



ReCap

The Newsletter of the Capital District Library Council

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CDLC Digitization Project

by Dustin Wilder, Digital Library Field Trainer, CDLC

“Look mom, it’s **Scannerman!**,” exclaims a child as he enters the public library (where I also regularly work) and sees me scanning some book’s barcode at a computer workstation, the scanner producing a beeping noise. Now, as much as I would like to be a real-life superhero that somehow fights crime by scanning book barcodes while simultaneously becoming the hero of children everywhere, I’m not.

However, I do just happen to be doing some scanning of sorts as I work with an exciting new project underway among selected CDLC member organizations - **the CDLC Digitization Project**. The project, currently in its *pilot* phase (with all of the troubleshooting, trial and error, learning and evaluative processes that such implies), involves the member organizations scanning materials they selected from their collections and creating those materials in digital format. The selection emphasis so far is primarily upon the items having some historical value to the capital region of New York State, along with them being of a manageable size and bearing no current copyright issues. We plan to include not only a variety of documents and photographs, but audio and video files as well, as we learn more about the process of digitizing them.

Once digital files are created the project uses CONTENTdm software, purchased by CDLC, to assist in the creation of **metadata** information for the digitized items and for file storage. The metadata describes the digital items, organizes them, and - perhaps most importantly - facilitates their discovery. The end goal is to make these resources available for viewing and research by any and all users on the web.

That comes a bit later, though. First things must, of necessity, come first. CDLC has offered a **series of trainings** to the pilot project participants to help prepare them (and us) for the pilot project. These trainings have consisted of (1) developing digital collections, (2) copyright for digital collections, (3) the basics of metadata, (4) management of digital projects, (5) the basics of how to use CONTENTdm (a digital file management software developed and maintained by DiMeMa, Inc. in Seattle), and (6) a scanning workshop on the practical matters of the scanning process. Another training session about the preservation practices and issues of digital resources is still ahead of us.

Next, **scanning guidelines** have been developed for the project. Consider these best practices and recommendations for arriving at quality digital files. Also, a **metadata style sheet** has been

adopted and adapted from the Hudson River Valley Heritage project of Southeastern New York Library Resources Council. Dublin Core Metadata Initiative is the standard tag set, but there have been some custom/local project tags created in addition to those and mapped to the appropriate standard Dublin Core fields.

Currently, work is being done to fully **ready the server** that CDLC is devoting to the project. This “CONTENTdm server” will house and host all of the individual collections which pilot participants will be creating. The other option was to have DiMeMa host the collections. We feel there is a bit more control and flexibility in being able to host and maintain the collections locally with in-house learning, troubleshooting, and maintenance. If nothing else, it helps us to get a better grasp on even the more technical and behind-the-scenes aspects involved in launching and maintaining a digital library project.

Soon enough my **visits** as the “field trainer” to the pilot participant organizations begin. Each organization will be getting a client version of the CONTENTdm software installed on one of their machines. Also during those visits, efforts will be made to **offer assistance and suggestions** on the

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Digitization Project

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digitization process and the use of the CONTENTdm client and its equivalent web browser interface functions.

Participants in Phase I of the pilot project include: The College of Saint Rose; Dudley Observatory; Bethlehem Public Library (joint project with Bethlehem Historical Association); Clifton Park - Halfmoon Public Library (joint project with Clifton Park Historian and Halfmoon Historian); Schenectady County Community College; and Nassau Free Library. Phase II participants include: Crandall Public Library Center for Folklife, History & Cultural Programs; Stillwater Free Library; Guilderland Public Library (joint project with Guilderland Historical Society and Town of Guilderland); Albany Institute of History and Art; and Schenectady Museum (joint project with Edison Exploratorium and Schenectady County Historical Society).

