# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Library Mission and Vision Statements</td>
<td>3</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>4</td>
</tr>
<tr>
<td>Staffing</td>
<td>5</td>
</tr>
<tr>
<td>Public Services</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>6</td>
</tr>
<tr>
<td>Circulation &amp; Reserve</td>
<td>7</td>
</tr>
<tr>
<td>Interlibrary Loan (ILL)</td>
<td>8</td>
</tr>
<tr>
<td>Computers &amp; Technology</td>
<td>9</td>
</tr>
<tr>
<td>Instruction</td>
<td>9</td>
</tr>
<tr>
<td>Archives &amp; Special Collections</td>
<td>11</td>
</tr>
<tr>
<td>Technical Services</td>
<td></td>
</tr>
<tr>
<td>Acquisitions</td>
<td>12</td>
</tr>
<tr>
<td>Cataloging</td>
<td>15</td>
</tr>
<tr>
<td>Serials</td>
<td>16</td>
</tr>
<tr>
<td>Electronic Resources</td>
<td>17</td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>19</td>
</tr>
<tr>
<td>The Future</td>
<td>21</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>1. 2012-2016 York College Library Academic Program Review Committee Members</td>
<td>22</td>
</tr>
<tr>
<td>2. Actions Taken from the 2012 Action Plan</td>
<td>23</td>
</tr>
<tr>
<td>3. York College Library Faculty and Staff (as of June 30, 2016)</td>
<td>26</td>
</tr>
<tr>
<td>4. York College Library Full-Time Faculty Curriculum Vitae (as of Spring 2017)</td>
<td>27</td>
</tr>
</tbody>
</table>
Introduction

Constrained by a limited budget, the Library must perform a balancing act to prioritize expenditures and creatively use its personnel and resources to fulfill its mission: to provide high quality services to all users. At the same time, the Library must plan for the future and anticipate how new innovations and technologies will impact this goal.

After years of paltry budgets and scarce resources, the Library has taken great strides since Dr. Marcia Keizs became President of York College in 2007. President Keizs provides a sense of stability for both the College and the Library. Under the leadership of Professor Njoki Kinyatti, Chief Librarian since 2011, the Library provides a growing number of patrons with information literacy instruction; a continuously updated collection consisting of a wide variety of print and electronic resources; up-to-date technology; and an inviting study environment that fosters academic collaboration. To accomplish this, Professor Kinyatti receives invaluable support from Provost Panayiotis Meleties and the Departments of Campus Planning, Buildings & Grounds, Information Technology, and Public Safety, all crucial to the Library’s successful day-to-day operations.

With ongoing assistance from, and in consultation with, the York College’s Senate Committee on Library and Technology, the Library’s faculty and staff will continue to plan and organize services to meet the needs of a growing and increasingly diverse community.
Library Mission and Vision Statements\textsuperscript{1}

**Mission Statement**
York College Library is committed to providing quality collections, outstanding services, and excellent user education to students, faculty, staff, and the community to support the College’s mission. The Library manages and provides seamless access to both print and online scholarly information; offers reference services, research consultations, and information literacy instruction; provides state of the art facility and equipment; and advocates on behalf of students to maintain a pleasant physical space for learning and scholarly activities.

**Vision Statement**
York College Library will be a vital part, physical and virtual, of learning and research at York College of the City University of New York supporting the academic needs of our diverse campus, offering a rich collection of knowledge, providing innovative ways of user service, utilizing leading technology for information access, and fostering lifelong learners by user education.

\textsuperscript{1} http://www.york.cuny.edu/library/about-the-library/mission
Administration

Budget

Table 1: Budget Income 2012-16

<table>
<thead>
<tr>
<th></th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTPS</td>
<td>$329,000</td>
<td>$151,538</td>
<td>$151,538</td>
<td>$162,052</td>
<td>$131,968</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>$180,000</td>
<td>$205,500</td>
<td>$210,131</td>
<td>$240,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>High School Funds</td>
<td>$38,732</td>
<td>$36,892</td>
<td>$36,292</td>
<td>$40,796</td>
<td>$40,948</td>
</tr>
<tr>
<td>Textbook Funds</td>
<td>N/A</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$71,526</td>
<td>$71,526</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>$17,466</td>
<td>$9,653</td>
<td>$11,471</td>
<td>$24,494</td>
<td>$19,228</td>
</tr>
<tr>
<td>Matching Funds</td>
<td>$9,749</td>
<td>$9,931</td>
<td>$9,750</td>
<td>$562</td>
<td>$718</td>
</tr>
<tr>
<td>Student Gov’t</td>
<td>$30,000</td>
<td>N/A</td>
<td>N/A</td>
<td>$48,179</td>
<td>N/A</td>
</tr>
<tr>
<td>YC Foundation</td>
<td>N/A</td>
<td>$11,060</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Income</td>
<td>$604,947</td>
<td>$478,574</td>
<td>$473,182</td>
<td>$587,609</td>
<td>$514,388</td>
</tr>
<tr>
<td>5-Year Total</td>
<td>2,658,700 (Yearly average: $531,740)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As can be seen from Table 1, the Library ended fiscal year 2016 with a budget income of $514,388, a decrease of $73,221 (or 12%) from fiscal year 2015. Retrospectively, the budget shrank 15% (a decrease of $90,559) from the budget in fiscal year 2012, the beginning year of this five-year self-study.

In addition, when comparing with budget data from the last self-study report (2007-11), the total budget income of the past five-year (2012-16) period dropped 22% (a decrease of $745,855) from the previous five-year period, as can be seen in Table 2.

Table 2: Budget Income 2007-11

<table>
<thead>
<tr>
<th></th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
<th>FY11</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTPS</td>
<td>434,354</td>
<td>155,575</td>
<td>154,671</td>
<td>143,425</td>
<td>124,705</td>
</tr>
<tr>
<td>NTA</td>
<td>54,051</td>
<td>66,898</td>
<td>44,809</td>
<td>45,424</td>
<td>31,610</td>
</tr>
<tr>
<td>Temp Services</td>
<td>78,802</td>
<td>96,057</td>
<td>72,347</td>
<td>76,347</td>
<td>50,070</td>
</tr>
<tr>
<td>Compact OTPS</td>
<td>N/A</td>
<td>288,599</td>
<td>248,500</td>
<td>272,200</td>
<td>205,593</td>
</tr>
<tr>
<td>Compact Temp Serv</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>38,001</td>
<td>27,484</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>50,000</td>
<td>50,000</td>
<td>165,000</td>
<td>165,000</td>
<td>180,000</td>
</tr>
<tr>
<td>High School Funds</td>
<td>17,313</td>
<td>18,400</td>
<td>N/A</td>
<td>24,900</td>
<td>24,420</td>
</tr>
<tr>
<td>Total Income</td>
<td>634,520</td>
<td>675,529</td>
<td>685,327</td>
<td>765,297</td>
<td>643,882</td>
</tr>
<tr>
<td>5-Year Total</td>
<td>3,404,555 (Yearly average $680,911)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Library’s budget is derived from various sources which are not necessarily consistent. Nonetheless, at least three sources are regular: OTPS (Other Than Personnel), Tech Fee, and High School Funds. While High School Funds held relatively steady in the 2012-16 period, OTPS and Tech Fee went in opposite directions: a 60% plunge (decrease of $197,032) in OTPS, and a 39% increase ($70,000 more) in Tech Fee in the same period. The Library receives 15% of the Tech Fee budget, so as enrollment has increased, the allocation to the Library increased.
On a positive note: with the new graduate programs (MS in Pharmaceutical Science and Business, and MS in Physician Assistant), and the pending Master’s program in Social Work, CUNY’s matching funds are expected to rise in the near future, as matching funds are allocated to libraries by the Central Office to support graduate education.

**Recommendations:**

- A need to stop downward trend in the OTPS budget since it is the library’s core budget.
- A need for steady financial support from Student Government funds.
- A need to increase NTA (Non-Teaching Adjunct) funds in order to cover extra hours created by the increased annual leave (from 4-weeks to 8-weeks) for full-time faculty as a result of the new PSC-CUNY contract.

**Staffing**

**Table 3 - Library Staffing (2012-16)**

<table>
<thead>
<tr>
<th>Year</th>
<th>FT faculty</th>
<th>PT faculty</th>
<th>Professional Staff</th>
<th>Classified Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>10*</td>
<td>2</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>2012-2013</td>
<td>9</td>
<td>3</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>2013-2014</td>
<td>9**</td>
<td>4</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>2014-2015</td>
<td>9#</td>
<td>4</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>2015-2016</td>
<td>9#</td>
<td>4</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

*Includes 1 faculty member on Travia leave, and 1 faculty member on FMLA.
**Includes 1 faculty member on half-year sabbatical, and 1 faculty member on FMLA.
@Includes 1 faculty member on Travia leave, 1 faculty member on a Substitute line, and 1 faculty member on FMLA.
#Includes 1 faculty member on leave of absence, and 1 faculty member on a Substitute line.

As can also be seen from Table 3, the Library operated with fewer full-time librarians almost every year because faculty were on FMLA, Travia leave, sabbatical, or leave of absence, and in only two of those instances were Substitutes appointed. However, the number of adjunct librarians increased because all untenured junior faculty receive contractual research leave to engage in scholarship, and the College receives funds from the University to replace them with adjuncts. In addition, one Library faculty member was elected by the York College Faculty to be their PSC Chapter Chair and receives release time to perform union-related work, and the College receives funds from the PSC to cover this release time with an adjunct.

**Recommendations:**

- Under the recently approved contract between CUNY and the Professional Staff Congress, all Library faculty receive eight weeks of annual leave. In order to provide adequate coverage and ensure that students receive all of the services that they expect and are entitled to, it is recommended that an additional faculty line be assigned to the Library to replace the one lost at the end of FY11.
- With the increasing emphasis on research at York, Library faculty have begun to apply for Fellowship Leaves. So far, additional funds have not been made available
to hire an adjunct or Substitute to help cover the duties of the person on leave. In
order to maintain services and prevent a negative impact on students, it is crucial that
funds be provided to hire an adjunct or Substitute when a faculty member is on
sabbatical.

- The Circulation/Reserve section is the busiest part of the Library, and yet it is staffed
by only two full-time staff members: one Assistant to HEO (recently re-classified as a
Higher Education Assistant) and one CUNY Office Assistant. Thus, it must rely on
numerous part-time College Assistants (CAs). While many CAs are dedicated and
hard-working, they do not necessarily have the same commitment to an institution
that a full-time staff member does. Having so many CAs also takes up a large portion
of the Library’s budget. As can be seen elsewhere in this APR document (Table 5),
Circulation/Reserve continues to be very busy, especially due to the number of
CLICS books that must be processed, both incoming and outgoing, which is time-
consuming. (CLICS is CUNY’s inter-campus lending system for books.) It is crucial
that an additional full-time staff member be hired in Circulation/Reserve.

Public Services

Reference

As shown in Table 4 below, overall reference desk interactions increased by 828 in the 2015-
16 academic year, after a downward trend spanning several years. The increase was due to
an increase in non-professional questions at the reference desk. Problems with the Library’s
printing system and cash kiosk may have resulted in more students seeking help from
reference librarians. An expansion of the Library’s hours by 2.5 hours per week, as well as
the renovation of the Library’s space and an improvement in the Library environment also
may have led students to spend more time in the Library, thus increasing their opportunities
for interactions at the reference desk. The presence of Library CLT/Systems Administrator
Jahed Sarwar at the reference desk in the morning, plus the location of the IT Help Desk in
the Library – not to mention better prepared students – may account for the steady decrease
in computer/web based questions at the reference desk over the past five years. Better
prepared students; more information savvy faculty; the availability of online tutorials and
email reference; an increase in individual research consultations; and students’ attendance at
Information Literacy classes may account for the downward trend in professional interactions
at the reference desk.

<table>
<thead>
<tr>
<th></th>
<th>Professional</th>
<th>Computer/Web</th>
<th>Non-Professional</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2015-16</td>
<td>2,822</td>
<td>2,963</td>
<td>6,039</td>
<td>11,824</td>
</tr>
<tr>
<td>FY 2014-15</td>
<td>3,524</td>
<td>3,205</td>
<td>4,267</td>
<td>10,996</td>
</tr>
<tr>
<td>FY 2013-14</td>
<td>3,266</td>
<td>4,504</td>
<td>4,465</td>
<td>12,235</td>
</tr>
<tr>
<td>FY 2012-13</td>
<td>4,436</td>
<td>5,304</td>
<td>5,607</td>
<td>15,347</td>
</tr>
<tr>
<td>FY 2011-12</td>
<td>4,270</td>
<td>5,996</td>
<td>5,710</td>
<td>15,976</td>
</tr>
</tbody>
</table>
Recommendations

- The reference desk is at its busiest during the peak hours between 10:00am-2:00pm and 4:00pm-6:00pm, Monday through Thursday. At the beginning of each semester the reference desk is staffed with two librarians during peak hours; staffing the reference desk with two librarians during peak hours throughout the entire semester is recommended to ensure that all students receive satisfactory reference service.
- In this same vein, the implementation of a chat reference service will expand reference services to more students and provide immediate assistance for students who are not on campus. This service is especially needed for students who are taking online classes at York, and may require additional staffing in order to implement a new service.

