



YORK
College

ANNUAL REPORT
York College Library
2017-2018

Prepared by
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Chief Librarian
July 2018

York College Library

Introduction

The role of the York College Library is to support the educational mission of the College and to foster a supportive and learning environment that meets the research needs of students and faculty teaching. One of the most diverse Colleges in the City University of New York, the York College community is made up of users from a wide variety of cultural, economic backgrounds, and populations. The Library Department is committed to welcoming and supporting patrons across all programs and disciplines, including the college community. I am excited to report that in June 2018, the Library received 20 Surface Pro laptops and 3 additional scanners, fulfilling one of our goals. In addition, the Information Technology Department (IT) replaced 4 old printers (and will replace more in FY19). The Library is grateful for the continued support from Mr. Peter Tighe (CIO) and his team. During the next academic year (2018-2019), the Library will receive 80 additional computers from the Student Government Association, support that is acknowledged and greatly appreciated. Having additional computer workstations in the Library will enable more students to do their research and assignments. Also, with the support from Dr. Panayiotis Meleties, Provost and Dr. Vincent Banrey, Vice President of Student Development, the Library continues to provide extended hours until 12 midnight during final examinations periods in December and May; and it is hoped that this trend of providing this important service will continue in the future. Library personnel continue to work hard behind the scenes and front and center, including at the Library's Reference and Circulation Desks, to provide quality services for students and faculty. Librarianship is by tradition a service profession; thus, it is appropriate that Library faculty serve not only the patrons, but also all users across all programs and disciplines and the college community. York Library faculty and staff remain committed to providing a friendly and supportive learning environment to our patrons.

I. Budget: Income and Expenditures

(Statistics Provided by Professor John Drobnicki, Head of Acquisitions & Collection Development)

The support from the York College's Administration plays a big role in acquiring necessary resources in supporting the curriculum and delivering quality library services that students and faculty deserve. The Library's primary budget source is from OTPS (Other Than Personnel Services) tax-levy funds; however, the Library also receives funds from others sources, such as students' Technology Fee (15%), Auxiliary Enterprises (15 cents of every dollar spent by customers who use cash to print or copy in the Library), and through the Queens High School for the Sciences at York (\$80 per student). The 2005 agreement between the New York City Department of Education and the City University of New York [CUNY] stipulates that all CUNY libraries with an affiliated high school receive an amount per high school student based on the previous year's School-Based Expenditure Report. Below is a breakdown of the Library's income receivables and expenditures for 2017-2018:

Table 1: Summary of the Library's Income Receivables from July 2017-June 2018

Summary	Income
OTPS 70054	\$101,401.40
Tech Fee	\$278,221.64
High School Funds	\$38,000.00
Auxiliary Enterprise & Foundation	\$25,951.00
Total Income for Academic Year 2017-2018	<u>\$443,574</u>

The Library's total income for the past academic year was \$443,574, a reduction of \$67,265 when compared to the 2016-2017 budget of \$510,839. In 2017-2018, our allocation for OTPS budget was \$101,401, a decrease of \$71,407 over 2016-2017 OTPS budget allocation of \$172,808; the lowest allocation for more than a decade. Relative to comparable libraries, students' enrollment, the addition of graduate programs (which is a plus and a monumental achievement for York), and the cost of library materials, the Library continues to operate with an income shortfall. If this shortage persists, York Library's collection will remain outdated and students and faculty will suffer due to our outdated print collection, inadequate electronic resources, and reduced services. The addition of one graduate program (Social Work) that is expected to commence in Fall 2018, will bring the total number of masters programs to three. Furthermore, Clinical Trials graduate program was approved, but we are not sure when the college will begin offering it. In addition, the college is working hard to create additional graduate programs, for example, Nursing Education and Aviation Management. If York College wants to remain competitive with other colleges or universities that offer similar programs, it is urgent that the Library receives continued financial support and commitment from the College's Administration and the Budget Office to revitalize its resources. Moreover, it is critical that the Library be approved to replace the School Media Specialist position that was vacated in May 2018. It is worth noting that graduate students require advanced research assistance and one-on-one research consultations; thus, an additional faculty line will be necessary. To ensure that the Library has an up-to-date and specialized collection that meets the research needs of both graduate and undergraduate students, and faculty, it is imperative that the Library be allocated a separate budget to acquire essential resources.

The total annual expenditures for academic year 2017-2018 were \$421,988, a reduction of \$70,306 when compared to 2016-2017 total expenditures of (\$492,294); but when compared with expenditures from 2015-2016 of (\$511,661), there was a significance difference of \$98,673. In addition, the Library spent \$68,161 on print resources, a reduction of \$51,426 when compared to the 2016-2017 book budget of (\$119,587). It is important to note that the \$68,161 that was spent on print materials included \$38,000 in High School and \$1612 in Auxiliary funds; thus, the Library's OTPS allocation for books was only \$30,000. This budget allocation is hardly enough to purchase resources for two graduate programs. In order for the Library to succeed in fulfilling its mission and commitment of fostering a supportive and learning environment that meets the research needs of students and faculty, and the College's curriculum, it is requested that the budget for Library resources be increased (ideally through a separate budget for Library resources/acquisitions). If we fail to address this issue of reduced funding to purchase necessary resources immediately, it will continue to negatively impact the delivery of Library services and users' satisfaction, which may in turn affect the College's retention.

