

## SUNYLA EXECUTIVE BOARD/COUNCIL MEETING

November 19, 2004

SUNY New Paltz

In attendance: R. Arnold (Sullivan), C. Cooper (Finger Lakes), A. Davies (Cobleskill), K. Davies (Geneseo), B. Drew (Morrisville), R. Foster (Utica/Rome), J. Galbraith (Stony Brook HSC), E. Geoghegan (Stony Brook), E. Gulacsy (Alfred Ceramics), K. Gundrum (NYLINK), A. Harrington (Monroe), B. Matthews (Hudson Valley), E. McCabe (Cortland), K. Merrill (Geneseo), E. O'Hara (Brockport), V. Price (Downstate HSC), J. Schumacher (OLIS), J. Spadaro (Old Westbury), C. Ward (Binghamton).

The meeting was called to order at 11:05 by President Ellen McCabe. Susan Kraats and the New Paltz staff were thanked for hosting the meeting and luncheon for the SUNYLA Council.

1. **Approval of Minutes**

of the September 17, 2004 meeting at Cortland. A. Davis moved to approve the minutes and C. Cooper seconded. Minutes were then approved by Council.

2. **Announcements, correspondence, appointments:**

Utica/Rome: J. Coughlan promoted to Librarian. Utica/Rome developed a web site for students to create citations in four formats. It can be viewed at <http://www.sunyit.edu/library/citation/>. There have been 1700 hits so far with no complaints. Ron would like Council members to review the site and forward comments to him. Morrisville: J. Schuster is the new Instruction Coordinator. Next week records for D-Space will be loaded. Cobleskill: The Library received \$30,000 for Acquisitions. New Paltz: Searches for full time and part time Reference librarians are underway. Oswego: Oswego is looking to fill three positions. Ads will appear soon. Oswego's campus will be receiving \$53 million, \$1.7 million of which will be going to the Library. Cortland: Amanda Hollister has been hired. The search for the Media Specialist and Coordinator for Instruction is going on. Ellen will be on Sabbatical during the Spring but will be reachable via email.

3. **Officers' Reports**

**3.1 President- Ellen McCabe**

### State University of New York Librarians Association

#### President's Report

November 19, 2004

I would like to welcome you all to New Paltz, the site of our 2005 SUNY Librarians Association Conference, "Libraries Without Borders: Taking It To The Streets." My thanks to Susan Kraats, who so graciously made the arrangements for this meeting. I know many of you have traveled a distance to be here and I want to welcome you and tell you how much I appreciate your being here.

In October I had the opportunity to attend the SUNYConnect Advisory Council Planning session in Albany. SUNYConnect has been amazingly successful in accomplishing their goals from the last five-year plan, including a common library automation system for all SUNY libraries, and the LAND delivery service. At this planning session, attended by several library directors, Carey Hatch of OLIS and Andy Perry, we all had an opportunity to throw out ideas for new SAC goals for the next five years. Ideas ran the gamut from interactive computer games to teach library skills to becoming anytime/anywhere providers of information. One idea that will be dropped from the next five-year plan is the idea of shared repositories for print materials. The facilitator felt that this idea was draining energy from the group and there was no agreement that this was a SUNY wide problem. I was a little surprised not to hear much of anything about the idea of an information commons, which is being heavily explored on the Cortland campus. We may want to give Andy our input on some of these ideas as the SAC plan is being developed.

Our other exciting piece of business today is the discussion/vote on the "Recommended Library Records Policy." We are very grateful to Angela Weiler for her efforts in this area.

This effort to preserve our patrons' privacy when accessing information is essential in view of the new library automation system. I hope to discuss this during Angela's reporting time.

I have had a "tentative" offer from Geneseo for hosting the 2006 SUNYLA annual conference. While they are working out the details let me or Bill know if you would be might interested in hosting one of the future annual conferences. Also keep SUNYLA offices in mind; we will need a new slate of officers for the March meeting.

I will be on sabbatical from January 1, 2005 to June 30, 2005. While I will continue to serve as the SUNYLA President, I will be reachable only by E-mail and at times that will be sporadic. In emergency, contact the First Vice President/President Elect, Bill Drew. But I look forward to seeing you in March.

During the President's report, Council members planning an Information Commons shared details. Brockport will be building one this summer. Geneseo is working on plans. Morrisville is considering one in the next five years. Monroe CC is talking about an Information Commons which incorporates Reference and Service desks. There was a brief discussion about databases and electronic journals. J. Schumacher commented that there is no money system-wide for additional database funding, campuses will have to plan on paying for new services on their own. SUNYLA Council's next meeting place and date will be determined. Cortland and Binghamton are the likely sites.

