

**ANNUAL REPORT AND REVIEW OF ACADEMIC FACULTY  
2013-2014 Academic Year**

NAME Wierzbowski, Kenneth R. RANK Asst. Librarian

DEPARTMENT/UNIT Library

Required of Faculty teaching 0.5 FTE or more \_\_\_\_\_ Optional for Faculty teaching <0.5 FTE) X

**Effective Performance in Librarianship**

- Successful performance of assigned duties with considerable independence, initiative and productivity, contributions to collection building and instructional effectiveness
  - Managed, configured and maintained the library's integrated library system (Ex Libris' Aleph 500) and web OPAC (AquaBrowser). Tasks included:
    - o Retrieved and analyzed monthly material processing statistics.
    - o Requested and loaded new patron files into Aleph before the start of each semester and interim session.
    - o Managed student and staff permissions.
    - o Queried Aleph databases and retrieved various reports as requested by staff.
    - o Modified various configuration tables which control Aleph's behavior. (Library hours, patron borrowing permissions, item processing statuses, etc.)
    - o Collaborated with Aquabrowser Support to customize the web catalog and resolve outstanding issues.
    - o Tracked and documented Aleph issues and fixes using the FootPrints Service Core support tool.
    - o Batch loaded/suppressed monthly bibliographic records from partnered vendors.
    - o Checked URLs attached to bibliographic records to ensure that they still properly function.
  - Maintained a working knowledge of technologies critical to the design and delivery of library services.
  - Optimized Digital Commons pages to enhance their ranking and placement in search engine results.
  - Processed and cataloged equipment for the library's Tech Tools collection.
  - Configured desktop and handheld barcode scanners.
  - Created barcode shelf labels for in-house print periodicals.
  - Installed and customized library related software programs on staff PCs.
  - Assisted with setup and operation of various webcasting events around campus, including the International Guild of Musicians in Dance conference and a special CELT workshop session.
  - Continued to Investigate emerging technologies and communicated developments to library faculty, staff and students; worked to implement appropriate Web 2.0+ technologies.
  - Assisted in collaborative planning, analysis, and assessment of services. Identified and assessed new technologies for use in the delivery of library services.
  - Provided reference and instruction services including some evenings and weekends in rotation with other librarians; performed collection management duties as subject liaison.
    - o Taught two GEP100 information literacy sessions.
    - o Worked a total of 22 evening and weekend shifts.
    - o Served as liaison to the Film Studies program and the Department of African and African-American Studies.
  - Actively pursued professional development.
  - Assisted with coverage at the MetroCenter Library by providing reference services for an afternoon shift.
- Supervisory and administrative ability

- In the role of Campus Survey Administrator, collaborated with LITS staff to set up and implement the 2014 MISO Survey for the Spring 2014 semester.
- Co-supervised three Tech Tools student workers by monitoring and assigning duties as required.
- Directly supervised an additional Tech Tools student worker and a student volunteer who worked exclusively with the library's MarkerBot 3D Printer. Guided and monitored their operation of the 3D printer and 3D scanner.
- Trained 3 new library circulation staff members on Aleph and other systems integral to library circulation services.

- Creativity in planning and problem solving and ability to handle successfully tasks of increasing responsibility and complexity

