Seton Hall University

eRepository @ Seton Hall

2017

Seton Hall University Dean of Libraries Annual Report FY: 2016 - 2017

Seton Hall University Libraries

2017

Seton Hall University Dean of Libraries Annual Report FY: 2016 – 2017

Seton Hall University Libraries

Seton Hall University
Dean of Libraries
Annual Report FY: 2016 – 2017

Table of Contents

Dean of University Libraries
Annual Report FY: 2016 - 2017

Executive Summary

"A university is just a group of buildings gathered around a library. The library is the university." –Shelby Foote (http://library.shu.edu/giving)

This has been another year of significant progress:

- Following the adoption of our Library Information Technology (LIT) plan last year, we can report: a successful partnership with Advancement to digitize the full run of Seton Hall Yearbooks; to date, the Yearbooks have been downloaded approximately 5,000 times; the Institutional Repository itself has now surpassed 2 million downloads covering all aspects of Seton Hall scholarly production; a true digital preservation tool – Preservica – has been implemented, and President and Provost campus-wide e-mails will be the first truly born-digital assets to be permanently preserved with it, to be followed by the National Institute for Clergy Formation. Summer Institute for Priests – a recorded collection of lectures unique to Seton Hall currently being digitized; finally, with the new tools and expertise provided by the LIT plan we at long last have a University Libraries-specific giving page developed with Advancement and IT (http://library.shu.edu/giving).

- Events: 1) We celebrated the 20th Anniversary of the Valente Italian Library with a dinner and tribute to Mr. Sal Valente in September (http://library.shu.edu/valente/about-valente); $23,000 was raised from the event and follow-ups; 2) The University Libraries inaugurated a Speakers Series titled "Critical Issues In Information & Education" featuring our own Prof. Chris Tienken speaking on his research findings on school reform and misinformation along with the distinguished former editor of Library Journal, John Berry III speaking on libraries and fake news.

- The University Libraries' Instruction Program taught 358 instruction sessions to 6,893 students – both increases over last year while undertaking a second phase of ENG 1201/1202 assessment. In a similar vein the Libraries successfully launched a chat widget which, with a random-sampling data collection initiative has been used to shape and begin to assess our other services detailed in Asst. Dean Sebastian Derry's report.

- To illustrate the Library faculty expertise that must go into effective presentation of resources, Dr. Bao documented his 613 incidents to intervene and repair, adjust or analyze electronic resources over the year in his report. At the same time the Inventory was finished and the records cleanup meant that Collections Services (cataloging) department changed, modified or deleted 43,000 records this year, further improving Seton Hall's collections databases. My estimate is that we have cleaned up 250,000 records over the last five years across all formats. We do this as part of a collective effort so that Seton Hall users get high-quality service from partner universities, and in return we are relied upon – requiring an accurate database of our collections. This is how research is supported now, and it is why we've been working systematically on the quality of our spaces, the organization of our collections, and the quality of our collections data. They are all tied together in supporting Seton Hall's academic ambitions.

- This was a year of major movement to maximize space and technology in the combined operations of the Gallery (the art collection) and Special Collections: painting storage, full collection inventory, space/collection reorganization, collections review, major progress on documenting and describing the Seton Hall University Museum of Anthropology and Archaeology (SHUMAA – aka the Kraft Collection), deploying

ArchiveSpace (replacing the outdated ArchivistsToolkit) on an IT server (part of the LIT plan as well), and making significant progress on the D'Argenio gift of Roman coins and artifacts. Along the way, we made some significant finds in the collections: [https://www.shu.edu/news/1787-thomas-jefferson-book-gets-a-new-life.cfmhttps://www.shu.edu/news/1787-thomas-jefferson-book-gets-a-new-life.cfm](https://www.shu.edu/news/1787-thomas-jefferson-book-gets-a-new-life.cfm), some rare and valuable Edward Curtis platinum prints and a very elaborate early 17th century papal bull.

- The shift of the circulating collection was completed in the Spring semester – bringing this long-running project to a close. The collections and the spaces – of all types – are being used: approximately 66,000 items were borrowed, loaned, and/or used (more than 42,000 books circulated, 18,000 interlibrary loan transactions were fulfilled for books and articles – loaned and borrowed, almost 2,000 document delivery requests were filled internally, and more than 3,000 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 was implemented as well); there was a 62% increase in electronic reserves over last year; and we had almost 630,000 visitors (gate count) this year. We also loaned the Silent Study Room to Admissions to host their tours after their Duffy Hall space was required for a SHMS classroom. Both sets of spaces will return to student and Libraries uses.

- There were quite a number of personnel developments this year. Professor A. Lee retired in December 2016 after more than 40 years at Seton Hall University Libraries, Mr. Gerry Shea replaced him as Communications Librarian in February 2017. Kathryn Wissel joined us as our tenure-track Business Librarian. Ms. Allison Stevens resigned her position as Collections Manager for SHUMAA in October 2016 and was replaced by Ms. Romana Schaeffer in December of 2016. Kim Reamer (August 2016) joined us as Special Collections Assistant, and Jesse Benicaso (January 2017) as Gallery Assistant. Ryan Fino joined us in May 2017 as Library Technology Coordinator. Jody Drafta resigned her position as Assistant to the Office of the Dean in October 2016, and Tiffany Burns-O'Neill replaced her in November; in turn Tyamba Taylor-Lamie replaced Ms. Burns-O'Neill as Weekend Circulation clerk. Joe Yankus resigned in October for a professional position at Rutgers and Mary Ellen Piel replaced him in January 2017 as Collections Services Assistant. Last, core to our LIT plans Zach

Pelli was hired as Digital Collections Infrastructure Developer (our programmer) in September 2016. Ms. Kate Dodds (May 2017) and Mr. Robert Rementeria (January 2017) both left the employ of the University.

Dean's Activities (selected, 2016-2017)

University Service

- University Budget Committee

- Provost's Merit Committee (redux)

- Copyright Committee (TLTR), co-chair

- TLTR Executive Committee

- CRRA (Catholic Research Resources Alliance) Board Member

- CRRA Governance Committee

Publications

John Buschman, "Leadership and the Political: The Environment of the Information Management Organization," in *Handbook of Information Management*, (tentative title, forthcoming), eds. Toby Pearlstein and James Matarazzo. Bradford, UK: Emerald.

___, "The New Technocracy: Positioning Librarianship's Core Values in Relationship to Technology Is a Much Taller Order Than We Think," in *Values and Technology*, (tentative title, forthcoming), eds. Peter Fernandez and Kelly Tilton. Chicago: Association of College & Research Libraries.

___, "Doing Neoliberal Things With Words in Libraries," *Journal of Documentation*, 73, (4) 2017, pp. 595-617.

___, "November 8, 2016: Core Values, Bad Faith and Democracy," *Library Quarterly*, 87 (3), 2017, pp. 277-286.

___, "The Politics of Academic Libraries: Every Hire Is a Strategic Hire," *Journal of Academic Librarianship*, 43 (3) 2017, pp. 266-267

___, "Once More unto the Breach: 'Overcoming Epistemology' and Librarianship's De Facto Deweyan Pragmatism," *Journal of Documentation*, 73 (2), 2017, pp. 210-223.

___, "The Politics of Academic Librarianship: Space – And its Context," *Journal of Academic Librarianship*, 43 (1), 2017, pp. 87-88.

Papers

(invited) "November 8, 2016, the Public, and Libraries," American Library Association Annual meeting, Chicago, June 25, 2017 (invited to submit for translation into Swedish

for publication).

"Between Neoliberalism and Identity: Academic Librarianship and November 8, 2016," CAPAL/ACBAP Annual meeting 2017, Ryerson University, Toronto, May 20-June 1,

2017.

"What Does November 8, 2016 Mean for Information Ethics?" Information Ethics Roundtable, University of Illinois, April 21-22 2017.

Professional Meetings

- American Library Association Annual meeting, Chicago, June 22-25, 2017

- CAPAL/ACBAP Annual meeting, Ryerson University, Toronto, May 29-June 1, 2017

- Information Ethics Roundtable, University of Illinois, April 21-22 2017

- Preview of the Ithaka S+R US Library Directors Survey Findings, ACRL Baltimore, March 22, 2017

- PALCI Deans & Directors meeting, Drexel University, Philadelphia, September 22, 2016

Library Faculty: Scholarship and Service

Bao: Presented "Create Interactive Visualizations for Library Instruction Classes" at VALE/NJ Conference Breakout Session at Rutgers University on January 6, 2017; recommended for the Fulbright Specialist Roster; presentation on the topic of "Improve Reader Serice through Digital Humanities: Distant Reading via Text Mining Tools" at the Seminar on "Library and Social Development, New Setting, New Ideas and New Services" jointly organized by Pudong Library, Shanghai, China, and the Chinese American Librarians Association 21st Century Librarian Seminar Series June 12-14, 2017; poster on "Chinese Corner: From Library to Classroom" was accepted at IFLA World Library and Information Congress, 82nd IFLA General Conference and Assembly, 13-19 August 2016, Columbus, Ohio, USA; served on Faculty Senate IT Committee, 1997 – present; Faculty Senate Faculty Development Committee, 2014 – present; Chair of EDS Committee; invited to peer reviewer for the manuscript "The Current Status of Chinese Academic Library Services: A Web Survey" for CALA's newly created journal (International Journal of Librarianship, http://journal.calaijol.org).

Bloom: Bloom, B.S. (July 2017) "Interiority and function: pedagogical developments at Seton Hall University," conference paper, "The Role of the Functional Specialties: A Workshop for Applying Lonergan. Sponsored by Center for Catholic Studies, Boston College, Jacques Maritain Institute, and the University of Trieste, Trieste, Italy; -------------(2016) "Christianity and courage in the First Century," 2016 Summer Seminar, Center for Catholic Studies, Seton Hall University;
Bloom, B.S. (July, 2017). "Praxis: A Seton Hall Success Story: Application of GEM to Our Curriculum." presentation at "The Role of the Functional Specialties: A Workshop for Applying Lonergan. Sponsored by Center for Catholic Studies, Boston College, Jacques Maritain Institute, and the University of Trieste, Trieste, Italy; University Assessment Committee Liaison from library; Woman of the Year Committee; Praxis Leadership Advisory Council; MLK Scholarship Association mentor; Senate Core Curriculum Committee; University Core Curriculum co-liaison for information fluency core competency; Senate Grievance Committee; Senate Academic Policy Committee; •Library Rank & Tenure Committee, Chair: Library Faculty Assembly Chair; Library Nominations and Elections Committee, acting Chair; Public Services Committee, Chair; Collection Development Committee; Merit Pay Committee—Chair (2017-2018); Library Faculty Search

Committee for Communication Librarian; Library Database Committee; Accessibility Committee; EBSCO committee; NJLA/ACRL College and University Section Research Committee; Digital Humanities seed grant (2016-2017).

DeLuca: "Navigating United Nations Data Sources" in *Collection Building*, January 2017; "United Nations: Online data repositories and resources" in *C&RL News*, December 2017; Presented Poster "Shining a Light on a University Special Collection with Data Visualization" at ACRL 2017 Conference, March 24, 2017 [with Katie Wissel]; 2016 Digital Commons Great Lakes User Group and New York Institutional Repository Conference – July 2016 – Workshop Presenter – Creating and Marketing an electronic journal; ACRL 2017 Conference Poster Sessions Committee, 2015-present; received New Jersey Association Society of Public Administration's MPA Student of the Year Award; awarded 2017-8 Digital Humanities Faculty Fellowship Award with Larry Greene (History); Public Services Committee, Student Learning Outcomes Task Force, 2016; member of the Digital Humanities Committee, 2014 – present; member of Collection Development Committee, 2015 to present; Library Data Analysis Committee.

Delozier: "Archival Science & Historical Method Toward Quest For Insight," Praxis Seminar, Seton Hall University, 2016-2017. (Revised Web Essay); "Gothic Pride, Brian Regan," *New Jersey Studies: An Interdisciplinary Journal*. Trenton, NJ: New Jersey Historical Commission, 2:1, 2016; "Religious Rules & Regulation: The First Synod of Trenton (1886)," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:3, 2017; "The Sidewalks of New Jersey – Alfred E. Smith, Catholicism, and the Presidential Campaign of 1928," *Essays on New Jersey Catholic History – In Commemoration of the 350th Anniversary of New Jersey*. Ganz, Carl, ed. (South Orange, NJ: New Jersey Catholic Historical Commission, 2016) [pps. 110-170]; "The Writings of Bishop John Joseph O'Connor and the Great War," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:2, 2016; "Broadcasting Their Stories – Exploring the Evolution and Wider Views of Seton Hall Women in the Media from 1937 to the Present Day," including co-panelists Dr. Tracy Gottlieb, Vice President of Student Services; Ms. Ashley Turner, Setonian – News Editor; Ms. Brianna Bernath, Setonian – Assistant News Editor; "The Easter Rising & American Revolution - A Comparison of Rebellion," Presentation at the Ridgewood Public Library. May 2, 2016 (Invited); "Mount Carmel Guild Collection," Lightning Round Talk – CRRA Annual Conference Panel, Interactive Presentation centered in New York City, NY. June 7, 2016; "History of the Immaculate Conception

Chapel," New Jersey History and Historical Preservation Conference held at Seton Hall University, South Orange, NJ. June 9, 2016 (Invited);   "The Female Presence and Post-Secondary Co-Education in the Franciscan Academic Experience from Early Inroads to Enduring Presence 1847-Present for the 2016," Presentation at the Franciscan Institute Conference on Franciscan Women held at St. Bonaventure University, St. Bonaventure, NY. July 14, 2016;   "Campus 'Then and Now' Tour," Presentation for parents and students during the Seton Hall University Weekend Celebration, South Orange, NJ. September 23, 2016 (Invited); "Bob Davies, Seton Hall's First All-American," Presentation by author Mr. Barry Martin during the Seton Hall University Weekend Celebration, South Orange, NJ. September 23, 2016. (Moderator); "Overview of South Orange History and Value of Libraries" Presentation with Ms. Melissa Kopecky, Director of the South Orange Public Library at the South Orange (New Jersey) Symposium. November 4, 2016 (Co-Moderator); "Irish & American Irish Resources" and "History of the Irish in New Jersey," Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 11-12, 2017 (Invited); "Broadcasting Their Stories – Exploring the Evolution and Wider Views of Seton Hall Women in the Media from 1937 to Present Day," Presentation at the annual Seton Hall University Women's Conference, South Orange, NJ. March 24, 2017; "Baseball and New Jersey" Presentation by author Mr. Bob Golon for the residents of The Atrium at Navesink Harbor, Red Bank, NJ. April 10, 2017 (Moderator); "Bringing the Archives & Library to the Online Classroom: Catholic Course Content Old & New in Action," Presentation at the National Catholic Educational Association/Catholic Library Association Conference held in St. Louis, Missouri. April 19, 2017; "Discovering Primary Source Materials and Road Trip Tales: The Newark Archives Project." Presentation at the Mid-Atlantic Regional Archives Conference Spring Conference held in Newark, New Jersey. April 22, 2017 (Panel Creator and Moderator); Chair of the Catholic Library Association Membership and Publicity Task Force; Praxis Program of the Advanced Seminar on Mission; Release Time Award - Support for Research and Future Publication (Starting Summer 2017); Catholic Library Association (CLA) Chair of the Membership & Publicity Task Force; named official CLA Historian, Chair of the Centennial Anniversary Committee (in anticipation of 2021); Head of the Catholic Resources Preservation Roundtable; member of the CLA Finance Committee; Catholic Research Resources Alliance (CRRA) Collections and Digital Access Committees; Chair of the CRRA Scholars' Advisory Committee; Ancient Order of Hibernians (AOH) State Historian and Archivist for the New Jersey AOH; South Orange Historical Preservation Society (SOPHS) Vice President; American Conference of Irish Studies (Archives and Digitization Task Force); Irish-American Cultural Institute (Easter Rising and New

Jersey Commemoration Committee); New Jersey Library Association College/University Archivists Committee; Newark Archives Project (Advisory Board Member); Faculty Senator representing the University Libraries for the 2016-2017 term. Part of the Faculty Senate Library Committee. In addition, I also belong to the Faculty Senate 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); Program Review Committee (2016); Student Leadership Servant Award Committee; Co-Advisor for the Seton Hall University Student Irish Society (Pirates of Irish Persuasion and Excellence); University Libraries Accessibility Committee; Archival Assistant Search Committee; Business Librarian Search Committee (Fall 2016); Member of the Steering Committee for: "China Studies, Catholicism, and East-West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu"; Co-Chair of the Steering Committee for the conference entitled: "The 1916 Easter Rising: Art, Articulation, Inspiration. A One-Day Conference in Celebration of Éirí Amach na Cásca."

Deyrup: Deyrup, Marta M. Ed. *Reconfiguring Library Space: Expert Advice from Architects and Librarians*. ABC Clio/Libraries Unlimited, 2017; Deyrup, Marta M. and Erda Lapp. "Libraries in the Digital Age," chapter in *Ogledi o informacijskim znanostima: zbornik radova u cast Tatjane Aparac-Jelusic. Sveuciliste u Zadru*, 335-338, 2016; (with Mary Balkun) The NJDH Consortium, ELD Conference, Montclair State University (June 1, 2017; (with Mary Balkun) Charting a Course for the Digital Humanities at Seton Hall University. Brooklyn College (October 20th, 2016) at:
http://www.brooklyn.cuny.edu/web/aca_centers_wolfe/DHfinal.pdf;
Chair, search committee for a communications librarian; Faculty Senator, 2017-;Co-Chair, Program Review Committee, 2016--; Faculty Senate Executive Committee 2016--; Co-chair, Digital Humanities Committee, 2016--; 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-).

Ince: Awarded research release time Fall 2016; promoted to Associate Professor with Tenure; Digital Collections Committee chair; awarded Visiting Scholar status at NYU Steinhardt; Provost's Graduate Advisory Board; Chair, Digital Collections

Committee 2016 -; Public Services Committee 2013 - ; Collection Services Committee 2013-; Discovery Committee 2013-; Accessibility Committee 2017 -; Chair, Business Librarian Search 2016; Library Technology Search Committee 2017; Digital Infrastructure Search Committee 2016; Library Rank & Tenure Committee; Library Technology Coordinator Search Committee; Petersheim Committee; Library Senate Committee; Graduate Senate Committee; NJLA Technology Committee; Dolce Lab NYU.

Irwin: Student Veterans Association; Commencement Committee 2017.

Kalyan: Kalyan, S., & Rose-Wiles, L. (2017). "Turnaways or Denials: a sales pitch by any other name?" Poster Presentation at the 18th annual VALE / NJ ACRL / NJLA CUS Users' Conference, Rutgers University, Piscataway, NJ. January 6, 2017; Kalyan, Sulekha. Review of *Customizing Vendor Systems for Better User Experiences: The Innovative Librarian's Guide*. By Matthew Reidsma. Santa Barbara, CA: Libraries Unlimited, 2016 forthcoming in *Library Quarterly*; 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.

Lee: retired.

Loesch: Loesch, M.F. (2017). Research Instruction: A holistic approach. Under review with The *Educational Forum*; Loesch, M.F. (2017). "Research Instruction: Is there a disconnect between high school and college expectations?" 18th Annual VALE/ACRL/NJLA CUS User's Conference. Rutgers University, New Brunswick, NJ, Jan 6; Loesch, M.F. (2016). "Research Instruction: Is there a disconnect between high school and college   expectations?" NJEDge Annual Conference: The Junction of Technology and Teaching. Princeton Marriott at Forrestal, Princeton, NJ, Nov 18; Workshop Loesch, M.F. & Rose-Wiles, L. (2016). Library research instruction to science department TAs. Seton Hall University, McNulty Hall, August 18; Faculty Guide and Bylaws Committee; Program Review Committee; University Rank and Tenure Committee; Library Nominations and Elections Committee, Chair; Library Rank and Tenure 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.

Mita: "What Can You Do with an English Major," Seton Hall University, November 10, 2016; "Digital Exhibitions in Practice," MARAC Fall 2016: CAPITOL/CAPITAL- Making the Most of Archival Assets/Resources, Annapolis, MD, November 3-5, 2016; Digital Preservation Committee; Vault Task Force; Digital Humanities Committee; Academic Policy Committee (recently joined); Faculty Convocation Committee (recently joined); Charter Day Committee 2016-2017; search committees: Communications & the Arts Librarian, the Digital Collections Infrastructure Developer, the Archives & Special Collections Assistant; Chair, Records Management and Archives Assistant; Catholic Research Resources Alliance's Digital Access Committee

Rose-Wiles: Rose-Wiles, L.M., & Amour, V. (2017). Gamifying a first year biology lab library session. Presented at the 18th annual VALE / NJ ACRL / NJLA CUS Users' Conference, Rutgers University; Kalyan, S., & Rose-Wiles, L. (2017). Turnaways or Denials: a sales pitch by any other name? Poster Presentation at the 18th annual VALE / NJ ACRL / NJLA CUS Users' Conference, Rutgers University, Piscataway, NJ. January 6, 2017; Rose-Wiles, L.M. Review of *Librarians and Instructional Designers: Collaboration and Innovation*. By Joe Eshleman, Richard Moniz, Karen Mann, and Kristen Eshleman. Chicago, IL: ALA Editions, 2016. *Library Quarterly* (accepted for publication on June 1, 2017); Rose-Wiles, L.M. Lonergan's Functional Specialties and Academic Libraries. Paper for presentation at "A Workshop Applying Lonergan: the Role of the Functional Specialties", Trieste, Italy. July 22-29, 2017. Accepted March 21, 2017; manuscript reviewer for the *Journal of Academic Librarianship* and *Library Quarterly*; University Research Council summer grant awarded March 17, 2017 for "Are we ignoring history? An analysis of citations in recent chemistry articles" with Dr. Cecilia Marzabadi, Chair, Department of Chemistry & Biochemistry; Course Release / Research Time: approved November 26, 2016 for summer 2017; Petersheim Academic Expo Steering Committee; co-chair of the Copyright Committee; University Intellectual Property Task Force; STEM Education Group; Collection Development Committee; EDS committee; founding chair of the Merit Pay Committee; Peer Leader in the Praxis Program of the Advanced Seminar on Mission and GEM fellow.

Shea: (began Feb. 1, 2017) Faculty Senate alternate; Public Services Committee.

Wissel: Presented Poster "Shining a Light on a University Special Collection with Data Visualization" (acceptance rate of 34%,) ACRL March 2017; Review of *Rethinking Information Work: A Career Guide for Librarians and Other Information Professionals*, 2nd ed. by G. Kim Dority, Library Quarterly, July 2017; Secretary, the University Senate Library Committee; Teaching, Learning & Technology Roundtable, Classroom Technology Committee; 2016 Faculty Convocation Committee; 2017 Charter Day Committee; Veterans' Committee; Public Services Committee, Chair beginning May 2017; News Committee; Accessibility Committee.

Notable Administrative Scholarship and Service

Brasile: Grants in support of Nyugen Smith's solo exhibition in fall 2016 and for Ryan Roa's solo exhibition in fall 2017 - both from the Essex County Division of Cultural and Historic Affairs; funds also raised for the "Kiki and Seton Smith: A Sense of Place" exhibition in the fall of 2016 – from art critic Dan Bischoff, via the show's major sponsor, The Lennie Pierro Memorial Art Foundation, Judith Targen and Raleigh Caesar Fine Art; full page article on the front page of the *Star-Ledger's* "Today" section: "Sister Artists Return to South Orange" on October 30th, 2016; Juror at the Bergen Teen Arts Festival sponsored by the Bergen County Division of Cultural and Historic Affairs; Guest curator/speaker at the Maitland Museum in North Orlando, Florida; Reappointment (2nd consecutive 4 year term) by the Essex County Board of Chosen Freeholders to the Essex County Arts Advisory Board; Advisor to new start up non-profit, Jersey City Arts Exchange in Jackson Hill (Jersey City), New Jersey; Index Art Center of Newark, New Jersey Annual Benefit committee; Juror for the newly founded Express Newark artist residency in downtown Newark; Artist Development talk at the Watchung Center for Contemporary Arts artist collective group.

Derry: Oversaw the project of de-duplicating, inventorying, and shifting the entire circulating collection, which was completed; initiated random sampling data collection for services ; oversaw the first- and second-phases of Library Instruction Programmatic Assessment; Accessibility Committee; Library News Committee; Library Newsletter; Library Speaker's Series; University Assessment Committee.

Leonard: Inventory Reconciliation (data cleanup) project; LIT Plan implementation – lead administrator; successful integration of OCLC's Worldshare Management

System Patron Management functions into EBSCO's Discovery product, EDS; instituted Shibboleth (via OKTA) for EBSCO products (to match our library's patron system authentication) and pointed EZProxy identity management to OKTA allowing Single Sign-On; TLTC Online Learning Committee; Past President, ACRL-NJ/NJLA-CUS; Collection Development Committee; Digital Preservations Interest Group; NJLA Elections and Nominations Committee.

Pelli: Enabled the University Libraries to customize and reprogram our online archives, organizational and exhibition systems, as well as our website: planned the requirements with the IT hosted server for ArchivesSpace, installed the product and then migrated the data, fine tuned, redesigned, and improved our online public presence, improving the website providing a more modern simplified look, and set up Google Analytics to more closely monitor website usage patterns and improve usability; stepped in to support Library Information Technology needs during a time of short-staffing.

Schaeffer: Assessment of NAGPRA related materials and plans devised to handle; SHUMAA Inventory/spreadsheet reconciliation project; Vault Task Force and environmental data loggers project.

Progress on Library Strategic Plan Objectives Round 3: to May 2017 And: Going forward to 2020

Our goals for the year are established in the Seton Hall University Libraries'Strategic Plan, 2012 to 2020 http://library.shu.edu/library/mission) – specifically the Objectives we set at intervals (http://library.shu.edu/c.php?g=140414&p=2369998) guide the year's work. These are discussed with each Library faculty member and administrative employee each year, and specific Objectives highlighted applicable to their workload assignments and expertise. We made *notable* (vs. routine) progress on the following:

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

Objective 1: Design, staff, and build an opening day collection and space for the Seton Hall University School of Medicine **(1-9)** – *Personnel and materials budget established and Associate Dean position posted; space design established.*

Objective 3: Investigate, select, and deploy alternate service/teaching tools and technologies **(1, 5, 8)** – *Practicable chat widget deployed and customized; this has proven to be a driver of Reference services.*

Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching **(1, 3, 5, 8)** – *Profs. DeLuca and Wissel, working with Asst. Dean Derry, have developed data analyses of services and collections (see Asst. Dean Derry's report for examples); we have made staffing and space decisions based on this data.*

Objective 7: Develop a Reference and Instruction mission statement, curriculum mapping, synergies between these services, and other forms of literacy (e.g. data vs. statistical literacy), and develop a presence in Seton Hall's online courses **(1, 2, 3, 5, 6, 7, 8)** – *Progress made in conjunction with Assoc. Provost Cuccia inserting Library faculty into online course design consultations much earlier in the process.*

Objective 8: Define and play a role in Digital Humanities at Seton Hall **(1-3, 5-9)** – *Library faculty were a notable presence in most of the DH Showcase presentations by Seton Hall DH faculty fellows.*

Objective 10: Shift the circulating collection to allow room for growth **(2-4, 7-8)** – *Completed thanks to the oversight of Asst. Dean Derry; this is a notable accomplishment and was a massive project.*

Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection **(2-4, 7-8)** – *Also completed, also notable (approximately 14K duplicate volumes removed).*

Objective 12: Expand the profile of the Institutional Repository **(1-3, 5-8)** – *See my summary report handed out at the 6-27-17 Dean's Council.*

Objective 13: Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID) **(1, 3, 5-8)** – *Single sign-on accomplished (another milestone modernizing services).*

Objective 15: Institute a purchase-instead-of-borrow program/process (**1-3, 5, 8**) – *Demand-driven acquisition models continue to be enhanced.*

Objective 17: Organize, expose, and preserve the Seton Hall University Museum Collection (**2-9**) – *Significant progress made with the hiring of Ms. Romana Schaeffer and her thorough and diligent work.*

Objective 18: Manage Special Collections space efficiently and effectively (**1-4, 7-8**) – *Significant progress made late in the year with my stepping in as Dept. Head.*

Objective 19: Develop a basic digital preservation program in Special Collections (**1-4, 7-9**) – *With the continuing implementation of the Libraries' Technology Plan (http://library.shu.edu/library/DigCollTechPln) progress was made – the acquisition of Preservica was a major step forward.*

Objective 20: Work with Advancement on top fundraising priorities (**9**) – *The 20th Anniversary of the Valente Italian Library was celebrated, but the money raised was not notable.*

Objective 21: Continue enhancing the website through user and Library faculty feedback (**1, 3, 5-8**) – *The Libraries' programmer continues to professionalize this product.*

Objective 23: Develop Alumni and guest printing capacity (**1, 6**) – *Finally completed with IT, but the results are less than optimal.*

Objective 25: Develop events/speakers relevant to the Seton Hall community (**6, 7**) – *Speakers Series successfully inaugurated.*

*And: Objectives July 2017 to 2020 (goals addressed in **Bold** in parentheses)*

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

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**)

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**)

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**)

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

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**)

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**)

10. Continue to deploy more sophisticated mapping, wayfinding, signage and/or   digital signage for the stacks and the building (**1, 3-5**), deploy the Alumni portal (**1, 3, 5-7**)

11. Develop Electronic Resources workflows and collections monitoring (**1-3, 5-9**)

12. Expand access to electrical power for students throughout the building (**4, 9**)

13. Partner w/Security for better evening security coverage (**7-8**)

14. Address legacy issues with our print collections (**2-3, 5, 8**)

15. Grow the budget to address curricular and research needs (**2, 9**)

Additional areas from the "Annual Report Outline":

- o On Seton Hall's Strategic Plan, see the Executive Summary bullets
- o On Assessment, see report from Derry and Bloom
- o On Major Events see notes on Speaker's Series and Valente 20th Anniversary event
- o On Program Review: deferred for a few months due to the massive inventory/de-duplication/database cleanup and shifting project
- o On Collaboration and Outreach: see report of Prof. Rose-Wiles
- o On Facilities and Equipment: see notes on the Writing Center and space for Admissions
- o On Administrator Development: second mentoring program (for Derry) arranged with Assoc. Dean Steve Lorenzet
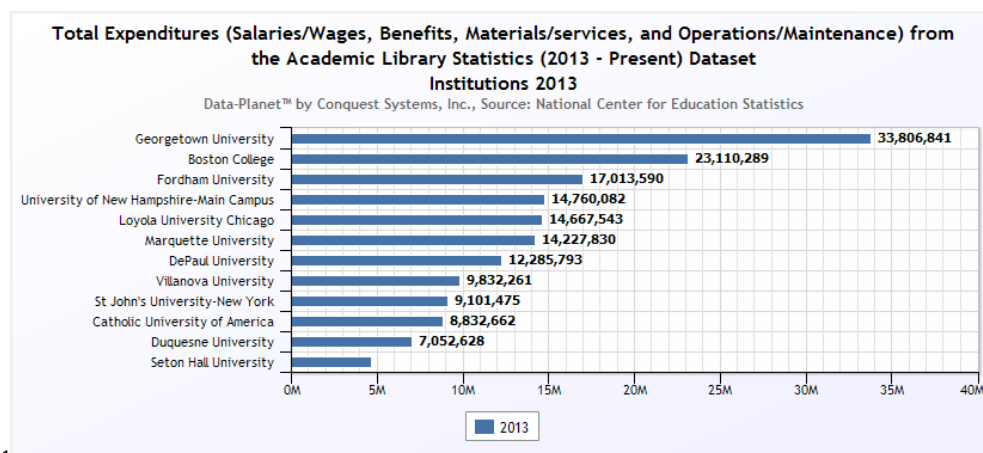- o On Budget Data, see appended

Budget Appendices

_____

To: Dr. Larry Robinson, Provost
From: Dr. John Buschman, Dean of University Libraries
Date: September 6, 2016
Re: Budget requests

At our August 22nd meeting you asked for 3 levels of budget request. I have provided that, with some documentation footnoted below[1] on how these figures were arrived at.

Total Expenditures (Salaries/Wages, Benefits, Materials/services, and Operations/Maintenance) from the Academic Library Statistics (2013 - Present) Dataset
Institutions 2013
Data-Planet™ by Conquest Systems, Inc., Source: National Center for Education Statistics

Institution	2013
Georgetown University	33,806,841
Boston College	23,110,289
Fordham University	17,013,590
University of New Hampshire-Main Campus	14,760,082
Loyola University Chicago	14,667,543
Marquette University	14,227,830
DePaul University	12,285,793
Villanova University	9,832,261
St John's University-New York	9,101,475
Catholic University of America	8,832,662
Duquesne University	7,052,628
Seton Hall University	

[1]

1. **Inflation has degraded** our ability to purchase e-books and monographs **down to $4,350** to cover **91% of our undergraduate population**'s major areas of study.[2]
- **Request: $85,000**/year to restore us (roughly) to 2011-2012 levels adjusting for real $ inflation.

2. **University Libraries have absorbed web technology costs from IT/Advancement** ($6,000/year) and Library Management System **(LMS) cost increases** while **IT** maintains a **$ commitment** to the LMS **at 2013 levels** with no server/service responsibilities ($12,550/year additional contractual costs).
- **Request: $18,550**/year to cover increased technology costs.

3. **Peg the Library Materials Budget** (135212) **to salary increases** to prevent this level of degradation to materials purchasing power: e.g. FY

17 budget of $1,287,574 w/2% increase = FY 18 budget of $1,313,325 (+ $25,750).[1]

[2] Based on the proportion of non-humanities majors from the latest (2012-2013) posted University *Fact Book*. This is so despite the allocation to cover *ScienceDirect* inflationary costs in 2015.

[3] Request #1 and #3 are both predicated upon a) separate allocations for the School of Medicine (SOM); b) coverage for *additional* costs incurred for existing resources extended to the SOM; c) that SOM resources will address some of the current shortfalls for Nursing, SHMS, and the Sciences at Seton Hall.

Library Functional Area Reports

Xue-Ming Bao, Ed.D., MLS

Systems Librarian and Associate Professor

Annual Report FY: 2016-2017

In the past academic year (2016-2017), I have been working in the role of Electronic Resources Librarian. Dr. John Buschman, Library Dean wrote: "Your work as Electronic Resources Librarian is crucial to the progress of the libraries. Your objectives for this year will center around Objectives 3, 4, 5, and 13" (October 21, 2016, Re: 2015-2016 Evaluation; 2016-2017 Objectives).
In his letter, Dean Buschman listed a few specific technological objectives relating to my job:

- Again, insuring timely and accurate access to library e-collections through the variety of our collections management tools. Problem solving is integral to this task.
- As requested by Asst. Dean Leonard, we are asking you to generate database use statistics this year; though it has already been accomplished, your re-review of the overlap of content from 2 e-book platforms "count" in this category as well.
- Continue enhancing the quality and coverage of the KnowledgeBase.
- Liaison instruction, collection development, and reference in assigned areas.
- Explore a potential technology ticketing tool for your work.

My report will provide a statistical overview of my work in relation to the four objectives from June 2016 to April 2017. Also, I will offer selected examples in relation to (1) Professional Effectiveness in terms of how my work supported these objectives as Electronic Resources Librarian and Library Liaison to Asian Studies, (2) Research and Scholarship, and (3) Services as a Faculty Member.

Part I. Statistical Overview

I have kept a work log in Excel from June 2016 to April 2017. It has accumulated over 600 entries including date, work description, request type and requestor position type. The following tables, figures, and an interactive visualization are created based on the work log entries to show the nature of my work in relation to the four objectives.

Table 1 shows that 55% of my work log entries are associated with Objective 4 relating to faculty and students, 27% with Objective 13 relating to maintenance, updates, and trouble-shooting, 10% with Objective 3 relating to new technologies, and 8% with Object 5 relating to data retrieval and statistics. Also, 53% of the requests were initiated by others such as administrators, librarian faculty, and so on; whereas 47% of work were my self-initiation.

Table 2 shows that 71% of the requests were from librarian faculty including my self-initiated work, 17% from administrators, and 5% from teaching faculty. Over 60 colleague names appeared in my work log entries. The data from both tables indicate my job requires a close collaboration with librarian faculty, administration, and teaching faculty. It also requires me to take initiatives to perform my job.

Table 1. Objectives by Requests Initiation Type (June 2016-April 2017)			
Objectives	Requests Initiated By Others	Self-initiative	Total
Obj. 13-Relating to maintenance, updates, and trouble shooting	137 (22%)	31 (5%)	168 (27%)
Obj. 3-Relating to new technologies	47 (8%)	16 (3%)	63 (10%)
Obj. 4-Relating to faculty and students	97 (16%)	238 (39%)	335 (55%)

Obj. 5-Relating to data retrieval and statistics	42 (7%)	5 (1%)	47 (8%)
Total	323 (53%)	290 (47%)	613 (100%)

Table 2. Objectives by Requestor Position Type (June 2016-April 2017)							
Objectives	Administrators	Librarian Faculty	Non-SHU Members	Staff	Students	Teaching Faculty	Total
Obj. 13-Relating to maintenance, updates, and trouble shooting	46 (8%)	106 (17%)	0	8 (1%)	2 (0.3%)	6 (1%)	168 (27%)
Obj. 3-Relating to new technologies	35 (6%)	27 (4%)	0	1 (0.2%)	0	0	63 (10%)
Obj. 4-Relating to faculty and students	18 (3%)	276 (45%)	3 (0.5%)	3 (0.5%)	13 (2%)	22 (4%)	335 (55%)
Obj. 5-Relating to data retrieval and statistics	7 (1%)	27 (4%)	0	13 (2%)	0	0	47 (8%)
Total	106 (17%)	436 (71%)	3 (0.5%)	25 (4%)	15 (2%)	28 (5%)	613 (100%)

Figure 1 is a cirrus (or word cloud). The bigger size the word, the more it appears in my work log entries. "Communicated" is the word in a relatively big size, which indicates my job requires a strong communication with others. I dealt with database issues relating to EBSCO, EDS, OCLC Support. My librarian liaison work to Chinese Corner and Asian Studies has a prominent presence in my work log entries.

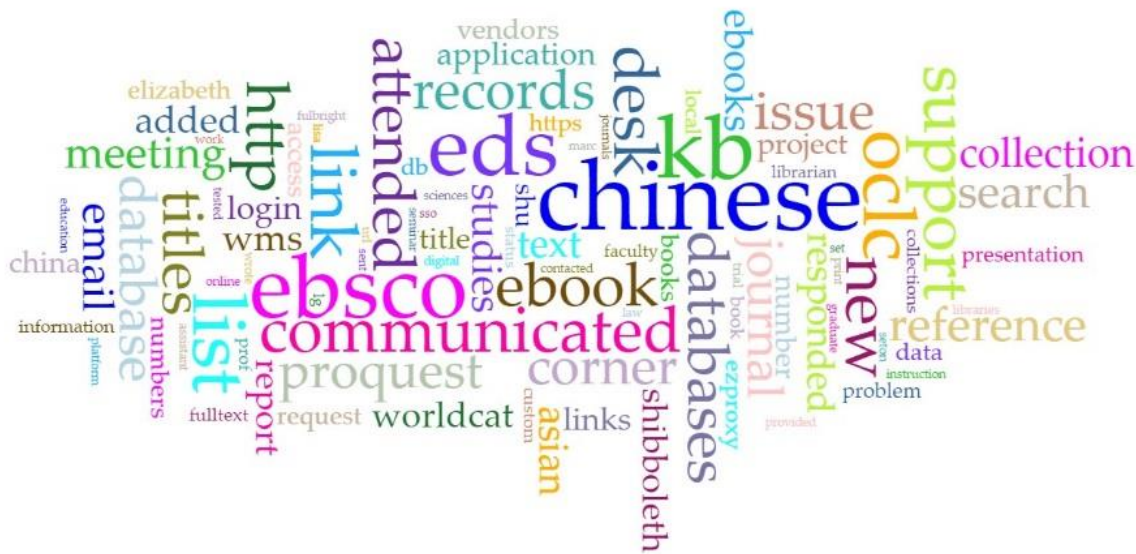Figure 1. Cirrus of the work log entries through Voyant Tools

Figure 2 shows the noticeable word linkage in my work log entries. It reaffirms the data in Figure 1 that communication is an extensive part of my job. I communicated with vendor support like EBSCO and ProQuest on EDS, ebooks, and database issues.
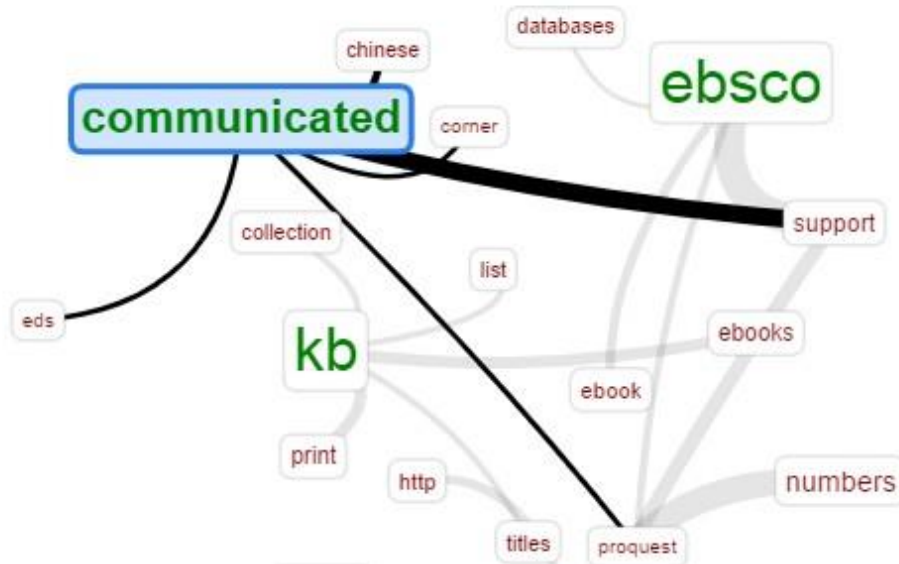
Figure 2. Word linkage of the work log entries through Voyant Tools

Figure 3 is a web-based interactive work log entries created through the Microsoft Power BI, a Digital Humanities visualization tool. If a reader selects Obj. 13 under "Objective Description, the graph and work log entries will change correspondingly. Likewise, if a reader clicks on "2017' under "Year" or clicks on "Administrator" under "Requestor Position Type," the data in the graph and work log entries will change correspondingly. The interactive feature helps a reader to zoom in the data of interest. Please click on this link https://goo.gl/jL2YJ9 to see my interactive work log entries relating to objectives, year, and requestor type.
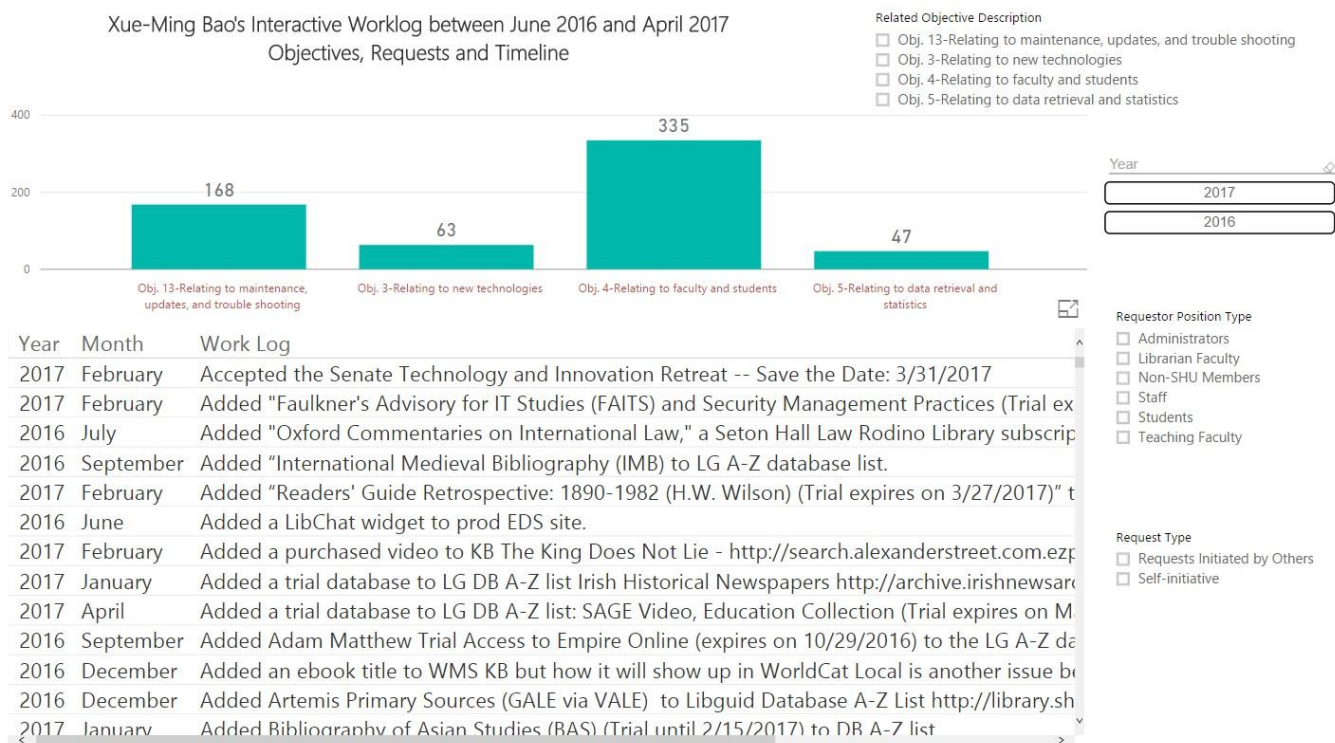
Figure 3. Interactive work log entries through Microsoft Power BI

Part II. Professional Effectiveness

The following are the examples primarily selected from my work log entries associated with librarian faculty, administration, teaching faculty, and students in relation to the four objectives.

