

2007

Annual Report, 2006-2007

Bates College

Follow this and additional works at: http://scarab.bates.edu/library_annual_reports

Recommended Citation

Bates College, "Annual Report, 2006-2007" (2007). *Library Annual Reports*. 10.
http://scarab.bates.edu/library_annual_reports/10

This Article is brought to you for free and open access by the Information and Library Services at SCARAB. It has been accepted for inclusion in Library Annual Reports by an authorized administrator of SCARAB. For more information, please contact batesscarab@bates.edu.

**Bates College Information and Library Services
Projects and Initiatives for 2006-2007
Progress Report**

Gene Wiemers, Vice President for Information and Library Services
August 2007

User Services

- Devise new instructional initiatives to support library and technology skills, and work with faculty members on team approach to support courses and other initiatives related to the new Bates curriculum.
Developed team approach for first year seminars with some success, and continued to work with faculty members and staff from Dean of Faculty's office on 'learning commons' initiative.
- Put into place new procedures and information regarding copyright permissions, including new Library services in preparation of course packs. Establish procedures for obtaining copyright permissions for course-related materials in the course management system.
Completed. Have had some success in helping faculty members choose cost effective and educationally appropriate means to make reading materials available to their students.
- Open and launch the program for the Bates College Imaging Center, launch revised program for the Digital Media Center in Pettigrew Hall, and work to coordinate the services and publicity of these new service points with the Language Media Center and other campus computing and library service points.
Completed. Academic Technology Services used this as an opportunity to rethink their approach to coordinating services for all academic areas.
- Explore how to provide one-stop shopping options that allow student access to course related materials and information. Integrate services of reserves, e-reserves, WebCT (Blackboard) and library catalog, subject guides, style manuals, etc.
Continues to be a challenge, but addition of course pack processing has moved us closer to this goal.
- Ensure a smooth roll out of the user-initiated NExpress article request function.
Very successfully accomplished. NExpress provides a source for a significant proportion of our ILL article traffic.
- Continue to make progress in upgrading ILS Web site as informational and instructional tool.
This continues to be an organizational challenge. Library and Help Desk Services made significant improvements this year. Library page draws together top resources: Change was particularly notable in the Archives and Special Collections Web presence. We continue to struggle with the balance between meeting the rapidly growing need for Web services elsewhere in the College with the need to maintain our own Web presence.

- Continue to work on ways to improve communication with our users and with each other on what we are doing, when we are doing it, and why.
Continued to work on regular communications, emergency communications and call and work order tracking. Conducted a review of e-mail lists with various constituencies, especially faculty, and prepared informational materials in this area.

Collections

- Implement plans to build the CBB cooperative collection development and management project.
Project is well underway.
- Complete the Muskie Oral History Project, including a Website for online and ready access to this resource. Develop Website as a model and template for online presence of other oral history projects.
This project is complete and is one of the most successful oral history resources available.
See: <http://digilib.bates.edu/gsdlib/cgi-bin/library?site=localhost&a=p&p=about&c=muskieor&l=en&w=utf-8>
- Begin Muskie archives processing project funded by National Historical Publications and Records Commission grant. This project will result in arrangement and description of 200 linear feet of accruals to the Edmund S. Muskie papers.
Project is also well underway, and will eventually make integrated finding aids available for all the Muskie collections at Bates. The finding aid is currently available at: <http://abacus.bates.edu/Library/aboutladd/departments/special/FindingAids/MuskieFA.shtml>
- Continue to develop new tools and strategies to organize electronic resources in Library for better presentation and use.
We've made several major advances in this area. Archives and Special Collections has developed a framework for making original content in electronic form available to researchers. See: <http://digilib.bates.edu/gsdlib/cgi-bin/library?a=p&p=home&l=en&w=utf-8>
Other examples are major revisions in the display of online audio and video materials: <http://abacus.bates.edu/Library/resources/reference/onlineaudio.shtml>; the continuously evolving tools to display our growing holdings of electronic journals: <http://zv6dg7yl8g.search.serialssolutions.com/>;
Exploratory Search, a multi-database search engine: http://zv6dg7yl8g.cs.serialssolutions.com/?SS_LibHash=ZV6DG7YL8G&searchBy=category&searchType=advanced
and many more. Increasingly, the Library uses its web presence to direct users to the most heavily used (or new) electronic resources, which we add continually.
- With a new Archivist in place, begin to create and implement a records management function for the College.
The Archivist has publicized the College's archival program, made visits to most of the records producing offices on campus and brought in significant additions to the Archives resources. In addition, he has participated initiatives that are laying the groundwork for

successful strategies to identify, preserve, and eventually accession the College's electronic records. Much of the Archives work is document on the Archives Web site at: <http://abacus.bates.edu/Library/aboutladd/departments/special/collegeARCHIVES.shtml>

