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## Seton Hall University Dean of Libraries Annual Report FY: 2018 – 2019

Seton Hall University Libraries

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Seton Hall University  
Dean of Libraries  
Annual Report FY: 2018 – 2019

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# Dean of University Libraries Annual Report FY: 2018- 2019

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## *Executive Summary*

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*“I was made for the library,  
not the classroom. ... The  
library was open, unending,  
free.” —Ta-Nehisi Coates*

*“The most important asset of  
any library goes home at  
night—the library staff.”  
— Timothy Healy, SJ*

It has been another busy year.

- First and foremost, once we successfully negotiated the chargeback agreement with HMH, we had a near-flawless rollout of the IHS Library – it’s services and collections – thanks to the excellent work of Associate Dean Chris Duffy and his Library faculty (Downey, Hickner, and Piazza) and the team here at the main campus. Quite literally, everything worked as we had planned it. And the IHS Library’s services and collections were used: Hickner and Piazza formed multiple partnerships within the SOM curricula, as Downey formed new roles with SHMS and CON, and altogether they taught 36 instructional sessions; about 600 physical items circulated at IHS and we know from a key vendor that approximately one

third of our STEM journal and database usage is related to the health sciences; IHS study rooms were booked 14,758 times in the first year alone (52% Group rooms, 48% Single rooms) – before another cohort of SOM students arrive. Even the recovery from the flooding of the building went well, and services continued.

- We continue to innovate technologically, and this has been noticed: the Rethinking Resource Sharing Award Committee recognized the University Libraries with an Honorable Mention “for their process of innovating across all library services,” announced in August of 2018 (<https://blogs.shu.edu/libraries/2018/08/seton-hall-university-libraries-receives-technology-award/>). Additionally, we topped 3 million downloads from our Institutional Repository of almost 11,600 examples of Seton Hall scholarship; our Data Services Team was instrumental in the rollout of the Digital Measures Initiative and the same group received an appreciative writeup by the Higher Education Graduate Student Association in their newsletter for the 2<sup>nd</sup> Love Data Week (<https://blogs.shu.edu/hegsa/data-love-and-appreciation-at-the-hall/>); we hosted a “WMS (WorldShare Management Systems) Day” for OCLC clients and possible clients of the library system we use (our work with WMS was core to the Honorable Mention we received). This work continues: Preservica is our digital preservation tool and we are instrumental in founding a Preservica User’s Group along with the Associated Press, National Library of Australia, and SUNY Buffalo among other institutions, and we are at the core of efforts to synchronize Preservica with ArchivesSpace (our special collections catalog) with that same group; deploying Preservica means that we can safely and permanently archive important University e-mails (e.g. President and Provost) now; we have implemented OpenAthens – a software/cloud tool that will allow us to manage access to collections should the relationship with HMH/SOM change. Finally, we led in the implementation of WCAG 2.0 web accessibility efforts at the University.
- Special Collections and the Gallery acquired some important pieces and collections: a 19<sup>th</sup> century Seton Hall student diary and the portfolios and papers of Bernard Zlotnick – a key figure in print and broadcast advertising with campaigns for Eastern Airlines, Absolut Vodka, Marvel Comics, and

the Peace Corps - which was selected as one the best posters of the 20th century and is on display in the Smithsonian. They continue to clear up our records via the Rare Book inventory, bringing the grand total of corrections we have made to our database to @ 265,000 records. They were busy as well: Special Collections had 2,925 visitors and 1,100 research requests and @ 4,300 visitors in the Gallery with notable jumps in classes and students. The Gallery received approximately \$12,000 in grants this year and made notable progress on our Native American Collection – and has completed cataloging our fine collection of baskets, and begun work on the ceramics, and is nearing completion of the Roman Coins Project for which we received a grant from the Classical Association of the Atlantic States. This same collection is our initial contribution to Google Arts and Culture. That said, the space proposals under consideration would undo all this progress, and the preceding six years' worth as well.

- The University Libraries' services and spaces continue to be robust and robustly used. The Provost and University Libraries co-funded an After Hours 24/7 Study Space which had a soft opening in March (<https://www.shu.edu/news/after-hours-study-space-opens-at-university-libraries.cfm>), it is intended to work with Dunkin Donuts' hours to provide enough overnight space and seating for students and it has garnered positive comments (unsolicited) on our public SWOT web survey. Reference answered 3,700 questions, mostly from undergraduate and graduate students, and mostly still face-to-face. The Instruction Program taught 333 instruction sessions to 6,000 students. These numbers track last years' when combined with the IHS Library data. Website usage jumped again to 434,000, and the keys for the Group Study Rooms (GSRs) were used over 13,300 times, again with five fewer rooms (loaned temporarily to the Writing Center) and a 6-hour time limit. This year we implemented a computer waitlist for the GSRs and there were 9,000 signups, clearly indicating demand for the rooms loaned to the Writing Center; the new Provost-funded whiteboard walls on five of the GSRs proved to be wildly popular. 62,000 items were borrowed, loaned, or used (more than 41,000 books circulated, 20,000 interlibrary loan transactions were fulfilled for books and articles (loaned and borrowed and 1,800 items were used and re-shelved in-house). The Provost-funded Omnicharge "bricks" were checked out @ 1,900 times. Notably, our

interlibrary loan fill rates jumped 28% and finally exceeded the system average – and we’re doing it much more quickly than the average. We are finally beginning to fulfill our role in the scholarly ecosystem. We had 542,000 visitors (gate count) this year – level with last year and remarkable because of the notable impact of the absence of SHMS and CON. About 514,00 full-text articles were downloaded, 95,000 Subject guides were viewed – both large jumps.

- **Miscellaneous:** Prof. DeLuca won the 2019 New Jersey Library Association College & University Section/ACRL-NJ Research Award for her co-authored article in *Presidential Studies Quarterly*; Jeanne Brasile was the College of Communication and the Arts honoree for the 2019 Many Are One alumni event; the University Libraries re-launched its *Whipstitch* Newsletter and produced two issues distributed electronically to the campus and academic libraries nationally; Prof. Duffy and her Instruction Committee designed and held a five-day workshop series this summer on pedagogy for librarians, culminating in Prof. Emily Drabinski’s visit and lecture; the Library faculty completed their Program Review Document and the internal and external reviewers conducted their visits; and two 10 month contracts (Kalyan and Ince) were approved and completed this year – the savings funded Prof. Harrison’s contract for the year.
- **Personnel developments:** Prof. Katie Wissel left us in April 2019 for a position at New York University Libraries; Prof. Beth Bloom began her phased retirement, which will end Dec. 31, 2019; and Prof. Amanda Mita left us for a position at the Library of Congress in September 2018. Prof. Brooke Duffy joined us as Instruction Coordinator in January 2019; and Prof. Sheridan Sayles joined us in Special Collections in March 2019. On the staff side, Emily Smith arrived in August 2018 in Interlibrary Loan; Michael Ferris joined Circulation in October 2018.

## *Dean's Activities (selected, 2018-2019)*

### University and Professional Service

- University Budget Committee
- Copyright Committee (TLTR), co-chair
- TLTR Executive Committee
- CRRA (Catholic Research Resources Alliance) Board Member
- CRRA Governance Committee
- Faculty Load and Compensation (FLAC) Workflow Group

### Publications

Buschman, John. 2019. "Good News, Bad News, and Fake News." *Journal of Documentation* 75 (1): 213–28.

Buschman, John. 2019. Review of *The Future of Reputation: Gossip, Rumor, and Privacy on the Internet*. *Journal of Information Ethics* 28 (1): 157–59.

Buschman, John. 2018. "Information Ethics as a Conserving Activity: November 8, 2016." *Journal of Information Ethics* 27 (2): 146–62.

Buschman, John. 2018. "The Politics of Academic Libraries: A Measure of the Health of a University." *Journal of Academic Librarianship* 44 (5): 677.

Buschman, John 2018. "Everyday Life, Everyday Democracy in Libraries: Toward Articulating the Relationship," *The Political Librarian*: Vol. 4 (1), Available at: <https://openscholarship.wustl.edu/pollib/vol4/iss1/10>.

I am surprised to note that I rank second in faculty downloads from our Institutional Repository 1,300 behind Fr. Frizzell.

## Professional Meetings

- VALE Members' Council Meetings, Sept. 21, 2018, Monmouth University, June 6, 2019, NJIT.
- Legal Issues in Higher Education, University of Vermont, Oct. 14-16, 2018.
- EBSCO Users' Group Meeting, Boston, Oct. 28-29, 2018.

## *Library Faculty: Scholarship*

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While Digital Measures now produces/contains the various reports, I am pleased to note that, by my informal count of national/non-local conferences and publications, the Library faculty have produced: 1 book, 3 book chapters, 18 articles, and 30 conference presentations/papers. Additionally, our Administrative colleagues have produced: 1 book chapter, 9 articles, and 10 conference presentations/papers. Many of these “count” twice since so many are co-authored with faculty-faculty and faculty-administrative partnerships, but this is still a good record of accomplishment and shows an *esprit de corps* among colleagues.

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## *Progress on Library Strategic Plan Objectives Round 5: The Refocus*

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The top of our priorities are **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; and **Goal 5)** Communicate the library's services and resources effectively, expand outreach and develop opportunities for our users to communicate about and shape those services and resources.

We will address these Goals by:

- Developing services and tools for Graduate Students (Data Management, support for the research process, leading the campus in innovation) – current Objectives 4, 9 & 2.

*Substantial progress: see the Exec. Summ. section on the Data Services Team and Technological Innovations.*

- Developing a cohesive marketing approach within the SHU community – current Objectives 8 & 3.

*Progress: Whipstitch (newsletter) re-launched, much more robust connections w/the PR wing of Advancement (in Derry annual report), Speaker's Series continued.*

- Growing online services (tutorials/Bb) – current Objective 4.

*Continued progress: closer working relationship with IT's Instructional Designers now, more Library faculty are enrolled or embedded in Bb courses, the IHS continues to break new ground with their faculty and curricula (see IHS Exec. Summ. section).*

- Thinking creatively about the new Head of Instruction position and addressing Reference needs (chat, Ref. co-heads?) – current Objectives 4 & 5.

*This process is beginning this summer.*

After those were: **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; and **Goal 6)** Develop strategic alliances and cooperate with other organizations for the advancement of scholarship, efficiency, and University goals and objectives.

We will address these Goals by:

- Supporting Digital Preservation through systematic implementation of our Technology Plan (including integration of tools/systems, the Institutional Repository, and collaboration within and without the University).

*Substantial progress: see the Innovation and technology portions of the Exec. Summ., (and Ponichtera annual report).*

- Managing our collections (digital and legacy) and moving Collections Services toward Metadata Services.

*Continued progress: see the cleanup update and processing/cataloging updates in the Special Collections/Gallery portion of the Exec. Summ., and V. Eubanks received an upgrade/reclassification enabling much a higher level of staff work on metadata projects.*

- Implementing and supporting the IHS Library.  
Excellent progress: see the IHS section of the Exec. Summ.

*Three major goals for the 2019-20 Academic Year (for the 2019 Deans' Retreat, working off the Refocus Goals/Objectives above)*

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- 1) Complete our interim strategic plan (2-3-year horizon, more relaxed timeframe) while simultaneously working to improve communication within the library: initially work with HR to schedule communication workshop for all library employees; workshop already scheduled, strategic process is being implemented.
  - 2) Refresh/augment/improve services to our public, especially to online and distance students: Develop a coherent plan, centered around services and marketing, to reach online graduate students from CON and SHMS programs; refreshed website; improved use of technologies in teaching and learning; creation of self-serve learning objects; create curriculum map to target library instruction consistently across all majors, and ensure online students are not forgotten.
  - 3) Continue development and implementation of data services for SHU community: Data Management Committee, in tandem with TLTC/IT and creation of formal data management plan; develop and implement infrastructure (data repository) to effectively support faculty with large data processing and storage needs and preserve data, in accordance with grant making entities and other institutional, state, federal requirements.
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## *Annual Report Outline 2018-19 Outline: With Annotations*

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*Executive Summary* - Done

*Organizational Chart* - Appended

*Status of Goals and Objectives for the Present Year* - Done

*Projected Goals and Objectives for the Next Year* – Done/In Process

*Activities and Results of School Strategic Plans and Seton Hall's Strategic Plan* - Done

*Outcomes Assessment* – Dean's Executive Summary:

With the transition of Prof. Bloom into phased retirement, and the mid-year onboarding of Prof. Duffy, we put existing assessment initiatives on hold (hence, no chart this year). This summer, we are: a) updating the first year instruction program (ULife, ENG 1201, ENG 1202) and the assessment tools/goals; b) tackling the scaffolding of student learning outcomes through the pedagogical initiative (in the Miscellaneous portion of the Exec. Summ.); exploring areas of growth in upper level courses to scaffold student learning outcomes.

*Innovations in Teaching* – See above summary on Assessment and re-noting here the embedding in Bb courses and IHS efforts.

*Enrollment Data* – N/A

*Courses, enrollment and average class size in courses staffed by full-timers compared with non-full-timers* – N/A

*Faculty Data* – Tenure track: 5 Library faculty; Tenured: 8 Library faculty; Lecturers/Term: 5 Library faculty

*Faculty Scholarship and Service – use Digital Measures output* – See note and data in Exec. Summ. section.

*Faculty and Chair/Administrator Development* - See note and data in Exec. Summ. section on Administrator activity.

*Institutional Program Review and Accreditation (s)*

*Program Review Calendar* – Just completed, will do Dean's response this summer.

*Collaboration with Others (i.e. other institutions)* – See Exec. Summ. on Innovations.

*Advancement Activities (donor meetings, alumni events, giving rates)* – Additional to the grants noted in the Exec. Summ., we connected with alum R. D'Argenio for a supplemental grant for the Roman coins, continued to service the Alberto Board.

*Outreach to:*

*high schools and high school students* – Primarily through (heavy) Library faculty involvement in Petersheim events.

*admitted students, undergraduates and graduates* – Primarily through accommodating Enrollment Services with various events/tours.

*Facilities and Equipment* – See Exec. Summ. on Services – 24/7 room notes.

*Changes in Academic Programs (Program Status)* – N/A

# Library Functional Area Reports

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# Xue-Ming Bao, Ed.D., MLS

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*Systems Librarian and Associate Professor*

*Annual Report FY: 2018-2019*

## **Introduction**

As Electronic Resources Librarian, I was responsible for trouble-shooting and solving problems related to access of online materials. I generated database usage statistics be included in my annual report and Fast Facts page on the library website yearly. I ran Linkchecker in Springshare and sent out broken link warnings to LibGuide owners for verification and remediation each semester. I downloaded full KBART<sup>1</sup> files with several millions of bibliographic records from KB-WMS (OCLC's Knowledge Base and WorldShare Management Systems), and then queried to select about a million full-text ejournal records to upload them to RAPID (an interlibrary loan provider) and EDS (EBSCO Discovery Services) quarterly. I checked with librarians of Acquisitions and Law whether or not a collection should be removed from KB and our database a-to-z list (az list) based on the license information. I updated the database az list by adding new and trial databases, removing "trial" or "new" tags after six months, and making sure databases being tagged correctly. I performed weekly download of circulation item inventories from WMS and uploaded them to SHU SharePoint for archival and access purposes. On a daily as needed basis, I interfaced with vendors via email and telephone to set up, repair, update links whenever an issue was brought to my attention. I worked with SHU Central IT to request new, update or fix ezproxy URLs. I contacted vendors to set up OpenAthen URL on their servers.

I was also involved in teaching library instruction classes, providing reference services, and offering consultations to graduate students of Asian Studies. I served at the Faculty Senate's Information Technology Committee and Faculty Development Committee. I ran special events under the sponsorship of Library Chinese Corner. I collaborated with Librarian Cuijuan Xia, Manager of Digital Humanities Projects at Shanghai Library to complete a book chapter "Dynamic Digital Humanities Projects from Shanghai Library in China" in *Transformative Digital Humanities: Challenges and Opportunities* to be published by Routledge.

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<sup>1</sup> **KBART** stands for Knowledge Base and Related Tools.

## Successes and Challenges

### OBJECTIVE

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.

I provided weekly reference and LibChat monitoring services; taught library instruction to English 1201 and 1202 classes during Fall 2018 and Spring 2019 semesters; and offered research consultations to graduate students of Asian Studies throughout the academic year. The topics of the consulted research papers include:

1. *A Phenomenological Study of Teaching Chinese Character Writing: An Experiment with Brush, Marker, and Pencil (BMP)*
2. *How Naive CSL Learners Copy Chinese Characters: A Perspective of Chunking Theory*
3. *A Comparative Study of Two Chinese Learning Websites: Curriculum, Teaching, and User Feedback*
4. *Panda Express: The Effect of Cuisine Transformation in Success of Food Industry in the USA*
5. *K-Pop in USA: A Case of BTS's Success*

The above topics 1 and 2 were selected to present at the 17th New York International Conference on Teaching Chinese Program sponsored by Chinese Language Teachers Association of Greater New York at NYU on May 4, 2019. See the conference program <http://clta-gny.org/19conf/program.html> for Panel 2.7: Teaching Writing in Chinese programs. Time: 11:20AM-12:30PM.

Goal 5: Communicate library's services and resources effectively.

#### *Yearly Statistics*

My yearly task is to generate the collection and usage statistics of e-resources and print resources by using EBSCO consolidation tool, OCLC's WMS tool, and direct downloads from vendors to be included in my annual report and the Fast Facts page on the library website. The statistics of resources as of April 2019 and usages between May 2018 and April 2019 are summarized in the following fast facts table:

<b>Fast Facts</b>	<b>Total</b>
<i>Resource Statistics as of April 2019</i>	
Total number of unique titles (all formats)	1,648,450
Number of unique ejournal titles	91,236
Number of unique print book titles	453,278
Number of unique ebook titles	1,103,936
<i>Usage Statistics from May 2018 to April 2019</i>	
Number of full-text articles downloaded	514,843
Subject guide views	95,302
Website views	349,209

Database Vendor	Full-text Download
Total	514,843
EBSCO EDS	202,727
ProQuest	145,387
ScienceDirect	49,533
JSTOR	40,623
Browzine	24,373
Wiley	16,770
Springer	11,546
Gale	8,259
American Chemical Society	5,168
Credo	4,916
Taylor & Francis	3,530
Cambridge University Press	606

Association for Computing Machinery	487
Accessible Archives	275
Annual Reviews Journals	240
De Gruyter Online	226
NewsBank	112
Brill	65

### *Semester Linkchecker*

I ran the LinkChecker app in Springshare for the link integrity of our Libguides in January 2019. The app identified 554 broken link warnings including 8 for databases, 16 for books, and 530 for links. I distributed them to 25 Libguide owners to look into the warnings manually even though most of the warnings were false alarms.

### *Quarterly Upload of Kbart Files to RAPID and EDS*

I downloaded full KBART files from WMS KB, selected about 900,000 full-text journals, and uploaded them to RAPID for the Interlibrary Loan Service, and to EBSCO FTP site for EDS search in July, August, November 2018 and February 2019 respectively.

### *Weekly Item Inventory Download*

Every week, I downloaded the circulation item inventory file from OCLC's FTP site. Each weekly file has about 600,000 records. I transformed the file from txt to xlsx format and uploaded it to SharePoint on the Seton Hall University network.

### *Daily Problem Solving and Update*

I logged 923 entries in my worklog between May 1, 2018 to April 30, 2019. I found 566 (61.3%) were “daily as needed” entries in comparison with the rest of task frequency including yearly, semester, quarterly, monthly, and biweekly entries. Among the 566 entries, 125 (22.1%) were about interfacing with vendors via email and telephone to set up, repair and update links, and 314 (55.5%) about solving problems related to the access, update, and maintenance of library electronic resources. They were my daily challenges. Some issues or questions seemed to be

easy initially; nonetheless, they could take me many hours to figure out the causes. In the following passages, I would like to provide a few examples of the daily issues that I worked with WMS, EDS, and RAPID.

## 1. WMS Issues

- a. Created customized KB collections in WMS in order to insure the accessibility and accuracy. They include (1) IHS eBooks, (2) LWW Health Library eBooks, (3) eBooks and Articles on Oxford Handbooks, (4) Permanent Access eBooks on EBSCOHost, (5) Permanent Individually Purchased eBooks, (6) Former EJS, (7) Kanopy Videos, and (8) PQ Periodicals Archive Online (PAO) Collection.
- b. Submitted a WMS enhancement request about the possibility of customizing the display order of different collections by the same provider in journal search.
- c. Made a couple of updates in WMS for two journals so that the links to the present issues will appear in the top through Library Home Page's Books and Journals search tabs.
- d. Corrected deviated location name spelling for more than 120 barcodes.
- e. Searched and added 35 OCLC numbers to the customized KB LWW titles that were not added automatically in the initial KBART file upload.
- f. Generated a list of print journal LHRs for Prof. Sulekha Kalyan's team to work on the deletion or modification.

## 2. EDS Issues

- a. Reported to EBSCO Support about EDS full-text limiter failing to find full-text through "Find@SHU Libraries" link. Instead the user was redirected to "Request Item through Interlibrary Loan" link. The issue was fixed.
- b. Reported to EBSCO Support about inconsistencies between the location name display in EDS and Setonhall Worldcat. The issue was fixed.
- c. Worked with EBSCO Support to make 58,211 ArchivesSpace records searchable in EDS.
- d. Added a link resolver image in ProQuest and Scopus using EDS link <https://imageserver.ebscohost.com/branding/s8475574/findatshu.png>.
- e. Convened an EDS meeting to discuss the issues of (1) Opposing Viewpoints being enabled in EDS in 2016 but had full-text retrieval issues, and (2) displaying the ILL link when a book was not available in EDS.

3. RAPID Issues: Through many email communications with RAPID Support, the issues of ILL requests from Rapid for not being within the specified coverage ranges finally got fixed.

#### Objective 4: Growing online services / Reformulate Liaison model

I created interactive analytics of online dissertations and master's theses on Asian Studies in order to help graduate students to find out what topics have been written on China, Japan and Korea in a quick, convenient, and informative way. Please try them by clicking on the links below.

- Interactive analytics of master's theses on CHINA from American and Canadian universities (n = 412) (<https://tinyurl.com/china-412>)
- Interactive analytics of master's theses on JAPAN from American and Canadian universities (n = 190) (<https://tinyurl.com/japan-190>)
- Interactive analytics of master's theses on KOREA from American and Canadian universities (n = 120) (<https://tinyurl.com/y3m4h35r>)
- Interactive analytics of doctoral dissertations on teaching Chinese as a Second Language from American universities (n=29) (<https://tinyurl.com/y6et4v5o>)

I recruited Di Chen (Viola) as Library Chinese Corner Project Assistant. She is a graduate student of Asian Studies. She worked with me to organize a Chinese New Year celebration event between noon and 1:00 pm on February 6, 2019 in collaboration with Asian Studies Program. Forty-six people drew their lots and matched them with the interpretive messages from *The I Ching (The Book of Changes)*. Some shared their messages with me and found quite pertinent to their situations. I would estimate at least 60 people came to the event including library colleagues, Professors Dongdong Chen and Jeff Rice of Asian Studies, and students of Chinese language classes. Here is a [video clip](#) of the event.

The Chinese Corner grant funding allowed Viola to work 10 hours per week. She worked out a tutoring schedule with the Chinese Language Program and provided 30-minutes one-on-one tutoring to about 15 students on average each week in the Language Lab in Fahy Hall during the Spring 2019 semester. When She learned

some students would visit China in the summer, she introduced appropriated books from Chinese Corner for them to use on the trip.

## **Looking Ahead**

In addition to my assigned daily, weekly, monthly, quarterly, and yearly tasks, I would like to focus my attention on the following projects:

- Resolve the issues that may arise from the transition to OpenAthen authentication.
- Identify any EDS customizable links that should be customized, for example to experiment with Project Muse, Cambridge University Press, and Nature Publishing.
- Identify any enabled databases that shouldn't be enabled and vice versa.
- Work on SUSHI Count 5 version set up in WMS.
- Continue to check on EJS journals date range to update them in KB customized EJS collection.
- Recruit a Chinese Corner Project Assistant to run cultural events and provide tutoring in Spring semester 2020.
- Continue my research on the dissertations and master's theses on teaching Chinese as a second language to find out what topics, methods and findings have been written so that I can better inform the graduate students of Asian Studies.

## **Name and Title**

Xue-Ming Bao, Ed.D., M.L.S.

Electronic Resources Librarian

Associate Professor

Library Liaison to Asian Studies

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# Jeanne Brasile

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*Walsh Gallery Director*

*Walsh Gallery Annual Report FY: 2018-2019*

## **Introduction**

The 2018 – 2019 academic year has been dedicated to building on last year’s successes in; 1) cataloguing collections, 2) populating the gallery website with more born-digital materials and past exhibition materials 3) enhancing and building upon coordination and collaboration with the Department of Archives and Special Collections 4) working with students and faculty to strengthen the gallery’s role as a laboratory for learning 5) continued capacity building with regard to the gallery and SPC environments and 6) working intra-departmentally on projects to share resources, knowledge and efficiencies while enhancing communication. The emphasis on coordination is more important than ever now that the University Libraries spans two campuses and the gallery is working even more collaboratively with The Archives and Special Collections, The Assistant Dean of Information Technology and her staff, and The Assistant Dean of Public Services on various projects and initiatives.

## **Successes and Challenges**

### **I – Policies and Procedures**

Last year’s annual report outlined the adoption of an “Athletic Materials Collecting Plan” and a “Born Digital Materials Collecting Plan.” This year we have put these plans into practice in meaningful and practical manner. The athletics collecting plan was used specifically as we began planning for the summer 2019 exhibition, “Pirates Beyond Plan” curated by University Archivist, Alan Delozier. The Walsh Gallery staff, as it did for last year’s summer exhibition, “Treasure of Seton Hall University,” used the exhibition as a catalyst for reviewing the 1) condition of artifacts, 2) adherence of objects with the “Athletics Materials Collecting Plan” 3)

bolstering the provenance and information associated with objects such as dates, related people and subjects, 4) creating a baseline condition for the objects under review, 5) cataloguing artifacts formerly under the direct care of SPC 6) creating accessions records in the Past Perfect database and 7) creating mounts for display and storage of the artifacts.

Other policies and procedures were addressed this past year including the adoption of the Integrated Pest Management (IPM) policy and procedures. The IPM was written by Collections Manager, Romana Schaeffer, based on templates with adjustments that address specifics of the gallery and Department of Archives and Special Collections (SPC). The rollout and implementation of the IPM addresses inspection and cleaning schedules that are now executed jointly on a rolling basis with the gallery and SPC team. More details of the IPM are included in Collection Manager, Romana Schaeffer's Annual Report.

Though on hold for now with a possible move of the gallery and SPC to a new location on campus, is the Emergency Management Plan (using the D-Plan template). The past year a team consisting of Assistant Dean of Public Services, Sebastian Derry, Access Services Librarian Kaitlyn Kehnemuyi, Assistant to the Dean of University Libraries, Tiffany Burns-O'Neill, Romana Schaeffer, Collections Manager and Jeanne Brasile, Gallery Director. The report consists of 30 plus pages dedicated to identifying chain of commands, procedures and resources for various emergency scenarios and the implementation of operations for various types of emergencies. This effort included reaching out to various departments on campus including; Public Safety, Facilities, Compliance as well as the university's fine arts and liability insurers. Information was also populated from blue prints, and information received from the fire and police departments on campus. With the proposed move, we are unable to complete the plan since a location change may render our report inaccurate.

While the above are notable achievements, it is challenging to have hit roadblocks with the Emergency Management Plan and will be hard to recapture the momentum reached before the project was placed on hold due to circumstances beyond our control. If the gallery is moved, we will essentially be starting this report from scratch as many of our plans will be moot.

## II – Painting Racks

The painting racks purchased and installed almost two years ago are continuing to work well as the gallery ingests more art. This past year the gallery was contacted by faculty and/or staff in the Ring Building, the University Center, The Offices of Grants and Research Services and McNulty Hall to retrieve art that was ‘Produced by Staff’ or was no longer going to be on view due to renovations. The painting racks made it possible to ingest and store these artworks safely in the vault. The painting racks also make it possible to store framed and stretched work contiguously. In the past, works of this nature were dispersed throughout the vault, making it difficult to assess, research or work with the art collections. The painting racks also enabled our staff to finally lift artwork off the floor a safe distance in the event of a water emergency.

Regarding collections stored on these racks, work begun by Gallery Director Jeanne Brasile and University Archivist Alan Delozier on the provenance of the art was put on hold while the disposition of collections was being addressed, specifically the Archdiocese Collections currently in the vault. With outstanding subpoenas that presently restrict our ability to work on ADN collections, as well as negotiations with the ADN over stewardship of the collections, we cannot move forward. However, prior to these developments, Delozier and Brasile had compiled a fair amount of research and documentation that aided in identifying the paintings and their provenance. Regardless of the outcome of the ADN collections, this information will be of use in future cataloguing efforts. Before work stopped on the ADN paintings, Peter Ahr, Professor Emeritus of Religion was also instrumental in identifying subjects, people, and dates for many of the ADN paintings and photos.

The racks are not completely full, but we predict another 16’ section of painting racks will be required as we begin ingest more art, receive more donations of framed work and most importantly and most pressing – we begin cataloguing the artwork removed from the Art Center almost 4 years ago during a water emergency (which is now compressed into a small footprint and awaiting cataloguing and rehousing.) With the rate of progress we have made to date on the Greco-Roman

coins and SHUMAA ethnographic collections, we estimate we may begin cataloguing this collection in the fall of 2019.

### **III – Seton Hall University Museum of Anthropology and Archaeology**

Collections Manager Romana Schaeffer's work on the collection continues in earnest. Her efforts are detailed in her report, but in general, she was able to finish the full cataloguing of the baskets, begin work on the ceramics and reconcile more of the past inventories and collection documentation so that past mistakes will be corrected, information will be updated and future cataloguing efforts will continue seamlessly without delay with her assessment in advance of the accessions process. Additionally, Schaeffer cultivated an intern from the Museum Professions Masters Program (MAMP), Ian Cherry, who was able to dedicate himself fully to the accessioning of the artifacts, freeing Schaeffer to dig deeper into some of the more critical issues in assessing the collections and readying them for inventory. Schaeffer was able to cultivate Cherry due to our concerted efforts dating to almost three years ago to work with interns from MAMP – providing graduate students with applied learning in their area of specialization while moving gallery initiatives forward. This was accomplished again with the crafting of an intern policy and procedures document, along with collaboration with the new Chair of MAMP, Gregory Stevens.

In addition to having an intern, Romana Schaeffer brought in archaeologist Richard Veit, of Monmouth University to consult on the lithics found in the SHUMAA collections. There are literally thousands of lithics in the collections and to fully catalogue each of them at the object level would be unsound and not the most effective use of resources which are already limited. Veit was able to denote the best examples in the collections and make recommendations for which might be best used in the proposed teaching collections that we have proposed for hands-on student learning in tandem with Drs. Quizon and Quinn in the Anthropology Department.

### **III – Collections Cataloguing**

Along with a brisk pace with the accessioning of the SHUMAA collection, there has also been great progress on cataloguing other collections. Freed from the day

to day accessioning of SHUMAA, the Director and Collections Manager successfully ingested art from buildings across the campus at the request of various departments as a result of renovations or other building projects including; The Ring Building, the University Center, The Offices of Grants and Research Services and McNulty Hall. The Collections Manager also catalogued new donations of photographs (60+), artifacts that were previously under the stewardship of the SPC and required accessioning at the object level, and artifacts produced for Alan Delozier's exhibition "Pirates Beyond Play."

Other successes in the area of collections cataloguing are in the D'Argenio Collection of Coins and Greco-Roman Antiquities. Dean John Buschman received a Leadership Initiative Grant award from the Classical Association of the Atlantic States which enabled us to recruit a paid intern, Erin Benz, of the MAMP program. Benz is dedicated to working solely on the collection and is just over halfway done as of the writing of this report. She is to be joined this summer by another intern, Rachel Recuero, another MAMP student, who will wrap up the cataloguing of this collection.

Other collections initiatives are also moving forward. MAMP student Kelvin Vivor was brought on board to work with the Director to integrate collections and condition reports dating from the 1980's into existing accessions records. Vivor is working specifically on the engravings and prints collections and has thus far reconciled a number of duplicate records and cross-referenced them in Past Perfect. He's also located paperwork that enabled the gallery to identify objects that were previously unidentified due to lack of signatures or other notations that would indicate provenance. Another important aspect of Vivor's work with collections was the digitization of paperwork that was backed up in the shared departmental drive in advance of being ingested into Preservica, a secure digital preservation & electronic archive software solutions to keep documents safe and available for future retrieval by scholars and researchers.