### **3.2 First Vice President- Bill Drew**

My major task as first VP is to find candidates for SUNYLA officers. Elections are held in March. If you are interested in any of the following positions please let me know via e-mail:

1. 1st Vice President/ President Elect
2. 2nd Vice President/Conference Chair
3. Secretary
4. Treasurer

We are also looking for site for the 2006 annual conference. If your campus is interesting in volunteering, please contact me.

Bill emphasized that three officers will be needed for March's ballot. Anyone looking for information concerning officer duties and responsibilities can refer to SUNYLA's web site for "job descriptions".

### **3.3 Second Vice-President- Violet Price**

*Second Vice President – Violet O. Price  
Conference Planning Report to SUNYLA Executive Board/Council  
November 19, 2004*

#### *Update*

- v *The 2005 SUNYLA Conference theme will be, "Libraries Without Borders: Taking It To the Streets."*
- v *Announcements and call for presenters for pre-conference, poster, and sessions, suggestions for keynote speaker & program committee volunteers have gone out to the listservs. The deadline for proposal submission is dated for Friday, February 4, 2005 with the notification of acceptance letter to be received by the participants by Friday, March 4, 2005.*
- v *From the Local Arrangements Committee...*
  - o *SUNY New Paltz President, Steven G. Poskanzer has agreed to present opening remarks on Thursday, June 9, 2005*

- *Seed money account is opened with Hudson Heritage Credit Union*
- *Room rates are \$42 (single - with linen packet) / \$32 (double – with linen packet) / there will be a \$3 surcharge for each guest / \$45 & \$35 for full linen, with beds made*

*IN PROGRESS*

- *Off campus accommodations information*
- *Logo design*
- *Vendor contacts*
- *Food & on campus meal venues*
- *Activities*

*Expenses*

- v *According to the Guidelines for the SUNYLA Annual Conference Expenses (November 2002, see attached), the following is to be waived for the following:*
  - *Local Arrangement Chair – Susan Kraats (registration, meals and dormitory lodging for the duration of the conference)*
  - *Second Vice-President – Violet Price (registration, meals and dormitory lodging for the duration of the conference)*
  - *Invited Guest Speakers – TBD (registration, the cost of three meals [breakfast, lunch & dinner], and lodging for one day, transportation upon request as approved by the SUNY ACPC; however, must be in writing)*
  - *Speakers-Conference Presentations – TBD (registration will be waived at member rates upon request, to a maximum of two full reimbursements per session. Vouchers may be shared among more than 2 presenters. Poster presenters receive 10% off of registration fee.*

*Other*

- v *Article regarding the conference will be submitted for the next SUNYLA Newsletter*
- v *Suggestions for the future: compiling a procedures manual for conference planning*

*Respectfully submitted*  
*Violet O. Price*

Following review of Violet's report, there was a brief discussion of conference expenses and procedures for refunds. Violet asked that Council members forward her any suggestions concerning the conference, in particular suggestions for a keynote speaker. A few names were brought forward and Violet asked members to email her these names and their affiliations. The suggestion was also made that a heavily annotated procedure manual should be developed for the use of conference planners. Bill suggested forming an ad-hoc committee to compile this manual. He will chair the committee and will contact some people who have been involved in organizing the last few conferences.

### **3.4 Secretary- Caryl Ward**

Caryl thanked everyone who forwarded comments regarding the format of Council minutes as posted to SUNYLA's web site. There was general agreement that including the entire text of reports is helpful, and that the minutes should continue to include discussion and other business that occurs during the meetings.

3.5 Treasurer- Elizabeth Gulacsy  
**TREASURER'S REPORT**  
7/1/04 - 11/15/04

Opening Balance, 1 July 04	14,842.29
<b>INCOME</b>	
Associate Renewing	50.00
New	280.00
Renewing	6,875.00
<u>TOTAL INCOME</u>	7,205.00
<b>EXPENSES</b>	
Conference 2005	-2,000.00
Executive Committee Meeting	-20.50
Professional Grant	-350.00
Postage Membership Committee	-15.77
<b>ENCUMBERED</b>	
Professional Grant	-800.00
Chu Scholarships 2005	-700.00
<u>TOTAL EXPENSES</u>	-3,886.27
<b>BALANCE:</b> 15 November 2004	<u>18,161.02</u>

Respectfully submitted,

Elizabeth Gulacsy

Elizabeth reports that a check for over \$5000 was received for the Cortland conference and that the profit is in excess of \$3000. With the treasury approaching the \$20,000 mark (an issue for non-profit organizations) the discussion turned to “spending down” the treasury. Suggestions included financial support of the conference by reducing registration fees or underwriting speaker fees. Scholarships could be offered, the number of Sylvia Chu scholarships could be increased, or the amount of the Friend of SUNYLA award could be increased. The treasurer’s report was accepted by a unanimous vote, and another unanimous vote approved more money for the speaker at the annual SUNYLA conference.

