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Seton Hall University
Dean of Libraries
Annual Report FY: 2017 – 2018

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Dean of University Libraries

Annual Report FY: 2017 - 2018

Executive Summary

*“What a school thinks about
its library is a measure of
what it feels about education”
–Harold Howe*

It has been a busy year.

- Led by Assistant Dean Elizabeth Leonard, our programmer Zach Pelli, Digital Services Librarian Prof. Sharon Ince, and new Associate Dean for the Health Sciences Library Chris Duffy, **much went into the development of the Interprofessional Health Sciences Library** this year, created to support the College of Nursing, School of Medicine (SOM), and the School of Health and Medical Sciences at the new facility in Nutley. We **developed an opening day collection as well as the technical infrastructure:** website, acquisitions, cataloging, and circulation rules, as well as teaming with the University IT for identity management and implemented systems that would support the curricula, including programs from LibAnswers, LibGuides, LibCal, ILLiad, Docline, and others. Extraordinarily difficult negotiations with HMH and the SOM over budgets marred the summer, but the library website and resources were unveiled in finished form in time for the July opening of the SOM.
- The **Provost’s Thrust Initiative** proved very fruitful in moving several key areas forward:
 - **Distributed electrical power** to Library carrels and other spaces not near power outlets with Omnicarrier power “bricks” and charging stations for phones and laptops.

- Instituted a **Data Management Plan** to support, expose and preserve Seton Hall research and more thoroughly address federal (and other) grant requirements for data management and distribution with ICPSR three-year membership, heavily **promoted** by Prof. DeLuca's efforts for **Love Data Week**.
- Address the **Art and Archives backlog of materials** to be processed, preserved, and exposed with Interns, both of whom were subsequently hired full time to fill vacancies.
- Support **increased usage of the collections by making materials location and finding far more transparent** with Stackmap implemented and paid for five years.
- Additionally, Profs. DeLuca and Wissel and I produced "**literature reviews of the literature reviews**" for the Provost's Leadership initiative, distributed through specialized web pages for each group: <https://library.shu.edu/ULDI/home>.
- As of this writing **the Institutional Repository has gone over 2.5 million downloads – a 25% increase over last year in one year alone. Over 18,600 institutions draw on this source of Seton Hall scholarship from 221 countries.** The Philippines, India, France, Malaysia, and Germany are all in the top 10 countries for downloads – **truly a global presence for Seton Hall.**
- Profs. Wissel and Shea produced a polished **thank you video for the University Libraries' donors:** <https://library.shu.edu/giving>.
- After a number of years of looking for a low-cost solution, **we have an Alumni Library Resources page.** This is the kind of service a good university library offers its alumni. If you search "university library alumni access" in Google, the first five listings are Columbia, Georgetown, Cornell, Princeton and Stanford.
- Profs. Bloom, DeLuca, Wissel and Asst. Dean Derry were all extensively **involved in the development of the Wiley project** with Library point-of-need instruction, development of learning objects and online instruction nodes.
- **Special Collections and the Gallery have been unified under a new Assistant Dean, Dr. Sarah Ponichtera.** The Gallery had another notable year in exhibitions capped off by **the *artcritical* review of the exhibition of**

paintings by Marguerite Louppe and Maurice Brianchon in “Mirrors of Midcentury French Culture.”

- For **several semesters running** Dr. Lisa Rose-Wiles and Prof. Gerry Shea have been **embedded in courses in Anthropology and Communications**, attending day-to-day to assist on the spot with research issues and to act as the “client” for a research project.
- We **continued our Speakers Series** “Critical Issues in Information & Education” with Profs. Marie L. Radford, Department of Library and Information Sciences and Julia Sass Rubin, School of Planning and Public Policy – both at Rutgers University – co-presenting on "**Discursive and Demographic Dysfunction, Or, Why It Is So Hard To Decide What The Facts Are**” September 27, 2017. We followed up with Msgr. Dennis Mahon, Associate Professor of Communication, and Dr. Ki Joo (KC) Choi, chair of the Department of Religion discussing “**The Absence of Healthy Confrontation: Reflections on Pope Francis’ World Communications Day Message on Fake News**” April 11, 2018.
- The University Libraries’ Instruction Program **taught 362 instruction sessions to 7,437** students – both increases over last year while undertaking another phase of ENG 1201/1202 assessment. **Special Collections handled questions from 45 states and the District of Columbia, as well as Australia, Austria, Canada, England, Ireland, Italy, New Zealand, and Poland.**
- The **collections and the spaces are being used**: approximately 66,000 items were borrowed, loaned, and/or used (**more than 44,000 books circulated, 20,000 interlibrary loan transactions** were fulfilled for books and articles – loaned and borrowed and almost 2,500 items were used and re-shelved in-house); keys for the **Group Study rooms were used over 13,000 times** with five fewer rooms (loaned temporarily to the Writing Center – a 6 hour time limit remains in place); there was another increase in electronic reserves over last year; and we had almost 540,000 visitors (gate count) this year. **About 427,00 full-text articles were downloaded, 64,000 Subject guides were viewed, and the Website was viewed 400,000 times.**
- We passed a number of other milestones in terms of our collections this year: **Total number of titles topped 2,000,000**, with the total number of ebook titles and print book titles at about 1,750,000 titles.

- Thanks to support from the Provost's Office and the Library faculty's flexibility, the University Libraries were able to **award, and schedule three sabbatical leaves** this year.
- The University Libraries were **recognized for our work with South Orange's Jespy House** and their client at a ceremony in June.
- There were personnel developments again this year. Prof. John Irwin resigned his Access Services position in October 2017. On the staff side, Mr. Joe Riccardelli finished his MPA from Seton Hall and accepted a professional position at a non-profit in December. Ms. Kim Reamer resigned from Special Collections to take a librarian position at Caldwell University in January 2018, and Mr. Jesse Benicaso resigned his Gallery position that month as well. Ms. Stephania Bennett left Circulation for health reasons in March, and Xiao-Qin Li retired from her interlibrary loan position in May. Dr. Lauren Harrison became Term Librarian (sabbaticals replacement) in August 2017 and will be joining us again this year. Mr. Chris Duffy joined us in November as our inaugural Associate Dean of the Health Sciences Library. Dr. Sarah Ponichtera (Asst. Dean for Special Collections and the Gallery), Meghan Brady (Gallery and Collections Assistant) and Jacqueline Deppe (Special Collections Assistant) all arrived in March 2018. Ms. Allison Piazzzi and Mr. Andy Hickner joined us as Health Sciences librarians for the new School of Medicine in April. Ms. Kaitlin Kehnemuyi became our Access Services Librarian position in May. Lastly, Mr. Kyle Downey joined our Health Sciences library team in June as liaison to the College of Nursing and SHMS.

Dean's Activities (selected, 2017-2018)

University and Professional Service

- University Budget Committee
- Provost's Merit 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. 2018. "Between Neoliberalism and Identity Politics: Academic Librarianship, Democracy and November 8, 2016." *Journal of Academic Librarianship* 44, no. 2: 287-294.

Buschman, John. 2018. "On Democracy and Libraries." *Library Quarterly* 88, no. 1: 23-40.

Buschman, John. 2018. "The Politics of Academic Libraries: Fake News, Neutrality and ALA." *Journal of Academic Librarianship* 44, no. 3: 430-431.

Buschman, John. 2017. "Column: The Politics of Academic Librarianship: Academic Libraries, November 8, 2016 and Democracy." *Journal of Academic Librarianship* 43, no. 6: 548-549.

Professional Meetings

- ITHAKA's Next Wave 2017 Conference, New York City, November 29, 2017.

Library Faculty: Scholarship and Service

Bao: Sabbatical on “Digital Humanities in Chinese Libraries: Research, Innovation, and Collaboration” Fall 2017; Poster Session, 19th VALE/ACRL-NJ/NJLA-CUS Users' Conference January 5, 2018; IGI Global Book peer-reviewer for two book chapters on digital humanities in libraries in Hong Kong and South Korea, April and May 2018. Co-Chair of Faculty Senate’s IT Committee, 1998 – 2019; Faculty Senate’s Faculty Development Committee, 2014 – 2019.

Bloom: “Open access in the USA.” Presentation at the Israeli Library Association annual conference, Tel Aviv; “Catholic philosophy of education, a review of Praxis.” Presentation at the Praxis Program of the Advanced Seminar on Mission, 4th Annual Summer Program, Rome, Italy. Senate Academic Policy committee; Senate Core Curriculum Committee; Faculty Senate Grievance Committee; Chair Library Faculty Assembly; Chair, Library Rank & Tenure Committee; Public Services Committee: Health Sciences librarians and Public services librarian search committees, Search committee for Term librarian for sabbaticals; Copyright committee; Faculty Fellow, Praxis Program of the Advanced Seminar on Mission; Faculty Peer Advisor, Praxis Program of the Advanced Seminar on Mission. Will start phased retirement July 2018, ending Jan. 1, 2020.

Delozier: Introductory essay on Archival Education (forthcoming 2019), *Journal of Archival Organization* (JAO); *Seton Hall University – A History of Pirate Athletics*. (*tentatively accepted by Exit Zero Press, 2019); “Téacsúil Fionnachtain,” - *Critical Inquires in Irish Studies*. “The 1939 National Catholic Interracial Conference and Pittsburgh Connections,” (*tentatively accepted) *Journal of the Catholic Historical Society of Western Pennsylvania*, Winter 2019; “The Society of Jesus and Academia in Nova Caesarea: Robert I. Gannon, S.J. & the Re-Birth of St. Peter’s College, 1930-1936,” *New Jersey Studies: An Interdisciplinary Journal*, Vol. 4, No. 1, 2018; “A History of Seton Hall University Men’s Basketball, 1903-Present” in *the 2017-18 Seton Hall University Men’s Basketball Media Guide*; “Éirí Amach na Cásca: An Introductory Reference Guide to Archival & Research Trends on the Easter Rising.” *Studies on the Irish Experience in New Jersey and New York*; *John C.H. Wu – Essays in Honor of His*

Life and Legacy, to be published with the New Jersey Catholic Historical Commission, 2019; (Invited) “Understanding the Catholic Church in China,” Moderator of talk by Father Robert Carbonneau, C.P. November 2, 2017; (Invited) “Academic Archives – An Overview and Example,” Presentation at the Introduction to Archives graduate course, New York University, November 20, 2017; (Invited) “Catholic Resources in Context,” Presentation at the Hudson County Genealogical & Historical Society, Secaucus Public Library, December 9, 2017; (Invited) “Irish & American Irish Resources” and “History of the Irish in New Jersey,” Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 17-18, 2018; (Invited) “South Orange and Global Citizens: Preserving Personal and Community History,” Presentation in “New Jersey Makers Series”, Village of South Orange and Seton Hall, March 10, 2018; (Invited) “Bishop John Dougherty: A Commensurable and Circumspect Sheen in Context,” Presentation at the American Catholic Historical Association Conference, Mount St. Mary’s College, April 14, 2018. Executive Director, New Jersey Catholic Historical Commission; Seton Hall University Digital Humanities Steering Committee; School of Nursing Historical Preservation Committee; Archdiocese of Newark Ecclesiastical Patrimony Committee; Catholic Library Association (CLA) Historian; Head, Catholic Resources Preservation Roundtable; Catholic Research Resources Alliance (CRRRA) Collections and Digital Access Committee; American Conference of Irish Studies (Archives and Digitization Task Force); Mid-Atlantic Archives Conference (MARAC) Program Committee; MARAC Scholarship Committee; Faculty Senator; Faculty Senate Library, Faculty Development, and Graduate Studies Committees; Charter Day Committee; Copyright Committee; Petersheim Academic Exposition Steering Committee (Chair of the Archives/Exhibit Sub-Committee); Student Leadership Servant Award Review Committee; Co-Advisor for the Seton Hall University Student Irish Society.

DeLuca: DeLuca L. and Pallitto R. (2018). Digital Resources to Support Quantitative Scholarship in Presidential Studies. *Presidential Studies Quarterly*. Accepted 2/28/18 for publication September 2018; Ackerman, E., & DeLuca, L. (2018). [Weed 'Em and Reap? Deselection of Political Science Books](#). *Journal of Academic Librarianship*, 44(1), 88-95. doi:10.1016/j.acalib.2017.10.003; DeLuca, L. (2018). [Presidential research resources: A guide to online information](#). *College*

& *Research Libraries News*, 79(2), 93; Workshop "[Data storytelling with PolicyMap across disciplines](#)," presented at IASSIST & CARTO 2018 conference in Montreal, Canada with K. Wissel and E. Nash (PolicyMap); Invited Paper: [Spatial Literacy with PolicyMap for Public Policy Undergraduate Instruction](#), 7th Annual Capstone Panel, American Society for Public Administration (APSA) 2018 Annual Conference, Denver, CO, March 9, 2018. [More information](#); ICPSR (Inter-university Consortium for Political and Social Research), PolicyMap and Open Source Mapping tools at [SHU Digital Humanities Summer Symposium](#), South Orange, NJ, June 5 & 6, 2018. Center for Faculty Development Advisory Board, 2015 – present; Digital Humanities Committee, 2014 – present; Senate Technology and Innovation Task Force, 2017-present; Alternate – Faculty Senate, 2017-present; University Research Council, 2016-2018; Faculty Convocation Committee, 2015, 2017; Faculty Marshall, Commencement, 2015, 2018; Access Services Search Committee, Spring 2018; Co-chair, Data Management Committee, Fall 2017-present; Collection Development Committee, University Libraries, 2015 – present; Liaison Committee, 2017- present; Planning team for 2018 Digital Humanities Summer Symposium; ACRL/PPIRS (Politics, Policy and International Relations Section) Vendor/Publisher Liaison and Review Committee – 2018-2020; Brownie Troop #20101, Co-Leader, Montclair, NJ, 2016-present.

Deyrup: *Librarian's Guide to Writing for Publication* (book to be published by ABC CLIO/Libraries Unlimited in fall 2018); "Yet another Look at the Glagolitic Alphabet" (NESEES Conference, NYU. April 7, 2018); Editor, *Journal of Archival Organization* (2017-); Column Editor, Digital Trends and the Global Library Community, *International Information & Library Review* (2015-); Editorial Boards, *International Information & Library Review* (2016-); *Journal of Electronic Resources Librarianship* (2010-); *Technical Services Quarterly* (2009); *Journal of Archival Organization* (2017-). Co-Chair, Senate Program Review Committee (2016-); Faculty Senate Executive Committee (2016-); Co-chair, Digital Humanities Committee (2016-); Member, Academic Integrity Committee (2018-); Chair, Calendar Committee (2018-); Member, Core Curriculum Committee (2015-); Library Program Review Committee; Member, Public Services Committee; Faculty Senator.

Ince: Ince, S. F., Hoadley, C., & Kirschner, P. A. (2018). A Study of Search Practices in Doctoral Student Scholarly Workflows. In *Proceedings of the 2018 Conference on Human Information Interaction & Retrieval* (pp. 245-248). ACM. <https://dl.acm.org/citation.cfm?doid=3176349.3176877>; Ince, S. (2018). Trends in academic libraries graduate student services: A case study. *The Journal of Academic Librarianship*. 44 (3) doi:10.1016/j.acalib.2018.02.012 <https://www.sciencedirect.com/science/article/pii/S0099133317303208>; Leonard, E., Ince, S., Mita, A. and Pelli, Z. NJLA Technology Awards nomination, April 20, 2018; Poster – Ince, S. F., Hoadley, C., & Kirschner, P. A. (2018, March). A Study of Search Practices in Doctoral Student Scholarly Workflows. CHIIR 2018. Rutgers. Provost’s Graduate Advisory Board, 2016 -; Graduate Senate Committee, 2016 -; Chair, Digital Preservation Committee, 2016-; Chair, Access Services Search Committee, 2018; Co-chair, Data Management Committee, 2017-; Assistant Dean for Archives & Special Collections & Gallery search committee, 2017; Library Program Review Committee, 2018; Member, Rank & Tenure Committee; NJLA Technology Committee, 2013-; Dolce Lab, NYU, 2010-.

Kalyan: “Analysis of eBook and Ejournals Turnaway Data to Enhance Library Collection Development” unfunded URC grant proposal. Access Services Librarian Search Committee; Vale Electronic Resources Committee; Vale Cooperative Collection Development Committee; Vale Digital and Media Committee; Library Collection Development Committee, Chair; Library Rank & Tenure Committee; Library EPC Committee.

Kehnemuyi: Began in May.

Loesch: Faculty Guide and Bylaws Committee; Library Program Review Committee; University Rank and Tenure Committee; Education Policy Committee, Chair; Library Nominations and Elections Committee, Chair; Data Management Committee; Library Rank and Tenure Committee; Acquisition Librarian Search Committee; VALE/ACRL/NJLA, Conference Breakout Proposal Committee; NJLA - CUS /ACRL- New Jersey Chapter – Bibliographic Control & Metadata Committee; NJ Name Authority Cooperative Project (NACO) Funnel; NJ Monographic Bibliographic Record Cooperative Program (BIBCO) Funnel; Our Lady of Sorrows/St. Joseph’s New Energies Committee (South

Orange/Maplewood, NJ) for Diocese of Newark; Minister of the Word, Our Lady of Sorrows Parish; Volunteer for Our Lady of Sorrows Food Pantry; St. Peter's Prep Parent Spirituality Group.

Mita: technical leaflet, "[Digital Exhibitions: Concepts and Practices](#)," Mid-Atlantic Regional Archives Conference, April 2018; poster "[Sharing More Than Space: The Outcomes of Merging Archives and Museum Practices at Seton Hall University](#)" at VALE/NJACRL/NJLA-CUS Conference; with Elizabeth Leonard, Zach Pelli, and Sharon Ince, presented on SHU Libraries innovations, 2018 NJLA CUS/ACRL-NJ Technology Innovation Award Competition; with Zach Pelli (invited presentation) CONTENTdm migration project, 2018 NJLA Annual Conference on June 1; manuscript reviewer for the *Journal of Archival Organization*. Convocation Committee; Academic Policy Committee; Faculty Senate Library Committee; Digital Humanities Committee; Digital Preservation Committee to April 2018; Library Faculty Assembly Secretary; search committee Assistant Dean of Special Collections and the Gallery; (chair) search committee for the Special Collections Assistant; Catholic Research Resources Alliance's Digital Access Committee; September 2017 to May 2018 Archdiocesan Archives Task Force; ACRL-NJ/NJLA-CUS Archives & Special Collections Committee; Society of American Archivists Mentorship Program.

Rose-Wiles: Sabbatical Spring 2018; Rose-Wiles, L.M., Glenn, M. & Stiskal, D. (2017) Fostering information literacy in first year biology students: a three year case study". *Journal of Academic Librarianship* 43, 495-508.
<https://www.sciencedirect.com/science/article/abs/pii/S0099133317301507>; Rose-Wiles, L.M. & Marzabadi, C. (In press). What do chemists cite? A five-year analysis of references cited in American Chemical Society journal articles. *Science & Technology Libraries* (accepted May 23, 2018); Rose-Wiles, L. (2018). Reflections on Fake News, Librarians, and Undergraduate Research. *Reference & User Services Quarterly*, 57(3), 200-204; Rose-Wiles, L.M. (2018). Lonergan's Functional Specialties and Academic Libraries. In: Rose-Wiles, Lisa M (editor). *The Functional Specialties: a workshop on applying Lonergan*. Proceedings of the Praxis Program of the Advanced Seminar on Mission's third Annual Summer Workshop, Trieste, Italy, July 24-27, 2017, p. 71-79,
<http://scholarship.shu.edu/cgi/viewcontent.cgi?article=1000&context=praxis->

[proceedings](#); Rose-Wiles, L.M., editor. (2018). Proceedings of the Praxis Program of the Advanced Seminar on Mission's third Annual Summer Workshop, Trieste, Italy, July 24-27, 2017,

<http://scholarship.shu.edu/cgi/viewcontent.cgi?article=1000&context=praxis-proceedings>; Rose-Wiles, L.M. (2017). Lonergan's Functional Specialties and Academic Libraries. Paper presented at "A Workshop Applying Lonergan: the Role of the Functional Specialties", Trieste, Italy. July 22-29, 2017; Rose-Wiles, L.M, Carter, T. & Hart, G. (2017). In research we trust. Presented at the 37th Annual Charleston Conference, Issues in Book & Serial Acquisition. Charleston, SC, November 6-10, 2017; manuscript reviewer, *Journal of Academic Librarianship*. Petersheim Academic Expo Steering Committee; co-chair of the Copyright Committee; search committee for the Associate Dean of HSLIC; Peer Leader in the Praxis Program of the Advanced Seminar on Mission and a GEM fellow from the founding cohort; Praxis Program Advisory Board.

Shea: Shea, G. & Derry, S. (2018, January). Academic libraries and students with autism spectrum disorder: How do we help? Poster session presented at VALE Users' Conference, Piscataway, NJ. Seton Hall University; Alternate, Faculty Senate, September 2017 – May 2018; Present; Academic Facilities Committee, November 2017 – May 2018; Faculty Convocation Committee, May 2018 – Present; Marshal, Commencement Committee, May 2018; Public Services Committee, June 2017 – Present; Program Review Committee, December 2017 – Present; Speaker's Series Planning Committee, May 2018 – Present; Health Sciences Librarian Search Committee, Spring 2018; User Education Committee, ACRL-NJ, May 2018 – Present.

Wissel: Workshop Presentation, Data Storytelling with PolicyMap across the Disciplines (with Lisa DeLuca) at IASSIST & Carto sponsored Once Upon a Data Point: Sustaining our Data Storytellers, Montreal, Quebec May 2018. Library Public Services Committee – Chair; Library Data Management Committee; University Charter Week Committee; Senate Library Committee; Senate Compensation and Wellness Committee.

Notable Administrative Scholarship and Service

Brasile: New Jersey State Council on the Arts regrants/Essex County Arts Council, Division of Cultural and Historic Affairs for “Ryan Roa: It’s Complicated” and for “Marguerite Louppe and Maurice Brianchon: Mirrors of Midcentury French Culture.”

Derry: Shea, G., & Derry, S. (2018, January). Academic libraries and students with autism spectrum disorder (ASD): How do we help? Poster session presented at the VALE Annual Conference, Piscataway, NJ. University Assessment Committee; Library News Committee; Public Services Committee (PSC); Term Reference Librarian search committee; Public Services Librarian search committee; Interlibrary Loan Coordinator search committee; Circulation Clerk search committee.

Leonard: Leonard, E. (2018). Dream the Impossible Dream: A Case Study of U.S. Federal Website Accessibility Standards Compliance at Seton Hall University Libraries. *International Information & Library Review* 50(1), 34-39. <https://doi.org/10.1080/10572317.2018.1422908>; Leonard, E. (2017). Crash Course in Library Technology Planning (Book Review). *Library Journal* 87(3), 287-8; Leonard, E. (2018, June). Compliance or Bust: Accessibility, the Office of Civil Rights, and Seton Hall University Libraries. *The Road to Electronic Information Accessibility: How Do We Increase Student Success? ALCTS Virtual Preconference*. <http://www.ala.org/alcts/events/ac/2018/vc-sess1>; Keepper, M., Leonard, E., and Martin, T. (2018). Have your cake and eat it too: Streamlining resource access via interoperable discovery and patron empowerment integration & SSO at Seton Hall University. Presentation at *Electronic Resources & Libraries*. <http://sched.co/Crh4>; Ahlberg, S., Leonard, E., Pyle, J., and Sanford, A. (2017) Personalization, Privacy, and the Pressure to Upgrade Authentication – A Conundrum? Or Perhaps a Win-Win? Presentation at *Charleston Library Conference*. <http://sched.co/CHpU>; Keepper, M., Leonard, E., and Martin, T. (2017). Have your cake and eat it too: Streamlining resource access via interoperable discovery and patron empowerment integration & SSO at Seton Hall University. Presentation at *EDS User’s Group*, Salt Lake City, Utah; Leonard, E. (2017). Librarian, Educate Thyself: Achieving Compliance in Accessibility. Presentation at *EDS User’s Group*, Salt Lake City, Utah. Teaching and Learning

Roundtable, Online Learning Committee; Digital Accessibility; Digital Humanities Committee; Collection Development Committee; Digital Preservation Group.

Pelli: with Elizabeth Leonard, Amanda Mita, and Sharon Ince, presented on SHU Libraries innovations, 2018 NJLA CUS/ACRL-NJ Technology Innovation Award Competition; with Amanda Mita (invited presentation) CONTENTdm migration project, 2018 NJLA Annual Conference on June 1. Digital Preservation Committee (Digipres); Library Technology committee.

Ponichtera: Began in March.

Schaeffer: With Brasile and staff, led the Vault Reorganization Project, Preservation Lab Organization, Integrated Pest Management Policy and processes, and vastly improved Vault Security: restricted swipe access and light activated cameras.

Progress on Library Strategic Plan Objectives Round 4: Going forward to 2020¹

Objectives July 2017 to 2020.

Approved by the Library faculty July 19, 2017

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)

Accomplished. See first bulleted item in the Executive Summary and the Duffy and Leonard Annual Reports.

Objective 2: Implement the Libraries' Technology Strategic plan (<http://library.shu.edu/library/DigCollTechPln>) (1-3, 5-9)

Progress made in deploying Preservica (our digital preservation tool/service) on assets such as Poetry in the Round recordings, e-mail blasts, the digitized Galleon and Catholic Advocate. See the Leonard and Ince Annual Reports and bulleted items in the Executive Summary on Data Management and the Institutional Repository.

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)

Progress made: regular meetings with the Asst./Assoc. Deans and Dean's Library faculty meeting. Strong (but slow) coordination with the LFA on agreed reappointment schedules, R&T guidelines. All-staff meeting on the process and state of HMH-Library negotiations.

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

¹ Strategic Plan Goals

Goal 1) Provide expert assistance, instruction, and an innovative suite of user services which are responsive to the needs of our community and changing circumstances.

Goal 2) Build up and preserve print, digital, and other materials using selection criteria that reflect the academic priorities of the University, current collection strengths and significant research in all areas of study pursued at the University.

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

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

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.

Goal 6) Develop strategic alliances and cooperate with other organizations for the advancement of scholarship, efficiency, and University goals and objectives.

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

Goal 8) Foster an organizational culture and work structures that are agile, communicative, transparent, resilient and flexible, embrace change and encourage teamwork.

Goal 9) Secure the resources to meet Seton Hall University Libraries' goals and objectives.

encounters like embedded Library faculty work, online reference, online course development, assignment development, library faculty and Dean outreach efforts (1, 5, 8)

Progress made. See bulleted item on the Wiley project in the Executive Summary as well as the Derry Annual Report sections on assessment.

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)

Progress made: chat reference data collected and analyzed. See the Derry Annual Report.

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)

The Gallery made the most progress in this area. See the Brasile and Schaeffer sections of the combined Special Collections and Gallery Annual Report on work in the Vault. This is significant. After almost four years of work and attempts to integrate the two units, a change in leadership and direction was needed to implement processes and make progress on this Objective. I was Acting dept. head for almost a year, and Asst. Dean Dr. Sarah Ponichtera was hired in March. Rapid progress has ensued.

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

Much progress here: new storage area, new vitrines (specifically designed for our needs), new signage and semi-permanent displays. See the Brasile section of the combined Special Collections and Gallery Annual Report.

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)

Only modest progress here: Asst. Dean Derry did a "feedback to the Asst. Dean" table in the IC that garnered very little response, and no progress on the newsletter.

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)

Essentially maintained our progress in prior years here. The Speakers Series highlights this role of the University Libraries.

Objective 10: Continue to deploy more sophisticated mapping, wayfinding, signage and/or digital signage for the stacks and the building (1, 3-5)

Significant progress here with Stackmap: see the item within the Provost's Thrust Initiative bullet in the Executive Summary.

Objective 11: Deploy the Alumni portal (1, 3, 5-7)

Significant progress here with the Alumni Portal: see the bullet in the Executive Summary – a four-years-in-the-making accomplishment.

Objective 12: Develop Electronic Resources workflows and collections monitoring (1-3, 5-9)
Essentially maintained our progress in prior years here. We could not have accomplished the IHS Library project without this prior work.

Objective 13: Expand access to electrical power for students throughout the building (4, 9)
Significant progress here with the power stations and Omnicharge “bricks”: see the item within the Provost’s Thrust Initiative bullet in the Executive Summary. The lack of response from the VP for Administration to an SGA initiative on this and Group Study rooms was disappointing.

Objective 14: Partner w/Security for better evening security coverage (7-8)
Only modest progress made on this Objective: contact and response was sporadic and accommodations needed for Security presence and during our elevator outage was non-cooperative.

Objective 15: Address legacy issues with our print collections (2-3, 5, 8)
Essentially maintained our pace of progress in prior years here with continuing correction of records and re-doing outdated/outmoded cataloging of materials. See the Technical Services Annual Report.

Objective 16: Grow the budget to address curricular and research needs (2, 9)
Good progress made on this Objective (thanks to the support of the Provost): budget augmentation of \$120K plus some personnel funds that will allow much more flexibility to our next faculty hire(s).

2018-2019-2020 Re-focus on Library Strategic Plan Objectives

I engaged in an exercise April and May of 2018 with my leadership team. The University Libraries had reached the end of how far we could push our existing structure (Assistant Deans and Committees) to manage services, but there are still things we want to do, and should do. How do we organize ourselves to do them? We needed to both deepen and broaden our thinking about our current Objectives and to think a little more creatively about the best use of our time until 2020. We discussed three questions:

1. What are the types and levels of the most effective librarian services we should be offering?
2. What should the mix between Public Services and Collections Services look like to best offer those services?

3. What are the drivers of work in Collections Services over the next 2-3 years?

The result was two clear groupings of top priorities, a clarity of purpose, and a manifest realization that, to make progress, assignment changes would have to be made. Though not comprehensively covering all our Objectives and activities, we realized that we are in the last 2.5 years of our current Strategic Plan with an Interim President. The overriding Goals to be addressed from our plan are:

Clearly at 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 over the next 2.5 – 3 years 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.
- Developing a cohesive marketing approach within the SHU community – current Objectives 8 & 3.
- Growing online services (tutorials/Bb) – current Objective 4.
- Thinking creatively about the new Head of Instruction position and addressing Reference needs (chat, Ref. co-heads?) – current Objectives 4 & 5.

Coming in 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 over the next 2.5 – 3 years 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).
- Managing our collections (digital and legacy) and moving Collections Services toward Metadata Services.
- Implementing and supporting the IHS Library.

Annual Report Outline 2017-18 by School/College: With Annotations

Executive Summary: *Done*

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

Projected Goals and Objectives for the Next Year: *Done*

Activities and Results of School Strategic Plans and Seton Hall's Strategic Plan: *Done (same as Status of Goals and Objectives for the Present Year)*

Outcomes Assessment: *Appended*

Innovations in Teaching: *See information on the Wiley project*

Budget Data: *N/A and/or see progress on this year's last Objective*

Cost per credit by College program: *N/A*

Enrollment Data: *N/A*

 Include Major courses compared with Service courses

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

Faculty Data: *N/A (?)*

Faculty Scholarship and Service: *Done*

Faculty and Chair/Administrator Development: *See report on further refinement of Objectives*

Faculty Outside Employment: *N/A*

Institutional Program Review and Accreditation (s)

 Program Review Calendar: *Undertaking this coming year after a requested delay.*

 Annual Updates to Program Review: *N/A*

 Accreditation Calendar and Status: *N/A*

Collaboration with Others (i.e. other institutions): *See the information on this year's progress on Objective 2*

Advancement Activities (donor meetings, alumni events, giving rates): *See the Donor "thank you" film, Alumni Library Resources page*

Outreach to:

high schools and high school students: *Coordinated opening for all Admissions days*

admitted students, undergraduates and graduates: *U-life tours and our entire Instruction Program are aimed at this.*

(indicate college-wide or focused on specific departments): *Our Liaison program works with all specific departments.*

Facilities and Equipment: *See the report on Objective 2*

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

Major Events/Conferences: *Speakers Series continuation*

Dissertations and Theses approved (listing): *N/A*

Appendix: Board bullets submitted 2017-18: *N/A*

Xue-Ming Bao, Ed.D., MLS

Electronic Resources Librarian and Associate Professor

Annual Report FY: 2017-2018

Introduction

In the past academic year (2017-2018), I took a sabbatical leave in the Fall Semester 2017. I visited 10 libraries and schools of information management in five cities in China from May to July 2017, and wrote a field study report on Digital Humanities in Chinese libraries from August to December 2017. My report was accepted for a Poster Session at the 19th VALE/ACRL-NJ/NJLA-CUS Users' Conference: Innovate, Create, Collaborate: Moving Libraries Forward on January 5, 2018.

Since the Spring Semester from January 2018, I have worked in the role of Electronic Resources Librarian again. Dr. John Buschman, Library Dean wrote: "...your work as Electronic Resources Librarian is crucial to the Libraries' strategic plan..." (Letter of Evaluation and Objectives, January 25, 2018). I have organized my annual report based on the specific tasks that were assigned to me in the Dean's letter. My work log analysis from January to May 2018 has shown that 52% of my work involved in daily problem solving, of which 31% concerned with solving problems related to access of online materials, and 17% interfaced with vendors via email and telephone to set up, repair, and update links. About 22% of my work log entries involved in teaching, reference work, and providing consultation to graduate students of Asian Studies, and 10% involved in services such as attending Faculty Senate Committee meetings, providing peer-reviews on book chapters, and running special events sponsored by Library Chinese Corner.

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Successes and Challenges

Objectives 1, 3, 5 & 12 in Relation to My Specific Tasks

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, etc. in a timely fashion, to be included in my annual report and the Fast Facts page on website. I generated 12 tables for this report (see Appendix). They can be summarized by the following fast facts table:

Fast Facts	Total
Resource Statistics as of May 2018	
Total number of titles (all formats)	2,056,726
Total number of journal titles (all formats)	212,404
Total number of print books	535,853
Total number of ebook titles	1,207,471
Usage Statistics from May 2017 to May 2018	
Number of full-text articles downloaded	426,991
Total interlibrary loan transactions	20,000
Subject guide views	63,750
Website views	399,298

Note: Fulltext downloads: EDS 203274 + ProQuest 161562 + BrowZine 10095 + ScienceDirect 48951 + Credo 3109 = 426,991

RedLink

I worked with RedLink Support to explore its demo site in March, 2018. I saw fulltext usage tables by vendor and by month as well as their charts on its demo

site. According to RedLink's documentation, it provides library decision-makers convenient and powerful tools to review usage trends, cost information, and areas of growth in demand for their e-resource content collections. To set up with RedLink, our library needs to fill out three templates:

- (1) RedLinkAccessCredentials_template,
- (2) RedLinkBundlesFile_template, and
- (3) RedLinkLicensesCostFile_template.

Semester Linkchecker

I ran the Link Checker app in Springshare for the link integrity of libguides, databases, and books in January 2018. The app identified 267 potential link issues in libguides, 60 for databases, and 23 for books. I manually checked all the links to determine whether or not they were broken links indeed. I found 82 (or 31% of 267) broken links in libguides but all the database and book links were good. I sent out email notices to 13 faculty and administrators who were connected for these broken links to correct them. My speculation on the high rate of false alarm (59% for libguide links, and 100% for database and book links) is that the Link Checker app needs to be improved.

Quarterly Upload of Kbart to RAPID and EDS

I downloaded full kbart files from WMS KB, selected about 50,000 fulltext journals, and uploaded them to RAPID for the Interlibrary Loan Services, and to EBSCO FTP site for EDS search in January and April 2018 respectively.

Weekly Item Inventory Download

Every week, I downloaded the item inventory file from OCLC's FTP site, edited to correct mismatched columns of 1,500+ records, and uploaded the files to SharePoint on the Seton Hall University network.

Daily Problem Solving and Update

Over 50% (190) of my work log entries related problem solving, 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 many hours for me to figure out the causes. Sometimes, I had to report them to vendors' tech support for solutions. In following passages, I provide a few examples of the daily issues I worked on between January and May 2018.

Case 1. Updated the collection sharing selections in KB with Law School Library. I selected 81 collections shared by Seton Hall Law Rodino Library, and deselected three wrongly selected collections.

Case 2. Pushed SHU IT to resolve the issue of ezproxy being unable to bypass the Medical School Library's IP range on the Nutley campus as a high priority. If this was not resolved timely, the whole Medical School Building in Nutley would not be able the library databases.

Case 3. Worked with Ovid Support to add library's OCLC link resolver to its platform. Our "Find@SHU Libraries" link will appear when a user searches articles directly on the Ovid platform <https://library.shu.edu/ovid>. The link will lead to other library databases for fulltext or the interlibrary loan request page if no fulltext is available in any of the library databases.

Case 4. Worked with EBSCO EDS Support to add ArchivesSpace OAI records to EDS. I have filled out EBSCO's setup questionnaire for technical specifications. It is a work in progress. Over 58,000 records in ArchivesSpace will be searchable in EDS when this project is completed.

Case 5. Manually added ProQuest Custom Link to EDS so that a user will be able to link to ProQuest databases; thus expanding the fulltext availability greatly.

Case 6. Worked with EBSCO Support to resolve the EDS off-campus access issue. I removed the cookie component in the EDS permalinks and modified another coding in the link.

Case 7. Worked with OCLC Support to resolve the issue of an ebook wrongly attached to a print book.

Case 8. Generated Seminary library new titles from July 2014 to January 2018 (942), and all Seminary library titles (69,229) per request. The Seminary

library staff may sort the column of “Date Adding New Titles” to find out how many new titles were added during each year.

Case 9. Fixed the issue with “Linked Full Text” in EDS for a particular record by turning off one of the linking options in the EDS Admin.

Case 10. Dealt with a user’s question that the ProQuest custom link in EDS got triggered because ProQuest had this article fulltext when the record was indexed in EDS’ two databases: PsycINFO and Complementary Index which do not have fulltext to this article. The myth was why the record from PsycINFO generated a wrong ProQuest link; whereas, the record from Complementary Index generated a correct one. The issue had something to do how the record was indexed in the EDS’s two different databases; thus affecting how the link resolver would form an OpenURL.

Case 11. Dealt with a user’s question why the item number in the subject facet in the left of EDS search screen did not match the number in the result display. Usually the number in subject facet is bigger than that in the final result display. EBSCO Support’s response confirmed my duplication removal hypothesis. Due to the deduplication system in EDS, when a search is run, it removes duplicates as the user navigates from page-to-page in the results list. So if a search has 100 total results, but only 85 would remain after deduplication while the initial search results page will state 100 results as the total returned.

Case 12. Dealt with a user’s question why JSTOR’s MLA style permalink had no ezproxy component whereas other styles’ permalinks (Chicago and APA) had it. JSTOR Support responded: “The removal of “http” is compliant with version 8 of MLA, which our citation generator uses. In addition, MLA encourages the use of a stable URL or permalink, which would exclude the proxy information in the URL of the citation.”

Finally, as a Library Liaison to Asian Studies, the success of my professional effectiveness is also reflected by receiving a grant funding of \$21,000 from China Office of Culture and Language Promotion (Hanban) to set up and maintain [Library Chinese Corner](#) in the past three consecutive years. The Chinese Corner is located in the Library’s multifunction floor. The donated books are available for reading and borrowing by the students at Seton Hall University. It contains 300 donated books from Hanban and other added books for a total of 681

items. According to the circulation statistics between September 2014 and February 2018, 353 items were checked out for 1,103 times with a circulation rate of 52%, and cumulative visitors were in the hundreds. The Chinese Corner has recruited seven graduate students of Asian Studies to be the Project Assistant. They visited Chinese language classes on the campus to introduce the resources in the Chinese Corner, provided one-on-one tutoring, created 14 video clips to document and promote Chinese culture and language learning through special events.

Looking Ahead

I will continue to work towards Objectives 1, 3, 5 & 12 for the specific tasks assigned to me. I hope to have more time for my scholarship activities during my regular workday (Monday through Friday, 9:00 am to 5:00 pm).

Service

I organized a Library Chinese Corner's Multicultural Day event between noon and 1 pm on April 26, 2018 in collaboration with Asian Studies Program as part of the 22nd annual Petersheim Academic Exposition. Special thanks to Xiao-Qin and Eva who prepared 500 pieces of Chinese dumplings and spring rolls which were all gone by 1:00 pm. Also, I would like to thank Mr. Chaoran Zheng and Mr. Li Kang, graduate students of Asian Studies who provided demo of creating origami and calligraphy. Many dozens of people tasted the delicious food, and over 10 people participated in paper-folding and calligraphy. Their English names were translated into sound-alike Chinese calligraphy characters on the origami to mean good fortune, precious stone, and overcome to succeed, and so on.

I organized a Library Chinese Corner's Seminar on Teaching Chinese as a Second Language with a focus on Classroom Management in K-12 Schools on February 23, 2018. Three experienced teachers were invited to speak: (1) Qingqing Lan on finding things to appreciate, (2) Liping Meng on using discipline, engagement, and encouragement, and (3) Xiaoqing Li on making lessons interesting. Nine out of 20 participants filled out the feedback forms, and found many useful, interesting, and new learning points at the seminar. Here are some of the comments: "show love to students," "prepare the class with all heart," "passion for teaching," "creative projects," "deal with different problems with patience, firm rules, but flexible when necessary," "communicate with students, parents, and school administrators," and "keep phone calls and emails in order." The top three interested topics for future seminars are (1) how to bring out students' interest in

learning,” (2) how to design classroom activities, and (3) how to deal with classroom emergencies.

I served as a judge for the Chinese Language Competition sponsored by Asian Studies Program on April 26, 2018.

I participated in the interviews for recruiting new librarians throughout the Spring Semester 2018.

I served as a member and Co-Chair (2016) of Faculty Senate’s IT Committee, 1998 – 2019.

I served on Faculty Senate’s Faculty Development Committee, 2014 – 2019.

Professional Development

- Attended webinar training of R for Libraries in May 2018.
- Attended OpenAthens PALCI webinar in April and in-person meeting with Andrew Nagy (Open Athens/EBSCO) in May 2018.
- Attended Speaker’s Series Event with Prof. KC Choi & Monsignor Dennis Mahon on the topic of “The Absence of Healthy Confrontation: Reflections on Pope Francis’ World Communications Day Message on Fake News” in April 2018.
- Attended "Love Data Week - Panel Discussion: Using ICPSR/Data across Disciplines" in February 2018.
- Attended SharePoint training in January 2018.

Publications and Presentations

I completed my field study report entitled “Digital Humanities in Chinese Libraries: Research, Innovation, and Collaboration” by the end of December 2017. My report was accepted for a Poster Session at the 19thVALE/ACRL-NJ/NJLA-CUS Users' Conference: Innovate, Create, Collaborate: Moving Libraries Forward on January 5, 2018.



I am in the process of submitting it to a peer reviewed journal for publication. The following is the abstract of the report.

Abstract

This paper reports on a field study of Chinese libraries undertaken during the summer of 2017. The findings describe Chinese digital libraries (DL) and digital humanities (DH) projects and articulate their similarities and differences. The report concludes that Chinese libraries bring new approaches to the practices in DH through technical innovations such as (1) the delivery of new digital tools for preserving ancient Chinese books and special collections, (2) interactive visualization projects, and (3) scholarly communication opportunities through conferences, seminars, and WeChat groups. The Chinese perspective interchanges DL and DH in that not only is DH developed based on DL, but contributes to the continuing development of DL.

Also, I was invited by IGI Global Book to perform peer-review of two book chapters on digital humanities by the libraries in Hong Kong and South Korea in April and May 2018.

Appendix

Table 1. KB Item Count by Collection Names and Format

oclc_collection_name	ebook	eJournal	Print Journal	Media (audio, video, image)	Micro fiche	Total	Percentage
Total KB Item Count (as of May 2018)	1207471	207974	4430	31611	34833	1486319	100.00%
EBSCO eBook Subscription Academic Collection - North America	174319	0	0	0	0	174319	12%
Ebook Central Academic Complete	150293	0	0	0	0	150293	10%
U.S. Government Documents - Electronic	121664	15361	0	0	0	137025	9%
Eighteenth Century Collection Online I All modules	135714	191	0	0	0	135905	9%
Early English Books Online (EEBO)	83392	0	0	0	0	83392	6%
EBSCO eBook Subscription Community College Collection	58236	0	0	0	0	58236	4%
Eighteenth Century Collection Online II All modules	47785	400	0	0	0	48185	3%
Ebook Central College Complete	46909	0	0	0	0	46909	3%
EBSCO eBook Public Library Collection (North America)	44814	0	0	0	0	44814	3%
Early American Imprints, Series I,	0	0	0	0	34833	34833	2%

Evans: 1639-1800 Microfich							
EBSCO eBook Subscription University Press Collection	34811	0	0	0	0	34811	2%
Books at JSTOR Evidence Based Acquisitions	32405	0	0	0	0	32405	2%
Ebook Central University Press Subscription	26862	0	0	0	0	26862	2%
Kanopy PDA US	0	0	0	25261	0	25261	2%
HeinOnline Congressional Documents Library	24909	8	0	0	0	24917	2%
Project Gutenberg E- Books	24636	0	0	0	0	24636	2%
ProQuest Central	417	18212	0	11	0	18640	1%
American Theological Library Association (ATLA) Historical Mo	18426	0	0	0	0	18426	1%
EBSCO eBook Business Collection	18197	0	0	0	0	18197	1%
EBSCO eBook History Collection	17455	0	0	0	0	17455	1%
ProQuest Congressional - Congressional Research	0	15949	0	0	0	15949	1%
Quebec Government Documents BAnQ Collections (McGill)	15551	5	0	0	0	15556	1%
Ebook Central DDA Titles	14364	0	0	0	0	14364	1%
Academic Search Complete	1292	8390	0	0	0	9682	1%
Directory of Open Access Journals (All titles)	0	9175	0	0	0	9175	1%
Academic OneFile	376	8028	0	58	0	8462	1%
Directory of Open Access Books	8406	0	0	0	0	8406	1%

EBSCO eBook Religion Collection Worldwide	8104	0	0	0	0	8104	1%
Business Insights: Global	2797	5034	0	10	0	7841	1%
General OneFile	797	6662	0	100	0	7559	1%
Literary Reference Center	6537	552	0	0	0	7089	0%
ABI/INFORM Collection	22	6733	0	1	0	6756	0%
Nexis Uni	0	6603	0	0	0	6603	0%
National Academies Press open access monographs	6408	0	0	0	0	6408	0%
EBSCO eBook EngineeringCore	5971	0	0	0	0	5971	0%
Academic Search Premier	1199	4748	0	0	0	5947	0%
All EBSCO eBooks	5618	0	0	0	0	5618	0%
HeinOnline Legal Classics	5555	25	0	0	0	5580	0%
Music Online: Classical Music Library - United States	0	0	0	5076	0	5076	0%
ProQuest Research Library	21	5013	0	0	0	5034	0%
SAGE Knowledge Complete Books Reference and Navigator Collect	4348	0	0	0	0	4348	0%
HeinOnline World Constitutions Illustrated: Contemporary & Hi	4200	25	0	0	0	4225	0%
Seton Hall Print Serials	0	0	4004	0	0	4004	0%
EBSCO eBook Clinical Collection	3519	0	0	0	0	3519	0%
ABI/INFORM Trade & Industry	12	3450	0	1	0	3463	0%
ABI/INFORM Global	9	3346	0	0	0	3355	0%
OAPEN : Open Access Publishing in European Networks	3321	0	0	0	0	3321	0%

Elsevier ScienceDirect Journals	0	3191	0	0	0	3191	0%
ProQuest Social Sciences Premium Collection	7	3113	0	0	0	3120	0%
ProQuest Health & Medical Collection Shell	118	2956	0	0	0	3074	0%
Health Reference Center Academic	197	2632	0	73	0	2902	0%
Books at JSTOR Open Access	2901	0	0	0	0	2901	0%
Business Collection	50	2747	0	0	0	2797	0%
Ebook Central Perpetual Titles	2781	0	0	0	0	2781	0%
HeinOnline World Trials Library	2697	2	0	0	0	2699	0%
PubMed Central fulltext only	0	2565	0	0	0	2565	0%
HeinOnline Law Journal Library	4	2276	0	0	0	2280	0%
Springer LYRISIS 2017 Journals	0	2248	0	0	0	2248	0%
Springer LYRISIS 2018 Journals	0	2210	0	0	0	2210	0%
MasterFILE Elite	1032	956	0	0	0	1988	0%
Points of View Reference Center	1754	184	0	0	0	1938	0%
Elsevier ClinicalKey	1073	678	0	0	0	1751	0%
Apabi eBooks	1746	0	0	0	0	1746	0%
Middle Search Plus	1582	156	0	0	0	1738	0%
Wiley Online Library Database Model 2018	0	1667	0	0	0	1667	0%
American County Histories: All States	1663	0	0	0	0	1663	0%
Seton Hall Permanent Access eBooks on EBSCOHost	1659	0	0	0	0	1659	0%
Wiley Database Model 2017	0	1632	0	0	0	1632	0%
Springer Complete Journals	0	1582	0	0	0	1582	0%

Literature Criticism Online	1580	0	0	0	0	1580	0%
Primary Search	1443	85	0	0	0	1528	0%
Opposing Viewpoints in Context	1275	152	0	19	0	1446	0%
InfoTrac Newsstand	14	1400	0	6	0	1420	0%
ProQuest Science Database	10	1396	0	0	0	1406	0%
EBSCO Newspaper Source Plus	5	1389	0	0	0	1394	0%
ProQuest Nursing & Allied Health Database	79	1284	0	8	0	1371	0%
Military and Government Collection	1102	255	0	0	0	1357	0%
Student Resources in Context	295	1005	0	27	0	1327	0%
Health & Wellness Resource Center	196	1042	0	87	0	1325	0%
HeinOnline U.S. Federal Legislative History Library	1322	1	0	0	0	1323	0%
De Gruyter Open Access eBooks	1309	0	0	0	0	1309	0%
The Gerritsen Collection of Aletta H. Jacobs -- Books	1284	0	0	0	0	1284	0%
Digital Library of Classic Protestant Texts	1275	0	0	0	0	1275	0%
ProQuest Social Science Database	1	1259	0	0	0	1260	0%
ProQuest Congressional - Congressional Hearings	0	1254	0	0	0	1254	0%
Wiley Online Library All Backfiles	0	1191	0	0	0	1191	0%
Nursing and Allied Health Collection	74	1097	0	8	0	1179	0%
ProQuest Education Database	5	1122	0	0	0	1127	0%
¡Informe! (Revistas en Español)	2	1097	0	5	0	1104	0%

Global Issues in Context	355	719	0	16	0	1090	0%
SAGE Premier 2016	0	1079	0	0	0	1079	0%
Business Source Elite	16	1059	0	0	0	1075	0%
ProQuest American Periodicals	0	1057	0	0	0	1057	0%
Hospitality, Tourism and Leisure Collection	419	590	0	6	0	1015	0%
SAGE Premier 2015	0	1004	0	0	0	1004	0%
ProQuest Career and Technical Education Database	160	830	0	2	0	992	0%
SAGE Premier 2014	0	975	0	0	0	975	0%
Business Economics and Theory Collection	112	836	0	14	0	962	0%
Political Science Complete	299	640	0	0	0	939	0%
ProQuest Health Management Database	4	928	0	2	0	934	0%
Small Business Reference Center	539	390	0	0	0	929	0%
SAGE Business Cases Collection	882	0	0	0	0	882	0%
HeinOnline Spinelli's Law Library Reference Shelf	823	38	0	0	0	861	0%
ProQuest Psychology Journals	5	852	0	0	0	857	0%
Gale GREENR	37	796	0	0	0	833	0%
Educators Reference Complete	2	789	0	5	0	796	0%
EBSCOhost Electronic Journals Service (EJS)	0	788	0	0	0	788	0%
Ebook Central Reference Ebook Subscription	786	0	0	0	0	786	0%
SAGE Publications	0	785	0	0	0	785	0%
Contemporary Womens Issues	343	440	0	0	0	783	0%
Canadian Business & Current Affairs Database	10	748	0	0	0	758	0%

Ebook Central Reference Research Ebook Subscription	742	0	0	0	0	742	0%
SPORTDiscus with Full Text	120	621	0	0	0	741	0%
Readex Early American Newspapers, Series 1, 1690-1876	0	724	0	0	0	724	0%
Chinese Academic Journals	0	720	0	0	0	720	0%
HeinOnline Session Laws Library	695	22	0	0	0	717	0%
HeinOnline State Statutes: A Historical Archive	713	3	0	0	0	716	0%
ScienceDirect All Books	664	0	0	0	0	664	0%
Digital Library of The Catholic Reformation	659	0	0	0	0	659	0%
Cambridge Companions Complete Collection	655	0	0	0	0	655	0%
Computer Database	6	621	0	6	0	633	0%
ProQuest Congressional - U.S. Serial Set 1 Digital Collection	0	629	0	0	0	629	0%
De Gruyter Open Access eJournals	0	627	0	0	0	627	0%
Banking Information Source	0	616	0	0	0	616	0%
Project Gutenberg Audio Books	615	0	0	0	0	615	0%
CINAHL with Full Text	0	605	0	0	0	605	0%
Project Muse Journals Premium Collection	0	599	0	0	0	599	0%
Military and Intelligence	83	505	0	6	0	594	0%
HeinOnline Intellectual Property Law Collection	509	72	0	0	0	581	0%
ProQuest Congressional - U.S.	0	580	0	0	0	580	0%

Serial Set 2 Digital Collection							
Science in Context	92	463	0	12	0	567	0%
Small Business Collection	16	542	0	5	0	563	0%
Communication and Mass Media Complete	119	439	0	0	0	558	0%
ProQuest Family Health Database	25	517	0	0	0	542	0%
Biography in Context	188	341	0	1	0	530	0%
HeinOnline Congress and the Courts	497	15	0	0	0	512	0%
LitFinder	399	105	0	0	0	504	0%
ProQuest Congressional - House and Senate Unpublished Hearing	0	503	0	0	0	503	0%
ProQuest Military Database	8	492	0	0	0	500	0%
Literature Resource Center	11	471	0	1	0	483	0%
SAGE Deep Backfile HSS 2015	0	481	0	0	0	481	0%
ScienceDirect Book Series	456	16	0	0	0	472	0%
Accounting & Tax Database	1	467	0	0	0	468	0%
Index to Legal Periodicals & Books Full Text (H.W. Wilson)	0	436	0	0	0	436	0%
ProQuest Computing Database	0	436	0	0	0	436	0%
DLB Complete Online	431	0	0	0	0	431	0%
Psychology Collection	8	417	0	5	0	430	0%
Seton Hall Seminary Print Serials	0	3	426	0	0	429	0%
Communication and Mass Media	33	384	0	6	0	423	0%
Ethnic News Watch (ENW)	0	420	0	0	0	420	0%
SAGE Deep Backfile HSS 2012	0	413	0	0	0	413	0%