Circulation & Reserve

As can be seen below in Table 5, the Library’s Circulation & Reserve sections were very active over the past five years. The Circulation/Reserve Desk is a very busy and often stressful point of service, since students often become frustrated having to wait in line to get a textbook, check out a book or a laptop, or dispute fines, etc. There is a trend of slight decline over the last three years that could be explained by the fact that more books are available in electronic form. Another contributing factor is the decreasing number of circulating barcoded folders with print journal articles that classroom faculty used to place on Reserve – most articles now are in electronic format, and classroom faculty post them on their course Blackboard pages instead.

<table>
<thead>
<tr>
<th></th>
<th>Book Circulation (minus CLICS)</th>
<th>CLICS Items Sent</th>
<th>CLICS Items Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>122,531</td>
<td>3,233</td>
<td>3,645</td>
</tr>
<tr>
<td>2014-15</td>
<td>123,048</td>
<td>3,134</td>
<td>3,662</td>
</tr>
<tr>
<td>2013-14</td>
<td>129,718</td>
<td>3,216</td>
<td>3,466</td>
</tr>
<tr>
<td>2012-13</td>
<td>138,451</td>
<td>2,683</td>
<td>2,601</td>
</tr>
<tr>
<td>2011-12</td>
<td>131,190</td>
<td>3,484</td>
<td>3,270</td>
</tr>
</tbody>
</table>

A laptop borrowing program was launched for the first time in September 2014. During the first year alone, a total of 1,846 laptops were borrowed, and renewed 465 times. The following year (2015-16), the number of laptops borrowed more than doubled and reached 4,535. The growing number of books borrowed via CLICS, the CUNY intralibrary loan service, is another proof that sharing resources in times of budget cuts is a winning tactic. The number of books borrowed/received via CLICS for York Library patrons (16,644) outnumbers the books lent by York to other CUNY libraries (15,750), so it proves to be a very useful service for the York community.

Recommendations:

- To compensate for both budget cuts and the fact that CUNY no longer provides
Textbook Funds, the Library must take a proactive approach and encourage classroom faculty to put desk copies of textbooks on Reserve.

- To alleviate the traffic at the Circulation/Reserve Desk and also raise service effectiveness, the Library can convert the current Reserve print folders to online lists with links to full text or cross searching features as a pilot project in selected departments as the first step toward eReserves. Implementing an Electronic Reserves service would also support faculty by alleviating the need to physically come to the Library and fill out hard copy forms in order to place items on reserve.
- Circulation/Reserve Desk should acquire one new computer/terminal for textbook searching by students.
- The Library should collaborate with the other academic departments to explore OER (Open Educational Resources) alternative models suitable to York College courses and curriculum. The Library should advocate on behalf of faculty to the Administration that OERs qualify as published works to be included in applications for reappointment or advancement.

**Interlibrary Loan (ILL)**

As can be seen from Table 6, the use of Interlibrary Loan over the past five years at the York College Library has fluctuated, but the basic trend is in decline. The decline in requests for articles is attributed to users’ increasing reliance on full-text databases to satisfy their research needs. The decline in requests for books is attributed to the increasing usage of e-books and CLICS, which is a CUNY-wide service for requesting books (fairly quickly) from within the CUNY library system.

<table>
<thead>
<tr>
<th></th>
<th>Articles</th>
<th>Books</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>365</td>
<td>135</td>
<td>500</td>
</tr>
<tr>
<td>2012-13</td>
<td>181</td>
<td>90+1DVD</td>
<td>272</td>
</tr>
<tr>
<td>2013-14</td>
<td>377</td>
<td>150</td>
<td>527</td>
</tr>
<tr>
<td>2014-15</td>
<td>350</td>
<td>135</td>
<td>485</td>
</tr>
<tr>
<td>2015-16</td>
<td>185</td>
<td>70</td>
<td>255</td>
</tr>
</tbody>
</table>

**Recommendations:**

- The use of Interlibrary Loan by different populations (faculty, students) should be analyzed to determine if their needs are being met. For example, what percentage of faculty requests go unfilled? What percentage of student requests go unfilled?
- Interlibrary Loan requests should be analyzed on a continuing basis to identify (subject) gaps in the Library’s collection. Subject liaisons and/or the Collection Development Coordinator should be informed of multiple requests for subjects/topics.
- The York College Library continues to be a borrower but not a lender in the OCLC Interlibrary Loan system. The hiring of additional staff to assist the Interlibrary Loan librarian could enable the Library to lend materials.
Computers and Technology

Based on the data below in Table 7, the Library has increased its total inventory of computers/laptops by 73 units from FY12 to FY16. This increase is attributed to the computers that were replaced and upgraded in the 2013-2014 academic year, according to the Library Annual Report. The Library received a second multifunction scanner in FY14. During the 2014-2015 academic year, the Library added 19 Windows operating laptops. During 2015-2016, the Library acquired a new digital microfilm scanner which allows users to print and save documents (using the Library network printing system). A new color printer was purchased for the Library to replace an older model.

<table>
<thead>
<tr>
<th>Year</th>
<th>Library Classroom PCs</th>
<th>Laptops</th>
<th>Library PCs</th>
<th>Library iMACs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>16</td>
<td>0</td>
<td>64</td>
<td>35</td>
<td>115</td>
</tr>
<tr>
<td>2012-13</td>
<td>21</td>
<td>0</td>
<td>91</td>
<td>38</td>
<td>150</td>
</tr>
<tr>
<td>2013-14</td>
<td>21</td>
<td>0</td>
<td>99</td>
<td>40</td>
<td>160</td>
</tr>
<tr>
<td>2014-15</td>
<td>21</td>
<td>19</td>
<td>139</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td>2015-16</td>
<td>31</td>
<td>18</td>
<td>139</td>
<td>0</td>
<td>188</td>
</tr>
</tbody>
</table>

Recommendations

- The Library has not received new computers since FY14. It would be helpful if the Library received some new computers for student usage and also new computers for the reference and circulation desks. For example, public computers could be replaced by the IT Department on a staggered, ongoing basis (one third this year, one third the next year, and one third in the third year).

- There would be less traffic at the scanners and less chances for the scanners to break down if the IT Department purchased additional scanners for the Library. Having Scanners available to students simultaneously alleviates traffic at computer stations, printing stations, and photocopiers. Scanners are preferred by students as they can make electronic copies without spending money from their Cardinal printing/copying account. Having an electronic copy of a needed document is strongly encouraged by library faculty as this affords the student instant recall of the document that can be printed at any time and encourages the student to be increasingly tech savvy.

- Adding some Macs to replace the iMACs that were removed during FY14 would be beneficial for students who prefer Macs to PCs.

- Now that the Library’s Instruction Classroom (3G09) has been converted into a smart classroom, it would be convenient for students if a networked printer could be added to that room, to be used during Information Literacy classes.

Instruction

The Library’s formal Information Literacy instructional program for students is entering its second decade and remains a mainstay of the Library’s services. Under the leadership of the Head of Information Literacy, the program is well organized, well publicized, and conducted
in accordance with the Association of College and Research Libraries’ Information Literacy Competency Standards for Higher Education.

Table 8 - Information Literacy Classes (2012-2016)

<table>
<thead>
<tr>
<th></th>
<th>Number of classes</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>134</td>
<td>4,020</td>
</tr>
<tr>
<td>2012-13</td>
<td>168</td>
<td>4,340</td>
</tr>
<tr>
<td>2013-14</td>
<td>175</td>
<td>4,156</td>
</tr>
<tr>
<td>2014-15</td>
<td>146</td>
<td>3,330</td>
</tr>
<tr>
<td>2015-16</td>
<td>136</td>
<td>3,214</td>
</tr>
</tbody>
</table>

As shown above in Table 8, the Library provides an average of 150 Information Literacy classes per year, achieving approximately 4,000 student encounters – twenty of these classes every year are provided by the Library’s school media specialist for students of the Queens High School for the Sciences at York College, and the remainder are given for college classes by York’s librarians, who are peer-evaluated at least once per year. Requests for classes likely depend on course assignments, an instructor’s knowledge level of Information Literacy, and departmental tradition.

After years of delay, the Library’s “Information Literacy Classroom” (3G09) was finally expanded and renovated into a smart classroom during the 2015-16 academic year, with 30 student workstations, a ceiling-mounted projector, and an instructor’s podium with a built-in computer. As a result, most IL classes can now be held in the Library instead of computer labs in the Classroom Building, or in smart classrooms located elsewhere on campus. Conducting classes in the Information Literacy Classroom helps familiarize students with the Library’s location, layout, collections, services, and librarians, with an opportunity to seek additional assistance immediately after the session.

The Library’s instructional program is well publicized via the College’s listserv several times a year, in the Library’s annual newsletter, and at campus events, such as Professor 101 workshops, orientations for new adjuncts, and the College’s Common Reader events.

The Library’s Head of Information Literacy is an active member of CUNY’s Library Information Literacy Advisory Committee (LILAC) and shares minutes of LILAC meetings and other pertinent documents with York Library faculty and staff. He regularly contributes to the LILAC blog (“Information Literacy @ CUNY”) on the CUNY Academic Commons.

The process for faculty to request an Information Literacy class has been streamlined; all requests are made electronically via a link to a form on the Library’s homepage. This procedure contributes to good record keeping and gives professors an opportunity to articulate the purpose for the session, any accommodations for those with special needs, as well as the opportunity to request that a specific librarian teach the class. Once a librarian agrees to teach a class, the Head of Information Literacy informs the professor via email of the time, location, and duration for the class, and provides contact information with a suggestion that the professor and librarian have a pre-session collaboration. Most librarians prepare a handout for students to guide them during the session or to use after the class, but
increasingly librarians are using online LibGuides (research guides), some prepared specifically for the class, for this purpose.

While there are no formal evaluations of individual library sessions, librarians do receive feedback from the classroom faculty member, either directly or via the Head of Information Literacy.

Recommendations

- York Library has the technical capability to offer synchronous online Information Literacy instruction for online courses but, due to already stretched-thin staffing, is unable to provide this service. The Library should continue to advocate for additional staff to be able to provide instructional services for all students, both on campus and online.
- A breakdown of Information Literacy statistics by department would enable the Library to focus promotion of its instructional program to departments that underutilize.
- The Library’s subject liaisons should make a concerted effort to promote the Library’s instructional program to the departments with whom they liaise.
- Short surveys should be conducted after each Information Literacy session to provide feedback so that future sessions can be improved.

Archives & Special Collections

The Archives & Special Collections at York College are located on the second floor of the Library, within the Microforms Room, and are accessible upon request. The archive has undergone significant change since 2011 in that the Black American Heritage Foundation’s Music History Archive, although still physically stored within the Library’s Archives & Special Collections room, has been placed under the purview of Dr. Margaret Vendryes, Chair of the Performing & Fine Arts Department. Materials donated to the Music History Archive after the 2014 death of its founder, Clarence Irving, are currently being stored by Dr. Vendryes in a room outside of the Library, within the 3H suite. The items from the Music History Archive that were being displayed in five glass cases on the main floor of the Library have been removed from public display, so that Dr. Vendryes (or her staff) can create an inventory. It is hoped that the Music History Archive will be consolidated into one physical space within the future Academic Village building, as space in the Library’s archive room is severely limited. One item from the Music History Archive, an autographed autobiography by Duke Ellington (Music is My Mistress), has been placed into the Library’s collection of rare books. The remaining collections within the archive include:

- The Bassin Collection of Hebraica & Yiddica: 335 titles (600 volumes), most of which are written in Hebrew and Yiddish (and some in Aramaic). The vast majority of this collection was originally donated by Milton G. Bassin, President of York College from 1971 to 1991.
- The York College Papers Collection: This consists of both official and non-official series that directly reflect the history of York College as an institution, including...
yearbooks, bulletins, course listings, minutes from various committees and the College Senate, reports, photographs, and realia.

- The Rare Books Collection: 173 monographs that have come into the York College Library collection but have been designated by the archivist as rare and hence placed in closed stacks and do not circulate. These titles range from published York College symposia to volumes signed by authors (including York College faculty), as well as significant editions of historic encyclopedias.

Recommendations:
- Before attempting to create records for the individual items in the archive, finding aids should be created and made publicly available in order to gain physical and intellectual control over the materials and assist the public in gaining access. Once the finding aids are complete then records for individual items can be created.
- In its mission to preserve and protect important items that reflect the institution’s unique history, the archive continues to need its own scanner in order to make appropriate digital copies.
- Policies regarding access to the collections and their security should be articulated and made publicly available.
- The series of Minutes for the York College Senate and its subsequent committees should be kept in both hard copy and electronic form.

