



LIBRARY

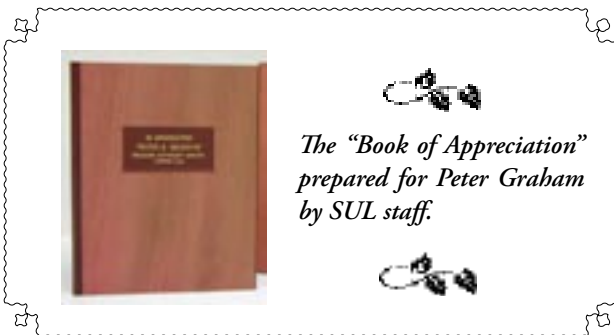
IN APPRECIATION OF PETER GRAHAM

Peter and his family were very visibly touched by the presentation of the “Book of Appreciation,” and expressed their deep gratitude for all the support they have received from our Library staff. The book, which was presented to Peter by Denise Stephens, Christian Dupont, and Peter Verheyen, gave many members of the SUL community a fitting way to share their feelings and thoughts with Peter before his death on August 12, 2004. Peter V., Denise, and Christian were able to visit Peter on August 5, one week before his death.

Peter Verheyen said: “For all of us involved in the project, beginning with those who wrote sentiments, to Terry who compiled and formatted them, and to Donia and myself who created the binding, it was a very meaningful way to express our appreciation for Peter.”



Above - Peter peruses the “Book of Appreciation” which he received shortly before his death. Below - Lew Graham expresses her own heartfelt appreciation to the SUL family for their love and support.



The “Book of Appreciation” prepared for Peter Graham by SUL staff.

8/29/04
 To the Syracuse University Library staff,
 Thank you all for the beautiful flower arrangement you sent to Peter's Memorial Service. The support of the Library, both institutional, and from so many people individually, has helped me a lot in this hard time.
 Lew Graham

PETER S. GRAHAM MEMORIAL SERVICE

Friends and professional colleagues gathered with Peter's family in Hendricks Chapel on October 8, 2004 on the campus at Syracuse University to remember and celebrate the life of Peter S. Graham, University Librarian. Peter's son, Andrew H. Graham, and his daughter, Rae Buckley, represented his family at the service. Peter's wife, Lew, attended along with Peter's father, Hal, step-mother, Alaine, and other extended family members.

Dignitaries from Syracuse University honored Peter at the memorial service. The Rev. Thomas V. Wolfe, Dean of Hendricks Chapel, conducted the event. Debbie Freund, Vice Chancellor & Provost, spoke along with Cathryn R. Newton, Dean of Arts & Sciences, and Denise Stephens, Associate University Librarian for Public Services and Acting University Librarian.

Peter's former friends and colleagues shared remembrances with attendees. James Neal, Vice President for Information Services and University Librarian at Columbia University and Terry Belanger, Professor and Honorary Curator of Special Collections from the University of Virginia, remembered Peter fondly. Jack Stuart, Professor of History Emeritus at California State University, Long Beach, proudly claimed the honor of being Peter's “oldest” friend in attendance.

Peter had previously requested music by J. S. Bach at the service prior to his death, so Christopher Marks, University Organist provided music Refreshments were served in the Noble room following the service.



Peter cherishing the book with Peter Verheyen, Denise Stephens, and Christian Dupont.

In Brief

...news about our staff



We offer sincerest condolences to **Colleen Lochner** (Access Services), who's mother, Anne Cunningham, passed away on Saturday, September 18, 2004. Our thoughts are with Colleen during this difficult time.

Susan Berteaux, Head of the Science and Technology Libraries, recently presented a paper on the topic of "open access journals" at the annual IAMSILIC conference in Hobart, Tasmania. The panel session also included presentations on institutional repositories, metadata for open archives, serials preservation, LOCKSS E-journal archiving and E-journal suites, which are key issues for contemporary science libraries.

Cathy Mulford (MGI) proudly announces that her daughter Natalie has been chosen to participate in her school's English and Social Studies Honors Program. Natalie is currently a 7th grader at Ray Middle School in Baldwinsville and aspires to be a fashion designer or, the ever popular, actress. Of course, Mom hopes Natalie attends Syracuse University to attain her goal, whatever it may be.

Harriet Sonne de Torrens, Fine Arts Librarian/Head, took her leave of SUL on September 10, 2004. She has taken a teaching position at the University of Toronto in order to be closer to her family.

Roula Anninos-Creighton, Staff Development Specialist, left SUL on September 24, 2004 to take an opportunity to stay at home with her one-and-a-half year old son, Paul. Roula will be telecommuting for the Norwich University in Vermont. We will miss her and wish her well!