ProQuest Congressional - Executive Orders	0	406	0	0	0	406	0%
Biology Database	0	385	0	0	0	385	0%
Environmental Studies and Policy	48	318	0	13	0	379	0%
Vocations and Careers Collection	4	370	0	5	0	379	0%
ProQuest Asian Business and Reference	11	359	0	0	0	370	0%
Criminal Justice Collection	8	346	0	5	0	359	0%
Books at JSTOR All Purchased	344	0	0	0	0	344	0%
Counseling and Therapy in Video Volume 1	0	0	0	339	0	339	0%
Project Muse Journals Standard Collection	0	337	0	0	0	337	0%
PRISMA Database with HAPI Index	0	333	0	0	0	333	0%
Oxford University Press Journals Online	0	332	0	0	0	332	0%
Fine Arts and Music Collection	7	316	0	8	0	331	0%
Agriculture Collection	14	311	0	5	0	330	0%
Canadian Newsstream	0	330	0	0	0	330	0%
Credo Academic Core	330	0	0	0	0	330	0%
ATLA Religion Database with ATLASerials	0	328	0	0	0	328	0%
Open Access Databases (McGill)	303	23	0	2	0	328	0%
ABI/INFORM Dateline	0	327	0	0	0	327	0%
LegalTrac	2	319	0	6	0	327	0%
BMC Journals (Open Access Content only)	0	321	0	0	0	321	0%
Book Review Index Plus Online	0	319	0	0	0	319	0%
Gender Watch (GW)	15	292	0	0	0	307	0%
Art Full Text (H.W. Wilson)	0	301	0	0	0	301	0%
ATLA Serials	0	289	0	0	0	289	0%

HeinOnline Treaties and Agreements Library	267	16	0	0	0	283	0%
ProQuest Religion Database	0	276	0	0	0	276	0%
Project Muse All Journals	0	269	0	0	0	269	0%
Culinary Arts	15	246	0	5	0	266	0%
Information Science and Library Issues	5	253	0	7	0	265	0%
ProQuest Criminal Justice (Alumni)	1	264	0	0	0	265	0%
Diversity Studies Collection	15	242	0	5	0	262	0%
Women and Social Movements in The United States Basic Edition	258	0	0	0	0	258	0%
JSTOR Arts & Sciences VII Collection	0	256	0	0	0	256	0%
ProQuest Telecommunications Database	0	252	0	0	0	252	0%
Readers' Guide Full Text Mega (H.W. Wilson)	0	251	0	0	0	251	0%
Gender Studies Collection	35	172	0	41	0	248	0%
Religion and Philosophy Collection	3	227	0	5	0	235	0%
War and Terrorism Collection	87	142	0	5	0	234	0%
Ambrose Video	0	0	0	228	0	228	0%
JSTOR Arts & Sciences VI Collection	0	228	0	0	0	228	0%
JSTOR Arts & Sciences III Collection	0	220	0	0	0	220	0%
CBCA Business	1	217	0	0	0	218	0%
HeinOnline U.S. Federal Agency Documents, Decisions, and Appe	116	92	0	0	0	208	0%
HeinOnline U.S. Presidential Library	200	4	0	0	0	204	0%

Legal Information Reference Center	200	4	0	0	0	204	0%
JSTOR Arts & Sciences V Collection	0	201	0	0	0	201	0%
Regional Business News	0	197	0	0	0	197	0%
Cambridge Companions to Philosophy, Religion and Culture	194	0	0	0	0	194	0%
Publicaciones y Revistas Sociales y Humanisticas (PRISMA)	0	189	0	0	0	189	0%
HeinOnline Foreign and International Law Resources	69	95	0	0	0	164	0%
JSTOR Arts & Sciences I Collection	0	160	0	0	0	160	0%
HeinOnline U.S. Supreme Court Library	147	10	0	0	0	157	0%
JSTOR Arts & Sciences II Collection	0	156	0	0	0	156	0%
ProQuest European Business	0	151	0	0	0	151	0%
HeinOnline Subject Compilations of State Laws	145	4	0	0	0	149	0%
Pop Culture Collection	5	135	0	6	0	146	0%
The Civil War Parts 1-7	136	10	0	0	0	146	0%
Archived Online Periodicals	0	140	0	0	0	140	0%
World History Collection	4	129	0	5	0	138	0%
HeinOnline American Bar Association Journals	0	133	0	0	0	133	0%
JSTOR Religion & Theology Collection	0	130	0	0	0	130	0%
Past Masters (Intalex)	128	0	0	0	0	128	0%
Project Gutenberg Sheet Music and Recordings	124	0	0	0	0	124	0%

ACM Digital Library	0	119	0	0	0	119	0%
IOPscience extra	0	118	0	0	0	118	0%
HeinOnline History of Bankruptcy: Taxation & Economic Reform	109	8	0	0	0	117	0%
PsycARTICLES	0	116	0	0	0	116	0%
Referencia Latina	81	35	0	0	0	116	0%
TableBase	116	0	0	0	0	116	0%
U.S. History Collection	7	91	0	13	0	111	0%
HeinOnline Bar Journals	0	105	0	0	0	105	0%
HeinOnline English Reports	101	0	0	0	0	101	0%
JSTOR Ireland Collection	0	100	0	0	0	100	0%
HeinOnline United States Code	98	1	0	0	0	99	0%
Periodicals Archive Online Collection 1 (US)	0	98	0	0	0	98	0%
Periodicals Archive Online Collection 2 (US)	0	97	0	0	0	97	0%
HeinOnline U.S. Statutes at Large	88	7	0	0	0	95	0%
Gardening, Landscape and Horticulture	3	85	0	5	0	93	0%
HeinOnline English Law Reports: Pre - 1865	92	0	0	0	0	92	0%
Digital Karl Barth Library	91	0	0	0	0	91	0%
HeinOnline Criminal Justice in America: U.S. Attorney General	80	3	0	0	0	83	0%
HeinOnline Foreign Relations of the United States (FRUS)	77	2	0	0	0	79	0%
Journals@Ovid	0	77	0	0	0	77	0%
Taylor & Francis Journals Current Content (1997-present)	0	77	0	0	0	77	0%

Physical Therapy and Sports Medicine	1	68	0	5	0	74	0%
Periodicals Archive Online Collection 3 (US)	0	73	0	0	0	73	0%
Periodicals Archive Online Collection 4 (US)	0	72	0	0	0	72	0%
Oxford Handbooks Online Religion	71	0	0	0	0	71	0%
Accessible Archives Newspapers	3	67	0	0	0	70	0%
IOPscience Current Titles	0	65	0	0	0	65	0%
ProQuest Congressional - Legislative Insights	0	65	0	0	0	65	0%
Brandeis University Press Open Access Ebooks	59	0	0	0	0	59	0%
Shakespeare Collection	0	57	0	0	0	57	0%
Wiley Online Library 2012	0	57	0	0	0	57	0%
American Chemical Society Journals (Front Files)	0	54	0	0	0	54	0%
Oxford Handbooks Online Business & Management	53	0	0	0	0	53	0%
Seton Hall Permanent Psychotherapy.net Streaming Videos	0	0	0	50	0	50	0%
HeinOnline American Law Institute Library (ALI)	39	10	0	0	0	49	0%
Oxford Scholarly Editions Online Shakespeare	49	0	0	0	0	49	0%
The Gerritsen Collection of Aletta H. Jacobs -- Journals	0	48	0	0	0	48	0%
HeinOnline Parker School of Foreign and Comparative Law Publi	44	3	0	0	0	47	0%

SAGE Education Full Text Collection	0	45	0	0	0	45	0%
Wiley Online Library Anthrosource	0	42	0	0	0	42	0%
Health & Wellness Resource Center Alternative Health Module	14	25	0	0	0	39	0%
American Chemical Society Legacy Archives	0	37	0	0	0	37	0%
American Anthropological Association	0	36	0	0	0	36	0%
Library, Information Science and Technology Abstracts (LISTA)	20	13	0	0	0	33	0%
CIAO Journals	0	32	0	0	0	32	0%
Knowledge Unlatched	28	0	0	0	0	28	0%
2012 Cambridge Journals Full Package Standard UK	0	27	0	0	0	27	0%
Gale Virtual Reference Library	26	0	0	0	0	26	0%
HeinOnline Early American Case Law	17	8	0	0	0	25	0%
Nature Publishing Group	0	24	0	0	0	24	0%
HeinOnline Kluwer Law International Journal Library	0	20	0	0	0	20	0%
Green FILE	8	9	0	0	0	17	0%
HeinOnline American Association of Law Libraries (AALL)	4	11	0	0	0	15	0%
American Society for Microbiology	0	13	0	0	0	13	0%
Oxford Islamic Studies Online	13	0	0	0	0	13	0%
Annual Reviews A to Z List	0	12	0	0	0	12	0%
African American Newspapers	0	10	0	0	0	10	0%

American Physiological Society	0	10	0	0	0	10	0%
Project Gutenberg Pictures and Videos	10	0	0	0	0	10	0%
Seton Hall Permanent Individually Purchased eBooks	10	0	0	0	0	10	0%
HeinOnline European Center for Minority Issues	3	6	0	0	0	9	0%
HeinOnline Revised Statutes of Canada	9	0	0	0	0	9	0%
Oxford Dictionaries Online	9	0	0	0	0	9	0%
Philosophy Documentation Center e-Collection	0	9	0	0	0	9	0%
ProQuest Historical Newspapers: The Irish Times (1859-2011) a	0	9	0	0	0	9	0%
University of Chicago Press Journals	0	9	0	0	0	9	0%
Cambridge University Press	0	8	0	0	0	8	0%
HeinOnline Federal Register Library	3	5	0	0	0	8	0%
The Pennsylvania Newspaper Record: Delaware County	0	8	0	0	0	8	0%
IOP Open Access Journals	0	7	0	0	0	7	0%
JSTOR Current Scholarship Journals	0	7	0	0	0	7	0%
Online Diplomacy Resources	7	0	0	0	0	7	0%
Philosophy Documentation Center (Openly)	0	7	0	0	0	7	0%
Project Muse Open Access eBooks	7	0	0	0	0	7	0%
Streaming Media	0	0	0	7	0	7	0%
Oxford Music Online (Formerly Grove Music)	6	0	0	0	0	6	0%

Pion Ltd.	0	6	0	0	0	6	0%
South Carolina Newspapers	0	6	0	0	0	6	0%
The Pennsylvania Genealogical Catalogue	0	6	0	0	0	6	0%
Allen Press Journals	0	5	0	0	0	5	0%
HeinOnline Association of American Law Schools (AALS)	0	5	0	0	0	5	0%
HeinOnline State Attorney General Reports and Opinions	0	5	0	0	0	5	0%
MIT Press Journals	0	5	0	0	0	5	0%
Online United Nations Resources	4	1	0	0	0	5	0%
Pharmaceutical News Index	0	5	0	0	0	5	0%
RSC Current Journals	0	5	0	0	0	5	0%
Scitation	0	5	0	0	0	5	0%
Seton Hall Selected Open Access Resources	0	5	0	0	0	5	0%
The Virginia Gazette	0	5	0	0	0	5	0%
Washington Post (ProQuest)	0	5	0	0	0	5	0%
Informa Healthcare Journals Current	0	4	0	0	0	4	0%
INFORMS PubsOnline	0	4	0	0	0	4	0%
Karger Journals	0	4	0	0	0	4	0%
Kluwer Law Journals	0	4	0	0	0	4	0%
National Science Teachers Association	0	4	0	0	0	4	0%
Oxford Art Online (Formerly Grove Art)	4	0	0	0	0	4	0%
ProQuest Historical Newspapers: Pittsburgh Courier (1911-2002)	0	4	0	0	0	4	0%
ProQuest OxResearch	0	4	0	0	0	4	0%
Readex Early American Newspapers,	0	4	0	0	0	4	0%

African American Newspapers								
Royal Society of Chemistry	0	4	0	0	0	4	0%	
Brill Online Journals	0	3	0	0	0	3	0%	
Cambridge Journals All titles	0	3	0	0	0	3	0%	
Endocrine Society	0	3	0	0	0	3	0%	
HathiTrust Public Domain Access	0	3	0	0	0	3	0%	
HeinOnline International Law Association Reports	3	0	0	0	0	3	0%	
Human Kinetics Publishers, Inc	0	3	0	0	0	3	0%	
International Agencies and United Nations Government Document	1	2	0	0	0	3	0%	
Johns Hopkins University Press	0	3	0	0	0	3	0%	
Maney Online	0	3	0	0	0	3	0%	
MathSciNet	0	3	0	0	0	3	0%	
Online Political Science Resources	3	0	0	0	0	3	0%	
ProQuest Historical Newspapers: The New York Times (1851-2011)	0	3	0	0	0	3	0%	
ProQuest Historical Newspapers: The Wall Street Journal (1889	0	3	0	0	0	3	0%	
Seton Hall Permanent Access Past Masters (InteleX) eBooks	3	0	0	0	0	3	0%	
Taylor & Francis Journals (All Content)	0	3	0	0	0	3	0%	
The Pennsylvania Gazette	0	3	0	0	0	3	0%	
American Academy of Pediatrics	0	2	0	0	0	2	0%	
American Medical Association	0	2	0	0	0	2	0%	

American Physical Therapy Association	0	2	0	0	0	2	0%
APS Journals	0	2	0	0	0	2	0%
Cambridge Journals All titles USA Canada	0	2	0	0	0	2	0%
Company of Biologists	0	2	0	0	0	2	0%
De Gruyter Journals	0	2	0	0	0	2	0%
Dummy Collection/Mismatch Links/Library Use Only ets.	2	0	0	0	0	2	0%
Emerald All Journals	0	2	0	0	0	2	0%
Equinox Publishing Ltd	0	2	0	0	0	2	0%
HeinOnline Harvard Research in International Law	2	0	0	0	0	2	0%
International Monetary Fund	0	2	0	0	0	2	0%
Open access ebooks and papers (McGill)	2	0	0	0	0	2	0%
ProQuest Historical Newspapers: The Guardian (1821-2003) and	0	2	0	0	0	2	0%
Psychonomic Society Publications	0	2	0	0	0	2	0%
Seton Hall Permanent Access eBooks and Articles on Oxford Han	1	1	0	0	0	2	0%
The Wall Street Journal	0	2	0	0	0	2	0%
United Nations Centre for Regional Development	0	2	0	0	0	2	0%
University of Toronto Press	0	2	0	0	0	2	0%
American Association of Immunologists	0	1	0	0	0	1	0%
American Institute of Certified Public Accountants	0	1	0	0	0	1	0%
American Speech-Language-Hearing Association.	0	1	0	0	0	1	0%

Association for Library and Information Science Education	0	1	0	0	0	1	0%
BioMed Central Open Access Journals	0	1	0	0	0	1	0%
BioScientifica	0	1	0	0	0	1	0%
BMC Journals	0	1	0	0	0	1	0%
Chronicle of Higher Education, The	0	1	0	0	0	1	0%
Congressional Digest Corporation	0	1	0	0	0	1	0%
CQ Press eBooks	1	0	0	0	0	1	0%
CQ Press Journals	0	1	0	0	0	1	0%
CRC CHEMnetBASE	1	0	0	0	0	1	0%
Dominican Fathers Province of St. Joseph	0	1	0	0	0	1	0%
Duke University Press	0	1	0	0	0	1	0%
Duke University Press (Openly)	0	1	0	0	0	1	0%
Duncan McIntosh Company Inc.	0	1	0	0	0	1	0%
EBSCO World Politics Review	0	1	0	0	0	1	0%
Ecological Society of America	0	1	0	0	0	1	0%
Encyclopedia of Victorian Literature	1	0	0	0	0	1	0%
Films on Demand	0	0	0	1	0	1	0%
Foreign Policy Group	0	1	0	0	0	1	0%
Frank Leslie's Weekly	0	1	0	0	0	1	0%
GK Chesterton Institute for Faith & Culture	0	1	0	0	0	1	0%
Godey's Lady's Book	0	1	0	0	0	1	0%
HeinOnline Canada Supreme Court Reports	0	1	0	0	0	1	0%
HeinOnline Index to Foreign Legal Periodicals	0	1	0	0	0	1	0%
HighWire Press	0	1	0	0	0	1	0%
Hindawi Journals	0	1	0	0	0	1	0%
History of Woman Suffrage	1	0	0	0	0	1	0%

Institute of Physics	0	1	0	0	0	1	0%
IOS Press	0	1	0	0	0	1	0%
John Benjamins Publishing Company	0	1	0	0	0	1	0%
Journal of Philosophy, Inc.	0	1	0	0	0	1	0%
Kanopy PDA New Zealand	0	0	0	1	0	1	0%
Lippincott Williams and Wilkins	0	1	0	0	0	1	0%
Mathematical Association of America	0	1	0	0	0	1	0%
National Anti-Slavery Standard	0	1	0	0	0	1	0%
National Bureau of Economic Research	0	1	0	0	0	1	0%
National Citizen and Ballot Box: 1878-1881	0	1	0	0	0	1	0%
National Tax Association	0	1	0	0	0	1	0%
OECD iLibrary Journals	0	1	0	0	0	1	0%
Oncology Nursing Society	0	1	0	0	0	1	0%
Palgrave Macmillan	0	1	0	0	0	1	0%
Philadelphia Inquirer	0	1	0	0	0	1	0%
Portland Press	0	1	0	0	0	1	0%
ProQuest Historical Newspapers: The Washington Post (1877-199)	0	1	0	0	0	1	0%
Royal Society Journals	0	1	0	0	0	1	0%
Sagamore Publishing LLC	0	1	0	0	0	1	0%
Scenes in the Life of Harriet Tubman	1	0	0	0	0	1	0%
Seton Hall Permanent Alexander Street's Academic Videos	0	0	0	1	0	1	0%
Slack Inc.	0	1	0	0	0	1	0%
Society for Endocrinology	0	1	0	0	0	1	0%

Teachers College, Columbia University	0	1	0	0	0	1	0%
Telos Press Ltd	0	1	0	0	0	1	0%
The Cochrane Collaboration	0	1	0	0	0	1	0%
The Cochrane Library	0	1	0	0	0	1	0%
The Federation of American Societies for Experimental Biology	0	1	0	0	0	1	0%
The Liberator	0	1	0	0	0	1	0%
The Revolution: 1868- 1872	0	1	0	0	0	1	0%
Thieme eJournals	0	1	0	0	0	1	0%
Twelve Years a Slave	1	0	0	0	0	1	0%
University of Arkansas Press	0	1	0	0	0	1	0%
University of Calgary	0	1	0	0	0	1	0%
University of Iowa	0	1	0	0	0	1	0%
University of Pittsburgh	0	1	0	0	0	1	0%
Wiley Online Library SSH Collection 2015	0	1	0	0	0	1	0%
World Scientific Journals	0	1	0	0	0	1	0%

Table 2. STH Item Count by Call Number Subject and Holding Location

Call Number Subject	STHA (Archives & SC)	STHD (Seminary Lib)	STHM (Walsh Lib)	Total Item Count	Percent age
Total STH Item Count (as of May 2018)	23118	69309	477980	570407	100%
P -- Language and Literature	4924	1605	131470	137999	24.20%
B -- Philosophy. Psychology. Religion	8180	58838	60932	127950	22.40%
D -- World History	3424	1467	62119	67010	11.70%
H -- Social Sciences	591	2260	53245	56096	9.80%
Q -- Science	347	147	29409	29903	5.20%
E -- History of the Americas (General)	2065	181	19825	22071	3.90%
N -- Fine Arts	476	542	17957	18975	3.30%
L -- Education	516	393	17754	18663	3.30%
J -- Political Science	217	153	16334	16704	2.90%
R -- Medicine	45	367	15257	15669	2.70%
M -- Music And Books on Music	156	1072	9450	10678	1.90%
G -- Geography. Anthropology. Recreation	303	300	7841	8444	1.50%
F -- History of the Americas (Local)	310	147	7536	7993	1.40%
K -- Law	251	742	6044	7037	1.20%
Z -- Bibliography. Library & Information Sciences	284	493	5314	6091	1.10%
T -- Technology	72	17	5664	5753	1.00%
C -- Auxiliary Sciences of History	212	120	4302	4634	0.80%
A -- General Works	522	78	3298	3898	0.70%
U -- Military Science	164	32	1989	2185	0.40%
S -- Agriculture	36	318	854	1208	0.20%
# N/A	13	34	884	931	0.20%
V -- Naval Science	10	3	321	334	0.10%
Govt Docs	0	0	181	181	0.00%

Table 3. STH Item Count by Material Format and Holding Location

Material Format	STHA (Archives & SC)	STHD (Seminary Lib)	STHM (Walsh Lib)	Total Item Count	Percent age
Total STH item Count (as of May 2018)	23118	69309	477980	570407	100%
Book	21378	61741	444250	527369	92.50%
Jrnl	1362	1714	17708	20784	3.60%
Book_thsis	60	1273	7151	8484	1.50%
Music_CD	1	885	2404	3290	0.60%
Video_DVD	1	564	1701	2266	0.40%
Audiobook_Cassette	6	2115	38	2159	0.40%
Book_Mic	89	78	1845	2012	0.40%
MsScr	71	54	1336	1461	0.30%
Map	28	49	334	411	0.10%
Video_VHS	8	337	26	371	0.10%
Book_Digital	7	21	308	336	0.10%
Audiobook_CD	2	237	79	318	0.10%
CompFile	0	20	268	288	0.10%
Music_Cassette	0	66	43	109	0.00%
IntMM	0	1	94	95	0.00%
Jrnl_Digital	0	0	77	77	0.00%
Music_LP	11	7	49	67	0.00%
Book_LargePrint	2	13	49	64	0.00%
ArtChap_Artcl	32	1	24	57	0.00%
Vis	0	46	10	56	0.00%
Audiobook	1	45	6	52	0.00%
Video	1	29	20	50	0.00%
Archv	9	5	33	47	0.00%
Music	0	0	46	46	0.00%
News	39	0	1	40	0.00%
Game	0	0	26	26	0.00%

Book_Continuing	0	1	18	19	0.00%
Image_2D	6	5	4	15	0.00%
Book_Braille	0	0	12	12	0.00%
Kit	0	0	10	10	0.00%
MsScr_Digital	2	0	1	3	0.00%
Music_Digital	0	1	2	3	0.00%
Video_Bluray	0	0	3	3	0.00%
CompFile_Digital	0	0	2	2	0.00%
Video_Film	0	1	1	2	0.00%
Audiobook_LP	1	0	0	1	0.00%
News_Digital	1	0	0	1	0.00%
Web_Digital	0	0	1	1	0.00%

Table 4. STH Item Count by Shelving Location and Holding Location

Shelving Location	STHA (Archives & SC)	STHD (Seminary Lib)	STHM (Walsh Lib)	Total Item Count	Percent age
Total STH Item Count (as of May 2018)	23118	69309	477980	570407	100%
Main Collection	1	63671	394273	457945	80.30%
Valente Library	148	0	31957	32105	5.60%
Asian Collection	0	0	13130	13130	2.30%
Rare Book Library - IN- ARCHIVES USE ONLY	8448	0	0	8448	1.50%
Reference Collection- IN- LIBRARY USE ONLY	0	0	7527	7527	1.30%
Curriculum Library	0	0	7095	7095	1.20%
Oesterreicher - IN- ARCHIVES USE ONLY	5263	0	0	5263	0.90%
Main Collection Oversize	0	0	4470	4470	0.80%
Reference Collection - IN- LIBRARY USE ONLY	0	4400	0	4400	0.80%
McManus Irish - IN- ARCHIVES USE ONLY	3974	0	0	3974	0.70%

Master's Thesis	0	0	3331	3331	0.60%
Doctoral Dissertation	0	0	2638	2638	0.50%
Microform Collection - IN-LIBRARY USE ONLY	0	0	2517	2517	0.40%
Circulation Desk CDs	0	0	2404	2404	0.40%
Circulation Desk DVD/Video	0	0	1559	1559	0.30%
UN Documents	0	0	1532	1532	0.30%
Valente Library Oversize	0	0	1397	1397	0.20%
Rare Book Library Oversize - IN-ARCHIVES USE ONLY	1179	0	0	1179	0.20%
Byrne Civil War, American - IN-ARCHIVES USE ONLY	1102	0	0	1102	0.20%
Main Reserves - IN-LIBRARY USE ONLY	0	5	998	1003	0.20%
New Books	0	0	787	787	0.10%
Reference Desk- IN-LIBRARY USE ONLY	0	0	722	722	0.10%
Murphy Irish - IN-ARCHIVES USE ONLY	718	0	0	718	0.10%
Chinese Corner (2nd floor)	0	0	698	698	0.10%
Oversize	0	667	1	668	0.10%
Landenheim Lincoln - IN-ARCHIVES USE ONLY	403	0	0	403	0.10%
Lonergan Library- IN-LIBRARY USE ONLY	0	0	360	360	0.10%
Leab Collection - IN-ARCHIVES USE ONLY	347	0	0	347	0.10%
Historical Text Book Collection - IN-ARCHIVES USE ONLY	312	0	0	312	0.10%
Archives - IN-LIBRARY USE ONLY	1	308	0	309	0.10%
Newman Collection	0	256	0	256	0.00%
Concannon Irish - IN-ARCHIVES USE ONLY	184	0	0	184	0.00%

Main Collection - IN-LIBRARY USE ONLY	0	0	171	171	0.00%
Jaki - IN-ARCHIVES USE ONLY	169	0	0	169	0.00%
William Drosback Rare Books - IN-ARCHIVES USE ONLY	155	0	0	155	0.00%
Military Arms/Uniforms - IN-ARCHIVES USE ONLY	147	0	0	147	0.00%
Kessler Family Gilbert Kenneth Chesterton Rare Books - IN-ARCHIVES USE ONLY	138	0	0	138	0.00%
Circulation Desk	0	0	137	137	0.00%
Schoch Family Civil War Collection - IN-ARCHIVES USE ONLY	131	0	0	131	0.00%
DeBold Religious/ Cults - IN-ARCHIVES USE ONLY	122	0	0	122	0.00%
Valente Library New Books	0	0	95	95	0.00%
Repair	0	0	89	89	0.00%
Irish Collection - IN-ARCHIVES USE ONLY	75	0	0	75	0.00%
Ask staff for assistance - IN-LIBRARY USE ONLY	0	0	50	50	0.00%
Sullivan Collection - IN-ARCHIVES USE ONLY	40	0	0	40	0.00%
Valente Collection - IN-ARCHIVES USE ONLY	39	0	0	39	0.00%
Main Collection Oversize Plus	0	0	38	38	0.00%
Historical Text Book Collection - IN-ARCHIVES USE ONLY	15	0	0	15	0.00%

Arlak Family Autographed & Rare Books - IN-ARCHIVES USE ONLY	5	0	0	5	0.00%
Dean's Office - IN-LIBRARY USE ONLY	0	0	2	2	0.00%
Reference Collection -IN-LIBRARY USE ONLY	0	2	0	2	0.00%
EReserves	0	0	1	1	0.00%
Manuscript Collections - IN-ARCHIVES USE ONLY	1	0	0	1	0.00%
Nicholas Holmes Military Arms, Insignia & Uniforms - IN-ARCHIVES USE ONLY	1	0	0	1	0.00%
Periodicals - IN-LIBRARY USE ONLY	0	0	1	1	0.00%

Table 5. EDS Database Usage Statistics

Database Usage Count	Searches	Full-Text Requests	Linkout Requests
EDS Grand Total (5/1/2017 - 5/11/20218)	23687953	203274	126264
Image Collection	373102	204	0
Academic Search Complete	372223	53593	5908
CINAHL with Full Text	355044	19699	7895
PsycINFO	354102	74	20095
MLA International Bibliography	349037	31	11927
eBook Academic Collection (EBSCOhost)	344984	20360	51
PsycARTICLES	338188	19202	6
Seton Hall WorldCat	337336	8	13306
Communication & Mass Media Complete	337041	6988	485
eBook Collection (EBSCOhost)	336996	6433	13
MathSciNet via EBSCOhost	335893	0	23

ATLA Religion Database with ATLASerials	335405	4531	1360
Business Source Elite	334536	8220	1604
SPORTDiscus with Full Text	334462	8814	712
ERIC	333806	21	4546
Political Science Complete	332990	4127	272
Literary Reference Center	332895	9616	189
Complementary Index	332825	10	10682
Cochrane Database of Systematic Reviews	332539	2274	2
Art Full Text (H.W. Wilson)	332399	1154	270
Historical Abstracts	331987	4	623
America: History & Life	331951	0	557
Library, Information Science & Technology Abstracts	331752	0	631
American Theological Library Association (ATLA) Historical Monographs Collection: Series 2	331282	385	0
Cochrane Central Register of Controlled Trials	331234	0	554
Film & Television Literature Index	331231	0	89
Supplemental Index	331209	2	1463
American Theological Library Association (ATLA) Historical Monographs Collection: Series 1	331108	343	2
Primary Search	331083	546	0
Health and Psychosocial Instruments	330988	6	921
Regional Business News	330910	1027	68
World Politics Review	330847	215	0
Old Testament Abstracts	330755	0	40
Mental Measurements Yearbook	330723	625	1
New Testament Abstracts	330709	0	135
Cochrane Methodology Register	330649	0	2
MEDLINE	330575	7	4799
ScienceDirect	330099	2	10191
Research Starters	329143	4115	3
HeinOnline	329116	0	727
Eighteenth Century Collections Online	329047	0	30

SSOAR – Social Science Open Access Repository	329001	0	13
SETON HALL UNIV's Institutional Repository	328894	0	44
Hoover's Company Profiles	328847	0	8
Accessible Archives	328819	0	30
ReferenceUSA - U.S. Businesses	328744	0	68
Grove Music Online	328700	0	1
Grove Art Online	328697	0	23
JSTOR Journals	321818	28	6971
Literature Resource Center	319917	39	7925
Health & Wellness Resource Center	319537	2	4405
Directory of Open Access Journals	319413	0	1427
Oxford African American Studies Center	319369	0	1
Oxford Biblical Studies Online	319274	0	1
ProjectMUSE	318819	3	1327
eBook Business Collection (EBSCOhost)	296870	680	4
eBook Community College Collection (EBSCOhost)	296289	2786	10
eBook University Press Collection (EBSCOhost)	295932	988	4
eBook Public Library Collection (EBSCOhost)	295757	1649	8
eBook History Collection (EBSCOhost)	295640	401	1
eBook Clinical Collection (EBSCOhost)	295617	391	0
eBook Religion Collection (EBSCOhost)	295593	543	2
eBook EngineeringCore (EBSCOhost)	295359	100	0
Life Magazine Archive	295251	101	0
LexisNexis Academic: Law Reviews	255345	6	1021
arXiv	219239	0	38
Minority Health Archive	219222	0	17
IBISWorld	211841	0	8
Literature Criticism Online	154513	0	27
EDS Publication Finder	146395	0	14
Newswires	133315	100	1

SAGE Navigator	127645	0	0
IEEE Xplore Digital Library	114392	0	54
MLA Directory of Periodicals	111528	0	9
Alexander Street Press	109713	0	27
TOXNET TOXLIN	109645	0	11
Cochrane Database of Systematic Reviews	109612	0	4
LexisNexis U.S. Serial Set Digital Collection	109506	0	10
Opposing Viewpoints in Context	107210	5	492
PsycARTICLES	104028	0	58
SAGE Knowledge	84080	0	26
ICPSR Data Archive	51336	0	3
Psychotherapy.net	26923	0	0
Database of Abstracts of Reviews of Effects	21317	82	0
eBook Academic Collection Trial	16544	5	0
Biography Collection Complete	14885	3	0
Associated Press Video Collection	14699	34	0
Web News	12297	0	0
LDBO consolidated build	10844	0	5
EDS consolidation db #1 (coneds1)	10844	0	1
EDS consolidated db (QD facet) no8	10844	0	1
Gale Consolidated DB	10838	0	134
EDS consolidated db (QD facet) no11	8504	1	9
Academic Search Premier	7270	11044	1023
EDS consolidated db (QD facet) no12	5384	0	0
EDS consolidated db (QD facet) no3	4929	0	0
EDS consolidated db (QD facet) no6	3192	0	0
Gale Consolidated DB 2	3156	0	7
MarketLine Company Profiles Authority	2613	0	0
ATLA Catholic Periodical and Literature Index	2348	2	400
Social Sciences Full Text (H.W. Wilson)	2167	548	67
Image Quick View Collection	1866	2048	1
OmniFile Full Text Select (H.W. Wilson)	1805	6599	5
Teacher Reference Center	1786	0	223

MasterFILE Elite	1762	483	18
Military & Government Collection	1741	128	0
EDS consolidated db (QD facet) no4	1701	0	0
Index to Legal Periodicals & Books Full Text (H.W. Wilson)	1691	289	7
Humanities & Social Sciences Index Retrospective: 1907-1984 (H.W. Wilson)	1682	0	3
Readers' Guide Full Text Mega (H.W. Wilson)	1668	208	41
GreenFILE	1614	0	4
Middle Search Plus	1612	30	0
OpenDissertations	1604	0	0
Index to Legal Periodicals Retrospective: 1908-1981 (H.W. Wilson)	1597	0	0
Funk & Wagnalls New World Encyclopedia	1581	5	0
European Views of the Americas: 1493 to 1750	1574	0	0
Points of View Reference Center	697	1241	0
Video Encyclopedia of the 20th Century	578	0	0
Cochrane Clinical Answers	471	0	2
Health Technology Assessments	353	0	0
NHS Economic Evaluation Database	344	0	0
BioOne Complete	246	0	0
Credo Reference: Academic Core	239	0	0
CINAHL	212	5	11
Health Source: Nursing/Academic Edition	207	13	7
Newspaper Source Plus	186	15	0
ABC-CLIO Social Studies Databases, Academic Edition	165	0	0
eBook Religion Collection Trial	161	0	0
Literary Image Collection	153	0	0
Scopus®	144	4	16
McGraw-Hill Medical	144	0	1
Adam Matthew Digital	144	0	0
Ambrose Digital	144	0	0

BMJ Best Practice	144	0	0
Biodiversity Heritage Library	144	0	0
BrillOnline Primary Source	144	0	0
ChemIDplus	144	0	0
ClinicalTrials.gov	144	0	0
Films on Demand	144	0	0
Journals@OVID	144	0	0
Kanopy	144	0	0
McGraw-Hill eBook Library	144	0	0
Oxford Handbooks Online	144	0	0
Oxford Islamic Studies Online	144	0	0
Oxford Public International Law	144	0	0
Oxford Scholarly Editions Online	144	0	0
SciELO	144	0	0
TOXNET: CCRIS (Chemical Carcinogenesis Research Information System)	144	0	0
TOXNET: GENETOX (Genetic Toxicology Data Bank)	144	0	0
TOXNET: HSDB (Hazardous Substances Data Bank)	144	0	0
University Press Scholarship Online	144	0	0
Health Source - Consumer Edition	132	4	0
Manuscriptorium Digital Library	129	0	0
eBook History Collection Trial	128	0	0
America: History and Life with Full Text	127	11	0
eBook EngineeringCore Trial	127	0	0
Bibliography of Asian Studies	126	0	1
Historical Abstracts with Full Text	126	3	0
Readers' Guide Retrospective: 1890-1982 (H.W. Wilson)	126	0	0
MAS Ultra - School Edition	125	11	2
AHFS Consumer Medication Information	125	0	0
Peace Research Abstracts	125	0	0
Philosophers Index with Full Text	125	0	0
eBook Business Collection Trial	125	0	0

eBook Clinical Collection Trial	125	0	0
Britannica Online	123	0	0
Aphasiology Archive	122	0	0
OAPEN Library	122	0	0
Oxford Reference	122	0	0
Persée	122	0	0
PhilSci Archive	122	0	0
CogPrints	116	0	0
Industry Studies Working Papers	116	0	0
JSTOR 19th Century British Pamphlets	116	0	0
LUNA Commons	116	0	0

Table 6. ProQuest Database Usage Statistics

ProQuest Database Usage Count (5/1/2017-5/11/2018)	Citation Abstract	Any FT Format	Total
Grand Total	44104	161563	205667
ProQuest Central	11040	59624	70664
Health & Medical Collection	1357	13010	14367
ProQuest Dissertations & Theses Global	8867	5297	14164
ABI/INFORM Collection	2320	9343	11663
ABI/INFORM Global	2207	8541	10748
Education Database	1864	5757	7621
ProQuest Historical Newspapers: The New York Times	311	7154	7465
Psychology Database	900	5307	6207
Social Science Database	661	5543	6204
US Newsstream	1032	4324	5356
US Major Dailies	631	3130	3761
Nursing & Allied Health Database	476	2532	3008
Criminal Justice Database	463	2005	2468
Research Library	285	1923	2208
ProQuest Historical Newspapers: The Washington Post	45	2134	2179
Science Database	320	1563	1883
New York Times	421	1291	1712

Social Science Premium Collection	1576	117	1693
The Washington Post	159	1501	1660
Religion Database	201	1335	1536
Arts & Humanities Database	94	1204	1298
Health Management Database	168	1038	1206
ProQuest Historical Newspapers: The Philadelphia Inquirer	24	1113	1137
Dissertations & Theses @ Seton Hall University	156	974	1130
Congressional Publications	705	411	1116
Periodicals Archive Online	45	1051	1096
GenderWatch	244	847	1091
Biology Database	207	761	968
ProQuest Social Sciences Premium Collection	678	112	790
Political Science Database	76	690	766
Education Collection	742	23	765
ERIC	742	23	765
Sociology Database	91	614	705
ProQuest Historical Newspapers: Pittsburgh Post-Gazette	24	567	591
Accounting, Tax & Banking Collection	90	492	582
American Periodicals	72	488	560
Military Database	69	490	559
Sociology Collection	517	26	543
US Northeast Newsstream	67	463	530
Ethnic NewsWatch	47	425	472
ABI/INFORM Dateline	47	416	463
ABI/INFORM Trade & Industry	66	386	452
Liberal Arts Collection 1	18	433	451
Library Science Database	78	359	437
American Periodicals Series	58	375	433
ProQuest Historical Newspapers: The Wall Street Journal	12	411	423
ERIC	380	16	396

ProQuest Historical Newspapers: The Guardian and The Observer	27	367	394
ProQuest Historical Newspapers: Pittsburgh Courier	4	355	359
US Southeast Newsstream	81	249	330
Congressional Publications	180	135	315
Sociological Abstracts	293	14	307
ProQuest Historical Newspapers: New York Amsterdam News	4	298	302
Business Market Research Collection	33	251	284
US North Central Newsstream	56	213	269
Sociological Abstracts	233	6	239
Applied Social Sciences Index & Abstracts (ASSIA)	224	12	236
Liberal Arts Collection 2	7	227	234
Computing Database	79	151	230
CRDC Part A 1830-2003	148	77	225
Career & Technical Education Database	30	190	220
International Newsstand	40	180	220
ProQuest Historical Newspapers: The Irish Times and The Weekly Irish Times	11	205	216
Liberal Arts Collection 4	11	200	211
International Newsstream	30	175	205
Legislative Insight	117	84	201
Liberal Arts Collection 3	9	191	200
Los Angeles Times	6	169	175
US Midwest Newsstream	60	108	168
ProQuest Historical Newspapers: Los Angeles Times	0	168	168
US West Newsstream	73	93	166
Canadian Business & Current Affairs Database	41	123	164
ProQuest Historical Newspapers: Chicago Tribune	4	141	145

The Wall Street Journal	34	109	143
Canadian Newsstream	18	120	138
Hearings Part B 1980-2003	93	36	129
American Periodicals from the Center for Research Libraries	14	113	127
CRDC Part B 2004-2010	83	42	125
CRDC Part B 2004-2010	83	42	125
Legislative Insight Part B	81	43	124
PRISMA Database	13	108	121
Asian & European Business Collection	20	99	119
Serial Set 1 1789-1969	75	41	116
International Bibliography of the Social Sciences (IBSS)	109	2	111
CRDC Part C 2011 (2011-forward)	73	36	109
CRDC Part C 2011 (2011-forward)	73	36	109
Education Database	21	81	102
Politics Collection	100	1	101
Hearings Part D 2011 (2011-forward)	62	33	95
European Newsstream	16	76	92
US South Central Newsstream	61	29	90
Social Science Database	17	65	82
Hearings Part C 2004-2010	49	32	81
Public Health Database	5	75	80
Congressional Record (Includes Predecessors) Part A	49	27	76
Legislative Insight Part A	34	41	75
Family Health Database	18	56	74
Sociological Abstracts	71	2	73
Chicago Tribune	11	60	71
Social Services Abstracts	60	8	68
Continental Europe Database	7	59	66
Social Services Abstracts	66	0	66
Criminology Collection	64	0	64

National Criminal Justice Reference Service (NCJRS) Abstracts Database	64	0	64
Hearings Part A 1824-1979	42	19	61
PAIS Index	61	0	61
India Database	3	51	54

Table 7. ScienceDirect Usage Statistics

ScienceDirect (5/2017-5/2018)	Print ISSN	Fulltext Requests
Total usage for all journals		48951
Journals with fulltext requests over 100 times		
The Lancet	0140-6736	1243
Archives of Physical Medicine and Rehabilitation	0003-9993	1188
Public Relations Review	0363-8111	974
Computers in Human Behavior	0747-5632	882
Research in Developmental Disabilities	0891-4222	666
Computers & Education	0360-1315	638
Procedia - Social and Behavioral Sciences	1877-0428	575
Personality and Individual Differences	0191-8869	560
Nurse Education Today	0260-6917	523
Journal of Chromatography A	0021-9673	485
Social Science & Medicine	0277-9536	468
Research in Autism Spectrum Disorders	1750-9467	414
Economics of Education Review	0272-7757	401
Journal of Professional Nursing	8755-7223	386
Journal of Communication Disorders	0021-9924	367
Journal of the American Academy of Child & Adolescent Psychiatry	0890-8567	347
The Journal of Academic Librarianship	0099-1333	331
Chest	0012-3692	326
Neuropsychologia	0028-3932	323
Journal of Adolescent Health	1054-139X	314
International Journal of Nursing Studies	0020-7489	305
The Journal of Pediatrics	0022-3476	269

Applied Nursing Research	0897-1897	264
Nursing Outlook	0029-6554	251
World Development	0305-750X	241
Gait & Posture	0966-6362	238
Patient Education and Counseling	0738-3991	220
Journal of Pediatric Nursing	0882-5963	216
Cognition	0010-0277	201
The Journal for Nurse Practitioners	1555-4155	201
Journal of Adolescence	0140-1971	191
Journal of Bodywork and Movement Therapies	1360-8592	187
Journal of Vocational Behavior	0001-8791	187
Tetrahedron Letters	0040-4039	180
Nurse Leader	1541-4612	179
Journal of Business Research	0148-2963	178
Children and Youth Services Review	0190-7409	173
Current Biology	0960-9822	171
Journal of Criminal Justice	0047-2352	169
Journal of Colloid and Interface Science	0021-9797	168
Manual Therapy	1356-689X	166
Biochemical and Biophysical Research Communications	0006-291X	164
Behaviour Research and Therapy	0005-7967	163
Cell	0092-8674	161
Journal of Affective Disorders	0165-0327	159
Clinical Psychology Review	0272-7358	157
Physiotherapy	0031-9406	156
Social Science Research	0049-089X	154
Journal of Hand Therapy	0894-1130	153
Food Chemistry	0308-8146	151
Appetite	0195-6663	148
Brain and Language	0093-934X	147
Brain Research	0006-8993	147
Academic Pediatrics	1876-2859	146
Computer Law & Security Review	0267-3649	144
European Journal of Medicinal Chemistry	0223-5234	143
Teaching and Teacher Education	0742-051X	138

Addictive Behaviors	0306-4603	137
American Journal of Obstetrics and Gynecology	0002-9378	137
Behavioural Brain Research	0166-4328	137
Complementary Therapies in Clinical Practice	1744-3881	137
Current Opinion in Psychology	2352-250X	134
Teaching and Learning in Nursing	1557-3087	133
Journal of Public Economics	0047-2727	130
Preventive Medicine	0091-7435	129
Bioorganic & Medicinal Chemistry	0968-0896	128
Physical Therapy in Sport	1466-853X	127
Psychiatry Research	0165-1781	126
The American Journal of Medicine	0002-9343	125
American Journal of Preventive Medicine	0749-3797	124
Neuroscience & Biobehavioral Reviews	0149-7634	123
Energy Policy	0301-4215	122
Physiology & Behavior	0031-9384	121
American Journal of Infection Control	0196-6553	119
Cortex	0010-9452	119
Disability and Health Journal	1936-6574	119
International Emergency Nursing	1755-599X	118
International Journal of Educational Development	0738-0593	117
Journal of Experimental Social Psychology	0022-1031	117
Journal of Nursing Regulation	2155-8256	115
Journal of Pediatric Health Care	0891-5245	114
Bioorganic & Medicinal Chemistry Letters	0960-894X	113
Drug and Alcohol Dependence	0376-8716	113
Journal of the American College of Cardiology	0735-1097	113
Tetrahedron	0040-4020	113
Clinical Simulation in Nursing	1876-1399	111
Archives of Psychiatric Nursing	0883-9417	110
Parkinsonism & Related Disorders	1353-8020	110
NeuroImage	1053-8119	108
Neuropharmacology	0028-3908	108
Business Horizons	0007-6813	105

Journal of Financial Economics	0304-405X	104
Journal of Cleaner Production	0959-6526	103
Journal of Combinatorial Theory, Series B	0095-8956	102
Renewable and Sustainable Energy Reviews	1364-0321	102
Journal of Voice	0892-1997	101
The Leadership Quarterly	1048-9843	101

Table 8. Credo Reference Database Usage Statistics

Credo Book Usage Count (5/2017-4/2018)	Publisher	ISBN	Book Usage
Total			3109
Book Titles Requested 10 or More Times			
The Columbia Encyclopedia	Columbia University Press	N/A	214
The Hutchinson Unabridged Encyclopedia with Atlas and Weather Guide	Helicon	N/A	162
Encyclopedia of Social and Cultural Anthropology	Routledge	978-0-415-40978-0	93
Britannica Concise Encyclopedia	Britannica Digital Learning	N/A	83
Encyclopedia of American Studies	Johns Hopkins University Press	N/A	79
Culture Wars in America: An Encyclopedia of Issues, Viewpoints, and Voices	Routledge	978-0-7656-8302-1	71
World History Encyclopedia	ABC-CLIO	978-1-85109-929-0	41
Dictionary of Hindu Lore and Legend, Thames & Hudson	Thames & Hudson	978-0-500-51088-9	39
Encyclopedia of Race and Racism	Gale	978-0-02-866174-2	37
World of Criminal Justice, Gale	Gale	978-0-7876-4959-3	35
Encyclopedia of Social Problems	Sage Publications	978-1-4129-4165-5	30
Guns in American Society: An Encyclopedia of History, Politics, Culture, and the Law	ABC-CLIO	978-0-313-38670-1	29
The New Encyclopedia of Judaism	New York University Press	978-0-8147-9388-6	29
Bloomsbury Dictionary of Myth	Bloomsbury	978-0-7475-2502-8	27
The 9/11 Encyclopedia	ABC-CLIO	978-1-59884-921-9	27
Dictionary of Shakespeare, Peter Collin Publishing	Peter Collin Publishing	978-1-901659-39-9	25

Wiley-Blackwell Encyclopedia of Literature: The Encyclopedia of Twentieth-Century Fiction	Wiley	978-1-4051-9244-6	25
Encyclopedia of the United States in the Nineteenth Century	Gale	978-0-684-80500-9	24
The Encyclopedia of Criminology and Criminal Justice	Wiley	978-0-470-67028-6	24
American Environmental Leaders: From Colonial Times to the Present	Grey House Publishing	978-1-59237-119-8	23
The Human Body Book: An Illustrated Guide to Its Structure, Function and Disorders	Dorling Kindersley Publishing, Inc.	978-1-4053-1625-5	22
Encyclopedia of Applied Psychology	Elsevier Science & Technology	978-0-12-657410-4	21
Encyclopedia of Special Education: A Reference for the Education of Children, Adolescents, and Adults with Disabilities and Other Exceptional Individuals	Wiley	978-0-470-64216-0	20
World of Sociology, Gale	Gale	978-0-7876-4965-4	20
Encyclopedia of New Jersey	Rutgers University Press	978-0-8135-3325-4	19
The American Heritage(R) Dictionary of the English Language	Houghton Mifflin	N/A	19
Gale Encyclopedia of Nursing and Allied Health	Gale	978-1-4144-9888-1	18
ProCon	ProCon	N/A	18
The Wiley Blackwell Encyclopedia of Family Studies	Wiley	978-0-470-65845-1	17
The Cambridge Guide to Literature in English	Cambridge University Press	978-0-521-44086-8	16
The Literature of Propaganda	Gale	978-1-55862-858-8	16
Chambers Biographical Dictionary	Chambers Harrap	978-0-550-10693-3	15
Defining Digital Humanities	Ashgate Publishing	978-1-4094-6963-6	15
Encyclopedia of Ethics	Routledge	978-0-415-93672-9	15
Encyclopedia of Urban America: The Cities and Suburbs	ABC-CLIO	978-1-57607-500-5	15
From Suffrage to the Senate: America's Political Women	Grey House Publishing	978-1-61925-010-9	15
International Encyclopedia of Marriage and Family	Gale	978-0-02-865883-4	15
500 Great Military Leaders	ABC-CLIO	978-1-59884-757-4	14
Harvard Medical School Health Topics A-Z	Harvard Health Publications	N/A	14
ProCon	ProCon	N/A	14
Reader's Guide to the Social Sciences	Routledge	978-1-57958-091-9	14

The Encyclopedia of Aging	Springer Publishing Company	978-0-8261-4843-8	14
Brewer's Curious Titles	Chambers Harrap	978-0-304-36130-4	13
Brewer's Dictionary of Phrase and Fable	Chambers Harrap	978-0-550-10245-4	13
Encyclopedia of Cognitive Science	Wiley	978-0-470-01619-0	13
Encyclopedia of Race, Ethnicity, and Society	Sage Publications	978-1-4129-2694-2	13
Harvard Medical School Commentaries on Health	Harvard Health Publications	N/A	13
The Bloomsbury Dictionary of English Literature	Bloomsbury	978-0-7475-3343-6	13
Gale Encyclopedia of Everyday Law	Gale	978-1-4144-9896-6	12
Greenwood Encyclopedia of International Relations	ABC-CLIO	978-0-313-30743-0	12
Holidays, Festivals, and Celebrations of the World Dictionary	Omnigraphics, Inc.	978-0-7808-1362-5	12
The Concise Corsini Encyclopedia of Psychology and Behavioral Science	Wiley	978-0-471-22036-7	12
The Edinburgh International Encyclopaedia of Psychoanalysis	Edinburgh University Press	978-0-7486-1265-9	12
The Encyclopedia of Literary and Cultural Theory	Wiley	978-1-4051-8312-3	12
The Encyclopedia of World History	Houghton Mifflin	978-0-395-65237-4	12
The Gun Debate: An Encyclopedia of Gun Control & Gun Rights	Grey House Publishing	978-1-68217-102-8	12
Africa and the Americas: Culture, Politics, and History	ABC-CLIO	978-1-85109-441-7	11
Encyclopedia of Activism and Social Justice	Sage Publications	978-1-4129-1812-1	11
Encyclopedia of Diversity and Social Justice	Rowman & Littlefield Publishers	978-1-4422-1604-4	11
Encyclopedia of Feminist Literary Theory	Routledge	978-0-8153-0824-9	11
Encyclopedia of Group Processes and Intergroup Relations	Sage Publications	978-1-4129-4208-9	11
Religious Holidays & Calendars	Omnigraphics, Inc.	978-0-7808-0665-8	11
The International Encyclopedia of Digital Communication and Society	Wiley	978-1-118-29074-3	11
A-Z of Death and Dying, The: Social, Medical, and Cultural Aspects	Greenwood	978-1-4408-0343-7	10
Black's Medical Dictionary, 42nd Edition	A&C Black	978-0-7136-8902-0	10

Bloomsbury Guide to Human Thought	Bloomsbury	978-0-7475-0991-2	10
Great Irish Lives: An Era in Obituaries	Collins	978-0-00-728426-9	10
International Encyclopedia of Environmental Politics	Routledge	978-0-415-20285-5	10
Marquis Who's Who in America	Marquis Who's Who LLC	978-0-8379-7062-2	10
Science and Politics: An A-to-Z Guide to Issues and Controversies	CQ Press	978-1-4522-5810-2	10
Shakespeare's Theatre: A Dictionary of His Stage Context	Continuum	978-0-8264-7776-7	10
Sociology of Work: An Encyclopedia	Sage Publications	978-1-4522-0506-9	10
The Encyclopaedia of the Renaissance	Market House Books Ltd	978-0-7134-5967-8	10
The Gale Encyclopedia of Fitness	Gale	978-1-4144-9016-8	10
Who's Who in Christianity, Routledge	Routledge	978-0-415-26034-3	10

Table 9. Library Homepage View Statistics

Library Homepages (May 2017 to May 2018)	Total Views
Total Views	399298
Seton Hall University Libraries Homepage	287467
Database A-Z List	64023
Archives & Special Collections	8634
Walsh Gallery	7796
Dissertations and Theses Services	7783
Libraries Intranet	7533
Turro Seminary Library	3397
SHU Libraries Digital Collections	3291
HSLIC Homepage	2838
Inter-Library Loan (ILL)	1438
Special Collections at Seton Hall University	1341
IHSLIC Site Pages	992
Donations	715
Reference Schedule	614
Accessibility	440
eRepository Services	435
Data Management Services	329
Open Access and More	232

Table 10. Subject Guide View Statistics

Subject Guides (May 2017 to May 2018)	Total Views
Total Views	63750
Psychology	6419
Nursing	6054
English 1202	2926
Occupational Therapy	2135
Theology	2030
Education - Graduate Studies	1968

Chemistry	1663
Ireland & American Irish Studies	1456
Bloomberg Terminals	1389
Health & Medical Sciences	1387
Catholic Studies: Primary Sources and Special Collections	1272
English 1201	1227
American Journalism - COJR 2431	1215
English	1152
Asian Studies	1072
Business Research Guide	1064
Valente Italian Library	960
Physical Therapy	928
Press	879
Medicine	814
Tutorials	776
PolicyMap	769
Communication	767
Introduction to Zotero	753
History - Getting Started	680
Biological Sciences	673
Citation Guide	671
Social Work	642
Primary Sources - An Introductory Guide	591
Education	587
Health Care Management	575
Shakespeare Resources	575
United Nations	575
Athletic Training	545
St. Elizabeth Ann Seton & Family	532
Art & Art History	530
Data Visualization Tools for Business Students	524
Women's Studies	508
University History	503
Anthropology	493
Copyright and Fair Use: Compiled by Beth Bloom	487
International Relations	485
Military Science	474

COTC 7110: Communication Research	453
Religious Studies	451
Sports History & Academics	441
Historical Newspapers	431
Race and Racial Studies	419
Intro to Literary Research	416
Veterans of the United States Armed Services Resource Guide	414
Accounting	383
Speech Language Pathology	379
Philosophy	357
Current News Sources	348
Music resources	329
Propaganda & History	329
Seton Hall University: By the Numbers	321
Sociology	318
Political Science	306
Finance	298
Film Studies	298
NonProfit Management	293
COMM 7797: Communication Texts	290
Mathematics	283
New Jersey Catholic History	282
Physician Assistant	277
U.S. Politics	263
Marketing	261
Classical Studies	261
Criminal Justice	255
African American Studies	253
Business Analytics	250
Museum Studies	243
Computer Science	236
Public Relations	236
Patent Databases	234
Physics	232
Environmental Studies	220
International Financial Institutions - DIPL 4114 / 6113	217
Digital Campus Film Request Form	199

Public Administration	188
Catholic Studies	181
Latin American Studies	180

Table 11. BrowZine Fulltext Download Statistics

Month	Fulltext Download
May-17	451
Jun-17	388
Jul-17	288
Aug-17	287
Sep-17	851
Oct-17	659
Nov-17	648
Dec-17	653
Jan-18	1065
Feb-18	1899
Mar-18	1104
Apr-18	1802
Total	10095

Table 12. ILLiad Requests from SHU and Other Libraries

Month	SHU Requests	Other Library Requests	Total Requests
May 16-31, 2017	331	292	623
June 2017	621	618	1239
July 2017	470	459	929
August 2017	638	529	1167

September 2017	1178	986	2164
October 2017	1247	1107	2354
November 2017	1324	1128	2452
December 2017	614	521	1135
January 2018	1093	934	2027
February 2018	938	781	1719
March 2018	838	707	1545
April 2018	1107	951	2058
May 1 -17, 2018	315	274	589
Total	10714	9287	20001
Filled Rate	9337 (87.2%)	4389 (47.3%)	13726 (68.5%)

Beth Bloom

Reference Librarian/Music Liaison

Annual Report FY: 2017-2018 Information Literacy and Library Instruction

I have been working in this library since October 1992. Awarded tenure 1997. I will begin phased retirement July 1, 2018.