Technical Services

Acquisitions

As seen below in Table 9, although the library annual budget suffered a 15% drop over the past five fiscal years (a decrease of $90,559), the book budget was actually raised 8% over that same period, from $109,714 to $118,360. Overall, annual spending on book purchases averaged 25% of the Library’s total budget during the past five years. Moreover, the Library’s five-year total spending on book purchases increased by $87,710 or 15% from the previous five-year period, as seen in Table 10.

<table>
<thead>
<tr>
<th>Year</th>
<th>Library Budget</th>
<th>Book Budget</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>$604,947</td>
<td>$109,714</td>
<td>18%</td>
</tr>
<tr>
<td>2012-13</td>
<td>$478,574</td>
<td>$67,224</td>
<td>14%</td>
</tr>
<tr>
<td>2013-14</td>
<td>$473,182</td>
<td>$153,847</td>
<td>33%</td>
</tr>
<tr>
<td>2014-15</td>
<td>$587,609</td>
<td>$205,666</td>
<td>35%</td>
</tr>
<tr>
<td>2015-16</td>
<td>$514,388</td>
<td>$118,360</td>
<td>23%</td>
</tr>
<tr>
<td><strong>Five-Year Total</strong></td>
<td><strong>$2,658,700</strong></td>
<td><strong>$654,811</strong></td>
<td><strong>25%</strong></td>
</tr>
</tbody>
</table>

The book budget is allocated by the Chief Librarian and distributed by the Acquisitions Librarian to subject liaisons. Factors contributing to the amount allocated for each subject area are the college curriculum, program accreditation requirements, and book price trends.
(e.g., medical books are more expensive). For a typical breakdown by subject areas, see Table 11, which shows the Fall 2015 book budget allocations by academic department.

Table 10: Library Book Budget (2007-2011)

<table>
<thead>
<tr>
<th>Year</th>
<th>Library Budget</th>
<th>Book Budget</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-07</td>
<td>$634,520</td>
<td>$113,511</td>
<td>18%</td>
</tr>
<tr>
<td>2007-08</td>
<td>$675,529</td>
<td>$80,000</td>
<td>12%</td>
</tr>
<tr>
<td>2008-09</td>
<td>$685,327</td>
<td>$86,450</td>
<td>13%</td>
</tr>
<tr>
<td>2009-10</td>
<td>$765,297</td>
<td>$178,729</td>
<td>23%</td>
</tr>
<tr>
<td>2010-11</td>
<td>$643,882</td>
<td>$108,411</td>
<td>17%</td>
</tr>
<tr>
<td>Five-Year Total</td>
<td>$3,404,555</td>
<td>$567,101</td>
<td>17%</td>
</tr>
</tbody>
</table>

Table 11: Budgets for Collection Development, Fall 2015

<table>
<thead>
<tr>
<th>Subject</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting &amp; Finance</td>
<td>$1,500</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>Political Science (incl ROTC)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Psychology</td>
<td>$1,000</td>
</tr>
<tr>
<td>Sociology</td>
<td>$1,200</td>
</tr>
<tr>
<td>Biology</td>
<td>$1,600</td>
</tr>
<tr>
<td>Business &amp; Economics (incl. Aviation)</td>
<td>$1,600</td>
</tr>
<tr>
<td>Chemistry (incl. Pharm Sci)</td>
<td>$2,500</td>
</tr>
<tr>
<td>Earth &amp; Physical Sciences</td>
<td>$1,600</td>
</tr>
<tr>
<td>English (incl. Journalism)</td>
<td>$1,600</td>
</tr>
<tr>
<td>For Langs/ESL/Hum (incl Women’s Studies)</td>
<td>$1,200</td>
</tr>
<tr>
<td>Health Ed/Phys Ed/Gerontology</td>
<td>$1,500</td>
</tr>
<tr>
<td>Health Professions</td>
<td></td>
</tr>
<tr>
<td>Clinical Lab Sci/Medical Tech</td>
<td>$1,200</td>
</tr>
<tr>
<td>Phys Asst</td>
<td>$2,000</td>
</tr>
<tr>
<td>History &amp; Philosophy</td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>$1,000</td>
</tr>
<tr>
<td>Black Studies</td>
<td>$1,200</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>$1,000</td>
</tr>
<tr>
<td>History</td>
<td>$1,000</td>
</tr>
<tr>
<td>Philosophy</td>
<td>$900</td>
</tr>
<tr>
<td>Math &amp; Computer Science</td>
<td>$1,600</td>
</tr>
<tr>
<td>Nursing</td>
<td>$2,100</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>$2,000</td>
</tr>
<tr>
<td>Performing &amp; Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Communications Technology</td>
<td>$500</td>
</tr>
<tr>
<td>Music</td>
<td>$1,200</td>
</tr>
<tr>
<td>Speech</td>
<td>$700</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>$700</td>
</tr>
<tr>
<td>QHSSYC/YECA/CMC</td>
<td>$1,000</td>
</tr>
<tr>
<td>Reference</td>
<td>$3,000</td>
</tr>
</tbody>
</table>
Social Work  |  $2,000  
Teacher Education  |  $1,600  
**TOTAL BUDGET =**  |  **$41,000**  

Librarians use various sources to select new book titles. In addition to suggested titles from liaison department faculty, librarians read book reviews, *Choice* magazine’s annual “Outstanding Academic Titles” (and similar “best books” lists), *Resources for College Libraries*, and publishers’ catalogs, to aid their book selection. CUNY has a contract with COUTTS (now part of ProQuest) to purchase books, so York librarians use COUTTS’ web-based OASIS (Online Acquisitions and Selection Information System) to select and submit book titles to the Acquisitions Librarian, who must ratify each order before it is officially transmitted to COUTTS.

<table>
<thead>
<tr>
<th>Table 12: Ten-Year Annual Average Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Budget</td>
</tr>
<tr>
<td>2007-2016</td>
</tr>
</tbody>
</table>

Recommendations:

- The Library does not have a separate budget for collection development, i.e., book purchases, although it was recommended in the Self-Study Report for the previous Academic Program Review 2006-11 (page 20). In 1997, two external evaluators of the York Library made a similar recommendation, but it was never acted upon: “The College needs to find ways to enhance the Library’s materials/information technologies budget so that student learning and faculty teaching can be facilitated.”

  It was also recommended by two external evaluators in 1975, but also never acted upon: “That the library be allocated at least six percent of the college’s education and general budget and that this allocation be used to maintain the library’s support of the established curriculum.” Since the Library budget is unpredictable, the Library may use percentage as an allocation measurement. For example, over the past ten years (2007-16), the Library spent an annual average of 20% of the total budget for book purchases, as can be seen in Table 12. The average for the most recent five years was 25%. Therefore, the Library should maintain a minimum of at least between 20% and 25% of the total budget for acquiring new books. However, should new programs, particularly at the graduate level, be created and offered, the percentage of the budget allocated for books should be raised accordingly to meet the accreditation requirements. This was also recommended by external evaluators in 1975, but has not always been followed: “That the college administration provide the library with substantially extraordinaire fiscal support as part of the normal procedures for start up of new degree programs.”

- Under the supervision of the Acquisitions Librarian, a full-time staff member is needed to unpack boxes of new books and check packing slips on a regular basis,
reliaving the Library faculty member of clerical work.

Cataloging

Numerous books and audio/visual materials are added to the Reference, Circulating, and Reserve collections every year, as can be seen below in Table 13. Books in the Reference Collection include materials such as handbooks, encyclopedias, etc., which patrons cannot remove from the Library. Patrons can borrow materials that are in the Circulating Collection (“Stacks”). The Reserve Collection includes textbooks that are required by the courses offered at York College, and patrons can use them only in the Library, usually for two hours at a time, with a small number permitted to be borrowed for three days. DVDs are shelved in the Reserve Collection but may be borrowed for seven days.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>136</td>
<td>549</td>
<td>344</td>
<td>272</td>
<td>290</td>
</tr>
<tr>
<td>Stacks</td>
<td>958</td>
<td>3442</td>
<td>2259</td>
<td>2059</td>
<td>3808*</td>
</tr>
<tr>
<td>Reserve</td>
<td>403</td>
<td>403</td>
<td>495</td>
<td>495</td>
<td>582</td>
</tr>
<tr>
<td>Curriculum Materials</td>
<td>49</td>
<td>77</td>
<td>78</td>
<td>425</td>
<td>154</td>
</tr>
<tr>
<td>Closed Stacks</td>
<td>3</td>
<td>4</td>
<td>21</td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>DVDs</td>
<td>14</td>
<td>14</td>
<td>6</td>
<td>10</td>
<td>79</td>
</tr>
<tr>
<td>CDs</td>
<td>10</td>
<td>64</td>
<td>43</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Gift Books</td>
<td>72</td>
<td>1700</td>
<td>562</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Withdrawn Books</td>
<td>4043</td>
<td>96</td>
<td>455</td>
<td>788</td>
<td>848</td>
</tr>
<tr>
<td>Withdrawn DVDs</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>348**</td>
</tr>
</tbody>
</table>

*Includes retrospective cataloging (e.g., Music scores).
**Bibliographic records that were upgraded or enhanced (e.g., Circ-created records, brief records, incomplete records).

The number of items cataloged is usually dependent on the size of the book budget. Materials added to the Library collection are mainly purchased from COUTTS, which is contractually obligated to supply shelf-ready books (i.e., books with property stamps, covers, and barcodes) that are cataloged (i.e., books with bibliographic records loaded into the Aleph system). Other books are obtained as largesse from other CUNY or METRO libraries, and some items are gifts and donations made by faculty members and alumni.

Four different librarians served as Head of Cataloging or Acting Head of Cataloging between FY12 and FY16, due to two instances of FMLA, a resignation, and the appointment of a Substitute. During 2015-16, the Cataloger began several ongoing projects to retrospectively catalog materials in the collection that were not in the online catalog, including hundreds of Music scores; to upgrade bibliographic records that were automatically created when books without barcodes were allowed to circulate; and to fix books with duplicate barcodes.

Cataloging also involves collection maintenance – i.e., withdrawing certain titles from the collection (“weeding”) and then deleting bibliographic records from the online catalog and
OCLC accordingly. Weeding and collection maintenance are also done on an ongoing basis.

Recommendations:

- In most CUNY libraries, the Cataloging Department consists of at least one full-time Library faculty member who performs original cataloging, as well as adjunct librarians and/or clerical staff who assist by performing copy cataloging. At York, Cataloging is handled by one Library faculty member with the support of one CUNY Administrative Assistant (currently on medical leave). With the recent reorganization whereby the Cataloger also oversees Serials, the CUNY Office Assistant from Serials has now been trained to do some Cataloging support. Part of the work pertaining to Cataloging is non-professional and requires physically going through the Stacks to search for and retrieve problem books, and then bringing them to the Cataloging office. Having additional part-time staff in Cataloging would free up the full-time staff and/or the Cataloging Librarian from having to do that work.

- When COUTTS is unable to find a matching bibliographic record to catalog a new book, they send it to the CUNY Office of Library Services’ Central Cataloging Office (located at Baruch College). Having additional full- or part-time staff in York’s Cataloging Department would enable COUTTS to send un-cataloged books directly to York rather than to the Central Cataloging Office, meaning that the books would be available to York faculty and students in a more timely manner, since the Central Cataloging Office catalogs books for numerous campuses and there is often a backlog, as well as delays shipping books to and from Baruch.

Serials

The Serials Department has historically been staffed by one full-time faculty member, who in addition was often responsible for another area, as well as two full-time CUNY Office Assistants (COAs). The current Acting Head of Serials, who also oversees Cataloging, has one full-time COA checking in and maintaining periodicals. The Serials collection consists of three formats: print, microfilm, and electronic. Library users also have access to thousands of full-text e-journals through subscription databases or through Open Access – these are not included in Table 14.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>467</td>
<td>160</td>
<td>80</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td>Annuals</td>
<td>51</td>
<td>50</td>
<td>31</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>Microfilm</td>
<td>351</td>
<td>24</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

As can be seen from Table 14, the York College Library has cut its periodical subscriptions drastically over the past five years, as more full-text became available in databases. There are no periodical subscriptions in microfilm anymore. The Library has maintained subscriptions to core journals in the Health Professions to satisfy the needs of students and accrediting bodies, and has also continued to subscribe to the New York Times and Wall Street Journal in print for the benefit of Journalism students.
Serials prices continue to increase, and even though the Library has canceled numerous subscriptions over the past five years, the net savings has been negligible, as can be seen below in Table 15.

| Table 15 – Library Expenditures on Serials (2011-2016) |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Amount                        | $79,558.00                    | $73,960.00                    | $72,980.90                    | $69,983.45                    |
| Amount                        | $72,283.02                    | $72,283.02                    | $72,283.02                    | $72,283.02                    |

There has been a continuing decline in usage of print and microfilm serials that started over ten years ago, as can be seen below in Table 16, as students and faculty have increasingly relied on electronic access to periodicals.

| Table 16 - Periodicals Usage (2011-2016) |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Newspapers in print           | 165                           | 232                           | 283                           | 199                           | 112                           |
| Journals in microform         | 13                            | 5                             | 85                            | 37                            | 24                            |
| Newspapers in microform      | 35                            | 1                             | 3                             | 1                             | 1                             |
| Total                         | 221                           | 238                           | 372                           | 237                           | 137                           |

Recommendations:

- Maintain the subscriptions of core journals (whether in print or electronically) that are required by graduate degree programs or by accreditation bodies.
- Maintain the subscriptions of print periodicals that are used by students but are not available online in full-text.
- The decline in print subscriptions and in periodical usage should be evaluated with the thought of re-assigning staff to assist in other areas.
- Print journals that are to be kept permanently should be bound for preservation purposes.
- The Library should reorganize the current periodical stacks and discard print volumes which are no longer needed or used, or for which electronic access is available. This will make room for much needed student study space.