2.1. Insure timely and accurate access to library e-collections through the variety of our collections management tools

2.1.1. Obj. 3. Added LibChat widget to production EDS site at request of Assistant Dean Elizabeth Leonard.

2.1.2. Obj. 3. Tested SSO (Single Sign-On) for EDS from home at request of Assistant Dean Elizabeth Leonard. Wrote her an email about my testing results.

Summary: 1. OCLC Link resolver "Find@SHU Libraries" to KB works for full-text access. I moved "Find@SHU Libraries" to Rank 1 as the top link display

priority in the EDS admin. 2. EBSCO's "Linked Full Text" and any other custom links to vendors' sites have no full-text access because the linked pages are out of ezproxy.shu.edu domain. 3. ScienceDirect custom link is an exception because I was prompted for ezproxy login.

2.1.3. Obj. 3. Separated fiche numbers from other contents in the same column in over 36,000 Evans MARC records at request of Prof. Martha Loesch. However, there are about 900 titles that have multiple fiche numbers. To include every fiche number in the H column, a row needs to be created to merge each additional fiche number to it. Provided how to do steps to Prof. Martha Loesch to find a student-work to do so that it will save me a lot of hours for manual repetitions of the operation.

2.1.4. Obj. 3. Worked with Mr. Zachary Pelli, Digital Collections Developer, on Google Analytics in EDS. I showed him how get to EDS test group's widget section.

2.1.5. Obj. 4. Reviewed the new library homepage design and offered my feedback at invitation of Prof. Sharon Ince. I think the biggest improvement of the new homepage is that the line space narrowed so that I can see the whole search box in my browser on the top screen with my Windows font size setup at "larger." One problem that I notice is that there are too many different font sizes on the screen. I counted a minimum of four font sizes without including the banner. I would suggest the same font size for all the texts in the search box/tabs as well as the announcement box.

2.1.6. Obj. 5. Compared the ebook titles between Ebrary and EBSCO/Netlibrary collections based on the most recent data from KB per discussions. I am concerned with a loss of about 50% unique ebook titles if either Ebrary or EBSCO/Netlibrary is discontinued.

2.1.7. Obj. 5. Generated a list of all Irish books (anything falling under McManus, Concannon, Murphy, and Irish) in alphabetical order by title and also by year range from earliest to most recent at request of Prof. Alan Delozier.

2.1.8. Obj. 13. Resolved an LHR no-show issue in WorldCat Local at request of Mr. Victor Eubanks. "The sketch-book of Geoffrey Crayon, gent." in Main Collection was not displaying. It had something to do with its exact match with the same ebook in KB. I resolved the issue according to OCLC Support's instructions by adding a dummy in KB. Please check it at http://setonhall.worldcat.org/oclc/5146592.

2.1.9. Obj. 13. Suggested to Assistant Dean Elizabeth Leonard to consider to point ebooks search tab to KB instead of EDS which points the WoldCat Local imported data. Otherwise, we are going to miss a lot of ebooks without OCLC numbers and ISBN numbers in KB in the current ebooks search tab.

2.1.10. Obj. 13. Made the change with correct OCLC number 940892986 per OCLC Support email "Since this is a non-customizable collection you can still submit the changes to the global cooperative. There is a button at the top of the page that lets you submit the changes to 'Cooperative Management' so it corrects the OCLC numbers for all institutions who hold the item." It will take a few days for the record of "Lamb of god, expositions in the writings of st. john" in KB to be linked to correct ebook in "Lamb of God, American Theological Library Association (ATLA) Historical Monographs: Series 1." It was an issue reported to me from Assistant Dean Elizabeth Leonard.

2.1.11. Obj. 13. Checked why an ebook in our collection is misidentified as print book in PACIL at request of Xiao-Qin Li. I checked our WMS Record Manager and found no local bibliographic data and local holding record for the example she provided. I think it is PACIL's programming issue to correctly identify a print book or ebook. I suggested Xiao-Qin to ask her supervisor Prof. John Irwin report the problem to PACIL Support.

2.1.12. Obj. 13. Added Oxford Scholarly Authorities in International Law, a Seton Hall Law Rodino Library subscription, to the LG's Database A-Z list at request of Prof. Lisa DeLuca.

2.1.13. Obj. 13. Communicated with Assistant Dean Elizabeth Leonard about my status of working on EDS custom links. It's because I turned off SmartLinks in EBSCO EDS Admin for the time being. My repeated testing shows that if I turn it back on, the EBSCO's "Linked Full Text" link will take over "Find@SHU Libraries," the OCLC Link Resolver. The problem with current situation is that "Find@SHU Libraries" will appear on all records that have no direct full text from EBSCO even when KB does not have full text. For example, "Waldorf education as Expressive Arts Education" is supposed to have "Full Text from ProQuest" custom link to show up, instead, "Find@SHU Libraries" shows up for this record, which is not in KB; therefore it leads to interlibrary loan request. If "Full Text from ProQuest" custom link shows up, it will lead to ProQuest database for full text. After a series of testing, I brought back the custom links in EDS for ACM ACM Digital Library, JSTOR, DOAJ, ProQuest, Sceincedirect, and Gale's 18th Century Collections.

2.1.14. Obj. 13. Investigated the non-display issue of "ProQuest Historical Newspapers: Chicago Defender" per Prof. Sulekha Kalyan. My probe showed that it was no longer a part of SHU subscribed or accessible databases as shown in this URL http://search.proquest.com/databases/index?accountid=13793.

2.1.15. Obj. 13. Investigated the issue of OCLC A-Z list search results for *Educational Leadership* per Prof. Martha Loesch. My observation was that if a journal was in multiple collections and if it was displayed at the bottom of the search result page, it would be divided into two result pages. The same phenomenon happened to *Journal of Cases in Educational Leadership*.

2.1.16. Obj. 13. Discovered the cause of EDS permalink not working per report from Prof. Lisa Rose-Wiles. The EDS permalink had an extra "s" in https:// as in the example:
http://ezproxy.shu.edu/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=edselp&AN=S0044848613002354&site=eds-live. It was a new secure link and did not occur in other EBSCO databases. I contacted EBSCO Support to remove the extra "s" as well as SHU IT to update the secure link https://search.ebscohost.com/ in ezproxy server. The problem should be resolved in either way.

2.1.17. Obj. 13. Contacted the Customer Support of *The Times Literary Supplement* for setting up IP authentication at request of Law School Librarian Kristina E Anderson. I found that full-text can only be achieved through a voucher code instead of IP authentication. Resolved the issue accessing *The Times Literary Supplement* with the help from Profs. Kathryn Wissel and Suelkha Kalyan. Katie dug out the password page, and I placed the TLS voucher code and instructions provided by Sulekha in the password protected page http://ezproxy.shu.edu/login?url=http://library.shu.edu/DbPwds or http://library.shu.edu/az.php?a=d. I also make the link accessible through the following steps: Click on https://setonhall.on.worldcat.org/atoztitles/journals?searchType=matchAll&jtitle=times+literary+supplement

a. Click the first link on the right panel: "Journal: TLS: Times Literary Supplement"

b. Follow the instruction in the password page to register with TLS.

c. I have informed Kristina of Law Library to test the steps because she made request for accessing the TLS Archives. It worked for me when I tested it.

2.1.18. Obj. 13. Investigated why an article has no fulltext when Find@shu libraries (OpenURL resource link) led to a target source at request of Prof. Beth Bloom. An OpenURL gathers information of article and journal names as well as their volume and issue information. This particular OpenURL is not wrong but there are other similar journal names that it also linked to; thus the confusion. My reasoning for the confusion is that "Journal of Mental health" has similar name but different journal like "Journal of Mental Health Training, Education, and Practice."

2.1.19. Obj. 13. Tested to "Journal of Chromatography A" in ScienceDirect, and was able to replicate Chemistry Professor Yuri Kazakevich's error of ezproxy component disappearing at journal level after logged in ScienceDirect site. The issue was resolved after multiple communications with ScienceDirect Support.

2.1.20. Obj. 13. Resolved an ebook downloading issue for Prof. Sharon McGrady. It is the unstableness of the vendor's downloading offline option. The alternative is to click on "PDF Full Text" instead of "Download (Offline)" link. Then you click on "Save Pages" link on the top. I have noticed that EBSCO allows you to save 100 pages for this and other books. The advantage is that you can keep the book without worrying about expiration. The disadvantage is that you may have to wait

until next day to save next 100 pages. Or you can use a different browser to save the next 100 after you save the 1st 100 pages.

2.2. Generate database usage statistics

<mark>2.2.1. Obj. 5</mark>. Provided IPEDS Survey statistics for 2016 at request of Tiffany Burns-O'Neill, Assistant to the Dean. I generated the numbers from KB and Item Inventory Downloads. Physical: Books 532477, Media 46787, and Serials 4039. Digital/Electronic: eBooks 932724, Databases 359, Media 72627, and eSerials 610614. I generated ebook usage statistics from two major providers, namely EBSCO and ProQuest. My number was a lot more than last year: 114, 066. I included both title and section requests per instruction below. I think the last number was too low according to the same instruction. The instruction says: "Relevant COUNTER reports for e-books are: BR1-Number of Successful Title Requests by Month and Title; and BR2-Number of Successful Section Requests by Month and Title. For media, the report MR1-Number of Successful Multimedia Full Content Unit Requests by Month and Collection, is most relevant. If COUNTER reports are available, IPEDS suggest that libraries report counts from BR1 and MR1. If BR1 and MR1 statistics are not available, BR2 and MR2 statistics can be used. In cases where vendors do not provide COUNTER reports, libraries may report using other means for monitoring digital/electronic circulation/usage (downloads, session views, transaction logs, etc.)."

<mark>2.2.1. Obj. 5</mark>. Generated a list of duplicate full text ejournal titles from KB at request of Prof. Kathryn Wissel. There are 110,966 duplicate titles among which there are 31,237 unique titles and 79,729 titles with duplicate values. Each unique title has an average of 2.55 duplicate titles. My quick browsing of the duplicate title list indicates to me that most duplicates are from the same vendors with different collection names.

2.2.2. Obj. 5. Generated Fast Facts Stats for the library collection holdings from both KB and Item Inventory downloads at request of Prof. Kathryn Wissel.

Collection Statistics, August 1, 2016

KB source: Unique titles of all formats 1,009,091. All titles of all formats including duplicates 1,373,585. Item Inventory source: Unique item titles 431,402 of all formats from Walsh, Special Col. and Seminary. All items of all formats including duplicates from all three libraries 557,200. Notes: KB source does not have print books. Item inventory source does not have ebooks.
KB source: Unique full text ejournal titles 42,565. All full text ejournal titles including duplicates 139,118. Unique print journal titles 3,581.
Item Inventory source: Unique print book titles 421,751 (Walsh 365,161, Special Col. (14,209), and Seminary (42,381). All print books including duplicates 525,975 (Walsh 442,209, Special Col. (21,198), and Seminary (62,568).
KB source: Unique ebook titles 862,764. All ebook titles including duplicates 1,080,072.

2.2.3. Obj. 5. Provided L-LT call number lists in education with true LC sorted and sort by circulation counts at request of Prof. John Irwin.

2.2.4. Obj. 5. Generated a list of rare books from the most current item inventory file download (7/17/2016) at the request of Prof. Alan Delozier. The item status indicates: 9342 records available, 37 in transit, 1 missing, 4 dispatched, and 64 withdrawn.

2.2.5. Obj. 5. Re-checked EBSCO and Ebrary ebook duplications at request of Dean Buschman. I made more thorough comparison than I did in August. I compared four comparable fields in the data, namely (1) publication_title, (2) print_identifier (ISBN), (3) online_identifier (eISBN), and (4) oclc_number. Indeed, the results was greatly different from that in August. The following are the final results: EBSCO: 74,512 matched Ebrary ebooks; unmatched 71,297; total 145,809. Ebrary: 74,769 matched EBSCO ebooks; unmatched 70,596; total 145,365.

2.2.6. Obj. 5. Provided a list of "Holds" at request of Mr. Andrew Brenycz. I found OCLC daily reports for Holds. There are hundreds of them. I sent him two

examples. In the Holds ready for pickup file, I saw Seminary library branch code 89266 in the Pickup Branch column for one book. However, there was no pickup branch column in the Open Holds file; therefore, Seminary library won't be identified until a book is ready for pickup. Analytics report on Holds generated no data. I reported the problem to OCLC Support.

2.2.7. Obj. 5. Ran queries on the KB data for the unique full text ejournal title frequency by collection names at request of Prof. Kathryn Wissel. The top 20 collection names by the number of unique full text ejornal titles are listed in the table below:

OCLC_Collection_Name	Unique eJournal Title Frequency	Percent
Total	42565	100
Directory of Open Access Journals (All titles)	6279	14.8
ABI/INFORM Complete	6166	14.5
ProQuest Central	5820	13.7
Academic Universe Full Text only	4494	10.6
PubMed Central fulltext only	2205	5.2
Springer LYRASIS 2016 Journals	1141	2.7
ProQuest American Periodicals	1109	2.6
ProQuest Education Journals	1053	2.5
Elsevier ScienceDirect Journals	942	2.2
HeinOnline Law Journal Library	937	2.2
Chinese Academic Journals	799	1.9
Health & Wellness Resource Center	720	1.7
ScienceDirect Journals - Elsevier	702	1.6
Early American Newspapers, Series 1, 1690-1876	617	1.4
Health Reference Center Academic	555	1.3
SAGE Publications	532	1.2

Gale GREENR	497	1.2
CAJ Series F: Literature/History/Philosophy	456	1.1

2.2.8. Obj. 5. Queried the Hebrew language items the MARC records that I downloaded for Andrew's request for Seminary LHRs' create date. Elizabeth's query of MARC records for Hebrew language as shown to me on 11/28/2016 would probably be a subset from my query of all the MARC records from WMS. I found 1,959 records with MARC 040 for language containing "heb" code and 8 records with MARC 041 for cataloging language containing "Hebrew."

2.2.9. Obj. 5. Compared 23 seminal authors in education with the item inventory list at request of Prof. John Irwin. Our library has titles by 20 out of the 23 authors provided to me.

2.3. Enhance the quality and coverage of the KnowledgeBase

2.3.1. Obj. 5. Worked on comparison of KB and LG database listings for annual accuracy checking at request of Assistant Dean Elizabeth Leonard.

2.3.2. Obj. 5. Studied the Oxford collections in both KB and library LibGuide (LG) at request of Assistant Dean Elizabeth Leonard. There are a total of 12 Oxford collections (see the attachment). "Oxford Electronic Enlightenment" is in KB but not in LG. I added it to LG. "Oxford Bibliographies" and "Oxford Language Dictionaries Online" are in LG but not in KB. They were removed from LG at request of Prof. Sulekha Kalyan because they were cancelled.

2.3.3. Obj. 5. Made comparison between KB and Wilely ejournals at request of Prof. Sulekha Kalyan. The following are the basic facts of the comparison: 1. Wiley titles: 1469; 2. Comparison criteria "fulltext or print" in coverage depth field and "Not *wiley* in oclc collection_name; 3. Titles matched 1894, eISSN matched 214, and print ISSN matched 18. No duplicates in all the three fields 1969 which are in 85 collections.

2.3.4. Obj. 5. Completed the comparison of JSTOR Arts and Sciences IV Title List with KB ejournals and print journals at request of Prof. Sulekha Kalyan. Among a total of 160 JSTOR IV titles, 74 match KB's 314 titles from 52 full text and print collections; and 86 titles do not match any KB titles via title, print identifier, online identifier, and OCLC number comparisons.

2.3.5. Obj. 5. Downloaded all the KB records (2,309,041) to generate statistics on collection names by their depth for Prof. Sulekha Kalyan to identify what collections should be removed from KB. Also, generated statistics for ebooks with (1,101,719) or without (115,736) OCLC numbers to show the need to search ebooks on the KB platform.

2.3.6. Obj. 13. Migrated thousands of barcodes from "Main Collection" to "Main Collection Oversize" location at request of Assistant Dean Sebastian Derry.

2.3.7. Obj. 13. Updated "Economic Indicators" (http://dx.doi.org/10.1787/22195009) coverage to "present" in KB at request of Prof. Sulekha Kalyan. However, I am unable to update the EBSCO EJS' actual listing which has volumes up to 2010 only even though the status indicates the coverage from 1999-03-01~present. Prof. Kalyan would contact the vendor.

2.3.8. Obj. 13. Corrected the shelving location name deviations at request of Assistant Dean Elizabeth Leonard. I have noticed a gap between what is corrected in WMS and what is showing up in item inventory download. My guess is that it may take OCLC a periodical re-index to have the corrected shelving location names showing up in item inventory download. However, the corrected names should be reflected in WorldCat Local immediately.

2.3.9. Obj. 13. Checked the uploading status of Telos from KB to BrowZine at the request of Prof. Kathryn Wissel. Telos was in BrowZine finally after more than a month activation in KB.

2.3.10. Obj. 13. Added a purchased video to "KB The King Does Not Lie" at request of Ms. Carol Kieslor, Acquisition Supervisor. http://search.alexanderstreet.com.ezproxy.shu.edu/view/work/1689426, and it can be retrieved in WorldCat Local http://setonhall.worldcat.org/title/king-does-not-lie-the-initiation-of-a-priest-of-shango/oclc/70161420.

2.4. Provide liaison instruction, collection development, and reference in assigned areas

2.4.1. Obj. 4. Taught library instruction to University Life and English 1201 and 1202 classes at request of professors Michael DePalma, Mary Evans, Amanda Harris, Gregory Iannarella, Sharon McGrady, Joan Rogers, and Sametta Thompson.

2.4.2. Obj. 4. Taught library instruction to graduate students of Asian Studies from Prof. Jeffery Rice's Class of Survey of Chinese Civilization - Asia 6140 in October 2016.

2.4.3. Obj. 4. Taught library instruction to the class of ASIA 3133 - Contemporary China at request of Prof. Michael Stone in January 2017.

2.4.4. Obj. 4. Provided reference desk services during the weekdays and weekend.

2.4.5. Obj. 4. Selected thousands of DDA ebook titles of Asian Studies via YBP site.

2.4.6. Obj. 4. Selected and ordered 19 print books from the Approval Plan for Asian Studies.

2.4.7. Obj. 4. Added to Asian Studies LibGuide to 53 Asian Studies Courses, 24 Chinese Language Courses, 60 Business Courses, and 114 Diplomacy Courses for a total of 251 courses.

2.4.8. Obj. 4. Responded to an email on purchasing two ebooks for ASIA/RELS1403 at request of Ms. Veronica L Armour, TLTC Sr. Instructional Designer, on behalf of Prof. Osuka Shigeru of Asian Studies.

2.4.9. Obj. 4. Communicated with Kathy Fang Chen of CEPIEC about the 2nd year funding of the Library Chinese Corner by China Hanban.

2.4.10. Obj. 4. Communicated for text and data mining tools with J. Tharsen, Digital Humanities Computing Consultant, Research Computing Center, and E. Duede, Executive Director | Knowledge Lab & Metaknowledge Research Network, University of Chicago at request of Prof. Marta Deyrup.

2.4.11. Obj. 4. Subscribed to the Renmin University Databases for $3,000 with the help of Prof. Sulekha Kalyan. The original asking price was $5,000. Harvard Law School negotiated with the vendor down to $3,000 and we can get the same pricing. The SHU faculty and students tried "Renmin University of China's Humanities/Social Sciences Databases (full-text)" (http://ipub.exuezhe.com/index.html) between January and April 2016. The usage statistics shows the number of times for site visiting 1301, browsing 2748, and download 821. The full-text journal databases include the subjects of philosophy, literature and arts, history, cultural information media, education, political and social sciences, law, economics and management, and others. I wrote to nine SHU professors of Asian Studies, Diplomacy, Business, Finance, Education, and Inter-professional Health Sciences and Health Administration when the trial was made available. Three professors wrote back immediately. Dongdong: "Thank you a lot for the wonderful information!" Yanzhong: "Thanks for sharing this information – this is indeed very useful." Jackie: "Thank you for forwarding this valuable resources. This is very helpful."

2.4.12. Obj. 4. Communicated with Maja Basioli, Assistant Professor Emerita, Rodino Law Library in retrieving China Forum (中華學報 Chung-hua hsüeh pao or Zhonghua Xuebao), which has both English and Chinese versions for Wu's "My Philosophy of Law" in the same issue copy (volume II, number 1, January 1975) in Asian Studies Collection.

2.4.13. Obj. 4. Provided lists of Walsh library collections on Japanese history for Prof. Anne Giblin Gedacht, a new history faculty member.

2.4.14. Obj. 4. Added to Asian Studies LibGuide to 53 Asian Studies Courses, 24 Chinese Language Courses, 60 Business Courses, and 114 Diplomacy Courses for a total of 251 courses.

2.4.15. Obj. 5. Matched over 50 barcodes from Prof. Marta Deyrup with that in item inventory list. Generated a list with title, author, and call number information.

2.4.16. Obj. 13. Visited the Ring Building to test the access to EBSCO and ProQuest databases which were working per problem issue reported by Sam Kennelly, Assistant Director of Annual Giving. However, Ebrary, a newly purchased database by ProQuest did not work. I would not know why it did not

work if I didn't come. Now I realized that it was on a separate domain of ProQuest, and the Ring Building IP 108.58.148.58 needed to be added separately on the Ebrary domain. I planned to continue to add the Ring Building IP to the servers of other databases.

2.5. Explore a potential technology ticketing tool for my work

2.5.1. Obj. 3. Created "eds-shusearch slack" for eds committee members to communicate on eds issues at request of Elizabeth to recommend a new communications tool that will keep records of activities at the request of Assistant Dean Elizabeth Leonard. Slack stands for *Searchable **L**og of **A**ll Communication and **K**nowledge*. It is claimed to be the team communication platform for the 21st century. It may be a useful tracking tool for my work. According its website claims, you can organize your team conversations in open channels. Make a channel for a project, a topic, a team, or anything—everyone has a transparent view of all that is going on. For sensitive information, create private channels and invite a few team members (source: https://slack.com/).

2.5.2. Obj. 3. Experimented with Excel to create a work log to track my work activities.

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

Walsh Library was awarded the 2nd year grant in July 2016 to host a Chinese Corner with $7,500 funding for recruiting graduate students of Asian Studies to promote the project. The Chinese Corner has expanded the Chinese language collection, increased the visibility of Chinese language program, and attracted more students to learn Chinese. China Hanban (China Office of Teaching Chinese Language) is the funding agency, and the project is coordinated by China Educational Publications Import & Export Corporation Ltd. (CEPIEC). I would like to thank Dean Buschman for his support from the very beginning and all the way through.
More information can be found in my Chinese Corner Website http://pirate.shu.edu/~baoxuemi/Chinese_Corner/.

Two Chinese Corner Project Assistants, Yuying Ren and Liuqing Yang were recruited from the graduate students of Asian Studies Program during Fall semester 2016 and Spring semester 2017. They visited Chinese language classes to introduce Chinese Corner's books, CD, and DVD. They provided regular one-on-

one Chinese language tutoring to the students. Liuqing Yang provided a demo of Chinese calligraphy and paper cutting as a way to celebrate Chinese Culture in the library on January 31, 2017 (https://goo.gl/iZQWYI). She also created a video clip of Chinese Speech Competition held by Asian Studies Program on April 2017 (https://goo.gl/ibL69o).

There are 677 items (books, CDs, DVDs) in Chinese Corner. The statistics show that 335 (49.4%) items have been circulated at least once. One item has been circulated for 42 times. Forty items were on loan on April 30. The following table shows that nine Chinese Corner items have been circulated 11 times or more.

Top Circulated Items in Chinese Corner						
Call Number	Author	Title or Description	Textual Holdings	Material Format	OCLC Number	Issued Count
PL1129. E5 S546 2005	Shen, Shuying.	Shang wu han yu ru men : Gateway to business Chinese: regular formulas and etiquette /	CD	Book	62237 429	42
TT870 .G46 2004	Zhang, Fengqin.	Gen wo xue Zhongguo jian zhi Follow me, the Chinese art of paper-cutting.	DVD	Video _DV D	68192 894	34
PL1128 .D364 2003	Wu, Zhongwei.	Dangdai Zhongwen = Contemp-	CD (Test)		646816 994	24

		orary Chinese.		Audiob ook_ CD		
PL1128 .C662 2010	---	Contemporar y Chinese for beginners Dāngdài Zhōngwén.	Disc.1	CompFil e	796023 632	21
PL1128 .D3651 2003	Wu, Zhongwe i.	Contemporar y Chinese 1 Dang dai Zhong wen /	CD 1A	IntMM	744568 835	20
PL1128 .D361 2003	Wu, Zhongwe i.	Dang dai Zhong wen. Conte mpora ry Chine se.	CD 2 (for exercise)	Music_C D	122961 279	20
PL1129. E5 X561 2011	Liu, Xun,	New Practical Chinese Reader : for beginners /	CD1	Vis	852470 819	20
PL1129. E5 C523 2010	---	Chang cheng han yu essentia ls in commu nication .	DVD 5	Game	868070 294	17
PL1129. E5 X53	Liu, Xun,	Xin shi yong Han yu ke ben = New practical Chinese reader /	Text	Book	920448 006	11

Part III. Research and Scholarship

3.1. Digital Humanities Projects

3.1.1. Obj. 3. Submitted my symposium paper 'Using Library Databases to Locate the Scholarly Works of Dr. John C. H. Wu: A Digital Humanities Approach" to John C.H. Wu Publishing Committee as a part of its proposed book publication.

Abstract: This study adopts a digital humanities approach to analyze and present interactive visualizations based on the data collected from WorldCat (the worldwide online book catalog), the China Academic Journals Full-text Database, and Google Scholar. The findings show that Dr. John C. H. Wu was a prolific author of legal philosophy, Chinese traditional thought and served as a bridge between Western and Chinese cultures. His solid impact on legal and philosophical issues is shown by the number of libraries collecting his works, the number of times that his works have been cited, and the number of times that his Chinese name 吴经熊 appears in the full-text, titles, and references in the Chinese Academic Database. It is interesting to note that there has been a surge of interest in his works in China in the 21st century, especially in 2014. This paper includes English and Chinese bibliographies of over 100 works authored by him.

3.1.2. Obj. 3. Presented "Create Interactive Visualizations for Library Instruction Classes" at VALE/NJ Conference Breakout Session at Rutgers University on January 6, 2017 | Presentation Slides | Pictures

3.1.3. Obj. 3. Applied for Fulbright Specialist Program based on my digital humanities faculty fellow experience, and received a Fulbright letter dated on August 26, 2017 to inform me that I had been recommended for the Fulbright Specialist Roster, which is a list of all candidates who are eligible to be matched with incoming project. I contacted National Science Library, Chinese Academy of Sciences, which has expressed welcome to me and is in the process of applying for Fulbright Host Institution status in order to invite me as a Fulbright Specialist.

3.1.4. Obj. 3. I will make a presentation on the topic of "Improve Reader Service through Digital Humanities: Distant Reading via Text Mining Tools" at the

Seminar on "Library and Social Development, New Setting, New Ideas and New Services" jointly organized by Pudong Library, Shanghai, China, and the CALA 21st Century Librarian Seminar Series June 12-14, 2017. CALA stands for Chinese American Librarians Association, an ALA affiliation with over a thousand members. Other seminar presenters from U.S. include Luis Herrera, City Librarian of San Francisco Public Library; Hong Yao, Head of Technical Services, The Queens Public Library; Jing Liu, Chinese Studies Librarian, University of British Columbia, Canada; Hong Cheng, Ph.D., Chinese Studies Librarian, University of California, Los Angeles. The seminar presenters from China include library deans, directors, and researchers from Beijing University Library, East China Normal University Library, Shanghai Library and Pudong Library.

3.1.5. Obj. 3. Worked on my the Digital Humanities (DH) Faculty Fellows Grant funded by the Provost Office, sponsored by Center for Faculty Development Center and TLTC from Spring to Fall Semesters in 2016. I made a presentation on Data Visualization of Library Databases at Digital Humanities Faculty Fellows Showcase, October 26, 2016.

3.1.6. Obj. 3. Made a seeking feedback presentation for my DH fellow project on interactive visualization of bibliographic information from library databases. The session was held on July 7, 2016 and included: (1) project objective and questions, (2) literature on visualization of bibliographic information as digital humanities projects, (3) visualization tools, (4) my visualization examples, and (5) feedback from colleagues. Librarian colleagues Marta Deyrup, Alan Delozier, Amanda Mita, Anthony Lee, Beth Bloom, Kathryn Wissel, Lisa DeLuca, Sharon Ince, Sulekha Kalyan, Elizabeth Leonard, and TLTC colleagues Thomas McGee and Veronica Armour attended my session. They posted their comments, and played with my visualization examples http://blogs.shu.edu/baoxuemi/dh-visualization-examples/.

3.1.7. Obj. 4. Worked on data mining issues at request of Prof. Lisa Rose-Wiles who was working with a sociology professor on a digital humanities project. I experimented my search in ProQuest for "culture of poverty" with peer reviewed option. I found it is extremely slow to download the records in group to Zotero. However, ProQuest allowed me to select 100 records at a time and keep selecting until the end. Then I saved all the selected records into xls format in one batch, an option on ProQuest page. This is the eventual format that a user wants to receive even one exports it to Refworks or Zotero first. To analyze the data, a user may import this file into one of the tools like SPSS, R, Microsoft Power BI or Tableau.

It is a process of searching relevant records, selecting and saving them into xls format for further analysis by importing them into statistical and visualization tools.

3.2. Chinese Corner Scholarship

3.2.1. Obj. 4. My poster application "Chinese Corner: From Library to Classroom" was accepted at IFLA World Library and Information Congress, 82nd IFLA General Conference and Assembly, 13-19 August 2016, Columbus, Ohio, USA. See Post 25 on http://2016.ifla.org/programme/poster-sessions, and poster session pictures http://pirate.shu.edu/~baoxuemi/Chinese_Corner/ifla-cc-poster.html.

3.2.2. Obj. 4. Chinese Corner sponsored a seminar on teaching Chinese vocabulary. Here is the news release about it:

"Thank you for the library to provide this exchange opportunity for us," said one of the participants of the seminar. The two hours flew by very fast indeed when about twenty participants listened to the presentation on teaching Chinese vocabulary by Prof. Siben Chen, visiting scholar of Asian Studies, and faculty of China Southwest Jiaotong University in Walsh Library on February 24, 2017 at 5:30pm. Chinese language teachers Huijuan Wu and Xaio-Qin Li provided the demo of actual teaching cases of the flipped classroom and sentences with multiple verbs. Prof. Dongdong Chen, Department Chair of Languages, Literatures and Cultures, attended the seminar along with current graduate students and alumni of Asian Studies including Eva Cheng-Lee, Zhaoyang Dou, Zheng Jing, Qingqing Lan, Jian Li, Tianxing Li, Lei Liang, Ching Hong Lin, Liping Meng, Yuying Ren, Mei Sha, Wangyu Tang, Mu You, Binbin Zhang, Shangke Zhang, Xiaolei Zhang, Yun Zhu (visiting scholar). The seminar was sponsored by Library Chinese Corner. Some participants suggested Dr. Xue-Ming Bao to have more such events in the future.

3.3. Professional Development Scholarship

3.3.1. Obj. 4. Attended the faculty development program: Scholarship: Strategies for Being Productive organized by Professor Mary Bulkun.

3.3.2. Obj. 4. Attended the faculty retreat led by Dr. Nancy Enright, an Associate Professor of English and Catholic Studies, and Coordinator of Journey of Transformation. The topic of her presentation is "Education and Beauty: "How is Wisdom Linked with Beauty?"

3.3.3. Obj. 4. Attended the Faculty Retreat. Education and Goodness: Examining the Role of Knowledge in Eternal and Legal Obligations with Brian Sheppard, S.J.D., Professor of Law in Seton Hall's School of Law. Sponsored by Office of Mission and Ministry and the Center for Vocation and Servant Leadership.

3.3.4. Obj. 4. Attended the Faculty Retreat "Education and Truth: Searching for in the Methodology of Science" with Dr. Joseph Maloy. Sponsored by Office of Mission and Ministry and the Center for Vocation and Servant Leadership.

3.3.5. Obj. 4. Attended LIBRARY BYTES presentation "Setting up your Institutional Repository Profile" by Sharon Ince & Lisa DeLuca.

3.3.6. Obj. 4. Attended LIBRARY BYTES presentation "Copyright" by Lisa Rose-Wiles & Sharon Ince.

3.3.7. Obj. 4. Attended LIBRARY BYTES presentation "Managing Your Online Scholarly Presence" by Marta Deyrup.

3.3.8. Obj. 4. Attended LIBRARY BYTES presentation "University Library Tools and Resources" by Beth Bloom.

Part IV. Services

4.1. Seton Hall University

4.1.1. Served on Faculty Senate IT Committee, 1997 – present. Co-chair 2015-2016.

4.1.2. Obj. 4. Served on Faculty Senate Faculty Development Committee, 2014 - present.

4.1.3. Obj. 13. Served as Chair of EDS Committee. Held several meetings to discuss the EDS issues. Here the summary of two meetings:

4.1.3.1. EDS committee meeting (8/26/2016) was attended by Lisa Rose-Wiles, Elizabeth and Sabastian with a guest from Drew University, Kathy Juliano, Electronic Resources and Serials Management Librarian. We shared our experiences with EDS implementation. We also discussed the possible removal of

some of the profiles in EDS, an EDS video tutorial from Saint Louis University Library, and possibility of creating our own video tutorials.

4.1.3.2. Chaired the EDS group meeting on 2/1/2017. Two questions were at table:
- How to discover 150,000+ kb ebooks without OCLC numbers? (see attachments)
- How to resolve the issue of long delay of selected ebrary DDA ebooks to show up in WorldCat Local and EDS?
- After a good discussion, the following testing hypothesis has been formulated:
  - Will the problem be resolved if we add ebrary and other collections that have ebooks without OCLC numbers to the OCLC discovery platform? Ming will test it.
- The poll of the five members in the meeting showed that a standing EDS meeting was in favor. We will have standing EDS meetings every three weeks on Wednesday at 2pm without in conflict with Dean's meetings. I scheduled the standing EDS meeting series in the calendar and sent to all the members.

4.2. Library Profession

4.2.1. Obj. 4. I was invited to peer review a manuscript "The Current Status of Chinese Academic Library Services: A Web Survey" for CALA's newly created journal (*International Journal of Librarianship*, http://journal.calaijol.org) by its editor Prof. Yongming Wang of TCNJ in September 2016.

Beth Bloom

Reference Librarian/Music Liaison

Annual Report FY: 2016-2017 Information Literacy and Library Instruction

_____

      This academic year the librarians taught 358 classes, as compared with 323 last year, which is a 10.8% increase over last year. We also taught 6893 students and faculty, which is a 4.6% increase over the 6588 students taught last year. The reason that the increase in students does not seem to match the larger increase in classes stems from the fact that the more librarians became imbedded in large classes, which generated smaller groups (generally of 3-5 students) that required further information literacy instruction (the 2016 annual report contains further description of the library instruction program).

2016 – 2017 Instruction				CLASSES TAUGHT/ LIBRARIAN	
University Life Classes	61			Bao	12
Freshman English Classes	139			Bloom	49
Other Undergraduate Classes	128			Delozier	15
Graduate Classes	29			Deluca	43
Other	1			Derry	16
TOTAL CLASSES	**358**			Deyrup	15
Increase over last year	**10.8%**				

University Life Students	1525			Ince	5
Freshman English # Students	2504			Irwin	12
Other Undergraduate # Students	2230			Lee	17
#Other students	12			Loesch	12
#Graduate Students	620			Mita	11
TOTAL STUDENT ENCOUNTERS*	**6893**			Rose-Wiles	50
Increase over last year	**4.6%**			Shea	11
				Wissel	26

*Student encounters rather than number of students taught; the same students may have library orientation in more than one class (e.g., University Life and Freshman English or introductory nursing).

During this past year, the library has coordinated with the Freshman English program and has introduced assessment into the instruction program. Last year's report included two goals: 1) completion of the mission/goals statements for library instruction and reference; and 2) the articulation of Student Learning Outcomes (SLOs) and rubrics designed for their assessment. Throughout summer 2016 the PSC completed this process. Working with these documents, the PSC developed assessment/assignment that addressed select portions of the above.

The assessment, introduced in fall 2016 for ENGL1201, included two steps: a pretest http://shu.libsurveys.com/English-1201-Research-Exercise, to be taken before the library orientation, which addressed the students' ability to keyword and ultimately create search queries and their understanding of citation. Then the students were asked to take a post-test http://shu.libsurveys.com/1201-post-quiz that included the same questions, to be taken sometime after the library orientation. We received well over 350 responses and found improved test results. Despite these encouraging signs, the PSC met to improve the assessment. For example,

some questions were determined to require answers that were too obvious, whereas other questions required clarification.

During the fall semester, the PSC worked with the English department on an assessment for ENGL1202, a writing course that is information literacy infused. The PSC, in concert with English faculty, decided to ask students to fill out a questionnaire http://shu.libsurveys.com/english-1202-questionnaire about their research process, which would accompany their paper. The questionnaire was sent to all ENGL1202 sections in spring 2017. The PSC spent several meetings standardizing their criteria for assessing each of the students' papers. The library received several hundred papers and questionnaires and randomly selected 48. Six PSC members would pair up and each pair would grade 16. This summer, the PSC will discuss the assessments and determine next steps. Most importantly, they will look at the correlation between the Freshman English assessments and library instruction.

This academic year, several library faculty have become more imbedded in courses, allowing students more opportunity to develop information literacy skills. Such courses include, but are not limited to, freshman biology, undergraduate nursing research, health-care management, and occupational therapy, to name a few. However, the one-shot, 50 or 75 minute library instruction model persists on campus. We expect that the information literacy assessment, which has finally begun, will prove to the university that our students would significantly benefit from more protracted library instruction.

Last summer, several librarians met with Drs. Ene and Whitney, administrators in the EOP program, to create a scaffolded library instruction segment for the summer EOP student cohort. This summer, the plan will come to fruition. Librarians are to provide a scaffolded information literacy component for the students. They will meet with each class for ½ hour each week for six weeks. We will assess the effect of librarian intervention in the students' research skills at the end of the summer program. **(Objective 4)**

This past year has proved to be exciting for the library teaching faculty. As we have begun programmatic assessment, we anticipate learning much about our teaching. We also hope to attain a greater presence in on-line courses at the university. Ideally, teaching librarians will become involved in credit-bearing online instructional services. Graduate and undergraduate students, particularly in the University Life program, give the library high marks when asked about library service. We hope that our efforts will avail the students of their own high marks.

Personal report

Responses to the Dean's evaluation and states goals of October 21, 2016

1. *Continue working with Asst. Dean Derry and the PSC to implement some of the services and tools we have been exploring—like chat, learning objects, etc. (Objective 2 &3)*

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

- Monitoring "Ask Us" to make sure questions are answered in a timely fashion, but also to determine which needs students articulate most **(Objective 3, 21, 24)**
- Instituted Chat reference. It has proven to be a successful addition to our reference services.
- Looking at library instruction data previously collected in order to facilitate further data collection **(Objective 14)**
- Evaluating library home page for unclear terminology or instructions
- Evaluating icons for use on library home page **(Objective 2)**
- With Senate Core Curriculum Committee, rebranded "Information Fluency" competency as "Research Fluency" or "Research," in order to clarify the concept for faculty, who did not recognize the previous concept.
- Credo Reference issues: The committee discussed ways to encourage students to use Credo Reference and how to identify its functions.
- PolicyMap rollout continues. Lisa D. will reach out to Business, Education and Communication for Spring 2016/Fall 2017
- Discussion of digital literacy and definitions
  <u>Freshman English Instruction and Assessment</u>
- Reviewed and edited draft of Marta Deyrup's 1202 faculty guide.
- Discussed pre and post-tests for ENGL1201. Post-test would contain questions similar to those in pre-test, but would omit the video content of the library exercise.
- Discussion of grading of pre- and post-tests. Katie sent sheets for entire PSC to grade
- Katie gave a breakdown of the spreadsheet with the library exercise/pre-test (http://library.shu.edu/english-1201/research-exercise) and Post Quiz

(http://shu.libsurveys.com/1201-post-quiz) score results. The spreadsheet is a complete aggregation of 100 students across all 5 scorers.