Table 2: Summary of Library's Expenditures for the Academic Year, July 2017-June 2018

Summary of Expenditures	
Electronic Resources	\$278,516.64
Serials	\$58,256.87
Books	\$68,161.38
Cataloging	\$506.02
Interlibrary Loan	\$2,374.45
Consortium Membership	\$2,056.00
Books Supplies and Office Supplies	\$5,039.32
Library Promotion/Gifts	\$301.60
Book Binding Services	\$342.50
Contractual Services (Bibliotheca, LLC)	\$5,643.55
Library Equipment	\$789.89
Grand Total of Annual Expenditures:	<u>\$421,988</u>

(Figures are rounded to the nearest whole number)

NOTE: Expenditure figures for the Library's Office and Book Supplies, Contractual Services, & Equipment were provided by Mrs. Vickitoy Meyers (CUNY Office Assistant and the Library's Secretary).

In addition, the Library was supposed to receive Matching funds from CUNY Central Office for research-level collection development to support existing graduate programs, but the budget office did not notify the Library about such funds. The matching funds for 2017-2018 for all CUNY libraries were included in each College's budget allocation from CUNY; therefore, York College Budget Office should have informed the Library about these funds. During the coming academic year (2018-2019) and in the future, it would be appreciated if the budget office informs the Chief Librarian about how the Matching funds are being allocated. Note that these funds are used to purchase resources for graduate programs.

Below is the summary of Library services and resources:

II. Reference Services

(Statistics Compiled by Professor Christina Miller, School Media Specialist and Head of Reference Services)

Reference services are comprised of transactions with librarians at the reference desk or elsewhere, research consultations, and email reference assistance. On days when students are attending classes or taking final exams, librarians staff the reference desk throughout the Library's hours of operation. Otherwise, librarians are "on call" during the recess and when summer session ends. York's CLT and Systems Administrator Jahed Sarwar staffs the reference desk with the librarian from 9-10:30am, Monday-Friday, and is "on call" from 10:30am until 5:00pm. During final examination periods in December and May, the Library provides extended hours until 12 midnight.

Starting with the 2017-2018 academic year, the library changed how it tracked reference transactions by including web-based questions in the professional category ("involves the

knowledge, use, commendation, interpretation, or instruction in the use of information sources” [ACRL Academic Library Trends and Statistics Survey]), combining computer- and equipment-related transactions into one category (technology and equipment), changing what constitutes a “research consultation,” and differentiating between professional- and non-professional type email reference questions. Therefore, the total of each category tracked for 2017-2018 is not comparable with totals from previous year. Thus, 2017-2018 starts a new table.

During the past academic year, Library faculty answered 11,568 reference transactions. Of this number, (17 percent were professional, 39 percent non-professional and 44 percent computer/Web-related). Approximately, 4 percent of research interactions lasted more than 15 minutes.

In addition, librarians answered 143 email reference questions over the past academic year, a number that was double to last year’s total of 71 questions. 70 percent of these questions related to the “knowledge, use, commendation, interpretation, or instruction in the use of information sources (ACRL, Academic Library Trends and Statistics Survey).”

Table 3: Reference Questions by Category, July 2013-June 2018

Year	Professional	Computer/Web	Non-Professional	Total
July 17-June 18	1,996	4,557	5,015	11,568
July 16-June 17	2,430	3,227	5,942	11,599
July 15-June 16	2,822	2,963	6,039	11,824
July 14-June 15	3,524	3,205	4,267	11,996
July 13-June 14	3,266	4,504	4,465	12,235

Table 4: Virtual Reference (Email Reference) July 2017-June 2018

Year	Professional	Technology and Equipment	Non-Professional	Total
July17- June 18	70	66	7	143

Table 5: Research Consultations (Consultations of Professional Nature by appointment), July 2017-June 2018

Year	Consultations	Total
July17- June 18	24	24

III. Cataloging & Database Maintenance

(Data Provided by Professor Junli Diao, Head of Cataloging and Serials)

Table 6: Cataloging Statistics, July 2017-June 2018

	Categories	Titles		Items			
Cataloging	New Acquisitions in General Stack	871	1067	1361	875	1101	1456
	New Acquisitions in Reference	61			87		
	New Acquisitions in CMC	123			125		
	New Acquisitions in Reserve	12			14		
	Gifts in General Stack	246	294		255	355	
	Gifts in CMC	3			3		
	Gifts in Reference	11			27		
	Gifts in Reserve	28			55		
	Gifts in Closed Stack	5			5		
	Gifts in PER	1			10		
	CMC Recataloging	809	809	830	830		
Records Maintenance	Requests from Circulation Desk & Reference	61	1752		61	2015	
	Circ-Generated Records Cleaning-up	133			133		
	Updated Non-barcoded records	270			270		
	Suppressed records	860			860		
	Collection Code Changed	280			309		
	Deleted records	148			382		

During the past academic year (2017-2018), 1361 new titles (1456 items) were cataloged, which included 1067 titles (1101 items) from library purchase and 294 titles (355 items) from donation. Also, 1117 titles (1130 items) were added to the General Stacks, 72 titles (114 titles) in the Reference Collection, 126 titles (128 items) in the Curriculum Materials Collection, 40 titles (69 items) in the Reserve Collection, and 5 titles (5 items) in the Closed Stacks. In addition, 809 titles (830 items) from retrospective Curriculum Materials Collection were cataloged. Records' maintenance was applied to 1752 titles (2015 items), which included troubleshooting 61 titles (61 items) at the request of Circulation/Reserve and Reference; cleaned up 133 titles (133 items) brief records, updated 270 titles (270 items) of non-barcoded materials, troubleshoot 860 suppressed records, changed the collection codes of 280 titles (309 items) and withdrew 148 titles (382 items). The Library continued to subscribe "Classification Web" from the Library of Congress, which is used by Professor Diao whenever he catalogs library materials.

