

HOLY SPIRIT LIBRARY
CABRINI COLLEGE

In The Stacks

Fall 2009 Issue

SUMMER VACATION AT THE LIBRARY

By Bobbi Jacquet

Summer is a time for us in the library to catch up on projects that we necessarily avoid during the academic year. June is our busiest administrative month. June is when performance evaluations are due to Human Resources. It's also the end of the fiscal year, so all purchase orders must be complete, books and supplies received and invoices paid. Our annual report is due to the Vice-President for Academic Affairs and requires the help of every staff member, analyzing data and making projections for the upcoming year. Our endeavors for the upcoming year include a green initiative for Holy Spirit Library and an additional method for students to communicate with reference librarians. Read more details about these new initiatives in the two articles by Cindy Ross and Michael LaMagna. Finally, this June was the end of the grant year for us—we completed a plan to digitize parts of the College Archives and the Cabriniana Collection. Our narrative report and a final fiscal report were both due in Harrisburg. Whew! You see why I hate June!

July arrived with the news that our beloved senior MSC's would be moving to New York City. This is a wonderful opportunity for the sisters, but it's hard moving from a neighborhood and home you have enjoyed for twenty-some years. In an effort to help the staff of the retirement home in West Philadelphia, staff members from HR and the Career and Coop Center worked with nursing staff, housekeepers and kitchen staff to create dynamic resumes and to prepare for their job searches. While the staff were occupied, library staff and others from the College visited with the senior sisters. The following week, library staff celebrated "Christmas in July" with the sisters (more about our visits in Sherry Becht's newsletter article on page 2).

In other community outreach efforts, we honored our colleagues from Facilities, Housekeeping, Public Safety, and ITR with a picnic lunch behind the library. These

folks respond to countless calls to keep the library and its computers in operating order, clean and safe. We could not maintain our building without their excellent help. Our building manager Corey Salazar coordinated our efforts resulting in charcoal grilled hot dogs, hamburgers, wings, veggie burgers, and vegetables in addition to standard picnic fare.

In addition to feting our many friends, we undertook a major transformation of our journal and magazine area on the main floor. Given our dedication to making the Library a student-centered resource and building, we have collected statistics over the past three years on journal usage. We were able to document statistically what we believed: students prefer to use journals in electronic format and would rather change their topic than have to use older, bound volumes of journals and magazines. Given this preferred behavior and our increasing accessibility to journal literature in electronic format, we reduced the size of our collection of print journals. The titles we do not need were offered to other libraries in several consortia to which we belong and those volumes that were not "adopted" by our colleagues at other institutions were recycled. The help from the Facilities moving team was critical to the timely completion of this project. (more about this in Corey Salazar's piece on page 2)

And, finally, the circulating book collection has been shifted slightly with the PRs (British literature) that had been housed on the second floor moving to the first floor with the American literature. We think this will be beneficial to our patrons. Although I write "shifted slightly," in actuality, this entailed handling every book on the first floor and almost half of the books on the second floor. Helping us with the physical and intellectual details were Johnny McDevitt and Lawral Wornek—our summer volunteer and library intern, respectively. Learn more about Johnny's contributions in Corey's profile piece on page 4.

NEW BROWSING PERIODICALS AREA

By Corey Salazar

This summer at Holy Spirit Library the staff has been very busy preparing for the 2009-2010 year. There have been some significant aesthetic changes to the information commons area. The main transformation established a browsing periodical collection. Another new addition was made when ITR deployed new Dell computers on the main floor. The new computers will provide library patrons with access to library resources, the ability to complete tasks, and allow for leisure internet surfing. The Library displays have also been updated to greet students on their arrival back at campus. One displays some of the library's classical music resources in recognition of September being Classical Music Month. Finally the library staff moved the entire PR collection of British Literature to the main floor. So, when you go looking for your favorite Shakespeare material, it has re-located to the main floor.

