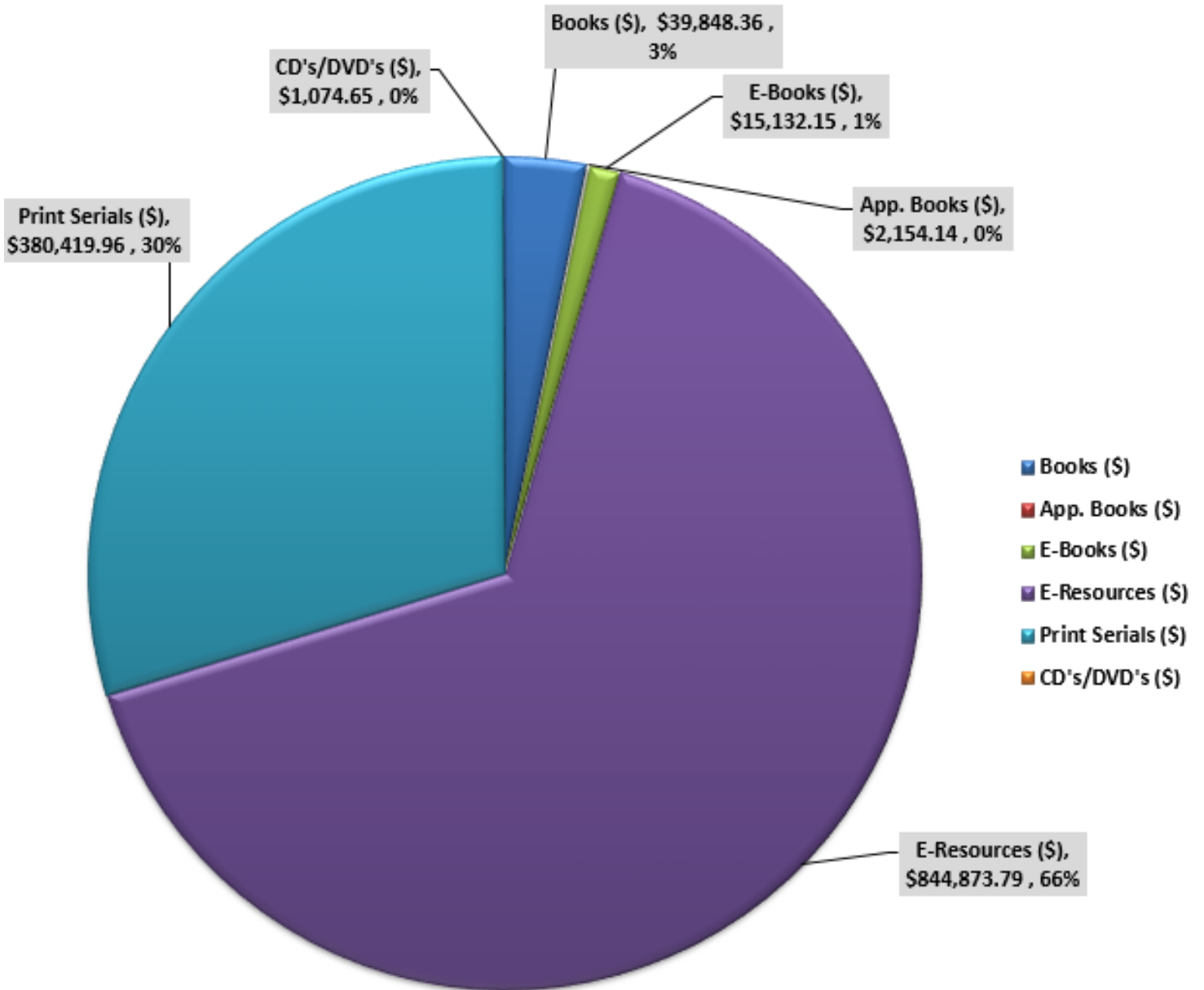
Figure 4: Library Materials Fund (100) Expense Graph by College/School

Library Materials Budget (100)
Expense Report by College/School
FY 2015-2016 (through May 31, 2016)

School of Business, $62,453.56 , 5%

School of Communication & Arts, $964.87 , 0%

College of Nursing, $46,258.26 , 4%

College of Education, $20,156.65 , 1%

School of Diplomacy, $21,444.32 , 2%

School of Health & Medical Sciences, $35,114.82 , 3%

College of Arts & Sciences, $1,097,110.57 , 85%

Legend:
- College of Arts & Sciences
- College of Education
- College of Nursing
- School of Business
- School of Communication & Arts
- School of Diplomacy
- School of Health & Medical Sciences
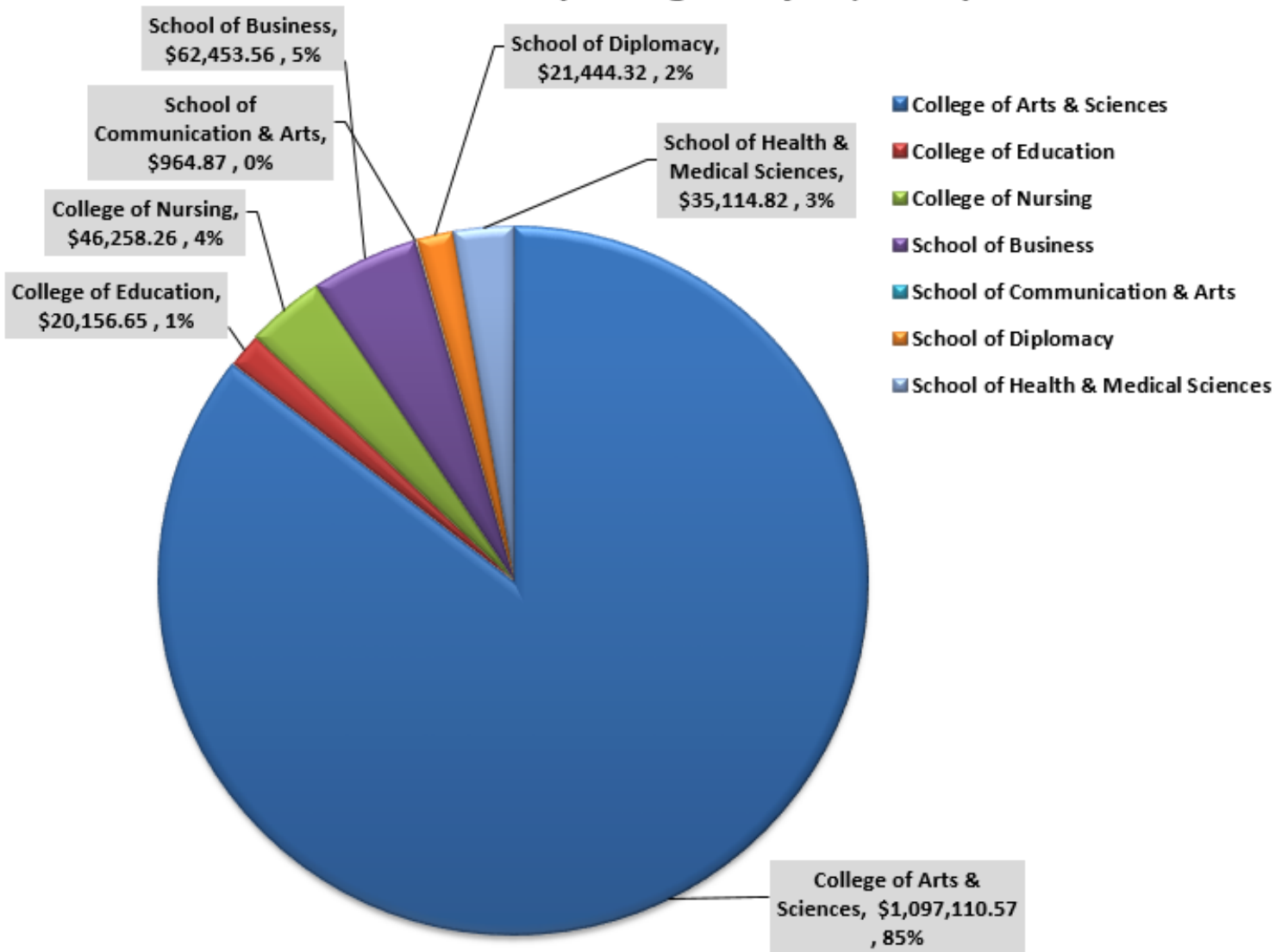
Figure 5:
Library Materials Fund (100) Subject Allocations & Balance for Print Books & eBooks

Library Acquisitions Fund 100 (GEN)
Subject Allocations & Balances for Print Books & eBooks
FY15-16 (through May 31, 2016)

College of Arts & Sciences			
Subject	**Liaison**	**Allocated Budget ($)**	**Remaining Balance ($)**
Biology	Rose-Wiles	$ 3,563.27	$ 1,682.46
Chemistry	Rose-Wiles	$ 3,425.23	$ 2,734.73
Criminology	DeLuca	$ 1,587.06	$ 705.01
Interdiscipline	N/A	$ 1,970.70	$ (5,927.15)
Math & Computer Science	Rose-Wiles	$ 2,024.30	$ 186.44
Physics	Rose-Wiles	$ 1,317.23	$ (2.59)
Political Science	DeLuca	$ 3,363.56	$ (1,905.74)
Psychology	Irwin	$ 2,440.62	$ 758.75
Social Work	Rose-Wiles	$ 1,326.04	$ 122.18
Arts & Sciences Totals		$ 21,018.01	$ (1,645.91)

College of Education			
Subject	**Liaison**	**Allocated Budget ($)**	**Remaining Balance ($)**
Education	Irwin	$ 8,814.04	$ 6,045.27
College of Education Totals		$ 8,814.04	$ 6,045.27

College of Nursing			
Subject	**Liaison**	**Allocated Budget ($)**	**Remaining Balance ($)**
Nursing	Rose-Wiles	$ 8,527.06	$ 158.60
College of Nursing Totals		$ 8,527.06	$ 158.60

School of Business			
Subject	**Liaison**	**Allocated Budget ($)**	**Remaining Balance ($)**
Business	Stern/Wissel	$ 8,787.56	$ 3,962.50
School of Business Totals		$ 8,787.56	$ 3,962.50

School of Diplomacy			
Subject	**Liaison**	**Allocated Budget ($)**	**Remaining Balance ($)**
Diplomacy	DeLuca	$ 3,144.42	$ (6,185.89)
School of Diplomacy Totals		$ 3,144.42	$ (6,185.89)

School of Health & Medical Sciences			
Subject	**Liaison**	**Allocated Budget ($)**	**Remaining Balance ($)**
HAMS	Rose-Wiles	$ 5,305.70	$ (2,176.86)
School of Health & Medical Sciences Totals		$ 5,305.70	$ (2,176.86)

Grand Totals - All Schools		$ 55,596.79	$ (5,887.56)

Figure 6: NEH Fund (663402) Expense Overview by School & Material Type

Library Acquisitions Fund 663402 (NEH) Expenditure Report by School & Material Type
FY15-16 (through May 31, 2016)

School	Print & eBooks: Acct. 7141 ($)	# Rcv'd	Databases, CDs/DVDs: Acct. 7144 ($)	# Rcv'd	Print Serials: Acct. 7143 ($)	# Rcv'd	Total ($)	Total # Rcv'd
Arts & Sciences	$ 98,765.14	3173	$ 142,221.19	90	$ 33,738.40	8	$ 274,724.73	3271
Education	$ 376.19	13	$ -	0	$ -	0	$ 376.19	13
Nursing	$ 541.45	8	$ -	0	$ -	0	$ 541.45	8
Business	$ 398.06	13	$ 14.96	1	$ -	0	$ 413.02	14
Communications/Arts	$ 5,087.09	109	$ 17,731.42	16	$ 608.70	2	$ 23,427.21	127
Seminary/Theology	$ 11,976.06	163	$ 16.24	1	$ -	0	$ 11,992.30	164
Grand Total by Material Type	$ 117,143.99	3479	$ 159,983.81	108	$ 34,347.10	10	$ 311,474.90	3597

