

AERONAUTICS AND ASTRONAUTICS LIBRARY ANNUAL REPORT, 2004-2005

This year saw changes of personnel in the Aero/Astro Library, a lack of support staff during much of the fall semester, and, in spite of that, an increase in outreach to Aero/Astro students. We completed significant upgrades to the Library's web site and publicized our collection both via our New Books display and with a "Take a Book on Break" project. In addition we received two significant gifts, one of books mostly related to the Apollo project, and one an endowed "planned giving" gift for future Library users.

Major accomplishments were:

1. Instruction

A. Undergraduate:

Attempted to reach some students in design classes by the following method:

- Asked to have access to Stellar pages for all classes
- Chose 16.621 (Experimental Design Projects) to concentrate on
- Asked the faculty in charge if they would encourage students to attend an evening instruction
- Went to a class session and was introduced by the faculty who mentioned my upcoming class
- Worked with the Program in Writing instructor who works with the class
- Information on the session was posted on the Stellar class site
- At least one student from each of the 7 groups attended the instruction program
- A list of useful sources was posted to both the Stellar class site and on the Aero Library web site <http://libraries.mit.edu/guides/courses/spring2005/16.621/>
- Was acknowledged by one team for the usefulness of the instruction class
- Received a thank you email from the lead Professor, Edward Greitzer. In part it read, "...*The students commented that they found it very useful...I think they took the message, it helped the class, and I very much appreciate the contribution to their learning.*"

B. Graduate Students:

This year, two sessions of **Using the Almost Virtual Library for Thesis Research** were offered, one in the fall and one in the spring, an increase of one over the previous year.

- Worked with the Chair of the GA3, Graduate Association of the Aero/Astro Department, Garrett Barter, to determine the best time and dates for each session.
- GA3 helped post the flyers we created.
- Garrett offered his own encouragement for the spring session in an email to Departmental grad students, "She has done this in past years and it (has) proved to be quite helpful, especially for those doing any sort of literature search and/or organizing information before writing a thesis."
- The Chair of the Department, Wes Harris, provided funds for light refreshments.
- While the first session, in the fall was lightly attended (3), the spring session increased to seven

2. Outreach via the Library's web site

The new Library Assistant, Mat Willmott, attended Dreamweaver training and was active in creating and upgrading the Aero Library's web site. Among the many he created or re-worked were:

- Finding guide for NASA reports <http://libraries.mit.edu/aero/nasa-tech-reports/index.html>
- Aero/Astro History Display (no longer public. See # 4) <http://libraries.mit.edu/aero/history-books/>
- Aero/Astro History Book List <http://libraries.mit.edu/aero/history-book-list.html>
- Maps and Charts in the Aero Library <http://libraries.mit.edu/aero/maps/index.html>
- Course Guides such as <http://libraries.mit.edu/guides/courses/spring2005/16.621/index.html>

- Quick Guides such as
- <http://libraries.mit.edu/guides/courses/spring2005/16.621/16621-quick-guide.html>

In addition, Mat created many pages for broader MIT Libraries' messages, including:

- Using EndNote with LaTeX/BibTeX: <http://libraries.mit.edu/help/endnote/endnotelatexfaq.html>
- Using RefWorks with LaTeX/BibTeX: <http://libraries.mit.edu/help/refworks/refworkslatexfaq.html>
- World Books Collection: <http://libraries.mit.edu/groups/grads/worldbooks.html> (with Angie Locknar)

3. **Gifts to the Library**

The Library received a large gift of books (over 100), mostly on the Apollo project from Prof. Robert Seamans. The Librarian, accompanied by Liz Andrews of the Institute Archives, spent a day at Prof Seamans home choosing books and gathering his papers. The books were cataloged for the Aero/Astro Library and a list was created for Prof Seamans and for our files.

The Library has also received an endowed annuity from Professor Lawrence Young. While the use of the funds was not officially limited, Prof Young has stated that he'd prefer that resources purchased be largely in the field of humans in space. The funds will help future Aerospace Engineering students and researchers.

