Department Showcase
University Libraries

March 5, 2013
A Small Disclaimer

- In selecting what to include, we have inevitably missed something important that someone expected to hear. For this, apologies in advance; the omission was not willful. We have only 90 minutes!

- The slides of this presentation will be sent to each of you, so you need not scramble to take notes.

- The Libraries’ webpage is the starting point for discovery.  
  http://stjohns.edu/libraries

- You can get wherever we go today from there (as well as to all those other places we won’t), but two other very useful, direct addresses are:

- The Libraries’ blog: http://stjliblog.wordpress.com, and  
The roster of CampusGuides: http://stjohns.campusguides.com
Discover and Learn More

- Discovery
- Showcasing
  - Where, and what, we’ve been
  - Who we are today, what we do
  - A look ahead
- Questions and Answers
The Libraries have a vision statement that emphasizes the theme of academic and personal discovery without actually mentioning the word.

Like most ‘vision statements’ this one is probably not consulted too often.

The Statement, however, informs what the Libraries do and what they mean within the University.

Let me explain…. 
Vision

The University Libraries will be a *physical and virtual* information *crossroads community*, helping all library users achieve success through *quality service* and *ubiquitous access*. To achieve this vision we must sustain excellence by both *honoring and renewing tradition*.
Translating the Vision to Practice

• physical and virtual
• crossroads community
• quality service
• ubiquitous access
• honoring and renewing tradition
Other Libraries and Collections at St. John’s

- Rittenberg Law Library
- Rome
- Oakdale
- Paris
Where, and what, we’ve been

- The foundations of the current Libraries were laid at the original Brooklyn Campuses.

- Library processes, such as acquiring material, cataloging it, making it available for borrowing, as well as services (reference and research assistance, information literacy instruction) are recognizable in the photos from early days.
Students appealed to the Dean to keep the library open during the noon hour recess.
“Those other students are so loud that I have to stick my fingers in my ears to concentrate!”
1926
The Law School occupied a new building located at 54-56 Court Street. The Administration and the Library remained at 50 Court Street.

1940
The Law Library at 96 Schermerhorn Street contained 15,000 volumes.

1970-1971
Construction began for the new Law center and library on the Queens campus.

1971-1972
The Law School was relocated to the Queens campus.
Queens
When the Staten Island campus of St. John’s University opened, the library of the former Notre Dame College was used until the new library building was completed in 1972. The building was formally dedicated in 1973.
In the 2001 merger of The College of Insurance with St. John’s Tobin College of Business, the University acquired the Manhattan campus, including the 100-year old, world-renowned library of the Insurance Society of New York.
The Asian Collection was located on the second floor of St. Augustine Hall for many decades. Today it is housed in Sun Yat-sen Memorial Hall, in a room named for Prof. and Mrs. Wang, and beautifully decorated with wooden panels from the 1964-65 New York World’s Fair depicting the Four Great Inventions, and “One Hundred Birds and a Phoenix”.

Chin Ying Asian Library
1933-1934
The librarian gave a one-hour lecture to freshmen on the use of the library.

1945-1946
Freshmen were given a handbook on the use of the library.

1952-1953
A faculty manual on the use of the library was prepared.

1958-1959
A library manual for the Queens campus was published.

1981
Bibliographic Instruction (BI) was established.

1993-1994
Bibliographic Instruction became known as Instructional Services; 396 classes were held.
University Archives and Special Collections

1940
The Main Library on Lewis and Willoughby Avenues in Brooklyn housed 400 rare books.

1969-1970
The Office of the Director of Historical Collections was run by Dr. William G. Irving.

1970-1971
Rev. John Young, C. M. became the first Archivist.

1993-1994
Preservation microfilming of the University newspapers, The Torch, St. John’s Today and The Red Owl began.

1997
Records Manager position was created.
1933-1934
The Library became a subscriber to the Library of Congress (LC) printed card-catalog cards.

1956-1957
A cataloging department was established in Queens.

1964-1965
The LC classification system was adopted by the library.

1970-1971
A computerized list of periodicals was published.

1980-1981
Three OCLC terminals were installed in the Cataloging department.
1984-1985
The Cataloging department began to print labels for cards, pockets and spines via OCLC.

1991-1993
Wiring for an online system was completed in Queens, a "Crash" bar-coding project was begun.

An OPAC module was made available in the Queens library, which could access holdings of the three campus libraries and special databases.

The public card catalog was moved to the basement. No more records were added.

1996
Internet was introduced into the libraries.
“My Internet is so slow I could look it up faster at the library…!”

--Heard on radio commercial for Verizon FIOS
1945 -1946
The first microfilm machine is acquired by the library.
...and students are glad they don’t have to write their papers in the typing rooms anymore!
1942-1943
A collection of Victrola records was added to the library on Lewis Avenue: no machine was available with which to play the recordings, so the students took them home.

1946-1947
The library purchased a record player.

1956-1957
The Queens campus library is equipped with a phonograph and eight sets of headphones.

1975-1976
The Media Center is created.