This past academic year I focused on instruction, service to the university and library, and professional effectiveness,

Successes and Challenges Professional Effectiveness

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 taught 41 individual information literacy classes.
- Met with 13 students for private instruction
- Participated in the EOP summer program: taught six classes
- Instruction librarian: oversaw University Life, Freshman English, and all other library instruction classes, making sure that schedules ran smoothly, even during high demand instruction times.
- Conducted library instruction meetings.
- Discussed assessment of library instruction during PSC meetings.
- Liaised with English to discuss library instruction assessment.
- Created eight videos for the (Wiley) online nursing program

- Created reference schedules
- Served at reference, including nights and weekends
- Library liaison to the school of nursing, and to SHMS healthcare management department
- Liaison to art and music

Looking Ahead

Will start phased retirement July 2018 and end in 2020.

Teaching

Library Instruction Statistics, 2017-2018 academic year

	# Students	#Classes
University Life	1725	69
Freshman English	2643	142
Other undergraduate	2101	106
Graduate	944	34
Faculty	18	1
Other	6	1
TOTAL	7437	362

Classes taught per library faculty member

Bao	5
Bloom	41
Delozier	24
DeLuca	45
Derry	26
Deyrup	13
Harrison	24
Ince	8

Irwin	12
Loesch	27
Mita	11
Rose-Wiles	30
Shea	40
Wissel	34

Service

Faculty Senate committees:

- Academic Policy committee: we reviewed multiple programs and sent the majority on to the Senate for passage
- Senate Core Curriculum Committee: we spent time restructuring governance issues regarding the University core, in addition to rewriting our bylaws
- Faculty Senate Grievance Committee: We heard and ruled on three grievances

Library committees:

- Chair Library Faculty Assembly: Met periodically to handle governance and other issues that arose concerning library faculty members
- Chair, Library Rank & Tenure Committee:
 - Finalized library assessment and promotion documents
 - Finalized timeline for probationary library faculty
 - Interviewed probationary faculty for annual reappointments
- Public Services Committee: met weekly to discuss and solve numerous issues involving communication and access issues
- Medical librarians search committee
- Public services librarian search committee

- Search committee for librarian to replace librarians on sabbatical
- Copyright committee

Faculty Fellow, Praxis Program of the Advanced Seminar on Mission.

Faculty Peer Advisor, Praxis Program of the Advanced Seminar on Mission

Professional Development

Study Tour to Selected Libraries in Israel (report to be submitted later)

Praxis Program of the Advanced Seminar on Mission, 4th Annual Summer Program, Rome, Italy

Echo 360 instruction

Springy Camp

Publications and Presentations

Bloom, Beth (2018). "Open access in the USA." Presentation at the Israeli Library Association annual conference, Tel Aviv, IL.

Bloom, Beth (2018). "Catholic philosophy of education, a review of Praxis Program participants' ATMs." Presentation at the Praxis Program of the Advanced Seminar on Mission, 4th Annual Summer Program, Rome, Italy.

Lisa DeLuca

Social Sciences Librarian

Annual Report FY 2017-2018

Introduction

As the Social Science Librarian, I manage and create outreach plans for liaison departments (School of Diplomacy & International Relations, Political Science, History and Criminal Justice) including creation of research guides, publicity and training for new databases, datasets and research tools. New Research Guides this year are [Presidential Research](#) and [U.S. Politics](#) (in conjunction with Rob Pallitto/Political Science).

My research agenda includes writing about innovative and freely available digital resources for Political Science, Diplomacy and History research. This includes using and promoting tools for text and data mining. This will enable faculty and graduate students to generate new research outputs. Additionally, my research will include how to use text mining tools available in library database subscriptions to enable better use of library content, such as JSTOR's Text Analyzer. Finally, making datasets more accessible to SHU's graduate students is a

research priority. Teaching students to locate and manipulate datasets and convey their results with data visualization tools will be an important part of my research agenda.

Successes and Challenges

- Completed 6 reference hours per week
- Taught 24 University Life and English 1201/1202 sessions
- Taught 12 instruction sessions and conducted 42 research consultations for the History and Political Science Departments and the School of Diplomacy.
- Embedded courses:
 1. DIPL 6015 (Human Resource Management in International Organizations) Second year in a row, Catherine Tinker
 2. DIPL 6506A (Energy Policies of the Twenty First Century), Margarita Balmaceda
 3. POLS 2110 (Contemporary Issues in U.S. Public Policy) Second year in a row, Michael Taylor
 4. PSMA 7321(Grantsmanship), Rosanne Mirabella
- Manage book, ebook, journal and database selection for the History, Political Science, and Criminal Justice Departments and the School of Diplomacy.
- Manage purchasing profiles for the History, Political Science and Criminal Justice Departments and the School of Diplomacy based on curricular priorities and preferred series in GOBI.
- Processed book collections including Provost Robinson's donation, MSU Holocaust and Jewish Studies Collection and WWII Collection.

Co-manager of Institutional Repository (vendor: bepress)

The Institutional Repository contains faculty profiles and Seton Hall scholarship. Creating and managing e-journals is a value added service for departments and research centers. Generating and maintaining faculty profiles allows Seton Hall scholarship to be contained in one location and also gives faculty download statistics about which institutions, countries and sectors are reading their research.

Challenges:

- Generate more usage of [Research Guides](#)
- Collaborate with administration to create cohesive marketing message for University Libraries
- Continue to market ICPSR and promote usage across disciplines
- Continue to market PolicyMap
- Work across university to promote data literacy and usage of library subscriptions appropriate to each department

OBJECTIVES 2 & 9: Continuing to work with data collection, analysis, and management (esp. ICPSR)

- Conducted internal ICPSR training for 12 librarians in 3 progressive installments
- Oversaw ICPSR launch at SHU during Love Data Week to promote secondary data sources and data management best practices with Data Management Committee

OBJECTIVE 3: Collection development, namely reviewing data and trade off journals/databases to free up more funds to develop collections further.

OBJECTIVES 4 & 5: Continue outreach efforts with departments, developing and promoting the Institutional Repository, PolicyMap, NexisUNI, and new research guides.

- Manage PolicyMap rollout to different academic departments to ensure students and faculty have access and understanding of using mapping tools. This helps promote usage of the product and promote digital literacy.
- Managed student worker to create Selected Works Faculty Profiles. There are now 171 profiles and the Repository has had 2.5M downloads to date.
- Provided training and outreach for new [Political Analysis](#) faculty advisor (Terence Teo – Political Science). Journal has 9817 downloads to date.
- Established online [undergraduate research journal](#) (Locus) for advisers Cherubim Quizon (Anthropology), Nate Kahl (Mathematics), and Donovan Sherman (English) with Digital Services Librarian. First issue expected Fall 2018.
- Established online journal – “Critical Inquiries Into Irish Studies” with Elizabeth Redwine and Martha Carpentier (both English). First issue expected Fall 2018.

Looking Ahead

- Create and execute International Data session with the School of Diplomacy and the Department of Political Science to support data literacy
- Plan and execute Love Data Week 2019 with Data Management Committee
- Promote ICPSR and their student writing contest

- Participate in Seminar on Mission
- Create workflow for Senior Seminar students in liaison areas including backing up data and citation management
- Create strategic marketing plan for University Libraries with administration

Service

External Committees

University Committees

- Center for Faculty Development Advisory Board, 2015 - present
- Digital Humanities Committee, 2014 - present
- Senate Technology and Innovation Task Force, 2017-present
- Alternate – Faculty Senate, 2017-present
- University Research Council, 2016-2018
- Faculty Convocation Committee, 2015, 2017
- Faculty Marshall, Commencement, 2015, 2018

Library Committees

- Access Services Search Committee, Spring 2018
- Co-chair, Data Management Committee, Fall 2017-present
- Collection Development Committee, University Libraries, 2015 - present
- Liaison Committee, 2017- present
- Library Faculty Assembly, 2015-present

Service to the University

- Served on planning team for 2018 Digital Humanities Summer Symposium with Digital Humanities Committee Chairs; secured speakers for three-day program from multiple departments at SHU. Program attendance was 45 faculty over 3 days.

Service to the Profession

- ACRL/PPIRS (Politics, Policy and International Relations Section)
Vendor/Publisher Liaison and Review Committee – 2018-2020

Service to the Community

- Brownie Troop #20101, Co-Leader, Montclair, NJ, 2016-present

Professional Development

- Graduated from Masters in Public Administration program with honors, May 2018.
- Attended History Symposium – Golden Age of Travel, History Honors Theses Presentations.
- Attended Grants Symposium and NEH Summer Stipend Symposium, GIS in the Humanities at Montclair State University, 2 workshops entitled Historical Newspapers with R at Rutgers University.
- Attended IASSIST/CARTO 2018 (see Presentations below) to get an immersion in data management and curation.

Publications and Presentations

DeLuca L. and Pallitto R. (2018). Digital Resources to Support Quantitative Scholarship in Presidential Studies. *Presidential Studies Quarterly*. Accepted 2/28/18 for publication September 2018.

Ackerman, E., & DeLuca, L. (2018). [Weed 'Em and Reap? Deselection of Political Science Books](#). *Journal of Academic Librarianship*, 44(1), 88-95. doi:10.1016/j.acalib.2017.10.003.

DeLuca, L. (2018). [Presidential research resources: A guide to online information](#). *College & Research Libraries News*, 79(2), 93.

Workshop "[Data storytelling with PolicyMap across disciplines](#)," presented at IASSIST & CARTO 2018 conference in Montreal, Canada with K. Wissel and E. Nash (PolicyMap)

Invited Paper: [Spatial Literacy with PolicyMap for Public Policy Undergraduate Instruction](#), 7th Annual Capstone Panel, American Society for Public Administration (APSA) 2018 Annual Conference, Denver, CO, March 9, 2018. [More information](#).

ICPSR (Inter-university Consortium for Political and Social Research), PolicyMap and Open Source Mapping tools at [SHU Digital Humanities Summer Symposium](#), South Orange, NJ, June 5 & 6, 2018.

Sebastian Derry

Assistant Dean for Public Services/Interim Head of Access Services

Annual Report FY: 2017-2018

Introduction

This past year has been one of notable challenges and transitions. Our Book Stack Coordinator, Circulation Clerk, Interlibrary Loan Coordinator, and Head of Access Services all left their positions at various points during the year.

I served as interim Head of Access Services until the hiring of a new Access Services Librarian, Kaitlin Kehnemuyi, who assumed her duties May 8, 2018.

The Access Services Annual Report is included and immediately follows this report.

Successes and Challenges

Objective 1: School of Medicine (SOM). Provide back-up support to the new SOM Associate Dean and the Health Sciences Library and Information Commons (HSLIC) as needed, including reference and research (chat, email, consultations) and Libguide development.

Working with the Associate Dean since his arrival, we have discussed and planned how librarians and staff at Walsh Library can provide reference, research, circulation, and interlibrary loan support to HSLIC. Particularly in the evenings and on weekends, reference librarians and circulation staff will be expected to play a key role in assisting Seton Hall University students, staff and faculty.

Challenges include field testing the logistics of book delivery between Walsh Library and HSLIC, as well as book location, distribution, and return at HSLIC (planned for Summer 2018). Once the Hackensack Meridian School of Medicine at Seton Hall launches in the summer of 2018, we can more accurately assess the level of need and refine our processes accordingly.

Objective 5: Assessment. Continue to build on assessment initiatives.

Random Data collection analysis continues, scheduled for 20 random dates during FY 2017-2018. Results will be compiled during summer 2018.

A small research project was undertaken which consisted of an analysis of 1,047 chat reference transcripts (from July 2016 to October 2017). The complete transcripts of each chat conversation (between a librarian and a patron) were captured by the library's LibChat program, which runs on the LibApps platform.

Chat reference is offered during the hours librarians are scheduled on the reference desk. Typically, during July and August chat reference is available Monday to Thursday, 9am – 5pm, and Friday 9am – 12:30pm. During Fall and Spring Semesters chat reference is available Sunday 12pm – 8pm, Monday to Thursday 9am – 5pm, and Friday 9am – 5pm.

Our findings indicated that 51% accessed chat was through the main library homepage <https://library.shu.edu>, while the next most-common access location was 18% through the widget on the A-Z Databases page <https://library.shu.edu/az.php?>.

The questions asked through chat reference were classified using a typology created by Arnold & Kaske (see Table 1). Their 6 categories include: Directional, Ready Reference, Specific Search, Research, Policy and Procedural, Holdings/Do You Own? Based on what we found in the transcripts, we split up the Policy and Procedural category into 2 categories and added our own category for Login questions.

Table 1.

<p>Directional—"Where is the catalog? 'Where are the indexes?' . . . The general information or directional question is of the information booth variety, and the answer rarely requires more than geographical knowledge of key locations. The time required to answer such questions is negligible."¹¹</p> <p>Ready Reference—"What is the name of the governor of Alaska? 'How long is the Amazon River?' . . . These are the typical ready-reference or data queries that require only a single, usually uncomplicated, straightforward answer. The requested information is normally found without difficulty in standard reference works, ranging from encyclopedias to almanacs and indexes. . . . Ready-reference queries may be divided and subdivided in many ways . . . Who? What? When? Why? Where? . . . It usually takes more than a minute or two to answer this type of question."¹²</p> <p>Specific Search—"Where can I find information on sexism in business? 'What is the difference between the conservative and the liberal views on inflation and unemployment?' . . . The essential difference between the specific-search and the ready-reference question is important. Ready-reference queries usually can be answered with data, normally short answers from reference books. Specific-search answers almost always take the form of giving the user a document, for example, a list of citations, a book, or a report."¹³</p> <p>Research—"Almost any of the types of questions described in the 'specific-search' section above may be turned into research questions. A research query is usually identified as that coming from an adult specialist who is seeking detailed information to assist in specific work. . . . Research questions differ from other inquiries in that most involve trial-and-error searching or browsing, primarily because (a) the average researcher may have a vague notion of the question but usually cannot be specific; (b) the answer to the yet-to-be-completely formulated question depends on [whether] the researcher is able to find (or not find) . . . another useful method of distinguishing types of queries."¹⁴</p> <p>Policy and Procedural—Questions pertaining to policies or procedures within the library system: "How do I borrow books?" "How do I get access to my patron information?" "How do I borrow books from another library?" Most of these questions begin with "How do I?"</p> <p>Holdings/Do You Own?—Questions about specific holdings of a library. Normally the customer has the title of a book, journal, video, among other things and would like to know if the library owns the material.</p> <p><small>Arnold, Julie & Kaske, Neal K. "Evaluating the Quality of a Chat Service." <i>portal: Libraries and the Academy</i>, vol. 5 no. 2, 2005, pp. 177-193. <i>Project MUSE</i>, doi:10.1353/pla.2005.0017</small></p>
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A breakdown of questions by type shows our most common type of question is the “Specific Search” (see Chart 1). Here are some examples:

“Can I have some assistance finding this article? *Space Politics and the Future: A Political Science Curriculum for the University.*”

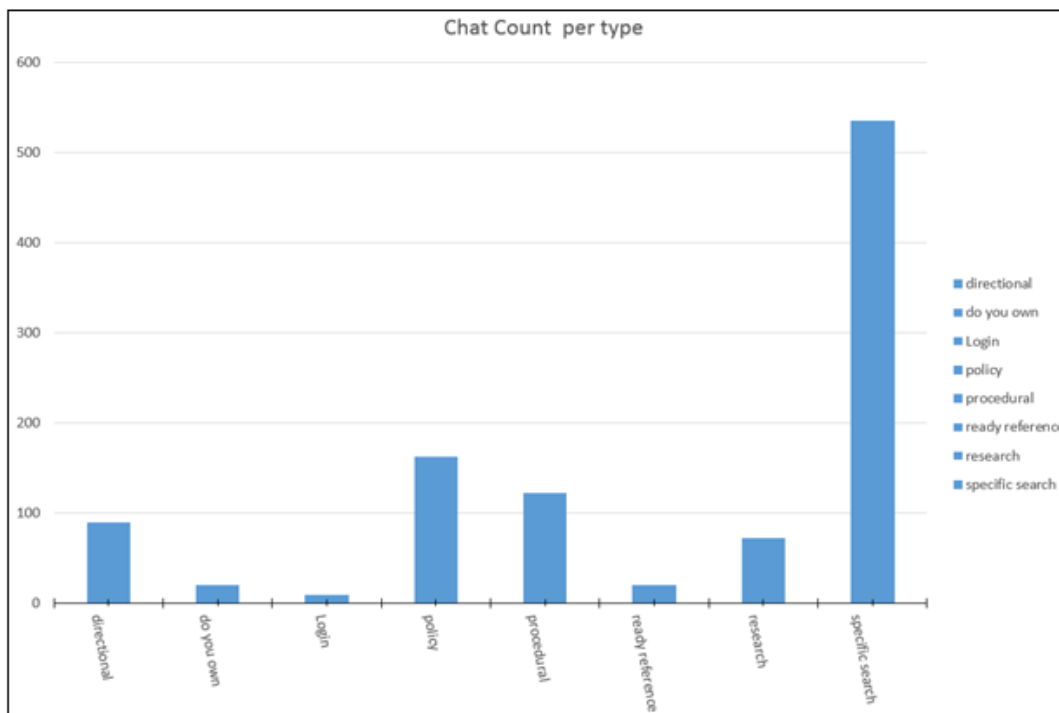
“I am online trying to search for journal articles (peer reviewed) about narcissistic personality disorder.”

“I am looking for information regarding the IRI (Interpersonal Reactivity Index).”

“I am looking for an article that is at shu library: *Gender dysphoria in adolescence.*”

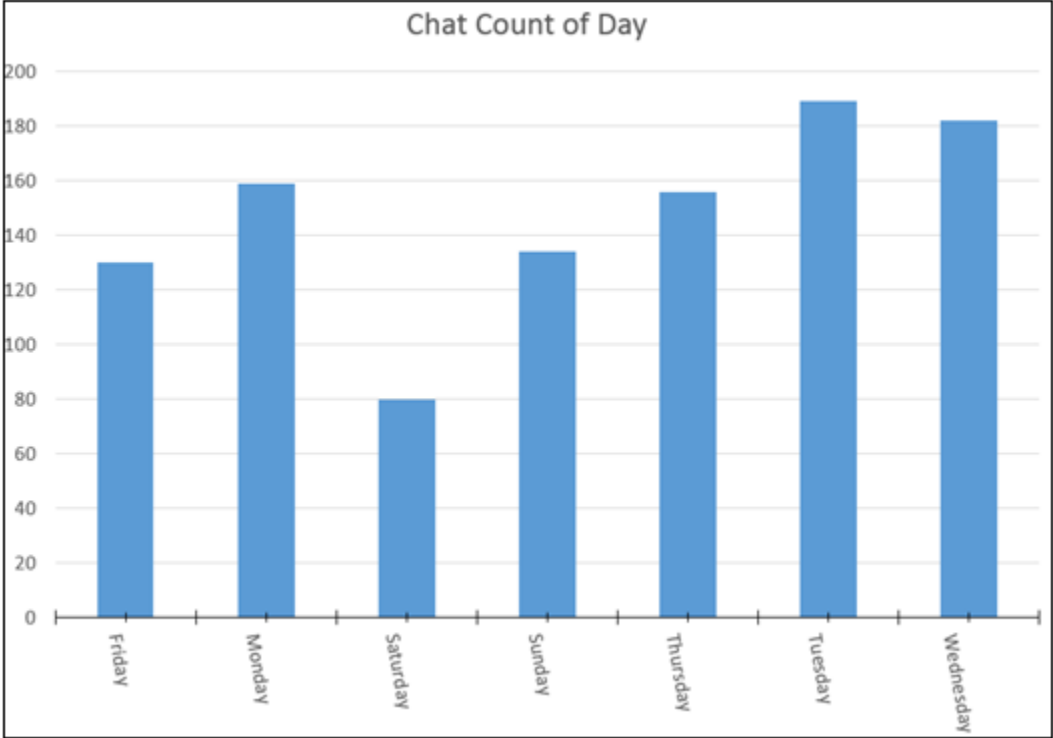
“I was wondering what database subject I would find articles about college sexual assault?”

Chart 1.



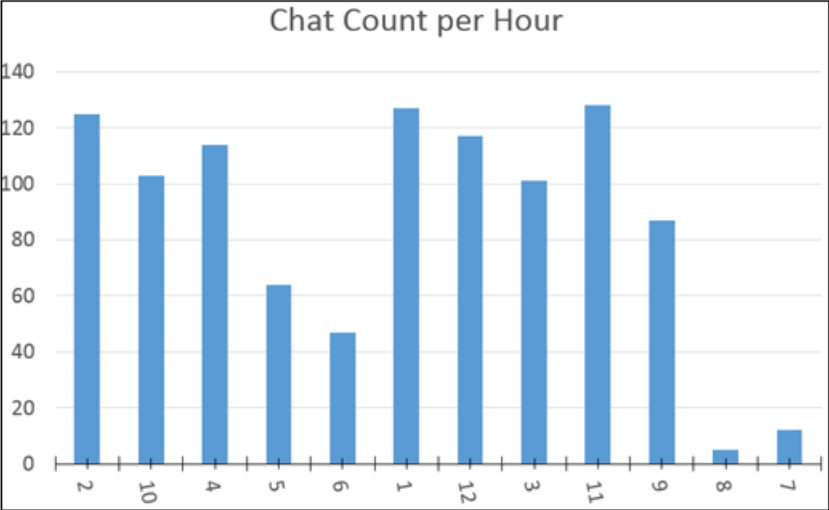
The busiest days of the week for chat are Monday through Thursday:

Chart 2.



And the busiest hours during the day are from 11am to 2pm and then at 4pm:

Chart 3.



Objective 4: Reconvene the liaison group to share ideas regarding a reformulated liaison model.

The liaison group consists of Dean Buschman, Professors Deluca, Shea, Rose-Wiles, Wissel, and myself. Meetings were held in December 2017 and again in March 2018.

Discussion focused on sharing liaison initiatives and activities relating to embedded librarianship, building relationships with department chairs, as well as recommendations to track and document more substantive interactions, to continue to develop learning objects—particularly for medical resources—and the need for faculty to see librarians not only as partners, but problem solvers.

Objective 5: Explore HR customer service training for more library employees.

This proved a challenge; I was unable to devote the needed time to take any action this year. It may be time to retire this objective for now.

Objective 8: Chats in the Information Commons (IC) with the Assistant Dean.

This was a trial outreach initiative aimed primarily at SHU students. It was an opportunity for students to ask questions or provide feedback, through either talking face to face with myself, or leaving written comments in a suggestion box.

I was stationed at a table in the IC in public view with signage, 2 hours once a week, beginning in Fall 2017 and continuing through Spring 2018. A small number of students (< 20) did provide feedback. Requests for expanded library hours of operation and expanded quiet spaces and study rooms, were the most common.

At the end of the trial it was decided to discontinue the project and instead develop an online Feedback form <http://shu.libsurveys.com/Feedback>, and to install a suggestion box in the IC. Both will be formally launched and publicized for Fall 2018.

Objective 8: Continue to develop and partner with PR to promote library events, news stories, and new initiatives through existing and emerging channels (e.g. Speaker's Series).

Throughout the year I've collaborated with Michael Giorgio (Public Relations), the library's senior account manager, to help us promote library events and craft promotional material and press releases.

Examples include: "Love Data Week" (<https://is.gd/87KwSu>), Speaker's Series (<https://is.gd/9131ew>), "Digital Humanities (DH) Project Presentations for Careers and Graduate School" (<https://is.gd/8wZxRa>), "Institutional eRepository Hits Two Million Downloads" (<https://is.gd/sL72t7>) & "Walsh Gallery Exhibit Reviewed In Renowned Web Magazine, arcritical" (<https://is.gd/bBgXGU>).

On a related point, I maintain and update our Library News Blog (<http://blogs.shu.edu/libraries/>), Twitter feed (https://twitter.com/SHU_Libraries) and Facebook profile (<https://www.facebook.com/SetonHallUniversityLibraries/>), which combined serve as a de facto archive and timeline for library events.

Objective 10: Continue to update and improve library floor maps and bookshelf end caps and collaborate on digital signage initiatives.


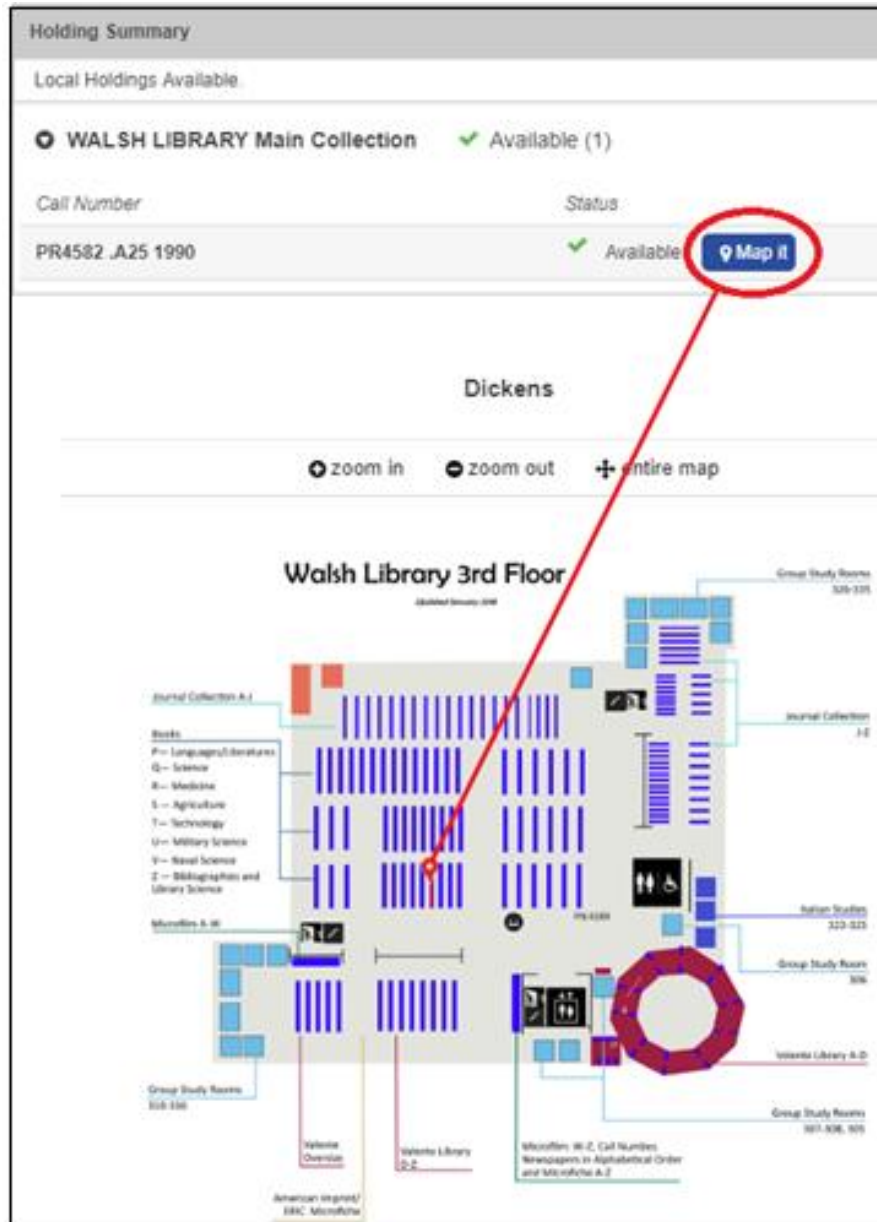
I worked closely with Assistant Dean Leonard this past year on implementing StackMap, an add-on to our online book search, which shows a  icon, that when clicked generates a pop-up map indicating the book's precise location in the shelves (see Figure 1). After updating floor maps, the remaining work of finishing and printing correct end cap call # signs should be completed by Summer 2018.

Figure 1.



One challenge with maintaining the accuracy StackMap and of printed end caps, will be regular updates. Periodically we'll need to shift different parts of the book

collection based on cataloging or space requirements. As examples, books in the call number range of BTZ-BXZ are being removed and re-cataloged, while books in the Valente Italian Library will need to be shifted to allow room for future growth.

Objective 13: Assist with expanding access to electrical power and device charging for patrons.

Though modifying and expanding access to electrical power for students (from the existing electrical outlet configuration on the library's 3rd and 4th floors) has been a long-standing objective, this past year the Student Government Association's Academic Affairs Committee (ACA) Chairman reached out to library administration with a proposal that gave our objective new life.

The ACA proposed to upgrade all group study rooms in the library to a standard wall color/whiteboard configuration. We endorsed the proposal and recommended to the chairman that he join his proposal with ours (to expand access to electrical) and present it to the Office of VP for Administration, for consideration.

Additionally, through an initiative from the Office of the Provost, we were able to fund 2 modest projects to further Objective 13.

The first project pertained to acquiring 36 Oomf portable charging bricks. The bricks were deployed in October 2017 and available for checkout at our circulation desk (for details see <https://is.gd/ZTBHhq>). These fully-charged bricks allow users at any location in the library to power their own devices (phones, laptops, etc.) by plugging them directly into the brick. The initiative proved popular, as the usage statistics in Figure 3 illustrate.

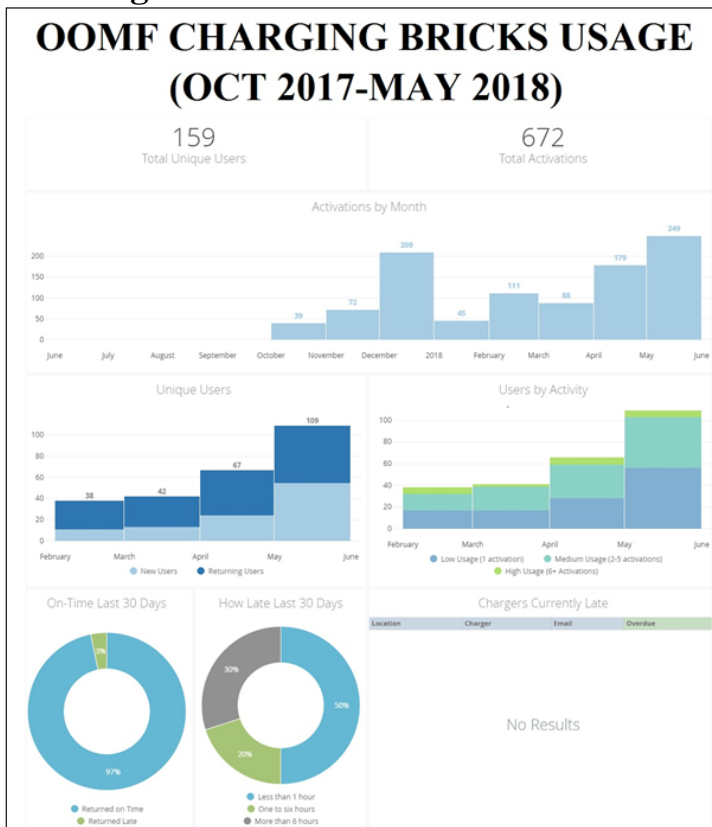
The second project pertained to acquiring 2 Kwikboost charging stations. The stations (which house individual charging cables for various electronic devices) were also deployed in October 2017 and available for public use at two locations in the Information Commons (for details see <https://is.gd/Dh7NtF>). They were not as heavily used as the Oomf charging bricks, as the usage statistics in Figure 2 illustrate:

Figure 2.

KwikBoost Charging Stations Usage (Oct 2017-May 2018)

Station 1 Total	162
Station 2 Total	98
TOTAL	260

Figure 3.



Objective 14: Enforce circulation and access services policies consistently, meet regularly with Public Safety for updates and to improve security visibility in the building during evenings, weekends, and the 24/7 period – general Access Services oversight to learn better this part of your division.

A concerted effort was made to enforce our existing policies this past year. Regarding our “General Conditions for Access” (<https://library.shu.edu/library/access-privileges>), we were more consistent in having visitors wear a visitor’s pass and sign the visitor’s book. We made nightly

PA announcements notifying visitors that their access privileges ended at midnight (on nights when the library closed at 2 am) and that they needed to exit the building.

Two library visitors from the community had their library access permanently revoked after repeated warnings, due to their actions and behavior interfering with others' use of the library.

Our contact at Public Safety has been Michael Bradley, Assistant Director of Security. This past year proved to be a challenge in scheduling regular meetings; we aim to meet at least once during the Fall & Spring semester to review any incidents or concerns.

One concern raised is the lack visibility of security officers performing walk-throughs in the library. They are spotted infrequently and rarely engage circulation desk staff while in the building, which we have requested. We will continue to monitor this over the coming year, looking for improvements.

Another concern raised was the lack of a plan for the library in the event of an emergency, such as a power failure—which occurred on May 10, 2018. It was assumed that Public Safety had such a plan in place and would be responsible for ensuring the safety of the library building and its occupants during an emergency. As we learned during the event this was decidedly not the case. Thus, we will develop our own emergency procedures.

Looking Ahead

For the coming year, my main priority will be personnel, starting with training, support, and setting objectives for our new Access Services Librarian.

We in turn will focus on the hiring and training of an Interlibrary Loan Coordinator and Circulation Clerk. Revising and updating policies will be critical as we prepare

for the eventual switch over from our current ILLiad system to Tipasa (OCLC's new cloud-based interlibrary loan management system).

Access Services will continue to support the Associate Dean as well as the HSLIC librarians, students and faculty in every needed capacity over the coming year as operations and services get underway.

Access to the library's print collection will be significantly improved with the completion of the StackMap project. Identifying collection areas where further adjustments in spacing and shelving are needed, and then improving signage and wayfinding throughout the library, will continue.

Planning for Reference & Instruction Services in the wake of Beth Bloom's impending retirement will involve coordinating with library faculty to navigate the transition period.

Lastly and most important: we will draw upon the many skills and talents of the Assistant Dean for Information Technologies and Collection Services and her team, in all our endeavors. I look forward to our continued collaboration.

Service

University committees:

- University Assessment Committee

Library committees:

- Library News Committee
- Public Services Committee (PSC)
- Term Reference Librarian search committee

- Public Services Librarian search committee
- Interlibrary Loan Coordinator search committee
- Circulation Clerk search committee

Professional Development

- Kraemer Copyright Conference, June 5-6, 2017. University of Colorado, Colorado Springs, CO.
- VALE Annual Conference, January 5, 2018. Rutgers University, Piscataway, NJ.

Publications and Presentations

- Shea, G., & Derry, S. (2018, January). *Academic libraries and students with autism spectrum disorder (ASD): How do we help?* Poster session presented at the VALE Annual Conference, Piscataway, NJ.

Access Services Annual Report

Access Services is comprised of three departments: interlibrary loan, circulation, and stacks management. I served as interim Head of Access Services from October 2017 to May 2018. Kaitlin Kehnemuyi was hired as the Access Services Librarian and assumed her duties May 8, 2018.

This year’s report will be brief. Next year’s report compiled under the auspices of Ms. Kehnemuyi, will provide a more robust overview.

Library Usage

When considering 2 physical measures of how the library is being used—who is coming in and out of the building, and how many items are circulating (checked out of the library then returned), Table 1 shows that attendance this year is down by 14% and is the lowest recorded since 2011. The total number of items that circulated is a record high, and group study room usage remains steady over the past 3 years.

Table 1.

Fiscal Year	Attendance	%+/-	Circulation	%+/-	Group Study Room Usage	%+/-
2017-2018	537,594	-14.43%	44,032	4.47%	13,236	0.17%
2016-2017	628,283	5.00%	42,144	6.17%	13,213	-3.35%
2015-2016	598,349	-1.80%	39,693	-2.82%	13,671	16.78%
2014-2015	620,239	-1.70%	40,846	3.70%	11,706	1.20%
2013-2014	631,011	10.65%	39,387	1.67%	11,565	14.10%
2012-2013	570,273	19.34%	38,737	-4.20%	10,135	1.00%
2011-2012	477,834	--	40,425	--	10,035	--

Also counted are Non-Circulating items (Table 2). Over the course of the year, as books are pulled from shelves and perused, read, scanned, consulted or copied by our patrons—but not checked out—our library staff find these items left out throughout the library and then checks them in and re-shelves them, each day. These books are referred to as “soft checkouts”.

There is a noticeable downward trend in the number of soft checkouts over the past 5 years. This may mean fewer of our patrons are browsing the books on the shelves.

Table 2.

Year Over Year Non-Circulation Statistics		
Fiscal Year	# of Items	
2017-2018	2,455	-27.87%
2016-2017	3,404	-32.34%
2015-2016	5,031	-35.88%
2014-2015	7,847	7%
2013-2014	7,343	-31%
2012-2013	10,591	--

The use of E-Reserves shows an increase in use over the past 3 years (Table 3). As Seton Hall University continues to expand its course offerings, particularly in the realm of online learning which relies exclusively on Blackboard for delivering course content (i.e. readings), we may expect to see this number continue to increase.

Table 3.

E-Reserve Items Scanned and Processed		
Fiscal Year	# of items	%+/-
2017-2018	712	5.63%
2016-2017	674	62.80%
2015-2016	414	-21.14
2014-2015	525	41.50%
2013-2014	371	142.00%

2012-2013	153	--
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E-ZBorrow is an expedited interlibrary loan service that allows Seton Hall University students, faculty, and staff to borrow books from member libraries in New Jersey, New York, Pennsylvania and West Virginia. Table 4 shows steady use in borrowing for the past 2 years, but down from the peak year of 2012. Lending is steady over the past 2 years, but down from the peak year of 2014.

Table 4.

E-Z BORROW: BORROWING SUMMARY 2011-2018

	2018		2017		2016		2015		2014		2013		2012		2011	
	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate
Seton Hall University	3,033	0.97	3,014	0.95	2,830	0.95	3,178	0.96	2,555	0.95	2,710	0.95	3,695	0.96	523	0.96

E-Z BORROW: LENDING SUMMARY 2011-2018

	2018		2017		2016		2015		2014		2013		2012		2011	
	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate	Items	Fill Rate
Seton Hall University	2,814	--	2,814	--	2,998	--	2,937	--	3,146	--	3,102	--	2,820	--	516	--

Our interlibrary loan (ILL) service remains vital and heavily used. A summary of the library’s book and article *lending* through ILL over the past year (Table 5) shows combined book (i.e. lending loans) and article lending dropped slightly in the number of requests filled for articles from the prior year. There was a slight increase in the number of lending requests filled for books.

Table 5: Combined Year over Year changes in ILL Lending—RapidILL—OCLC ILLiad

Fiscal Year	Lending Article Requests Submitted	Lending Loan Requests Submitted	Lending Articles Requests Filled	Lending Loans Requests Filled	Total Lending Submitted	Total Lending Filled	% +/- Lending Articles Filled	% +/- Lending Loans Filled
2017-2018	7,226	2,583	2,986	1,379	9,809	4,365	-4.58%	11%
2016-2017	6,451	2,305	3,126	1,235	8,756	4,361	-32.40%	-14.83%
2015-2016	9,293	3,498	4,624	1,450	12791	6,074	32.15%	-9.48%

2014-2015	7,631	3,541	3,499	1,602	11172	5,101	34%	-7%
2013-2014	4,934	3,509	2,607	1,721	8443	4,328	59%	34%
2012-2013	3,287	3,082	1,642	1,283	6369	2,925	--	--

A summary of the library’s book and article *borrowing* through ILL over the past year shows combined book (i.e. lending loans) and article lending increased slightly in the number of requests filled for articles from the prior year. There was a similar light increase in the number of lending requests filled for books, while total number of all borrowing requests submitted hit an all-time high of 10,561.

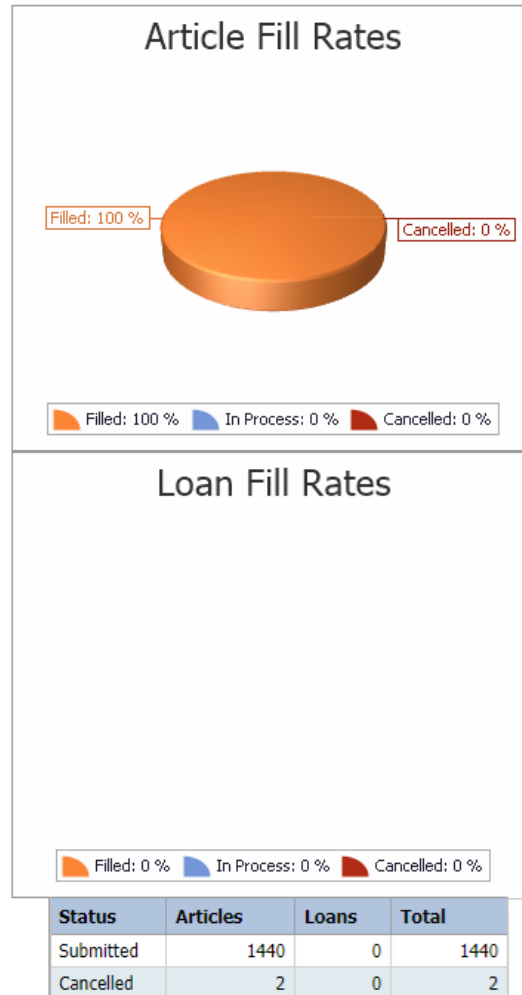
Table 6: Combined Year over Year changes in ILL Borrowing—RapidILL—OCLC ILLiad

Fiscal Year	Borrowing Article Requests Submitted	Borrowing Loan Requests Submitted	Borrowing Articles Requests Filled	Borrowing Loans Requests Filled	Total Borrowing Submitted	Total Borrowing Filled	% +/- Borrowing Articles Filled	% +/- Borrowing Loans Filled
2017-2018	7,257	3,304	6,680	2,621	10,561	9,301	12.87%	10.56%
2016-2017	6,444	3,029	5,872	2,496	9,473	8,368	14.93%	72.49%
2015-2016	5,610	2,954	5,109	1,447	8,564	6,556	-5.92%	23.78%
2014-2015	5,843	2,615	5,431	1,169	8,458	6,600	1.4%	-14.17%
2013-2014	6,002	2,350	5,358	1,362	8,352	6,720	150%	40%
2012-2013	2,434	1,238	2,142	974	3,672	3,116	--	--

The Document Delivery (DocDel) queue is a number we have not reported on before. If an article request comes in from a Seton Hall University borrower

(student, faculty, or staff), SHU and we have the article, the request gets routed to DocDel for fulfillment. This past year we had over 1,400 article requests (Chart 3).

Chart 3. Document Delivery: July 2018 – May 2018



Seton Hall University Libraries participates in RapidILL, a fast and cost-effective resource sharing system managed by the Colorado State University Libraries' Interlibrary Loan Department. Journal articles and book chapters are delivered electronically usually within a few hours.

Borrowing requests have risen steadily since 2013 with a slight drop in 2018 (Table 5) while lending requests have been declining for the past 4 years (Table 6).

Table 5.

RapidILL Borrowing Summary 2013-2018 (STH=Seton Hall)

Year	Borrowing Requests		Borrowing Filled	Borrowing Unfilled	Percent Filled		Percent Unfilled		Average Filled TAT (Hours)	
	STH	System Average			STH	System Average	STH	System Average	STH	System Average
Fiscal 2018	5,815	4,119	5,658	103	97%	95%	2%	3%	15.0	12.9
Fiscal 2017	5,921	4,263	5,746	108	97%	95%	2%	3%	9.8	12.0
Fiscal 2016	4,775	4,441	4,622	98	97%	95%	2%	3%	9.6	11.6
Fiscal 2015	4,168	4,365	4,046	81	97%	95%	2%	4%	12.0	12.8
Fiscal 2014	4,668	4,161	4,502	120	96%	95%	3%	4%	10.8	13.9
Fiscal 2013	1,521	2,116	1,461	36	96%	95%	2%	4%	10.6	13.6
Total	26,867	23,464	26,035	546	97%	95%	2%	4%	11.5	12.7

Table 6.

RapidILL Lending Summary Fiscal Year 2013-2018 (STH=Seton Hall)

Year	Lending Requests		Lending Filled	Lending Unfilled	Percent Filled		Percent Unfilled		Average Filled TAT (Hours)		Average Unfilled TAT (Hours)		RapidX Filled
	STH	System Average			STH	System Average	STH	System Average	STH	System Average	STH	System Average	
Fiscal 2018	4,832	5,172	2,314	2,494	48%	74%	52%	25%	7.7	10.1	8.3	10.6	80
Fiscal 2017	5,134	5,270	3,074	2,024	60%	73%	39%	25%	7.9	9.5	9.4	9.9	105
Fiscal 2016	5,780	5,308	3,921	1,735	68%	77%	30%	22%	6.7	9.4	10.5	10.0	156
Fiscal 2015	6,167	5,105	2,969	3,128	48%	77%	51%	22%	9.0	10.3	10.9	11.1	160
Fiscal 2014	3,121	4,822	1,769	1,323	57%	76%	42%	22%	9.4	10.9	13.4	11.3	150
Fiscal 2013	1,724	2,532	960	730	56%	75%	42%	23%	10.5	10.8	12.4	10.6	140
Total	26,758	28,210	15,007	11,434	56%	75%	43%	23%	8.1	10.1	10.4	10.6	791

Library Closings

Designated an essential service to Seton Hall University, the library and the circulation desk remain open and staffed during inclement weather.

The University closed early (or was completely closed) on 5 occasions between January 4 and March 21, 2018:

1. January 4 - Snow. University closed. Library open 8am to 5pm.
2. March 2 - Nor'easter. University closed at 2pm. Library open until 12am (midnight)
3. March 7 - Snow. University Closed. Library open from 8am to 12pm. *
4. March 8 - Snow. University and Library closed. **
5. March 21 - Snow. University Closed. Library Open 8am to 2am.

* Library closed early.

** Library closed in conjunction with the University.

Chris Duffy

Associate Dean, Health Sciences Library and Information Commons

Annual Report FY: 2017-2018

Introduction

This academic year has seen significant accomplishments in the preparation for the opening of the Health Sciences Library and Information Commons at the Interprofessional Health Sciences Campus (HSLIC). The search for an Associate Dean of the HSLIC was conducted during the Summer of 2017, and I came on board in November 2017. Since stepping into the role of Associate Dean, I have worked to establish relationships with the Deans and faculty of the School of Medicine, College of Nursing, and School of Health and Medical Sciences. I performed a needs assessment with the School of Medicine to establish what essential resources are needed for their collection. Working closely with the Head of Collection Development, I have worked with vendors to generate quotes for a robust collection for the school of medicine that comes in well under-budget. I have established a close working relationship with the Assistant Dean for Information Technology, the Digital Services Librarian and the Digital Collections Developer. Together, we have built a new website for the HSLIC, which will be launching in June of 2018. To date, we have staffed the library with a total of four individuals; myself and three health sciences library faculty members.

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 (Goals 1-9)

This past academic year has seen significant successes and milestones as we strive to meet Objective 1:

November 2017: Associate Dean Chris Duffy hired to run the Health Sciences Library and Information Commons.

November 2017: In collaboration with Assistant Dean Leonard, Sharon Ince and Zachary Pelli, the design of a new website for the Health Sciences Library begins in earnest.

November 2017: Positions are posted for three Health Sciences Librarians.

December 2017: Meetings with SOM Deans and Faculty begin to assess needs of an opening day collection.

January/February 2018: Search committee established for Health Sciences Librarian positions and interviews begin.

March & April 2018: Offers are made to Allison Piazza and Andrew Hickner, and both accepted to be primary liaisons to the School of Medicine. They both start their employment in April 2018.

April 2018: In collaboration with Associate Dean Miriam Hoffman, planning for library involvement in SOM curriculum begins in earnest. Objectives and session content planning begins for librarians to teach information mastery and evidence-based practice throughout Phase 1 of the curriculum.

May 2018: HSLIC website is completed and ready to launch. The website is demonstrated to SOM, CON, and SHMS faculty and Deans. Marketing plan for website launch is established.

May 2018: Offer is made to Kyle Downey to be a primary liaison to the College of Nursing and the School of Health and Medical Sciences. Offer is accepted and he begins employment in June 4, 2018.

May 2018: A statistics tracking model is established and rolled out for the new library.

May 2018: With the help of Assistant Dean Elizabeth Leonard, the Health Sciences Library is created as a branch library in WMS. Book holds can now be shipped from Walsh to IHS.

May 2018: In collaboration with Assistant Dean Elizabeth Leonard and Assistant Dean Derry and their teams, the reference and reserve collection for SHMS and CON is pinpointed, cataloged, re-labeled, and ready to ship to the IHS campus.

May 2018: The building project at the IHS campus is completed and the move to the new campus takes place

Throughout these milestones, I have established workflows and policies to ensure that we are running an effective library operation when we move to the new campus. I have also collaborated with Directors of the Hackensack Meridian Health hospital libraries to understand how we can coordinate our services.

Since coming on board in April of 2018, Allison Piazza and Andrew Hickner have done extensive work for the School of Medicine. Some of their projects include:

- Restructuring of the new IHS website for better usability.
- Creation of social media presence for IHS library to broadcast library information to followers.
- Creation of “Phase I textbook toolkit,” which provides easy-access to eBooks by faculty and students.

- Creation of a “Finding Medical Images toolkit,” which provides resources for finding images to be used in faculty course presentations.
- Creation of a "Staying Current with the Medical Literature" toolkit, which provides ways students and faculty can stay up-to-date with the medical literature using library resources.
- Developed Health Systems-Information Mastery class on literature searching to be held September 17, 2018.
- Meetings as library liaison with all SOM course directors
- Creation of orientation program that will introduce medical students to the library to be held on July 16, 2018.
- Creation of pre-orientation survey of medical students to gauge familiarity with, and interest in, library resources.
- Ongoing work mapping Phase 1 class objectives to Medical Subject Headings (MeSH).
- Creation of a 2-hour library program for high school students on summer internship with HMSOMSHU to be held July 31-August 8, 2018.
- Refinement of library metrics for statistics reporting.

There have been significant challenges that I have faced since November. The most significant of which is related to the structural change of the School of Medicine that took place in March of 2018.

Other challenges include ensuring a smooth transition of services and support for the College of Nursing and the School of Health and Medical Sciences, creating a working relationship with the IT department and coordinating the shared space at the IHS campus.

Looking Ahead

The Health Sciences Library will officially open for business in July of 2018. I have prepared myself and my team to be adaptable and flexible as new challenges present themselves.

Service

During the 2017-2018 Academic Year, I have served on the following library committees:

- Data Management Committee
- Medical Education Journal Club

During the 2017-2018 Academic Year, I have served on the following library search committees:

- Assistant Dean of Special Collections & the Gallery
- Health Sciences Librarians (Chair)

I have served in numerous roles in professional organizations in the 2017-2018 academic year:

- Health Science Library Association of New Jersey (HSLANJ)
 - Board Member
 - Treasurer
 - Communications Committee
 - Strategic Planning Steering Committee
- New York/New Jersey Chapter of the Medical Library Association
 - Chair-Elect
- EBSCO Health Advisory Board

Professional Development (Times New Roman, size 14, bolded)

In the 2017-2018 Academic Year I became a senior member of the Academy of Health Information Professionals (AHIP).

I attended the 2018 Medical Library Association Annual Conference in Atlanta, GA.

I attended the Health Sciences Library Association of New Jersey (HSLANJ) annual conference in March of 2018

I attended the SOM faculty development workshop – “Small Group Facilitation: Transforming the Team into a Learning Machine” in May of 2018.

I have been a standing member of the School of Medicine’s monthly Medical Education Journal Club.

Publications and Presentations

I was an invited speaker at the Health Sciences Library Association of New Jersey (HSLANJ) annual conference in March of 2018. My presentation titled “Grey Literature in Nursing: Examples and Hospital Case Studies”

I was a co-author on the following publication (August 2017):

Haqq Stevens, E., Zavotsky, K.E., Kelly, S., **Duffy, C.**, Pagani, C., Young, M., Colineri, L. (2017). New paths to professional nursing: Utilizing encouragement to prepare a minority workforce to enter the nursing profession. *Creative Nursing*, 23(4), 1-10.

