Principles with Themes
June 2015

Key Code for Departments:
ACA- Academic Engagement
ACC- Access Services
ADM- Administrative Support
C&M- Cataloging & Metadata
E&S- eResources & Serials
HSL- Health Sciences
SEL- Lead Selectors
INS- Library Instruction
TEC- Library Technology
O&F- Operations & Facilities
PRE- Preservation
SPE- Special Collections

Principle 1: Promote Academic Engagement
We are committed to participating in the entire life cycle of the research, teaching and learning process that emphasize critical thinking and innovative forms of expression. We identify priorities that guide strategic efforts to foster academic collaborations and cultivate enduring partnerships to enable student, faculty and research success.

Group A
Group Leader: Lis Pankl

ASSESSMENT:
● Survey to find out patron research needs in regard to facilities/space. O&F

INSTRUCTION:
● Develop a cohesive and systematic information literacy program for first year students. ACA
● Promote, improve and assess information literacy competencies university wide. INS
● Provide advice, training and instruction on metadata, controlled vocabularies, authority control, etc. to faculty and students to assist them in planning digitization projects. C&M
● Create a virtual tour to enhance the physical tours offered by the SOM and others who conduct tours without contacting the library. Links to the tour should be sent to all schools. HSL
● Explore a variety of methods of engaging with faculty and students through diversified instructional activities. INS
● Make research services more visible and impactful across campus. INS
● Develop and maintain departmental subject guides and outreach materials which educate users on the importance of preserving library assets in all formats, i.e. digital preservation practices libguide. PRE
● Collaborate with teaching faculty and library subject liaisons to integrate primary source materials into The Stony Brook Curriculum (SBC). SPE
Principle 1: Promote Academic Engagement

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Group B

Group Leader: Jennifer DeVito

PROMOTION & OUTREACH

- Integrate into the functional cycles of departments, including meeting with new faculty, attending departmental events and fostering research collaborations. ACA
- Seek opportunities to collaborate with faculty. SPE
- Promotion and marketing of services and offerings in Access Services so that patrons are aware of the resources available to support academic pursuits. ACC
- Collaborate directly with faculty, students and library staff on projects by contributing metadata and expertise and by participating in the planning and development of digitization projects. C&M
- HSL has unique constituents such as clinicians and researchers who are underserved by the library, so we need to develop innovative communication methods and marketing strategies to reach them in their labs and hospital departments. HSL
- Since outreach involves everyone in the HS Library, training should be implemented for all staff in the unique needs of HS faculty, students, researchers and clinicians as well in using our unique resources. HSL
- Modeling liaison core and enhanced activities. Through contacts and collaborations with faculty, researchers, and students in their subject areas, and by discussing these activities with their subject groups, Lead Selectors will model and promote academic engagement for their colleagues. SEL
- Outreach to faculty to increase their awareness of library resources and services, and develop their skills on integrating these resources and services into teaching and research. TEC
- Partner with academic departments, administrative offices and student groups on university documentation projects to foster community, spirit and pride. SPE
- Offer targeted outreach programs to the university and surrounding communities. SPE
- Collaborate with Library faculty and staff in pursuit of grant opportunities; pursue departmental grant offerings in support of the academic engagement initiative, i.e.
Consult on digital curation practices and policies such as the School of Journalism Curation Project or the future online exhibits. PRE

- Advise the campus community, and Library faculty and staff in preservation matters as they relate to the instructional and intellectual inquiry mission of the University, i.e. provide personal guidance on the preservation of faculty papers and research materials such as advising on binding operations for doctoral and masters’ works at the History Department and to individual faculty, as needed. PRE
- Aggressively promote and support open access as the preferred mode of scholarly communication. Engage faculty, researchers, clinicians and students in all facets of open access. TEC

**USER CENTERED SERVICE**

- Highlight and diversify research services both inside and outside the library. ACA
- Create a uniform user experience based on equitable and consistent policies and procedures throughout the Stony Brook University Libraries. ACC
- Re-design Library Administration section on library staffweb to be more user-friendly. Include Frequently asked questions (FAQ) for Library Administration areas. ADM
- Develop Communication Initiatives. Send out email announcements to faculty/staff at the beginning of every semester and as needed with important deadlines and University and SUNY Policy changes. ADM
- Provide input to support the efforts of library faculty and staff in their promotion of academic engagement by creating internal LibGuides. E&S
- Provide collective expertise for seamless access to all materials in various formats to support the learning process and cultivate academic excellence. E&S
- Re-evaluate the HS reference desk model to make sure reference questions are being referred to librarians when needed. HSL
- Evaluate all HSL Libguides and tutorials over the summer of 2015 to make access to information on resources and services more accessible, combine or remove unused guides, provide clear pathways for getting help and making it clear what services we provide and who to contact. HSL
- Find appropriate and efficient processes for faculty, researchers and students to play a role in the development of the goals focusing on the development of an open access faculty research repository, fund allocations, and scholarly communication issues. SEL
- Collaborate with Resource Management personnel in the education and training in preservation metadata creation, and the application of preservation metadata generation in the cataloging of born digital information in support of the Institutional Repository initiative. PRE
- Coordinate with other units such as TLT to offer optimum services. O&F