Congratulations to **Jennifer** and **Bill Barnhill** (Serials) who had a baby girl, Caitlynn Elizabeth Barnhill, on Sunday, September 26. Caitlynn weighed in at 3 lbs. 2 oz!! Best wishes to Jenny, Bill and tiny baby Caitlynn!

On September 30, 2004, SUL said "goodbye" to **Cynthia Dietz** (Math Library), who left to take a position as a Reference and Instruction Librarian at Lemoyne College. We wish Cynthia well in her new endeavor.

On October 14, 2004 **Matthew Bray**, Computer Consultant for Media Services, left SUL. Matt moved to New York City to work with a film post-production company in Manhattan. We wish him well in his future pursuits.

Robin Hess will transfer to the Math Library on November 04. She will remain a Lib. Asst. III

Several employees celebrated "Milestones of Service" at Syracuse University over the past few months. Congratulations to all:

Peter McDonald, AUL for Collection Development, 5 years
Elizabeth (Betsy) Easson, Serials, 10 years
Brian Byrns, Administrative Services, 15 years
Colleen Lochner, Access Services, Circulation, 15 years
Diane McKenny, Preservation, 15 years

Peggy Palerino, Access Services, Circulation, 15 years
Mary DeCarlo, Sci Tech, 20 years
Susan Miller, Instructional Program Specialist, (RISD), 20 years
Lesley Pease, Lib./Head, Maps & GIS, 20 years
Lydia Wasylenko, Lib./Head, Database Management, 20 years
Isabella Arezzo, Media Services, 25 years
Carol Atkins, Monographs, 25 years
Diane Cooter, SCRC, 25 years
Linda Harper, Access Services, Circulation, 25 years
Susan Stinson, Curator, Belfer, 25 years
Mary Walsh, Supervisor, Access Services, 25 years
Laura Levin, Student Supervisor, Fine Arts, 30 years
Charles Tremper, Department Head, Serials, 30 years
Lee Radigan, Operations Supervisor, LISD, 35 years
George Abbott, Lib./Head, Media Services, 40 years



George reads a card he received from friends and colleagues on his 40th anniversary.

Town Meeting Review

On September 29, 2004 staff and associates met for the Annual SUL Town Meeting. A timeline of the University Library over the past 100 years was presented. Posters illustrating progress made on the Strategic Plan over the past year were hung prior to the meeting. Staff had the opportunity to write questions and comments on the posters which were then addressed during the panel discussion portion of the meeting.

Denise Stephens, AUL for Public Services and Acting UL began the meeting with opening remarks. Denise pointed out that despite what she referred to as the "stuff happens factor," Library staff should be very proud of the way we have continued to move forward. Peter Graham was pleased with our progress thus far.

Bobbi Gwilt, Head Librarian for Monographs, acted as the Facilitator for the panel discussion. The panel included mostly AdCom and Cabinet members. Discussion ensued regarding staff positions, renovations, our "space crisis," draperies, and fund raising opportunities. We ended with a lively discussion about the Strategic Plan; what has been accomplished and where - and how - will we proceed from here?"

Cindy Cost, AUL for Administration, and Denise addressed issues regarding the Organizational Review and the Bargaining Unit overview.

The full minutes of the SUL Annual Town Meeting can be found at [F://Administration/Town Meetings/Town Meetings 2004](#). Please take the time to read them at your convenience.

Peer to Peer Library Dialog - Too Much E-mail??

The opening *Peer to Peer* session of the year presented surprisingly wide-ranging and fascinating amounts of information on the topic of e-mail. The event was hosted and presented by Tasha Cooper and Lydia Wasylenko, and included special guests: Ed Galvin, Kelly Hovendick and Tom Keays.

Commenting on the universal problem we all have with too much e-mail, this session reminded us that there are many ways of dealing with e-mail as recipients, as well as responsibilities as senders, for good e-mail practices. As senders, we should limit the use of copying e-mail to many recipients, discourage unnecessary responses, and use informative, descriptive subject headings. When receiving e-mail, our most common solution to an overflowing inbox is the delete key. However as Ed Galvin, Director of Archives and Records Management, mentioned, e-mails can be considered an electronic record, so some caution is warranted.

Ed covered records management policies regarding e-mail. University records cover all formats of materials, including electronic records. "The same safeguards and controls over information stored electronically apply as to information created and maintained in paper form. Electronic records include, but are not limited to, databases, e-mail, voice mail, and word processing . . . To be a record e-mail must be: created and/or received in the course of business, and retained as proof of official decisions, or retained for value of its content."