Sharon Ince

Digital Services Librarian/Associate Professor, Collections Services Department

Annual Report FY: 2017-2018

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, 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 department. I provide reference service, conduct research appointments and teach library instruction classes for University Life, English classes, and Graduate Education classes. As well as serve on numerous committees such as: Library Program Review, search committees and Provost's Graduate Advisory Board.

For this year, I undertook additional responsibilities. I am co-chairing the Data Management Committee with L. DeLuca which includes eight librarians/administrators committee members. A major focus was to launch new services such as ICPSR (the Inter-university Consortium for Political and Social Research), creating websites for ICPSR and Data Management, training events, and developing a survey to assess campus needs. E. Leonard and I wrote SHU Libraries' first data management plan for a faculty member in another department applying for an NEH grant and successfully negotiated a budget for the library as part of the grant. I supervise several projects done by V. Eubanks, cataloger, working on institutional repository and digital preservation projects. I am co-supervising with L. DeLuca an additional student as of Spring 2018 to work on IR related projects. Additionally, I spent a lot of time devoted to the IHS (Interprofessional Health Sciences) Library development projects the first half this

year, mainly driving the design and development of the IHS website. I served on the Assistant Dean for Special Collections & Gallery search committee, chaired the Access Services Librarian Search committee, and serve on the Library Program Review committee. Finally, with the purchase of our new preservation software, Preservica, I spent quite a bit of time researching and doing outreach calls to the vendor and other institutions for best practices. In my duties as Chair of Digital Preservation, I worked closely with the digital preservation team- E. Leonard, Assistant Dean of Collection Services & Information Technology, Z. Pelli, Digital Collections Infrastructure Developer, R. Fino, Library Technology Coordinator, and S. Ponichtera to create customized workflows, software, and write policies to meet SHU institutional needs. These initiatives are very important for SHU Libraries and add additional responsibilities to my workload.

This academic year, FY: 2017-2018, officially began for me on Oct. 1, 2017 when I returned from sabbatical (which I took from April 1, 2017 - October 1, 2017). Note: This sabbatical occurred during this time to help lessen the impact of three librarian sabbaticals during the same fiscal period.

During my sabbatical, I remained engaged with University Libraries on timely projects, including a program review for cyber security and received compensation days for time. While on sabbatical, I was a Visiting Scholar at NYU. My research project focused on library services for graduate students, which resulted in a published article. The article recommends the creation of a Graduate Services webpage with a suite of services tailored for them. The research conducted during my sabbatical helped me build upon my existing work and prepare me for my work for this academic year. From this research, it became very apparent the types of services that are needed to support graduate student research practices. This work can also be applied to faculty services. G. Shea, Communications Librarian and I are working on website for graduate library services. In fact, some of the work from my sabbatical study already influences our new service, Data Management, as well as planned future services such as Data Services. In addition to the graduate studies work, I also made the time during my sabbatical to learn qualitative research methods and take classes at NYU Libraries with the Data Services Department on qualitative research software and Data Reproducibility. I used what I learned at NYU by applying the knowledge to my work with Preservica (digital preservation software), the IHS Library website, and Data Management Committee.

Successes and Challenges

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>)

Through the Digital Preservation Committee, we able to accomplish several key items this year. We created metadata workflows for Preservica, wrote a Web Archiving Policy, updated the current Digital Preservation Policy, began web archiving, created and implemented a storage space plan for the Gallery. E. Leonard and I were able to successfully negotiate for better pricing for Preservica, which allowed for us to purchase more storage space making it possible to fully carry out objectives 2 & 6. The Digital Preservation Committee needs additional time to work on Preservica since many team members had additional duties this year and customizing Preservica is very time consuming.

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)

Z. Pelli and I worked on creating wireframes and design ideas to prepare of the new Associate Dean of the IHS Library arrival. We continued to work to refine the website until the hand off with IHS. As a result, the website is very clean and modern and could serve as a model for enhancements to SHU Libraries sites.

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)

For Data Management, we (the committee) were able to accomplish building a website, launch events, drafting a faculty data survey, and writing a data management plan. We need to build stronger campus partnerships and do more campus outreach and training workshops.

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>)

This year eRepository had approximately 500,000 downloads. With the assistance of student workers, L. DeLuca and I were able to almost double the amount of faculty profiles. We were able to add several new collections and received assistance from V. Eubanks to create metadata for these collections. We made great progress in maintain consistent workflows thanks to the help of student workers and V. Eubanks. I will continue to monitor institutional repository software, as we experienced several technical issues with the software this year.

Looking Ahead

For next year, I am anticipating the Digital Preservation Committee will have successfully integrated Preservica and ArchivesSpace, content in the Universal Access module for public access, a customized look and feel of the Universal Access module and double the amount of storage currently being used. As for the Data Management Committee, a greater campus presence, completion of data survey and a written report of recommendations, and training for the committee for expanded data services. The institutional repository (IR) will launch two new journals, continue support faculty research and build research data collection. I will continue to monitor other options for an IR. Finally, promote graduate library services by building a website and specialized services for graduate students.

Sharon Ince, Digital Services Librarian/Associate Professor

Digital Preservation: In my capacity as Chair, of the digital preservation group: digital preservation committee (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, and Dean Buschman) we support 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>)

I was able to accomplish the following with colleagues from the Digital Preservation committee:

Ingest template: Z. Pelli and I created an email ingest workflow for Preservica, which is a set of procedures for creating metadata for email capture and how to upload email into Preservica. This resulted in a step by step workflow that is now used as the template to ingest all future collections into Preservica.

Preservica Metadata: To establish standardized metadata for Preservica, I conducted research for collection ingest into Preservica. This entailed reviewing multiple best practices documents, several metadata schemas, consultation with existing users and Preservica to establish our standards. Z. Pelli, A. Mita and I established email metadata required fields; With E. Leonard, Z. Pelli, and R. Fino established web archiving required fields; With S. Pontichetera, E. Leonard, Z. Pelli, and R. Fino established required fields for collections. This results in standardized fields for each type of digital file format.

Policies: With E. Leonard and S. Ponichtera wrote a Web Archiving Policy and revised the Digital Preservation Policy for SHU Libraries.

ArchivesSpace: Conducting research on best practices for ArchivesSpace and Preservica integration and arranged for consultation phone calls from existing ArchivesSpace and Preservica institutions for Digital Preservation committee members.

Gallery workflow: Members of the Digital Preservation Committee team met with the Gallery to discuss a workflow for moving material from the Gallery to Preservica. To prepare, I conducted research on best practices and contacted institutions that use PastPerfect (PP). I then arranged for a test with the Digital Preservation committee to follow the practices of another institution to upload documents to the PP record and upload images to the PP record as suggested by PastPerfect. I recommended a new staging space be created on the W drive (a shared storage staging space for digital projects provided by SHU IT) for dedicated Gallery materials ready for ingest to Preservica for an efficient and secure workflow. Additionally, I recommended descriptive metadata to surround these files.

Poetry-in-the-Round Collection: I supervised the works of V. Eubanks to checking the accuracy of metadata and NAF (Name Authority Files) and consolidating multiple spreadsheets for the project. We are working with Assistant Dean S. Ponichtera for archival requirements.

Preservica consultation: E. Leonard and I spoke with Preservica to successfully negotiate better pricing and to advise on best practices for enhancing Preservica to function as an institutional repository.

IHS website: *SHU Libraries Strategic Plan 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)* with Z. Pelli, E. Leonard, and Dean Buschman conducted a review of existing practices of Health Science Libraries websites and made recommendations for the new IHS site design. Z. Pelli and I sketched wireframes for ideas for the homepage and secondary pages and created a document for the navigation. We held weekly meetings with C. Duffy, Associate Dean, IHS Library from November - May until the website was completed. I successfully negotiated with Springshare for IHS to purchase LibCal and LibAnswers for reduced pricing. I worked with E. Leonard to setup LibAuth (authentication) for IHS LibCal. I made recommendations for digital signage with C.Duffy, R. Fino, Z. Pelli, and E. Leonard and reviewed physical space for signage and furniture in IHS library with Duffy, Fino, and Pelli. Assisting with course reserves for IHS Library.

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>)

eRepository had approximately 500,000 downloads this year with almost 2.5 million downloads in total and 10,000 papers.

Total number of downloads: **456,786**

Total number of Institutions downloading work: 18,622

Total number of Countries downloading work: 221

Total number of Metadata Page Hits: 53,225

Total number of Works Posted: 1,430

Total number of Works downloaded: 12,267

Faculty Scholarship: I co-manage two student assistants with L. DeLuca for projects that include training, project templates, project workflow for creation of faculty profiles, checking copyright permissions, outreach to faculty, and import of SelectedWorks to institutional repository. We have nearly doubled the amount of faculty profiles, thanks to the help of the student assistants.

University Publications: I oversaw V. Eubanks work to create metadata and upload Fact Books, Sabbatical Reports, Grants Reports, and Faculty Publications. The material collected for this project was made possible due to the outreach conducted by L. DeLuca.

Digital Humanities (DH): With L. DeLuca met with DH committee chairs, M. Balkun and M. Deyrup to provide a best practices workflow DH committee deposit into the IR.

Electronic Theses & Services legacy project (ETD): I managed the legacy dissertation and thesis project. Approximately 180 ETDs had to be added to the current ETD collection. I trained V. Eubanks to upload and create metadata for these records. Additionally, with V. Eubanks established workflow recommendations for removing print dissertation record holdings from eRepository records.

ETD: I conducted several phone/email inquiries from graduate students and advisors regarding ETD services. With E. Leonard investigated best practices for adding ETD records from digital gateway to WMS. E. Leonard and I co-wrote a digital gateway policy. I proposed to the Public Services Committee to add the ETD policy to the policy page and made recommendations for best practices when speaking with a graduate student regarding an ETD submission.

Training: I provided eRepository training for V. Eubanks, S. Ponichtera, M. Brady, and Karol (Digital Services Assistant) for eRepository services. I provided Libapps training for S. Ponichtera and J. Marcesa. With L. Deluca provided an overview of eRepository for IHS librarian, A. Piazza and A. Hickner and V. Eubanks.

Data Management Committee: co-chair w/L. DeLuca (members: C. Duffy, L. Harrison, A. Piazza, K. Wissel, and M. Loesch)

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)

I drafted website criteria for Inter-university Consortium for Political and Social Research and Data Management site, which was then created and greatly enhanced by L. Harrison. Conducted research on data management survey article presented by K. Wissel and revised with L. DeLuca a draft of survey created by K. Wissel. I worked with L. DeLuca and our student assistant to create the online survey. I conducted research about data management consultations and created an interview survey. With L. DeLuca, submitted this information for review to IRB. With L. DeLuca, E. Leonard, and our student assistant created a data consultation form. L. DeLuca and I attended the Office of Research & Grants information session. With K. Wissel and L. Harrison created a presentation for Data Management for Love Data week. With E. Leonard wrote data management plan for humanities faculty submitting a grant to NEH.

Public Services: I provided between 2- 4 hours of reference each week, taught 7 English 1201/1202 classes and 1 Education Dissertation Seminar class with G. Shea. I met with two Graduate education students to conduct research appointments. I enhanced our qualitative research methods titles by ordering several recent top publications in the field. I am also a co-Electronic Theses & Dissertation liaison. I answer student and faculty questions concerning the ETD submissions process.

Service

Library

Chair, Digital Preservation Committee, 2016-

Chair, Access Services Search Committee, 2018

Co-chair, Data Management Committee, 2017-

Member, Assistant Dean for Archives & Special Collections & Gallery search committee, 2017

Member, Library Program Review Committee, 2018
Member, Rank & Tenure Committee
Member, Library Faculty Assembly

University
Provost's Graduate Advisory Board, 2016 -
Graduate Senate Committee, 2016 -

Service to the Profession
NJLA Technology Committee, 2013-
Dolce Lab, NYU, 2010-
ACM Member, 2018-

Professional Development

FOLIO User Group Meeting, Drew University, Spring 2018

ACM SIGIR Conference on Human Information Interaction and Retrieval
(*CHIIR*). New Brunswick, NJ, USA. March 11-15, 2018

Publications and Presentations

Publications

Ince, S. F., Hoadley, C., & Kirschner, P. A. (2018). A Study of Search Practices in Doctoral Student Scholarly Workflows. In *Proceedings of the 2018 Conference on Human Information Interaction & Retrieval* (pp. 245-248). ACM.

<https://dl.acm.org/citation.cfm?doid=3176349.3176877>

Ince, S. (2018). Trends in academic libraries graduate student services: A case study. *The Journal of Academic Librarianship*. 44 (3)

doi:10.1016/j.acalib.2018.02.012

<https://www.sciencedirect.com/science/article/pii/S0099133317303208>

Presentations

Leonard, E., Ince, S., Mita, A. and Pelli, Z. NJLA Technology Awards nomination, April 20, 2018

Poster

Ince, S. F., Hoadley, C., & Kirschner, P. A. (2018, March). A Study of Search Practices in Doctoral Student Scholarly Workflows. CHIIR 2018. Rutgers, The State University of New Jersey, New Brunswick, NJ.

Sulekha Kalyan

Head of Collection Development/Acquisitions

Collection Development Department Report 2017-2018

Introduction:

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. Our major vendors are; EBSCO Subscription Services for Serials subscriptions and YBP/GOBI for book acquisitions. In addition, we have numerous other publishers and vendors, we deal with on daily basis. We strive to be efficient and keep good records.

This was again a very busy year for our unit. Along with our own work load, we worked on inquiring about and acquiring materials & trial access to e-resources for Medical School Library.

Previous Year's objectives:

- **Objective 1. Acquiring and negotiating resources for Medical School Library by keeping efficient acquisition of materials and keeping License Manager updated to reflect current information – on going**
- **Objectives 3,5 & 12: Deploy Funds and NEH grants money to help the University and to analyze collections to pare down extraneous materials – on going**
- **Objective 11: analysis of existing licenses for Alumni portal– on going**

The following are the accomplishments & challenges of the Acquisitions Department:

Manage budget expenditure:

Acquisitions Materials Budget: Acquisitions again received a budget of \$ 1,287,574 for 2017-2018 fiscal year. To-date, we have spent a total of \$1,262,184 for purchasing and maintaining subscriptions costs for the library collections. We have a balance of \$25,390 to cover the invoices and billing for the month of June. See figure 1, below for details.

Challenges:

- **As the budget stays stagnant and the cost of materials keep increasing every year by minimum ~5%, it is becoming difficult to balance the budget.**
- **Additional workload for Medical School resources – These were hard to find materials and staff had to make extra efforts to find information. It required making phone calls and searching the web. Many times I myself had to provide help with locating these resources. Most of these were text books. We had to spend our funds to get access to these resources.**

Fig. 1

Library Acquisitions Fund 100 expense report						
FY July 2017-May 2018						
Subject/Discipline	Books (\$)	App. Books (\$)	E-Books (\$)	E-Resources (\$)	Serials (\$)	Total (\$)
Biology	\$ 382.55	\$ 37.76	\$ 661.00	\$ -	\$ -	\$ 1,081.31
Chemistry	\$ 816.84	\$ 10.04	\$ 62.50	\$ 72,484.12	\$ -	\$ 73,373.50
Criminology	\$ 260.27	\$ 54.56	\$ 240.95	\$ -	\$ -	\$ 555.78
Interdiscipline	\$ 648.87	\$ 103.28	\$ 1,989.83	\$ 633,457.54	\$ 3,445.25	\$ 639,644.77
Math & Computer Science	\$ 268.11	\$ 13.40	\$ 44.99	\$ -	\$ -	\$ 326.50
Physics	\$ 118.80	\$ -	\$ -	\$ 7,072.00	\$ -	\$ 7,190.80
Political Science	\$ 787.79	\$ 231.99	\$ 659.00	\$ 10,271.22	\$ -	\$ 11,950.00
Psychology	\$ 216.51	\$ 199.78	\$ 492.90	\$ 31,230.56	\$ -	\$ 32,139.75
Social Work	\$ 85.65	\$ 31.50	\$ -	\$ 2,838.20	\$ -	\$ 2,955.35
Education	\$ 671.42	\$ 50.32	\$ 1,351.29	\$ 4,775.00	\$ -	\$ 6,848.03
Nursing	\$ 6,009.99	\$ 258.50	\$ 1,924.86	\$ 19,179.00	\$ -	\$ 27,372.35
Business	\$ 413.62	\$ 489.18	\$ 615.12	\$ 40,211.43	\$ -	\$ 41,729.35
Communication & Arts	\$ 22.64	\$ -	\$ -	\$ 1,405.00	\$ -	\$ 1,427.64
Diplomacy	\$ 747.17	\$ -	\$ 168.00	\$ 12,161.91	\$ -	\$ 13,077.08
HAMS	\$ 1,799.91	\$ 90.72	\$ 778.08	\$ 2,020.68	\$ -	\$ 4,689.39
Grand Totals - All Schools	\$ 13,250.14	\$ 1,571.03	\$ 8,988.52	\$ 837,106.66	\$ 3,445.25	\$ 864,361.60

NEH Grant fund: We spent a total of \$383,476 from NEH grant for purchase of materials this year. We keep moving more and more resources toward NEH as they fit to supplement the cost of materials.

NEH Expense Report by Disciplin FY July 2017- May 2018							
Subject/Discipline	Books (\$)	App. Books (\$)	E-Books (\$)	E-Resources (\$)	Prt & E Ser(\$)	CD's/DVD's (\$)	Total (\$)
African American Studi	\$ 346.72	\$ 130.58	\$ 19.95	\$ 1,578.92	\$ -	\$ -	\$ 2,076.17
Alberto - Portuguese	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Archives	\$ -	\$ -	\$ -	\$ 2,277.96	\$ -	\$ -	\$ 2,277.96
Asian Studies	\$ 48.31	\$ -	\$ 3,299.04	\$ 6,796.80	\$ -	\$ 295.00	\$ 10,439.15
Catholic Studies	\$ 1,240.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,240.49
Classical Studies	\$ 518.98	\$ -	\$ -	\$ 8,768.75	\$ -	\$ -	\$ 9,287.73
Computer Science	\$ 91.56	\$ -	\$ 551.90	\$ -	\$ -	\$ -	\$ 643.46
Core Curriculum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
English	\$ 7,786.13	\$ 487.11	\$ 2,761.09	\$ 38,372.37	\$ 640.83	\$ -	\$ 50,047.53
German Approval	\$ 1,970.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,970.70
History	\$ 5,289.62	\$ 52.04	\$ 1,100.93	\$ 22,859.80	\$ -	\$ 175.00	\$ 29,477.39
Interdiscipline	\$ 4,378.76	\$ 266.22	\$ 2,870.19	\$ 55,417.15	\$ -	\$ 17,717.95	\$ 80,650.27
Italian Studies	\$ 4,600.14	\$ 100.80	\$ 149.95	\$ -	\$ -	\$ -	\$ 4,850.89
Italian Studies - APP	\$ 10,484.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,484.65
Modern Languages	\$ 4,173.31	\$ 1,508.26	\$ -	\$ 12,760.05	\$ 55.00	\$ -	\$ 18,496.62
Philosophy	\$ 2,758.88	\$ 29.40	\$ 575.99	\$ 510.00	\$ -	\$ -	\$ 3,874.27
Political Science	\$ 2,848.79	\$ -	\$ 2,319.99	\$ -	\$ 137.75	\$ 295.00	\$ 5,601.53
Psychology	\$ 137.03	\$ 62.16	\$ -	\$ -	\$ -	\$ -	\$ 199.19
Religion	\$ 1,504.08	\$ -	\$ 338.60	\$ 12,193.04	\$ 352.00	\$ -	\$ 14,387.72
Russian Approval	\$ 12,198.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,198.60
Science	\$ 1,240.02	\$ 100.72	\$ 531.20	\$ -	\$ -	\$ -	\$ 1,871.94
Sociology /Anthropolo	\$ 7,698.33	\$ 1,940.35	\$ 1,204.90	\$ 1,310.46	\$ -	\$ 718.08	\$ 12,872.12
Spanish Approval	\$ 3,642.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,642.00
Valente - History - APP	\$ 11,719.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,719.56
Curriculum	\$ 109.71	\$ -	\$ 2.99	\$ -	\$ -	\$ -	\$ 112.70
Education	\$ 492.33	\$ -	\$ 386.99	\$ -	\$ -	\$ -	\$ 879.32
Nursing	\$ 363.14	\$ 390.48	\$ 142.90	\$ -	\$ -	\$ -	\$ 896.52
Business	\$ 224.35	\$ -	\$ 491.45	\$ -	\$ -	\$ -	\$ 715.80
Communication & Arts	\$ 3,390.70	\$ 1,854.83	\$ 1,939.89	\$ 16,923.88	\$ 462.15	\$ 200.92	\$ 24,772.37
Seminary Library	\$ 25,998.48	\$ -	\$ -	\$ -	\$ -	\$ 428.85	\$ 26,427.33
Grand Totals - All Sd	\$ 115,255.37	\$ 6,922.95	\$ 18,687.95	\$ 179,769.18	\$ 1,647.73	\$ 19,830.80	\$342,113.98

Valente Funds: We received a budget of \$14,000 for Valente/Italian collection. Expanded \$13,010 to-date to purchase 394 books. In addition we used \$11,883 from NEH grant fund (to match) to purchase 413 books for this collection. See the figure below.

Library Acquisitions Fund 619012 (Valente) Statistics

FY17-18

Subject/Discipline	Books (\$)	Books Rcv'd (no.)
College of Arts & Sciences		
History - APP	\$ 5,507.25	170
Italian Studies - APP	\$ 4,999.42	202
Italian Studies	\$ 1,589.14	22
<i>Shipping Charge</i>	\$ 915.11	
Valente Totals	\$ 13,010.92	394

Other Restricted Funds: Used following restricted funds as supplement to the budget to purchase books.

**Special Funds for Sciences (619006)
 East European Fund (619017)
 Library Restricted Funds (619003; 663403; 229003)**

Library Special Fund 619006 (Sciences) Statistics				
FY17-18				
Subject/Discipline	Books (\$)	# Rcv'd	E-Books (\$)	# Rcv'd
College of Arts & Sciences				
Biology	\$ 1,281.81	18	\$ 89.95	1
Chemistry	\$ 2,994.98	32	\$ 948.90	6
Math	\$ 968.96	20	\$ 345.00	3
Physics	\$ 1,401.72	22	\$ 341.24	5
Science	\$ 1,541.79	29	\$ 199.00	1
SHMS	\$ 6,814.97	96	\$ 640.11	5
Social Work	\$ 543.44	8	\$ 90.00	1
Computer Science	\$ 104.55	2	\$ -	0
SOM	\$ -	0	\$ 1,799.43	8
<i>Shelf--Ready Charge</i>	\$ 452.98	0	\$ -	0
<i>Shipping Charge</i>	\$ 93.09	0	\$ -	0
Totals	\$ 16,198.29	227	\$ 4,453.63	30
FY17-18 Allocations	\$ 32,000.00	\$ 11,348.08		

Library Acquisitions Fund 619017 (East European) Statistics		
FY17-18		
Subject/Discipline	Books (\$)	Bks Rcv'd
College of Arts & Sciences		
East European Russian	\$ 92.40	1

Library Acquisitions Fund Restricted Accounts Statistics					
FY17-18					
Subject/Discipline	Books (\$)	Items Rec.	E-Resources (\$)	Items Rec	Total Spent
College of Arts & Sciences					
Judeo-Christian (619003)					
Jobert-Sharp (663403)	\$ 1,408.00	45	\$ 6,744.22	9	\$ 8,152.22
Oesterreicher Collection (229003)	\$ 38.25				\$ 38.25
<i>Shelf-Ready Charge</i>	\$ 41.47				\$ 41.47
<i>Shipping Charge</i>	\$ 10.00				\$ 10.00
Judeo-Christian Totals	\$ 1,497.72	45	\$ 6,744.22	9	\$ 8,241.94

Acquisition of Materials:

Databases: We renewed and acquired licenses for 159 databases, purchased 3032 books and processed renewal subscriptions for 4,291 journals. We work with vendors, publishers and consortia to provide best possible deals for these resources. Currently we are working with following consortia to lease our databases: ValeNJ; PALCI; WALDO and LYRASIS. We acquired access to 4 new databases listed below this year and number of titles were acquired on request from the library faculty. Database expense report can be provided, if needed.

- **Oxford Language Dictionaries**
- **Oxford Shakespeare Scholarly Edition**
- **Wiley journals Back files**
- **Kantor Media additional modules**

Journals: We maintain subscriptions and provide access to 4921 unique journals. EBSCO is our major vendor for subscriptions. We negotiate prices and licenses and work with vendors and consortia to get discounts whenever possible. We use NEH grant fund to acquire journals for humanities disciplines.

Journal expenditure report for 2018					
Package Name	Publisher	Start Date	Cost	No. Titles	
American Chemical Society Web Editions	AMERICAN CHEMICAL SOCIETY	01/01/2018	\$ 54,685.00	53	
ASM Online Journals Package	AMERICAN SOCIETY MICROBIOLOGY	01/01/2018	\$ 5,815.00	12	
Cabells Publication Set Collection	CABELL PUBLISHING CO	01/01/2018	\$ 5,188.00	6	
JAMA c-w AMA Journals Online Collection	AMERICAN MEDICAL ASSOCIATION	05/01/2018	\$ 6,155.91	3	
Lippincott Williams & Wilkins Journal Package	WOLTERS KLUWER HEALTH	01/01/2018	\$ 18,591.37	19	
Sage Premier Collection - 2016	SAGE PERIODICALS INC	01/01/2018	\$ 47,318.12	830	
Springer Lyasis Online Collection	SPRINGER VERLAG GMBH GERMANY	01/01/2018	\$ 102,239.08	2240	
Wiley-Blackwell All Journals Database	JOHN WILEY & SONS INC/CUST SER	01/01/2018	\$ 39,490.00	1492	
Single titles subscriptions through EBSCO	Multiple publishers	01/01/2018	\$ 181,394.00	266	
Total for Journals		FY2018	\$ 460,876.48	4921	
NEH grant applied to supplement the cost of Humanities journals			\$ 52,501.00		

We continue to shift journals from print to electronic access only. The figure below gives a glimpse of how we are doing in this initiative. It is obvious from this report that we are moving towards packages and publishers are moving their titles in bundles.

Journals switched to e-only				
Years	2018	2017	Change	%Change
Number of Titles:	2,683	1,275	1,408	110.43
Titles by Format				
Print:	64	82	-18	-21.95
Print + Online:	6	8	-2	-25
Online (Subscribed):	313	366	-53	-14.48
Online (Package Access Only):	2,319	819	1,500	183.15
Total Cost:	342,566.45	346,249.08	-3,682.63	-1.06

Books & other items: We purchased 3,970 books, of which 1170 were shelf ready books; 146 DVD and streaming video; 269 e-books for the library collection. Acquisitions downloaded 2,337 requests for book orders submitted through the web order form.

GOBI continues to be our major vendor. We work with Casalini for acquiring Italian books; Kozmanko for Russian books; Iber Books for Spanish books and Harrassowitz for French books. We also use AMAZON to purchase rush order books. We continue to acquire ebooks through PALCI/JSTOR program.

Periodicals Daily Activities:

Titles checked in WMS: 2920

Total Invoices Paid to EBSCO: 23

Serials Claimed: 5

Gift Materials Statistics:

- Gift books received: 3875
- Journal issues received: 400
- Non print gifts: 154
- Acknowledgment letters sent: 56
- Thesis Bound: 204

We sent 2,137 books to Better World Books and their gross sales of our books was \$2731.68. Our commission was \$439.35.

Medical School Resources: In addition to our regular work, we worked on resources for Medical School Library. It was time consuming and new work for acquisitions staff. I acquired cost and license information for the Library Dean and the Associate Dean of the Medical School Library. Got trial access and cost information for following resources. Prepared the cost estimate sheet by negotiating price with the vendors. We acquired books and textbooks on request of the Associate Dean. We established an account for Medical school books with GOBI and set to get those shipped directly to Nutley campus. It was challenging and new kind of work for us. Few Major database trial ones are listed below.

- **Clinical Keys**
- **OVID Journals –Health Library**
- **Wiley Essential Evidence Plus**
- **Royal Society Journals**
- **Taylor and Francis Journals**
- **Sage Medical titles**
- **Dynamed Plus**
- **McGraw-Hill Resources**

Vendor Relations:

I continue to meet with vendors throughout the year to keep myself abreast on new resources and communicating access & invoice related problems. Invited Gale for training. Faculty has been complaining about Gale’s new interface. I also met with ProQuest, Sage, Oxford, EBSCO, GOBI, and LexisNexis vendors during the year & arranged for training as requested.

The following are our initiatives and goals:

- **Accessibility Clause:** I was asked by the Assistant Dean to have Accessibility Clause added to our Licenses for databases. I have worked with all our major vendors to get it done. It is an ongoing project and will be complete by next summer.
- **Databases Usage Stats** This responsibility belongs to Xue-Ming Bao now. I am exploring various software for this project. REDLink is on trial for currently. Xue-Ming Bao is working on it. I looked at WT Cox software which is very promising but expensive. Hopefully, this summer we will be able to get one in place.
- **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.
- **Implement something like GIST for Library Acquisitions.** I will like to evaluate Inter Library Loan Statistics this year.
- **Alumni Portal:** Keep working with vendors for getting access for alumni with incurring cost to the library. Most of the vendor charge additional 10-15% of your total cost for providing Alumni access.

Challenges:

Carol & Denise collaborated with me in preparing this data for Dean’s office. This shows the comparative cost of last three years. With no budget increase how difficult is for us to keep the budget balanced. This does not include cost of Science Direct Database, which will be over \$400,000 in the coming year.

Big Cost Items:	2015-2016	2016-2017	2017-2018
Vale NJEdge invoices total	\$ 252,092.19	\$ 306,456.86	\$ 222,478.72
American Chemical Society Journals	\$ 50,562.00	\$ 52,836.00	\$ 54,685.26
Scifinder Scholar	\$ 62,648.00	\$ 65,153.00	\$ 67,759.12
Scopus	\$ 24,000.00	\$ 30,000.00	\$ 31,500.00
Project Muse	\$ 26,996.58	\$ 28,350.81	\$ 29,763.95
Proquest Dissertations & Thesis	\$ 15,286.96	\$ 15,898.44	\$ 16,534.38
Oxford Journals	\$ 20,431.48	\$ 20,965.09	\$ 21,358.92
Euromonitor	none	\$ 11,500.00	\$ 11,960.00
Royal Society Chemistry Journals	\$ 41,008.00	\$ 44,019.00	\$ 45,937.28
Sage Journals	\$ 39,192.00	\$ 46,390.00	\$ 47,318.12
Springer Journals	\$ 46,437.00	\$ 50,015.00	\$ 102,239.08
Wiley Journals	\$ 31,018.00	\$ 32,650.00	\$ 35,346.78
Interdisciplinary	\$ 213,297.00	\$ 135,120.00	\$ 181,394.00
Total	\$ 822,969.21	\$ 839,354.20	\$ 868,275.61

Staff Reports:

Acquisitions Department Staff Development 2017-2018

June

- 6/8 - Carol & Mary Ellen attended a workshop, "ProQuest Books Overview - Print and Ebooks," from 10 - 11 AM in the Common Area.
- 6/9 - Carol & Mary Ellen finished the project, "Reconciliation, Part 1" (comparing information on the sheets vs. the books on the shelves and then making necessary corrections).
- 6/9 – Carol viewed a tutorial in OCLC on, ‘Start Here, the Standard Reports.

- 6/12 to 7/11 - Mary Ellen cataloged and processed 158 Master theses.
- 6/22 – Carol & Mary Ellen attended the pizza party recognizing the completion of "Reconciliation, Part 1".
- 6/26 - Random Sampling Day for staff and faculty.

July

- 7/5 - Staff attended a Local 153 General Meeting held from 12 - 2 PM in the Nursing Amphitheater.
- 7/12 - Carol & Mary Ellen attended a meeting, "Reconciliation, Stage whatever-comes-next," led by Elizabeth from 10:30 - 11:30 AM in the Common Area.
- 7/12 to 7/28 - Carol & Mary Ellen worked on the project, "Reconciliation Recap" (inventorying "on shelf" books via assigned sheets).
- 7/18 - Sulekha, Carol, & Mary Ellen demonstrated our acquisition workflows in WMS to some library staff from Bergen Community College.
- 7/19 - Carol & Mary Ellen attended a class, "Spreadsheets 101: Using EXCEL," from 9 AM - 2 PM in ITV
- 7/19 - All attended the ice cream social, "Celebrate Summer," in the Staff Room.
- 7/24 - Random Sampling Day for staff and faculty.
- 7/26 - Mary Ellen attended a class, "Office 365: The Next Step," from 9 AM - 2 PM in ITV.

August

- 8/17 - Staff attended the "State of the University" address given by Dr. Mary J. Meehan at 9 AM in Jubilee Hall.
- 8/29 - Staff attended a training, "Leave Reports and Web Time Entry," from 10 - 11:30 AM in the Common Area.
- 8/31 - Carol & Mary Ellen attended a webinar on e-books sponsored by ProQuest.

September

- 9/6 - Sulekha & Carol attended a webinar, "Swank".
- 9/11 - Sulekha, Carol, & Mary Ellen had a "meet and greet" with Christine Smith, our new Collection Development Manager with GOBI.
- 9/19 - Carol attended a Wellness Program, "The Psychology of Eating," from 1 - 2 PM in the Faculty Lounge. The program was presented by Mary Finckenor, RD.
- 9/21 - Random Sampling Day for staff and faculty.
- 9/25 - "Meet & Greet" Kelly Thormodson, candidate for the Associate Dean position at the Interprofessional Health Sciences Library, from 9:15 - 9:45 AM in the Staff Room.
- 9/27 - Mary Ellen attended the Speaker's Series Event, "Discursive and Democratic Dysfunction, Or, Why It Is So Hard to Decide What the Facts Are," at 2 PM in the Common Area.

- 9/28 - "Meet & Greet" Peter Cole, candidate for the Associate Dean position at the Interprofessional Health Sciences Library, from 9:15 - 9:45 AM in the Staff Room.

October

- 10/2 - "Meet & Greet" Christopher Duffy, candidate for the Associate Dean position at the Interprofessional Health Sciences Library, from 9:15 - 9:45 AM in the Staff Room.
- 10/3 - "Meet & Greet" Misa Mi, candidate for the Associate Dean position at the Interprofessional Health Sciences Library, from 9:15 - 9:45 AM in the Staff Room.
- 10/5 - Carol & Mary Ellen attended a Wellness Program, " Inflammation & the Anti-Inflammation Diet," from 12:15 - 1:15 PM in the Faculty Lounge. The program was presented by Dr. Giovanni Campanile.
- 10/9 - Carol & Mary Ellen attended a presentation, "ScienceDirect / Scopus: Lunch & Learn," from 11 AM – 12:30 PM sponsored by Elsevier.
- 10/17 - Random Sampling Day for staff and faculty.

November

- 11/1 - All attended a staff meeting conducted by Dean Buschman from 2 - 3 PM in the Common Area.
- 11/6 - Sulekha, Carol, & Mary Ellen met with Elizabeth to discuss "planning for the SOM acquisitions process" from 2 – 3 PM in the Club House.
- 11/6 to 12/13 - Mary Ellen updated the links, addresses, contacts, and notes of the vendors in License Manager.
- 11/7 - Mary Ellen attended a workshop, "Procurement Policies & Procedures Training," from 10:30 AM – 12 PM at Martin House.
- 11/15 - Random Sampling Day for staff and faculty.
- 11/16 - All attended the "Annual Thanksgiving Potluck" from 12:30 – 2:30 PM in the Staff Room.
- 11/17 - Carol attended a training, "Time Clock Plus," conducted by Human Resources from 10 - 11 AM in Jubilee Hall.
- 11/20 - Carol & Mary Ellen viewed the following five tutorials on License Manager: "Introduction to WorldShare License Manager"; "WorldShare License Manager – Setting Up Deflections"; "Creating and Managing Templates in WorldShare License Manager"; "Creating Licenses in WorldShare License Manager"; and "Managing Licenses in WorldShare License Manager".

December

- 12/1 - Random Sampling Day for staff and faculty.
- 12/12 - Random Sampling Day for staff and faculty.
- 12/13 - All attended the "Library Holiday Luncheon" from 12 – 2 PM in the Staff Room.

- Carol & Mary Ellen attended "Joe Riccardelli's Cake & Coffee Send-Off" from 2:30 – 3:30 PM in the Staff Room.

January

- 1/8 - Carol & Mary Ellen attended a meeting, "StackMap Project," led by Elizabeth at 10 AM in the Common Area.
- 1/8 - 1/12 - Carol & Mary Ellen worked on the StackMap Project.
- 1/10 - Carol & Mary Ellen attended a presentation, "Shaking Hands with SharePoint," given by Ryan from 2 – 3 PM in the Common Area.
- 1/17 - Attended a presentation by David Ranzan, candidate for the Assistant Dean for Special Collections & the Gallery, from 11:30 AM – 12:30 PM in the Common Area.
- 1/18 - Attended a presentation by Marisa Shaari, candidate for the Assistant Dean for Special Collections & the Gallery, from 11:30 AM – 12:30 PM in the Common Area.
- 1/18 - Random Sampling Day for staff and faculty.
- 1/19 - Attended a presentation by Sarah Ponichtera, candidate for the Assistant Dean for Special Collections & the Gallery, from 11:30 AM – 12:30 PM in the Common Area.
- 1/22 - Attended a presentation by Julia Telonidis, candidate for the Assistant Dean for Special Collections & the Gallery, from 11:30 AM – 12:30 PM in the Common Area.
- 1/25 to 1/26 - Mary Ellen proof read the StackMap EXCEL sheets.
- 1/26 - Staff attended a Local 153 General Meeting held from 12 – 2 PM at the Jubilee Hall Auditorium.

February

- 2/9 - Along with the staff and faculty, Carol toured the Interprofessional Health Sciences Library of the School of Medicine in Nutley from 3 – 4:30 PM.
- 2/15 to 2/20 - Mary Ellen deleted the barcodes of inventoried books not in the collection.
- 2/16 - Attended a presentation by Lauren Harrison, candidate for the Health Sciences Librarian position at the Interprofessional Health Sciences Library, from 1:10 – 1:40 PM in the Common Area.
- 2/16 - "Meet & Greet" Lauren Harrison from 2:30 – 2:50 PM in the Staff Room.
- 2/19 - Attended a presentation by Allison Piazza, candidate for the Health Sciences Librarian position at the Interprofessional Health Sciences Library, from 1:10 – 1:40 PM in the Common Area.
- 2/19 - "Meet & Greet" Allison Piazza from 2:30 – 2:50 PM in the Staff Room.
- 2/20 - Sulekha, Carol, & Mary Ellen attended a presentation, "OASIS," by ProQuest at 11 AM in the Dean's Conference Room.
- 2/22 - Attended a presentation by Andy Hickner, candidate for the Health Sciences Librarian position at the Interprofessional Health Sciences Library, from 1:10 – 1:40 PM in the Common Area.


- 2/22 - "Meet & Greet" Andy Hickner from 2:30 –2:50 PM in the Staff Room.

March

- 3/1 - Attended a presentation by Kyle Downey, candidate for the Health Sciences Librarian position at the Interprofessional Health Sciences Library, from 1:10 – 1:40 PM in the Common Area.
- 3/1 - "Meet & Greet" Kyle Downey from 2:30 –2:50 PM in the Staff Room.
- 3/15 - Carol & Mary Ellen attended a historical symposium, "Seton Hall: An Introduction to University History," given during Charter Week from 12 – 1:30 PM in the Faculty Lounge.



April

- 
- 4/4 - Sulekha, Carol, & Mary Ellen attended a webinar, "Oasis Overview," given by Jennifer Cornell of ProQuest from 11 AM – 12 PM in the Club House.
 - 4/9 - All attended a pizza party to celebrate the student workers, especially the

May:

5/9 – All attended Xiao Qin's retirement party from 2:30 – 4 PM in the Common Area.

In addition to our regular workflow of processing orders for faculty and librarians, we continue to process and invoice orders for Italian, Russian, Spanish, and German Approval books. We also ordered replacement copies of books "missing" via the inventory.

Carol has created collections in License Manager for purchases made through the Dean's Office, including uploading licenses and invoices. Carol and Mary Ellen continue to maintain License Manager; updating licenses, invoices, expiration dates and contact information.

To-date, 113 reference books, and 8 e-books have been ordered for the Inter-professional Health Sciences Library in Nutley.

In addition, 543 purchase orders were created in WMS for books, 14 purchase orders were created to encumber funds and sent to procurement for database subscriptions for totaling \$977,137.70.

Acquisitions Activities FY17-18						
Requests	Purchase orders created	Books received	Shelf-Ready Books received	DVD's, CD's, & Streaming Videos	eBooks	Invoices processed
2337	543	2800	1170	146	282	1320

Carol A Kieslor
Acquisitions Supervisor
May 30, 2018

PERIODICALS DEPARTMENT ACCOMPLISHMENTS

2017-2018

JUNE 2017

- 6/9 – Completed “Reconciliation Project” Part I
- 6/12 - Random Sampling Day Survey for staff and faculty.
- 6/14 - I attended a Local 153 Union meeting.
- 6/22 - The staff attended a pizza party for completing Part I of the “Reconciliation Project.”
- 6/26 – Random Sampling Day Survey for staff and faculty.
- 6/28 – “Meet & Greet” Lauren Harrison for the Reference Library Position.

JULY 2017

- 7/5 – I attended a Local 153 Union meeting.
- 7/12 – I attended with staff a meeting for “Reconciliation Project Part II.”
- 7/12-7/28 – Worked on the “Reconciliation Project Part II.”
- 7/13 – I viewed a webinar from OCLC for instructions on various serials instructions.
- 7/19 – Carol and I took a class for Excel Spreadsheets given by TLTC.
- 7/19 – We all attended a “Ice Cream Social” to celebrate summer.
- 7/24 – Random Sampling Day Survey for staff and faculty.

- 7/31 – Meeting with Elizabeth to discuss ongoing projects.

AUGUST 2017

- 8/17 – I attended the yearly “State of the University Address.”
- 8/29 – I attended a meeting for the use of the “New Web Time Entry.”

SEPTEMBER 2017

- 9/19 – Carol and I attended a wellness luncheon. “The Psychology of Eating”, given by Seton Hall.
- 9/21 – Random Sampling Day Survey for staff and faculty.
- 9/25 – “Meet & Greet” with Kelly Thormodson, candidate for Associate Dean of the IHS Library.
- 9/28 - I worked with the CERT Team for distribution of the flu vaccine.
- 9/28 – “Meet & Greet” with Peter Cole, candidate for Associate Dean of the IHS Library.

OCTOBER 2017

- 10/2 – “Meet & Greet” with Chris Duffy, candidate for Associate Dean of the IHS Library.
- 10/3 – “Meet & Greet with Misa Mi, candidate for Associate Dean of the IHS Library.
- 10/5 – Carol and I attended a wellness luncheon, “Inflammation & Anti Inflammation Diet”, given by Seton Hall.
- 10/15 – I worked with the Cert Team for distribution of the flu vaccine.
- 10/17 – Random Sampling Day Survey for the staff and faculty.

NOVEMBER 2017

- 11/1 - I attended an “All Staff Meeting” with John Buschman.
- 11/6 – I attended a meeting with Liz, Carol, Sulekha and Mary Ellen regarding planning for SOM Acquisition Process.
- 11/15 – Random Sampling Day for staff and faculty.
- 11/16 – I attended the “Annual Thanksgiving Pot Luck Luncheon” for faculty, administration and staff.
- 11/17 – Carol and I attended a meeting for Kronos Timekeeping Replacement -Time Clock Plus.
- 11/20 – I viewed 5 tutorials on License Manager.

DECEMBER 2017

- 12/1 – Random Sampling Day Survey for staff and faculty.
- 12/12 – Random Sampling Day Survey for staff and faculty.
- 12/12 – I attended the Catholic Studies Christmas Party.
- 12/13 – I attended the Library Holiday Luncheon.
- I attended Joe Riccardelli farewell party.

JANUARY 2018

- 1/8-1/12 – I worked on the “Stack Map Project” upstairs.
- 1/8 - I attended with staff “Stack Map Project “meeting with Elizabeth.
- 1/10 – I attended with staff and faculty “Shake Hands with SharePoint” meeting given by Ryan.
- I attended with staff and faculty the presentation given by David Ranzan for the position of Assistant Dean of Archives and Special Collections.
- 1/18 – Random Sampling Day Survey for staff and faculty.
- 1/18 – I attended with staff and faculty the presentation given by Marissa Shaari for the position of Assistant Dean of Archives and Special Collections.
- 1/19 – I attended with staff and faculty the presentation given by Sarah Ponichtera for the position of Assistant Dean of Archives and Special Collections.
- 1/26 – I attended a Local 153 Union meeting.
- Carol and I attended a tour of Bethany Hall.

FEBRUARY 2018



MAY 2018

- 5/9 - I attended with staff and faculty a retirement party for Xiao-Qin Li.
- 5/23 - I attended the Seton Hall Employee Appreciation picnic.

Every year I continue to prep and pack the dissertations/thesis for the bindery.

We sent 2,137 books to Better World Books and their gross sales of our books was \$2731.68. Our commission was \$439.35.

Submitted by Denise D'Agostino

Sulekha Kalyan

Personal Report 2017-2018:

It has been a very busy year for me. Here are some of the highlights of my work.

- Did budget rollover and allocations.
- Managed expenditures and balanced the Library Materials budget
- Re-negotiated licenses and prices for databases. Acquired trials and cost estimates for e-resources.
- Worked on journal renewals in EBSCOnet, including standing orders.
- Continue to switch print titles to online format.
- Worked on the Springer/Nature Journals deal with LYRAsIS
- Worked on Wiley Database Model deal with Wiley/PALCI
- Worked on streamlining Sage journals collection with WALDO and EBSCO.
- Worked on ACS package with ACS representative and Lisa Rose Wiles
- Attended webinars and workshops to learn the logistics of these deals.
- Worked on Alumni access issue with vendors and publishers
- Worked on Accessibility clause with Assistant Dean Elizabeth Leonard and vendors.
- Keep working with Xue-Ming Bao and Law School for resolving issues related to e-resources access and sharing.
- Worked on PALCI/JSTOR EBA deal. Analyzed usage stats.
- Provide instruction, direction and assistant to staff as needed
- Met with 7-10 vendors during Charleston Conference
- Worked on getting trial access to Medical School Resources.
- Worked with Medical Library Associate Dean for getting quotes for 10 or more e-resources.
- Worked with Katie Wissel in negotiating and upgrading SRDS.
- Worked on gift books

Professional Development:

- Attended Charleston 2017 Annual Conference November 6-10
- Attended webinars from PALCI and LyRAsIS for the new negotiations.

- Attended meeting with Bergen County Community College Librarians for training on the workflow of ACQ and Cataloging in Technical Services.
- Attended Reconciliation Project meetings
- Attended WALDO presentation at Fairleigh Dickinson University
- Attended meeting with FOLIO vendors/developers

Scholarship:

Analysis of eBook and Ejournals Turnaway Data to Enhance Library Collection Development – submitted for URC grant, was denied due to insufficient significance.

Committee Work – I continue to serve on the following committees:

Served on Access Services Librarian Search Committee

Vale Electronic Resources Committee

Vale Cooperative Collection Development Committee

Vale Digital and Media Committee

Library Collection Services Committee

Library EDS Committee

Library Collection Development Committee, Chair.

Library Rank & Tenure Committee

Library EPC Committee

Elizabeth Leonard

Assistant Dean, Information Technologies and Collections Services

Annual Report FY: 2017-2018

Introduction

This has been another productive year in the areas of Information Technologies and Collections Services.

Successes and Challenges

Provide Support to the new SOM Associate Dean in building the online library, including supervision and guidance for Collections Services functions (Acquisitions, Cataloging), support for Access Services functions (ILL integration, Circulation Configuration), develop the HSLIC webpage and ensuring consistent access to online collections and resources. (Obj 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.

Much of this year's focus in IT/CS has been the development of the **technical infrastructure for the Intraprofessional Health Library**, created to support the Schools of Nursing, Medicine, and Health and Medical Sciences at the new facility in Nutley. We worked with Associate Dean Chris Duffy to identify and develop an opening day collection as well as to ensure the physical and electronic materials would be available prior to the students' arrival. Our Collection Services team worked together to create the branch library technical infrastructure- acquisitions, cataloging, and circulation rules, as well and teaming with the University IT

department to set up user data exports from Banner to Worldshare Management Services.

The Library Information Technology team identified and implemented systems that would support the new facility, including programs from SpringShare (LibAnswers, LibGuides, LibCal), ILLiad, Docline, and others. We also trained the new Faculty members and Associate Dean in the operation of these systems. However, per our original agreement with HMH, SHU Libraries will provide the back-end (acquisitions, cataloging, electronic resource licensure and management) support for the IHS Library operations.

Our developer, Zach Pelli, and Digital Services Librarian, Sharon Ince, worked with the IHS Associate Dean and his faculty to create the **new IHS Library website**, found at <https://library.shu.edu/ihs> .

Our Library Technology Coordinator, Ryan Fino, and Zach Pelli set up the **Room Booking system** for the IHS study spaces.

Since all clinical coursework will be held in the IHS building, the Collections Services team **re-cataloged existing School of Nursing and Health and Medical Sciences reference/reserve books**. These were shipped to the IHS library to form part of its core reference collection. The cataloging department also received and cataloged all School of Medicine reference materials.

Our electronic resources librarian, Dr. Ming Bao, supported the IHS Library through the creation of **online access to SOM funded electronic resources**.

Library Technology Coordinator Ryan Fino provided statistics from Zendesk tickets this year. According to the data, 67% of our tickets are replied to and/or solved within the first 8 hours. 36% of our tickets are replied to/solved in the first hour. Ryan also noted that there was a lower # of tickets this year compared to last. This follows a trend from last year (~25% drop in total tickets). He suggested that this could be because his approach to the ticketing system was different from his predecessor's; he helped first and documented later. Additionally, if the issue was very minor, he did not add it as a ticket. I would also suggest that we may have less tickets due to the hiring of technologically savvy staff and faculty. Also of note is

that the majority of tickets are submitted by Admin and staff who lead departments or divisions. See Appendix for summary tables.

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.

OBJECTIVE 2: Implement the Libraries' Technology Strategic plan

(<http://library.shu.edu/library/DigCollTechPln>)

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.

The Digital Preservation Team continued its work to create and implement workflows to preserve and expose our collections.

The members of this group are:

- Dean John Buschman (ex officio)
- Assistant Dean for Information Technologies and Collections Services Elizabeth Leonard
- Assistant Dean for Special Collections and the Gallery Sarah Ponichtera
- Professor Sharon Ince (Chair)
- Developer Zachary Pelli
- Library Technology Coordinator Ryan Fino

The new members of the group have allowed us to better focus and achieve our goals. This year we have continued ingesting historical and current email blasts from the President and Provost of Seton Hall University. We have also begun to

archive Seton Hall websites- the main Seton Hall site, the Library, the Law Library and Law School, and Advancement.

A large part of this years' work in DigiPres has been to **codify policies and procedures for digital preservation**. At year's end, we were able to secure more storage space for Preservica which will allow us to preserve more content. We are also working on formalizing partnerships with other entities on campus, to ensure that we have the resources to support digitization projects prior to UL commitment.

Projects:

The International Institute for Clergy Formation/Summer Institute for Priests: This collection of 1700+ lectures given delivered between 1987 and 1996 was recorded onto audio tapes. Starting last year, we began digitizing this collection. This AY we digitized 259 tapes, bringing the total to 381 lectures available in an open access collection (<http://scholarship.shu.edu/summer-institute/>) on our Institutional Repository. These items will also be ingested into Preservica for long term storage. Many thanks go to SHU student (now Alum) Sean McGinley, our student worker who performed the majority of this year's digitization work on this collection.

Poetry in the Round: University Libraries discovered this collection of real media videos on a SHU TLTC's server. Originally a collection of VHS videos of Seton Hall University's popular Poetry in the Round series, these tapes had been converted from VHS to real media format, the originals discarded, and the digital media housed- and forgotten. In the last AY, UL took possession of the real media files. We discovered that the image quality was too poor to be usable, but the audio was salvageable. Therefore, our team created a separate audio file from each real media file. The collection will be provided open access as podcasts and dark archived in Preservica.

Galleon: In the last year, UL made searchable PDFs and tiffs from the Seton Hall University yearbook collection, and shared via archive.org and our Institutional



Repository. We have ingested the tiffs collection into our dark archive area of Preservica.

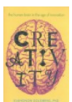
Catholic Advocate: Last AY we were hoping to digitize the Vatican II years of the Archdiocese’s newspaper, the Catholic Advocate, but failed to obtain funding. This year, Catholic Resources Research Alliance was able to provide the funding for this and project and the digitization was completed in this Academic Year. Online access to this periodical is via the CRRA website (<https://www.catholicresearch.org/>). We also have copies of the digitized materials and are looking for the best way to represent this collection in our holdings.

Downloads from the **Institutional Repository** continue to climb. We have surpassed 2.5 million downloads. Please see the Institutional Repository report for a summary of the IR’s use in the last AY.

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

The Library **implemented Stackmap** this year, a program that helps users find the exact location of a book on the shelves of Walsh Library. When the user searches our catalog for a book, any item in the Walsh Library will also have a “Map It!” button next to the LC call number and availability:

3. Creativity : the human brain in the age of innovation / by Elkhonon Goldberg.  



By: Goldberg, Elkhonon. New York, NY : Oxford University Press, [2018] xiii, 274 pages : illustrations ; 25 cm Language: English, Database: Seton Hall University

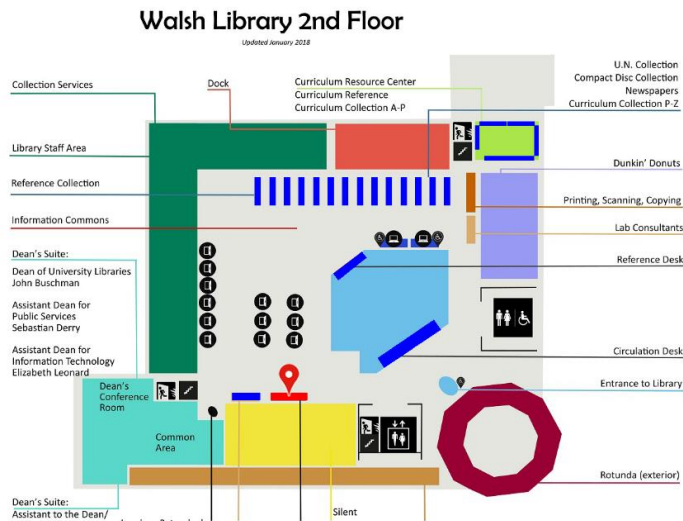
Summary: Drawing on a number of cutting-edge discoveries from brain research as well as on his own insights as a neuroscientist and neuropsychologist, Goldberg presents a wide-ranging discussion ...