- Continued to increase knowledge and understanding of the Aleph 500 ILS. This has resulted in increasing responsibilities in the local management of the Aleph client and configuration tables. This knowledge has also enabled the successful resolution of numerous issues and errors through reconfiguration and completion of more complex report requests from staff as documented in the FootPrints Service Core support tool.
- Created and continuously maintain the Drake Memorial Library Statistics Dashboard; a tool which grants library faculty and staff easy access to statistics that were previously difficult to aggregate. Added additional metrics from partnered vendors including Serials Solutions and Films on Demand.
- Continued to improve upon best practices for implementation of iPads, Nooks and other devices added to the Tech Tools collection. Updated practices facilitate easier configuration of devices and software and contribute to easier circulation procedures.
- Librarian Team Leader, ACRL's Assessment in Action: Academic Libraries and Student Success Program. (April 2013 – July 2014).
- Co-organized an informational session at the library to engage and inform members of the New Faculty Learning Community about available services and resources.
- Worked with Mildred Sefranek to implement a circulating library at the Rochester Educational Opportunity Center. Visited the EOC library to install the Aleph 500 ILS software suite on their computer and instruct and provide support in its operation and function. Modified Aleph configuration tables to create a new and unique patron type for EOC students which limited them to borrowing only EOC library materials at a custom loan interval.
- Researched and implemented a method on the reference librarian computer to extend wallpaper images to its second monitor. Previously this monitor remained blank and faced outward toward the patrons. With this method, advertising images and other content can be displayed, providing another opportunity to market the library brand and other offerings and services.
- Co-developed and implemented a process to catalog, process and circulate camera kits for the edTPA student teaching program. Worked with Jennifer St. John and Logan Rath to address problems and concerns to help the library manage these kits. Ran circulation reports for Jennifer St. John as requested.
- Surveyed and moved the reference librarian PC to its current location at the far end of the consolidated library services desk. Resolved a number of wiring and physical limitations of the space to create a fully functioning and comfortable workspace.
- Setup, configured and rewired the new iPad charging cart to meet the needs of the Drake Memorial Library. Modifications included additional surge protectors, alteration of original wiring to accommodate both Apple Lightning and dock charging cables and added hooks to organize materials pouches.
- Reconfigured and rewired the laptop charging cart to resolve the complicated and messy wiring that was in place.
- Through research and troubleshooting developed a method to configure Windows 7 PCs to allow label printing through the OCLC Connexion software client. Labels printed without issue on previous versions of Windows, but not on version 7. Fix included modifying permissions and running compatibility mode on PC in Technical Services.

Non peer-reviewed or adjudicated scholarly and creative products

- Designed and created a number of marketing products to promote the upcoming Promoting Scholarly Communication through Open Access Journals conference.

- Served in the role as webmaster for the Promoting Scholarly Communication through Open Access Journals conference website.
- Designed a number of desktop wallpaper images to be used on the Reference Librarian PC for use in marketing and branding.
- Created and manage the Tech Tools LibGuide, co-created and manage the Domestic/Dating Violence Resources LibGuide and co-manage the Film Studies and African and African-American Studies LibGuides.
- Continued work from the previous semester to update and graphically enhanced a PowerPoint slideshow entitled, "Veterans Among Us," displayed during Veteran's Day activities throughout campus.
- Created quick-start guides for new equipment added to the Tech Tools collection.
- Created and modified a PowerPoint-based 'Jeopardy' game for use at the Drake Memorial Library's 1st Annual ComicCon event.

- Anticipated Activities

- Continue as Librarian Team Leader in the ACRL Assessment in Action: Academic Libraries and Student Success Program. Program concludes with a poster presentation at the 2014 ALA Annual Conference & Exhibition in Las Vegas, NV in June 2014.
- Present two sessions during the 2014 SUNYLA Conference: ACRL's Assessment in Action: Assessing Library Instruction, Collaborating across Campus (principal presenter) and What We've Learned So Far and From Superhero Rings to Tangled Plastic Spaghetti: Our Year With a 3D Printer (principal presenter)
- Continue to build upon knowledge gained through the Assessment in Action program to help develop a program of continuous and ongoing assessment of library services and contribute to a culture of assessment within the library and across campus.
- Continue development, migration, and expansion of the Drake Memorial Library Statistics Dashboard.
- Teach in-house workshops for faculty and staff on how to use Piktochart infographic authoring software, and other new devices added to the Tech Tools collection.
- Co-author an article with Logan Rath about the design and implementation of the "Request It!" service.
- Continue participation and collaboration with the New Faculty Learning Community.
- Develop an alternative and low-cost digital signage solution using a Raspberry Pi computer to make it easier to manage the library's main digital sign.
- Research Aleph's booking module feature in efforts to provide students with better access to reserve materials.
- Develop an electronic version of the Check-In/Check-Out slip used by the circulation department to streamline service and reduce level of errors.
- Work with colleagues to provide technical support in making the transition to the Summon 2.0 Discovery Layer service.
- Work with colleagues to provide technical support in making the transition to the libguides 2.0 research guide service.