Electronic Resources

The Library continued to benefit from the rapid growth of electronic resources as the full text of more periodicals became available in digital form. There has continued to be a shift in the Library’s spending in journal subscriptions from print and microfilm to electronic. As can be seen below in Table 17, the expenditures for electronic resources has been steadily increasing – over the past five years, it has grown by $79,741.67 – while the expenditures for print and
microfilm (previous section, Table 15) has been declining.

**Table 17 – Library Expenditures for Electronic Serials, including one-time purchases (2012-2016)**

<table>
<thead>
<tr>
<th>Year</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$178,282.00</td>
<td>$198,118.00</td>
<td>$209,080.00</td>
<td>$247,078.83</td>
<td>$258,023.67</td>
</tr>
</tbody>
</table>

It should also be noted that York College Library users benefit from electronic resources that are paid for by the CUNY Office of Library Services (OLS), enabling some databases to be available CUNY-wide, as shown below in Table 18. As OLS faced budget cuts and was forced to end its support for some electronic resources, the York College Library joined with several other CUNY campus libraries in a consortial arrangement to pay for subscriptions that OLS canceled, so that our users could continue to utilize the resources.

**Table 18 – Electronic Resources added by York College Library and CUNY Office of Library Services (2012-2016)**

<table>
<thead>
<tr>
<th>Year</th>
<th>E-Resources added by York College Library</th>
<th>E-Resources added by CUNY Office of Library Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>For York’s electronic resources, go to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.york.cuny.edu/library/">https://www.york.cuny.edu/library/</a></td>
<td>For CUNY-wide resources from the CUNY Office of Library Services, go to:</td>
</tr>
<tr>
<td></td>
<td>reference-databases/full-text-databases</td>
<td><a href="http://www2.cuny.edu/libraries/e-resources/">http://www2.cuny.edu/libraries/e-resources/</a></td>
</tr>
<tr>
<td>2011-12</td>
<td>SAGE Research Methods Online</td>
<td>17th and 18th Century Burney Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applied Science &amp; Technology Index</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retrospective: 1913-1983</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biography Index Retrospective: 1946-1983</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biography Reference Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cinema Image Gallery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer and Allied Sciences Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eighteenth Century Collection Online 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essay and General Literature Retrospective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gale for Students Series Scribner Writers Online</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Humanities Index Retrospective: 1907-1984</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Humanities International Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Index to Legal Periodicals Retrospective: 1908-1981</td>
</tr>
<tr>
<td></td>
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<td>Library Literature &amp; Information Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retrospective: 1905-1983</td>
</tr>
<tr>
<td></td>
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<td>Making of the Modern World 2</td>
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<td>National Geographic Archive (1888-1994)</td>
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<td>Readers’ Guide Retrospective: 1890-1982</td>
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<td>Social Sciences Index Retrospective: 1929-1983</td>
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<td>2012-13</td>
<td>AccessMedicine</td>
<td>Ethnic NewsWatch backfile</td>
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<td>Annual Reviews Online</td>
<td>Gale Virtual Reference (updates of editions + new titles)</td>
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ebooks
EconLit
Palgrave Connect ebooks 2012
PsycTESTS

LGBT Life with Full Text
Nineteenth Century Collections Online
Palgrave Connect ebooks 2013
Springer ebooks 2012 and 2013

2013-14
Encyclopedia of Social Work online
IMF International Financial Statistics
New York Times Academic Pass
PsycEXTRA

Artemis Literary Sources
The Economist Historical Archive
Gale World Scholar Latin America and Caribbean Archives
Global Issues in Context
JSTOR XI and XII
LitFinder
Palgrave Connect ebooks 2014
Twayne’s Authors Series

2014-15
LGBT Thought and Culture
Oxford University Press ebooks
Routledge Handbooks Online
UpToDate#

e-Marketer
IEEE Xplore Digital Library
LibGuides
Nature Journals

2015-16
Charleston Advisor
Ethnic NewsWatch*
IBISWorld
LGBT Life with Full Text*
Oxford Clinical Psychology ebooks
Oxford Medicine Online ebooks
Philosopher’s Index with Full Text
Resources for College Libraries

#Previously funded by the York College Physician Assistant Program
*Previously funded by CUNY Office of Library Services

**Recommendations:**
- While it is heartening to know that in the past five years the amount spent by the library on electronic resources has grown, nonetheless, considering that the cost of databases has equally grown as well and the fact that the college is adding several graduate programs, we are going to need to keep growing the amount of databases we subscribe to. We lack any specific Pharmaceutical databases and it would be advisable to purchase the PDR online. We should also be looking at Social Work databases and streaming video of patients and diagnoses for the Physician Assistant’s program.

**Facilities**

**Furniture**

Since 2011, the Library has significantly focused on improving the study experience of our patrons. The section of the Library between the circular staircase to the Stacks and the Guy
R. Brewer Boulevard windows had become a popular meeting place for socializing, and while the library encourages the use of its space for students to meet and study in groups, many complaints were routinely made regarding the noise level that emanated from this area, which carried as far as the Reference Collection and throughout the area designated for Quiet Study. What few group study rooms were available were highly sought after, creating competition between groups of students. When students who desired an environment more conducive to concentration ventured to other parts of the library, there simply were not enough spaces for them to study, and it was not uncommon to find them sitting on the floor, often near whatever electrical outlets they could locate.

Six additional group study rooms were created in the area between the staircase to the Stacks and the windows, by a system of wall dividers that, unfortunately, do not reach from the floor to the ceiling. Students will still be able to use this space as they had been doing, to meet in groups, but the structure provided lends a more formal sense that this space is intended for academic use. Although walls were installed, which will contain noise to a degree, the fact that the walls do not go from floor to ceiling means that some noise from inside will still go outside the rooms, and vice versa. Unfortunately these study rooms also have locking door knobs, and the rooms are sometimes locked, whether by accident or on purpose.

Red upholstered chairs suitable for long periods of sitting, with small attached tabletops, were placed around the perimeter of these study rooms. Privacy screens were erected between the computers located on the semicircle with the intention that this would provide study spaces that were more conducive to focus and free from the distraction of a neighbor’s screen. With this same intention, the ten gray X-cubicles had their dividers extended, increasing the sense of privacy when using computers on each side of the X.

The “green” chairs that make up the majority of seating options for students throughout the Library were not designed for heavy use and consequently have aged badly, breaking down and for safety reasons need to be cleared from the floor on an almost daily basis, leaving an ever increasing seating shortage. Furthermore, the Information Literacy classroom (3G09), was too small to accommodate the class size of the majority of requests that professors made, necessitating constant coordination with the Educational Technology Department to reserve computer labs in the Classroom Building for Information Literacy sessions, preoccupying staff and inconveniencing students, professors and librarians alike. After years of delay, the Information Literacy classroom was significantly expanded both in length and width, enabling it to accommodate larger classes. This room has also been upgraded to a “smart” classroom complete with an overhead projector and computerized lectern.

A glass wall from floor to ceiling was erected separating the very active area containing printers and copiers from where the Reference Collection is housed and the area designated for Quiet Study. This effectively cuts down on the noise that had been filtering here from throughout the third floor but also gives a much stronger impression that the Quiet Study area has a distinct use and is separate from the rest of the Library. In the area with the copiers and printer stations, a printer table was added to provide a space to organize papers as well as a large group study table. In this area and opposite the Circulation Desk, several blue upholstered chairs suitable for long periods of sitting were placed. Tables were also added throughout the second floor. Perhaps most appreciably, 350 wooden study carrels equipped with electrical outlets were erected throughout both floors of the Library, replacing a smaller
number of older carrels without electrical outlets.

**Recommendations:**

- As graduate programs are growing in number and enrollment, the Library has been asked to upgrade one group study room to a “smart” group study room and create a reservation system that successfully designates this space for use by graduate students only. The Library has begun the early stages of planning for this transition, but will require support and funding to provide this service.

- The campus electrician should be commended that a little more than half of the 350 carrels currently have fully functioning electrical outlets. However, a significant amount of the cubicles remain disconnected and currently have stickers stating “work in progress” over the outlets. They needed to be wired and connected to outlets so that students can “plug in.”

- The replacement of the green chairs remains a significant and growing problem. Many of the new carrels are unused as there is no chair accompanying them. At significant times throughout the semester it is common to observe that the Quiet Study area is utilized at capacity, with every carrel that has a chair in use. The Library has been promised new chairs by the Division of Student Development, but it is not known if, even once they are finally received, they will be enough to overcome the green ones that break on a daily basis.

**The Future**

The Library Department consists of dedicated faculty and staff who place a high priority on providing services to all of York’s constituents: students, faculty, staff, and alumni. As the College’s curriculum broadens to include an increasing number of graduate programs, the Library anticipates an internal focus on innovation and an external focus on collaboration as central to developing our supportive role. In a period of contracting personnel lines and relatively tight budgets, the Library will continue to find efficient ways to enhance its collections and services to meet the needs of the College and provide the setting most conducive to student endeavors. Library faculty and staff will continue to strive to meet our patrons’ expectations for access to information, cutting-edge technology, and a supportive learning environment.
Appendix 1

2012-2016 York College Library Academic Program Review Committee:

Junli Diao, Substitute Assistant Professor
John Drobnicki, Professor (Co-Chair)
Njoki Kinyatti, Professor & Chief Librarian
Christina Miller, Assistant Professor
Scott Sheidlower, Associate Professor
Todd Simpson, Assistant Professor
Holly Skir, Substitute Instructor
Di Su, Professor (Co-Chair)
Stefka Tzanova, Assistant Professor

Data and Support Provided by:

Grace Avila, Higher Education Assistant
Rose Dunne, CUNY Administrative Assistant
Travis Hilton, CUNY Office Assistant
Thelma Jorge, CUNY Office Assistant
Vickitoy Meyers, CUNY Office Assistant
Lesly Previl, CUNY Office Assistant
Jahed Sarwar, Senior College Laboratory Technician
Appendix 2

Actions Taken from the 2012 Action Plan

What action items from the 2012 Action Plan did the Library do, and which items it did not, and why?

As part of its previous Academic Program Review (2006-2011), the Library identified seven items from the report by its external reviewer, Dr. Wilma Jones (Chief Librarian, The College of Staten Island, CUNY), as well as several broad areas to develop/expand services in. The Library has acted on most of the recommendations since the last Action Plan; however, due to financial constraints, some of the recommendations have not been achieved.

- The Chief Librarian should hold monthly meetings with faculty and staff. This recommendation has been fulfilled.

- Librarians and professional staff should be encouraged to seek and apply for grants. While progress has been made in this area, improvements are needed in seeking grants.

- York College must provide adequate resource allocation to purchase additional copiers, scanners, computers and network printers. Since the last self-study (2011-2012), the Library has received two stand-alone scanners. Two of the Library’s photocopy machines also have scanning capability. At the present time, the Library has six black-and-white network printers and one color printer, compared to four printers in 2011-2012. Currently, the library has 188 PCs, compared to 150 in 2012-2013. (Note this number includes 31 computers in the Information Literacy classroom.) This recommendation has been fulfilled.

- Chief Librarian should re-organize the library staffing. The Chief Librarian re-organized librarians’ duties to accommodate current and anticipate future needs of the Library. It is recognized that an assessment of duties should be conducted more often, but understaffing remains a serious obstacle in this area.

- The Library should conduct a thorough review of the relevance and use of the current serials in print format and microform collection. This recommendation was met. The library discontinued all microfilm and microfiche subscriptions. In addition, out of 260 titles subscribed to five years ago, the library is now (Spring 2017) subscribing to 19 titles in print, another 19 titles in print plus online access, and 87 titles only online. This was a saving of over $35,000 per year. Some of these funds were used to subscribe to additional electronic resources.

- The York College Library should find ways to provide access to the rich collections currently available in its Archives and Special Collections. Suggestions include
cataloguing the various collections in phases and digitizing the collections to expand access to rare items.