Subjects: Brain -- Physiology; Creative ability; Brain -- physiology; Creativity

[Retrieve Catalog Item](#) [Get Help](#)

Location	Call No.	Status
Walsh Library New Books	QP376 .G65 2018	Available

Clicking on the Map It! Button produces a pop up map with the location indicated:



This new system has been rolled out without incident. We have also added FAQs to support the patron, should there be an issue with using Stackmaps.

Provide leadership and guidance in the areas of technical services, acquisitions, digital, and electronic resources by improved communications, continue to implement and hone efficiency of workflows, and implementing Quality Control of these collections to ensure minimalization of issues.

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 12: Develop Electronic Resources workflows and collections monitoring.

OBJECTIVE 15: Address legacy issues with our print collections.

Our Collections Services area is made up of three functional departments or areas:

Technical Services (Cataloging)

- Professor Martha Loesch (Co-Head)
- Professor Marta Deyrup (Co-Head)
- Camille Mazza
- Victor Eubanks
- Eva Cheng-Lee

Acquisitions

- Professor Sulekha Kalyan (Head)
- Carol Kieslor
- Mary Ellen Piel
- Denise D'Agostino

Electronic Resources

- Professor Xue-Ming Bao

For further information about specific activities for each department, please see the Cataloging, Acquisitions, and Electronic Resources Department reports as well as reports from Professors Loesch, Deyrup, Kalyan, and Bao.

The Collection Services team (Bao, Deyrup, Derry, Duffy Ince, Kalyan, Leonard, and Loesch) met biweekly over the last Academic Year. Library Supervisors (Deyrup, Derry, Kalyan, Leonard, and the Access Services Librarian) met on the alternate biweekly period. The updates and informal discussions that occurred during these meetings allow **cross-departmental communication** to work more effectively and efficiently. Additionally, Acquisitions held weekly meetings, and Cataloging supervisors met monthly with their staff.

To support the StackMap rollout, Assistant Dean Leonard led the project to **catalog new books** in the Valente and Main collections so they would be findable via StackMap.

To ensure the catalog records remain in the best possible condition, Professors Deyrup and Loesch have begun to review the inventory file on a monthly basis and

identify and **remediate poorly cataloged records**. They have taken over this function from Assistant Dean Leonard.

The Catalog Department continues to manage the **processing of electronic theses and dissertations**, with the support of Digital Services Librarian Professor Sharon Ince. This process is vital to the University and must be completed in a timely fashion, as no graduate student can graduate and receive transcripts without the submission of his or her thesis or dissertations added to the Institutional Repository.

During Professor Bao's sabbatical this year, Assistant Dean Leonard performed the functions of his position. As a result, she developed a list of important tasks and milestones for the position that will direct the future work in electronic resources.

Information Technologies

The Information Technologies faculty and staff include:

- Professor Sharon Ince (Digital Services)
- Zach Pelli, Digital Collections Developer
- Ryan Fino, Library Technology Coordinator

Selected accomplishments are mentioned below. Please refer to Professor Ince's and Zach Pelli's annual reports for more information and milestones.

Last year we purchased the **MARC records for Evan's Early American Imprints** and were working with OCLC to import it into our catalog. In beginning of this AY, we were told that it would cost us over \$1000 to import the collection and create custom local holding records. This was an unexpected and unwelcome expense. Our Collections Developer, Zach Pelli, was able to leverage MARCedit and WMS' custom collections to accomplish this task. We are in the process of sharing that process, so others may use it. Please see his report for more information.

Ryan Fino and Zach Pelli investigated and **installed data loggers** for the Special Collections Vault which allowed Special Collections and the Gallery to remotely and automatically monitor environmental conditions in the Vault.

Additionally, Fino and Pelli **designed and implemented a new calendar** to track the time off of all Library employees. The creation of this system was prompted by HR's change of timecard systems. They leveraged several technologies to accomplish this task including Google Forms, Calendars, and Zapier.

Ryan Fino implemented a number of **improvements to workflow** throughout the library. He installed Envoy as an *automatic check in system* for the Archives, thus removing their need for paper. He updated our *public news display* at circulation by leveraging a raspberry pi and using Screenly. He created an *online waitlist for study spaces*. He also worked with IT to improve online access across the library. He worked with Assistant Dean Derry to install *Quickpoint mobile charging stations*.

Accessibility

In May 2017, University Libraries began remediation of its online presence to meet WCAG 2.0 AA standards. The project, headed by Assistant Dean Leonard and Zach Pelli, worked with a team of tech and HTML savvy faculty and staff to identify and fix every code error on its 1000+ public facing web pages. This project took more than 4 months. We then worked on bringing our other public systems into compliance, including ArchivesSpace and Omeka. Our site was declared error free after an audit in early 2018.

To ensure we continue to meet compliance standards in the future, the University libraries has held Accessibility training for all faculty and staff who create web content. Additionally, we developed a publishing workflow through our web platform, Springshare, that requires new and revised material to be screened for WCAG errors prior to publishing.

One of our vendors, EBSCO, is working with us to implement an **accessibility app/remediation service** that would allow users of screen readers to notify EBSCO of inaccessible content in their databases. Within one to three days after

notification, the user will receive an accessible copy of the requested material in HTML format.

Investigate, and if financially possible, implement an Alumni portal for off-campus access of legal electronic resources for this population.

OBJECTIVE 11: Deploy the Alumni portal.

On March 1, 2018, the University Library, in cooperation with the University Information Technology Department, went live with **library resources for Alumni**. While we do have a public facing page for alumni on the Library website (<https://library.shu.edu/alumni-services/home>), access to paid resources are found via Advancement's Alumni Portal - <https://advancement.shu.edu/> and can be accessed anywhere in the world. There is no cost to alumni for access to these materials. This project has been over four years in the making and the Library wishes to thank University Information Technologies for their support in making this project a reality.

Expand access to electrical power for students (partially done).

OBJECTIVE 13: Expand access to electrical power for students throughout the building

Walsh Library was built before the advent of the personal laptop and cell phone and has always struggled to accommodate students' needs to charge personal electronic devices. Quotes received to retrofit the building with more outlets and electrical support have been prohibitively expensive. This year, University IT helped us identify a solution - The **OOMF** (<http://www.theoomf.com/>). This device is a portable laptop/phone charger that can last up to six hours. Students check them out from the Circulation Desk.

The Assistant Dean of Public Services Sebastian Derry worked with the Assistant Dean of Information Technologies and Collections Services and the Library Technology Coordinator, Ryan Fino, to install and set them up. Students set up

their account with the OOMF app, and secure the loan with a credit card via the app. Circulation checks the item in and out, which provides us a user trail should we need it and allows us to levy fines.



Usage has been very good, and was recently increased through a direct to patron marketing campaign by the Assistant Dean Derry (tent cards placed in strategic locations throughout the library).

Please see statistics for OOMF usage in Assistant Dean Derry's report.

Looking Ahead

We have many plans for the next Academic Year. To start with, we will be adding both a feedback form and alert management system to the website. The feedback form can help UL drive future development of the website, and the Alert Management system will provide the public a quick way to find out if electronic resources and systems are unavailable.

Digital Preservation will be the strongest driver of our workload next year, and UL will need to strategically realign resources, placing them at the point of need to ensure that the work is completed.

Data Management is another up-and-coming service we can provide to the community. Both Digital Preservation and Data Management require the expertise of metadata services.

Currently, we are reviewing implementation guidelines for Open Athens, which we plan to install next AY. To make the process simpler, we will shift collections over to the Open Athens platform in groups drive by subject areas.

Service

Member, Teaching and Learning Roundtable, Online Learning Committee, Seton Hall University

Member, Digital Accessibility, Seton Hall University

Member, Digital Humanities Committee, Seton Hall University

Member, Collection Development Committee, University Libraries

Member, Digital Preservation Group, University Libraries

Professional Development

July 2017. Professional Web Accessibility Auditing Made Easy, Ryerson University (Canvas Network)

October 2017. EDS User's Group. Salt Lake City, Utah

November 2017. Charleston Library Conference. Charleston, South Carolina

January 2018. Virtual Access Library Environment (VALE) Annual Conference. Rutgers University, New Brunswick, New Jersey

March 2018. Electronic Resources Librarian Conference. Austin, Texas

Publications and Presentations

Publications

Leonard, E. (2018). Dream the Impossible Dream: A Case Study of U.S. Federal Website Accessibility Standards Compliance at Seton Hall University Libraries. *International Information & Library Review* 50(1), 34-39. <https://doi.org/10.1080/10572317.2018.1422908>

Leonard, E. (2017). Crash Course in Library Technology Planning (Book Review). *Library Journal* 87(3), 287-8.

Presentations

Leonard, E. (2018, June). Compliance or Bust: Accessibility, the Office of Civil Rights, and Seton Hall University Libraries. *The Road to Electronic Information Accessibility: How Do We Increase Student Success? ALCTS Virtual Preconference*. <http://www.ala.org/alcts/events/ac/2018/vc-sess1>

Keeper, M., Leonard, E., and Martin, T. (2018). Have your cake and eat it too: Streamlining resource access via interoperable discovery and patron empowerment integration & SSO at Seton Hall University. Presentation at *Electronic Resources & Libraries*. <http://sched.co/Crh4>

Ahlberg, S., Leonard, E., Pyle, J., and Sanford, A. (2017) Personalization, Privacy, and the Pressure to Upgrade Authentication – A Conundrum? Or Perhaps a Win-Win? Presentation at *Charleston Library Conference*. <http://sched.co/CHpU>

Keeper, M., Leonard, E., and Martin, T. (2017). Have your cake and eat it too: Streamlining resource access via interoperable discovery and patron empowerment integration & SSO at Seton Hall University. Presentation at *EDS User's Group*, Salt Lake City, Utah

Leonard, E. (2017). Librarian, Educate Thyself: Achieving Compliance in Accessibility. Presentation at *EDS User's Group*, Salt Lake City, Utah

Zachary Pelli

Digital Collections Infrastructure Developer

Annual Report FY: 2017-2018

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 7: Continue to configure Walsh Gallery programing for long term sustainability

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

OBJECTIVE 11: Deploy the Alumni portal

Evans Early American imprints

As discussed in my review last year, I worked with OCLC to create this collection within WMS and make it findable for our patrons. I accomplished this by creating a data-sync collection in WMS, then converting the ~32k record spreadsheet to MARC data using tools included in the MarcEdit software. [Full process can be found on this powerpoint.](#)

Staff Calendar

Ryan Fino and I were tasked with creating a system to manage and track time off request for use by all Library employees. Using Google Calendar, Google Sheets, Google Forms, Zapier automation services, and a handful of javascript scripts, we were able to accomplish this task. The system has greatly reduced the labor required to maintain the calendar. Staff enter time off requests via google form. Then behind the scenes, the request data is written to a Google sheet. From there, Zapier pulls the data from the sheet, and creates Calendar events with it. Updating the calendar to delete requests, change times, change request types, etc. can be done simply by changing the information on the spreadsheet. This calendar can be viewed by anyone in order to determine who is off on any given day. Ryan and I worked closely together on many parts of this project, but the parts I primarily contributed to were: the normalization and integration of data from the existing calendar; refining the Zapier tasks to reliably sync across the multiple platforms; writing scripts that created unique eventIDs for every request; create script that categorize requests and assigns an event color on the calendar; wrote a script that syncs request deletions from spreadsheet to calendar. We continue to maintain the calendar and look to for opportunities where it could be improved or streamlined further.

Gallery Press Page

I was asked by Gallery staff about replacing the gallery's "press" page, as it was becoming a nuisance to maintain in its current form. Additionally, its accessibility was not up to the Library's standards. I created a custom Libguides template that could be used to more easily be maintained and viewed by end users. Additionally, I created documentation to help with the use of the template and shared this with gallery personnel.

Gallery data logging

Worked with Ryan Fino to research possible temperature and humidity sensors/data loggers for the gallery and vault. Many commercial options were available, but were prohibitively expensive. After testing multiple options we settled on a model from Comark marketed towards restaurants that fulfilled our needs. The devices log the sensor readings on a remote server accessible via an online portal. Additionally the devices can send email alerts to Gallery personnel if temperature or humidity reading exceed predetermined thresholds. If needed, these devices can run on battery for several months as well.

Preservica

This year, we began work with Preservica digital preservation software in earnest. I attended and recorded all offered webinar training sessions offered by Preservica. I ran the initial web crawls for shu.edu, advancement, library and archives blogs, the library's website, and SHU Law's website. Most sites will be crawled every ~6 months while SHU Law will be crawled monthly. Other sites will be added to the list as well, including Athletics. Additionally, we will soon work on collecting SHU's social media postings from Twitter, Facebook, and Instagram. We plan to preserve all emails broadcasted from the president, provost, and Msgr Ziccardi with the possibility of others in the future. To facilitate the creation of Dublin Core metadata, I created a script to create excel sheets based on sets of files to be archived. Once all of the metadata was added to the sheet, I wrote a second script that would create metadata files in a form that preservica could

ingest. With input from Sharon Ince, we have decided to investigate the possibility of creating a custom template for metadata. As of the time I am writing this, I am investigating how we could accomplish this goal.

In addition to emails and web crawling, we have begun ingesting materials from the Gallery and Special Collections. These largely consist of PDFs, CR2 (raw), JPG, and TIF images. To date, there are about 300gb of files ingested with many more planned over the course of the next few months. Ryan Fino has been tasked with managing the upload process.

The Digipres Committee, and Sarah Ponichtera and Sharon Ince in particular have made the decision to implement the Preservica ArchivesSpace connector. Having this in place would be a huge step in integrating our disparate collections and increasing the discoverability of archival materials. This would also simplify metadata creation as data would be synced between the two systems.

As we continue to expand our use of Preservica, I have been in frequent contact with the company and its users through their customer support system and their member forums. Several of our concerns and suggestions have been forwarded to the engineering team for possible inclusion in future releases. We have also had multiple conversations with organizations in similar circumstances on their experiences with Preservica.

ArchivesSpace

I have continued to provide support with our ArchivesSpace installation. I Upgraded AS to version 2.1.2, and will soon upgrade to the latest version, 2.3.2. With the implementation of AS's new public user interface, I have made customizations to the colors and branding, with plans for more in the near future. I am currently in talks with IT Systems group to obtain greater control over the server. This would allow much quicker and more frequent updates, and more flexible customization.

Another upgrade to AS this year was the implementation of AS as an OAI PMH repository. With this feature in place other systems can harvest data from

AS. Ming Bao, Sharon Ince, Elizabeth Leonard, and myself are in the process of getting the records to feed into Ebsco Discovery service.

Archives visitor tracking

Ryan Fino and I set up an Ipad in the Archives running the Envoy visitor management app. This app allows us to document all visitors to the archives. We can look at any particular day and easily see who was visiting, and why. It is also searchable. While it is not the most convenient to visitors primarily due to the lack of autocomplete, the benefits outweigh those of the legacy paper-based logs.

W drive specifications

While the Digital Preservation Committee discussed our requirements for a shared file server with the gallery during the previous fiscal year, it was not implemented by IT until summer 2017. Since then, we have increased the storage space and implemented a shared staging area where gallery personnel can share files ready for ingest into preservice.

Booked room booking setup

I along with Ryan Fino researched low-cost options for a system to manage room booking for all of the library's meeting rooms. I settled on Booked as a strong candidate for testing as it includes many features we would require and was relatively simple to set up and use. Additionally, it was open source and free, so we would only need to pay for the cost of a server to run it. I currently have it running on a Linode server for testing.

Omeka S

With a new Assistant Dean for Special Collections and Gallery, Sarah Ponichtera, now onboard, we have a renewed desire for digital exhibition software. While we already have an installation of Omeka classic running, Omeka S would allow a greater flexibility by allowing multiple “sites” facilitating the multiple departments that may want to make use of it. Additionally, development of Omeka classic may soon be phased out in favor of devoting more resources to Omeka S. The Digipres team initiated the project with SHU IT, which is now in the process of setting up the server. Once online, we can begin discussions on how each department will want to use the platform and I can take over administration and customization.

ILLiad

With the opening of the new IHS library, our interlibrary loan (ILL) services will now be extended to two locations. Because of this it is crucial that physical items being requested via ILL be sent to the correct pickup location. To make this distinction clear Ryan Fino and I added a “Location” field in to ILLiad. Now patrons making requests would be required to specify a pickup location. This location would be included in the emails and book slips associated with the request.

Website

The website is our students’ and patrons’ primary access portal to the library’s resources. As the administration of the website falls under my area, I am charged with maintaining and updating many aspects of the site.

Accessibility is, and will remain, a major concern regarding all public web content. In addition to the ongoing remediation with existing pages, all new pages, including the IHS site will go through an auditing process to ensure they meet basic accessibility standards. Elizabeth Leonard and I provided lessons to all

employees that handle web content, and continue to do so as employees are brought onboard. Elizabeth and I have worked with our vendors to improve accessibility of their platforms, including: Springshare, Bepress, and Ebsco. We will also stay abreast of developments in the web accessibility world and update our policies accordingly.

I continue to support faculty and staff with any technical help with Libguides. I handle small tasks (< 10 mins) as they come in, but larger tasks are usually brought up to the technology committee: Sharon Ince, Elizabeth Leonard, and Ryan Fino. We have recently formalized the process by directing website-related requests to SHU Library tech support, AKA Zendesk as would occur for any other technology related request. From there, Ryan will assign the issue to myself or another team member.

Over this past year, Sharon Ince and I have trained multiple new employees the basics on navigating and using Libguides to build and maintain web pages. We make ourselves available to any staff who have website-related questions or concerns.

HTTPS

All of our Springshare-hosted web content is now served over HTTPS. The advantages of this are threefold: first, any traffic between end users' browsers and the web server is now encrypted, preventing man-in-the-middle type attacks. Of greater concern for our uses however though, modern browsers now mark sites as "Not Secure" when they contain <form> HTML elements with no security certificate, as the privacy of anything entered in to the form cannot be guaranteed without encryption. Implementing HTTPS allows browsers to notify users that our site is secured, maintaining their peace-of-mind. Lastly, sites using HTTPS improves the search engine ranking of our site. This eases the discovery of our site by users entering via engines like Google. I worked with SHU IT to purchase the certificate, then uploaded it to Springshare. From there, I needed to make some changes to my custom website code to make the site fully secure; all content on an HTTPS served page must be loaded over HTTPS.

IHS website

This summer, Seton Hall along with Hackensack Meridian Health is opening the Interprofessional Health Sciences (IHS) campus in Nutley, NJ. To facilitate this, we had to create a new website tailored to the needs of the campus. The initial planning was done by Sharon Ince and myself, consisting of exploring the sites of dozens of other similar health sciences libraries and making sketches. It was during this process that Chris Duffy, Director of the new library, joined us. Once the three of us agreed on a handful of features we wanted, as well as some required as per Dean Buschman, Sharon and I set to work creating a small number of prototypes. These prototypes were refined over multiple meetings between Chris, Sharon, Elizabeth Leonard, and I until we ended up with a set of designs we were satisfied with. From here, I worked to turn turned these prototypes into a live site. I started with the header and navigation sections as they would be consistent across the new site. Throughout the process I would receive feedback from faculty and administration from the College of Nursing, School of Medicine, and School of Health and Medical Sciences via Chris as well as from Chris himself. Once Allison Piazza, liaison librarian to the SoM was brought onboard, she also greatly contributed to the development of the site. Her attention to detail and outside perspective was an asset in finalizing many details of the site including an overhaul of the navigation. The addition of Andy Hickner to the IHS library staff has also been a great help. While not 100% complete, the site is now completely functional, with the IHS library staff creating more content every day.

Going forward, we hope to revisit the site after the fall semester in order to better gauge how users interact with it and how it could be improved further.

Analytics

Since the end of last summer, I have had Google Analytics running on the website. Additionally, I have trialed Hotjar analytics to create heatmaps from the

use of the site. I included examples of these statistics at the end of this report and will produce more upon request.

Looking Ahead

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

IHS site

- Plan for user experience testing to drive site improvements
- Continue support when required, but handing off smaller responsibilities to Andy Hickner

ArchivesSpace

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

Preservica

- Implement connector between AS and Preservica to increase connectivity between systems
- Continue to lobby for new features as we find the need for them
- Develop and document workflows to streamline the upload and ingest process as much as possible.
- Develop scripts as needed to simplify metadata creation
- Explore possible uses of APIs to automate or streamline Preservica workflows

Omeka S

- Create custom templates as needed for digital exhibitions

Website

- Continued support of library staff in maintaining web presence
- Possible refresh of homepage and templates

- User experience testing or surveys

Other

- Assist with planning and implementation of any other technology related projects

Service

Digital Preservation Committee (Digipres)

Library Technology committee

Professional Development

OCLC DevConnect

ArchivesSpace User group forum

Code4Lib 2018

Publications and Presentations

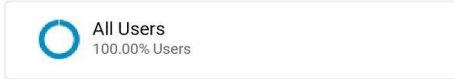
NJLA

On Friday June 1, Amanda Mita and I will be presenting our work from our migration of our digital images from ContentDM to Digital Commons.

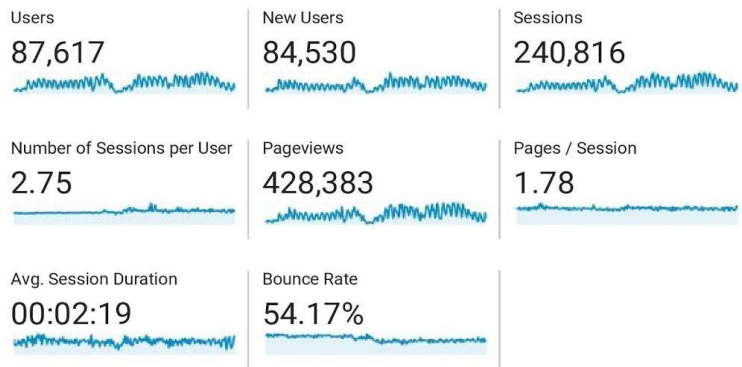
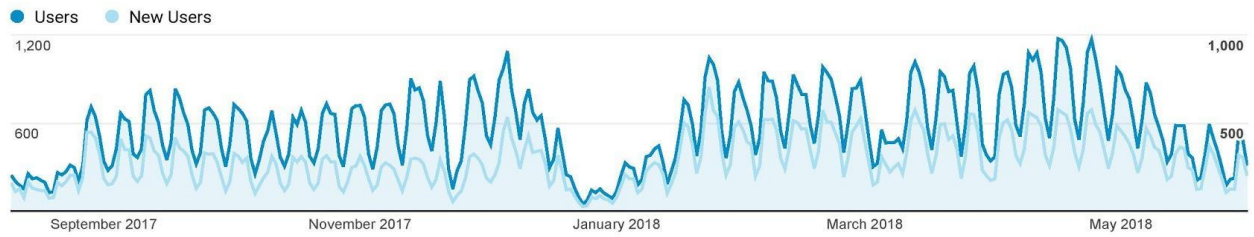
Analytics - overview

Audience Overview

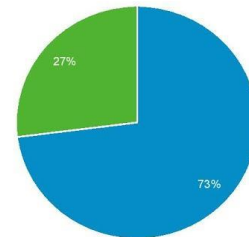
Aug 10, 2017 - May 31, 2018



Overview



■ New Visitor ■ Returning Visitor



Browser	Users	% Users
1. Chrome	55,659	63.52%
2. Safari	12,420	14.17%
3. Firefox	10,187	11.62%
4. Internet Explorer	4,839	5.52%
5. Edge	2,414	2.75%
6. Safari (in-app)	980	1.12%
7. Android Webview	284	0.32%
8. Opera	243	0.28%
9. Samsung Internet	216	0.25%
10. Mozilla Compatible Agent	101	0.12%

Acquisition

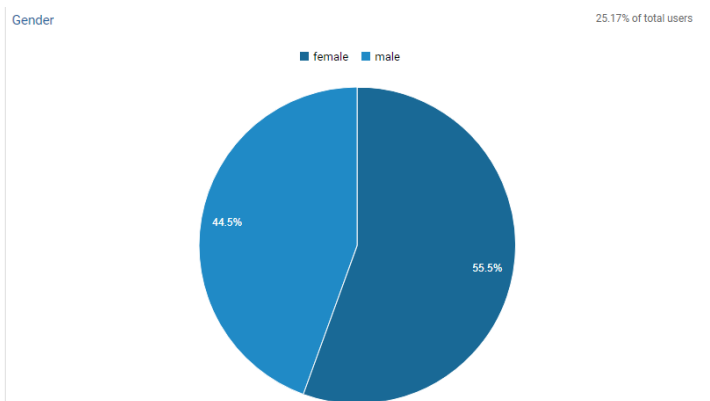
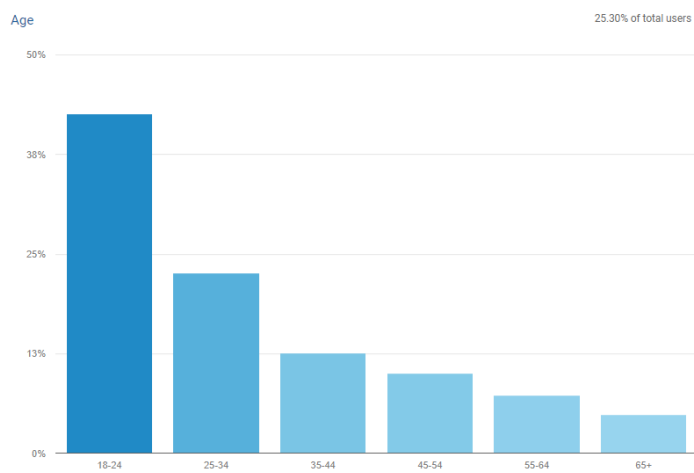
Landing page

Landing Page ?	Acquisition			Behavior		
	Acquisition			Behavior		
	Sessions ? ↓	% New Sessions ?	New Users ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	240,920 % of Total: 100.00% (240,920)	35.12% Avg for View: 35.10% (0.06%)	84,618 % of Total: 100.06% (84,567)	54.16% Avg for View: 54.16% (0.00%)	1.78 Avg for View: 1.78 (0.00%)	00:02:19 Avg for View: 00:02:19 (0.00%)
1. /library	118,340 (49.12%)	28.06%	33,209 (39.25%)	66.23%	1.70	00:02:26
2. /az.php	14,446 (6.00%)	18.03%	2,605 (3.08%)	62.83%	1.77	00:01:59
3. /library/library-hours	4,162 (1.73%)	48.73%	2,028 (2.40%)	78.78%	1.41	00:00:53
4. /https://setonhall.on.worldcat.org/atoztitles/search#journal	2,803 (1.16%)	69.28%	1,942 (2.30%)	6.60%	2.53	00:03:44
5. /Psychology	1,994 (0.83%)	19.11%	381 (0.45%)	6.87%	2.63	00:01:59
6. /nursing	1,934 (0.80%)	21.61%	418 (0.49%)	55.33%	2.17	00:02:47
7. /https://setonhall.on.worldcat.org/atoztitles/search	1,529 (0.63%)	2.16%	33 (0.04%)	14.13%	1.12	00:00:29
8. /https://setonhall.on.worldcat.org/atoztitles/browse	1,424 (0.59%)	26.76%	381 (0.45%)	33.92%	1.07	00:00:15
9. /subject-guides	1,127 (0.47%)	43.57%	491 (0.58%)	41.61%	2.94	00:02:38
10. /https://setonhall.on.worldcat.org/advancedsearch	1,109 (0.46%)	63.75%	707 (0.84%)	10.64%	1.07	00:00:36

Exit pages

Page ?	Exits ?	Pageviews ?
	239,945 % of Total: 100.00% (239,945)	428,575 % of Total: 100.00% (428,575)
1. /library	96,992 (40.42%)	155,978 (36.39%)
2. /az.php	28,282 (11.79%)	42,438 (9.90%)
3. /library/library-hours	4,219 (1.76%)	5,741 (1.34%)
4. /https://setonhall.on.worldcat.org/atoztitles/search#journal	3,124 (1.30%)	9,017 (2.10%)
5. /library/interlibrary-borrowing	2,423 (1.01%)	4,374 (1.02%)
6. /library/articles	2,402 (1.00%)	5,457 (1.27%)
7. /https://setonhall.on.worldcat.org/atoztitles/search	1,542 (0.64%)	1,708 (0.40%)
8. /Psychology/Psychology-databases	1,493 (0.62%)	1,854 (0.43%)
9. /library/books	1,474 (0.61%)	2,737 (0.64%)
10. /https://setonhall.on.worldcat.org/advancedsearch?databaseList=283	1,444 (0.60%)	1,570 (0.37%)

Demographics



Country ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	87,657 % of Total: 100.00% (87,657)	84,619 % of Total: 100.06% (84,568)	240,924 % of Total: 100.00% (240,924)	54.16% Avg for View: 54.16% (0.00%)	1.78 Avg for View: 1.78 (0.00%)	00:02:19 Avg for View: 00:02:19 (0.00%)
1. United States	82,357 (94.12%)	79,622 (94.09%)	234,187 (97.20%)	53.76%	1.78	00:02:21
2. United Kingdom	577 (0.66%)	564 (0.67%)	704 (0.29%)	69.89%	1.67	00:01:11
3. India	454 (0.52%)	448 (0.53%)	563 (0.23%)	65.36%	1.85	00:01:18
4. Philippines	402 (0.46%)	397 (0.47%)	474 (0.20%)	62.45%	1.80	00:01:45
5. Canada	379 (0.43%)	358 (0.42%)	528 (0.22%)	64.02%	1.60	00:00:55
6. Australia	193 (0.22%)	193 (0.23%)	221 (0.09%)	78.28%	1.38	00:00:35
7. Italy	188 (0.21%)	180 (0.21%)	308 (0.13%)	51.30%	1.79	00:01:31
8. Germany	174 (0.20%)	169 (0.20%)	218 (0.09%)	55.50%	1.54	00:01:47
9. Russia	140 (0.16%)	139 (0.16%)	148 (0.06%)	86.49%	1.13	00:00:54
10. South Korea	121 (0.14%)	118 (0.14%)	124 (0.05%)	86.29%	1.11	00:00:13

Devices

Device Category ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	87,657 % of Total: 100.00% (87,655)	84,620 % of Total: 100.07% (84,565)	240,927 % of Total: 100.00% (240,918)	54.16% Avg for View: 54.16% (0.00%)	1.78 Avg for View: 1.78 (0.00%)	00:02:19 Avg for View: 00:02:19 (0.00%)
1. desktop	76,343 (86.61%)	73,161 (86.46%)	221,228 (91.82%)	52.97%	1.80	00:02:25
2. mobile	9,009 (10.22%)	8,752 (10.34%)	13,625 (5.66%)	72.80%	1.46	00:00:53
3. tablet	2,797 (3.17%)	2,707 (3.20%)	6,074 (2.52%)	55.89%	1.82	00:01:59



Oomf Charging Bricks are here and available for checkout! Details on our [blog](#).

SHU Search

Search databases, journals, books, and e-books

NewsFeed

[OOMF charging bricks are here!](#) Oct 30, 2017

#SHU_Libraries is pleased to announce that we have acquired 36 Oomf portable charging bricks that are now available for use! You can checkout a brick at our circulation desk for in-library use only, and have a steady power supply with you wherever you are in the building! The bricks look like this: [What Is It...](#) [Continue reading 'OOMF charging bricks are here!'](#)

[Kwikboost Charging Stations](#) Oct 18, 2017

#SHU_Libraries We are pleased to announce that we have just installed two Kwikboost charging stations in the library's Information Commons on the 2nd floor! These are free for anyone to use, and are designed to charge multiple devices simultaneously (iOS/Android smartphones, tablets, etc.) Both charging stations are mounted on separate columns—one near the Reference bookshelves, ... [Continue reading 'Kwikboost Charging Stations'](#)

[No Guest Computer Access During Midterms](#) Oct 9, 2017

#SHU_Libraries With Midterms set to begin immediately following the Fall Break, there will be no guest access to computers starting Wednesday, October 11th through Friday, October 27th. Only SHU students, faculty, administrators, staff and Alumni (with proper ID) can access the library's computers, during this time period. Guest access will resume on Saturday, October 28th. ... [Continue reading 'No Guest Computer Access During Midterms'](#)

[Website](#) | [Feed](#)



New Kwikboost Charging Stations

[\(click here\)](#)

Chat with a librarian

Walsh Library Hours

[\(Full Schedule\)](#) [This Week](#) | [Next Week](#)

Sunday, Nov 05	12pm – 2am
Monday, Nov 06	8am – 2am
Tuesday, Nov 07	8am – 2am
Wednesday, Nov 08	8am – 2am
Thursday, Nov 09	8am – 2am
Friday, Nov 10	8am – 12am
Saturday, Nov 11	9am – 5pm



Seton Hall University
400 South Orange Avenue
South Orange, NJ 07079
(973) 761-9000

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Dr. Lisa Rose-Wiles

Science Librarian

Annual Report for FY: 2017-18

This report covers July-December 2017, with a preliminary report on activities during my sabbatical January-June 2018.

My primary role is liaison and subject specialist for the sciences (departments of Biology & Microbiology, Chemistry & Biochemistry, Physics, Mathematics and Environmental Studies) and Health Sciences (Athletic Training, Occupational Therapy, Physician Assistant, Physical Therapy, Speech Language Pathology and the Ph.D. in Health Sciences). I am also liaison for the department of Sociology, Anthropology & Social Work. The School of Health & Medical Sciences recently moved to the Nutley campus, which will leave me more time to focus on the sciences going forward.

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. During the fall 2017 semester I taught 30 library instruction classes (including English 1201 and 1202) and had seven 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) and disseminating information about library resources to those in my liaison areas. This directly supports GOAL 2 (Build up collections) and GOAL 5 (Communicate the library's services and resources).

A. Professional Effectiveness

1. Embedded Librarian Work (GOALS 1, 5, 6 & 7; **Obj. 2, 3, 4 & 7**)

In fall 2017 I again partnered with Dr. Peter Savastano as embedded librarian and fellow anthropologist in the course “Gender, Culture and Society (ANTH/WMSTL 1401) which had 25 students. I attended weekly classes and participated in discussions, gave a library orientation, a research workshop, and met individually with many of the students in the class (GOALS 1, 5 & 7; **Obj. 4**).

2. Engagement with student research (GOALS 1, 6 & 7; **Obj. 4**)

In fall 2017 I was once again a “client” for a group of four students in the Qualitative Research Methods (ANTH 2912). This is the fourth year that I have worked with students in this class. Their major assignment is to design the methodology for and conduct a research project in consultation with the “client”. The students present the results at the end of the class. My student-led project focused on student approaches to library research, especially when faced with search results where the full text of articles was not immediately available. We were particularly interested in whether their behavior conformed to the stereotype of Millennials (the research project included a literature review). The students prepared a questionnaire and conducted one-on-one interviews followed by direct observation (with screen recording) of 17 volunteer subjects. The results showed considerable variation in frequency of library use, familiarity with library databases, and efficiency in finding results. Almost half of the subjects were “efficient” library users who habitually used “short cuts” (search limits etc.) and generally located full text quickly; students who took more than 2 minutes to find full text were “generally confused” and often did not find the link to full text. Some key findings were that the students overwhelmingly preferred broad searches followed by narrowing rather than beginning with focused searches (the narrowing process is what they mean by “short cuts”) and that some inexperienced students

did not recognize the pdf icon even when it was displayed on the page (this was unexpected – we were actually focused on their recognition of the “find full text @ SHU” link). It is noteworthy that the group concluded that “Those who are considered a millennial (by birth date) most of the time do not consider themselves a millennial through the generalization of the generation”. In other words, Millennials do not characterize themselves as such.

3. Services/ Teaching Tools and Technology (GOAL 3; Obj. 3, 7, 13)

I continue to be involved in reviewing and refining our EBSCO Discovery Service (EDS) and monitor the discussion listserv. (**Obj. 13** “enhance the library’s discovery tool”).

My 20 published research guides support GOAL 3 (organizing and presenting information) and GOAL 5. I link my guides to Blackboard courses in my liaison subject areas (**Obj. 2 & 7**) and actively promote them during library instruction and reference encounters. The research guides are accessible beyond the SHU community and were viewed a total of 9,193 times. The most popular guides were chemistry and physical therapy. Toward the end of the fall semester the research guides for the Health & Medical Sciences were transferred to associate deans Elizabeth Leonard and Christopher Duffy in preparation for the move to the new Health Sciences Library & Information Commons (HSLIC) website, and my sabbatical replacement Lauren Harrison took over the remaining guides.

4. Collection Development (GOAL 2, Obj. 11)

a. Book orders

Between July and December 2017 I ordered 359 books for my liaison areas, compared with 476 for the entire year 2016-2017. The chronic lack of funds for non-humanities books was alleviated by the library finally receiving its share of indirect costs from the past three years, enabling me to order books from my waiting lists and replace or update a backlog of missing books as well as order new books for the collection. I was also able to resurrect the moribund Midwest

approval plan, which accounted for 69 of my book orders, mostly for nursing and the Health Sciences. I also added over 100 books to our demand driven acquisition eBook plan.

In December I handed future book orders over to Lauren Harrison, who replaced me during most of the spring 2018 semester, and left my list of book orders awaiting receipt to acquisitions clerk Mary Ellen Piel. I gratefully acknowledge her capable work in checking and following up on those book orders.

b. Inventory, missing books and deaccession (GOAL 3; **Obj. 11**)

I continued the ongoing work of verifying books noted as missing by the circulation and interlibrary loan staff and replacing or updating them where appropriate, as well as completing the inventory of reference books in my areas. There were 49 missing reference books, of which 20 were eventually located. I replaced 15; five were available as eBooks and deleted five as obsolete. Late in the fall semester I resumed selective weeding of the main collection after several years' hiatus.

B. SCHOLARSHIP

Peer-Reviewed Articles

Rose-Wiles, L.M., Glenn, M. & Stiskal, D. (2017) Fostering information literacy in first year biology students: a three year case study". *Journal of Academic Librarianship* 43, 495-508.

<https://www.sciencedirect.com/science/article/abs/pii/S0099133317301507>

This peer-reviewed article reflects three years of work as an embedded librarian and my Praxis "applying the method" (ATM) project, and over two years in the writing, submission and revision. It is accompanied by an audio slide presentation (which keeps disappearing from the site!) Unfortunately the abstract was omitted during the publication process; it is available as a "corrigendum" at <https://www-sciencedirect-com.ezproxy.shu.edu/science/article/pii/S0099133317304718>

Rose-Wiles, L.M. & Marzabadi, C. (In press). What do chemists cite? A five-year analysis of references cited in American Chemical Society journal articles. *Science & Technology Libraries* (accepted with revisions May 23, 2018).

This peer-reviewed article is based on the research supported by a URC summer grant to Dr. Marzabadi and myself in 2017 (a second article for the ACS journal *Chemical Education* is in progress). I completed the analyses and wrote most of the article and the subsequent revisions during my sabbatical. The accepted article is attached, there were some minor revisions to the subsequent article proofs.

Invited Article

Rose-Wiles, L. (2018). Reflections on Fake News, Librarians, and Undergraduate Research. *Reference & User Services Quarterly*, 57(3), 200-204.

This was an invited paper following my presentation at the 2017 Charleston Conference.

Conference proceedings

Rose-Wiles, L.M. (2018). Lonergan's Functional Specialties and Academic Libraries. In: Rose-Wiles, Lisa M (editor). *The Functional Specialties: a workshop on applying Lonergan*. Proceedings of the Praxis Program of the Advanced Seminar on Mission's third Annual Summer Workshop, Trieste, Italy, July 24-27, 2017, p. 71-79.

<http://scholarship.shu.edu/cgi/viewcontent.cgi?article=1000&context=praxis-proceedings>

This paper was based on my presentation at the Trieste workshop.

Editorial Work

Rose-Wiles, L.M., editor. (2018). Proceedings of the Praxis Program of the Advanced Seminar on Mission's third Annual Summer Workshop, Trieste, Italy, July 24-27, 2017.

<http://scholarship.shu.edu/cgi/viewcontent.cgi?article=1000&context=praxis-proceedings>

I edited this volume of 11 papers (included my own), wrote the preface and posted the proceedings to the Institutional Repository during my sabbatical.

Presentations

Rose-Wiles, L.M. (2017). Lonergan's Functional Specialties and Academic Libraries. Paper presented at "A Workshop Applying Lonergan: the Role of the Functional Specialties", Trieste, Italy. July 22-29, 2017.

Rose-Wiles, L.M, Carter, T. & Hart, G. (2017). In research we trust. Presented at the 37th Annual Charleston Conference, Issues in Book & Serial Acquisition. Charleston, SC, November 6-10, 2017.

This was an invited presentation sponsored by EBSCO; the presentation led to an invitation to submit a paper to RUSQ which was subsequently accepted for publication.

C. SERVICE

I serve on the Petersheim Academic Expo Steering Committee, which supports my liaison work and put me in direct contact with many students and their research (supporting GOALS 1 and 7). With Dr. Martha Schoene I serve as the organizer for the opening ceremony and lunch (**Obj. 25**); we made the room reservations and placed the food order prior to my leaving for sabbatical. My continuing role as co-chair of the Copyright Committee supports GOAL 7. In fall 2017 I served on the search committee for the Associate Dean of HSLIC. I reviewed four manuscripts submitted to the *Journal of Academic Librarianship* and served as a reviewer for the 2018 Servant Leader Scholarship awards.

Since 2014 I have been a Peer Leader in the Praxis Program of the Advanced Seminar on Mission. The interdisciplinary Praxis program, initiated in 2013, is sponsored by the Center for Vocation & Servant Leadership and the Department of Catholic Studies. A GEM fellow from the founding cohort, I am also a member of the Praxis Program Advisory Board and responsible for collecting, obtaining permissions for and posting Praxis-based scholarship and

pedagogy to the Institutional Repository (**Obj. 12**). I also do collection development to support the program and attend a variety of program-related events. I presented “Bernard Lonergan’s functional specialties and the library” at the Praxis Functional Specialties Workshop on July 25, 2017 and edited the resulting conference proceedings. Work with Praxis supports the University Mission and provides opportunities to promote and discuss library resources and services.

Preliminary Sabbatical Report (Winter 2018)

During my sabbatical I completed two significant works of scholarship that would have been very difficult to accomplish otherwise.

1. Rose-Wiles, L.M., editor. (2018). Proceedings of the Praxis Program of the Advanced Seminar on Mission's third Annual Summer Workshop, Trieste, Italy, July 24-27, 2017.
<http://scholarship.shu.edu/cgi/viewcontent.cgi?article=1000&context=praxis-proceedings>

This work included considerable correspondence with the ten authors (excluding myself) and the conference organizers in regard to corrections and clarifications, editing and incorporating the faculty biographies, writing the preface, preparing and posting the proceedings to the Institutional Repository and disseminating the work to our Praxis colleagues and friends.

2. Rose-Wiles, L.M. & Marzabadi, C. (In press). What do chemists cite? A five-year analysis of references cited in American Chemical Society journal articles. *Science & Technology Libraries* (accepted with revisions May 23, 2018).

This peer-reviewed article is based on the research supported by a URC summer grant to Dr. Marzabadi and myself in 2017. The URC grant enabled us to provide stipends for two SHU graduate students to help us with the (very complex and time-consuming) citation analyses. I began a draft of the first of two planned papers (I took the lead on this, a library-focused article, while Dr. Marzabadi took the lead on a second paper for the ACS journal *Chemical Education*). Continuing the analyses and writing the paper lapsed during the fall semester due to the

pressure of work, so my sabbatical was critical in permitting me to complete this work. The paper was accepted for publication with minor revisions in May 2018 and should appear in the next issue of *Science & Technology Libraries*.

As a result of correspondence with the editor, Tony Stankus, I have been invited to join the editorial board of *Science & Technology Libraries* and to submit a “Science for Science Librarians” article on my return from sabbatical.

Main Sabbatical Project

The project is “a Praxis-based sabbatical with inter-connected modules that could also be used to supplement the Seminars on Mission, or for any interested faculty member”. My goal is to create an annotated bibliography to:

1. better connect faculty across campus with the Core Curriculum
2. assist faculty in understanding the history and aims of Catholic Education
3. better connect faculty in different disciplines across campus and beyond
4. facilitate awareness and discussion of current challenges in Catholic Education

I began by creating a list of potential books to read and review from our library catalog, which expanded as I browsed our collection in the relevant areas and expanded my search to the WorldCat worldwide database. I spent a month or so browsing and reading selections from about 85 books (including a dozen or so that I requested via interlibrary loan), eventually narrowing my selection for close reading and annotation to about 50. My criteria for selection were fairly simple: I focused on books that were relatively short (ideally less than 300 pages, though with a few exceptions), were accessible and engaging for the non-specialist, and provided valuable historical background and/or discussed critical issues from a new perspective. This sometimes meant discarding early choices for later publications that covered the same ground and added to it, although I retained some foundational books that gave a “flavor” of their time. I was particularly interested in books that incorporated Lonergan’s work.

My readings led me to additional texts, and I also received some recommendations from colleagues (I am particularly grateful to visiting scholar

Paul Robin for discussion and suggestions). The next three months were spent reading, reflecting making notes, finding more reading – and becoming rather overwhelmed by the sheer volume of the material I had amassed and how to organize it.

After some false starts, I revised my original categories to five: (1) challenges in higher education (a new category in which to situate my work), (2) Catholic higher education, (3) the Core curriculum, (4) connecting the disciplines, and (5) ecology and environment (the latter reflecting my particular interest and Pope Francis’s encyclical *Laudato Si* – Marian Glenn has graciously agreed to assist with this section). In early May, TLTC maestro Thomas McGee (to whom I am eternally grateful) set me up with a SHU-affiliated blog <http://blogs.shu.edu/cheb/> with pages for each category so that I could begin posting my annotations. Then came the difficult part – deciding which books to include and editing my (often rather lengthy) annotations and discussion questions to 2-3 pages each.

Ultimately I included 10 books under “Challenges in Higher Education” and 14 under “Catholic Higher Education”. They are all posted to the blog. I am currently working on the “Core” and “Interdisciplinary” sections (again I have far too many books to ultimately include – “whittling down” is the hardest part of this). I will be inviting our Core faculty as well as my Praxis colleagues to make recommendations and comments as well. I have received good feedback so far, including correspondence with a graduate student at Cambridge University. This is a work in progress, and I plan to continue and expand the blog and its content well into the future.

General comments

The most valuable part of a sabbatical is having the time and freedom from work-related stress to undertake significant scholarship and deep reading and reflection. This has been very rewarding and restorative for me. A serious drawback of today’s increasingly corporatized model of higher education is the ease (perhaps inevitability) with which one becomes a “doer” rather than a “scholar”, especially in areas such as the library where we work year round.

Another significant benefit has been remediating many years of sleep deprivation and getting regular therapy for my chronic sciatica, greatly improving my quality of life and energy going forward. I sincerely appreciate the opportunities to both recuperate and to reconnect with sustained scholarly activity.

Gerard Shea

Communications Librarian

Annual Report FY: 2017-2018

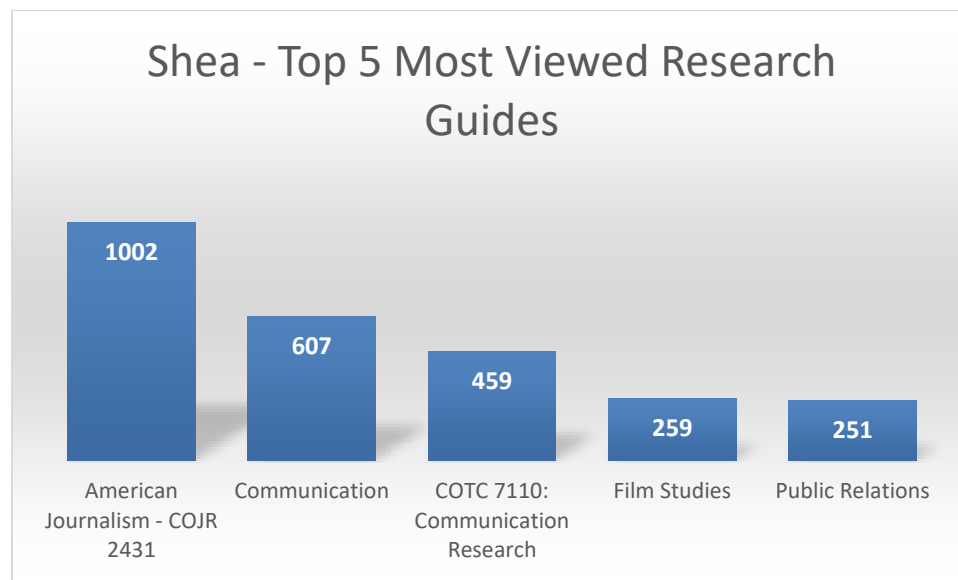
Introduction

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 2017 and spring 2018 semesters provided 7 hours of reference coverage per week with assigned nights and weekends. As a participant in the Seton Hall University Libraries' Instruction Program I taught over 40 classes and provided 22 research consultations.

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)**

- Created five new research guides for *Accessing Films at SHU*, *American Literature II – ENGL 2104*, *COTC 7110: Communication Research*, and *Irish Literature: Celtic Revival to the Present*, *Public Relations*.
- Taught 24 classes for English 1201 (7), English 1202 (10), and University Life (7)
- Taught 17 classes for College of Communication and the Arts
- Taught 4 classes for College of Education and Human Services
- Taught 3 classes for Education Opportunity Program (EOP) Pre-Freshman Summer Enrichment initiative in July 2017
- Gave tour of Walsh Library to undergraduate Seminarian students as part of their orientation



- Provided comprehensive library orientation for two sections of *COTC 7110: Communication Research* in fall 2017, including a library tour and presentation on library services, resources, and research methods
- As a course builder for two sections of *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
- Developed Library Scavenger Hunt exercise with Dr. Renee Robinson for *Communication Research* that class members completed during a second visit to the Library following the library orientation. The objective of the

exercise was to familiarize students with the places, resources, and services at Walsh Library.

- Embedded librarian in *COTC 7110: Communication Research* in spring 2018
- Facilitated two online discussion threads as a follow-up to library orientation for *Communication Research*
- Provided research methods workshop on Saturday, February 17 for Dr. Renee Robinson's, Dr. Kristin Koehler's and Dr. Ruth Tsuria's Master's Project classes
- Conducted 22 research consultations for College of Communication and the Arts undergraduate and graduate students
- Consulted with Dr. Grace May from the College of Education and Human Services about incorporating Policy Map into her *CPSY 1001: Diverse Learners and Their Families* course
- Attended English Department faculty meeting with Dr. Marta Deyrup to present on new library resources and services for fall 2017
- Participated in the Roving Librarian initiative with Dr. Marta Deyrup and Professor Lisa Deluca in fall 2017. On two different dates, for three-hour shifts, we located reference services in the lobby of Fahy Hall to be closer to the point of need.
- Provided English Department Librarian office hours with Dr. Marta Deyrup every Wednesday in the English Department Chair's conference room. Dr. Deyrup and I alternated Wednesdays during the spring 2018 semester.
- As follow-up to the Roving Librarian initiative Dr. Deyrup and I provided targeted office hours for graduate English students at the end of the spring 2018 semester. The goal was to help graduate students with the submission of their theses when the need was the greatest.

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)

- Produced *Seton Hall University Libraries: Thank You* video with Professor Katie Wissel and Dean Buschman. The video thanks donors for their contributions to the Seton Hall University Libraries. The video is housed on the [Give to the Libraries](#) web page.

- Professor Sebastian Derry and I met with Dr. Frank Cicero and Dr. Brian Connors from the College of Education and Human Services on May 3, 2018 to discuss how we could collaborate to promote Autism Awareness on campus

Looking Ahead

- Continue to collaborate with Dr. Matthew Pressman in providing instructional services for Journalism students
- Continue to collaborate with Dr. Renee Robinson in providing built-in library instruction and embedded librarian for *COTC 7110: Communication Research* in fall 2018
- Continue to collaborate with Dr. Jeff LeMarca in providing instructional services for students in the Educational Studies Department
- Collaborate with Dr. Grace May to provide instructional services for students in the College of Education and Human Services
- Collaborate with Dr. Bryan Meadows to provide instructional services for students in the English as a Second Language program
- Collaborate with Professor Sebastian Derry to complete and submit for publication an article examining the services academic libraries are providing and could provide for students with Autism Spectrum Disorder
- Publish and promote Graduate Student Library Services research guide
- Collaborate with Professor Sebastian Derry, and Dr. Frank Cicero and Dr. Brian Connors from the College of Education and Human Services to plan and execute Autism Awareness library events

Service

Seton Hall University

- Alternate, Faculty Senate, September 2017 – May 2018
- Senator, Faculty Senate, June 2018 – Present
- Academic Facilities Committee, November 2017 – May 2018
- Chair, Academic Facilities Committee, June 2018 – Present
- Calendar Committee, June 2018 – Present
- Faculty Convocation Committee, May 2018 – Present
- Marshal, Commencement Committee, May 2018

Seton Hall University Libraries

- Public Services Committee, June 2017 – Present
- Program Review Committee, December 2017 – Present
- Speaker’s Series Planning Committee, May 2018 – Present
- Health Sciences Librarian Search Committee, Spring 2018

Library Profession

- User Education Committee, ACRL-NJ, May 2018 – Present

Professional Development

- Attended Diving Deep: Exploring New Possibilities in Information Literacy & Assessment Workshop, sponsored by the ACRL-NJ User Education Committee and ACRL-NJ Assessment Committee
- Participated in Fall 2017 University Seminar on Mission
- Attended Faculty Tech Bytes: Lecture Capture – Echo360 workshop
- Participated in accessibility training for LibGuides
- Attended training session for setting up eJournals in the institutional repository
- Attended Digital Humanities Faculty Fellows Showcase
- Attended University Research Council Summer Research Grants information session provided by Dr. Marta Deyrup
- Attended Universal Design: The Inclusive Classroom workshop, sponsored by the TLT Roundtable Faculty Development & Best Practices Committee
- Attended Faculty Fulbright Workshop, sponsored by the Center for Faculty Development
- Attended Faculty Retreat Series 2017-18: Heart of the University presentation, *Self-Transcendence and the Higher Viewpoint: Seeing as if through the eyes of the Divine*, sponsored by the Office of Mission and Ministry and the Center for Vocation and Servant Leadership
- Participated in Shakespeare Day festivities
- Attended *The Absence of Healthy Confrontation: Reflections on Pope Francis’ World Communications Day Message on Fake News*, the program was part of the Seton Hall University Libraries Speaker’s Series: Critical Issues in Information and Education

- Attended Applying for an NEH Summer Stipend workshop, sponsored by the Center for Faculty Development
- Participated in three part Introduction to R for Libraries webinar series, sponsored by the Association for Library Collections & Technical Services
- Attended Gale Resources on-site training workshop

Publications and Presentations

- Shea, G. & Derry, S. (2018, January). *Academic libraries and students with autism spectrum disorder: How do we help?* Poster session presented at VALE Users' Conference, Piscataway, NJ.
- Collaborated with Dr. Alan DeLozier to create an exhibit on the 1916 Easter Rising, *Proclaiming a Republic: The 1916 Rising*, hosted by the Walsh Gallery and Archives and Special Collections. The exhibit was viewable in the display window adjacent the Walsh Gallery in March 2018.
- Created 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 2018.
- Will present with Professor Lisa DeLuca and Professor Sharon Ince on *Faculty Outreach and Student Workers* at the Mid-Atlantic Digital Commons User Group conference on July 27, 2018
- Submitted contributed paper proposal with Professor Sebastian Derry for the Association of College & Research Libraries (ACRL) 2019 conference. The title of the paper will be *How Do We Help? Academic Libraries and Students with Autism Spectrum Disorder*.