IV. Circulation and Reserve Services

(Statistics Provided by Mrs. Grace Avila, Manager of Circulation & Reserve Services)

Table 7: Number of Circulation and Reserve Transactions, July 2013-June 2018

Year	Total Items Borrowed
2017-2018	110,266
2016-2017	124,812
2015-2016	122,531
2014-2015	121,954
2013-2014	129,718

As indicated in **Table 7**, the Library's Circulation and Reserve Services continued to be heavily used. The total figure for items that were borrowed for use in the Library and outside the Library was 110,266, a decrease of 14,546 from the previous year's total of 124,812. Possibly, the decline was caused by the heavy usage of CLICS materials. In addition, the total figure for laptop borrowing in 2017-2018 was 1,833 a reduction of 2,703 when compared to 2016-2017 total of 4,535. Since most students now bring their own laptops and/or Ipads, the number of requests for laptops has decreased significantly.

V. CLICS (CUNY Libraries Inter-Campus Services)

(Statistics Provided by Mr. Travis Hilton, CUNY Office Assistant, Circulation and Reserve Services)

Table 8: Number of CLICS Transactions, July 2013-June 2018

Year	Total Items Sent by York	Total Items Received by York
2017-2018	1,930	1,882
2016-2017	3,120	3,497
2015-2016	3,233	3,645
2014-2015	3,134	3,662
2013-2014	2,216	3,466

As revealed in **Table 8** above, total CLICS statistics for items received and sent in 2017-2018 was 3,812, reflecting a decrease of 2,805 over the previous year's (2016-2017) total of 6,617. In addition, 11 bags of Interlibrary Loans were processed through LAND service.

VI. Electronic Resources

(Data Provided by Professor Todd Simpson, Coordinator of Electronic Resources)

In 2017-2018, the Library spent \$278,516.64 Technology Fee funds, an additional \$1,649 more than 2016-2017 budget of \$276,867.38. Thanks to the generous allocation of technology fee funds, the Library was able to continue all its subscriptions for electronic resources. (Also important to point out, Technology Fee funds pay for toner, paper, and maintenance contracts for students' printers and photocopy machines in the Library, but these funds are not reflected in **Table 2**.) During the past academic year (2017-2018), the Library subscribed to the following additional databases:

- Browzine
- Wall Street Journal Digital Academic Pass

- Gale Access Program

VII. Interlibrary Loan

(Data Provided by Professor Di Su, Head of Interlibrary Loan)

The interlibrary loan (ILL) requests have been impacted by the CLICS service (for books) and increasing number of available e-journals.

In 2017-2018, the Online Computer Library Center (OCLC) announced a major move from ILLiad (computer client-based) to a new ILL management system, Tipasa (Web cloud-based). The official switch for the York College Library is September 2019.

Looking ahead, interlibrary loan records can be used for collection development—titles which have been requested by patrons from other libraries via interlibrary loan can be considered for purchase for the York Library collection.

Table 9: ILL Requests by York College from Other Libraries, July 2017-June 2018

Status	Articles	Loans [books]	Total
Submitted	113	80	193
Cancelled	57	40	97
Filled	56	40	96

Table 9 indicates transactions through the OCLC ILLiad service only. The statistics do not include articles retrieved through other sources including the Library’s own databases, Google Scholar, ResearchGate, and various open access avenues. These types of articles, however, are included in the Cancelled status category. The total number of articles obtained from sources other than OCLC ILLiad was 12 which are included in the total in **Table 9**. The Interlibrary Loan statistics were generated by OCLC ILLiad Web reports.

The most requested journal was the *American Journal of Physical Anthropology*. The Library carries the title from 1996-present, however, users requests were from earlier years. Currently, there are 71 registered Interlibrary Loan users from 22 departments and divisions.

Table 10: Historical Interlibrary Loan Data 2013-2018

Filled Requests	Articles	Books	Total
2017-2018	56	40	96
2016-2017	164	77	241
2015-2016	185	70	255
2014-2015	350	135	485
2013-2014	377	150	527

VIII. Information Literacy

(Statistics Compiled by Professor Di Su, Head of Information Literacy Program)

The Library’s Instructional Program has expanded and remains active. Over the past year, the Library offered one-shot workshops which continue to gain attention from an increasing number of classroom faculty. The Library received requests for Information Literacy classes from the

following departments and programs; Biology, Cultural Diversity, English, Health Education, History, Movement Science, Occupational Therapy, Pharmaceutical Science and Business, Physician Assistant, Political Science, Psychology, Social Work, Sociology, Speech, Student Development, and the Writing Program) resulting into 152 sessions. In 2017-2018, library faculty taught 13 sessions more than the previous year's (2016-2017) total of 139. This number includes 28 sessions which Professor Miller taught for the Queens High School for the Sciences at York College (QHSS) and York Early College Academy (YECA).