#### **4. Committee Reports**

##### **4.1. Automation and Information Technology- Bill Drew**

Automation And Information Technology Committee Charge:

"The Automation and Information Technology Committee shall serve as a focus for the exchange of information about automation and information technology; increase understanding of its impact upon library personnel and service to users; seek to increase the cooperation among SUNY libraries, computer centers, and other information-based units in the development/acquisition of university information systems; and establish liaison on automation and information technology with other SUNY professional organizations as appropriate."

Goals for the near future:

1. Given the above charge, I am looking for ideas on how to get this committee more involved as a resource for SUNYLA.
2. Initiate a monthly conversation similar to what the library instruction committee is doing. They discuss via their listserv a different topic each month.
3. Ask on SUNYLA-L what problems are faced by techies out there and how we can help each other solve them.

I need input from the members of SUNYLA on how the automation committee can better serve the SUNY library community.

The committee also needs to broaden its membership. If you are interested contact me via e-mail.

Bill reported that much of this committee’s charge is now covered by SUNYAUG and he asked Council how the committee could be more helpful to SUNY. He also would like to know what problems “techies” are now facing. Any ideas about how to make the committee more active should be sent to Bill as he would like to broaden the membership. The survey concerning IT support at libraries is almost complete. Bill invites all Council members to join the committee stressing that it does not involve a lot of work. Council briefly discussed changing the committee’s name (i.e. dropping “Automation”). There was also a discussion concerning statistics (is COUNTER the standard?) and the lack of standards for statistical reporting of database usage.

##### **4.2 Library Instruction—Angela Weiler**

#### **SUNYLA Instruction Committee Report SUNYLA Council Meeting - November 19, 2004**

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**September’s discussion** centered on pedagogy. Questions asked included:

**How many of you have taken education courses, such as theory, pedagogy, etc.? Have they been useful? Can anyone share interesting pieces of information they've learned?**

While a few committee members have extensive education backgrounds (including master's degrees in education), others seem to have encountered teaching only as a part of their duties as a librarian. Some also indicated that they had been reading extensively and attending workshops such as ALA's Institute for Information Literacy - Immersion program.

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**October's discussion**

was about courseware, which is a type of software developed to help organize and teach courses (usually distance courses) more easily. Courseware usually includes "workgroup" features such as password-protected access to course materials, organized communications (usually including e-mail and chat), grading of tests/assignments, and other associated tasks.

**What courseware is your campus using?**

**Are you using it yourself, either in the classroom or in the library?**

**If so, how?**

The courseware being used by some SUNY campuses are Angel, SUNY Learning Environment's CourseSpace, the SUNY Learning Network, Blackboard (which was said to be more expensive), and WebCT. Most libraries have a library component within the software which is available to every course using the courseware. The library component may include tutorials, the library's website itself, or other library-related help for students.

Some libraries are using courseware for e-reserves. One library is using courseware to facilitate communication between adjunct librarians and full-time librarians, because it is easily accessible from off-campus and also because courseware provides a more highly- structured environment for accessing news, announcements, and other important information than simply using e-mail.

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It has been suggested in our discussions that there may be a need for a separate Instruction Committee, or perhaps a sub-committee, just for Community College librarians, as often the issues and subject matter taught are very different from those of four-year schools and schools with graduate programs. This possibility will be explored further this year.

Respectfully submitted,

Angela Weiler, Chair  
SUNYLA Library Instruction Committee

Angela reported that the SUNY Learning Network is open briefly at the beginning of each semester, and that librarians might find it useful to view its contents. She also suggested forming a separate group for two year college libraries, as the instruction issues they face are sometimes different from those of four year schools.

**4.3 Patron Records Policy Vote**

Angela presented the Recommended Library Records Policy (below) for Council's approval. J. Galbraith asked if the document had been shared with SUNY Connect staff with regards to universal borrowing. J. Schumacher said that it would be supported at that level, but SUNY was not ready to begin the service anyway. C. Ward asked how the recommended policy would be communicated to Directors for implementation, that coming from each campus' delegate would not be the most effective way of sharing and implementing the policy. It was suggested that it could be sent to SCLD and/or Andy Perry for SAC and formally presented to SUNY Library Directors. Angela was

thanked for her work on this draft and a Council vote followed. All voted to approve the document.

## SUNY Libraries Recommended Library Records Policy

As state institutions, SUNY libraries' primary obligation is to uphold New York State Law. Section 4509 of New York State Law address confidentiality of patrons' personal records:

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### **New York State Law - §4509. Library records**

"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

Available at <<http://www.nysl.nysed.gov/libdev/publaw/part1/civilpractice.htm>>

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No personal information of any kind regarding any patron should be released to anyone by a library of the State University of New York, regardless of the requestor's identity or official status, unless a court order or subpoena is presented and has been verified and authenticated by an attorney of the State University of New York or other appropriate counsel. In addition, such records can only be released by "the person in charge of such library, or a designee of such person" (section 2307, New York State Law).