Workstudy student Keith Koefed was also recruited to digitize accessions paperwork. His project consisted of going through accessions folders as identified by Romana Schaeffer and pulling out documents which existed only on paper. His work flow entailed making .pdf documents, renaming the documents using existing

naming conventions and providing the files to Schaeffer, who moved them to the appropriate folders in Preservica. Prior to the arrival of a large amount of storage in the shared workspace and Preservica, the entirety of the accessions records were at risk since their only instance was on paper in the accessions folders. Not only is Koefed's work important in backing up information in an alternative location, it also dovetails with the Emergency Management initiative so that if there is a catastrophic event on campus, we do not run the risk of losing the records associated with our collections. This brings us back full circle to 2008, when the Gallery Director began a push to inventory collections using the Past Perfect collections software and implementation of standardized collections cataloging methodologies for museum collections. Though it took 10 years to get to the current capacities with regard to collections cataloging, it is encouraging to see the rates of progress we're currently experiencing. It also brings relief to know that past efforts will not be lost in the future as was the case with so many past efforts that were started then abandoned for a variety of reasons evinced by the various iterations of cataloging in the hard copies of reports dating from the 1960's through the 1980's that Keith Koefed was digitizing.

Another initiative that was reinstated was the cataloging of the print collections – especially the engravings - begun circa 2011 by MAMP students. This was all but put on hiatus due to the transfer of the SHUMAA collections, and the emphasis on cataloging the SHUMAA and coin collections. With the recent arrival of work study Sua Mendez, also a MAMP candidate specializing in museum registration, the Gallery Director was able to work with her to once again begin the accessioning of the prints. With Schaeffer spread thin supervising and managing interns and overseeing a series of projects, the Gallery Director directly supervised Kelvin Vivor and Sua Mendez. With the Director's knowledge of the print collections from her past work with them, she was also able to review the records in Past Perfect and update them with additional information not known at the time, or edit records that required cleaning up and consistency across entries.

The rapid cataloging of collections is also instrumental in bringing about the assessment of policies, procedures, storage and work environments. These areas are continually being reviewed and this past year has resulted in the purchase of textile racks for the vault which will enable us to safely store the vast sums of

textiles in the university's collections and will also reduce their footprint, keeping space open for future acquisitions and donations. We have also begun making mounts, boxes and other storage units to safely and appropriately store collections as per best practices.

Collaboration also resulted in the enhancement and identification of a number of artworks in the Asian Collections. Working with librarian, Xueming Bao, the Gallery Director and Collections Assistant, Meghan Brady, were able to successfully identify and reconcile accessions records for a number of Chinese prints and paintings. Using written notations in English from the 1960's, 1970's and 1980's – along with photos and physical inspections of Chinese inscriptions on prints and paintings – Xueming Bao was able to confirm the titles and artists for a number of works that were previously unidentified and disambiguated from their provenance. Bao's expertise will be useful moving forward on the cataloguing of the remaining Asian Art Collections, which are predominantly from China.

#### **IV – Digital Infrastructure**

The arrival of Assistant Dean Sarah Ponichtera has been particularly welcome in the area of digital infrastructure including cloud storage for collections files and documents, the amount of storage available to the gallery for collections management efforts and verifying the integrity of files when being migrated from the cloud to Preservica, the long-term storage for digital resources. Along with Sarah Ponichtera, the gallery has been working closely with Ryan Fino to keep all the software and hardware running properly. In the past, there were lots of network issues with Past Perfect being down, the space on our shared drive being perilously filled to capacity throughout the year - potentially grinding collections cataloguing to a halt and limiting who has access to what resources (security issues.) We've also had to demonstrate our work flows to Ryan Fino so that he (along with Assistant Deans Ponichtera and Leonard) could make certain the infrastructure met our needs. Though there is still work to be done, we have gotten to the point where our storage, hardware and workflows are no longer hindering our efforts and we have built in efficiencies and back-ups that no longer bog us down, nor do we worry about losing our past work.

Our collections and cataloguing efforts, though an end to themselves, also brings about the final unfilled step in our Strategic Plan for collections which is a public facing collections database. This database will be in-house using Omeka, an open source web-publishing platform for the display of library, museum, archives, and scholarly collections. Omeka will be more for researchers that reach out to the gallery and archives for research. We are also implementing Google Arts and Culture, a web searchable database available to users through a simple Google search, even to users that are not specifically conducting scholarly research. Google will provide more visibility for the university and its collections through its populist interface, making collections even more accessible. This is a group effort involving the library staff and faculty, IT Services, The Gallery and SPC. With our collections digitized for broader use and consumption, we will also be able to more produce more robust Digital Humanities projects as per the requests of faculty.

As these digital projects are being rolled out, it is more imperative than ever that the gallery staff, SPC and Digital Services understand our workflows, professional standards and needs so that we can limit the learning curve as we build infrastructure and capacities related to these digital efforts. To that end, Dean Sarah Ponichtera has been extremely involved with the Digital Preservation team, attending meetings, advocating for tools that meet our needs and representing the dual gallery and archives staff. Romana Schaeffer has also recently begun to attend these meetings to make certain the gallery is considered as the structure continues to be developed. The gallery director has also been keeping abreast of the initiatives not only through updates by Collections Manager Romana Schaeffer and Assistant Dean Ponichtera, but also with a few recent meetings with Zach Pelli, Digital Collections Infrastructure Developer and Sharon Ince, Digital Services Librarian.

## **V – Website**

The website is still being populated with information as a result of the “Born Digital Materials Policy and Procedures.” At present, Collections Assistant Meghan Brady has fully updated all exhibition materials (catalogues, postcards, posters, press releases, videos, etc.) under the page for each of our past exhibitions dating back to 2006 when Gallery Director Jeanne Brasile arrived. These materials

existed in a variety of formats including DVD, CD, floppy disk, printed hard copies, jpegs, pdfs and docs stored on various hard drives, external shared filing systems, GoogleDocs and VHS tapes. Brady is now reconstructing the years previous to 2006 and we have already located materials dating to the 1960's with regard to exhibitions, artwork and programs which are being sorted, organized, scanned and migrated to new formats for the ultimate purpose of being stored on the gallery website and in Preservica. In addition, Brady is working with Assistant Dean Sarah Ponichtera to populate an archival collection for the gallery for materials that are not considered artifacts or art, but do require retention for future research. While the website is a priority, the nature of Brady's work will logically overlap with the formation of an archival collection as she unearths old materials which have been stored throughout the vault, gallery Director's office and the common areas of the SPC.

As with most of the gallery's projects, these website and archives initiatives will require constant communication and collaboration with other staff members and departments. One such example of this type of required collaboration and communication is how exhibition catalogues are now available through the gallery website, in the library stacks and also as a .pdf download via the Seton Hall University library database. This requires working with SPC, cataloguing and digital services to make certain all information is provided to everyone in the formats in which they require to perform their portion of this initiative. Ultimately, the goal is to provide access to as many people as possible across a variety of platforms. Though the work of creating and updating past shows is labor intensive and drawn out, once all the past information is populated – future workflows will be streamlined, requiring only updates of present exhibitions and programs. On a positive note, our new crop of work study students, interns and volunteers is making this work possible and providing the students with valuable experience that is directly applicable to their career goals.

## **VI – Enhancements to Hardware, Computers and Camera**

As a result of the synergies and intradepartmental workflows, we were able to address a series of challenges with regard to collections cataloguing and productivity that were not previously possible. This past year working with

Assistant Dean Leonard and Ryan Fino, we were able to ramp up our work capacities with upgrades and refinements to our computers. At present, all gallery staff members and interns are using the full version of Photoshop (not Photoshop Elements or Gimp – formerly used - and inadequate work-arounds for our purposes.) It was also vexing and inefficient to have people performing the same work with different steps and software, resulting in varying outcomes and an inconsistencies in the final images produced. This also resulted in Ryan Fino, Library Technology Coordinator, having to spend additional time and research addressing the varying issues between software and procedures among the gallery staff. In years past, interns and volunteers had to use SHU issued computers, or a tablet meant for work study students, but not optimal for digital imaging projects. With the Ryan Fino’s knowledge, all the monitors for the gallery staff are now calibrated the same for color, we are all using Photoshop (including interns), and we all have upgraded memory which eliminates crashes or serious lags when opening or saving large images. In the past we were extremely hampered by the slowdowns noted above as well as frequent hang-ups or crashes which was both frustrating and inefficient.

Once all the computers were calibrated and everyone was using the same software package to edit photos, we were able to identify why and how many of the images used for accessioning, collections databases (Google Arts and Culture and Omeka) and exhibit materials (catalogues, flyers, blog posts) were not showing accurate colors across different screens and computers. We were further able to narrow the problem to our camera and lighting kits – both of which are now upgraded. The new camera, with its better lens more accurately depicts color and the edges of the images are more crisp. The color of our images is far superior to anything we’ve been able to achieve in the past and will be useful in the many tasks which require us to have professional and accurate photographic results. Such projects may include Digital Humanities projects with faculty, students and scholars, the production of exhibition and collections catalogues (both digital and in print), a public collections database and a variety of user-driven projects that the gallery and archives will facilitate as requested.

## **VII – Directional and Interpretive Signage**

Last year's annual report referenced our project to unify signage across the library (all four floors), improve way-finding for visitors, conform with SHU's style guide, brand the gallery and also comply with ADA guidelines. With that in mind, this year the Director was brought in to assist with signage on the second floor after the Silent Study Room was reinstated, and the New Books and Chinese Corner areas near the circulation desk were being revamped. Working with a designer, we installed new directional signage on the second floor to enhance visibility and way-finding. The Director also worked with Associate Dean and Founding Director of the HSLIC Chris Duffy, to design signage for the Nutley campus. Though ultimately the signage was handled by the building managers, the intradepartmental collaborative was gaining more traction in 2018-2019 and proving to be productive with the sharing of knowledge and resources. The Director also worked with TLTC and Milan Stanic to plan signage on the first floor that would match what had been installed in the spring of 2019 to improve way-finding to the gallery and SPC while also conforming to the SHU style guide and ADA guidelines.

Interpretive signage was another area of improvement and collaboration between the gallery and SPC. Working with SPC, Director Jeanne Brasile created interpretive signage for the SHU Bell, bronze bust of Father Field, McLaughlin Library cornerstone and Walsh Gallery architectural model. The signage was ADA compliant, complete in the boilerplate description and also accurate in its description while providing context for the objects. The interpretive signage project was catalyzed by two factors; 1) the creation of museum grade mounts for the cornerstone and architectural model – the former being propped on the floor and the latter being balanced awkwardly and adversely on a repurposed end table and 2) the initiative to work collaboratively with SPC to share knowledge and resources while safe-keeping objects under their stewardship.

## **VIII – Enhancements to Gallery and Archives and Special Collections Environments**

Last year's Annual Report detailed a number of capital improvements including the Hobo data loggers to monitor temperature and humidity, and the installation of (non UV emitting) LED lighting in the Preservation Lab and vault. This year, after

observing the data from the Hobo logger, Collections Manager Romana Schaeffer was able to identify two separate incidents in which the HVAC mechanicals were not functioning properly. This was due to noticeable fluctuations in the temperature and humidity that were outside the normal readings. When she called in Facilities to review the data, they noted the failed mechanical switches and installed new ones, restoring the temperature and humidity to levels within the required range. This demonstrates the value not only of monitoring the environment, but also headed-off a possible emergency situation that would have put the collections at risk of deterioration due to an improper environment. This also speaks to our enhanced communication with the facilities staff and our ability to work with them proactively to maintain the proper archival environment. Through monitoring of the environment and increased interdepartmental communication with Facilities, we hope to avert or alleviate the impact of future emergencies of the type described in the subsequent Collections Manager's report (flooding, leaks, etc.)

Last year, enhancements to vault lighting was noted, however, despite eliminating 2/3 of the fixtures to control proper footcandles, the lighting levels were still high in certain vault locations despite and working with electrician Mike Gardiner and using mathematical formulas to achieve the right amount of illumination as per charts provided by museum advocacy organizations and the light manufacturer. To correct this, Romana Schaeffer and Jeanne Brasile were able to adjust lighting levels in the vault using a light meter to achieve the desired range of foot candles and control the light levels using the electronic dimmers that were installed by the electricians.

The gallery staff also worked with SPC to create an enhanced exhibit area in the Reading Room that included walls for the hanging of framed work and didactic text panels to contextualize displays, while carving out a dedicated display area that shows collections to their best advantage while keeping them safe. This was achieved using some of the Mila Wall display panels used in the gallery. The gallery and SPC was poised to create a larger environment for SPC displays, but with the proposed move of the SPC and gallery, we had to put this (as well as many other initiatives) on the back burner until we know what the disposition of

this move will be. This proposed move is impacting other initiatives such as capital improvements, enhancements to the vault and gallery exhibit and storage areas, as well as potential purchases of archival display furniture to exhibit more of the collections we've been assiduously cataloguing.

## **IX – Grants**

The Walsh Gallery continues to pursue grant funding to enhance collections management initiatives, such as the aforementioned funding from the Classical Association of the Atlantic States written by Dean Buschman. Other grants received this year included a \$10,000 award from the Robert Lehman Foundation and a \$1,900 award from the Essex Arts Council for the production of the “Strange Attractors” exhibition, costs for a symposium and its documentation and a full-color catalogue. The Robert Lehman Foundation grant was co-written by Jung Hae-Chae of the Department of Corporate and Foundation Grants. Gallery Director, Jeanne Brasile was the principal investigator for the Essex Arts grant. Working with Jung Hae-Chae again, an application was submitted to the EFG Foundation. Though the funding was not denied, we were asked by the Director, Ray Graham to apply to the subsequent grant cycle (summer 2019) as the committee was interested in our project, but was inundated with applications.

Looking forward, we are hopeful that the reorganization of the Corporate and Foundation Grants office will be finalized so that we cooperatively prospect and craft grant applications with their expertise and guidance. We intend to apply to the Essex Arts Council again for Gregory Coates' solo exhibition (winter 2020), as well as the New Jersey Council on the Humanities. We are also targeting the Puffin Foundation for other projects that deal with social justice and environmental issues.

Our biggest push with regard to funding, will be applying for grants for collections, especially their cataloguing, digital dissemination and digital humanities projects. This will be largely implemented by Assistant Dean Sarah Ponichtera, working with the Gallery Director and Dean of the University Libraries, along with faculty on key applications. Last year we identified a number of prospects including the NEH and the New Jersey Historical Commission and we will be pursuing funding to continue collections efforts in addition to funding for exhibitions and programs.

## **X - Exhibitions**

The Walsh Gallery hosts five exhibitions annually - two each semester and one in the summer months. We continue to use the university's collections in as many exhibitions and displays as possible. This past academic year, the collections were extensively highlighted in two of the gallery's exhibitions (Seeing Red & Treasures of Seton Hall University) – including the following; Japanese wood block prints, C-Prints from Peter Turnley, original graphic art used for the Setonian newspaper and Galleon yearbooks, lithographs and engravings from the print collections, Roman oil lamps, liturgical objects, vestments, rare books, bibles, Native American basketry, illuminated manuscripts, Thai frottage, oil paintings, silk screen prints, political buttons, textiles, carved gemstones, Native American pottery and ephemeral objects from the SPC and Walsh Gallery collections. The variety and extensive number of objects included in the past year's shows was a direct result of us putting the library's Strategic Plan into practice.

In order to achieve these aims, the gallery worked extensively with the SPC for the past 3 – 4 years to conduct a basic inventory of the vault, consult on what collections needed cataloguing, and in what order, and to share research, provenance, Deeds of Gift, and other resources that would inform our collective efforts. The gallery and SPC began meeting regularly both formally and informally to consult on collections matters and to share knowledge. The two units also share physical resources such as space in the Preservation Lab and vault and coordinate cataloguing and research efforts. In the past year, as a direct result of the above, we were able to ramp up our accessioning through the hiring of work studies from the Museum Professions program that were capable of cataloging objects in accordance with professional standards, volunteers that had direct experience with collections in a museum setting and interns from the Museum Professions program. The grant received from the Classical Association of the Atlantic States was a validation that we have done laid the proper groundwork in our collections efforts, resulting in the grant that enabled us to hire a paid intern to gain even more momentum on collections. We will continue our collections efforts in order to continue creating exhibitions that permit the gallery and SPC to highlight original art and artifacts as a catalyst for learning and scholarship.

Exhibitions this past year included the following;

**Table I – visitation by exhibition**

<b>Exhibition Title</b>	<b>Number of Visitors</b>	<b>Percentage of Whole</b>
Treasures of Seton Hall University	465	11%
Seeing Red	984	23%
David Freund: Gas Stop & Tom McGlynn: Standards	733	17%
Strange Attractors	855	20%
Equivalent (annual student exhibition)	1254	29%
<b>Total Annual Visitation</b>	<b>4291</b>	<b>100%</b>

**Table II – visitation by purpose**

<b>Purpose of Visit</b>	<b>Number of Visitors</b>	<b>Percentage of Whole</b>
Class Visits	205	5%
Programs/Events	837	19.5%
Off Campus Group Visits	23	.5%
Event Hosting	308	7%
General Visitation	2918	68%

**Table III – Comparison of visitation patterns 2017-2018 to 2018-2019 season**

<b>Purpose of Visit</b>	<b>Percentage increase/decrease</b>
Class Visits	+ 61%
Programs/Events	+ 19.5%
Off Campus Group Visits	- 58%
Event Hosting	+235%
General Visitation	+12.5%

**Table IV – Student Participation in Student Fine Art Annual Exhibition  
“Equivalent”**

Number of Students Submitting	73
Number of Students Accepted	48
Number of Artworks Submitted	192
Number of Artworks Accepted	111
Number of Student Volunteers	11

This academic year the gallery saw increases in almost every category except group visits from off campus. It was noted in last year’s annual report that while we were excited about the large percentage of visitors from off-campus, we intended to put forth a good deal of effort cultivating class visits and student visitors. While the figures in **Table II** and **III** demonstrate a large increase in class visits, it is again worth noting that most students do come to visits independently outside of scheduled class visits. There is no way to count student visitors individually outside of scheduled visits since registration of individuals is not required upon entry, but anecdotally, we see clear increases in individual student visits through staff interaction with attendees. This increase in student visitors is rolled into the overall increase in visitation and can be corroborated by the overall increase in general visitation. Looking forward we intend to cultivate more visitation overall, especially student and class visits and we wish to do this by extending our recent intradepartmental collaborations to the interdepartmental level, and we have begun implementing enhanced collaborative efforts for the upcoming academic year – including outreach to Communication and the Arts and The Department of Arts and Sciences, in particular.

This past year we have also seen a large jump in the number of programs and events at the gallery which can be attribute this to working more closely with faculty, staff and students. Programs included “The Architecture of Rome & The Rise of Christianity” presented by SHU alumni, Amy Giuliano, organized by Monsignor Liddy and Catholic Studies and co-sponsored by the Walsh Gallery and The Department of Communication and the Arts, “Strange Attractors – symposium and panel discussion” which was organized by the Walsh Gallery with student volunteers from the Museum Professions Program and Political Science. Student

involvement included documenting the event through video, audio and photographs, editing of the footage, greeting and checking in visitors, handling hospitality arrangements, setting up and breaking down the event. The gallery also hosted a poetry reading by Irish poet Michael O'Siadhail, organized by the G.K. Chesterton Institute and the Department of Catholic Studies again with assistance from students in various undergraduate programs. As the number of programs increases, so does student involvement. We have also increased student participation in the annual student fine art exhibition not just in the submission and acceptance of the artwork, but also in the administrative process which included students in more facets of the production of exhibitions including the check-ins of student work, the jurying process, the tasks related to the opening reception, entering the applicant information to a spreadsheet to track accepted work, the installation and lighting of the show, placing labels and making mounts for art.

There has also been more student participation and value for the students in the Museum Professions program due to collaboration and outreach to Greg Stevens, Director of the Program, who has seen the value in integrating the gallery more into the context of his courses. Specifically, Stevens and the Gallery Director have worked to bring students to opening receptions and programs, encouraging them to use the gallery as a laboratory for learning by using skills learned in the classroom, by encouraging student interns and volunteers and basing papers and coursework on exhibitions and programs in the gallery. Other professors have begun doing critiques in-situ in the gallery instead of in the classroom, while others have begun visiting the gallery and SPC to view artifacts and artwork, using them as primary source materials for research.

### **Looking Ahead**

Though there are challenges, the gallery has made large strides towards collaborative and cooperative efforts, particularly with SPC and the library faculty. The improved relations between SPC resulted in more artifacts being catalogued, and more provenance and documentation accompanying these records. In turn, working with the library faculty, staff and administrators has enabled us to create a digital environment to store and back-up collections records. The addition of Assistant Dean Sarah Ponichtera has also brought us closer to rolling out a public

facing collections database to provide access to information and artifacts via the internet on the Omeka platform, and this summer, we expect to do a limited rollout of a collections database via Google Arts and Culture which will make search results available to world-wide users and broaden our reach. In addition to the initial rollout, we expect there will also be continued momentum on collections cataloguing and digitizing collections for public use and research via Omeka and Google Arts and Culture.

The enhanced resource sharing and productivity has also resulted in the Gallery Director being free to create more ambitious programs and exhibitions, lead more tours and gallery talks for student learning, collaborate on projects and co-sponsor events as well as time to cultivate funds for exhibitions and projects. It is anticipated these activities will be gaining more momentum moving forward in the service of students and faculty as the Collections Manager and Collections Assistant have taken over the lions share of cataloguing duties and website maintenance. Other inroads will continue with regard to working more widely with other colleges, institutes and departments to create or co-sponsor programs, include students into more gallery functions and operations, and integrating classroom learning into a real-world exercise in gallery and museum management.

We also expect to see the same or increased levels of student interns, volunteers and work study students as a result of grant funding, increased cooperation with faculty and projects that will put student knowledge into practice. While the gallery still does a lot with very little, last year's addition of Assistant Dean Sarah Ponichtera and the resulting improved communication between SPC, the Walsh Gallery and librarians, this is not nearly as challenging to keep up momentum as it had been in the past. This is also true of collaborations with faculty outside the library, especially Communication and the Arts, The College of Arts and Sciences, student majoring in art history and graphic design and graduate students in the Museum Professions graduate program.

While there have been some major successes this past year at the Walsh Gallery, we perceive there will be potential challenges as well with the arrival of the new President and a possible shift in the university's Strategic Plan and vision. With these potential shifts on the horizon, we have held off on the creation of new goals

and objectives, and our department's Strategic Plan – focusing on making headway on present goals and objectives. In addition, we are awaiting the results of the last Program Review which will also play a role in shaping our future efforts. For now, we are working on our biggest projects which are mostly funding and collections related, and maintaining increased communication and collaboration.

Another challenge is the potential move of the gallery. Any move to a new location will surely present a profound impact our recent progress and improvements in so many areas, especially collections management, collaboration and funding, along with the planning of exhibitions. We are currently carrying on with our existing priorities but this may change and possibly undercut our recent successes if we have to move our gallery, offices, collections or other functional areas. One example of how a proposed move would impact the gallery, SPC and library, especially now with heightened teamwork, is the recently implemented Integrated Pest Management Plan which encompasses a series of policies and procedures, which we have worked on as a group for just under a year. With a new environment, we will have to absolutely re-write procedures and likely have to revisit policies in light. This is also true of the Emergency Management Plan which is now on hold. This emergency plan took approximately one year to get to a state of near completion and represents the efforts of six library employees (faculty, staff and administrators) working in tandem with our Compliance Department, Facilities Maintenance, our general and fine arts insurance brokers and carriers, and the South Orange Fire and Police Departments. Moving to a new location would require a new survey and undermine a year's worth of efforts, and necessitate another year's worth of work to re-craft a new plan.

Despite a series of setbacks in terms of floods, painting projects, HVAC repairs, emergency art moves, planning for a potential gallery move (reports, site visits, research, meetings, etc.) and working to troubleshoot and abate technological issues we have accomplished an impressive amount of work in the past year. Again, this can be attributed to having a team that works closely together and having an increase in staffing and interns, and having a team of work study students to undertake various clerical tasks. We expect to make progress on the foundations that we've built upon with respect to the following Universities Goals and Objectives until the time these priorities may change:

**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.

**Goal 3)** Provide effective organization and presentation of information and collections and access to information located elsewhere.

**Objective 3)** more collaboration between library departments

**Objective 6)** Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.)

**Goal 7)** Contribute to the academic, ethical, and cultural growth of the University community.

## Romana Schaeffer

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*Collections Manager, Walsh Gallery  
Annual Report FY: 2018-2019*

### **Introduction**

There have been several significant projects undertaken by the Collections Manager this past fiscal year, including both new endeavors and continuations on initiatives implemented the previous fiscal year. This encompasses initiatives to improve the care, storage, and display of various art and artifacts in the University's care. Each major project is addressed in detail, along with notable challenges encountered.

**Seton Hall University Museum of Anthropology and Archeology (SHUMAA)**  
SHUMAA Projects supports the following Library Strategic Plan Goals,

-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.

-Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

-Goal 7) Contribute to the academic, ethical, and cultural growth of the University community.

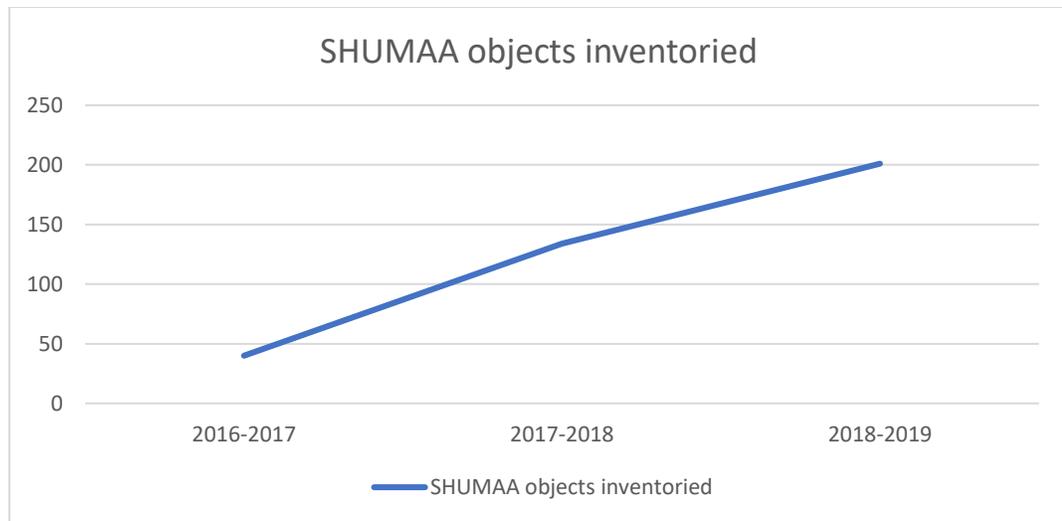
SHUMAA Projects supports the following Library Objectives,

-Objective 6 (Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.)

- Objective 7: Continue to configure Walsh Gallery programing for long term sustainability (3, 7-8)

- SHUMAA PastPerfect Inventory

Between 2015 and 2017 upwards of 12,000 unique ethnographic artifacts and artworks were packed, inventoried, and moved from Fahy B8 to the Vault in Archives and Special Collections. In early January 2017, a spreadsheet was created that pulled 5,241 object records currently on file in the SHUMAA instance of the PastPerfect database. From there the entire physical SHUMAA collection is currently being sorted through one box at a time to identify each individual artifact and compare it to the spreadsheet. Since last year's annual report, approximately 67 objects have been confirmed on the final inventory adding to the 134 which was completed last year. This brings the total to 201 objects inventoried in the PastPerfect database. This is 3.8% of the total number of objects already in PastPerfect located and found.



### Challenges

Some challenges include identifying objects that lack information. Known gaps in the PastPerfect database include the Miller Collection and the Haggarty Collection. Both are currently being analyzed by the Collections Manager utilizing the various collections inventories. To date the number of Haggarty objects accessioned has more than tripled from 13 to 45, all except for 2 of which have been returned to their original numbering system. The Miller Collections objects has tripled from 8 to 25 completed accessions, of which all but one has been restored to their original numbering system.

- SHUMAA Inherited Inventory

With the collection came several inventories which were completed in varying years. These inventories totaled, what was at that point in time, the complete collection. All the inventories contained differing information and styles of documentation. In 2017 the Collections Manager cross-referenced the inventories which included approximately 12,500 objects each and created a final inventory with what is most likely contained within the collection. 224 of the approximately 12,500 objects have been identified from this inventory. This is 89 more objects than last year and about 2% of the total collection which has been identified and located. The rate of progress is slow, but ultimately worthwhile as more and more unique objects become available for researchers and exhibition.

## Challenges

This inventory is not infallible, to date the Collections Manager still runs into numerous objects that were never part of the inventory or were entered under an alternate number, specifically the Miller section of the collection. This is being rectified by comparing the final inventory to one that came with the Miller collection; however, this inventory is not complete and will not work for all objects.

- SHUMAA Cataloging

As objects are identified in the inventory project they are simultaneously being cataloged in the SHUMAA database. This entails checking that all details for the objects are recorded and documented. Every object that is in the database is accessioned, photographed, have a condition report created, provenance written about the object, location noted, and rehoused in suitable storage. As of last year, 135 objects had been cataloged completely. Since then, with the help of an intern from the Museum Professions program here on campus, there are now 201 completely cataloged objects. This is a 50% increase in efficiency of cataloging. This is just shy of the goal of 120 objects cataloged per year set in the 2017 annual report. Moving forward the Collections Manager would like to ensure that the momentum is not lost by dedicating more of her time to cataloging the objects, as well as bringing on an intern to replace the one who completed this past year's internship.

A notable landmark reached this past year was the accessioning of all the basketry within the collection. This is equal to 96 basketry objects only 8 of which were deemed missing. Moving forward we will began stabilizing and cataloging the ceramics. All the ceramics were removed from the temporary storage, rehoused in mounts, inventoried, and placed on their permanent shelf locations. From there we have successfully catalogued 43 of the ceramics in their entirety.

## Challenges

Before the collection came under the care of the Walsh Gallery, the documentation of objects had gone through several changes throughout its almost 70 years of existence. Under the care of the founder of the collection, Dr. Herbert Kraft, the object numbering system was changed twice, the provenance documentation was altered once, and proof of ownership was altered once. On top of this successors to Dr. Kraft trying to correct the number issues have at times made it more convoluted.

In addition, there are two different number systems that can be found within the collection, a four-digit number or a trinomial. The four-digit numbering was the original system used by Dr. Kraft until at least the 1980's. In the 1980's he then switched to a trinomial number. From there he continued to work backwards to change his old numbering system with the trinomial numbers. Only some of the numbers had been changed and several sections of original card catalogs were discarded. It is our goal to change the numbering back to the original system to maintain the history of the object, however not all the numbers will be able to be returned.

- Native American Grave Protection and Repatriation Act (NAGPRA) Compliance and Human Remains  
An assessment of the NAGPRA related materials, including numerous humans remains from 20 various sites around New Jersey and the Tri-State area, showed the need for immediate rehousing and separation of all NAGPRA objects and remains. As of last year, all eight Rosenkrans boxes had been rehousing to create a stable environment for the remains.

2017-2018 Break down of Rosenkrans Site NAGPRA Remains and Funerary Objects

	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8
Number of Objects	721	215	186	216	296	314	102	60
	Average Per Box							264
	Total							2110

These numbers only include the Rosenkrantz portion of the remains or about half of the actual amount of remains that must be sorted through. That would bring the total to approximately 5,012 pieces that need to be rehoused.

- Lithics

Within the SHUMAA collections approximately two-thirds of the 12,000+ objects consists of lithographic and other archeological objects. Like the rest of the collection many of these artifacts have been separated from their provenance and field notes. In addition, the collection contains numerous artifacts of questionable past, authenticity, and value. In 2018 the Collections Manager, based on the advice from the former Collections Manager of the Newark Museum and due to the need for extremely specialized expertise with specifically archeological objects, sought out an archeologist who specialize in North American Lithics.

On May 1<sup>st</sup>, 2018, Dr. Richard Veit and one of his graduate students visited the Walsh Gallery to determine the scope of the collection and determine a proposal for assessment. He has proposed a written assessment that would cover the following:

“Scope of Work:

- Examination of the collection on a tray-by tray or shelf-by-shelf basis, with notes/comments taken on each of the trays, highlighting any exceptional artifacts or problematic finds
- Photography of select artifacts
- Report on the results of the examination
- Suggestions for organizing the collection
- Suggestions for display of the collection
- Suggestions for facilitating research with the collection
- Suggestions for digitizing select items in the collection
- Highlights of problem areas within the collection and their potential solution
- Consultation with museum/archives personnel
- Develop list of future steps for the collection, including the possibility of displays, classes linked to the collection, repatriation outreach, etc.”

With this proposal the Dean of University Libraries, John Buschman, and the Assistant Dean for Special Collections & the Gallery, Sarah Ponichtera, decided to invest \$2400 into bring Dr. Veit and his graduate students to Seton Hall University to assess the lithics portion of the collection. This effort was put in place to achieve a better understanding of the collection in its current context, as well as provide accurate information about the lithics for cataloguing grants. As noted in Dr. Veit's proposal most of the artifacts are from Northeastern United States, more specifically New Jersey. Seton Hall University is currently one of two main repositories for New Jersey Native American archeological objects in the country making this collection a priceless tool. Making this series of objects a significant area of focus.

