I. Achievements for 2008-2009

Circulation Services Activities

Processed 77,157 circulation transactions for all items borrowed which represents a 14% increase from the previous FY.

Provided access to 330,289 patrons which represents an 8% decrease from the previous FY.

Items declared missing or lost: 107

Extended borrowing privileges to High School Honors students.

Extended Library hours during the exam period at the end of the Fall 2008 and Spring 2009 semesters.

Updated the URL for policies and services:
http://library.montclair.edu/departments/circulation.html

Responded to appropriate Ask-A-Librarian questions.

Participated in the VALE (Virtual Academic Library Environment - a consortium of NJ academic libraries) permitting reciprocal borrowing for undergraduate students among participating member libraries.

Assumed responsibility for filling Library photocopiers with paper and for monitoring the condition of the equipment.

Reserves Services Activities

Print Reserves

Fall 2008

103 instructors had 139 courses using reserves.
469 articles
279 Library books
72 personal copies

Spring 2009

100 instructors had 150 courses using reserves.
268 articles
362 Library books
51 personal copies

E-Reserves

Fall 2008

51 instructors placed items on E-Reserve.
66 courses had items placed on E-Reserve.
Spring 2009

33 instructors placed items on E-Reserve.
43 courses had items placed on E-Reserve.

**Stacks Maintenance Services Activities**

Began shelving gift books donated by the Montclair Art Museum into the Circulating Books Collection.

Total books shelved: 63,418, a decrease of 4% from the previous FY.

**Technical Services Activities**

Loaded patron data into the SirsiDynix Unicorn ILS user database.

Upgraded the current version of the SirsiDynix Unicorn ILS Circulation Workflows Java client to version GL3.2.1.2.14 Patch Cluster 5.

**Objectives for 2009-2010**

**Circulation Services Activities**

Continue to provide Circulation Services to members of the academic community and guest borrowers.

Continue to provide Print and E-Reserves Services to students, faculty and other members of the academic community.

Improve current and develop new marketing strategies to promote Circulation Department services.

Redesign Borrower Services brochures to publicize Circulation Department services.

Continue to revise documented Circulation Department procedures.

Continue to improve the quality of the SirsiDynix Symphony ILS patron database.

Investigate the feasibility of purchasing a new Public Address System.

Investigate the feasibility of purchasing a new Library perimeter security system.

Investigate the feasibility of implementing the Blackboard OneCard (BbOne) System that serves as a Montclair State University ID and Sprague Library card, an electronic “key” for access to campus buildings and a debit card for on campus spending.

**II. PERSONNEL / ACTIVITIES**

**PERSONNEL**

Brian Hancock Head

Lillian Allen Senior Library Assistant

Lori Petrozzello Program Assistant

Barbara Fingerhut Principal Library Assistant

Christine E. Mims Principal Library Assistant
Lillian Allen
Library Activities:
Library Retreat, May 14, 2009
Library Customer Services Committee
University-Wide Activities:
Shop steward for CWA (Local 1031)

Barbara Fingerhut
Library Activities:
Library Retreat, May 14, 2009

Christine E. Mims
Library Activities:
Library Retreat, May 14, 2009
Library Collections Disaster Response Plan

Paul Nauer
Library Activities:
Library Retreat, May 14, 2009
University-Wide Activities:
Community Emergency Response Team (CERT) Program
Employee Safety Subcommittee of the University Committee on Campus Safety

Brian Hancock
Head, Access Services Department, Technical Services
Professional Activities, 2008-2009

Systems

I. ACHIEVEMENTS

Maintained the two Integrated Library System (ILS) servers, production and test.

Maintained four RedHat Linux Enterprise servers.

Upgraded the ILS with new patches from the vendor.
Set up Integrated Lights Out Management (ILOM) system on the Diglib server.

Merge two newly digitized Montclarion collections with the existing collection.

Moved hundreds of TIFFs to the ATA over Ethernet storage device.

Kept the Java clients up-to-date for the staff.

Installed new motherboard and added a second hard drive to the META server and set up RAID1.

Organized DjVu meeting which brought developers from as far away as Japan.

Published an article in Library Hi Tech entitled “A Simple Data Grid using the Inferno Operating System.”

Taught Latin during the Fall and Spring semesters.

II. CHALLENGES 2008-2009

Maintained the existing servers: two Solaris, two Plan 9, four Linux and one OpenBSD.

Assisted the staff in upgrading the Java client.

Kept the ILS software up-to-date and running smoothly.

Worked closely with the IT staff.

III. OBJECTIVES 2009-2010

Upgrade the ILS to version GL3.3 of the software.

Continue association with the Computer Science Department at Central Michigan University and the Vita Nuova Company in England on the Inferno Grid project.

Teach Latin 101 in the Fall semester.

Oversee Access Services department.

Memberships

American Library Association and ACRL

Association of Ancient Historians

Association for Computers and the Humanities

Institute of Electrical and Electronic Engineers (IEEE)

Conferences, Seminars, Webinars, Workshops


DjVu Image File Format Meeting. (Moderator) Montclair State University, March, 2009.

Committees
Learning Management Systems Committee - member
Digital Repository Committee - member
Montclair Digital Newspaper Committee - technical adviser
OPAC Committee - chair
Steering Committee for the Ancient Studies New Technology Conference - member and chair 2002
Technology Awareness Group (TAG) - coordinator
Rutgers University German Studies Advisory Board - member

Liaison Activities
Departments of Classics, Philosophy and Religion.