Information provided should be for the current academic year. Please include specific dates for professional activities and achievements. **Report of summer activities is optional.**

## TEACHING

### I. Scheduled Teaching

#### *Courses and Enrollment*

#### *Grade Distribution*

#### *IAS Scores*

#### *Supplemental Department Evaluations*

### II. Other Instruction-related Responsibilities

### Numbers of each type of involvement

	<u>Fall 2013</u>	<u>Spring 2014</u>
Directed studies taught:	<u>0</u>	<u>0</u>
Independent Studies sponsored:	<u>0</u>	<u>0</u>
Internship and practicum supervision:	<u>0</u>	<u>0</u>
Undergraduate thesis or projects:	<u>0</u>	<u>0</u>
Graduate thesis or projects:	<u>0</u>	<u>0</u>
Other special projects:	<u>2</u>	<u>0</u>

Describe other special projects

GEP100 Information Literacy Session, Drake Memorial Library. (October 2, 2013).

GEP100 Information Literacy Session, Drake Memorial Library. (September 23, 2013).

### III. Advisement

Number of Assigned Advisees      Fall 2013 \_\_\_\_\_ Spring 2014 \_\_\_\_\_

Discuss your approaches and strategies in the area of advisement, and in actively promoting student engagement.

### IV. Teaching, Other Activities

Spoke for 2 sessions to Prof. Robert Mejia's CMC412 class, Communication Technology & Cultural Change. Spoke at length about the operation and personal impressions of 3D printing technology and its future impact.

4/14/14- Taught an informal session of colleagues on use and best practices for flatbed scanners in the Drake Memorial Library.

### V. Professional Development Activities Related to Teaching

### VI. Reflective Statements on Teaching

The following 7 questions replace the single Faculty Narrative, Reflective Statement on Teaching. Each question has its own text box with a 200 word limit.

- i. **Please reflect on how you challenged students academically this year.**
- ii. **Please reflect on how your pedagogical methods encouraged learning.**
- iii. **Please reflect on how you interacted with students outside of class this past year in academically enriching activities.**
- iv. **Where applicable, please reflect on how you helped provide a supportive campus environment this past year.**
- v. **Where applicable, please reflect on how you provided students with an educationally enriching environment this past year.**

- vi. **If you made significant revisions to your courses, please describe them as well as the rationale behind such changes (e.g., student feedback/assessment, disciplinary changes, professional development activities, peer evaluation, accreditation demands, personal reflection, etc.).**
- vii. **Describe assessment activities for your courses this year, focusing on those that relate to stated course learning objectives, discussing your approach and challenges. Discuss changes you intend to make based on this assessment data.**
- viii. **Additional reflections**

## SCHOLARSHIP, RESEARCH AND CREATIVE ACCOMPLISHMENTS

*Please provide full bibliographic citations to all published work.*

I. Peer-reviewed and adjudicated scholarly and creative products

II. Externally-funded projects or grants

III. Presentations

Wierzbowski, K., ALA Las Vegas: Annual Conference & Exhibition, "Growing a Culture of Assessment at the Drake Memorial Library," American Library Association, Las Vegas, NV. (June 27, 2014).

Wierzbowski, K. (Presenter & Author), Toth, G. M. (Presenter & Author), Prince, W. (Presenter & Author), Annual Conference, "Empire Collaborations", "'From Superhero Rings to Tangled Plastic Spaghetti: Our Year With a 3D Printer'," SUNY Librarians Association, SUNY Albany. (June 13, 2014).

Kegler, J. L. (Presenter & Author), Wierzbowski, K. (Presenter & Author), Empire Collaborations, "ACRL's Assessment in Action: Assessing library instruction, collaborating across campus and what we've learned so far," SUNYLA, University at Albany, SUNY. (June 12, 2014).

Wierzbowski, K. (Author Only), Spencer, E. (Presenter & Author), Fitzgerald, B. (Presenter & Author), Scholars Day 2014, "3D Printing: Teaching Through Trinkets," The College at Brockport. (April 9, 2014).

Wierzbowski, K. (Presenter & Author), Myers, K. H. (Presenter & Author), Toth, G. M. (Presenter & Author), Prince, W. (Presenter & Author), Brown Bag Lunch Series, "3D Technologies at Brockport: What's Next?," Center for Excellence in Learning and Teaching, Brockport. (April 4, 2014).

Wierzbowski, K. (Presenter & Author), Cervone, G. C. (Presenter & Author), Auriemma, A. A. (Presenter & Author), Heywood, R. T. (Presenter & Author), 2013 SUNY Wizard Conference, "MoTek: Mobile Technology in Action at The College at Brockport," SUNY Information Technology Exchange Center (ITEC), Syracuse, NY. (November 20, 2013).