From September 2018-December 2018 Dr. Veit and his two graduate students visited the Gallery and Archives to sort through the lithics with the assistance of the Collections Manager. During his visits he would compile information about the various objects stored here including the currently unaccessioned objects that could be potentially added to the collection. In February 2019, Dr. Veit provided a 66-page written report summarizing the collections, information about some of the collectors, sites, and a tray by tray analysis of the lithics with images and his notes. In his conclusion Dr. Veit emphasizes the importance of this collection and the need for it to be accessible and digitally available for researchers. By making it available the collection could be used as a teaching tool available for faculty on campus, professors from other campus's, and local schools for younger children.

Using Dr. Veit's analysis of the lithics we plan to move ahead with connecting objects to their provenance. Dr. Veit has already expressed interest in returning to view the collection again with his graduate students to do continued research for publication. It is our hopes to make significant progress with this collection going forward with the added scholarly support from Dr. Veit.

## **Walsh Gallery Collections Projects**

Walsh Gallery Collections Projects support the following Library Strategic Plan Goals,

-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.

-Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

-Goal 7) Contribute to the academic, ethical, and cultural growth of the University community.

Collections Projects support the following Library Objectives,

-Objective 6 (Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.)

- Objective 7: Continue to configure Walsh Gallery programing for long term sustainability (3, 7-8)

Over the past year permanent collection projects have increased and the number of objects accessioned and digitized has continued at the quick pace from the previous year with the help of interns, volunteers, and workstudy students. Since last annual report 294 new accession records have been added. Of these 294 records 93 were coins completed by the Collections Assistant and the Roman Coin Intern, 113 were from the 2018 Summit Art Advisory with an addition 64 in the 2019 donation. The remaining 24 objects were special projects attended to by the Collections Manager and Collections Assistant addressing the back log of objects to be accessioned. The number of objects accessioned this past fiscal year is more than 300% increase from the previous year. Some of the newly accessioned objects are as follows:

- Library Model

Catalogued for the upcoming anniversary of the library and accompanying exhibit in the Archives reading room.

- **Jeifa Family Donation**  
This included family passports, identification cards from occupation of France (including falsified documents), and a sign from the family business indicating it was Jewish owned.
- **Summer Exhibition**  
Catalogued for the summer show as of right now Seton Hall University Athletics poster, Seton Hall University early 20<sup>th</sup> century baseball uniform, Early- Mid 20<sup>th</sup> century Seton Hall University pennants, and a 1922 track meet trophy for the Seton Hall University track team.
- **Meeting the Challenge by Ernie Barnes 6 ½'x16' Painting**  
Due to renovations in the University Center this oversized painting needed to be removed from its previous location. The Collections Manager and Gallery Director un-stretched the painting, took apart the stretcher and rolled the canvas, carried it over to the University libraries to re-stretch it on the 4<sup>th</sup> floor. Here it was accessioned and hung on view.

#### Other Collections Projects Include:

- **Film Digitization Project**  
13 films from the collection had been sent to the Eastman Museum in Rochester New York for digitization and conservation. These 13 films consist of the most at-risk portion of the collection. These films came back rehoused and cleaned to prevent further deterioration. The digital copies were given to Assistant Dean Sarah Ponichtera to save in Preservica. A second round of films has been suggested by Dean of the University Libraries, John Buschman, since the discovery of yet another poor condition film. This will be determined after the return of the Assistant Dean, Sarah Ponichtera, from leave.
- **Digitizing Collections**  
As objects are accessioned a digital profile is created for them. This includes Hi-Res images and metadata which will be utilized for a digital access platform. The library technology team determined that the best approach to

creating a digital database for the gallery would be using Omeka. Assistant Dean, Sarah Ponichtera, has been spear heading the ingest of objects given to her by the Collections Manager for public viewing.

Another part of this initiative is the use of the Google Arts and Culture platform as a possible secondary more public facing access point to the collection. This not only puts the Walsh Gallery and its collections physically on the world's most utilized mapping system, but will also align and associate our collections with other great collections around the world such as those held by The Met, LACMA, The Louve, etc.

- **Vestment Rotation**

Building on the agreement made by the previous Collections Manager with the Seminary, a rotating schedule was created for the display of vestments in the Seminary Library. The display agreement consists of vestments being changed every 13 weeks. This cooperative display between the Walsh Gallery and the Seminary Library builds on the library's core value of collaboration, "we actively seek partnerships to improve service and increase access to information as we collaborate among library staff, within Seton Hall and within the broader library community."

The changing of the vestment is starting to show wear on the materials and the case that the vestments are displayed in. The cornerstone of the vestment display, the Junipero Serra, is showing signs of wear as it is continually brought out on display. The stole that accompanies the vestment can no longer be shown due to the weakness of the textile. In addition, the case is starting to break down and is increasingly difficult to open and close.

## **Collections Space Management**

Collection Space Management Projects supports the following Library Strategic Plan Goals,

-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.

-Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

Collection Space Management Projects supports the following Library Objectives,

-Objective 6 (Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.)

- **Integrated Pest Management Implementation**  
Over the past year the proposed IPM by the Collections Manager has been implemented. There is a rotating schedule for monthly trap checks by the Gallery and Archives employees. This past year the Collections Manager has been training all employees how to accurately monitor the traps for pest issues and the proper procedures for remediation. In addition, the Collections Manager has been collaborating with the University's pest control company, Cooper Pest Control, to facilitate rodent traps and checks.

Looking forward, once the textile area is set up in the vault the gallery would like to invest in moth trap to be sure that these particularly detrimental pests do not ruin the various vestments, blankets, and other garments owned by the university.

- **Flooding on Conference Room, Collections Manager's Office, and Preservation Lab**  
Over Memorial Day weekend in 2018 a significant flood from a pipe in the ceiling occurred in the Archives Conference Room, Collection Manager's office, and Preservation Lab. The most affected areas were the Conference Room and the Collections Manager's office.

The Conference Room incurred at least 1" of flooding in a 15'x15' radius of the carpet starting in the corner nearest the shelving and projector. The water destroyed several ceiling tiles, was absorbed by the wooden shelving units

that held archival books, and left debris over large areas of the floor. Emergency clean up was instituted first with the removal of all endangered books led by the Collections Manager, followed up with numerous assessments of the space and how to proceed with clean up efforts. The Collections Manager was consulted by Assistant Dean Sarah Ponichtera on the best way to move forward. This included replacing the wood shelves with metal, removing the carpeting and replacing it with tile, removing the wet dry wall, and repainting the room with mold resistant paint.

The Collections Managers office was not only flooded but also enclosed for the entire weekend which increased the likelihood of mold growth. The entire carpet of the office was flooded with at least 1” of water, water and ceiling tiles fell on the computers; desk; and files of the manager’s office. Luckily minimal loss occurred in the office to provenance paperwork. The office also had the carpet removed and replaced with tile, all wet dry wall removed, and repainted with mold resistant paint.

The preservation lab was the least affect area of the three. Only a small area of the shared wall between the Collections Manager’s office and the Preservation Lab was affect. One or two ceiling tiles were replaced.

This catastrophe created a massive disturbance over the entire summer and was not completely back to normal set up until September. Books from the Conference room and the entire Collection Manager’s office were taking up much of the Preservation Lab and back office space during construction. Every staff, administrator, and Faculty member who works in this area was very accommodating in working around the disturbance during this time an it was completed in as timely a fashion as possible.

- Painting the Preservation Lab and resurfacing the floors  
While the lab was already torn apart from the flood, Dean Buschman and Assistant Dean Ponichtera thought it best to have the Preservation Lab painted and clean up the floors during this time as this was already scheduled to happen over the summer. This entailed the Collections

Manager, Collections Assistant, and Records Manager to remove all storage materials, collections objects, and photography equipment from the lab and covering all items that could not be removed such as the computer stations to keep these safe during this time. Again, all staff, administrators, and faculty were very patient with the disorganization that occurred this past summer.

- Textile Storage

Recently Dean Buschman and Assistant Dean Sarah Ponichtera, agreed to the proposed space change in the vault to incorporate textile storage. This has been a need in the vault for a long time and the brackets for rolled textiles have been installed as of May 2019 by the Collections Manager with assistance from the Technical Services Archivist. This will allow the rolled textiles to be safely stored in the shelving units in an accessible location, as well as clear up room in the aisle where the textiles were temporarily being stored.

Looking forward, this space is adequate for the current number of accessioned textiles, however as the numerous textiles are unpacked and accessioned the need for more easily accessible storage will develop. In addition, a location for oversized and overweight textiles will need to be determined. Currently they are stored on the tops of the shelves because they do not fit anywhere else. However, this is against the advice of textile specialist and conservators as it opens up the extremely fragile material to increase temperature, humidity, and potential water damage from sprinklers. In the near future, a more appropriate location needs to be determined.

- HVAC Repairs

During the summer months the dataloggers for the Vault, Preservation Lab, and Reading Room began tracking erratic changes before finally having a steep trend down in temperature from 70 degrees to 60 degrees and upward spike in humidity from 50% to 60%. Recognizing the changes, the Collections Manager was able to put in work orders through the Building Manager for the HVAC team to come and check for issues with the system.

It was then that the Facilities personnel who work on HVAC were able to recognize that parts of the original system were beginning to break down. We were informed that the parts were no longer manufactured and that they had a supply of them left, however in the future we may need to upgrade the systems in the building.

In April, the HVAC team returned to do work on another malfunctioning system in the Reading Room that affected the gallery. This part was repaired with little noticeable change in the environment due to the erratic nature of the space.

- **Proposed Gallery Move**  
Beginning in late 2018 a proposal to move the gallery was first brought to the attention of the employees of the gallery. In March of 2019, a more solidified plan began to form, and the Director and Collections Manager were asked to begin compiling the needs of the gallery and collections if they did in fact move. This research and subsequent meetings with facilities and architects has continued to present as the details of a potential move are being hashed out.
- **Emergency Management Planning**  
The Collections Manager is involved in the Disaster Management Planning team for the library. Initially spearheaded by the Archives and Gallery, the entire library is being assessed by several members of the library team. Together this group is developing an Emergency Management Plan to help mitigate and reduce risk during disaster events, i.e. flooding of the archives. The team is utilizing a nonprofit web program called D-Plan which is geared towards libraries, museums, and archives to develop a thorough plan on how to handle emergency situations. When this plan is completed it will be distributed to all library employees, to other entities that are within the library such as TLTC and Catholic Studies, Facilities, and Public Safety to ensure that emergency protocols are followed on all front at the University. Regular trainings for the library staff will be enacted to ensure that in an

emergency all staff can quickly and proactively create a safe environment for all patrons, staff, and collections.

- **Future Collections Storage Needs**

Looking forward there are still some areas of improvement for the collections storage that can be implemented allowing the university to better align with gallery, museum, and archives standards. The first of this is vertical storage for the oversized objects in the vault. This would allow us to safely store ridged oversized objects in a way that will not continue to damage them. A second improvement would be increasing the oversized/painting storage. The current large storage is being utilized for as a painting rack. The paintings are quickly filling up the space as the collections grow and as works are brought in from the rest of the university. This leaves no space for oversized boxes that do not fit on regular shelves such as textiles and oversized prints. A secondary storage area would allow for safe storage on these objects.

Looking towards the Preservation Lab and infestation prevention/emergency remediation of flooding it would be an ideal to invest in a medium to large sized freezer to mitigate issues immediately. This would prevent spread of pests and mold to the rest of the collections, as well as save objects that are in danger. Since the flood of last summer and the number of water damaged books it would have been extremely helpful to have a freezer in order to safely remove the water from the items ensuring no mold growth.

Unfortunately, this was not the case, luckily the objects were spared mold infestations due to quick work by the team.

## **Vault Task Force Initiatives**

Vault Task Force Initiatives support the following Library Strategic Plan Goals,

-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.

-Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

Vault Task Force Initiatives the following Library Objectives,

-Objective 6 (Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.)

- Objective 7: Continue to configure Walsh Gallery programing for long term sustainability (3, 7-8)

- Policy Making

The past year has seen several new policies relating to storage of the physical and digital files and objects held within the Walsh Gallery and Archives and Special Collections.

-IPM (Integrated Pest Management Policy) – This policy spearheaded by the Collections Manager rolled out earlier this year. This policy outlines the proper procedure for handling pest prevention as well as pest infestation for all staff members.

-EMP (Emergency Management Plan) - This policy, spearheaded by the Collections Manager, has grown to include the rest of the library. It is currently being devised for the coming year. The policy will outline for staff members the emergency procedures in relations to human safety, collections care, and management.

-Film Digitization- After the discovery by the Collections Manger of several degrading films in the vault. The VTF decided to go ahead and digitize and conserve these films. A second round may be begun this coming year to continue preservation efforts.

-Deaccessions- The VTF concluded that several objects should be scheduled for deaccessions. Most notably one of the two identical Bayley Seton League Banners which has been found a home with the Bayley Seton League. Scheduled for return May 2019.

-Determined the need for full Adobe Suite in the Preservation Lab and on the Gallery Laptop. The Preservation Lab computer will allow for all library personnel to utilize this software when needed. The Gallery laptop is for a specialized digitization project for past catalogs.

## **Exhibition**

Exhibition Projects support the following Library Strategic Plan Goals,

-Goal 7) Contribute to the academic, ethical, and cultural growth of the University community.

-Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

Exhibition Projects support the following Library Objectives,

-Objective 6 (Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.)

- Objective 7: Continue to configure Walsh Gallery programing for long term sustainability (3, 7-8)

Throughout the year the Collections Manager was asked to help with the installation of the five yearly rotating exhibits. This included mount making, condition reporting, and physical installation. In addition to this, if the objects originated from within Seton Hall University's own collection, the objects were accessioned if not already, condition reported, and tracked utilizing both PastPerfect and a paper file location record.

## **Student and Community Outreach**

Student and Community Outreach Projects support the following Library Strategic Plan Goals,

-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.

-Goal 7) Contribute to the academic, ethical, and cultural growth of the University community.

-Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

Student and Community Outreach Projects support the following Library Objectives,

-Objective 6 (Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.)

- Objective 7: Continue to configure Walsh Gallery programing for long term sustainability (3, 7-8)

- **Intern Projects/ Preparation**

In keeping with Seton Hall University's mission to prepare students to be leaders in their professional communities, the Collections Manager has continued the internship program initiated the previous year. This included two unpaid internships and one paid one.

One of the unpaid interns brought on assisted with the back log of objects in need of accessioning under the care of the Walsh Gallery. The student intern worked directly with the Collections Manager on the ceramics found within the SHUMAA collection. The collections intern was able to full accession,

number, rehouse, had relocated 35 objects during the 4 ½ month long internship with the Gallery. Currently the gallery is seeking to create a second paid internship for Fall 2019, if this happens, we would be bringing back this intern for a second internship in the Fall.

The second unpaid intern was primarily working with the Gallery Director to verify the accuracy of previously accessioned prints as well as rebuilding provenance by matching old records with the current record. The Gallery Director will detail out more information on his project. This intern will be returning in the Fall to complete his Master of Arts in Museum Professions 200 hour internship with us.

The paid intern is a grant funded position by the CAAS (Classical Association of the Atlantic States.) This internship will continue over the summer and she is working towards completing the accessioning of the Roman Coin Collection. The hope is that once accessioned the collection will be made available online for public access. Looking at the number of coins completed and how many are left it became apparent that this internship would not complete the coins. Therefore, over the summer a second internship is being funded by the donor of the collection and the library to expediate the completion of the Roman Coins. For more details on the work completed by the current intern see the Collections Assistants annual report.

With the success and growth of the internship program here at the Walsh Gallery the Collections Manager would like to continue this type of student outreach in the future. The program is already bringing in students for Fall and looks to bring on new interns for the coming year as well.

- Workstudy students

In addition to the regular duties of the workstudys managed by the Collections Assistant, the Collections Manager has handed down two collections projects to workstudy students. The first is a digitization project where the student is working from present backwards digitizing accession records. He has currently made it through 2016 before breaking for the summer.

The second workstudy has been primarily working with the Gallery Director on accessioning engravings. This workstudy is a part of the 5-year Museums Studies Program and has the necessary training to handle this project under the Director's guidance. She has full accessioned 3 prints over the past semester in addition to her other duties.

## **Technological Upgrades**

Technological Upgrades have contributed toward the following Strategic Plan Goals for the Library

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.

Goal 3) Provide effective organization and presentation of information and collections and access to information located elsewhere.

Technological Upgrades have contributed toward the following Objects for the Library

Objective 6: Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed (1-4, 7-8)

Objective 7: Continue to configure Walsh Gallery programing for long term sustainability (3, 7-8)

### **Hardware**

- Additional Data Logger

This year an investment was put into purchasing a 5th data logger to monitor temperature and humidity fluctuations in the collection storage areas and the

gallery. Spurred by HVAC issues mentioned earlier this logger is in the Preservation Lab.

### Computer Upgrades

Both the Director and the Collections Manager began having issues with their desktop computers crashing when using Photoshop, an integral program for their jobs, as of the 2016-2017 annual report. After Zachary Pelli, Digital Collections Developer, and Ryan Fino, Library Technology Coordinator, upgraded the memory within the computers, it became apparent to them that graphics card on the current desktop was not sufficient for the latest version of Photoshop. Zachary Pelli recommended that the new computers be installed with a dedicated graphics card to be able to handle the high-resolution photographs. This year the Gallery and Archives were approved for four new desktops with dedicated graphics cards, larger storage capabilities, and more RAM to handle the workload being put on them. These upgrades have reduced photo editing times from 2-3 hours to 5-10 minutes.

In addition, new monitors with a wider color spectrum were purchased to allow for identifying the most accurate colors on the screen to ensure high quality photographs. The Collections Manager, Collections Assistant, and Gallery Director all received one of these desktop computers for the everyday use. The fourth replaced one of the desktops in the preservation lab with a scanning station. This fourth desktop is available for when Archives staff require high-resolution images with accurate colors and when interns are doing photo editing for the gallery.

- New Intern Laptops

This year the two intern laptops were replaced with the help of Ryan Fino, Library Technology Coordinator. The old laptops were showing their age as they no longer held a charge and were having issues with the mouse and keyboard. The new laptops have been fitted with PastPerfect for interns to use when accessioning objects.

## Software

- Adobe Creative Suites

It was determined with the help of Ryan Fino, Library Technology, Coordinator, that the full Adobe Suite would be needed for digital preservation of the gallery catalogs. Two computers have been upgraded to have the full Adobe suite. The first is the upgraded computer is the upgraded desktop in the Preservation Lab. This is available for all Library staff to use when needed and is available for the work on the catalogs as well. The second computer is the workstudy laptop in the gallery. This computer will be used for resizing of the catalogs by the workstudys only. It must remain in the gallery so that students can work on this project while watching the front desk.

## Tools

- Camera

This past year as color issues within photographs continued, the gallery invested in a new camera to help with the issue. The new camera has alleviated the color issues almost completely and has reduced editing time significantly.

## Looking Ahead

Projects and investments that the Collections Manager is looking to take on in the

- Moth Traps

After consulting with Cooper Pest Control, we are looking to expand our pest traps to include moth traps. This is due to the large number of textiles held within the collection which attract moths.

- More Painting Racks/ Oversized storage

As framed and canvas pieces are returned to the vault and new donations are accepted the painting rack purchased last summer is quickly filling. In

addition, there is a growing number of oversized boxes which cannot currently be safely stored due to their size. Looking forward, adding an additional painting rack would be the optimal solution.

- **Vertical Storage**

In addition to the textile storage the installation of vertical storage is another area of improvement we are looking forward to. This type of storage would house the oversized tools and weaponry from the SHUMAA in a way that would prevent damage. The collection could hang on a 5'x8' wire mesh panel which would provide a safer way to store oversized tools without taking up a larger foot print.

## **Collections and Gallery Assistant Annual Report FY 2018-2019**

by Meghan Brady

### **Introduction**

The Collections and Gallery Assistant has undertaken several significant projects related to both technology and collections this fiscal year. Many of these projects are continuations of initiatives implemented during past fiscal years, along with multiple new tasks. Each is described in detail below, along with notable challenges. Data and analysis related to website visitation as well as exhibition catalog downloads are also included.

### **Technology Projects**

#### **I – Walsh Gallery Website Maintenance**

##### *Project Description*

The Walsh Gallery website, which went live on Monday, July 13, 2015, is hosted within the LibGuides platform. The Collections and Gallery Assistant has continued to fine-tune the website after reanalyzing content last fiscal year with the Gallery Director, the Assistant Dean for Special Collections and the Gallery, as well as Sharon Ince, Digital Services Librarian/Associate Professor, and Zachary

Pelli, Digital Collections Developer. While the Collections and Gallery Assistant has become proficient in updating the website, Ince and Pelli continue to be important resources whenever questions do arise.

At the end of last fiscal year, the “Object of the Month” was instituted in the carousel on the homepage. It is now updated every two months to coincide with posts on the Archives and Special Collections blog. The Collections and Gallery Assistant develops the content and works with the Gallery Director and the Assistant Dean for Special Collections and the Gallery in the completion of this project. The Object of the Month has allowed us to feature individual pieces in the collection, while also highlighting the breadth of the institution’s holdings. Examples of materials included this fiscal year include a Pima tray basket, a Benito Mussolini Ethiopian War Speech scarf, a Papal Bull, a Nazi-era Star of David patch, and a 17<sup>th</sup> century Flemish Madonna and Child statue. Posting the information on both the Walsh Gallery’s website and the Archives and Special Collections’ blog allows for wider access to the information about our collection.

The Upcoming Exhibitions page was reconfigured this year with the help of Pelli. Instead of including just the next exhibition to be on display, now all upcoming shows for the year are posted on the page as soon as the year’s exhibition calendar is set. This required a bit of restructuring on the page in order to allow the exhibit images to line up with their corresponding information. Pelli reformatted the page so that each image and text are in the same box as opposed to two separate ones. This new format allows the Collections and Gallery Assistant to more efficiently update the information, as she does not have to spend time ensuring that the boxes align, and the page now has a cleaner look.

## **II – Development of the Walsh Gallery eRepository**

The eRepository includes exhibition and catalog records for exhibitions taking place from 1997-present. The ultimate goal is to locate and upload materials not only for exhibits taking place in the Walsh Gallery space, but also the Walsh Library’s window displays, the Walsh Library (1994-1996) and the University Center (pre-1996). Materials related to each exhibit include catalogs, brochures, postcards, posters, and press releases. These materials must be located, (in some

cases, scanned), and uploaded. The necessary supplemental content described above is in different locations in multiple digital formats as well as on paper. Materials are in the Gallery Director's office on her computer and CDs, Archives and Special Collections, as well as in communal digital files. At the beginning the fiscal year, there were duplicates of many items in various folders on the G-Drive. The Collections and Gallery Assistant eliminated duplicate items and reorganized remaining files according to year and exhibition. This was completed at the beginning of the year in order to know early on which materials had already been located and saved.

Significant progress was made on developing the eRepository this year. All exhibition materials in digital formats—whether in the G-Drive, on CDs, or on the Gallery Director's computer—were examined this year. All supplemental materials for exhibitions taking place from 2006 to present have now been uploaded to the eRepository. The Collections and Gallery Assistant worked closely with the Gallery Director to retrieve materials saved on her computer. In addition, all the catalogs in a digital format were added to the eRepository. Content from exhibitions taking place prior to 2006 has begun to be uploaded as well, as it was found when looking at CDs.

In the past year, the Collections and Gallery Assistant became proficient in using the eRepository platform on Bepress. Ince was instrumental in her training on how to navigate the platform in order to upload new materials and update content. She remains an important resource whenever questions arise.

### *Challenges*

Many of the materials from before 2006—particularly those from the 1990s—are in hardcopy and need to be scanned. These materials include mostly postcards and exhibition catalogs or brochures. They have already been organized by year by a work study student, and the next steps going forward are scanning the hardcopies, editing them in Photoshop, and uploading them to the website. The gallery's multipurpose printer and scanner does not have a scanning bed large enough to scan all posters and catalogs in a single scan. Materials must be scanned using the scanners in the Preservation Lab. This project will be undertaken in the fall when we have work study students back in the gallery. We have multiple students

returning who have experience scanning high-quality scans, so there will be less of a learning curve. It is hoped that we will have a student with Photoshop experience. This will take some of the responsibility off the Collections and Gallery Assistant, so that she will not have to spend time training a student or editing the images herself. This will allow for more efficient workflows, and quicker turnaround time for uploading the materials to the website.

These challenges related to scanning will not pose an issue moving forward with future exhibits, as materials are saved in the communal drive in easily transferable digital files.

### **III – Press Page**

#### *Project Description*

The original press page, created not long after the website launched under the LibGuides platform, was redesigned by the previous Gallery Assistant with the help of Pelli and the Gallery Director. It includes all press related to gallery exhibitions, gallery staff, and other related events.

Articles in digital formats and videos are found in the G-Drive and on the Gallery Director's computer. Receiving some of the material requires working closely with the Gallery Director. While most press materials are already in a digital format, some—especially those related to exhibitions pre-2006—are in hard copy. Hard copy materials must be scanned, and then necessary edits are made using Photoshop. Optimized files are placed in cloud storage and then uploaded to the press page, resulting in increased public access and preservation of the information. For some of the previously uploaded press, a link to the article was inserted as opposed to a PDF document. In order to ensure the preservation of the information, this is being corrected and moving forward, articles will be uploaded as PDFs.

## *Challenges*

Progress made this year on the press page was slow and consisted almost exclusively of uploading articles related to current exhibitions. As was made evident in the previous section, the primary focus this fiscal year was placed on the development of the eRepository with exhibition content. Because of the sheer amount of both exhibition-related materials and press materials, the decision was made to focus on each separately, starting with the former. Once the development of the eRepository is completed, our concentration will shift to the latter.

## **IV – Video Archive**

### *Project Description*

The Collections and Gallery Assistant discovered videos on the CDs while searching for exhibition materials. The videos are primarily from artist talks associated with exhibitions in the early 2000s, while a few contain welcoming remarks from opening receptions and others are short local news segments featuring Walsh Gallery exhibitions. The videos are currently being saved on the G-Drive in order to better preserve the content. The Collections and Gallery Assistant has worked with the Gallery Director and the Assistant Dean for Special Collections and the Gallery on this project, as the Archives has a Walsh Gallery Collection which will eventually include these videos.

### *Challenges*

Most of the CDs are labeled with what exhibition the content relates to, but not what event it records or the date it was recorded. In those cases, the Collections and Gallery Assistant listened to parts of the video to gather this information, which could be time consuming. In addition, the videos need to be saved in an MP4 format, while many are currently saved as IFO files. During the upcoming fiscal year, the Collections and Gallery Assistant will work with the Teaching, Learning, and Technology Center (TLTC) to convert them to the correct format.

## **V – Google Arts and Culture**

### *Project Description*

Google Arts and Culture contributes to the goal of increasing access to the university’s collection both onsite and online. The Walsh Gallery page has yet to go live, but much work has been done to get to that point. One of the major collections to be included is the coins of the D’Argenio Collection. Because of the Collections and Gallery Assistant’s experience with cataloging the collection, she checked that the uploaded information was correct and formatted correctly. She also added translations for the words on the obverse and reverse of the coins. In addition, she created an exhibit using materials previously made for one of the rotating summer window displays entitled “Seton Hall Celebrities.” The prepared photos and text were uploaded and formatted.

### *Challenges*

The Collections and Gallery Assistant did not have previous experience with the Google Arts and Culture platform. The Collections Manager was instrumental in explaining how to use it.

## **Collections Projects**

### **I – The D’Argenio Collection of Coins and Antiquities**

#### *Project Description*

The D’Argenio Collection of Coins and Antiquities is comprised of 417 objects from Greek, Roman, and Byzantine cultures. The collection is made up primarily of coins depicting Roman emperors and their family members, but also contains related artifacts such as oil lamps, terracotta heads, cloth fragments, metal arrowheads, and lead bullets. The collection came under the jurisdiction of the Walsh Gallery in June 2015. Since that time, work has been done to accession the collection. Continued progress has been made since the May 2018 annual report.

Specialized training is required for the process of accessioning this collection—specifically how to precisely note the condition of the coins using accepted

museum nomenclature, and how to handle and properly store these materials. In addition, a rudimentary knowledge of numismatic terminology is important for noting different parts of the coins. Research is done on the figures on each coin including emperors, empresses, gods, and goddesses, as well as on the symbols depicted, in order to provide context that will assist in the research and exhibition of these materials in both the Walsh Gallery and online. All information is entered into the PastPerfect database. Photographs are taken of each object as part of its record, and they are occasionally used for the “Object of the Month” on the website, Google Arts and Culture, and in window displays.

Progress on cataloging the collection has increased exponentially with the hiring of grant-funded Coin Intern Erin Benz in April 2019. A grant was received from The Classical Association of the Atlantic States. Benz had ample cataloging experience prior to starting the position, and after a short period of training pertaining to the specifics of this project, she currently works at a pace of eight to ten coins per week. Work will continue at an even faster rate starting at the end of May, when an additional summer intern, Rachel Recuero, begins. The role of the Collections and Gallery Assistant has changed since the Benz started. She now primarily photographs and edits images of the coins and checks the work of the Coin Intern. As noted in last year’s annual report, progress slowed on the cataloging of coins during installation and deinstallation of exhibitions and when other projects arose. This presents less of an issue now, as Benz can continue to work on the coins as the Collections and Gallery Assistant tends to other pressing issues and projects.

As of May 2019, approximately sixty percent of the D’Argenio collection has been cataloged, totaling 255 items.

### *Challenges*

There were some challenges associated with the editing of the photos due to insufficient color capabilities on the camera and computer monitors, which will be discussed in the section discussing photography below.

## **II – Seton Hall University Permanent Collection**

### *Project Description*

Throughout the year, the Collections and Gallery Assistant cataloged artifacts in the Seton Hall University Permanent Collection as well as Archives and Special Collections. These materials were in many different mediums, including paintings, metal and wooden sculptures, fabric pennants, and drawings. Many of these materials were in the 2018 summer exhibition in the Walsh Gallery entitled *Treasures of Seton Hall University*, as well as the 2019 summer show, *Pirates at Play*. The Collections and Gallery Assistant had to work with the University Archivist and Records Manager to receive information about the provenance of artifacts in the Archives and Special Collections holdings.

In addition, the Walsh Gallery received a donation of sixty-four prints in December 2018. The Collections and Gallery Assistant was responsible for accessioning twenty-five of them.

## **III – Art Installation and Gallery Preparation**

### *Project Description*

The Collections and Gallery Assistant works closely with the Gallery Director and the Collections Manager in the installation and deinstallation of gallery exhibitions. She has been involved in each of the exhibitions that took place in the gallery this fiscal year—*Treasures of Seton Hall University*, *Seeing Red*, *David Freund - Gas Stop: Culture*, *Tom McGlynn: Standards*, *Strange Attractors*, *Equivalent*, and *Pirates Beyond Play: The History and Art of Setonia Athletics*. With each of these exhibitions, she assisted with tasks including preparing the gallery, creating mounts, hanging artworks, cleaning and laying out cases, preparing pedestals, and making labels. For *Equivalent* in particular, she assisted with the acceptance and return of artwork, along with the Gallery Director, Collections Manager, work study students, and students from the Collections Manager's Object Care class. She communicated with the art department during the exhibition with issues related to the show. The Collections and Gallery Assistant's involvement in *Seeing Red* was

much more extensive, as she was one of the student curators. This will be discussed in more detail in the section on Professional Development.

## **IV – Photography**

### *Project Description*

The Collections and Gallery Assistant photographs many objects in both the D’Argenio Collection and the Seton Hall University Permanent Collection as part of the accessioning process. Based on the color(s) of the materials, she decides if the artifact should be photographed on a white or black background. A photograph is taken of each side of every object. As mentioned in last year’s annual report, because of lighting upgrades in the Preservation Lab, spot lighting is not always needed. It is used occasionally, however, for some of the darker coins in order to get clearer images of the details. After photographs are taken, they are edited in Photoshop and uploaded to the G-Drive and PastPerfect.

### *Challenges*

As briefly mentioned in relation to the D’Argenio Collection, there were some challenges associated with editing the photos due to insufficient color capabilities on the camera and computer monitors. The laptop used by the Collections and Gallery Assistant distorted the colors of artifacts, making editing difficult because the colors appeared correct on her device, but not others. As a result, new computer monitors were purchased in September 2018, and a colorimeter was used on them and existing devices to insure color accuracy, regardless of which screen images are viewed on. In addition, a new camera was purchased in April 2019 because of issues with color distortion, making photographs appear red. There was a bit of a learning curve with the new camera, as it is set up slightly different from the older one. These two capital improvements increase the efficiency of the accessioning process, as less time is spent editing photographs as colors are more accurate from the start. John Buschman, Dean of University Libraries, Elizabeth Leonard, Assistant Dean for Information Technologies and Collections Services, and Ryan

Fino, Library Technology Coordinator, were instrumental in procuring this improved technology.

## **V – Flood**

In May 2018, a pipe burst causing flooding in the Archives Conference Room, the Collections Manager’s Office, and parts of the Preservation Lab. The Collections and Gallery Assistant worked with the Collections Manager, Records Manager, Special Collections Assistant, and University Archivist to safely move archival materials out of these spaces. In addition, the Preservation Lab was painted not long after, requiring collections items to be removed a second time. This was challenging because the Preservation Lab holds many materials, so space had to be found for them. Carts were assembled and items placed on them so that they could be easily moved. A skeleton inventory was created in order to track what was housed on each shelf and what was contained in each box. This made the process of returning materials after the fact much more efficient.

