

AERONAUTICS AND ASTRONAUTICS LIBRARY ANNUAL REPORT 2000-2001

The end of June 2001 marked the completion of one year in the Library's new space in 33-111. This past year, Library staff have experienced elation, frustration, collaboration and celebration, often with two or more feelings operating at the same time. It was wonderful to move to a new, cleaner space after almost two years of operating in a construction zone with its accompanying noise, dirt, occasional water, and general disruption. However last June, the new space had only the very basics; bookshelves, phones and live data lines for several computers. This past year has seen constant activity within the Library as the circulation desk was installed as well as new study tables, a new security system, and office equipment. Windowsills and other finish work were also completed. By November, when everyone else moved back into the building, we were still waiting for power and data to be brought to each desktop so the six new public computers could be installed, and for task lighting to be delivered and installed. Lights, power and data for the desktops were only completed in June 2001. We also needed to redesign the journal display shelves and replace some bookshelves. In addition, it was necessary to replace all eighteen of the cabinets specified to hold our half million fiche reports when those cabinets proved to be unsuitable. Most of 2001 was spent working with the architects and later with the carpenters and electricians to redesign and replace items that were either not acceptable or not included in the original drawings.

We have watched changes in usage over this past year as our new space brings in more undergraduates who are working just outside our door, while at the same time, we see fewer of the faculty who used to pop in to read the paper or peruse a current journal issue. The remodeling of the Aero/Astro Department and its redesigned undergraduate curriculum has sparked interest from many educators from around the world. The Library has given many planned and unplanned tours as visitors to the Aero/Astro Department as well as other academics and librarians are interested in our new space.

With our move to an area of intense student activity, we find that the Library has become even more integrated into the lives of the undergraduate. Now that the Library is in a space contiguous with the Robert C. Seamans Jr. Laboratory, we play an even stronger role in the life of the Aero/Astro Department. We have been asked to organize, store, and distribute various software packages which the students use in the labs just outside our door. Many seminars and celebrations occur in the lab space and we become a part of them, whether slipping in to hear a talk of interest, or joining in the pizza parties to celebrate milestones in the students' academic lives. While many opportunities for group study now exist in the lab space just outside the Library, we have concentrated on providing quiet study space in our new area and it seems to be appreciated. In addition, after several years of disruption, we are beginning to see our usage approach what it was before the building was demolished and everyone but the Library moved temporarily to other sites. (See chart P3).

In summary, our new space still needs to be completed, but it seems to serve the needs of our user community and has been well received by students and staff,

FACILITIES

- Worked all year to finish the new library, often working with carpenters and electricians to design in place changes or additions to the original plans. Non-functional equipment such as cabinets for fiche and some bookshelves were evaluated and eventually replaced. Journal display shelves were redesigned and should be rebuilt this summer. An area for staff space for a water cooler, refrigerator and some storage shelves, was designed and will be built this summer.
- Installed new security gate and re-installed the panic button at the circulation desk. Have added an alarm to the emergency door and a motion detector to scan the entire library
- Pioneered using Gateway 1700's at the circulation desk. These small workstations with the CPU built into the monitor base allowed better use of space at the circulation desk. Installing and using these machines for circulation, required working closely with our Local

Technology Expert and our Library Technology Consultant. The Library Assistant also provided valuable advice and troubleshooting to make the system work fairly smoothly.

SERVICES

- Hired and trained three new student assistants in the fall of 2000 and trained five returning student assistants to find materials in our new space.
- Provided orientation to 60 incoming Aero/Astro graduate students (August 2000)
- Provided Library instruction to 35 SDM students with Pat Flanagan (January 2001)
- Conducted many tours for individuals and also for the following groups:
 - 15 Korean engineering faculty and librarians (October 2000)
 - 8 Swedish engineering faculty (January 2001)
 - 4 members of MIT's Branch Managers Group (January 2001)
 - 10 Chinese engineering faculty (February 2001)
 - 35 members of MIT's Emma Rogers Club (May 2001)
- Redesigned the Library's web site in accordance with the new format.
- Joined the Graduate Student User Group and volunteered to be the liaison to the Graduate Student News. Organized a column on the Libraries in each issue. Wrote one article and organized and/or edited four others.
- Staff Assistant organized and created records for 25 CD's of software and their accompanying documentation, 3 sets of different flight simulator software and 3 sets of software for transcribing whiteboard material to a disk.