SUNYLA recommends that the Aleph patron id removal utility be used at a minimum of once a week. This enhancement to the Aleph 500 LMS was developed by Ex Libris in response to concerns within SUNY regarding the privacy of patron borrowing records.

SUNYLA also recommends that any library print records which contain patron identifying information, such as Internet sign-up sheets, hold lists, etc., be similarly destroyed or "scrubbed" of identifying information on a weekly basis. In addition, the following patron records should be examined for personally identifying information, and such information should be removed, on a weekly basis:

- log files: systems, servers and server proxies, OPAC searches, SFX, ILL programs, virtual reference/chat sessions
- transactions: document delivery, interlibrary loan, electronic reserves,
- records that support personalized services
- search histories saved beyond a session

saved searches and sets  
SDI profiles  
e-mail message files and logs  
public workstations signup sheets  
browsers: caches, history files, cookies, certificates, bookmarks/favorites  
paper sign-up sheets  
licensed services  
shared computer systems and servers  
back-up tapes (local and off-site)  
remote Web sites, including content providers, outsourced Web hosting, proxy servers, etc.  
personalization profiles and other service offers for personal information  
usage statistics.  
signed Internet/e-mail acceptable use agreements

Should a court order or subpoena be presented in a SUNY library at any time, the following procedures are recommended:

**Student workers** should inform their immediate supervisor. On no occasion are student workers authorized, or obliged, to give library information to anyone not currently employed by the Library.

**Clerical / Professional Staff and Volunteers**

should inform the library's director, either in person or by phone. If the Director is unavailable, one of the professional librarians should be informed.

**Directors / Librarians** are encouraged to do the following:

1. Have the subpoena, court order, or other legal document verified by an attorney of the State University of New York, or an attorney at the ALA's Office for Intellectual Freedom (1-800-545-2433, ext. 4223 -- **Inform the staff that you need legal advice**).

**IMPORTANT: Any New York State library has at least twenty-four hours to produce legally-requested personal information unless the requesting document is a search warrant, which must be executed immediately.**

2. Release the requested information as specified by section 2307 of New York State Law. Such requested information must be a "full-sized legible reproduction" of the information, and must be "certified as complete and accurate by the person in charge ... or a designee of such person." The person certifying the records does not need to appear in court unless specifically ordered by the court. (see NYS Law, §2307, below)

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**New York State Law**

**§2307. Books, papers and other things of a library, department or bureau of a municipal corporation or of the state**

**Issuance**

**by**

**court.**

A subpoena duces tecum to be served upon a library...requiring the production of any books, papers or other things, shall be issued by a justice of the supreme court in the district in which the book, paper or other thing is located or by a judge of the court in which an action for which it is required is triable. Unless the court orders otherwise, a motion for such subpoena shall be made on at least one day's notice to the library...having custody of the book, document or other thing and the adverse party. Such subpoena must be served up such library...having custody of the book, document or other thing and the adverse party at least twenty-four hours before the time fixed for the production of such records unless the case of an emergency the court shall by order dispense with such notice otherwise required. Compliance with a subpoena duces tecum may be made by producing a full-size legible reproduction of the item or items required to be produced certified as complete and accurate by the person in charge of such library, or a designee of such person, and personal appearance to certify such item or items shall be required of such person or designee, unless the court shall order otherwise pursuant to subdivision (d) of rule 2214 of chapter. Where a stipulation would serve the same purpose as production of the book, document or other thing and the subpoena is required because the parties will not stipulate judge may impose terms on any party, including the cost of production of the book or document, and require such cost to be paid as an additional fee to the library, department or officer.

Available at: <<http://www.nysl.nysed.gov/libdev/publaw/part1/civilpractice.htm>>

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## **Patriot Act**

Provisions specific to the Patriot Act:

- Gag order – Library staff cannot disclose a request for personal information under the Patriot Act, either to the patron in question or to anyone else (other than necessary library staff).
- Requests for information under the Patriot Act are search warrants, so all Patriot Act requests must be executed immediately. You can ask for time to verify the document, but a requestor with a search warrant is not required to grant such a request.
- Section 215 of the Patriot Act ("Access to Records") allows an FBI agent to obtain a search warrant for "any tangible thing"; this includes digital information.
- Patriot Act requests for any person's personal information can be obtained simply on suspicion of terrorism-related activities; "probable cause" is no longer required.