## **VI – Vault Task Force**

Starting February 28, 2019, the Collections and Gallery Assistant began attending the weekly Vault Task Force (VTF) meetings, which are now attended by all members of the Archives and Special Collections and Gallery staff. She is now more part of the team and has a better understanding of all projects undertaken separately by Special Collections and the Gallery, as well as those in which they work collaboratively. Because the meetings are now all-staff, there is improved communication between all members of the department.

## **VII – Integrated Pest Management Plan**

The Collections and Gallery Assistant assisted with the implementation of the Integrated Pest Management Plan throughout the year along with the Gallery Director, Collections Manager, and Archives and Special Collections staff. A key

aspect of this plan is vault maintenance. This plan was executed by checking pest traps found in the Archives and Special Collections, the Walsh Gallery, as well as in the hallway between them and updating the log when applicable. Additionally, she swept the vault.

## **VIII – Vestment Changes in the Seminary**

Four times a year, the Collections and Gallery Assistant helps the Collections Manager change the vestment on display in the Turro Seminary Library. The process requires special handling, as some of the vestments are quite old and delicate. The display case is cleaned, and the temperature and humidity are recorded in order to monitor changes in condition that may impact the fabric. Changing the vestment allows more materials from the collections to be seen by members of the public, while also protecting the vestments themselves so that one is not on display for too long, resulting in possible damage caused by light and changes in temperature and humidity.

## **Additional Projects**

### **I – Window Displays**

#### *Project Description*

The Walsh Gallery has three exhibition spaces in windows at the Walsh Library—two on the first level and one on the second in the Rotunda. The diverse content of these displays includes topics related to Seton Hall specifically, art, history, culture, as well as others. In the creation of window displays, the Collections and Gallery Assistant serves as a liaison between the Walsh Gallery and multiple departments throughout the university, including the Joseph A. Unanue Latino Institute, the Jewish-Christian Studies Department, Archives and Special Collections, the Petersheim Academic Exposition, the Stillman School of Business, University Core Curriculum, the Languages, Literature, and Cultures Department, and librarians. The work of local artists and students has been featured this year as

well. The Collections and Gallery Assistant coordinates with these individuals and departments to set up drop-off and pick-up times. The materials provided are then installed, along with signage created by the Collections and Gallery Assistant or a work study student.

If there is an open window that no one has signed up for, the Collections and Gallery Assistant, with the help of work study students, is responsible for creating content for the space. This content is sometimes related to national holidays or annual topic-related months, such as Lunar New Year, Black History Month, Martin Luther King Jr. Day, Library Lovers Month, and Christmas. Other times, materials from our collection are highlighted. This is a great way of exposing our collection to many visitors, as there is a consistent stream of people passing the window displays daily.

### *Challenges*

In last fiscal year's report, the challenge of lack of work study student help was mentioned. Last year, the department had one student who was in one day a week, putting most of the responsibility for preparing and installing materials in the window displays to the Collections and Gallery Assistant. This year, we have four students who have been instrumental in the preparation and installation of materials. As a result, the Collections and Gallery Assistant has been able to make greater progress on the D'Argenio Collection and uploading materials to the website. That being said, work study students had to be trained in how to hang materials and how to use tools, and she had to assist in putting up the first few windows.

## **II – Library Labels**

There are multiple artworks from the Seton Hall University Permanent Collection hung in the library that contain Chinese characters. The Collections and Gallery Assistant collaborated with Xue-Ming Bao, Electronic Resources Librarian and Associate Professor at Seton Hall University, in order to translate the information

into English on three works by artists Fu Baoshi, Ma Singfoon, and Peiliang Zheng. Doing so has improved our knowledge on these pieces greatly, not only on the meaning of the works, but also their provenance. New labels were printed for these works with the more accurate information.

## Data Analysis

### I – Walsh Gallery Website

The table below demonstrates the number of hits on individual pages on the Walsh Gallery Website each month.

	May 2018	June 2018	July 2018	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	Mar. 2019	Apr. 2019	May 2019	Total Views
<b>Walsh Gallery</b>	305	167	202	255	396	354	454	327	380	441	348	316	237	<b>4182</b>
<b>Current Exhibitions</b>	50	32	23	50	108	76	124	67	172	85	97	85	46	<b>1015</b>
<b>Upcoming Exhibitions</b>	33	17	42	87	69	81	93	59	29	41	41	27	24	<b>643</b>
<b>Staff</b>	22	41	24	33	36	29	34	22	46	34	20	39	16	<b>396</b>
<b>Visit</b>	6	13	6	19	7	26	27	16	24	33	15	6	18	<b>216</b>
<b>Work Study Positions</b>	5	6	7	34	21	8	9	4	19	6	7	8	2	<b>136</b>
<b>Research</b>	7	4	6	5	7	2	16	12	7	3	2	11	2	<b>84</b>
<b>Window Displays</b>	4	7	5	2	10	6	11	13	2	7	5	7	3	<b>82</b>
<b>Collecting Policies</b>	6	10	4	3	8	2	7	5	6	3	7	12	2	<b>75</b>
<b>Intern or Volunteer</b>	5	3	6	11	9	2	8	7	7	6	2	6	1	<b>73</b>
<b>Mission</b>	9	7	0	2	4	2	5	6	6	7	7	9	5	<b>69</b>
<b>Policies</b>	5	10	2	6	0	1	5	5	6	2	2	1	3	<b>48</b>
<b>Donate</b>	1	13	1	4	1	7	2	0	3	4	2	2	1	<b>41</b>
<b>Opportunities</b>	2	2	3	0	0	0	2	1	0	2	1	1	0	<b>14</b>
<b>Collection Access &amp;</b>	0	0	0	0	1	0	6	3	0	0	2	1	0	<b>13</b>

<b>Reading Room Policy</b>														
<b>About</b>	0	0	0	1	0	0	3	2	1	0	0	1	0	<b>8</b>
<b>Libraries &amp; Collections</b>	0	0	0	0	3	0	3	1	0	0	0	1	0	<b>8</b>
<b>For Artists</b>	3	0	0	0	1	0	0	0	1	0	0	0	0	<b>5</b>

The homepage averaged 321 hits per month. Unlike last fiscal year, in which there were months with drastic jumps in visitation, each month this year remained fairly constant. The fact that the most hits are on the homepage demonstrates that the information most sought after by our users, such as exhibition title, dates, hours, and location, can be found there. The two most commonly accessed pages after the homepage are Current Exhibitions and Upcoming Exhibitions, which is not surprising since clicking on the images in the carousel leads directly to these pages. While hits to the Current Exhibitions page remained close to the same as last fiscal year, the jump in hits to the page in September, November, and January, corresponds to when new exhibitions opened. There was about a 13 percent increase in visits to the Upcoming Exhibitions page. There was a 25 percent increase in hits on our work study positions page, indicating that there is increased student interest in working at the gallery.

**II – Downloaded Exhibition Catalogs**

Users can access our exhibition catalogs in the digital repository from individual exhibition pages or by going to “Exhibition Catalogs” under “Past Exhibitions.” Over the past year, we have had 207 catalogs downloaded. Downloads were primarily done in the United States, but there were also some around the world in almost every continent. The four most commonly downloaded catalogs were *Kiki & Seton Smith: A Sense of Place* (2016) with 41, *Lilliput* (2009) with 31, *RISE*. (2017) with 30, and *Skylands* (1996) with 19. Each of these exhibitions far surpassed the average number of downloads for a catalog this fiscal year, which was 10. The range of years in which these exhibitions were held, demonstrates that users are interested not only in more recent exhibitions, but also older ones.

	May 2018	June 2018	July 2018	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	Mar. 2019	Apr. 2019	May 2019
Anamnesis	0	0	0	0	0	1	0	0	0	0	0	0	0
Cell Mates	0	1	0	1	0	1	0	0	0	0	0	0	1
Crossroads: A Shifting Landscape	0	0	0	0	1	1	0	0	0	0	1	0	0
Data In, Data Out	0	0	0	0	0	2	1	0	0	0	0	0	0
Diverse Visions: An Exhibition of Contemporary Art From Mainland China and Taiwan	1	0	0	0	0	1	2	0	0	0	1	0	0
Driving Without Destination	1	0	0	2	0	0	0	0	0	0	0	0	1
Escaping the Rectangle - The Art of William Coronado	0	2	0	0	0	0	0	0	2	0	0	3	0
Eye Tricks	1	0	0	1	0	0	2	0	0	1	0	0	0
Getting to Infinity	0	0	0	0	1	1	2	0	0	0	1	0	0
Herb Rosenberg: Dialogue with an Ancient Forest	0	0	0	0	0	2	2	0	0	1	0	0	0
Jose Camacho - How to Speak Puerto Rican	0	0	2	2	0	0	0	0	1	0	1	0	0
Kiki & Seton Smith: A Sense of Place	3	0	1	5	1	5	3	6	3	7	3	2	2
Lilliput	0	1	0	0	18	2	5	2	1	1	1	0	0
Linear Thinking	0	0	0	0	0	1	0	0	0	0	1	0	0
Marguerite Louppe and Maurice Brianchon: Mirrors of Midcentury French Culture	0	0	0	0	0	0	0	0	0	0	0	0	0
Painting: Process	0	0	1	2	1	0	0	0	2	0	0	0	0
Paperwork	0	0	1	0	0	1	0	0	0	0	1	0	0
Portraiture: Inside Out	0	1	0	0	0	1	1	0	1	0	0	0	0
RISE.	1	0	0	0	3	1	0	4	2	4	4	6	5
Ryan Roa: It's Complicated	0	0	0	0	0	0	0	0	0	0	0	2	0
Skylands	0	0	0	0	1	2	1	2	1	10	1	0	1
Strange Attractors	0	0	0	0	0	0	0	0	0	0	0	1	1
The Redemptive Vision of Georges Rouault	0	0	0	0	0	0	0	0	0	0	2	1	0
Uncommon Threads	4	0	0	0	0	2	0	1	0	0	0	0	0
Untitled	0	0	0	0	0	1	0	0	0	0	0	0	0
Wahala Temi - Body Work	2	0	0	0	0	1	0	0	0	1	0	1	0
Working in Wonder	2	0	0	0	0	1	0	0	0	0	0	0	0

## **Professional Development**

The Collections and Gallery Assistant graduated with a Master of Arts in Museum Professions with a concentration in Registration from Seton Hall University in May 2019. Throughout her time in the program, she took a variety of courses that enhanced her knowledge of museum best practices and skills related to collections management. During this past fiscal year, the Collections and Gallery Assistant took a course about museums and communities, produced an exhibition in the Walsh Gallery, and wrote a thesis. The course “Producing an Exhibition” was especially significant in the development of her knowledge related to exhibition planning as it encompassed tasks learned in her time interning and working in the Walsh Gallery, while extending far beyond. Along with her co-curator, she planned the exhibition *Seeing Red* from research to deinstallation, selecting artists and serving as the primary contact, organizing loan agreements and shipping, creating press materials, and installing the show.

## **Future Projects**

### **I – The D’Argenio Collection**

Progress will continue on accessioning the D’Argenio Collection so that more artifacts can be highlighted in exhibitions, window displays, Google Arts and Culture, and “Object of the Month” posts. With the assistance of two interns over the summer, it is our goal to finish the project during the upcoming fiscal year.

### **II – Website Development**

The Collections and Gallery Assistant will continue to make updates to the website including the Object of the Month, as well as posting information and articles related to current and upcoming exhibitions and programs.

### **III – Expansion of the e-Repository**

Materials will continue to be added to the eRepository for all Past Exhibits. The focus this year will be the digitization of hard copy materials. For items already online, the Collections and Gallery Assistant will work with the Assistant Dean of Special Collections and the Gallery to optimize files so that they open more quickly for users.

### **IV – Press Page**

Focus will shift to the press page upon the completion of the digitization of materials for the eRepository. Articles related to current exhibitions will be uploaded, however, as to not fall further behind. PDF files will be created from all links to mitigate the risk of losing the information as a result of links dying over time.

## **Alan Delozier**

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*University Archivist*

*Special Collections and Archives Annual Report FY: 2018-2019*

The following summary is based on University Libraries Strategic Plan Objectives (where applicable) and my own primary work focus on behalf of the Archives & Special Collections Center. Relevant professional activities undertaken over the past year are outlined below.

Archives & Special Collections staff share reference desk coverage (lunch time, Summer Hours, and/or emergency situations), responsibilities, serving researchers in the Reading Room for visits by preparing materials from the vault and returning items to the vault after research is complete. It has been especially valuable to collaborate with Archival Assistant Ms. Jacquelyn Deppe, Student Worker Ms. Benedicta Armah, and Ms. Patricia Wooley, Part-Time Archdiocese of Newark Genealogy Assistant on

various projects involving the research community over the past year and moving forward.

### **Student Accomplishments**

Supervision of different volunteers from the Seton Hall University community during the course of the 2018-19 academic period has been a rewarding experience.

### **Professional Development Activities**

Digital Humanities Summer Seminar. Continued learning and information applied to the development of my grant-funded project related to Catholic New Jersey/Seton Hall University history. My proposal was accepted and this work in progress is entitled: “Documenting Ethnicity, Gender, Race, and Interfaith Dialogue in Historical Context Within the Archdiocese of Newark and Seton Hall University, 1853-2006.”

University Libraries eRepository Address

- <http://scholarship.shu.edu/dh/20/> (Summer 2018-Present)

### **Office Maintenance & Meeting Attendance**

Work on advisement and direct collaboration 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.

- Archives & Special Collections Center Vault Task Force Committee. Assisted with this group over the past few months and member of this board (May 2017-Present). The Vault Task Force (VTF) Committee is designed to discuss and plan various projects related to collection development, donor initiatives, preservation of our historical resources and other related tasks.

### **Donor Relations**

In conjunction with the VTF, I aid with selection of potential donation material on a regular basis.

Staging Area Organization – General Overview. Evaluation of Seton Hall-produced/themed individual reports, publications, and other material for research purposes. Success has been made in sorting items into categories, carefully setting aside duplicates, and freeing up room for future acquisitions in Rows 012-014 of the Processing Room compact shelving unit. Provisions have also been made for organizing future additions of Seton Hall-themed materials into the collection on a controlled and orderly basis. (2016-Present)

- Seton Hall University Vertical File & Accessible Reference Collection (81.0 linear ft. approx.) [1912-present]. This collection is comprised of various unique, school-centered materials that have mainly been acquired on an individual basis and represent the historical evolution of academic, administrative, religious, and student life found throughout campus since the early twentieth century. Updates and new material are acquired and integrated at regular intervals. (5/2017-Present)
- John Concannon Collection. Work has continued intermittently on this 110+ linear foot collection of materials related to Irish and American Irish history, culture, organizational documentation, and other related themes. Plans are in place to process these materials in more detail and finalize in the near future. (6/2018-Summer 2019)
- Continuing Education. Learning and adapting to various computer systems that have been introduced into the Archives & Special Collections Center including ArchiveSpace, Omeka, and Preservica among other programs/technologies.

**OBJECTIVE 7:** Continue to configure Walsh Gallery programming for long term sustainability (3, 7-8)

Exhibits & Related Project Research Assistance. Various academic courses featured assignments that required deep usage of archival materials for exhibits and connected research projects. Work collaboratively with the Walsh Library Gallery on major exhibit planning, and/or window display aid for select projects. Most examples were/are discussed to varying degree with Professor Jeanne Brasile, Director of the Walsh Library Gallery and her staff where applicable.

### **Service & Teaching Endeavors**

**OBJECTIVE 3:** Continue to improve library-wide coordination and communication: collections coordination (electronic, print, and repository) across all relevant units, meetings with functional supervisors, occasional staff/area meetings, all-library meetings and with library faculty, library newsletter for better functioning and transparency (2-5, 8)

University Libraries Committee Assignments. Member of the University Libraries Accessibility Committee. Providing input on a wide-range of projects conducted by different groups within our division emanating from the Library Faculty Assembly, Administrative Office, and individuals working within, and throughout our community. Member of the Professional Development Group, and recently joined the Marketing and Outreach Committee along with other working and special interest groups library-wide. (Fall 2018-Present)

**OBJECTIVE 4:** Reformulate the liaison model: create and embed learning objects as close to the point of need as possible and deploy alternate service/teaching tools and technologies, document encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts **(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.

Class Instruction. Individual class sessions including Bibliographic Instruction (English 1201/1202), University Life (Freshman Orientation), and other 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 and other sessions to be scheduled in the future.

“New Jersey Catholic Experience” – Online Course. Continued to build upon an online core curriculum on this elective course sponsored through the Department of Catholic Studies, but also cross-listed with the Department of Religious Studies and the School of Theology. This course stresses bibliographic instruction and contains detailed readings from texts found in our library and offers usage options from the Archives & Special Collections Center. Tentatively scheduled to run again during the Spring 2020 semester.

Great Minds Series. Requested to assist Monsignor Richard Liddy with a historical tour of campus and discussion as part of the Center for Catholic Studies program in this series. Also working with the Department of History via Dr. Tom Rzeznik on a program highlighting research techniques associated with the Archives & Special Collections and an Introduction to Genealogy for this student orientation programs. Exact session plans and details are under development. (8/2019)

Faculty Projects. Joint research and programming collaboration undertaken with various faculty over the past year and will continue into the upcoming academic year.

- University Libraries Liaison and Associated Academic Support. Liaison to the Department of Catholic Studies (2016-Present). Among the measures taken to facilitate collaboration include the creation and distribution of a semester-opening letter to the faculty, book orders, research assistance, and additional means of interaction with members of the Department of Catholic Studies program (and connected work with the Center for Catholic Studies, Immaculate Conception Seminary and Religious Studies) along with serving as an adjunct professor within the department. Also work with the Department of Military Science and collaborate with colleague Professor Lisa DeLuca in relation to various History Department activities. (2016-Present)

- University Libraries Liaison and Associated Academic Support – New Affiliations. Africana Studies [African-American and Latino Studies] (with Professor Brooke Duffy). Additional assignments either individually or in collaboration undertaken over the past year include the following: Irish Studies [made official, but de-facto liaison in the past], Judaeo-Christian Studies (with Dr. Sarah Ponichtera), Museum Studies, Philosophy (with Dr. Lauren Harrison), Religious Studies (with Dr. Lisa Rose-Wiles). Further interaction with each of these departments will be undertaken over the Summer into the 2019-20 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. Active as part of the Cohort II group. (2013-Present) University Advancement. Consistently work with different members of this office on several research project and fact-checking questions related to varied initiatives including publication content, institutional traditions, and alumni queries among other request types.

- Community Support – Other. Continually serve as a professional reference to various alumni, faculty, students, colleagues, and collaborators. This includes service as an annual reviewer and offering mentorship to various individuals both within the University Libraries, across campus, and externally.

### **Campus Consultancies**

Regular historical-oriented collaboratives are consistently conducted with various departments/centers including: Alumni Relations, Bayley-Seton League, and the Department of Athletics (Office of Sports Information in particular). Additional support provisions made and maintained with the Department of Catholic Studies, Department of Military Science, Department of Modern Languages, Department of Nursing, Immaculate Conception Seminary Library, Office of Athletic Communication, Office of Mission and Ministry, Pirate Blue (Athletics Support), President’s Hall Administration (Office of the President, Office of the Provost, etc.), Office of the Registrar, College of Arts & Sciences, College of Communication and the Arts (Museum Studies and other departments), University Advancement, and WSOU-FM Radio among others. (\* Specific information on different instances are available upon request.)

### **Committee Assignments**

Part of the Faculty Senate Library (Interim Co-Chair with Dr. Ruth Tsuria during the Spring 2019 term), Faculty Development, and Graduate Studies Committees.

Appointed to the Faculty Senate Stewardship Task Force on Procurement (6/2018).

Part of University Faculty Conciliation Task Force (2018-19). Also part of the Copyright Committee, Petersheim Academic Exposition Steering Committee (Chair of the Archives/Exhibit Sub-Committee), Bayley-Seton League, Student Leadership Servant Award Review Committee, and Co-Advisor for the Seton Hall University Student Irish Society (Pirates of Irish Persuasion and Excellence, PIPE and PIPE Alumni Club and St. Patrick's Day Parade Sub-Committee) and work with others campus-wide.

### **University History Committees**

Sustaining member of the annual Charter Week Committee and University Weekend Committees.

Search Committees, External. Nominated by colleagues and elected to the University Provost and Executive Vice-President Search Committee. (5/2019-Present)

- College of Nursing Historical Preservation Committee. Member and advisor for this group of faculty which are looking at ways to preserve material culture and background information for commemorative events, documenting past deans, faculty, administrators, students, and their honor society – Gamma Nu along with other initiatives. Help with various historical items including display ideas and historical brochure editing. (6/2017-Present)
- Irish Studies. Presently serve as the reference source and liaison for most connections to Irish and Irish-American centered research and programming associated with the University Libraries. (2015-Present)
- Conversation About Race Initiative. This campus-wide series of events that includes dialogue about how to best teach about race and learn more about racial issues for the benefit of our student population. (2016-Present)
- John C.H. Wu Projects. Various activities undertaken over the past year that were inspired from the 2016 conference: “China Studies, Catholicism, and East-West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu.” Post-conference activities include work as a co-editor on a proceedings book featuring essays related to Dr. Wu. Continued to consult with the Wu family to help their burgeoning foundation and promote various educational initiatives. (2016-Present)
- Digital Citizenship Initiative. Member of the Seton Hall University Digital Humanities Steering Committee that has crafted a joint partnership between Seton Hall University, the Village of South Orange, Pierro Gallery, South

Orange Public Library, and the South Orange Historical Preservation Society to explore citizen engagement in our increasingly digital technology driven society. Contributed to program content and event planning from a historical through technology and wider means of support. Expansion includes my work with other historical organizations in East Orange, Maplewood, and Orange. (9/2017-Present)

- Seton Hall Preparatory School - Consultancy. Working with Mr. Richard Morris, who is starting to organize a formal archival program at Seton Hall Prep in West Orange, NJ. (3/2018-Present)

**OBJECTIVE 9:** Maintain and increase Libraries' role in/leadership of campus scholarly activities issues: copyright, fair use, open access, licensing, data visualization, data management plan to support grant proposals (1, 3, 5-7) Each of these examples is presented to show that my work on campus and participation with external groups connects to promotion, joint-programming, collaborative potential, and educational means of highlighting our mission of public service to varying degrees. Organizations include: New Jersey Catholic Historical Commission (NJCHC), Archdiocese of Newark Ecclesiastical Patrimony Committee, Catholic Library Association (CLA), Catholic Research Resources Alliance (CRRA), Mid-Atlantic Archives Conference (MARAC), Ancient Order of Hibernians (AOH), South Orange Historical Preservation Society (SOPHS), South Orange Public Library (SOPL), Caucus Archival Projects Evaluation Service (CAPES), United States Association of the United States of America (UNA-USA). Selected continuing memberships (along with those listed above), educational exchange, and varying degrees of participation continues on behalf of the American Catholic Historical Association, American Conference for Irish Studies (Archives and Digitization Task Force and Music and Archives Group), Archivists Round Table of New York, Association of Catholic Diocesan Archivists (News Correspondent for New Jersey), Association of College and Research Libraries (ACRL & VALE) New Jersey Archivists Group, Friends (Quakers) Historical Association, Garden State Legacy (Speakers Bureau), International Council on Archives, Irish-American Cultural Institute, Metropolitan Catholic College Librarians Chapter (NY), New Jersey Library Association (History & Preservation Section), New Jersey Studies Academic Alliance, Newark Archives Project (Advisory Board Member), Newark Historical Society, and others. Beatification Historical Committee. Resumption of the cause of canonization potential for Bishop James Anthony Walsh, M.M. (1867-1936). Working with the U.S. Superior of the Maryknoll Mission Fathers and Brothers and their Archivist on

research related to the life and works of Bishop Walsh for a report and application connected to sainthood for this individual. (2009-11 and 2018-Present)

### **Professional Development**

**OBJECTIVE 5:** Manage services more effectively: deeper data randomly collected, assessment of services and teaching, develop and/or partner to offer staff Patron Services training/best practices (1, 3, 5, 8)

Educational Opportunities. Continued attendance at various conferences, symposiums, and specialized talks on campus for educational purposes. Specific workshops and classes attended over the past year include attendance at various sessions offered through the Office of Faculty Development and TLTC with further attendance planned for the upcoming Fall and Spring semesters.

### **Publications and Presentations**

**OBJECTIVE 9:** Maintain and increase Libraries' role in/leadership of campus scholarly activities issues: copyright, fair use, open access, licensing, data visualization, data management plan to support grant proposals (1, 3, 5-7)

Various projects are being worked on at the present time.

Release Time Award. Support for Research and Future Publication (Starting Summer 2017) Working Title: *The Documentary History of Catholic New Jersey, 1652-1852.*

(\* Abstract & Focus: The goal of this endeavor is to research, locate, transcribe, and publish a combination historical and reference work related to Catholicism in New Jersey from various sources including manuscript holdings, newspapers, magazines, and other print materials in order to concentrate on the historical evolution of the Church statewide prior to the establishment of the Diocese of Newark in 1853.) [In Process]

Archives & Special Collections Blog. Contributed to this site at various times over the past year.

LibGuide Development. Have worked on and/or serve as primary editor on various reference sites designed to centralize information on different special collections into subject areas of interest to our research community.

Presentations. Representative Conferences/Talks Delivered or Scheduled - Upcoming Sessions . . .

- University History. Instituted a regular series of information programs entitled the: "History and Symbolism of Seton Hall University" sponsored by the Office of Human Resources and delivered to attendees at the New Employee Orientation Session on a monthly basis. (7/2018-Present) (Invited)

- “History of Seton Hall Athletics & Artistic Connections,” Presentation sponsored by the Seton Hall University Archives & Special Collections Center and Walsh Gallery to held at Seton Hall University. June 10, 2019. (In Conjunction With Gallery “Summer Show” Exhibit)
- “Seton Hall University – A Historical Overview,” Presentation sponsored by the South Orange Historical Preservation Society to be held at the South Orange Public Library, South Orange, NJ. June 12, 2019. (Invited)
- “History of Football in New Jersey” and “History of Radio in New Jersey,” Grant- funded request to deliver 10 separate presentations to various senior citizen groups throughout Somerset County. Sponsored by the Office of Aging and Disability Services. (Dates and Venues TBD - Summer-Fall 2019) (Invited)
- “New Jersey Catholic Historical Commission – A History and Introduction to Project Support,” Presentation sponsored by the Diocese of Metuchen Historical Commission to be held at TBD. (Date TBD, October-November, 2019) (Invited)
- “‘From Black Coffee Up To The Present’ – Robert I. Gannon, S.J. & His Impact on Catholic New York,” Presentation scheduled by the American Catholic Historical Association to be held in New York, NY. January 2020 (Pending)

# Lisa DeLuca

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*Social Sciences Librarian*

*Annual Report FY 2018-2019*

This year's activities consisted of the following:

- Answer reference questions (face-to-face, phone, email, chat) 6 hours per week
- Teach 44 classes per academic year including Freshman English and Research Methods sequences for 3 departments.
- Conduct 41 research consultations per academic year about data management, data visualization and advanced research techniques.
- Co-chair Data Management Committee to launch Inter-university Consortium for Political and Social Research (ICPSR) and Data Services Group in 2018

## **Successes and Challenges**

Successes:

Managed Digital Measures for University Libraries with Rolled out PolicyMap to Nursing with Kyle Downey and Social Work with Lisa Rose Wiles.

Executed [Love Data Week](#) 2019 with Data Management Committee with double participation from 2018 and support from Higher Education graduate students

Created panel program for Data Management in Diplomacy with Professor M. Edwards, October 2018

Investigating ORCID to move data between Digital Measures and the IR

Challenges:

Researching data repositories and future Institutional Repository requirements including FigShare or DataVerse with Sharon Ince.

Budget time to create more videos for students to use to supplement in-person instruction and individual research consultations

**Objective 4:**

- Participate in the Liaison Committee, help frame and share ideas and support librarians and participate in the Professional Development Discussion group that will begin meeting Fall Semester 2018.

Participated in group meetings and discussions with focus on redistribution of liaison areas from K. Wissel departure

- Continue and build on your outreach efforts with your departments: generate more usage of Research Guides, continue to market PolicyMap, and working across university to promote data literacy and usage of library subscriptions appropriate to each department

Added simple data visualization tools for Research Guides plus data sources by discipline. Held data management panel for School of Diplomacy, multiple events during Love Data Week 2019, planned and participated in national webinar about Presidential Research Resources, invited speaker for NISO Virtual Conference about scholarly communication

### **Objective 8:**

- Contribute to library strategic marketing efforts by collaborating with administration to create cohesive marketing message for University Libraries and continuing to market ICPSR and promote usage across disciplines

Presented ICPSR session to 40 graduate education students with Gerry Shea, Year 1 usage statistics of 557 datasets downloaded, over half by graduate students in Public Health, Political Science and Criminal Justice.

Organized meeting with Advancement to showcase library, archives and gallery resources. Generated by the numbers report for inclusion in Seton Hall Alumni Magazine.

Work with Marketing for Inside the Hall features including:

[University Libraries Sponsors Second Love Data Week Series](#)

[Institutional Repository Hits 3 Million Downloads](#)

### **Objective 9:**

- Continue serving on Data Management committee along with efforts in the above
  - Investigating interoperability options between Digital Measures and Digital Commons Repository
  - Researching data repositories and future Institutional Repository requirements including FigShare or DataVerse.
  - Investigating ORCID to move data between Digital Measures and the IR
  - Chair, Library Digital Measures Committee to support campus wide rollout and department implementation on two campuses including publication BibTeX imports

- Promote and co-manage Digital Commons Institutional Repository (IR) and Selected Works profiles with S. Ince, Digital Services Librarian, V. Eubanks and student workers
- Oversee production/promotion of e-journal management of [6 undergraduate research journals](#)
- Manage relationship with Marketing to promote IR milestones, including 3 million downloads
- Market repository services and analytics reports to SHU faculty, departments and centers.
- Establish first syllabus collection in repository with the School of Diplomacy in 2019 with 400 objects with S. Ince and V. Eubanks

**Objective 15:** • Participate in the Collections Committee's charge of re-focusing the reference collection, lead deliberate discussions about how we go about doing this, what categories to look at, and then engaging your colleagues to look at their own areas in the collection.

Working with team to move/refine 2<sup>nd</sup> Floor Reference Collection to allow for more student collaboration space. Trying to look at Summer 2019 move of books.  
Looking Ahead

Research data repositories and future Institutional Repository requirements including FigShare or DataVerse with Sharon Ince.

Continue to integrate data visualization and data instruction into library instruction sessions and research consultations

Continue to add and monitor content to Institutional Repository with Digital Services team including Sharon Ince, Victor Eubanks and student works

Set next phase of objectives for Data Management Committee with Sharon Ince to look for system interoperability opportunities.

# Sebastian Derry

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*Assistant Dean for Public Services*

*Annual Report FY 2018-2019*

## **Introduction**

This past year saw several changes in personnel in Public Services. We welcomed back Lauren Harrison, our term librarian in August 2018, and bid farewell to Katie Wissel our Business Librarian in April 2019. Lauren will cover Katie's subject areas on an interim basis until a new full-time librarian is hired.

We welcomed 2 new staff and 1 new librarian to our ranks: Emily Smith joined us in August 2018 as Interlibrary Loan Coordinator, Michael Ferris joined us in October 2018 as Circulation Clerk, and Professor Brooke Duffy joined us in January 2019 as Coordinator of Instruction, respectively.

This year Kaitlin Kehnemuyi will provide the Access Services annual report, and Brooke Duffy will provide the Library Instruction annual report.

## **Highlights**

- Opening of new After Hours Study Space for students (details at <https://is.gd/Dgcq00>).
- Relaunch of the library's newsletter "The Whipstitch" (details <https://is.gd/p4iMTL>).
- In-service training session "Working with Students on the Autism Spectrum" by Angie Millman (Disability Support Services) and Julie DiMatteo (Counseling & Psychological Services).
- Installation of dry erase board walls in Group Study Rooms (details <https://is.gd/OPi9Gz>).
- StackMap was integrated with our book search results (details <https://is.gd/9eCfKh>) and then in January 2019 it was integrated into our WorldCat Discovery search results.
- Speaker's Series Event: "Threats to Democracy: Common Core, and the Challenge of Discussing Education Policy in a Democracy" featuring Nick Tampio and Jonathan Cope (details <https://is.gd/8dSxJu>).

- Saturday & Sunday hours of operation during Spring/Fall semesters shifted from 9a-5p to 11a-7p (Saturday) and from 12p-2a to 11a-2a (Sunday).
- Therapy dogs visited the library twice during Finals Week in May 2019.