Myers, K. H., Wierzbowski, K. (Author Only), Digital Commons+ Great Lakes Users Group Meeting, "The Brockport Staffing Model," Digital Commons, Illinois Wesleyan College in Bloomington, Illinois. (August 8, 2013).

IV. Non peer-reviewed or adjudicated scholarly and creative products.

V. Other Scholarly & Creative Work

i. Work Accepted

Wierzbowski, K. (Principal), "Arduino open-source hardware/software kits for the Drake Memorial Library Makerspace," Sponsored by Faculty/Staff Technology Support Initiative, The College at Brockport, \$1,170.00. (July 1, 2015 - June 30, 2016).

Wierzbowski, K. (Principal), "3D Printer - 2nd Year," Sponsored by Faculty/Staff Technology Support Initiative, The College at Brockport, \$3,744.00. (July 1, 2014 - June 30, 2015).

Wierzbowski, K. (Principal), "Filabot Wee and Reclaimer," Sponsored by Faculty/Staff Technology Support Initiative, The College at Brockport, \$1,080.00. (July 1, 2014 - June 30, 2015).

ii. Work Submitted

iii. Work in Progress

"Assessment in Action: Academic Libraries and Student Success" (On-Going)

The Drake Memorial Library has been accepted into the first cohort of 75 academic libraries to participate in ACRL's Assessment in Action program. Teams who participate in the AiA program will lead their libraries in the development and implementation of an action learning project examining the impact of the library on student success and contributing to assessment activities on their campus. The project will result in a variety of approaches to assessing library impact on student learning, which will be documented and disseminated for use by the wider academic library and higher education communities. The different perspectives and experiences represented by the institutional team members will foster a collaborative approach to assessing the library's impact on student learning and success on the campus of each participating institution.

VI. Internal Grants, Publications and Presentations

Grant, "Technology for Mobile Students". (July 1, 2013 - June 30, 2014).

VII. Professional Development Activities Related to Scholarly/Creative Endeavors

November 8, 2012 - December 2014, Workshop, "iPad Users Group"

July 2012 - December 2014, Faculty Learning Community, "New Faculty"

April 2013 - July 2014, Librarian Team Leader, "ACRL's Assessment in Action: Academic Libraries and Student Success Program"

June 26, 2014 - June 29, 2014, Conference Attendance, "ALA 2014 Annual Conference & Exhibition"

June 9, 2014 - June 13, 2014, Conference Attendance, "SUNYLA 2014: Empire Collaborations"

April 9, 2014, Conference Attendance, "Scholars Day 2014"

VIII. Reflective Statements on Scholarship

- i. Please reflect on the significance and impact of your scholarly accomplishments this year including, but not limited to, how your scholarship informed your teaching.
- ii. Please comment on your scholarly plans for next year.

## COLLEGE, COMMUNITY, AND PROFESSIONAL SERVICE

Do not simply list your committee memberships or other activities. Please specify your role and key accomplishments.

### I. Departmental service (other than advising)

Committee Member, Rare Book and Special Collections Review Committee. (February 2014 - Present).

Committee to review the holdings and purpose of our rare books and special collections materials.

Committee Member, Drake Library Holiday Party Planning Committee. (November 14, 2013 - Present).

Collaborated with colleagues to plan the holiday staff party. Responsibilities include setting up decorations and equipment, organizing catering services and purchasing party supplies.

Committee Member, 3D Printer Committee. (May 2013 - Present).

Manage policies, procedures, logistics, student workers and other miscellaneous tasks related to offering access of the 3D printer to the campus community.

Committee Member, Discovery Layer Committee. (September 2013 - August 2014).

Committee charged with researching the functionality, pricing and other factors in available discovery layer products and providing the library with a purchase recommendation based on these findings.

Committee Member, Tech Tools Advisory Committee. (March 2013 - August 2014).

Librarian Team Leader, ACRL's Assessment in Action: Academic Libraries and Student Success Program. (April 2013 - July 2014).

Video Recording Technician, iPads: A Panel Discussion with Three Honors College Students. (April 18, 2014).

Committee Member, Promoting Scholarly Communication through Open Access Journals Conference Committee. (November 2013 - March 2014).