I look forward to working with those involved at each organization. Feel free to **contact us** here at CDLC with any questions or feedback you may have:

- Dustin Wilder, Digital Library Field Trainer, at 518-438-2500 (ext. 28) or dwilder@cdlc.org
- Susan D'Entremont, Regional Archivist and overseer of the Digitization Project, at 518-438-2500 (ext. 30) or sd'entremont@cdlc.org



IMPORTANT CaDiLaC UPDATE!

CDLC staff (with the help of three college students) undertook a major project this summer to update the Union List of Serials database on CaDiLaC Online. There were 13,923 changes/updates made to the Union List, and 555 new titles added to the database. CDLC staff will continue to update the ULS as changes are reported to us.

There have been an increasing number of searches in CaDiLaC Online that result in a "System Error". We have determined that these System Errors are occurring more frequently lately, apparently due to the increasing size of cataloging records. CDLC staff are aware of the problem, and have been working with Sirsi/Dynix (the CaDiLaC Online software vendor) to correct the issue. In the meantime, if you have a search that results in "System Error" and need further assistance to find the owning library, please contact CDLC (Marie or Sue).

CDLC Annual Meeting and Awards Presentation

The 2007 CDLC Annual Meeting was held in May at College Park Hall, Union College. Along with the business meeting and a delicious dinner, 65 attendees were treated to the Third CDLC Basket Raffle, and the Second CDLC Silent Auction. Thanks to the generous contributions of basket and auction item donors, and to enthusiastic ticket buyers and bidders, the event brought in nearly \$3,500 for the CDLC Renovation Fund which will be used to improve and enhance the training spaces at CDLC Headquarters.

Two important awards were presented during the meeting. The 2007 Outstanding Service to the Council Award honoring an individual or individuals selected by the CDLC staff who have provided dedicated and exceptional support to the Council was presented to the CDLC Resource Development Committee - Barbara Beverley, Walter Grattidge, Kingsley Greene, and Deborah Priest. The members of this committee, all long-time associates of CDLC, agreed to come together beginning in 2004 to look at the short-term and long-term needs of the Council. Their discussions ranged widely and resulted in the formation of new interest groups, new fundraising mechanisms, new contacts with the community, and a new sense of what is possible for the Council in the future.

The 2007 Interlibrary Loan Distinguished Service Award, given in recognition of outstanding contributions to interlibrary loan and document delivery service, was presented to Gregg Kiehl of SUNY Cobleskill in recognition for his work on the CDLC ILLiad Point-2-Point Project. The project will provide a single point of registration for non-ILLiad/WorldCat Resource Sharing CDLC member libraries interested in submitting their ILL requests electronically. This innovative project expands the technology to benefit both borrowers and lenders.

Our congratulations and thanks to these deserving award winners.

Adirondack Research Library Gains New Professionals

Niskayuna, NY -- The Adirondack Research Library (ARL) of the Association for the Protection of the Adirondacks announces continued growth in its library personnel. Keith Swaney has joined the existing library personnel as a volunteer archivist. Swaney has dual graduate degrees in History and Library Science from the University of Maryland and brings experience in archives and records management. Swaney joins two staff professionals, Librarian Dorothy Barnes and Archivist Gretchen Koerpel, as well as retired librarians Marcia Hanson, JoAnne York, Naomi Bristol and other volunteers led by library committee chair Betty Dietz.

ARL is the research and collections arm of the Association for the Protection of the Adirondacks. Founded in 1979, ARL focuses on the conservation and cultural history of the Adirondack Park region and maintains collections of books, papers, journals, maps, audio-visual materials, and periodicals. ARL is open to the public, but advance arrangements are important so that the library will be open and staffed when visitors arrive. For more information, contact the ARL at 518-377-1452, Ext.307, or at arl@protectadks.org.