Special Collections and the Gallery

Annual Report FY: 2017-2018

Introduction

The Special Collections and the Gallery Department consists of Assistant Dean Sarah Ponichtera, Gallery Director Jeanne Brasile, University Archivist Alan Delozier and Technical Services Head Amanda Mita, as well as staff members Brianna Losardo, Jacquelyn Deppe, and Meghan Brady.

The first part of this report focuses on shared initiatives between Special Collections and the Gallery, as well as serving as a department report for Special Collections. The Gallery report, authored by Gallery Director Jeanne Brasile, will be found in the second part.

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

OBJECTIVE 7 - Continue to configure Walsh Gallery programing for long term sustainability

This year has seen the merger of the department as a single unit, and the arrival of Assistant Dean Ponichtera, Special Collections Assistant Jacquelyn Deppe, and Gallery Assistant Meghan Brady. With their arrival, Collections Manager Romana Schaeffer and Records Manager Brianna Losardo have been freed up to process

collections and work on special projects. We have begun updating our student worker job descriptions to bring in students to supervise the space to allow the Gallery and SPC Assistants to take part in collections processing as well. Asst. Dean Ponichtera developed a processing calendar in consultation with Special Collections staff, and processing work is well underway with the Monsignor Field collection. This collection has already solved several mysteries with regards to missing or undocumented materials, and we expect more finds as we continue to process this collection. Records Manager Brianna LoSardo, directed by Technical Services Head Amanda Mita, has been processing collections throughout the year, including the papers of Msgr. Hinrichson and Msgr. Field. In all Brianna produced 18 new finding aids over the past year.

With regard to collections handling procedures, Special Collections has developed a more efficient tracking system to document items that have been removed from the Vault for any purpose, from conservation to exhibition. We have also created a request form for archival exhibits, which should improve the resulting exhibit as well as manage the expectations of requestors and staff.

Rare book cataloguing has been on hold with the departure of Kim Reamer, but Jacquelyn Deppe is now being trained in cataloguing and that should pick up soon. We are also beginning a project of better organizing our accessions files so we can increase our intellectual control over the history and legal status of our collections.

Space has recently been freed up with Alan Delozier's completion of processing the NJCHC's papers into a proper archival collection, resulting in an empty filing cabinet that is usable by both the Gallery and Special Collections. We moved the cabinet to a better space near the processing lab, and plan to transfer the accessions files over little by little as they are re-organized into Accessions and Control files. We have also agreed on a vault cleaning schedule, with labor shared between Special Collections and Gallery staff.

In the digital realm, we have almost wrapped up the Poetry in the Round project, digitizing the programs, renaming the files, and creating metadata, and helped explore integrating Archivesspace and Preservica. We have linked the Gallery to the Special Collections blog, using this to highlight significant areas of both collections, and are developing a feed from the blog that goes into both websites,

eliminating the need to duplicate work updating both the blog and the website carousel. Menus are being streamlined, dead links and erroneous data removed, and new exhibits highlighted. The 1698 Qu'ran was conserved, digitized, and posted online, as well as the programs associated with the digitized Poetry in the Round talks.

Most crucially, we are moving forward with finalizing recommendations made during the course of the inventory. Each week, everyone who is able to process in Special Collections is assigned 3-5 items to investigate, and then those items are reviewed as a group and a final determination as to its placement is made. It is slow going but this process ensures that careful decisions are made and we make steady progress toward streamlining our collections according to contemporary archival standards.

Research Requests

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

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

From July 1, 2017 through May 15, 2018, we received 1,115 research requests in Special Collections. That represents a small decline from 2016-2017, in which there were 1,252 requests. However, in the previous year, directional requests were recorded as research requests. While we will continue to track that data separately for Public Services, we are no longer logging directional requests as research requests, since it does not really fall within that category.

Below is a table of the research requests by staff member and subject, represented both as a percentage and the number of inquiries.

Staff member(s)

	SHU	ADN	Sacramental	Genealogy	Mss	Rare Books	Irish	Oesterreicher	Directional	- Other -
Alan	655 27.79%	225 9.55%	15 0.64%	62 2.63%	139 5.90%	79 3.35%	73 3.10%	1 0.04%	544 23.08%	0 0.00%
Amanda	1 0.04%	6 0.25%	3 0.13%	14 0.59%	5 0.21%	7 0.30%	0 0.00%	0 0.00%	1 0.04%	1 0.04%
Brianna	22 0.93%	12 0.51%	10 0.42%	20 0.85%	7 0.30%	5 0.21%	1 0.04%	0 0.00%	6 0.25%	3 0.13%
Jackie	4 0.17%	6 0.25%	13 0.55%	11 0.47%	1 0.04%	1 0.04%	0 0.00%	0 0.00%	1 0.04%	2 0.08%
Sarah	0 0.00%	1 0.04%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Pat	2 0.08%	3 0.13%	240 10.18%	30 1.27%	0 0.00%	0 0.00%	0 0.00%	2 0.08%	1 0.04%	7 0.30%
Kim	55 2.33%	35 1.48%	64 2.72%	144 6.11%	15 0.64%	12 0.51%	1 0.04%	0 0.00%	25 1.06%	7 0.30%
Kate	19 0.81%	21 0.89%	45 1.91%	70 2.97%	1 0.04%	5 0.21%	0 0.00%	0 0.00%	5 0.21%	0 0.00%
- Other -	3 0.13%	3 0.13%	4 0.17%	12 0.51%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 0.25%	0 0.00%

Total: 2357

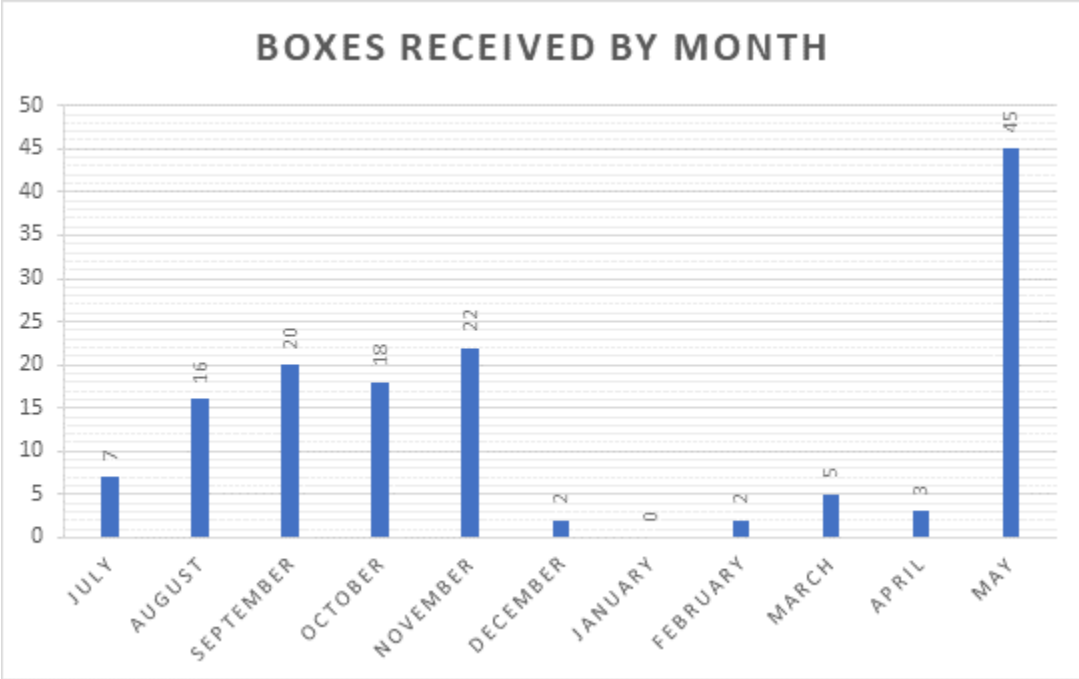
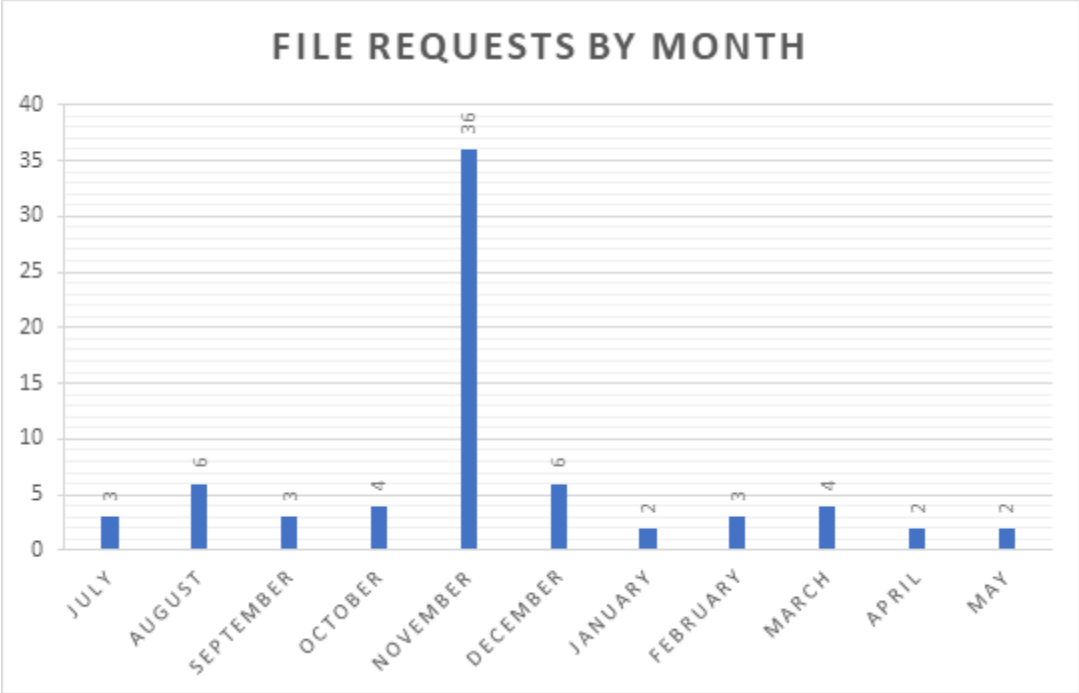
Records Management

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 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

In the past year, Records Manager Brianna LoSardo responded to 71 requests for retired records, of which 85 percent were completed successfully. In the remaining cases, the files requested were never sent to Records Management. 140 boxes of university records were received and processed into the collection, and 176 boxes of materials from 11 departments were shredded in compliance with records management requirements. Brianna has also re-organized the records management Sharepoint library and removed all sensitive information (SSNs) from legacy files. She has also documented typical procedures including file requests, receiving transfers from departments, and using the records management database.

The below graphs document the pattern of records management work throughout the year. There was a significant spike in file requests from the Law School in November 2017. Other than that, work followed the usual pattern, with the bulk of records being received at the end of the academic year in May.



Looking Ahead (Times New Roman, size 14, bolded)

In the coming year, we plan to continue to expand our rare books collection (Goal 2, Objective 6), building on our collection strengths of rare Catholic materials and New Jersey history, while also taking advantage of serendipitous offers such as the fine art facsimiles this year. Another major priority will be to update our agreement with Archdiocese, clarifying and strengthening our relationship with the Archdiocese (Goal 6), and very likely bringing in increased financial support for the housing and processing of the collections (Goal 9). To move us forward technologically, we will synchronize Preservica with Archivesspace, which will end Special Collections' need for the institutional repository and integrate digital files with their collection descriptions (Objective 2, Objective 6). We will reorganize our files, separating the Accessions files from the Control files, in accordance with modern archival practice, and make them generally available in the office space, to ease the Gallery's access to the history of the collections (Goal 4, Objective 6). We are also developing Omeka S, which will constitute a strong and flexible platform for digitization initiatives in both the Gallery and Special Collections. Rich online exhibits will not only serve the immediate purpose of highlighting the strengths of the department's collections but also demonstrate what is possible to do with digitized materials, which could attract future grants and capacity building funds.

One major area that we plan to focus on in the coming year is developing a workflow to process digital materials in Preservica. The archives holds a number of items on obsolete media, including floppy disks, laser discs, flash drives, and more. We are now beginning the process of surveying that material and once clearly valueless material has been deleted, the remainder will be ingested into Preservica and processed there. We will also be creating a collection of digitized items that were deaccessioned, including medals and plaques, keeping them in Preservica and linking them to their collections. As we refine a workflow for processing digital materials, we can explore accessioning more of these materials in the future, from university and university-connected individuals' electronic files to records management, which are increasingly held online instead of on paper.

Amanda Mita

*Archives & Special Collections Technical Services Head,
Archives & Special Collections Center*

Annual Report FY: 2017-2018

Introduction

Upon the departure of the Archives & Special Collections Center's former director, Kate Dodds, in May 2017, I was promoted to the position of Archives & Special Collections Technical Services Head. This was my second promotion since my start date of March 2015. I was instrumental in the functioning of the unit during that transitional period and from May 2017 to April 2018 was largely responsible for the day-to-day oversight of the Archives & Special Collections Center, reporting directly to the Dean of University Libraries. As part of the transition, I assumed the supervision of Special Collections Assistant Kimberly Reamer and Archdiocesan Records Clerk Patricia Wooley. I continued to supervise Records Management and Technical Services Assistant Brianna LoSardo as well as student worker Jacquelyn Deppe, who later joined the Center first as a paid intern and then as the Special Collections Assistant upon Reamer's departure in February 2018. For a brief period, I supervised an additional student worker who assisted with digital image processing as needed.

During this transitional period, I maintained a steady processing operation, though much of the processing was part of the cleanup effort spurred by the inventory project. Under my planning and instruction, LoSardo and Deppe integrated 14 carts of miscellaneous archival materials into the collections. Deppe and I processed the Wu collection, which is near completion. Deppe processed and digitized the McManus scrapbook, which is ready for ingest. LoSardo processed the Hinrichsen papers and several small collections and produced 18 finding aids. LoSardo and I began work on the Field papers. Reamer made significant progress on the barcode project, which has been continued by Deppe. I oversaw rare books cataloging, and Reamer made significant progress on the rare books backlog. I coordinated the work of interns Father Barone and Mary Evans, who worked on the Field papers and Gerety accretion. I continued to broadly oversee University Records Management and have supported LoSardo on records management issues. LoSardo and I scrubbed and reorganized the Archives' SharePoint library. New security policies were implemented, and my staff and I participated in several major vault and processing area cleanup efforts that entailed a significant amount of physical labor. I guided and managed a high-functioning and productive team, and the tremendous amount of work accomplished under my supervision and guidance has been transformative for the Center.

Over the past year, I have been instrumental in the organization and staffing of the Center. I recruited and supervised former student worker Jacquelyn Deppe as our first paid intern as part of a Provost initiative. From October 2017 to February 2018, Deppe assisted with integrating shelf finds and cart materials into the collections as part of the inventory project. Because I had trained and mentored Deppe for three years, first as a student worker and then as an intern, I encouraged her to apply for the permanent staff position of Special Collections Assistant. I chaired the search committee for this position. I recruited and supervised intern Mary Evans, who completed a detailed inventory of the Archbishop Gerety accretion from February to April 2018. I mentored and supervised Father Michael Barone, who currently serves as Msgr. Seymour's assistant and has been designated by the Archdiocese as his successor. During his internship, Father Barone assisted in processing the Field papers from January to May 2018. Additionally, I served on the search committee for the Assistant Dean of Special Collections & the Gallery and assisted in onboarding Asst. Dean Ponichtera. I continue to provide support and important background information as she acclimates herself to her new role.

I have provided a great deal of vision and guidance for long-term planning. During Spring 2017, I proposed the inventory project when Dean Buschman consulted me on how to gain physical and intellectual control over our archival collections. I prepared the inventory document, outlined overall goals, and instructed staff on procedure. I closely monitored inventory progress and modified project strategy as needed. Since completing the master inventory, this document has served as a strategic planning tool for both the Archives and Gallery and has set the Center on the proper course for gaining control over its collections. As Archives & Special Collections Technical Services Head, I continue to advise on how to properly manage and steward collections and recently supplied Asst. Dean Ponichtera with a preliminary 4-year project proposal for managing Archdiocesan collections. This proposal is intended to enhance discoverability of Archdiocesan collections and to promote transparency in the Center's stewardship of Archdiocesan collections, which, considering recent issues with the Archdiocese, is critical at this juncture. I also advised Asst. Dean Ponichtera to create a collecting policy specifically related to Archdiocesan collections to further promote transparency and trust and to foster a healthy relationship with the Archdiocese of Newark.

Since Dodd's departure, I have assumed the responsibility of liaising with the Archdiocese of Newark on matters of records care and transfers. I facilitated the transfer of Archbishop Gerety's remaining papers, which entailed two site visits to the late Archbishop's apartment in Rutherford. I also planned the transfer of Archbishop Myer's papers, which is scheduled for Fall 2018. Additionally, I surveyed sacramental records from several suppressed parishes housed at St. Mary's Parish in Jersey City and arranged for their transfer on June 5, 2018. LoSardo and I will personally retrieve and transfer these records. In September 2017, I was appointed by Cardinal Tobin to serve on the Archdiocesan Archives Task Force. The purpose of this committee was to provide archival collections management, space management, and records management recommendations to the Cardinal. My work with the task force was a driving force in our decision to formalize the way we manage Archdiocesan collections and has helped us clearly delineate roles and expectations for Archdiocesan collections care.

In addition to my archival technical service duties, I continued to serve as the Museum Studies liaison librarian and assisted Museum Professions graduate students with their thesis research. I also staffed the reading room desk and provided research assistance.

Successes and Challenges

OBJECTIVE 2: Implement the Libraries' Technology Strategic plan (<http://library.shu.edu/library/DigCollTechPln>) (1-3, 5-9)

I co-authored this plan and served as a founding member of the Digital Preservation Committee until I was superseded by Asst. Dean Ponichtera in April 2018. I continue to serve as an administrator for the IR and ArchivesSpace. I am awaiting the OmekaS upgrade, after which I will provide staff training. I created workflows for ingesting archival collections to the IR and have presented and written on the subject. I plan to play an active role in several Preservica projects in the coming months.

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)

I created the inventory project. I prepared the inventory document, outlined overall goals, and instructed staff on procedure. I closely monitored inventory progress and modified project strategy as needed. Since completing the master

inventory, this document has served as a strategic planning tool for both the Archives and Gallery and has set the Center on the proper course for gaining control over its collections. I oversaw the processing projects that stemmed from the inventory. Under my planning and supervision, 14 large carts of miscellaneous materials were integrated into the collections, several small collections were processed, 2 large collections were processed, and 18 finding aids were written. Other processing projects are currently underway. I proposed a 5-year plan for processing Archdiocesan collections

(<https://docs.google.com/document/d/1rqPpudFaeQTQd4GwQBA29FrQsHr1fUQxWwac2rabJds/edit?usp=sharing>). I have played a central role in how we manage ADN collections and developed a procedure for managing plaques. I oversaw rare book cataloging, and significant progress was made in the rare book backlog by Reamer. I oversaw the barcodes project, which is scheduled to be completed by Deppe by the end of Summer 2018. I assisted with several vault and processing area cleanup projects.

A fuller description of how I met this objective is detailed above in the introduction section of this report.

Looking Ahead

During the 2018/19 academic year, I would like to take on the following:

- Create archival training program in Blackboard
- Create MARC records for unprocessed archival collections
- Complete the Msgr. Field papers, followed by Archbishop Gerety accretion
- Implement my proposed 5-year plan for processing Archdiocesan collections, which may be viewed here:

<https://docs.google.com/document/d/1rqPpudFaeQTQd4GwQBA29FrQsHr1fUQxWwac2rabJds/edit?usp=sharing>

- Process backlog of digital media
- Create a separate Archdiocesan repository in ArchivesSpace
- Refresh website and conduct comprehensive review and revision of Archives LibGuides
- Play an active role in creating ADN plaque collection in Preservica
- Play an active role in the ArchivesSpace/Preservica integration
- Play an active role in migration of archival digital collections from Digital Commons to Preservica
- Play an active role in the OmekaS implementation
- Attend advanced University Seminar on Mission when offered

Service

Per the suggestions of the library faculty set forth during my third-year review, I served on several major university committees, including the Convocation Committee, the Academic Policy Committee, the Faculty Senate Library Committee, and the Digital Humanities Committee. As a member of the Digital Humanities Committee, I serve the faculty community as a library liaison for their digital humanities projects. I served as a founding member of the Digital Preservation Committee, an internal library committee, from 2016 to April 2018, at which point I was superseded by Asst. Dean Ponichtera. I am serving a second term as the Library Faculty Committee Secretary for the 2018/19 academic year. Additionally, I served on the search committee for the Assistant Dean of Special Collections and the Gallery and chaired the search committee for the Special Collections Assistant. In an effort to best serve the University as a faculty member, I attended the Spring 2018 University Seminar on Mission and plan to attend the advanced seminar on mission when offered.

My professional service extends to our partner institutions. I continue to serve as a member of the Catholic Research Resources Alliance's Digital Access Committee. From September 2017 to May 2018, I served as a member of the Archdiocesan Archives Task Force. My work with the Archdiocesan Archives

Task Force has been a driving force in the Center's reevaluation of how it stewards Archdiocesan collections entrusted to its care.

Since 2017, I have served the professional community as a member of the ACRL-NJ/NJLA-CUS Archives & Special Collections Committee and as a mentor in the Society of American Archivists Mentorship Program. I have also served as a manuscript reviewer for the Journal of Archival Organization in December 2017, March 2018, and May 2018.

Professional Development

In fulfillment of library rank and tenure requirements and according to Dean Buschman's stipulation that I complete my second master's degree before my third-year reappointment takes effect, I earned a Master of Public Administration degree with a concentration in Nonprofit Management from Seton Hall University in May 2018. As part of my continuing education, I completed all coursework in fulfillment of the Society of American Archivists Digital Archives Certificate and am scheduled to take the comprehensive examination in August 2018. I am also pursuing certification through the Academy of Certified Archivists, with the exam scheduled in August 2018.

Publications and Presentations

I have pursued multiple scholarly projects throughout the year. I was awarded the 2018 Digital Humanities Faculty Fellowship and designed a course entitled “Digital Humanities and Cultural Heritage,” which is scheduled to run as an undergraduate course through the Department of History during the Spring 2019 semester. I co-authored a technical leaflet entitled “[Digital Exhibitions: Concepts and Practices](#),” published by the Mid-Atlantic Regional Archives Conference in April 2018. I continue to raise the profile of SHU Libraries by presenting the innovative work performed by the Archives & Special Collections Center at professional conferences. In January 2018, I presented our efforts to merge the Archives and Gallery units into a functional, cohesive Special Collections Center in a poster entitled “[Sharing More Than Space: The Outcomes of Merging Archives and Museum Practices at Seton Hall University](#)” at the VALE/NJACRL/NJLA-CUS Conference. In April 2018, along with Asst. Dean Elizabeth Leonard, Digital Collections Infrastructure Developer Zachary Pelli, and Digital Services Librarian Sharon Ince, I presented on SHU Libraries technology innovations at the 2018 NJLA CUS/ACRL-NJ Technology Innovation Award Competition. Pelli and I

accepted an invitation to present our work on the CONTENTdm migration project at the 2018 NJLA Annual Conference on June 1, 2018. We will also be presenting our work at the Mid-Atlantic Digital Commons User Group in July 2018. Ince, Pelli, and I have co-authored a case study, for which I am first author, on migrating our collections from CONTENTdm to Digital Commons. The paper is in its final stages and will be submitted to the Journal of Archival Organization.

I recently attended the 2018 Summer Faculty Writing Retreat and have outlined a summer writing plan. I will expand my poster above into an academic paper. Because of its implications for archival education, I plan to submit this paper first to *The American Archivist*. I have also submitted a proposal to present on the convergence of museum and archival practices at the 2018 Society of American Archivists Research Forum and am awaiting a decision from the program committee.

Alan Delozier

University Archivist and Special Collections Education Coordinator

Annual Report FY: 2017-2018

Introduction

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.

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 (1-9)

Helped to promote the historical significance of the first Seton Hall University School of Medicine and Dentistry through the creation of foundation steps that have led to a past exhibit display of the first school (2015) as a starting point for the continued accumulation of historical materials that highlight the current School of Medicine and its varied functions. This includes working with the Teaching Learning and Technology Center (TLTC) and other offices campus-wide in accumulating foundation documents, blueprints, and other information sheets related to this unique academic unit for inclusion in our expanding vertical file and digital content folders. Research support has been provided to various school officials as needed over the past three years and most notably conferral with Mr. Chris Duffy, Associate Dean of the Health Sciences Library and Information Commons has taken place in regard to archival-based materials related to various medical (and natural science) history milestones that have taken place at Seton Hall from 1856 through affiliation updates taking place in 2018. (2017-present)

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)

Have engaged mainly in direct individual research assistance (and occasional joint project solving) in various instances over the past year. From June 1, 2017-May 29, 2018 here are the type of requests and number I have completed during this time period . . .

Type of request	Number completed *
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Archdiocesan	135
University Archives	366
Manuscript	80
Rare book	36
Irish	32
Sacramental	9
Genealogy	41
Directional	223
Combination (Two or More Categories Represented Per Single Request)	Various

(* These numbers do not include numerous Sacramental/Genealogy-related requests which I typically forward to Ms. Pat Wooley and/or Jacquelyn Deppe for completion.)

Beyond the numbers outlined above, each individual request treatment I have handled is outlined in more detail within the LibWizard Survey database. Specific details are offered at regular intervals as part of Random Sampling Days upon request by Assistant Dean Sebastian Derry. Specific major projects illustrative of diverse scholarship needs include the following select examples highlighted below:

- Mr. Billy Campbell (Scottish Architect) – Worked with him and Professor Lisa Rose-Wiles on various aspects of the Seton Family Castle and clan-related symbols to help with construction-related endeavors.
- Dr. James T. Fisher (Fordham University Faculty) – Irish-American family book project.
- Ms. Nancy Grant (New Jersey School Teacher) – Information on family and local individuals who participated in World War I for student academic program.
- Ms. Luna Kauffman (Author and Scholar) – Information related to her different recorded talks on the Holocaust conducted during the 1980s and specific connections to the Special Collections Center at Yale University and their own commemoration records.
- Mr. Jack Kelly (Seton Hall Alumnus) – WSOU-FM Radio book project.

- Nursing Faculty (Seton Hall University) – Research and preservation of departmental resources, Gamma Nu honor society, and anniversary events.
- Mr. Dietfried Olbrich (German Scholar) – Background and biographical information on Msgr. John Oesterreicher for historical journal project.
- Ms. Martha Phillips (Independent Scholar) – Looking at the legacy of Newark-based architect Jeremiah O’Rourke and his varied church projects completed within the Archdiocese and other parts of New Jersey.
- Dr. Dermot Quinn (Seton Hall Faculty) – University History book research project. Personally offered service as proof-reader and first round editor for his manuscript.
- Dr. Michael Risinger (Seton Hall Law Faculty) – Resource guidance in relation to Dr. Miriam Rooney (first Dean of the Seton Hall Law School) book project.
- Mr. Erich Thomas (Drew University Doctoral Student) – Religious groups and a history of missionary activities to Cuba and various Latin American countries over the past two centuries.
- Dr. Nicholas Thompson (University of Auckland, New Zealand Faculty) - Sisters of Charity background research provided for book project.
- Ms. Noelle Lorraine Williams (Newark, NJ Scholar) – Information on Queen of Angels parish and related African-American Catholic resources for community programming initiative.
- Coordinated with our Library Administration to find experts who could translate a restored early 17th century Papal Bull in our collection from Old Latin to English. Contributions were made by Dr. Michael Mascio (Classical Studies), Reverend/Doctor Federico Gallo (Director of the Library at Dottore della Biblioteca Ambrosiana, Milan), Dr. Fred Booth (Classics), Dr. Peter Ahr (Religious Studies). (2017-5/2018)

(* More information on other project instances can be provided in further detail upon request.)

- Requests handled from various geographical locations outside of Seton Hall University and New Jersey include the following states (in alphabetical order): Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New

Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming. Foreign countries represented (in alphabetical order) include: Australia, Austria, Canada, England, Ireland, Italy, New Zealand, Poland, and others.

- 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 Assistants Ms. Jacquelyn Deppe, Ms. Kim Reamer (prior to her departure from Seton Hall during early 2018), and Ms. Patricia Wooley, Part-Time Archdiocese of Newark Genealogy Assistant on various projects involving the research community over the past year.
- Student Accomplishments. Supervision of different volunteers from the Seton Hall University community during the course of the 2017-18 academic year has been a rewarding experience. In specific terms, I have worked with the following Seton Hall undergraduates (project choices centered on different historical themes listed in brackets) over the past year: Ms. Alexandra Bushey (Civil War era correspondence Salt and Seton-Jeavons Collections), Ms. Alexandra Gomer (Ethnography and Seton Hall student body, 1856-1940) who finished up their projects during May-June, 2017, and Mr. Max Meller (Museum Studies and Jewish History) by the end of Fall 2017. Ms. Bushey is currently working in the public history field, Ms. Gomer is enrolled in an archival science graduate program, and Mr. Meller is looking at Museum Studies programs as a result of their positive experience on-site. Initial planning measures have been made with Mr. Avery Baron, an undergraduate student at Rutgers, The State University of New Jersey who will be constructing a research guide highlighting church architecture in Newark during the Summer of 2018. Ms. Nkili Cooper, an undergraduate student at Seton Hall University will be involved with African-American-themed collections within our Center as part of a practicum program in conjunction with Dr. Simone Alexander of the Department of English (Spring 2019). Advisement, research assistance and guidance has also been offered to various individuals on a regular basis throughout the year.
- Attended the Digital Humanities Summer Seminar (Summer 2017) in anticipation of applying for a grant 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.” This site features primary source documentation that connects directly to the project abstract outlined here: “The goal of this project is to find select key documents from the University Archives related to the different aspects of Catholic life within the State of New Jersey covering not only the clergy, but also the laity; addressing gender, culture race, and interfaith issues to varying degrees from the 17th century to the present day in order to provide an introduction to the life and works of those who helped sustain the Archdiocese and Seton Hall The project will utilize a blog site to offer more open access to historical development as a result of these diverse contributions.” A presentation on the status of this project was offered as part of the Digital Humanities Seed Grant Showcase (4/4/2018). University Libraries eRepository Address - <http://scholarship.shu.edu/dh/20/>

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

- Archives & Special Collections Center Vault Task Force Committee. Assisted with this group over the past few months and board membership (as of May 2017) offered. The Vault Task Force (VTF) Committee is a comparable approach to fully inventorying and evaluating all collection holdings throughout the University Libraries. Initial inventory finished of our area has been completed and specific projects completed and/or being worked upon at the present time include, but are not limited to the following tasks . . .
 - Artifacts/Objects Evaluation Project. Ongoing review of different items within our collection and whether or not to retain select materials. (5/2017-present)
 - Walsh Library Gallery Exhibit Posters. Consolidated and created a spreadsheet to describe information on and related to different oversize prints outlining past art shows. (8/2017)
 - Seton Hall Athletic Collection and Collecting Evaluation. Initial study and survey of sports-related materials found in our collection and external research in regard to other college/university collecting policies in this area for evaluation by the VTF. (8/2017-present)

- Site Maintenance Initiatives. Over the past year assistance was provided in cleaning of the vault, aided with oversight of construction professionals on vault lighting installation, cube construction, and related projects. (10/2017-present)
 - Paintings and Prints Identification Project. Information document and research conducted to help with subjects, donor, accession, and other data background needed as part of this 58-page draft document forwarded by Ms. Jeanne Brasile. (1-5/2018)
 - Reading Room Display Objects Research. Background information provided for captions describing the historical Angelus Bell (19th century), Walsh Library maquette (1994), and McLaughlin Library cornerstone (1954) on display in the Archives & Special Collections Reading Room. (2-3/2018)
 - News Clippings Evaluation and Preservation. Information provided in regard to bound Seton Hall-related newspaper clippings found in vault with Professor Amanda Mita and initial preservation measures performed solo on a deteriorating and acidic scrapbook from the Governor Richard J. Hughes Collection. (3/2018)
 - Archdiocese of Newark Hierarchy Objects Evaluation Project. In conjunction with all members of the VTF along with Ms. Brianna LoSardo and Ms. Jacquelyn Deppe in reviewing items, offering information, and discussion for recommendations in regard to conservation, retention or deaccession, and conservation measures where needed aside from the “Artifacts/Objects Evaluation Project” focus outlined above. (3/2018-present)
 - TLTC Taped Programs Inventory. Working on an inventory of different taped programs saved in various format types. (2018-present)
- Donor Relations. In conjunction with the Vault Task Force Committee, I aid with selection of potential donation material on a regular basis. This includes recommendations on Catholic-themed book purchases as one example. Various personal collection donations worked upon over the past year include the securing of the Richard Connors World War I library, Tom Walsh Irish Book library, John C.H. Wu Papers (via his son John Jr.), Marsha Hunt (noted film actor) United Nations Papers, Michel Jeifa Family and Holocaust Papers along with various campus-wide historical material collection efforts including connections with the School of Nursing and Judaeo-Christian Studies Institute. Return communication made with the Sister Rose Thering Endowment and the Dominican Sisters of Racine in regard to selections we made from a large grouping of materials obtained by Sister Rose over the years in conjunction with her work with Jewish-Christian

relations. Further information on this transaction is currently pending. (4-5/2018-present) Evaluation in regard to a grouping of book and newspaper holdings from a relative of Thomas Emmet, noted Irish lawyer and politician of the 18-19th century is also currently under consideration. (5/2018-present)

- 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 Row 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 cubic 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. This particular group of materials has been consolidated together through a shared connection to Seton Hall University and are further organized by originating individual, organization, or office to distinguish their relevant topical area(s) of coverage. The content is formally arranged within file folders by major subject heading along with a corresponding index that includes sub-headings and cross-listings to help identify similar research areas where multiple choices for a specific topic might exist. In addition, this collection is not static and will continue to expand as further print matter is produced, acquired, and contributes to the improvement of the collection over time. This is an ongoing project that continues to be monitored, streamlined, and enhanced into the future as the history of the institution continues forward. The information located here also serves to compliment specific Seton Hall University archival collections as a means of providing initial and/or additional research support options. (5/2017-present)
- John Concannon Collection. Work has continued intermittently on this 110+ cubic feet collection of materials related to Irish and American Irish history, culture, organizational documentation, and other related themes. A total of eight containers have been worked upon over the past year and work in regard to these materials is ongoing and will continue until processing is fully completed.

- Archives & Special Collections Athletic Resources Status Report – Initial Survey and Processing. Provided a status report, general spreadsheet of holdings, and contributed to research and information in regard to an updated collecting policy related to this subject area. (8-9/2017) Started planning for further organization of resources related to sports-related documentation found in our repository and more concentrated organizing of materials is slated to take place during the Summer of 2018. (5/2018-present)
- Part of the Archives & Special Collections VTF collaborative on developing collection/user policies and contributing content to the Archives & Special Collections Center shared drive, LibGuide - <http://shu.libguides.com/content.php?pid=393137&sid=3293382>, updated Homepage project and other project points.
- Learning and adapting to various computer systems that have recently been introduced to the Archives & Special Collections Center including ArchiveSpace, Omeka, and Preservica among other technologies.

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

- Exhibits & Related Projects. Various academic courses featured assignments that required deep usage of archival materials for exhibits and outreach projects. These requests often came via faculty and/or graduate students from the Museum Studies program along with others from different disciplines who needed to utilize various parts of our collection for respective class projects, Walsh Library Gallery major exhibit planning, and/or window display aid. Most examples were/are discussed to varying degree with Professor Jeanne Brasile, Director of the Walsh Library Gallery and her staff where applicable. Counted among the cross-section of events assisted with (chronological order) include:

Ms. Liza Bell “Seton Hall Commencement and School Spirit” (Spring 2017), “Setonia in Stage and Song – Fall 2017 Exhibit” (* Personally mounted exhibit in Walsh Library First Floor Display Case) (Fall 2017), “The United States Constitution and Early Imprints From The Seton Hall Collection” (* Personally mounted exhibit in Archives & Special Collections Reading Room Display Cases) (9-10/2017), Dr. Marta Deyrup and Mr. Jesse Benicaso “Russian Revolution Anniversary, 1917-2017” (Walsh Library Gallery Window Exhibit) (Fall 2017-

Spring 2018), “Brendan T. Byrne (1924-2018) – From Setonia to the State House, A Life of Public Service” (* Personally mounted exhibit in Archives & Special Collections Reading Room Display Cases) (Spring 2018), “Honoring the 65th Anniversary of the Judaeo-Christian Studies Institute & Jeifa Family Collection” (Personally mounted exhibit in Walsh Library First Floor Display Case) (Spring 2018), “50th Anniversary and History of Co-Education at Seton Hall University” (Walsh Library Gallery Window Exhibit) (Spring 2018), Mr. Gerry Shea “Easter Rising and Irish Independence” (Walsh Library Gallery Exhibit) (Spring 2018), Dr. Sarah Pontichera and Dr. Forrest Pritchett “Martin Luther King, Jr. and Seton Hall Commemoration” (* Provided research assistance for this exhibit shown in Walsh Library and Jubilee Hall) (4/2018), Ms. Laura Abel and Ms. Meghan Brady “Seton Hall Commencement and School Spirit” (Spring-Summer 2018), “Treasures of Seton Hall University” (Summer 2018), Dr. Sarah Ponichtera and Ms. Jacquelyn Deppe “Book of Kells and The Gradual of St. Katherinenthal” (* Provided research assistance for this exhibit shown in the Archives & Reading Room Display Cases). Planning underway for the following: Ms. Meghan Brady “Seeing Red” (The value of “Red” found in the themes of art, culture, politics, and religion for major Walsh Library Gallery exhibition) (Fall 2018) and “A History of Latino Influence and Accomplishment at Seton Hall, 1856-present” (* Walsh Library First Floor Display Case) (Fall 2018)

Service

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 and Assistant Dean for Archives & Special Collections and Walsh Library Gallery Search Committee (Fall 2017) in particular. Provide 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.

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.
- Taught a total of 33 individual class sessions including English 1201/1202, Core Freshman Orientation, and specialized instruction including library instruction for local Educational Opportunity Program (EOP) students. Various classes featuring primary source instruction including a preview of materials found specifically in the Archives & Special Collections Center have also been taught. Of particular note were requested individual instructional classes and assignment support provided for Dr. James Kimble (Communication and the Arts), Msgr. Raymond Kupke (Seminary), Dr. Maxine Lurie (History), Professor Dan Linke (Museum Studies), Dr. Dermot Quinn (History), and Dr. Joseph Stetar (Education) twice.
- Online Instruction Course. Continued to build upon an online core curriculum elective course entitled: “New Jersey Catholic Experience” sponsored through the Department of Catholic Studies, but also cross-listed with the Department of Religious Studies and the School of Theology. First offered during the Spring 2016 semester and has been approved via the Core Curriculum Evaluation Committee as an official elective for Core III status and ran during the Spring 2018 semester with 17 students. This course stresses bibliographic instruction and contains detailed readings from texts found in our library and primary source usage options from the Archives & Special Collections Center. Tentatively scheduled to run again during the Spring 2019 semester.
- Special Teaching Opportunities. Assisted Professor Martha Loesch with her coordinated EOP Summer Instruction Series by teaching various sections (7/2017). Worked with various students as a research consultant to the Department of Catholic Studies Senior Seminar course taught by Dr. Ines Murzaku (Fall 2017). Provided an introductory talk and coordinated a specialized senior research project undertaken by students from the Essex Vocational Tech School of Newark who utilized the Donald Payne Papers as their subject theme. (2-3/2018)

- Joint research and programming collaboration undertaken with various faculty over the past year include working with specific scholars including: Dr. Peter Ahr (Religious Studies), Dr. Mary Balkun (English), Dr. Maja Basioli (Law School), Dr. Karen Boroff (Acting Provost/School of Business), Dr. Martha Carpentier (English), Dr. DongDong Chen (Asian Studies); Dr. William Connell (History), Professor Anthony DePalma (former Writer-In-Residence), Dr. Ann Elkas (Nursing), Dr. Nancy Enright (English), Rev. Lawrence Frizzell (Judaean-Christian Studies), Dr. Karen Gevirtz (English), Dr. Larry Greene (History), Ms. Elizabeth Halpin (Diplomacy), Dr. William James Hoffer (History), Major Russell Lemler (Military Science), Dr. Edwin Pak-Wah Leung (Asian Studies), Msgr. Richard Liddy (Religious Studies), Dr. Jose Lopez (Physics), Professor Alan Lucibello (History), Dr. Maxine Lurie (History), Dr. Donald McKenna (Communications), Dr. Michael Mascio (Classics), Dr. Bryan Meadows (Education), Dr. Forrest Pritchett (Freshman Studies), Dr. Edwin Pak-Leung (Languages, Literatures, and Cultures), Dr. Karen Passaro (Continuing Studies), Dr. Cherubim Quizon (Anthropology), Dr. Elizabeth Redwine (English), Dr. Tom Rzeznik (History), Dr. Nancy Scharf (Nursing), Dr. Courtney Smith (Diplomacy), Dr. Judith Stark (Honors Program), Dr. Anthony Troha (Physics), Gerald Williams (Philosophy), and Msgr. Robert Wister (Seminary) among others.
- Catholic Studies - University Libraries Liaison and Associated Academic Support. 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 related to the Archives & Special Collections Center (2016-present).
- *Setonian, The* (School Newspaper) Consultant. Aid with historical background, research projects, related inquiries, and/or offer quotes/talking points for this publication on a regular basis. Examples from *The Setonian* published over the past academic year include: “Walsh Gallery Exhibit Traces SHU’s Performance History” (10/19/2017), “Carrying a Legacy: The Man in the Middle of Seton Hall’s Flag Man Tradition” (1/31/2018), “SHU Set To Celebrate Its Birthday” (3/3/2018),

Seton Hall Celebrates 50 Years of a Co-Ed Campus” (3/17/2018), “Students Relate To Seton Hall Patroness Writings” (3/17/2018).

- Praxis Program of the Advanced Seminar on Mission. Sponsored by the Center for Vocation and Servant Leadership (CVSL) and co-sponsored with the Center for Catholic Studies (CCS). The Praxis Program is an advanced faculty development program designed to foster personal, professional, organizational and institutional development for faculty and administrators at Seton Hall, who are graduates of two previous mission seminars. Its purpose is to engage faculty and administrators in a process of peer mentoring and curricular/co-curricular support designed to apply the mission of the University to their respective disciplines and departments, through a method which connects the disciplines to each other, to an integrated understanding of knowledge, and to the Catholic Intellectual Tradition. (* Invited – Part of the Cohort II group)
- 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. (* More information on specific inquires can be provided upon for perspective.)
- *Seton Hall University Magazine*. Aid with historical background, research projects, and related inquiries for this publication on a regular basis. Examples over the past year include help with research, and fact checking among other select background information needs: “The Asia Connection, Father Laurence T. Murphy, Who Taught At Seton Hall And Briefly Served As University President, Helped Forge a Historic Link Between Seton Hall And China, Starting In 1979” (Winter 2016-17), “Breaking the Language Barrier” (Summer 2017), “50 Years of Women” (Cover Story – Fall 2017), “The Strong Lady” (Campus Statue of Mother Seton – Fall 2017). Follow-up research in regard to the article – “The Few. The Proud. Catholic Military Chaplains” (Spring 2018)

Major Seton Hall-Related Research Initiatives (Select Examples). Assisted with different project support opportunities connected to various events, presentations, and other enterprises across campus on a regular basis. Activities include, but are not limited to the following examples . . .

- Seton Hall University Film Project. Sponsored by Dr. Karen Boroff, Provost in consultation with Mr. Mark Gregorio and Mr. Dan Kalmanson of University Advancement and Professor Jeanne Brasile, Walsh Library Gallery Director. (5-7/2017)
- Dean's Retreat. Historical content (*The Setonian*, first issue 1924) prep work and captions made for these display boards. (6/2017)
- Bethany Hall Construction. Worked with the planning team connected to internal design in regard to historical images and time capsule content for this structure dedicated in early 2018. (6-9/2017)
- Bookstore Mural Project. Worked with Mr. Michael Garcia and Ms. Pegeen Hopkins in relation to finding historical/contemporary imagery for the lobby area of Duffy Hall adjacent to the University Bookstore. (8-10/2017)
- Involvement Fair and Welcome Week. Aided with this annual event and the production of a historical brochure featuring the history of President's Hall (1860-2017) for the Office of the Provost to distribute that day and at future events. (8/31/2017-present)
- Faculty Convocation. Necrology image tribute films produced by Ms. Bernadette McVey from the Office of the Provost. (9/2017)
- Judaeo-Christian Studies Institute. Provided foundation document information to aid with their internal evaluation process. (10/2017)
- Fahy Hall 50th Anniversary Commemoration. Dr. Chris Kaiser and content related to the construction of this building for display purposes. (2017-2018)
- School of Diplomacy and International Diplomacy 20th Anniversary planning. Aided with different event ideas and material support offered. (2017-2018)
- Service Recognition. Historic photographic views of select years (1967-2007) for this annual event sponsored by the Office of Human Resources. (3/2018)
- WSOU Radio – 70th Anniversary Commemoration. Aided with documentary history examples for their reunion event and future planning initiatives. (4/2018)
- Sr. Rose Thering Commemoration Event. Organization Board discussion with ideas and planning thoughts offered. (5/2018)
- President's Hall History – Office of the Provost. Worked with the Office of the Provost and Msgr. Robert Wister to trace the history of President's Hall

from an architectural standpoint for a plaque to commemorate this building. (2-3/2018)

- Office of Alumni Affairs. Help with various consistencies and historical research including the “Golden Pirates” group and individual request guidance and meeting individual alumni to talk about school memories. (2017-2018)
 - Office of the Provost. Various background information found for report background and historical perspective. (2017-2018)
 - Seton Hall University Graphics. Historical examples of our school crest, motto, letterhead, mascots, symbols, etc. requested by various offices over the past year and on a regular basis including the Office of the Provost, University Advancement, and connected to various student projects. (2017-2018)
 - Helped with revisions made to the Archives & Special Collections, University History, and Contacts sections of the *Seton Hall University Undergraduate and Graduate Catalog(ue)s*, 2017-2018 edition.
 - Provided an updated University History text for each member of the Seton Hall Board of Regents and Trustees. (2017-2018)
- 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 on 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 (In particular with the Office of Sports Information). 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.), 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. Continued as Faculty Senator representing the University Libraries for the 2016-2018 term (ends June 1, 2018). Part of the Faculty Senate Library, Faculty Development, and Graduate Studies Committees (nominated for Chair of the latter group in 2017). Sustaining member of the annual Charter Day Committee and helped with research on the event program this year. 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).
- University History Committees. Counted among the most active and prolific affiliations undertaken each year includes membership on planning task forces and offering direct support activities on behalf of campus-wide historical University Weekend (October, 2017) and Charter Week (March 10-16, 2018) commemorations with University Advancement and Office of the Provost respectively.

The University Weekend program last year included my annual historical walking tour of campus, collaboration with Ms. Naoma Welk on planning a historical motor tour of South Orange along with organizing and manning a table that featured historical reference services about Seton Hall alumni and promoting our online and hard copy yearbook collections. In addition, a specially created handout illustrating the evolution of the Irish history of Setonia was offered for the public in conjunction with the PIPE Irish Society on campus. Presently working with the Planning Committee for the October, 2018 event.

The annual Charter Day tribute that usually entailed a single academic-based program in the past was updated to feature a week-long schedule of events to commemorate all aspects of campus life. Counted among the activities worked upon include offering research support to an updated University History Walking Tour (w/ Dr. Bryan Meadows, Education), creation of a short movie on the History of Seton Hall featuring archival images (w/ Professor Katie Wissel, University Libraries), aid with a special video presentation created by Human Resources for the annual Employee Service Awards program (w/ Ms. Diane Russo), co-coordinated and organized the public program and movie screening of: "Pirates of the Airwaves – The WSOU Story" (w/ Professor Wissel), organized and contributed to the special Historical Symposium entitled: "Seton Hall, An Introduction to University History" (w/ Msgr. Robert Wister and Dr. Dermot

Quinn), aided with planning of the traditional Charter Day program, provided special questions for the daily Seton Hall Trivia Contest held that entire week, coordinated two-weeks of coverage in *The Setonian* (Student Newspaper), and created a Window Exhibit featuring the 50th Anniversary of Co-Education in South Orange (w/ Professor Jeanne Brasile) along with other support services both in advance, and throughout that week.

- 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. Initial discussions on mission, collecting policies, space issues, research possibilities, etc. as they look to expand their conservation and reference services along with potential joint programs between their school and the university in the future once they are formally established. (3/2018-present)
- School 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. Helped with various historical items including display ideas and historical brochure editing. (6/2017-present)
- Irish Studies - Various. I serve as the reference point for most connections to Irish and Irish-American centered research and programming associated with the University Libraries. Over the last year along with various research projects conducted with individual researchers, PIPE Irish Society, and examples of talks and publications found elsewhere in this report, involvement with different initiatives including work with colleagues Professors Marta Deyrup and Gerry Shea in providing details including LibGuide support and Irish and American Irish Resource inventories for inclusion in the Minor in Irish Studies application portfolio for Program Review Committee consideration. (5/2017).
- Conversation About Race Initiative. This campus-wide series of events that commenced in 2016 includes dialogue about how to best teach about race and learn more about racial issues for the benefit of our student population. Contributed through attendance at: “Teach-In On Race” workshops, created and maintain a LibGuide entitled: “Race and Racial Studies” found on the University Libraries Homepage. Currently, part of the campus-wide planning committee that is discussing next steps and planning for the year ahead. Initial consultation with Dr.

Forrest Pritchett on a long-range African-American Alumni history project and Mr. Peter Blackmer on the “RiseUp-North Newark” website project among other projects that relate to culture, history, and commemoration on campus. (6/2016-present)

- John C.H. Wu Project. Various activities undertaken over the past year that were inspired from the 2016 conference entitled: “China Studies, Catholicism, and East-West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu.” This event was held on the campus of Seton Hall University in honor of the life and work of scholar Dr. John Ching Hsiung Wu, a prominent Chinese jurist and writer whose specialization was Christian spirituality, literature, and jurisprudence. Post-conference activities include my work as a co-editor on a proceedings book featuring essays related to Dr. Wu, help with the acquisition of the John C.H. Wu archive for Seton Hall, and work 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 including an event on Digital Citizenship, Genealogy, and Village History (3/2018), and part of a panel presentation featuring different experts representing technology, education, information services, and the arts (5/2018). (9/2017-present)
- Jeifa Family and Holocaust Commemoration. Active with Rev. Lawrence Frizzell and Ms. Gisele Joachim of the Seton Hall University Law School in helping to obtain papers from Holocaust survivor Michel Jeifa and aided with educational programs to highlight his history over the past year. This included the creation of a semester-long exhibit showing items from this collection and helping to organize and contribute to the New Jersey State Teachers Study Day and its theme of: “Jews and Resistance in France during World War II” (3/5/2018) held at Seton Hall University. (8/2017-2018)
- Seton Hall University Conference on Women and Gender Studies - 2018. Worked with the co-chairs Professors Karen Gevirtz and Vanessa May in organizing

various promotional ideas and handouts for this event. Worked with Professor Judith Stark on preparation background for a panel that focused upon the 50th anniversary of full co-education on the South Orange campus. Created a Walsh Library Gallery Window Display to supplement this commemoration. (3/2018)

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.