- Discussion about connections between ENGL1201 and 1202 assessments. Concern about the degree of scaffolding?
- We discussed the Research Log for ENGL 1202, and how the students' journals should reflect the Information Fluency Course Checklist and the intermediate levels of our rubric, to better aid us in assessing a sampling of the students' logs and final papers.
- Suggested using the ENGL1202 questionnaire as a guide. Share it with students first, have them use it to work with while writing the paper. Runs the risk of skewing the results between those who hand it out and those who don't. We could make it mandatory.

- PSC Summer and Fall 2017 plans
  - see if there's a way to link (going forward) both semesters' Freshman English assessment
  - analyze chat transcripts
  - invite Agata Wolfe to discuss assessment in more detail

- For more detail on PSC activities, please see PSC minutes in our Intranet (http://library.shu.edu/psc/home)

2. Likewise, bringing our SLOs and rubric to bear on Freshman English/Writing as part of Programmatic Assessment is important as well (Objective 3 & 4)

In my capacity as chair of the library PSC, this year we have made progress to align our pedagogical goals with those in the English department. I organized multiple meetings with Kelly Shea and Ed Jones in order to discuss library participation with freshman English to enhance the information literacy skills of first-year English students. Before the start of the fall 2016 semester, both parties agreed that freshman English1201 students be required to fill out a pre-test before the library orientation, and a post-test after the orientation, preferably when working on their final projects.

Likewise, in spring 2017 the English faculty agreed to require English 1202 students to fill out a library questionnaire as they did research for their final writing projects. The department has graciously agreed to share final papers with the librarians, so that we can better asses the final (semester) results of our reaching.

As explained above, the PSC has already chosen 48 random samples of ENGL1202 final papers. We will start assessment the third week of June 2017.

Scholarship:

Articles:

Bloom, B.S. (July 2017) "Interiority and function: pedagogical developments at Seton Hall University," conference paper, *"The Role of the Functional Specialties: A Workshop for Applying Lonergan.* Sponsored by Center for Catholic Studies, Boston College, Jacques Maritain Institute, and the University of Trieste, Trieste, Italy.

-------------(2016) "Christianity and courage in the First Century," *2016 Summer Seminar, Center for Catholic Studies*, Seton Hall University.

Presentations:

International:

Bloom, B.S. (July, 2017). "Praxis: A Seton Hall Success Story: Application of GEM to Our Curriculum." presentation at *"The Role of the Functional Specialties: A Workshop for Applying Lonergan.* Sponsored by Center for Catholic Studies, Boston College, Jacques Maritain Institute, and the University of Trieste, Trieste, Italy.

Seton Hall University:

Bloom, B.S. "Library Tools and Tricks." Presentation for Center for Faculty Development, September 13, 2016.

--------------. "Copyright for Creative Students." Presentation for TLTC lecture series. October 24, 2016.

Professional Effectiveness:

Reference (Objective 7)

- I have served at the reference desk days, evenings, and weekend per assignment. This has ranged anywhere from eight to 13 hours per week.

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

- Scheduled reference, with consultation from Dean Buschman and Assistant Dean Derry.

- Private instruction sessions and reference appointments. This academic year I conducted **36** one-on-one research appointments with students and/or faculty, based on my assigned curricular areas or as a result of requests during the reference interview

- As liaison to Nursing and embedded librarian in the undergraduate nursing program, met with 14 separate groups of students.

Collection development (Objective 7)

- Ordered books in women's studies, nursing, art, art history, theater, film

- Attended webinars to review new databases and products.

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

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

Liaisonship (Objective 5)

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

Research Guides (Objectives 2, 3)

Updated and maintained research guides in the areas of Music, Art and Art History, Nursing, Copyright, Health Care Management, English 1202. (Please see stats below.)
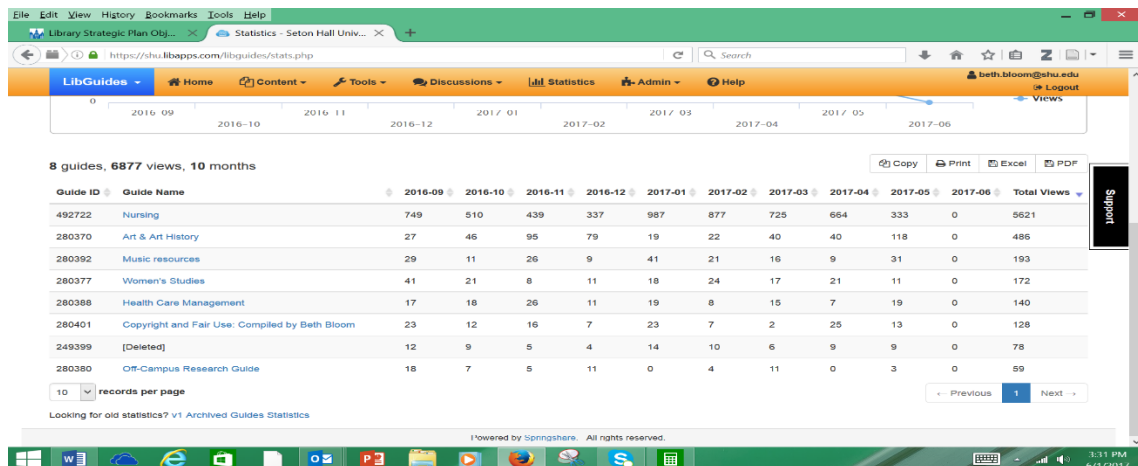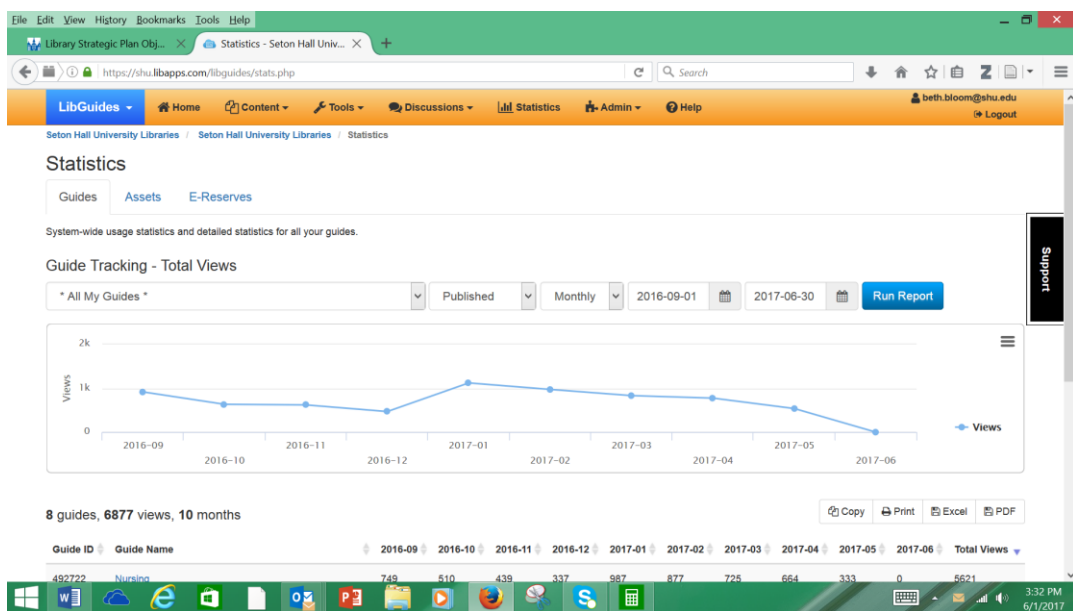
Library Instruction Coordination: (Objectives 4, 5)

- Coordinator of library instruction: statistical record keeping, liaison to large-scale redesign departments that are designated with the Information Fluency competency (University Life; Nursing; Freshman English) **(Objective 4).**

- Coordinated 13 librarians in the teaching of **6893 s**tudents and faculty in **358** Library instruction classes.

- Taught **49** classes in the areas of University Life, English 1201/1202, Nursing, Healthcare Management, Art History, Museum Studies, Women's studies.

- Conducted instruction meetings to share information about Freshman English IL assessment and other issues

Other:

For the University: Praxis Program of the Advanced Seminar on Mission (focusing on the philosophy of Bernard Lonergan):

As stated in my previous annual report, Bernard Lonergan, has consolidated philosophies stemming from the Catholic intellectual and other traditions into a theory of knowledge. In *Method in Theology*,[2] he discusses his GEM (General Empirical Method), which is a product of intellectual integration derived from various fields of study. In essence, Lonergan posits that everyone must go through a process of stimulation, understanding, judging, and then acting before making decisions. Praxis participants must internalize this process as they create their ATMs (Application of the Method), whose purpose is to effect positive pedagogical and curricular change in any area that they deem appropriate.

I have read and analyzed approximately 48 ATMs (documents that apply Bernard Lonergan's General Empirical Method) and accompanying updates of the program for two purposes: to align the ATMs with the goals of the University's Catholic mission; and to create metadata so that they can be placed in the library's e-repository

In my analysis of the Praxis documents, and in my further study of Lonergan's approach toward the philosophy of education, I have discovered a connection between what Lonergan terms the "Functional Specialties" and the Praxis participants' intellectual process. The functional specialties consist of eight stages: research, interpretation, history, dialectic, foundations, doctrines, systematics, and communications. While description of the specialties is beyond the scope of this report, suffice it to say that they are essential stages one must experience in order to effect change. This process has been the focus of my research for the past year and will be the subject of my presentation in Trieste this coming July.

Service:

University Committees

- <u>University Assessment Committee</u> Liaison from library

---

[2] Lonergan, B.J.F (1971). *Method in Theology.* Toronto: University of Toronto Press for Lonergan Research Institute of Regis College.

- Woman of the Year Committee met to select Seton Hall's 2017 "Woman of the Year"
- Praxis Leadership Advisory Council (PLAC)
- Faculty Talent Show vocal performance
- MLK Scholarship Association mentor

University Senate Committees

- Senate Core Curriculum Committee: this year we worked on the committee by-laws. Worked on senate approval of the by-laws. This year the committee worked on assuring that there was faculty input in the selection of the new head of the Core Curriculum.

- University Core Curriculum co-liaison for information fluency core competency. With Marta Deyrup, approved information-fluency-infused syllabi in the areas of nursing, political science, and business.

- Senate Grievance Committee: this year the committee heard and ruled (to the extent allowed) on two grievances. According to the Faculty Guide, the committee can only advise or suggest resolution to outstanding grievances. The committee also completed the draft of the amended grievance process as currently stated in the Faculty Guide. The Provost's office has disagreed with the Georgetown model—the initial use of an ombudsperson before a grievance is filed. However, we anticipate Provost approval of the remainder of the suggested procedural changes in the process.

- Senate Academic Policy Committee: Per usual, the committee reviewed proposed new programs, certificates, and minors, a process that involved interviews, research, and amendment in anticipation of Senate approval.

Library Committees

- Library Rank & Tenure Committee, Chair: conducted annual reviews for Katie Wissel, Lisa DeLuca, Amanda Mita, John Irwin
- Library Faculty Assembly: member. Chair (2017-2019)

- Library Nominations and Elections Committee, acting Chair: conducted elections for library faculty offices and for the Faculty Senate for upcoming 2016-2017 academic year.
- Public Services Committee, Chair (please see discussion of PSC activities above)
- Collection Development Committee: evaluated databases and library materials for purchase or license extension.
- Merit Pay Committee—Chair (2017-2018).
- Library Faculty Search Committee for Communication Librarian. Member. The committee supported the hiring of Gerard Shea.
- Library Database Committee
- Accessibility Committee researched database accessibility standards and reports
- EBSCO committee

State Committee

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

Awards and Recognition:

Digital Humanities seed grant (2016-2017)

Continuing Education:

Attended various workshops and conferences including the following:

- University Praxis Program fellow
- VALE Annual Conference (January 2017)
- Seton Hall University Women's Conference (February 2017).
- Digital Humanities workshops **(Objective 8). (**I have been data mining Praxis Program members' essays and articles.)
- Faculty Catholic Summer Seminars 2016 and 2017.
- Numerous TLTC digital workshops.
- Faculty Summer Seminar on Gospel according to Matthew

2016 GOALS FOR THIS PAST ACADEMIC YEAR

- Standardize assessment for freshman English--**done**
- Augment library instruction processes and models in consultation with English department, School of Nursing, and the University Life program—**in process**
- Work toward instituting a one-credit library course—**still a wish-list item**
- Work to find models that will allow for scaffolding library instruction—**about to begin summer 2017**
- Attach SLOs and rubrics to specific classes—**done within Freshman English classes**
- Find more efficient and state-of-the-art ways to enrich our reference services—**working with PSC; have instituted Chat service, which has been quite successful**
- Continue to evaluate and develop digital objects to supplement library instruction—**in process**

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

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

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

Freshman English library instruction takes place over the course of the entire semester—in general, the proportion of ENGL1201 to 1202 classes is greater in fall semesters, and the inverse is true during the spring semesters. With the

assistance of the TLTC, we have created an online calendar database that both English and library faculty may access. English faculty place library instruction requests into the calendar based on their class meeting times; and the librarians respond in turn, choosing an assigned number of classes. The library faculty customarily instruct 70 to 75 English sections each semester.

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

[ii] Lonergan, B.J.F (1971). *Method in Theology.* Toronto: University of Toronto Press for Lonergan Research Institute of Regis College.

Jeanne Brasile

Walsh Gallery Director

Walsh Gallery Annual Report FY: 2016-2017

_____

I – INTRODUCTION

The Walsh Gallery Annual Report summarizes the department's projects, goals and objectives for the past fiscal year. The Walsh Gallery, while it is guided by its own Strategic Plan, concurrently aligns itself with the University Libraries Strategic Plan for 2012 – 2020, as well as Seton Hall University's Strategic Plan. As of last year's Annual Report, the gallery was holding off on compiling a newly revamped Strategic Plan until the Program Review was completed. It appears with the new administration at the University, the Program Review is in a holding pattern. Furthermore, the new initiatives undertaken by the gallery (detailed in the body of this report) will impact our plans in the short, mid and long-range, and pending the results of these projects, priorities may need to be adjusted with regard to goals and objectives. Therefore, the Strategic Plan will not be reviewed and revamped until the results of ongoing projects can be analyzed.

II – GOALS AND OBJECTIVES

A - THE YEAR IN REVIEW

Fiscal year 2016 – 2017 was an incredibly busy, but fruitful year. The gallery hosted five exhibitions - two very high profile -- which contributed to our mission which, in part, states *"(the gallery) enhances the intellectual life of Seton Hall University and the greater community through dynamic, interdisciplinary exhibitions of exemplary artistic and cultural value."* The exhibition "Of Matter and Memory: Nyugen Smith" featured Seton Hall University alumnus and emerging artist, Nyugen Smith. Smith, a recent recipient of the prestigious Lenore Annenberg Fellowship, was invited to perform at the Obama Whitehouse and has

been selected for numerous residency programs throughout the West Indies. Kiki and Seton Smith, featured in "A Sense of Place," also raised the bar in terms of artistic excellence while promoting local artists. Both Kiki and Seton were raised by their father, architect and world-renowned artist, Tony Smith in the village of South Orange. In addition to their local roots they command a global reputation. Kiki and Seton have exhibited world-wide including shows at The Tate Modern (London), The Museum of Modern Art (New York), The Walker Art Center (Minneapolis), Pace Gallery (New York), Whitechapel Art Gallery (London), The Williams College Museum (Massachusetts), The San Francisco Museum of Modern Art and the Centre Pompidou (Paris.) Kiki Smith was awarded a U.S. State Department Medal of Arts (2012). These two high profile exhibitions were highly attended and critically lauded by visitors and in the instance of Kiki and Seton Smith, the press. The exhibitions were accompanied by a number of well attended programs and increased visitation overall to the gallery. Though consisting primarily of emerging artists conflated with artifacts on loan from tristate area institutions, "Learning to Fly" introduced the gallery to a new group of visitors interested in aviation themes and New Jersey history. This show especially satisfied the gallery's interdisciplinary mission and enabled the department to showcase objects from the university's collections while contributing to increases in visitation for programs and exhibitions.

Last year's Annual Report documented the completion of the movement artifacts from the Seton Hall University Museum of Archaeology and Anthropology (SHUMAA) from their former location in Fahy Hall B8 to the storage vault in the Walsh Library. This part of the SHUMAA Project was completed by former Collections Manager, Allison Stevens. This project was handed off to the current Collections Manager, Romana Schaeffer, who has implemented a series of procedures to more rapidly document, research, clean, and rehouse artifacts from these collections. See Romana Schaeffer's report for more details on the status of this project. After the move of artifacts was completed, members of the library including Gallery Director, Jeanne Brasile, Records and Services Assistant, Brianna Losardo, among other staff members, prepped the space in Fahy to hold records of a non-archival nature that do not require the same level of environmental controls. This freed up a tremendous amount of space that was needed in the vault for more delicate collections, such as SHUMAA artifacts.

Schaeffer's efforts to document the artifacts more fully and accurately also resulted in a window exhibition featuring Native American baskets from the collection, preliminarily exposing the SHUMAA collection to our public in limited fashion. We look forward to the time when we can host a full exhibition of artifacts as the processing of the artifacts is more complete.

The Walsh Gallery website is administered by Collections Assistant, Jesse Benicaso, whose report will detail more specifics in this area. Since last year, there has been tangible progress in the function, look and capacity of the website due to efforts by Sharon Favaro-Ince, Digital Services Librarian and Zach Pelli, Digital Collections Infrastructure Developer, both of whom worked with Jesse Benicaso to implement these changes at the departmental level in the gallery. Here is an overview of some of the website changes in brief:

a. Implementation of ADA standards with regard to fonts, design and layout
b. New forms have been added to automate the process of applying for an internship and the submission of portfolio materials by artists.
c. Inclusion of policies and procedures for making research appointments and donations (promotes transparency and make it easier for users to navigate our administrative procedures)
d. Continuing to add content for past exhibitions prior to 1997 including images, catalogues, essays, press releases and other related materials
e. New pull-down menus which are more intuitive and streamlined for users

See Jesse Benicaso's section of the Walsh Gallery's annual report for more detailed information and analysis of the Walsh Gallery website.

The past year also brought some momentum with regard to collections activities which were predicated, in part, by the intake of the SHUMAA Collection and its subsequent processing. As the SHUMAA collection had begun to be processed it became incumbent to bolster policies and procedures to:
a. Ensure the accuracy of our record keeping for objects
b. To monitor access to collections and the storage vault more attentively
c. Enhance access to collections for researchers
d. Be in accordance with best practices in the industry

The subject of collections will be addressed more thoroughly in Romana Schaeffer's section of the Annual Report and in section III of this Director's report.

B – LOOKING FORWARD

As noted in last year's Annual Report, this past year was a period for assessment and development of the gallery's work flows and operations. Many of the successes and projects noted in section II, A of this Director's report were the result of such analysis. The intake of the SHUMAA Collection required the staff of the Walsh Gallery and Archives and Special Collections to coordinate and integrate their activities more fully to capitalize on shared resources and collective knowledge of the collections. This resulted in the creation or revamping of the afore-stated policies and procedures. Looking toward the future, there will be more policies and procedures created as necessitated by best practices and the results of our continued work with collections. As of the writing of this report, the Collections Manager has drafted an Integrated Pest Management Policy that, once adopted, will address the regular care, monitoring and maintenance of areas that contain collections including the storage vault, restricted staff work areas, preservation lab, research areas, offices and conference rooms. This will ensure that any collections will stay safe through regular observation of these areas, and if there is a breach due to mold, rodents, water or any similar threat to the collections and their environs, it will be addressed swiftly and with specific recommendations as put forth by experts in the industry. The Walsh Gallery staff has also revamped their accessioning tutorials as a result of access to a new high-resolution camera, changes in the software used for accessioning and changes in hardware. This ensures that all records in the collections management software are consistent and in accordance with industry standards. Other policies that will result from these efforts include deaccessioning standards and procedures, conservation plans, NAGPRA compliance, loan and preservation policies. This will ensure that the university is not only acting in accordance with best practices, but also applying transparency to its operations.

The gallery received one grant in fiscal year 2016/2017 in support of its exhibition "On Matter and Memory: Nyugen Smith" from the Essex County

Division of Cultural and Historic Affairs. Though the grant was modest at $980 it enabled the gallery to pay for the artist's expenses with regard to travel, appearances for talks and performances, and for materials to create new artwork. With all the new initiatives taking place this past year, the ability to write more grants was hindered, but the resulting progress in the area of collections enabled the gallery to more fully meet its charge with regard to objects and artwork. In January of 2017, the gallery was again awarded a grant of approximately $4800 from the Essex County Division of Cultural and Historic Affairs for a solo exhibition by New Jersey artist, Ryan Roa. As of the writing of this report, the Director is again putting her attention towards the task of writing grants in support of exhibitions and programs. A letter of interest was submitted to the Florence Gould Foundation in support of the upcoming exhibition of French Modernist artists Margueritte Louppe and Maurice Brianchon curated by New York based curators David Hirsch and William Corwin. The Director will also be applying for grants from the New Jersey Humanities Council and Essex County Division of Cultural and Historic Affairs (2018) in support of Heng Gil Han's exhibition "We the People" which examines contemporary Korean art from both the North and South regions of this divided country. Not only will these grants bring new perspectives from guest curators on themes previously unexamined in the WalshGallery, it will also allow the shifting of funds to support improvements in the collections management area, while garnering new audiences to the gallery in pursuit of its interdisciplinary mission.

Another area of anticipated improvements will be in the realms of hardware and software which will greatly facilitate the collections work being done by the gallery staff. With the addition of Ryan Fino, Library Technology Coordinator, the staff are all now working in the same computer environment (i.e. – all using the same or similar hardware, operating systems, software, camera and cloud back-up for collections and daily computer tasks.) However, there is room for improvement. At present, the staff's computers do not have enough processing power or available RAM for basic photo and video editing tasks, which are mandatory for our collections management duties. Furthermore, the cloud-based back up used for collections is not adequate for our work flows.   These

hindrances cause our progress to be delayed, counter to our duty to manage collections in a best-practices manner.

The desire to improve our digital environment was articulated numerous times in the past, and we have made interim improvements, but until Ryan Fino's arrival, there was no real integrated plan to accommodate the gallery's work flows and computer resources. Fino has observed and now understands our working environment in the gallery and has made recommendations with an eye towards purchases of new computers and backing up of data for collections. It is expected that these upgrades will take place in this fiscal year and will dramatically improve our efficiency in all areas while protecting our data.

Many of the deficiencies in the virtual gallery environment, as noted in the paragraph above, were substantiated with the creation of a new full-time Collections Assistant, Jesse Benicaso. Benicaso's predecessor worked full time, but split his hours between the cataloguing department and the gallery. While the former Collections Assistant did make significant progress towards improvements in the website and cataloguing collections, his time was limited and the processing of collections did not progress at a rapid rate. With more attention dedicated to accessioning objects, more data was produced and it became apparent that our present systems for storage and photo editing were no longer sustainable. Benicaso's accelerated pace of cataloguing soon filled our storage to capacity, and revealed there were very long lags in editing photos without enough available RAM to do the job efficiently. Jesse Benicaso's progress in cataloguing the D'Argenio Collection of Coins and Antiquities will be discussed in further detail in his section of this report.

With an eye toward the future of the capacity of the gallery website, we look forward to the implementation of Omeka, which will be an infrastructure to create virtual exhibitions to extend our reach beyond the physical space of the gallery. Omeka will concomitantly enable the gallery to expose our collections to a larger public while augmenting our capacity to produce shows in the gallery proper. This project is being overseen by Amanda Mita who is working with the Teaching, Learning and Technology Center to roll out this digital humanities tool. It is hoped that by next year we will have more to report on this subject.

Another digital initiative is the impending use of Preservica for an archive of the gallery and archives' digital materials. At present, we are storing our digital

materials (catalogues, videos, photographs) on various platforms including solid state drives, Dropbox and Googledrive. We are unable to use any of the university's local file sharing systems due to limits on storage and the inability to share in real time. Having one platform on which to store materials makes them easier to find, upgrade to newer formats when necessary and to share with users/researchers. This project is being overseen by Sharon Favaro Ince who is working with the Information Technology team to execute this project.
The coming year will likely see significant capital improvements to the gallery environment to build on recent improvements to the lighting systems, flooring, reception furniture, exhibition technologies and the purchase of vitrines for delicate objects. Presently, we have sent out bids for archival exhibition display case fabricators to accommodate larger objects from our collections and the potential build-out of the storage area to store exhibition furniture and panels that are presently in another location in the library that is not suitable in terms of proximity or square footage.

It is anticipated that the upcoming year will continue to be one of improvements in work environments (both virtual and physical), storage and work space dedicated to collections inventorying and exhibition display capacities. This is the result of working in coordinated fashion with other members in the library, especially with Ryan Fino, Zach Pelli, Elizabeth Leonard for digital infrastructures and solutions, and Amanda Mita, Brianna Losardo and Alan Delozier in terms of storage and cataloguing and the creation of new policies and procedures amongst the staff of the Walsh Gallery and Archives and Special Collections. Working with others who possess specific areas of expertise will extend our capacities and leverage our ability to undertake our duties in an efficient and purposeful manner.

III – SUCCESSES AND CHALLENGES

A – VAULT TASK FORCE

In February of 2017, Dean Buschman convened the staff of the Walsh Library and Archives and Special Collections to discuss the use of shared storage in the vault and other related matters with regard to collections. This meeting

resulted from the intake of the SHUMAA Collection and the recently adopted Collecting Policies for both the gallery and archives, which made it necessary to reconsider the current layout, scope of collections and capacity of the vault storage. As a result of this meeting, a Vault Task Force was created and originally included The Dean of the University Libraries, the Director of Archives and Special Collections, the Gallery Director, The University Archivist, The Collections Manager and the Technical Services Archivist. The task force has thereafter been meeting on a weekly basis to address such issues as:

> a. the purposeful cultivation of collections in accordance with our mission(s) and collecting plans
>
> b. The deaccession of duplicates, objects outside of the collecting scope or compromised objects that cannot be conserved or restored
>
> c. Reallocation of storage space
>
> d. Rehousing of objects in more appropriate storage environs
>
> e. A full vault inventory
>
> f. Upgrades to security in the vault and contiguous areas including swipe access to vault and a sign in procedure for visitors at the front desk of archives
>
> 4. Pending upgrades to vault to include more flat storage and appropriate painting racks
>
> 5. Pending upgrades to vault with cameras and LED lighting
>
> 6. Pending new cameras to record activity in the vault
>
> 7. Creation of areas for hanging textiles such as vestments and costumes

As of May 2017, the full vault inventory has been completed and is entered into a shared Excel spreadsheet. The spreadsheet is informing many of the decisions that will be implemented in the upcoming year(s). It enables the gallery and archives staff to see at a glance what interventions in the vault may be prioritized, which collections may need more fuller processing and what objects may be presently at risk due to their present storage conditions. The results and decisions made by the task force will ultimately find their way into planning and policy making, and the Vault Task Force progress, in addition to the postponed Program Review are part of the decision to hold off on the creation of a newly revamped Gallery Strategic Plan.

B – SHUMAA COLLECTION

Since the hire of Romana Schaeffer as Collections Manager in December of 2016, there has been a significant uptick in the processing of collection from the Seton Hall Museum of Archaeology and Anthropology. For more specifics on her progress, please refer to Romana Schaeffer's section of this report. Schaeffer has reconciled a number of old inventories with conflicting or inaccurate information, and has fully catalogued, photographed and rehoused a large number of artifacts in a short amount of time. Another major accomplishment has been the identification of a number of human and funerary remains that had been noted in inventories, but not yet been physically located, nor remediated by our collections team. With these remains now identified and affiliated with a specific location and nation, Schaeffer has been diligently cleaning the remains, rehousing them separately from other collections and noting the disposition thereof, in accordance with the North American Graves Protection and Repatriation Act (NAGPRA.) This is an especially important development as we are compelled to follow the law and we also wish to act in an ethical manner when dealing with human remains. We are now in near compliance with the law and expect as of the end of next fiscal year we will be fully compliant with NAGPRA. Another important undertaking in Schaeffer's role as Collections Manager has been her input on reorganizing space allocated to the collections to accommodate many of the oversized objects (weavings, large tools, blankets) that were too large to be stored with the current storage situation. It is anticipated that new racks for tools and textiles will be installed at some point during the next fiscal year.

C - PHOTOGRAPHIC AND COIN COLLECTIONS

Since the 1990's, The University Libraries has been cultivating a collection of Modern and Contemporary photographs by renowned European and American artists as Lucien Clergue, Ralph Gibson, Kristin Capp, Alen MacWeeney and Pete Turner, among others. While the photographs are notable, we have yet been able to expose them to our public for lack of frames, which often cost more than the

photographs themselves. We have had discussions with some of our donors and art advisors about the cost of framing and our desire to curate a show of these photographs, many of which were donated by Seton Hall alumni and local donors. As a result, we had included small amounts of the photographs in the context of exhibitions, but have never been able to raise funds to frame a large enough selection to mount a full exhibition of photographs. This summer of 2017, we are pleased to note that through a small infusion of cash from the Dean's office and negotiations with a local framer, we were able to secure enough funds to create a show, "The World in Black and White," based on 30 of the university's photographs. We intend to invite each donor for a private walk through with the Dean and Gallery Director to thank them and demonstrate the value of their donations to the donors. The last exhibition of photographs dates to 2006 with the exhibition "Therese Mitchell: Photographs of New York in the 1930's and 40's, Illuminated by the Writing of Joseph Mitchell," which was very well received and garnered reviews in the Star-Ledger as well as the New York Times.

Collections Assistant Jesse Benicaso has been making significant progress cataloguing the D'Argenio Collection of Coins and Antiquities and is, to date, about 25% of the way through fully cataloguing them. His rate of progress is accelerated over our previous Collections Assistant's efforts due to his full-time status, and he is averaging about four to five fully accessioned coins per week. With approximately 300 objects left in this collection, it is anticipated he will complete this inventory in just over a year as of the writing of this report. Benicaso's efforts, coupled with outreach by the Dean of the Libraries resulted in a site-visit by Ron D'Argenio for the first time in many years. D'Argenio was very impressed with the cataloguing effort and as a result has offered new items for donation with the promise of more objects for consideration of our Collections Committee who has jurisdiction over what is to be included or added to the University's collections.

B – FUNDING (GRANTS AND DONATIONS)

Funding for the gallery has been a perpetual challenge. While we have an allocated budget, it has been noted repeatedly that our funding is not commensurate with peer institutions. Upon Dean Buschman's arrival in 2012, he

addressed this issue in part by capping the number of annual exhibition produced in the gallery to two each semester and one in the summer, which offsets the necessary labor and funds to produce exhibitions, which in turn enabled us to leverage costs in other areas. This also freed to gallery staff to attend to other facets of their job duties. The addition of Jesse Benicaso as a full time staff member also addresses the lack of funds, as our budget for salaries was increased and our capacity to perform our duties was enhanced by his presence. However, the gallery is still at a deficit when it comes to its ability to pay for standard gallery operations such as loan shipping fees, framing, design elements, catalogues, rights usage fees for image reproduction, curatorial fees for guest curators and speaking fees for programs such as panels, artist talks and symposia. Funds for these activities must be sought via other avenues outside our departmental budget. Collaboration with other entities and departments on campus is a solution that has been undertaken in many instances, however, it is not always a good fit with our collaborators and we often eschew programs, catalogues and exhibitions that require shipping and/or rights usage fees to keep within our budget.

Grant writing is one solution the gallery has identified to offset our lack of funds and has been productive to a large extent. However, the writing and administering of grants is time consuming and takes away from other important duties. This past year (2015 – 2016) the gallery received a grant in support of Nyugen Smith's solo exhibition in fall 2016. This enabled us to create programs for the general public and students which were well attended and well received. We also received a grant for Ryan Roa's solo exhibition in fall 2017. Both shows were underwritten by the Essex County Division of Cultural and Historic Affairs.

To streamline the process of administering grants, Dean Buschman has appointed Franceska Osmann, Secretary to the Dean, to track grants and process final reports and to act as liaison between the grantor and the university's Grants Accounting Department. In addition, the grant writing process has been facilitated by the hire of Jennifer Kozakowski, Associate Director, Corporate and Foundation Relations, with whom the Gallery Director is working to apply for a series of corporate and foundation grants in support of shows in 2017 – 2018. Kozakowski and the Gallery Director have just crafted a Letter of Intent for the Florence Gould Foundation in support of the exhibition on French Modernist painters Margueritte Louppe and Maurice Brianchon. They will also be working on grants in support of

an exhibition on contemporary Korean art from the Puffin Foundation, the New Jersey Council on the Humanities and the Essex County Division of Cultural and Historic Affairs. In order to meet our mission to produce "exhibitions of exemplary artistic and cultural value" additional funds are mandatory to meet this charge. The Director will continue to solicit funding from grantors to meet the gap in funding.

Despite lack time to craft grants in fiscal year 2016 – 2017, the Gallery Director did obtain funding via alternative sources. These creative sources of funding were instrumental to our ability to present "Kiki and Seton Smith: A Sense of Place" in the fall of 2016. This exhibition was truly the first 'blockbuster' exhibition at Seton Hall University, with world famous artists and impeccably made art with a strong conceptual thrust. Due to the Smith's stature and representation in the art world, funds were required above those of a usual exhibition including; fine art shippers, contract art installers, contract registrars, crating of objects, fabrication of bronze sculpture at a foundry and fees for speaking, travel and meals for the artists and moderator of the panel discussion. Funds were also needed for the after party at the home of art critic Dan Bischoff. Via collaborations with the show's major sponsor, The Lennie Pierro Memorial Art Foundation we were able to cover speaking fees, travel fees, meals, fine art shipping, fine arts shipping, crating, fine art installers and the fabrication of a new bronze and wooden sculptures created just for this exhibition.

The Kiki and Seton Smith exhibition also benefitted from in-kind and cash donations by private donors including South Orange art collector Judith Targen who contributed to the costs of the after party, Raleigh Caesar Fine Art who donated a portion of their labor towards the show for a reduced shipping and crating fee, and art critic Dan Bischoff who opened his South Orange home and provided some funds towards the after party. These contributions were channeled through the Pierro Foundation as per our agreement with that organization. We also collaborated on this show with the Village of South Orange who promoted the event via related exhibitions at the Pierro Gallery and pop-up exhibitions in vacant storefronts along South Orange Avenue. They also created a virtual exhibition which further tied their activities to the Smith show at Seton Hall. Lastly, the village paid for the graphic design and production of a large promotional banner hanging from the train trestle on South Orange Avenue. Using the Lennie Pierro

Memorial Art Foundation as a fiscal sponsor, we also applied to and received grants from the Essex County Division of Cultural and Historic Affairs and the Lehmann Foundation, as open applications from other departments on campus excluded us from applying through Seton Hall University. The Lennie Pierro Memorial Art Foundation also paid for advertising posters and postcards, freeing up more gallery funds for other activities.

As a result of our collaborations and modest grant writing efforts, we were able to produce the Smith exhibition which cost over $40,000 (our usual budget per exhibition is $1200) and provided immeasurable notice from the region (including New York, Pennsylvania, Connecticut and Southern New Jersey.) We are in need of similar funding to present the exhibitions on Korean contemporary art and artists Maurice Brianchon and Margueritte Louppe. Seeking funds will take up a significant part of the Director's efforts this coming summer and fall – in addition to the increased collections duties and related projects in this area. This means she will continue to be spread thin despite the increase in staffing and operations.

The Walsh Gallery also received a very notable donation of 26 individual photographs from donors Greg Paglianite and Dr. Tony DiStefano, both of whom are regular donors to the university.

C – COLLABORATIONS

In addition to the collaborations made necessary by the scope of the Kiki and Seton Smith exhibition, the Walsh Gallery also collaborates with those on campus in a variety of ways.

1. STUDENTS – The gallery works frequently with students for a variety of reasons, including fulfillment of assignments based on gallery exhibitions, hosting events and working on the annual student exhibition. In April of 2017, former work study, Jillian Lope, created a site-specific installation in the gallery for her final critique with Professor Courtney Starrett for her Sculpture I class. She received input and materials from the Gallery Director and work study students in creating the site-specific installation for which Lope received an "A" grade. Graduate student curator, Derek Butler, led tours of the show "Learning to

Fly" with students in Graphic Design and Freshmen Studies. We also worked with former work study student, Megan Brady, who interned at the Walsh Gallery and was invaluable with the work performed on the SHUMAA Collection including rehousing basketry and documenting the objects photographically. She also resolved a number of issues in reconciling various inventories related to this collection. A number of students in the fine art student annual exhibition required assistance installing or presenting their artwork due to the inclusion of site-specific and large-scale sculpture. The gallery staff worked closely with each of these students (including one presenting a working water fountain with electronic components) to come up with solutions to present their work in a gallery setting.

2. FACULTY – The gallery coordinated with Mary Balkun of the English Department to present a talk in tandem with the Kiki and Seton Smith exhibition by scholar Ed Whitely of Lehigh University. The gallery again hosted a symposium organized by Forrest Pritchett of the Martin Luther King Scholars program for the Peterscheim Academic Expo. The gallery also consistently serves faculty through class visits including guided tours by the Director that dovetail with class syllabi. We have hosted visits from Freshmen Studies Classes, English as a Second Language, Art History, sculpture and watercolor classes, and History of Higher Education. With the reconvening of the Seton Hall University Arts Council by Jason Tramm, the Director has again begun attending meetings of this group with an eye towards more collaborative possibilities. Lastly, the gallery hosted an event by Dean Deirdre Yates for "Decision Day" which was extremely well attended at upwards of 160 participants. While these collaborations are welcome, a more meaningful relationship is sought by the Director so that we can actively capitalize on the needs of faculty while fulfilling our mission, rather than merely hosting events or partnering on existing initiatives. Our goals is to collaborate at the early stages of projects with faculty to be more of a partner than facilitator. This has thus far been unachievable as the Director's workload prior to the arrival of two full time staff members made more pithy collaborative efforts challenging at best with the time constraints involved in such collaborations.

3. OFF CAMPUS PARTNERS – This past year was an exceptional one in terms of partners from the local community. We were able to

partner with entities such as the Village of South Orange, the Lennie Pierro Memorial Art Foundation, Bluestocking Artist Collective, Raleigh Caesar Fine Art and Maplewood High School for the Kiki and Seton Smith Show. While these partnerships are encouraging, it is unlikely these types of partnerships will continue on a regular basis. It was through the strength of the Lennie Pierro Memorial Art Foundation and the Village of South Orange that the gallery was able to leverage as many partners as it did. Additionally, the Pierro Foundation head was able to initiate many of the partnerships with her extensive contacts and free time. It was the gallery who came in afterward to cement the deals. This type of partnership where one entity initiates contact and hands it off to the gallery, is ideal, but not necessarily reproducible on a regular basis since the efforts were due to the hard work and networking of Pierro Foundation partner, Judy Wukitsch. Not every partner will have this same level of commitment, nor dynamic with the gallery staff and community.

D – PUBLIC RELATIONS

While the domain of public relations remains difficult in terms of garnering reviews or articles on the Walsh Gallery (the reasons for this climate was discussed at length in each of the previous incarnations of the gallery's annual report dating to 2006), the department did gain attention for its exhibition of Kiki and Seton Smith with an full page article on the front page of the Star-Ledger's "Today" section. The article "Sister Artists Return to South Orange" was written by art critic, Dan Bischoff on October 30th, 2016. While press announcements are still hard to come by for exhibitions, it was not difficult to gain the attention of critics for the Kiki and Seton Smith exhibition due to their high stature in the art world and their local appeal to New Jersey readers. It is hoped that by producing shows of similar quality with equally well-known artists and curators may offset this difficult public relations environment. However, shows of this caliber require much in the way of funds and require more of our staff. Efforts to host artists at this level in their career will have to be rolled out judiciously to avoid stretching our staff too thin, or draining our budget.

It is easier to receive attention for human interest related stories based on gallery exhibitions. To that point, artist and Seton Hall alumnus Nyugen Smith

was highlighted in the Winter 2016/2017 edition of Seton Hall Magazine in a feature that discussed Smith's career and artistic trajectory since graduating with a B.A. in 1998.   Another success in public relations was a series of public service announcements to promote the exhibition "Learning to Fly" on WCBS 101.1 FM radio throughout the month of January. This was through an arrangement with Tiffany Burns, Assistant to the Dean of University Libraries, who has contacts at the radio station. She will continue to submit exhibition announcements to her contacts at the station.

E – SPACE

Space continues to be an issue at the Walsh Gallery as noted in the past. While there has been substantial progress in allocated space via sharing resources with the archives, there remain a number of residual space issues. The gallery has been allocated space for more objects in the storage vault, alleviating dangerous conditions for paintings, the SHUMAA Collection and the Asian Art Collections. This was done through attrition (rehousing objects to fit into a smaller footprint), deaccession (removing objects from the collections that were not a mission fit or outside our collecting parameters), and reallocation of shelving that was inefficiently used. The creation of the Vault Task Force was the catalyst for this reallocation and working across departments facilitated a smooth and mutually beneficial distribution of space across both departments. The inventory that was recently completed will enable further redistribution and more efficient and effective use of storage areas moving forward.

Other improvements in space allotment in the restricted staff working areas inside the archives alleviated some of the gallery's space concerns as Jesse Benicaso, Collections Assistant now has his own phone line and desk within this area. His predecessor did not have an office area in which to work for his gallery duties. This frees up further space in the Director's office, which was were the previous Collections Assistant was set up to work. Within the restricted staff work area, space has also been reapportioned due to efforts to process a backlog of materials in this area and cultivating materials from larger donations to sort out materials not suitable for the university's collections. This was done with the knowledge of the donors in accordance with best practices. Donations are now

vetted more carefully to capitalize on available space, while reserving the most appropriate materials to enter our collections. Again, this is being done in accordance with best practices.