The Association and its ARL are based at the former home of Adirondack wilderness conservationist Paul Schaefer in Niskayuna. Schaefer (1908-1996) was a driving force behind the creation of the ARL and donated many items to the library. For his conservation efforts, Schaefer was awarded an Honorary Doctorate from Union College in 1980 and received numerous awards and citations from New York governors, legislators and organizations. After

his death in 1996, Schaefer was named one of the Nation's top 100 Conservationists of the Century by Audubon Magazine. When the Association acquired and in 2005 opened its center at Schaefer's former home, additional boxes of Schaefer's papers awaited the library's attention. It is this collection that has captured ARL's and Swaney's interest this summer.

"Archives," explains Swaney, "are records created for a purpose but used by researchers for other purposes. They have enduring value. People around the country can be interested in a single collection for different reasons. With the scholarly emphasis on environmental history remaining strong, the Adirondack Research Library has much to offer both students and scholars in the archival collections it maintains." At the University of Maryland, Swaney served as a graduate student assistant in the University Archives as the institution celebrated its 150th anniversary.

Dorothy Barnes, ARL's part-time librarian, instituted new library visiting hours in 2006. Barnes brings years of experience as a professional library cataloguer at Union College, Siena College, RPI, Troy Public Library and other institutions. Her wide knowledge of professionals in her field is a great advantage as ARL seeks to become better known. Recently, she was joined by Gretchen Koerpel, a part-time archivist. Koerpel brings background talent in arranging and describing archival collections. In addition to the Schaefer collection, Koerpel, Barnes, Swaney and the ARL committee are also working on donated archival collections,

including those of other great 20th century Adirondack conservationists such as Louis Marshall, John Apperson, Bill Verner, Norm Van Valkenburgh and, most recently, from the noted Adirondack mountaineer Kay Flickinger and the Schenectady Wintersports Club, a prominent and historically important ski club based in Schenectady.

"Thanks to our Adirondack Research Library, the Association is known as a resource and a keeper of institutional memory," says Association Executive Director David Gibson. "ARL's professionals, whether paid or unpaid, are passionate about what they do. They put in countless hours - and have for more than 25 years - to help people to understand the Adirondacks better and to pursue their varied interests in the region."

The Association's Adirondack Research Library is located at 897 St. David's Lane in Niskayuna just a few minutes from Schenectady and a 25-minute drive from downtown Albany. It is open for researchers on Mondays and Thursdays or by appointment. Researchers should contact the library at (518) 377-1452, extension 307, or at arl@protectadks.org, to schedule an appointment or submit a research question. The Association for the Protection of the Adirondacks is a non-profit, membership organization founded in 1901 to employ public education, citizen action, public and private partnerships and strong advocacy to protect, enhance, and sustain the wild character, ecological integrity, and mutual well-being of the natural and human communities of the Adirondack region.

**News Release from The Association for the Protection of the Adirondacks

FMCC Has a Learning Commons!

The Learning Commons @ The Evans Library is an effort to serve the ever-changing information needs of Fulton-Montgomery Community College students. It was created as a space that will enhance the learning experience of all Library users and particularly the students at FMCC. This Commons will provide an atmosphere that supports academic success by providing pro-active reference service, academic skills support, and just-in-time technology assistance. The offering of these integrated services, as well as a variety of electronic resources, workstations, and collaborative study space, will move FMCC students toward achieving their academic and personal goals and enable them to become independent

and life-long learners.

The Commons was created with the closing of the Academic Computing Lab in the classroom building and the re-location of the 35 computers originally housed there. In addition to encouraging collaborative work, the Commons contains a kind of “quiet space” in the far south end. This area contains 12 computer carrels which can be used for more individualized, quieter study. Enhanced technical support services are offered in the Commons area via Learning Commons Student Assistants. These student employees assist in the use of both Commons hardware and the academic

software located on the workstations.

The Commons also consists of the relocated Writing Lab. This renovated space is on the first floor and provides students with peer-tutoring assistance for writing and study skills. Content area tutors (computers, psychology, etc) also use the Writing Lab area. Math Lab services are still located on the second floor.