Committee formed to plan and hold an open access publishing conference at the College at Brockport on March 28th, 2014.

Volunteer and Committee Member, Tech Tools Roadshow. (September 10, 2013).

Brought a number of Tech Tools devices and the 3D printer to the Seymour College Union to demonstrate and make aware technology offerings at the Drake Memorial Library.

Volunteer and Committee Member, Tech Tools Roadshow. (September 5, 2013).

Brought a number of Tech Tools devices and the 3D printer to the Seymour College Union to demonstrate and make aware technology offerings at the Drake Memorial Library.

Volunteer and Committee Member, Tech Tools Roadshow at Faculty Convocation. (August 22, 2013).

Brought a number of Tech Tools devices and the 3D printer to the Faculty Convocation to demonstrate and make aware technology offerings at the Drake Memorial Library.

### II. College service

Equipment cataloger and circulation logistics, edTPA Camera Kit Program. (August 2013 - Present).

Assisted the edTPA program in cataloging and circulating video cameras and tripods to student teacher candidates. Ongoing duties include running reports, modifying lending periods and improving logistics to circulate kits.



Campus Survey Administrator, MISO Survey. (July 2013 - Present).

Committee Member, Veterans Day Committee/Veterans Advisory Board. (August 21, 2012 - Present).

Committee Member, iPUG (iPad Users' Group). (September 2013 - December 2014).

Volunteer and Committee Member, The Giant READ. (October 2013 - October 2014).

Volunteers at Giant READ events by engaging students and distributing books and school supplies. Locally helps to acquire and materials for and assemble goodie bags for children. Student-athletes and librarians team to encourage Rochester elementary students to read. Student-athletes and librarians visit children at Theodore Roosevelt School No. 43 as part of the Giant Read program, which is designed to promote literacy to elementary students.

Webcast Technician, Undergraduate Commencement. (May 17, 2014).

Webcast Technician, Graduate Commencement. (May 16, 2014).

Committee Member and Volunteer, Veterans Day 5K Run. (November 10, 2013).

Helped to register race participants and assisted with other logistics during and after the race.

Video Technician / Participant, Employee Fitness Program - Yoga Class. (November 1, 2013).

Videotaped and participated in a yoga session sponsored and presented by student workers of the Employee Fitness program.

Webcast Technician, International Guild of Musicians in Dance 2013 Conference. (October 12, 2013).

Webcast Technician, Hunter Institute on Young Children 2013 Conference. (October 5, 2013).

III. Public and community service (must be related to area of professional expertise)

IV. Service to the discipline or profession (work in professional organizations. etc.)

Project Team Member, World War I Poster Cataloging and Digitization Project, The Buffalo and Erie County Public Library, Buffalo, NY. (January 2011 - Present).

V. Other civic engagement

Volunteer, Committee Representative, The Giant READ. (February 14, 2014).

Represented the Drake Memorial Library by engaging students and distributing books and school supplies.

Student-athletes and librarians team to encourage Rochester elementary students to read.

Student-athletes and librarians visit children at Theodore Roosevelt School No. 43 as part of the Giant Read program, which is designed to promote literacy to elementary students.

Volunteer, Committee Representative, The Giant READ. (October 11, 2013).

Represented the Drake Memorial Library by engaging students and distributing books and school supplies.

Student-athletes and librarians team to encourage Rochester elementary students to read.

Student-athletes and librarians visit children at Theodore Roosevelt School No. 43 as part of the Giant Read program, which is designed to promote literacy to elementary students.

VI. Professional Development Activities Related to Service

April 2, 2014, Webinar, "JW Player and Wowza: 5 Steps to Live Streaming"

# EFFECTIVE PERFORMANCE IN LIBRARIANSHIP

Kenneth R. Wierzbowski

## I. Successful performance of assigned duties with considerable independence, initiative and productivity, contributions to collection building and instructional effectiveness

•Managed, configured and maintained the library's integrated library system (Ex Libris' Aleph 500) and web OPAC (AquaBrowser). Tasks included:

- oRetrieved and analyzed monthly material processing statistics.
- oRequested and loaded new patron files into Aleph before the start of each semester and interim session.
- oManaged student and staff permissions.
- oQueried Aleph databases and retrieved various reports as requested by staff.
- oModified various configuration tables which control Aleph's behavior. (Library hours, patron borrowing permissions, item processing statuses, etc.)
- oCollaborated with Aquabrowser Support to customize the web catalog and resolve outstanding issues.
- oTracked and documented Aleph issues and fixes using the FootPrints Service Core support tool.
- oBatch loaded/suppressed monthly bibliographic records from partnered vendors.
- oChecked URLs attached to bibliographic records to ensure that they still properly function.