4. **Outreach using the collection**

- **“Take a Book on Break”**

A special collection of Aero/Astro history books was put together just prior to winter break, using the books from the Seaman's gift mentioned above in #3, as well as, books already in the Aero/Astro Library's collection, as well as some from the Humanities Library's collection in the History of Science and Technology. Working in concert with the Librarian for the History of Science and Technology, staff from the Aero/Astro Library and collected about 30 books in the TL500+ range in Hayden basement. All of the books were combined into one display in 33-111, signs and posters were created, a web site was designed (<http://libraries.mit.edu/aero/history-books/>). The collection was further marketed via emails to all members of the Aero/Astro Department, including students. Response was enthusiastic, including one faculty member who responded to our email within minutes, asking us to reserve a certain book for him. In total, about 40 books of the 100 in the display were taken out for winter break. While the main web site has now been taken down, the list remains at <http://libraries.mit.edu/aero/history-book-list.html> . The list was resent just before spring exams, with instructions on how to tell if a book is in the library and how to use Book Page for items in the Humanities Library.

- **Special services for technical reports:** Over the past 18 months, we have found ourselves spending more time trying to acquire technical reports that students have identified. We believe that extensive use of Google is at least part of the reason researchers are finding this “hidden” literature. This service often entails searches in multiple databases of grey literature, NASA, NTIS, STINET, etc to verify the citation, and then may include negotiations with government agencies or foreign Institutes. For example, this year we have gotten documents from a Dutch Human Factors Institute, from the U.S. Naval Air Warfare Center in California, and from the Chemical Propulsion Information Agency in Baltimore. None of this material is classified or restricted, just not readily available. All of this requires much time, but it is a service that a traditional ILB office would not be able to offer. We use databases, contacts in the field, Google, email, fax, and phone calls to provide this service. In addition, our use of new NASA database restricted to contractors, of which we are one, provides us access to the pdfs of many NASA reports. If the reports are not available, NASA staff will scan them on request, for free, and

usually within 48 hours. The Aero Library staff searches for reports in this restricted access NASA database and then serves as intermediary, sending pdfs to MIT students and faculty.

5. Use of the Library

According to various statistics taken in FY 2004/2005, the use of our library has declined this year. Using our door count, which I regard as the most accurate statistic, our use declined from a total of 27,463 users in 2004 to 23,002 in 2005. Table 1 below illustrates the differences in Door Count for the past 14 years as shown in our April Sample Week count.