To request Information Literacy sessions, classroom faculty members are encouraged to complete an online form that is available on the Library's homepage. Classes are scheduled immediately upon completion of the form. In order for students to learn how to use the Library's resources and do research, it is important that they acquire and develop information literacy skills. Participating in information literacy classes; therefore, helps students to acquire these skills.

Table 11: Information Literacy Classes, July 2013-June 2018

Year	Number of IL Class	Number of IL Students
2017-2018	152	3,782
2016-2017	139	3,284
2015-2016	136	3,214
2014-2015	146	3,330
2013-2014	175	4,156

IX. Computer Technology 2017-2018

(Statistics Provided by Mr. Jahed Sarwar, Library Systems Administrator)

Although the total number of Library computers did not increase between the 2017-2018 and 2016-2017 academic years, the Library worked closely with the IT department and with Student Government to both refresh existing computers and to provide for the addition of more computers next year (FY19). During 2017-2018, the IT Department replaced 40 old (Dell 755) computers in the X-cubicles, as well as the 6 Guest PCs, with new (Dell OptiPlex 7050) computers. The new PCs came with the Windows 10 operating system. In addition, all of the other existing public computers in the Library were upgraded from Windows 7 to Windows 10, and also received upgrades to the latest Microsoft Office suite. During Spring 2018, the IT Department also deployed Cardinal Reserve, an online reservation system for Library computers and group study rooms.

Thanks to funding from Student Government, the Library will receive 80 new PCs in FY19. These new computers will be added to both the 2nd and 3rd floors, and they are expected by Fall 2018. The Buildings & Grounds Department will need to do additional wiring in some of the areas. The IT Department also added 20 new Surface Pro tablets to the Library's existing laptop pool for students to borrow. One additional Xerox color copier has been added in the Library's public area. All 7 HP printers' warranties expired over four years ago. IT is currently replacing and upgrading the Library's public printers using Tech Fee funds. So far, 4 HP printers have

been replaced with 4 OKI printers. In June 2018, the IT department installed 3 new Scanners, which increased the Library's total from 2 to 5. All 6 Ricoh copiers are now over eight years old, and at least one or two of them are in need of service on an almost daily basis. The Library's CLT has informed the IT Department that the copy machines will need to be either refreshed or replaced during the 2018-2019 academic year.

Table 12: PCs/ MACs, July 2013-June 2017

Year	Lab-PCs	PCs	MACs	Laptops	Surface/Tablet	Total
2017-2018	31	139	0	18	20	170
2016-2017	31	139	0	19		170
2015-2016	31	139	0			170
2014-2015	21	139	0			160
2013-2014	21	99	40			160

Table 13: Library Equipment

Year	Scanners	Printers	Copiers
2017-2018	5	7	7
2016-2017	2	7	6
2015-2016	2	7	6
2014-2015	2	7	6
2013-2014	2	5	6

X. Periodicals & Microforms

(Data Provided by Professor Junli Diao, Head of Cataloging and Serials)

Although the majority of periodicals are available online in electronic format, the Library still subscribes to 38 print periodical titles in support of the needs of faculty, graduate and undergraduate students. To maintain the stacks better, the Library started to have 5 journal titles bound, composed of 80 volumes.

Table 14: Periodicals Usage, July 2013-June 2018

Year	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Journals	283	199	112	94	141
Newspapers	85	37	24	26	7
Total Usage	368	236	136	120	148

Table 15: Microforms Usage, July 2013-June 2018

Year	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Journals	3	1	1	0	0
Newspapers	1	0	0	0	0
Total Usage	4	1	1	0	0

Table 16: Serials/Annual Received, July 2013-June 2018

Year	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Serials/Annual	31	17	18	13	11

Table 17: Journals/Microforms and Serials/Annual Received, July 2017-June 2018

Journals/Microforms Received	Number
Current Journal	38
Microfilm Reels	0
Serials/Annual	11
Total Received	49

XI. Outreach to Queens High School for the Sciences at York College (QHSS) and Early York College Academy (YECA)

(Data Provided by Professor Christina Miller, School Media Specialist & Head of Reference)

During July 1, 2017-June 30, 2018, Professor Miller provided 14 Information Literacy sessions for QHSS students and provided research assistance in the Library and via email for QHSS students and teachers. At the request of QHSS Principal Ms. Ana DeJesús, Professor Miller also provided 14 workshop-style sessions about academic integrity and citing for QHSS English classes. Professor Miller attended two workshops hosted by the NYCDOE & University Partners, held at the Paley Center, NYC. The workshops were designed to bring together K-12 and college-level educators and administrators to share best practices and foster partnerships between NYCDOE and university professionals.

Effective May 2018, Professor Todd Simpson replaced Professor Christina Miller as the liaison to Queens High School for the Science (QHSS) and York Early College Academy (YECA).

XII. Academic Works

(Prepared by Professor Stefka Tzanova, Science Librarian & Coordinator of Academic Works)

Academic Works is the CUNY-wide institutional repository created and maintained by the Office of Library Services in accordance with CUNY's mission as a public university to provide free access to faculty scholarship in various formats (journal articles, books, conference papers, presentations, musical scores, etc.) Academic Works operates on a self-submission retroactive principle. The permanent URL, ensuring long-term access, and the open access concept make the works more discoverable by major search engines and contribute to increased citation rates. York collection at Academic Works was launched in 2015 with two series – **Archives** and **Publications and Research**. This year we anchored a third series – **Open Educational Resources**. Out of total 214 submitted publications, 151 are by librarians proving that Library faculty are trailblazers in this endeavor. York College input in Academic

Works continues to grow and since not all departments have taken advantage to promote their scholarship there, we hope to see these numbers growing in the future.