Figure 7: NEH Fund (663402) Expense Report by Subject & Material Type

Library Acquisitions Fund 663402 (NEH) Statistics

FY15-16

Subject/Discipline	Books ($)	# Rcv'd	App. Books ($)	# Rcv'd	E-Books ($)	# Rcv'd	E-Resources ($)	# Rcv'd	Print Serials ($)	# Rcv'd	CD's/DVD's ($)	# Rcv'd	Total ($)	Total # Rcv'd	7141 Balance ($)
College of Arts & Sciences															
African American Studies	1,152.26	37	98.20	4	8.95	1	350.00	1	2,771.56				4,380.97	43	1,471.07
Alberto - Portuguese													-	0	
Archives							2,211.61	1					2,211.61	1	
Asian Studies	573.77	21			2,626.00	322	6,693.00	2	3,697.48				13,590.25	345	1,761.18
Catholic Studies	543.84	17									249.90	3	793.74	20	3,524.92
Classical Studies	4,508.96	44	113.40	1			6,621.39	5	558.71				11,802.46	50	(2,337.98)
Computer Science	37.80	1											37.80	1	
Core Curriculum	390.82	9											390.82	9	4,570.13
English	7,739.11	191	230.96	3	2,485.11	18	35,542.30	27	6,975.76	2	169.95	1	53,143.19	242	3,427.67
German Approval	3,193.45	96											3,193.45	96	
History	4,686.40	151	907.97	28	281.84	8	20,937.08	4	3,469.97		34.95	1	30,318.21	192	3,545.69
Interdiscipline	1,832.18	55	235.11	5	369.99	4	45,105.20	18	2,742.18		298.00	2	50,582.66	84	2,523.67
Italian Studies	4,295.24	59			90.00	1							4,385.24	60	
Italian Studies - APP	12,583.41	565											12,583.41	565	
Modern Languages	3,178.65	60					9,355.32	3	6,640.50		136.70	9	19,311.17	72	4,458.87
Philosophy	2,276.10	49	435.88	8					4,999.99				7,711.97	57	3,587.26
Political Science	934.46	19	25.16	1									959.62	20	432.57
Psychology			20.96	1									20.96	1	1,371.23
Religion	597.50	13					12,609.61	4	1,741.85	6	37.78	2	14,986.74	25	8,824.40
Russian Approval	11,411.42	568											11,411.42	568	(10,019.23)
Science	2,237.96	53	104.45	3	129.00	1					200.00	0	2,671.41	57	(1,079.22)
Sociology / Anthropology	4,981.68	99	1,062.29	35	229.94	4	1,211.60	1	129.45		358.11	6	7,973.07	145	1,363.61
Spanish Approval	4,065.00	211											4,065.00	211	
Valente - History - APP	10,298.20	407											10,298.20	407	
Shelf-Ready Charge	1,707.39		279.90		21.77								2,009.06	0	-
Shipping Charge	5,683.28		98.77		0.61						98.69		5,892.30	0	
Arts & Sciences Totals	88,908.88	2725	3,613.05	89	6,243.21	359	140,637.11	66	33,738.40	8	1,584.08	24	274,724.73	3271	27,425.84
College of Education															
Curriculum	207.33	12											207.33	12	1,184.86
Education					133.50	1							133.50	1	
Shelf-Ready Charge	31.10												31.10	0	-
Shipping Charge	4.26												4.26	0	
College of Education Totals	242.69	12	-	0	133.50	1	-	0	-	0	-	0	376.19	13	1,184.86
College of Nursing															
Nursing	493.16	7	20.96	1									514.12	8	
Shelf-Ready Charge	3.11		3.11										6.22	0	-
Shipping Charge	21.00		0.11										21.11	0	-
College of Nursing Totals	517.27	7	24.18	1	-	0	-	0	-	0	-	0	541.45	8	-
School of Business															
Business	191.75	8			182.85	5					9.98	1	384.58	14	1,017.59
Shelf-Ready Charge	18.66												18.66	0	-
Shipping Charge	4.80										4.98		9.78	0	-
School of Business Totals	215.21	8	-	0	182.85	5	-	0	-	0	14.96	1	413.02	14	1,017.59
School of Communication & Arts															
Communication & Arts	4,571.91	107	165.44	2			17,500.70	7	554.80	2	218.72	9	23,011.57	127	6,468.93
Shelf-Ready Charge	286.12		6.22										292.34	0	
Shipping Charge	56.65		0.75						53.90		12.00		123.30	0	-
School of Comm/Arts Totals	4,914.68	107	172.41	2	-	0	17,500.70	7	608.70	2	230.72	9	23,427.21	127	6,468.93
Seminary Library															
Seminary Library	11,747.62	163									12.26	1	11,759.88	164	18,252.38
Shipping Charge	228.44										3.98		232.42	0	-
Seminary Library Totals	11,976.06	163	-	0	-	0	-	0	-	0	16.24	1	11,992.30	164	18,252.38
School of Health & Medical Sciences															
HAMS													-	0	
Shelf-Ready Charge													-	0	-
Shipping Charge													-	0	-
School of HAMS Totals	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Grand Totals - All Schools	106,774.79	3022	3,809.64	92	6,559.56	365	158,137.81	73	34,347.10	10	1,846.00	35	311,474.90	3597	54,349.60

NEH Grand Totals: Service & Shipping Fees	
Shelf-Ready Charges	2,357.38
Shipping Charges	6,283.17

Figure 8: NEH Fund (663402) Expense Graph by Material Type

NEH Fund (663402)
Expense Report by Material Type
FY 2015-2016 (through May 31, 2016)

- CD's/DVD's ($), $1,846.00 , 1%
- Print Serials ($), $34,347.10 , 11%
- Books ($), $106,774.79 , 34%
- App. Books ($), $3,809.64 , 1%
- E-Books ($), $6,559.56 , 2%
- E-Resources ($), $158,137.81 , 51%

Legend:
- Books ($)
- App. Books ($)
- E-Books ($)
- E-Resources ($)
- Print Serials ($)
- CD's/DVD's ($)
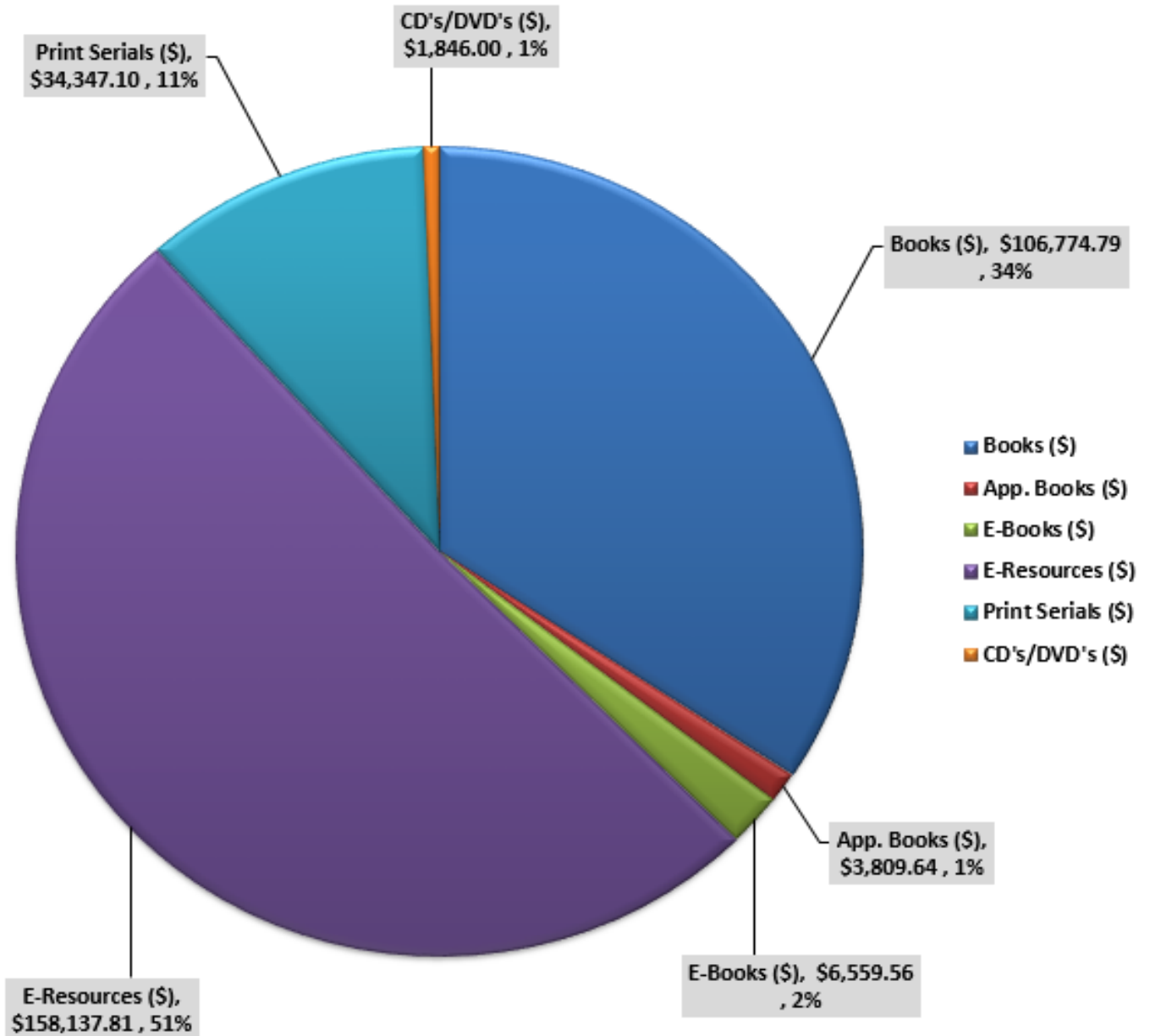
Figure 9: NEH Fund (663402) Expense Graph by College/School

NEH Fund (663402)
Expense Report by College/School
FY 2015-2016 (through May 31, 2016)