**Principle 2: Build, Preserve and Provide Access to Rich and Diverse Collections**

We equip students, faculty and researchers with the means to reach their fullest potential by ensuring an equitable and balanced collection development profile that (a) reflects and
anticipates the University's teaching, research and clinical requirements; (b) deploys seamless and flexible technology in discovery of relevant information in all formats; and (c) implements sustainable policies and procedures to ensure the availability and integrity of information resources now and into the future.

**Group A**

**Group Leader: Dan Kinney**

**ASSESSMENT**

- Collect, analyze and interpret data for improvement of library services, such as collection assessment, shelving space assessment and access policies. ACC
- Use assessment tools to evaluate our collections and enhancements in relation to research and teaching. INS
- Embark on a comprehensive collection assessment of the University Archives. SPE
- Adjust shelf space to respond to changes in collection. O&F
- The HS collection is unique, reflecting our unique clients and it should be evaluated and updated to reflect equal coverage for all clients and including new areas of research that may not be covered. HSL
- The HS collection needs to be evaluated and little used materials moved to basement storage and more frequently accessed materials in the basement should be moved to the stacks for easier access by users and ILL staff. HSL
- The HS reference collection should be updated and older materials moved to storage. The Index Medicus should be moved to the reference area and leisure reading materials added to update the area which is highly visible upon entering the library and should reflect updated and relevant resources to all who visit. HSL
- Review content in existing DSpace collections and identify what should be included in local repository. Develop general content statement to clarify what content should be included in IR. Review metadata in material selected for inclusion, and develop procedures for revisions or enhancements. Develop comprehensive collection development policy for IR. Include policies for creation of open access collection of faculty scholarship. SEL
- Review and refine fund allocations and develop new allocations based on updated analysis of University research and teaching priorities, student population and demographics, and other information impacting the cost and availability of content. Develop and implement rational, data-driven, fund allocation procedure, including a methodology for ongoing review. SEL

**USER CENTERED SERVICE**

- Promote our resources through the use of online tools, research fairs and collaborations with researchers and clinicians. ACA
- Collaborate with Special Collections and University Archives to address the issue of hidden collections. Make use of staff language and subject expertise for unique collections. C&M
- Invest in and create tools that provide better accessibility to our resources. INS
- Develop services and policies that make access to our collections easier and equitable for patrons. ACC
- Enhance discoverability and increase awareness of all collections. TEC
- Increase access to Stony Brook research and creative works to promote global recognition of the university's intellectual output. C&M
- Maintain accuracy in the library collections' lifecycle by anticipating the constantly evolving publication models and technologies of the academic publishing world. E&S
- Promote, foster and support open access to SBU's intellectual content and unique collections. TEC
- Begin planning for a next-generation library management system that will enhance discovery and access to information resources and provide appropriate support for the library's acquisition, fiscal management and reporting needs. C&M
- Participate and contribute to the planning of a new library management system, providing expertise in the areas of acquisitions, serials cataloging and continuing resource management allowing seamless access to the collections. E&S
- Instruct our stakeholders in the value of our unique resources. INS
- An online form should be created for suggesting new resources and materials. HSL
- Expand ebook collections. Select academic ebook subscription collection for one-year trial. Work with selectors to develop patron-driven acquisitions (PDA) program in selected disciplines. SEL
- Develop a plan to establish a circulating Long Island Collection. SPE
- Work with Library IT to create digital objects and collections, and to explore the implementation of an archival content management system. SPE

**Principle 2: Build, Preserve and Provide Access to Rich and Diverse Collections**

We equip students, faculty and researchers with the means to reach their fullest potential by ensuring an equitable and balanced collection development profile that (a) reflects and anticipates the University's teaching, research and clinical requirements; (b) deploys seamless and flexible technology in discovery of relevant information in all formats; and (c) implements sustainable policies and procedures to ensure the availability and integrity of information resources now and into the future.