XIII. Open Educational Resources

(Prepared by Professor Stefka Tzanova, Coordinator of Open Educational Resources)

Open Educational Resources (OER) are any resources available at little or no cost that can be used for teaching, learning, or research, including but not limited to textbooks, course readings, syllabi, quizzes, and virtually any other material that can be used for educational purposes. Thanks to a \$4 million grant from the State of New York, in the Summer of 2017, CUNY Libraries at all campuses were able to join the OER movement and convert educational resources used in high enrollment courses to OER materials. At York College, three pioneering departments - Biology, English, and World Languages, Literature, and Humanities (Italian) - launched the first eight courses with a total of twenty sections in Fall 2017. In Spring 2018 two more departments - Chemistry and History - joined the OER ranks, bringing the number of OER courses to twelve, with thirty-three sections in total. The Library, supported by the Office of Academic Affairs, hosted two workshops for faculty in October, 2017 to facilitate the adoption and development of OER. In order to promote the new initiative among faculty and keep the OER momentum, the Library will offer a module of three walk-in workshops for faculty starting next year: *OER Intro & OER @CUNY*, *Copyright & Creative Commons Licenses*, and *OER in the Disciplines*.

XIV. Archives

(Prepared by Professor Scott Sheidlower, Head of Circulation & Reserve and Archives)

As mentioned in last year's Annual Report, the archival exhibit entitled *The Early History of York College: An Archival View, 1966-early 1970's*, opened in the library on Commencement Day, June 2, 2017. It traced the history of the college through Archival materials from the planning stages through the work done to give it a permanent home here in Jamaica. The exhibit was taken down in January 2018. However, the architectural model remains on the library's third floor because it is more visible in that location and more accessible to the college community than where it had been located previously. The act of collecting for the archives has continued with the archives receiving the following unique items:

- A signed letter from US Senator from New York Hillary Rodham Clinton;
- approximately twenty-three city and state proclamations related to the college;
- an offer of a gift of a 1988 yearbook (the collection of yearbooks has a few gaps and 1988 was one of these).

The special collections continued to receive several gifts of their publications from the faculty including a copy of *Engaging diverse learners: Teaching strategies for academic librarians* by Professors M.A. Polger (College of Staten Island) & S. Sheidlower (York).

XV. Major Challenges and Concerns

(Prepared by Professor Njoki Kinyatti)

In Fall 2018, the Library Department will have seven full-time faculty members, plus an additional four adjuncts. In May 2018, Professor Miller retired, and she will be on Travia leave until the end of September 2018. I hope the administration will approve Library's request to hire a substitute librarian effective October 1, 2018. The College's enrollment has grown steady for

the past several years (to over 8,000 students) and the number of library users has increased, while the number of Library faculty continues to be outpaced by enrollment growth. This persistent shortage of library faculty makes it more difficult to provide research services to students and faculty while also making it harder for Library faculty to engage in scholarship. It is imperative to note that the enrollment has grown steadily for the past several years and library use has soared, but the budget shortage remains a major problem. The growing demand from students for resources and the shrinking of the Library budget remains a concern. In order for the Library to meet undergraduate and graduate students' specialized research needs, it is recommended that the college approves the Library's substitute librarian request to replace Professor Miller. If this position of School Media Specialist is not approved, the Library will not be able to fulfill the obligation to the Queens High School for the Science (QHSS) and York Early College Academy (YECA) of teaching information literacy classes and assisting students and teachers with research, including giving workshops to high school teachers. Also, in order to fulfill this obligation, the Library requires a librarian who has New York State Certification and experience working with young adults. It is imperative to note that in 2005, both CUNY and the Department of Education signed an agreement to support high schools that are located on CUNY campuses. It is my hope that this and other concerns will be addressed.

Furthermore, if this persistent shortage of funds to purchase print resources continues, the Library's print collection will become increasingly outdated. For the past four years, the Library's OTPS budget has decreased from \$162,051 in (2014-2015) to \$101,401 in (2017-2018), a shortage of \$60,650. Out \$101,401 budget in (2017-2018), more than one half of the allocated funds (\$58,256.87) were spent on Serials print resources invoice. Since the Library has other annual invoices that are paid through the OTPS budget, this left only \$30,000 to spent on print materials.

Additionally, the space issue, especially the quiet study areas, continues to be problematic. It is imperative that graduate students have a designated quiet area to study and to work on their research projects.

Library Funds for Lost Books:

When students, faculty, or staff lose or damage a Library book, they are blocked until they pay for the book. Unfortunately, when these funds are collected by the Bursar's Office, the Library is *not* given these funds to replace lost books. For more than thirty years, York College patrons have been charged for lost books, but the books are *never* replaced with the funds. Instead, the College keeps those fees. This is unfair to patrons because even when they pay for lost books, the books are rarely made available again since the Library, with limited funds and a shrinking OTPS budget, we must choose between replacing old books and purchasing new ones. In addition, since the Library does not replace lost books, the collection will remain outdated.