Technology

- Support technical and procedural changes to put the new curriculum into place, including changes in the registration system, the course catalog, and the “grid” used by faculty members to plan the course schedule.
This has been a major initiative involving staff from multiple departments in ILS, the Registrar's office, the Dean of Faculty's office, and many members of the faculty. This work is on schedule and on track. There is likely to be additional work in the coming year as the new curriculum is refined and elaborated.
- Implement projects to upgrade core and edge switches on the campus network. Complete work on core, and implement first year of ongoing project to keep switches under vendor support.
This essential work is on track and on schedule.
- Complete second phase of improvement of Pettengill computer room and implementation of phases of network infrastructure strategic plan related to new dining and residence hall construction.
On schedule.
- Expand wireless services in residence halls and locations with high student traffic, and plan for expansion next year into rest of the academic buildings.
Completed. An additional round of wireless expansion is slated for the coming year.
- Complete the upgrade of Banner to version 7.3.
Completed.
- Complete upgrade of Magic (the technology ILS uses for incident reporting and help request tracking).
Completed.
- Enhance the procedure for developing desktop images for Apple computers so that it is similar to the procedure for Dell computers. The goal is to have all computers deployed with an image, facilitating service and support and ensuring a standardized, reliable installation.
This has been completed.
- Work with Human Resources to implement Web time entry for student workers' hours, and explore Web time entry for staff.
This was successfully implemented for student workers early in the year, and is now being expanded to cover time entry and vacation/sick time reporting for staff.

- Configure and install a test Linux cluster for possible future use for Banner.
Completed. A new cluster for Banner is now schedule for implementation in fall 2007.
- Continue to improve network storage, including expansion of capacities; improvements in access, use, and user education; and development of recommended process for storage and backup of College files.
A pilot project has been developed and deployment is underway. This project involves technology and archives staff.
- Improve reliability of academic technology installations by developing and deploying production servers for academic applications, and an agreed upon way to move from testing and experimentation to production services.
This project is on schedule.
- Working with Advancement staff, launch the new Bates online community. Explore ways the services can be extended to faculty and staff members, and ways the technology can benefit other groups.
The new online community was launched in the fall. There is ongoing work to improve the database, streamline transfer of data to and from the database, and to take maximum advantage of the tools available.
- Test and implement the Archivist Toolkit.
Testing is still underway.

Campus Planning and Infrastructure Improvements

- Identify replacement for WebCT as learning management system, select system and implement for 2007-2008.
Completed. Lyceum, the new system using Moodle technology, is in production.
- Continue to develop and implement technologies related to the Directory, Authentication, Access Control, and Session Services (DAAS) project. Complete password manager rollout and set goals for next steps.
New password procedures have been a major success. Additional work on this project continues.
- Continue project to eradicate insecure protocols with secure replacements.
On schedule. A replacement for telnet and ftp were deployed. Work on other replacements is continuing.
- Explore with relevant campus constituents the scope and requirements for campus-wide digital asset management systems. Examine technologies related to management of digital assets for instruction, and document imaging systems for administrative use. Include exploration of potential services for the Museum, the visual resource collections, library and archives collection.

ILS staff worked with Museum and Art and Visual Culture departments to develop capital projects to implement improvements in digital asset management systems. Capital projects have been funded to carry on this work. Archives staff members continue work with ReDiscovery, Greenstone and the Archivist's Toolkit. Work was begun at the end of the fiscal year with Advancement and others to identify possibilities for dealing with administrative records.

- Begin long-range exploration of collection storage and service issues related to audio and video materials in the Library and their relationship to other media units in ILS and the needs of users.

This work is now getting underway.