**Group B**

Group Leader: Susan White

**WORKFLOW**

- Develop a comprehensive collection policy, including a robust assessment cycle and strategic planning for the future. ACA
- Create, develop and implement uniform policies and procedures for continuing resources to ensure availability, accuracy and integrity of the collections across all Stony Brook University libraries. E&S
- Collection development procedures and policies reflecting the new, merged libraries procedures need to be updated and posted on Staffweb and training provided if needed. HSL
- Review existing collection development policy and develop format and guidelines for new policy. Begin working with selectors to revise collection development policy for their subject areas. SEL
- Advocate for the consolidation of collections in a secure facility with appropriate shelving and climate controls. SPE
- Collaborate with appropriate organizational personnel in the continued maintenance and care of the library assets housed within branch and collection specific areas, i.e. work with division heads to address collections such as HSL Cage Collection. PRE
- Collaborate with appropriate organizational personnel in the monitoring and oversight of environmental conditions within organizational and affiliate facilities, and make recommendations on changes, when required. PRE
- Non-MARC metadata production will be fully integrated into the cataloging program with print and media formats. C&M
- Review and emphasize database maintenance and authority control program and include non-MARC databases to increase the quality, accuracy and interoperability of library databases. C&M
- Develop project management expertise in order to implement projects that respond to users and support emerging technology and data needs. E&S
- Establish project-based workflows with Resource Management to ensure the discoverability of collections in the EDS and in WorldCat (high level, enhanced MARC records). SPE
- Develop and collaborate on the expansion of the organization’s digital curation and preservation policies and procedures. PRE
- Act as advisors to the appropriate organizational units on the information life-cycle and digital preservation procedures to ensure the longevity of library digital assets. PRE
- Ensure the integrity and preservation of library assets and informational holdings through instituting expanded preservation preventative measures and policies which address all digital and analog format needs, i.e. planned update of preservation policies. PRE
- Create an open access policy and promote our institutional repository. ACA
- Streamline the process of signing of electronic resources license agreements with Procurement Office to ensure continuous user access to electronic collections. ADM
- Collaborate with Resource Management Administration on refining invoices processing for east and west. ADM
- Support preservation/emergency needs, keep manual updated regularly. O&F
- Coordination with subject groups. Lead Selectors will begin schedule of regular meetings with their subject groups to discuss allocations, coordinate cross-disciplinary purchases, assess training needs and strategies to satisfy them, develop best practices, and assist in implementation of core and enhanced liaison activities. SEL
- Facilitate access to appropriate technologies for Library faculty and staff to build, assess and preserve collections. TEC
**Principle 3: Develop Responsive Library Spaces for Diverse User Communities**

We design library space to increase productivity and develop communities of learning. We benefit curricular and research initiatives with library facilities, technologies and services and we design flexible/multi-purpose spaces in a high technology environment.

**Group A**

Group Leader: Shafeek Fazal

**USER CENTERED SERVICE**

- Create and sustain an active and responsive system for assessing both user needs and behaviors. ACA
- Reimagine public service points to fit the fluctuating needs of patrons. ACA
- Evaluate use of space in Access Services’ locations and revise to meet user needs. ACC
- Design physical and virtual spaces to reflect and enhance information needs. INS
- Examine statistical data to assess space usage. O&F
- Install more electrical outlet/charging stations and make those stations easy to access. O&F
- Develop a plan for better, more reliable after hours coverage for regular hours (after 5 pm) and for extended hours during finals periods so that students have access to staff in case of problems or questions they can’t answer. HSL
- Statistics collected during fall and spring extended hours indicate that this is a very popular service. Create a plan for budget and staffing to continue this service. HSL
- Secure internal and external funding to upgrade technology and spaces. SPE
- Continue to emphasize and provide user-centered services and research experiences on campus and in virtual spaces. SPE

**LEARNING SPACES**

- Since a cross-section of students from both sides of campus study in the HS Library, which is the only study space for Health Sciences, there are a large variety of study needs and space requirements that we need to support. Current spaces include quiet study, small group and large group study areas. A plan for optimizing the space including making the quiet area more quiet and adding study rooms needs to be developed and funding sources identified. HSL
- Evaluate existing furniture needs and plan for budget to replace broken chairs and add additional seating to replace the seating that was destroyed during the flood. HSL
- Create dynamic classrooms using mobile furniture and technologies. INS
- Teach our communities to use both physical and virtual spaces effectively. INS
- Designate NRR first floor as individual quiet study area. O&F
- Designate and establish group study area/room on the first floor of CRR. O&F
- Embed an array of technology into physical spaces to create the 21st century library that meets the demands of a diverse user population. TEC
- Equip Javits Room with technology and utilize space to display collections. SPE
OUTREACH
● Investigate options for offering locations for library service outside the library walls, such as additional book drops on campus and book delivery. ACC
● Develop active building tour program by partnering with First Year Programs. INS
● Showcase library spaces through virtual and in-person tours, cultural events and collaborations with campus units. ACA
● Explore external venues to sponsor events and exhibit collections. SPE