- Maintained a working knowledge of technologies critical to the design and delivery of library services.
- Optimized Digital Commons pages to enhance their ranking and placement in search engine results.
- Processed and cataloged equipment for the library's Tech Tools collection.
- Configured desktop and handheld barcode scanners.
- Created barcode shelf labels for in-house print periodicals.
- Installed and customized library related software programs on staff PCs.
- Assisted with setup and operation of various webcasting events around campus, including the International Guild of Musicians in Dance conference and a special CELT workshop session.
- Continued to Investigate emerging technologies and communicated developments to library faculty, staff and students; worked to implement appropriate Web 2.0+ technologies.
- Assisted in collaborative planning, analysis, and assessment of services. Identified and assessed new technologies for use in the delivery of library services.
- Provided reference and instruction services including some evenings and weekends in rotation with other librarians; performed collection management duties as subject liaison.
- oTaught two GEP100 information literacy sessions.
- oWorked a total of 22 evening and weekend shifts.
- oServed as liaison to the Film Studies program and the Department of African and African-American Studies.
- Actively pursued professional development.
- Assisted with coverage at the MetroCenter Library by providing reference services for an afternoon shift. (2013-2014)

•Managed, configured and maintained the library's integrated library system (Ex Libris' Aleph 500) and web OPAC (AquaBrowser). Tasks included:

- oRetrieved and analyzed monthly material processing statistics.
- oRequested and loaded new patron files into Aleph before the start of each semester and interim session.
- oManaged student and staff permissions.
- oQueried Aleph databases and retrieved various reports as needed.
- oModified various configuration tables which control Aleph's behavior. (Library hours, patron borrowing permissions, item processing statuses, etc.)
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- Maintained a working knowledge of technologies critical to the design and delivery of library services.
- Optimized Digital Commons pages to enhance their ranking and placement in search engine results.
- Processed and cataloged equipment for the library's Tech Tools collection.

- Configured desktop and handheld barcode scanners.
- Created barcode shelf labels for in-house print periodicals.
- Installed and customized library related software programs on staff PCs.
- Assisted with setup and operation of various webcasting events around campus, including alumni LiveWired events and Undergraduate Commencement ceremonies.
- Continued to Investigate emerging technologies and communicated developments to library faculty, staff and students; worked to implement appropriate Web 2.0+ technologies.
- Assisted in collaborative planning, analysis, and assessment of services. Identified and assessed new technologies for use in the delivery of library services.
- Provided reference and instruction services including some evenings and weekends in rotation with other librarians; performed collection management duties as subject liaison.
  - oTaught three GEP100 information literacy sessions.
  - oWorked a total of 11 evening and weekend shifts.
  - oServed as liaison to the Film Studies program and the Department of African and African-American Studies.
- Actively pursued professional development. (2012-2013)

## **II. Supervisory and administrative ability**

- In the role of Campus Survey Administrator, collaborated with LITS staff to set up and implement the 2014 MISO Survey for the Spring 2014 semester.
- Co-supervised three Tech Tools student workers by monitoring and assigning duties as required.
- Directly supervised an additional Tech Tools student worker and a student volunteer who worked exclusively with the library's MarkerBot 3D Printer. Guided and monitored their operation of the 3D printer and 3D scanner.
- Trained 3 new library circulation staff members on Aleph and other systems integral to library circulation services. (2013-2014)
- Collaborated with staff to map MISO questions into the LITS Strategic Plan document.
- Assisted with the supervision of a student worker by monitoring assigned projects. (2012-2013)

## **III. Creativity in planning and problem solving and ability to handle successfully tasks of increasing responsibility and complexity**