### **For Further Information:**

**ALA:**

**Law Enforcement Inquiries: Guidelines for the Library and its Staff**

<http://www.ala.org/ala/oif/ifissues/confidentiality.htm>

**NYS Civil Practice Law:**

**§2307. Books, papers and other things of a library; §4509. Library records**

<http://www.nysl.nysed.gov/libdev/publaw/part1/civilpractice.htm>

**Patriot Act – full text:**

[http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR:](http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR)

**4.3 Membership Development- Kim Davies**

***Membership Development Committee***

**Report:** November 18, 2004

**Membership:** As of November 18, SUNYLA membership stands at **308**, an increase of 44 members from this time last year. We now have **24** first-time members and **4** associate members. The MDC is hoping that these numbers will increase as the announcement for the 2005 annual conference just came out on November 17 and interested individuals will be signing up to attend and participate. Additionally, Chair of the MDC, Kim Davies, recently contacted a few recent graduates of library science programs (and new members of SUNYLA) to get a sense of their needs and interests in the organization. No comments have come back yet, but hopefully these few individuals will be able to provide some motivation for further outreach efforts.

**Brochures and cards:** The newest batch of membership cards will be distributed at the November 19 council meeting and mailed to libraries where a campus is not represented by their delegate. Membership brochures are being sent to first-time members, along with a welcoming letter.

**Correction in the October 2004 SUNYLA Newsletter:** On page 18, Tom Trinchera from Dutchess CC was given credit for increasing SUNYLA membership within the past 5 years. Tom Trinchera only became the delegate at Dutchess CC at the beginning of this membership year. Evelyn Rosenthal is the delegate that should have received this recognition. Our apologies go to Evelyn, as well as our thanks for so many years of service to SUNYLA.

Respectfully submitted,

Kimberly Davies  
Chair, Membership Development Committee

**4.4 Professional Development- Alice Harrington**

**SUNYLA PROFESSIONAL DEVELOPMENT COMMITTEE**  
**November 19, 2004**

### Friend(s) of SUNYLA Award

A call for nominations will be disseminated to the membership shortly but it is never too early in the SUNYLA year to nominate a person or a group for this honor. To do this, please send Gerry Burke ([gburke@uamail.albany.edu](mailto:gburke@uamail.albany.edu)) a one or two page letter, highlighting what the nominee has done to help SUNY librarians.

### Sylvia Chu Scholarships

Promotion of the scholarships will begin early 2005. This will include SUNYA newsletter articles and listserv postings.

### Professional Development Grants Subcommittee

A notification letter was just sent out to a SUNYLA member for a \$ 300 grant for his upcoming participation at the ALA Mid-Winter Conference in Boston. Another grant application has been received and will be reviewed by the group shortly.

Respectfully submitted  
Alice Harrington  
November 19, 2004

Alice is working on coordinating a pre-conference session on leadership skills. The Friend of SUNYLA nomination forms will be going out soon. Nominations should go to Gerry Burke at Albany.

A discussion followed concerning grant applications. One question concerned the original intent of the grants. Was it to support regional workshops? The amount of the Sylvia Chu scholarship was reviewed, and Council unanimously voted to increase it to \$700. Several members questioned which conference fees it covered. Alice agreed to review the rules. A suggestion to pool all professional development funds was raised, but Council decided against taking this action.

Bill Drew moved that the treasury award \$500 more to grants and B. Matthews seconded the motion. All Council members voted in favor and the motion was passed. Bill then moved to add \$500 to the Sylvia Chu fund, and R. Arnold seconded the motion. All Council members voted in favor.

Council then turned to the policies concerning grants, especially the frequency of grants awarded to an individual. There is a dollar amount limit per grant (\$500). The committee will discuss drafting a policy restricting the number of grants a person can request in a fixed period of time.

## **4.5 Personnel Policies –Ron Foster**

Personnel Policies Committee Report  
November 19, 2004

1. I received and filled one request for the 2002 SUNYLA Salary Survey. I assisted another person with her request of 2004 data for SUNY Albany and SUNY Binghamton.

2. I have received 10 Exit Surveys so far this year. This is the most ever received, at least the most since 1995. I think we're receiving more because the survey is being promoted and because it is readily available online at the committee's web site (<http://sunyla.sunyit.edu/>). Nine out of the ten surveys were submissions from the electronic version of the survey; the tenth would have been an electronic submission if there had not been a temporary problem with SUNYIT's web server.

Year	'95	'96	'97	'98	'99	'00	'01	'02	'03
Surveys Received	8	6	8	4	3	5	7	5	5

3. I will send out an Exit Survey e-mail reminder around Monday, December 6th.

Report Respectfully Submitted by:  
Ron Foster, Chair

Ron reported that the salary survey was last done in 2002 and will be repeated in 2006. It is the responsibility of the delegates to encourage librarians leaving SUNY (for any reason, including retirement ) to fill out the survey on the web site.

#### **4.6 Publications & Communications- J. Liebowitz**

There was no report.

#### **4.7 Web Manager- Wendi Ackerman**

There was no report.

### **5. Liason Reports**

#### **5.1 UUP- John Schumacher**

#### UUP Liaison Report

John Schumacher (Central@uupmail.org)  
SUNYLA Executive Board/Council  
November 19, 2004

United University Professions (UUP) is the union representing more than 29,000 faculty and professionals on 29 State University of New York campuses, plus the New York State Theatre Institute. UUP is affiliated with the New York State United Teachers and the American Federation of Teachers, AFL-CIO.