School of Business, $413.02 , 0%

School of Communication & Arts, $23,427.21 , 8%

Seminary Library, $11,992.30 , 4%

College of Nursing, $541.45 , 0%

College of Education, $376.19 , 0%

College of Arts & Sciences, $274,724.73 , 88%

■ College of Arts & Sciences
■ College of Education
■ College of Nursing
■ School of Business
■ School of Communication & Arts
■ Seminary Library
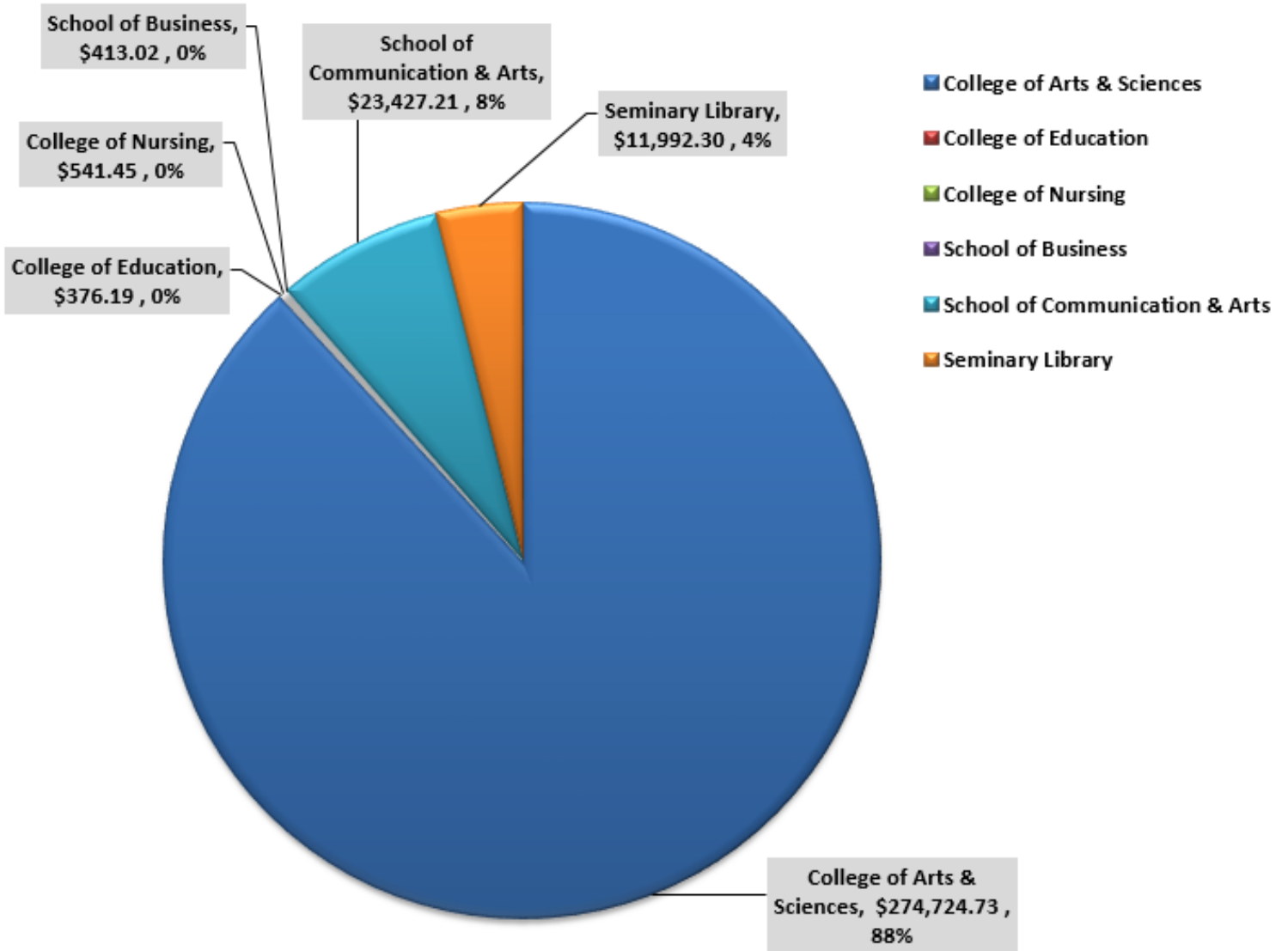
Figure 10:
NEH Fund (663402) Subject Allocations & Balance for Print Books & eBooks

Library Acquisitions Fund 663402 (NEH)
Subject Allocations & Balances for Print Books & eBooks
FY15-16 (through May 31, 2016)

College of Arts & Sciences			
Subject	**Liasion**	**Allocated Budget ($)**	**Remaining Balance ($)**
African American Studies	Lee	$ 2,730.48	$ 1,471.07
Asian Studies	Bao	$ 4,960.95	$ 1,761.18
Catholic Studies	Lee	$ 4,068.76	$ 3,524.92
Classical Studies	Deyrup	$ 2,284.38	$ (2,337.98)
Core Curriculum	Loesch	$ 4,960.95	$ 4,570.13
English	Lee	$ 13,882.85	$ 3,427.67
History	DeLuca	$ 9,421.90	$ 3,545.69
Interdiscipline	N/A	$ 4,960.95	$ 2,523.67
Modern Languages	Deyrup	$ 7,637.52	$ 4,458.87
Philosophy	Wissel	$ 6,299.24	$ 3,587.26
Political Science	DeLuca	$ 1,392.19	$ 432.57
Religious Studies	Mita	$ 9,421.90	$ 8,824.40
Russian Approval	Deyrup	$ 1,392.19	$ (10,019.23)
Science	Rose-Wiles	$ 1,392.19	$ (1,079.22)
Sociology / Anthropology	Rose-Wiles	$ 7,637.52	$ 1,363.61
Arts & Sciences Totals		**$ 82,443.97**	**$ 26,054.61**

College of Education			
Subject	**Liasion**	**Allocated Budget ($)**	**Remaining Balance ($)**
Curriculum	Loesch	$ 1,392.19	$ 1,184.86
College of Education Totals		**$ 1,392.19**	**$ 1,184.86**

School of Business			
Subject	**Liasion**	**Allocated Budget ($)**	**Remaining Balance ($)**
Business	Stern/Wissel	$ 1,392.19	$ 1,017.59
School of Business Totals		**$ 1,392.19**	**$ 1,017.59**

School of Communication & Arts			
Subject	**Liasion**	**Allocated Budget ($)**	**Remaining Balance ($)**
Communication & Arts	Derry/Bloom/Mita	$ 11,206.28	$ 6,468.93
School of Communication & Arts Totals		**$ 11,206.28**	**$ 6,468.93**

Seminary Library			
Subject	**Liasion**	**Allocated Budget ($)**	**Remaining Balance ($)**
Seminary Library	N/A	$ 30,000.00	$ 18,252.38
Seminary Library Totals		**$ 30,000.00**	**$ 18,252.38**

Figure 11: Acquisition Requestor Statistics

Acquisition Requestor Statistics FY15-16				
Orders Submitted for Book Purchase (through May 31, 2016)				
Department Faculty			**Library Faculty**	
Requestor's Dept.	**No. of requests**		**Requestor**	**No. of requests**
Business	1		Bao	312
Catholic Studies	2		Bloom	31
Communication & Arts	117		Brasile	3
Core Curriculum	7		Buschman	7
Diplomacy	9		DeLuca	386
English	78		Derry	1
History	20		Deyrup	144
Judeo-Christian	72		Ince	10
Law	1		Irwin	53
Library	2		Kalyan	15
Math & Computer Science	2		Lee	343
Modern Language	1		Leonard	6
Music	1		Loesch	15
Nursing	1		Mita	3
Philosophy	29		Stern	104
Physical Therapy	1		Wissel	9
Political Science	27		Rose-Wiles	449
Psychology	1		**Total**	**1891**
Religion	4			
Russian	15			
Seminary	190			
Sociology/Anthropology	7			
TLTC	2			
Valente	83			
Total	**673**			

Figure 12: Acquisition Submissions by Library Faculty Graph

Acquisition Submissions by Library Faculty
FY15-16 (through May 31, 2016)

Bar chart titled "Acquisition Submissions by Library Faculty FY15-16 (through May 31, 2016)". Y-axis: No. of Requests (0 to 500). X-axis: Requestor.

Requestor	No. of Requests
Rose-Wiles	449
DeLuca	386
Lee	343
Bao	312
Deyrup	144
Stern	104
Irwin	53
Bloom	31
Kalyan	15
Loesch	15
Ince	10
Wissel	9
Buschman	7
Leonard	6
Brasile	3
Mita	3
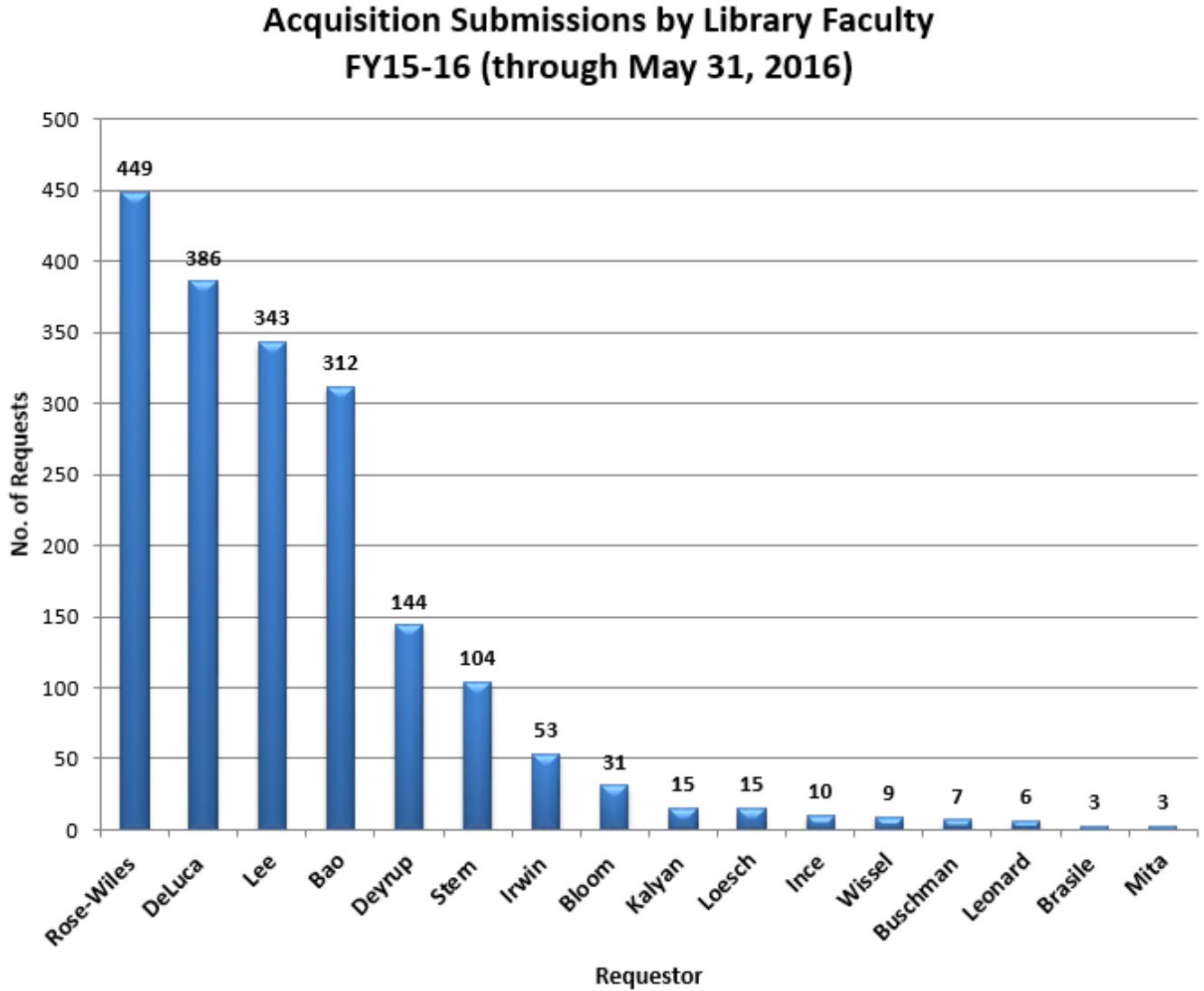
Anthony Grobes Lee

Reference Librarian/Humanities and Catholic Studies Specialist

Annual Report FY 2015-2016

Preamble

My endeavor as a Humanities/Catholic specialist took on various complexities and specifications as I complete another year's academic functionality with a nod to a faculty service module. This commitment to students, both undergraduate and graduate, combined with service and liaison responsibility to staff, faculty and administrators in line with all sectors of academe. Providing a straight line illumination of strategic vectors in research and problem solving for the departments of Africana Studies, Archaeology, Catholic Studies, Classical Studies, Communications, i.e. Film, English, Middle Eastern Studies, Psychology, and Sports. At the same time taking care to maintain a vital, fresh, and engaging Reference desk collection of research enablers. All this dovetailing Strategic Objectives 4 and 5: "Reformulate the liaison model to encompass encounters such as embedded Library Faculty Work, online presence, in-class, assignment development while managing services with more effectively with deeper data, randomly collected."

Professional Effectiveness

I worked 21 hours at the Reference Desk on Tuesday, Wednesday, Thursday, Friday, and Saturday thus fulfilling my pre-retirement arrangement with the Dean of University Libraries I taught 26 Bibliographic Instruction classes from July 1 to June 30, 2016; with 11 sections of University Life during the same period; also coordinated 4 sections of EOP instruction during the Summer of 2016 while instructing a section myself. Shaping the next generation of library users into a viable and empowered force of learners.

I continued to act as liaison to the Departments of Africana Studies, Archaeology, Catholic Studies, Classical Studies, under the direction of Dr. Marta J. M. Deyrup, Communications, i.e. Film Studies, EOP/Upward Bound, English with Dr. Deyrup, Middle Eastern Studies, Psychology, and Sports: Ordering and updating the collections including journals, monographs, DVDs, Databases, and Reference sets. Engaged Faculty, Deans, and administrators in shaping and energizing a set of principles for focusing on an academic pathway to student engagement and achievement in a variety academic curricular pathways thus realizing and enhancing objections 2 of the SHU Library strategic plan "creating and embedding learning objects as close to the point of need as possible."