**Objective 3:** Continue to improve library-wide coordination and communication: collections coordination (electronic, print, and repository) across all relevant units, meetings with functional supervisors, occasional staff/area meetings, all-library meetings and with library faculty, library newsletter for better functioning and transparency

### **PDG**

For Fall 2018, I proposed the Public Services Committee (PSC) meet bi-weekly instead of weekly, and that an interest group be formed—a Professional Development Group (PDG)—to meet on alternate weeks when PSC was not scheduled.

The meetings were open to anyone, but primarily library faculty attended. The goal of the group was to come together in a space where ideas could be exchanged, research could be presented, updates given on professional development activities among librarians, and opportunities to learn about new technology and new teaching approaches could be presented by colleagues and invited guests in a relaxed, informal setting.

After an initial meeting and discussion about what topics might be covered during the upcoming year, these were the scheduled PDG meetings:

- October 16, 2018: TLTC Instruction Designers presented a Qualtrics Training Session
- October 30, 2018: Davida Scharf (from NJIT) presented on Faculty Metrics
- November 06, 2018: Lisa DeLuca & Gerry Shea presented on Instruction in Upper Level Classes & Roundtable Discussion
- December 04, 2018: Vanessa Leonardo (from TLTC) presented on Instruction Design Tools
- January 22, 2019: Kaitlin Kehnemuyi presented an E-reserves Overview
- February 05, 2019: Lauren Harrison presented on Zotero Citation Management software
- March 19, 2019: Marta Deyrup presented on grants | Katie Wissel presented on Open Data resources
- April 16, 2019: Brooke Duffy, Martha Loesch, Lisa Rose-Wiles presented on Contemplative Pedagogy / Reflective Teaching
- April 30, 2019: Kaitlin Kehnemuyi presented “Pirates & Imposters: What is the ILL Librarian’s Responsibility?”

- May 14, 2019 Elizabeth Leonard presented a review of Accessibility Guidelines for library-created web content.

## **PSC**

The Public Services Committee (PSC) membership changed over the year. Marta Deyrup was away for a portion of the Fall Semester and returned in January 2019; Beth Bloom left the committee at the end of 2018 as she began phased retirement, at which point Lisa DeLuca joined PSC. And then Katie Wissel announced her leaving Seton Hall University in May, and Gerry Shea was elected chair.

PSC assumed responsibility for reference desk scheduling, a task that had previously been Beth's responsibility.

For most of 2018-2019 PSC focused mainly on a redesign of the library's website. Kaitlin was key in coordinating this effort and engaging Prof. Craig McDonald's Spring 2019 Information Architecture class (School of Information - Pratt Institute) to take on the library and our website, as a client. The class split into 5 groups and presented their final projects in May 2019.

The challenge before us now is deciding on an approach and a timeline going forward to manage the website redesign project. PSC will be working closely with Zach Pelli, Digital Collections Infrastructure Developer, who will be responsible for implementing all design changes.

## **Newsletter**

This year saw the re-launch of the library's newsletter, named "The Whipstitch" produced by the newsletter team (Prof. Gerry Shea, Prof. Kaitlin Kehnemuyi, Dean Buschman and I). Kaitlin was responsible for the overall layout and design. A September 2018 issue [[link](#)] and a March 2019 issue [[link](#)] have been produced. It's expected the newsletter will be published 2-3 times per year.

Objective 4: Reformulate the liaison model: create and embed learning objects as close to the point of need as possible and deploy alternate service/teaching tools and technologies, document encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts.

## **Liaison Task Force**

The liaison group that had met in 2017-2018 was reconceptualized as the Liaison Task Force (LTF). The groups consists of Dean Buschman, Professors Lisa Deluca, Gerry Shea, Lisa Rose-Wiles, Brook Duffy and me. An initial meeting was held in February 2019, with two more meetings to be scheduled through 2019.

The aim of the task force is to come up with recommendations to the Dean for what new ideas or initiatives make sense and we might want to pursue going forward regarding our liaison model.

### **Graduate Services**

Through the efforts of Professors Lisa DeLuca, Sharon Ince, and Gerry Shea there is now a robust Graduate Student Library Services libguide which curates a wealth of useful services and resources for graduate students. The guide has been viewed over 800 times this past year (<https://library.shu.edu/gradservices/home>).

**Objective 5:** Manage services more effectively: deeper data randomly collected, assessment of services and teaching, develop and/or partner to offer staff Patron Services training/best practices

### **Reference Services**

#### **Print Collection**

In August 2018 Dean Buschman proposed that the Collection Development Committee review the print reference collection and determine what should remain and what its purpose should be. This past year I have not guided this project nor given it the attention it deserves; it will remain a focus for the rest of this year with a completion date of December 2019.

#### **Intern**

Through advertising on listservs and through library schools, Lisa Thornton a graduate student in the Master of Information program at Rutgers University, joined us for the Fall Semester as an intern (September-December 2018). She worked at the reference desk, and on special projects for cataloging, archives and digital measures. The internship was an unqualified success, and everyone was impressed with Lisa's work.

#### **Desk Statistics**

There was a discussion from several librarians about how quiet in the evenings it was at the reference desk during Fall Semester 2018, with so few real reference questions being asked.

To determine how many and what types of questions were being asked, reference librarians recorded statistics on paper at the reference desk at these times: Sunday 12p-8p, Monday-Thursday 5p-7p, Friday 3p-5p.

These categories were used to document the transaction:

- **How question was asked** Chat, phone, email, or in-person
- **Type of question** Quick Reference or In-depth Reference
- **Type of patron** SHU or non-SHU
- **Could the question be handled by circ staff** Yes or No

The sheets were collected each week during Spring Semester 2019 (Jan-May) and compiled into a spreadsheet.

During the hours Sunday 12p-8p, Monday-Thursday 5p-7p, Friday 3p-5p, there were not many questions asked in any given month. There was roughly the same amount of questions asked in-person and by chat, and the busiest month was April, with 17 chat and 17 in-person questions.

And there were *no* questions asked on Fridays 3p-5p during the months of March through April.

### **Chat Transactions**

Our chat reference service is popular and heavily used. It is staffed by librarians during the hours that help is available at the reference desk. During summer 2018 reference help was available 9a-5p, Monday through Friday. During Spring and Fall Semesters reference help is available Sunday 12p-8p, then 9a-7p Monday through Thursday, and 9a-5p on Friday (the desk is closed on Saturday).

There was a total of 1,178 chat transcripts for the time period July 1, 2018 through May 14, 2019. Transcripts were reviewed and incomplete, fragmentary, and no-response chats were removed, leaving 850 chat transactions.

There were 10 categories used for classifying the chats. Most chats were categorized as Quick Reference (69%), with the remaining 31% divided between the other 9 categories.

Objective 8: Develop cohesive messaging and outreach: utilize newsletter/digital signage/web page, conduct ongoing surveys on Libraries' web pages, provide feedback channels to the Library administration

I worked with Michael Giorgio (Public Relations and Marketing), the library's senior account manager, to help promote library events and publish news releases through various media channels.

Some examples include:

- "University Libraries Sponsors Second Love Data Week Series" <https://is.gd/efOrin>
- "Common Core and the Challenge of Discussing Education Policy in a Democracy" <https://is.gd/DTpVXm>
- "After Hours Study Space Opens at University Libraries" <https://is.gd/Dgcq00>
- "Strange Attractors - A Dialogue with Science on Display at Walsh Gallery" <https://is.gd/jUReqb>

Also launching this past year was a new online Feedback Form linked from the library's homepage (details <https://is.gd/8aCFMw>), and complementing our existing physical suggestion box in the 2<sup>nd</sup> floor information commons.

So far there has been only a single online form submission, in Spring of 2019.

I regularly update our Library News Blog (<http://blogs.shu.edu/libraries/>), Twitter feed ([https://twitter.com/SHU\\_Libraries](https://twitter.com/SHU_Libraries)) and Facebook profile (<https://www.facebook.com/SetonHallUniversityLibraries/>) to keep our external and internal constituents updated on news, events, and other library-related activities.

Objective 14: Partner w/Security for better evening security coverage

Remaining engaged with Public Safety has been a challenge. Regular face-to-face communication, which is essential, has been difficult to sustain. Lack of updates from Public Safety on a range of issues—fire drills, active shooter training, updates on ongoing investigations—are of concern.

However, we will continue to press on in our best efforts to improve our working relationship with Public Safety.

## **Looking Ahead**

Professionally I have been accepted into Seton Hall's online M.P.A. in Non-Profit Management starting in May 2019.

October 2019 marks the 25<sup>th</sup> anniversary of the opening of Walsh Library. I will be working closely with the library's administrative team, Assistant Dean Ponichtera, and Michael Giorgio to plan events marking this milestone.

Work will continue on the library's Disaster Plan—involving Public Services, Archives & Special Collections and the Walsh Gallery—with the goal of having it completed before the end of 2020.

The review of the print Reference Collection will continue until completed by the end of Fall Semester 2019.

# Brooke Duffy

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*Instruction Librarian*

*Annual Report FY: 2018-2019*

## **Introduction**

I began working at Seton Hall in January. In order to ensure continuity and a smooth transition for the library information literacy instruction program, I quickly collected information from various stakeholders and created an action plan. I reviewed Beth Bloom's 2017-2018 annual report and documentation of the library

instruction program and class scheduling procedures. I met with all library faculty and administrators and interviewed them about how their work intersects with the library instruction. I also met with the English department and the Freshman Studies departments and made notes on their suggestions and feedback. After reviewing this information, I drafted a list of goals for the library instruction program and formed an Instruction Committee.

### **Successes and Challenges – Professional Effectiveness**

- I planned and taught 14 information literacy classes
- Completed 5 reference hours per week and two Sunday reference shifts
- Conducted two private research appointments
- Chaired the Instruction Committee
- Oversaw the instruction program in the spring semester
- Planned for the fall semester University Life instruction program
- Coordinated class scheduling and room booking for library instruction
- Provided instructional support to teaching library faculty
- Participated in planning library instruction for the EOP summer program
- Participated in library outreach initiatives and conversations
- Planned the Fall Speaker Series
- Created two research guides: An internal Instruction Resources guide and a subject guide for Business Writing
- Served as co-liaison to Africana Studies and towards the end of the spring semester assumed the role of liaison to Women and Gender Studies
- Provided support to academic faculty in Digital Measures transition workshops

### **Looking Ahead**

- Continue to lead the Instruction Committee and prioritize instruction program planning and coordination goals
- Review and revise ENGL 1201, 1202, Citation, African American Studies and Women and Gender Studies LibGuides
- Take on additional liaison duties in the fall semester as Beth Bloom transitions into retirement
- Create a Digital Measures guide
- Participate in library website re-design project
- Co-plan Art+Feminism Wikipedia edit-a-thon event with Walsh Galleries

## Successes and Challenges

### Information Literacy and Library Instruction Report

Instruction Statistics, 2018-2019 academic year

	<b>Number of Students</b>	<b>Number of Classes</b>
<b>University Life</b>	1514	67
<b>First-Year English</b>	2898	161
<b>Other Undergraduate</b>	1110	74
<b>Graduate</b>	390	26
<b>Faculty</b>	75	5
<b>TOTAL</b>	<b>5987</b>	<b>333</b>

### Classes Taught Per Library Faculty Member

<b>Librarian</b>	<b>Number of Classes</b>
Bao	14
Bloom	24
Delozier	21
DeLuca	55
Derry	11
Deyrup	5
Duffy	14
Harrison	19
Ince	3
Kehnemuyi	13
Loesch	18
Rose-Wiles	40
Shea	57
Wissel	36

The Instruction Committee met four times in the spring semester to set priorities and to work on instruction program goals, which are aligned with Library Strategic Plan Objectives.

OBJECTIVE 3: Continue to improve library-wide coordination and communication: collections coordination (electronic, print, and repository) across all relevant units, meetings with functional supervisors, occasional staff/area meetings, all-library meetings and with library faculty, library newsletter for better functioning and transparency (2-5, 8)

- The committee scheduled and held a five-day internal instruction workshop series
- Scheduled various instruction-related webinars for library faculty to attend throughout the semester
- Developed an Instruction Resources LibGuide for storing and sharing library instruction best practices and professional development materials
- Brooke, Lisa Rose-Wiles. and Martha developed a workshop on reflective teaching and Contemplative Pedagogy which was presented at PDG and was attended by most library teaching faculty

OBJECTIVE 4: Reformulate the liaison model: create and embed learning objects as close to the point of need as possible and deploy alternate service/teaching tools and technologies, document encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts (1, 5, 8)

- Evaluated the first-year library instruction program
- Brooke, Marta, and Gerry met at the beginning and end of the semester with English faculty to collect feedback and ideas for improving first-year librarian instruction
- Brooke or another librarian will attend all summer orientations for English faculty and TAs who are teaching 1201 and 1202 in order to share important information about communication and collaboration between library and English faculty
- The committee had a preliminary conversation about how to rework the first-year student learning outcomes in order to scaffold student learning across University Life, English 1201, and English 1202
- With support of the committee, Elizabeth Leonard, Sharon Ince, Ryan Fino, and TLTC, Brooke tested and evaluated mobile apps for transforming the University Life library tour into a mobile scavenger hunt. The Freshman Studies department has agreed to assign this to students to complete for credit in conjunction with a library class to be held in University Life classrooms

- Began identifying key areas of growth for the instruction program. These include:
- Upper division undergraduate programs, especially:
- The Core Curriculum, especially Junior level
- The Honors Program
- English, especially Senior Seminar
- Graduate programs
- Data management and visualization
- Digital Humanities / Pedagogy
- Online information literacy instruction, in various formats

**OBJECTIVE 5: Manage services more effectively: deeper data randomly collected, assessment of services and teaching, develop and/or partner to offer staff Patron Services training/best practices (1, 3, 5, 8)**

- Evaluated and began designing a new instruction scheduling workflow
- Brooke worked with the committee, Elizabeth Leonard, Sharon Ince, and Zachary Pelli, to test and evaluate tools for improving instruction scheduling. LibCal was selected as the best tool available. Using LibCal offers the following benefits:
- Ability to collect and store all instruction data in one location, improving the ability to making instruction program decisions
- A calendar view of all library instruction
- Classroom booking synced with instruction scheduling, cutting out additional steps in the scheduling process
- Simplification of communication between library and academic faculty about class scheduling
- Ease of ability to switch classes between library faculty
- Integration with Outlook calendars (classes in the scheduler can be saved as .ics files)
- Circulation staff will be able to view the calendar to better direct students to the appropriate classrooms

Looking Ahead

## **Instruction Committee Projects**

General

- Further develop a community of practice around instruction and innovative pedagogy
- Revise library instruction mission statement and create an instruction menu that can be accessed on the library website and used to book classes in concert with LibCal
- Create a statement of purpose for library instruction assessment
- Conduct an inventory of all instruction by looking at internal instruction form data and constructing a survey about what projects, grants, committees, departments the library is involved in that concern information literacy
- Find a way to use new LibCal booking tool to also capture research appointments
  - Create a bank of shared lesson plans in SharePoint, organized by subject and continue to add activities, tutorials, and other instruction tools to the Instruction Resources LibGuide
  - Integrate the ACRL Framework for Information Literacy into our library instruction program
- Demonstrate the new instruction scheduler to library faculty, including IHS librarians
- Schedule meeting with academic faculty teaching information literacy competency classes in order to share the benefits of working with liaison librarians to integrate library instruction and other library resources

### First-Year Instruction

- Evaluate and rework first-year Student Learning Objectives (SLOs) and, accordingly, revise assessment of first-year library instruction to be mapped to new SLOs
- Create shell lesson plans for optional use in teaching English 1201 and 1202 library instruction. Incorporate feedback from LFA and English faculty to enhance active learning potential of the classes, align content to the Student Learning Outcomes, enhance efficacy of assessment, and minimize time that library faculty spend lesson planning for first-year instruction
  - Review and update the English 1201 and 1202 LibGuides
  - Develop Scavenger hunt app and redesign University Life classroom visit
  - Build instruction kits containing commonly-used teaching supplies that support active learning
  - Integrate pedagogy that relates to “whole person” or holistic teaching and link this to library outreach efforts

# Christopher Duffy

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*Associate Dean/Founding Director, IHS Library*

*Annual Report FY: 2018-2019*

## **Introduction**

This past year was a momentous one for Seton Hall University (SHU) Libraries and the Interprofessional Health Sciences Library (IHS). After years of planning, the IHS Library opened its doors to our community on July 9<sup>th</sup>, 2018. The IHS library has had a busy and productive inaugural year.

## **Successes and Challenges**

OBJECTIVE 1. Design, staff, and build an opening day collection and space for the Integrated Health Sciences campus and the new School of Medicine

- Launched the brand-new IHS Library website
- Created a robust collection of information resources to support the School of Medicine Curriculum (SOM) and that benefit the wider IHS community
- Integrated library instruction into Phase 1 of the SOM
- Developed new instructional courses for the School of Health and Medical Sciences (SHMS) and the College of Nursing (CON) that are centered on the principles of evidence-based practice
- Launched a “Personal Librarian” service for the SOM
- Created programs in partnership with other areas of the IHS campus such as Student Life and the Office of Diversity and Equity
- Provided periodic library classes for students and faculty, and created an open and despite
- Enhanced our physical and online space by creating a uniform signage and marketing plan
- Helped to foster an inter-professional atmosphere on campus by launching two highly regarded inter-professional programs; the IPE Research Seminar Series, and the IHS Library Book Club

Most importantly, under Dean Buschman's leadership, SHU and HMH came to an agreement that ensured that the library at the IHS campus would continue to be under the aegis of Seton Hall University Libraries. There were numerous challenges related to the Seton Hall University/Hackensack Meridian Health partnership that we had to overcome, which will be outlined in detail below.

**OBJECTIVE 4:** Reformulate the liaison model: create and embed learning objects as close to the point of need as possible and deploy alternate service/teaching tools and technologies, document encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts

Much of the work performed by the IHS Library faculty is done with the intention of bringing library instruction as close to the point of need as possible. For example, the two SOM liaisons, Andy Hickner and Allison Piazza, and myself have created a strong partnership with the Dr. Ofelia Martinez, the School of Medicine's Director of Clinical Skills (CS). Within this curriculum, the SOM librarians have developed and participated in a standardized patient encounter that required students to utilize their information seeking skills. The Librarians graded student homework and provided feedback to enhance their information seeking skills.

The SOM librarians have also become strongly integrated into the SOM Health Systems Science curriculum. In partnership with the Associate Dean of Medical Education, Dr. Miriam Hoffman, and the Health Systems Science Course Director, Dr. Josh Josephs, SOM Librarians have taught, co-taught, or developed five sessions on information management and mastery, they have assigned and developed pre-work, and most uniquely, they have created and graded high-stakes summative exam questions.

Another area of integration is the Patient Presentation Problem-Based Learning Curriculum (PPPC). The SOM Librarians have attended by Monday morning and Friday morning sessions, where they assist the physician facilitator by focusing on the student's information skills. The SOM Librarians provide immediate feedback to the students during their Friday morning presentations.

We have also integrated library instruction into the SHMS and CON curriculum. Kyle Downey developed a brand-new evidence-based practice seminar that has

been deployed in the following programs: Physical Therapy, Athletic Training, Physician Assistant, Speech-Language Pathology, and Undergraduate Nursing.

The IHS Library did face some significant challenges this past year. Our biggest challenge was dealing with the change in the relationship between HMH and SHU, and how this would impact the library. Under the leadership of Dean Buschman, we were able to secure a one-year agreement with HMH to maintain the library under SHU in July of 2018. We were again able to secure this agreement in March of 2019.

In January of 2019, at the start of the second week of the semester, the IHS campus suffered a massive flood due to a water main break. The IHS Library was one of the hardest hit areas on campus, and we were forced to close the library for two-weeks. This was a big challenge for us and the entire IHS community. We took quick action and were able to set up a “satellite library” in an unoccupied area of the student services department, and we were able to continue to provide library services to our community during this time. I was proud of the way the IHS library team faced this challenge.

## **Looking Ahead**

Year two of the IHS Library will again be one of growth and development.

One of our primary goals for the next year is to develop a plan for how we will better provide library services to our online student population; specifically, the online CON and SHMS graduate programs. I will be working with Kyle Downey and members of the CON and SHMS faculty to develop such a plan.

We are also looking forward to creating a coherent plan to integrate library services into the Phase 2 “Clerkship” portion of the SOM curriculum. This will include teaching information skills as part of the Transitional Clerkship which prepares our students for their clinical rotations. I expect that we will also be partnering with the clinical sites, and there may be some opportunities for our librarians to do "clinical librarian rounding" at the hospitals with our students.

We will also begin teaching two simultaneous cohorts of the SOM, beginning in early July. This will test our ability to juggle multiple sessions and student groups.

# Dr. Lauren Harrison

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## *Term Librarian*

### *Annual Report FY: 2018-2019*

- Served as a member of Data Management team
- Created a new Library Intranet site
- Completed Outreach data analysis

### **Successes and Challenges**

**Objective 9:** Maintain and increase Libraries' role in/leadership of campus scholarly activities issues: copyright, fair use, open access, licensing, data visualization, data management plan to support grant proposals (**1, 3, 5-7**)

1) Served as a member of the Data Management Team and produced the following Libguides in support of improving campus knowledge of Scholarly Data Management

Libguide. Scholarly Impact Metrics

Libguide. Taquette

2) Submitted an application for a grant (along with Lisa Deluca and Sharon Ince) to fund the development of a student chapter of the Association for Information Science and Technology to increase the Libraries role in leadership of campus scholarly activities associated with data analysis, data management & data visualization etc.

**Objective 8:** Develop cohesive messaging and outreach: utilize newsletter/digital signage/web page, conduct ongoing surveys on Libraries' web pages, provide feedback channels to the Library administration (**1, 4, 5-7**)

Developed a new SHU Library Intranet

**Objective 5:** Manage services more effectively: deeper data randomly collected, assessment of services and teaching, develop and/or partner to offer staff Patron Services training/best practices (**1, 3, 5, 8**)

Analyzed datasets in support of Assessment of All Queries answered by Librarians :

Random Sampling days 2017-18 &  
Random Sampling Days 2018-19

Created Dataset (input from paper) and analyzed Dataset in support of  
assessment of Reference Desk Queries by Time ranges  
Desk Statistics Spring 2019

**Objective 3:** Continue to improve library-wide coordination and communication:  
collections coordination (electronic, print, and repository) across all relevant units,  
meetings with functional supervisors, occasional staff/area meetings, all-library  
meetings and with library faculty, library newsletter for better functioning and  
transparency (2-5, 8)

Created the following libguides at IHS's request  
Libguide. Citing with AMA. 2018 - 2019.  
Libguide. Citing with APA. 2018 - 2019.

## Andrew Hickner

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*Health Sciences Librarian*

*Annual Report FY: 2018-2019*

### **Introduction**

The IHS Library opened for business along with the rest of the IHS Campus at the beginning of June 2018. Since then, I have focused my efforts on building relationships with the leadership, faculty, and staff of Hackensack Meridian School of Medicine (SOM). My colleague Allison Piazza and I have established our respective areas of focus; mine has been as the Library's lead for 2 SOM courses, Health Systems Science (HSS) and Clinical Skills (CS), as well as the Patient Presentation Problem-Based Learning Curriculum (PPPC).

Acronyms:

- CS: Clinical Skills
- HSS: Health Systems Science
- IM/EBM: Information Mastery/Evidence-Based Medicine
- PPC: Patient Presentation Problem-Based Learning Curriculum
- Self-Directed Learning (SDL)
- SOM: School of Medicine

Notes:

Successes and Challenges Section - As in previous years, please discuss the year's

work in light of our current objectives.

Looking Ahead Section - As in previous years, personal reports and functional reports are to be combined. Please include reports by staff members below.

Successes and Challenges

**OBJECTIVE: Objective 1:** Design, staff, and build an opening day collection and space for the Integrated Health Sciences campus and the new School of Medicine (1-9)

As Allison Piazza and I have delineated our responsibilities for SOM, I have assumed the role of instructional lead for the library's involvement in the school's curriculum. I will briefly outline some highlights of our involvement:

- Health Systems Science (HSS): Our team has planned and co-taught several sessions in the Information Mastery (IM)/Evidence-Based Medicine (EBM) thread of the HSS course in collaboration with SOM Associate Dean of Medical Education Miriam Hoffman and course director Joshua Josephs.
- Patient Presentation Problem-Based Learning Curriculum (PPPC): At the beginning of the SOM curriculum, Allison and I alternated attending Monday morning sessions, when the fictional patient case for that week is introduced. In January, after assessing our involvement in the PPC, I proposed what has turned out to be a successful change in the way we participate in it, by shifting our attendance from the Monday morning presentation to the Friday. This change has allowed us to engage more deeply in the PPC and increased the effectiveness of our involvement. In the new arrangement, I am assigned to 3 small groups, rotating which group I attend each Friday morning. To date I have attended 9 Friday morning sessions, complementing the expertise faculty facilitator by focusing on information skills. In addition to helping facilitate these sessions, I provide constructive feedback on presentations and follow up on reference questions that arise during the course of each session.
- Clinical Skills: Chris, Allison and I reached out to SOM Director of Clinical Skills Ofelia Martinez early on and have established a strong partnership. This year we participated in 4 sessions as either facilitators or presenters. We have also prepared research guides focused on these sessions, providing one-stop shopping for the clinical information resources students are learning to use, and identified appropriate pre-work assignments (videos and readings).

Further context on the SOM curriculum and its components can be found at <http://www.shu.edu/medicine/medical-education/phase-1-fundamentals.cfm>.

- We visited Hackensack University Medical Center to offer library orientation for new SOM clinical faculty in February 2019. 10 SOM instructors attended.
- I collaborated with the TLTC and my colleagues at the IHS Library to offer training in the Zotero citation management software. I taught 2 classes, the second of which led to Kyle Downey and I being invited to train the College of Nursing faculty in the software in November. After assessing attendance, we have switched to an on-demand model for Zotero services, where users who want to learn the software can arrange for 1-on-1 training.
- In addition to my on-campus work, I have conducted several trainings for colleagues in health sciences libraries on best practices for research guides. These have included an invited half-day training for the entire library team at University of Massachusetts Medical School in October; teaching a 4-hour CE at the Upstate New York/Ontario Chapter of the Medical Library Association in November; and leading a 90-minute webinar for librarians across the United States in March.

### **Looking Ahead**

We will begin teaching and serving 2 simultaneous cohorts of SOM students in July 2019, when the second and larger (85 students) cohort of SOM students will arrive on campus.

For cohort 1: We are working with SOM faculty to 1. design the later sessions in the IM/EBM and CS and 2. prepare for the beginning of Phase 2 (clerkships). The latter will include teaching information skills as part of the Transitional Clerkship which prepares our students for their clinical rotations.

For cohort 2: We are revising our sessions and integration points in IM/EBM and CS for cohort 2 based on assessment of last year's sessions.

# Sharon Ince

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*Digital Services Librarian/Assistant Professor*

*Annual Report FY: 2018-2019*

## Introduction

As Digital Services Librarian, I am responsible for new and existing technology initiatives, training for faculty/staff, co-managing the institutional repository, and co-managing the Dissertation and Theses submission process. I also Chair the Digital Preservation Committee and Co-Chair the Data Management Committee, which drives most of my work. I am one of three liaisons to the College of Education and Human Services and liaison to the Computer Science faculty. I teach library instruction classes and conduct research consultations. I serve on numerous committees such as: chairing and serving on library search committees, Library Program Review, and Provost's Graduate Advisory Board.

## Successes and Challenges

### **eRepository Services**

*SHU Libraries strategic plan: Objective 9: Maintain and increase Libraries' role in/leadership of campus scholarly activities issues: copyright, fair use, open access, licensing, data visualization, data management plan to support grant proposals (1, 3, 5-7); objective 6: Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed (1-4, 7-8) (Strategic Plan Objectives July 2017 to 2020. July 20, 2017*

*<https://library.shu.edu/library/strategic-plan-objectives-2020>*

For this year, I undertook several additional responsibilities and maintained a high level of volume of work this year. Victor Eubanks was transferred to Digital Services from Cataloging in July 2018. This is the first time a dedicated staff member has been assigned to this area. I spent a large part of this year training him to setup and manage digital projects, select metadata, learn how to manage the Institutional Repository, work with faculty and faculty scholarship, navigate copyright and open access, correspond with the vendors, learn about digital measures, ORCID, and more. This

allowed the following institutional repository projects to be moved towards completion or finished: 400+ diplomacy syllabi (in conjunction with Lisa DeLuca, Social Sciences Librarian); The Catholic Advocate Newspaper project years 1958-1964; The Summer Institute for Priests Lecture Series, Datasets, Faculty Scholarship, Electronic Dissertations and Thesis legacy project, SHU Fact Books, Sabbatical Panorama, Petersheim (revised collection), SHU Undergraduate catalogue repository, Arcadia Journal, Library annual reports (legacy), Digital Humanities, and more. This year the repository hit 3 million downloads and now contains 11,537 papers. ([See IR report for statistical data](#)). Finally, I also co-supervise with Lisa DeLuca a student worker for the IR and data services projects.

**Data Management Committee:** co-chair w/L. DeLuca (members: G, Shea, L. Harrison, M. Loesch, K. Wissel, L. Rose-Wiles, S. Derry, E. Leonard) *SHU University Libraries Strategic Plan Objective 5: Manage services more effectively: deeper data randomly collected, assessment of services and teaching, develop and/or partner to offer staff Patron Services training/best practices (1, 3, 5, 8); Objective 9: Maintain and increase*

*Libraries' role in/leadership of campus scholarly activities issues: copyright, fair use, open access, licensing, data visualization, data management plan to support grant proposals (1, 3, 5-7)*

The Data Management & Data Services Committee is comprised of 5 librarians and 3 administrators. As Co-Chair, I organized three training events; two solely for the DM team, training and a visit to NYU data services department on August 28, 2018. The latter event included: a tour of their data services space and meetings with several team members regarding how they started their current program, successes and challenges. This trip helped the Committee plan and shape our services. Additionally, I arranged for two NYU data services librarians to give talks during SHU Love Data week about Data Management, Qualtrics, and Taguette (open source qualitative software that they developed) during the Spring semester. This again was very helpful for librarians and students, please view this post from Education graduate students: <https://blogs.shu.edu/hegsa/data-love-and-appreciation-at-the-hall/>. Also, in the Spring I visited NYU data services to discuss Research Workspace <https://data-services.hosting.nyu.edu/research-workspace-goes-live/>. Research workspace is a secure university provided space for research and data projects for faculty and some cases mandated by grants. I am currently reviewing requirements to create such a space at SHU w/Assistant Dean Leonard and Professor DeLuca. Another major initiative of the Data Services Team is participating in the rollout of Digital Measures, a campus implementation of faculty activity tracking software by the Provost's Office. A core team of L. DeLuca, K. Wissel, and I participated in the initial training sessions to train faculty to add publications for Digital Measures. I

served as a trainer for several Digital Measures sessions: two pilot groups to train the Stillman School of Business, a session at the IHS, a session at University Libraries, and other small sessions. I trained two members from the Data Management team: Lauren Harrison (Term Librarian) and Gerry Shea (Communications Librarian) and held two training sessions with L. DeLuca to train SHU Law Librarians Kristina Anderson and Brittany Persson and another session to train IHS Librarians. I assisted L. DeLuca for Annual Report training sessions for SHU University Libraries. L. DeLuca, TiffanyBurns-O'Neil (Assistant to the Dean), Brooke Duffy (Coordinator of Instruction), E. Leonard and Zach Pelli (Infrastructure Developer) and I developed guidelines and handouts for digital measures for SHU Libraries. I conducted testing for digital measures with L. DeLuca, T. O'Neil and Lysa Martinelli ( Digital Measures project manager). I also serve as one of three of the library's Digital Measures liaisons with L. DeLuca and B. Duffy.

**Other Committee Work:** I am currently researching Data Repositories and ORCID. ORCID is a unique identifier for scholars which integrates with Digital Measures and some repositories and can help us streamline faculty publications processing. I arranged for a FigShare demo (a data Repository/ institutional repository) webex and an on-site demo open to all faculty in April 2019 and followed with a test sandbox of FigShare. FigShare has several benefits compared with our current repository such as generating a doi, ORCID integration, and a few other customizations. I also arranged for further information regarding ORCID, including a meeting with Lyrasis and Boston College, as well as reviewed documentation and use cases pertaining to ORCID. Finally, I am reviewing workflows between systems for a more efficient process with L. DeLuca and E. Leonard.

L. DeLuca and I wrote a grant and submitted it Lyrasis catalyst fund to fund a research study about faculty Data Management practices. Although the grant was unfunded, L. DeLuca and I will still be able to use this information for SHU Data programming. Additionally, I co-mentored a Rutgers graduate student in the Library M.S. program, Lisa Thornton, I provided an opportunity for her to work on data management services through researching metadata schemas and the setup of a data repository as well trained her to work to assist with Digital Measures training.