Other improvements were in the Preservation Lab space which is now fully shared between departments. Storage and mounting materials have been consolidated into a smaller footprint to free up working space in the Preservation Lab, which is used for cataloguing, photography, mount-making and exhibition staging of materials before moving to display in the gallery. Aside from gains in space, there has been the outstanding effect of more cooperation between the archives and gallery, and more sharing of expertise between staff members, negating the former siloed environment that existed previously. This also had a positive effect on morale in both departments and efficiencies in work flows.

While there has been much progress in identifying more available space in both departments, there are residual issues mentioned in previous years relating to lack of space. Presently, the gallery still lacks space for the storage of exhibition display furniture. The furniture is expensive and prone to scratching, so it should be stored in a safe area that is restricted from the general public. The gallery has recently requested a bid from Facilities to see about the cost of building out a storage area in the gallery proper.   Pending the amount, this may be one solution. Another alternative solution would be to use space within the restricted staff area in archives to store exhibition furniture. There is also the need to store the movable exhibition panels (14 – 80 lb. panels at 8' x 39.5") which are currently stored across the library. It is prohibitive, as well as a drain on staff resources, to move these for each exhibition across the length of the library. It is hoped that these panels can be moved to a more contiguous location that also protects this investment.

F– CAPITAL IMPROVEMENTS

Along with improvements in the vault, restricted staff areas, Director's office and Preservation Lab, there have been commensurate investments in other areas of the gallery and archives environments. New painting racks have been acquired to store paintings more efficiently and safely.   The previous painting racks (removed approximately 3 years ago) were not adequate, and in fact,

deleterious to paintings hung on them. The new painting racks have at least quadruple the capacity of the old painting racks, with a much smaller footprint. Additionally, once all the paintings are rehoused on this rack (mid-June 2015) this will free up additional shelving space which is now occupied by paintings to ameliorate the lack of vault space noted in section III, E of this report.

Pending capital improvements include new exhibition storage furniture which is presently being fabricated by local vendors. The new furniture is more suitable in terms of archival construction and materials, as well as scale – enabling the gallery to present our collections in a more aesthetic and safe environment. This applies to loaned objects as well and will permit the gallery to take on more loans from more lenders due to the ultra violet light inhibiting properties of the case, as well as built in humidity controls.

The Dean of the University Libraries has also invested heavily in other capital improvements meant to secure the objects in our care. Additional cameras are to be installed inside the vault (there are cameras outside the vault and in the gallery at present) to record access. A swipe card reader replaces the key to the vault, which used to be left unlocked during working hours for the most part. The swipe access will record who accesses the vault and at what time. It also limits those who can enter – meaning staff with upper level clearance only and duties directly related to collections management. Romana Schaeffer, Collections Manager, has been working diligently with Elizabeth Leonard, Assistant Dean for Information Technologies and Collection Services to advise, test and ultimately install digital data loggers to record temperature and humidity in multiple areas of the vault, gallery and restricted staff areas. This enables the gallery staff to know immediately of any dire changes in environmental conditions. The current system of logging temperature and humidity consists of manual readings, entering data into a spreadsheet and then creating a graph chart and log in Excel. This will also save time and be more accurate in terms of readings and again, enables us to provide better and more proactive care to our collections.

G– SERVICE/OUTREACH

As noted in previous incarnations of this report, the gallery staff is committed to the service-oriented missions of the gallery, University Libraries and Seton Hall University. To that end, she donates her time and expertise to multiple cultural institutions and non-profits, as well as local artists and emerging museum professionals. This year is no exception in those efforts. Here is a partial listing of service-oriented activities undertaken by the Director:

1) Juror at the Bergen Teen Arts Festival sponsored by the Bergen County Division of Cultural and Historic Affairs. The Director, along with 30 other arts professionals critiqued over 1200 works of art at Bergen Community College to provide invaluable feedback to these high school artists and their teachers.

2) Guest curator/speaker at the Maitland Museum in North Orlando, Florida. The Director spoke on a panel with artists from the Art in Action Residency Program sponsored by the museum. This event was open to the public and included feedback on the artists' practices, while fielding questions from the audience at large.

3) Reappointment (2nd consecutive 4 year term) by the Essex County Board of Chosen Freeholders to the Essex County Arts Advisory Board which operates under the auspices of the county's Division of Cultural and Historic Affairs.

4) Advisor to new start up non-profit, Jersey City Arts Exchange in Jackson Hill (Jersey City), New Jersey. The community is an underserved community adjacent to the downtown region and works with youth on media literacy projects, art exhibitions and hosts professional artist residencies to artists with financial need and a desire to work with youth. JAX also hosts performing arts events in its space.

5) Service to Index Art Center of Newark, New Jersey in the form of serving on the Annual Benefit committee to assist with their annual fundraiser.

6) Various donations of artwork to local galleries to raise funds including; Index Art Center (Newark), The Drawing Rooms (Jersey City) and Venus Art Collective, a group of young women students from Rutgers who create pop-up music and art events in Newark.

7) Juror for the newly founded Express Newark artist residency in downtown Newark in the former Hahnes Department Store which has been newly renovated with galleries, work spaces, studios and television production studios.

8) Artist Development talk at the Watchung Center for Contemporary Arts artist collective group.

H – PROFESSIONAL DEVELOPMENT

The Director has indicated her desire to continue cultivating and honing her expertise through professional development activities. As the previous year was busy with new initiatives to more closely align the activities of the archives and gallery, as well as the arrival of two new staffers and a full roster of challenging exhibitions – there was not much headway in this area. However, the Director was able to attend the annual College Art Association conference in New York City. Sessions attended over the four-day conference panels on computer-based art, public art to extend the presence of the gallery beyond its four walls, collaborative projects with host communities and overviews of Omeka software to present virtual exhibitions, among others.

It is the Director's desire to participate in other activities such as the publishing of articles and papers, presenting at conferences and garnering residency opportunities for undisturbed work and research time. Participation in these activities has been noted before, but work obligations due to lack of staff have made this difficult at best. The numerous improvements in the gallery and the addition of a full-time staff member should make this a very tangible possibility in the upcoming year or, at worst, the next.

IV - VISITATION DATA

The Walsh Gallery utilizes Mailchimp to distribute direct email announcements to its patrons since Outlook limits the number of members of an email distribution list to 100. Mailchimp also allows for patrons to subscribe and unsubscribe, relieving the gallery staff from manually administering this list of 1063 members, at present. This mailing list is supplemented with the Walsh Gallery Facebook page which contains an additional 515 members. Facebook

serves not only as an outlet to promote the Walsh Gallery, but also allows members of the page to post their own news about local cultural events, which is part of the gallery's role as a community builder and outreach post. The gallery has implemented a Facebook group in late 2016, as members of our audience began checking in and posting photos at this virtual location using the "Facebook Check-In" feature. To avoid confusion with the public, the gallery officially claimed this page via Facebook. While we have not actively cultivated much content - we have 35 likes (without any promotional efforts), as well as numerous check-ins and photos posted by the public – however, we intend to include more dynamic content in the upcoming year. This benefit of a Facebook group are the metrics tools, which function similarly to Google Analytics, enabling the gallery to track our audience and tease out more statistical information while staying in touch with visitors outside of the gallery environs. Lastly, visitation is solicited via direct mail from our Excel database of roughly 3052 members.

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

Table A – Visitation by Exhibition

Exhibition Title	Number of Visitors	Percentage of Whole
Built for Learning	441	9.50%
Of Matter and Memory: nyugen smith	814	17.75%
Kiki and Seton Smith: A Sense of Place	1240	27.00%
Learning to Fly	1048	23.75%
We Are Mavericks (Annual Student Exhibition)	1015	22.00%
Total Annual Visitation	**4558**	**100.00%**

Table B – Visitation by Purpose

Purpose of Visit	Number of Visitors	Percentage of Whole
Class Visits	224	5.00%
Programs/Events	1302	28.50%
Off Campus Group Visits	78	1.70%
Event Hosting	210	4.60%
General Visitation	2744	60.20%
Total Annual Visitation	**4558**	**100.00%**

In fiscal year 2016 – 2017, the Walsh Gallery exhibitions and programs garnered a notable increase in visitation over the previous year with 338 more visitors, an 8% increase from fiscal year 2015-2016. This comes on the heels of a significant uptick of visitors (23.18%) in 2015-2016. Taken together, the past two years have resulted in significant attendance increases of over 30% in the past two years. Overall, attendance at each of the five scheduled exhibitions had increased visitation over the previous year. The gallery's most visible increases in visitation were in the areas of event hosting and visits from Seton Hall University classes which more than doubled over the previous year. These class visit figures do not include students who visited independently for enjoyment or to complete course assignments based on gallery programs and exhibitions. The gallery is already working on outreach to faculty members to encourage class visits in 2017 – 2018 to bolster this number as the staff continues to make the gallery a more palpable learning resource for professors and students.

Programs and Events included the usual exhibition opening receptions, as well participation in Seton Hall Weekend, but also encompassed programs such as; a participatory performance and a talk with graduate students in the Museum Professions program by exhibiting artist Nyugen Smith, an after party for the artists Kiki and Seton Smith at the home of Star Leger art reporter Dan Bischoff, an artist talk with Kiki and Seton Smith moderated by author Lynn Tillman, a talk with Professor Ed Whitley of Lehigh University on "The Bohemians of New York" in tandem with the Kiki and Seton Smith exhibition, a Pop-Up Museum at the University Center as part of the programming for "Learning to Fly."

These events upheld the gallery's collaborative efforts as outlined in Dean Buschman's Strategic Plan for the University Libraries - 2012 to 2020 (Goal 6 – Develop Strategic Alliances) while concomitantly fulfilling the gallery's interdisciplinary mission. Programs were developed and implemented intra-departmentally with Jennifer O'Sheal of University Events (Seton Hall Weekend), Dr. Mary Balkun of The Department of English (Ed Whitley lecture) and the Museum Professions graduate program (Pop-Up Museum.) See section III, B for more details on collaborative efforts undertaken by the gallery.

Collections Manager Annual Report FY 2016-2017
by Romana Schaeffer

I. 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.

II. Year in Review
a. Seton Hall University Museum of Anthropology and Archeology (SHUMAA) Rehousing Project
III. SHUMAA Inventory
IV. *Project Description*

V. During the previous fiscal year 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 step towards determining space needs in the storage facility and research value of the collection.

VI. 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 January 2016, approximately 40 objects have been confirmed on the final inventory and another 90 have been unboxed and shelved with their object numbers documented. The rate of progress is slow, but ultimately worthwhile as more and more unique objects become available for researchers and exhibition. The work being performed in the inventory directly supports Seton Hall University Library's Strategic Plan Goals and Objectives, specifically objectives 17 (Organize, expose, and preserve the Seton Hall University Museum Collection) and 18 (Manage Special Collections space efficiently and effectively.)

VII. *Challenges*

Upon taking on the Collections Manager position in December 2016, this inventory had already begun. This led to a series of difficulties to overcome to create a consistent workflow. Previously, the inventory was being performed through accession. As an object was accessioned into the collection it was also considered inventoried. This approach limits our ability to quickly analyze the collection as a whole and see how each object fills a possible gap in our collection as there was no separate documentation illustrating only the inventory. Since taking over, the inventory has switched gears slightly and is now being approached in a similar manor as the Seton Hall University Permanent Collection.

Further challenges have arisen as objects that lack identifying information come to light. Known gaps in the database, such as the Miller Collection and the Haggarty Collection, are currently being analyzed by the Collections Assistant, Jesse Benicaso, to be added to the inventory Excel spreadsheet. 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.

SHUMAA Cataloging

Project Description

As the SHUMAA inventory project is being completed, objects are simultaneously being catalogued in the SHUMAA Past Perfect collections management 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. The previous Collections Manager had completed cataloging 30 objects in the past two years of working with the SHUMAA collections. Since taking over the position, 40 objects have been completed in the last four months. This is a 114% increase in efficiency of cataloging. This would equal approximately 120 objects cataloged per year, this number will increase as the new Collections Manager settles into the position and begins introducing internships into the yearly rotation.

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 documented changes in methodology. On top of the inconsistencies presented by their original documentation, the passage of care from Dr. Kraft to Dr. Thomas Kavangh to graduate assistants and then Dr. Rhonda Quinn further complicated the processing of 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 and non-adherence to current collections management protocols. 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.

To help identify the objects and where they came from a set of guidelines is now in place to allow anyone working on the collection to be able to glean at the least a minimum amount of information on an object. All objects will be checked against the original card catalog, all the original pictures that were found in the museum before the transfer, the condition reports completed by students who worked for the museum, old exhibit labels from various shows Dr. Kraft displayed, donor information, PastPerfect database, and the various field notes from donors.

Further challenges includes 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 on the objects and in the associate records, and several sections of original card catalogs were discarded. As much as possible it is our goal to revert back to the original numbering system so as to maintain the history of the object, however not all of the numbers will be able to be returned.

A final challenge has been going through the work of my predecessor. In analyzing the work completed to date, several inconsistencies became apparent. All the records since the Walsh Gallery has taken over the collection had to be checked and amended so they were completed in a consistent and accurate manor.

Native American Grave Protection and Repatriation Act (NAGPRA) Compliance and Human Remains
Project Description

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 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 Rosenkrans Ferry site and seven other miscellaneous boxes from unknown sites. These boxes were filled with numerous small shards of bone, beads, points, carved stones, and other funerary objects. These objects were found in zip lock bags made of an unknown material, plastic petri dishes with cotton fibers inside, cigar boxes or other non-archival cardboard boxes, or loose in the large archival box. Upon first glace it became apparent that there were issues beyond the poor housing conditions, including possible mold from previous water damage in Fahy B8 from where the objects came.

Preparation

In preparation of taking on the care of a large ethnographic collection, the Collections Manager made sure to familiarize herself with shelving arrangements, storage set ups, NAGPRA Regulations, and National Park Service standards of care. This included a site visit with Associate Registrar of the Cooper Hewitt, Antonia Moser; a site visit with Collections Manager of the Newark Museum, Jason Wyatt; watching five hours-worth of NAGPRA training videos; and utilizing the National Park Service standards of care handbooks.

The visit with to the Cooper Hewitt facility allowed for a chance to see what an ideal situation would be in a storage facility. By examining what a collections facility with seemingly unlimited budget could do as far as storage, it was easier to understand what level of care to aim for. The next visit to the Newark Museum gave not only more down to earth comparisons as far as storage, funding, and relevant collections, but also

provided contact with other professionals familiar with NAGPRA laws and compliance. Many suggestions from the Newark Museum are currently being applied to the rehousing of the SHUMAA Collection's NAGPRA objects. This, combined with the NAGPRA compliance videos and the National Parks Services Conserv-o-gram care handbook, gave the Collections Manager a good foundation for tackling the numerous issues with the storage of the NAGPRA objects.

Completed to Date

As of now four of the eight Rosenkrans boxes have been rehoused and a fifth is in progress. All objects and bones within these five 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 quarantined from the rest of the collection. The first box contained 721 individual pieces that were separated into individual polyethylene bags and stored in six newly created boxes. The second box contained 215 individual pieces which included four large remains that needed structural mounts and larger boxes, the rest of the objects were rehoused into four newly created boxes. The third box contained 186 individual pieces and four large remains that needed individual mounts and large boxes, the rest of the objects were rehoused into four newly created boxes. The fourth box contained 216 individual pieces one of which needed a mount and to be housed separately.

Rosenkrans Site NAGPRA Remains and Funerary Objects			
Box 1	Box 2	Box 3	Box 4
721	215	186	216

Average Per Box	334
Projected Total	2,674

These projections are only 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. A rough estimate for completion of the rehousing is another year and a half.

Challenges

The biggest challenge faced by the rehousing has been time. The longer the rehousing project takes the longer the collection is not compliant with our agreement with the Delaware people. Beyond the sheer size of the collection of remains and objects, which in itself could take months to go through properly, there is also the so far dormant mold spores to attend to. The process of separation and observation of all objects with mold spores cannot be skipped and takes a large amount of time. However, if it is not done properly it can lead to an infestation of the entire collection. This means that no matter how much the work sets back progress, it must be completed to ensure the safety of all the objects in Seton Hall University's collections.

The issue of mold lends itself to another challenge of the rehousing project. Some of the remains are too fragile to brush the dead mold spores off. This means that the objects must 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. Unfortunately, this is the only solution to date since we cannot deaccession any of these pieces until the NAGPRA process is completed. Therefore, it is a calculated risk that we must take by sealing the bags and observing the object regularly for changes.

A final challenge with the rehousing of remains is space. It is standard that objects should be separated from remains, and remains of one individual from another. Due to lack of information on the archeological sites it is nearly impossible to separate one individual from another at this point,

however funerary objects have been separated from remains. This, with the swelling size of the collection as objects are separated into individual housing, can take up an enormous amount of space. Thankfully, upon speaking with Jason Wyatt at the Newark Museum, we were informed that generally lidded boxes are the ideal way to store NAGPRA objects. This reduced the footprint of the remains and reduced the number of shelves that would need to be installed by at least two thirds. Now boxes can be stacked on top of each other without worry that remains would be destroyed.

a. Vault Reorganization Project

Project Description

Over the 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 Walsh Gallery staff, Dean of the University Libraries and staff of the Archives and Special Collections. It was agreed by all parties involved in managing the vault that a reorganization should occur. The solution was that the Walsh Gallery would gain a large open aisle that had contained large flat map cases and a small inefficient painting rack. This would be repurposed as space that includes a large painting rack that does not sit on the ground and can fit all of the gallery's paintings in one space. In addition three sets of map cases will be 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. This can now be utilized as storage for oversized garment boxes as well as other large objects. This will alleviate much of the over-flowing storage in the current aisle of the vault dedicated to collections of art and artifacts.

In addition to the reorganization of the aisle, two more areas of storage are being changed to better utilize the space. Two future projects include, creating rolled textile storage on the large aisle next to the SHUMAA

collection and creating vertical storage for that the oversized tools and weaponry from the SHUMAA collection. Both of these additions will allow for more room for objects that must be stored flat and in boxes, as well as will be a more appropriate way of storing the oversized objects than is currently being implemented. The reorganization of the Vault will also support Seton Hall University Library's Strategic Plan Goals and Objectives, specifically objectives 17 (Organize, expose, and preserve the Seton Hall University Museum Collection) and 18 (Manage Special Collections space efficiently and effectively).

b. Vestment Rotation

Project Description

Building on the agreement made by the previous Collections Manager and 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."

Currently on view is the Saint Junipero Serra vestment. Originally this garment was to be displayed once a year and was put on view during late spring early summer. After an analysis of the first year of temperature and humidity fluctuations in the display case, it was decided that due to the fragile nature of the vestment it would only be displayed in early to late spring when conditions are most suitable for this delicate textile.

c. Intern Projects/ Preparation

Project Description

In keeping with Seton Hall University's mission to prepare students to be leaders in their professional communities, the Collections Manager aims to create a collections management internship program for students who wish to apply. This internship will teach students about various aspects of Registration and Collections Management through specific targeted projects. In preparation of this internship program various training procedures and guides must be developed. In addition projects that will challenge and instruct students need to be organized.

In an effort to begin organizing an internship program, the Collections Manager has begun creating workflow document for the Walsh Gallery's object cataloging process. This guide will included start to finish details of how to accession, photograph, condition report, and document provenance for objects. There will be two versions of this document, one aimed at working with the SHUMAA collection and the other for working with the Seton Hall Permanent Collection. Supplemental videos for training students on Photoshop and camera handling are also being collected from Lynda.com for those students who may need extra help in those areas. In addition to these documents and videos, helpful tip sheets are currently being gathered which aim to help interns when working with various types of materials.

The goal for establishing a regular rotating internship is to be able to take on one to two interns at a time per year. These interns could change either annually or bi-annually.

a. Technological Upgrades
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 at all times 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.

We have run into problems when it comes to finding an appropriate device for the layout of our space. One data logger has been purchased and tests by both gallery and IT staff to ensure that the logger does what is needed and is reliable proved that it would not work for our monitoring needs. This option was returned and a second data logger has been purchased for testing.

Software
PastPerfect

The database currently being use by the Walsh Gallery is PastPerfect. This is a typical and reliable museum software often used for collections management. This software has now been installed on all staff and administrator machines involved with the collection, as well as on a designated intern laptop. Having the software on these computers will allow the department to work more efficiently on the collections database. Also, having Yoga laptops which can flip to a tablet setup allows the collections staff to easily bring the database into the collection for quick reference.

In addition to having the software, discussions have begun about ways to make the database more accessible to researchers. This would support Seton Hall University Library's Strategic Plan Goals and Objectives, specifically goal 4 (Create and maintain a physical environment that fosters learning and research and encourages use and interaction.) As part of the effort to make the collection more accessible to the public the Walsh Gallery and the Library's IT have discussed the possibility of moving to

the PastPerfect online version when it is released. This will allow for researchers to browse through the collections without having to physically come to the library. It will increase the accessibility significantly and will reduce possible damage and handling of collections objects.

Adobe Creative Suites

All staff members 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. All gallery staff is now working in a uniform environment for photo production and document editing allowing us all to have a uniform workflow.

Moving forward, in order to have a completely uniform workflow all staff would need access to the full Adobe Creative Suites. Creative Suites would allow all staff to use Illustrator and Indesign as well as other vital Adobe platforms for creating various design elements for the collections and the Walsh Gallery. Currently only the Director of the Walsh Gallery has the full Adobe Creative Suites, while the rest of the staff does not. This creates an environment where the entire staff does not share the same workflow for digital design software. This hinders the amount of assistance the Collections Manager and Collections Assistant can give to the director since the workflows are currently not the same.

Digital Storage
Google Drive

During the fiscal year the storage of the collection's digital files have been being examined to determine the best option for its ease of use, ability to support the needs of the gallery, and security. An attempt to use SharePoint for the collection was initiated, however the system was not capable of handling the amount of information being stored currently. It has been determined that the temporary solution of using the Google Drive will be extended until a suitable replacement is found.

The size of the Google Drive quickly became an issue once the decision was made to continue using it for digital storage. With both the Collections Manager and a full-time Collections Assistant working on the collection, the digital objects files began growing rapidly as the collection was cataloged. The storage space quickly became maxed out and was increased from 100 GB to 1 TB. At the rate that the drive is filing the TB will be full within six months. This is largely due to the nature of the files stored in the drive. According to industry standards, a collection should incorporate a full digital file containing accession records, condition reports, deed of gift, receipts, and images at a minimum. The images should be high resolution to not only have a quality photo that represents the object, but to also reduce the need for retaking photographs in the case that a publication or exhibition requires an image. It was decided by the Collection Manage and the Director that for our files we will keep three images of varying size, quality, and resolution to limit the amount of loss in an image and to make use and reproduction less straining on the objects. It is these files that will quickly use the digital storage pushing us to continue to look for a better alternative to the Google Drive.

Hardware
Computer Upgrades
As the Collections Manager relied more heavily on the use of Photoshop it quickly became apparent the need to upgrade the Walsh Gallery staff computers. Both the Director and the Collections Manager were having issues with their desktop computers crashing when using Photoshop. Upon review of the computers, the Library IT personnel determined that both computers need to have increased RAM. Both computers at the time contained 8 GB of RAM which was not sufficiently supporting the programs that needed to be run. As a temporary fix to the situation the RAM was increased to 16 GB, however Zachary Pelli, the Digital Collections Developer, recommended that both computers be increased to 24-32 GB of memory when the Library updates the staff computers. In addition to the issues with the memory, it was also discovered that the

graphics card on the current desktop was not sufficient for the latest version of Photoshop. Zachary Pelli, the Digital Collections Developer, recommended that the new computers be installed with a dedicated graphics card to handle high resolution photographs.

VIII. Future Projects

a. Emergency Management Plan (EMP)

The Collections Manager in the coming months will be addressing the need for an Emergency Management Plan (EMP) for the collection. This plan will detail what should be done to ensure the safety, first of the workers, and second the collection in the case of various emergencies.

b. Integrated Pest Management Plan (IPM)

An Integrated Pest Management Plan (IPM) is currently being developed in an effort to create a proactive approach to limit pest infestations in the collection. This plan will integrate pest preventative measures and observations into the everyday work of all employees in the Archives and Walsh Gallery.

c. Lithics Plan

The SHUMAA collection includes approximately 6,000 stone lithics. Under the previous caretakers of the collection the objects were stored in large metal drawers. Upon bringing the collection under the care of the Walsh Gallery the unit of drawers with the lithics was also relocated to the Archives and Special Collections vault. Sorting, cataloging, and assessing the lithics is a future project that will take up an enormous amount of time and effort. This immense project will require the eye of an expert in North American Archeology, specifically with lithics, to correctly determine how to proceed with this part of the collection as far as deciphering field notes, connecting objects to dig numbers, and determining the validity of the objects. Once all the objects have been identified and validated, we will then begin the process of cataloging and rehousing the collection.

d. Inventory/ Condition Report Art Campus Wide

Beginning this coming year the Collections Manager will be implementing an annual inventory and condition report of the various pieces from the Seton Hall University Permanent Collection on display around the campus. This will allow the Walsh Gallery to ensure that the pieces are safe and that the location is in fact known and documented. Going forward this policy will allow the Collections Manager to know how long a piece has been on view and to assess whether or not it needs to rest and be replaced by another piece.

e. SHUMAA Cataloging Continuation

The cataloging of the SHUMAA collection will continue as it has. The speed of cataloging will increase in the coming months as more time can be dedicated towards the process.

f. NAGPRA Compliance Continuation

Efforts will continue to as quickly as possible rehouse all remains and funerary objects in Seton Hall University's custody. Complying with NAGPRA laws are of utmost importance when dealing with this collection.

Collections Assistant Annual Report FY 2016-2017
by Jesse Benicaso

In the six months since the new Collections Assistant has been on board, a number of significant projects have been undertaken and continued this past fiscal year. This includes becoming familiar with and updating ongoing technology and collections projects and working in conjunction with Archives. This report includes details of each project and the challenges encountered. Technology statistics for website usage at the bottom of this report.

A. Technology Projects

I. Walsh Gallery Website Redesign & Maintenance

Project Description

The Walsh Gallery website hosted within the LibGuides platform went live on Monday, July 13, 2015. Since then the initiating Collections Assistant/coordinator of the website has left Seton Hall University and there is a new Collections Assistant. With the help of Associate Professor Sharon B Ince the new Collections Assistant has become proficient in updating and redesigning the website under the LibGuides and eRepository platforms. As of January 17, 2017 the new Collections Assistant has vastly redesigned and enhanced website content to fit the needs of the Walsh Gallery and its constituents.

The website was reorganized to include gallery hours and policies on our home page, which makes it easier locate this information and in return, free staff from having to field calls from the public for basic facts. The Collections Assistant, with the help of Digital Collections Developer Zachary L. Pelli moved the opportunities link to the navigation bar and made separate links for each individual opportunity. We anticipate that this change will be easier for users to navigate. Analytical information regarding website statistics can be found in section C of this report.

Challenges:

Some challenge arose while the new Collections Assistant was being acclimated to the website. The previous Collections Assistant made tutorial videos in the gallery's intranet in a period where there was a different interface in the LibApps platform. This posed a challenge for the new Collections Assistant in editing and updating the website. Sharon Ince and Zach Pelli were instrumental in familiarizing the Collections Assistant with the changes in LibApps and providing training.

II. Omeka & Virtual Exhibitions

Technical Services Archivist Amanda Mita is continuing to work with TLTC to rollout Omeka, the platform to be used for future virtual exhibitions. The Collections Assistant's work on cataloguing collections, particularly The Ronald D'Argenio Collection of Coins and Antiquities, will be instrumental in populating content for future exhibitions.

III. Press Page on Walsh Gallery Website

Shortly after the website launched, the previous Collections Assistant made a press page under the LibGuides platform. The press page is a virtual repository that houses all press written on the Walsh Galleries exhibitions, staff and other related events. The articles, for the most part, are presently housed within binders, printed in hard copy and organized chronologically. The Collections Assistant and work study students are working in conjunction to add press dating back 18 years to 1998.

As of May 2017, the work study students, under the supervision of the Collections Assistant have made steady progress with this endeavor. The articles are first scanned or a web URL, if available, is used as a source document. Necessary edits are then made, and the optimized files are placed in cloud storage. From there we insert the article in our press page for back-up, public accessibility, and preservation purposes.

Looking forward, the work study students and Collections Assistant are continuing to comb through each physical binder and collected URLs to enhance the content of the press page. With the arrival of new work study students in September, there will be proper training on the workflow provided by the previous Collection's Assistant's intranet tutorials.

Challenges:

There was no record of where the previous Collections Assistant left off. The current Collections Assistant had to glean from the website, files in cloud storage and hard copies of materials to determine where progress terminated. This particular project required much in the way of training before making any progress in this area. Meanwhile, the work study students have been working diligently to scan documents and retrieve URLs at a steady pace.

IV. Gallery Intranet & eRepository

With the many new technology platforms the new Collections Assistant had to implement, the gallery intranet tutorials were instrumental in learning the many facets of the duties assigned. In addition to the intranet tutorials, Sharon Ince's training and assistance made the steep learning curve far more fluid.

The Collections Assistant has been updating and creating materials for the intranet and new work flows for numerous projects. LibGuides, the cloud based platform used to maintain the Walsh Gallery website, updates frequently so having an updated intranet will be imperative for future employees. We will also be updating the work study onboarding checklist to streamline training and work flows. The ultimate goal for this fiscal year is for all employees of the Walsh Gallery to be proficient in their duties, which requires a strong set of intranet tutorials and personal guidance to train employees correctly and clearly.

Challenges:

A few challenges arose regarding the eRepository. The gallery intranet had little instruction on how to use the eRepository. Furthermore, as Sharon Ince prepared for her sabbatical, her time was very limited and changes to the eRepository platform slowed progress. To resolve issues within the eRepository required contact with a representative of the platform resulting in issues not being resolved in a timely fashion. Other difficulties within the eRepository resulted from lack of administrative rights for the Collections Assistant. As of May 2017, all

issues have been resolved and for the future the Collections Assistant will be updating the eRepository regularly.

V. Storage & Gallery Materials

One of the many challenges faced at the Walsh Gallery and archives is that of storage. One particular area for which storage was an issue is in the area of paintings and framed works of art. With his art handling background, the Collections Assistant used his connections to find painting racks that were both inexpensive, archival and more commodious than our previous storage system. With Romana Schaeffer, the Collections Assistant created an archival environmental to protect the artwork while stored in these racks. This required research into archival materials to fit our needs. We anticipate the painting racks will be fully installed and populated with artwork in mid to late June of 2017.

Many changes and additions were made to staff and policies and procedures in the past year. One of the many collections projects was to conduct a physical inventory of vault that houses the University's collections. To further our knowledge of the artifacts, Brianna LoSardo and the Collections Assistant worked as a team to inventory the artifacts and create an Excel spreadsheet to gain an overview of the collections and they manner in which they are stored. This spreadsheet will inform future decisions about our collections with regard to storage, cataloguing, potential deaccession, restoration, conservation and exhibitions.

The Collections Assistant also worked to transfer boxes of records from the vault and staff areas in archives to the storage facility in Fahy Hall. This was done in conjunction with Records Manager, Brianna LoSardo working over a period of four weeks. This transfer of materials freed up much needed space in the vault and work areas in archives.

B. Collections Projects

I. Artwork Removal & Rehang

The Collections Assistant assisted in the de-installation of *Learning to Fly* in March of 2017 and in the return of the objects to the respective lenders. After, the Collections Assistant along with the show's curators and work study students prepared the gallery for the incoming student show. The Collections Assistant also installed artwork in tandem with the contract installers. At the conclusion of the exhibition, the Collections Assistant and Gallery Director de-installed the exhibition and facilitated the return of artwork to the students.

Our next show is *The World in Black and White*, which the Collections Assistant and Gallery Director will install for the summer of 2017. In anticipation of this show, the Gallery Director was able to secure funds for the framing of 22 works of art, which the Collections Assistant retrieved from the framers and couriered to the gallery for installation.

II. D'Argenio Collection of Coins and Antiquities

The accessioning of the Ronald D'Argenio Collection of Coins and Antiquities is underway and steadily progressing. The collection contains 417 coins and related artefacts from Greek, Roman and Byzantine cultures, including oil lamps, lead bullets, and coins with the images of Roman emperors.

The accessioning of this large collection involves very detailed and specialized training on how to properly handle and store these artifacts, as well as how to create records for each object in the collections database. Working at a steady pace of four coins per week (excluding weeks where exhibition installations or other pressing tasks took precedence), the Collections Assistant conducted research

on the various emperors and other symbols found on these coins to include context in the accession files and to have it available for gallery exhibitions, virtual exhibits and research.

Challenges:

At the beginning of the Collections Assistant's tenure there was a learning curve in the function of using the camera. With the guidance of Gallery Director Jeanne Brasile these issues were resolved.

A lack of sufficient storage regarding Past Perfect photos continues to be a problem in the Google Drive platform. The Walsh Gallery still requires an upgrade in the Google Drive storage every few of months. The Walsh Gallery in conjunction with Elizabeth Leonard's and IT staff are working on solutions to this challenge.

Below is the progress to date on the D'Argenio Collections as of May '17:

Collection	Objects Catalogued	Total Objects	Percent Completed
Greek Coin Collection	0	56	0%
Greek Artefact Collection	12	12	100%
Roman Republic Coin Collection	1	53	1%
Roman Imperial Coin Collection	55	234	23.5%
Roman Antiquity Collection	30	30	100%

Eastern Roman & Byzantine Collection	0	24	0%
Byzantine Collection	8	8	100%
Total Collection	106	417	25%

III. Accessioning of Print Collections

To become better acquainted with Past Perfect, The Collections Assistant was taught to use the software to catalogue two recent donations received in December of 2016. The Greg Paglianite donation consists of six black and white archival pigment prints and the Dr. Tony DiStefano donation consists of 20 additional photographs of different types.   As the process for cataloguing photographs is more streamlined than that of cataloguing coins, this accessioning project became the basis for building enough knowledge to learn the more exacting task of accessioning the D'Argenio Collection of Coins and Antiquities.

I. Visitation Data

Below is the number of individual page visits to the Walsh Gallery website. These numbers indicate hits by month. The analytics also demonstrate how many individual hits were received on each page. This chart shows the homepage was visited the most and contains the most useful information at a glance to our visitors.

Gallery Website Data:

Page Name	May 2016	June 2016	July 2016	Aug. 2016	Sept. 2016	Oct. 2016	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	March 2017	April 2017	May 2017	Total Views
Home Page	267	228	167	213	387	380	370	352	499	567	459	268	197	4354
Current Exhibitions	37	42	26	49	118	182	160	215	184	131	82	42	36	1304
Upcoming Exhibitions	22	29	14	35	96	118	73	85	57	41	71	57	32	730
Staff	35	28	30	24	78	52	52	73	88	55	52	21	33	621
Visit Walsh Gallery	11	3	8	9	17	26	30	39	34	58	43	14	13	305

Artist Opportunities	12	22	22	19	42	13	31	25	64	102	11	25	13	461
About	2	2	4	5	11	7	9	30	30	14	12	0	0	126
Visit	11	3	8	9	17	26	30	39	34	58	43	14	14	306
Press	10	7	7	13	12	14	23	15	23	86	32	11	17	270
Collecting Policies	0	0	36	9	26	16	14	9	13	18	31	4	3	179

Data Analysis:

Visitation to the gallery website fluctuates based on each exhibit but averages around 400 hits on our homepage each month. Our peak months were January and February when we had a high profile exhibit *Learning to Fly* (January 17 – March 10, 2017). This exhibit drew a larger crowd due to a broad fascination with flight and its interdisciplinary focus. In return, the exhibit drew more foot traffic to the homepage, which resulted in higher viewership site-wide.

The second highest viewership was the current exhibitions page. The current exhibitions page had an average of about 100 – 200 views each month, which is significantly, less than the homepage at about 30%. This data suggests the most crucial information (i.e. exhibition, title, dates and hours) the viewer needs is located on the homepage.

I. eRepository Downloaded 2016 - 2017 Exhibition Catalogs

Users may now access our digital repository to view and access exhibition catalogues by directly downloading content or using our automated research request form (created in spring 2017.) The chart below represents the number of digital downloads associated with specific exhibitions. This past year we have had 121 downloads of exhibition catalogues from primarily the United States, but also locales around the world.

Exhibition Catalog	May 2016	June 2016	July 2016	Aug. 2016	Sept. 2016	Oct. 2016	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	March 2017	April 2017	May 2017
Anamnesis	1	0	0	0	0	0	1	0	0	0	0	0	1

Cell Mates	0	0	0	0	0	1	0	2	0	0	0	0	1
Crossroads: A Shifting Landscape	1	1	0	0	0	0	1	1	1	0	0	0	0
Data In, Data Out	0	0	0	1	0	0	0	1	2	1	0	0	0
Diverse Visions: An Exhibition of Contemporary Art from Mainland China and Taiwan	2	3	0	0	0	0	0	0	0	0	0	0	0
Driving Without Destination	0	0	1	0	1	0	0	5	0	0	1	0	0
Escaping the Rectangle – The Art of William Coronado	0	0	0	0	2	0	2	0	0	0	1	1	0
Eye Tricks	0	1	0	1	1	1	1	0	0	0	1	0	0
Getting to Infinity	0	1	0	0	1	1	1	1	0	0	4	0	0
Herb Rosenberg: Dialogue with an Ancient Forest	0	0	0	0	0	1	0	0	0	0	0	0	2
Jose Camacho	0	0	0	0	0	0	0	0	0	2	0	0	0
Kiki & Seton Smith: A Sense of Place	0	0	0	0	0	0	0	4	1	1	7	0	3
Lilliput	3	1	1	2	1	0	0	0	0	0	0	2	1
Linear Thinking	1	1	0	0	1	0	0	0	1	0	0	0	1
Painting: Process	3	2	0	0	1	1	3	0	1	0	0	0	0
Paperwork	1	0	1	1	0	0	0	0	0	1	1	0	1
Portraiture: Inside Out	0	0	0	2	1	1	0	1	0	1	0	0	1
Uncommon Threads	0	0	1	1	0	0	0	1	0	0	0	0	0
Untitled	0	1	0	0	0	0	0	0	0	0	0	0	0
Wahala Temi – Body Work	0	0	0	0	0	0	1	0	0	0	1	0	0
Working in Wonder	0	0	0	0	0	0	0	1	0	0	0	2	0

J. Future Projects

I. Omeka & Virtual Exhibitions

The Gallery Director and Collections Assistant are gathering and uploading rich content in anticipation of the rollout of Omeka for virtual exhibitions. For more information on the progress of unveiling Omeka, please refer to the report by Amanda Mita, Technical Services Archivist.

II. D'Argenio Collection & Print Collections

Progress will continue on the accessioning of the D'Argenio Collection so more artefacts can be highlighted in the context of exhibitions, displays, virtual exhibitions and research.

III. Press Page

As the Collections Assistant scans more content or locates URLs, the press page continues to grow. The objective on this project is to create PDF copies of all press materials. This project serves two aims:
   1) to preserve digital materials for research and posterity and 2) to allow wider distribution of materials to facilitate off-site research.

IV. Gallery Intranet & Tutorials

The gallery intranet tutorials will be expanding and upgrading over time. The Collections Assistant will be upgrading the tutorials as the Libapps platform or other work flows change. This is imperative for the efficient use of staff time and to lessen the amount of time spent training staff and work study students.

V. Expansion of eRepository

The eRepository is a digital infrastructure that houses exhibition catalogues and related content. Our constituents can use this tool to download information at will. The Collections Assistant and work study students have been locating content, scanning it and uploading exhibition catalogues pre-dating 2007 and other materials pre-dating 1997. Work will re-commence in September of 2017 when the work study students can compile more materials. In the summer of 2017, the Collections Assistant will finish uploading the backlog of content accumulated in the spring 2017 semester.

Alan Delozier

University Archivist

Special Collections and Archives Annual Report FY: 2016-2017

_____

Individual Report

The following summary is based on University Libraries Strategic Plan Objectives (where applicable) and the overall Archives & Special Collections Center Annual Report. Relevant professional activities undertaken over the past year either separately, or in conjunction (specific instances noted below) with departmental colleagues Dr. Kate Dodds (prior to departure), Msgr. Francis Seymour, Ms. Brianna LoSardo, Professor Amanda Mita, Ms. Kim Reamer and/or my Faculty Library colleagues; Professor Jeanne Brasile, Director of the Walsh Library Gallery; and/or Dean of University Libraries, Dr. John Buschman have been highlighted.

Seton Hall University Libraries: Library Strategic Plan Objectives

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

- Helped to promote the historical significance of the first Seton Hall University School of Medicine and Dentistry through the creation of exhibit windows in the Archives & Special Collections Center Reading Room with a corresponding blog entry on our homepage to coincide with University Weekend of 2015. These foundation steps have led to the accumulation of historical materials and working with the Teaching Learning and Technology Center (TLTC) and others on campus to continue building on the base collection. Additional research support has also been provided as needed over the past two years. (2015-Present)

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

n/a (Please See Objective 4)

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

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

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

- Taught a total of 17 individual class sessions including English 1201/1202, Core Freshman Orientation, and specialized instruction. Various classes featuring primary source instruction including a preview of materials found specifically in the Archives & Special Collections Center have also been taught. Of particular note were requested individual instructional classes and assignment support with Dr. Lyndy Danvers (Classics), Dr. James Kimble (Communication and the Arts), Msgr. Raymond Kupke (Seminary) Professor Dan Linke (Museum Studies), Dr. Max Matusevich (History), Dr. Dermot Quinn (History), and Dr. Joseph Stetar (Education). Already scheduled for the Fall 2017 semester is a return instructional session for the graduate course "History of Education" taught by Dr. Stetar.

Joint research collaboratives undertaken with various faculty over the past year include working with specific scholars including: Dr. Mary Balkun (English), Dr. Maja Basioli (Law School), Dr. Karen Boroff (Business), Dr. Dongdong Chen (Asian Studies); Dr. William Connell (History), Dr. Robin Cunningham (Freshman Studies), Professor Anthony DePalma (Writer-In-Residence), Dr. Nancy Enright (English), Dr. Pam Foley (Psychology), Rev. Lawrence Frizzell (Judaeo-Christian Studies), Dr. Karen Gevirtz (English), Dr. Gregory Glaznov (Seminary), Dr. Larry Greene (History), Dr. Al Hakim (Emeritus, Center for College Teaching), Dr. Richard Hunter (Business), Ms. Elizabeth Halpin (Diplomacy), Dr. Williamjames

Hoffer (History), Rev. Joseph Laracy (Seminary), Major Russell Lemler (Military Science), Dr. Edwin Pak-wah Leung (Asian Studies), Msgr. Richard Liddy (Religious Studies), Professor Alan Lucibello (History), Dr. Maxine Lurie (History), Dr. Thomas Marlowe (Computer Science), Dr. Mark Molesky (History), Dr. Donald McKenna (Communications), Dr. Forrest Pritchett (Freshman Studies), Dr. Marian Glenn (Biology), Dr. Vincente Medina (Philosophy), Dr. Karen Passaro (Continuing

- Studies), Dr. Elizabeth Redwine (English), Dr. Jeff Rice (Modern Languages), Dr. Monika Rice (Catholic Studies), Dr. Tom Rzeznik (History), Dr. Nancy Scharf (Nursing), Dr. Martha Schoene (Geology), Dr. Courtney Smith (Diplomacy), Dr. Judith Stark (Honors Program), Dr. Anthony Troha (Physics), and Msgr. Robert Wister (Seminary), and Professor Allan Wright (Catholic Studies).