Service

College of the University Libraries
Library EPC
Assembly, Faculty
University
Compensation & Welfare
Calendar
Graduate Studies
Community
American Library Association-Life Member
MLA-Modern Language Association
New Jersey Library Association-ACRL
IACA-Irish American Cultural Association

Scholarship

Poetic Creation remained a focus for constructive thinking Praxis II execution of the Reference interview from a Lonergan/G.E.M. perspective focusing on the interiority of intent. A general empirical intervention that fully invests the learner in a complete path, A-B-C-D-E-F approach to getting research answers that completely frame the investigative process. This is an ongoing enhancement that is giving rise to more substantial academic achievement.

Attended a three morning Faculty Seminar from 9:30 to 12:30, May 24th, 25th, and 26th. In the Chancellor's Suite of the University Center sponsored by the Center for Catholic Studies and the Center for Vocation and Servant Leadership. The sessions are to moderated by Monsignor C. Anthony Ziccardi, Vice President of Mission and involved exposition of the text: "Meeting Paul of Tarsus: Teacher of the Nations." It involves exploration of Saint Paul's background, activity, thought and legacy. Attendees learned how the powerful and controversial figure still influences us and much of the world today.

Attended 4 Faculty Retreats for the Academic year: 2015-2016. The theme was "Mercy as Spiritual Paradigm." Dr. Genevieve Pinto-Zipp, Professor and Director of the School of Health and Medical Sciences, Center for Interpersonal Education of Health Sciences, Thursday, October 8th, 2015: theme-Mercy and Compassion. Dr. Justin Anderson, Assistant Professor of Moral Theology in the School of Theology, Thursday, November 19th, 2015, on the theme: Mercy and Community-The Marvelous Exchange of a Prodigal Father. Rev. Dr. Paul Holmes, Distinguished University Professor of Servant Leadership, Tuesday, February 2nd, 2016, on the theme: Mercy and Forgiveness-A Spiritual Pilgrimage, March 15th, 2016, on the theme: Mercy and Trust-Can We Trust in and Accept God's Mercy?

Attended Catholic Lectures and workshops sponsored by Catholic Studies, the Lonergan Institute, and the Center for Vocation and Servant Leadership thus furthering the import of Objective 4 reformulation of the liaison model to encompass encounters such as embedded Library Faculty work, online presence, in-class, assignment development.

Summation and Future Focus

       This coming semester as I project into the future I would like the opportunity to continue in Post-retirement, on Friday and Saturday on an hourly basis without benefits. It would avail the Library of my expertise while keeping down cost. I think it bears thought. I would then be able to continue as English and Catholic liaison while keeping a veteran presence.

Elizabeth Leonard

Assistant Dean for Information Technology

Annual Report FY 2015-2016

Introduction

This academic year has been one with significant accomplishments for the University Libraries (UL). We have been able to improve workflows and improve efficiency within the rebranded Collections Services area, finish the inventory of the Curriculum and Reference Collections and plan and begin the inventory of our Main Collection, as well as begin to shape the workflows for the resources for the coming School of Medicine. I've continued to work with Seton Hall University's Information Technology Department and external vendors such as EBSCO and OCLC to develop services that meet our long term goals, including library services to Alumni and Single Sign On (SSO) for both on and off campus users. We have also developed a foundational plan for Digital Collections at SHU Libraries. We implemented new websites for all the groups under the UL umbrella as well as the Seminary Library, and enhanced services within the library. Finally, I have developed a close working relationship with the new Assistant Dean of Public Services.

Monitoring of the quantity and quality of workflows in Collections Services.

Objective 2: Create and embed learning objects as close to the point of need as possible

Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching

Objective 13: Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID)

Over the last year, I have become more involved in Collection Services to help ensure materials are ordered, processed, and provided for public use in the most efficient manner possible. I've implemented the Collections Services team meeting, consisting of Head of Access Services Professor Irwin, co-Heads of Technical Services Professors Loesch and Deyrup, Acquisitions Librarian Professor Kalyan, Electronic Services Librarian Professor Bao, Digital Services Librarian Professor Ince, and reference librarian Professor Wissel. We meet every other week, which allows us to discuss and successfully solve problems and share information. Specific work in each area follows.

Cataloging: This past year, Professor Deyrup, Professor Loesch, and I worked together to achieve several aims. First, to clear the backlog of gift materials that had accumulated over many years. Second, to create and refine a list of cataloging priorities that would help focus the work

on ensuring high-priority materials reached the hands of our patrons in a timely manner. This list of priorities helped us see at which proportions certain material should be processed and as a result, I implemented "Special Project Fridays," which allowed the cataloging assistants a full day of uninterrupted work to attend to gift books and special collections processing. Additionally, we looked for other ways to decrease the time between receiving the item and shelving, including having cataloging assistants create their own labels (thereby reducing the bottleneck with student workers who now need only to beep and stamp), and changing the way we mark materials for the stacks personnel. Finally, each cataloging assistant has been sharing the number of items processed or "touched" each day, which helps provide self-feedback as well allowing myself and the Co-Heads of Technical Services a birds-eye view of processing speed and issues. According to the numbers we were able to obtain from WMS, these changes resulted in an increase of 117.33% items processed over the 2014-5 numbers.

The cataloging department also took on other large projects. As the bequest of Dr. Deyrup, the Access Services Department and the Cataloging Department reviewed our collection of PZ3s. These fiction titles were categorized by and antiquated catalog procedure been cataloged and Dr. Deyrup felt that they should be cataloged properly in the PS and PR collections. I managed project to review the materials, and supported the staff as they removed those items which were duplicate titles, ensured that they were properly offered to the English department, and delivered to them.

Cataloging also took on the cataloging of all the Theses and Dissertations. Over the years, these items were collected in the Archives and in the main stacks, both using different cataloging styles. In December 2015, these two groups of catalog records were combined in a batch process by OCLC. However, it was left to the cataloging department to process each one again, ensuring that the labels and catalog records were consistent and correct. Dr. Deyrup provided leadership for ensuring that these catalog records would be processed correctly, perhaps for the first time in Library history. This work is ongoing over this and the next AY.

Interlibrary loan (ILL): In my work as interim supervisor of the Manager for this department, I worked with Professor Irwin and Dr. Bao, the Electronic Resources Librarian, to analyze the excess of cancellations occurring within our interlibrary loan system. (Cancellations are articles or monographs that we cannot not send to the requester because we do not have the item even though it appears that we do). In January 2016 we had 958 cancellations. Dr. Bao processed the data and we determined that the issue resulted from two main areas - e-books appearing as print books and users requesting articles from embargoed journals. Our decision was to first remove the e-books and then to remove those e-journal collections that had the greatest number of embargoed titles. This reduced cancellations to 535 in the March-April 2016 timeframe, a reduction overall of 44.15%. Professor Irwin has most recently calculated a reduction of 50% (see his Annual Report).

Additionally, to improve services to our patrons, we began a document delivery process, in which we electronically filled requests for print materials we had in our collection to SHU library users. We also implemented ILL of circulating seminary items.

Acquisitions: This year Professor Kalyan created the Collection Development Committee, which reviewed databases and electronic collections requests and renewals. As a member of this group, I help review cost, usage data, and school size to make decisions regarding these products, and has allowed more consistency of decision making for the Library and SHU as a whole. Additionally, Professor Kalyan and I worked together to refine our workflow and exclusion criteria for donations via gifts. This has reduced the overall number of gifts we received and improved the gifts we have received. This coming year, we will work together to improve communication about incoming, accepted, and rejected gifts collections.

Electronic Resources/Discovery: In tandem with the reference/instruction faculty, I worked with EBSCO to improve search results and the interface of our discovery layer, EDS. As of fall 2015, Dr. Bao became our official electronic resources librarian. Now that there is a specific point person rather than a number of willing volunteers, which has helped Collection Services more quickly solve issues. Dr. Bao has learned a great deal about our workflows and specific issues within Collections Services this year and this change has been a boon to both faculty and staff. Finally, we were able to replace the sign-in only catalog stations on Floors 3 & 4 with open access public catalogs run on Raspberry Pi minicomputers.

Oversee and Help plan for the shift and inventory of the circulating collection, and supplement and guide the Access Services department head.
Objective 9: Shift/compact the periodicals collection, finish its inventory
Objective 10: Shift the circulating collection to allow room for growth
Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection

As the interim Assistant Dean in charge of guiding the Manager of Access Services, I worked with Manager of Access Services to help with the inventory, compacting, and shift of the journal collection. Additionally, in the past year supporting the shift and expansion of the Valente Collection, and I successfully led the inventory and reconciliation of the Reference and Curriculum collections. Currently, I am working with the Assistant Dean of Public Services and the Manager of Access Services to help guide the inventory of our main collection.

The journal collection was successfully compacted and reorganized, improving findability of our print periodicals and realizing 1.5 miles of empty shelving, which will allow for much-needed room for growth of our main collection.

To begin the process of strategizing about collection growth, the Manager of Access Services, the Book Stacks Supervisor and I visited Robert Krack at Rutgers University. He developed a space management tool (spreadsheet) which we have been adapting to our use, as we do not have the same parameters as Rutgers (for example, all of their shelves are the same width. We do not have the same situation. Additionally, our ILS does not allow us to pull growth data in the same manner as they do.)

Thus far, we have successfully inventoried the main collection on the 3rd floor of Walsh Library, and the Assistant Dean of Public Services is leading the inventory process on the 4th floor. I am working with the Manager of Public Services and the Assistant Dean to strategize how best to expand the collection to allow it to grow properly. As part of this endeavor, we meet weekly to discuss space management and workflow, and often meet on a daily ad-hoc basis.

We will need to recatalog the PZ3s when we reach them in the summer, possibly at the same time we begin the shift of the collection

Finally, when the shift is complete, we will be implementing online wayfinding tools for users to better be able to find items in the stacks. This stackmap tool should reduce the need for faculty and staff to accompany patrons to the shelves to find items.

Partnership with Assistant Dean of Public Services

The hire of Assistant Dean of Public Services Derry has allowed University Libraries to greatly expand and improve our services. To do so, it is essential for the two Assistant Deans to work together, sharing workflows, asking questions, and asking for feedback. I could not have asked for a better partner to act as a sounding board. We both recognize the importance of communication in effective workflow and service delivery.

Formally, we meet once a week; however, we are generally in each other's offices several times daily. We have shared our calendars, work together on Access Services issues, and he has an open invitation to my Collection Services meetings. Even though AD Derry has formally taken over Access Services, I have also requested that the Manager of Access Services continue attending the Collection Services meeting to ensure we continue to share ideas, solve problems, and generally keep abreast of work in the areas.

Additionally, we:

- share responsibility for maintaining and updating the library website, and with the Head of Access Services we review and revise the library calendar, ensuring library hours of operation are continually monitored and updated.
- coordinate resource sharing beyond the library through meeting and collaborating with external partners (e.g. the Benedictine Abbey of Newark) and reviewing and evaluating gift donations and bequests to the library.

- explore ways to improve library services. Some examples: enabling and embedding learning objects in database search results, embedding LibChat throughout the library website, participating in new electronic resource promotion strategies (i.e. PIVOT database).
- develop and implement improved cross training of staff.
- coordinate work flow and manage all aspects of the collection inventory project.

Conceptualizing and absorbing workflows for School of Medicine resources;

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

In the last year, I have participated in the design of the Library/Information Commons for the new Medical School. As a result, I have been able to help drive services to this population, including ensuring the presence of ADA workstations, study rooms were adequately outfitted and aligned, and the print shelving was placed so that it would be both accessible and securable.

More recently, I have been researching consortia and pricing for Medical School materials when the school is located within a larger University. Professor Kalyan and I have begun discussions on pricing for medical school eresources, and she is keeping a list of companies that are requesting "medical school pricing" for our databases and collections. Finally, in the fall 2017, I plan to meet with the faculty of Collections Services to discuss workflow for receiving print materials. My goal is to adapt the existing workflow for Seminary Library materials, which has been very effective.