All volumes in the Bassin Collection of Hebraica and Yiddica (335 titles) and in the Rare Books Collection (173 titles) were successfully cataloged and have bibliographic records in the online catalog, but the rest of the materials in the Archive have not been cataloged or digitized. (Dr. Margaret Vendryes, Chair of the Performing & Fine Arts Department, was placed in charge of the Music History Archive by the York College administration, although much of the material is still physically stored within the Library’s Archive room.) A member of the Library faculty applied for a grant to help in digitizing the archival materials, but it was not approved. Since digitizing the archival materials requires additional funding, and possibly additional staff, the Library was unable to meet this recommendation. It is recommended that the current Head of Archives & Special Collections continues to seek grants.

- **A stand-alone scanner should be purchased so that people wanting to scan do not have to wait on line.**
  
  This recommendation was accomplished. The library now has two stand-alone scanners in addition to two photocopiers which have scanning abilities.

- **Institutional Effectiveness.**
  
  At Dr. Jones suggestion, the Library now consistently articulates its positive impact and contributions to students’ learning, retention, and academic success in its annual reports, newsletters, website, and other publications. The Library’s website is now easier to explore and more informative. In addition, the Library developed a vision statement with the assistance of Dr. Mary Osborne, Executive Director of Institutional Effectiveness at York College.

- **Resource Management: Staffing.**
  
  - The Chief Librarian consistently and continually advocates for more faculty lines in the Library.
  
  - Although the Library extended its operating hours an hour later, from 9pm to 10pm (Monday-Thursday), and opens thirty minutes earlier, at 8:30am (Monday-Friday), it remains closed on Sundays. Since the Library is not adequately staffed or funded, it is challenging to open for additional hours. The Library’s staffing has not kept up with the college’s enrollment growth for the past several years. In addition, the Library does not have a budget to cover additional hours for College Assistants. Restoring Sunday hours will require additional funding to cover temporary employees such as adjuncts and College Assistants.
  
  - While the Library faculty would like to provide additional services such as social media (including Facebook, blogs, texting, and Twitter), embedded librarianship, walk-in Library workshops, and credit-bearing courses to communicate better with students and provide instruction for all students, faculty understaffing remains a major obstacle. Consequently, these recommendations were not met.
In order to fulfill these recommendations, the Library will need additional fulltime faculty lines, for Emerging Technologies, Distance Services, Instructional, and Outreach Librarians.

- Thanks to the CUNY Office of Library Services, the York Library has a subscription to LibGuides, and Library faculty have published a large number of subject research guides.

- **Resource Management: Collection.**
  As demonstrated in its Annual Reports, the Library has continued to purchase e-books in addition to print titles. The Library has also converted many of its print journal subscriptions to either “online only” or “print + online.”

- **Library Instruction.**
  The Library’s Information Literacy classroom (3G09) was expanded and upgraded into a smart classroom.

- **Facilities and Technologies.**
  - It was recommended that since York College’s enrollment continues to grow, additional study space would be needed. It was suggested that all underutilized materials such as print and microfilm be relocated to an off-site location. While this is a great way to create additional study space for students, storing materials in an off-site location would require funding. When the SEMAA Lab was moved from the Science Building to the Library’s 2nd floor stacks, the Library was promised that this was temporary and that the space would be returned to the library – but this has not happened. If the Microforms Room and SEMAA Lab space were to be made available, this would create a much needed additional quiet study space for York students. However, many of the titles on microfilm are not available electronically to York students and would require a significant amount of funding to purchase permanent electronic access (e.g., ProQuest Historical Newspapers).

  - **York College should explore utilizing Aleph’s reservation module to effectively manage access to Group Study Rooms.**
    In Collaboration with the IT Department the Library was exploring how to improve accessing public computers and Study Rooms through a reservation system. While there have been many discussions regarding this recommendation, IT Department has not made any progress. The Library, however, is exploring having a Graduate Student study room that will only be available by reservation.

  - Over the last several months, support from both the Custodial and Public Safety Departments has greatly improved. The Library is much cleaner.
Appendix 3
York College Library Faculty and Staff
(as of June 30, 2016)

Faculty:
Tokunbo Adeshina, Adjunct Lecturer
Daniel Cleary, Assistant Professor (on Travia Leave)
Junli Diao, Substitute Assistant Professor
John Drobnicki, Professor
Njoki Kinyatti, Professor
Kenneth Krepp, Adjunct Assistant Professor
Pamela Lucas, Adjunct Lecturer
Anamika Megwalu, Assistant Professor (on Leave of Absence)
Christina Miller, Assistant Professor
Scott Sheidlower, Associate Professor
Holly Skir, Substitute Instructor
Di Su, Professor
Anthony Todman, Adjunct Associate Professor

Staff:
Grace Avila, Higher Education Assistant
Rose Dunne, CUNY Administrative Assistant
Travis Hilton, CUNY Office Assistant
Vickitoy Meyers, CUNY Office Assistant
Lesly Previl, CUNY Office Assistant
Jahed Sarwar, Senior College Laboratory Technician
Appendix 4

Current York College Library Full-Time Faculty Curriculum Vitae
(as of Spring 2017)

<table>
<thead>
<tr>
<th>Name</th>
<th>Page</th>
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<tbody>
<tr>
<td>Junli Diao, Substitute Assistant Professor, Acting Head of Cataloging &amp; Serials</td>
<td>28</td>
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<tr>
<td>John Drobnicki, Professor, Head of Acquisitions &amp; Collection Development</td>
<td>35</td>
</tr>
<tr>
<td>Njoki Kinyatti, Professor, Chief Librarian &amp; Chair of the Library Department</td>
<td>43</td>
</tr>
<tr>
<td>Christina Miller, Assistant Professor, School Media Specialist &amp; Head of Reference</td>
<td>49</td>
</tr>
<tr>
<td>Scott Sheidlower, Associate Professor, Head of Circulation, Reserve &amp; Archives</td>
<td>53</td>
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<tr>
<td>Todd Simpson, Assistant Professor, Head of Electronic Resources</td>
<td>59</td>
</tr>
<tr>
<td>Holly Skir, Substitute Instructor, Acting Head of Interlibrary Loan</td>
<td>61</td>
</tr>
<tr>
<td>Di Su, Professor, Head of Information Literacy</td>
<td>64</td>
</tr>
<tr>
<td>Stefka Tzanova, Assistant Professor, Science Librarian</td>
<td>66</td>
</tr>
</tbody>
</table>
Junli Diao

Email: jdiao@york.cuny.edu
Phone: 718-262-2302

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**Education**
- M.L.I.S., McGill University, Montreal, QC, Canada; 2004 (September)-2006 (July)
- M. Ed., Queen’s University, Kingston, ON, Canada: 2002 (September)-2004 (April)
- B.A., English Literature, Henan University, China; 1994 (September)-1998(August)

**Research Interests**
- My current research interests focus on the intersection of library, history and writing through the lens of comparative perspectives. My research topics cover reinvestigation and reevaluation of traditional classification schemes from a cultural perspective, rethinking of cataloging librarians’ roles in the age of library digitalization and career deprofessionalization, history of Romanization of Chinese language and related issues in the Library of Congress, and Chinese writing and its impact on Chinese libraries in the course of its history.

**Publications**

**Presentations**

**Skills**
- Library
  - Excellent knowledge of cataloging principles and procedures, including AACR2R, LCSH & FAST, LCCS, LCRI, MARC21, LC Romanization Rules, and NACO; a good knowledge of FRBR & RDA gained through recent training and working practice
  - Excellent knowledge of preservation metadata: DC, EAD, METS, & MODS
  - Excellent knowledge of educational metadata: GEM, IEEE LOM, CanCore, & EdNA
  - Familiarity with controlled vocabularies: Art and Architecture Thesaurus (AAT),
Thesaurus for Graphic Materials (TGM), and Moving Image Genre-Form Guide (MIGFG)
✓ Name authority apparatus: VIAF & ULAN
✓ Working knowledge of DigiTool, DigitalCommons, & CONTENTdm

**Computer**
✓ Web programming language: XML, HTML, and XHTML & CSS
✓ Microsoft Office: Access, Excel, PowerPoint, Visio, and Word
✓ Graphic design: Adobe Photoshop and Adobe Fireworks
✓ Web editor: Adobe Dreamweaver and HTML Kit
✓ Multimedia system: Macromedia Authorware

**Language**
✓ Excellent English & Chinese/Mandarin
✓ Basic French, German & Japanese

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**Work Experience**

**Substitute Assistant Professor/Head of Cataloging,** York College, City University of New York. Library system: Aleph and OCLC Connexion

**Responsibilities**

**Cataloging**
✓ Supervised and evaluated 2 cataloging assistants with responsibility for copy cataloging and processing vendor-supplied MARC records
✓ Created original bibliographic and authority records in OCLC by using accepted standards such as MARC, RDA/AACR2, LCSH
✓ Improved understanding and implementation of bibliographical tools and services, such as OCLC and MARC Edit
✓ Optimized cataloging workflow, reevaluated the approach of collecting cataloging statistics, and redesigned cataloging statistics forms
✓ Lead the department in keeping current with evolving cataloging standards, reevaluated and revised local cataloging policies and procedures, documentations, and training accordingly
✓ Contributed and assisted CUNY central and other catalogers in the performance of disambiguating bibliographic records

**Database Maintenance**
✓ Reclassified Asian American materials & DVDs
✓ Upgraded circ-created brief records to a comprehensive and full level
✓ Consolidated duplicated local bibliographical records brought in from OCLC
✓ Troubleshoot the issues with item records and holding records at the request of circulation and reference desk
✓ Corrected call numbers and improved them for appropriateness
✓ Updated item records for special collection books signed by authors or books in display

**Reference Services**
✓ Provided in-person or telephone reference services to students with a diverse cultural background in addressing their needs for information access and retrieval
✓ Contributed in reference desk statistics keeping with a consistent and standardized manner

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York College Library Self-Study Report 2012-2016
✓ Reported database issues that affected users’ access
✓ Reported unusual reference questions

Professional Development
✓ Attended CUNY Cataloging Committee Meeting
✓ Attended LACUNY Catalogers Roundtable Discussion
✓ Attended training of customers service
✓ Attended ALA Conference 2016
✓ Elected as member of LACUNY Executive Committee
✓ Received reference desk training from senior librarians
✓ Observed colleagues’ information literacy classes in preparation for future teaching

Project Management
✓ Musical materials recataloging (Accomplished)
✓ Text books cataloging (Accomplished)
✓ Donation for School of Journalism cataloging (Accomplished)
✓ Cleaningup duplicated barcodes (Accomplished)
✓ None-barcoded materials cataloging (Ongoing)
✓ Cleaningup circ-created records (Ongoing)
✓ Recataloging children materials (Ongoing)

Scholarly Works
✓ Contributed new employee’s interview to newsletter LibWire
✓ Published one research article
✓ Two peer-reviewed research articles accepted
✓ Kept two topics in writing

Committee Services
✓ Cataloging Committee
✓ LibWire Committee
✓ LACUNY Executive Committee

• 2012 (September 24.)-2015 (August 31)
  Assistant Research Scholar/Cataloger, Three-year Contract, ISAW Library, New York University. Library system: Aleph and OCLC Connexion

Collection Development
✓ Assisted the Head Librarian in the selection, de-selection, and assessment of library’s ancient Chinese collection
✓ Assisted the Head Librarian in constructing Chinese collection plan
✓ Coordinated with related faculty/student, researchers, and visiting scholars and identified their information needs for Chinese collection and Central Asia collection
✓ Compiled acquisition lists in response of faculty, students, researchers and visiting scholars’ research requests
✓ Identified vendors that best fit ISAW ancient China study in archaeology and art
✓ Kept effective business communication with vendors; monitored shipments and invoices and tracked invoices

Workshops Attended about the Study of Ancient China and Central Asia
✓ Trade, Migration, and Acculturation: China and the Prehistoric Silk Routes
✓ The Zeng State in the Western Zhou Dynasty in China: The Cemetery at Yejiashan,
Hubei Province, China

- Technique, Production, and Bronze Vessels in the Shang and Zhou Dynasty in China
- The Current Trends of Early Medieval Eurasian Studies in China
- I Write, Therefore I am: Scribes, Literacy, and Identity in Early China
- The World's First Genealogy and Related Issues
- Metal, Salt, and Horse Skulls
- The Lure of Gold and Iron: China and the Steppe in the First Millennium BC
- The Rise of the Qin Empire and the End of Historiography in Early China
- The Status of Eurasian Studies in China
- Nomadic Empires in Inner Asia: A Comparative Approach
- New Perspective on Northeast Asia in the Early Medieval Period
- Naming and Ethnicity in Northern China

Cataloging Responsibilities

- Cataloged Chinese language materials, as well as English, French, German, Russian, and Japanese language materials
- Created original RDA records in local Aleph system

- 2011 (April 15.)-2012 (August 30)