- New Jersey Catholic Historical Commission (NJCHC). Under the guidance of Monsignor Francis Seymour, Archdiocesan Archivist and Chair of the NJCHC, this organization continues to support scholarship initiatives of various types. Serve as Executive Director to aid with budget, meeting coordination, recording secretary, news gathering, event planning, and various outreach initiatives on behalf of the organization. Major highlights include regular updates made to the NJCHC website/blog - <http://blogs.shu.edu/njchc/> and Commission-sponsored Facebook Page. Continue producing our resurrected bi-annual e-newsletter edited by Dr. Maura Harrington and entitled – *The Recorder* can be accessed via the following website link - <http://blogs.shu.edu/njchc/the-recorder/> Further accomplishments include contributions to Archives Day in New Jersey (October), the annual Spirit of the Jerseys (May) events held in Monmouth County, and the sharing of news and resources with the League of Historical Societies of New Jersey along with the Association of Catholic Diocesan Archivists on a regular basis. Updated the Mahoney and Field financial awards to aid with research and book publishing projects. Our first student award winner – Mr. Ben Allison of Grove City University was awarded funding for his project related to Catholicism, New Jersey, and the Spanish-American War for example. Co-sponsored various theological-themed events with the Seton Hall University Catholic Studies Department and College of Arts & Sciences along with the Diocese of Metuchen Historical Commission among other organizations over the past year.
- Archdiocese of Newark Ecclesiastical Patrimony Committee. Appointed to this advisory group which works with the Office of Property Management to protect

the object and artifact-based heritage of the See. Their mission is to serve as curators to the artistic and historical objects that are an important part of the Roman Catholic Diaspora of Central New Jersey. (July 2017-present)

- Catholic Library Association (CLA). A member of the organization and previously served as Chair of the Membership & Publicity Task Force prior to internal committee realignment (May, 2017). Named official CLA Historian, Chair of the Centennial Anniversary Committee (in anticipation of 2021), Head of the Catholic Resources Preservation Roundtable and a reserve member of the CLA Finance Committee as of the Summer of 2017. Also work with the CLA Steering Committee to develop promotion of the organization, website upgrades, and other project planning initiatives that will continue forward into coming months.
- Catholic Research Resources Alliance (CRRA). A member of the CRRA Collections and Digital Access Committees, contributing to the increased presence of resources on the CRRA Website and Catholic Portal. Presently serve as Chair of the CRRA Scholars' Advisory Committee (2016-2018) with our priority projects centered around further digitization of newspapers, further enhancement of the CRRA portal, and a usership and promotional survey/study from which the results are being implemented and reviewed for future updates. Objective goals, meeting sessions, new consultant orientation, and other work is being conducted in regard to utilization of primary source documents and how to improve usage and awareness to CRRA membership and others in the Catholic Studies community. Working with the CRRA Steering Committee on a mentorship program which involves outreach to non-members and related projects among member institutions and individual archivists, librarians, and others connected to the full project.
- Mid-Atlantic Archives Conference (MARAC). Active with the New Jersey Caucus meetings, promotion, and conference program committee planning to varying degrees. Part of the Program Committee and Local Arrangements Committee (Tours Task Force) for the 2017 Fall Conference held in Newark, New Jersey. Specific tasks including co-coordination of tour conducted at the Cathedral Basilica of the Sacred Heart, Newark and organizer/moderator of the panel discussion session entitled: "Discovering Primary Source Materials and Road Trip Tales: The Newark Archives Project." Member of the Distinguished Service Committee for the 2016-2017 term (ended July 2017) and elected to the Scholarship Committee for the 2018-2019 term. Panel and paper presentation

focusing on Athletic Documentation in Archival Collections accepted for the upcoming MARAC Wilmington Conference. (October, 2018)

- Ancient Order of Hibernians (AOH). State Historian and de-facto Archivist for the New Jersey AOH, Irish-Catholic service organization. Responsible for website and print updates, research initiatives, appeals for material donations, reports to the State President and fellow members of the Executive Board. Assisted on securing provisional approval from the Office of Student Affairs for the creation of a new AOH division on campus. Provide talks on the value of history and preservation at local and state board meetings throughout New Jersey. Presently working with each division statewide to establish a resource and historical reference network. Presently working with Mr. Michael McCormick, National Historian on a directory of archival resources related to AOH history involving Seton Hall and other institutions across the country. Also served as a consultant for the Friendly Sons of St. Patrick of Union County, NJ to help with their “History of Ireland” exhibit held at the Union Township Public Library. (3-4/2018)
- South Orange Historical Preservation Society (SOPHS). Continued membership on the advisory board and serve as Vice President of this organization (2014-present). Attend and contribute to monthly meetings on campus and within the Village of South Orange. Member of the SOPHS Student Scholarship Review. Assisted with various research project and collaboratives across the Village and serve as SOPHS liaison to Seton Hall University. Member of the South Orange House Tour Committee (10/2017) and served as Head of Research, a docent, and aided with editing publicity documents and the event program.
- South Orange Public Library (SOPL). Have collaborated with the administration on various projects for many years including specifics on microfilm readers, local history reference methodology, and digital scholarship for example over this past fiscal year alone. Have worked with this Board on various programming ideas, promotional plans, and other activities to bring awareness to the anniversary and work the library does on a daily basis. Various project support was provided including updates to a detailed timeline of Seton Hall University history for in-library display along with other activities that have occurred locally, nationally, and globally over the past 150 years the SOPL has been in existence.
- Caucus Archival Projects Evaluation Service (CAPES). Archival program for the State of New Jersey which helps archival repositories with building their historical

preservation infra-structures through evaluation with professional archivists. Various single consultancy questions answered for various Catholic-based and/or private/public educational entities including the College of St. Elizabeth over the past year plus and with the Warren Township Historical Society (Somerset County) for 2017-2018. Slated to assist the Gill St. Bernard School of Gladstone (Somerset County) during the Summer of 2018.

- United States Association of the United States of America (UNA-USA). Ongoing association with the administration and members of this organization through the providing of research assistance and related project support within, and in regard to this organization. My work typically consists of handling various historical questions, chapter foundation verifications, and working with the School of Diplomacy and International Relations on various event and planning ideas at the present time. Work with the organization on promotion of our collection, historical content ideas and plans for their website and related enterprises. Added the Marsha Hunt United Nations collection to our repository this past year. Worked with Professor Lisa DeLuca on an information sheet related to United Nations/Diplomacy resources found in the Archives & Special Collections Center for distribution as a reference guide for her liaisonship partners. (8/2017)
- Additional research collaboration and professional discussions held with different organizations. Included are Caldwell University Archives, Catholic Archdiocese of New York, Catholic Diocese of Metuchen (NJ) Historical Commission, Consul General of Ireland (IACI), Maplewood (Durand-Hedden House Museum), New Jersey Historical Commission, Newark Public Library (New Jersey Room), Philadelphia Archdiocesan Historical Research Center, Quinnipiac University Library, St. Benedict's Preparatory School, Saint Peter's University (150th Anniversary Committee), and others.
- 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 of Irish Studies (Archives and Digitization Task Force), Archivists Roundtable of New York, Association of Catholic Diocesan Archivists (News Correspondent for New Jersey), Association of College and Research Libraries (ACRL) New Jersey Archivists Group, Friends (Quakers) Historical Society, Garden State Legacy (Speakers Bureau), Irish-American Cultural Institute (Easter Rising and New Jersey Commemoration Committee), Mercier Club (Catholic Intellectual Social

Organization), Metropolitan Catholic College Librarians Chapter (NY), New Jersey Studies Academic Alliance, Newark Archives Project (Advisory Board Member), Newark Historical Society, and others.

- Holy Cross College Basketball History Project – 1947 NCAA Championship Documentary Video Project. Research consultant for this production which entails work with the Holy Cross College Archives and other repositories across New England in particular to help with the historical aspects of this program. Seton Hall content is included and the project remains in the data acquisition phase at this time. (10/2017-present)
- “Envisioning the Future of Catholic Religious Archives” Symposium. Accepted for participation in this working conference to be held at Boston College is designed to bring leaders of religious communities, archivists and historians from across the nation together to seek and identify solutions to the issues that communities, including those coming to completion, are facing in preserving and providing access to their archival legacies. (7/11-13/2018)

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: “Critical Thinking and Assessment” offered through Catholic Studies (10/2017), “Ethically Speaking” offered through Communication and the Arts (2/2018), and other sessions offered through the Office of Faculty Development and TLTC with further attendance planned for the upcoming Fall and Spring semesters. Accepted for an online distance certificate program in History of Family and Genealogical Methods at the University of Limerick *Ollscoil Luimnigh* Ireland (Fall 2018-Spring 2019).

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)
[Continued]

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

“A History of Seton Hall University Men’s Basketball, 1903-Present.” Featured within the 2017-18 Seton Hall University Men’s Basketball Media Guide (South Orange, NJ: Seton Hall University Department of Athletics, 2017) [In Print]

“Documenting Ethnicity, Gender, Race, and Interfaith Dialogue in Historical Context Within the Archdiocese of Newark and Seton Hall University, 1853-2006.” (* Blog Site maintained by the Seton Hall Digital Humanities Committee with new and relevant content and text being added at regular intervals, 2017-present) [Internet-Based]

“Éirí Amach na Cásca: An Introductory Reference Guide to Archival & Research Trends on the Easter Rising.” (* Article submitted for inclusion in *Studies on the Irish Experience in New Jersey and New York*, Seton Hall University e-repository, 2019) [In Process]

John C.H. Wu – Essays in Honor of His Life and Legacy. [Working Title] (* Serve as a co-editor of a compendium work featuring essays that look at the varied scholarship focus of Dr. Wu (1899-1986) connected to Asian Studies, Law, Theology, and other academic disciplines that constituted his literary legacy. Scheduled to be published via sponsorship with the New Jersey Catholic Historical Commission, 2019) [In Process]

Journal of Archival Organization (JAO) Editorial Board. (* Editor of special issue focusing upon Archival Education slated for publication in early 2019. Will provide an introductory essay once all submissions are received.) [In Process]

New Jersey Catholic History – Textbook & Reference Guide. [Working Title] (* Reference Book/E-Book project underway to be published via sponsorship with the New Jersey Catholic Historical Commission, 2019) [In Process]

Seton Hall University – A History of Pirate Athletics. [Working Title] (* Book project tentatively accepted for publication through Exit Zero Press, 2019) [In Process]

“Téacsúil Fionnachtain,” - *Critical Inquires in Irish Studies.* [Book History Article Series] (* Correspondent for this Seton Hall-based e-Journal devoted to various aspects of Irish scholarship. This series will focus on different books from our holdings within the Archives & Special Collections Center. My first article for this publication will focus on M.J. MacManus and his book – “Irish Cavalcade, 1550-1850” as a means of providing background on our primary benefactor of our Irish library and a volume that looks at an overview of the island and its historical development. Accepted for the Fall 2018 edition) [In Process]

“The 1939 National Catholic Interracial Conference and Pittsburgh Connections,” [Working Title] (* Article tentatively accepted for the journal of the Catholic Historical Society of Western Pennsylvania, Winter 2019) [In Process]

The Society of Jesus and Academia in Nova Caesarea: Robert I. Gannon, S.J. & the Re-Birth of St. Peter’s College, 1930-1936,” *New Jersey Studies: An Interdisciplinary Journal*, Vol. 4, No. 1, 2018. (* Peer-reviewed article published and available via the following link - <https://njs.libraries.rutgers.edu/index.php/njs/article/view/105>)

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]

- Representative Conferences/Talks Delivered or Scheduled From May 2017-Present (Chronological Order/Details):

- “Campus ‘Then and Now’ Tour,” Presentation for parents and students during the Seton Hall University Weekend Celebration, South Orange, NJ. October 20, 2017. (Invited)
- “Understanding the Catholic Church in China,” Moderator for this talk by Father Robert Carbonneau, C.P. sponsored by the Seton Hall University Catholic Studies Program. November 2, 2017. (Invited)
- “Academic Archives – An Overview and Example,” Presentation for students enrolled in the Introduction to Archives graduate course held at New York University, New York City. November 20, 2017. (Invited)
- “Catholic Resources in Context,” Presentation sponsored by the Hudson County Genealogical & Historical Society, and held at the Secaucus Public Library. December 9, 2017. (Invited)
- “Irish & American Irish Resources” and “History of the Irish in New Jersey,” Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 17-18, 2018. (3 different classes conducted) [* Annual Irish immersion school for 6-12 grade students.] (Invited)
- “South Orange and Global Citizens: Preserving Personal and Community History,” Presentation in the “New Jersey Makers Series” sponsored by the Village of South Orange and Seton Hall University, and held at the South Orange Public Library. March 10, 2018.
- “An Introduction to Irish Book Collections at Seton Hall,” Short talk planned for the Friendly Sons of St. Patrick of Hunterdon County, NJ. March 10, 2018. (Invited)
- “An Introduction to the History of Seton Hall University Athletics, 1856-1956,” Presentation as part of the Charter Week Historical Symposium event held at Seton Hall University. March 15, 2018.
- “Irish Genealogy and Family History,” Presentation delivered to the Irish Business Association of New Jersey at a meeting held in Clark, NJ. March 15, 2018. (Invited)

- “Documenting Ethnicity, Gender, Race, and Interfaith Dialogue in Historical Context Within the Archdiocese of Newark and Seton Hall University, 1853-2006,” Presentation as part of the Digital Humanities Seed Grant Showcase event held at Seton Hall University. April 4, 2018. (Invited)
- “Bishop John Dougherty: A Commensurable and Circumspect Sheen in Context,” Presentation delivered at the American Catholic Historical Association Conference held at Mount St. Mary’s College, Emmitsburg, MD. April 14, 2018.
- “College/University Archives – An Overview and Example,” Presentation for students enrolled in the Management of Archives and Special Collections graduate course held at Pratt Institute, New York City. April 26, 2018. (Invited)
- “Citizenship in the Digital Age: A Symposium,” Part of a panel that discussed various focuses upon digital access and literacy in conjunction with engagement with citizens around the world in a present and future framework held at the Baird Center, South Orange, NJ. May 6, 2018.
- “The Sidewalks of New Jersey – Al Smith and the Presidential Election of 1928 From A Garden State Perspective,” Presentation sponsored by the Irish American Cultural Institute (New Jersey Shore Chapter) in Sea Girt, NJ. July 9, 2018. (Invited)
- “Athletics & Special Collections in Academia,” Presentation to be held at the Mid-Atlantic Regional Archives Fall Conference in Wilmington, DE. October, 2018.
- Lovelette Interdisciplinary Series, 2018-2019. Accepted to prepare and deliver presentations with colleague Professor Katie Wissel as part of this program. The University has received a gift that will underwrite the (Mr. Stephen) Lovelette Interdisciplinary Series for 2018-2019. This series is a university-wide dialogue open to all members of our community with the objective of expand the connectedness of our disciplines with each other through two different thematic paths. The first is based on Papal Encyclicals and Pastoral Letters with the second

centered on the concept “Water.” We will be looking at the encyclical *Rerum Novarum* (1891) and how the focus of “Holy Water” and its value through historical documentation, print, and related preservation measures as a preliminary approach respectively. (5/2018-present)

- 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. Collaborated on the following sites: “Special Collections at Seton Hall” (with entire staff). Individual sites I have created and maintain include (in alphabetical order): “Catholic Studies;” “Catholic Studies: Primary Sources and Special Collections;” “Historic Maps & Cartography (with co-editor Professor Lisa DeLuca);” “Ireland & American Irish Studies;” “Military Science;” “New Jersey Catholic History;” “Primary Sources – An Introductory Guide;” “Race and Racial Studies;” “Rare Book Collections;” “St. Elizabeth Ann Seton & Family,” “South Orange & Local History;” “Sports History & Academics;” and “University History.” The following link collectively leads to these sites: <<http://shu.libguides.com/cat.php?cid=55869>>
- Contributed to the Archives & Special Collections blog at various times over the past year. Included are the entries authored (in chronological order): “Reading Ancient Éire – Oldest Volumes in the Setonia Irish Collection” (5/2017), “Setonia in Stage and Song – Fall 2017 Exhibit” (8/2017), “The United States Constitution and Early Imprints From The Seton Hall Collection” (9/2017), “Golden Anniversary Geography – The Seton Hall Campus in 1968” (10/2017), “Saints In Print – An Example From Our Rare Book Collection” (11/2017), “Pictures and Prose of the Season – Christmas Cards and Setonia” (12/2017), “Setonia in 1918 – Educational Life on Campus One Hundred Years Ago” (1/2018), “Brendan T. Byrne (1924-2018) – From Setonia to the State House, A Life of Public Service” (2/2018), “Honoring the 65th Anniversary of the Judaeo-Christian Studies Institute & Jeifa Family Collection” (3/2018), “April Fools’ Day-Themed Tall Tales & Seton Hall . . .” (4/2018), “Marian Devotion and Archbishop Walsh – A Prayer for Peace During World War II” (5/2018), “Book of Kells and The Gradual of St. Katherinenthal” (5/2018) (pending). Serve as volunteer editor of the Archives & Special Collections Blog Page. (4/2018-present) Full text on each article: <http://blogs.shu.edu/archives/2013/07/campus-under-construction/>
- Provided historical images for Christmas news entries featured on the University Libraries Homepage News Carousel. (2017)

Looking Ahead

The following are select major items from the report above that are being worked on at present and/or slated for completion during the 2018-19 academic year . . .

Successes and Challenges

- Student Accomplishments. Initial planning measures have been made with Mr. Avery Baron, an undergraduate student at Rutgers, The State University of New Jersey who will be constructing a research guide highlighting church architecture in Newark during the Summer of 2018. Ms. Nkili Cooper, an undergraduate student at Seton Hall University will be involved with African-American-themed collections within our Center as part of a practicum program in conjunction with Dr. Simone Alexander of the Department of English (Spring 2019). Advisement, research assistance and guidance has also been offered to various individuals on a regular basis throughout the year.

Service

- Archives & Special Collections Center Vault Task Force Committee. Assisted with this group over the past few months and board membership (as of May 2017) offered. The Vault Task Force (VTF) Committee is a comparable approach to fully inventorying and evaluating all collection holdings throughout the University Libraries.
- 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 Row 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 cubic ft. approx.) [1912-present]. This is an ongoing project that continues to be monitored, streamlined, and enhanced into the future as the history of the

institution continues forward. The information located here also serves to compliment specific Seton Hall University archival collections as a means of providing initial and/or additional research support options. (5/2017-present)

- John Concannon Collection. Work has continued intermittently on this 110+ cubic feet collection of materials related to Irish and American Irish history, culture, organizational documentation, and other related themes. A total of eight containers have been worked upon over the past year and work in regard to these materials is ongoing and will continue until processing is fully completed.
- Archives & Special Collections Athletic Resources Status Report –Started planning for further organization of resources related to sports-related documentation found in our repository and more concentrated organizing of materials is slated to take place during the Summer of 2018. (5/2018-present)
- 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. (* Please see more detailed information related to Online Teaching and Digital Humanities activities featured under Objectives 7 and 8 respectively)
- Catholic Studies - University Libraries Liaison and Associated Academic Support. 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.
- Online Instruction Course. Continued to build upon an online core curriculum elective course entitled: “New Jersey Catholic Experience” sponsored through the Department of Catholic Studies, but also cross-listed with the Department of Religious Studies and the School of Theology. This course stresses bibliographic instruction and contains detailed readings from texts found in our library and primary source usage options from the Archives & Special Collections Center. Tentatively scheduled to run again during the Spring 2019 semester.
- John C.H. Wu Project. Various activities undertaken over the past year that were inspired from the 2016 conference entitled: “China Studies, Catholicism, and East-

West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu.” Post-conference activities include my work as a co-editor on a proceedings book featuring essays related to Dr. Wu, help with the acquisition of the John C.H. Wu archive for Seton Hall, and work 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 including an event on Digital Citizenship, Genealogy, and Village History (3/2018), and part of a panel presentation featuring different experts representing technology, education, information services, and the arts (5/2018). (9/2017-present)
- School of Nursing Historical Preservation Committee. Member and advisor for this group of faculty which are looking at ways to preserve material culture, background information for commemorative events, documenting past deans, faculty, administrators, students, and their honor society – Gamma Nu along with other initiatives. Helped with various historical items including display ideas and historical brochure editing. (6/2017-present)
- Conversation About Race Initiative. This campus-wide series of events that commenced in 2016 includes dialogue about how to best teach about race and learn more about racial issues for the benefit of our student population. (6/2016-present)
- New Jersey Catholic Historical Commission (NJCHC). Under the guidance of Monsignor Francis Seymour, Archdiocesan Archivist and Chair of the NJCHC, this organization continues to support scholarship initiatives of various types. Serve as Executive Director to aid with budget, meeting coordination, recording secretary, news gathering, event planning, and various outreach initiatives on behalf of the organization.
- Archdiocese of Newark Ecclesiastical Patrimony Committee. Appointed to this advisory group (July 2017-present) which works with the Office of Property Management to protect the object and artifact-based heritage of the See. Their

mission is to serve as curators to the artistic and historical objects that are an important part of the Roman Catholic Diaspora of Central New Jersey. (July 2017-present)

- Catholic Library Association (CLA). A member of the organization and previously served as Chair of the Membership & Publicity Task Force prior to internal committee realignment (May, 2017). Named official CLA Historian, Chair of the Centennial Anniversary Committee (in anticipation of 2021), Head of the Catholic Resources Preservation Roundtable and a reserve member of the CLA Finance Committee as of the Summer of 2017. Also work with the CLA Steering Committee to develop promotion of the organization, website upgrades, and other project planning initiatives that will continue forward into coming months.
- Catholic Research Resources Alliance (CRRA). A member of the CRRA Collections and Digital Access Committees, contributing to the increased presence of resources on the CRRA Website and Catholic Portal. Presently serve as Chair of the CRRA Scholars' Advisory Committee (2016-2018) with our priority projects centered around further digitization of newspapers, further enhancement of the CRRA portal, and a usership and promotional survey/study from which the results are being implemented and reviewed for future updates.
- Mid-Atlantic Archives Conference (MARAC). Active with the New Jersey Caucus meetings, promotion, and conference program committee planning to varying degrees. Elected to the Scholarship Committee for the 2018-2019 term. Panel and paper presentation focusing on Athletic Documentation in Archival Collections accepted for the upcoming MARAC Wilmington Conference (October, 2018)
- “Envisioning the Future of Catholic Religious Archives” Symposium. Accepted for participation in this working conference to be held at Boston College is designed to bring leaders of religious communities, archivists and historians from across the nation together to seek and identify solutions to the issues that communities, including those coming to completion, are facing in preserving and providing access to their archival legacies. (7/11-13/2018)

Professional Development

- Educational Opportunities. Continued attendance at various conferences, symposiums, and specialized talks on campus for educational purposes. Accepted for an online distance certificate program in History of Family and Genealogical Methods at the University of Limerick *Ollscoil Luimnigh* Ireland (Fall 2018-Spring 2019).

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) [Continued]

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

“Documenting Ethnicity, Gender, Race, and Interfaith Dialogue in Historical Context Within the Archdiocese of Newark and Seton Hall University, 1853-2006.” (* Blog Site maintained by the Seton Hall Digital Humanities Committee with new and relevant content and text being added at regular intervals, 2017-present) [Internet-Based]

“Éirí Amach na Cásca: An Introductory Reference Guide to Archival & Research Trends on the Easter Rising.” (* Article submitted for inclusion in *Studies on the Irish Experience in New Jersey and New York*, Seton Hall University e-repository, 2019) [In Process]

John C.H. Wu – Essays in Honor of His Life and Legacy. [Working Title] (* Serve as a co-editor of a compendium work featuring essays that look at the varied scholarship focus of Dr. Wu (1899-1986) connected to Asian Studies, Law, Theology, and other academic disciplines that constituted his literary legacy. Scheduled to be published via sponsorship with the New Jersey Catholic Historical Commission, 2019) [In Process]

Journal of Archival Organization (JAO) Editorial Board. (* Editor of special issue focusing upon Archival Education slated for publication in early 2019. Will provide an introductory essay once all submissions are received.) [In Process]

New Jersey Catholic History – Textbook & Reference Guide. [Working Title] (* Reference Book/E-Book project underway to be published via sponsorship with the New Jersey Catholic Historical Commission, 2019) [In Process]

Seton Hall University – A History of Pirate Athletics. [Working Title] (* Book project tentatively accepted for publication through Exit Zero Press, 2019) [In Process]

“Téacsúil Fionnachtain,” - *Critical Inquires in Irish Studies.* [Book History Article Series] (* Correspondent for this Seton Hall-based e-Journal devoted to various aspects of Irish scholarship. This series will focus on different books from our holdings within the Archives & Special Collections Center) [In Process]

“The 1939 National Catholic Interracial Conference and Pittsburgh Connections,” [Working Title] (* Article tentatively accepted for the journal of the Catholic Historical Society of Western Pennsylvania, Winter 2019) [In Process]

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

- Representative Conferences/Talks Delivered or Scheduled From May 2017-Present (Chronological Order/Details):
 - “The Sidewalks of New Jersey – Al Smith and the Presidential Election of 1928 From A Garden State Perspective,” Presentation sponsored by the Irish American Cultural Institute (New Jersey Shore Chapter) in Sea Girt, NJ. July 9, 2018.
 - “Athletics & Special Collections in Academia,” Presentation to be held at the Mid-Atlantic Regional Archives Fall Conference in Wilmington, DE. October, 2018.
- Lovelette Interdisciplinary Series, 2018-2019. Accepted to prepare and deliver presentations with colleague Professor Katie Wissel as part of this program. The

University has received a gift that will underwrite the (Mr. Stephen) Lovelette Interdisciplinary Series for 2018-2019. (5/2018-present)

- 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. The following link collectively leads to these sites: <<http://shu.libguides.com/cat.php?cid=55869>>

Jeanne Brasile

Director, Walsh Gallery

Annual Report FY: 2017-2018

Introduction

This past academic year, the Walsh Gallery continued to make brisk progress on several ongoing initiatives outlined in the Annual Reports of previous years, especially since the addition of a Collections Assistant position in January 2014 and the creation of a Collections Manager position in Spring 2015. The Collections Assistant position, initially a part-time staff member, was changed to a full-time position in January of 2016, enabling the gallery to make even more significant and much-needed progress on collections management initiatives. In particular, there has been a vigorous push to catalogue more art and artifacts not only in the D'Argenio Collection of Greco-Roman coins and the Seton Hall Museum of Anthropology and Archaeology, but significant inroads have been made in cataloguing art and artifacts from other collections in the vault. These inroads in cataloguing will be described in more detail in the sections of this Annual Report compiled by Collections Manager, Romana Schaeffer and Gallery and Collections Assistant, Meghan Brady, who joined the department in March of 2018.

The gallery also made concentrated progress towards the objectives put forth by Dr. John Buschman, Dean of the University Libraries, in the [Strategic Plan of 2012](#)

– 2020, especially in the areas of Objectives 3 and 6 which call for more coordination and cooperation between the gallery and Department of Archives and Special Collections (3), and working to expose the university’s collections more widely (6). Equally important is the continued implementation of the mandate to present “exhibitions of exemplary artistic and cultural value” as stated in the gallery’s mission. These efforts will be more fully described in the body of this report.

A number of new projects are currently underway, either as an offshoot of progress made on collections management initiatives mentioned above, or as a result of collaboration between departments within the library. The gallery website is one of the areas in which much work has been done to fine-tune the organizational structure of the website, as well as enhancements to content. The structure and addition of content improves the research capabilities of the website, particularly the ability of the user to find content digitally, making information available to those who are unable to visit the campus personally via research appointments as per Object 6 in the library’s Strategic Plan.

Additional areas of significant improvements this past year come in the form of capital improvements and capacity building, to enhance work and leverage existing physical and intellectual resources.

Successes and Challenges

Vault Task Force

I – Policies and Procedures

The Vault Task Force (VTF) continues to meet weekly to work collectively on a variety of matters related to collections care and management. This past year the VTF addressed a number of issues of policy and procedure. An “Athletics Materials Collecting Plan” was adopted in November of 2017 and a “Born Digital Materials Policy” was adopted in September of that same year. Both policies were meant to focus the efforts with regard to the scope of objects included in these collections and focus future maintenance and cultivation of these collections. These policies were enacted to bring distinction to the SHU collections while

working within the parameters of available resources – while also identifying what objects would be useful to researchers both present and future.

II – Painting Racks

As of last year, new painting racks were installed in the vault and framed works of art and stretched paintings were gathered from various locations in the vault and consolidated on the racks. Objects that were previously catalogued in the collections managements software package, Past Perfect, were tracked by location on the rack. The Gallery Director and Alan Delozier, University Archivist & Education Coordinator have been working together to identify and piece together the provenance of any uncatalogued works of art so that these objects can be properly accessioned with as much information as possible in keeping with the research and exhibition functions of the departments. Furthermore, as objects from other VTF efforts are presented from other areas of the vault or are framed and conserved, Romana Schaeffer, Collections Manager, has been accessioning these additional works and placing them in archival cradles which now reside on the painting racks for their safety and easy retrieval in the future.

III – Vault and Preservation Lab Lighting

This past winter, the Gallery Director, Collections Manager and Mike Gardiner and his staff from the Electrical Staff in Facilities worked together to upgrade the lighting in the Preservation Lab (where objects are mounted, treated, assessed and catalogued) and the Storage Vault. The old lighting was not appropriate on a number of levels; fluorescent lighting gives off a large amount of ultraviolet light which damages objects, the color balance is off which does not allow for proper inspection or documentation of objects and there were way more fixtures than required to light the space (damaging to objects with an excess of lumens.) Working with Gardiner to find appropriate LED fixtures and bulbs to balance working conditions with the safety of the objects, new fixtures were ordered and installed over a series of weekends in January/February. Roughly 50% of the fixtures were removed, improving the amount of visible and invisible light, improving the color balance and providing better task lighting for staff. The project also included the installation of dimmers to fine-tune the lighting. Prior to

the installation of the LED lighting, the readings were literally off the chart. The new lighting falls into acceptable levels.

IV - Vault Cleaning Schedule

The installation of the LED lighting in the vault and Preservation Laboratory lent itself naturally to the cleaning of the vault post-construction to clean the dust, dirt and debris left behind after the project. Though the electricians and gallery and SPC staff cleaned up each week after installation of new sections of lighting, a more aggressive and systematic cleaning schedule was necessary and had been anticipated by the gallery and SPC staff. Members of the gallery and SPC worked together to get a baseline ‘clean’ in the space by dusting and vacuuming. At this point, Romana Schaeffer reintroduced a vault cleaning procedure and schedule that was reviewed and edited by Sarah Ponichtera, Assistant Dean for Archives and Special Collections and the Gallery. This schedule is part of a larger Integrated Pest Management Plan that is being rolled out in stages to monitor the gallery and archives spaces proactively for insects, water breaches, mold, etc.

Collections

I - SHUMAA

As per last year’s Annual Report, there is a focus on gaining both physical and intellectual control over the university’s collections. To that end, the Collections Manager continues her focus on the Seton Hall University Museum of Archaeology and Anthropology collections. Collections Manager Romana Schaeffer’s report details her progress in more detail, however, her work on reconciling old numbering systems and objects with their records progresses in a significant manner. Despite her work on this large collection, she has also catalogued objects from a number of other collections including Italian Studies textiles, papal bulls, paintings, incoming donations of artifacts from Special Collections and photographs. Her work has resulted in the inclusion of artifacts in the context of both gallery exhibits, window displays and virtual displays of objects on the gallery’s website.

II – D’Argenio Collection of Coins and Antiquities

This year saw the hire of a new Collections Assistant, Meghan Brady, who is taking over the helm of the website and cataloguing of the D’Argenio Collection of Coins and Antiquities. Her Annual Report details her progress. However, her work is steady and detailed, allowing her to expand her efforts into other areas of gallery workflows. At present, she is roughly 1/3 of the way through the D’Argenio Collection. Brady, who is a candidate at the university’s Museum Professions Graduate Program, working with the Collections Manager and Gallery Director, has introduced enhanced photographic imaging standards for accessioned objects. Each object is now documented in camera RAW, tiff and jpeg formats. These files are used for differing purposes, but essentially will enable the gallery to share images with researchers or for publication purposes without having to re-photograph objects at a future juncture. This saves on staff time and efforts, saves the objects from unnecessary movement and exposure to lighting and enables a quick turn-around time for those requesting images. This also brings the gallery up-to-speed with the current imaging standards in place for collections management and gives us a jumpstart on new projects such as digital humanities initiatives or an online virtual collections database.

III – File Storage Infrastructure

None of these afore-mentioned efforts to document objects in three image formats in large sizes would have been possible without the hard work and cooperation of Elizabeth Leonard – Assistant Dean for Information Technologies and Collections Services, Ryan Fino - Library Technology Coordinator, Sharon Ince – Digital Services Librarian or Zach Pelli – Digital Collections Infrastructure Developer in the University Libraries. The past few years of Annual Reports have consistently identified issues of space (or lack of it) in a physical sense. As collections management standards increase due to new professional guidelines, in tandem with improvements to technology, virtual space has become more of an issue than ever.

Our increased capacity to catalogue collections has pushed this issue to the forefront.

Using three image formats in large sizes requires a platform that has the functionality and available bandwidth to do so. A temporary solution last year to use a shared storage environment provided by SHU's IT Department (The G: and W: Drives) has the functionality we require, but lack the large amount of storage necessitated by collections management duties. Ince and Leonard identified the use of Preservica to store and retrieve digital files, and is in the beta testing phase. Preservica does not compress files, keeping pixels intact and upgrades files to new formats automatically. It also functions as a backup of images that are compressed in Past Perfect, the gallery's collections management software. Ryan Fino, and Collections Manager, Romana Schaeffer have just implemented tests of the system by ingesting and retrieving large files and folders. It seems to be working according to the specifications they outlined, and the team has recently implemented a regular schedule for transferring files monthly. This will be reviewed regularly throughout to see if this schedule works for the needs of library, gallery and archives.

IV – Accessioning of Backlog or Previously Non-Accessioned Items

Presently, the Collections Manager and Collections Assistant are working diligently on numerous projects that have them at full capacity. In assisting with the backlog of items that are not accessioned or have recently been donated, the Gallery Director has been accessioning random objects from the collections as they are located, and also accessioning objects that are recently donated. To that end, she fully catalogued an incoming donation of photographs in January of 2017 to assist the collections staff, keeping the backlog of items to catalogue at bay and will do the same for a donation of 40+ photographs that were donated in December of 2017. The Gallery Director will continue to work in this capacity to allow the Collections Manager and Collections Assistant to continue their brisk progress on SHUMAA and the D'Argenio collection. In addition, as paperwork such as Deeds of Gift, appraisals and conservation reports surface from various sources (other departments on campus, boxes in the vault, mixed in with objects in storage, etc.) the Director has been updating existing records to expand upon their research and

provenance. This often includes updating donor information, object descriptions, dates of creation, artist information and appraised values both in the paper files and in Past Perfect. The Director has also been accessioning objects that were previously uncatalogued as they come into the gallery for exhibitions. The objects in the painting rack (mentioned in the earlier portion of this report) will be another target for accessioning as Delozier and Brasile, in tandem with Schaeffer, research more information on paintings and framed works of art that are not yet accessioned.

Website

I – Content

The website has been given significant attention, but huge strides have been made in the past year to include more content, organizing it for clarity and making it more readily available for users via ‘self service.’ Both the casual browser and dedicated researcher can view content, or in some instances, download it directly without the need for a research request or an appointment. Materials directly available via the website now include posters and postcards, in addition to a limited amount of press releases and catalogues a result of the newly minted “Born Digital Materials Policy.” In addition, the website is being bolstered with new content including mentions in newspapers, magazines, vlogs and blog articles, and exhibition reviews. This requires a significant investment in labor as many of these materials pre-dating 2008 come from an archive of hard copies that need to be scanned, optimized and uploaded. As with the images related to collections records in Past Perfect, these files will be backed up on Preservica for posterity. Meghan Brady, Collections Assistant is working to augment the amount of information available on the website. Her report details her efforts in further detail.

Other content being introduced to the website includes an ‘Object of the Month’ feed on the gallery’s homepage. This content is shared between A&SPC via an RSS feed developed by Zach Pelli and Sarah Ponichtera, Assistant Dean for Archives and Special Collections. Ponichtera developed an annual schedule for this new initiative and Brady and the Gallery Director will determine content produced for this feature by the gallery. Thus far it has included The D’Argenio coin

collection and a papal bull. It will include SHUMAA materials and other high-profile objects to promote the collections and serve as an entry portal for the gallery.

II – American With Disabilities Act Compliance

The Walsh Library, having been built in 1994, is ADA compliant, and we create exhibitions and displays keeping these standards in mind. However, this past year Zach Pelli and Elizabeth Leonard reviewed the website’s compliance with ADA. After this review, website content was updated to be in compliance and is now regularly reviewed to maintain this compliance since the website is continually updated. The Collections Assistant has been trained in ADA compliance and will implement conformity to these standards as content is enhanced.

III – Credit Card Acceptance

Elizabeth Leonard has also been instrumental in introducing a Touchnet feature to the website that enables the gallery to accept credit card payments. In the past, all transactions had to be in the form of cash or checks, which was inconvenient for visitors and constituents. Artists wishing to pay for shipment fees can now prepay via credit card, visitors wishing to purchase a catalogue can now do so without hassle. Donors can now make donations instantly with this feature. As Assistant Dean, Sarah Ponichtera works with Jeanne Brasile and Meghan Brady to upgrade and enhance the website, we will make this feature live soon.

IV – Gallery and Archives website structures

The gallery and archives websites were designed and organized independently, prior to the arrival of the incumbent staff who manage these digital environs. Now that both units work more closely together and share both physical and virtual space, it is more important than ever that our structures mirror one another. This not only assists our staff, it also enables us to serve the public better by having a more unified and intuitive structure to navigate. As we enter the next fiscal year, our challenge will be to identify ways of organizing the websites to be more functional for staff and users alike.

Capital Improvements and Capacity Building

There has been a perpetual concern in the work and exhibition environments of the gallery (and more recently with our newly realigned reporting structure and cooperative work environments, the archives.) Since 2006, a series of direly needed improvements were noted in past annual reports, Program Review documents and consulting reports. This year has been no exception. With past investments to bring work and storage areas into accepted professional standards, attention has been given more earnestly to the exhibition environments, specifically, museum quality display furniture to more safely and aesthetically display our collections to the public.

I – Display Vitrines and Pedestals

The Gallery Director worked to get bids on display furniture from three vendors. Local millwork company 10-31 was selected to fabricate three 16” square display pedestals and 4 display cases of roughly 48” x 40” 24”. The cases are capped with UV light filtering vitrines fabricated by another local vendor, Grewe. The use of local vendors gave us better pricing and more control over final product, which was customizable with these vendors. In addition, we were able to have the vendors deliver and set-up the cases as opposed to having them delivered by a freight company to a loading dock one flight up. The UV filtering vitrines increase our capacity to display delicate collections made of organic materials and/or increase security for priceless objects since they are secured with fasteners. The new vitrines also include gaskets to limit dust and silica trays to maintain steady humidity levels. The cases have been used in two recent exhibitions in the 5 months since they have arrived.

II – Storage Room

A storage room was built within the footprint of the 2,100 sq. ft. gallery confines, giving the gallery staff a spot to safely store the new display furniture. This room, roughly 12’ x 12’ x 10’ in height, drastically improves work efficiencies. In the past, we did not purchase archival display furniture, in part, because there was no place to safely store these items. In addition, the gallery staff, due to lack of storage space, had to carve out areas throughout the library’s four floors to house various items needed for their work. Now the 80 lb. free-standing exhibition panels are stored within the gallery, saving time and money spent on staff salaries

for moving these panels and other exhibit items across the building and up and down multiple flights – something that at times would take tens of hours for an exhibition cycle. The room also saves on wear and tear as excessive movement of the panels, vitrines and display furniture causes stress and potential damage to these pricey items required to create exhibitions. The storage room build-out also allowed for the purchase of an A-Frame cart which can hold numerous pieces of art safely for transport (incoming loans, movement from the vault into the gallery, outgoing loans, etc.) – enhancing work capacities and security of objects in transit. Previously, we could not purchase an A-Frame as there was no space in which to store it, necessitating many trips and possibly subjecting the art to damage during transit.

III – Directional and Advertising Signage

In roughly 2007, consultant Daniel Veneciano (formerly of Rutgers-Newark, Paul Robeson Galleries, and now Director of New York City’s El Museo del Barrio) was brought in to assess the gallery environs and operations. One of his most insistent recommendations at that time was branding, visibility and way-finding to the gallery. New exterior-facing signage on the far edges of the 1st floor arcade directs visitors to the gallery as they approach from the parking deck, Recreational Center and SHUFly shuttle to the gallery’s entrance, and brands it with text and images. The Director is presently working with the same designer to create similar signage in the interior spaces of the first-floor corridor. The signage will have information regarding way-finding, gallery hours and location, along with directional signage for the archives.

IV – Semi-Permanent Displays

The Gallery Director contracted a vendor to create a base to support the architectural model of the Walsh Gallery that had previously been on display on a table, first, on the 2nd floor of the library, and later, in the Reading Room of Archives and Special Collections. The model now rests on a base that is safe and more aesthetically pleasing, while also conforming to an ADA accepted height. Furthermore, a pedestal was built in-house to lift the Flemish Madonna statue in the Conference Room in A&SPC. Working with Alan Delozier to locate information on some of the objects on display in the A&SPC windows, the Gallery

Director, Collections Manager and Collections Assistant created and installed labels to contextualize the objects on display including the Madonna, the Seton Hall Prep bell and the McLaughlin Library cornerstone. This sort of collaboration will continue into the future as we create more displays for the public and highlight our collections.

Exhibitions

The gallery hosted five exhibitions again this year, each highlighting a different theme and types of art/artefacts. We will begin to integrate more of the collections into the context of shows in the coming year, working with the end goal in mind to curate a show of some of our most prestigious collections in the near future as the Collections Manager and Collections Assistant process more objects in the D'Argenio and SHUMAA collections, and are able to provide more provenance and context through their cataloguing efforts and research.

“The World in Black and White” featured 23 of the university’s black and white photographs the summer of 2017 from notable artists such as Ralph Gibson, Alen MacWeeney, Donna Ferrato and Sally Gall. It was followed by an exhibition, “R.I.S.E.” curated by graduate students in the Museum Professions Program on the topic of global migration and economic disparity in working class populations. The inspiration for the exhibition is a print in the university’s collection by Käthe Kollwitz, *Outbreak at Bauernkrieg*, in another attempt to highlight the collections in an exhibition format. “Ryan Roa: It’s Complicated” featured the well-known New Jersey native artist in a solo exhibition for which a grant was awarded. “Marguerite Louppe and Maurice Brianchon: Mirrors of Midcentury French Culture” was featured in the January – March slot, and was curated by well-regarded art professional, William Corwin and David Hirsh, great-nephew to the artists. This was the 3rd posthumous exhibition of the artists since the late 1970’s in America and included a number of important paintings from each of the French artists’ oeuvres, which encompass Post-Impressionist and Cubist styles from the early to late 20th century. “Ambiguity” was the final exhibition of the season and featured the art of the undergraduate fine arts students, closing out the academic year with a focus on student achievement. Below the tables outline visitation numbers and patterns – first by exhibition and then by purpose.

Table I – visitation by exhibition

Exhibition Title	Number of Visitors	Percentage of Whole
The World in Black and White	486	12.75%
R.I.S.E.	591	15.25%
Ryan Roa: It's Complicated	904	24.00%
Marguerite Louppe and Maurice Brianchon: Mirrors of Midcentury French Culture	881	23.00%
Ambiguity (annual student exhibition)	950	25.00%
Total Annual Visitation	3812	100%

Table II – visitation by purpose

Purpose of Visit	Number of Visitors	Percentage of Whole
Class Visits	127	3%
Programs/Events	700	18%
Off Campus Group Visits	56	1.5%
Event Hosting	92	2.5%
General Visitation	2837	75%
Total Annual Visitation	3812	100%

The gallery continues to host a significant number of visitors, both from off campus as well as from students, faculty and staff. While students continue to visit with their professors during class time, it is significant to note that most students visited independently, outside of the context of their classes.

Weather played a factor in the final tally of visitors with five school closings between January and March, which cut into visitation for the Brianchon and Louppe painting exhibition, though it had an admirable total of 881 visitors during its run. Overall, there was a 16% decrease in visitors that can be attributed not only to the weather, but factors such as there was no major blockbuster show as we had in the previous year with internationally known artists Kiki and Seton Smith, who are also former South Orange residents. However, the Brianchon and Louppe exhibition did bring in a significant influx of artists, curators, critics, scholars and professionals from New York City, South Jersey, Maryland, Pennsylvania and Northwest New Jersey due to the curator's connections in these circles.

With the gallery focusing a significant amount of time on collections management projects, website initiatives and fundraising for shows, the Director has not had as much time to dedicate to cultivating niche visitors or creating more robust programs. However, this year visitation has been commensurate with previous years which generally falls just below or right around 4000 visitors annually. This bears out that despite the unfortunate weather and less famous names, the quality of shows is stronger now that we have pared down the exhibition calendar to five shows annually. This allows more time for planning, research and technical issues, but having two additional full-time staff members in the gallery means more attention to the planning process including funding, programs and execution of details – enabling shows of greater distinction and complexity to be produced.

The 2018 – 2019 season will likely remain around the same levels of visitation, but with new audiences due to the inclusion of artists such as Tom McGlynn and David Freund, each of whom who has their own followings in upstate New York, New York City and internationally. Curator/artist Taney Roniger will bring her own constituency of visitors from the scientific community as well as within the School of Visual Arts and The Brooklyn Rail art newspaper for a show she is curating in the winter of 2019. Students Meghan Brady and Alexandra Henderson having been working with SPC and the gallery to include objects from the university collections into their show which opens in September 2018.

Funding

As with most arts organizations, funding is generally tight in the gallery. As noted in previous years' reports, as well as Program Review documents and consulting reports, we continue to do more with a small budget allocation. The heightened collaboration between A&SPC and the gallery has alleviated some of the funding crunch as we can leverage costs, particularly as we now share resources for the collections such as storage boxes and other cataloguing supplies. It is also positive news that our staffing is now commensurate with our expected duties and peer institutions after many years of requesting more staff. The aforementioned, coupled with increased cooperation between the libraries' units has led to the achievements noted in the above sections on the **Website, Collections and Vault Task Force**. A one-time budget allocation from the Provost's Initiative resulted in

a paid intern to assist Romana Schaeffer with cataloguing the SHUMAA Collection, making demonstrated progress on this area while also freeing up the Collections Manager to work on other projects such as lighting, upgrades to the datalogger and cameras and reorganizing sections of the vault to increase storage capacity and improve the storage and work environs for collections. Additionally, Dean Buschman's allocations of money for capital projects also enhanced our capacities as a unit, enabling us to use our time cataloging objects, making improvements to the website, adding content to our exhibitions and websites, working in the vault, organizing special projects and exhibitions, and using less of our time on physical labor or figuring out 'work arounds' that drained our time, and compromised our staffs' ability to focus more time on regular duties that take place 'behind the scenes' and outside of an exhibitions context. While these activities do not necessarily appear as a line item on the gallery's budget, they do drive costs and it is to be noted that extra time spent on tasks do take a hidden toll on the budget in the form of extra required labor.

In a more direct manner, the following also relate to the gallery budget:

I - Grants

The gallery received a New Jersey State Council on the Arts regrant through the Essex County Arts Council, Division of Cultural and Historic Affairs for "Ryan Roa: It's Complicated" in the amount of \$4268. The money was mostly allocated to artist/travel/studio fees, catalogue printing, and supplies and materials. This same fiscal year, the same grant was awarded in the amount of \$1800 for "Marguerite Louppe and Maurice Brianchon: Mirrors of Midcentury French Culture" towards curator's fees and catalogue costs. The Director continues to work with Jennifer Kozakowski and Jun-Hae Chae of Corporate and Foundation Grants for this and next season's round of exhibitions to augment the gallery's budget and continue to produce exhibitions of a high caliber. She also intends to work with Franklin Williams of Grants and Research Services on a grant for the New Jersey Council on the Humanities in support of Heng-Gil Han's "Peace and Freedom."

II – Donations

The gallery continues to receive small in-kind and cash donations, primarily in support of exhibitions. This year, Carlos Rigau of Helper Studios in Brooklyn donated his time to work on a site-specific video, editing and installing Ryan Roa's video for his solo exhibition. Rigau's services would have cost approximately \$800 if not for his in-kind gift. He also offered Ryan Roa reduced rent at his studios in Brooklyn for the storage of some of Ryan Roa's materials and for the use of one of the studios. This offset the amount of money funded by the grant to pay for the studio and storage fees.

The Brianchon and Louppe exhibition was handsomely funded by a mix of cash donations, with curator David Hirsh donating \$1100 to the Walsh Gallery towards the cost of catalogue printing. Hirsh also donated in-kind gifts towards the exhibition including; catalogue production costs such as design and layout, editing, writer's fees and printing in excess of the \$2100 charged to the Walsh Gallery. In addition, Hirsh's in-kind contributions covered the costs of shipping the artwork from Albright College in Reading, Pennsylvania to The Walsh Gallery and a return trip to the art storage unit in Manhattan. In-kind contributions from Hirsh also included a shuttle from NYC on the evening of the opening reception and a private reception afterwards in Maplewood for his VIP guests. Overall, his in-kind gifts are valued at approximately \$4750.

The gallery also received a generous donation of 42 black and white photographs from five separate donors in December of 2017. These donations complement existing holdings of photographs in the university's collections and include artists such as Donna Ferrato, Ralph Gibson and Sally Gall.

Looking Ahead

Website

With recent and dramatic improvements to the website and its infrastructure, including design, enhanced content and storage capacity, the gallery anticipates more exposure for its collections via the website in the near to mid future. With a recent rollout of the 'Object of the Month' on the home page, we are slowly introducing collections to the public via a virtual platform. This is a lead-in to a larger envisioned project to feature the collections via digital humanities projects

and a searchable database of objects on the gallery's website. That would put the University Libraries in line with peer institutions such as St. Thomas University in Minnesota (see *Program Review* document of 2007) and ahead of local university galleries in the Northern New Jersey region.

As the Collections Assistant continues to add content from past exhibitions to the website, it is important to note that this is a very large task that requires a significant amount of dedicated time. In adding some content, such as old postcards, posters and press releases, many of these files pre-dating 2006 exist in print format only and hard copies need to be located, scanned and optimized before uploading to the website. This requires close coordination between the Director and the Collections Assistant since the files come from many sources and span decades, making their location an arduous task that relies on the Director's institutional knowledge. Presently, the multiple hard files and various digital formats have been pulled together in one contiguous location in the Director's office. Exhibition catalogues, in particular, present another challenge in that despite whether their origins are digital or not, catalogue files are very large, consisting of numerous pages of text and images that need to be compressed. In the past, Sharon Ince, Digital Services Librarian, worked with intern John D'Aquino to compress and upload large exhibition catalogues (2015 to 2006) to the gallery's website when the switch was made to LibApps from CommonSpot and Expressions, which were used for the old website infrastructure. This issue has been addressed preliminarily by the Director with the Collections Assistant, Assistant Dean of A&SPC and the Gallery, and the Digital Services Librarian. The coming year should see some developments in this area.

More easily attainable is the continued use of blog posts and carousel items on the gallery's home page to disseminate objects in the collections. Assistant Dean for Archives and Special Collections and the Gallery, Sarah Ponichtera has initiated a schedule for these posts and the Director and Collections Assistant will be providing content and layout for these featured objects on a regular basis.

Grants

The Director continues to seek grants and locate prospects in support of gallery initiatives. To that end, she is currently working with Jung Hae Chae and Jennifer

Kozakowski of Corporate and Foundation Grants in pursuit of funds in support of “Strange Attractors” an exhibition investigating the intersection of art and science. This show is an offshoot of a virtual symposium hosted in 2016 at New York City’s C.U.E. Art Foundation organized by artist/writer/curator/educator Taney Roniger. This show is set to open in January 2019 and an Essex Arts Council grant will be pursued in support of this project, as well as other grant prospects identified by the Director. Other exhibitions for which grant proceeds are being sought are “Peace and Freedom,” curated by Heng-Gil Han of the Korean Artists Fund. Han’s foundation and the Walsh Gallery are working on a grant from the New Jersey Council on the Humanities (due in spring 2019) and Gregory Coates’ solo exhibition (Jan 2020).

In addition to grants for exhibitions, the Director will be working with Assistant Dean of A&SPC and the Walsh Gallery on an NEH grant application to catalogue, digitize, and create a searchable database of the lithics with contextual information on their place of origin. This goes in hand with the Collections Manager’s work on the lithics and a recent visit by archaeological consultant, Richard Veit who prepared an initial report on the lithics in anticipation of a larger project to fully research the points and provide more contextual information on these objects.

Computer Hardware

The gallery’s work is highly dependent upon the use of technologies in almost all its workflows, especially the maintenance of the website, cataloguing of collections, creations of publications and photographic documentation of objects. Though there have been regular upgrades to the hardware and software, the gallery staff requires additional enhancements in this area, as discussed between Ryan Fino, Jeanne Brasile and Romana Schaeffer. Recent tickets in the helpdesk ticketing system for computer and tech issues note conversations relating to available RAM and optimized memory cards for imaging which were to have been installed by the previous Library Technology Coordinator. While the previous Coordinator did upgrade the RAM and memory cards, the upgrades were still not commensurate with the requisite memory required, especially in the use of Photoshop and Past Perfect, which both require a large amount of RAM to run.

Furthermore, there is also an issue which recently came to light regarding photo and color imaging. When using the digital camera to capture photos, the color profile does not match the color profile in the computer and images do not retain the correct colors when transferring from camera to computer. This impacts our ability to faithfully reproduce objects in Past Perfect, and to reflect the correct color profile in our master files. We have asked Ryan Fino to request new computers for the gallery staff in the upcoming fiscal year to eliminate this issue and enable us to complete our work in accordance with best practices. We require new computers as there are no more available slots in the desktop computers to upgrade RAM or insert a new memory card for imaging. Furthermore, Fino is investigating which computers and cards are best for our purposes and workflows. We hope to have this redressed in fiscal year 2018-2019.

Gallery and Special Collections Coordination/Collaboration

The gallery is presently working more cooperatively on a number of projects and procedures with the arrival of the new Assistant Dean of Archives and Special Collections and the Walsh Gallery. In part, these projects include working to coordinate policies and procedures and to eliminate redundant or entropic workflows. The gallery and SPC have already begun working together on displays to share labor, materials, knowledge and procedures. Policies for the maintenance and cleaning of the vault on a regular basis has also been coordinated between departments. Grant applications also fall into this area of newly increased collaboration to leverage knowledge and resources. Moving into the future, these collaborations will most certainly be advanced into additional areas for the benefit of both departments and the constituents we serve, providing more forward momentum on present projects and enabling the introduction of new projects as a result of increased capacities and reduction of redundancies between departments.

Romana Schaeffer

Collections Manager, Walsh Gallery

Annual Report FY: 2017-2018

Introduction

There have been a number of 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 includes a number of 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 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.

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

In 2016 upwards of 10,000 unique ethnographic artifacts and artworks were packed and moved from Fahy B8 to the Vault in Archives and Special Collections. A detailed inventory specifying object type, object number, location, origin, and donor was begun to illuminate what is contained within the collection. This inventory was the first steps towards determining space needs in the storage facility and research value of the collection.

In early January 2016, a spread sheet 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. Locations are being updated and new information is being added to the object files. Since last year's annual report, approximately 94 objects have been confirmed on the final inventory adding to the 40 which was completed last year. This brings the total to 134 objects inventoried in the PastPerfect Database. This is 2% more of the total number of objects already in PastPerfect located and found.