Another significant aspect of the Commons is the Café, located in the lobby of the Library building. It is open early mornings and late afternoons and provides beverages and various snack foods.

Documentary Heritage Program Grants Awarded

The University at Albany received a grant to arrange and describe two collections: the records of IUE-CWA Local 301 (115 cubic feet) and the papers of Helen Quirini (15 cubic feet). These records document changes in New York's economy through the decline of manufacturing in New York's Capital Region, specifically the expansion and decline of the workforce of the General Electric Company in Schenectady and the city's ongoing efforts to redevelop its downtown and economic base

since the 1970s.

Rensselaer County Historical Society received a grant for arrangement and description of the archives of the Garden Way Company. The Garden Way Company was part of the industrial life and history of Troy, NY for nearly 70 years (1937-2001). The records of the company are voluminous and provide an important view of the de-industrialization of one small upstate New York city in the late

20th century. The company's innovative and very strong marketing program targeted a large swath of the American public that was interested in gardening, self-sufficient living and the Back-to-the-Land movement, an integral part of the environmental movement. This project will arrange, describe and catalog these archives and make them accessible in the RCHS research library and will produce a finding aid that will be available in the library and on the RCHS web site.

You Are Invited To Attend CDLC's Hospital Library Service Program Workshop

**Practical Project Management for the Solo Librarian:
Getting It Done When You Are The Only One**

An MLA Accredited Class presented by Patricia Wagner of Pattern Research

Thursday, November 13, 2007 8:00 am - 5:00 pm At CDLC

Registration, free for CDLC members, is required.

Contact Christopher Tosh at CDLC for more information (438-2500 or ctosh@cdlc.org).

CALA Lunch and Learn

Everyone has their own definition of "Outreach." What does it mean to YOU and what are YOU going to do about it???

Come to this informative session moderated by Jo-Ann Benedetti, Manager of Information and Outreach Services at Upper Hudson Library System and discover how you can make a difference.



Monday, November 26th • 12:00 -1:30 pm
At CDLC Headquarters

For more information about this workshop, or about the Capital Area Library Assistants group please contact Kathy Corbett at CDLC (438-2500 or kcorbett@cdlc.org).

SCHS Honored with the 2007 Archives Award

The Board of Regents and the New York State Archives selected Schenectady County Historical Society as the 2007 recipient of the Archives Award for Program Excellence in a Historical Records Repository. This is a statewide award that is only given to one repository a year, if that.

Below is an excerpt from the nomination (by Susan D'Entremont, Regional Archivist).

"The main reason for submitting this nomination is to recognize the Schenectady County Historical Society's work going above and beyond the call of duty to identify, preserve and greatly improve access to records that they do not even own. For many months researchers at the Society had expressed concern about the archival collections in the Efner City History Center. These collections are owned by the City of Schenectady and stored in Schenectady's City Hall. At the time, the History Center had no staff, and the records were no longer available to the public. The Historical Society's staff and Board of Trustees were concerned about

the fate of these records. They offered to staff the Center on a temporary basis until the City was ready to make a decision about what to do with the material. The City accepted the offer, and Ginny Bolen, then Librarian at SCHS and Cynthia Seacord, a volunteer, began to assess the records held by the City History Center.

"Ms. Bolen and Ms. Seacord soon determined that there was a wealth of important information in the History Center along with a fair bit of material of questionable value. However, there were no useable finding aids or catalogs for the material. They applied for and received a Local Government Records Management Improvement Grant to survey the material. Through the grant the City was able to hire two professional project archivists to inventory the material and a consulting archivist to do a needs assessment.

"The progress that has been made at the City History Center is amazing. The place is now clean

and ordered, and there is a preliminary inventory to the collection. Material of questionable value has been identified for the City to evaluate. Most importantly, the public can now access the material. The preliminary inventories serve as finding aids, the History Center is open to on-site researchers 12 hours a week, and off-site researchers can have their questions addressed. Most of the work is done by a volunteer from the Historical Society.