#### Political Action

- Send a fax to your NYS legislators, legislative leaders and governor via <http://www.uupinfo.org> advocating an override of SUNY funding vetoes. And see <http://www.uupinfo.org/communications/release04/sunyveto04.html> for more information.

- UUP is asking members to write to their representative on the NYS Board of Regents regarding proposed changes to teacher education criteria (reduced requirements for instruction by full-time faculty). Additional details have been posted to SUNYLA email lists.
- April 12, 2005 UUP Librarians' Day in Albany (tentative schedule)

#### The UUP Gender Equity Project

- Statewide leaders and members of the UUP Women's Rights and Concerns Committee have been meeting with chapter representatives regarding an ongoing chapter-level gender analysis (vis-à-vis pay equity). Information gathered at the chapters will be used in statewide efforts towards pay equity.

#### Grant Opportunities

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Campuses' "local committees" have recently received information about upcoming professional development and other grants available through the new contract. See <http://www.uup.lmc.state.ny.us/> for more information (this web site is suppose to be updated soon; continue to use application forms, etc. as needed).

Additional Resources

- <http://www.uupinfo.org/guides.html> Recently completed "Guides for Academics at SUNY", "Guides for Professionals at SUNY"
- UUP press release "UUP Report Raises Disability Concerns at SUNY Campuses"  
<http://www.uupinfo.org/communications/release04/disability.html>

Upcoming Delegate Assembly.

- The UUP Winter DA will be January 21-22 2005 in Albany, New York.

New Benefits Manager.

- Ms. Doreen Bango is the new Manager of Member Benefits for UUP. Thanks to Gail Maloy (who is retiring at the end of November) for all her efforts

UUP has moved.

**Mailing Address:**

United University Professions  
P.O. Box 15143  
Albany, NY 12212-5143

**Location:**

800 Troy-Schenectady Road  
Latham, NY 12110

**Telephone:**

800-342-4206  
518-640-6600  
518-640-6698 (fax)

**Email:**

[input@uupinfo.org](mailto:input@uupinfo.org)

**Web:**

<http://www.uupinfo.org>

John reported the considerable increase in the size of UUP's membership in the past few years, including part timers. John urged Council members to fax legislators about SUNY funding vetoes.

*The Voice's* January issue will include a photo spread of UUPers at work. John encouraged Council members to submit photos to him or John Marrezeo at *The Voice*. Photos should show members of UUP "with a little jazz". John would like to see UUP librarians included.

The new statewide VP for Academics is Fred Floss, an economist from Buffalo. UUP is looking to refresh its sponsored lecture series and ideas concerning topics are wanted. Send your suggestions to John. Council discusses the additional funding that was supplied to certain schools, including Colleges of Technology. J. Galbraith asked how to address questions from constituents concerning support for various UUP issues. John said that, as the liaison to UUP, he would be happy to address these

concerns but reminded her that he will need lead time to act upon them.

## 5.2 OLIS- John Schumacher

### SUNY Office of Library and Information Services

Report to SUNYLA Executive Board/Council  
John Schumacher (schumaje@sysadm.suny.edu)  
November 19, 2004

#### **SUNYConnect LMS**

- Implementation activities are well underway for Group8. The Group8 campuses are: Adirondack, Clinton, Cobleskill, Columbia-Greene, Dutchess, Fulton-Montgomery, Hudson Valley, New Paltz, Plattsburgh and Schenectady. Group8 libraries are scheduled to “switch to production” in the January 2005 – March 2005 timeframe.
- Initial visits to the Group9 campuses (Brockport, Empire, Institute of Technology, Mohawk Valley, Niagara and North Country) have begun. A conference call with Ex Libris on planning for the Group9 implementations took place last week.
- Universal Borrowing – Ex Libris will be demonstrating the new universal borrowing component for OLIS in November and for the SUNYConnect Advisory Council in December.
- Universal Borrowing – policy questions related to SUNYConnect universal borrowing will be brought to the SUNYConnect Advisory Council for review.
- Progress is being made on the processes needed to update the SUNYConnect union catalog’s bibliographic data.
- The plan is to move campuses off the OSWLIB server at Oswego to the NIAGARA server housed at ITEC at Buffalo State. The anticipated timeframe is the December2004/January 2005 inter-session.
- Planning is underway for upgrading the SUNYConnect LMS to ALEPH500 (v.16). This work will commence sometime during 2005.
- The voting period for NAAUG’s proposed ALEPH enhancements is November 15-30, 2004. SUNYAUG deadline – November 19, 2004.

Campus representatives from sites in production were contacted and asked to review portions of the Ex Libris Bid Response to the1999 SUNY Library Management System Request for Proposal to help identify possible contract non-compliance issues. The SUNY – Ex Libris contract expires in May 2005. SAC and the OLIS have are discussing the activities that need to be addressed for the contract renewal process.