Challenges

Some challenges include identifying objects that lack identifying information, known gaps in the PastPerfect database include the Miller Collection and Haggarty Collections. Both are currently being analyzed by the Collections Manager utilizing the various collections inventories. These two collections comprise approximately 300 objects which are disconnected from the original object numbers and provenance. This is a road block that will take a large amount of time to rectify but will allow the collection to be an infinitely more useful tool. To date, 13 Haggarty Collection objects have been identified, 10 of which have been returned to their originally

numbering system and 8 Miller Collection objects, all of which have been restored to their original numbering system.

- SHUMAA Inherited Inventory

Several inventories which were completed in varying years were inherited with the SHUMAA Collection. These inventories totaled, what was at that point in time, the complete collection. All of the inventories contained differing information and styles of documentation. The Collections Manager cross-referenced all of the inventories which included approximately 12,500 objects each and created a final inventory with what is most likely contained within the collection. This inventory is being checked simultaneously with the PastPerfect dataset inventory. This way the Collections Manager knows not only what is contained within the database, but also the additional objects under our care that were never entered into collections management software. 135 of the approximately 12,500 objects have been identified from this inventory. This is about 1% 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

Combining the previously completed inventories proved challenging. Each inventory was completed using slightly differing systems and information. Due to each inventory containing such a large amount of data it was necessary to determine a quicker way to sort through the information. Utilizing the Microsoft Office spreadsheet comparison tool, the painstaking comparisons were able to be completed in approximately 4 months. This time was well spent as now there is a searchable combined digital inventory that can be utilized to find information about all the objects within the collection.

- SHUMAA Cataloging

As the SHUMAA inventory project is being completed, objects 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 will be accessioned, photographed, have a condition report created, provenance written about the object, location noted, and rehoused in suitable storage. As of last year, 40 objects had been cataloged completely. Since then, with the help of a paid intern provided by the Provost initiative, there are now 135 completely cataloged objects. This is a 237% increase in efficiency of cataloging. This exceeded the goal of 120 objects cataloged per year set in last year's 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 years internship.

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. These problems alone have been difficult to sift through due to the inconsistency and lack of a consistent record of the changes. On top of the inconsistencies presented by their original documentation, the passage of care from Dr. Kraft to Dr. Thomas Kavangh and then Dr. Rhonda Quinn further complicated the collection. Each successor of the collection, in their own way, attempted to sort out the numerous inconsistencies in the collecting and accessioning techniques. Most of the labor working to sort out the collection was done by students with little guidance. This has led to inconsistent and often contradictory information. Many of the objects have little to no provenance connected to them and were often housed and handled in conditions that were not desirable.

Further challenges include identifying the original numbering system used for the collection. 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 back 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. As much as possible it is our goal to change the numbering back to the original system so as to maintain the history of the object, however not all of 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 human 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. If this rehousing was not completed the University would not be in compliance not only with federal NAGPRA law, but also would be failing to uphold our promise to the Delaware people to provide respectful and ideal care for the remains in our custody. At the start of the rehousing project there were a total of eight medium sized boxes from the Rosenkranz Ferry site and seven other miscellaneous boxes from unknown sites. Upon first glance it became apparent that there were issues beyond the poor housing conditions including possible mold from previous water damage in Fahy B8 where the objects came from.

Completed to Date

As of May last year only four of the eight Rosenkrans boxes had been rehousing and a fifth was in progress. Since then all of the boxes have been completed. This means that all objects and bones within these eight boxes have been dusted with a brush (with a few exceptions that were too fragile

for cleaning) to remove mold spores and dirt accretions. They were then held in a ventilated hood for upwards of a week under surveillance to ensure no new mold growth occurred. Once cleared of mold the remains and objects were then housed in open polyethylene bags that were labeled with the objects' information. As is standard of NAGPRA objects and remains, the funerary objects and the physical remains were separated into different boxes with appropriate labels and placed on shelving removed from the rest of the collection.

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
2017's Average Per Box								334
2017's Projected Total								2,674
Actual Average Per Box								264
Actual Total								2110

These projections only include the Rosenkrans 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. However, upon finishing the Rosenkrans section of the remains a brief assessment of the remaining remains was completed. These remains, although in need of being rehoused, are not currently contaminated with mold and seem to be stable. They were also previously sorted through by Dr. Ronda Quinn who specializes in remains. Rather than attempting to sort and rehouse these remains as an initiative of our own, the Collection Manager has put that part of the rehousing project on hold until Dr. Quinn can be brought in to assist with explaining how these have been sorted. Therefore, the original rough estimate for completion of the rehousing of year and a half presented last year will not be applied to the remaining remains. The

Rosenkrans section of the remains was thus completed ahead of the original schedule by half a year.

Challenges

The biggest challenge faced by the rehousing has been time. The longer the rehousing project took the longer the collection was not compliant with our agreement with the Delaware people. Beyond the sheer size of the collection of remains and objects, which in itself took months to go through properly, there was also the dormant mold spores to attend to. The process of separation and observation of all objects with mold spores could not be skipped and took a large amount of time. However, if not done and done properly it could have led to an infestation of the entire collection. This means that no matter how much the work set back progress, it had to be completed to ensure the safety of all the objects in Seton Hall University's Collections.

The issue of mold lent itself to another challenge of the rehousing project. Some of the remains were too fragile to brush the dead mold spores off. This means that the objects had to be sealed to ensure that the spores do not end up on other materials. This creates another problem in that a sealed bag traps any moisture in with the object and could promote mold growth.

- Lithics

Within the Seton Hall University Museum of Anthropology and Archeology Collection approximately two-thirds of the 12,000 objects consists of Stone 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 to this the collection contains numerous artifacts of questionable past, authenticity, and value. Due to the sheer size of this portion of the collection and the need for extremely specialized expertise with specifically archeological objects, the Collections Manager has begun the process of reaching out to various practicing archeologists who specialize in North American Lithics. This was a suggestion given by the former Collections Manager for the Newark Museum who had recently had

a specialist come and assess their collections saving thousands of dollars in man hours by assessing the collection prior to full blown accessioning of the artifacts.

On May 1st, 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.”

If this is the direction that we choose to go the information learned about the lithic collection would be a priceless tool. Noted in Dr. Veit’s proposal is that the majority 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. The ability of this collection to be utilized for scholarly research, student education, community outreach, and exhibitions can only be attained by assessing, cultivating, and digitizing what is owned in a meaningful and organized fashion. This assessment would give the staff the added expertise in archeological artifacts to make this collection an excellent research tool.

Collections Space Management

Collection Space Management 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 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.)

- Vault Reorganization Project

Over the past year space for objects to safely be stored in the vault had become an issue that needed to be addressed. The more objects that were rehoused into appropriately sized boxes the larger the footprint of the various collections grew. In an effort to address the space issue a reorganization of the vault was proposed by the Collections Manager and Director. It was agreed by all parties involved in managing the vault would be reorganized as follows. The Walsh Gallery gained a large open aisle that had contained large flat map cases and a small inefficient painting rack. This was repurposed as space that includes a large painting rack with an archival base that does not sit on the ground and can fit a large number of the Gallery's paintings in one space. In addition, three sets of map cases were kept in the space to accommodate unframed works. Finally, the double wide stationary section of compact shelving found in the large aisle has also been cleared and is being utilized by large portfolio boxes freeing up other spaces for free standing sculpture.

When the shelves were being rearranged the collections manager took note of several shelving units which had never been appropriately braced to ensure the safety of the people and objects on the shelves. Working with the library building manager, Tiffany Burns, and the carpenters with Facilities these shelves have since been braced and are now safe for use.

Challenges

Reorganizing the vault was a large scale project that had many moving parts. This required the coordination of not only the gallery and archives staff, but also facilities and a moving company to complete the full move. The reorganization took the better part of three months to complete over the summer of 2017.

- Preservation Lab Organization

Coinciding with the vault reorganization, the Collections Manager also initiated a cleaning and organizing of the Preservation Lab to create a more workable space. This involved acid testing 300 boxes, organizing the boxes, organizing the shelving units, reorganizing all cabinetry, labeling accessions shelving, labeling storage cabinets, organizing archival materials, repurposing the existing technology station into a more workable space, and retrofitting the old painting rack into a storage space for archival board.

Challenges

As this is a working space the organization process was impeded by use of the space and materials, determining if materials were useful to utilize, and creating a space that is best suited for both departments.

- Vault/ Preservation Lab Cleaning

In August of 2017 the Collections Manager undertook a cleaning effort with the support of the staff of the Walsh Gallery and Archives and Special Collections. The cleaning was proposed due to reorganization efforts which

revealed dust and dirt accumulated in the Preservation Lab and the Vault. Due to the restricted nature of the area the duty of cleaning falls on the staff that manages the space. A three day cleaning effort was put forth by all staff for the cleaning of the vault. This included dusting all open shelves and the tops of the 80 shelving units, sweeping the floors, dry mopping the floors, and vacuuming the moveable shelving tracks. In addition, a two week effort was put forth by the Collections Manager and Brianna LoSardo for cleaning the Preservation Lab. This included removal of extraneous and out of date supplies, dusting all cabinetry and shelves, sweeping, and mopping.

- Pest Management

As a part of the Integrated Pest Management Policy that the Walsh Gallery and Archives and Special Collections is attempting to roll out, the Collections Manager began implementing pest management strategies. This included coordinating and monitoring the placement of 24 sticky traps for insects, 2 snap traps for rodents, and 4 temperature and humidity data loggers for tracking possible mold growth in the Gallery and Archive Reading Room, offices, Preservation Lab, and Vault. These traps and loggers are being monitored regularly for pests as a preventative measure.

Challenges

Initial issues faced by this project was the purchasing of appropriate data loggers. The Collections Manager and Library Technology Coordinator, Ryan Fino, purchased and returned three different datalogger packages before finding the ideal system to use to track the information. Next the placement of the traps had some initial bumps as the Pest Service, Cooper Pest, is required to set and provide traps for the University. The traps that the unit required were located in a restricted area, therefore the regular checks by the pest control company needed to be aligned with the schedule of the employees within the gallery and the archives.

- Vault Security

Over the summer of 2017 and the beginning of Fall 2017 the staff of the gallery and the archives worked with Tiffany Burns and Dean Buschman to have the vault outfitted with additional security to ensure that the objects held within are safe. This includes restricted swipe access into the vault, as well as light activated cameras.

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 being spearheaded by the Collections Manager is set to be rolled out in the next month. This

policy outlines the proper procedure for handling pest prevention as well as pest infestation for all staff members.

-Preservica/ Glacier Digital File Storage- In consultation with the library's technology team it has been determined that all digital accession files will now be stored digitally using Preservica/ Glacier. This will alleviate much of last year's issue of dwindling digital space for files.

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

-Nitrate Film Mitigation- After the discovery of volatile Nitrate Film in the Seton Hall University Collection an initiative was begun by the Collections Manager to sort through the films currently in our care and ensure that the safety of staff is maintained. This initiative spurred the digitization of the films within our holdings to maintain the information before deterioration is too great.

Collections Projects

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 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.

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)

In the past year Permanent Collections Projects have increased and the number of objects accessioned and digitized has continued at the quick pace from the previous year. Since last annual report 90 new accession records have been added. Of these 90 records 60 were coins completed by the Collections Assistant and 30 were special projects attended to by the Collections Manager. Some of the newly accessioned objects are as follows:

- Valente Collection Collaboration

The Collections Manager was granted access to and given official control over objects held within the Valente Collections. This has led to the cataloging of scarves from Fascist Italy which were previously on view.

- Jeifa Family Donation

Two stars of David patches from the clothing of a survivor. More will be added to this collection as the rest of the donation is accessioned.

- Summer Exhibition

Cataloged for the summer show as of right now two distinct and unique chasubles, several pottery pieces from SHUMAA, two large ornately carved opals, and more will be added at the close of the exhibition.

-The summer exhibition has also initiated the pulling of works from campus to be returned to the vault. This will help maintain the longevity of the artwork and enhance the stewardship and care we provide for the pieces.

Other Collections Projects Include:

- Film Digitization Project

13 films from the collection are being 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.

- 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 technological team is currently working on trying to find the best suited platform for making digital content available to the public. This includes initiatives such as blog posts, articles, and digital exhibits. As a part of this initiative the Collections Manager will be testing out the Google Arts and Culture platform as a possible public access point to the collection. This would not only put 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 rotation is for the safety of the textiles being displayed. Changing the displays will allow the objects to rest and reduce light, temperature, and humidity damage.

The display agreement provides a permanent location for the display of vestments under the care of the University. 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."

- New Donations

For the 2017 tax year the Walsh Gallery accepted photographs from seven donors through the Summit Art Advisory. The donations included works by the following artists: Alan MacWeeny, Donna Ferrato, Sally Gall, Walter Iooss, Ralph Gibson, and Joyce Tenneson. These photographs add to our already existing collections and help to fill known gaps. These pieces will be accessioned into the collection as soon as all necessary paperwork has been completed.

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 tracked utilizing both PastPerfect and a paper file location record.

A major exhibition enhancement this year, implemented by the Gallery Director, was the purchasing of new exhibit cases. The Collections Manager helped with the planning for care and maintenance of the cases. This included spending two weeks creating protective coverings to ensure the cases were kept in mint condition between shows.

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 employed a paid student intern through the Provost Initiative this past year.

The intern was brought on to help 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 basketry found within the SHUMAA collection. She was given the opportunity to perform duties often performed by a Collections Manager or Registrar on a small scale under the observation of the Collections Manager. These duties included organizing a section of the basketry storage area, accessioning the objects, researching the provenance of each object, photographing the objects, digital filing, paper filing, minor pest management, and more.

This past year's intern has since moved on to a full time position in the museum registration field using her experience gained here. The Collections Manager would like to continue this type of student outreach in the future and looks to bring on another intern for the coming year.

- Student Research

This year there was an increase in research requests. There were six requests processed versus none requested the previous year. Of these six requests four of them were from student researchers. This increase in awareness from the student body means that efforts to bring the resources available in the collection to the student body and community is slowly becoming effective. Ideally, as more of the collection becomes digitally available research hits online will significantly increase the utilization of the collection.

- Class Visits

The Walsh Gallery Collection was utilized this past year for classroom purposes. A student initiated class visit was implemented to utilize objects within the collection in a class presentation. This increased class visitation for the Walsh Gallery Collections by 100% over the previous year.

Technological Upgrades

Hardware

- Data Logger

This year an investment was put into purchasing a data logger to monitor temperature and humidity fluctuations in the collections storage and the gallery. This technology will allow us to consistently monitor all changes in the environment. This will tell us if we are upholding a proper standard of care when it comes to temperature and humidity control over the areas where collections are held. The data logger has the capability to consistently monitor and export data as excel spread sheets, charts, and comparisons between zones, as well as alert staff when there is a drastic change in conditions. Comparative data is being collected to determine if the temperature and humidity levels maintained within the vault supports the needs of the collection.

- Computer Upgrades

The Collections Manager relies heavily on Photoshop for numerous parts of her job. This has made it apparent since last year's report the need to upgrade the Walsh Gallery staff computers. Both the Director and the Collections Manager began having issues with their desktop computers crashing when using Photoshop 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 has been put off once again and now more issues with the discrepancies between the desktop computers and various laptops used by staff members arose. The solution put forth by Ryan Fino was that the Gallery Director, Collections Manager, and Collections Assistant all be upgraded to new desktops with the same specs and that one of the preservation lab desktops be upgraded similarly for Archives and intern use.

Software

- Adobe Creative Suites

All staff member of the Walsh Gallery and the intern laptop now include Photoshop CC as well as Adobe Acrobat Pro, two programs vital to the management of the collection. This was the first steps in creating a uniform working environment for all staff working with collections care. However, due to issues with staff members utilizing three different types of screens and computers as well as having outdated camera equipment, there still numerous issues with developing images with correct color. At times this makes a 10 or 15 minute photography project sometimes take upwards of 2-3 hours.

Digital Storage

- The W Drive and Preservica/Glacier
Since last year's issues with limited space and growing digital files, two new solutions have been implemented to alleviate the digital storage issues. The first of this was the creation of the Library W drive within which the gallery has the G drive. This drive has 8 TB of space that is currently being shared by Archives and Special Collections and the Walsh Gallery. This space was a temporary holding area for the large and growing files while the library's digital preservation team worked to determine the best course of action. As previously mentioned, the solution to the digital space issue was the use of cold storage within the Preservica system the library already holds. From now on the Gallery will be transferring completed accession files into the Glacier portion of Preservica for storage.

Tools

- Photography Lighting
This past year as color issues within photographs continued, the gallery invested in a photography light kit. This kit allowed for much higher quality photographs with more accurate colors to be taken of objects.

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. A moth infestation can destroy textile collections in a very short amount of time and you wouldn't know it until the next time the textile was opened. This will be a very good preventative measure to implement.

- **More Painting Racks**

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. Within the vault there is the possibility of expanding the footprint of the painting racks. This painting rack could safely store the oversized boxes, as well as provide additional and future space for paintings and framed works of art.

- **Rolled Textile Storage**

The number of rolled textiles is growing as both the gallery and the archives work through the collection held by Seton Hall University. As of right now a temporary solution for storing the textiles is being implemented, however this solution will not last. The rack the textiles are held on is full and there is no space to add more storage. A textile rack mounted on current shelving units could allow for adjustable rolled storage so that these textiles can be stored safely.

- **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.

Meghan Brady

Collections Assistant, Walsh Gallery

Annual Report FY: 2017-2018

Introduction

The Collections and Gallery Assistant has undertaken several significant projects related to both technology and collections since starting the position in March 2018. Many of these projects are continuations of initiatives implemented during the past fiscal year by the previous Gallery Assistant. Each project is described in detail below, along with notable challenges. Data and analysis related to website visitation and exhibition catalog downloads are also included. Prior to starting the position, the Collections and Gallery Assistant worked as the Collections Intern from September 2017-February 2018. Some of the projects described below were completed when she was employed in that capacity.

Technology Projects

I - Walsh Gallery Website Maintenance and Updates

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 fine-tuned the website after reanalyzing content with the Gallery Director, the Assistant Dean of Special Collections and the Gallery, as well as Sharon Ince, Digital Services Librarian/Associate Professor, and Zachary Pelli, Digital Collections Developer. With the assistance of Ince and Pelli, she has become proficient in updating the website for ease of access and to better fit the needs of our users.

The website now includes an “Object of the Month,” in the carousel on the homepage. It is updated at the beginning of every month and the Collections and Gallery Assistant develops the content. It highlights materials from our collections as a way of increasing access. In the completion of this project, the Collections and Gallery Assistant works alongside Archives and Special Collections, as the information is also posted on the Archives and Special Collections blog. Pelli is currently working to develop an RSS feed so that once the content is populated on the blog, it will automatically populate in the carousel on the Walsh Gallery homepage. This collaboration will result in less duplication of efforts.

See Section V of this report for gallery website data.

Challenges

There was a learning curve with this project for the Collections and Gallery Assistant, as she had not used the LibApps platform previously. As such, she received training from Ince and Pelli. In addition, video tutorials made by former Collections Assistant Joseph Yankus were invaluable in learning how to make updates, including, but not limited to, changing carousel images, updating current and upcoming exhibits, and the news section.

II - Walsh Gallery Website 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 last fiscal year 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 Google Drive and on the Gallery Director’s computer, as well as physical news clippings and files on an external hard drive and CD’s. Receiving some of the material requires working closely with the Gallery Director. While most press materials are already in a digital format, some 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. Because of the heavy reliance on volunteers and work study students—of which the Gallery only had one this year—in the completion of this project, the progress has slowed this year.

Since the Collections and Gallery Assistant started the position, work on the press page consisted primarily of removing links and uploading PDF documents in their place. Going forward, she, with the help of work study students come fall, will work on scanning hard copy materials. All past press in our possession will ultimately be added to the website.

III - Development of the Walsh Gallery eRepository

Project Description

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 exhibitions taking place in the Walsh Gallery space, but also the Walsh Library's window displays, the Walsh Library (1994-1996) and the University and Art Centers (pre-1996). Materials related to each exhibit include: catalogs, postcards, posters, press releases, and any press associated with the exhibition. These materials must be located, (in some cases, scanned), and uploaded.

While storage space for large catalog files presented a challenge in the past, this has been resolved because of the recent implementation of Preservica. Files will be stored here, as opposed to the G-Drive to free up space.

Challenges

There was a learning curve for the Collections and Gallery Assistant, as she had not used the eRepository platform on Bepress in the past. Ince was instrumental in her training on how to navigate the platform in order to upload new materials and update content.

The necessary supplemental content described above is located in different locations in multiple digital formats as well as on paper. Materials are located in the Gallery Director's office, Archives and Special Collections, as well as in communal digital files. The Collections and Gallery Assistant must work closely with the Gallery Director to retrieve materials saved on her computer—a process which takes time, as times must be set up to do so.

Materials that are on paper need to be scanned. 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 and stitching together multiple images, or using the large bed scanner on the library's 2nd floor. In the past, the gallery has had more work study students and volunteers to assist with this project. As previously mentioned, the gallery only had one work study student this year who works one day a week. This has slowed down the progress of this project, as the Collections and Gallery is solely responsible.

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

Collections Projects

I - 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, 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 2017 annual report.

The Collections and Gallery Assistant is currently working at a pace of five coins per week, except for weeks in which exhibition installation and deinstallation occur as well as when other pressing tasks arise. Specialized training is required

for the process of accessioning this collection—specifically how to precisely note their condition using accepted museum nomenclature, and how to handle and properly store these materials. Research is done on the emperors on each coin, 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 and in window displays

As of May 2016, 162 objects from the D’Argenio Collection have been accessioned.

Challenges

In the annual reports the past two years, the former Collections Assistant and Gallery Assistant mentioned the lack of sufficient cloud storage on the Google Drive, as a result of the many photograph files associated with this collection. This issue has likely been resolved through the implementation of Preservica, though we are in the trial stages of using it.

II - Art Installation and Gallery Preparation

Project Description

The Collections and Gallery Assistant was involved in the preparation and installation of two exhibitions since starting the position. *Ambiguity*, which opened in March 2018, was an exhibition of student work. She, along with the Gallery Director, Collections Manager, and work study student, accepted artworks. The Collections and Gallery Assistant assisted contract installers by organizing supplies and laying out materials in advance, in addition to preparing pedestals. At the end of the exhibition, she assisted with the return of artworks to the artists during pick-up days. She communicated with the art department during the exhibition with issues related to the show.

The Walsh Gallery’s next show, *Treasures of Seton Hall University*, includes many materials from the Seton Hall University Permanent Collection as well as from

Archives and Special Collections. The Collections and Gallery Assistant was involved in bringing objects to the exhibition space from the vault as well as removing paintings currently hung upstairs in the library. She worked alongside the Gallery Director and Collections Manager in preparing the gallery, creating mounts, hanging artworks and laying out cases.

III - SHUMAA

Project Description

In her capacity as the Collections Intern, the Collections and Gallery Assistant was responsible for cataloging the Native American basket collection. The SHUMAA collection includes approximately ninety-five baskets, made in diverse styles and with a variety of materials. They were primarily created by cultural groups across the United States, though some of the materials cataloged originated in Africa.

Specialized training is required for the process of accessioning this collection—specifically how to precisely note their condition using accepted museum nomenclature, and how to handle and properly store these materials. The Collections Intern performed preliminary cleaning measures using archival brushes and the Nilfisk vacuum. She carefully examined each basket to decide how to best store them and constructed mounts for those that needed them. She took photographs that are to be used in window displays and on the Walsh Gallery website

In her time as the Collections Assistant in which she worked part-time, she cataloged 45 baskets.

Challenges

There are many challenges associated with cataloging the SHUMAA collection, specifically related to documentation. Many of the baskets in the collection lack full documentation. As noted in the 2016-2017 Annual Report by the Collections Manager, some of the baskets have multiple numbers associated with them because of the numerous changes of hands the collection went through over the years. Each successor attempted to sort out the inconsistencies of their predecessors but failed to document their methods.

For each basket, the Collections Intern searched through the card catalog, deeds of gift and condition reports completed by former students working with the collection, old labels from exhibitions created by Dr. Herbert Kraft, and old photographs found in the museum to try to find as much information as possible. This process took time, and often, all of these materials could not be located for every basket.

IV - Photography

Project Description

The Collections and Gallery Assistant has photographed many objects in both the D'Argenio Collection and the SHUMAA 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. Because of lighting upgrades in the Preservation Lab in January-February 2018, this process became easier. She no longer needs to set up spot lighting each time photographs need to be taken. This expedites the process greatly, allowing for the faster completion of the accessioning process. After photographs are taken, they are edited in Photoshop and uploaded to the G-Drive and PastPerfect.

Challenges

As the Collections Intern, there was a slight learning curve when it came to editing photos in Photoshop. With the assistance of the Collections Manager and web tutorials on the Library's lynda.com account, she was able to learn quickly. Because she was trained as the Collections Intern, this was not an issue when she began the new position. There were other challenges with editing photographs, however. The laptops she used as an intern and now as the Collections and Gallery Assistant distort the colors of artifacts, making editing difficult because the colors were correct on those laptops, but not others. This issue is getting resolved in the next fiscal year, as new computers with greater capabilities are to be purchased for her, the Gallery Director and Collections Manager.

V - Integrated Pest Management Plan

The Collections and Gallery Assistant assisted with the implementation of the Integrated Pest Management Plan created this past year. A key aspect of this plan is vault maintenance. On multiple occasions, she cleaned the vault with the Collections Manager, in tandem with the Gallery Director, and the Archives and Special Collections staff, by wiping down shelves, and sweeping and vacuuming the floors.

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, psychology, 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 Archives and Special Collections, Catholic Studies, the Petersheim Exposition Committee, and librarians, in addition to students and local community members. She 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.

In the event that there is an open window that no one has signed up for, the Collections and Gallery Assistant is responsible for creating content for the space. This content is sometimes related to national holidays or annual topic-related months, such as National Book Month, African-American History Month or Women's History Month. 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.

The Collections and Gallery Assistant also fine-tuned current displays by creating more context for them. For example, labels were created for the bell and the

McLaughlin Library cornerstone found in the windows at the front of the Archives. This project was done with the help of Alan Delozier, University Archivist.

Challenges

Work study students often help with installing the window displays. As mentioned previously in the report, the Walsh Gallery only had one work study student this semester who was in one day a week. As such, the responsibility fell almost exclusively on the Collections and Gallery Assistant. Her progress on updating the eRepository and accessioning the D'Argenio Collection slowed when a window needed to be installed.

II - Assistance with Display Furniture

In her capacity as the Collections Intern, the Collections and Gallery Assistant assisted the Collections Manager in creating covers for the newly purchased display furniture. This task was completed in preparation for the new storage space built within the Walsh Gallery in January 2017. Tarps were measured, cut, and folded to the specifications of each individual case. These covers are important for maintaining the quality of the cases and ensuring that they continue to look like new long into the future.

III - Preparing the Vault for Lighting Improvements

In her capacity as the Collections Intern, the Collections and Gallery Assistant worked in tandem with the Collections Manager to cover shelves throughout the storage vault with large tarps in preparation for capital improvements to the lighting system. This was done to protect collections from any dust or debris resulting from the installation. After the lights were installed, the tarps were removed, and shelves dusted.

Data Analysis

I - Walsh Gallery Website

Below is data demonstrating the number of hits on individual pages on the Walsh Gallery website each month.

	May 2017	June 2017	July 2017	Aug. 2017	Sept. 2017	Oct. 2017	Nov. 2017	Dec. 2017	Jan. 2018	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	Total Views
Home Page	236	334	282	291	399	432	343	231	333	254	281	609	148	4173
Current Exhibitions	41	72	68	81	163	129	66	48	107	56	47	91	27	996
Upcoming Exhibitions	37	68	35	54	59	62	21	33	49	25	35	73	19	570
Staff	38	53	48	50	26	35	48	47	38	28	37	42	9	499
Press	17	50	16	16	32	39	21	10	12	6	11	3	0	233
Visit	14	22	10	26	27	19	14	13	22	16	24	17	3	227
For Artists	16	43	22	9	17	8	5	12	21	14	15	24	0	206
Collecting Policies	3	24	13	19	19	1	3	8	7	3	9	7	3	119
Work Study Positions	6	18	18	9	21	4	2	3	7	6	6	8	0	108
Research	7	16	12	4	9	4	1	1	13	3	8	16	4	98
Intern or Volunteer	2	15	16	4	2	6	3	5	6	10	8	18	0	95
Window Displays	2	19	14	5	5	5	2	5	9	5	5	13	3	92
Mission	6	8	11	7	8	3	4	12	1	6	1	7	5	79
Donate	6	15	6	8	7	1	1	20	6	0	4	4	0	78
Policies	9	10	7	13	11	3	0	6	2	2	6	5	1	75
Opportunities	4	0	2	2	4	2	9	3	1	2	4	1	0	34
Collection Access & Reading Room Policy	2	4	6	3	5	0	2	4	0	0	1	0	0	27
About	0	0	2	3	0	9	3	3	2	0	2	2	0	26

The homepage on the gallery website sees the most traffic and averages around 300 hits per month. 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, and hours, can be found there. There was a drastic jump in hits in April 2018, which can likely be accounted for two ways. The high-profile show *Marguerite Louppe and Maurice Brianchon: Mirrors of Midcentury French Culture* ended in March, so visitors may have been visiting the website in search of materials related to the show, specifically the catalog. The student exhibition, *Ambiguity*, began in April, so the traffic to the website could also be from students and their friends and

families looking for information about the exhibition, as there were also jumps in visitation to the Current and Upcoming Exhibition pages in April. There were also more hits on the website during September-November likely due to another high-profile show held in the gallery, *Ryan Roa: It's Complicated*.

II - eRepository Data: Downloaded Exhibition Catalogs

Users can access our exhibition catalogs in the digital repository by directly downloading them from the page for the individual exhibition. Over the past year, we have had 244 catalogs downloaded—a drastic increase from the 121 catalogs downloaded last fiscal year. Downloads were primarily done in the United States, but there were also some around the world in almost every continent.

	May 2017	June 2017	July 2017	Aug. 2017	Sept. 2017	Oct. 2017	Nov. 2017	Dec. 2017	Jan. 2018	Feb. 2018	Mar. 2018	Apr. 2018	May 2018
Anamnesis	1	3	4	4	7	4	0	0	1	0	1	0	0
Cell Mates	1	0	0	3	8	6	0	0	0	0	2	1	0
Crossroads: A Shifting Landscape	1	0	1	0	0	0	0	0	0	0	0	2	0
Data In, Data Out	0	0	0	0	0	0	0	0	0	1	0	0	0
Diverse Visions: An Exhibition of Contemporary Art From Mainland China and Taiwan	0	0	0	0	1	0	1	1	0	1	0	0	1
Driving Without Destination	0	0	0	0	2	7	0	1	2	2	1	2	1
Escaping the Rectangle - The Art of William Coronado	0	0	0	1	0	1	0	0	0	1	0	0	0
Eye Tricks	0	0	2	1	2	5	1	1	0	0	0	0	1
Getting to Infinity	0	1	1	1	0	1	0	2	2	0	0	0	0
Herb Rosenberg: Dialogue with an Ancient Forest	2	0	0	0	0	0	0	0	0	0	0	0	0
Jose Camacho - How to Speak Puerto Rican	0	0	1	0	0	1	1	0	0	2	0	1	0
Kiki & Seton Smith: A Sense of Place	4	1	0	3	1	2	3	2	3	2	3	1	1
Lilliput	1	1	2	1	2	9	3	0	0	3	4	0	0
Linear Thinking	1	1	0	0	0	3	0	0	0	1	2	0	0
Painting: Process	0	3	0	0	1	6	2	0	0	0	0	0	0
Paperwork	1	0	1	1	2	2	0	1	2	1	0	1	0

Portraiture: Inside Out	1	0	0	0	1	4	0	0	1	0	0	2	0
RISE.	0	0	0	0	0	8	1	2	3	1	2	1	0
Skylands	0	0	0	0	0	2	1	1	0	0	0	0	0
Uncommon Threads	0	0	0	0	0	5	0	0	0	0	1	0	2
Untitled	0	0	0	0	0	0	0	0	0	0	1	0	0
Wahala Temi - Body Work	0	0	0	0	0	0	1	1	0	0	1	0	0
Working in Wonder	0	0	0	0	0	2	0	1	1	1	2	2	2

Future Projects

I - Website Development

The Collections and Gallery Assistant will continue to make updates to the website. She will also work with the Archives and Special Collections in streamlining their separate websites. This will be done for the sake of continuity and ease of use for visitors. She will work with the Assistant Dean of Special Collections and the Gallery, the Gallery Director, and the Dean of the Libraries in the completion of this project.

II - Expansion of eRepository

Materials will continue to be added to the eRepository for all Past Exhibits. The Collections and Gallery Assistant will work with the Assistant Dean of Special Collections and the Gallery to optimize files for materials related to Past Collections in the eRepository so that they open more quickly for users.

III - Press Page

The press page will continue to grow as digital files are uploaded and as paper materials are scanned and digitized. PDF files will be created from all links to mitigate the risk of losing the information as a result of links dying over time.

IV - D'Argenio Collection of Coins and Antiquities

Progress will continue on accessioning the D'Argenio Collection so that more artifacts can be used highlighted in exhibitions, window displays, and "Object of the Month" posts.

Jeanne Brasile, Gallery Director

Service

Advisory Board Member *Essex County Division of Cultural and Historic Affairs*.
Four Year Appointment by the Essex County Board of Chosen Freeholders.

Juror "Bergen County Teen Arts Festival" Bergen County Division of Historic and Cultural Affairs. Hackensack, NJ. May 2018.

Juror/Guest Curator "Toby Devan Lewis Fellowship" Maryland Institute College of the Arts. Baltimore, MD. April 2018.

Professional Development

Node Center for Contemporary Art, Berlin, Germany. "Curating in Art, Science and Technology: Potentials and Pitfalls" with Isabel de Sena. (web-based course)

Publications and Presentations

Author "*From the Factual to the Fantastic*," in *Lorrie Fredette: Poetic Reality*. 2018. (artist catalogue)

Panelist "In Conversation with Curators" Paul Robeson Galleries/Express Newark at Rutgers University – Newark. April 2018.

Presenter "Slide Night – Women's History Month" with artist Heejung Kim at the Montclair Art Museum, Montclair, NJ. February 2018.

Moderator "Resources for Immigrant Artists" panel discussion. Aljira – A Contemporary Center for Art in collaboration with The New York Foundation for the Arts' Immigrant Artist Program. January 2018.

Co-Author “*Tortured Artists and Mad Scientists*” in *The Brooklyn Rail*.
December 13, 2017.

Panelist “Strange Attractors” virtual symposium hosted by the C.U.E. Art
Foundation, New York, NY. November, 2017.

Author “*More Complicated Than Meets the Eye*” in *Ryan Roa: It’s Complicated*.
South Orange, NJ: Walsh Gallery at Seton Hall University, 2017. (exhibition
catalogue)

Romana Schaeffer, Collections Manager

Publications and Presentations

Guest Lecturer, November 6th, 2017 Seton Hall University (Museum Exhibition A-
Z)

Meghan Brady, Collections Assistant

Professional Development

The Collections and Gallery Assistant is currently pursuing a Master of Arts in
Museum Professions at Seton Hall University with a concentration in registration.
Throughout her time in the program, she has taken a variety of courses that have
enhanced her knowledge of museum best practices and skills related to collections
management. Since beginning work at the Walsh Gallery, she has been enrolled in
a course focusing on museum registration and another specifically related to legal
and ethical issues museums face.

To increase familiarity with Photoshop for the purposes of both collections
management and website updates, the Collections and Gallery Assistant utilizes
web tutorials on the Library’s lynda.com account. The tutorials were instrumental
in her optimization of photographs.

Technical Services

Librarian/Co-Heads: Marta Deyrup and Martha Loesch

Annual Report FY: 2017-2018

Co-Heads of Technical Services: Marta Deyrup and Martha Loesch

Professional staff: Eva Cheng Lee, Victor Eubanks, Camille Mazza, Kenny Marino

Introduction

In addition to its normal duties of cataloging materials for Walsh Library, the Seminary Library and now the IHS Library, the department focused on three major projects: processing and refining the procedures for cataloging print and electronic theses and dissertations (ETDs), reclassifying books with locally assigned call numbers in the religion collection and correcting the records and replacing the bar codes for books that were not identified with correct SHU barcodes. The Technical Services Dept. also acted toward establishing workflows and actions to maintain the IHS Library holdings.

Statistics for academic year June 2017-May 2018

Monthly Local Holdings Record Maintenance Summary Report - Institution														
Institution		Report Date					Reporting Period							
Seton Hall University (STH)		Thursday, May 31, 2018 12:04:37 PM					Jun 1, 2017 - May 31, 2018							
Action	Institution Symbol	2017-06	2017-07	2017-08	2017-09	2017-10	2017-11	2017-12	2018-01	2018-02	2018-03	2018-04	2018-05	Totals
Add Local Holdings Record	STH	763	364	399	999	1086	341	336	190	522	513	378	251	6142
Replace Local Holdings Record	STH	848	570	455	845	764	405	962	2180	2452	1003	701	2390	13575
Delete Local Holdings Record	STH	207	14	56	40	41	15	8	11	22	28	16	14	472
													Total	20189

Dissertations and Theses

Professor Loesch and cataloging assistant Camille Mazza oversaw the deposit and approval of every thesis and dissertation submitted this year to the university.

ETDs	6/2017 – 5/2018
Dissertations	71
Theses	28
DNPs (Doctor of Nursing Practice)	8
Undergrad Honors Thesis	1
Total	108

A complete inventory of all theses and dissertations from the third floor and from Archives was undertaken. All bibliographic records were reviewed, updated, and checked to ensure links to our institutional repository records were available and accurate.

Inventory and other projects

All multi-volume sets not inventoried as part of last year's inventory were reviewed and LHR records and barcodes were corrected as necessary. 272 records that contained the wrong barcode designation—23073—were identified and corrected. The department began a major project of re-cataloging books with locally assigned call numbers –BQZ, BTZ, BVZ, BXZ—to official LOC classification. All bibliographic records were checked, and LHRs were updated and revised when necessary. Spine labels also had to be changed to reflect the new call numbers.

New book designation and procedures were created for Main and Valente titles. 264 new titles were batch loaded from Main to the New Books Collection. The department recorded non-journal microfilm collections in the third floor metal cabinets in anticipation of reviewing and cataloging these items in the future.

In preparation for the June opening of the Interprofessional Health Science (IHS) Library at the Hackensack Meridian School of Medicine in Nutley, NJ, the Catalog Department created metadata for IHS Library holdings and transferred the location of 175 medical and nursing texts from Walsh Library to the IHS Library and prepared them for shipment to Nutley.

All hands were on deck for data collection of all third and fourth floor book shelves in preparation for the implementation of Stack Map in the library catalog.

Loesch and Deyrup were invited to a Seminary faculty meeting to present and discuss library services available to them. Changes to the Seminary library website and book ordering procedures were a direct result of this encounter.

Assistant Dean Leonard, Loesch and Deyrup met with a group of librarians from William Paterson University to discuss the migration process to OCLC's WorldShare Management Services (WMS) system and how the different processes work. They were contemplating the option of transitioning to WMS.

Loesch and Sulekha Kalyan met with acquisition and cataloging librarians from Bergen Community College who wished to learn various workflows within the WorldShare system after making the transition to WMS.

Special staff projects

Eubanks worked on several projects housed in the institutional repository. He reviewed and corrected Poetry in the Round records and did the transcription of the priest cassette seminars. He also uploaded and posted records for the Seton Hall University Fact Book, SHU promotional material, and sabbatical reports.

Cheng-Lee cataloged Chinese-language materials for the Library's Chinese Corner, assisted with Multicultural Day activities held in the Library Information Commons, and consulted with Special Collections regarding the Wu collection.

Mazza, in addition to her duties processing dissertations and theses, revised and reformatted the ETD Excel files to improve reporting.

Marino cataloged the Nicoletti poetry collection as well as several other donations.

The primary mission of the Technical Services Department's is to support GOAL 3 of the Library's 2012-2020 strategic plan (provide effective organization and presentation of information and collections and access to information located elsewhere). The work we accomplished this year contributed to OBJECTIVE 15: Address legacy issues with our print collections through specific projects such as the re-cataloging of the print religion collection, the dissertations and theses inventory, and the priest's cassettes, ETDs, Poetry in the Round files, and other institutional repository collections. OBJECTIVE 1: Design, staff, and build an opening day collection and space for the Integrated Health Sciences campus and the new School of Medicine) was supported in the efforts to provide a reference collection for the new IHS Library and create library catalog metadata to support the new library.

The data collection for Stack Map met OBJECTIVE 10: Continue to deploy more sophisticated mapping, wayfinding, signage and/or digital signage for the stacks and the building. This year we added a monthly all-staff meeting in support of OBJECTIVE 3 (Continue to improve library-wide coordination and communication: collections coordination (electronic, print, and repository).

Marta Deyrup

*Co-Head of Technical Services
Annual Report FY: 2017-2018*

Introduction

Dr. Deyrup's and Professor Loesch's report on the activities of the Technical Services Department has been filed separately. This report outlines Dr. Deyrup's duties as a faculty member, subject specialist and departmental liaison.

Dr. Deyrup is the liaison to the Department of Languages, Literatures and Cultures, the Valente Library and the Russian and Eastern European Studies Program and

co-liaison to the English Department with Gerry Shea. In this capacity, she supports the research activities of faculty and students, does collection development, and provides instruction primarily for University Life, English 1201 and English 1202. Her collection development activities this year focused on increasing electronic and print resources for Early American, Medieval and Victorian Literature. Dr. Deyrup also met with our Italian vendor to refocus our Italian language approval plan and she and Gerry Shea did the impact statement for the Irish literature minor. She arranged for trials of the New Oxford Shakespeare Online (database purchased), Northern Ireland: A Divided Community, 1921-1972: Cabinet Papers of the Stormont Administration, Literary Print Culture, English Literary Reference (journal purchased) and 19th Century Masterfile. She supported the advanced research activities of students and faculty in REESP and the master's program in English and did a library orientation and subsequent research consultations for this year's Alberto Institute visiting scholar. Deyrup also developed subject and course specific Libguides for her departments. Usage statistics for these guides include 1,066 visits to the subject-specific page for English, 1057 to the English 1201 guide, 2,855 to the English 1202 guide, and 550 visits to the Shakespeare guide. Deyrup organized an exhibit on books in our collection memorializing the Russian Revolution.

As a member of the Library's Public Services Committee, she worked on the delivery and assessment of 1201 and 1202 library instruction, developing a plan for the delivery of library resources for Core III courses and contributed to improvements made to the Library homepage.

As co-chair of the Digital Humanities Committee, Deyrup helped create a DH certificate, which will be submitted to the A&S EPC this year, organized training workshops and seminars, and selected and approved SHU faculty to receive yearlong fellowships and semester-long seed grants in the Digital Humanities.

Successes and Challenges

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

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

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

Successes include collaborative, positive relationships with the departments I liaise with, representation of the library on the Executive Senate Committee and various Senate subcommittees, and a substantial contribution to the success of a digital humanities initiative on campus.

Challenges: the English department has a new chair, as does its graduate studies program. More can be done with standardizing instructional classes for 1201 and 1202 and taking full advantage of the potential of the Library Website to deliver resources and instruction.

Looking Ahead

Develop relationships with new chair of the English department and new chair of graduate studies.

Better outreach to graduate students.

Find meaningful way to increase library presence in English department (an experiment tried this year).

Improve resource use by faculty in the Department of Languages, Literatures and Cultures.

Explore in PSC ways to off-load more instruction offline. Do a genuine analysis of the use of library resources using Google Analytics.

Service

SERVICE TO THE PROFESSION

Editor, *Journal of Archival Organization* (2017-)

Column Editor, Digital Trends and the Global Library Community, *International Information & Library Review* (2015-)

Editorial Boards, *International Information & Library Review* (2016-); *Journal of Electronic Resources Librarianship* (2010-); *Technical Services Quarterly* (2009); *Journal of Archival Organization* (2017-)

Member, ESS, LLAMA, LITA, East Coast Consortium of Slavic Librarians

SERVICE TO THE LIBRARY

Member, Program Review Committee

Member, Public Services Committee

Faculty Senator

SERVICE TO THE UNIVERSITY

Co-Chair, Program Review Committee (2016-)

Faculty Senate Executive Committee (2016-)

Co-chair, Digital Humanities Committee (2016-)

Member, Academic Integrity Committee (2018-)

Chair, Calendar Committee (2018-)

Member, Core Curriculum Committee (2015-)

Professional Development

Vendor webinars and training sessions. DHSI workshop. Attendance at ALA.

Publications and Presentations

Librarian's Guide to Writing for Publication (book to be published by ABC CLIO/Libraries Unlimited in fall 2018)

Yet another Look at the Glagolitic Alphabet (NESEES Conference, NYU. April 7, 2018)

Martha Loesch

*Co-Head of Technical Services
Annual Report FY: 2017-2018*

Introduction

I batch changed the location of 274 books in our catalog from Main Collection to the newly created New Books and Valente New Books collections and assisted in creating the workflow process for new books.

I created new metadata for cataloging Interprofessional Health Science Library (IHS) books and transferred 175 books from the Walsh library collection to the IHS Library reference collection.

As the library faculty representative on the Faculty Guide and Bylaws Committee, I compiled sections from the Faculty Guide that pertained specifically to librarians and presented these along with some library amended documents to Joan Guetti and Eric Lillquist in respond to the Provost's Office request.

I responded to Assistant Dean Derry's request to review a list of missing books that surfaced as a result of the library inventory last year. Reviewed and ordered a few of them.

I am one of the library faculty Dean Buschman charged to serve on a new committee to address data management which encompasses researching data, sharing data, preservation of data, and storage of data.

As a member of the Program Review Committee, I and a colleague met with Marianne Lloyd, chair of the committee, to review and discuss adjustments to the review process to accommodate library faculty and library functions.

Romana Schaeffer, Collections Manager for Museum and Special Collections requested a meeting with me to discuss details involved in adding art objects to the catalog as "educational collections."

I met with Jeanne Brasile, Walsh Gallery Director, to institute the workflow process of cataloging exhibition catalogs and linking them to the gallery website.

Librarians met with EBSCO folks regarding their new open source platform. Discussed cataloging workflow processes in WMS with them.

Trained Jackie Deppe, Special Collections Assistant, in how to interpret a MARC record and how to copy-catalog texts.

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 2017-2018, 108 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 Information Literacy 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 expanded library assessment protocols. Several librarians (myself included) met with the English Department freshmen course coordinators to review and make improvements to this collaborative effort with great success. 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 instruction.

The Research Instruction project I implemented in collaboration with the summer EOP program was launched in July 2017 and proved successful. Six librarians (myself included) and one administration volunteered to teach multiple classes of 15 students each for the six week course. The faculty met in the fall to review and assess the program (pre and post surveys were administered to the students) and to make improvements for next summer. 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.

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-12th 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, professional teaching texts and educational videos 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.

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 education programs. I also teach Information Literacy in both graduate and undergraduate education and counseling psychology classes to inform students how best to conduct research using library related tools.

As Liaison to the Seminary Library, I and a colleague met with the Seminary faculty to discuss the many resources the library has to offer faculty. The Seminary faculty voiced interested in several services and improvements to their webpage and book ordering processes ensued.

I met with a visiting Chinese scholar in Higher American Education, Dr. Zhijiang Li, to introduce him to our library resources and services during his time at Seton Hall.

In Fall 2017, librarians joined the School of Diplomacy faculty to review the new JSTOR Security Studies database module and provide feedback for changes and improvements.

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.

I was asked to join Dr. Minimair and Instructional Designer, Jenna Corrado, in creating the Data Visualization and Analysis (DAVA) online graduate course. As the psychology liaison, I will ensure library resources pertinent to this program are available and included in the syllabus.

Service

Faculty Guide and Bylaws Committee

Program Review Committee

University Rank and Tenure Committee

Education Policy Committee, Chair

Library Nominations and Elections Committee, Chair

Data Management Committee

Library Rank and Tenure Committee

Acquisition Librarian Search Committee

VALE/ACRL/NJLA, Conference Breakout Proposal Committee
NJLA - CUS /ACRL- New Jersey Chapter – Bibliographic Control & Metadata
Committee
NJ Name Authority Cooperative Project (NACO) Funnel
NJ Monographic Bibliographic Record Cooperative Program (BIBCO) Funnel
Our Lady of Sorrows/St. Joseph’s New Energies Committee (South
Orange/Maplewood, NJ) for Diocese of Newark
Minister of the Word, Our Lady of Sorrows Parish
Volunteer for Our Lady of Sorrows Food Pantry
St. Peter’s Prep Parent Spirituality Group

Professional Development

University Libraries Speaker Series:

I. “Discursive and Demographic Dysfunction or Why It Is So Hard to Decide What
the Facts Are”

II. “The Absence of Healthy Information: Reflections on Pope Francis’ World
Communications Day Message on Fake News”

OCLC Webinar: Policies for Replacing WorldCat Records”

Digital Asset Management webinar

The Inter-University Consortium for Political and Social Research webinar

“Cautionary Tales in Copyright” from a Communications Dept. Perspective

Improving Research Data Management webinar

Love Data Week – showcased Data Management services provide by the library such as researching data, sharing data, preservation, and storage of data. There was also a panel discussion of four Seton Hall faculty who have conducted social science research involving data sets: Dr. Glen Beamer, Dr. Rong Chem, Dr. Matthew Hale, and Dr. Manfred Minimair.

Various vendor demonstrations: Science Direct, Credo Reference, Mendeley Data, JSTOR Daily, Gale products, etc.

Attended Digital Humanities showcases to learn how faculty are incorporating digital products and services in their curriculum and research.

Kathryn Wissel

Reference and Instruction Librarian

Annual Report for FY: 2017-18

Introduction

During the academic year 2017/18 I served as liaison librarian to the Stillman School of Business, as well as the Judaeo-Christian Studies, Religious Studies and Psychology Departments.

In my role as reference and instruction librarian, I completed 80 hours of reference in both fall and spring semesters, conducted 20 research appointments, and taught 32 University Life, and Freshman English, and Business Writing introduction to library research sessions. I also conducted four financial support statements including: (1) proposed Psychology and Speech Language Pathology (4+2) dual degree program, (2) proposed Business-Catholic Studies Minor, (3) proposed Medical Humanities Minor or Certificate (4) proposed Expansion of Stillman's China MBA Program to Shanghai.

In addition to my role as a reference & instruction liaison librarian, in the past academic year I served on the University Libraries' Public Services Committee as chair and am a member of the newly-formed Data Management Committee. My service to the University included membership in the Senate Library Committee, the Senate Compensation and Wellness Committee, the Charter Week Committee and the Digital Humanities Committee.

Specific professional accomplishments are aligned with their corresponding strategic objective below.

Successes and Challenges

OBJECTIVE 2: Implementing the Libraries' Strategic Plan

As member of the newly-formed Data Management Committee (DM), I worked with fellow members to research the evolving role of DM services in academic libraries. In order to get input from the broader university community and get a better sense of the needs of our researchers, we designed a faculty survey and engaged with the University's grants office. We evaluated and leading social sciences data repository and recommended membership to it. Once acquired, a coordinated roll out campaign culminated in a week-long Love Data Week in February. Specific objective-related activities included:

- Planned and executed to promotion of the University Libraries' Love Data Week, four days of data sourcing, use and management in February of 2018, including a presentaiton the University Libraries' new DM services to faculty and graduate student researchers
- Attended presented a workshop the International Association for Social Sciences Information Services & Technology (IASSIST) conference, Once Upon a Data Point, Sustaining our Data Storytellers 5/29-6/1/18.
- Served and continue to serve on the Planning Committee for the Federal Reserve Bank's Beyond the Numbers government and economic data conference in November 2018.

OBJECTIVE 4: Reformulate the Liaison model

The roll out of the Seton Hall / Wiley online graduate degree programs required further exploration of point-of-need learning objects and on-line reference services. Activities related to deepening my role as liaison to my departments included:

- Attended 10 Wiley course and program planning sessions to understand the library resource needs of these constituents and plan for their provision
- Created an Intro to Business Research Resources tutorial for on-line only MBA students

- The acquisition of a business case database to alleviate the need to use of highly restrictive Harvard Business cases and to encourage case-based assignments in professional courses throughout the university
- Conducted a large number of research consultations with Stillman capstone project students and Pirate Pitch finalists to assist them in the development of their business and marketing plans
- Conducted in-class business research resources instruction sessions for 10 business writing classes.

OBJECTIVE 5: Manage services more effectively...assessment of services and teaching...

- Evaluated in-person and chat reference statistics to ensure coverage meet the needs of our patrons.
- Working with the PSC, working to further refine information literacy assessment

OBJECTIVE 9: Maintaining and increasing role in / leadership of campus scholarly activity issues.

To advance this objective, I served on served on the Digital Humanities Committee and was a member of the University's Writing Across the Curriculum (WAC) working group. My activities included:

- Developed and attended / conducted a spring DH series for graduate students
- Co-sponsored a three day summer DH Symposium with the DH Committee and the TLTC and presented at two sessions
- Service on the Libraries' Data Management Committee
- Served on the Senate Library Committee
- Worked with Dean Buschman and Lisa DeLuca to create Literature Reviews of the Reviews for the Provost's Leadership Initiative

OBJECTIVE 3: Continue to improve library-wide coordination and communications

- Co-created a video designed to thank past University Libraries' donors and to inspire additional support.

Looking Ahead

In addition to my regular reference and instruction duties, in the academic year 2018/2019, goals include:

- Taking advantage of a course release award to begin two research projects leading to the submission of articles to peer-reviewed journals
- Continued service on the Planning Committee for the Federal Reserve Bank's Beyond the Numbers government and economic data conference in November 2018
- Further develop the University Libraries' suite of data services as a member of the Data Services Committee
- Continue participation in the University's Office of Mission and Ministry's Praxis program

Service

- Library Public Services Committee – Chair
- Library Data Management Committee
- University Charter Week Committee
- Senate Library Committee
- Senate Compensation and Wellness Committee

Professional Development

Metro Library Council Workshop: How to Publish Articles and Books on Business and Related, October 2017.

IASSIST & Carto sponsored Once Upon a Data Point: Sustaining our Data Storytellers, Montreal, Quebec May 2018.

Seton Hall University's Office of Mission and Ministry's Advanced Seminar on Mission, Fall 2017

Seton Hall University's Office of Mission and Ministry's Praxis of Advanced Seminar on Mission, Praxis Cohort 5, Spring 2018

Publications and Presentations

Workshop Presentation: *Data Storytelling with PolicyMap across the Disciplines* (with Lisa DeLuca) at IASSIST & Carto sponsored Once Upon a Data Point: Sustaining our Data Storytellers, Montreal, Quebec May 2018.