The library staff has decided to open up the back corner of the main floor area where the old periodical collection was housed. This was to create a browsing periodical section and a relaxing, comfortable area for library patrons. This new space will allow faculty, staff and students to browse the current magazine and journal issues. The space includes new periodical shelving units that prominently display the current periodical subscriptions, a newspaper rack, as well as comfortable seating. If you like to sit and read the New York Times, Wall Street

Journal, Sports Illustrated, Rolling Stone, Time, Newsweek, New Yorker, Forbes, or any of the library's many magazines and journals, the library's browsing area is for you. The area can also be used as group study space where students can work on group projects. The space is also wireless capable, so you can browse the web too.

In order to create the new browsing periodical space the library staff worked in conjunction with the facilities department. The process went smoothly and the transition was seamless. First the library staff had to move several thousand bound periodicals to the ground floor. If patrons are looking for older periodicals they can now be found on the ground floor in the compact shelving. As with anything, we encourage patrons to ask for help if they are having any trouble at all. The next step in the process was to disassemble or move the shelving units that were no longer needed. The facilities department was a great help, the job could not have been accomplished without their work. The library staff kindly thanks all departments that have assisted this summer in the redesign of the main floor area.

The new design is to create more appealing space for the student population. The library is a central meeting point for students and we hope that all patrons will enjoy the new space. Please stop by and check out our new appearance.

CHRISTMAS IN JULY WITH THE SENIOR SISTERS

By Sherry Becht

The retired Missionary Sisters of the Sacred Heart of Jesus will soon be relocating from the St. Cabrini Residence in Philadelphia to the St. Rose of Lima Residence in New York City, a recently renovated facility once used by the Hawthorne Dominicans. The Stella Maris Province established a Retirement Task Force to review input from the sisters. The sisters requested a location for retirement that "would be closer to other sisters, offer more accessible transportation and also afford some opportunities for ministry." The St. Rose of Lima Residence is right in the heart of New York City. It was the perfect choice.

The library staff decided to celebrate "Christmas in July" with the sisters before they left their home on Callowhill Street. It was not as extravagant as our December event but it was wonderful. We had small Christmas trees and other decorations placed around the room, sang the sis-

ters' favorite Christmas carols and even had Santa visit to hand out our Christmas gifts. Each sister received a Christmas gift bag with a Cabrini T-shirt, a stuffed Christmas bear and personalized address labels with their new address. We also showed the sisters a DVD we compiled of our favorite photos taken over the years of our visits with the sisters. It is accompanied with Christmas carols and their favorite Italian Christmas carol, "Tu Scendi Dalle Stelle." They seemed truly moved by this particular gift. We hope it will remind them all of our joyous times together. (The DVD is available for check-out at the library.)The morning ended with delicious homemade cookies and lemonade. We all had a great time and hope to be able to continue our tradition of "Senior Sister Stockings" at their new home in New York City (if they are not too busy skating at the rink at Rockefeller Center!)

GREENING YOUR LIBRARY

By Cindy Ross

Earlier this month my colleague, Sara Drew and I presented on the topic of “Greening your Library” at the annual South Eastern Pennsylvania Consortium for Higher Education (SEPCHE) Library Staff Development Day held at Cabrini College. Our presentation consisted of many useful and informational ways we can help the environment and tips we can use in our every day office lives.

The presentation explored ways of energy reduction in the workplace such as using a smaller monitor. A 17 inch monitor uses 30% more energy than a 15 inch monitor during active use. Say “no” to screen savers with moving images. The images will cause your monitor to consume as much energy as it does while in active use. Select Energy Start “sleep mode” settings and other energy-efficient options for your computer and monitor.

We also looked at ways to reduce paper and toner usage in the workplace: this can be accomplished by using both the front and back of a piece of paper. This will help to cut your office paper use in half. You may also want to set computer defaults to print double-sided. A key tip for saving paper is to preview documents before printing. Promote “think before you copy or print.” How many times do we print out four or five pages and find a mistake? Then we must print four or five more pieces.

Some other techniques that we discussed were using blogs, wikis, Google apps, email (even for items typically sent by traditional mail), Microsoft Word markups, electronic calendars, invitations, and address books. Newslet-

ters and other documents can be shared electronically rather than copied. Changing the default margins from 1.25 inches to 1 inch can reduce the amount of paper you use by up to 8%.