- Consultant to *The Setonian*. Aid with historical background, research projects, and related inquiries for this publication. Examples from *The Setonian* over the past academic year include: "Author to speak on SHU's first sports All-American" (9/21/2016), "Seton Hall has history of on campus commencements" (11/30/2016), "Seton Hall builds on history" (1/25/2017), and "SHU's alcohol history hasn't always been so dry" (4/25/2017) among other select articles.

- Other singular educational activities undertaken over the past year include participation with colleagues at the University Libraries table during the University Involvement Fair. (8/2016)

- University Libraries Liaison for Catholic Studies (2016-present) and Associated Academic Support. Semester opening letter to the faculty, book orders, research assistance, and additional means of interaction with members of the Catholic Studies program along with serving as an adjunct professor within the department. Also work with the Department of Military Science and collaborate with colleague Professor Lisa De Luca in relation to various History Department activities related to the Archives & Special Collections Center.

- Educational Opportunities. I have completed requirements and earned a Certificate in Social Media from Seton Hall University (Fall 2016) and attended by invitation the select "Why Values Matter" test program offered through the Division of Continuing Education and Professional Studies (April 27, 2017). Continued

attendance at various conferences, symposiums, and specialized talks on campus for educational purposes.

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

Have engaged mainly in individual research along with team project solving in various instances over the past year. From June 1, 2016-May 31, 2017 here are the type of requests and number I have completed during this time period:

Type of request	Number completed *
Archdiocesan	100
University Archives	303
Manuscript	61
Rare book	45
Irish	42
Sacramental	6
Genealogy	24
Directional	332
Combination (Two or More Categories Represented Per Single Request)	2

(* In terms of the final "Number completed" figures on the LibWizard Application (started - July, 2016), the system analytics cannot break down "Combination (Two or More Categories Represented Per Single Request" by multiple types in the statistical report section. Therefore, the total of 2 recorded here is from the research request spreadsheet representing projects handled during June 2016 alone. This category will be modified for the next Annual Report. Additionally, the actual total of single requests recorded above (regardless of multiple categories covered) I have worked on is not 915, but 810 overall.)

- Requests handled from various geographical locations included the following states (in alphabetical order): California, Connecticut, District of Columbia,

Florida, Georgia, Indiana, Louisiana, Maryland, Massachusetts, Michigan, Missouri, New Jersey, New York, North Carolina, New Hampshire, Ohio, Oklahoma, Oregon, Pennsylvania, Texas, Virginia, Washington, and Wisconsin. Foreign countries represented (in alphabetical order) include: Austria, Canada, England, Ireland, Italy, Poland, and New Zealand. More information on specific project instances can be provided in further detail upon request.

- Archives & Special Collections staff share reference 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 Ms. Kim Reamer, Archival Assistant and Ms. Patricia Wooley, Part-Time Genealogy Assistant on a number of different 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 2016-2017 academic year has been rewarding.

- Worked with the following Seton Hall undergraduates (project choices centered on different historical themes listed in brackets) over the past year: Ms. Allegra Berg (Asian Studies); Ms. Alexandra Bushey (Civil War era correspondence Salt and Seton-Jeavons Collections); Ms. Alexandra Gomer (Ethnography and Seton Hall student body, 1856-1940); Mr. Alexander Grey (Political figures and connections to Seton Hall and a study of syllabi from the nineteenth-early twentieth century); Mr. Santiago Losada (Languages and International Programs); Ms. Katherine Segovia (Seton Hall publications and serials indexing evaluation – literary journals).

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

n/a

Objective 7: Develop a Reference and Instruction mission statement, curriculum mapping, synergies between these services, and other forms of literacy

(e.g. data vs. statistical literacy), and develop a presence in Seton Hall's online courses **(1, 2, 3, 5, 6, 7, 8)**

- Continued to develop the online core curriculum elective course entitled: "New Jersey Catholic Experience" sponsored through the Department of Catholic Studies, but also cross-listed with the Department of Religious Studies and the School of Theology. Offered during the Spring 2016 semester and is tentatively scheduled to run again during the Fall 2017 semester. 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. Under consideration for Core III course approval status at the present time.

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

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

- Attended the Digital Humanities Summer Seminar workshops of Summer 2016 and Spring 2017 in anticipation of planning a proposal for digitizing and offering an educational site related to Catholic New Jersey/Seton Hall University. The title of my proposal and further details along with submission will be finalized in time. (2017-2018)

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

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

n/a

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

n/a

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

n/a

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

- Publications added to the Institutional Repository (Published and/or Edited Over Past Year)

"Archival Science & Historical Method Toward Quest For Insight," Praxis Seminar, Seton Hall University, 2016-2017. (Revised Web Essay)

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

"Religious Rules & Regulation: The First Synod of Trenton (1886)," *The Recorder: Newsletter of the New Jersey Catholic Historical Commission*, 3:3, 2017.

The Sidewalks of New Jersey – Alfred E. Smith, Catholicism, and the Presidential Campaign of 1928," *Essays on New Jersey Catholic History – In Commemoration of the 350th Anniversary of New Jersey*. Ganz, Carl, ed. (South Orange, NJ: New Jersey Catholic Historical Commission, 2016) [pps. 110-170] (* Book Chapter)

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

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

"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, 2018)

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, 2018)

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

"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, Fall 2017)

The Society of Jesus and Academia in New Jersey – Robert I. Gannon, S.J. & the Re-Birth of St. Peter's College, 1930-1936," (* Peer-reviewed article submitted for inclusion in *New Jersey Studies: An Interdisciplinary Journal*, 2017-2018)

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.)

(South Orange, NJ: New Jersey Catholic Historical Commission, 2016) [pps. 110-170] (* Book Chapter)

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

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

"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, 2018)

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, 2018)

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

"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, Fall 2017)

The Society of Jesus and Academia in New Jersey – Robert I. Gannon, S.J. & the Re-Birth of St. Peter's College, 1930-1936," (* Peer-reviewed article submitted for inclusion in *New Jersey Studies: An Interdisciplinary Journal*, 2017-2018)

- 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.)

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

n/a

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

- Catholic Social Work/Justice Resources Grant Project Plan - NJCH. Collaborated with Dean of University Libraries, Dr. John Buschman and Dr. Kate Dodds on this proposal to obtain funds for the digitization and preservation of unique materials within our collection related to Catholic Social Work/Justice and their connections to the greater New Jersey community. Secured letters of endorsement, promotion objectives, and provided various assistance to the overall project plan envisioned by Dean Buschman. (Summer 2016)

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

- Aid with donation selection potential of Catholic-themed Rare Book purchases and continued connections regarding manuscript collection offerings – John C.H. Wu Papers, etc. and others via Dr. John Buschman, Dean of University Libraries.

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

n/a

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

n/a

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

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

- 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 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 future objectives are being worked upon at the present time.

- 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. Excellent work in regard to this project and related activities have been undertaken by Mr. Mark Mendolsohn (Volunteer) and Mr. Patrick Tobias (Student Worker) in their efforts to consolidate and record Vertical File contents and various boxed materials over the past four semesters. Mr. Tobias was also active with the integration of select items into the Seton Hall University Publications Collection files and weeding duplicates during his time on site.

- School Newspaper Project (49.0 flat boxes) [1924-2016]. Full inventory made of *The Setonian* print edition including a survey report and update on hard copy issues found in our collection with additional information regarding date of publication, volume and issue numbers, number of pages, size of paper, condition and notes, availability in microfilm form, and related factors.

- Seton Hall University Vertical File & Accessible Reference Collection (81.0 cubic ft. appox.) [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.

- 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.

- Arts & Sciences, College of – Faculty Research Collection (17.0 cubic ft.) [c. 1950s-2000s]. Evaluation and consolidation of 30+ cubic feet of boxed records related to different faculty members and their publications, professional work examples, letters, and relevant biographical material housed among our archival collections. The remaining appox. 15 cubic feet taken from the original set of boxes have been integrated into the Office of Records Management holdings catalog.

- John Concannon Collection. Work has continued 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 through the remainder of 2017 until processing is fully completed.

- "Older/Obsolete" Technology. Inventory of holdings on this designated cart have been made for reference purposes and future dissemination. (Spring 2017)

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

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

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

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

- *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 evidence on the English as a Second Language (ESL) Program; Father Laurence Murphy, former President; and The Historical Women of Seton Hall University (1937-1968) among other select background information needs.

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

- Have worked on and/or serve as primary editor on various LibGuides 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): "United Nations, UNA-USA, and Archives & Special Collections Center Celebrate New Book" (11/2016); "Easter Rising Commemoration Conference at Setonia"

(10/2016); "Archives & Special Collections – University Weekend Activity Map . . . " (9/2016); "Back to School – First Day Fever for Seton Hall Students Over the Years" (8/2016); "Winand Wigger and 19th Century Conciliar Connections" (6/2016); "Women of Setonia 1937 – Ever Forward" (1/2017); "The Newark Uprising of 1967 – An Exhibit Overview and Resource Leads" (2/2017); and "Reading Ancient Éire – Oldest Volumes in the Setonia Irish Collection" (5/2017). Full text on each article: http://blogs.shu.edu/archives/2013/07/campus-under-construction/

- Seton Hall University Yearbooks Digitization Project – Abstract. Wrote the historical and introductory text entitled: "An Overview of the Seton Hall Yearbook and its Publication History (1924-2006)" to accompany the access points connected to this site. (8/2016) Site link - http://library.shu.edu/digital-collections/yearbooks-history

- Provided historical images for Christmas and Summer news entries on the University Libraries Homepage. (2016)

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

- Major Seton Hall-Related Research Projects (Select Examples). Assisted with Faculty Convocation Necrology image tribute films produced by Ms. Bernadette McVey from the Office of the Provost (9/2016 and 9/2017); Historic photographic views of select years (1959-2006) for the special Service Recognition event sponsored by the Office of Human Resources (4/2017); 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 (5-6/2017). Additional special projects containing significant historic Setonia content with description details is available upon request.

- 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*, 2016-2017 and 2017-2018 editions.

- Submit yearly report and survey data highlighting Catholic-centered primary resources, Rare Book collections, and other related data to the Office of the Provost on an annual basis. (Fall 2016)

- Provided an updated University History text for each member of the Seton Hall Board of Regents and Trustees. (2016-2017)

- Yearly research assistant for the *Many Are One* gala and awards sponsors committee. (2016)

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

- 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. Specific examples can be offered upon request.

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

- Catholic Library Association (CLA). A member of the organization and presently serve as Chair of the Membership & Publicity Task Force. Named official CLA Historian, Chair of the Centennial Anniversary Committee (in anticipation of 2021), Head of the Catholic Resources Preservation Roundtable and member of the CLA Finance Committee this year to take effect during 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 (2016-2017) 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.

- 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* (back editions and third issue of the serial series released in March 2017) 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. 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. Helped with review on the book draft and web access to the *Essays on New Jersey Catholic History – In Commemoration of the 350th Anniversary of New Jersey* by Carl Ganz, Jr. published via the NJCHC in 2016.

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

- 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 and 2017 House Tour Committees. Served as Chair of the organization committee for the South Orange Historical Symposium conducted in honor of the 150th anniversary of the South Orange Public Library co-sponsored by the SOPHS (November 2016) and assisted with historical research on behalf of the South Orange Train Station Centennial Committee (Fall 2016).

- South Orange Public Library (SOPL). Have collaborated with the administration on various projects for many years and specifically appointed to the 150th Anniversary Committee (2016). Have worked with this Board on various programming ideas, promotional plans, and other activities to bring awareness to the anniversary and work the library does on a daily basis. Various project support was provided including 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 Catholic Diocese of Trenton PTA, Montclair Kimberley Academy, Rowan University, and St. Peter's Preparatory School have been worked with in the past and remain open to collaboration. Worked with archivists at the College of St. Elizabeth over the past year and work pending with the Warren Township Historical Society (Somerset County) for 2017-2018.

- 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 in relation to the book project completed by author Mr. Jim Wurst entitled: *The UN Association–USA: A Little Known History of Advocacy and Action*. (Boulder, CO: Lynne Rienner Publishers, 2016) and through 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.

- Additional research collaboration and professional discussions held with different organizations. Included are the American Labor Museum, Caldwell University Archives, Catholic Archdiocese of New York, Catholic Diocese of Metuchen (NJ) Historical Commission, Columbia High School (South Orange-Maplewood) Library, Consul General of Ireland (IACI), Felician College Archives, Maplewood (Durand-Hedden House Museum), Mercer County Community College (Alumni Representative at the 50th Anniversary Commencement – 5/18/2017, Invited), New Jersey Historical Commission, Philadelphia Archdiocesan Historical Research Center, Quinnipiac University Library, Saint Peter's University (150th Anniversary Committee), Strollers Theater Group of Maplewood, 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), Archdiocese of Newark Patrimony Committee (Observer), Archivists Roundtable of New York, Association of Catholic Diocesan Archivists (News Correspondent for New Jersey), Brick City (Newark) 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 Library Association College/University Archivists Committee, New

Jersey Studies Academic Alliance, Newark Archives Project (Advisory Board Member), Newark Historical Society, and others.

- Campus Consultancies. Regular historical-oriented collaboratives are regularly conducted with various departments/centers including: Alumni Relations, Bayley-Seton League, and the Department of Athletics (* Meeting with administration regarding their collection and future evaluation of their historical material holdings and discussion notes produced. Talks held with the Office of Sports Information, Professor Amanda Mita, and myself on 2/2017). 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 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 2016-2017 term. Part of the Faculty Senate Library Committee. In addition, I also belong to the Faculty Senate 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); Program Review Committee (2016); Bayley-Seton League, Student Leadership Servant Award 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 Libraries Committee Assignments. Member of the University Libraries Accessibility Committee, Archival Assistant Search Committee (Summer 2016), and Business Librarian Search Committee (Fall 2016) 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 24: Expand access to electrical for students **(4, 9)**

n/a

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

- John C.H. Wu Project. Member of the Steering Committee for: "China Studies, Catholicism, and East-West Dialogue – A Symposium in Memory of Seton Hall University Professor John Ching-Hsiung Wu." This two-day conference was held on the campus of Seton Hall University in honor of the life and work of scholar Dr. John Ching Hsiung Wu, a prominent Chinese jurist and writer whose specialization was Christian spirituality, literature, and jurisprudence. (4/2016) (* Post conference activities are continuing forward including my co-editing a detailed proceedings book is presently being worked on in conjunction with the speakers from this event and planned for publication in 2017 or 2018)

- Valente 20th Anniversary Commemoration. Aided with publication background research resource selection for articles written by Dr. John Buschman, aided with finalization of display materials in the Archives & Special Collections Reading Room for the day of the event (9/26/2016), helped select images for the University Libraries Homepage, LibGuide, and event booklet in anticipation of this observance. (2016)

- Immaculate Conception Seminary. Invited to participate in an Assessment Program in review of academics and teaching effectiveness measures for the coming year and future planning. (May 2017)

- Irish Studies - Various. Creator and Co-Chair of the Steering Committee for the conference entitled: "The 1916 Easter Rising: Art, Articulation, Inspiration. A One-Day Conference in Celebration of Éirí Amach na Cásca." This one-day symposium looked at the theatre, art, philosophy, theology, and history of the Easter Rising and its centennial observance as well as the post-rebellion period from a liberal arts perspective. Speakers examined the words and meaning behind the cause for freedom and why we continue to study and explore this pivotal event not only in the Irish experience, but its impact worldwide. (10/21/2016). Also provided 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)

- Seton Hall University Women's Conference - 2017. Proposal created and accepted for this event entitled: "Broadcasting Their Stories – Exploring the Evolution and Wider Views of Seton Hall Women in the Media from 1937 to the Present Day," including co-panelists Dr. Tracy Gottlieb, Vice President of Student Services; Ms. Ashley Turner, *Setonian* – News Editor; Ms. Brianna Bernath, *Setonian* – Assistant News Editor. (3/24/2017)

- Conversation About Race Initiative. Started during the summer of 2016, this campus-wide series of events 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 an exhibit on the Newark Uprising of 1967 (Walsh Library First Floor Exhibit Case), promotion and information handout in conjunction with the Mr. Junius Williams talk on campus (3/30/2017). Created and maintain a LibGuide entitled – "Race and Racial Studies" found on the University Libraries Homepage. Developed and organizing a workshop concept entitled - "Library Resources for Teaching/Studying Race," with Professors Lisa DeLuca, Anthony Lee, and Lisa Rose-Wiles, which is scheduled to run during the Fall of 2017 semester. Also in the initial planning stages for a half-day symposium (with promised approval from the Office of Faculty Development) tentatively titled: "Early Evolution of Racial Awareness at Seton Hall University" to be held later in 2017 or early 2018. 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.

- Faculty Lectures. Worked in support of a talk by Dr. Maxine Lurie entitled: Envisioning New Jersey in honor of her recently published book of the same title held in the Beck Rooms, Walsh Library. (10/19/2016)

- 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 where applicable. Counted among the cross-section of events assisted with (chronological order) include:

Ms. Taylor Curtis "From Ukraine to New Jersey: Louis Lozowick's Prints of American Life" [Piero Art Gallery - South Orange] (Spring 2016); Ms. Anne Marie Vasquez, Office of Athletic Information – "Seton Hall University Athletic Hall of Fame" project (Spring 2016); Professor Brasile "Campaign Buttons From the Seton Hall University Archives: A Brief Historical Background" Walsh Library Windows [four different] (Spring-Summer 2016); Professor Brasile "Built for Learning" Walsh Library Gallery (Summer 2016); "Of Matter and Memory," a solo exhibition by Mr. Nyugen Smith (* aided with display materials selection coordination and selected readings for one day reading program held during University Weekend in the Walsh Library Gallery – September 24, 2016); "Seton Hall University in 1966" (* Personally mounted exhibit in the Walsh Library First Floor Display Case) (Fall 2016); "Bob Davies, All-American" (* Personally mounted exhibit in a Walsh Gallery Window display) (Fall 2016); "United National Association of the United States of America Introduction to the Collection and Historical Overview" (*Personally mounted displays in the Walsh Library First Floor Display Case) (Fall 2016); Ms. Kathlene Williams and Mr. Derek Butler "Learning to Fly: A Celebration of Flight and Exploration" Walsh Library Gallery (Fall 2016-Spring 2017); "Women of Setonia 1937 – Ever Forward . . ." (* Personally mounted exhibit in Archives & Special Collections Reading Room Display Cases) (Spring 2017); "The Newark Uprising of 1967 – An Exhibit Overview and Resource Leads" (* Personally mounted exhibit in the Walsh Library First Floor Display Case) (Spring 2016); Ms. Liza Bell "Passover Commemoration – Pages from the Haggadah," (Spring 2017); Ms. Liza Bell "Seton Hall Commencement and School Spirit" (Spring 2017); Preparatory Ideas for an exhibit on Commemorations w/ Professor Brasile, Gallery Director (2016-2017).

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

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

- "Mount Carmel Guild Collection," Lightning Round Talk – CRRA Annual Conference Panel, Interactive Presentation centered in New York City, NY. June 7, 2016.

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

- "The Female Presence and Post-Secondary Co-Education in the Franciscan Academic Experience from Early Inroads to Enduring Presence 1847-Present for the 2016," Presentation at the Franciscan Institute Conference on Franciscan Women held at St. Bonaventure University, St. Bonaventure, NY. July 14, 2016.

- "Campus 'Then and Now' Tour," Presentation for parents and students during the Seton Hall University Weekend Celebration, South Orange, NJ. September 23, 2016. (Invited)
- "Bob Davies, Seton Hall's First All-American," Presentation by author Mr. Barry Martin during the Seton Hall University Weekend Celebration, South Orange, NJ. September 23, 2016. (* Moderator for the Talk)

- "Documenting the Easter Rising – Research Focus on a Global, Local, & Personal Level . . . ," Presentation at The 1916 Easter Rising: Art, Articulation, Inspiration. A One-Day Conference in Celebration of Éirí Amach na Cásca held at Seton Hall University, South Orange, NJ. October 21, 2016. (* Also served as Co-Chair of the Planning Committee)

- "Overview of South Orange History and Value of Libraries" Presentation with Ms. Melissa Kopecky, Director of the South Orange Public Library at the South Orange (New Jersey) Symposium. November 4, 2016. (* Chair of the Planning Committee and Co-Moderator for the Event)

- "Irish & American Irish Resources" and "History of the Irish in New Jersey," Gael Scoil held at Notre Dame High School, Lawrenceville, NJ. February 11-12, 2017. [* Annual Irish immersion school for 6-12 grade students. Named to Gael Scoil Advisory Board] (Invited)

- "Broadcasting Their Stories – Exploring the Evolution and Wider Views of Seton Hall Women in the Media from 1937 to Present Day," Presentation at the annual Seton Hall University Women's Conference, South Orange, NJ. March 24, 2017. (* Also served as Moderator for the Panel)

- "Baseball and New Jersey" Presentation by author Mr. Bob Golon for the residents of The Atrium at Navesink Harbor, Red Bank, NJ. April 10, 2017. (* Co-Organizer and Moderator for the Event)

- "Bringing the Archives & Library to the Online Classroom: Catholic Course Content Old & New in Action," Presentation at the National Catholic Educational Association/Catholic Library Association Conference held in St. Louis, Missouri. April 19, 2017.

- "Discovering Primary Source Materials and Road Trip Tales: The Newark Archives Project." Presentation at the Mid-Atlantic Regional Archives Conference Spring Conference held in Newark, New Jersey. April 22, 2017. (* Panel Creator and Moderator)

- "Library Resources for Teaching/Studying Race," Presentation with Professor Lisa DeLuca, Professor Lisa Rose-Wiles, and Professor Anthony Lee to be held at Seton Hall University, South Orange, New Jersey. Originally scheduled for May 2, 2017, but to be re-scheduled for the Fall of 2017 semester. (* Panel Creator and Speaker)

- "Catholic Resources in Context," Presentation to be held on behalf of the Hudson County Genealogical & Historical Society, Secaucus Public Library. December 9, 2017. (Invited)

Lisa DeLuca

Social Sciences Librarian

Annual Report FY 2016-2017

Objective 2
- Created Research Guides for *Basque Resources, Historical Newspapers, Latin American Studies, World War II*

Objective 3
- Conducted 56 research consultations for History, Political Science and Diplomacy undergraduates, graduates, faculty and Deans.

DeLuca 2016-7 Consultations by Department

Department	Consultations
Diplomacy	20
Political Science	13
History	15
PolicyMap	8
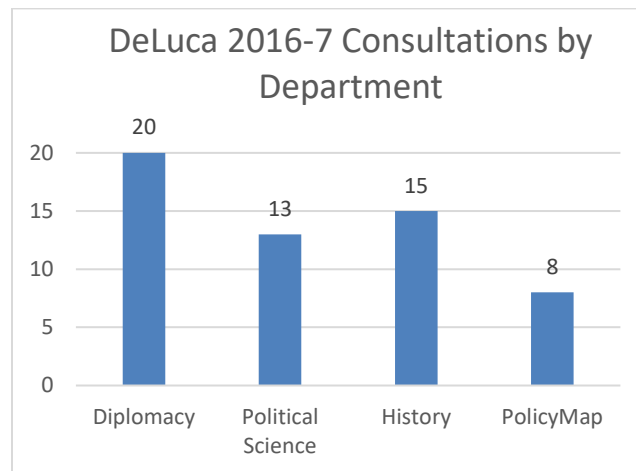
- Taught 34 classes for English and University Life (15) and History, Diplomacy and Political Science (19).

DeLuca 2016-7 Classes by Department
(about 700 students taught-
400 in liaison areas, plus 300 in English)

Department	Classes
Diplomacy	3
Political Science	5
History	9
MHA	2

Research Guides had 4676 views, up 22% from 2015-16

DeLuca - Top 10 Most Used Research Guides

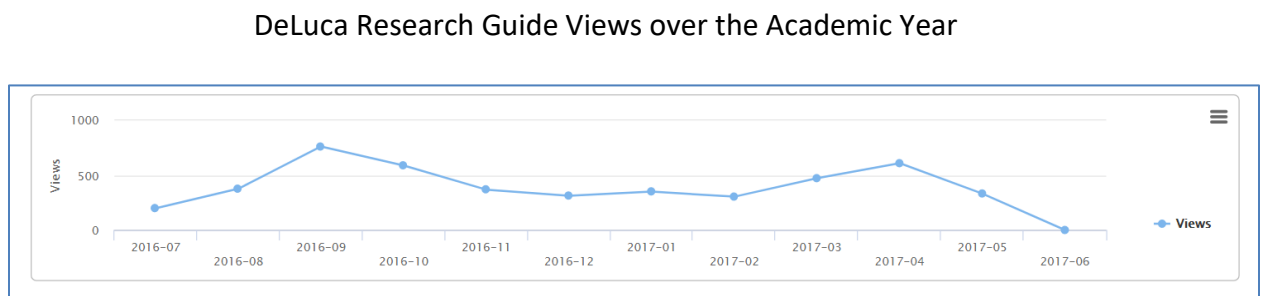| Guide	Views
Historical Newspapers	540
History - Getting...	534
PolicyMap	426
United Nations	390
Non-Profit...	278
International...	203
History 1302 - ...	202
American History...	198
Criminal Justice	176

DeLuca Research Guide Views over the Academic Year

●

- Served as Project Manager for PolicyMap (GIS mapping tool) and coordinated with departments track program growth and faculty needs to support spatial literacy. Political Science, the Masters in Health Administration and Anthropology participated.

Objective 4

- Presented at School of Diplomacy's Graduate Orientation, August 2016.
- Created library collateral for the New Faculty Orientation, August 2016.
- Created Impact Statements for the Global Studies Certificate for School of Diplomacy and International Relations and the College of Education and Human Services and the Online MPA Program.
- Attended departmental related lectures and symposiums including:
    - **Diplomacy**: World Leaders Forum, Diplomacy Faculty Panel,UN Sustainable Development Challenge, UNA-USA Book Launch
    - **History**: Comparative History Symposium, History Honors Thesis presentations,
    - **Political Science**: Heath Brown "Immigrants and Electoral Politics," Teaching Citizenship, Second Faculty-Student Symposium on Teaching/Talking About Race
    - **Digital Humanities/Data/Scholarship**: Online Learning Day Part 2 - "Online Learning Best Practices," NJBDA 4th Annual Symposium: Big Data Connects at NJIT, Strategies for Scholarly Productivity (Center for Faculty Development)
- Attended Wiley Partnership Kickoff Meetings for Online MPA program and School of Diplomacy.
- Creating purchasing profiles for departments based on areas of interest, preferred publishers, series authors and topics in GOBI.
- Part of Communications Librarian Search Team

- Worked with PolicyMap on marketing to create MapChat blog post with Anne Hewitt and John Buschman. Anne Hewitt also featured in PolicyMap MapChat Webinar.
- Presented Poster "*Shining a Light on a University Special Collection with Data Visualization*" at ACRL 2017 Conference, March 24, 2017 [with Katie Wissel].
- ACRL 2017 Conference Poster Sessions Committee, 2015-present.
- Served on Library Data Analysis Committee within library to review chat and reference statistics.

- 2016 Digital Commons Great Lakes User Group and New York Institutional Repository Conference – July 2016 – Workshop Presenter – Creating and Marketing an electronic journal
- Attended Political Science Faculty Meeting to ensure faculty had current understanding of databases and mapping tools to support digital and spatial literacy.
- Conducted Hein Online Webinar for Political Science and Diplomacy Departments.
- Objective 2,3,4
- Created and deployed outreach plans for liaison departments including creation of Research Guides, publicity and training for new databases, data sets and research tools.

Objective 3,4,7
- Presented at 2017 Digital Humanities Summer Symposium about data visualization with Katie Wissel, also coordinated topics and speakers for the 3 day event.

Objectives 4,7,8
- Published [Navigating United Nations Data Sources](#) in *Collection Building*, January 2017.
- Published [United Nations: Online data repositories and resources](#) in *C&RL News*, December 2017.
- Completed 3 courses towards MPA degree.
- Completed DAVA Certificate (18 Credits), Graduate Program in Data Analysis from the Seton Hall Departments of Mathematics and Computer Science and Psychology.
- Received New Jersey Association Society of Public Administration's [MPA Student of the Year](#) Award
- Inducted Pi Alpha Alpha Honor Society (3.7 GPA or higher, current GPA 3.8)
- Research Team for $12,000 grant project– [“Nonprofit Investigative Journalism: A Snapshot of Content and Reach”](#) funded by Jonathan Logan Family Foundation, 2017 Grant. With Matt Hale, Joe Riccardelli and Ryan Stetz
- Created and ran Library Bytes program with Center of Faculty Development to feature library tools and services to Seton Hall faculty

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

Objective 8
- Member of the Digital Humanities Committee, 2014 - present
- Member of Collection Development Committee, 2015 to present
- Awarded 2017-8 Digital Humanities Faculty Fellowship Award with Larry Greene (History)

Objective 11
- Participated in Duplicates Project to ensure duplicate books were offered and delivered to liaison department.

Objective 12
- Managed e-journal for Pi Sigma Alpha (Political Science Honor Society) in Institutional Repository.
- Collaborating with Sharon Ince to create new undergraduate research journal with Cherubim Quizon, Nate Kahl and Donovan Sherman and called loci. Obtained ISSNs for both journals.
- Managed Digital Repository for Digital Services Librarian, now co-managing repository including marketing, managing journals and the Galleon Yearbook project, managed one student worker
- Ongoing marketing of Repository conducted through Faculty Senate, Senate Library Committee and Petersheim Exhibition. 50 new faculty profiles were added, this will allow faculty to access bepress analytics tools.

Objective 3,8,26
- Served on planning team Summer Digital Humanities Program with committee chairs; secured speakers for 3 day program and was program presenter.

Objectives 4, 26
- Member, Center for Faculty Development Advisory Board, 2015 – present
- Member, Space 154 Advisory Board, May 2017- present
- Member, University Research Council, October 2017-present

Future:

- Conduct PolicyMap planning session to allow faculty time to create and collaborate on mapping assignments
- Continue PolicyMap Rollout – Adding the Department Education and Anne Hewitt - HCAD7522 - Healthcare Policy (2), HCAD 7521 (Healthcare System (2)
- Continue adding departments to Institutional Repository and manage student worker
- Support LexiUNI rollout out for History and Political Science
- Create Presidential Powers Research Guide with Rob Pallitto
- Complete 9 credits for MPA to graduate in May 2018
- Write Valente Collection article for Journal of Electronic Librarianship with Katie Wissel
- Complete Presidential Digital Resources article
- Create videos for finding journals, databases for Political Science, History, and Diplomacy
- Attend United Nations Library Training Program covering Peacekeeping Research
- Complete Digital Humanities Faculty Fellowship with Larry Green (History)

Sebastian Derry

Assistant Dean for Public Services

Annual Report FY 2016-2017

Introduction

Public Services encompasses a wide range of departments, people, services and spaces within Seton Hall University Libraries—Access Services (Circulation, Interlibrary loan, EZ Borrow, Stacks Management), Reference Services, the building's public spaces on the 2nd - 3rd - 4th floors, hours of operation, signage, communication and outreach, as well as the library's news blog and social media profiles, to name a few.

Planning, coordinating and guiding the work done in these different areas, as well as ensuring that communication and feedback are shared widely (both within the library and across the university) in a timely and regular manner, are the primary duties of my position.

The Year in Review—Progress on Objectives and Goals

Over the past year I have been fortunate to collaborate and work with dedicated library colleagues on a variety of projects. As a result steady progress has been made towards completing both my and the Library's goals and objectives. Highlights include:

Public Services Committee (PSC)

I continue to play an active role in the Public Services Committee (PSC), where I serve as ex officio **(Library Strategic Plan Goals 1, 5, 8)**.

This past year the committee (chaired by Beth Bloom) added 2 new library faculty—Marta Deyrup and Gerry Shea—joining Katie Wissel, Lisa DeLuca and Sharon Ince. Further details of the committee's work can be found in its minutes posted on the library's intranet http://library.shu.edu/psc/minutes.

The committee's main focus has been assessment of library instruction, specifically targeting the large Freshman College English I (English 1201) class in the Fall of 2016. In order to assess the impact of a one-shot library instruction session (provided by a library faculty member or administrator) on students' understanding and retention of key concepts, 2 online tests (one pre-instruction, one post-instruction) were developed and administered, in collaboration with English faculty: **English 1201 Research Exercise (Pre-Instruction)**

http://shu.libsurveys.com/English-1201-Research-Exercise

English 1201 Post-Instruction Quiz

http://shu.libsurveys.com/1201-post-quiz

The initial results are show some improvement in understanding concepts/areas of **information sources** and **keywords**, after students had an instruction session with a librarian:

Summary		
	Pre-Instruction	Post Instruction
Information Source Types	67%	78%
Keyword Concepts	67%	85%
*Sample size of 100 students		
*Average scores from 5 graders		

Future Plans

- PSC membership will change slightly—Lisa DeLuca and Sharon Ince will rotate off, Beth Bloom will relinquish her chair duties, and Katie Wissel will assume the role of chair.
- PSC plans to carry forward its assessment initiative with the English 1202 classes in Spring 2017.
- PSC plans to meet with Agata Wolfe (Assistant Provost for Assessment and Special Projects) to share and discuss our findings within the larger context of the university's assessment initiatives.
- Ultimately our assessment efforts will move beyond English 1201 and across the curriculum.

Customer Service

This past year John Irwin (Head of Access Services) and I investigated training opportunities in customer service for the library's circulation staff (**Library Strategic Plan Goals 1, 5, 8 | Library Strategic Plan Objectives 2**). We are both committed to investing in the continual development of our dedicated circulation staff, for their benefit as well as for the benefit of our patrons and all those whom we serve.

We engaged Dianne Russo (Department of Human Resources—Manager, Training & Organizational Development) to deliver a training module **Providing Quality Service and Building a Service Culture** to our 4 full-time circulation staff. All 4 participated, and provided feedback on the process afterward. The consensus was not only that the training was valuable, but that participation should be extended to and encouraged library-wide among other staff, faculty, and administrators.

Future Plans

- Work with Diane to bring this training to as many library employees as possible.

Liaison Model

With the hiring of our new Communications Librarian Gerry Shea, there was renewed interest in discussing the liaison librarian model, and in considering new types of interactions and transactions that could encompass areas such as: embedded library faculty work; developing an online presence; and collaborating with other teaching faculty in assignment development, both in-class and online **(Library Strategic Plan Goals 1, 5, 8 | Library Strategic Plan Objectives 4)**.

An initial meeting was called by Dean Buschman, and the group included library faculty both new (Gerry Shea, Katie Wissel, Lisa DeLuca) and tenured library (Lisa Rose-Wiles). The Dean shared ideas about and conversation centered on what a new liaison librarian model might look like, based on reviews of literature, and investigation of best practices.

Future Plans

- The group should reconvene with an aim to developing a communication and outreach plan, which reflects a reformulated liaison model.

The Circulating Collection

In partnership with Collection Services (led by Assistant Dean Elizabeth Leonard) and Access Services (led John Irwin), the mammoth project of de-duplicating, inventorying, and shifting the entire circulating collection was completed **(Library Strategic Plan Objectives 6, 10, 11)**.

It took well over a year and involved the efforts of nearly every single library employee throughout its duration, but we are already reaping this project's

benefits: improved catalog records, a more accurate picture of the library's holdings, freed-up shelving space which will allow for future growth across the collection, revised and accurate shelving endcaps and a re-organized configuration of books by call #, for improved findability and navigation.

Future Plans

- We need to continue to revise signage and maps on each floor to improve access.
- The Valente Collection needs to be inventoried.
- Surplus shelving material and compact shelving space needs to be addressed.
- We are now ready to more fully investigate and possibly deploy *StackMap*, (https://stackmap.com/) an indoor mapping web application that helps patrons easily locate library resources.

Random Data

For FY 2016-2017 there were 15 (random dates) chosen for random data collection. All full-time library employees who are working on these days are required to fill out one form per interaction (or question) they have throughout the day. The form allows for the capture/recording "informational contacts" that occur randomly, both at traditional service points (i.e. the reference desk, the circulation desk) and non-traditional service points (e.g. online chat, by phone, in the stacks, at locations outside the library).

After a summary data presentation of findings to the Dean, some changes were recommended for Reference Services (**see next section**).

In addition, while plans were drawn up to (i) deploy physical suggestion boxes, and then (ii) schedule public and open "Chat with the Assistant Dean" sessions in the Information Commons periodically through the semester, ultimately these were postponed (**Library Strategic Plan Objectives 5, 21, 24**).

Future Plans

- Random data will continue, with 20 dates to be selected for FY 2017-2018.
- "Chat with the Assistant Dean" will begin, with 10 dates to be selected for Fall 2017.

Reference Services

With the launch of a new chat service in the Fall of 2016, Reference Services continue to improve as we explore new ways of delivering reference. Use of this new chat feature steadily increased upon its introduction, and "chat traffic" at the desk (i.e. a reference librarian at the reference desk helping someone using chat) increased substantially **(Library Strategic Plan Objectives 3, 5)**.

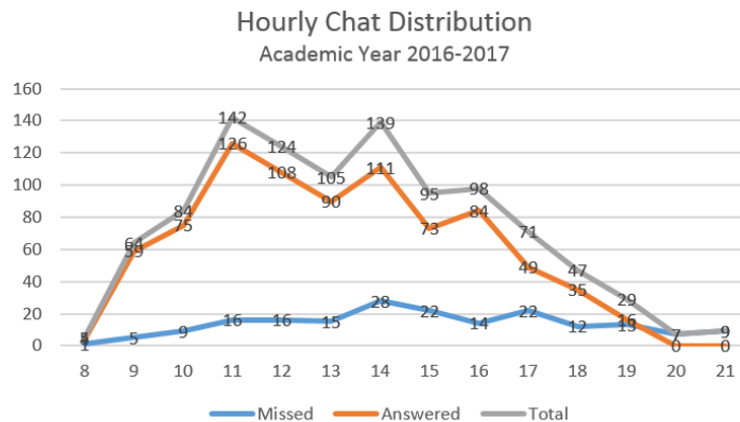One feature of the new chat service is that it allows for the capture and saving of transcriptions of all chat transactions whenever they occur. Data collected on random data days can then be further augmented by these chat transcripts. And in fact an assembled team (professors Wissel, DeLuca and Shea) did just that— reviewed and analyzed this chat data, looking at reference demand hourly, weekly,

monthly and on weekends (**see Figure 1**).

Reference Demand: Hourly

Data illustrates two clearly defined peak chat windows

- *Suggest formalizing a back-up chat schedule during the 10-12 and 1-2 hours.*

Hourly Chat Distribution
Academic Year 2016-2017

Hour	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Missed	1	5	9	16	16	15	28	22	14	22	12	13	0	0
Answered		59	75	126	108	90	111	73	84	49	35	16	0	9
Total		60	84	142	124	105	139	95	98	71	47	29	7	9

Legend: Missed — Answered — Total

Reference Demand: Daily

Friday is lightest weekday - nearly as quiet as Saturday.

- *Consider Friday on-call aside from peak months of Nov & April*
- *Lighter Friday demands would support Sunday-Thurs term position.*

Daily Chat Distribution
Academic Year 2016-2017

Legend: Missed — Answered — Total

Daily Reference & Research
87 Average Weekly Encounters Mapped to Chat Traffic

Legend: Reference — Research Appt — Diss Thesis
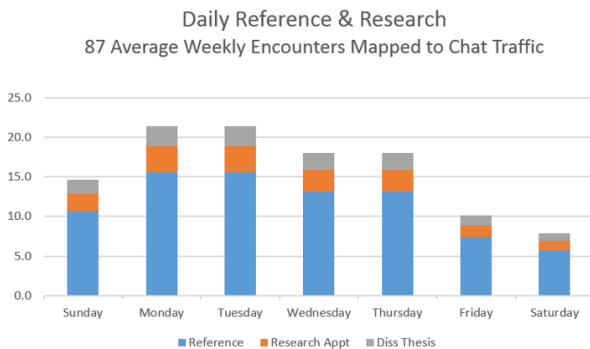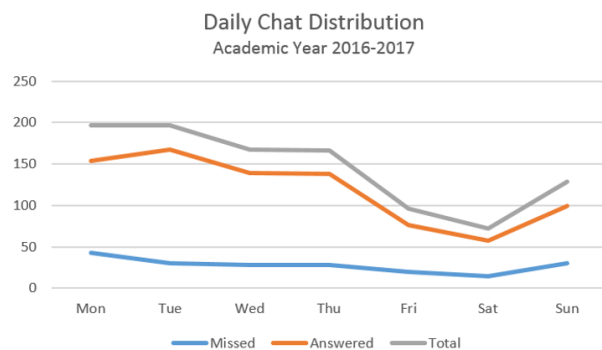
Reference Demand: Monthly

The overall demand pattern for services follows a predictable semester rhythm. Pattern indicates a peak demand in the third month of every semester.