Despite the many challenges that lie ahead, including personnel and budget shortages, the Library team remains committed to supporting the York College mission of meeting the evolving research needs of students, faculty, staff, and the college community. We continue to explore ways to provide a supportive and positive environment that is conducive for students to study, conduct research, collaborate, enhance their intellectual growth, and individual well-being. I am

confident that Library services will continue to improve, enriching and fulfilling the learning needs of York College students.

Library Security: Public Safety and Panic Buttons:

It is also important to mention the sporadic and irregular coverage for the Library by Public Safety. While Public Safety coverage for the Library has improved over the past year, it remains a challenge. The Library is one of the most heavily-frequented spaces on campus, both by members of the York community and by outside visitors. The Library requests that one Public Safety Officer be assigned to the department and be stationed at the Library's main entrance during operating hours, and who could also walk around and patrol the interior of the Library. This is an important security measure and one that should be taken seriously. During the past semester, we had one incident where a male was harassing a female student; unfortunately, by the time Public Safety reported to the Library, they could not locate the perpetrator. This is only one of the many incidents that have taken place in the Library.

In the past year, there were many incidents on college campuses around the country that were reported in the media, and I believe it is the right time for York College to install panic buttons in the Library. The Library has a huge open space and there is often no way that an employee can report an incident without alerting the person who is causing the problem. (Many of the employees who work at Circulation/Reserve are students, and sometimes the persons who behave inappropriately are standing right in front of them.) A few years ago, I was informed that panic buttons would be installed at the Library's Reference and Circulation Desks, but this promise was never fulfilled, even as panic buttons were installed in other areas on campus during that same period, including the Financial Aid, Bursar, and Registrar offices.

XVI. Personnel Changes

(Prepared by Professor Njoki Kinyatti)

Ms. Meredith Powers, Reference Librarian, joined the Library team in Fall 2017, and she assumed responsibility for electronic resources in late Spring. In May 2018, Professor Christina Miller went on Travia leave and she will be off the payroll at the end of September 2018. As previously mentioned, Professor Todd Simpson has temporarily assumed her duties. Therefore, the Library has a shortage of one librarian, and since Professor Miller served the Queens High School for the Sciences as well as YECA, it is critical that this position be filled.

XVII. Library Faculty Scholarship & Creative Works, 2017-2018

Junli Diao (Assistant Professor)

Peer-Reviewed Journal Articles

Diao, J. (2018). Conceptualization of catalogers' judgment: A preliminary study. *Cataloging & Classification Quarterly*, 56(4), 298-316.

Diao, J. (2017). The absence of public libraries in Imperial China: An alternative interpretation of Chinese writing. *Library and Information History*, 33(3), 195-214.

Other Article

Diao, J. (2018). Cataloging backlogs: Perennials, seaweeds, or others? *College & Research Libraries News*, 79(3): 142-143.

Newsletter Article

Diao, J. (2018). "Dust-wettability" and bindery records. *LibWire*, 12.

Lesson Plan

Diao, J. (2018). Teaching Occupational Outlook Handbook for students in career development: A lesson plan. CUNY Academic Works. https://academicworks.cuny.edu/yc_oers/1/

Presentations

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Diao, J. (2017, November). *Evolution of library's catalog*. Presented at LACUNY Cataloging Roundtable, Baruch College, New York: .

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John A. Drobnicki (Professor)

Book Review

Drobnicki, J. A. (2018, April). [Review of the book *The Holocaust: An encyclopedia and document collection* edited by P. R. Bartrop & M. Dickerman]. *Choice*, 55(8), 944.

Newsletter Article

Drobnicki, J. A. (2018). Book donation from a Queens College Emeritus Professor. *LibWire*, 12.

Library Exhibit

Drobnicki, J. A. (2017-2018). *Faculty Book Display* (Ongoing). [library exhibit]. York College Library, Jamaica, NY.

Njoki-Wa-Kinyatti (Professor)

Encyclopedia Article

Kinyatti, N. (2018). Mali. In S. M. Shaw, N. Staton Barbour, P. Duncan, K. Freehling-Burton & J. Nichols (Eds.), *Women's lives around the world: A global encyclopedia* (Vol. 1, pp. 219-226). Santa Barbara, CA: ABC-CLIO.

Newsletter Article

Kinyatti, N. (2018). Greetings from the Chief Librarian. *LibWire*, 12.

Christina Miller (Assistant Professor)

Peer-reviewed Journal Article

Megwalu, A., **Miller, C.**, & Haller, C. (2017). The library and the common reader program: A collaborative effort to college transition. *Reference Services Review*, 45, 450-459.

Newsletter Article

Miller, C. (2018). York's Common Reader Program library exhibit. *LibWire*, 12.

Library Exhibits

Miller, C., & Lopinto, J. (2018). *Faculty and Staff Art* [library exhibit]. York College Library, Jamaica, NY.

Miller, C., & Powers, M. (2017). *York College Common Reader Program* [library exhibit and book display]. York College Library, Jamaica, NY.

Tzanova, S., & **Miller, C.** (2017). *Hidden Gems: Big Books from the Library's Oversized Collection* [library exhibit]. York College Library, Jamaica, NY.

Meredith Powers (Instructor)

Books

Costello, L., & **Powers, M.** (Eds.) (2017). Developing in-house digital tools in library spaces. Hershey, PA: IGI Global.

