

ANNUAL REPORT, 1999-2000
AERONAUTICS AND ASTRONAUTICS LIBRARY

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ACTIVITIES

1. SPACE PLANNING

- a. Library was moved from 33-316 to 33-111, and was totally re-designed
- b. Staff operated the library remotely from the Engineering Library in July/August 1999 and December 1999/January 2000
- c. About 10% of the collection was sent to storage:
 - ~200 feet of journals to RSC
 - ~200 feet of uncataloged technical reports to RSC
 - ~700 feet of serials to RSC
 - ~110 feet of monographs to HDC(In addition ~ 150 older sudocs classified government documents were withdrawn and given to the Boston Public Library)
- d. Librarian worked closely with the project managers and the construction supervisor to allow to the Library to operate in a construction area from February until June 2000, when we moved to the new space. During the spring, the Library staff were the only non-construction workers in Building 33.
- e. In addition, mail and other deliveries needed to be coordinated as access to the Library changed from month to month. Also worked with the Preservation Librarian to guard against damage to the collection from dirt and water

2. COLLECTIONS

- a. About 10 % of the collection was processed for storage as detailed in #1c.
- b. The Aero/Astro Department began its new specialization in aerospace information technology. This resulted in several new courses such as 16.882 (Systems Architecture), and 16.840 (Real-time Systems for Aerospace Vehicles) as well as joint classes given with Course 6 instructors. Worked with the EE/CS Librarian to get materials ordered for these courses and we will continue to work on this overlap of interests in our Departments
- c. The Aero/Astro Department inaugurated a new Lab, the Center for Sports Innovation. The Aero Library has purchased several books to support the Center, such as PHYSICS OF SPORT and LOW SPEED WIND TUNNEL TESTING, and a new journal, SPORTS ENGINEERING. In addition, working closely with the Dewey Collection Manager, we identified another researcher at the Sloan School with similar interests, and championed the upgrade of Sports Business Research Network, a web based sports marketing database.

3. PERSONNEL

- a. Severe illness resulted in the Library Assistant 's taking long-term sick leave on February 1, 2000. As of June 30, he had not returned to work. The Librarian picked up most of his regular duties, including placing books on reserve ,and hiring and training three new students in the spring and a one new student in the summer.
- b. A temporary worker was hired in late February and she completed most of the storage project , changing the records and packing 80% of the approximately 12,000 volumes (1200 feet) of serials, journals, and technical reports that were sent to RSC this year.

- c. \$1700 one time student funds had been awarded to the Aero Library to hire extra students help with the storage project in the spring of 2000. With the loss of the regular Library Assistant, the Librarian was not able to hire and train these students. However, the temporary worker was able to do the entire job on her own and the money was not spent on students.

4. INSTRUCTION

With Anita Perkins of Dewey Library, provided 90 minutes of Library instruction and follow-up to 60 incoming students in the System Design and Management (SDM) course, 7 January 2000.

GOALS FOR THE COMING YEAR

1. Complete the integration of the Library into our new space, watching for problems that still need to be solved and small design changes that need to be made to have the Library operate smoothly
2. Continue to upgrade computer skills, perhaps with a Dreamweaver course
3. Regularize the support staff situation in the Library
4. Continue to foster good will with the Aero/Astro students and staff

STAFF TERMINATIONS, HIRINGS, AND CHANGES

1. Library Assistant out on extended sick leave beginning 1 February 2000
2. Temporary worker began 29 February 2000

STAFF ACTIVITIES (Librarian)

1. Branch Mangers Group
2. Integrated Service Point Task Force
3. (MIT) Independent Librarians Group
4. Special Libraries Association
Engineering Division, Aerospace Section
5. EI Scope and Coverage Committee