**Cataloging & Metadata Services Librarian.** Contract position, Florida International University. Library system: Aleph and OCLC Connexion

Digitization Projects at The Digital Center (Everglades National Park, Miami Photo Archives, FIU Photo Archives, & Frost Museum Woodblock Prints)

- Created METS metadata by using METS editor
- Created DC metadata by using Digitool
- Reported metadata mapping errors
- Assessed metadata quality
- Updated metadata guideline

Monograph & Serial Cataloging at The Cataloging Department and Serial Department

- Performed complex and original monographs cataloging
- Cataloged serials and other integrating resources,
- Performed original cataloging of databases, websites, microfiche, and loose leaves
- Maintained and corrected holdings of print journals

Authority Control & Database Maintenance at The Cataloging Department

- Ran authority reports from LC
- Batch and manual updated name and subject headings in local library system
- Collected, analyzed, and reported database maintenance statistics
- Reported LC record errors
- Cleaned up duplicated records after the database merge of state university libraries
- Reported database functional issue after the merge

Professional Development

- Participated online training program “Metadata for Digital Collections”
- Attended webinars: RDA and AACR2 (1 hour), OCLC Authority Control (2 hours), Resources Sharing (2 hours), Mango Discover Demo (1 hour), CONSER Cataloging Manual Training (3 hour),
Attended Classroom trainings: Books Blitz II Cataloging Training (12 hours); How to Cataloging Maps (2 hours)
Training in VTLS RDA Sandbox
Presentations at the Departmental Meetings
Cookery, cooking, and cookbooks: how LC genre headings change affects the perception of global change in authority control
Mapping between FRBR and MARC21

Committees Served
Metadata Subcommittee at the Florida Center for Library Automation (FCLA)
Research Review Committee
Staff Retreat Committee
Serial Cataloger Search Committee

• 2010 (August-December)
  Chinese Rare Books Consultant, part-time, Far East Asian Library, Royal Ontario Museum. Library system: SirsiDynix and OCLC Connexion
Responsibilities
  Assessed the physical condition of rare books and providing conservation suggestion
  Identified different editions through either online resources or bibliographic reference
  Original cataloging of rare books
  Built reference collection
  Provided training services to technicians to re-catalog rare books with minimum level
  Cataloged archaeology newsletters by using Dublin Core and prepared metadata records to Tspace

• 2010 (July)
  Webpage designer, 40 hours contract, Sailor’s Snug Harbor, Maritime College, State University of New York (http://www.sunymaritime.edu/stephenbluelibrary/sailorssnugharbor/webpages/index.html)
Responsibilities
  Designed Webpage for Sailors’ Snug Harbor Project with Dreamweaver
  Modified graphics by using Adobe Photoshop

• 2008 (December)-2010 (June)
  Chinese Manuscripts and Rare Books Cataloging Librarian, Full-time contract for National Endowment of Humanities Project of Cataloging, Preserving, and Digitizing Chinese Rare Books and Manuscripts, The New York Public Library, NY, U.S. Library system: Innovative Interface Millennium and OCLC Connexion
Responsibilities
  Cataloged Chinese rare books and manuscripts in local system Millennium and OCLC Connexion
  Created user-friendly bibliographic records that can be retrieved by both Pinyin system and Chinese characters

York College Library Self-Study Report 2012-2016
✓ Constructed authority records of Chinese names
✓ Accessed subject headings and name authority and conducted quality control accordingly
✓ Accessed rare books and prepared reports for appropriate preservation Representing NYPL holdings on WorldCat through OCLC Connexion
✓ Produced and updated OCLC and local holdings
✓ Prepared report for manuscript digitization

• 2007 (November 20)-2008 (March 31)
  **Metadata Services Cataloger**, Full-time contract, Ontario Institute for Studies in Education, University of Toronto, Ontario, Canada
  Responsibilities
  ✓ Cataloged electronic learning object materials (HTML files, SWF files, MP3 files, JPEG & GIF files, and WMV files) by the application of IEEE LOM metadata standards
  ✓ Assigned description, keywords, and LC Subject Headings
  ✓ Edited learning objects with Macromedia Dreamweaver
  ✓ Performed records quality control

• 2006 (September)-2007 (July)
  **Librarian II**, Full-time permanent, The College of the North Atlantic, Happy Valley-Goose Bay, Newfoundland & Labrador, Canada. Library system: SirsiDynix
  Responsibility I: Technical Services
  ✓ Performed both complex, copy cataloging and original cataloging;
  ✓ Materials cataloged: monographs, sound recordings, video recordings, maps, serials, images, and unpublished reports,
  ✓ Performed authority control and serial control, prediction, & daily check-in
  ✓ Located records through bibliographic utilities (OCLC, LC, Amicus, & Oxford, etc.), and analyzed, revised, & updated local records
  ✓ Assessed quality of bibliographical records and performed records quality control
  ✓ Initiated digitization of Images of Labrador
  Responsibility II: Public Services
  ✓ Provided daily onsite reference services to both faculty and students or via email & telephone
  ✓ Conducted library orientations to newcomers
  ✓ Designed database searching guidelines & offered database search workshop to students
  ✓ Designed easy-to-use citation guidelines & offered students citation tutorials
  ✓ Created subject pathfinders
  ✓ Identified both faculty & students information needs and provided interlibrary loan and document delivery services
  Responsibility III: Management
  ✓ Supervised one library technician and two student assistants
  ✓ Budget
  ✓ Floor planning for new library extension

Other responsibilities
✓ Conducted collection evaluation and built a curriculum-based collection
✓ Requisition of library supplies and furniture
✓ Trouble shooting of printers, copiers, and computer software

• 2005 (May-September)
  Cataloger, Information and Resource Center of Ericsson Company, Internship, Montreal, Quebec. Library system: SirsiDynix
  Responsibilities
  ✓ Classified electronic resources (computer files) and monographs
  ✓ Labeling and barcoding
  ✓ Organized the company standards and records

• 2002 (August)-1998 (September)
  Teacher of English/Chinese Literature, Zhengzhou Middle School, Zhengzhou City, P.R. China

Associations
• Chinese American Librarian Association (2013- present)
• Florida Library Association (2011)
• Miami-Dade County Library Association (2011)
• Canadian Librarian Association (2006-2008)

Continuing Education
• Macromedia Dreamweaver training, University of Toronto, 2008 (Mar. 3-28)
  ✓ Workplace setting up
  ✓ Working with tables and image optimization
  ✓ Working with CSS, templates and Frame set
  ✓ Web publishing
• French Level I, Alliance Française, Toronto, 2008 (Apr. 3-May 14)
  ✓ Mastering approximately 1,000 French words
  ✓ Mastering basic grammatical structure
  ✓ Participating in everyday situation such as greetings, requesting & giving information, etc.
John A. Drobnicki, M.A., M.L.S.
Library Department
York College/CUNY
94-20 Guy R. Brewer Blvd
Jamaica, NY 11451
(718) 262-2025
jdrobnicki@york.cuny.edu
http://www.york.cuny.edu/portal_college/john-drobnicki

EDUCATION

ACADEMIC RANK
York College/CUNY - Professor, 9/03; Associate Professor, 1/01; Assistant Professor, 9/95

PROFESSIONAL EXPERIENCE
York College/CUNY - Library Department
- Head of Acquisitions & Collection Development, 9/11-Present
- Library Webmaster, 12/15-Present; 4/04-7/07
- Acting Head of Electronic Resources, 8/14-1/15; 10/10-2/11
- Acting Library Webmaster, 8/14-1/15; 10/10-2/11
- Acting Head of Cataloging, 1/14-7/14; 7/11-8/12
- Chief Librarian, 1/09-8/11
- Acting Chief Librarian, 7/07-12/08
- Head of Electronic Resources, 2/07-7/07
- Head of Reference Services, 10/00-9/07
- Reference Librarian, 2/97-9/00
- Evening/Weekend Librarian-in-Charge, 9/95-2/97

Queens Borough Public Library
- Assistant Branch Library Manager, Howard Beach Branch, 10/94-9/95
- Assistant Branch Library Manager, Ridgewood Branch, 11/93-10/94
- Reference Librarian (Central Library; Jackson Heights Branch; Vleigh Branch), 2/93-10/93
- Librarian Trainee (Queens Village Branch; Flushing Branch; Central Library), 6/90-2/93

St. John's University - Department of History
- Adjunct Instructor of History, 1/89-8/89

HONORS
- David Cohen Multicultural Award, Queens College Graduate School of Library and Information Studies (6/93).
- Gold Key (4/87) and Silver Key (4/86) for History, Dean’s Convocation, St. John’s College of St. John’s University.
- President’s Silver Medal (1/87), St. John’s University.

PUBLICATIONS

I. JOURNAL ARTICLES (PEER REVIEWED)


II. ARTICLES IN REFERENCE BOOKS


- “Archacki, Henryk,” 16-17.
- “Horszowski, Mieczysław,” 177-178.
- “Lerski, Jerzy Jan ‘George,’’” 269-270.
- “Mocha, Frank,” 306.
- “Peckwas, Edward Alan,” 356.
- “Polish Anti-Defamation Committee,” 385.
- “Proskey, Robert,” 430.
- “Renkiewicz, Frank Anthony,” 447.
- “Skrowaczewski, Stanislaw,” 486-487.
- “Stram, Hank,” 506.
- “Ruffin, Davis Eli (‘David’),” 3:461-462.
- “Allen, George Herbert,” 2:14-16.
- “Hanson, Howard Harold,” 1:363-364.


Contributor to Keir B. Sterling et al. (eds.), *Biographical Dictionary of American and Canadian Naturalists and Environmentalists*. Westport, CT: Greenwood Press, 1997:
- “Fernald, Merritt Lyndon,” 265-266.
- “Schmidt, Karl Patterson,” 706-707.

### III. BOOK CHAPTERS


### IV. JOURNAL ARTICLES (NON-PEER REVIEWED)


V. OTHER PUBLICATIONS

“Hurricane Sandy Strikes Again!” *LibWire* 8 (Spring 2014): 5.
“Professor Machalow to Retire.” *LibWire* 8 (Spring 2014): 3.
“CUNY Librarians and Faculty Status.” *LibWire* 7 (Spring 2013): 3.
“Professor Sheidlower’s New Book.” *Password* 6 (Summer 2012): 4-5.
“We’re Moving … But We’re Still Here.” *Password* 4 (Spring 2010): 1.
“Greetings from the College’s Chief Librarian.” *Password* 3 (Spring 2009): 1.
“Greetings from the Acting Chief Librarian.” *Password* 2 (Spring 2008): 1.
“40 Years of Faculty Scholarship.” *Academic Affairs Update* 1 (Nov. 2007): 5.
“Phone Surname Database.” Bulletin of the Polish Genealogical Society of America 1 (Fall 1993): 12.

VI. BOOK REVIEWS
Since 1991, have published over 150 book reviews, in American Reference Books Annual; Choice; Library Journal; Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers; Library and Information Science Annual; ARBA In-depth: Children’s and Young Adult Titles; Polish-American Journal; Public Libraries; Polish Review; PAHA Newsletter; Journal of Library and Information Science; ARBA Guide to Subject Encyclopedias and Dictionaries; ARBA Guide to Biographical Resources 1986-1997; Rodziny; and Bulletin of the Polish Genealogical Society of America. For a detailed list of citations and links to full text, see http://www.york.cuny.edu/~drobnick/reviews.html.

VII. REVIEWS OF ELECTRONIC RESOURCES
Since 1998, have published 14 reviews of electronic resources, in Choice, and College and Research Libraries News. For a detailed list of citations and links to full text, see http://www.york.cuny.edu/~drobnick/reviews.html.

PRESENTATIONS
“Welcome to the York College Library” (Co-presenters Christina Miller, Todd Simpson, Holly Skir, and Di Su). Professor 101 workshop, York College/CUNY, Jamaica, NY, May 12, 2016.
“Mentoring and Promotion to Full Professor.” Faculty Development workshop, York College/CUNY, May 15, 2014.
“The History and Future of Librarian Faculty Status.” LACUNY Dialogues, CUNY Graduate Center, May 10, 2013.
“Academic Librarianship in the United States.” Wenzao Ursuline College of Languages Library, Kaohsiung, Taiwan, Nov. 23, 2011.
“Careers in Academic Libraries.” GSLIS 795 class, Queens College Graduate School of Library & Information Studies, Mar. 22, 2010.
“Reappointment, Tenure, and Promotion.” Faculty Development workshop, York College/CUNY, May 9, 2008.
“How to Become a Successful Faculty Member at York College.” Faculty Development workshop, York College/CUNY, Feb. 23, 2007.
“PSC-CUNY Grants for Library Faculty.” LACUNY Professional Development Committee Workshop, Baruch College/CUNY, Sept. 16, 2005.
“Careers and Librarianship.” Reception for hourly-rate staff, Queens Borough Public Library Central Library, Jamaica, NY, June 27, 1993.