Principle 3: Develop Responsive Library Spaces for Diverse User Communities
We design library space to increase productivity and develop communities of learning. We benefit curricular and research initiatives with library facilities, technologies and services and we design flexible/multi-purpose spaces in a high technology environment.

Group B
Group Leader: Kristen Nyitray

STAFF
● Evaluate the use of space in Library Administration Office to meet the needs of our library faculty, staff and student employees effectively. ADM
● Assessing Library Administration activities to ensure that we are providing optimal support for improvements to library facilities and technologies. Collaborate with Library Facilities/Operations and Library IT on future improvements to Library Space (office moves, networking upgrades, and computer equipment purchases). ADM
● Provide librarians and staff with comfortable, quiet work spaces and appropriate tools, technologies, and furniture to ensure a safe, healthy and productive work environment. C&M
● Provide a department that is a safe and healthy work space for all faculty and staff. PRE
● Provide suitable spaces for training, collaboration with internal and external entities, and professional development to encourage continual acquisition of knowledge. C&M
● Cultivate a merged collaborative workspace for ERMS/Serials & Continuations that provides an environment devoid of distractions and fosters concentration, communication and creativity. E&S
● Create new and develop existing technology spaces to enable faculty and staff to carry out the mission and goals of the Library. TEC
● Develop and maintain suitable preservation laboratory space, tools and technologies to meet the needs of the organization and campus community. PRE
● Collaborate with appropriate library divisions to refine the department’s internal reformatting laboratory space. PRE
● Collaborate with appropriate library divisions to refine the department’s emergency response storage locations. PRE
Collaborate with appropriate library divisions to refine general and special storage areas to ensure the longevity of all custodial assets and materials. PRE

VIRTUAL SPACE
- Maintain a virtual learning space that supports distance learning communities, research and curricula initiatives by providing seamless access to online content by eliminating gaps between publishers, aggregators and subscription agents. E&S
- Develop and maintain web presence for Lead Selectors to be used to describe collection development operations and procedures; develop, maintain and publicize policies; and offer resources for faculty and students to make recommendations and provide feedback. Develop online purchase recommendation form. SEL
- Improve and expand virtual spaces to bring the library to its users. TEC
- Contribute content to social and digital spaces. SPE

Principle 4: Foster an Innovative Culture of Learning and Assessment
We encourage and enable all staff to contribute to the development of the library as a learning organization that acquires knowledge and responds appropriately to a rapidly changing environment. Learning organizations (a) create a culture that encourages and supports continuous employee learning, critical thinking, assessment and risk taking, and innovation of new ideas, (b) allow experimentation, and value employee contributions, (c) learn from experience and experiment, and (d) disseminate the new knowledge throughout the organization for incorporation into day-to-day workflows.

Group A

Group Leader: Jason Torre

ASSESSMENT
- Scholarly Communication. In collaboration with the Libraries’ Scholarly Communication Initiative, develop and implement survey of library staff to gauge involvement in and understanding of open access activities. Based on survey results, formulate plan for using web pages, forums, webinars, invited speakers, and other professional development activities to expand and deepen understanding of open access and scholarly communication developments and issues. SEL
- Survey assessment tools and methodologies used by other ARL libraries, and develop plan to implement regular collection assessments. SEL
- Create a culture of assessment for SBU Libraries Instruction program. INS
- Improve/update public furniture. O&F
- Support a climate of assessment with appropriate technology tools. TEC

COMMUNICATION
- Create a visible and regular outlet for showcasing library faculty research. ACA
• Develop Communication Initiatives to inform Library Faculty/Staff of upcoming training workshops offered by Human Resources Services, etc. ADM
• A channel for communication of policies and procedures between both sides of campus needs to be developed so that everyone has immediate access to new procedures as they change and in order to optimize workflow between libraries. HSL
• Define and articulate library innovation to expand the recognition of the University Libraries. SPE