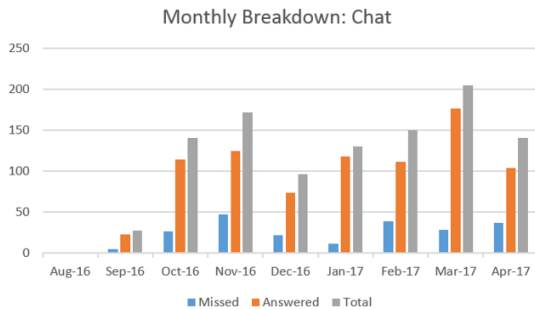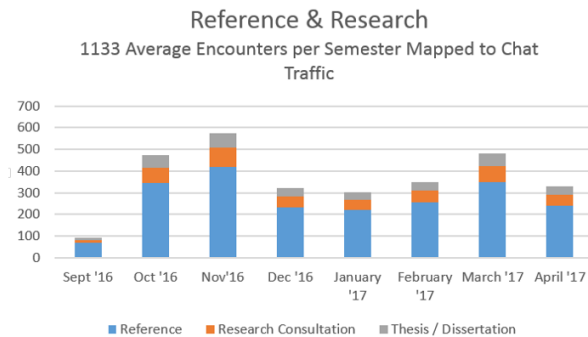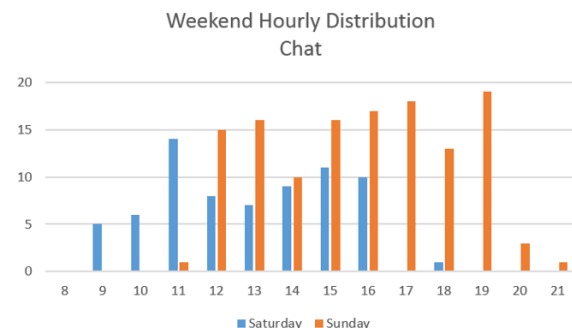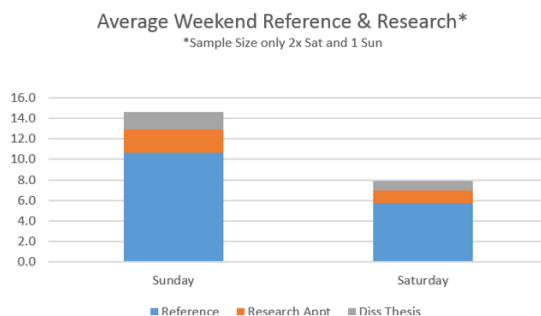- *Additional coverage during this period should be considered.*

Monthly Breakdown: Chat

Legend: Missed, Answered, Total

Categories: Aug-16, Sep-16, Oct-16, Nov-16, Dec-16, Jan-17, Feb-17, Mar-17, Apr-17

Reference & Research
1133 Average Encounters per Semester Mapped to Chat Traffic

Legend: Reference, Research Consultation, Thesis / Dissertation

Categories: Sept '16, Oct '16, Nov'16, Dec '16, January '17, February '17, March '17, April '17

*April '17 data is as of 4/19/17

Reference Demand: Weekends

Chat data confirms Sunday open hours are well suited to demand. Sundays are near the daily average and much higher than Friday. Saturdays are light, and chat demand beginning at 9 possibly validating current, temporary 9-5 hours.

- *Consider Saturday 9-5 on a permanent basis.*
- *Experiment with chat only reference support on Saturdays for two four hours shifts.*
- *Sunday busier than Friday: might suggest a Sun-Thurs schedule for term person*

Average Weekend Reference & Research*
*Sample Size only 2x Sat and 1 Sun

Legend: Reference, Research Appt, Diss Thesis

Categories: Sunday, Saturday

Weekend Hourly Distribution Chat

Legend: Saturday, Sunday

Categories: 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21

With reduced numbers of librarians available to serve on the reference desk (due to Tony Lee's retirement, and sabbaticals scheduled for professors Ince, Bao and Rose-Wiles), deciding *how* the

reference desk would be staffed going forward, by whom, and more importantly *when* it would be staffed, became pressing issues. Library faculty and the Dean met to discuss these matters at length.

New Schedules

- For Summer 2017, the reference desk will be staffed Monday-Thursday, 9am to 5pm. On Fridays the desk will be staffed from 9am to 12:30pm at which time the desk will close.
- The reference desk will then remain closed on Saturdays and Sundays, re-opening at 9am Monday morning.
- When the reference desk is closed assistance will be available through email (ask@shu.libanswers.com), and through the library's AskUs submission form http://shu.libanswers.com.
- For Fall 2017, the reference desk will be staffed Sunday-Friday, with email-only reference assistance on Saturday.
- Assigned Sunday reference desk shifts (12pm to 8pm) will rotate between designated librarians and administrators.

Interns

To assist reference librarians in covering the desk, attempts to recruit current library school students (and recent grads) as unpaid reference interns yielded mixed results (**Library Strategic Plan Objectives 3, 5**).

With the assistance of Prof. Sharon Ince, an internship posting was sent to the Rutgers School of Communication and Information Career Services website (https://goo.gl/3xDAwm).

Nikki Whipple & Bryanna Astor were the only ones who came forward to volunteer. Bryanna took a full-time position after the Fall semester ended; Nikki stayed on but had limited availability.

Future Plans

- The Reference Internship posting will remain posted in hopes that we may yet find interns willing to gain valuable experience working in an academic library.

- With the new reference schedules, careful monitoring of chat transactions and consultations with library faculty will be needed to ensure we are providing the appropriate levels of service.

The Year in Review—Public Services Activities and Developments

Employee Transitions

- In December 2016, the library bid farewell to Prof. Tony Lee, whose library career spanned 40-plus years at Seton Hall University.
- Tyamba Taylor-Lamie was hired as our new Weekend Circulation Clerk replacing the outgoing Tiffany Burns.
- Tiffany Burns assumed her new role as Assistant to the Dean of University Libraries, replacing the outgoing Jody Drafta.
- In February 2017 Gerry Shea was hired as our new Communications Librarian.

Hours of Operation

- In Fall Semester 2016 the library made an accommodation for Campus Tours (CT) to temporarily relocate to our Silent Study Room on the 2nd floor.
- To facilitate CT's year-round schedule of tours, the library adjusted the building's hours on Saturday. The usual 8 hours of operation (11am – 7pm) were changed to an earlier opening, 9am – 5pm.

Information Commons (IC)

- The TV monitor PowerPoint display (powered by a laptop) was switched over to a programmable Raspberry Pi (a small, single-board computer) running *Screenly* software. This gives us a more robust and versatile system. Zach Pelli, Digital Collections Infrastructure Developer, handled the logistics.
- The public multifunction devices (which print, scan and copy) were all upgraded with Optical Character Recognition (OCR) software, and a new

reference/circulation printer was installed. Assistant Dean Elizabeth Leonard handled the logistics.
- The circulation desk security camera workstation had a significant hardware and software upgrade. Assistant Dean Elizabeth Leonard and Ryan Fino, Library Technology Coordinator, handled the logistics.

Oversize Project

- As a consequence of (i) shifting the entire collection and (ii) setting all library shelves to a standard height and configuration, a significant amount of books (several thousand) could no longer fit properly (i.e. standing up) on shelves in our Main Collection, and needed to be transferred to our Oversize Collection.
- I worked with Assistant Dean Leonard, Prof. Ming Bao (Electronic Resources Librarian), Joe Riccardelli (Book Stack Supervisor) and Priscilla Tejada and Tyamba Taylor-Lamie (circulation clerks) to develop a workflow whereby every one of these books were identified, re-labelled as Oversize, physically transferred to their new location, and then had their catalog records adjusted to show their new location.
- The project was successfully completed at the end of the Spring 2017 semester.

Public Safety

- John Irwin (Head of Access Services) and I initiated regular meetings and contact with the Department of Public Safety and Mike Bradley, the new Assistant Director to discuss areas of shared concern.
- Improved communication with Public Safety enabled us to more effectively address access policy issues related to several of our guest patrons (those non-SHU affiliated), and to more stringently enforce established library access-related policies.
- A new panic button (to be used in an emergency) was installed at the Reference desk, complementing the similar existing button at the Circulation desk.

Space (I)

- With Campus Tours now located temporarily in the library, I worked closely with Kim Thompson (Associate Director, Recruitment / Enrollment) who oversees the tours and the student tour guides ("The Blue Crew") to manage their move into the building.
- I presented to the Blue Crew students a revised script with updated library content, which they were encouraged to incorporate into the overall campus talk they delivered to each visiting tour group.

Space (II)

- At the beginning of Spring Semester 2017, a change was made to the length of time that group study rooms could be checked out to students.
- Due to increasing demand for rooms, and after surveying students, the new policy went into effect permitting only 6-hour checkout time periods, throughout the entire semester. Under the old policy rooms could be checked out for the entire day by students, with only an 8-hour time limit imposed during finals.
- While some students balked at the change, overall it generated little disruption and allowed for more students to access group study rooms.

The Year in Review— Group and Committee Work

Accessibility Committee

- Led by Assistant Dean Elizabeth Leonard, the committee worked closely with Disability Services to help reduce barriers in accessing library resources that some Seton Hall students encountered. I drafted an accessibility libguide http://library.shu.edu/disability-services/home that will be further expanded and developed over time.

Library News Committee

- Tiffany Burns joined the News Committee, which includes Katie Wissel and myself. We selected and highlighted newsworthy items throughout the year (as well as took suggestions from others). These were posted on the library homepage's "News Carousel" http://library.shu.edu, as well as on the library's News Blog http://blogs.shu.edu/libraries/, Twitter page https://twitter.com/SHU_Libraries, and Facebook page https://www.facebook.com/SetonHallUniversityLibraries/.

Library Newsletter

- Dean Buschman, Jody Drafta and myself worked with other contributors to launch a new e-newsletter (https://goo.gl/zUt7Vx) in Fall 2016, that was widely distributed.

Library Speaker's Series

- In March 2017 the Library's inaugural Speaker's Series "Critical Issues in Information and Education" was launched with Dr. Chris Tienken and John Berry as our 2 speakers.
- At the behest of Dean Buschman, I worked with a planning committee as well as Michael Giorgio (Public Relations and Marketing Dept.) to promote the event.
- I produced a video recording if the event, available at https://is.gd/gYUGVD.

Provost's Summer Initiative 2017

- To further the Dean Buschman's efforts to integrate librarians into online course development, myself and assigned subject librarians attended kick-off meetings for online course development in January 2017.
- This was an opportunity to speak to TLTC Instructional designers and faculty, about the many different ways the library can support online learning (see Table 1).

Table 1: Course Roster for Provost's Summer Initiative 2017

Faculty Member	School / College	Course
M. Edwards	DIPL	International Financial Institutions
K. Koehler	COAR	Nonprofit Organizational Communication
J. Anderson	ICSST	Moral Theology - Christian Decision-Making
R. Weitz	SSOB	Data Analysis & Business Intelligence
H. Zhou	A&S	Forensic Biology
A. Joh	A&S	Development of Thoughts and Beliefs
M. Landriau	A&S	Children and Youth in Society
S. Osuka	A&S	History of Asian Religious Reflections

Sharon Ince

Digital Services Librarian/Assistant Professor

Annual Report FY: 2016-2017

Summary

As of September 1st, 2017, I was promoted to Associate Professor with Tenure. This year much of my work focused around Digital Collections Committee projects. As chair of the committee, we were able to accomplish several goals included in the SHU Libraries Strategic Technology plan and expand upon our work. I also worked on several public services projects, such as conducting a new program review for the M.S. in Data Science and analyzing random sampling data. Additionally, I was awarded Visiting Scholar status at NYU Steinhardt and served on the Provost's Graduate Advisory Board and several library search committees.

Professional Effectiveness

Promotion & Tenure

- Promoted to Associate Professor with Tenure, September 1st, 2017

Digital Services

Digital Collections Committee work

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

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

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

Overview: The committee meets weekly (and additional times as needed) to plan and discuss existing and new technology projects. Over the past few years, technology needs have become much more crucial to sustaining an academic libraries infrastructure. Digital Services ranging from hardware and software support to new initiatives is key to supporting any library's infrastructure.

Serving as Chair of the Digital Collections committee, we were able to accomplish many goals and initiatives. Selected committee accomplishments include:

- The SHU Libraries technology plan was updated and revised through FY:2017-2018, due to the many projects and implementation of new technologies and review of existing infrastructures
- The first SHU Libraries Digital Infrastructure Developer was hired in Fall 2016. This is a huge accomplishment for the library because it allowed the library to implement and directly manage open source software and make customizations to existing software.

- SHU Libraries first archival collection data management system with public access, ArchivesSpace, was implemented with migrated data from the previous system, Archivist Toolkit

- Data migration from CONTENTdm to Digital Commons for Archives & Special Collections digital collection was completed resulting in cost and efficiency savings. This was a rather lengthy process due the lack of bulk image export with metadata. A custom script was needed to export the data and match files with digital object identifier.

- At the request of the Public Services Committee (PSC), a refreshed library homepage was developed to highlight library services and news. This project was done in consultation with the PSC. The refreshed library homepage template was also rolled out to Archives & Special Collections and the Walsh Gallery.

- An enhanced library chat box was also customized in consultation with the PSC.

- With the abundance of information planning documents, project documents, and software access several shared documents were set up to for project management purposes and a review of project management software was conducted.

- A Library Technology Coordinator was hired Spring 2017 and will be included in this committee.

- A review of use cases for digital file management for digital collections was conducted throughout the library, archives, and gallery to find a suitable system to meet our needs, recommendations were made for a shared secure file server with SHU IT.

- The library's first digital preservation policy was written.

  Finally, one of the most significant accomplishments is the implementation of Preservica (Spring 2017) the library's first digital preservation system. This will serve as a dark archive
- with select accessibility to the library's and university's selected digital documents and website. Preservica has the ability to preserve various file

formats and harvest websites. It is compliant with international preservation standards. This is also very timely as there is a growing request from funding agencies requiring digital preservation practices as part of the grant initiative.

eRepository & Ongoing projects

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

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

eRepository had significant increase in digital objects doubling the number from last year 4,737 digital files to **8,972** digital files as of April 2017 and a total number of downloads of **1,973,651** with **513,608**.

- Electronic Theses & Dissertations - continuing work to refine workflow and policies, requested policy change to include IRB with Martha Loesch - http://scholarship.shu.edu/etds/
  - Correspond with students regarding questions
  - See Catalog Department Report for statistics
  - IR ETD statistics

Year	Total ETDs	Total Downloads	Total Downloads in past year
2015-2016	1,544	659,120	239,172
2016-2017	1,664	911,951	255,477

- Completed SHU Yearbook collection in collaboration with Lisa DeLuca,
  - http://scholarship.shu.edu/yearbooks/
  - With Elizabeth Leonard, Assistant Dean for Collection Services and Amanda Mita, Technical Archivist, to work with vendor for digitization of yearbooks
  - Established workflow and metadata schema for eRepository and InternetArchive
  - Developed training documentation

- In-progress digitization of Seminary Library Summer Series Lecture cassettes
  - http://scholarship.shu.edu/summer-institute/
  - Established workflow for metadata entry
  - Developed training documentation
  - Worked with Rob Rementeria, Coordinator of Library Technology to establish audio file metadata requirements and project workflow
  - Oversee student library assistants

- New journal consultation, College of Arts & Sciences
  - With Lisa DeLuca working with A&S faculty to set up online journal

- New Praxis Collections with Lisa Rose-Wiles
  - http://scholarship.shu.edu/praxis/

- Praxis Collection - ATM (Applying the Method) consultation
  - With Beth Bloom, to migrate documents held in Blackboard to a secure and searchable location in the IR

- Presented SelectedWorks at Faculty Development Workshop with Lisa DeLuca

- Redesigned the homepage of eRepository with Lisa DeLuca and Kristina Anderson, SHU LAW- http://scholarship.shu.edu/

- Undergraduate Catalogs & Graduate Catalogs -
  - Trained a library assistant to upload and add metadata to the catalog collections

- Co-manage a student assistant for SelectedWorks reviewing faculty publications copyright status and uploading content to the IR with Lisa DeLuca

- Digital Commons consultations Drew University and Stevens Institute of Technology

Website

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

- Worked with Zach Pelli, Digital Infrastructure Developer, to redesign library homepage template
- Provided website training and support for Gallery Assistant
- Created digital collections website

Public Services

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

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

- Set up online chat service for Reference and established workflows
- With Sebastian Derry, Assistant Dean for Public Services, conducted data analysis for random sampling data working with MLIS, Rutgers intern and volunteer
- Served on Reference desk two hours per week
- Taught three freshman classes ULife & English 1201
- Conducted four research consultations for Doctoral Education students
- Evaluated and selected technology to be used for English 1201 & 1202 assessment
- Conducted new program review for M.S. in Data Science online program

Speaker Series event

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

- With Dean Buschman, Assistant Dean Derry, John Irwin, Head of Access Services held speaker series event March 2017 featuring Library Journal editor, John Berry and Christopher Tienken, Associate Professor College of Education

Continuing Education

- Reproducibility in Research
- Introduction to SPSS
- Introduction to Nvivo & Atlas.ti

Conferences

- Vale Conference, Rutgers, 2017
- New Jersey Big Data Alliance Conference, NJIT 2017
- Rutgers Online Learning Conference, 2017

Scholarship

- Awarded Visiting Scholar Status, Steinhardt, NYU Spring & Summer 2017
- Awarded research release time Fall 2016

Service

Library

Chair, Digital Collections Committee 2016 -

Public Services Committee 2013 -

Collection Services Committee 2013-

Discovery Committee 2013 -

Accessibility Committee 2017 -

Chair, Business Librarian Search 2016

Library Technology Search Committee 2017

Digital Infrastructure Search Committee 2016

Library Faculty Assembly

Library Rank & Tenure Committee

Library Technology Coordinator Search Committee

Seton Hall University

Provost's Graduate Advisory Board Committee 2016-

Petersheim Committee

Library Senate Committee

Graduate Senate Committee

Professional

NJLA Technology Committee

Dolce Lab NYU

John Irwin

Librarian/Head of Access Services

Client Services Annual Report FY: 2016-2017

Client Services: Annual Report, 7/1/16 – 6/30/17 Access Services Librarian

Access Services at Seton Hall University's Walsh Library is comprised of three departments; inter library loan, circulation and stacks management. Professional staff in these departments maintain the daily operations of access services. The data in this report covers July 1, 2016 – May 15, 2017. Note that the true fiscal year is July 1, 2016 – June 30, 2017.

Circulation Department

In Table 1: the Library Usage Statistics prove that the library is a vital space and the student body considers it the heart of the campus not only for studying but also for collegiate gathering. Attendance at the library increased this fiscal year by 5.00% to 628,283 patrons. Our items that circulate are books, CD's, and DVD's increased by 6.17%. Group study room statistics show that usage of the rooms decreased by -3.35% from last year. One reasons for this may be that the Writing Center, temporarily, has acquired library space and 5-group study rooms on the 3rd floor behind the Valente Collection are currently being used by that department.

Table 1: Library Usage Statistics						
Fiscal Year	**Attendance**	**%+/-**	**Circulation**	**%+/-**	**Group Study Room Usage**	**%+/-**
2016-2017	628283	5.00%	42144	6.17%	13213	-3.35%
2015-2016	598349	-1.80%	39693	-2.82%	13671	16.78%
2014-2015	620239	-1.70%	40846	3.70%	11706	1.20%

2013-2014	631011	10.65%	39387	1.67%	11565	14.10%
2012-2013	570273	19.34%	38737	-4.20%	10135	1.00%
2011-2012	477834		40425		10035	

Table 2: Books used in-house that did not circulate decreased again this year by -32.34%. Reasoning for this may be the increased purchase of e-books.

Table 2: Year Over Year Non-Circulation Statistics		
Fiscal Year	**# of Items**	
2016-2017	3404	-32.34%
2015-2016	5031	-35.88%
2014-2015	7847	7%
2013-2014	7343	-31%
2012-2013	10591	

Table 3: E-Reserves usage increased 62.80%. Reasoning for this could be compliance with ADA accessibility standards.

Table 3: E-Reserve Items Scanned and Processed		
Fiscal Year	**# of items**	**%+/-**
2016-2017	674	62.80%
2015-2016	414	-21.14
2014-2015	525	41.50%
2013-2014	371	142.00%
2012-2013	153	

EZ-Borrow

Table 4: E-Z Borrow Transactions						
Fiscal Year	Lending Filled	Borrowed Filled	Total	Lending %	Borrowing %	Overall Total borrowing and lending
2016-2017	2587	2805	5392	-6.13%	8.43%	0.92%
2015-2016	2756	2587	5343	-5.52%	-18.16%	-12.10%
2014-2015	2917	3161	6078	-7.28%	19.17%	6.20%
2013-2014	3146	2555	5701	1.41%	-5.70%	-1.90%
2012-2013	3102	2710	5812	10%	-26.60%	-12.10%
2011-2012	2820	3695	6515			

The University Library observed the following closures from July 1, 2016 to May 14, 2017:

7/4/16 - Closed for July 4th
8/29/16 - First Day of Fall Classes
9/5/16 - Labor Day - no classes Library opened
10/10/16 - 10/11/16 Fall Break; Library opened regular hours
11/23/16 - 11/26/16 - Closed Thanksgiving Recess
12/23/16 - 1/3/17 Christmas Recess
1/9/17 - First Day of Spring Classes
1/16/17 - Martin Luther King Day - no classes
2/9/17 - Snow Day Library Open Classes Cancelled
3/6/17 - 3/10/17 Spring Break

3/14/17 - University Closed due to Snow (Blizzard to Winter Storm Warning); Library open 8am to 2am.

3/15/17 - Delayed opening at 12pm; library opened at 8am

4/13 - 4/16 University Closed for Easter Recess

4/17 No Day Classes

4/17 - 5/9 Open 24/7 hours

Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching (**1, 3, 5, 8**) – **circulation staff played a central role in analyzing acquisition data, gifted collections, dvd's cd's newspapers, journals and books to make our services more effective.**

Objective 9: Shift/compact the periodicals collection; finish its inventory (**2-4, 8**) – **circulation staff assisted in the shifting and inventory of the journal and periodical collection.**

Objective 10: Shift the circulating collection to allow room for growth (**2-4, 7-8**) – **circulation staff assisted in the shifting and main circulation collection.**

Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection (**2-4, 7-8**) – **circulation de-duplicated thousands of books to help in collection development.**

Objective 15: Institute a purchase-instead-of-borrow program/process (**1-3, 5, 8**) – **this program has not been yet considered for the circulation department. As the data shows in table 4 borrowing from EZ Borrow is very popular and helps close the gaps in the collection.**

Inter-Library Loan (ILL)

RAPID is an article delivery system with especially high fill rates and unprecedented turnaround times. Interestingly though this fiscal year lending requests as shown in **Table 5** from Rapid.org show that our article lending fill rate has dropped to 59% from a 68% fill rate the year prior. Over the fiscal year the unfilled rate has increased to 40% from 30% and the average Turn-Around-Time

(TAT) increased to 8.0 hours from 6 hours. Hence, our lending has decreased to -22.13% from a positive 21.45% year-over-year from the prior annual report.

Table 5: Rapid ILL Lending Requests							Overall %+ Increase YOY Filled
Fiscal Year	Total Requests	Requests Filled	Requests Unfilled	%Filled	%Unfilled	Ave. TAT	Overall %+ Increase YOY Filled
2016-2017	4724	2808	1885	59%	40%	8.0 hours	**-22.13%**
2015-2016	5312	3606	1593	68%	30%	6.5 hours	21.45%
2014-2015	6167	2969	3128	45%	45%	9.0 hours	68%
2013-2014	3121	1769	1323	57%	42%	9.5 hours	81%
2012-2013	1756	975	746	56%	42%	10.4 hours	

Table 6 shows that Rapid article borrowing has increased by 25.49%% since last the fiscal year.

Table 6: Rapid ILL Borrowing Requests							Overall %+ Increase YOY Filled
Fiscal Year	Total Requests	Requests Filled	Requests Unfilled	%Filled	%Unfilled	Ave. TAT	Overall %+ Increase YOY Filled
2016-2017	5438	5272	96	97%	2%	9.8 hours	25.49%
2015-2016	4365	4201	94	96%	2%	9.7 hours	3.80%
2014-2015	4168	4046	81	97%	2%	12 hours	-10%

2013-2014	4668	4502	120	96%	3%	10.8 hours	197%
2012-2013	1578	1514	36	96%	2%	10.6 hours	

Table 7 shows that overall combined ILLiad and Rapid article lending was down -32.40% and loan lending was down again at -14.83%.

Table 7: Combined Year over Year changes in ILL Lending with RapidILL and OCLC ILLiad								
Fiscal Year	Lending Article Requests Submitted	Lending Loan Requests Submitted	Lending Articles Requests Filled	Lending Loans Requests Filled	Total Lending Submitted	Total Lending Filled	%+/- Lending Articles Filled	%+/- Lending Loans Filled
2016-2017	6451	2305	3126	1235	**8756**	**4361**	-32.40%	14.83%
2015-2016	9293	3498	4624	1450	12791	6074	32.15%	-9.48%
2014-2015	7631	3541	3499	1602	11172	5101	34%	-7%
2013-2014	4934	3509	2607	1721	8443	4328	59%	34%
2012-2013	3287	3082	1642	1283	6369	2925		

Table 8: The borrowing of articles and loans has increased in all areas of the table. Article borrowing fills increased by 14.93% and loan borrowing fills increased by 72.49%.

Table 8: Combined Year over Year changes in ILL Borrowing with RapidILL and OCLC ILLiad							
Fiscal Year	Borrowing Article Requests Submitted	Borrowing Loan Requests Submitted	Borrowing Articles Requests Filled	Borrowing Loans Requests Filled	Total Borrowing Submitted	Total Borrowing Filled	%+/- Borrowing Articles Filled
2016-2017	**6444**	**3029**	**5872**	**2496**	**9473**	**8368**	14.93%

2015-2016	5610	2954	5109	1447	8564	6556	-5.92%
2014-2015	5843	2615	5431	1169	8458	6600	1.4%
2013-2014	6002	2350	5358	1362	8352	6720	150%
2012-2013	2434	1238	2142	974	3672	3116	

ILL Department other work.

Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching **(1, 3, 5, 8)** – **ILL department keeps regular records of missing journals and books that are requested by patrons to better enhance the accessibility of our actual holdings. Information is passed along to acquisitions and electronic resources librarians.**

Objective 9: Shift/compact the periodicals collection; finish its inventory **(2-4, 8)** **-ILL participated in the shifting of all journals and periodicals, making the collection more accessible.**

Objective 10: Shift the circulating collection to allow room for growth **(2-4, 7-8)** **– ILL collaborated with stacks management to shift the entire main collection to make the collection more accessible.**

Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection **(2-4, 7-8)** **– ILL did not participate in this activity.**

Objective 15: Institute a purchase-instead-of-borrow program/process **(1-3, 5, 8)** **– ILL purchased journals and books when it was financially prudent to do so.**

<u>**Stacks Management**</u>

From April 2016 through May 2017, the Stacks department continued the inventorying, deduping, and shifting of the Main Collection Library. The

inventorying process had a number of minor changes added throughout the course of the project, but the bulk remained the same. Each book was to be scanned into WMS, any duplicates offered to faculty before being deleted, and any barcode issues rectified. Following this inventory was a physical shift of the entire collection, starting at Z and continuing on through A, including the Oversize Collection. The last part of the process was moving the Dissertations/Theses collection which is currently underway.

April

Throughout this entire process, an Excel spreadsheet and later a Google Doc were implemented to keep track of student and staff's progress each day of the inventory project. This data was also used to count down to the end of the project and change the goal posts depending on the actual speed of the project.

Excel sheet

	A	B	C	D	E	F	G
1	Date	Number of Shelves Total	Number of Shelves Completed	Number of Shelves Left	Total Number Completed		
2	4/11/2016	11,132	68	11,064	10443		
3	4/12/2016	11,064	61	11,003			
4	4/13/2016	11,003	73	10,930			
5	4/14/2016	10,930	63	10,867			
6	4/15/2016	10,867	78	10,789			
7	4/18/2016	10,789	58	10,731			
8	4/19/2016	10,731	42	10,689			
9	4/20/2016	10,689	41	10,648			
10	4/21/2016	10,648	63	10,585			
11	4/22/2016	10,585	54	10,531			
12	4/25/2016	10,531	58	10,473			
13	4/26/2016	10,473	30	10,443			
14	4/27/2016	10,443	34	10,409			

Google Doc

Total (Since I started tallying): 10,433 shelves
Total Shelves Left: 689
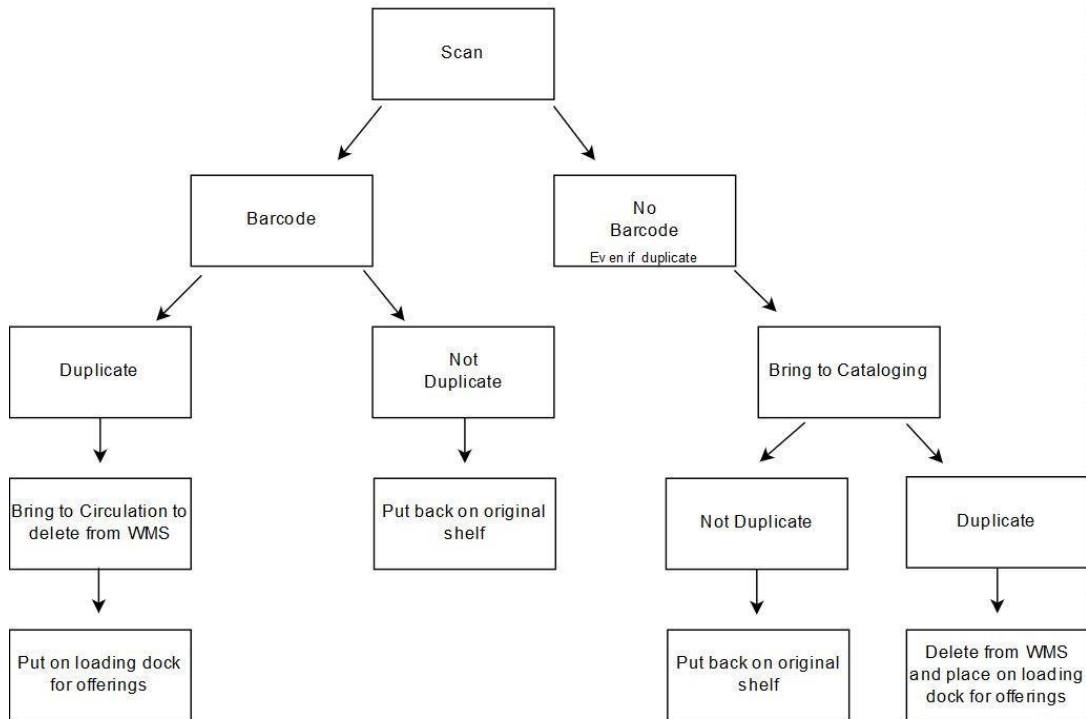
Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching **(1, 3, 5, 8)**-**stacks management collected and assessed data both precisely and randomly in order to enact the shift as accurately as possible.**

Objective 9: Shift/compact the periodicals collection, finish its inventory **(2-4, 8)** – **stacks management spent a considerable amount of time to shift the journal collection using data from acquisitions to accurately move journals with no growth space and maximizing shelves to leaving 10 years of growth space.**

Objective 10: Shift the circulating collection to allow room for growth **(2-4, 7-8)** – **stacks management gained over 1.5 miles of shelf space to accommodate new and existing collection for growth.**

Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection **(2-4, 7-8)** – **stacks management took the skillsets of**

circulation, technical services and WMS technology to initiate and complete the inventory as well as deduplicate the collection.

Objective 15: Institute a purchase-instead-of-borrow program/process **(1-3, 5, 8) – not applicable.**

- Starting on the collection development of education collection.
  - **Article 4.1 Teaching Effectiveness**
    -
- **EZ-Borrow**
- Updated latest version of EZB. EZB Advisory Board Member

Article 4.4 Service

Service to the University
Co-Founder of the Student Veterans Association (current)
Graduate Studies Committee 2014-2015 and continued service 2015-2106, (current)
Commencement Committee 2015, 2016, 2017 – Marshal

Sulekha Kalyan

Head of Collection Development/Acquisitions

Collection Development Department Report 2016-2017

This was a very busy year for the Acquisitions & Periodicals Unit of the University Libraries. Along with our own work load, we worked on cataloging reconciliation and inventory projects. We also packed unwanted withdrawn books from the inventory for Better World Book shipments, weekly. Our achievements include the acquisition of more than 4,000 print books and over 200 eBooks. Monitoring of approval plan through YBP (including a faculty publication plan), continuing our DDA plan through GOBI/EBSCO, created ~300 purchase orders for the Procurement department, rolled over our budget to the new fiscal year, allocated funds based on our acquisition algorithm, kept expenditure records, maintained subscriptions for e-Resources, generated usage statistics for databases, currently, implementing Usage Consolidation project to generate usage statistics for electronic journals, maintaining & updating records in License Manager and the WMS Knowledgebase, kept activities statistics, met with vendors, negotiated costs/licenses, resolved problems related to payments and renewals, provided financial and order status information to administration, faculty and librarians, participated in webinars and workshops, and attended meetings.

The Collection Development Unit is comprised of three full time staff employees; Carol Kieslor (Acquisitions Supervisor), Mary Allen Piel (Acquisitions Clerk, half time), and Denise D'Agostino (Serials Supervisor). The Unit works under the supervision of Acquisitions Coordinator, Professor Sulekha Kalyan.

Mary Ellen Piel was hired in January 2017 to replace Joseph Yankus, who left in October 2016 to pursue other interests. Mary Ellen received training in Acquisitions procedures and workflow. She has adjusted very well.

Our workflows adhere to and support the follow objectives of the Libraries Strategic Plan:

- Objective 5: Manage services more effectively – on going

- Objectives 9 & 10: Work on reconciliation project as assigned; de-duplicate -- ongoing
- Objective 11: managing WMS/KB – on going
- Objectives 13 & 15: Institute GIST --a purchase-instead of borrow project – on hold.

The following are the major activities of the Acquisitions Unit this fiscal year:

Acquisitions Budget: Acquisitions received a budget of 1,287,574 this year. This year, to-date, we spent 68% of the budget on e-Resources maintenance and purchase; 29% on journal subscriptions and 2% on the purchase of books. We have spent a total of $1,279,100 to-date and $8474 is the remaining balance to cover expenses through the end of June. (See Figure1, 2.)

- Purchase Orders: We continue to work with purchase orders and seems to be working fine and became part of daily workflow. We created a total of 286 purchase orders this year.
- Credit Card: We continue to increase the use of our credit card for payment. After the limit on credit card was increased, it became much easier to pay via credit card. In middle of the year we had to switch over to BOA credit card and get training on WORKS payment network. New network seems to be working fine. We will continue to expand the use of our credit card within its spending capacities (ongoing).

- Allocations: This year, only a budget of $20,000 was allocated for book acquisitions among the library faculty. Due to limited finds and cost increases of our subscriptions up to 2%-5%, we purchased books on demand only and to-date spent only little bit over than initial allocated budget.
1. NEH Grant: In addition to the Acquisitions fund, we received an allocation of $350,000 from the NEH Grant to acquire resources for the humanities disciplines. To date we have used $363,715.55 to pay for 3,597 items for these collections. (See Appended Figure 3).

2. Other Restricted Funds: A total of $13,000 from the Valente fund was given to purchase books for Valente/Italian Collection. $1,600 was given from Alberto funds to purchase Portuguese materials. We used $7,905 from Judeo/Christian and Oesterricher funds to purchase books for the School of Theology and Religion collections. (See figures 4, 5, and 6)

3. E-Resources Acquisitions and Maintenance: We subscribe to 145 paid databases and e-resources. All of our databases are represented in the WMS Knowledgebase. We continue to work proactively to negotiate the lowest prices for new resources. We continue to use Consortia discounts such as VALE, WALDO, LYRASIS and PALCI. We received training on VALE's new portal for renewing resources online. We've recently began exploring PALCI offerings for databases. And switched our Ebrary Academic Collection and EBSCO e-book collection subscriptions to PALCI. We renegotiated Springer package with LYRASIS to include Palgrave titles. Currently, we are working on Wiley deal with PALCI. The remaining databases are subscribed directly from the publishers and vendors such as EBSCO, ProQuest, Elsevier and Gale. We added 7 new databases this year.

4. New Databases acquired this year:
5. 1.   Euro Monitor
6. 2.   Artemis Primary Sources
7. 3.   Bates Video
8. 4.   Phil Papers
9. 5.   Philadelphia Inquirer
10. 6.   Pittsburg GazetteLife Magazine

Trial Databases: In addition to adding new databases, we had following databases on trial.

1. Sage Education Video Collection
2. Irish Historical Archives
3. Resdersguide Retrospective
4. Sage Business Cases
5. U.S. Political stats

The following initiatives are ongoing:
- Verify metadata in WMS/KB: We check the WMS Knowledgebase routinely to ensure all links to databases, eBooks and streaming videos are functional and the correct holdings are reflected in WorldCat. We frequently collaborate with OCLC to resolve data feed issues with Gale, ProQuest Elsevier and for eBooks from GOBI. We check periodically the knowledgebase to ensure the proper transfer of eBooks from GOBI DDA to KB/DDA. We continue to work with OCLC and the provider to resolve these data feed issues. Currently we

are working with Springer and OCLC to get their package represented in OCLC/ KB.

- Databases Usage Stats: We continue to use usage data to evaluate e-Resources at the time of renewal. We collect usage data annually. Since Joseph Yankus's departure, the responsibility of collecting usage data has fallen on my shoulders. Currently I am working on getting Dr. Bao involved in sharing this responsibility. This is a huge task. I am also evaluating journals by using Usage Consolidation service from EBSCO.

Book Acquisitions (Print & eBooks): We acquired 3,035 print books and 147 eBooks this year. In addition, we added 57 DVDs to our collection. Due to lack of funds and staff involvement in other projects, acquisition of new books has been lower than previous year. But we did add 102 eBooks via our DDA plan this year. More and more library faculty is choosing to add their ebook selections to DDA plan rather than requesting a right out purchase.

- Approval Plan: Approval plan with GOBI/EBSCO is ongoing. YBP has become a part of EBSCO and it is called GOBI. YBP name has been dropped. There has been changes in the Gobi workflow. Staff had to get accustomed to these new procedures. Again, YBP trainers made multiple visits to provide in-house training and getting familiar with our institutional practices.

- Ebrary DDA Plan with GOBI: In addition to the approval plan, we continued our existing ebrary DDA plan with GOBI.. Our print and eBook plans are intertwined. Selectors can see if a print approval title is available as an eBook for DDA. Selectors select the title for DDA and Acquisitions staff checks for duplication and process the orders. This seems to be the preferred way of acquiring access to ebooks by the library faculty.

- Sage EBA: We implemented an EBA (Evidence Bases Acquisitions) plan with Sage. We have access to all their Sage knowledgebase titles through OCLC knowledgebase. In June they will provide us a report on most used titles and we will be able to by these titles and apple the cost to our deposit account in Sage. We will be analyzing this plan in early July.

- E-Book Packages: We continue to subscribe to two eBook packages: EBSCO eBooks and ebrary from ProQuest. Together, these packages amount to 282,283 eBooks. Publishers periodically pull books from these collections and add new titles. We have switched our acquisitions these two packages through PALCI consortia with substantial savings.

- Provided John Irwin with acquisition growth data for print books.

Periodicals (Print & Electronic, including publisher's packages): EBSCO is still our major vendor for periodical subscriptions. Through EBSCO, the library's periodicals collection is comprised of 3168 unique periodical titles in all formats. We continue to convert titles to an online version as they become available at the time of renewal. Print periodical subscriptions are down to 77 titles from 104 last year, showing a trend of continuous shifting from print to electronic. In addition, we continue to acquire our publisher's packages for online journals based on attractive deals. Publishers continue to add new titles to these packages. Deals are based on maintaining a list of subscribed titles. We currently have 7 such deals. We spend 29% of our budget on periodicals subscriptions through EBSCO.

Package Name	Titles	Cost
American Chemical Society Web Editions	51	$51,000
AMS Online Journals Package	15	$5538
Cabell's Publication Set Collection	12	$4940
JAMA AMA Journals Online Collection	3	$5828
Lippincott Williams & Wilkins Journal Package	22	$19,305
SAGE Premier All Access Collection	819	$44778
Springer Lyrasis Online Collection	2246	$55015
Totals	**3168**	**$186404**

Periodicals Daily Activities:

Titles checked in WMS: 3021

Total Invoices Paid to EBSCO: 43

Serials Claimed: 9

Inventory Project: Denise has been has finished working on the Journals inventory project. She is almost done making corrections in the KBART file. It is ready to be uploaded in WMS. She will continue to update holdings in WMS/knowledgebase. It is a very cumbersome, tedious, and time consuming project. Denise is doing a very thorough job. Denise has been out sick for quite a long time this year.

Gift Materials Statistics:

- Gift books received: 2560
- Journal issues received: 17
- Non print gifts: 22
- Acknowledgment letters sent: 42
- We sent 3196 unwanted boxes of books to Better World Books and received a total $1980 in commission during July106-May 2017.

Acquisitions Department Staff Development 2016-2017: from Carol Kieslor

July 2016

- 7/28 - Random Sampling Day for staff and faculty.

August 2016

- 8/3 - Sulekha, Joe, & Carol met with Cindy Human from Midwest to discuss any issues, upcoming changes, adding e-books to our ordering.

- 8/18 - Staff attended the State of the University and Employee Welcome a given by University President Gabriel Esteban at Jubilee Hall.
- 8/29 - Random Sampling Day for staff and faculty.

September 2016

- 9/9 - Sulekha, Joe & Carol attended a presentation for Kanopy, a streaming video service.

October 2016

- 10/11 - Sulekha & Carol attended a presentation by YBP, integrating Ebsco into the YBP platform.
- 10/14 - Random Sampling Day for staff and faculty.

November 2016

- 11/14 - Staff attended interview for Business Librarian, Kathryn Wissel.
- 11/15 - Sulekha & Carol attended an OCLC discussion webinar for Acquisitions.
- 11/16 - Staff attended interview for Business Librarian, Meghan Cohen.
- 11/17 - Potluck dinner was held in the staff lounge, given by library faculty and staff.
- 11/29 - Random Sampling Day for staff and faculty.
- 11/30 - Attended a webinar for Bank of America credit card training.
- 11/30 – Carol completed "Discrimination & Harassment Prevention for Higher Education" workshop.

December 2016

- 12/2 – Sulekha, Martha & Carol met with Stella and Andrew to discuss Seminary orders and procedures for ordering.
- 12/6 - Sulekha, Denise & Carol attended Procurement Training on, Policies and Procedures, at Human Resources, given by Martin Koehler, 11-12:30.
- 12/9 - Staff attended a Local 153 General Meeting held at Theatre in the Round.
- 12/12 – Carol completed "Preventing Discrimination & Sexual Violence" workshop.
- 12/13 - Faculty and staff attended a retirement party for Anthony Lee.
- 12/20 - Random Sampling Day for staff and faculty.
- 12/20 – Carol completed "Data Security Awareness" workshop.

January 2017

- 1/9 - New employee, Mary Ellen Piel, starts.
- 1/13 - Mary Ellen completed "Data Security" workshop.
- 1/17 - Mary Ellen attended "New Hire Orientation".

- 1/19 - Mary Ellen attended a WMS training webinar, "Adding Monograph Holdings in WMS Acquisitions".
- 1/23 - Carol & Mary Ellen attended a meeting, conducted by Elizabeth, to discuss the Reconciliation Inventory Project.
- 1/31 - Carol & Mary Ellen attended a meeting, conducted by Elizabeth, to discuss further issues concerning the Reconciliation Inventory Project.