Development of Digital Collections platform and workflow

Objective 17: Organize, expose, and preserve the Seton Hall University Museum Collection

Objective 18: Manage Special Collections space efficiently and effectively Objective

19: Develop a basic digital preservation program in Special Collections

Objective 20: Work with Advancement on top fundraising priorities

Objective 22: Digitize selected Seton Hall assets to highlight the University, mission, and depth of resources (e.g. Padilla de Sanz papers, Priest's Cassettes, Seton Hall University Museum Collection)

This year, a substantial part of my work has been to develop the Digitized Collections Technology Plan (DCTP), a document that outlines the University Libraries' commitment to, and implementation of, digitization projects and Digital Library services. Incorporated within that document is our Policy for the Digitization of Collections, which outlines under which conditions and criteria the University Libraries will digitize physical collections.

The DCTP outlines the software we are seeking to obtain to build a digital library platform: Omeka, ArchivesSpace, PastPerfect Online, and Preservica. Preservica will also support our long term goals implementing digital archiving which includes, among others, webpages and emails from Seton Hall University. PastPerfect Online and Omeka will help support the goals of the Archives and Special Collections and Gallery to provide improved, wider access to their collections. The Digital Collections system will also help us meet the Library's objective of developing a data management plan (Obj. 14). Finally, this plan also includes the addition of a position for a Digital Collections Developer, to help University Libraries leverage these new tools to best serve the goals of the University and the Library.

We have also begun to digitize certain collections available at Seton Hall University. This year we worked together with Advancement to digitize the Galleon (formerly known as the White and Blue), Seton Hall University's yearbook which was printed between 1924 and 2006. These volumes are becoming part of our institutional repository, Digital Commons, and will be publically available by fall 2016. Our second digitization project is the a collection of over 1700 lectures on audio cassette recorded by Institute for Clergy Formation at Seton Hall University's Summer Institute for Priests, which was run for 27 years. This project is ongoing and we will post the materials in our institutional repository as they are completed. We are also starting to research the best way to digitize the Vatican II years of the Catholic Advocate (also known as The Advocate), the newspaper of the Archdiocese of Newark. This collection is currently on microfilm. We have also had inquiries from Professor Connell of Italian Studies, who is interesting in digitizing a collection of Florentine manuscripts (currently on microfilm), and Professor Murzaku, who would like to digitize the proceedings of the Fr. Jaki International Congress. We are awaiting copyright clearance from Professor Murzaku's collection, and Professor Connell's collection would require a digitization specialist as each image would have to be individually scanned, and he has, as conservative guess, 20,000 or more images.

Other highlights:

Objective 21: Continue enhancing the website through user and Library faculty feedback
In July 2015, the University Library went live with our new websites:

- [University Libraries](): http://library.shu.edu
- [Archives and Special Collections]() : http://library.shu.edu/archives
- [Valente Library](): http://library.shu.edu/library/valente
- [Walsh Gallery](): http://library.shu.edu/walshgallery

These sites were developed on Springshare's LibGuides platform. Our goal in redeveloping the site was to simplify the style structure while preserving the most important elements of the former site, and make some strategic changes requested by our user population. Thanks must be

given to Professor Ince, Professor Wissel, and Professor Mita for their hard work and dedication to this project which resulted in minimal broken links or other issues after our go-live.

This implementation included the redevelopment of our database A to Z list (http://library.shu.edu/az.php), which included greatly improved cross referencing and the ability to search for electronic collections by subject, database type, or vendor. At the request of the PSC, we also included a section for trial databases and for multidisciplinary databases.

With the approval of the Seminary Library, we expanded our website redevelopment to include their site: http://library.shu.edu/TurroLibrary. They now have much needed control over their own assets.

Please see Appendix 1 for website statistics.

Objective 23: Develop Alumni and guest printing capacity

Objective 13: Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID)

The Library worked with the Seton Hall University IT department on several projects, some completed and others ongoing:

-We partnered with the School of Business and PCSS to install both a Bloomberg terminal in the Information Commons, as well as Telemet Orion on all the computers.

-I have been managing the project to provide Single-sign-on (SSO) for off-campus users. We discovered an issue between the EZProxy installation and SHU's OKTA Shibboleth authentication system which required OCLC to develop a new version of EZProxy. This version went live on June 1, 2016. I have been interfacing with both groups (IT and OCLC) to ensure deadlines are met as closely as possible.

-I have also been working with both OCLC and EBSCO to integrate the patron management functions and SSO to our discovery layer, EDS. We have had great initial success, which culminated in a joint EBSCO-SHU webinar to a virtual audience of 250 attendees. Unfortunately, this project had to be put temporarily on hold due to the Shibboleth/EZProxy issue described above. I am hopeful that we will be able to finalize the patron management implementation in fall 2016.

-When the SSO authentication is resolved will allow IT and I to focus on our next project- the creation of an Alumni portal, which will use EZProxy to provide access to UL owned electronic research collections. I have planned for the authentication process and have ready the list of resources. This project will move into active planning when the SSO issue is resolved.

-I have coordinated with PCSS in IT to remove the computers from the Silent Study Room, while it is being loaned to Admissions. I am also coordinating with them to ensure we have new data/power in the IC so that these computers remain in active use.

-This past year Professors Derry, Wissel, Bao, DeLuca and I worked with a visually impaired student to ensure he had full access to all of our electronic resources. This required us to meet with both ProQuest and EBSCO and to push through custom code changes with these companies' products. These changes helped the student gain access to materials otherwise not available to him, and will allow us to better serve this population in the future. My research on this issue is ongoing, as I would like to address the incompatibility between DRM and screen readers.

-My team worked with IT to ensure Wi-Fi was at optimum levels throughout the library. This included moving ports, installing more access points, and supporting IT while they upgraded the infrastructure. We were able to replace the sign-in only catalog stations on Floors 3 & 4 with open access public catalogs run on Raspberry Pi minicomputers.

-Our objective of providing guest printing has been stymied by subtasks that have taken DOIT longer than expected to complete. We hope that we can roll out guest printing in the next AY.
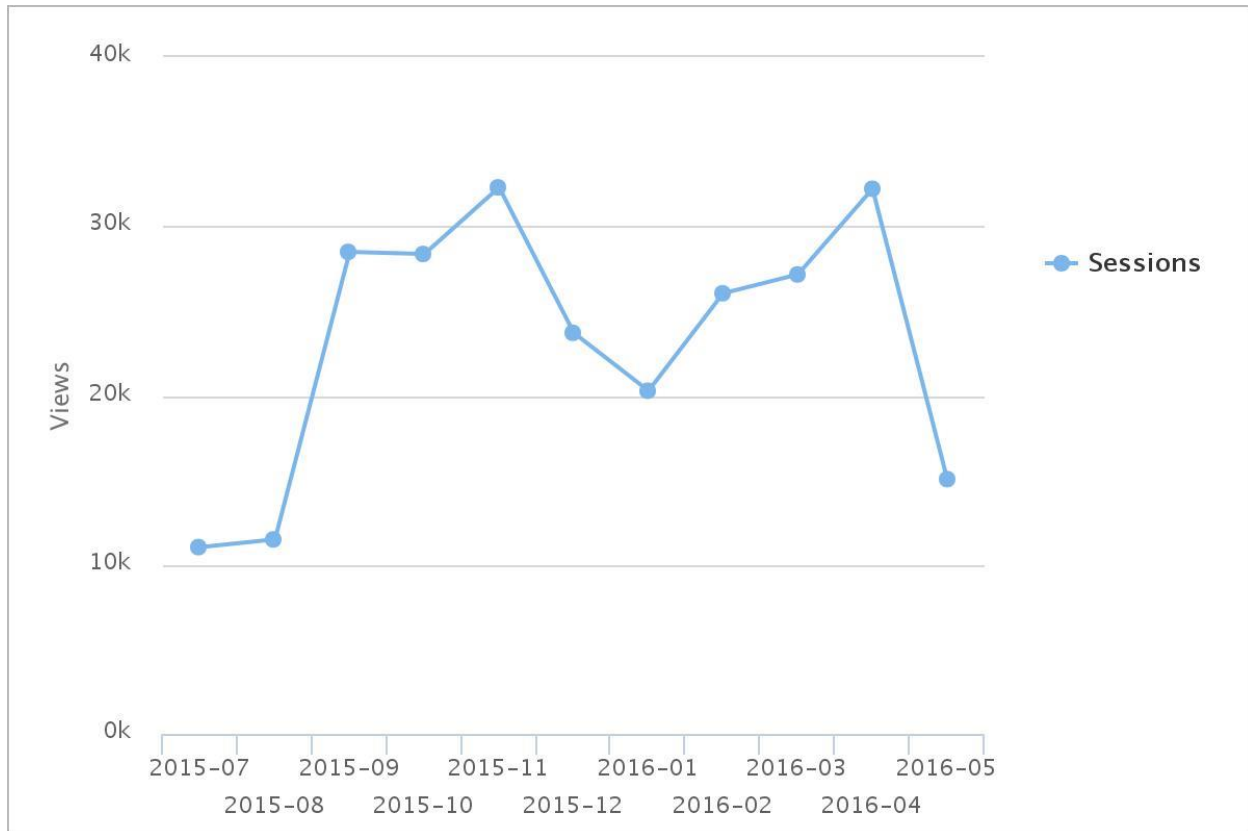
Professional Development 2015-6

- Member, Seton Hall University TLTC Online Learning Committee.
- President ACRL-NJ/NJLA-CUS
- Member, Collection Development Committee, University Libraries
- Panelist, Charleston Library Conference, November 2015. "The Role of Discovery and its Relationship with the ILS."
  https://2015charlestonconference.sched.org/event/4C9c/the-role-of-discovery-and-its-relationship-with-the-ils
- Co-chair, VALE User's Conference Committee January 2016.
  http://www.valenj.org/conference/2016/program
- Guest lecturer, Library Management, Rutgers SCI. October 2015.
- Moderator, Focus Group Webinar and Panel, ACRL-NJ, Rutgers. February 3, 2016.
- Co-presenter, "User Empowerment, Interoperability, and the story of Seton Hall University." EBSCO-Virtual, February 22, 2016.
- Chair, NJLA-CUS portion of NJLA. May 2016.
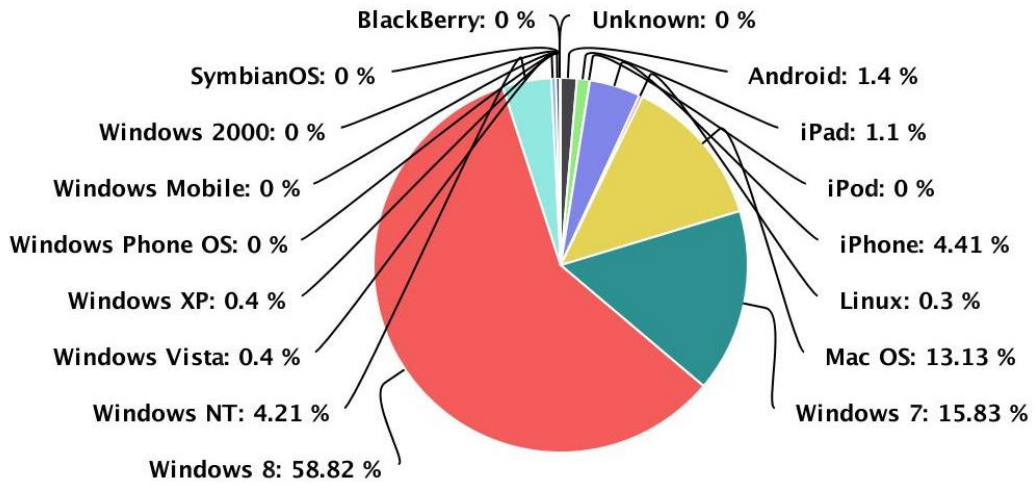
Continuing Education

- Drupal Training, August 2015. Middlesex Community College
- IPEDS Changes, November 2015. Virtual.