**GRANT**
PSC-CUNY Research Award (PSCREG 36-512) – $2,090.00 for “The Denial of the Armenian Genocide: A Bibliography.”

**COMMITTEES**
**I. York College/CUNY - Library Department**
Co-Chair, Academic Program Review Committee, 9/16-Present
Chair, Search Committee for Science Librarian, 9/15-5/16
Strategic Planning Committee, 3/15-Present
Personnel & Budget Committee, 7/14-Present; 9/05-6/13; 9/01-8/04; 9/97-8/99
Academic Program Review Committee, 9/11-10/12
Chair, Search Committee for School Library Media Specialist, 11/07-6/08
Chair, Search Committee for Science Librarian, 7/07-12/07
Website Committee, 2/07-Present
Curator, Faculty Scholarship Display, 9/06-Present

**II. York College/CUNY**
Alternate Faculty Senator, 9/16-Present
Co-Chair, Middle States PRR Subcommittee on Standards 1 and 7, 5/11-6/13
Middle States PRR Steering Committee, 5/11-6/13
Chair, College P&B Subcommittee on Faculty Scholarship, 11/10-8/11, 3/09-5/09
College Personnel & Budget Committee, 7/07-8/11
Teacher Education Advisory Committee, 7/07-6/08
Tech Fee Committee, 7/07-8/11
Search Committee for DegreeWorks Coordinator, 1/07-2/07
Sexual Harassment Awareness and Intake Committee, 9/06-6/08
Faculty Senator, 9/06-6/07
Middle States Subcommittee on Faculty Development, 5/06-5/07
40th Anniversary Committee, Subcommittee on Archival Materials, 5/06-5/07
40th Anniversary Committee, 5/06-5/07
General Education Program Review Committee, 12/04-8/05
Parking Advisory Committee, 11/04-2/05
Search Committee for Chief Academic Officer/Provost, 9/04-3/05
Faculty Development Committee, 8/06-8/09, 2/03-8/05
Middle States PRR, Task Force on the Future: Faculty Development and Renewal, 1/03-3/03
Instruction Committee, 9/01 -6/02 (Secretary, 2/02-6/02)
Campus Environment Committee, 9/99 -6/01 (Acting Recording Secretary, 1/01-5/01)
Curriculum Committee, Subcommittee on General Education, 10/97-1/98
Curriculum Committee, 9/97-6/00 (Secretary, 9/99-6/00; Acting Secretary, 3/99-6/99)
Elections Committee, 9/96-6/97

III. CUNY Libraries
SFX Committee, 8/14-1/15; 10/10-2/11; 2/07-7/07
Electronic Resources Advisory Council (ERAC), 8/14-1/15; 10/10-2/11; 2/07-7/07
Task Force on E-book Requirements, 2/12-5/12
Cataloging Committee, 1/14-7/14; 9/11 -8/12
Acquisitions Committee, 9/11-Present

IV. CUNY Council of Chief Librarians
Personnel Committee, 10/09-8/11
Chair, Committee on Libraries and Affiliated High Schools, 6/08-2/09
Strategic Planning Committee on Space Issues, 6/08-11/10
Public Services Committee, 7/07-6/08
Council of Chief Librarians, 7/07-8/11

V. Professional Staff Congress of CUNY (PSC-CUNY)
Library Faculty Committee of the Delegate Assembly, 7/12-12/15; 12/01-6/07

VI. York College Chapter, Professional Staff Congress of CUNY (PSC-CUNY)
Officer-at-Large, Executive Council, 5/02-6/05

VII. Association of College & Research Libraries/New York Division (ACRL/NY)
Symposium Planning Committee, 3/97-12/98

VIII. Library Association of the City University of New York (LACUNY)
Nominations Committee, 2/07-3/07
York College Delegate, Executive Council, 2/07-6/07; 9/97-6/98
Alternate York College Delegate, Executive Council, 9/06-12/06; 9/96-6/97

PROFESSIONAL ORGANIZATIONS
Member, Beta Phi Mu (International Library and Information Science Honor Society), Polish American Librarians Association, Chinese American Librarians Association (CALA), Library Association of the City University of New York (LACUNY), Phi Alpha Theta (International Honor Society in History), and Polish American Historical Association.
Njoki-Wa-Kinyatti
Chief Librarian
Professor and Chair

Department of Library Services
York College, the City University of New York
94-20 Guy R. Brewer Blvd. Jamaica, NY 11451
Phone: 718-262-2021
Fax: 718-262-2027
nkinyatti@york.cuny.edu

EDUCATION

M.P.A. in Public Administration, 1996
John Jay College of Criminal Justice, the City University of New York, NY

M.L.S. in Library and Information Science, 1979
Specialization in Administration in Academic libraries
St. John’s University, Jamaica, NY

B.A. (Honors) in Sociology & Minor in Psychology, 1977
John Jay College of Criminal Justice, the City University of New York, NY

COURSES AND CERTIFICATES

Touro College, Teaching Reading to undergraduates, fall 1989
St. John’s University, Database Retrieval, spring 1986
School Librarian’s Certificate, 1989
Public Librarian’s Professional Certificate, 1988

PROFESSIONAL EXPERIENCE

York College, the City University of New York, 1990-Present

- Chair/Chief Librarian, 09/2011-Present

- Head of Collection Development /Acquisition& Reference Librarian, 2001-2011

- Head of Circulation/Reserve Services and Reference Librarian, 1995-2001

- Evening/Weekend Librarian In-Charge and Reference Librarian, 1990-1995

Touro College Library, New York City:
- Chief Librarian 1985-1990
Kenya Mission to the United Nations, New York City:
- Chief Librarian, 1979-1984

PART TIME PROFESSIONAL EXPERIENCE

Hunter College Library/ CUNY:
- Adjunct Reference Librarian, 1996-2011

Jersey City State College Library, New Jersey:
- Adjunct Reference Librarian, 1985-1987

LaGuardia Community College/ CUNY:
- Adjunct Teacher Assistant, Department of Communication Skills, 1984-1985

Essex County Community College, Newark, NJ:
- Adjunct Instructor, English Department, 9/1984-12/1984

PUBLICATIONS

Articles and Book Chapters:


Book Reviews:

American Reference Books Annual (ARBA):


MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Library Association of the City University of New York (LACUNY), 1990-Present
American Library Association (ALA) 1986-1996, 2013-Present
New York African Studies Association (NYASA)

**INSTITUTIONAL SERVICE**

**Service to the Department:**
Chair, Library Personnel & Budget Committee, 9/2011-Present
Library Personnel & Budget Committee Member, 1997-9/2011
Member, Cataloging Search Committee 2016
Library Academic Program Review Committee Member, 9/11-9/2012
Member, Cataloging Librarian Search Committee, 2016
Chair, Cataloging Librarian Search Committee, 2007
Head of Collection Development & Budget Planning, 2001-2011
Department Search Committees, 1997- Present
Head of Circulation & Reserve Services, 1995-2001
Evening/Weekend Librarian in-Charge, 1990-1995

**Service to the College:**
York College Personnel & Budget Committee, 9/2011-Present
College Personnel & Budget Committee Sub-committee on Scholarship, 2012-Present
York College Strategic Planning Committee, 9/2014-Present
Tech Fee Committee, 9/2011-Present
Library Committee of the Senate, Member, 9/2011-Present
Chair, Library Committee of the Senate, 2009-2011
Council of Academic Chairs, 9/2011-Present
York College Faculty Senate, 2007-2009 & 2001-2004
Teacher Education advisory Committee, 2010-2011
Middle State Sub-committee, 2006-2007
Pluralism & Diversity, 2009-2011
Campus Environment Committee, 1998-1999
Curriculum Committee, 1994-1997
Elections Committee, 1992-1996
York College Library Reading Series Committee, 1992-1993

**Service to the University:**
CUNY Council of Chief Librarians, 9/2011-Present
CUNY Council of Chief Librarians Listserv Administrator, 9/2011-2016
CUNY Libraries’ Acquisitions Committee, 2001-2011
CUNY Libraries’ Collection Development Roundtable, 2001-2011
York’s representative, LACUNY Executive Council, the Library Association of the City University of New York, 2004-2009
CUNY Libraries’ Circulation Committee, 1995-2001
CUNY Electronic Information Services Committee, 1996-1998
CUNY Libraries’ Grants Committee, 1994-1996
CUNY Bibliographic Instruction Committee, 1994-1996
CUNY Grant Committee 1994-96
Miller, Christina  
Assistant Professor, Library  
School Media Specialist & Head of Reference  
718-262-3809 Office: 3G05 cmiller@york.cuny.edu

Education  
MS (2012) Queens College (CUNY) Literacy Education (Grades 5-12)  
MLS (1991) Queens College (CUNY) Library and Information Science  
BA (1983) York College (CUNY) Economics

Certifications  
New York State Professional Certificate (2012) Literacy Specialist (Grades 5-12)  
New York State Permanent Certificate (2007) School Media Specialist, Library  
New York State Certification (1991) Public Librarian

Articles  
Miller, Christina. "Resources for College Libraries (RCL)." The Charleston Advisor. 16 January 2015: 30-35.  

Chapters  


**Book Reviews**  

**Presentations**  
“One Book, One Campus and the Library: Community-Building with a Common Reader Program” (Co-Presenter Anamika Megwalu), November 2, 2016: 5th International Summit of the Book (Limerick, Ireland).
"Welcome to the York College Library” (Co-presenters John Drobnicki, Todd Simpson, Holly Skir and Di Su), May 12, 2016: York College Professor 101 (York College).
"Using TRAILS To Assess Students' IL Skills and Foster School-wide Collaborations and Educational Conversations," November 3, 2015: New York City School Library System's 26th Annual Fall Conference (Citi Field).
"York Library Services” (Co-presenters Anamika Megwalu and Todd Simpson), August 26, 2015: York College Adjuncts Workshop.
"Welcome to the York College Library” (Co-presenters Todd Simpson and Anamika Megwalu), May 12, 2015: York College Professor 101 (York College).
"Transliteracy: All Things Being Equal” (Co-Presenter Anamika Megwalu), May 1, 2015: Queens College (CUNY) CETL. May Day Teaching & Learning Showcase.
"Introduction to the York College Library," May 8, 2014: York College Professor 101 (York College).
"Next Generation Literacy: Connecting the Everyday to the Academic” (Co-Presenter Anamika Megwalu), April 25, 2014: Information Literacy Summit-Into the Next Generation: The Future of Information Literacy (Moraine Valley Community College).
"Standards, Information Literacy, and Reading," November 2, 2013: The CUNY Conference on Best Practices in Reading/Writing Instruction (LaGuardia Community College).
"Reading and Learning Strategies for College Students” (Co Presenter-Sandra Urban), May 9, 2013: Center for Excellence in Teaching and Learning (York College).

**York Library Exhibits**  
"What's Cookin'?” (with Holly Skir), July, 2016.
"Signed By the Author," 2016.
"York College Common Reader Program Book Display and Exhibit," 2015.
"What Is a Cultural Anthropologist?” (Showcasing the artifacts, field notes and works of Dr. William T. Divale), 2015.
"What Do You Collect?" 2014.
“Celebrating 200 Years of *Pride and Prejudice,*” 2013.

**Professional Honors, Prizes, Fellowships**

York College Student Government Association Award for Outstanding Leadership: 2015.
York College (CUNY) Senior Award in Anthropology: 1983.