- Continued to increase knowledge and understanding of the Aleph 500 ILS. This has resulted in increasing responsibilities in the local management of the Aleph client and configuration tables. This knowledge has also enabled the successful resolution of numerous issues and errors through reconfiguration and completion of more complex report requests from staff as documented in the FootPrints Service Core support tool.
- Created and continuously maintain the Drake Memorial Library Statistics Dashboard; a tool which grants library faculty and staff easy access to statistics that were previously difficult to aggregate. Added additional metrics from partnered vendors including Serials Solutions and Films on Demand.
- Continued to improve upon best practices for implementation of iPads, Nooks and other devices added to the Tech Tools collection. Updated practices facilitate easier configuration of devices and software and contribute to easier circulation procedures.
- Librarian Team Leader, ACRL's Assessment in Action: Academic Libraries and Student Success Program. (April 2013 – July 2014).
- Co-organized an informational session at the library to engage and inform members of the New Faculty Learning Community about available services and resources.
- Worked with Mildred Sefranek to implement a circulating library at the Rochester Educational Opportunity Center. Visited the EOC library to install the Aleph 500 ILS software suite on their computer and instruct and provide support in its operation and function. Modified Aleph configuration tables to create a new and unique patron type for EOC students which limited them to borrowing only EOC library materials at a custom loan interval.
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- Co-developed and implemented a process to catalog, process and circulate camera kits for the edTPA student teaching program. Worked with Jennifer St. John and Logan Rath to address problems and concerns to help the library manage these kits. Ran circulation reports for Jennifer St. John as requested.

- Surveyed and moved the reference librarian PC to its current location at the far end of the consolidated library services desk. Resolved a number of wiring and physical limitations of the space to create a fully functioning and comfortable workspace.
- Setup, configured and rewired the new iPad charging cart to meet the needs of the Drake Memorial Library. Modifications included additional surge protectors, alteration of original wiring to accommodate both Apple Lightning and dock charging cables and added hooks to organize materials pouches.
- Reconfigured and rewired the laptop charging cart to resolve the complicated and messy wiring that was in place.
- Through research and troubleshooting developed a method to configure Windows 7 PCs to allow label printing through the OCLC Connexion software client. Labels printed without issue on previous versions of Windows, but not on version 7. Fix included modifying permissions and running compatibility mode on PC in Technical Services.

#### Non peer-reviewed or adjudicated scholarly and creative products

- Designed and created a number of marketing products to promote the upcoming Promoting Scholarly Communication through Open Access Journals conference.
- Served in the role as webmaster for the Promoting Scholarly Communication through Open Access Journals conference website.
- Designed a number of desktop wallpaper images to be used on the Reference Librarian PC for use in marketing and branding.
- Created and manage the Tech Tools LibGuide, co-created and manage the Domestic/Dating Violence Resources LibGuide and co-manage the Film Studies and African and African-American Studies LibGuides.
- Continued work from the previous semester to update and graphically enhanced a PowerPoint slideshow entitled, "Veterans Among Us," displayed during Veteran's Day activities throughout campus.
- Created quick-start guides for new equipment added to the Tech Tools collection.
- Created and modified a PowerPoint-based 'Jeopardy' game for use at the Drake Memorial Library's 1st Annual ComicCon event. (2013-2014)

•Markedly increased knowledge and understanding of the Aleph 500 ILS. This has resulted in increasing responsibilities in the local management of the Aleph client and configuration tables. This knowledge has also enabled the successful resolution of numerous issues and errors through reconfiguration, modification and troubleshooting as documented in the FootPrints Service Core support tool. Examples of problems resolved include:

- oImplemented a method to archive outgoing e-mail notification letters sent from the Circulation Department to patrons.
- oResolved issue of suppressed items appearing in the classic catalog by creating a special item processing status code.
- oModified and corrected faulty XSL files which displayed incorrect information in printed reports.
- oWorked with the Circulation Department to update wording in Lost Summary letters and adjusted intervals in which these letters are automatically sent.