- "Fostering research success: Getting published, collaborating, and winning grants." ACRL-NJ Workshop, Rutgers-Newark, November 17, 2015.
- Chairs Workshop, Merit Compensation, Seton Hall University, February 2016.
- "Getting Started with CONTENTdm." Lyrasis- Virtual, February 2016
- "CONTENTdm Basic Skills 2: Working with Text in CONTENTdm ". Lyrasis- Virtual, March 2016
- "Security in and with Collections in Libraries, Archives, and Museums." Lyrasis- Virtual, February 2016.
- "Digitization for Small Institutions." Lyrasis- Virtual, February 2016
- Recruiting for Mission, Seton Hall University. March 29, 2016.
- "Build a better website with Browzine." Browzine- virtual. March 2016.
- "Introduction to Digital Project Management Planning," Lyrasis- Virtual. April 2016.
- "Keep it Social, Stupid Social Media Strategy Real Talk." LibraryLinkNJ- Virtual- April 2016.
- "Grant Writing for Digitization and Preservation Projects." Lyrasis- Virtual. May 2016.
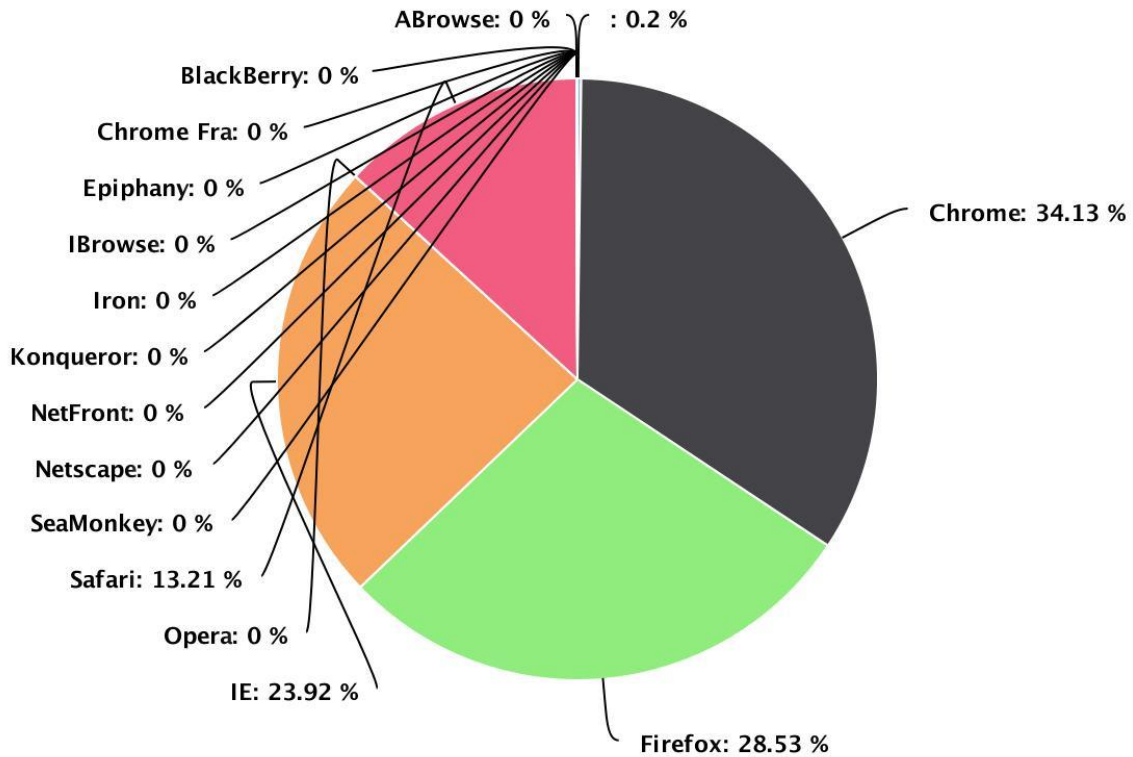- "Metadata for Digitization and Preservation." Lyrasis- Virtual. June 2016.

Appendix 1: UL Websites and LibGuides (UL W/G) Statistics, July 2015-May 2016

Total Sessions, UL Websites and LibGuides (UL W/G), July 2015-May 2016

BlackBerry: 0 %   Unknown: 0 %
SymbianOS: 0 %   Android: 1.4 %
Windows 2000: 0 %   iPad: 1.1 %
Windows Mobile: 0 %   iPod: 0 %
Windows Phone OS: 0 %   iPhone: 4.41 %
Windows XP: 0.4 %   Linux: 0.3 %
Windows Vista: 0.4 %   Mac OS: 13.13 %
Windows NT: 4.21 %   Windows 7: 15.83 %
Windows 8: 58.82 %

Use of UL W/G by Operating Systems, July 2015-May 2016

ABrowse: 0 %   : 0.2 %
BlackBerry: 0 %
Chrome Fra: 0 %
Epiphany: 0 %   Chrome: 34.13 %
IBrowse: 0 %
Iron: 0 %
Konqueror: 0 %
NetFront: 0 %
Netscape: 0 %
SeaMonkey: 0 %
Safari: 13.21 %
Opera: 0 %
IE: 23.92 %
Firefox: 28.53 %

Use of UL W/G by Browser Type, July 2015-May 2016

Search Term	Website	# searches
Dissertations	Seton Hall University Libraries	76
ez borrow	Seton Hall University Libraries	66
Chemistry	Seton Hall University Libraries	59
occupational therapy	System	49
interlibrary loan	Seton Hall University Libraries	47
physical therapy	Seton Hall University Libraries	41
Ebsco	Seton Hall University Libraries	35
Proquest	Seton Hall University Libraries	35
Refworks	Seton Hall University Libraries	30
Browzine	Seton Hall University Libraries	24
Hours	Seton Hall University Libraries	24
Illiad	Seton Hall University Libraries	22
occupational therapy	Seton Hall University Libraries	22
Ezborrow	Seton Hall University Libraries	21
Jstor	Seton Hall University Libraries	21
Dissertations	System	20
Molesky	Seton Hall University Libraries	19
Scifinder	Seton Hall University Libraries	18
Nursing	System	17
piratenet	Seton Hall University Libraries	17

Most popular search terms while searching UL websites, July 2015-May2016
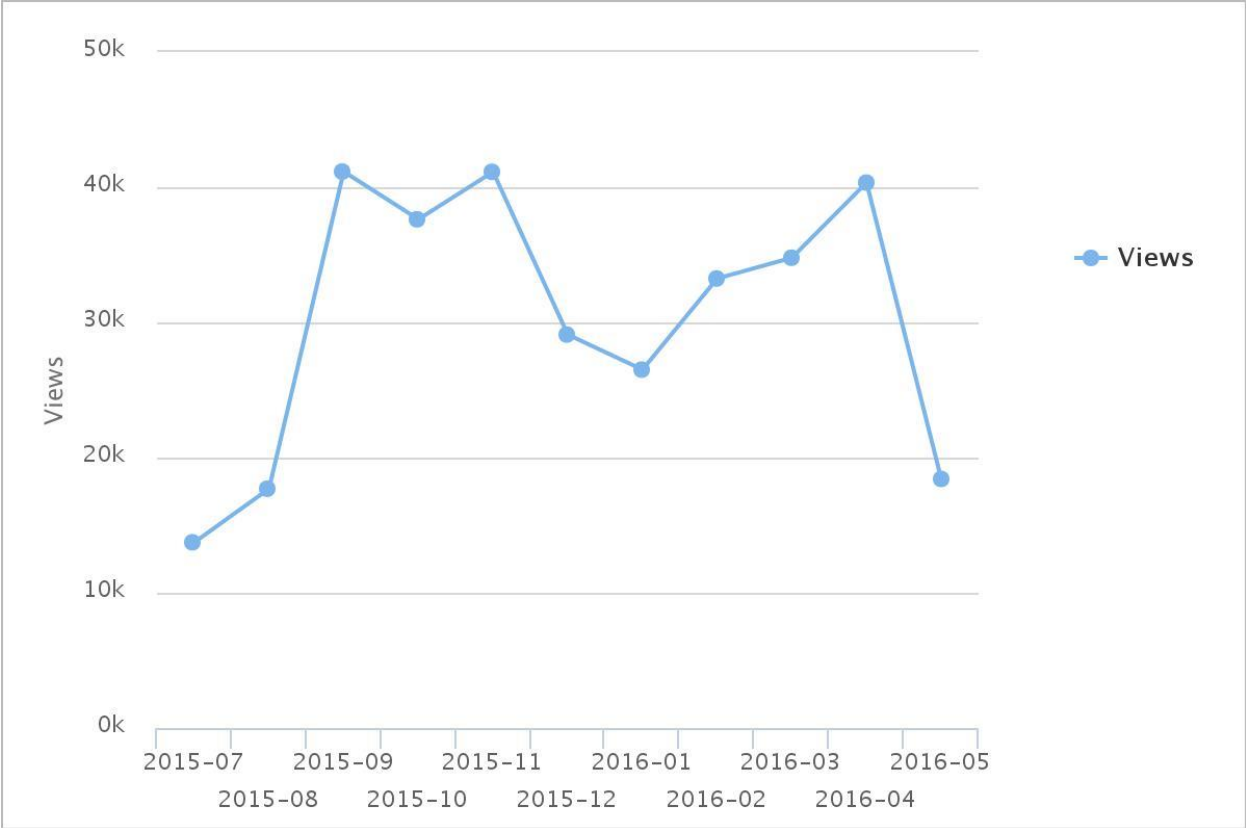
2015-07	2015-08	2015-09	2015-10	2015-11	2015-12	2016-01	2016-02	2016-03	2016-04	2016-05	Total Views
13734	17700	41156	37626	41138	29099	26507	33246	34782	40341	18421	**333750**

Monthly Views of Library Website, July 2015- May 2016

Ticket Totals and Satisfaction

FY 2015-2016 (6/2/15 - 6/6/16)			FY 2014-2015	
Ticket Total and Satisfaction Stats			**Ticket Total and Satisfaction Stats**	
Out of 1027 total tickets, 284 have been rated (28%). All ratings have been positive.			Out of 990 total tickets, 369 were rated (37%). All ratings were positive.	
Ticket Total and Satisfaction Changes				
Ticket Total	1027			
Ticket Total Change	37 more this year			
% increase in Tickets	4%			
% decrease of Total Tickets Rated	-23%			

Martha Loesch

Librarian, Co-head of Technical Services

Annual Report FY 2015-2016

(Included in Technical Services Report, pp. 113)

Amanda Mita

Processing and Digital Archivist

Annual Report FY 2015-2016

(Included in Archives and Special Collections Department Report, pp. 55.)

Dr. Lisa Rose-Wiles

Science Librarian

Annual Report for FY 2015-2016

My primary role is liaison and subject specialist for the sciences (departments of Biology & Microbiology, Chemistry & Biochemistry, Physics, Mathematics and Environmental Studies) and Health Sciences (Athletic Training, Occupational Therapy, Physician Assistant, Physical Therapy, Speech Language Pathology and the Ph.D. in Health Sciences). I am also liaison for the department of Sociology, Anthropology & Social Work.

In addition to providing formal and informal instruction sessions and research assistance to faculty, classes and students in my liaison areas, I provide general reference service at the reference desk, by appointment, online, via email and telephone, and through opportunistic encounters in the library and around campus. I share responsibility for freshman library orientations and English 1201 and 1202 library instruction with my faculty librarian colleagues. I taught 64 library instruction classes between July 2015 and May 2016, gave an invited presentation in the Biology Graduate Seminar in September 2015, and organized a session on using SciFinder in the Chemistry Graduate Seminar in April 2016. I prepared an impact statement for Biology & Molecular Biology (comparing our resources with peer and aspirant institutions and evaluated the collections supporting the proposed Department of the Environment (awaiting approval), a minor in Faith and Science, and an online version of the Doctor of Nursing Practice program.