**Digital Preservation:**

(E. Leonard Assistant Dean for Collection Services and Information Technology, Z. Pelli, Digital Infrastructure Developer , R. Fino Library Technology Coordinator, S. Pontichera, Assistant Dean for Special Collections & Gallery, Romana Schaffer (as of May 2019) and Dean Buschman). This group supports the following objectives from the *SHU Libraries strategic plan*: **Objective 2: Implement the Libraries' Technology Strategic plan** (<http://library.shu.edu/library/DigCollTechPln>) (1-3, 5-9); **Objective 6: Organize, document, expose, and preserve Gallery and Special Collections**

*materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed (1-4, 7-8)*  
(Strategic Plan Objectives July 2017 to 2020. July 20, 2017  
<https://library.shu.edu/library/strategic-plan-objectives-2020>)

In my duties as Chair of Digital Preservation, I worked closely with the digital preservation team to digitally preserve documents and materials crucial to SHU's history and to create customized workflows, software, and to write policies to meet SHU institutional needs. Last summer, I initiated a project to setup BitCurator, a digital forensics tool used by archives and libraries to stabilize files, particularly obsolete media- held by the Archives. To do this I worked with our intern Zach Soffer, an undergraduate IT student from Rutgers, R. Fino, and Z. Pelli. I also assigned our intern to locate, collect, and list all of SHU social media for potential preservation and conduct research about archiving social media. A significant amount of time was dedicated to creating unique workflows and integration between Preservica and other 3rd party software. There were many difficulties with connecting (syncing) Preservica with ArchivesSpace after numerous tickets submitted by Z. Pelli that were unresolved by the vendor. I contacted a higher-level staff member at Preservica to resolve this issue and we also met online with her to provide further feedback. These efforts had a positive impact not just for SHU but for other global Preservica clients. Through our direct efforts, users of Preservica formed an Advisory Committee with group weekly calls and as needed with the vendor to push improvements to Preservica. Once the ArchivesSpace sync worked the ingest of several archival collections: Plaques (Adam, student assistant), Jeifa collection (Brianna LoSardo), Poetry in the Round (Sheridan), Maria Gillan (Brianna/Zach) totaling almost 2TBs of data ingested into Preservica. I met with Gallery Director, Jeanne Brasile, for implementation of TeraCopy, testing and a workflow plan was written by Brianna LoSardo, to work out an agreement and workflow for implementing Teracopy for the gallery and also to discuss needs going forward to plan for the next academic year. Worked with Zach Pelli and Ryan Fino, Coordinator of Technology to uncover file corruption issues for gallery photographs. With Sheridan Sayles, researching preservation workspace requirements. With Zach Pelli, wrote a Preservica survey to assess Preservica users workflows. The data from this article will be used to write an article.

**Public Services:** This year I taught three English 1201 and three ULife classes. I am also a co-Electronic Theses & Dissertation liaison, where I answered several email and phone inquiries regarding the process and also conduct research consultations. I provided copyright training for Camille Mazza, cataloging assistant for ETDs. Gerry Shea and I completed a graduate services guide. I also conducted a second program review for Computers Science in an M.S. in Data Science. I worked with Martha

Loesch, Gerry Shea and Silvia Marcesa to weed the Education Reference & Curriculum section.

I organized a project to redesign the intranet with Lauren Harrison and Tiffany Burns-O'Neill. The documents were consolidated into larger categories to provide a clean interface and a process was put place allowing documents to place on the intranet by designated people.

Zach Pelli, Brooke Duffy and I worked together to build an online internal library instruction calendar based on the needs of instruction committee. Z. Pelli and I reviewed the requirements of the requested such as: a calendar view, notifications, sync to outlook calendar, easy way to collect stats, etc. We were able to come up with a solution based to reconfigure an in-house tool to meet the instruction committee needs. We are using a Libapps tool, software librarians are familiar with using which should afford for easy adoption and easy maintenance.

In January 2019, I was elected Chair of the Library Rank & Tenure Committee to replace Professor Beth Bloom, who is on phased retirement. During my term, I held five reviews (the highest number completed in a semester for the library - two tenure-track and three lecturers) and the first time that we have appointed lecturers in the library. (Alternatively: We have had reviews at most three tenure track reviews per year). The three lecturer positions are held by the three IHS Librarians and the Technical Services Archivist. To prepare the IHS librarians for their first review, the Dean and I met with the three librarians and IHS Library Associate Dean/Director Chris Duffy. I met with them again individually to review their report in advance of the February deadline. Additionally, I supported the untenured faculty at Walsh; I reviewed the annual review process with Kaitlyn Kehnemuyi, Access Services Librarian and met with her prior to the review to audit her report. I met with Lisa DeLuca and provided guidance for her application for her third-year review. Finally, I met with our two newest colleagues, Brooke Duffy, Coordinator of Instruction and Sheridan Sayles, Technical Services Archivist, to advise them on review process. As Chair, I am also responsible for managing the R & T schedule, created by Beth Bloom and myself last year. I ensure that applicant reports have been reviewed and submitted prior to the committee meeting, and tenure reviews are submitted to the Dean in advance of the deadline set by our schedule. I improved the process by creating a ballot for Lecturer reviews and actively adding documents to our intranet pertaining to Rank & Tenure/Annual Reviews.

## **Looking Ahead**

Data Services: Establish information desk for data questions; hold several data workshop classes throughout the year; hire graduate students to support these

services; work with IT to establish research workspace for faculty; review repositories and personal identifier workflows

Preservation: Work with IT to secure more space on the Wdrive or IT server space; customize the front end of Universal Access; complete information guide and for preservation; continue with new and existing ingest projects; explore grant opportunities

Continuing education: To support SHU Libraries Data initiatives I attended several data services class due to my Visiting Scholar appointment. I attended Intro R, Intro to Python, and Text Analysis for the Humanities; attended Dedoose (qualitative software) training. This was extremely useful to learn about the topics but also to see how these classes are structured, how software and exercises are set up and to support these classes; Attended SHU IRB workshop in Fall 2018; Attended in Accessibility Training by Elizabeth Leonard May 2019; Attended ACM Conference on Computer-Supported Cooperative Work and Social Computing 2018; Attended NISO online conference: Blurred Boundaries: Intellectual Property and Networked Sharing of Content, May 2019

Tester for OpenAthens rollout May 2019, turned off ez-proxy for select databases in A-Z database list; updated database descriptions as needed, and fixed database links.

## Sulekha Kalyan

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*Head of Collection Development/Acquisitions*

*Collection Development Department Report 2018-2019*

### **Introduction**

My primary responsibility is to manage acquisition unit of the university library. That includes, supervising staff; allocate funds, negotiate licenses for the databases, authorize purchase of books and other resources. In addition, I am responsible for renewal and maintenance of existing subscriptions to journals and e-resources; evaluate gift materials for the library collections. I oversee the materials budget & NEH grant funds allocation and expenditure; explore new resources for possible acquisition for the library collection. I work closely with the library faculty and the library administration for building and maintaining a robust library collection.

The Acquisitions unit of Collection Services Department is comprised of three full time staff employees Carol Kieslor (Acquisitions Supervisor), Mary Allen Piel (Acquisitions Clerk) and Denise D'Agostino (Serials Supervisor). The Unit works under the supervision of Acquisitions Librarian, Professor Sulekha Kalyan. Unit is responsible for purchasing all kinds of materials for library collections, maintaining subscriptions, processing invoices for payment, and for keeping records of all related activities, such as updating information in License Manager & WMS/Acquisitions. We strive to be efficient in providing access to resources and keep good financial records for the Library Materials budget.

This was again a very busy year for our unit. I was on 10-month contract and appreciate help of our Assistant Dean Elizabeth Leonard for stepping-up to help in my absence.

We continue to evaluate & acquire resources for (IHS)Medical School Library.

Looking Ahead Section - As in previous years, personal reports and functional reports are to be combined. Please include reports by staff members below.

## **Successes and Challenges**

It has been a very busy year for me. I had less time this year. I took a ten-month contract this year for personal reasons. I am thankful to Assistant Dean Elizabeth Leonard for stepping-in to help my staff. Here are some of the highlights of my work this year to-date.

Accomplishments:

- Created budget structure and allocations for FY2018-2019 in WMS Acquisitions module for all available funds.
- Managed expenditures and balanced the Library Materials budget of \$1,387,574 and in addition, managed expenditure for NEH grant fund, Valente fund and all restricted funds.
- Manage Acquisitions staff and activities.
- Re-negotiated licenses and prices for 166 databases. Acquired access to 7 new e-resources/databases and trials for 10 databases this year. Also negotiated costs and licenses with the vendors.
- Met with EBSCO; Gobi; Gale; ProQuest; Kanopy; Wiley; JSTOR; many other vendors during the year to learn about their new resources and re-negotiate price terms for existing resources.

- Worked on journal renewals in EBSCOnet, including standing orders. Renewed 252 single titles and 10 journal packages this year.
- Worked on Taylor and Francis journal package this year and added 1400 new journals to our collection through this package.
- Completed Print and Electronic journals overlap study. I compared and identified journals titles which were duplicate in our most stable collections and provided information to Assistant Dean and Access Services librarian for purpose of withdrawing print from shelves and create space for other resources and activities.
- Requested by Associate Dean Christopher Duffy, negotiated cost of Wiley database and switched the subscription from EBSCO to Wiley, negotiated a better price.
- Worked on streamlining Media problems with Kanopy; met with Faculty, librarians and vendor to resolve the incurring issue.
- Our Ebrary PDA title were trigger by a non-SHU student and resoled the issue with vendor and got the vendor to reimburse SHU libraries for the loss.
- Attended webinars and workshops to learn about new resources and resolve problems.
- Worked with Assistant Dean Elizabeth Leonard on open Athens testing
- Worked on Accessibility clause with Assistant Dean Elizabeth Leonard and vendors.
- Continue to work with Xue-Ming Bao and Law School for resolving issues related to e-resources access and sharing.
- Work with Xue-Ming Bao on problems related to databases and journals access.
- Worked on PALCI/JSTOR EBA deal. Analyzed usage stats.
- Provide instruction, direction and assistant to staff as needed
- Provided Library Faculty information on their allocated funds and expenditures.
- Worked on receiving and acknowledging gift and donations.

Prepared big items cost document for the Library Administration.

## **Looking Ahead**

The following are our initiatives and goals:

Continue with adding Accessibility Clause to our new licenses and update License Manager (LM) to reflect our negotiated rights. Denise D'Agostino, has been assigned to update latest information in LM. Mary Ellen Piel, has been given the project to

update all the vendors in this module. Carol Kieslor is keeping track of all the vendors who have agreed to comply with Accessibility standard

Databases Usage Stats This responsibility belongs to Xue-Ming Bao now. I have explored various software for this project. Experimented with usage harvesting capability in License Manager. Xue-Ming Bao is working on it.

Cost per Use Study: Once Usage stats are compiled; I will calculate Cost per use to evaluate our existing e-resources.

License Manager: We will continue to update license manager with the latest information. It is an ongoing process.

Evaluate Journal Bundles: I will like to look at bundled packages and see if how much content from these packages are used.

ILL & Acquisitions: I am working with Access services librarian to work out a workflow to determine highly requested Ill resources to be acquired permanently by the library for its collection.

## Elizabeth Leonard

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*Assistant Dean for Information Technology, Resources Acquisition and Description*

*Annual Report FY: 2018-2019*

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In the last FY, Information Technologies and Collections Services continued to support the strategic plan through cutting-edge activities and best practices that increased the discoverability of University Libraries' collections and the efficiencies of our workflows.

For more information on the activities of these groups, please also see reports from the following faculty/administrators:

Information Technologies Team:

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Sharon Ince, Digital Services Librarian  
Zach Pelli, Digital Collections Infrastructure Developer

Collections Services Team:

Ming Bao, Electronic Resources Librarian  
Marta Deyrup, Co-Head, Technical Services  
Sulekha Kalyan, Acquisitions Librarian  
Martha Loesch, Co-Head, Technical Services  
Highlights from the year include:

- SHU Libraries receiving an Honorable Mention from the Rethinking Resource Sharing (RSS) Innovation Award Committee (sponsored by Atlas Systems).
- Rollout of OpenAthens, an authentication system that will replace EZProxy.
- Full implementation of Preservica and the ingest of collections
- Continued support of University policy on Accessibility:
- Renegotiation of all vendor licenses to include Accessibility clauses
- Training and refresher training for individuals creating online public facing content.

## Successes and Challenges

*Continue to oversee and develop our technology infrastructure/strategic plan, which will help efforts to expose online and digitally preserve Gallery and Special Collections Materials. (Ob. 2,6)*

Please see Zach Pelli and Professor Sharon Ince's reports for further information. This year, SHU Libraries received an Honorable Mention from the Rethinking Resource Sharing (RSS) Innovation Award Committee (sponsored by Atlas Systems) for our work in developing and implementing our technology plan. In the last year, we continued to develop our capacities in digital collections, and to digitize and expose collections to a global audience. Of noteworthiness is our [Institutional Repository](#), from which over 3,000,000 items have been downloaded, over 1,000,000 in the last two years.

### Student Worker Projects

#### Priest Cassettes

Our student worker, Adam Leszczyk, has replaced Sean McGinley as Ryan Fino's student worker beginning at the start of June 2018. At that point in time, we had 128 Priest Cassette Tapes on record for the year 1996, of which 122 had been uploaded to eRepository. As of June 1st, 2019, we have 231 files from 1996 done

with pre- and post-production, bringing our total completed files to 533 since beginning this project. Adam continues to work through the 1996 files we have, which number 260 total. From there he will move onto the 270 files from 1997 or backtrack for our missing files from 1992-1995. There are approximately 50 files from those four years that show up in our database records but that we do not have actual audio files for. We are unsure if they are corrupt/bad audio files or if they had just slipped through the cracks when digitizing at this time.

### Gallery File Ingests

Adam was instrumental in helping us reach 2 TB of data on Preservica this past year. After partitioning off a part of the Library Share for a Staging Area, Romana Schaeffer was able to upload files that were good to be ingested, along with a spreadsheet to track what had been done. Adam and I were able to start uploading chunks of these files and would mark off on the spreadsheet when the ingest was complete. All in all, we uploaded around 1 TB of Gallery materials in the past year alone, with plans to expand it even further next year with the creation of Preservica's new ingest tools. Additionally, any new work on the Library Share's infrastructure or internet transfer speeds will increase our productivity greatly and allow Adam to introduce new material to the drive much quicker.

### Archives Plaque Project

Adam worked with Brianna LoSardo in the Archives to digitize, edit, document and ingest over one hundred plaques for an Archives project. The whole process took him about a week, in which time he was not able to continue his normal priest cassette work, as he was working exclusively downstairs under Brianna's supervision. He was able to get some experience using Photoshop for practical work and learned more about the process of ingesting via Preservica. He also learned about the ArchivesSpace integration and how to mark the files accordingly in SIP Creator to make the different software coexist.

*Continue to provide leadership and guidance in the areas of technical services, acquisitions, digital, and electronic resources by improved communication, continue to implement and hone efficiencies of workflows, and implementing Quality Control of these collections to ensure minimization of issues (Obj 3, 12, 15)*

The areas of technical services, acquisitions, digital, and electronic resources continue to support the library patron's through efficient workflows, improvements to services, and quality control. Our first step this year was to review trends in librarianship and apply that to our departmental organization. After this assessment, the Administration decided to put in for updates to job descriptions for several staff members: Victor Eubanks, Camille Mazza, and Ryan Fino. We were

delighted when each of these upgrades was approved. One of these upgrades resulted in the shift of staff member Victor Eubanks from the Cataloging Department, where he was a Cataloging Assistant, to the Digital Services area, where he became the Institutional Repository Coordinator.

In order to improve inter- and intra- departmental communications, I continued to lead biweekly Collections Services meetings, attended by Faculty in Technical Services, Acquisitions, Access Services, Digital Services, Electronic Resources, as well as the Assistant Dean of Public Services. (Members from Special Collections and IHS were also invited but generally could not attend). The Assistant Dean of Public Services and I also held biweekly Supervisor's meetings, attended by faculty who oversee staff members. During these meetings, we discussed issues relative to each functional area as well as devised solutions requiring intradepartmental coordination. Finally, I also meet with my IT team weekly. This team consists of Pelli, Fino, and Ince.

#### Accessibility:

As per the President's mandate in Fall 2018, all technology used at Seton Hall University must meet minimum federal accessibility requirements (WCAG 2.0 AA standard). Therefore, a large percentage of my time was taken up by the renegotiation of each technology license, particularly those for the over 350 electronic resources we offer to our end users. The process required me to reach out to each vendor, negotiate, either via email, phone, or teleconference, an accessibility clause that met the requirements set by the University and vendor, and then execute said agreement. Those resources which were not able to meet the requirements were either cancelled (if low usage) or (if higher usage and unique) were requested as an exemption to the requirement with the University Web Accessibility Team. We also set up alternative access for these excepted collections; should a person with a disability need help with these resources, there was a clear directive on how to get that support. Finally, I and Zach Pelli held several training/retraining sessions for any personnel who created public "front facing" content using LibGuides or other web platforms. This group includes virtually all the faculty, and several of the staff and administrators.

SHU Libraries sponsored, in tandem with OCLC, a "WMS Day" at Seton Hall in December 2018, which was attended by most NJ institutions who use our Integrated Library System, Worldshare Management Services (WMS) or who were considering purchasing WMS. Members from OCLC's WMS team also attended and held discussions on workflow, enhancement requests, and tips and tricks.

Feedback was very positive.

Acquisitions (See also report from Kalyan)

- Acquisitions has expanded their use of License Manager, which has allowed self-service for multiple stakeholders to find information about electronic resources. It also reduces our dependence on physical paper. Many thanks go to Sulekha Kalyan and the Acquisitions team, who supported this process. I am particularly appreciative of Denise D'Agostino, who took on the updating and expansion process for LM with general good cheer.

#### Collections Services (See also report from Loesch)

- The Technical Services and Access Services teams worked together to pull, recatalog, and shift the B\*Z materials in the stacks. This collection had been cataloged many years ago using an antiquated cataloging approach. These teams should be commended for their hard work.
- The Co-Head of Technical Services, Martha Loesch and I worked together to create Quality Control measures using the inventory reports. It was during this work that Loesch identified an issue with some of the B\*Z materials that should have been recataloged (see bullet above). After research, we realized that these items should have been deleted during a previous sweep/cleanup of our inventory. We are addressing these extraneous items by the end of the AY.
- Performed cataloging of print materials for the IHS Library and facilitating the movement of print materials between Walsh and IHS.

#### Work Supporting IHS

- Continue refinement and support of the IHS website. Zach made changes to the website as needed to refine IHS academics support.
- Back end work with EBSCO Discovery System, refining an instance of this product to support Healthcare only research.
- Support of all IHS resources, including implementation of OpenAthens, which supports limiting certain online resources to personnel from the School of Medicine only collections, including the AccessMedicine Suite. Limiting collections in this way greatly reduces e-resource costs (in the six-figure range).

#### Electronic Resources (See also report from Bao).

The OpenAthens implementation/rollout was the second largest project I worked on this year. This consisted of setting up linking systems in OpenAthens with each and every vendor we had, a process that was greatly facilitated by the EBSCO/OpenAthens implementation team. I then needed to test these links for functionality, figure out how to implement OA in 3<sup>rd</sup> party systems like WMS, train the OA administrators (Duffy, Bao, Anderson, Hickner) on how to use the administrative backend, train Library Faculty and TLTC personnel on how to construct links, create go-live workflows and checklists, train the go-live team on the process, and then test and fix issues. Due to some issues with our scheduling and feedback received from other libraries, we decided to go live with McGraw-Hill in November (to meet our requirements for the vendor) and the rest in May. The go live process, starting May 21, took approximately four days to complete. We will run EZProxy in parallel with OA for some months as we identify and fix links in Blackboard (Bb does not support Search/replace functions) and update the EZProxy link for vendors that support it as part of their linking schema. Implementation of LibKey, a Third Iron/Browzine product which provides faster access to scholarly materials. Through this program, pdfs of eligible academic materials are available in search results, rather than going through our link resolver. This means materials at the point of need, not two or more clicks downward.

#### Information Technology

Please see the file ZenDesk stats FY 2018 2019.xlsx for statistics on the types of calls sent into our Help Desk.

Our work was not limited to just the “back of the house” operations; rather, we provided support for Public Services as well. Over the year we have:

- Replaced the and messaging system and television/monitor near the Circulation desk, thereby providing improvement to patron communications.
- Integrated Stackmap into our OPAC, thereby improving findability of our physical materials in Walsh Library.
- Enabled workplace efficiencies through upgrades to all University computers:
- Purchase and installation of high-end desktops for Gallery and Special Collections to support collections process of artifacts and artwork. We are also working with IT to improve upload speeds of materials and collections by altering the infrastructure in the building as much as is possible.
- Scheduled replacement (three-year cycle) of Library staff desktops with newer, faster models. This update ensures technology does not hamper productivity.

- Replace departmental laptop shares with more current systems
- Updated ILL BScan desktop.
- Assisted Public Services during the repurposing of the Admissions space back to the Silent Study room, by helping to disassemble the technology in the space and remount it on a moving stand, which can be placed at point of need.
- Negotiated a replacement and partial upgrade of existing OOMF power bricks without an associated increase in cost.
- Installed a new OPAC station in the Information Commons.
- Developed a system to track hours for student workers. This will be implemented at the start of AY 2019-20).

## Looking Ahead

As always, we will continue to monitor and implement library technology updates and trends throughout SHU Libraries. We will also continue to monitor our collections for quality control issues.

The biggest change going forward will be the arrival of our new President and the hiring of a new Provost. We look forward to supporting them in their short- and long-term goals, and undoubtedly our work next year will reflect this.

The Website redesign project, begun in Spring 2019 through a partnership with Pratt, will be a big part of next year's work for our IT team. We will likely be working on Walsh, IHS, and Seminary sites, so they have a similar "look and feel." This will also make the sites simpler to maintain.

We would also like to improve marketing and communications. As identified by our internal SWOT survey, I would like to support the continuing development and improvement of our communications systems. Finally, while many of our third party resources carry the SHU brand, I would like our teams to work ensuring all library resources have a SHU logo. This will increase the awareness of our value to our users. With branding they will be aware that they are using library resources. Our inspiration for this endeavor comes from:

<https://library.columbia.edu/bts/cerm/e-resource-branding.html>.

# Martha Loesch

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*Co-Head of Technical Services*

*Annual Report for FY: 2018-19*

## **Introduction**

Fall semester 2018, Marta Deyrup, Co-Head of Technical Services, was out on disability, so I was the sole supervisor running the department.

As part of the Lonergan Library reorganization project, I cataloged several sets of the Collected Works of Bernard Lonergan so that they may be retrieved either as a volume in the set, or as individual titles. In addition to the texts added to the collection, several journals were also cataloged and are now visible in the catalog.

My education liaison colleges and I reviewed the education books in the Reference Collection and weeded those no longer viable for such a collection in compliance with the Reference and Main collections weeding project.

In my role as department supervisor, I contact OCLC support with requests to have large changes in our holdings take place. In the Archives collection about 7500 holding records had a collection name changed from McManus to the correct name MacManus. I also reach out to OCLC support with problems that arise in the cataloging process to make corrections so we may maintain a clean and accurate catalog.

The University Library houses several computers that provide assistive services in compliance with the *Americans with Disabilities Act (ADA)*. *I added to our catalog ADA mice and laptop chargers to assist students.*

As the library faculty representative on the Faculty Guide and Bylaws Committee, I brought to the attention of the library faculty issues that pertained specifically to librarians and the library. After discussion, I brought the desired outcomes to the committee for insertion in the new updated guide.

In my role as chair of the Education Policy Committee, I reviewed several new and updated policies within the library and had them approved by the committee. These

included a Distance Learners Policy, an ILL Policy, a Guest Access Policy and updates on how to handle deaccessioning projects.

## **Successes and Challenges**

### **Electronic Theses and Dissertations (ETDs)**

**OBJECTIVE 15:** Address legacy issues with our print collections (2-3, 5, 8)

All graduate students must submit their thesis, dissertation or their Nursing DNP (Doctor of Nursing Practice) final project through the university institutional repository (eRepository). A paraprofessional and myself are responsible for reviewing each submission to ensure accuracy, standardization, copyright conformity, and completeness of the processing procedures. In most cases, revisions are required and sent through the eRepository system to the student's email. The Technical Services Dept. maintains detailed data on each student submission and the various steps through which they must progress. The University Library shares this data with the Registrar Office which serves as an indicator as to a student's eligibility for graduation. For academic year 2018-2019, 130 ETDs were processed and approved.

### **Teaching**

**OBJECTIVE 4:** Reformulate the liaison model: create and embed learning objects as close to the point of need as possible and deploy alternate service/teaching tools and technologies, document encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts (1, 5, 8)

I teach Research Instruction classes every semester to freshmen that is coordinated through the Freshmen Studies Program and the English Department. I reached out to the English Department professors for whom I instructed to ensure that they comply with the library assessment protocols. I also instruct CEHS graduate and undergraduate classes at the request of individual professors. I make appointments with individual students (usually graduate) and faculty for one-on-one research consultations.

The Research Instruction project I implemented in collaboration with the summer EOP program was launched in July 2017 and proved successful. Adjustments were made for the summer 2018 program after I met with Majid Whitney, Associate

Dean/Director EOF (Educational Opportunity Fund) and coordinated efforts with Edmund Jones and Kelly Shea of the English Department. Library faculty were embedded in the English course shells in Blackboard so students could reach out to them directly with questions at any time and library faculty posted relevant research material (tutorials, instructions, guidelines) to assist the students. Research instruction took place in the library for both the CAPS program and the four English classes.

My colleague Lisa DeLuca and I met with Ursula Sanjamino, Associate Dean in the School of Diplomacy, to organize research instruction sessions with the Pre-College International Relations Summer Institute. DeLuca and I each taught one session in June 2018.

In my capacity as ETD coordinator, I met with numerous graduate students and answered many phone calls and emails to assist them with their dissertation or thesis submissions. I was also invited to provide library instruction that included ETD procedures at graduate orientation.

### **Collection Development**

I order materials in the following disciplines for the library collection: higher education, pre-K-12<sup>th</sup> grade curricula, psychology, digital metadata, cataloging, and the core curriculum courses. I have ordered material in support of the various CEHS departments and continue to utilize the GOBI automated electronic book ordering system.

I manage the Curriculum Resource Center (CRC), an integral resource for the College of Education teacher preparation program. The University Library and the College of Education and Human Services (CEHS) ensure that K-12 textbooks in all disciplines, instructional material, and professional teaching texts are updated and available for all students. I have ordered new materials in electronic format per the wishes of the CEHS faculty and have ensured that they comply with the Core Curriculum State Standards. I have added books to the young adult literature collection, including some graphic novels.

In the Spring 2019 the Curriculum Resource Center materials were transferred to the Reference Collection shelves in order to clear the room to make it available as a 24-hour workspace for the students.

## **Faculty Liaison**

**OBJECTIVE 4:** Reformulate the liaison model: create and embed learning objects as close to the point of need as possible and deploy alternate service/teaching tools and technologies, document encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts **(1, 5, 8)**

In my capacity as liaison to the College of Education and Human Services, I consult with professors regarding journal and database renewals for the library, I inform them of new additions to our collections, I invite them to discipline specific database and new technology demonstrations in the library, and I order books and journals in support of new educational programs. I also teach advanced research instruction in both graduate and undergraduate education and counseling psychology classes to inform students how best to conduct research using library related tools.

As a member of the Library Speaker series committee, the library has collaborated with Christopher Tienken in the College of Education and Human Services in coordinating guest speakers and topics.

## **Looking Ahead**

Colleague Dr. Rose-Wiles and myself are working with the Core and Core fellows to ensure the library can support their program in various functions including collection development, curriculum planning, and research.

I am collaborating with Dr. Rose-Wiles and Prof. Duffy on exploring contemplative pedagogy and how to incorporate it in library instruction. We are also presenting at a conference and hope to expand our research into an article.

As part of the deaccessioning project in the library, I plan to conduct a thorough review of the Curriculum Resource materials and young adult literature.

I plan to review and update my libguides so that they are compliant with ADA guidelines. I also have some ideas for changing the Electronic Dissertation & Theses libguide to clarify the submission process and requirements.

I plan to meet with the Assistant Dean for Special Collections and the Gallery to discuss future cataloging procedures and guidelines.

I also hope to include the Catalog Dept. in the metadata creation of future digital projects.

## Zach Pelli

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*Digital Collections Infrastructure Developer*

*Annual Report for FY: 2018-19*

### **Successes and Challenges**

My work over the last year has been in the service of the following Strategic Plan Objectives:

OBJECTIVE 1: Design, staff, and build an opening day collection and space for the Integrated Health Sciences campus and the new School of Medicine

OBJECTIVE 2: Implement the Libraries' Technology Strategic plan (<http://library.shu.edu/library/DigCollTechPln>)

OBJECTIVE 3: Continue to improve library-wide coordination and communication: collections coordination (electronic, print, and repository) across all relevant units, meetings with functional supervisors, occasional staff/area meetings, all-library meetings and with library faculty, library newsletter for better functioning and transparency

OBJECTIVE 6: Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively,

produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed

OBJECTIVE 8: Develop cohesive messaging and outreach: utilize newsletter/digital signage/web page, conduct ongoing surveys on Libraries' web pages, provide feedback channels to the Library administration

## IHS Website

While a majority of the initial design and development work of the IHS website occurred in FY 17-18, it officially launched in July 2018. Additionally, there was a substantial amount of follow-up work and continuing support throughout FY 18-19. Much of this involved working with the IHS librarians Chris Duffy, Allison Piazza, Andrew Hickner, and to a lesser extent, Kyle Downey.

This included:

- Implementing analytics including Google Analytics and Hotjar heatmaps to track site usage and user behavior
- Making several alterations and tweaks to the homepage to streamline usage based on user input and analytics insights
- Working with Allison Piazza to create a custom “Faculty Publications” page (pictured below)
- Continue to support IHS staff with technical support issues

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## School of Medicine Faculty Publications

Home

Research and scholarship at the [Hackensack Meridian School of Medicine at Seton Hall University](#) is carried out by faculty investigators from across the [Hackensack Meridian Health](#) network and [Seton Hall University](#). We hope the information contained herein is useful in fostering awareness of, and interest in, the scholarship activities, and serving as a mechanism to stimulate collaboration. Please let us know how we can do to assist you as you peruse this aspect of the Hackensack Meridian School of Medicine at Seton Hall University's scholarly output.

Updated quarterly, the publications are sorted by the author's SOM [Academic Department](#) affiliation.

Last updated March 18, 2019. The Hackensack Meridian School of Medicine at Seton Hall University Publication List is updated quarterly. If you have additions or edits for this site, please email Allison Piazza, MLIS, AHIP, Health Sciences Librarian, at [allison.piazza@shu.edu](mailto:allison.piazza@shu.edu).

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*Custom SOM Faculty publications guide*

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<a href="#">CINAHL</a>	<a href="#">The New England Journal of Medicine</a>	<a href="#">Guyton and Hall Textbook of Medical Physiology</a>
<a href="#">LWW Health Library</a>	<a href="#">The Lancet</a>	<a href="#">Robbins and Cotran Pathologic Basis of Disease</a>
<a href="#">DynaMed Plus</a>	<a href="#">JAMA</a>	<a href="#">Thompson and Thompson Genetics in Medicine</a>
<a href="#">View all Databases</a>	<a href="#">Journal of Clinical Nursing</a>	<a href="#">Histology: A Text and Atlas</a>
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*Hotjar heatmap of the IHS Library home page*

## SHU Libraries Websites

I have continued to work to improve the usability, accessibility, and functionality of the library's website.

- Continue to improve homepage as requested
  - Created a “Feedback” button on homepage to allow users to submit opinions on the library site
  - Created accordion-style system status widget which can display when a system outage is reported
- Creating customizations on behalf of the Gallery and Archives
  - Designed a custom ArchivesSpace search box for the Archives homepage
- Conducted accessibility audits throughout the site
- Supported Library and staff with any website or LibGuides-related requests, issues, or inquiries

## Staff Calendar

Ryan Fino, Information Technology Coordinator, and I continued to streamline the calendar we had implemented last fiscal year. With the experience of (after observing the system process?) ~2,400 time-off requests, we were able to determine where improvements could be made to decrease the amount of administrative time required to edit and maintain the calendar system. These improvements include:

- Created a script which detects common “AM/PM” errors in requests and automatically corrects them on the spreadsheet
- Streamlining workflows to reduce duplication of labor between calendar and spreadsheet
  - Created a script which deletes events from the calendar after they have been deleted from the spreadsheet, eliminating the need to delete events in both places
- Identified several other challenges and created plans for remediation in the near future (FY)

## Booked Room Booking

Ryan Fino and I created a system that tracked room bookings across the Library's meeting rooms through leveraging the Booked room-booking software. I left the administration of the Booked software to Ryan, but I was charged with setting up the server to run the software. Utilizing a server we had previously used for testing other software, I first updated the operating system. I then downloaded and installed the Booked software. Lastly, I configured the firewall to limit outside access to the server and handed it off to Ryan for final configuration.