- Collaborated with library staff and OLIS to set up, configure and install a 3M SelfCheck automated checkout system.
- Created and continuously maintain the Drake Memorial Library Statistics Dashboard; a tool which grants library faculty and staff easy access to statistics that were previously difficult to aggregate.
- Collaborated with library staff, OLIS and Sustainable Collection Services to compile and extract 470,000+ bibliographic records from Aleph for review.
- Collaborated with Logan Rath to develop and implement a holds/request system utilizing ILLiad and OpenURL entitled, "Request It!"
- Facilitated dialog between OLIS and Serials Solutions to resolve failure of the weekly transfer of catalog records into Aquabrowser.
- Visited the Visual Studies Workshop with Logan Rath to assess the state of the VSW library collection and open a collaborative dialogue to develop future enhancements and foster cooperation between the Drake Memorial Library and the VSW.
- Researched best practices for implementation of iPads, Nooks and other devices added to the Tech Tools collection. Implemented these practices through configuration of devices and software.
- Created a project management portal for the Assessment in Action program using Google Sites. Features include a discussion board, shared Google Drive space, calendar and resource lists.
- Librarian Team Leader, ACRL's Assessment in Action: Academic Libraries and Student Success Program. (April 2013 – July 2014).
- Organized an informational session at the library to engage and inform members of the New Faculty Learning Community about available services and resources.

Non peer-reviewed or adjudicated scholarly and creative products

- Designed and assembled the conference program for Giving and Getting Access To Scholarly and Instructional Materials.
- Created and manage the Tech Tools LibGuide, co-created and manage the Domestic/Dating Violence Resources LibGuide and co-manage the Film Studies and African and African-American Studies LibGuides.
- Created and designed an infographic providing an overview of library statistics sourced from MISO survey data.
- Created and designed an informational flyer providing an overview of library statistics that was handed out at the accepted student open house sessions.
- Created and designed an infographic displaying the milestone achievements of Digital Commons on its first anniversary.
- Updated and graphically enhanced a PowerPoint slideshow entitled, “Veterans Among Us,” displayed during Veteran’s Day activities throughout campus.
- Created and designed a logo for the College of 2025 conversations page on Digital Commons.
- Co-designed the logo and Digital Commons page for the upcoming Journal of Literary Onomastics.
- Created and designed an infographic outlining the download and use of theses from Digital Commons.
- Created tutorials with Camtasia instructing college faculty on how to use the VHS Feedback Form for the 2013-2014 Collection Evaluation Project.
- Created quick-start guides for new equipment added to the Tech Tools collection. (2012-2013)

#### **IV. Anticipated Activities**

- Continue as Librarian Team Leader in the ACRL Assessment in Action: Academic Libraries and Student Success Program. Program concludes with a poster presentation at the 2014 ALA Annual Conference & Exhibition in Las Vegas, NV in June 2014.
  - Present two sessions during the 2014 SUNYLA Conference: ACRL’s Assessment in Action: Assessing Library Instruction, Collaborating across Campus (principal presenter) and What We’ve Learned So Far and From Superhero Rings to Tangled Plastic Spaghetti: Our Year With a 3D Printer (principal presenter)
  - Continue to build upon knowledge gained through the Assessment in Action program to help develop a program of continuous and ongoing assessment of library services and contribute to a culture of assessment within the library and across campus.
  - Continue development, migration, and expansion of the Drake Memorial Library Statistics Dashboard.
  - Teach in-house workshops for faculty and staff on how to use Piktochart infographic authoring software, and other new devices added to the Tech Tools collection.
  - Co-author an article with Logan Rath about the design and implementation of the “Request It!” service.
  - Continue participation and collaboration with the New Faculty Learning Community.
  - Develop an alternative and low-cost digital signage solution using a Raspberry Pi computer to make it easier to manage the library’s main digital sign.
  - Research Aleph’s booking module feature in efforts to provide students with better access to reserve materials.
  - Develop an electronic version of the Check-In/Check-Out slip used by the circulation department to streamline service and reduce level of errors.
  - Work with colleagues to provide technical support in making the transition to the Summon 2.0 Discovery Layer service.
  - Work with colleagues to provide technical support in making the transition to the libguides 2.0 research guide service. (2013-2014)
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- Continue as Librarian Team Leader in the ACRL Assessment in Action: Academic Libraries and Student Success Program.
  - Build on knowledge from the Assessment in Action program to help develop a program of continuous and ongoing assessment of library services and contribute to a culture of assessment within the library and across campus.
  - Continue development and expansion of the Drake Memorial Library Statistics Dashboard.
  - Teach in-house workshops for faculty and staff on how to use Piktochart infographic authoring software, and other new devices added to the Tech Tools collection.
  - Co-author an article with Logan Rath about the design and implementation of the “Request It!” service.
  - Further collaborate with the Film Studies department to promote and enhance usage of the Tech Tools collection.
  - Continue participation and collaboration with the New Faculty Learning Community. (2012-2013)