More information on this topic can be found from the following: *Managing E-mail Effectively*, Archives Technical Information Series #62, 2002 http://www.archives.nysed.gov/altformats/ServicesGovRecs/ns_serv_mg_pub62.pdf and at the NYS Archive website at http://www.archives.nysed.gov/a/nysaservices/ns_pubs.shtml.

Kelly Hovendick described one of her methods for managing e-mail by using folders to help keep the messages she needs readily accessible. Sorting mail into three main folders ("To Do," "Follow-up," and "Works in Progress") helps her keep organized. She also spoke of the helpfulness of filters and creating user groups.

Tom Keays discussed GroupWise options that can help one keep e-mail sorted or more easily found: hierarchical folders, threaded view, filters, and categories.

Other comments from attendees include personalizing e-mail for grouping and using the archive feature on GroupWise. We can use the digest feature on most distribution lists, restricting e-mail from the list to once a day instead of receiving a continuous flow. The importance of relevant and helpful subject lines was mentioned to help us distinguish work-related messages from spam.

The program covered a wide array of issues regarding the receiving, organizing, sending, and saving of e-mail and offered many helpful ideas for managing this important workplace tool.

Mary DeCarlo, Mathematics - for the Peer to Peer Planning Group

Staff News is a bi-weekly publication of the Syracuse University Library. All contributions are subject to administrative approval.

Editor: Jackie Allred
Editorial Assistant: Edward Gorkey
Design Consultant: Will LaMoy

Please send contributions for the next *Staff News* to the editor at 219 Bird Library; ext.5533; e-mail jallred@syr.edu.



Paul Bern, Numeric Data Services Librarian, facilitated the second Peer to Peer Library Dialog on October 7, 2004

Peer to Peer Library Dialog - And the Facts Shall See Us Through: Numerical Data and the Elections of 2000 and 2004

The second Peer to Peer Dialog of the semester took place on October 7, 2004 in the 1916 room. Paul Bern, Numeric Data Services Librarian, facilitated an informal discussion on the role polling, data collection, and voter registration plays in the elections.

Paul explained a variety of issues regarding the polling process. While the Gallop and Harris polls are only estimates, they are fairly accurate, especially those taken closer to elections. Polls are sponsored by the media or conducted through firms such as Gallup, Roper, or Harris that gain publicity from political polling, but whose primary income is derived from the survey research they undertake for the private sector. When considering polled data, we must look at who was surveyed. Likely voters are hard to identify, as the polls can only predict future behavior, and registered voters may not necessarily vote.

Media sponsored "unscientific" polls invite you to respond by calling in or voting on a web site. Major polling firms conduct more "scientific" polls because they are taken outside polling centers or via the telephone through "random digital dialing." This process targets a particular area code and exchange then uses computer generated random digits. However, Paul pointed out that these are not as random as one would suppose. For example, the Syracuse University exchange, 443, may be excluded due to the high "business" and student population. Cell phone numbers are often ineligible if the cell phone range does not fall into the specified geographical area. During this election year, this could skew the results of a poll, because young adults are projected to vote in record numbers.

According to the collected data, the 2004 election is on the same path as the 2000 election in that the results will be *very* close. There are many undecided voters who may respond to "big" events that might occur immediately prior to the election. Technological aspects of the election process, such as touch-screen voting, are fraught with poor planning, faulty computer programs, lack of paper backup, and rumors of collusion. Complex issues such as exit polling, absentee votes, and a close popular vote could result in the same, or even worse, discrepancies and accusations than those that occurred in the 2000 election. Add the human element and an outdated electoral college to the mix, and needless to say, the upcoming election promises to be an exciting event! Stay tuned. . . .

The next Peer to Peer Dialog is scheduled for noon on Thursday, November 4, in the 1916 room. Greg Griffin, Senior Director of Library Development will facilitate a discussion on Library fundraising.

Debbie Olson, SCRC - for the Peer to Peer Planning Group

Cabinet Meeting Summary

October 12, 2004

Cindy Cost reported that she would meet with North Zone Manager, Bob Britton, on Friday, October 15. Who controls the seminar room has yet to be determined.

Former Cabinet conveners, Greg Griffin and Pamela McLaughlin, met with new conveners Peter McDonald, Susan Berteaux, and Mary Beth Hinton to initiate them into the process.

Peter McDonald asked for input regarding Cabinet norms and guidelines. The word "meeting" will be added to the title to clarify the purpose of the document and Charles Tremper noted that the schedule of conveners should be updated. Perhaps AdCom reports could be distributed prior to Cabinet meetings, however it was noted that one purpose of having Cabinet meeting minutes available is to serve the broader Library community. This may need to be further defined and changed in the Cabinet charge at the next meeting.