"The Historical Society has done all the work for the History Center without compensation from the City. Their primary concern has been the preservation of these materials. We believe the Schenectady County Historical Society deserves the Excellence in Historical Records Repository Programs Award for their successful efforts to have these records made available to the public."

Our congratulations to SCHS for this honor!

Personnel News from CDLC Member Libraries

Questar III SLS: **Michelle Waldenmaier** is now working in the Questar III office. Under her job title of Union Catalog Librarian she is supporting the 20 libraries on the shared server and doing day to day office tasks. New librarians in Questar III: **Barbara Spataro** – Ichabod Crane Primary; **Chris Gillam** – Donald P. Sutherland Elementary School; **Elizabeth Kelly** – Martin Glynn and Martin Van Buren, Ichabod Crane; **Kathleen Berens** – New Lebanon Jr./Sr. HS; **Lauren Sinacore** – Walter B. Howard Elementary, New Lebanon; **Rebecca Ekstrom** – Algonquin MS, Averill Park; **Rebecca Hough** – Maple Hill MS and Castleton Elementary, Schodack; **Sarah Vickery** – Lansingburgh MS & HS (beginning November 26th).

Capital Region BOCES SLS has the following new Library Media Specialists: **Alicia Abdul** and **Sonji Greenaway** - Albany High School; **Jennifer Salvaggio** - Eagle Point Elementary School and Arbor Hill Elementary School in the Albany City Schools; **Jennifer Brown** - Bethlehem High School; **Anne Johnson** - Slingerlands Elementary School in the Bethlehem Central Schools; **Laura Boggs** - Radez Elementary School in the Cobleskill-Richmondville Schools; **Rachel Rosenstein** - Ryder Elementary School in the Cobleskill-Richmondville Schools; **Catherine Benson** - Chango Elementary School in Shenendehowa; **Sandy Russell** - Shatekon Elementary School in Shenendehowa; **Michele McManus** - Gowana Middle School in Shenendehowa; **Kate Pierce** - Tesago Elementary School in Shenendehowa; **Cara Buckley** - Ravena-Coeymans-Selkirk Middle School; **Debra Byrne** - Glendaal Elementary School in the Scotia-

Glenville Schools; **Aubrey Dailey** - Elmer Avenue and VanCorlaer Schools in Schenectady City Schools; **Allison Jones** - Watervliet High School; **Heather Keough** - Central Park Middle School in Schenectady City Schools; **Suzette LaBelle** - Lincoln Elementary and Paige Elementary Schools in Schenectady City Schools; **Shelley Nugent** - Martin Luther King Elementary and Yates Elementary Schools in Schenectady City Schools; **Elaine Luizzi** - Forest Park Elementary School in South Colonie Schools; **Deb Ubriaco** - Hillside Elementary School in Niskayuna Schools; **Steve Wolfert** - Iroquois Middle School in Niskayuna Schools.

Elaine Lasda Bergman has added the role of Gerontology Bibliographer to her position as Reference Librarian and Reference Bibliographer at the Dewey Graduate Library, University at Albany.

Ginny Bolen, formerly librarian of the Schenectady County Historical Society has moved on to full-time work at Clifton Park-Halfmoon Public Library.

Katherine Chansky is the new librarian of the Schenectady County Historical Society.

Rachel Donaldson former archivist of the Foundation of New York State Nurses Bellevue Alumnae Center for Nursing History has moved on to the Library of Virginia.

Sue Grayson, Circulation and InterLibrary Loan Librarian at Hudson Valley Community College, has been promoted to

Associate Professor.

Brenda Hazard, formerly at the University of Albany, is now Library Director at Hudson Valley Community College.

Paul Hillengas, librarian at the Office of Mental Health Library, has retired. The library has closed and the collection is being moved to the State Library.

Martha Higgins is the new librarian at the St. Peter's Hospital Library.