## Preservica

- Web archiving
  - In addition to the Library blogs & websites, SHU Law's website, the main SHU website, as well as SHU Advancement, we began crawling outside sites this year, including:
    - the Archdiocese of Newark
    - the website and blog of Poet Maria Mazziotti Gillan.
  - These crawls are also set to automatically synchronize with ArchivesSpace records.
- Email preservation
  - Through the Preservica-ArchivesSpace User group (SPAS), I learned of an improved method of ingesting and storing email (PST files) into Preservica
  - We are currently in the process of collating the emails from various sources (Preservation@shu.edu email, Retired Library Faculty Richard Stern's email box, emails collected directly from the President/Provost's office)
  - The emails will all be imported into the preservation email box, then exported as PST files ready for ingest into Preservica and will likely be made public at a future date.

## Preservica-ArchivesSpace Synchronization

A plurality of my time and effort this fiscal year was spent on the synchronization between Preservica and ArchivesSpace. This allows users of the two systems to maintain overlapping records without duplicating work. Digitized and born-digital files stored in Preservica can be linked to their Archival record counterparts in AS. Structural hierarchy and metadata from AS is automatically maintained within Preservica. Additionally, the system allows users of the public interface of AS to just click a button to jump to the related digital file directly from the archival record.

While the synchronization is billed by Preservica as an advertised feature of the system, in reality it is limited in functionality, requires a complicated setup process, and is prone to failure. These failures can range from the user making a small mistake to persistent bugs baked-in to the synchronization workflows. The synchronization was created as a joint venture between Preservica and Yale University Library. It was designed to fit a particular set of use-cases based on a single customer's systems and needs. As such, both the sync and the documentation are lacking in some areas. This has been exacerbated by the lack of continuing support or updating from either party after the feature's deployment.

A brief timeline of our setup process. dates are formatted mm/dd/yyyy([business days since my previous email]):

- 5/4/2018 - First ticket opened by me, asking about first steps in the integration progress as well as requesting an XML schema mentioned in the documentation.
- 5/9/2018(2) - Preservica Support (PS) replies, providing a schema but with no additional information
- 5/18/2018(3) - PS sends 2 necessary workflows that must be uploaded to system. PS also sends the schema the I had initially requested
- 5/23/2018(6) - PS replies to query about firewall configuration
- 6/15/2018(2) - I had requested 2 additional required files, as well as clarification of steps listed in the documentation. PS replied only sending the 2 files with no additional clarification.

- 6/21/2018(0) - PS replies to a question with another schema file
- 6/28/2018(0) - After figuring out the schema situation, I ask a question following up on the workflow files provided before. Minutes later, PS sends a link to the user portal where some of the files can be downloaded (no additional instructions or information provided).
- 7/3/2018(1) - As I was unable to find a way to upload the necessary workflows as indicated by the documentation, I inquire PS asking about needing a particular role on my account to be able to perform the upload. PS replies that our Preservica administrator should add the role.
- 7/11/2018(4) - PS apologizes and informs me that since our installation is Cloud edition (CE), a Preservica engineer must upload the workflows.
- 7/19/2018(5) - PS informs me the workflows will be uploaded shortly
- 7/23/2018(2) - PS notifies me that they have been uploaded to our system
- 8/1/2018 - I was having trouble running the sync live for the first time, so I ask PS for assistance. PS promptly replies informing me that I should change a connection URL. As it turns out, my connection URL was fine and the one I was given was incorrect. Between 8/2 and 8/8, I sent 3 messages before getting a response informing me that there was a problem with our AS server's SSL certificate.
- 8/13/2018 - Chris Case installs a new certificate on the AS server as instructed, this issue was resolved.
- 8/30/2018 - The original support ticket was closed, This was the first point at which I was able to synchronize files

After the initial setup process, there were several other exchanges between us at SHU, PS, as well as other institutions in similar positions. Most of the kinks in the sync processed were figured out by mid-November and much of this time was spent on developing our workflows in preparation for ingesting materials. Two additional tickets were opened during this time. It was around that time in late fall when Wendy Goodier from Preservica was tasked with overseeing issues relating to the catalog synchronization process. In December and early January, I put the sync on the backburner temporarily to handle some other projects.

When coming back to the synchronization, the first thing on my mind was to clear out all of the files and collections I had previously been testing with in order to begin a new round of testing with a clean slate. This clearing process revealed

more shortcomings in the sync. After deleting the files, I found I was unable to synchronize the same collections again. I later learned from Wendy that this was a known issue with deletions between the systems and AS records must be manually edited after de-syncing before re-syncing. This of course was not mentioned in the existing documentation. This is just one example of several ongoing issues that have plagued this process for us and others.

There have been many other hiccups along the way, but as of Spring 2019, we have begun the synchronization of live files. To date, we have ingested and synchronized 37GB of archival materials.

In January 2019, Sarit Hand, an archivist at the Associated Press reached out to several synchronization users, including Seton Hall, with interest in forming a group for users of the ArchivesSpace Preservica synchronization. Other institutions involved include the Boston City Archives, the National Library of Australia, University at Buffalo, and the Rhode Island State Archives. The group meets most weeks via conference call and often screen sharing with the goal of discussing workflows, troubleshooting issues, coordinating feature requests, and more. As many of the users on these calls are archivists, many of whom not as heavily involved with the technical side of the setup process, I feel my knowledge and first-hand experience was a valuable addition to the discussion. I was able to provide insight to other users, and in return, we learned of several improvements to our workflows that we have since implemented or are in the process of implementing. The usergroup, dubbed “SPAS” (Syncing Preservica and Archivesspace), has had multiple conference calls with Wendy Goodier to discuss how we wish to use the synchronization and how it could be improved in future updates. Several of these suggestions are being implemented with this summer’s Preservica update, with others planned for future releases.

Others from SHU involved with the SPAS group include Brianna LoSardo, Sheridan Sayles, Sharon Ince, and Sarah Ponichtera.

ArchivesSpace

Archives has continued to make use of ArchivesSpace as a cataloging system for archival materials. In addition to the Preservica synchronization (see Preservica section), my work with ArchivesSpace includes:

- Keeping AS upgraded to the latest version (2.5.2)
- Configuring the server to restart nightly to maintain responsiveness
- Tweaking and troubleshooting as needed by Archives staff

## Instruction Calendar

Brooke Duffy, Sharon Ince, and I have been developing a replacement system for the aging Library Instruction scheduler built by TLTC. For this task, we are utilizing a LibGuides Calendar with built-in integration with the “Spaces” module, with each room being a “space”. Some of the steps in this process include:

- Setting up each room in the Spaces module
- Creating a calendar which will hold all of the classes
- Working with Brooke to create the event templates that will be the starting point when scheduling a class
- Developing a workflow between Brook, library faculty, and other SHU faculty who would be the users of the system
- Developing clear documentation tailored toward each involved party (for each type of user?)
- Conducting training sessions based off the documentation
- Monitor the system throughout this fall and adjust system and documentation as need arises

This is currently in-progress and not all these steps have yet been completed. We intend to implement the calendar over the summer months with it being fully deployed by fall 2019.

Misc.

- Migrated DCR/Room booking from legacy LibCal “Room Booking” system to successor “Spaces” module
- Took part in the changeover to the OpenAthens Authentication system
- Adapted a calendar widget to publicly show our library’s hours:

May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 24 Hours	2 24 Hours	3 24 Hours	4 24 Hours
5 24 Hours	6 24 Hours	7 24 Hours	8 24 Hours	9 24 Hours	10 24 Hours	11 24 Hours
12 24 Hours	13 24 Hours	14 12am – 11pm	15 8am – 5pm	16 8am – 5pm	17 8am – 5pm	18 Closed
19 Closed	20 8am – 5pm	21 8am – 10pm	22 8am – 10pm	23 8am – 10pm	24 8am – 10pm	25 Closed
26 Closed	27 Closed	28 8am – 10pm	29 8am – 10pm	30 8am – 10pm	31 8am – 10pm	

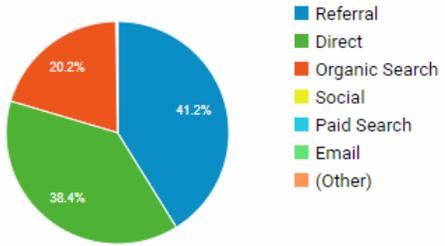
## Analytics

Overall, website use has increased significantly this FY. These figures will be comparing the period Jan 1, 2019 - May 30, 2019 with the same period in 2018. One caveat to these numbers is the opening of the IHS library site between the two periods, which contributed to the increase.

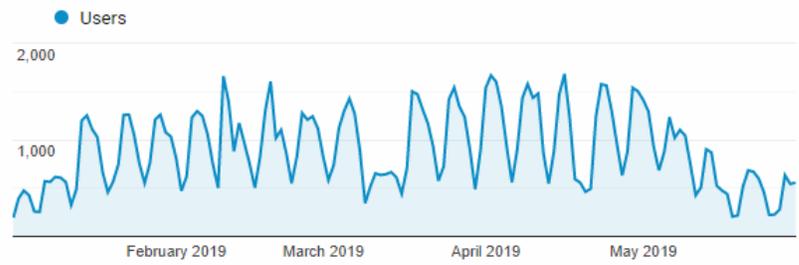
The figure on the following page shows a pie chart of how users initially access the site as a percentage of total users. We can see that the slice of users accessing the library site directly (via bookmark or URL) has increased while the slice from referral (i.e., a link) has shrunk. The number of users who came through search engines remained stable.

### Top Channels

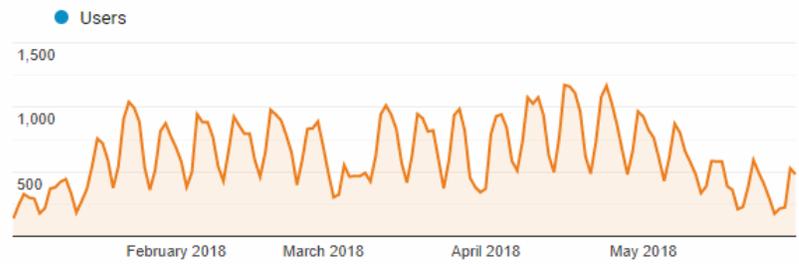
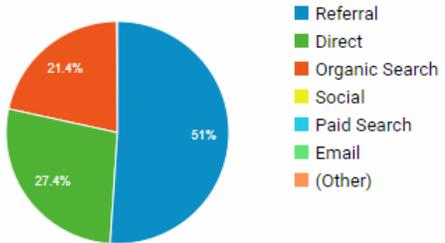
Jan 1, 2019 - May 30, 2019

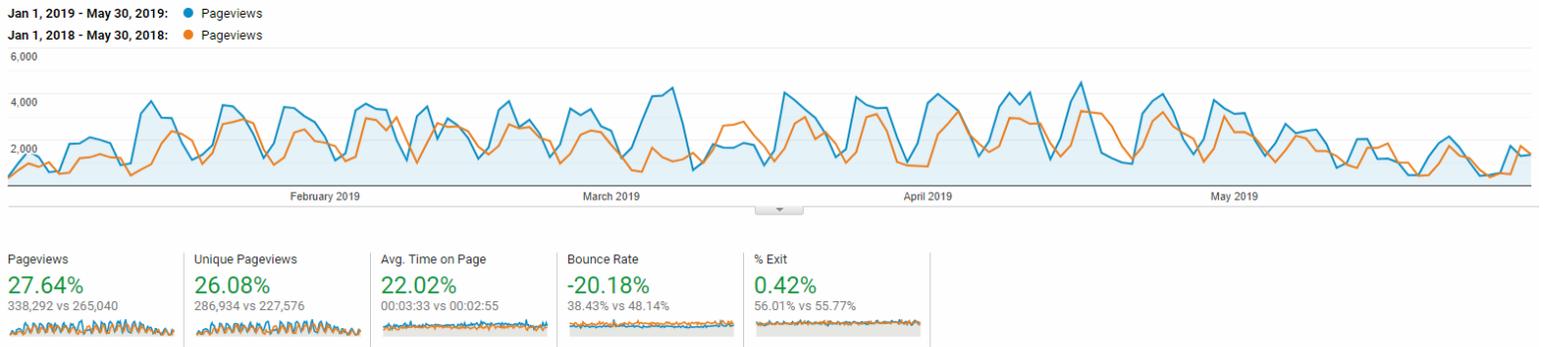


### Users



Jan 1, 2018 - May 30, 2018

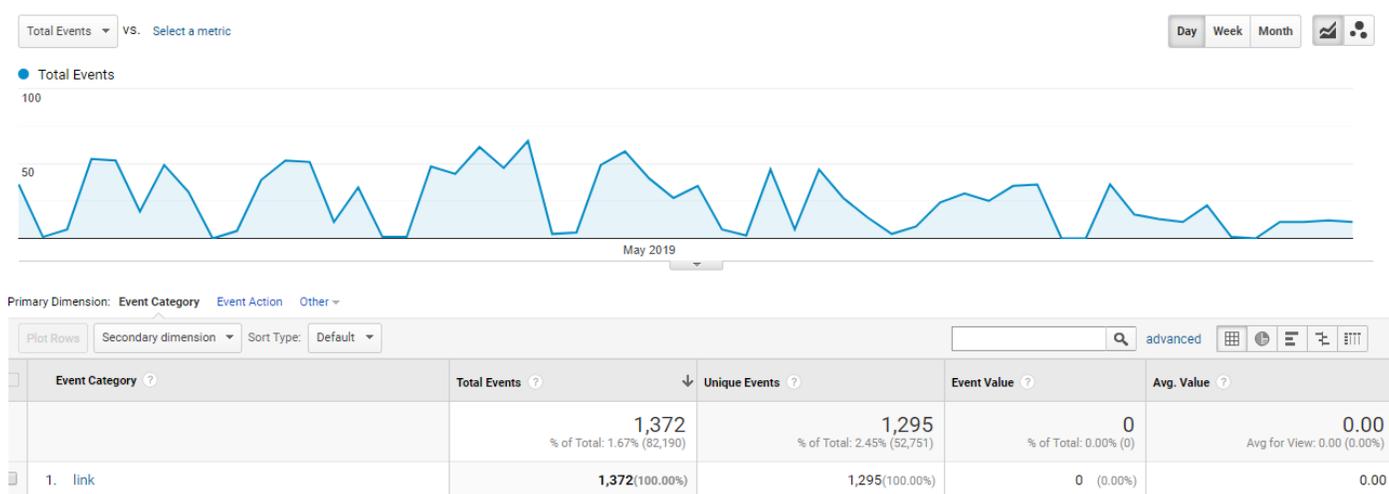




The above figure shows how significantly overall use and engagement has increased in this year. Total pageviews and average time on page have increased over 20%. Bounce rate has also dropped significantly, meaning that more users are browsing the site more before exiting.

The following is a list of the most visited pages and their pageviews over the 2 periods:

Page	Pageviews	% Pageviews
<b>1. /library</b>		
Jan 1, 2019 - May 30, 2019	90,956	 26.89%
Jan 1, 2018 - May 30, 2018	73,258	 27.64%
<b>% Change</b>	<b>24.16%</b>	<b>-2.73%</b>
<b>2. /az.php</b>		
Jan 1, 2019 - May 30, 2019	22,493	 6.65%
Jan 1, 2018 - May 30, 2018	21,292	 8.03%
<b>% Change</b>	<b>5.64%</b>	<b>-17.23%</b>
<b>3. /ihs</b>		
Jan 1, 2019 - May 30, 2019	11,759	 3.48%
Jan 1, 2018 - May 30, 2018	69	 0.03%
<b>% Change</b>	<b>16,942.03%</b>	<b>13,251.84%</b>
<b>4. /https://setonhall.on.worldcat.org/atoztitles/search#journal</b>		
Jan 1, 2019 - May 30, 2019	4,521	 1.34%
Jan 1, 2018 - May 30, 2018	7,651	 2.89%
<b>% Change</b>	<b>-40.91%</b>	<b>-53.70%</b>
<b>5. /IHS</b>		
Jan 1, 2019 - May 30, 2019	3,098	 0.92%
Jan 1, 2018 - May 30, 2018	7	 0.00%
<b>% Change</b>	<b>44,157.14%</b>	<b>34,573.93%</b>
<b>6. /library/library-hours</b>		
Jan 1, 2019 - May 30, 2019	2,999	 0.89%
Jan 1, 2018 - May 30, 2018	2,778	 1.05%
<b>% Change</b>	<b>7.96%</b>	<b>-15.42%</b>
<b>7. /library/interlibrary-borrowing</b>		
Jan 1, 2019 - May 30, 2019	2,956	 0.87%
Jan 1, 2018 - May 30, 2018	2,228	 0.84%
<b>% Change</b>	<b>32.68%</b>	<b>3.95%</b>
<b>8. /library/articles</b>		
Jan 1, 2019 - May 30, 2019	2,908	 0.86%
Jan 1, 2018 - May 30, 2018	2,302	 0.87%
<b>% Change</b>	<b>26.32%</b>	<b>-1.03%</b>
<b>9. /subject-guides</b>		
Jan 1, 2019 - May 30, 2019	2,859	 0.85%
Jan 1, 2018 - May 30, 2018	2,096	 0.79%
<b>% Change</b>	<b>36.40%</b>	<b>6.87%</b>
<b>10. /nursing</b>		
Jan 1, 2019 - May 30, 2019	2,569	 0.76%
Jan 1, 2018 - May 30, 2018	1,649	 0.62%
<b>% Change</b>	<b>55.79%</b>	<b>22.06%</b>



This figure above is depicting Stackmap usage in the time since it was being accurately tracked (4/5/19-5-20/19). There is prior data showing more usage, but it became more reliable once tracking code was tweaked by Chad McInnis in early April to more accurately report these particular button clicks. The total number of clicks the “Map it” button has received in this two-month span is nearly 1,400.

## Looking Ahead

As noted in the previous section, there are several ongoing projects that will require my attention.

### IHS site

- Continuing support for the IHS Library’s web-related needs

### ArchivesSpace

- Follow development process and update our installation as we see fit
- Continue to support users in server-related issues and template customizations

### Preservica

- Work with SPAS user group and vendor to continue to improve ArchivesSpace synchronization
- Create and revise documentation for workflows as synchronization workflows improve
- Continue to lobby vendor for other new features as we find the need for them
- Develop workflows to fit the needs of all stakeholder parties
- Explore possible uses of APIs to automate or streamline Preservica workflows

## Website

- Website refresh
  - Beginning in May 2019, the Public Services Committee and I are beginning the process of refreshing the Library website
  - We worked with graduate students from Pratt Institute who did the legwork of surveying a number of users and conducting UX research. We were presented 5 term projects, one each from five groups, containing the surveys/responses as well as prototype websites.
  - Based on those projects and other input, we will identify what changes are feasible to complete over the summer
  - I will create a draft of the proposed changes, prior to the fall semester
  - During the fall semester, Professor Kehnemuyi, myself, and others will conduct our own user testing and feedback gathering regarding the new changes.
  - Based on the feedback from the various stakeholders/users, I will finalize the design changes to be completed before Spring 2020
- Continued support of library staff in maintaining web presence

## Time-off Calendar

- Revise scripts to further reduce maintenance work needed
- As the spreadsheet has grown, it is growing increasingly difficult to load on a browser. To remedy this, Ryan and I plan to divide the spreadsheet into reasonably-sized chunks. We will schedule a “maintenance time” to accomplish this.
- We are reaching the limit of what our Zapier automation subscription allows. The next tier is a considerable jump in price. Given this and other

issues we have had with the system, this year may be the time to revisit this for possible replacement

### Instruction Calendar

- Continue to work with Brooke and others to implement our proposed calendar system for Fall 2019 semester

### Other

- Planning and implementation of any other technology related projects as opportunities arise

### Service

Digital Preservation Committee (Digipres)

Library Technology Committee

### Professional Development

Preservica US User Group Meeting - Washington DC, August 14, 2018

Code4Lib 2019 - San Jose, February 2019

### Publications and Presentations

*Migrating from CONTENTdm to Digital Commons: Considerations and Workflows.* NJLA, June 1, 2018

*Migrating from CONTENTdm to Digital Commons: Considerations and Workflows.* Mid-Atlantic Digital Commons User Group (MADCUG) meeting - July 27, 2018

*Creating a Staff Time-Off Calendar -- An Intro to Automation* (lightning talk), Code4Lib2019 – February 22, 2019

# Allison Piazza

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## *Health Sciences Librarian*

### *Annual Report for FY: 2018-19*

As liaison librarian to the new Hackensack Meridian School of Medicine at Seton Hall University (SOM) at a new building and library, there was much to accomplish in my first year at Seton Hall University. Highlights from this time include:

- Developing strong working relationships with SOM administrators, course directors, and students through support of the Phase I curriculum.
- Creating the study room booking system and designing signage to promote easy wayfinding in the new space.
- Developing “toolkits” of curated resources and instructional material for use by students and faculty.
- Promoting library classes, services, and resources through various marketing and outreach campaigns.

#### Notes:

Successes and Challenges Section - As in previous years, please discuss the year's work in light of our current objectives.

Looking Ahead Section - As in previous years, personal reports and functional reports are to be combined. Please include reports by staff members below.

#### Successes and Challenges

This past academic year has seen significant successes and milestones as we both met and surpassed Objective 1:

**OBJECTIVE 1:** Design, staff, and build an opening day collection and space for the Integrated Health Sciences campus and the new School of Medicine (1-9)

#### **Curriculum Planning and Development:**

- As librarian liaison for the Science/Skills/Reasoning Courses in Phase 1, I worked closely with the faculty Course Directors and each course's Clinical Faculty. Services included searching for and suggesting appropriate sources

of pre-work, providing image sources for class lectures, and keeping faculty abreast of relevant library acquisitions and databases.

### **Instruction:**

- Co-taught (with Andy Hickner) two formal, 90-minute teaching sessions to School of Medicine students: a Library orientation (07/2018), which gave a general overview of the library website and physical space; and Literature Searching and PubMed (09/2018), which offered strategies for effective PubMed searching.
- Co-taught two sessions (08/2018) with Chris Duffy to the Medical Internship Navigating Diversity & Science (M.I.N.D.S) high school students. Our sessions focused on Evidence Based Public Health, information they used for their final presentations on a public health topic of their choice.
- Taught one 1-hour drop-in Zotero workshop during the fall semester (09/2018). Zotero is a free citation management tool.

### **Consultations with Students and Faculty:**

- “Personal librarian” for 30 of the current medical school class (my colleague, Andy Hickner, assists the other 30 students). I worked with a number of students individually to focus clinical questions and provide guidance on proper databases and search strategies.
- Worked with many faculty members on a number of requests, such as literature searches, offering publishing advice, and giving general explanation of how to use our website and databases.

### **Library Space Planning:**

- Created a map of the library (figure 1) and uniform signs for each of the rooms (figure 2). When we arrived at the IHS campus, the library did not have adequate signage.
- Designed the room booking infrastructure for our 20 group and individual study rooms in accordance with our study room policies.
- Created a home screen for our three library kiosks (figure 3), which are extremely popular with students for reserving study rooms.

### **Website and Instructional Technology:**

- At the IHS Library, librarian-produced webpages of curated resources and helpful instructional material are called “toolkits.” I have created ten such toolkits (Table 1).

**Table 1: Toolkits created by Allison Piazza, by view count**

<b>Toolkit</b>	<b>Views</b>
<a href="#">Phase 1 textbooks</a> :Provides easy access to all required textbooks for Phase I.	2524
<a href="#">School of Medicine Faculty Publications</a> :Showcases published articles by affiliated SOM faculty.	833
<a href="#">Evidence-Based Resources for Health Maintenance Visits</a> (with Andy Hickner): Contains lists of evidence-based point of care resources to help students navigate recommendations as they begin to see patients in ambulatory practice.	705
<a href="#">PubMed</a> (with Andy Hickner):Guide provides an overview of PubMed, and highlights features that beginning users may find useful.	494
<a href="#">IHS Faculty Toolkit</a> :Created to help familiarize IHS faculty with the resources and services available to via the Interprofessional Health Sciences Library.	411
<a href="#">Zotero</a> :Guide that explores the functionality of this citation management tool.	403
<a href="#">Anatomy Atlases</a> :List of anatomy atlases for easy comparison.	179
<a href="#">Staying Current with the Medical Literature</a> :How-to guide to resources that can make staying up-to-date with the medical literature easier.	152
<a href="#">Information Resources for Background Questions</a> :Guide to helpful resources for answering background questions.	150

<a href="#">Finding Medical Images</a> :Guide to locating quality medical images by medical specialty.	103
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### **Marketing and Outreach:**

- Created and manage the @SHU\_IHSLibrary social media channels on Facebook, Instagram, and Twitter.
- Created all paper flyers/posters, digital signage, and emails to students, faculty, and staff about upcoming IHS Library events.
- Facilitated therapy dog events in the library by partnering with Student Services (9/2018, 12/2018, and 05/2019).
- In an effort to promote interprofessionalism on campus, I created the IHS Library Book Club. Since its founding, the group has discussed *Dopesick* by Beth Macy (11/2018), *In Shock* by Dr. Rana Awdish (01/2019), and *Black Man in a White Coat* by Dr. Damon Tweedy (04/2019).
- Worked closely with the SOM Office of Student Affairs and Professionalism Committee on a 90-minute program entitled, “My Professional Journey” with doctor and author, Heather Frimmer.

### Looking Ahead

In the 2019-2020 academic year, I look forward to continued collaboration with members of the Interprofessional Health Sciences Campus. I hope to continue the Interprofessional Health Sciences Library Book Club and expand its participant numbers. With my colleague, Andy Hickner, and members of the Hackensack Meridian School of Medicine at Seton Hall University, I expect much work will be done on the Health Systems Sciences curriculum on Information Mastery/Evidence Based Medicine.

# Dr. Sarah Ponichtera

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*Assistant Dean of Archives and Special Collections*

*Annual Report for FY: 2018-19*

## **Introduction**

This year, Special Collections and the Gallery's main achievement was capitalizing on the technology infrastructure put into place in the last year and beginning to create exhibits and ingest collections into our software systems Omeka and Preservica. We will continue to add to our holdings through digitization and exhibit creation in coming years, even as we continue to refine our processes and workflows.

In addition, we initiated a plan to gain better control of our physical holdings, establishing a workflow and beginning to shift materials into sequential order, and transferring location and condition data from the inventory into Archivesspace, so that there is no longer a need to reference multiple systems or spreadsheets to locate materials.

## **Successes and Challenges**

**OBJECTIVE 6:** Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed.

At the very beginning of the year, during Labor Day weekend 2018, a water leak came through the ceiling of the Special Collections conference room. The leak caused considerable damage to the room itself, including the carpets and the walls and the shelves, although fortunately no significant damage to materials occurred. A number of improvements were made in response to this event, including replacing the shelves and flooring in the conference room with more water-resistant specimens (hard floors rather than carpet and metal shelving instead of wood). As part of the repairs made in response to these events, mold was discovered and remediated in another part of the work space, and the affected furniture replaced. Although the work involved derailed everyone's priorities, particularly Collections Manager Romana Schaeffer whose office was most affected, the staff cooperated to recover from the crisis as quickly as possible. The final result was a substantial improvement to the infrastructure of our work space.

In mid-2018, Brianna LoSardo working with Amanda Mita developed a plan for shifting the archival collections into sequential order, using the inventory to identify the disparate pieces of each collection, conducting a survey to measure the number and size of the containers included in each collection, designating swing space to hold collections in the process of moving, and documenting a workflow to guide the entire process. We began to implement this plan with the Archdiocese collections, but unfortunately had to call a halt in October 2018 due to the legal hold placed on the collections. The entire ADN archive, approximately 2,000 linear feet, was surveyed, but only 1,000 linear feet were moved. Nevertheless, this process was instructive, and now that Sheridan Sayles is on board, we will use the same methodology to begin shifting the Seton Hall collections. Shifting the collections into a rational order will not only save time serving research requests and assist in caring for the collections, it will also help us identify processing and rehousing priorities as we go through each collection in the process of moving it.

A significant part of this work and an overall goal of the department is to better implement our collections management software Archivesspace. The survey stage of the shift involves recording information on the number and size of the boxes in Archivesspace, and the final stage will involve noting the permanent location of each collection in the software. During the course of the survey stage of the ADN records shift, over 3200 container profiles were added to Archivesspace. The ultimate goal is for Archivesspace to take the place of the inventory spreadsheet that we have been using, allowing the physical description and intellectual description of each collection to reside in the same location, reflecting best practices. Gallery staff has been trained in Archivesspace so that they can begin using the software to find collections, including items in collections that they have custody over. This will help the two units work together seamlessly, as Gallery staff will have access to archival description of collections as well as the physical locations of the objects they care for.

The implementation of our policy of using an exhibit tracker to coordinate work between the two units has taken off this year, streamlining the process of identifying, pulling, accessioning and exhibiting materials from the Vault in the Gallery. A physical tracker has worked well for this since it can be taken into the Vault when pulling items and easily referenced by staff from either unit at any time, being kept at the front desk of Special Collections when not in use.

Over the course of the year, even in the absence of a Technical Services Archivist for the majority of the year, we processed the Giovanni Pinto papers, finished the John Wu collection, acquired and processed the majority of the Bernard Zlotnick papers, approached the end of the Seton Hall Athletics collection, and reached the final stages

of processing the Monsignor Field papers, which have been in process for seven years. Athena Frade, a history student interested in archives, was a great help in processing both physical and digital materials this year. At first she was supervised by Amanda Mita, and then Brianna LoSardo, and her work helped move forward many departmental initiatives.

We continued our efforts to raise the profile of our collections, updating our LibGuides with links to collection descriptions in Archivesspace, rather than the broken links to the old EAD finding aids, and eliminating duplicate pages. We also participated in cross-library initiatives such as Color Our Collections, led by IHS Librarian Allison Piazza. Alan Delozier aided students in their research projects and taught course sessions, as described in his report, and also curated a Gallery show on the Athletics collection, which he also processed over the course of this year. Alan Delozier, Brianna LoSardo, Sheridan Sayles, and myself also presented talks and contributed at conferences, representing Seton Hall's Special Collections to the wider archival community. In particular, Prof. Delozier and Ms. LoSardo's presentation at VALE introduced the highlights of our collections to other librarians coming from around the region.

One challenge this year has been the legal hold on the Archdiocese of Newark materials, and the increased presence of legal researchers in the archives in response to ongoing litigation. These researchers have often arrived unprepared and en masse, requiring substantial staff time to orient and supervise. In the end, however, despite the unique nature of their requests and the conditions of their work, they are much like other researchers, and we were able to furnish them with materials and help orient them to the collections so they could do their work.

In rare books, we acquired several notable volumes over the past year, including the diary of a Seton Hall student located by Alan Delozier, and accepted donations of parts of libraries, including a selection of World War I books from Susan Kraham, rare Italian books for the Valente collection from Kathryn Paoletti, and graphic design books donated by Bernard Zlotnick.

The Gallery and Special Collections have continued to refine our shared workflows in the past year and collaborated in processing the Bernard Zlotnick collection. This collection, the papers of an advertising executive, is relevant to both the Gallery and Special Collections, and we developed a workflow to allow for the efficient archival processing of a collection followed by a review process for materials that fall under Gallery stewardship (drawings, prints, etc.). This can be a model for collaborating in the processing of collections going forward.

In terms of internal record-keeping, we have begun to digitize our accessions files, the master files that contain the key information of who gave each collection to the archives and when, along with basic descriptions of the collections created when it is acquired that can be used when fully processing the collection. This effort was greatly assisted by our first work study, Benedicta Armah, who not only digitized these records but also covered the front desk, allowing Jacquelyn Deppe to work on the barcode project in the Vault.

Indeed, Jacquelyn Deppe was able to bring this multi-year process to completion in the beginning of 2019. Although a few bar codes remain to be checked, they are connected to periodicals, which were split off into a new project, begun in March 2019. The periodicals in Special Collections not only need bar codes checked, most of them need to be re-catalogued or catalogued from scratch. In addition, some periodicals are held as part of collections, many as part of SHU 0001, SHU Publications, while others were donated as a complete set, more like a rare book. A multi-phase project was developed in the spring of 2019, in collaboration with Cataloguing, to bring this subset of materials in line with the descriptive policies adopted in the rest of the library.

A final space initiative undertaken this year was the shift of the Civil War book collection to shelving upstairs on the fourth floor of the main library. Romana Schaeffer was able to install hasps on the shelves, allowing them to be locked, and Jacquelyn Deppe moved the books over the course of several weeks, freeing up three and a half rows of compact book shelving in the Vault.

According to our more accurate Envoy tracking system, we had 2,925 visitors to the archives in fiscal year 2018-2019, including classroom visits, individual researchers, and consultations with our staff. We received 1100 research requests, including 77 related to Archdiocesan collections, 54 genealogical research questions, 60 relating to manuscript collections, and 461 related to Seton Hall history. These statistics underline the importance of shifting our focus to the Seton Hall materials from the Archdiocesan collections in the coming year.

The majority of research inquiries, 386 out of 1100, came from off-campus, including Archdiocesan, genealogical, and community inquiries. 106 came from the SHU administration, 68 came from SHU alumni, 217 came from SHU faculty and staff, 180 from SHU students, and 26 from students from other institutions.

## Records Management

These statistics cover the period June 2018 – May 2019. June 2018 is technically in FY2018, but it was not included on last year's report since the report was due at the beginning of June.