My liaison, instruction and reference work support the University Libraries' Strategic Plan GOAL ONE (providing expert assistance and instruction) and GOAL SEVEN (academic and ethical growth of the University community) as well as the overall library core values of "Service" and "Learning". My work as a subject specialist includes collection development (developing our physical book collection, eBook collections, and other online resources. This directly supports GOAL TWO (Build up collections). These and the myriad other activities that make up "regular library work" do not appear under "Strategic Plan OBJ.", but it is these essential, ongoing tasks that enable the University Libraries to continue providing the "user-focused services and robust collections" that are the core of our Mission.

A. Professional Effectiveness: Additional Projects and strategic plan OBJECTIVES.

1. <u>Embedded Librarian Work</u> (GOALS 1, 5, 6 & 7; OBJ. 2, 3, 4, 5, 7)

During the past 11 months I have been "embedded" in two biology courses: BIOL 1201/1212 (General Biology – Organisms, Lab sections) in fall 2015 and spring 2016, and BIOL/CORE 3243 (Ecology & Stewardship) in spring 2016. This is the third year that I have been embedded as co-instructor in these courses. This project directly supports **OBJ. 4**: "reformulating of the liaison model to encompass …. Embedded library faculty work".

The biology labs are primarily populated by first year science majors, for whom this is a required course. Final enrolment for the fall course after add/drop period was 309 (18 lab sections) and enrolment for the spring class was 46 (3 lab sections). The course is listed as "writing infused", and students must complete formal lab reports incorporating the scientific literature. I focus on developing basic information literacy and research skills through in-person sessions, supporting materials and exercises, and providing grades and feedback on the referencing portion of the formal lab reports and annotated bibliographies. The four-step framework for finding, evaluating, incorporating and citing information sources is based on Bernard Lonergan's Generalized Empirical Method (GEM; see p6.).

The Ecology & Stewardship course is cross-listed as a CORE III course (Engaging the World) and is information-literacy infused. Most off the 24 students completing the course in spring 2016 were biology majors, but there were also students from other disciplines. My role includes guiding and participating class discussions and activities in the weekly lab sessions as well as developing information literacy skills.

In both courses I am an instructor in BlackBoard, enabling me to post instructional material and grade assignments online, supporting **OBJ. 7.**

In an effort to make my role in the Biology 1212 more sustainable, I worked on additional materials and revisions with Drs. Marian Glenn (the principal instructor) and Doreen Stiskal (Chair of Physical Therapy) during summer 2015. Dr. Stiskal's graduate students often serve as teaching assistants in the Biology labs. Because of limited class time (especially in the fall when there are 18 lab sections) we developed more online resources, assignments and opportunities for assessment, (**OBJ. 2, 3, 5 and 7**). I developed three library exercises focused on key skills which past courses showed students struggled to master. We refined the grading rubric and the online "pre and post" assessment of students' self-perceived information literacy skills, and I posted additional supporting material BlackBoard. I created a [course specific Libguide;](#) (linked to BlackBoard) which included the text of the library presentation, a PowerPoint demonstration, additional resources, suggested readings and other (non-copyrighted) supporting material.

In a further attempt to make the embedded librarian role more sustainable, in the fall semester I initiated a "train the trainer" approach, conducting an information session with the 11 TA's, reviewing the reference grading rubric, and asking them to do the grading as part of their regular lab report grading. I also invited the seven TA's who had two lab sections to deliver the second one with my support, but only two of them felt confident enough to do so. I delivered 16 of the 18 sessions during the week of September 20th. This was challenging, especially as the timing unexpectedly overlapped with our University Life Library Tours. I subsequently visited the labs in rotation during the semester with comments based on sample lab reports provided by the TA's and opportunities for questions. After receiving 66 responses to an online Doodle Poll, I offered two 90 minute sessions 'drop in lab assistance' sessions in the evenings **(OBJ. 3).** Both sessions were led by Anglin Thevarajah, whose assistance I gratefully acknowledge.

In the fall semester there was a 68% response rate (210/309) on the library skills pre-test, a 77% completion rate for the 3 library exercises and a 45% response rate on the post-test. I graded the library exercises on BlackBoard. The average score for students completing the exercises was 4.4/5 or 89%. (The high scores reflect review of the exercises in class prior to the due date and allowing resubmission for students who performed poorly.) Based on the sample of 140 lab reports that I graded (35 for each of the four reports) there was an 11% average improvement over the four reports, with the greatest improvements being in the relevance and citation of sources. There was less improvement than the average 25% in previous spring semesters, although the sample reports I received from the TA's were not necessarily from the same students.

In the spring 2016 semester there was a new challenge: the time for each lab was reduced by 30 minutes, leaving less time (and no time in some weeks) for me to spend with each section. I attempted to compensate by giving detailed feedback on individual lab reports submitted on BlackBoard and sending general feedback to each lab through the BlackBoard email function, but did not feel that this was as effective as speaking with students in person.

In the spring semester there was an 86% completion rate for the library exercises and a 41% response rate on library skills post-test. The average score for those completing the exercises was 4.3/5 or 86%. I graded the referencing portions for all of the four formal lab reports as well as two annotated bibliography assignments that we added with the aim of improving the students' selection and understanding of sources. There was an overall improvement of 25% in the lab report referencing, similar to the findings for previous spring courses. However, many students continued to struggle with integrating sources into their reports. Dr. Glenn and I plan to focus more on this skill next semester. This year for the first time all of the TA's posted their grades to BlackBoard, so I will be able to perform further statistical analyses during the summer; for example, whether there are correlations between

scores on the library exercises, referencing and lab report scores as well as comparing responses to the pre and post library skills tests.

NOTE: It would be helpful if the library would purchase an upgraded subscription to Survey Monkey (the free version is limited to 10 questions and has little functionality). I rely on the generosity of Dr. Stiskal's Physical Therapy subscription to post my surveys and send me the results, which is an imposition on her time. Having Survey Monkey available in the library would support **OBJ. 3.**

Dr. Glen and I are attempting to gain time for developing library skills by adding a weekly 50-minute 'recitation' class period, similar to that given in several other courses. However we have not yet received a response from the Biology department. The reduced time that I was able to spend with students may have been a factor in the responses to the post-test questions "how helpful was the librarian presentation" (47% very or somewhat helpful compared with 66% in fall 2015) and "how helpful were the library exercises (27% helpful compared with 54% in fall 2015).

During the summer we will explore ways to include additional online content and "flipped classroom" material for next semester, supporting GOALS ONE, THREE & FIVE and **OBJ. 2, 3 & 4.** A major challenge for students is time pressure and the low importance many give to information literacy. The reduced lab time makes it difficult for students (and TA's) to complete their hands-on lab work that is their primary task. Moving more material online may be the only viable solution if I cannot claim more class time, but the relatively low rate of Libguide views (average 1.5 per student in each semester) indicates that students did not heavily utilize the online resources that I prepared. Discussions with various faculty members and students indicate that many students do not have or will not take the time to read and absorb what they see as "extra" material posted online.

2. Engagement with the Honors Program (GOALS ONE, FIVE & SIX; OBJ. 3 & 4)

After working on projects with two anthropology students the previous year, In the spring semester I was the formal advisor for Margaret Schriber's Honor's thesis, "eBooks and Seton Hall University Students: a study on student usage and perceptions of eBooks". Margaret has now graduated, but I am engaged in discussions with Fr. John Ranieri (Director of the University Honors Program) and Maisie Mountcastle (Honors Program administrator) regarding future involvement with the Honors program, especially with STEM students. We also discussed including Honors Theses in the Institutional Repository, a proposal which the Honors faculty will be reviewing at their next meeting, which would support **OBJ. 12.**   Working with the Honors Program is a promising future objective for me, especially as my direct involvement with the Biology courses will likely decrease once Dr. Marian Glenn retires at the end of the fall 2016

semester. However, the degree of involvement will depend on the Honors Program willingness to engage such a proposal.

3. Services/ Teaching Tools and Technology (OBJ. 2, 3, 7, 13)

I continue to work on customizing, promoting and tracking the discussion listserv for our EBSCO Discovery Service (EDS) supporting **OBJ. 13**. A major WMS/EDS challenge has been developing stable representation of our new ScienceDirect Freedom Collection. My manual corrections in WMS were extremely time consuming and constantly being over-ridden by incorrect data, resulting in incorrect representation in the A-Z list and in EDS. I was finally able to solve this problem through discussion with Eric Frierson from EBSCO (initially at the Charleston Conference) and with the assistance of Joseph Yankus in the acquisitions department. Another EDS problem is under-representation and thus under-use of our ebrary eBooks. I am currently working on this problem with Sulekha Kalyan, Eric Frierson and EBSCO support.

My 22 published research guides support GOAL THREE & GOAL FIVE (organizing and presenting access to information and communicating our resources) as well as GOALS ONE & SEVEN. The research guides are accessible beyond the SHU community and were viewed a total of 20,231 times between July 2015 and May 19, 2016. This slightly less than the 23,512 times views between July 2014 and June 2015 when adjusted for the difference in reporting period. The most popular guide was Health & Medical Science. Each semester I link my guides to BlackBoard courses in my liaison subject areas, supporting **OBJ. 2 & 7.**

I am currently reviewing Mendeley as part of an ongoing PSC effort to find a viable replacement for RefWorks. I enrolled in a Mendeley "Certification Program for Librarians" and have completed the first of three levels in the online course. Based on my experience so far, I do not recommend Mendeley as a replacement for RefWorks but I will persist with the next two levels when time permits, supporting **OBJ. 3**.   In spring 2016 I presented PIVOT, a grant-seeking tool, to a number of individual faculty members and (with Sharon Ince) to the Office of Grants & Research. Prof. Ince and I also discussed developing ideas for a Scholarly Communications Center (based in the library) and renewed a previous discussion with the Grants Office about the need to develop a data management plan for faculty developing grant proposals (**OBJ. 14**).

4. Collection Development (GOAL TWO, OBJ. 11)

Between 1 July 2015 and May 31 2016 I ordered 411 books for my liaison areas. Allowing for the shorter reporting period this is similar to the 429 I ordered last year. As usual I ran out of funds for non-NEH books well before the end of the financial year so science and health science books are under-represented. There are 55 books on my Gobi "to order pending funds" list, several earlier lists waiting to be ordered, and three months of Midwest notifications waiting to

be reviewed when funds are available. However, I added over 100 new titles to our new eBook offerings (see below).

In late 2015 Sulekha Kalyan and I began working with YBP, our major book vendor, to develop an approval plan for print books and a Demand Driven Acquisition (DDA) plan for eBooks. We jointly developed approval profiles by subject area, beginning with my areas but later encompassing all subjects, and refined them by "returning" unwanted books. I reviewed and "weeded" my 13 existing ebrary profiles, reducing the total of over 4,000 eBooks by about 25% before we moved them to the YBP platform, GOBI. I calculated eBook usage statistics through December 2015 and will complete statistics for this fiscal year after July 1st. Sulekha Kalyan, Carol Kieslor and I worked through various workflows to maintain GOBI order lists, differentiate DDA from print requests and track books not yet published or desired but lacking available funds for purchase.   This is a work in progress, but to date we are pleased with the results, which support GOAL TWO and **OBJ. 3 & 11.** We will be examining usage statistics for both the print approval books and DDA books once the plan has been operating for at least 12 months.

Accompanying the increase in book orders last year there were increased views of the 11 public World Cat lists of new book orders that I share with faculty in my liaison areas (supporting **GOAL THREE).** There were 1,069 books listed on my publicly available "new book order" lists by subject area (I recently began including new DDA approval books). The total of 1,407 views (average 128 per list) was more than double the activity last year and close to 2012-13 levels. While this is still a huge decrease from the peak of nearly 29,000 views in 2010-11, it does suggest some renewal of interest in print collection development. The 2,025 downloads of my paper "Are print books dead? An investigation of book circulation at a mid-sized academic library" since it was posted to the eRepository in May 2013 also indicate a recent interest in print book use.