February 2017

- 2/1 - Staff attended a Local 153 General Meeting held in the Chancellor Suite.
- 2/3 - Mary Ellen completed "Discrimination and Harassment Prevention for Higher Education" and "Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Faculty and Staff".
- 2/10 - Staff and faculty attended a "Welcome" party for new librarians, Kathryn Wissel and Gerry Shea.
- 2/20 to 3/3 - Mary Ellen cataloged books for Seton Hall Law School.
- 2/28 - Carol attended a training class on Excel.

March 2017

- 3/16 - Carol attended WMS training webinar for "Fundamentals of WorldCat Knowledge Base Collections".
- 3/16 - Mary Ellen attended a WMS training webinar, "Receiving and Invoicing Monographs in WorldShare Acquisitions".

April 2017

- 4/7 - Carol & Mary Ellen attended a meeting, conducted by Elizabeth, to discuss if, or any, issues or concerns with the Reconciliation Project.
- 4/10 - Mary Ellen attended a Faculty Tech Bytes training class, "Excel Tips & Tricks".
- 4/18 - Carol attended the Petershiem International and Study Abroad Presentation.
- 4/27 - Sulekha, Lisa, Denise & Carol met with Steve Sutton from YBP/EBSCO to discuss journals and periodicals.

May 2017

- 5/2 - Faculty and staff attended a general meeting conducted by Dean Buschman.
- 5/3 - Mary Ellen attended a meeting, "Template for Cataloging Masters Theses".
- 5/11 - Sulekha & Carol met with Ming to learn more about extracting reports from WMS.
- 5/16 - All attended the Employee Appreciation Picnic.
- 5/19 - Random Sampling Day for staff and faculty.

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. Carol continued in July working 10 hours a week on inventory, which was completed in November. In January, the reconciliation inventory project started. Carol and Mary Ellen each spend 5 hours a week on it, until completed. Mary Ellen also catalogs the missing and incorrect barcodes.

Acquisitions Activities FY16-17						
Requests	Purchase orders created	Books received	Shelf-Ready	DVD's	e-Books	Invoices processed
1660	286	3073	1380	57	147	957

PERIODICALS DEPARTMENT ACCOMPLISHMENTS from Denise D'Agostino

2016-2017

JULY 8, 2016 – AUGUST 22, 2016

- I was out of the office on disability due to back surgery.

- **AUGUST 2016**

- 8/29- Random Sampling Day Survey for staff and faculty.
- **SEPTEMBER 2016**
- 9/14- Sub Sandwich Lunch for finishing the first phase of the Journals Project.
- 9/26- I worked with the Cert Team for distribution of the flu vaccine.
- 9/26- I attended the Valente Anniversary Celebration.
- 9/27- I worked with the Cert Team for distribution of the flu vaccine.
- 9/28- I attended with staff the Local 153 General Meeting.
- **OCTOBER 2016**
- 10/4- I worked with the Cert Team for distribution of the flu vaccine.
- 10/13- I attended a Healthcare Seminar in the afternoon.
- **NOVEMBER 2016**
- 11/2- I worked with the CERT Team for distribution of the flu vaccine.
- 11/14- I attended Katherine Wissel' & Meghan Cohen' interviews for the Business Librarian position.
- 11/17- I attended the Pot Luck Thanksgiving Lunch.
- 11/29- Random Sampling Day Survey for staff and faculty.
- 11/30- Completed the "Discrimination & Harassment Prevention in Higher Education" course online.
- **DECEMBER 2016**
- 12/6- I attended a workshop at Human Resources to review purchase orders, check requisition forms, etc… with Sulekha & Carol.
- 12/9- I attended with staff the Local 153 General Meeting.
- 12/12- I attended a journal shifting meeting held by Elizabeth.
- 12/12- Completed the "Preventing Discrimination & Sexual Violence: Title 1X, VAWA & Clery" course online.
- 12/13- I attended Antony Lee's retirement Party.
- 12/15- I Attended a Christmas Party given by Sal Valente along with staff & faculty off campus.
- 12/20- Random Sampling Day Survey for staff and faculty.
- 12/20- Completed "Data Security Awareness" course online.
- 12/21- I attended the library holiday party along with staff and faculty.

- **JANUARY 2017**
- 1/23- I attended a meeting with collection service staff held by Elizabeth to discuss the reconciliation project.
- 1/24- Began going upstairs 1 hour per day to work on the reconciliation project until completed.
- 1/31- I attended a follow-up meeting with collection service staff held by Elizabeth to go over kinks in the reconciliation project.
- **FEBRUARY 2017**
- 2/10- I attended the welcome breakfast for Gerry and Katie with staff and faculty.
- 2/23- Carol & I attended the "Annual Faculty Talent Show" in the evening.
- 2/28- Carol & I attended a workshop for using Excel.
- **MARCH 2017**
- 3/2-3/13- I was on vacation.
- **APRIL 2017**
- 4/18- Carol & I attended The Petersheim Academic "Presentation of Italy in the Footsteps of the Saints."
- 4/21- I attended the "Service Recognition Ceremony."
- **MAY 2017**
- 5/2- I attended the faculty staff meeting for the library.
- 5/16- I attended the "Employee Picnic."
- 5/31- As of today I am still finalizing the small amount of corrections for print journals.
- I continue to prep and pack the dissertations/thesis for the bindery.

Sulekha Kalyan

Personal Report

Again, it has been a very productive & busy year for me. Managed acquisitions budget allocations and expenditure. Negotiated licenses and prices for new databases. Renegotiated licenses & Initiated deals to get better prices foe existing resources. Worked on journal renewals, including standing orders. Continue to switch print titles to online format. Resolved incurring problems related to access

and invoices. Attended webinars and workshops to keep myself abreast of new resources & training. Worked with library administration to identify resources for Medical School Library. I continue to guide Acquisitions & Serials staff in making efforts to get better prices and improve efficiency.

- Manage services more effectively with deeper data analysis (Objective 5, 10, 11, 13, 15)
- Budget Allocation: I had to keep a very close watch on the budget this year. On average our subscription costs for serials and databases goes up 5% to 7%. Allocated Acquisitions Budget was not enough to cover these inflation costs. The funds was encumbered using purchase orders based on prior year's cost. Again major expenses were Database and Journal subscriptions, which eat up most of the budget. Very limited funds were available to purchase books. It was a struggle to balance the budget and not to go over. Wherever applicable, I utilize NEH grants fund to supplement the cost of social sciences big budget items. For example, Sage Journals and Oxford.
- Journals packages contains both humanities and social sciences materials. The cost of these two resources was split between two separate funds.
- A sincere effort was made to look at the usage statistics at the time of the renewals. New items were added only freeing up the funds by cancelling low used resources. Few high cost journal subscriptions were cancelled to cover the cost of one new database.
- I discussed with Dr. Bao the responsibility of managing usage stats. He agreed to get more involved in this project after his return from his sabbatical. I am ready to pass on this responsibility to him. We attended a training session with EBSCO for use of Usage Consolidation software.
- Acquisitions staff participated in cataloging reconciliation project and continues to work in the stacks as assigned.
- Denise has finished the inventory of journals and is in the near completion of making changes to the KBART file for uploading to WMS Knowledgebase.
- I continue to make correction in knowledgebase to reflect correct holdings. With the help from weekend circulation staff and students help, I am identifying titles with access problem. EJS holdings have been checked and are currently being addressed. I am also keeping up with the OCLC updates of our e-books and e-journals, which can be challenging time to time.

- Gist project has been indefinitely postponed.
- Currently we subscribe to 77 standing orders. I continue to examine these, cancel if no use or switch to online, if possible.

Initiatives & accomplishments:
- Worked with vendors and consortia's to get better deals
- Sage Premier & WALDO consortia deal: We subscribe to Sage premier, which is based on maintaining our current Sage holdings. Periodically Sage will add titles and jack up the price. It became hard to maintain these increases while the library budget stayed stagnant. Worked with Sage representative and Waldo person to reach a deal where new titles will not be added without our permission and we will maintain our current 2016 holdings for next three years without an increase in the maintained titles cost. This option will help us in making educated decision and will curtail the ever increasing costs.
- EBooks ebrary (Academic Collection)/PALCI & EBSCO (Academic Collection)/PALCI deals: Earlier in the year, PALCI consortia started conversation with ProQuest/ebrary for a group deal for their e-books Academic Collection. This deal includes access to two historical newspapers, Philadelphia Inquirer and Pittsburg Gazette at the Consortia price. With EBSCO deal we will get access to Life Magazine with substantial savings. Both deals will give us better price for both eBooks academic collection and great deal on Historical resources.
- Springer/Palgrave/LYRASIS deal: We subscribe to Springer Package through EBSCO. Springer acquired Palgrave and Nature. LYRASIS offered a combined deal for Springer /Palgrave titles. With this deal we will have access to additional 95 Palgrave titles for a fraction of our current spent on Springer titles. Our total holdings for Springer titles jumped from 1600 to 2260 titles. It is a win-win deal for us.
- Wiley/PALCI deal: Wiley journals are very expensive and we have been trimming the collection as they were becoming unaffordable. This year, PALCI started working on a deal with Wiley for a Database Model deal, where subscribing libraries will have access to Wiley Online Library at an affordable price. Wiley wanted to exclude Seton Hall as we are planning to add Medical School and wanted to put us in separate category. I worked with PALCI and had us included in this deal. –still in progress

- Medical Resources: On Dean Buchman's request, I worked on getting price quotes for numerous medical resources from the vendors and publisher. It had to be done on short notice and I was able to provide information to the administration in a timely manner.
- Usage Consolidation Service: I have initiated a service from EBSCO for Usage Consolidation. We have statistics loaded for ten platforms now. I can see the usage stats next to the price information in EBSCOnet. This will really help us in making an educated decision on the renewals. We will keep on loading our usage statistics and harvest our data on a common platform, which will make it easy to manipulate. Dr. Bao and I attended sessions on training and concluded that Dr. Bao should take an active part in it, as it is highly technical process. Implementation – on going.
- Consortia Manager for VALE: Vale has implemented a consortia manager software for renewing databases. I attended the training webinar and finished my first round of renewals. I will be working thought June renewing databases in this portal.
  - New Databases & Trials: I negotiated licenses (in addition to listed above) for approximately 8 new databases, Phil Papers; Euro-monitor; Renmin University of China Digitized Newspapers & Periodicals; ECCO II; Foreign Policy; Philadelphia Inquirer; Pittsburg Gazette; & Life Magazine and Ovid Bates Video for SHYMS. I worked in collaboration with library faculty to evaluate these new resources via trial access. Also worked through the Collection Development Committee to get these resources and trials approved.
  - Seminary Library: Met with Seminary Library Committee to address their complaints regarding acquisition of books and their NEH budget allocation. We reestablished order submission procedures.
  - Digital Humanities: I worked with Prof. Marta Deyrup in getting data mining information from our vendors. Got price quotes and helped them in establishing a connection with publishers and content managers.
  - Modern Languages: I attended a meeting with Marta Deyrup with Modern Languages faculty to give update on availability of resources and training from the library and how the library can help them to support their research and teaching needs. It was very well received.

Vendor Relations:

- I continue to meet with vendors throughout the year to keep myself abreast on new resources and communicating access & invoice related problems. One major example is Gale. Faculty has been complaining about Gale's new interface. I arranged a meeting between Gale technical support & our faculty to resolve this problem. I also met with ProQuest, Sage, Oxford, EBSCO, GOBI, and LexisNexis vendors during the year & arranged for training as requested.

Scholarship, Conferences & Presentations, Workshops

- Kalyan, S., & Rose-Wiles, L. (2017). Turnaways or Denials: a sales pitch by any other name? Poster Presentation at the 18th annual VALE / NJ ACRL / NJLA CUS Users' Conference, Rutgers University, Piscataway, NJ. January 6, 2017.

- Kalyan, Sulekha. Customizing Vendor Systems for Better User Experiences: The Innovative Librarian's Guide. By Matthew Reidsma. Santa Barbara, CA: Libraries Unlimited, 2016. $55.00 (paper). Pp. 168. ISBN 978-1-4408-4384-6.
- Future Research Agenda: I will continue to work with Professor Lisa Rose Wiles on the Turnaway & Denials project, during the fall semester of 2017 and try to publishing it in a peer reviewed journal.

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

- Vale Electronic Resources Committee

- Vale Cooperative Collection Development Committee

- Vale Digital and Media Committee

- Library Collection Services Committee

- Library EDS Committee

- Library Collection Development Committee, Chair.

- Library Rank & Tenure Committee

- Library EPC Committee

List of Appended Figures:

1. Acquisitions Activities Summary 2016-2017
2. Library Materials Fund (100) Expense Report by subject & Material Type
3. NEH Fund (663402) Expense Report by Subject & Material Type
4. Alberto Funds Report
5. Valente Funds Report
6. Library Restricted Funds Report

Fig. 1: Acquisitions Activities Summary 2016-2017

	Library Acquisitions Fund 663402 (NEH) Statistics										
	FY16-17										
Subject/Discipline	Books ($)	Bks. Rcv'd	App. Books ($)	Bks. Rcv'd	E-Books ($)	Bks. Rcv'd	E-Resources ($)	Print Serials ($)	CD's/DVD's ($)	Items Rcv'd	Total ($)
African American Studies	$ 355.35	12	$ 2,429.49	64			$ 1,532.94	$ 1,498.00			$ 5,815.78
Archives							$ 2,277.96				$ 2,277.96
Asian Studies	$ 302.82	8			$ 1,183.44	10	$ 9,955.60	$ 3,604.00	$ 55.15	1	$ 15,101.01
Catholic Studies	$ 678.38	24	$ 37.80	1					$ 159.40	1	$ 875.58
Classical Studies	$ 1,078.64	17	$ 692.53	12	$ 967.69	5	$ 21,095.82	$ 554.00			$ 24,388.68
Computer Science	$ 79.80	1			$ 49.99	1					$ 129.79
English	$ 11,750.44	205	$ 1,951.22	40	$ 2,715.35	25	$ 39,265.12	$ 3,439.60			$ 59,121.73
German Approval	$ 3,314.11	96									$ 3,314.11
History	$ 4,389.44	115	$ 2,852.56	71	$ 501.64	6	$ 27,145.96	$ 3,898.00	$ 219.59	2	$ 39,007.19
Interdiscipline	$ 3,693.14	89	$ 521.52	14	$ 2,327.36	31	$ 59,002.93	$ 374.00	$ 125.00	2	$ 66,043.95
Italian Studies	$ 1,420.03	38									$ 1,420.03
Italian Studies - APP	$ 10,522.60	517									$ 10,522.60
Modern Languages	$ 7,413.16	80	$ 151.04	4			$ 9,334.33	$ 3,145.00	$ 38.99	1	$ 20,082.52
Philosophy	$ 1,599.08	42	$ 690.07	13	$ 231.95	2	$ 500.00	$ 5,056.00	$ 20.74	2	$ 8,097.84
Religion	$ 481.01	16	$ 83.99	1	$ 483.28	7	$ 11,125.26	$ 2,032.00	$ 41.58	1	$ 14,247.12
Russian Approval	$ 12,363.10	595						$ 1,610.00			$ 13,973.10
Science	$ 659.46	19	$ 1,092.14	28	$ 374.99	3					$ 2,126.59
Sociology / Anthropology	$ 5,376.64	110	$ 3,538.68	103	$ 274.93	3	$ 1,409.06	$ 4,290.00	$ 503.89	7	$ 15,393.20
Spanish Approval	$ 4,508.25	232									$ 4,508.25
Valente - History - APP	$ 14,130.09	547									$ 14,130.09
Nursing	$ 545.53	16									$ 545.53
Business	$ 82.28	2									$ 82.28
Communication & Arts	$ 4,731.52	91	$ 1,378.15	27	$ 1,158.00	5	$ 14,712.07	$ 3,687.15	$ 96.00	8	$ 25,762.89
Seminary Library	$ 14,574.01	178							$ 30.17	2	$ 14,604.18
Grand Totals	**$ 104,048.88**	**3050**	**$ 15,419.19**	**378**	**$ 10,268.62**	**98**	**$ 197,357.05**	**$ 33,187.75**	**$ 1,290.51**	**27**	**$ 353,478.26**
NEH Grand Totals: Service & Shipping Fees											
Shelf-Ready Charges	$ 3,153.38										
Shipping Charges	$ 6,343.70										

Library Acquisitions Fund 663007 (Alberto) Statistics		
FY16-17		
Subject/Discipline	Books ($)	# Rcv'd
College of Arts & Sciences		
Portuguese Studies	$ 1,266.03	20
Shelf-Ready Charge	$ 28.71	
Shipping Charge	$ 37.65	
Alberto Totals	$ 1,332.39	20

Figure 5: Valente Fund

Library Acquisitions Fund 619012 (Valente) Statistics			
FY16-17			
Subject/Discipline	Books ($)	# Rcv'd	Acct. Balance
College of Arts & Sciences			
History – APP	$ 4,877.35	191	
Italian Studies – APP	$ 5,292.20	268	
Italian Studies	$ 3,545.62	58	
Shipping Charge	$ 1,052.41		
Valente Totals	$ 14,767.58	517	$ 82.42
Total FY16-17 Allocation:	$14,850.00		

Figure 6: Restricted Funds

Library Acquisitions Fund Restricted Accounts Statistics								
FY16-17								
Subject/Discipline	Books ($)	# Rcv'd	E-Books ($)	# Rcv'd	E-Resources ($)	# Rcv'd	Total Spent	Acct. Balance
College of Arts & Sciences								
Judeo-Christian (619003)							$ -	$ -
Jobert-Sharp (663403)	$ 2,685.35	58			$ 5,094.41	7	$ 7,779.76	$ (7,813.95)
Oesterreicher Collection (229003)							$ -	$ -
Oesterreicher Collection 2 (619044)							$ -	$ -
Shelf-Ready Charge	$ 12.76						$ 12.76	
Shipping Charge	$ 21.43						$ 21.43	
Judeo-Christian Totals	$ 2,719.54	58	$ -	0	$ 5,094.41	7	$ 7,813.95	

Library Acquisitions Fund 100 (GEN) Statistics											
FY16-17											
Subject/Discipline	Books ($)	Bks Rcv'd	App. Books ($)	Bks Rcv'd	E-Books ($)	Bks Rcv'd	E-Resources ($)	Print & E Serials ($)	CD's/DVD's ($)	Items Rec.	Total ($)
Biology	$ 300.39	4	$ 589.55	11	$ 316.95	2	$ 72,436.34	$ 23,896.00			$ 97,539.23
Chemistry	$ 198.20	3	$ 10.04	1			$ 67,653.00	$ 91,246.00			$ 159,107.24
Criminology	$ 275.56	6	$ 210.75	5	$ 294.95	3		$ 1,396.00			$ 2,177.26
History			$ 29.40	1				$ -			$ 29.40
Interdiscipline	$ 405.84	7	$ 44.09	2	$ 366.50	3	$ 618,599.17	$ 109,337.83	$ 3,270.00	28	$ 732,023.43
Math & Computer Scie	$ 431.68	9	$ 282.94	9	$ 128.93	2		$ 1,807.00			$ 2,650.55
Physics	$ 710.64	5	$ 198.99	4			$ 6,615.00	$ 14,380.00			$ 21,904.63
Political Science	$ 2,279.71	53	$ 206.43	11	$ 220.00	2	$ 9,758.66	$ 4,097.00			$ 16,561.80
Psychology					$ 397.83	4	$ 29,853.75	$ 6,285.00			$ 36,536.58
Social Work	$ 289.46	5	$ 96.59	3	$ 228.95	2	$ 2,728.85	$ 14,376.00			$ 17,719.85
Education	$ 672.63	10			$ 585.00	3	$ 4,590.00	$ 9,176.00			$ 15,023.63
Nursing	$ 1,751.65	21	$ 19.95	1	$ 1,700.15	13	$ 12,214.00	$ 26,144.00			$ 41,829.75
Business	$ 1,759.78	39			$ 244.39	3	$ 34,245.44	$ 22,380.00			$ 58,629.61
Communication & Arts							$ 1,338.00	$ -			$ 1,338.00
Diplomacy	$ 3,515.71	60	$ 477.40	9	$ 129.99	2	$ 9,609.57	$ 280.25	$ 14.99	1	$ 14,027.91
HAMS	$ 1,483.39	22	$ 662.84	18	$ 1,340.00	9	$ 1,961.82	$ 34,988.00			$ 40,436.05
Grand Totals	$ 13,576.05	237	$ 2,229.38	63	$ 5,636.69	48	$ 871,603.60	$ 359,789.08	$ 3,284.99	29	$ 1,257,534.92
Shelf-Ready Charges	$ 872.28										
Shipping Charges	$ 154.29										

Elizabeth Leonard

Assistant Dean for Information Technology, Resources Acquisition and Description

Annual Report FY: 2016-2017

Annual Report, 2016-17

Elizabeth Leonard, Assistant Dean,

Information Technologies and Collections Services

Work with Digital Collections Working Group to grow and develop digital collections infrastructure through implementation of systems and workflows, including ArchivesSpace and Preservica. Work with DCID on professional growth and understanding of library systems. Provide leadership and guidance on digitization workflow and development of tech plans including overseeing digitization group workflow for priest cassettes, Catholic Advocate, development of systems (Objectives 2, 3, 8, 12, 14, 17, 19, 22).

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

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

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

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

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

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

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

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

This year the Digital Collections Committee (fka Digital Collections Working Group) made strides in moving towards our goal of creating a robust Digital Preservations and Collections system for Seton Hall University. The members of this group are:

- Dean John Buschman (ex officio)
- Assistant Dean Elizabeth Leonard
- Professor Sharon Ince (Chair)
- Zachary Pelli

Our first act last year was the hiring of Zachary Pelli as our Digital Collections Infrastructure Developer. His hiring has empowered University Libraries to customize and reprogram our online archives, organizational and exhibition systems, as well as our website.

During the year, he helped us bring online and/or update our full digital collections infrastructure, consisting of:

- ArchivesSpace (Archival Accessioning and Collection Management system)
- Omeka (Digital Exhibition system)
- Preservica (Digital Preservation Archive)
- PastPerfect (Museum Collection management system)
- eRepository by BePress (Institutional Repository)

We took our legacy Archivist's Toolkit offline in April 2017, and discontinued our subscription to CONTENTdm in fall 2016. Archivist's Toolkit was replaced by ArchivesSpace, and we felt that the cost of CONTENTdm was not warranted with the current digital collections we had online. Instead, we decided to move this material to our Institutional Repository, Digital Commons (BePress).

Normally, CONTENTdm charges to export their records, but Zach Pelli was able to pull the information himself. He wrote scripts that harvested images from CDM, deleted duplicates, and standardized the file names/identifiers in order to prepare for ingest to Digital Repository.

Zach Pelli also planned the requirements with the IT hosted server for ArchivesSpace, installed the product and then migrated the data. His work ensured a smooth installation and data migration of ArchivesSpace and has allowed the Archives department to quick access to these records in order to standardize them. Additionally, we are actively seeking ways to create an OAI-OAI-PMH connection

between ArchivesSpace and WMS and/or EDS, so that we can increase the exposure of these finding aids/collections. This connector will be available in the next release of ArchivesSpace.

Since we implemented Preservica in spring 2017, we have been learning to use the system through taking the company sponsored tutorials available twice monthly; Zach Pelli recorded these tutorials so that we may revisit as needed. We have met with various stakeholders and departments at the University that have materials that should be included in this archival system. We then created a prioritization list to help triage the ingest of these collections; this list was created using our Seton Hall University Libraries Digital Preservation Policy (http://library.shu.edu/library/preservation-policy). We have defined our DC metadata elements and how we will use them here at SHU, as well as reviewed tools to help with the standardization. This will ensure consistency and increase findability across collections and better support teaching and learning.

We plan to preserve all institutional repository, museum, and gallery collections in addition to materials from throughout the University, including Athletics, Advancement, the School of Medicine, and the Department of Diplomacy. The team has begun to ingest into Preservica the Presidents' and Provosts' communications to the University as well as archiving copies of our website. In the near term, we plan to develop a data management plan that takes advantage of these systems.

Our institutional repository, Digital Commons, continues to play a larger role in University Life and increase our visibility around the world. Professors Ince and DeLuca have worked with faculty across the University to place their publications in the SelectedWorks module of the eRepository and have helped them to keep their pages up to date. Professors Loesch and Ince have worked with the Registrar to ensure that all theses and dissertations produced at SHU will be included in the repository as well. These efforts have paid off, as we will soon have more than 2,000,000 downloads (and many more visits) from users across the globe.

We have moved forward with digitization of some assets. The Summer Institute for Priests cassette tape collections is moving forward. We have 122 tapes online fully digitized and uploaded to the eRepository and hundreds more awaiting post-production and upload.

Our cooperative agreement to digitize the Vatican II years of the Catholic Advocate microfilm was suspended this year when CRRA did not receive a CLIR grant which would have covered the costs of the digitization and metadata

indexing required to make these materials findable. We considered performing this work in-house using ScanPro's automatic scanning but the software was not robust enough to meet our needs. In the last few weeks, CRRA notified us that they found some money to digitize and index part of the Catholic Advocate collection, for the years 1958 to 1964, and we have mailed them this film. The processed materials will be housed both at SHU and with CRRA in the Catholic News Archive. We will be working in the next AY with them on this stage of the project and will continue to look for ways to fund scanning and indexing the remaining microfilm.

Guide work of CS faculty to ensure daily, weekly, monthly, semester, and yearly tasks and projects completed in a timely manner. Work includes, but not limited to: Main Collection inventory and remediation, Journal inventory, receiving and cataloging of materials, electronic resource problems, theses and dissertations, weeding, and gift materials (Objectives 5, 9, 10, 11, 13)
Objective 5: Manage services more effectively with deeper data, randomly collected, triage of research consultations, assessment of services and teaching **(1, 3, 5, 8)**
Objective 9: Shift/compact the periodicals collection; finish its inventory **(2-4, 8)**
Objective 10: Shift the circulating collection to allow room for growth (2-4, 7-8)
Objective 11: De-duplicate, inventory and selectively shape/evaluate the circulating collection **(2-4, 7-8)**
Objective 13: Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID) **(1, 3, 5-8)**
Our Collections Services department, managed by co-Heads of Technical Services Dr. Marta Deyrup and Professor Martha Loesch, and Acquisitions Librarian Professor Sulekha Kalyan, completed and continue to work on many projects that increase the accuracy of our catalog records and findability of our materials. In the last year, the preponderance of their work was inventorying and de-duplicating the main collection, which provided room for growth of our print materials. Deduped materials were offered to faculty in subject areas, and then the remainder were shipped to Better World Books when appropriate.

Once that process was completed, they went back into the stacks to perform reconciliation of the outstanding materials- identifying those items missed in the initial inventory. This step is crucial to ensuring our catalog records reflect actual

materials on the shelf. The reconciliation in the stacks was completed this academic year and worked with the resolution of 250,000 records in our system. In the next AY the departments will re-inventory materials that were not scanned in the first round and address issues materials missing and lost materials. I have developed a simple system to re-inventory the items without the necessity of touching the book.

The Cataloging Department undertook the cataloging of our print theses and dissertations and is working with Access Services to ensure that the processed materials are efficiently and accurately moved to their new location in the Main Collection. The master's theses are over 50% completed, and Cataloging will begin dissertation processing soon.

The Catalog Department was also integral to the processing of electronic theses and dissertations, with the support of Professor Sharon Ince. This process is vital to the University, as no graduate student is supposed to graduate without the submission of his or her thesis or dissertations added to the Institutional Repository.

We also purchased the collection of MARC records of Evan's Early American Imprints, a unique collection of microform of publications from the early days of American History. Dr. Deyrup, Professor Loesch, and I have worked with OCLC to add these materials to our collection and are awaiting final upload.

The periodicals department (managed by Professor Kalyan) also finished its inventory of our print journals. They are updating this collection in WMS' Collections Manager (fka WMS' Knowledgebase). This process is iterative and will continue to require changes and updates as we purchase electronic materials and purge print materials.

We refined our gift materials policy to better support our Collection Development policy. The outcome of this change has been improved donations to the library and reduction of work among our staff who previously had to process unusable materials.

Finally, we worked with OCLC and PALCI to ensure that journal holdings and MARC records uploaded to ILLIAD and EZBorrow were current and appropriate. We had to investigate the uploading of ebooks to EZBorrow, resulting in false identification of materials that could be sent out. Some of these issues were due to problems with the way OCLC identifies items in their holdings, while others were due to an issue with the way Relais was marking records in their system. Relais was able to rectify the issue and our holdings are now more accurately reflected.

For further information about specific activities, please see Cataloging and Acquisitions Department reports as well as reports from Professors Loesch, Deyrup, and Kalyan.

Continue to monitor upgrades and enhancements to Digital Commons, WMS, and EDS and ensure these changes are integrated within existing workflows. Make custom changes to these products as required to provide the best services to students, faculty, and staff (Objectives 2, 6, 12, 13, 15)

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

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

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

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

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

Arguably, one of the University Libraries most important accomplishments this year was the successful integration of OCLC's Worldshare Management System Patron Management functions into EBSCO's Discovery product, EDS. This integration allows our end users to view their checked out items, renew books, place items on hold and cancel holds, view account fees, view real-time availability of items from the collection all from within the EDS program. This project is the first of its kind for OCLC's WMS and EBSCO's EDS and could not have been completed without their intercompany cooperation and teamwork, and

we are grateful to have been allowed to be the first institution to provide this integration.

As part of this implementation, we instituted Shibboleth (via OKTA) for EBSCO products (to match our library's patron system authentication), and pointed our EZProxy identity management to OKTA as well. This allows the library to provide a SSO-like experience without the need for a highly complex implementation of Shibboleth with each vendor or the cost of a yearly membership fee with a federation like OpenAthens.

In this past year, we have also reassessed our services for our differently abled patrons. We designed our Information Commons space with workstations to meet the needs of patrons with different physical needs. We had OCR scanning enabled on both multifunction printers in the Information Commons. Additionally, we have audited our public webpages to ensure they comply with WCAG 2.0 AA standards. Our Accessibility working group met several times in the last year to collect and compile information on Accessibility workflows for our vendors' information resources, and we placed the links to major Library vendors online at http://library.shu.edu/disability-services/home. This guide may also be accessed from our home page (Select Services→ Accessibility).

Investigate and/or implement systems that will improve Public Services, including Stack mapping, demand driven acquisition, Alumni Services, and website enhancements (Objectives 3, 6, 13, 15, 21, 23)
Objective 3: Investigate, select, and deploy alternate service/teaching tools and technologies (1, 5, 8)
Objective 6: Investigate, select, and deploy more sophisticated mapping, wayfinding, and/or signage for the stacks (for instance, a locate-the-book app) and the building (1, 3, 4, 5)
Objective 15: Institute a purchase-instead-of-borrow program/process (1-3, 5, 8)
Objective 21: Continue enhancing the website through user and Library faculty feedback (1, 3, 5-8)
Objective 23: Develop Alumni and guest printing capacity (1, 6)

This year, we collaborated with the Department of Information Technology to provide guest printing for our library visitors and Alumni. Prior to the roll out of

this system, only SHU cardholders could print materials in our Information Commons. Guests and Alumni can now create an account with BluePrint and, for a small fee, print articles and other materials. More information may be found here: https://shuprod.service-now.com/selfservice/kb_main.do?sysparm_kb=b31bec234f46a600923f0ad14210c70b

Zach Pelli fine tuned, redesigned, and improved our online public presence. He has improved the website, both through redesign of various elements, provided us with a more "modern," simplified look, and set up our sites on Google Analytics to more closely monitor website usage patterns and improve usability. Also, when we were short staffed, Zach stepped in to support Library Information Technology needs.

We had planned to add a new module to our ILL system, called the "Getting It System Toolkit," or GIST) which would allow us to assess every ILL print request as demand driven acquisition and a possible purchase instead of loan. GIST was created to be an add-on to ILLIAD, our main ILL system through which the majority of our ILL requests are made. However, early in the AY, we learned that OCLC, was planning to replace ILLIAD with a new cloud based product, Tipasa. While it is early in development, OCLC is suggesting that some libraries of our size may switch to Tipasa as early as summer 2017. With that in mind, we decided to table the project and wait until there is some type of product for Tipasa. I reached out to the GIST developers about this integration and they have indicated that it might not happen as Tipasa is cloud based and it is more difficult to integrate with the page scripts. We have both reached out to OCLC to find out if the GIST developers can customize the Loan pages, and they indicated that it is within scope but do not know when such functionality will be developed.

Another project we had considered for implementation in the past year is online stackmapping. This tool would allow the patron to see a map that identifies the location of any print book within our collection. We reviewed two companies that offered the service, but neither provided integration with OCLC's WorldcatLocal or its replacement, WorldCat Discovery, and these services provide the basis of our

OPAC. We then looked into creating our own system and spoke to one University Library in the Middle East that had accomplished this task. As the development and implementation for an in-house version of this program would be very challenging, we decided to table the project until the MAIN collection shift was completed (this was achieved in spring 2017), and when Dr. Ince and Dr. Bao were back from sabbaticals in AY 2017-8. We felt that our Digital Preservation Initiatives plus the extra work in Electronic Resources would be enough to task the remaining tech team while these two individuals were unavailable. Note: one of the two companies with whom we had spoke released an add-on for Chrome that would provide stackmapping for WCL or Discovery and indicated to me via email that a Firefox add-on is in development.

Our IT team has been working with the Gallery/Archives and Special Collections on identifying and installing electronic data loggers. We have tested several which have not worked due to issues with wireless protocols and connectivity. If we cannot find one that will work we will create our own using Raspberry Pis.

In the last year, we have had issues with our digital signage panel near the Circulation Desk. The system started to go offline whenever a system update was pushed out to the laptop which ran the system. We simplified this process by using a Raspberry Pi to power this system. Our developer, Zach Pelli, identified a digital signage system (Screenly) which places the system in the cloud and makes posting updates and changes easier. And since the Pi is not part of IT updates, it should never go offline.

Finally, I met with members of TLTC and SHU Faculty as they developed online courses to help them understand how the library could help them with course development and how our presence in a course could improve and increase engagement and quality of research.

Other Work
Objective 1: Design, staff, and build an opening day collection and space for the Seton Hall University School of Medicine **(1-9)** In the last year, I have supported the Dean of University Libraries in developing the physical layout of the new

School of Medicine Information Commons, as well as providing support during the development of job description for this position. During this time, I interviewed several medical school Directors of new Medical Schools to learn more about the acquisitions and hiring processes. I am about to begin a mentoring relationship with an experienced member of AAHSL to learn more about medical school libraries, and will support the Associate Dean with the investigation and purchase of electronic and print resources for the SOM. Many of our vendors are aware of the school and have already let us know that they are eager to work with us.

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

This year, the Library hired a new Library Technology Coordinator, Ryan Fino. He has brought a fresh perspective to our workflows and has tackled some long delayed projects, including clearing out of old inventory. Next year he will develop and deliver training for our library personnel as well and provide support in Digital Preservation.

Assistant Dean Sebastian Derry and I supported the development of the Wiley Partnership at Seton Hall University. We met with various departments and representatives from Wiley and appraised them of how the library's presence and services could be integrated into their products. We will continue to support this endeavor.

Meetings with SHU Department of IT: Dean Buschman, Assistant Dean Sebastian Derry, and I met monthly with the CIO Stephen Landry and Associate CIO Paul Fisher to discuss Library technology needs, plans, projects, and other issues of mutual interest. Ryan Fino and I also continue to meet with PCSS monthly (John Fernandes and Marsha Philemon) about the Information Commons, computer repairs and imaging, and assets. These monthly meetings ensure smooth and efficient workflows between the two areas.

Professional Development
- Member, Seton Hall University TLTC Online Learning Committee.
- Past President, ACRL-NJ/NJLA-CUS
- Member, Collection Development Committee, University Libraries

- Member, Digital Preservations Interest Group, University Libraries
- Member, NJLA Elections and Nominations Committee.
  - Cut NJLA elections cost by 90% by sourcing and selecting new election cloud system.

Continuing Education

- "Collections as Data: Stewardship and Use Models to Enhance Access." Library of Congress, September 27, 2016. Webinar.
- "Analytics tools for Libraries." LITA's Altmetrics and Digital Analytics Interest Group, October 4, 2016. Webinar.
- "Integrating the Library into New Methods of Research." FOLIO Community Meeting, October 5, 2016. Webinar.
- "Kyle Courtney: Digitization, Libraries, and the Law: Present Updates to the Road Ahead." The Digital Shift, October 19, 2016. Webinar.
- "HSLANJ Innovations Webinar." HSLANJ, October 20, 2016. Webinar.
- "Assessing the Library with Service Design." The Digital Shift, October 20, 2016. Webinar.
- ACRL DLS Round Table Conversation. ACRL, October 24, 2016. Webinar
- "Library Design for Modern Human Behavior." Library Journal. October 25, 2016. Webinar.
- "A behind-the-scenes look at WorldCat Discovery relevance." OCLC. October 27, 2016. Webinar.
- "Predatory Publishing and knowledge base content." OCLC. October 31, 2016. Webinar.
- "Collaboration in Academic Libraries." PALCI. November 7, 2016. Webinar.
- Professional Web Accessibility Auditing Made Easy. Ryerson University (via Canvas). June 12-July 11, 2017. Online.

Amanda Mita

Archives and Special Collections Technical Services Head

Annual Report FY: 2016-2017

_____

Highlights

- Promoted to Archives & Special Collections Technical Services Head; management responsibilities have grown to include supervision of Archives & Special Collections Asst. Kimberly Reamer in addition to Records Management Clerk Brianno LoSardo.
- Serve on the Digital Preservation Committee and play central role in the implementation of the Seton Hall University Libraries Digitized Collections Technology Plan for Digital Services, Archives & Special Collections, and Gallery/Museum Collections.
- Successfully transitioned Archives & Special Collections from Archivists' Toolkit to ArchivesSpace.
- Successfully migrated digital assets from CONTENTdm, a digital asset management system, to the eRepository and continue to build digital collections in the Institutional Repository (IR).
- Worked with Bepress technician to configure custom templates for digital collections.
- Awarded course release time to co-author with Digital Services Librarian Sharon Ince a case study relating to CONTENTdm migration.
- Implemented Omeka, provided training for Special Collections staff, and supervised creation of two digital exhibitions.
- Overseeing the digital preservation of the Priests' Cassettes collection.

- Served on search committees for the hires of Archives & Special Collections Asst. Kimberly Reamer, Digital Collections Infrastructure Developer Zachary Pelli, and Communications & the Arts Librarian Gerard Shea.
- Supervised large-scale inventory project in Special Collections and continue to develop the next phases of the project in consultation with Gallery colleagues.
- Played central role in the professionalization of Archives & Special Collections and participated in the creation of a joint collecting policy for ASP and Walsh Gallery, an art/artifact policy, and a security and access policy.
- Played central role in the overhaul and reconfiguration of Special Collections reading room, vault, and restricted staff space.
- Steadily making progress toward Master of Public Administration, which will be completed in Spring 2018.

Professional Effectiveness

Achievement of 2016-2017 Objectives

As specified in my 2015-2016 evaluation with Dean Buschman, my 2016-2017 objectives were the following:

- Deploying our new digital preservation software and prioritizing collection and preservation goals. (Objective 19)
- Continue to manage and consolidate collections for maximum efficient use of space working in conjunction with SPC and Gallery colleagues; continue to process materials and publish finding aids. (Objective 18 & 19)
- Continue to maintain and enhance the Special Collections web site. (Objective 21)   Maintain a modest role for Special Collections in Seton Hall's Digital Humanities initiatives by monitoring developments with fellow library faculty committee members. (Objective 8)

- Lead and work on a few selected digital exhibitions. (Objective 22)

I have achieved these objectives in the following ways:

- Objective 19 - Develop a basic digital preservation program in Special Collections (1-4, 79)

I helped form and serve on the Digital Preservation Committee. Along with Asst. Dean Elizabeth Leonard and Digital Services Librarian Sharon Ince, I helped shape and author the Seton Hall

University Libraries Digitized Collections Technology Plan for Digital Services, Archives & Special Collections, and Gallery/Museum Collections: A Supplement to Seton Hall University Libraries Strategic Plan FY:2016-2021, available at http://library.shu.edu/library/Di CollTechPln. I also co-authored the Digitization of Collections Policy and Preservation Policy, available at htt librar .shu.edu di ital-collections about.

I play a major role in the implementation of the technology plan and have successfully transitioned the Archives & Special Collections Center from Archivists' Toolkit to ArchivesSpace, available at https://archivesspace-librarv.shu.edu/

I will play a significant role in the implementation of Preservica over the course of the 20172018 year. As part of the Digital Preservation Committee, I have helped to select content for digital preservation and to identify appropriate types and levels of metadata for description and access, I am currently developing file naming conventions for digital preservation objects that will be written into a formal policy.

I am an IR administrator. I assist Gallery staff in managing and preserving its digital content and manage all digital assets for Archives & Special Collections. I am actively participating in digital preservation initiatives and presently overseeing the Priests' Cassettes project. I continue to process archival materials and select materials for digitization and digital preservation. The most recent of

these items is a nineteenth century Seton Hall College scrapbook. The scrapbook is fully digitized and available via the IR.

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

I serve on the Vault Task Force and oversaw a large scale inventory of the vault. I am presently reviewing inventory data with Gallery colleagues and planning for the next phases of the project. I also participate in the ongoing overhaul of the restricted staff area and have reconfigured the Reading Room to ensure a wheelchair accessible space. I also assisted Records Management Asst. Brianna LoSardo in the overhaul of Fahey B8 during Summer/Fall 2016.

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

I worked with Digital Collections Infrastructure Developer Zachary Pelli to redesign the Archives & Special Collections home page. Pelti and I also designed the ArchivesSpace interface and launched it on the Archives & Special Collections site.

I provide training and assistance to Gallery webmaster Jesse Benicaso for Springshare Libguides and Bepress Digital Commons. I troubleshoot Gallery eRepository issues.

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

I continue to serve on the Digital Humanities Committee and monitor developments and plans for projects that entail the use of archival and special collections material.

Over the course of the next year, I will supervise a digital humanities project that entails digitizing a seventeenth century Qu'ran held by Archives & Special Collections.

- Objective 22 Digitize selected Seton Hall assets to highlight the University, mission, and depth of resources (e.g. Padilla de Sanz papers, Priest's cassettes, Seton Hall University Museum Collection) (10, 5, 8)
- Objective 12 Expand the profile of the institutional repository (1-3, 543)

I provided Omeka training to Archives & Special Collections staff and oversaw the creation of two digital exhibitions, the Trina Padilla de Sanz collection (created by intern Carly Miller utilizing a test instance of Omeka and transferred to the production instance by Archives & Special Collections Assistant Kimberly Reamer) and Order Sons of Italy in America (created by former Director of Archives & Special Collections, Kathleen Dodds).