Chapter

Costello, L., **Powers, M.**, & Haugh, D. (2017). Pedagogy and prototyping in library makerspaces. In E. Kroski (Ed.), *The makerspace librarian's sourcebook* (29-49). Chicago, IL: ALA Editions.

Newsletter Article

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Grant

Powers, M. (2018). PSC-CUNY. Topic: Modeling and Library of Congress Subject Headings. \$5,248.

Research Guides

Powers, M. (2017). Anthropology. Retrieved from <http://libguides.york.cuny.edu/anthro>

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Presentations

Powers, M. (2018, June). *ALA Sustainability Round Table orientation: Lightning rounds!* (Moderator). Presented at the American Library Association Annual Conference, New Orleans, LA.

Powers, M. (2017, October). *Creating and modifying open educational resources: A cost benefit analysis for low-budget, no-budget libraries* (Poster presentation). Presented at the Open Access Symposium at Stony Brook University, Stony Brook, NY.

Diao, J., **Powers, M.**, Simpson, T., Su, D., & Tzanova, S. (Co-presenters). (2018, March). *Welcome to the York College Library*. Presented at a York College Professor 101 session, York College, CUNY, Jamaica, NY.

Column Editor

Powers, M. (2018). Column Editor ("Problem Solved") in *Serials Review*.

Library Exhibit

Miller, C., & **Powers, M.** (2017). *York College Common Reader Program* [library exhibit and book display]. York College Library, Jamaica, NY.

Scott Sheidlower (Professor)

Peer-reviewed Journal Article

Sheidlower, S. (2017). Accommodating the disabled in library one-shots at York College/CUNY. *Codex: the journal of the Louisiana chapter of the ACRL*, 4(3), 64-82.

Book Reviews

Sheidlower, S. (2017). [Review of the book *Creating inclusive library environments: A planning guide for serving patrons with disabilities* by M. Kowalsky & J. Woodruff]. *Public Services*

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Presentation

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Todd Simpson, (Assistant Professor

Encyclopedia Article

Simpson, T. (2018). White, Ellen Gould Harmon. In S. E. Hendrix & U. Okeja (Eds.), *The world's greatest religious leaders: How religious figures helped shape world history* (Vol. 2, pp. 716-720). Santa Barbara, CA: ABC-CLIO).

Newsletter Article

Simpson, T. (2018). Interview with new librarian Meredith Powers. *LibWire*, 12.

Presentation

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Library Book Displays

Simpson, T. (2017). *Selections from New Acquisitions in Honor of Women's History Month* [book display]. York College Library, Jamaica, NY.

Simpson, T. (2017). *Selections from the Collection in Honor of Culinary Arts Month* [book display]. York College Library, Jamaica, NY.

Simpson, T. (2017). *Selections of Biographies and Autobiographies from the Collection* [book display]. York College Library, Jamaica, NY.

Di Su (Professor)

Peer-reviewed Journal Article

Zhang, Y, & **Su, D.** (2018). Overview and evaluation of selected general business databases. *Journal of Business & Finance Librarianship*, 23(1), 103-111.

Newsletter Article

Su, D. (2018). ILLiad to Tipasa: News from interlibrary Loan service. *LibWire*, 12.

Blog posts

Su, D. (2017 September 21). (Information Literacy @ CUNY). IL Instruction overload. Retrieved from <https://infolit.commons.gc.cuny.edu/2017/09/21/il-instruction-overload/>

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Stefka Tzanova (Assistant Professor)

Newsletter Article

Tzanova, S. (2018). Open educational resources (OER) at York College. *LibWire*, 12.

Book Reviews

Tzanova, S. (2018, June 21). [Review of the book *Bioinformatics for evolutionary biologists: A problems approach* by B. Haubold & A. Borsch-Haubold]. Computing Reviews, Retrieved from http://www.computingreviews.com/review/review_review.cfm?review_id=146099&listname=todaysissuebook&CFID=22306885&CFTOKEN=29081907

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Research Guides

Tzanova, S. (2018). Academic Works. Retrieved from <http://libguides.york.cuny.edu/academicworks>

Tzanova, S. (2018). Pharmaceutical science. Retrieved from <http://libguides.york.cuny.edu/pharmaceutics>

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Diao, J., Powers, M., Simpson, T., Su, D., & **Tzanova, S.** (Co-presenters). (2018, March). *Welcome to the York College Library*. Presented at a York College Professor 101 session, York College, CUNY, Jamaica, NY.

Sheidlower, S., & **Tzanova, S.** (2017). *Welcome to the York College Library*. Presented at Occupational Therapy New Students Orientation, York College, CUNY, Jamaica, NY.

Tzanova, S. (2017). *Welcome to the York College Library*. Presented at PHS New Students Orientation, York College, CUNY, Jamaica, NY.

Library Exhibits

Tzanova, S., & Miller, C. (2017). *Hidden Gems: Big Books from the Library's Oversized Collection* [library exhibit]. York College Library, Jamaica, NY.

Tzanova, S. (2018). *Earth Day* [library exhibit and book display]. York College Library, Jamaica, NY.