#### **SUNYConnect Databases**

- The ARTstor agreement will soon be sent out for the state review/approval process. Twenty-nine SUNYConnect institutions have indicated an interest in taking part.
- The OLIS has begun work on establishing a “shared instance” of SFX for SUNYConnect. Set to be available as of 2005, this service would allow individual campuses to spend less time/staff resources on configuring and maintaining their SFX system. Nine SUNYConnect campuses are scheduled to participate.

#### **SUNYAUG**

- Thanks to conference planners and presenters for another good meeting.

#### **SUNYConnect Information / Resources**

- For additional information about SUNYConnect
  - <http://www.SUNYConnect.suny.edu/>
  - <http://olis.sysadm.suny.edu/sunyerger/>
  - <http://www.SUNYConnect.suny.edu/SUNYConnection/>
- Additional resources:
  - “SUNY ALEPH500 Portal”<http://www.SUNYConnect.suny.edu/aleph/>
  - “SUNYConnect Service and Support Portal”  
<http://www.sunyconnect.suny.edu/service>

John reported that SUNY Connect's universal borrowing service is moving towards a proposed start up in March. The discussion turned to changes at Ex Libris. Katrina Anderson, VP of US operations, has been let go as her job was eliminated. Mary Croxen was recently fired. John shared some news and insights about Ex Libris' working relationship with SUNY, and he feels that the personnel changes will not affect SUNY librarians directly. He spoke about shared collection development, which means shared electronic resources either via SUNY Connect or individual campuses working together.

### **5.3 COA- Mark Smith**

There was no report.

### **5.4 FACT- Michael Morin**

## **SUNY FACT Advisory Committee**

Activities Report to SUNYLA

November 18<sup>th</sup>, 2004

*Meeting: Teleconference, Friday, September 22  
Agenda changed to accommodate several participants*

**1. Teaching, Learning and Technology (TLT) at SUNY.** The Fact Council has been asked by SUNY provost Peter Salins to begin supervising the planning of future TLT programming and conferences. The expert support of Nancy Motondo and the SUNY Training Center will assist and carry out the planning process. Council discussion centered on whether or not TLT programs should be folded into another event such as CIT, or should it continue as a separate activity. This year's November 18-19<sup>th</sup> meeting was still seen as valuable. Future TLT will be more active part of CIT and should be promoted crossover via several SUNY reps and lists.

### **2. Office Learning Environments:**

David Porush introduced new member of team, K. Febraio, new Director of Outreach and Communications. Other new hires are in the pipeline.

### **3. CIT 2005:**

The blue, green and white Call for Presentations and Conference announcement where mailed in October. Conference title is "Fitting all the Pieces Together: Pedagogy, Technology and Learning and will run May 23-26, 2005. Host campus is SUNY Binghamton. Session formats are papers, panels, hands-on-demos, workshops, posters and birds of a feather. **Track themes include:** Preparing Tomorrow's Teachers with Technology, Emerging Technologies, Instructional Partnerships, Learning Outcomes and Assessment: Raising the Bar with Technology, Current Grant Projects and Funding Opportunities, Faculty Development: New Approaches and Opportunities, Issues in Technology and Education, Scholarly Communication, Information Literacy and Research. Look for first day vendor with up to 33 vendors.

### **4. Academic Software Initiative (ASI):**

Surveying math faculty has been slow going. Faculty want low-cost, web enabled software and functionally. Plan to work more closely with SUNY Contract Action Team to help target software and will hold forum about specific software packages at CIT 2005.

**5. Learning Systems Subcommittee (LSS):** Learning Systems committed to fund Perseus survey software to help LSS and the SUNY Training Center track survey and support trends.

### **6. Student Computing Access Program (SCAP):**

SCAP Fund will be restored to pre 20% cut level for 2004-2005. Language to change the nature of SCAP fund to performance or innovation criteria have also been scrapped.

7. **Conference On Computing in the Disciplines (COCIDS):** Call for COCIDS announcement due to go out in October 2004. FIT, Broome and GCC on schedule. Digital image collection COCID was very well attended by Librarians, Non-SUNY Museum folks and others. Fashion Institute of Technology COCID was seen as a break-out COCID for SUNY. Applications are simple, with 6 week review turn around. Funding is announced in May

Submitted by Michael Morin

### 5.5 SAC- Andy Perry

Since the last SUNYLA Council meeting in September, SAC met on October 6 and November 10. In addition SAC conducted a two day retreat on October 28-29. Minutes for the October 6 meeting or the November 10 meeting have not been posted yet but I expect them to be out soon. Summaries of the retreat were posted to the SUNYLA list. Since Ellen McCabe attended the Retreat she will be able to lead a discussion on it. As was stated in the summary posted to the SUNYLA list, the Retreat developed ideas that we hope to incorporate in the next SUNYConnect Plan.