Here in the library, we are implementing ways to go “Green” to help save our planet by reducing waste, recycling and reusing materials. We have integrated things such as recycling aluminum cans, paper and plastic, we recycle our deaccessioned books through the Better World Book Program along with our ongoing book sale, paperless acquisitions using Excel Spreadsheets keeping them on the desktop instead of using mountains of paper for each book purchase; we also started using the Microsoft Office Outlook calendar to schedule database renewals and Information Literacy classes, along with other tools like wikis, markups and other electronic means of communicating among staff members. Our own Sara Drew recycled books into artwork by “altering books”. Sara also created various reusable items from discarded books like an iPod holder, a candle and flower pot holder. You can view Sara’s works of book art at the website below.

In closing, this presentation has made my co-workers in the Holy Spirit Library and I more aware of how important it is to live green as well as work green. If you would like to learn more about “Going green”, green products, green blogs, and green websites, view our website at [<http://sites.google.com/site/sepchegreen/home>.]

SEND A TEXT MESSAGE TO THE REFERENCE DESK

By Michael LaMagna

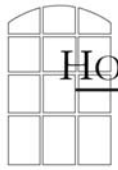
Holy Spirit Library continues to investigate new ways to communicate with the campus community. In 2008, the library included a chat window on the homepage so that anyone could ask a reference librarian a question in real time. The success of this service has led the library to investigate other ways to communicate with busy students and faculty members. Later this fall, the library will be offering a texting reference service. As more cell phone plans include unlimited texting the library felt this was a natural next step in reference service. If your cell phone plan does not include unlimited texting, standard rates will apply when you send a question.

This service will enhance the existing reference and research services offered by the library. In addition to tex-

ting and chatting you can still send a reference librarian an e-mail or call on a telephone. As always, you can still ask a reference librarian a research question in person at the reference desk on the main level of the library.

As with the current chat reference service, if a librarian is unavailable to answer your texted reference question immediately, a reference librarian will contact you the next day.

For a list of the library’s entire reference services and reference hours visit the Reference Services webpage at: <http://www.cabrini.edu/library/reference.html>.



PROFILE: JOHNNY MCDEVITT, LIBRARY VOLUNTEER

By Corey Salazar

For the past two summers the Holy Spirit Library staff has had the pleasure of working with a Cabrini Student, Johnny McDevitt. During the school year Johnny showed interest in working in an academic library and had inquired if he could volunteer during the summer. He's always been quick to help and serve. Johnny learns quickly and is always very thorough when accomplishing any task assigned.

Johnny has worked closely with both Cindy Ross and Corey Salazar at the library. When new items arrive at the library Johnny has been helping to process the books. He also helps with the Library's green initiative by packing up de-accessioned books that are donated to Better World Books. Helping the library to stay in tip top shape, Johnny has been nice enough to help with this summer's periodicals shifting project. To ensure that all of our books are in order and easy to find Johnny also makes sure all the book are in order, neat and available for our patrons. One of Johnny's favorite tasks is re-shelving material such as books and periodicals that have been returned to the library.

Johnny's kindness and willingness to help showed when the library asked a big favor of him. He graciously accompanied the library staff to the Christmas in July cele-

bration for the Senior Sisters. The Senior Sisters absolutely adored Johnny, dressed up as Santa Claus. As Santa, he sang Christmas carols and delivered gifts to all of the Senior Sisters. He even spoke and sang in Italian to the Senior Sisters, which was a special treat to those sisters who are fluent in Italian. The celebration was a big hit with the sisters and Johnny playing Santa was the icing on the cake.

Some of Johnny's hobbies outside of the library include watching the Philadelphia sports teams. Johnny is an especially huge Phillies fan and even got to attend the World Series last year. Johnny and Corey were always up for a sports debate whether it was about who was playing well for the Phillies or who the new additions to the Eagles' team were.

Johnny also likes to play Texas Hold'em No Limit poker online, where he's quite the player. Word jumbles, trivia games, crossword puzzles, and other brain teasing games are another forte of Johnny.

Johnny became a real member of the library team this summer and was a great help. The library wishes the best for Johnny in the upcoming school year as he continues to study Italian and attend Cabrini College.