XVIII. Library Faculty College/University Service, 2017-2018

Junli Diao (Assistant Professor):

- Library Academic Program Review
- Co-Editor, Library Newsletter
- York College Faculty Marshal, 2016-2017 & 2017-2018
- Judge, York College Annual STEM Expo
- York College Campus Environmental and Facilities Committee
- LACUNY Dalia Leonardo Scholarship Committee April 18- May 19, 2018
- Member at Large, LACUNY Executive Council Committee on Committees
- CUNY Libraries' Cataloging Committee
- Co-Chair, LACUNY Cataloging Roundtable
- LACUNY Executive Committee
- LACUNY Junior Faculty Research Roundtable
- CUNY Data Migration Taskforce

John A. Drobnicki (Professor):

- Library Personnel & Budget Committee
- Co-chair, Library's Academic Program Review
- Library Website Committee
- Library Strategic Planning Committee
- CUNY Libraries' Acquisitions Committee

Njoki-Wa-Kinyatti (Professor):

- Chair, Library Personnel & Budget Committee
- Library Academic Program Review
- Library Strategic Planning Committee
- York College Personnel & Budget Committee
- York College Strategic Planning Committee
- Technology Fee Committee
- York College Council of Chairs
- CUNY Libraries' Council of Chief Librarians

Christina Miller (Assistant Professor):

- Library Department Personnel & Budget Committee
- Library Strategic Planning Committee

- Library Academic Program Review
- Library Environment & Signage Committee
- Co-Chair, Library Newsletter
- York College Common Reader Committee
- Committee on Instruction and Professional Development
- LACUNY Public Services Committee

Meredith Powers (Instructor):

- Co-editor, Library Newsletter
- Library Open Educational Resources Committee
- Library Web Committee
- York College Common Reader Committee
- York College Committee on Library and Technology
- York College Faculty Marshal, Honors Recognition Ceremony 2018
- LACUNY Institute 2018 Planning Committee
- CUNY Electronic Resources Advisory Council (ERAC)

Scott Sheidlower (Associate Professor):

- Library Personnel & Budget Committee
- Library Academic Program Review
- Middle States Committee-Standard-Standard VII
- Curriculum Committee
- York College Alliance for Gender and Sexual Equality (The Alliance)
- 503C3 Committee
- Shop Steward's Ad Hoc Committee
- Faculty Advisor for the Anime Club
- Chapter Chair-PSC-CUNY, York College Chapter
- LACUNY Disability Services Roundtable
- LACUNY Archival Roundtable
- CUNY Circulation Committee
- CUNY Primary Contact Committee
- Delegate-PSC

Todd Simpson (Assistant Professor):

- Library Personnel & Budget Committee, May 2018-present
- Co-Editor, Library Newsletter, 2014-present
- Library Academic Program Review
- Library Open Education Resources Committee
- Library Environment Signage Committee
- York College Plenary Senate
- Secretary, York College Faculty Caucus, 2016-present
- Ad Hoc Archives Committee, Spring 2018
- CUNY Electronic Resources Advisory Council (ERAC), 2015-5/2018

Di Su (Professor):

- Library Personnel & Budget Committee

- Co-Chair of Library's Academic Program Review
- Library Website Committee
- Library Open Education Resources Committee
- York College Outcome Assessment Committee
- Curriculum Committee,(Alternate)
- CUNY Libraries' Information Literacy Advisory Committee (LILAC)
- LACUNY Interlibrary Loan Roundtable

Stefka Tzanova (Assistant Professor):

- Chair, Library Open Education Resources Committee
- Library Academic Program Review
- Secretary, York College Campus Environmental and Facilities Committee
- Judge, York College Annual STEM Expo
- LACUNY Executive Committee 10/2016-present, (alternate)
- LACUNY Scholarly Communications/Open Educational Resources Roundtable
- LACUNY Junior Faculty Research Roundtable

XIX. Library Goals and Objectives for 2017-2018

Goals accomplished during the academic year (2017-2018):

- The Library subscribed to three additional databases.
- The Library spent \$67,999 on circulating, reference, and reserve books through the use of high school and OTPS funds.
- Library faculty taught 152 information literacy classes and collaborated with classroom faculty through the liaison program.
- Library faculty provided reference services and research consultations and responded to email reference questions.
- The Library completed its Action Plan.
- The Library received 20 Surface Pro laptops and three scanners and replaced four old printers.

The Library is committed to continuing to provide instruction and research services to students and faculty to meet their research needs. Below are specific goals for 2018-2019:

- The Library will continue to collaborate with classroom faculty through its liaison program and offer information literacy instruction, with the goal of supporting teaching and learning while making sure faculty and students are well informed of the many services and resources that are available.
- Library faculty will continue to offer reference services and research consultations to faculty and students and respond to email reference questions.
- The Library will advocate on behalf of students and provide seamless access to both print and electronic resources.
- Library will collaborate with Ed Tech (Wenyong) to have LibGuides readily accessible in BlackBoard courses.
- The Library will work and collaborate with the Chief Information Officer (Mr. Peter Tighe) to improve and increase use of technology and service delivery by:

- Introducing additional electronic devices such as E-readers for Reserve service.
- The Library will continue to revitalize its circulating and reference collections and subscribe to print journals through the use of OTPS and high school funds.
- The Library will continue to subscribe to electronic resources through the use of technology fee funds.
- The Library is committed to provide extended hours during the final examinations period in December and May as long as funds are available.

Customer service remains an important part of our profession. To all of you, who are always on the front line, thank you for delivering service to our valued users and for treating them with dignity and courtesy. Good customer service is absolutely a key to success for our department and plays a major role in retention. Thank you also for your integrity, dedication, and passion and keep up the good work. I wish everyone a restful summer.