The November 10 meeting primary agenda item was to continue the planning process started in the Retreat. Related to this was the need to develop an agenda for discussion with SUNY Provost Dr. Peter Salins when SAC meets with him on December 8. SAC will provide him with a brief presentation to show what has been accomplished with the new planning effort.

One of the issues that was discussed on November 10 was the status of the SUNYConnect program from the previous plan to pursue the creation a regional storage facility where SUNY libraries could send lesser-used materials to be housed. SAC arrived at consensus to recommend that this program would be dropped from the new plan. There will be a more detailed statement about this recommendation that will be posted along with the November 10 minutes.

SAC will be meeting in January but the date has not yet been selected.

Andy was unable to attend the Council meeting but spoke with Ellen concerning his report. Ellen asked that all Council members review the report and note if there are any items SAC should include in their five year plan.

### 5.6 NYLINK- Kathy Gundrum

**SUNYLA Executive Board/Council Meeting**  
Report from Nylink

November 19, 2004-SUNY New Paltz

Submitted by Kathleen Gundrum [gundrumk@nylink.suny.edu]

**Have you migrated? Please be aware of these important dates when OCLC retires some of its existing interfaces for cataloging and resource sharing functions:**

• **May 1, 2005:**

OCLC will retire Passport for cataloging and resource sharing, ILL Web, ILL ME and ILLiad 6.x. Those who use Passport for cataloging must migrate to the Connexion browser or Connexion client. Those who use Passport for ILL, ILL Web or ILL ME for resource sharing must migrate to WorldCat Resource Sharing or OCLC ILLiad 7.0.

• **June 2005:** OCLC will retire Passport union listing functionality. Those who use Passport for Union List activities must migrate to other interfaces.

- **July 1, 2005:** OCLC will retire CatME, CJK and Arabic interfaces. All users of these interfaces must migrate to the Connexion browser or Connexion client.

Information is available on OCLC's web site to assist you in planning your migration:

Cataloging Migration: < <http://www.oclc.org/connexion/> >.

Resource Sharing Migration: < <http://www.oclc.org/ill/migration/default.htm> >.

If you would like to discuss your options or get assistance in planning your migration from the retiring interfaces, please contact Nylink, at 800-342-3353 or 518-443-5444.

The National Center for Education Statistics [NCES] has once again requested that Nylink serve as the New York statewide representative to assist them in supporting the **National Center for Education Statistics (NCES) Academic Library Survey for fiscal year 2004**. In November, college presidents and library directors of academic institutions received letters from the U.S. Department of Education Office of Educational Research and Improvement, requesting institutional participation in this web-based survey. Surveys are available online for completion from November 22 through March 22 2004. Results are particularly beneficial to libraries through the use of a Peer Comparison tool that is posted on the NCES web page, which compares library data with variables chosen by the user. This tool is presently on the web at <http://nces.ed.gov/surveys/libraries/academicpeer/> with fiscal year 2002 data.

**Registration is open for Nylink classes being offered through June 2005! Review a list of classes on our web site at <http://nylink.suny.edu/training/trainingclasses.htm> and register online!**

Of particular interest: Online classes and webinars which allow you to participate from your desktop. Online classes are four to five weeks and cover such topics as Understanding databases, Information Technology & Society, and Introduction to Networking for Librarians. Webinars are one- to two- hour update sessions on various topics, including OCLC Resource Sharing, OCLC Connexion, OCLC QuestionPoint, and NetLibrary. See our web site for a schedule of classes and webinars. If you can't find what you need, consider an on-site class at your institution. Contact Kathleen Gundrum with your request and for additional information.

Nylink is pursuing different types of relationships with vendors in order to provide a broader range of services to our members. We're now able to announce an agreement with **Computype, Inc.** Computype provides library supplies and equipment, such as patron cards, pre-printed labels, spine label printers and barcoding supplies. Nylink members and affiliates that identify themselves to Computype when placing an order will receive heavily discounted pricing for their order. Computype will bill the customer directly. Please call Jen Stelling or Tatiana Sahn [800-342-3353] at Nylink for more details.

Looking ahead, mark your calendars for:

**Nylink Annual Meeting:** May 4-5, 2005, Saratoga Springs

**Nylink Information Showcase,** November 17, 2005, Syracuse

Kathy emphasized that OCLC Passport will be retired soon, and that training for Connexion is being scheduled. The training calendar for the first half of 2005 has already been posted. Kathy asked Council members to contact her for their training needs, and reminded members that there is a discount for Gaylord product purchased through NYLINK.

## **5.6 NY3Rs- Sheryl Knab**

There was no report.

As there was no new business, the meeting adjourned at 2:30 p.m.

Respectfully submitted,

Caryl Ward  
SUNYLA Secretary