COLLECTIONS

- Championed and worked with NERD to bring up the electronic version of Janes All The World's Aircraft . Provided one on one instruction in its use.
- Championed and brought up AIAA's six journals and their conference papers database. Coverage begins with 2001-.
- In process – purchasing and bringing up the “archive” of AIAA titles, from 1996-2000.
- Worked with both the EE/CS librarian and the Collection Manager for Management to decide on titles that are interdisciplinary.
- Staff Assistant oversaw the completion of the barcoding of all our bound journals and major serials.

USAGE

As mentioned in the introductory paragraphs we have noted anecdotally that our usage has shifted in that we see more students in our new space, while noting fewer faculty visits. In addition we have seen our “In House Use”, as measured by the number of books we re-shelve, plummet in relation to the figures for 1998/1999, the last year before we started construction. It appears that our being in a smaller space encourages users to re-shelve their own material, perhaps because the stacks are so much closer. On the next page is a chart of our usage, as measured by several parameters taken from the same week in April over the past four years. One can see that our use of material, as measured by the number of items checked out, has rebounded almost to pre-construction time, while our in-house use has plummeted. Construction began in the summer of 1999.

Usage of the Library Before, During and After Major Construction

	April 1998	April 1999	April 2000	April 2001
Circulation:				
Check out	1197	1058	718	999
Check in	515	421	301	477
Door Count	791	757	NA	626
In House Use	103	97	57	23

GOALS FOR THE COMING YEAR

- Complete the Library including installing the new public terminals, rebuilding the re-designed journal display shelves, finishing the small staff area. In addition the offices still need to be organized and older material discarded. The technical reports catalog, now in storage at RSC needs to be moved back into a non-public space near the Library.
- Become proficient in our new operating system, Aleph
- Work with the designated faculty member from Aero/Astro to provide access to student project reports outside the Library.
- Complete installation of electronic products from AIAA, journal articles from 1997 to date and conference papers from 1996 to date.
- Explore the addition of selected aerospace/business titles requested by researchers in the Aero/Astro Department that are too specialized for the Dewey Library.

STAFF ACTIVITIES

Librarian:

- Special Libraries Association
 Engineering Division – member, Aerospace Section - Chair-Elect (2001-2002)
- Branch Managers Group (BMG) – member.
- Public Services Management Group – member (BMG rep).
- Search Committee of Materials Science and Engineering Librarian – member.
- Graduate Student Users Group – member and liaison to the Graduate Student News.
- Author, “ MIT Libraries Add 1100 New Electronic Journal Titles”, (MIT)Graduate Student News, November 2000.

Library Assistant

- Web Advisory Group – member and contact for the Branch Libraries.
- 3rd Barton GUI OPAC Training team – developed training, taught and prepared documentation.
- Reserves Working Group – member.
- 3rd Barton Reserves Function Team – attended “Train the Trainers” sessions, helped customize the module, worked on migration and functionality problems.
- 3rd Barton Circulation Functional Team – Designed and posted online documentation for all Circ functions, attended “Train the Trainers” sessions, attended Circ Committee meetings to discuss functionality and workflow issues, served as trainer and contact for branch libraries.
- Organized and unpacked materials and files from the Summer of 2000 move.
- Completed barcoding of all in-house bound journals and major serials.

PERSONNEL

- Laurence Baltimore resigned as Library Assistant V on 2 August 2000
- Rinat Harel, a temporary worker, resigned on 18 September 2000.
- Oliver Zeff transferred from Dewey as the new Library Assistant V on 10 Oct 2000.

Eileen Dorschner, Librarian