1992-1993
Interactive videodiscs were added to the IMC.
Who we are today, what we do

• Behind the scene
  – Collection Development
  – Acquisitions
  – Serials Acquisitions
  – Cataloging
  – Interlibrary Loan (ILL)

• Out front
  – Reference
  – Instructional Services
  – Outreach
  – Circulation
  – Instructional Materials Center (IMC)
  – Media Center
By the Numbers…

For Fiscal Year Ending May 31, 2012
(Queens and SI Libraries Combined)

• Books and other paper materials ( - )
  – 685,681 volumes

• Electronic Books (“E-Books”) (+)
  – 310,000 titles

• Borrowing Transactions ( - )
  – 29,058 items

• Loaned to other libraries (“ILL”) ( - )
  – 2,451 items

• Borrowed from other libraries ( - )
  – 2,286 items
…By the Numbers

• **Weekly Service Hours**
  – 91 hours
  – 24/7 Quiet Study Fall & Spring Semesters

• **Weekly Average Gate Counts**
  – 37,342

• **Group Instruction Presentations**
  – 341 presentations to 3,589 attendees

• **Total Services to Individuals**
  – 8,657
Our People (Queens, Staten Island, Manhattan)

- 20 Faculty Librarians
  - Associate and Full Professors
- 4 Part-time Faculty (Adjuncts)
- 9 Administrators
  - Same qualifications as Faculty Librarians, work differs
- 27 Full-time Staff
- 11 Part-time Staff
- 7 Graduate Assistants
- 44 Student Workers: 25 are College Work Study
Languages Represented

• Arabic
• Bengali
• Chinese
• Dutch
• French
• Gaelic
• German

• Greek
• Hebrew
• Italian
• Polish
• Russian
• Spanish
• Yiddish

MORE, IF WE CALL ON OUR STUDENTS!
Extending the Reach

• WALDO
  - Westchester Academic Library Directors Organization
    • WALDO “stickers”

• METRO
  - Metropolitan New York Library Resources Council
    • One of 9 resources councils in New York State
    • METRO cards

• Other consortia networks, letters of introduction for scholars

• Queens Borough Public Library
Sign up for Queens Borough Public Library Card

All St. John’s employees are eligible

March 11, 2013
10:00 AM to 3:00 PM
In the lobby of St. Augustine Hall
Special Services

- Archives, along with Records Management, represents the institutional memory of St. John’s.

- Formed in 1971, University Archives collections include historical material concerning all of St. John’s campuses (including St. John’s Prep) and their neighboring communities.

- Some of the more commonly used materials include yearbooks (1918-1999), student and University newspapers (1925-present), course bulletins (1870-present), and commencement programs since 1870.
Exhibitions in the Library

Recent exhibitions held in the library include Civil War and Emancipation documents, student publications, student-designed books based upon special collections books, and featured resources in the libraries.
The University Archives contains the historical records of St. John’s University; our campuses, student organizations, sports teams, academic departments, faculty members, university memorabilia, and other historical items.
Special Collections contains many unique resources available for students and faculty in conducting their research, such as manuscript collections, rare books, artwork, limited editions, and other primary resources.

Class sessions are offered to all departments seeking to engage students with these distinctive resources. Recent classes have been from fine arts, history, theology, education, and library science.
Records Management

• In 1997, a Records Management office was added to the University Archives to work in tandem with the Archives.

• The work of Records Management is
  – surveying records
  – determining their administrative, legal and/or fiscal value
  – formulating retention schedules based on legal guidelines
  – determining material of enduring value that is then transferred to the Archives.

• Americans with Disabilities Act, 42 U.S.C. §12101

• Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000a

• Family Educational Rights and Privacy Act, 20 U.S.C. §1232g

• Family Medical Leave Act, 29 U.S.C §2601

• Higher Education Act, 20 U.S.C. §1001

• Recording and Reporting Occupational Injuries and Illnesses, (OSHA) 29 C.F.R.§1904.4

• Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,
Appraisal is the process of determining the value and thus the final disposition of records, making them either temporary or permanent. When appraising records, these questions are asked:

- Significance of records for research?
- Significance of source and context of records?
- Is the information unique?
- How usable are the records?
- Are the records related to other permanent records?
A TYPICAL STORAGE FACILITY
If records are evaluated to be disposed of, they may be shredded onsite, or if stored, shredded at the Iron Mountain facility.
Some Myths to Dispel

• The Library throws away old books.
  – Beyond repair...a few; but
    • Better World Books
    • Adamson University
    • Several research libraries in China
    • Other local libraries, as appropriate

• The Library gets to use money from overdue fines to buy more books.
  – General Fund of the University
  – “Food for Fines”
…myths

• The Library is always looking for donations of books
  – Yes, and no
  – Valuations, Deed of Gift

• The Library has only academic and scholarly books.
  – McNaughton Books
  – Youth Collection

• The Library wants to get rid of books and go all online.
  – Never!
A Look Ahead

• Technology enabled
  – Mobile applications

• Continued close collaboration with Center for Teaching and Learning, increasingly including Information Technology as in IT Strategic Plan
  – Center for New Media

• Increasing acquisitions of resources in digital form
  – Online Learning, Global students

• Collaboration with Vincentian Institute for Social Action (VISA) and other academic units in a digital repository
  – Promoting St. John’s Mission and scholarly communication
...ahead

• Creation of a Learning Commons in the Loretto Library (SI)

• Acquisition of important collection of marine insurance materials (Davis)
  – Continuing path begun in 1901

• Participation in Catholic Research Resources Alliance
  – Promoting Catholic scholarship and resource sharing

• Helping a Staten Island honors student establish a summer reading program for St. John’s students
A final word…or two

The future is all about collaboration, across academic disciplines and among offices and departments. The whole being greater than the sum of parts has never been more important to understand.

The Libraries are in a wonderful position—we’re here for everyone:

The “crossroads” of St. John’s University.
Thank You

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Questions

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Answers