In spring 2016 I reviewed and sent lists of deaccessioned science and health science books (mostly duplicates). I have offered selected books from previous weeding projects to faculty in the past with little or no response. However, on this occasion many of the duplicate volumes were classic works and there was a strong response from the faculty, who requested over 100 titles. There were too many books for me to carry to their offices, so Joe Riccardelli kindly had students pack up and deliver them. Sulekha Kalyan and I also reviewed a large book donation from Dr. Ruth Segal in Occupational Therapy.

In fall 2015 I finished analyzing 12 months of circulation and in-house use statistics for the main collection print books and in-house use of the reference print collection. I used the data to inform further winnowing of unused books from both collections **(OBJ. 11),** especially the reference collection, and to replace or update missing books. The data were the basis of an article published with John Irwin in spring 2016 (see SCHOLARSHIP).   I also reviewed a

substantial list of books that were reported as "missing" based on scanned barcodes run against an OCLC holdings report. The vast majority of the books were on the shelf (a finding which should have informed future inventory projects) but the exercise did uncover a few books with incorrect barcodes and some with inaccurate local holding records that were corrected by cataloging, supporting **OBJ. 11 & 13**.

B. SCHOLARSHIP

My scholarship is primarily based on my practical library work. This supports and communicates library goals and services to our users and to the larger library community (GOALS FIVE & SEVEN). A recently published article and a presentation at the VALE Assessment Fair described our experience in collecting and applying circulation and in-house data for the library's print book collections (**OBJ. 5 & 11**). My presentation at the Charleston Conference (with Sulekha Kalyan & YBP representative Steve Sutton) invited multiple viewpoints and discussion of an important practical issue for libraries managing eBook collections, and helped us to form the YBP/Gobi approval plan and DDA plan, supporting **OBJ. 3 & 11**. My presentation at the Women's Conference was the exception in drawing on my expertise in primate behavioral ecology, but also contributed to GOALS SIX & SEVEN.

Publication

Rose-Wiles, L.M. Irwin, J.P. (2016). An Old Horse Revived?: In-house Use of Print Books at Seton Hall University. *Journal of Academic Librarianship* 42:207 – 214

Presentations

Rose-Wiles, L.M.; Kalyan, S. & Sutton. S. (2015). How do we report and manage e-Books in academic libraries? Lively Lunch Presentation at the 35th Annual Charleston Conference, Issues in Book & Serial Acquisition. Charleston, SC, November 2-7, 2015.

Rose-Wiles, L. M., Irwin J., & Wissel, K. (2015). "In-house print book use at Seton Hall University Libraries" Poster presented at the *VALE Assessment Fair,* Rutgers University, Busch Campus, NJ. July 16, 2015.

Rose-Wiles, L.M. (2016) Feminizing the Forest: Establishing Primatology as a Science. Presentation in the panel "Gender and the Making of Science" at the Conference on Women & Gender, Seton Hall University, February 19, 2016.

I am working on a substantial paper with Dr. Marian Glenn from SHU Department of Biological Sciences.   "Fostering information literacy in First Year Biology students**"** describes our work in General Biology 1201/1212. We had planned to complete and submit the article last summer, but decided to wait until we had analyzed a full three years of data.

C. SERVICE

My ongoing service on the Petersheim Academic Expo Steering Committee supported my liaison work and put me in direct contact with many students and their research (supporting GOALS ONE and SEVEN). Specifically, I serve as contact/coordinator for the opening ceremony (with Dr. Martha Schoene) supporting **OBJ. 25,** the Outreach Committee and the Poster Committee. My continuing role as co-chair of the Copyright Committee supported GOAL SEVEN. I served a second term on the University Rank & Tenure Committee, supporting GOALS SIX & SEVEN I also serve on the University Intellectual Property Task Force. I reviewed five submissions for NEH summer stipends, and three manuscripts submitted to the *Journal of Academic Librarianship.*

I serve as chair of the Library Faculty Assembly, and served on the Library database committee through September 2015 (I will resume service this year).

Since fall 2014 I have been an elected "Peer Leader" in the Praxis Program of the Advanced Seminar on Mission, and this year I have organized and chaired the Praxis Publications and Communications Peer Leader Advisory Committee (PLAC). We are currently engaged in gathering permissions to post Praxis participants' scholarly works (primarily posters and presentations) on a new site in the Institutional Repository (**OBJ. 12**). The interdisciplinary Praxis program, sponsored by the Center for Vocation & Servant Leadership and the Department of Catholic Studies is designed to foster personal, professional, organizational and institutional development for faculty and administrators. It provides an understanding and practical application of Bernard J. F. Lonergan's Generalized Empirical Method (GEM) as an effective way to apply the mission of the University to the disciplines/professions. Working within Praxis supports GOALS SIX & SEVEN, and provides multiple opportunities for communication about library resources and services, supporting GOAL FIVE.

In fall 2015 I was invited to join a committee developing a grant proposal for a Howard Hughes Medical Institute (HHMI) grant for supporting the development of STEM undergraduate studies at SHU. We were unable to complete our application prior to the deadline, but plan to continue work on it for next year.

An encounter with two high school students at the reference desk culminated in my coordinating a campus visit by two classes of science students from Columbia High School in Maplewood. With the assistance of Prof. Martha Loesch, I provided a one hour library instruction and practice sessions for each group in the CTC room and arranged presentations by and informal discussions with members of our science faculty, supporting GOALS ONE, SIX & SEVEN, **and OBJ. 4 & 25.**

Following an invitation from Dr. Tom Marlowe (Mathematics & Computer Science) I became involved in the American Association of University Women (AAUW) TeenTech Program, which aims to encourage young women to pursue STEM programs in college and beyond. A group of interested faculty, myself included, had a series of meetings with AAUW coordinators, leading to a successful proposal for SHU to host a TeenTech event on campus on June 3rd. I will host two workshops entitled "Keep Your Eye on the Prize" (an exploration of information about women Nobel Prize winners), each one for about 24 female high school students interested in STEM fields. I am working on this project with SHU alumnus and retired high school head Joe Kacirek. This is one of 11 workshops to be offered throughout the day, and supports GOALS ONE, SIX & SEVEN, and **Objectives 3 & 4**.

Allison Stevens

Collections Manager for Museum and Special Collections

Annual Report FY 2014-2015

(Included in Walsh Gallery Report, pp. 122)

Katie Wissel

Term Librarian

Annual Report FY 2015-2016

During the 2015/2016 academic year, I served as a digital librarian in charge of the University Libraries website, as well as a reference and instruction librarian. In my role a digital librarian, I oversaw the final website transition from LibGuides 1.0 to 2.0, contributed to the redesign of the Turro Seminary Library, designed video learning objects to aid the utilization of library resources and introduced additional automation to the library reference and instruction function.

In my role as reference and instruction librarian, I completed 80 hours of reference per semester and taught 10 University Life and freshman English introduction to library research sessions. As a part of this role, I also conducted 5 impact statements including: (1) proposed certificate in Financial Decision Making, (2) proposed joint Catholic Studies and Judaeo Christian Studies BA/MA program, (3) proposed joint Religious Studies and Judaeo Christian Studies BA/MA program, (4) proposed Pilgrimage minor, (5) Catholic Studies

Specific professional accomplishments are aligned with their corresponding strategic objective below.

Objective 2: *Create and embed learning objects as close to the point of need as possible*

- Created 5 learning objects including (1) Interlibrary Borrowing of Books (embedded) (2) Interlibrary Borrowing of Articles (embedded) (3) Using SHUSearch (4) Using Google Scholar (embedded) and (5) Finding Books
- Created website landing pages to assist students and faculty in interlibrary borrowing, putting articles and other materials on course reserves, and searching for scholarly funding sources.

Objective 3: *Investigate, select and deploy alternative service/teaching tools and technologies.*

- Compared potential GIS systems and offered recommendations for the acquisition of PolicyMap. Demonstrated and promoted PolicyMap to the Stillman faculty.
- Promoted newly acquired tools BrowZine and Pivot via the website carousel, custom LibGuide widgets and direct outreach.
- Set up and tested chat reference functionality for a Summer 2016 pilot

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

- Built Research Guides for Philosophy and Judaeo Christian Studies highlighting relevant library assets and services
- Worked with TLTC to improve the visibility and accessibility of Library resources within Blackboard
- Began transition to role of Business Librarian meeting with including the redesign of all Business Research Guides

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

- Added a dedicated ticket queue for Research Appointments to ensure all requests were referable, trackable and addressed in a timely manner. Demonstrated the form, its functionality and purpose to the Library faculty.
- Implemented an automated form for tracking Library faculty instruction sessions for easy capture of teaching statistics

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

- Participated in the development of a Reference and Instruction Mission Statement as a member of the Public Services Committee
- Developed a set of student learning outcomes with the Public Services Committee to inform the Libraries' instruction program at various levels. Worked with fellow committee members to develop an assessment rubric for the new learning outcomes at each level.
- Consolidated past assessment results into an executive report

Objective 8: *Define and play a role in Digital Humanities at Seton Hall*

- Participated in SHU's Digital Humanities Summer Seminar (May 2016)
- Began a visualization project in conjunction with a new Valente Library project using new DH technologies to visually describe a unique collection.

Objective 11: *De-duplicate, inventory and selectively shape/evaluate the circulating collection*

- Reviewed catalog for significant business and economics titles over the past four years and curated a list of targeted acquisitions to round out the collection.

Objective 21: *Continue enhancing the website through user and Library faculty feedback*

- Oversaw the completion of the transition of new University Libraries website from 1.0 to 2.0
- Build new Seminary of the Immaculate Conception Turro Library website to better highlight the collection and align with the design and navigation of the University Libraries site.
- Designed new eReserves electronic form to allow more flexibility for faculty requests
- Attended three day, online Springy Camp: Redesigning & Reimagining with v2 Tools Online in November.

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

- Developed a news carousel layout and monthly agenda a founding member of the Library News Committee
- Initiated the faculty researcher interview series Research Relationships and developed interview question template and conducted the first in the series

Committees and Service

Seton Hall University
- Teaching, Learning & Technology Roundtable, Classroom Technology Committee
- Veterans' Committee

Seton Hall University Libraries
- Public Services Committee
- News Committee
- Access Services Committee

Service to Profession
- Manuscript Reviewer for "Mobile Technologies in Libraries: A LITA Guide", by Ben Rawlins

Professional Development

- Presented In-house print book use at Seton Hall University Libraries Poster at the VALE Assessment Conference (July 2015)
- Springy Camp: Redesigning & Reimagining with v2 ToolsOnline, (November 2015)
- ACRL NJ, Fostering Research Success Workshop Rutgers, Newark (November 2015)
- Participated in SHU's Digital Humanities Summer Seminar (May 2016)

Appendix 1 - Website Statistics

In academic year 2015/2016 The Seton Hall University Libraries website was visited over 300,000 times with three months exceeding 40,000.
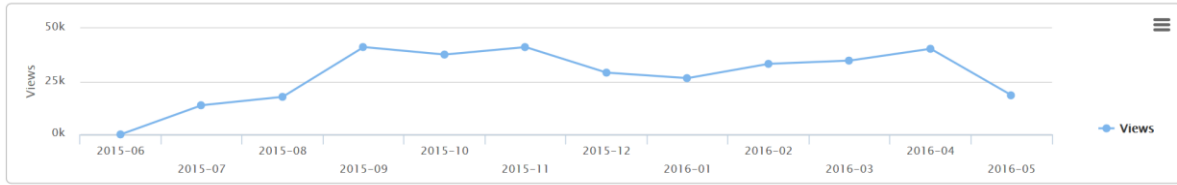
Homepage visits increased by a significant 35%, while subject guide views were down slightly at -5%. This could be attributed to the increase visibility and usage of the homepage, as well as increase of access to information and library assets via the homepage. Ask Us email reference was up by 36% Fall 2016 over Fall 2015 and jumped even more significantly (76%) in spring of 2016 as compared to fall 2015 with the addition of one-click access from the homepage.

	2015/16	2014/15	% Change
Website	333,750	n/a	
Homepage	6,736	4,980	35%
Subject Guides	56,321	59,072	-5%
Ask Us Tickets	175	47**	36%

*Years running from 6/1-5/31

**Statistics only available for Fall Semester. % Change based on Fall/Fall