Sara Hull joined the Center for Learning and Technology at Empire State College as an information resources coordinator supporting the online library, in early May. Previously, Ms. Hull was employed as the reference and instruction services librarian for Bay Path College in Massachusetts. She earned her M.S. in information science at the University at Albany, where she had previously earned M.A. degrees in both English and women's studies. Ms. Hull also holds a B.A. in English along with a theatre certificate from Siena College.

Gertrude (Trudy) Hutchinson is the new Archivist at Bellevue Alumnae Center for Nursing History. Ms. Hutchinson is a registered professional nurse who holds a Bachelor of Arts in History from California State University and is completing the M.A. in Public History at the University of Albany. She is also enrolled in the Master of Science in Information Science program with a major in Archives and Records Administration at the University of Albany.

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Personnel News (continued)

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Margaret Lanoue, Associate Director of Libraries at The Sage Colleges retired in August, and has begun work at Guilderland Public Library as Head of Adult Services.

Mary Jo McKeon has been appointed Visiting Instructor at The Sage Colleges Libraries for the '07-'08 academic year.

Kimberly Mitchell joined the Albany College of Pharmacy library team as a Reference and Education Librarian in May. Prior to coming to ACP she was the librarian at St. Peter's Hospital.

Rebecca Rich-Wulfmeyer of the Albany Institute of History and Art has a new baby boy, Maximillion Connor Wulfmeyer.

Regina Torian, Information Integration Librarian at the Sage Colleges has moved from the library to another position within the College.

The Evans Library at Fulton-Montgomery Community College

welcomes **Daniel Towne** as their new Systems/Electronic Resources Librarian. Dan comes to FMCC from Hudson Valley Community College and the Crandall Public Library in Glens Falls. He is a graduate of FMCC who received his M.S.I.S. from the University at Albany in 2004.

Brenda Twiggs, formerly Library Director at Hudson Valley Community College, has retired. Congratulations!

Regina Vertone was hired in January of 2007 as the new Library Coordinator for the Schools of Nursing at both Albany Memorial and Samaritan Hospitals.

Local NYLA members who won election to ALA/Division Roundtable offices/boards/committees include: **Sara Dallas**, Southern Adirondack Library System - PLA Board; **Mary Fellows**, Upper Hudson Library System - ALSC Board, and **Carol Ann Desch**, Division of Library Development, New York State Library - ASCLA Vice Chair.

IN MEMORIAM

Vera O. Chase, formerly a librarian at the G.E. Research and Development Center, passed away March 20, 2007 at the age of 90. Vera was born in Glens Falls, NY, where she studied at home before entering a one-room school in Harrisena, NY. She was a graduate of Glens Falls High School and Simmons College in Boston, where she studied library science. Prior to her employment at GE R&D she worked at College & University Libraries, the U.S. Signal Corps, and the Schenectady County Public Library.

Vera had been a member of the Adirondack Girl Scout Council, the Hudson Mohawk Library Association, the New York Library Association, the Capital District Library Council, the Special Libraries Association and its Upstate New York Chapter, the Simmons College Alumnae Association, and various choral groups. Gardening was a favorite hobby.

Vera is greatly missed by the library community.

FREE TO A GOOD HOME

Copier supplies for the Canon ImageRunner 3500 Copier

- 2 toner cartridges - Canon GPR-6
- Full box of staples - Canon Staple J1

Free to the first caller.

Contact Kathy at CDLC (438-2500)

For an up-to-date listing of job openings in the CDLC area, go to www.cdlic.org/jobs.html. Submit information for this list to Jack Beadle - jack@cdlic.org.

ReCap is published by the Capital District Library Council which serves libraries and library systems in the New York counties of Albany, Fulton, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington. CDLC welcomes news, personnel changes, and articles for publication. Address correspondence to Chris Walker, ReCap Editor, Capital District Library Council, 28 Essex Street, Albany, NY 12206; or cwalker@cdlic.org.



CDLC

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