I created a space in the IR for Archives & Special Collections digital collections, which is where all CONTENTdm assets were migrated. I created custom templates for each collection and continue to build new collections. I devised workflows for digitizing and creating digital collections, which will be shared in a case study to be written with Digital Services Librarian Sharon Ince. I oversaw the digitization of the Seton Hall College Scrapbook and created a digital collection in the IR.

Processing

I oversaw the processing of several small collections, including the Poetry in the Round Collection, for which there is now a publicly accessible finding aid, and shelf find materials. The processing of the Archbishop Walsh papers has begun, but is presently on hold until Fall 2017 due to my involvement in several simultaneous large projects. Processing will resume at normal pace in Fall 2017.

Instruction

- Fall 2016 Taught Medieval Studies Research class
- Fall 2016 - Taught 4 Introduction to Research classes
- Fall 2016 - Taught 4 University Life library orientations

Scholarship

Presentations

- Guest speaker, "What Can You Do with an English Major," Seton Hall University, November 10, 2016

- Presenter, "Digital Exhibitions in Practice," MARAC Fall 2016: CAPITOL/CAPITAL- Making the Most of Archival Assets/Resources, Annapolis, MD, November 3-5, 2016

Publications

- In editorial phase: "PREFORMA (PREservation FORMAts for culture information/earchives)," Technical Services Quarterly, Volume 34:1.
- In editorial phase: Amanda Mita, Grace Barth, and Laura Drake Davis, Creating Digital Exhibitions, MARAC Technical Leaflet, Mid-Atlantic Regional Archives Conference, 2016.

I will begin using my course release time to work on my case study in July 2017.

Academic Progress

I continue to make progress on my second degree, which will be completed in Spring 2018. To date, I have taken the following courses:

- Legal and Ethical Issues in Museums, AMRS 6805
- Leadership and Management of Nonprofit Organizations, PMSA 7312
- Legal Issues in the Nonprofit Sector, PMSA 8313
- Public Policy Process and Analysis, PMSA 6003
- Foundations of the Nonprofit Sector, PMSA 7311
- Managerial Decision Making, PMSA 6009
- Ethics in Public Service, PMSA 7715
- Environment of Public Service Management, PSMA 6001

I will take the following courses in Fall 2017:

- PSMA 6002 Research Methods and Statistical Analysis
- PSMA 6005 Financial Management and Control
- PSMA 7993 Research Seminar

Professional Development

I completed all coursework for the Digital Archives Specialist (DAS) Certificate Program and will sit for the examination when it is offered in Fall 2017.

I have taken several Preservica training webinars and will continue my training as we progress with the system. I will be attending both ArchivesSpace and Preservica user group meetings at the annual Society of American Archivists conference in Portland, OR in July 2017.

Service to the Library and University

During the 2016-2017 academic year, I served on the following library and university committees:

- Digital Preservation Committee
- Vault Task Force
- Secretary, Library Faculty Assembly
- Digital Humanities Committee
- Academic Policy Committee (recently joined)
- Faculty Convocation Committee (recently joined)
- Charter Day Committee

During the 2016-2017 academic year, I served on the following library search committees:

- Communications & the Arts Librarian
- Digital Collections Infrastructure Developer

- Archives & Special Collections Assistant
- Chair, Records Management and Archives Assistant

I also continue to serve on the Catholic Research Resources Alliance's Digital Access Committee.

Dr. Lisa Rose-Wiles

Science Librarian

Annual Report for FY: 2016-17

_____

Report for July 2016-June 2017

Dr. Lisa Rose-Wiles, Science Librarian/Associate Professor

My primary role is liaison and subject specialist for the sciences (departments of Biology & Microbiology, Chemistry & Biochemistry, Physics, Mathematics and Environmental Studies) and Health Sciences (Athletic Training, Occupational Therapy, Physician Assistant, Physical Therapy, Speech Language Pathology and the Ph.D. in Health Sciences). I am also liaison for the department of Sociology, Anthropology & Social Work. In addition to providing formal and informal instruction sessions and research assistance to faculty, classes and students in my liaison areas, I provide general reference service at the reference desk, by appointment, online, via email, live chat and telephone, and through opportunistic encounters in the library and around campus. I share responsibility for freshman library orientations and English 1201 and 1202 library instruction with my faculty librarian colleagues. Last year I taught 50 library instruction classes (including English 1201 and 1202) and had nine individual research appointment and met individually with 11 students in Dr. Savastano's Anthropology of Consciousness class in which I was embedded in spring 2017.

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

In the fall 2016 semester I was again embedded" in the General Biology laboratory course BIOL 1212. This project directly supports **Obj. 4**: "reformulating of the liaison model to encompass …. Embedded library faculty work". I was included in Blackboard as an Instructor, enabling me to post material and grade assignments, supporting **Obj. 2** "create and embed learning objects close to the point of need" and **Obj. 7** "develop a presence in online courses". The biology labs are primarily populated by first year science majors, for whom this is a required course. In the fall there were 17 lab sections with 262 students after the add-drop period.

Drawing on our experiences with the course during the past three years and student feedback, the primary lab instructor Dr. Marian Glenn and I made significant revisions to the course during the preceding summer. We explored ways to better engage stud students in active learning and make the embedded model more sustainable (**Obj. 2, 3 & 4).**   We eliminated the formal lab reports that required scholarly references and the library exercises. I focused instead on having students find and evaluate sources for two annotated bibliographies that we introduced to precede student presentations and which I subsequently graded through Blackboard. I on research as a process, using Lonergan's Generalized Empirical Method as a research framework **(Obj. 7).** I made the initial library sessions that I delivered to each lab section more interactive and "gamified" parts of the session using [Top Hat](#), an online learning platform to which SHU subscribes (**Obj. 3).**   I worked on the Top Hat design and questions with instructional designer Veronica Amour, and we jointly presented the results at the 2017 Vale conference, supporting GOALS 5 & 6 "develop strategic alliances" (also see SCHOLARSHIP). The students had very positive responses, and most of the annotated bibliographies were of an impressively high standard (average grades

91% and 93%). Half of the 164 students who completed the post-test survey indicated that they found the library session "very helpful" and 39% found it "somewhat helpful".

In spring 2016 I partnered with Dr. Peter Savastano as embedded librarian and fellow anthropologist in Anthropology of Consciousness (ANTH 3307). This is an information literacy infused class with considerable emphasis on research, particularly integrating sources from anthropology, psychology and neuroscience. I attended weekly classes (with the exception of Petersheim week) and participated in discussions, gave a library orientation, led one class session that covered human evolution and brain development, held a research workshop, and met individually with most of the 12 students in the class (GOALS 1, 5 & 7; **Obj. 4**). I was surprised at the widely divergent research skills of these students, most of them seniors and many about to graduate. Some were extremely competent researchers (and produced exceptional papers) but about half of the students I met with had limited knowledge of our library resources and did not know how to conduct advanced searches or use database tools to refine their results. I am in discussion with Dr. Savastano and Dr. Quizon about ways to introduce more research sessions into the anthropology curriculum.

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

In fall 2016 I was a "client" for a group of four students in the Qualitative Research Methods (ANTH 2912). This is the third 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 and during Petersheim. My student-led project focused on the use of social media in the library, based on the outline that I provided. Some key findings from the project were that 40% of students that the researchers interviewed (n=20) reported spending 1-2 hours of their time in the library on social media and 20% spent more than two hours. Only 25% said that social media "helped with their school work" and 100% said that they found social media to be "a distraction". In contrast to previous years, none of the students wanted to continue the research, but it would be interesting to pursue this research at a later date.

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"). I joined the EDS administrator's discussion group organized by Richard Kearney (William Paterson University). Most of the issues revolve around EBSCO's full text finder (which we do not have) but we have also discussed eBook discovery and access, the perennial problems with ProQuest metadata and linking, separating more collections as separate content providers, and linking directly from EDS into native databases (a recent meeting with EBSCO indicates that this function will be available soon, at least for some databases). In the spring semester I began discussions with John Seguin (president and chief librarian for Third Iron) on improving the clarity and functions of BrowZine, the primary access point for our online journals. We are considering easier ways to access back content and adding a "search within journal" function.

My 20 published research guides support GOAL 3 (organizing and presenting information) and GOAL 5. The research guides are accessible beyond the SHU community and were viewed a total of 9,194 times, less than half the 20,231 views in 2015-16. There is no obvious reason for the decline. As in past year, the most popular guide was Health & Medical Science, followed by Physical Therapy and Occupational Therapy. Each semester 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.

4. Archdiocese of Newark - Catholic High Schools student research skills (Goals 1 & 6).

After the initial presentation in the "Libraries' Speakers Series" In spring 2017 I had a discussion with Ann Oro (Director of K-12 instructional technology, Archdiocese of Newark) who had come for the presentation. She expressed interest in working together to address the challenges of preparing students in Catholic high schools for college entry, particularly in terms of research skills. We subsequently met with Prof. Martha Loesch and forged a collaborative alliance with plans to work together with Ann and a group of librarians and teachers from Catholic high schools in Bergen, Essex, Union and Hudson counties. A core group

has already developed a preliminary "High School Technology Curriculum Map" and "Profile of a Technologically Proficient High School Freshman" (a work in progress). Two areas of particular interest to us are "research and information fluency" and "critical thinking/computational thinking". This collaboration affords an exciting opportunity to work directly with Catholic school stakeholders to design early interventions to address the frequent lack of research skills among students entering college. It is also a good recruitment opportunity.

5. Collection Development (GOAL 2, **Obj. 11)**

a. Book orders

Between July 1 2016 and May 15 2017 I ordered 476 books and 6 DVD's for my liaison areas, somewhat more than the 411 books I ordered last year. The lack of funds for non-NEH books was particularly acute this year. This ls largely due to the lack of inflationary increase in the library materials budget, which means that only money 'left over' from essential database and journal purchases is available to purchase books from the General Fund. There is a striking imbalance between NEH books and DVD's added to the collection (402 books and 6 DVD's for a total of $18,367) and non-NEH books (73 books for a total $ 6,253).   Although the sciences and the health sciences rely more on journal articles than books, the library should be able to offer a better selection of recent books in these areas. There are 52 books (approximately $4,500) waiting on my Gobi "to order pending funds" list, 38 books waiting to be updated or replaced, and several earlier orders that have not been processed due to lack of funds.

b. Demand driven Acquisition eBooks

 In partial compensation I added over 250 new ebrary eBook titles to our recent eBook Demand Driven Acquisition (DDA) Plan with YBP.   So far usage has been modest (only about 30 triggered in my subject areas), but part of this is almost certainly due to the (now partially resolved) problems of ebrary books being "hidden" below EBSCO eBook results in EDS and ongoing problems and delays in

getting DDA books added to WMS.   I plan a fuller analysis of eBook usage this summer.

c. <u>Order dissemination: World Cat new book lists</u> (GOAL 3 & 5)

One way that I communicate with faculty in my liaison areas about collection development is to share World Cat lists of new books I have ordered. In the past year there were 494 books listed on my 11 publicly available lists and a total of 1,193 views compared with 1,407 last year. All lists have rss feeds on the relevant research guides.   I added five new lists in early 2017. New Science eBooks, Health Science eBooks and Social Science/Humanities eBooks promote the eBooks that I added to our DDA plan. I emailed links to the lists to faculty in my liaison areas and added rss feeds to the relevant research guides. "SHU Faculty Publications" provides a venue for disseminating SHU faculty scholarship. Finally "new print books" is a list of books published in 2017 that the library has ordered. I prepared this manually as an admittedly imperfect solution to the lack of a "new books" search function in WMS, and a supplement to my "new books and DVD's" research guide. The new lists had a combined total of 639 items and 732 views. The SHU faculty publications was viewed 289 times.

d. <u>Inventory and Missing Books </u>(GOAL 3; **Obj. 11**)

In spring 2017 I began a physical inventory of reference books in my area, based on a report that systems librarian Xue-Ming Bao prepared at my request. I have completed Q (science books) and found only 3% (4/114) were missing. I will work with Prof. Bloom on an inventory of health and medical reference books (R call numbers) this summer.

I checked a list of 123 "missing" books prepared by Dr. Bao for call number range Q-T in both main and reference locations. Their presence in the catalog frustrates users as the records simply indicate "not available" with no further explanation. Adding 17 slips for missing books provided by Access Services

librarian John Irwin gave a total of 130 missing books. I located 27 books and deleted the records for 59 (37 were mostly outdated textbooks, 15 were available as a later edition or eBook, and I added seven to our DDA eBook collection). I replaced six missing books with NEH funds and listed 38 to replace or update when General Funds are available.

I reviewed the printed worksheets of books in the QD-QR call range inventoried during the reconciliation project in spring 2017. I deleted the records for 93% of the 330 books marked as missing. Some were available as eBooks or we held a more recent edition, but most were old books that had likely been removed from the collection years ago. I identified 37 ($< 10\%$) for possible replacement and distributed the list to the science faculty for their input.

6. Impact Statements and Accreditation

I prepared an impact statement for the Department of Physics (comparing our resources with peer and aspirant institutions and evaluating our collections in preparation for a proposed MS graduate program). I updated the 2014 Athletic Training impact statement and the 2013 Chemistry & Biochemistry impact statement for their dual degree program (Chemistry BS/MS). I am preparing an evaluation of library resources for the Dept. of Chemistry & Biochemistry's upcoming ACS accreditation.

B. SCHOLARSHIP

Most of my time is devoted to practical work that falls under "Professional Effectiveness", and most of my scholarship (with the notable exception of an accepted presentation at a conference in Italy this year) is based on my practical work. This supports and communicates library goals and services to users and to the larger community (GOALS 5 & 7).

Presentations

Rose-Wiles, L.M., & Amour, V. (2017).   Gamifying a first year biology lab library session. Presented at the 18th annual VALE / NJ ACRL / NJLA CUS Users' Conference, Rutgers University,

Kalyan, S., & Rose-Wiles, L. (2017). Turnaways or Denials: a sales pitch by any other name? Poster Presentation at the 18th annual VALE / NJ ACRL / NJLA CUS Users' Conference, Rutgers University, Piscataway, NJ. January 6, 2017.

Book Review

Rose-Wiles, L.M. Review of *Librarians and Instructional Designers: Collaboration and Innovation*. By Joe Eshleman, Richard Moniz, Karen Mann, and Kristen Eshleman. Chicago, IL: ALA Editions, 2016. Pp. 240. $65.00 (paperback). ISBN 978-0-8389-1455-7. *Library Quarterly* (accepted for publication in the October 2017 issue on June 1, 2017).

Forthcoming Publications and Presentations

Rose-Wiles, L.M. Lonergan's Functional Specialties and Academic Libraries. Paper for presentation at "A Workshop Applying Lonergan: the Role of the Functional Specialties", Trieste, Italy. July 22-29, 2017. Accepted March 21, 2017.

Rose-Wiles, L.M., Glenn, M. & Stiskal, D. Fostering information literacy in first year biology students: a three year case study**.** Submitted to Journa*l of Academic Librarianship Jan* 30, 2017. Resubmitted with revisions April 28, 2017; currently with editor.   For preprint see https://works.bepress.com/lisa_rose_wiles/39/

I have accepted an invitation from Tamir Borensztajn (VP Software as a Service Strategy at EBSCO) to participate in a panel "In Research We Trust" on the role of libraries in an age of "fake news and alternative facts" at the annual Charleston Conference in November 2017.

Research Grants / Research in Progress

University Research Council summer grant awarded March 17, 2017 for "Are we ignoring history? An analysis of citations in recent chemistry articles" with Dr. Cecilia Marzabadi, Chair, Department of Chemistry & Biochemistry.

We have recruited two graduate students to assist with the data collection and analysis. We have drafted a detailed sampling and data collection protocol and begun data collection. The data collection and analyses will be completed this summer. We plan to submit the results to the American Chemical Society's *Journal of Chemical Education*.

Course Release / Research Time: approved November 26, 2016 for summer 2017 to work on the above collaborative chemistry research project.

Journal "denials" project.

Prof. Kalyan and I are working on an analysis of "denials" for online journal articles. A "denial" is recorded when a user lands on the abstract of an article to which we do not have access. Initially we saw this simply as a marketing ploy since publishers try to sell subscriptions to journals with high denials. However, when we analyzed denials for ScienceDirect we found that we subscribed to most of the journals and the denials were for older content. There were virtually no interlibrary loan requests for articles from these journals. This suggests a number of possibilities: users scan the abstract and find it irrelevant (they do not want the full text); users want the full text but cannot wait for or do not want to bother using interlibrary loan; users get full text elsewhere (other libraries, friends, social media) or, most worrying from a pedagogical perspective, they simply cite the abstract without reading the full text. As students are not likely to admit this to a librarian, I plan to offer "what do students do when they cannot access the full text of an article" as a research project for the next Qualitative Research Methods class. Prof. Kalyan and I presented the preliminary results of our research at the 2017 Vale conference, and plan to complete a peer-reviewed article of the final results for submission to the *Journal of Electronic Resource Librarianship.* We are actively seeking funding to further develop the project.

Sabbatical: approved January 17, 2017 for spring 2018.

Unsuccessful Grant Applications

LYRASIS Catalyst Fund Grant: "What are the real implications of article "turnaway" or "denial" data? $40,000. Submitted jointly with Sulekha Kalyan, Feb 28, 2017. While not accepted, one reviewer commented "This is a killer proposal!"

ALA "Future of Libraries" Fellowship: "Bernard Lonergan's functional specialties and the future of academic libraries". $10,000. Submitted Jan 13, 2017.

C. SERVICE

My most notable and time consuming service is 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).**   My continuing role as co-chair of the Copyright Committee supports GOAL 7. I presented a copyright session for faculty, "Copyright Demystified" as part of the "Library Bytes" series on September 27, 2016.   I also serve on the University Intellectual Property Task Force. In 2017 I was invited to join the newly formed STEM Education Group, organized by Dr. Mitra Shojania-Feizabadi (Dept. of Physics).

I served my second year as chair of the Library Faculty Assembly, and continued to serve on the Library database committee (renamed the Collection Development Committee) and EDS committee. As founding chair of the newly formed Merit Pay Committee, I took the lead in preparing the library's merit pay documents, which were approved last year. I reviewed two manuscripts submitted to the *Journal of Academic Librarianship* and one submitted to *Library Quarterly.*

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.   Work with Praxis supports the University Mission and provides opportunities to promote and discuss library resources and services.

Gerard Shea

Communications Librarian

Annual Report FY: 2016-2017

Since starting my new position as Communications Librarian on February 1st, 2017, my work has focused on the below goals:

1. Provide the full range of liaison, collection development and instructional services for all but a few specialized units in the College of Communication and the Arts, and as co-liaison for English, and to supplement the liaison team to the College of Education and Human Services.
2. Participate in the full range of Reference responsibilities up to 10-11 hours per week with assigned nights and weekends.
3. Participate in the Instruction Program, providing approximately 20-35 sessions per year plus tours, research consultations, etc.
4. Assist in other areas as available/appropriate/needed.

Objective 2

- Created four new research guides for *COJR 2431: American Journalism, COMM 7797: Communications Texts, Film Studies, and News Sources.*

Objective 3

- Taught 11 classes for English 1202 (5) and College of Communication and the Arts (6).
- Provided comprehensive library orientation for *Communication Texts* class including a library tour and presentation on library services, resources, and research methods.

- Contributed learning resources to Blackboard online course shell to promote student learning of concepts and skills introduced during library orientation.
- Facilitated online discussion thread using Blackboard as a follow-up to library orientation session for *Communication Texts.*
- Created Library Scavenger Hunt exercise with Dr. Renee Robinson for *Communication Texts* that class members completed during a second visit to the Library following the library orientation. The purpose of the exercise was to familiarize students with the places, resources, and services at the Walsh Library.
- Observed and provided feedback to students on their research presentations for *Communication Texts.*
- Will teach library instruction classes for Education Opportunity Program (EOP)
  Pre-Freshman Summer Enrichment initiative.

Objective 4

- Created impact statement with Marta Deyrup for Irish Studies Minor proposed by the College of Arts and Sciences.
- Expanded monograph collection for College of Communication and the Arts and College of Education and Human Services by selecting over 50 titles in both disciplines.
- Participated in the Summer Writing Retreat. This retreat provided faculty with the time and quiet space to begin work on their summer writing projects.
- Attended Seton Hall University Libraries Speaker's Series: Critical Issues in Information and Education, Shakespeare Day, Twentieth Annual Graduate Scholar Teacher Symposium on Japanese Studies, and Digital Humanities Summer Seminar.
- Attended College of Communication and the Arts Deans and Chairs meeting with Dean Buschman.
- Attended Center for Visual Arts Media and Performing Arts meeting to establish relationships with faculty.

Objective 5

- Helped analyze reference and chat usage trends as part of Data Analysis Team with Sebastian Derry, Lisa DeLuca, and Katie Wissel.

Objective 7

- Participated in assessment of *English 1202* student learning outcomes as part of Public Services Committee.

Committees and Service

Seton Hall University

- Faculty Senate alternate

Seton Hall University Libraries

- Public Services Committee

Future Plans

- Continue to collaborate with Dr. Matthew Pressman in providing instructional services for Journalism students.
- Continue to collaborate with Dr. Renee Robinson. Plan to create built-in library instruction and an online presence for *COTC 7110: Communication Research* course.
- Collaborate with Dr. Grace May in the College of Education and Human Services to support the use of Policy Map in her classes.
- Promote Institutional Repository to the faculty in the College of Communication and the Arts. Create faculty profiles for interested faculty.
- Complete and submit for publication an article examining the services academic libraries are providing and could provide for students with Autism Spectrum Disorders.
- Create research guides for Public Relations, Strategic Communications, Journalism, and Irish Studies.

Technical Services

Librarian/Co-Heads: Marta Deyrup and Martha Loesch

_____

The Technical Services Department consists of librarians/co-heads Marta Deyrup and Martha Loesch, as well as professional staff Eva Cheng Lee, Victor Eubanks, Camille Mazza and Kenny Marino.

This has been a particularly busy year for the department that has supported the following library objectives: **Objective 11:** *De-duplicate, inventory and selectively shape/evaluate the circulating collection* **(2-4, 7-8) and Objective 13:** *Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID)* **(1, 3, 5-8).**

 In addition to our normal duties of cataloging materials for Walsh and the Seminary Libraries, the department played a significant role in major technical services projects undertaken by the University Libraries. This included the reconciliation stage of a multi-year inventory project of the print book collection of Walsh Library, the multi-year barcode project, which involved correcting the catalog records of 80,000 print books, the re-cataloging of the Library's archival and circulating collection of theses, which numbers in the several thousands, and the cataloging of about 2000 gift books for the law school library.

According to the report below, the department processed a total of 42,992 items between June 2016 and May 2017.

Monthly Local Holdings Record Maintenance Summary Report - Institution

Institution				Report Date				Reporting Period				
Seton Hall University (STH)				Thursday, June 1, 2017				Jul 1, 2016 - May 31, 2017				

Action	Institution Symbol	2016-07	2016-08	2016-09	2016-10	2016-11	2016-12	2017-01	2017-02	2017-03	2017-04	2017-05	Total
Add Local Holdings Record	STH	872	1799	2129	1184	1282	1013	814	408	541	478	718	11238 Adds
Replace Local Holdings Record	STH	5646	3457	2717	1461	1766	823	874	853	1596	1219	1249	21661 Replaced
Delete Local Holdings Record	STH	4707	1595	1454	117	428	112	131	193	398	510	448	10093 Deleted
												Total #	42992

Other large projects undertaken by staff members include:

Deyrup and Marino, converting PZ call #s to appropriate call numbers in PS (American Literature) and PR (English Literature).

Deyrup and Marino, converting Z call #s for reference books to subject specific call numbers.

Loesch and Mazza: oversaw the processing and approval of every submitted thesis and dissertation to the university which then were added to the library catalog through the digital gateway. **Objective 12:** *Expand the profile of the Institutional Repository* (1-3, 5-8).

Mazza was assigned administrator status and access to update ProQuest Dissertations.

Mazza made improvements to the EXCEL spreadsheet used to assist the bursar's office in tracking dissertations/theses for graduation.

Loesch trained the Technical Services staff in the procedures for the reconciliation project.

Deyrup, Cheng Lee and Mazza: finished backlog of Russian and Valente books which had been put aside to work on other projects.

Eubanks and Cheng Lee picked up the slack with the inventory and barcode projects while Mazza was working on the dissertation project.

Cheng Lee cataloged additional Chinese language print books for the Chinese Language Corner.

Deyrup arranged for and cataloged print component of Sheldon Benjamin American Russian Jewry Collection.

Loesch trained the Technical Services staff to catalog the archival theses using a template and simplified call numbers.

Deyrup, Loesch and Bao worked together to determine the best means for cataloging the Evans microfiche Early American Imprints so the records could be entered into the WMS catalog.

Loesch instructed Bryanna Astor on how to catalog the multi-volume Patrologia Latina (224 volumes) and Patrologia Graeca (161 volumes) series and the extensive Second Vatican Council series – Sacrosanctum oecumenicum Concilium Vaticanum secundum.

Loesch, Deyrup and Kalyan met with Stella Wilkins, Seminary Librarian and the Seminary Library Board to discuss book ordering and other library services available to Seminary faculty.

Deyrup and Loesch presented on the metadata standards and display of the National Institute for Clergy Formation, Summer Institute for Priests lecture series both as sound cassette bibliographic records in WorldCat and as MP3 files in eRepository.

Training:

Bao trained Deyrup and Loesch on running statistical cataloging reports.

Catalog Dept. staff attended a 3day archival cataloging training Webinar.

Marta Deyrup

Personal Report

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

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

Dr, Deyrup serves with Martha Loesch as co-head of Technical Services. The work they and the department accomplished during the fiscal year 2016/ 2017 is documented in the TS annual report. Achievements include:

- the processing of a total of 42,002 items between June 2016 and May 2017
- the cataloging of 2000 gifts books for the Law Library
- a significant role in the reconciliation of a multi-year inventory project
- the multi-year barcode project, which involved correcting the catalog records of 80,000 print books and
- the re-cataloging of the Library's historical archival and circulating collection of theses and dissertations

In her capacity as a technical services librarian Deyrup attended the following professional classes and workshops:

- Creating library reports in Excel (Bao)
- 3-day workshop on cataloging rare books
- OCLC seminar on report writing
- Udemy course on UX design
- ALA/LITA preconference on technology tools

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

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

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

In addition to serving a co-head of Technical Services, Dr. Deyrup is the liaison to the Departments of Classics, English, Languages and Literatures, the Valente Library and the Russian and East European Studies Program. In this capacity, she does collection development, maintains and creates targeted and general Libguides to support the curricula and student activities, arranges for trials of new databases for faculty and advises students and faculty on research resources. She does the orientation to the library for new English graduate students, and gives annual or semi-annual lectures on library resources and topics of interest to the Russian and East European Studies Program. She teaches 1201 and 1202 English classes as assigned as well as upper level instructional classes for the English department. Deyrup taught 17 library classes during the spring and fall semesters. She does five hours of reference a week.

Achievements in this capacity include:

Active participation in the Public Services Committee's project to benchmark and assess first year undergraduate information literary skills. Created initial Libguide tutorials for English 1201 and 1202; faculty training guide.

With Sulekha Kalyan met with Department of Modern Languages to realign their collection development profile.

Worked with Professor Matt Escobar to locate rare Spanish language journals for upcoming book.

Worked with Professor Greg Glazov to locate resources for his monograph on Vladimir Solovyov Met with Professor Jonathan Farina to realign 19th century English literature collection development profile.

Arranged for donation and cataloging of Sheldon Benjamin collection of books and pamphlets on Soviet Jewry.

Developed a Libguide for library faculty to facilitate collection development in the humanities https://shu.libapps.com/libguides/admin_c.php?g=670426.

Created Libguides for all seminar English classes and promoted to English faculty and students.

Updated the Shakespeare Resources guide (accessed over 1000 times in the fiscal year 2016-2017).

Maintained English department news blog.

Developed with Nancy Enright a prototype for providing students with all readings for the course, Children's Literature, through electronic library holdings, thus incurring no expense for students.

Developed with Mary Balkun supplemental Libguide for her course, Representations of the Body in Early America http://library.shu.edu/c.php?g=280455&p=4218873&preview=48c9cf2f5b1686847e346ec69e81f638 .

Developed with Karen Gevirtz and Angela Weisl Libguides for undergraduate and graduate level research in English and American literature.

With Gerry Shea did presentation for English faculty on information literacy.

With Gerry Shea prepared impact statement for new minor in Irish Studies.

Taught Karen Gevirtz how to maintain and update her class Libguides.

Deyrup also contributed to the following objective:

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

As co-chair of the Digital Humanities Committee, Deyrup oversaw a budget of $20,000 for the fiscal year 2016-2017, intended for faculty development. The committee awarded 9 seed grants and 7 digital humanities faculty fellowships https://blogs.shu.edu/digitalhumanities .Librarians awarded grants include Beth Bloom (Tableau), Xue-Ming Bao (data visualization tools) and Lisa DeLuca (Policy Map). Deyrup and Balkun organized two summer digital humanities seminars (May 2106, 2017) and established the New Jersey Digital Humanities Consortium http://nycdh.org/ in Fall 2016.

BOOKS AND BOOK CHAPTERS

Deyrup, Marta M. Ed. *Reconfiguring Library Space: Expert Advice from Architects and Librarians*. ABC Clio/Libraries Unlimited, 2017

Deyrup, Marta M. and Erda Lapp. Libraries in the Digital Age. Book chapter in *Ogledi o informacijskim znanostima: zbornik radova u cast Tatjane Aparac-Jelusic*. Sveuciliste u Zadru, 335-338, 2016

PRESENTATIONS

(with Mary Balkun) The NJDH Consortium, ELD Conference, Montclair State University (June 1, 2017)

(with Gerry Shea) 1202 Website Usability Study, presented to English faculty (February 17, 2017)

Taught seminar and gave individual consultations to Biochemistry students and faculty on how to use social media for professional development. (January 31, 2017) Seminar Libguide available at: https://shu.libapps.com/libguides/admin_c.php?g=619936 (accessed 72 times)

Using Augmented Reality Tools to Explore Dante's labyrinth. Class taught for Ines Murzaku's Catholic Studies Seminar (November 2, 2016).

(with Mary Balkun) Charting a Course for the Digital Humanities at Seton Hall University. Faculty and Library presentation at Brooklyn College ((October 20th, 2016) Presentation available at: http://www.brooklyn.cuny.edu/web/aca_centers_wolfe/DHfinal.pdf

Managing your Online Presence. Presentation for Center for Faculty Development (September 20th, 2016).

SERVICE TO THE LIBRARY

Mentoring of junior faculty—workshop on getting published in academic journals http://library.shu.edu/oddsofpublication

Chair, Search Committee for a Communications Librarian

Member, Library Merit Pay Committee

Faculty Senator, 2017-

SERVICE TO THE UNIVERSITY

Co-Chair, Program Review Committee, 2016--

Faculty Senate Executive Committee 2016--

Co-chair, Digital Humanities Committee, 2016--

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-);

Member, SEES, WESS, LLAMA, LITA, East Coast Consortium of Slavic Librarians

---

Martha Loesch

Personal Report

Objective 11: *De-duplicate, inventory and selectively shape/evaluate the circulating collection* **(2-4, 7-8)**
Objective 13: *Enhance the Libraries' discovery tool and the WMS library management system (e.g. the KnowledgeBase, etc. and its performance with ILLIAD/RAPID)* **(1, 3, 5-8)**

I trained Kimberly Reamer, Special Collections Assistant, in cataloging Archival material and attended a Rare Book Cataloging webinar with her and the Technical Services staff.

I consulted with Kate Dodds of Archives & Special Collections regarding several Civil War series including Campaigns of the Civil War.

I trained Nikki Whipple, a volunteer worker, on how to catalog and create call numbers using Library of Congress classification and the Cutter schedule.

I consulted with colleagues and OCLC on how best to integrate the Evans Early American Imprint microfiche series into our WorldCat catalog.

I contacted OCLC support regarding several significant problems we encountered during the year:

- our inability to delete LHRs from our records (until a solution was found, I trained all Technical Services members in a work-around)
- intermittent access to our digital dissertations and theses linked from the bib records
- 500 filed notes we create in Local Bibliographic Data section not appearing in catalog
- inconsistencies of call number display in Constant Data application

I attended several database training sessions as well as instructional webinars. I also attended various workshops (eg Digital Humanities) and lectures on campus.

Electronic Theses and Dissertations (ETDs)

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

All graduate students must submit their thesis, dissertation or their Nursing 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 eRespository system to the students SHU 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 2016-2017, 135 ETDs were processed and approved.

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 new

Applied Behavioral Analysis graduate program in CEHS 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 updated textbooks and 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 removed old and damaged material from the young adult literature collection and added more relevant popular, instructive, and historical fiction.

Faculty Liaison

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

In 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.

I took a sabbatical in spring 2016 to conduct research on how information literacy (also known as research instruction) is taught at the high school level in New Jersey and the preparedness of high school students for college level research. One goal of my sabbatical was to increase information literacy instructionn in the School Library Media Specialist (SLMS) program in the CEHS graduate program. In summer 2016, I met with Joe Martinelli, Director of SMLS, to share some of my research findings and to emphasize the importance of teaching research methodology to all K-12 students, but especially high school students, to better prepare them for college research and career development. I requested that Dr.

Martinelli stress among his SMLS faculty their obligation to heighten this pedagogy in their classes and this is being implemented.

In Fall 2016, I organized and arranged a meeting of the library dean and assistant deans and my fellow education liaison librarians to meet with the new dean of the College of Education and Human Services, Maureen Gillette, to discuss how the library can best support her student and faculty needs.

In spring 2017, the library launched the Seton Hall University Libraries Speaker's Series with presentations by John Berry III and Christopher Tienken on the topic: Critical Issues in Information and Education. As a result of this lecture, a colleague and I met and held a subsequent meeting with Ann Oro, Directory of K-12 Instructional Technology for schools in the Archdiocese of Newark and we forged a collaborative alliance with her to address student research pedagogy, particularly high school students preparing for college. We plan to work with a group of librarians and teachers from Bergen, Essex, Hudson, and Union county Catholic schools to address the improvement of research skills at all grade levels. This allows us an opportunity to design early interventions to assist students to build sound research skills throughout their K-12 schooling.

In Spring 2017, the library dean, assistant deans and education liaison librarians meet with the Dean Gillette and faculty of the graduate Education, Leadership, Management and Policy program to discuss improved communication regarding library support and program needs.

As liaison to the Turro Seminary Library, I trained Andrew Brenycz, Seminary Library Assistant, to catalog M.Div. theses using a template and simplified call numbers.

Dr. Deyrup, Professor Kalyan and myself met with Stella Wilkins, Seminary Library Librarian, and a follow-up meeting with the Seminary Library Board to discuss book orders in particular but also other library services available to the seminary faculty. It was my proposal to the book order dilemma that was enacted to resolve the situation.

I maintained and updated all my libguides for content and to comply with Springshare upgrades.

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

Teaching

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 instituted this year. 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. I also teach the library instruction class to the EOP students every July.

To initiate a summer research instruction program for high school students transitioning to college in summer 2017 is another goal of my sabbatical. I decided to pilot such an endeavor through the Educational Opportunity Program (EOP). To this effect, I have met with and communicated with Majid Whitney, Associate Dean/Director EOF (Educational Opportunity Fund) and Maurice Ene, Associate Director of Academic Services, Educational Opportunity Program throughout the academic year to arrange the logistics of such a program. I also have the support of Sebastian Derry, Assistant Dean for Public Services of University Libraries. Since the English professors in the EOP program could not accommodate additional course work in the condensed 6 week schedule, it was agreed that the library faculty would teach research instruction as four evening sessions twice a week. The library faculty are supportive of this teaching opportunity and the program is set to launch June 2017.

In my capacity as ETD coordinator, I met with numerous graduate students and answered many phone calls assisting them with their dissertation or thesis submissions. I was also invited to provide library instruction that included ETD procedures to teaching assistants in the science departments.

II: Research and Scholarship

Peer Reviewed Article

Loesch, M.F. (2017). Research Instruction: A holistic approach. Under review with The Educational Forum, a Kappa Delta Pi publication published by Taylor & Francis.

Conference Presentations

Loesch, M.F. (2017). "Research Instruction: Is there a disconnect between high school and college expectations?" 18th Annual VALE/ACRL/NJLA CUS User's Conference. Rutgers University, New Brunswick, NJ, Jan 6.

Loesch, M.F. (2016). "Research Instruction: Is there a disconnect between high school and college   expectations?" NJEDge Annual Conference: The Junction of Technology and Teaching. Princeton Marriott at Forrestal, Princeton, NJ, Nov 18.

Workshop

Loesch, M.F. & Rose-Wiles, L. (2016). Library research instruction to science department TAs. Seton Hall University, McNulty Hall, August 18.

III: Service

Service to the University

Faculty Guide and Bylaws Committee
Program Review Committee
University Rank and Tenure Committee
Move-In Day volunteer

Service to the Library

Library Nominations and Elections Committee, Chair
Library Rank and Tenure Committee
Impact Statement Committee

Service to the Profession

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

Service to the Community
Our Lady of Sorrows Parish Food Pantry
Our Lady of Sorrows/St. Joseph's New Energies Committee
Minister of the Word, Our Lady of Sorrows Church
Eucharistic Minister, Our Lady of Sorrows Church

Kathryn Wissel

Reference and Instruction Librarian

Annual Report for FY: 2016-17

_____

Professional Effectiveness

In my role as reference and instruction librarian, I completed 80 hours of reference in both fall and spring semesters, conducted 12 research appointments, and taught 27 University Life and freshman English introduction to library research sessions. As a part of my liaison role, I also conducted four financial support statements including: (1) proposed Entrepreneurship Concentration, (2) proposed MBA curriculum changes, (3) proposed 3+3 BS/JD (4) proposed Stillman School of Business China MBA.

I addition to my role as Reference & Instruction Librarian, I serve, informally, as a technology and data resource for the faculty. Over the course of the year I was able to contribute in these areas by conducting information sessions for LibGuide enhancements and troubleshooting, designing surveys, process and present information literacy assessment data, and translated the random sampling data into charts and graphs.

As 2015/2016 represented my first year as library liaison to the Stillman School of Business, it was important that I conduct outreach to the faculty and get a better sense of the departments. I hosted demonstration of library resources to attended by Stillman faculty; attended the following: the MBA student orientation; the annual Micah Center for BusinessEthics Breakfast; the Pirate Pitch Competition Finals, and the Pair Up with the Pirates award dinner.

Specific professional accomplishments are aligned with their corresponding strategic objective below.

Objective 2: *Create and embed learning objects as close to the point of need as possible*
- Assisted in the rollout of chat functionality on the Library homepage. Chat statistics have risen steadily since adoption with a 66% increase in spring semester over fall semester.
- Business Research Guide views up 380% academic year over academic year.

Objective 3: *Investigate, select and deploy alternative service/teaching tools and technologies.*
- Evaluated Euromonitor International's global market research database, Passport during the summer of 2016. After consulting with Stillman Faculty members who had access to a trial, the acquisition was arranged and largely funded by isolating underutilized business journals. The acquisition was completed in October 2016.
- Built a research guide highlighting data visualization tools for business students. Tools outlined included some government data visualization tools highlighted at Beyond theNumbers conference sponsored by the Federal Reserve Bank of St. Louis.
- Continued to encourage use of the Policy Map GIS tool. This was promoted to the business faculty, introduced in a business research session for a business writing class, and a conducted dedicated 75 minute Policy Map session for Social Science senior seminar students.

Objective 4: *Reformulate the liaison model to encompass encounters such as embedded Library faculty work, online presence, in-class, assignment development*
- Coordinated with faculty on the evaluation and acquisition of PhilPapers, Passport by Euromonitor, as well as a current trial of Sage Business Cases.
- Hosted faculty for two workshops focused on integrating resources into the syllabus, One for IBIS World and one for Passport by Euromonitor.
- Worked with TLTC to improve the visibility and accessibility of Library resources within Blackboard and highlight the ability for students to access most resources from a distance.
- Built Research Guides for Religious Studies highlighting relevant library assets and services.
- Collaborated with Lisa DeLuca on cross-discipline initiatives including, the design of an International Financial Institutions LibGuide, a Data Visualization LibGuide, and the promotion of PolicyMap.

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

- As a member of the PSC, helped develop a random sample data survey to collect data regarding library public services.
- Processed random sample data to render more actionable.
- Worked with PSC to develop Student Learning Outcomes and SLO assessment rubrics.
- Wrote up an analysis of past information literacy assessment.
- Build proto-type assessment tools for the assessment of English 1201 and English 1202 Library instruction classes.

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

- Coordinated with the TLTC to improve the description, linkage and position of library resources within the newly designed course shells for the Wiley on-line degree programs.
-

Objective 8: *Define and play a role in Digital Humanities at Seton Hall*

- Attended the Digital Humanities Showcase in February 2017.
- Presented a poster at ACRL outlining digital tools that can be used to present an in-depth,visual view of a special collection, March 2017.
- Presented at the Center for Faculty Development Digital Humanities Symposium, May 2017.

Objective 11: *De-duplicate, inventory and selectively shape/evaluate the circulating collection*

- Sorted duplicate titles by subject matter and presented to the faculty on a bi-weekly basis.

Objective 21: *Continue enhancing the website through user and Library faculty feedback*
- Worked to improve digital accessibility of the website as a member of the Accessibility Committee.

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

- Conducted six University Libraries presentations promoting the value of the Libraries at the Undergraduate Open House in February 2017.

Committees and Service

- Seton Hall University

  - Secretary, the University Senate Library Committee
  - Teaching, Learning & Technology Roundtable, Classroom Technology Committee
  - 2016 Faculty Convocation Committee
  - 2017 Charter Day Committee
  - Veterans' Committee
  - Seton Hall University Libraries
  - Public Services Committee, Chair beginning May 2017
  - News Committee
  - Accessibility Committee

- Service to Profession

  - Reviewer for "Rethinking Information Work: A Career Guide for Librarians and other Information Professionals, 2nd ed." by G. Kim Dority, Library Quarterly, July, 2017.

Professional Development

- Attended the Seton Hall Digital Humanities Summer Symposium and presented an analysis of accessible visualization tools. 5/23-25.
- Attended the Center for Faculty Development's Summer Writing Workshop, 5/16-18.
- Participated in the University Seminar on Mission, January – March, 2017.
- Attended Association of College & Research Libraries Conference, Baltimore, March, 2017.
- Presented Poster "Shining a Light on a University Special Collection with Data Visualization." Poster acceptance rate of 34%, ACRL March 2017.
- Attended "Beyond the Numbers: Economics & Data for Information Professionals," The Federal Reserve Bank of St. Louis, October 2016.