- Responded to 76 file requests. 89% were completed successfully.
- 51 empty boxes were sent out to departments. 84 boxes were processed into the collection.
- Coordinated shredding of 98 boxes of materials from 7 departments.

### OBJECTIVE 2: Implement the Libraries' Technology Strategic Plan

This year many aspects of this plan have fully come together. For example, web archiving has been in place for a year, but this year we have decided on a sensible infrastructure for storing that information: using the existing Archives & Special Collections framework for naming collections. Using the synchronization between Preservica and Archivesspace, we can harvest university websites in Preservica, store them in Preservica in an organization of folders that reflects University Archives naming practices, and make them available to researchers in Archivesspace, when appropriate, alongside the finding aid to the paper materials. Although we still need to implement some of these changes and streamline the more haphazard structure that was created during the testing phase, the next steps and overall vision for what this system will look like and how it will work are clear.

Developing and putting into place a workflow for ingesting digitized materials into Preservica and synchronized with Archivesspace laid the groundwork for the above, and was the main effort of the past year. Zachary Pelli and Sharon Ince had to repeatedly push Preservica to solve issues with this process, but finally toward the end of 2018 we had a workflow and began training Special Collections staff to ingest digital assets into Preservica. Now all Special Collections staff has been trained, so that this work can be distributed among the staff according to the needs of different projects. Several collections have now been ingested and made available, including both digitized images and born digital materials. Examples include the Kraft manuscripts, the Poetry in the Round sound recordings and paper programs, the Jeifa collection, including a video testimony from the Shoah Foundation that we harvested from a DVD, and the poet Maria Gillan's blog and personal website.

On the Gallery side, we finalized our arrangements to be included in Google Arts & Culture. The first batch of fifty Roman coins has been ingested and is just waiting on a final proofreading to be posted, which we anticipate will be complete by Fall

2019. This batch not only will be included in Google Arts & Culture, putting our collections in dialogue with those from top-ranking institutions from around the world and making our materials available to the broadest possible public, but will also serve as the basis for the establishment of the Gallery catalogue in Omeka.

We developed and published our first full exhibit in Omeka this year, on the Papal Bull, linking to our digital exhibit from the main exhibit via a QR code. The vision was for visitors to see the Bull in person and then visit the digital exhibit for the full translation of the Bull as well as contextualizing information. We also transferred previous exhibits from our old Omeka site to the new one, so in total we now have three active exhibits: the Papal Bull, Maria Theresa de Sanz, and The Sons of Italy.

A less glamorous but equally important long-term goal for the Archives was also accomplished this year: namely, properly naming the images of deaccessioned plaques that were stored on our hard drive, ingesting them into Preservica, and associating them with the proper collections of origin. This was a project spearheaded by Brianna LoSardo and accomplished with the help of Adam, the student intern in Digital Services.

New digital tools were also created for genealogy researchers, one of the most active constituencies of Special Collections. Jacquelyn Deppe created an interactive map using Google Maps that allows researchers to find microfilmed parish records by location. This helps clear up a number of common questions that genealogy researchers have, directing families to the right place to find their records. This also served as a useful illustration of the services we are able to offer in our partnership with the Archdiocese of Newark.

Finally, we have implemented new digital preservation tools and developed a workflow for legacy media. We instituted the use of Teracopy for transferring digital files in our department, and trained Gallery staff in using it. This program runs and compares a checksum on files before and after they are transferred, ensuring that the file has not been altered during the process. This procedure will now be used for all transfers of archival files, and can be used in more sophisticated ways to track alterations to the files in future digitization projects. In addition, we have installed BitCurator and trained staff in using it to evaluate and reformat legacy media. This program records information about the composition of a floppy disk, for example, so that even if we only wish to retain and reformat one file on a floppy disk, a record of the full contents of the disk still exists even if we discard the physical medium.

**OBJECTIVE 10:** Continue to deploy more sophisticated mapping, wayfinding, signage and/or digital signage for the stacks and the building

Gallery Director Jeanne Brasile designed, ordered, and installed new signage for the Gallery and Special Collections, in accordance with the style guide of Seton Hall University. These new signs greatly improved the aesthetics and functionality of the shared Gallery/SPC corridor, allowing visitors to easily identify each area immediately upon entry into the building. The legible and clean-looking vinyl signs installed directly on the walls are a vast improvement over the ad hoc signs or total lack of signage that was there previously. The improvement was sufficiently clear that shortly after it was installed, Assistant Dean Sebastian Derry ordered additional signs from the same vendor for his areas upstairs, and plans to continue to expand the use of these signs throughout the library.

Special Collections Assistant Jacquelyn Deppe has also contributed to better graphic presentation of Special Collections exhibits, being trained in making exhibit labels and hanging foam core panels with fishing line by Gallery staff, and implementing her considerable knowledge of Photoshop in creating flyers to publicize exhibits, edit photographs, and lay out digital exhibit pages in Omeka. Her work has resulted in a more modern and professional look for our exhibits, both physical and digital.

**OBJECTIVE 9: Maintain and increase Libraries' role in/leadership of campus scholarly activities**

Special Collections held several special sessions this year, one for a conference held by Italian studies and one for Advancement, to introduce them to our collections. In addition, we hosted several class sessions, primarily for the History department, which are fully described in Professor Delozier's report.

### **Looking Ahead**

Our main priorities for the coming year will be continuing the collections shift with the Seton Hall University materials, enriching collections data in Archivesspace, continuing to build content in Omeka, and expanding the capacities of Preservica. In the coming year we also plan to launch a pilot of the Gallery database in Omeka, with the first batch of Roman coins, that will serve as the basis for sharing Gallery materials with the public going forward.

We will need to work closely with Technical Services to develop Preservica's universal access portal and consult with them if we run into problems creating virtual collections, public presentations of digital exhibit materials. We will also continue to streamline the behind the scenes infrastructure within Preservica, deleting files and collections that were created for testing purposes, and systematizing the naming

structure so that that new collections will easily find their place in relationship to what we have already ingested.

The digital preservation group has come to the conclusion that different types of preservation are needed for different types of files; in particular, there is no need for the Gallery accession records to receive the same careful handling as the singular digital surrogate for a fragile original document. We will move toward diversifying our digital preservation options to appropriately store different kinds of digital files in such a way as to minimize costs, both of staff time and subscription fees, and give each type of record the appropriate level of care, balancing preservation with accessibility.

Work with the Archdiocese of Newark will enter a new phase in the coming year with the hiring of an Archdiocesan Archivist to replace Monsignor Seymour. The Archdiocese's new approach allows for pursuing new initiatives to process and highlight their collections, including the development of digital resources as well as processing physical collections. I anticipate there will be a learning curve for the new archivist but within the coming year we should be able to sketch out some broad outlines of ways we can work together.

Given the kind of digital infrastructure that is now in place we are in a good position to begin discussions with other units about their electronic records. We would like to do a survey of the kinds of records they are generating and ultimately offer to implement the workflow and tools we have developed to resolve our own digital backlog.

We are also making changes to our research request tracking system, updating the categories of types of research requests to better capture common questions (adding categories for South Orange History, Archival Methods & Standards, Class Projects, and Independent Researchers, and subtracting categories such as Oesterricher that were little used). We will also take away the time spent on each request question and replace it with a question rating the complexity of each inquiry so that we can identify parts of our collection that are more difficult to work with and may need more processing.

In terms of collaborative Gallery-SPC projects in the coming year, Romana and Sheridan will sketch out a graphic representation of the Vault and how it's currently used, allowing for better analysis of the space and how it could be utilized in the future. We will also draw up a shared document underlining conservation priorities in both of our parts of the collections, so that we may prioritize projects as funding for conservation becomes available.

To assist in all these initiatives, we will continue to build on our efforts over the past year to incorporate student workers and interns. We will recruit interns through ads targeted at Seton Hall students, inquiries with faculty, and where possible design more sophisticated projects such as paid internships working on a specific project to attract graduate students from area library schools.

In short, the coming year will see substantial expansion of our digital assets, a major reorganization of our holdings, and new collaborative initiatives with the Archdiocese. Potential challenges include detrimental changes to our physical space as well as expanding the server space we have available for our growing holdings of digital assets.

## Dr. Lisa Rose-Wiles

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*Science Librarian*

*Annual Report for FY: 2018-19*

### **Introduction**

My primary role is liaison and subject specialist for the sciences (Departments of Biology & Microbiology, Chemistry & Biochemistry, Physics, Mathematics and Environmental Studies) and the Department of Sociology, Anthropology & Social Work. My responsibilities to the School of Health & Medical Sciences and College of Nursing (shared with Beth Bloom) transitioned to IHS Librarian Kyle Downey after the opening of the Nutley campus in September 2018. I subsequently took on liaison responsibilities for the Department of Psychology and the University Core (with Martha Loesch), and am currently working to establish a liaison relationship with the University Honors Program.

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, live chat 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. Last year I

taught 42 classes (including 18 English 1201 and 1202 library sessions) and held 36 research appointments.

My liaison, instruction and reference work support the University Libraries' Strategic Plan GOAL 1 (provide expert assistance and instruction) and GOAL 7 (academic and ethical growth of the University community). My work as a subject specialist includes collection development (developing our physical book collection, eBook collections, and other online resources), disseminating information about library resources and services to those in my liaison areas and working with students, faculty, departments and visiting scholars on a variety of research assignments and projects. This directly supports GOAL 2 (Build up and preserve collections), GOAL 5 (Communicate the library's services and resources) and GOAL 6 (Develop strategic alliances).

### Successes and Challenges

- Embedded Librarian Work (GOALS 1, 5, 6 & 7; Obj. 4)

Last year I was embedded in two of Dr. Peter Savastano's classes: Thomas Merton: Religion and Culture (cross-listed as ANTH388 & CORE379 & RELS3997, 24 students) in fall 2018 and Anthropology of Consciousness (ANTH 3307, 13 students) in spring 2019. I attended weekly classes (with the exception of Petersheim week) and participated in discussions, gave a library orientation, led one class session for Anthropology of Consciousness, and met individually or in small groups with many of the students in each class (GOALS 1, 5 & 7; **Obj. 4**).

- Engagement with students and student research (GOALS 1, 5, 6 & 7; Obj. 4)

In fall 2018 I was a "client" for a group of four students in the Qualitative Research Methods (ANTH 2912). This is the fifth year that I have worked with students in this class. Their major assignment is to design the methodology and conduct a research project in consultation with the "client". My student-led project focused on the differences between Millennials and Gen-Z students in terms of library research, specifically their responses when the full text of articles was not immediately available. In addition to confirming our suspicion that students tend not to follow links to full text or use interlibrary loan, the group's final presentation highlighted this problem and demonstrated various ways to access full text. My engagement with the graduate students in social work has grown substantially as the new Masters in Social Work continues to develop and expand. This spring, two Social Work professors organized a "Newark focused" poster session and

symposium to be held during the Petersheim Annual Exposition, with a number of high-profile Newark personalities in attendance. Most of the students were anxious as well as excited by this opportunity, and in addition to presenting in the classroom I worked with many of them individually or in small groups on their research and poster presentations (I big thank you to my colleagues Lisa DeLuca and Lauren Harrison for assisting with this project, especially using PolicyMap). I attended the event, along with many other Petersheim events.

A major project that is almost complete is selecting and editing 25 environmentally-focused essays from over 75 that were entered into the first year writing contest responding to the summer reading *Coming of Age at the End of Nature: a Generation Faces Living on a Changed Planet*. Recently-retired biology professor Marian Glenn and I worked with Dr. Ines Murzaku in Catholic Studies to arrange publication in a special issue of [Arcadia: A Student Journal for Faith and Culture](#), which is housed in the University Repository (supporting Goal 2 and Obj. 3) and Marisa Case in Freshman Studies for help in contacting students to obtain publication permission. Dr. Glenn and I wrote an introduction to the essays, and Anthropology student Monet Watson, an accomplished artist, is preparing pencil sketches to illustrate a number of the essays. The special issue of *Arcadia* will be published this summer, and we plan to host a celebratory event for the student authors, parents and freshman mentors.

- Services/ Teaching Tools and Technology (GOAL 3)

My 13 published research guides support GOAL 3 (organizing and presenting information) and GOAL 5. The research guides are accessible beyond the SHU community and were viewed a total of 9,375 times, similar to the statistics for the past two years. The most popular guides were Psychology (6,002 views) and Chemistry (1,295 views). Each semester I link my guides to Blackboard courses in my liaison subject areas **and** actively promote them during library instruction and reference encounters.

- Collection Development (GOAL 2)

So far this financial year I have ordered 176 print books, 35 eBooks and one DVD for the sciences and health sciences (total \$17,191) and 510 books, 15 eBooks and 14 DVD's for sociology, anthropology, social work and psychology (total \$30,355). The discrepancy is largely due to the significantly greater demand for books in the latter disciplines combined with heavy ordering in psychology, but also reflects the shortfall in funds for the sciences, which are not covered by the

library's National Endowment for the Humanities grant. Unfortunately the demand driven acquisition program that allowed us to partially compensate for the shortage of funds in non-NEH subject areas was discontinued in late 2018 due to a data breach. I had added approximately 185 eBooks to the on demand collection prior to that time.

Thanks to the completion of a multitude of projects involving cataloging and stacks management I was able to resume weeding the collection last year. I removed over 500 outdated books from the main collection in my subject areas, especially nursing and the health sciences (many were sent to Better World Books) and reduced the reference collection in my subject areas by over 50%. I coordinated with IHS librarian Kyle Downey to relocate additional books to the IHS campus, and organized a request slip system to place nursing and health sciences books on reserve for Walsh library users. In conjunction with book ordering, regular weeding keeps the collection vibrant and relevant for our users, especially in the sciences and health sciences where currency is extremely important.

## **Looking Ahead**

### Professional Effectiveness and Development

Important goals for me next year include working closely with the Core and Core fellows to understand and meet their library and research needs (with co-liaison Martha Loesch), develop a liaison relationship with the Honors Program, and attending more departmental meetings or lunch meetings with my existing liaison areas. I also hope to organize at least one copyright event with a visiting speaker (lately we have relied on in-house speakers) and coordinate with the Professional Development Group to invite [Dr. Kawanna Bright](#) to talk to us about her areas of specialization, which include diversity in libraries, the role of liaison librarians, and research methodology in library and information science. I also plan to redouble efforts to interest faculty and students in my liaison areas in our data management services (so far there has been very little response).

This summer I hope to complete a re-analysis of our print holdings and use (see publication plans below), eBook and eJournal use, and particularly use of the reference and reserve collections in my areas. I plan to continue selective weeding as time and cataloging workloads permit.

### Projects and Research in progress

As noted above, a collection of 25 first-year student essays will appear in a special issue of Arcadia this summer. Dr. Marian Glenn and I selected and edited the essays, wrote an introduction, obtained student permissions for publication and

arranged for student illustrations, working in collaboration with Catholic Studies and Freshman Studies.

As a member of the faculty Contemplative Pedagogy (CP) Committee, I have become very interested in the application of CP at SHU. I am developing a resource repository for the committee and considering ways to incorporate CP into library instruction (with Brooke Duffy and Martha Loesch). We are presenting our initial findings at the Connecticut Information Literacy Conference on June 14, 2019, and plan to co-author a paper on this topic.

I am working on a follow-up analysis to my earlier circulation and in-house use analyses (published in 2013 and 2016 respectively) with librarian colleagues Kaitlin Kehnemuyi and Gerard Shea. Our working title for the publication is “Read in or check out: A further analysis of circulation and in-house use of print books”.

I am in the planning stages of a project with business faculty member Elizabeth McCrea to use the “Seton Hall University Exercise in Dialectic” developed for Praxis by [Dr. Frederick J. Lawrence](#), a philosopher and theologian at Boston College. Our focus will be the tension involved in the growing “corporatization of higher education” and the “goods” common to both higher education and ethically responsible corporations. We plan to publish our work in the *Loneragan Review*.

## Sheridan Sayles

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*Technical Services Archivist*

*Annual Report FY: 2018-2019*

### **Introduction**

I started my appointment as Technical Services Archivist on March 13, 2019, and since then, I have worked to both build my institutional knowledge of Seton Hall and work towards supplementing departmental goals. Under the direction of Assistant Dean of Special Collections, Dr. Sarah Ponichtera, I have worked to increase access of both physical and digital collections as well as collaborate with Library faculty on digital workflows and infrastructure. These projects are described in greater detail below.

## Successes and Challenges

Objective 6: Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed (1-4, 7-8).

### Msgr. William Noe Field Papers

- While initial groundwork on the processing of these papers had already been completed by Records Manager and Digital Archive Specialist, Brianna LoSardo, I assisted in the processing of sections of the collection that spans roughly 6 linear feet in total. This includes arranging, describing, and rehousing: the photographs series, the travel series, the professional writings series, writings, and select subject files.

### Dr. Herbert Kraft Papers

- In collaboration with Gallery staff, I processed the Dr. Herbert Kraft Papers. Kraft's, a long time Anthropology and Sociology Professor at Seton Hall, largest accomplishment was in curating the SHUMAA (Seton Hall University Museum of Anthropology and Archeology) Collection, and I collaborated with Collections Manager, Romana Schaeffer, in ensuring the intellectual connection between the Kraft papers, SHUMAA collection, and Kraft manuscripts collections. This included formally accessioning, arranging, describing, and rehousing a collection that spanned roughly 4 linear feet.

### Poetry in the Round

- In addition to physical processing of papers, I increased the accessibility and long-term preservation of other collections by ingesting materials into Preservica and making materials publicly accessible online. The most substantial of this is the Poetry in the Round collection, of which the digitized contents include programs and supplemental documentation from the events and audio recordings.

### Smaller Collections

- In addition to Poetry in the Round, I also uploaded two additional items—scans of a 17<sup>th</sup> Century Papal Bull and scans of the MacManus Scrapbook—into Preservica.

### Collection Development

- I accompanied University Archivist, Alan Delozier, and Records Manager and Digital Archive Specialist, Brianna LoSardo, on trips to Toms River to appraise and collect the papers of Father Raúl Comensañas. Father Comensañas was a priest in the Union City, NJ area that advocated for Cuban exiles and served a diverse community in his region. My role in this was to appraise the intellectual value of the materials and collaborate with Brianna to determine which materials were our top priority. During the first trip to the estate, Alan, Brianna, and I attained about 30 linear feet of materials.

### Space Management

- One goal of my position was to continue initiatives already started by Special Collections, Archives, and the Gallery, to better utilize existing shared space, monitor pests and other threats to collections, and plan for long-term goals. Since starting, I have been integrated into the Integrated Pest Management System, performing my first trap check in May, and have helped the Collections Manager, Romana Schaeffer, install shelves specific to rolled fabrics.

### Digital Preservation

- While many policies and procedures had been in place before I onboarded, I have been collaborating with members of the Digital Preservation Task Force to help solidify our workflows, make workflow documentation central for all staff, and increase the storage capacity on the library's local disk. I have mostly been collaborating with Digital Services Librarian, Sharon Ince, to move our current digital practices forward. I have done this by researching best practices of digital storage from other institutions and compiling that into a PowerPoint to share not only with other members of the Digital Preservation group, but also with campus IT. Additionally, I have spearheaded a project to create a LibGuide on our workflows and

coordinating documentation to improve transparency of policies, procedures, and what to do in case of errors.

## Reference

- Though it is not one of my primary duties, I serve a shift on the Archives reference desk at least once a week.

## Scholarship

Over the past year, I have been collaborating with colleagues at NYU and University of Delaware, to name a few, in researching both ethical and practical aspects of the ongoing trend of project archival labor. This research will address how pervasive the practice is, collect qualitative information about quality of life and continued work on these projects (among other aspects), and suggest ways to mitigate the negative effects of this practice. Since starting at Seton Hall, this research has manifested in one presentation, listed below:

## Presentations

- Johnson Melvin, L. Rebecca. Leu, Sarah. Sayles, Sheridan L. Vo, Amy C. “You Had Me at 3 Years: The Ethics and Practicality of Project Archivists” Presentation at the Mid-Atlantic Regional Archives Conference. Morgantown, WV. April 10-13, 2019.
- While this was shared at regional conference, one of the attendees monitors the national (SAA) organization’s SNAP (Students and New Archives Professionals) Twitter account and live tweeted the talk.

## Service

In addition to my work at Seton Hall, I have been active within the field both through my professional memberships and continuing education as described below:

## Professional Organizations

- Society of American Archivists (SAA)
- Congressional Papers Section; Electronic Records Committee
- Digital Library Federation

- Working Group on Labor in Digital Libraries, Archives, and Museums; Contributor
- Mid-Atlantic Regional Archives Conference (MARAC)
- Membership Committee Member
- Local Arrangements Committee for Morgantown Meeting
- Conference Meet and Greet Liaison
- Mentoring Sub-Committee Member
- Delaware Valley Archivists Group (DVAG)
- Member
- Archivists Roundtable of Metropolitan New York (ART)
- Member

### Professional Development

- SAA's Digital Forensics Course: Fundamentals (March 13, 2019)
- SAA's Digital Forensics Course: Advanced (March 14-15, 2019)

### Looking Ahead

Objective 6: Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed (1-4, 7-8)

### Space Management

- The biggest project I plan to start this summer is a shift of the SHU, or Seton Hall University, collection. This will follow similar workflows as the AND shift, requiring measuring the extent of the SHU materials—a side job of which will be putting legacy finding aids into ArchivesSpace and updating existing documentation—and documenting strengths and weaknesses of the collection. An additional component will be space planning, in which I and possibly some student assistants will be physically placing like collections together, better labeling of boxes, and strategizing free space. Through this I hope to get better physical and intellectual control of SHU materials and, with knowledge gained about that collection, coordinate with Sarah Ponichtera on prioritizing future projects.

### Processing

- I'd like to continue the pace I have been making with the Field and Kraft papers and use that momentum to address the backlog of unprocessed materials in the archives. Along with Romana Schaeffer, Brianna LoSardo, Alan Delozier, and Sarah Ponichtera, I have identified two collections that are good priorities to process next: the Seravalli donation and the Msgr. Comensañas papers. Tackling these collections will also help with issues of space, making sure that there's room to grow and attain new collections.
- In conjunction with SHU shift, I would like to collaborate with Sarah to create a 10 year processing plan that identifies what collections should be processed next and prioritize projects based on preservation concerns, possible user interest, and other factors.

### Digital Preservation and Access

- The biggest thing I would like to accomplish in this realm is to get more disk space for the Library and the Gallery. I will continue to collaborate with Sharon Ince and other Digital Preservation Group members.
- Sarah will have identified other materials to be ingested into Preservica, and I will continue to work with this software to ensure our digital collections are preserved and accessible.
- Where I intend to grow in this realm is to utilize Omeka to create digital exhibits. I have talked with Sarah about creating an exhibit for the Poetry in the Round collection, and we will work together to write other exhibits as is appropriate.

### Collection Development

- While my primary focus will be on taking care of our existing collections, some things will arise during the next year and I hope to be involved in site visits and other collecting actions.

### Reference

- In the coming year, I plan to continue my weekly reference shift, and in the process, learn more about the policies and procedures of the Reading Room.

### Assessment

- Sarah and I both wish to explore assessment options as a way to get a better sense of room for growth and see how functional our access systems are. We

hope to do this through exploring ASpace reports and looking at Google Analytics notes on the Library website.

## Scholarship

- By the start of the new fiscal year, my research group and I should have sent out our survey of project archivists, from which we plan to publish an article.
- For continuing education, I hope to continue with and complete my Digital Archive Specialist. I currently have two in-person classes (at SAA) and five webinars remaining before I can take the certification exam.

## Service

- Since I am already actively involved in the field, I intend to continue with my current memberships and maintain my current level of involvement. I am changing roles in my leadership positions, though, in that I am retiring from one MARAC position—Conference Meet and Greet Liaison with Local Arrangements Committee and Membership Committee—and moving to another—Chair of the Mentorship Sub-Committee. My commitments are:

## Professional Organizations

- Society of American Archivists (SAA)
- Congressional Papers Section; Electronic Records Committee
- Digital Library Federation
- Working Group on Labor in Digital Libraries, Archives, and Museums; Contributor
- Mid-Atlantic Regional Archives Conference (MARAC)
- Membership Committee Member
- Chair: Mentoring Sub-Committee
- Scholarship Committee
- Delaware Valley Archivists Group (DVAG)
- Member
- Archivists Roundtable of Metropolitan New York (ART)
- Member

# Gerard Shea

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*Communications Librarian*

*Annual Report FY: 2018-2019*

## Introduction

In my position as Communication Librarian my work focuses on providing the full range of liaison, collection development, and instructional services for all but a few specialized units in the College of the Communication and the Arts. Additionally, I am a co-liaison for English and the College of Education and Human Services. I also participate in the full range of reference responsibilities and during the fall 2018 and spring 2019 semesters provided 6 hours of reference coverage per week with assigned nights and weekends. As a participant in the Seton Hall University Libraries' Instruction Program, I taught 59 classes and provided 34 research consultations for faculty and students.

## Successes and Challenges

**Objective 4:** Reformulate the liaison model: create and embed learning objects as close to the point of need as possible and deploy alternate service/teaching tools, document encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts (1, 5, 8)

- Embedded librarian in *COTC 7110: Communication Research* in fall 2018
- Provided comprehensive library orientations for *COTC 7110: Communication Research* in fall 2018, including a library tour and presentation on library services, resources, and research methods
- Facilitated two online discussion threads as a follow-up to library orientation for *Communication Research*
- As a course builder for *COTC 7110: Communication Research* contributed learning resources to Blackboard online course shell to promote student learning of concepts and skills introduced during library instruction session
- Collaborated with Dr. Renee Robinson to produce and embed a [Creating Search Alerts](#) video tutorial video in the Blackboard online course shell
- Collaborated with Dr. Grace May to create a research guide for [CPSY 1001: Diverse Learners and Their Families](#)

- Collaborated with Dr. Grace May to create a [Finding Journals & Saving Articles](#) video tutorial that aligns with the course research assignment for *CPSY 1001: Diverse Learners and Their Families*
- The research guide and the tutorial were both included in the Blackboard online course shell for *CPSY 1001: Diverse Learners and Their Families*
- Collaborated with Dr. Matthew Pressman to create a research guide for [American Journalism - COJR 2431](#) that aligns with the research paper assignment for the course. The American Journalism research guide was included in the Blackboard online course shell and viewed 1,580 times in the last year.
- Created an [Autism Awareness](#) research guide that was included in the Blackboard online course shell for *Autism and Developmental Disabilities - CPSY 2102*
- Attended English Department faculty meeting to present on new library resources and services for fall 2018
- Provided library orientation for CATS class as part of Education Opportunity Program (EOP) Pre-Freshman Summer Enrichment initiative in June 2018
- Provided tour of Walsh Library to undergraduate Theology majors as part of their orientation
- Provided overview of public relations related library resources and services and tour of Walsh Library for Certification for Education in Public Relations (CEPR) site visit
- Provided research methods workshop on Sunday, April 14, 2019 for Dr. David Reid's *Education Leadership, Management and Policy: Advanced Qualitative Research* course
- Provided research methods workshop on Sunday, November 18, 2018 for Dr. Martin J. Finkelstein *Education Leadership, Management and Policy: Dissertation Seminar* at the East Brunswick State Police Training Facility
- Provided library orientation on Saturday, September 15, 2018 for Education Leadership, Management and Policy Online Program
- Assisted undergraduate College of Communication and the Arts student, Dhruv Alphonso, to create [A Day in the Life of a Librarian](#) video as part of a class assignment
- Provided library orientation for visiting scholar Dr Patrizia Sambuco and consulted with her about her research on the interactions and influence of American army, society and culture on Italian alimentary imagination during WWII

- Consulted with English Professor Mark Senvold about his research on the neuroscience of creativity
- Collaborated with Assistant Dean Sebastian Derry to create a window exhibit on Autism Awareness hosted by the Walsh Gallery and Archives and Special Collections. The exhibit was viewable on the first level of Walsh Library in the display window adjacent the Walsh Gallery in April 2019
- Participated in Shakespeare Day festivities sponsored by the English Department
- Collaborated with Dr. Marta Deyrup and Instructional Designer Cassandra Scannella to create a Shakespeare themed Library Scavenger Hunt that was included in the Shakespeare Day festivities

**Table: Classes taught in liaison areas**

<b>Communication</b>		<b>Education</b>	
<i>COTC 7110: Communication Research</i>	1	<i>CPSY 3103: Psycho-Educational Diagnosis and Assessment in Special Ed</i>	4
<i>COJR 2431: American Journalism</i>	3	<i>CPSY 1001:Diverse Learners and Their Families</i>	2
<i>COPR 5599: Senior Seminar Public Relations</i>	2	<i>ELMP 9962:Advanced Qualitative Research</i>	1
<i>COPR 2512: Introduction to Public Relations</i>	1	<i>ELMP 8897: Dissertation Seminar</i>	1
<i>COPR 2997: International Public Relations</i>	1	<i>Education Leadership, Management and Policy Online Program Orientation</i>	1
<i>COPR 2998: ST Managing Reputation-Crisis</i>	1		
<i>COPR 8201: Master's Project</i>	1		
<i>COMM 8190: Master's Project</i>	1		

<i>COBF 2882: Introduction to Sports Media</i>	1		
<i>COJR 3426: Magazine Writing</i>	1		
<i>COST 1600: Oral Commination</i>	1		
<b>Total</b>	<b>14</b>		<b>9</b>

**Objective 5:** Manage services more effectively: deeper data randomly collected, assessment of services and teaching, develop and/or partner to offer staff Patron Services training/best practices (1, 3, 5, 8)

- Collaborated with Assistant Dean Sebastian Derry to facilitate Increasing Awareness and Understanding of Students with Autism in Higher Education training session by Angie Millman (Director, Disability Support Services) and Julie DiMatteo (staff psychologist, CAPS) for University Libraries faculty and staff on March 12, 2019

**Objective 6:** Organize, document, expose, and preserve Gallery and Special Collections materials: manage that space efficiently and effectively, produce finding aids, continue developing modern collections handling procedures and implement them, develop a digital preservation program, update skills where needed (1-4, 7-8)

- Collaborated with Dr. Alan Delozier to create an exhibit on the 1916 Easter Rising, *Exiled Children: American Influence on the Easter Rising*, hosted by the Walsh Library Gallery and Archives & Special Collections. The exhibit highlighted materials in Archives & Speical Collections documenting Irish history. The exhibit was viewable in the display window adjacent the Walsh Gallery in March 2019.

**Objective 8:** Develop cohesive messaging and outreach: utilize newsletter/digital signage/web page, conduct ongoing surveys on Libraries' web pages, provide feedback channels to the Library administration (1, 4, 5-7)

- Member of University Libraries Newsletter team, the first issue of the relaunched newsletter, *The Whipstich*, was published in September 2018 and the second issue was published in spring 2019

- As a member of University Libraries Speaker's Series Committee, helped plan and promote the fall 2018 Speaker's Series event: *Common Core and the Challenge of Discussing Education Policy in a Democracy*

**Objective 9:** Maintain and increase Libraries' role in/leadership of campus scholarly activities issues: copyright, fair use, open access, licensing, data visualization, data management plan to support grant proposals (**1, 3, 5-7**)

- Provided Inter-university Consortium for Political and Social Research (ICPSR) workshop for faculty and graduate students in the College of Education and Human Services
- Collaborated with Professor Kaitlin Kehnemuyi to create a research guide on [Open Educational Resources](#)
- Formed a task force on Open Educational Resources (OER) with Professor Kaitlin Kehnemuyi and Instructional Designer Vanessa Leonardo to promote faculty awareness about OER
- Member of the library support team for the introduction of Digital Measures to the Seton Hall University faculty. The library support team provided training for faculty on how to import their scholarly publications into Digital Measures.
- Provided seven presentations on importing faculty presentations as part of Digital Measures training sessions
- Visited Bobst Library to meet with NYU Data Services team in August 2018

### Looking Ahead

- Collaborate with Professor Kaitlin Kehnemuyi and Vanessa Leonardo to plan and deliver an Open Educational Resources workshop focusing on identifying open educational resources and motivations for using them
- Identify faculty who would like to incorporate OER materials into their courses
- Collaborate with faculty to incorporate OER materials into their courses
- Continue to collaborate with Assistant Dean Sebastian Derry, and Dr. Frank Cicero and Dr. Brian Connors from the Department of Educational Studies to plan and execute Autism Awareness library events
- Continue to collaborate with Assistant Dean Sebastian Derry on research examining the services academic libraries are providing and could provide for students with autism spectrum disorder

- As a follow-up our paper, "Academic Libraries and Autism Spectrum Disorder: What Do We Know?", in the *Journal of Academic Librarianship*, Assistant Dean Derry and I would like to conduct interviews and administer surveys with college students with ASD to better understand their experiences in academic libraries.
- Continue to collaborate with Dr. Grace May in providing instructional services for students in the Department of Educational Studies
- Continue collaborate with Dr. Matthew Pressman in providing instructional services for Journalism students
- Continue to collaborate with Dr. Renee Robinson and Dr. Ruth Tsuria in providing built-in library instruction and embedded librarian for *COTC 7110: Communication Research* in fall 2019