**Grants-In-Aid**


**Offices Held In Professional Societies**

Recording Secretary, York College Alumni Association
Recording Secretary, York College Committee on Library

**Other Professional Activities and Public Service**

Creating Infographics Using piktochart.com: Professional Development, Queens H.S. for the Sciences at York College; September 7, 2016.
Participated in DOE-CUNY Collaborative Curriculum Revision Project (CCRP) [Workshops]: September-November, 2015.
Introduction to TRAILS (Tool for Real-time Assessment of Information Literacy Skills): Professional Development, Queens H.S. for the Sciences at York College; October 2, 2015.
Participated in CUNY Librarians' Introduction to Open Education Resources [Online Workshops]: February 16-March 2, 2015.
Library Lessons & the CCSS: Professional Development, Queens H.S. for the Sciences at York College; September 3, 2014.
Using Standards-Based Lesson Plans to Transform the Curriculum: Professional Development, Queens H.S. for the Sciences at York College; November 5, 2013.
METRO High School to College Transition Special Interest Group (SIG): 2013-2014.
BYOL: Bring Your Own Lessons into the 21st Century (AASL e-Academy course):
September, 2013.
Supervised Queen College (CUNY) Graduate School of Library and Information Studies
Junior Mathematics, Sciences & Humanities Symposium (York College), Judge: 2009.
Jane Austen Society of North America (JASNA): Member.
New York Library Association (NYLA): Member.
York College Alumni Association: Member (Lifetime).
American Association of School Librarians (AASL): Member.
Young Adult Library Services Association (YALSA): Member.
Association of College and Research Libraries (ACRL): Member.
Scott Sheidlower

Curriculum Vitae

I. Education

<table>
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<tr>
<th>Degree</th>
<th>Institution</th>
<th>Field</th>
<th>Dates</th>
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<tr>
<td>MLS</td>
<td>Queens College/CUNY</td>
<td>Library Science</td>
<td>1998-2000</td>
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<tr>
<td>MA</td>
<td>New York University</td>
<td>Arts Administration</td>
<td>1982-1986</td>
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<tr>
<td>BA</td>
<td>Hunter College/CUNY</td>
<td>Art History and Hebrew</td>
<td>1973-1978</td>
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II. Full-Time Academic Experience

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<th>Institution</th>
<th>Rank</th>
<th>Field</th>
<th>Dates</th>
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<tr>
<td>York College/CUNY</td>
<td>Associate Professor</td>
<td>Library</td>
<td>9/13-Present</td>
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<tr>
<td>York College/CUNY</td>
<td>Assistant Professor</td>
<td>Library</td>
<td>9/04-8/13</td>
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<td>ASA Institute</td>
<td>Librarian</td>
<td>Library</td>
<td>8/03-9/04</td>
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III. Part-Time Academic Experience

<table>
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<th>Institution</th>
<th>Rank</th>
<th>Field</th>
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<tr>
<td>Mercy College</td>
<td>Librarian</td>
<td>Library</td>
<td>2002-2007</td>
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</table>

IV. Publications In Field Of Expertise

A. Books:


B. Papers in Professional Journals:

1. Articles:

2. **Chapters in Books:**

C. **Book Reviews:**

"Public Services Quarterly" 2008: 57-58.
"Public Services Quarterly" 2009: 132-133.
"Public Services Quarterly" 2012: 71-72.
"Public Services Quarterly" 2012: 251-252.
"Public Services Quarterly" 2012: 341-342.
"Public Services Quarterly" 2013: 61-62.
"Public Services Quarterly" 2013: 137-138.
"Public Services Quarterly" 2013: 223-224.
"Public Services Quarterly" 2013: 318-319.
"Public Services Quarterly" 2016: 140-141.

V. Presented Papers, Lectures, And Exhibitions And Performances
"General Education and the Library: Using Information Literacy Standards to Facilitate Case-Based or Problem-Based Learning" May 5, 2006: 2nd Annual CUNY General Education Conference.
"Edutainment with a Bun: Librarian as Stand-up Comic!" March 31, 2007: 13th ACRL National Conference.
"Information Quality: The Missing Piece of the Puzzle" October 5-6, 2007: Georgia Conference on Information Literacy.
"What’s So Funny About Peace, Love and Information Literacy" September 23, 2011: Division of Academic and Special Libraries of the Suffolk County Library Association.
"Humor and Information Literacy" December 13, 2011: York College; School of Arts and Sciences; Fall 2011 Exhibition of Research, Scholarship, and Creative Work: Faculty Book Publications.
"Humor and Information Literacy" May 11, 2012: 8th Annual CUE Conference.
"Building Community for the Future: Far Transfer and Information Literacy Instruction" June 7, 2013: 3rd Annual Connecticut Information Literacy Conference.
"Was Erik Erikson Referring to Gay Male Athletes, and Other Potentially Misunderstood College Students, with His Introduction of Narrow Virtuosity?" June 12, 2014: AAUP Conference on the State of Higher Education.
"Keynote: Using Humor as an Effective Teaching Tool" September 20, 2016: University of Bridgeport’s 2016 Faculty Development Day.

VI. Work In Progress
A. Papers in Progress:

VII. Institutional Service

A. Service to the Department
Search Committee for Cataloging Librarian: 2007.
Search Committee for Chief Librarian: 2008.
APR Committee; Subcommittee on circulation, reserve, and inter-library loan: 2011-2012.
APR Committee; Subcommittee on computers, printers, and technology: 2011-2012.

B. Service to the College
Constitution Day Committee: 2006-Present.
Middle States Steering Committee: 2006-2008.
Middle States Committee for Standards 1 and 7: 2006-2008.
English FIG [Faculty Interest Group; part of a York initiative to rewrite the General Education curriculum]: 2007-2008.
504/ADA Committee: 2007-Present.
Podcasting Committee: 2008.
Admissions Committee: 2008-2010.
Arts of Expression FIG: 2009.
York College Alliance for Gender and Sexual Equality: 2010-Present.
Academic Standards Committee: 2010-2013.
Summer Research Program Mentor: 2011.
Search Committee for VP of Student Development: 2011.
Pathways Committee: 2012-Present.

C. Service to the University
LILAC (Library Information Literacy Advisory Committee)): 2004-Present.
LILAC (Library Information Literacy Advisory Committee)) Co-convener: 2011-2013.

VIII. Offices Held In Professional Societies
Bibliographic Instruction Committee of LACUNY: 2005-Present.
METRO BI SIG (Bibliographic Instruction Special Interest Group): 2007-Present.
Liaison between Association of Jewish Librarians [AJL] and New Members Roundtable of
the American Library Association [ALA-NMRT]: 2011-Present.

IX. Other Professional Activities And Public Service
PSC; Alternate Delegate: 2009-2013.
PSC Executive Committee; York Chapter: 2009-Present.
PSC; Library Sub-committee on Contractual Parity: 2010-Present.
PSC; Chapter Chair: 2013-Present.

X. Teaching Activities At This Institution
   A. Courses Taught (List)

   | HPE | 331  | Program Planning |

York College Library Self-Study Report 2012-2016  58
Todd Simpson  
Assistant Professor, Library  
Electronic Resources Coordinator  
718-262-2022 Office: 3G01C  tsimpson3@york.cuny.edu

Education  
MLIS LIU Library & Information Science  2012  
MA King’s College London Text & Performance Studies  2001  
BA Newbold College English Literature / English History  1999

Articles

Chapters

Book Reviews

Presentations
"Welcome to York College Library (Co-presenters Anamika Megwalu and Christina Miller)" May 12, 2015: York College Prof. 101 (York College).  
"York Library Services (Co-presenters Anamika Megwalu and Christina Miller)" August 26, 2015: York College Adjuncts Workshop.  
"Overview of CUNY Academic Works, CUNY’s new Institutional Repository." December 30, 2015: York College Faculty and Staff (York College).  
"Welcome to the York College Library (Co-presenters John Drobnicki, Christina Miller, Holly Skir and Di Su)" May 12, 2016: York College Prof. 101 (York College).

Professional Honors, Prizes, Fellowships
CUNY-wide Collaboration Award, one of the CUNY Excellence in Technology Awards

**Other Professional Activities and Public Service**

Environment and Signage Committee.
Co-Editor LIBWIRE (Library newsletter).
York College Senate: 9/2016 – Present.
LACUNY Professional Development Committee.
LACUNY Junior Faculty Research Roundtable.
ERAC Committee: 1/2016 – Present.
SFX Committee: 1/2016 – Present.
Subject Liaison (English including Journalism, Performing & Fine Arts): 2014 - Present.
Employment

York College, Jamaica, NY

Substitute Head of Inter Library Loan/Reference Librarian

• Process interlibrary loan requests
• Provide direct reference assistance to students, faculty, and staff
• Participate in library information literacy instruction
• Collaborate with other library faculty on library libguides
• Assist in acquisition of library materials with a view to increasing the library collection
• Liaison duties
• Collaborate with other library faculty on library book displays
• Writing articles for library newsletter

York College, Jamaica, NY

Part-time Reference Librarian, Fall 2014-Spring 2015

• Provide direct reference assistance to students, faculty, and staff
• Participate in library information literacy instruction
• Collaborate with other library faculty on library libguides
• Assist in acquisition of library materials with a view to increasing the library collection
• Liaison duties

Queensborough Community College, Bayside, NY

Reference Librarian, 2007 to 2015

• Provide direct reference assistance to students, faculty, and staff
• Participate in library information literacy instruction
• Collaborate with other library faculty on library libguides
• Assist in acquisition of library materials with a view to increasing the library collection
Mildred Elley, New York Metro Campus, New York, NY

**Reference Librarian, Summer 2010 – Fall 2012**

- Provide direct reference assistance for students, faculty, and staff with regard to medical reference information and materials
- Catalog new library acquisitions with library catalog system
- Create and publish library newsletter as per the library directors’ instructions
- Assist in acquisition of library materials including allied health for the expansion of library collection

Five Towns College, Dix Hills, NY

**Reference Librarian, Spring 2006**

- Provide direct reference assistance to students, faculty, and community members
- Respond to requests in the Library Media Center
- Copy catalog in library catalog system

**Education**

SUNY College at Old Westbury
MALS: Master of Arts in Liberal Studies-in progress 2016-

CW Post Palmer School of Library Science
MLIS: Master of Library and Information Science - 2005

Five Towns College, Bachelor of Music in Music Performance- 2002

**Publications, Presentations, and Scholarly Works**

**Book Chapters**

**Book Reviews**


**Newsletter Articles**


**Presentations**


**Conference Proceedings**


**Research Guides:**


**Exhibits:**

Di Su

Curriculum Vitae

Education
MLS University at Albany - SUNY Information Science & Policy
MM University of Connecticut Violin Pedagogy
MM West Virginia University Violin Performance
BA Shanghai Conservatory of Music Violin

Full-Time Academic Experience
York College, CUNY Professor 2015 - Present
York College, CUNY Associate Professor 2003 - 2015
York College, CUNY Assistant Professor 1997 - 2003

Professional Honors, Fellowships
Fellowship Leave (one academic year sabbatical) 2008 - 2009
University of Minnesota Music Fellowship 1993
Pi Kappa Lambda, National Music Honor Society 1991

Grants
U.S. Department of State, Fulbright Specialist Roster, 2014-19
PSC-CUNY, Collection Development Issues in the Online Environment. $1,500, 2004

Service to the Department
Chair Library Faculty Search Committee Fall 2016
Co-Chair Academic Program Review Committee 2016 - 2017
Member Strategic Planning Committee 2015 - Present
Member P & B Committee 2009 - Present
Member Web Committee 2007 - Present

Service to the College
Member Committee on Library and Technology 2015 - Present
Member Curriculum Committee (alternate) 2016 - Present

Service to the University
Member Library Information Literacy Advisory Committee (LILAC) 2012 - Present

Publications (selective)
Books
Articles
Stefka Tzanova, MS, MLS  
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EDUCATION  
Queens College, CUNY – MLS, Library Science, 2003  
Technical University, Sofia, Bulgaria – MS, Electrical Engineering, 1985

ACADEMIC RANK  
York College, CUNY – Assistant Professor

PROFESSIONAL EXPERIENCE  
York College, CUNY – Library Department  
- Science Librarian, 09/2016 – present  
Lehman College, CUNY – Leonard Lief Library  
- E-Resources Librarian (Substitute), 05/15 – 08/15  
- Science Librarian (Substitute), 09/11 – 08/12  
Queensborough Community College, CUNY - Kurt R. Schmeller Library  
- Science Librarian (Substitute), 02/10 – 08/10  
Columbia University – Engineering Library  
- Library Specialist, 10/00 – 07/09

PART TIME PROFESSIONAL EXPERIENCE  
John Jay College of Criminal Justice, CUNY – Lloyd Sealy Library  
- Adjunct Librarian, 09/15 – present  
Lehman College, CUNY – Leonard Lief Library  
- Adjunct Librarian, 02/13 – 05/16  
College of Staten Island, CUNY – Library  
- Adjunct Librarian, 02/14 – 05/15  
Baruch College, CUNY – Newman Library  
- Adjunct Librarian, 06/11 – 08/11  
Queensborough Community College, CUNY - Kurt R. Schmeller Library  
- Adjunct Librarian and Science Liaison, 09/10 – 08/11

PRESENTED PAPERS, LECTURES, EXIBITS, AND PERFORMANCES  
- Scientific Literacy, Lehman College, 2012  
- Women in Science (online exhibit board with Pinterest), Lehman College, 2012  
- Intellectual Property and Copyright for eLearning (Summer Institute) , Queensborough Community College, 2010
- Teaching the Holocaust, Genocide, and War: Resources and Services Seminar (bibliography), Queensborough Community College, 2010

**RESEARCH GUIDES (Selective)**

**OTHER PROFESSIONAL ACTIVITIES AND PUBLIC SERVICE**
LACUNY Executive Committee Alternate, 09/16 – present
LACUNY Scholarly Communications Roundtable, 05/15 – present
LACUNY Junior Faculty Research Roundtable, 01/17 - present
ERAC Committee, 05/15 – 08/15
METRO Science and Medical Librarians SIG, 09/03 - present
ACRL/NY member
LACUNY member
SLA member
Ergonomics Committee (Columbia University), 01/01 – 06/09
Subject Liaison to: Biology, Chemistry, Earth and Physical Science, Health Professions, Nursing, and Occupational Therapy Departments