Table 1
Aero/Astro Library
April Sample Statistics Week
Door Count
1991 - 2005

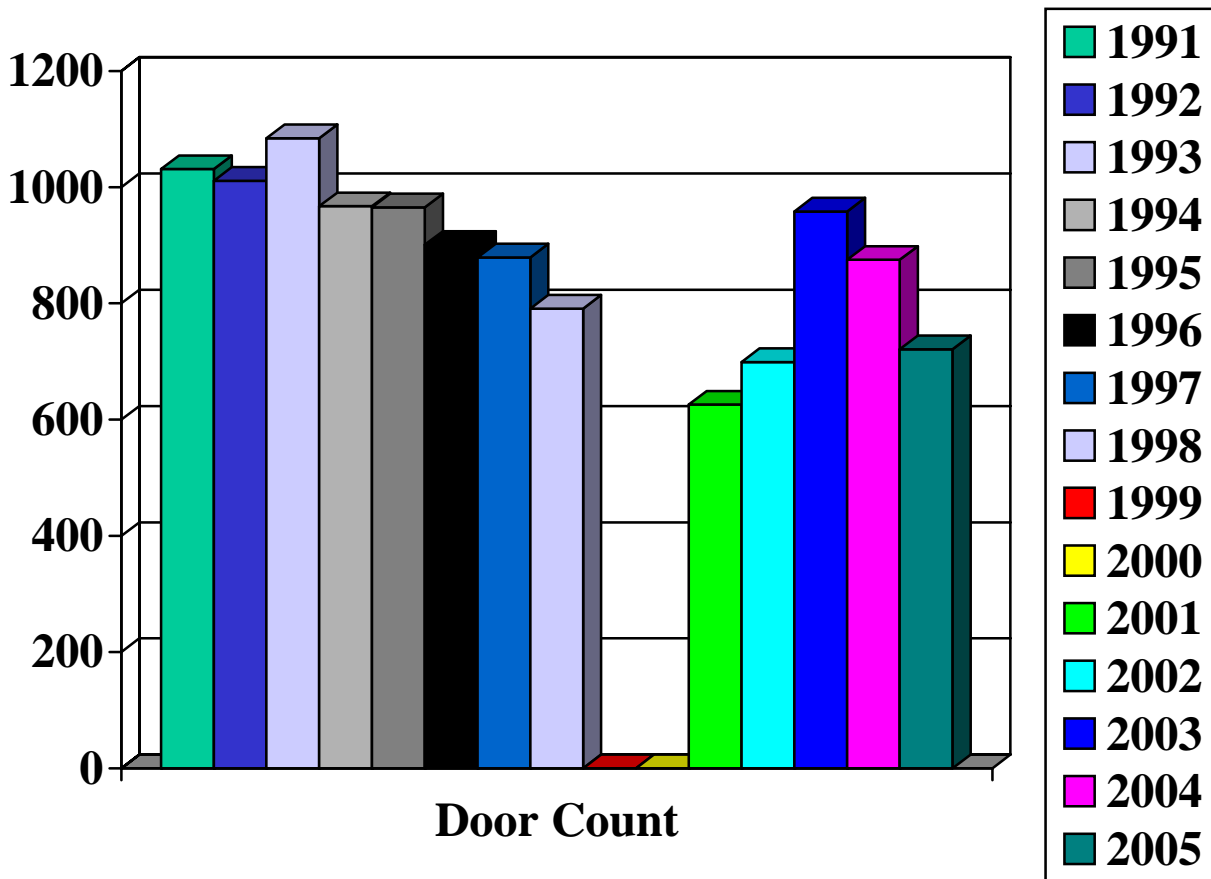


Table 2 below, provides a comparison of use of the Library in the past two years showing a 16% decrease in Door Count and a decrease in numbers of questions asked, by all methods. In addition, we see fewer in person questions asked while there was a slight increase in email questions.

Table 2
Aero/Astro Library
Comparison of use statistics
2004 - 2005

	FY2004	FY2005
Door Count	27,463	23,002
Total questions at desk	2,394	2,248
Away from desk – total	1,024	739
Away from desk – in person	625	424
Away from desk – all email	260	240
Away from desk email (minus Ask Us!)	212	231

In FY 2004 , we answered 1024 away from the desk question, not counting “Follow-ups”. In FY 2005, that number had declined to 739. Our “At the Desk” questions also declined. Our “in person” questions are still double the number of email queries we receive (424 vs. 240), but, in FY2004, the number of “in person” queries was three times the email queries (625 vs. 212).

6. Staff Activities:

Librarian

- Branch Managers Group, Chair
- Graduate Student Users Group - Grad Student News Liaison
- RSC/LSA name change Task Force - member
- Special Libraries Association (SLA)
 - Aerospace Section – member
 - Engineering Division – Member
- American Society for Engineering Education – Engineering Libraries Group(ASEE//ELD)
 - Membership Committee – member
 - Annual Meeting – session moderator (“Digital Vaults in Academia”)
- American Institute for Aeronautics and Astronautics (AIAA)
 - Publications Committee – invited to be their Librarian representative (see Honors)

Honors:

- Received the 2004/2005 George R Mandell Award for service to SLA's Aerospace Section see <http://www.sla.org/division/deng/Aerospace1.html> for more information
- Invited to be the Librarian representative to AIAA's Publications Committee. The mission of the Committee is described on the AIAA web site as:

"Develops and recommends editorial and publication policies and practices and information services. Works with journal and book Editors-in-Chief to constantly improve both quality and viability of AIAA archival publications. Investigates and recommends new methods of information delivery, i.e., CD-ROM and online"

Staff Assistant

Assisted with Aleph Upgrade 16

- Tested the Serials Module and provided documentation and staff training
- Created some documentation for the circulation module and was a part of a training team
 - Attended Dreamweaver training (Basic)
 - Created many web sites (See Section 4)
 - Completed two courses towards an M.S. in mathematics and Northeastern (total of 3)
 - Served as information source for using Refworks with L^AT_EX. Created webpage.
 - Member of MIT's Young Alumni/ae Club of Boston

7. **Goals**

Librarian

- Become proficient in using most parts of the Aleph upgrade
- Continue to offer instruction courses given this year. Use Stellar and other means to identify other classes which might be interested in instruction in using library resources
- Continue professional activity with both library and engineering organizations

Assistant

- Continue to create cheat sheets/documentation for local processing functions
- Explore use of the ESL wiki for local Aero Library work
- Expand Dreamweaver skills and continue to create web pages for local and system use

8. **Personnel**

Resignation: Oliver Zeff – Library Assistant August 2004

New Staff: Mat Willmott – Library Assistant November 2004

Eileen Dorschner

Librarian, Aeronautics and Astronautics Library