PROFESSIONAL DEVELOPMENT
• Develop a culture of research within the library. ACA
• Create a culture of research and professional development for information literacy. INS
• Cultivate a work environment that supports professional activities and personal growth. SPE
• Provide increased professional development money and programs for staff. Professional development should be a priority for all staff since it improves job performance, brings in new ideas and improves staff morale. HSL
• Provide funding and support to Library Staff as they master new competencies and transition to new roles to foster a culture of learning and assessment. List clear staff development guidelines and forms on StaffWeb to enable faculty/staff to attend conferences and workshops to increase knowledge of services, develop alliances with colleagues at other institutions and meet their research needs. ADM
• Provide opportunities for continuous learning through webinars, invited speakers and funding for regional and national conferences. ACA
• Attend conferences, workshops and other training to increase knowledge of services and develop alliances with colleagues at other institutions. (SUNYLA, ALA, IDS). ACC
• Foster staff knowledge by providing access to webinars and encouraging attendance at national or regional conferences to increase creativity, skill sets and workflows. E&S
• Represent the libraries at appropriate regional, national professional meetings and on related invited committees, and report back to the University Libraries as appropriate, i.e. Long Island Library Resources Council Preservation and Conservation Committee. PRE
• Actively collaborate and participate with leading organizations and other research libraries to maximize these relationships. TEC
• Continue and expand individual departmental training efforts to ensure that preservation faculty and staff maintain the skills to meet the future needs of the organization and campus community, i.e. sending Preservation Technician to Center for the Book Arts advanced training seminars this coming academic year. PRE
• Maintain currency with archival standards/best practices and with literature relevant to curatorial areas. SPE
• Develop staff expertise in DCMI, Bibframe, XML and TEI and ensure that the staff has some expertise in additional metadata schemes (e.g.. MODS, METS, EAD, and VRA). C&M
• Research and explore evolving preservation techniques and standards in support of the preservation of all library assets and formats, i.e. update existing departmental manuals to include current online tutorials and procedures. PRE
• Create mentoring relationships amongst library faculty. INS
**Principle 4: Foster an Innovative Culture of Learning and Assessment**

We encourage and enable all staff to contribute to the development of the library as a learning organization that acquires knowledge and responds appropriately to a rapidly changing environment. Learning organizations (a) create a culture that encourages and supports continuous employee learning, critical thinking, assessment and risk taking, and innovation of new ideas, (b) allow experimentation, and value employee contributions, (c) learn from experience and experiment, and (d) disseminate the new knowledge throughout the organization for incorporation into day-to-day workflows.

**Group B**

Group Leader: Ann Gleason

**TRAINING**
- Provide training to Library staff to increase awareness of circulation, reserves and interlibrary loan services. ACC
- Develop training sessions and guidelines to improve departmental skills with RDA, metadata schemes, etc. and design workshops, guides, etc. to familiarize other library areas with cataloging and metadata standards. C&M
- Continually augment staff skills through training and mentoring. C&M
- Provide support for metadata creation by developing policies, best practices, training programs, etc. to support discovery of and access to library collections, projects and other initiatives. C&M
- Increase staff knowledge of Resource Description and Access (RDA) and develop specialists in using RDA to provided access to special materials in both analog and digital formats (e.g., music, moving image materials, cartographic materials, serials, rare books streaming video, streaming audio, etc.). C&M
- Create a learning environment where an exchange of ideas is encouraged and fostered so that cross-training provides a new skill set for each member of ERMS/Serials & Continuations. E&S
- Provide cross-training for staff since we are working with reduced numbers and need to back each other up in duties. HSL
- Participate in the mentorship and training of archival and preservation interns for the betterment of the discipline, when requested. PRE
- Investigate, test, implement and train staff on new and innovative technologies. TEC

**WORKFLOW**
- Collaborate with Library Information Technology to develop strategies and create more efficient workflows in Aleph Cataloging and Acquisitions/Serials modules. E&S
- Support and encourage an organizational culture that foster technology as a necessary part of the job. TEC
- HSL staffing needs to be evaluated and create recommendations/justification for new librarian in 2017 when Pharmacy school is added as well as recommendations for other staffing needs. HSL
- Consistent patrol in all public spaces to discourage food and control noise problem. O&F
- Develop and collaborate with related organizational divisions in creating appropriate workflow models and business processes which enable learning across units, i.e. collaborate with Resource Management catalogers in a revision of a Preservation Metadata Schema to be used in cataloging born digital assets. PRE
- Research and explore evolving preservation techniques and standards in support of the preservation of all library assets and formats, i.e. update existing departmental manuals to include current online tutorials and procedures. PRE