In order to standardize the procedure for prioritizing of future agenda items, the policy will be posted to the GroupWise Cabinet folder. Agenda items should be sent to conveners, who will then prioritize them for meetings. Target completion dates should be added as well. Any suggestions or comments regarding this issue should be sent to Peter McDonald.

Departmental reports serve as aids in staff orientation sessions, publication in the *Staff News*, and future Cabinet discussion. A need exists to determine what Cabinet should be discussing, across the Library as well as the profession. Cabinet conveners will report within one month regarding the continuation of the above discussion.

Action teams should report on their progress via *Staff News* as well, so a reminder to the action team project managers is in order. Cindy Cost and Tom House will locate the description and Peter McDonald will distribute it.

As the *Strategic Plan* nears completion, Lisa Moeckel asked whether the Action Team model should be continued or changed. AdCom will discuss plans to gather information regarding action items, working groups, and committees.

There is a need to clarify Cabinet's role and purpose in the *New Century Library Initiative (NCLI)*. AdCom is largely dealing with this issue currently and will discuss the next steps at future Cabinet meetings.

Cindy Cost suggested a special Cabinet meeting to address staff concerns that arose at the recent Annual Town Meeting. A brief

overview of the meeting minutes will be published in the *Staff News*, and the complete minutes will be posted for all Library staff to read. Those minutes will be discussed at future Cabinet meetings.

Bobbi Gwilt asked Cabinet members to bring the upcoming Endeavor Mid-Atlantic Association conference, to be held at SUL on October 25 & 26, to the attention of their staff. The next Cabinet meeting may need to be rescheduled due to participating members attending the conference. Peter McDonald will assess the need to do so.

Cindy Cost, AUL for Administrative Services reported on several ongoing searches: Reference & Access Services Librarian, SCRC - the search has concluded and references are being checked; one interview remains for the Information Technology Analyst position; telephone interviews are complete for the Fine Arts Librarian position and on site interviews are being scheduled. The Staff Development position will be filled, and there will be a vacancy in Media Services when Matthew Bray leaves SUL to take another position in NYC.

There will be a training session regarding external investigations on Nov. 3. Task Force B continues its research, and the list of bargaining unit positions to be reclassified is complete - the next step is to meet with union leadership.

Director of Development, Greg Griffin, reported that the Library Calendar of Events has been sent to Deans, Directors, and Department Chairs on campus. Greg will be meeting with Development officers, including Tom Harblin and Brian Sischo, to discuss the Library initiative for fund raising.

Peter McDonald reported for Christian Dupont, Director, SCRC, regarding the Spector Room renovation - planning continues. The sixth floor display cases have been completed and a reception for the Political Cartooning exhibit was held on October 7.

AUL for Collection Development, Peter McDonald, reported on the stacks and space issues. Denise Stephens, Interim University Librarian, has been discussing these issues with University administration in an attempt to achieve the necessary growth for the next ten years.

Please note, complete minutes of this meeting as well as the September 28, 2004 Cabinet meeting have been posted to the following: F://Committees/Standing Committees/Cabinet/Cabinet Minutes.

Upcoming Events

Nov. 1, 2004 - Brown Bag Lunch - Greg Griffin, Director of Development, and Rev. Thomas Wolfe, Dean of Hendricks Memorial Chapel, will present The Library's "Soul of Syracuse," 11:30 a.m.-12:30 p.m., 1916 room.

Nov. 2, 2004 - Election Day Bake Sale, sponsored by the SUL United Way team, Tuesday - 9:30 a.m. until they're sold out, outside of the 1916 room and the Extended Study Area. Please contact Dorcas MacDonald if you have any questions.

Nov. 3, 2004 - External Investigations Training, 10-11 a.m. in the 1916 room and 4-5 p.m. in the Hillyer room - 6th floor, taught by Cindy Cost, AUL for Administrative Services and Linda Egerbrecht, Insurance & Claims Manager - Risk Management.

Nov. 4, 2004 - MSExcel I Training - 9 a.m. - 12 noon, ETC, taught by Dale King, Administrative Specialist for Library Administration. Please contact Susan Beitz for more information.

Nov. 4, 2004 - Peer to Peer Dialog - Embracing the Adventure: Staff Roles in Supporting Library Fund Raising, by Greg Griffin, Director of Development, 1916 room, 12-1 p.m.

Nov. 9, 2004 - MSExcel II Training - 1:30-4:30 p.m., ETC, taught by Dale King, Administrative Specialist for Library Administration.

