

Queens College Library
City University of New York

Library Organization Plan 2025-2026

Last updated: 23 June 2025 (JTM)

Outline

Organization Plan: Unit Summaries – Faculty & Staff List

1. Administration
2. Development
3. Collection Management
4. Scholarly Communication, Instruction & Research
5. User Experience

Library Organization Plan

Unit Summaries and Faculty & Staff List

Library Mission

To provide instructional, research, and informational support for the curricular and research activities of students and faculty by curating applicable library resources, services, and spaces.

1) Administration

Manages the Library as a faculty-led department, including all personnel and units. Oversees budgets & funding. Establishes relations with college departments. Communicates the Library's mission. Does assessment and reports statistics. Engages in knowledge and records management. Maintains facilities and plans for optimal space use. Oversees daily operations through direct reports:

- Administration: Library Administrative Specialist; Library Administrative Assistant
- Development:
 - Arts, Design & Media Studies Librarian
 - Outreach Librarian
 - Education Resource Center Librarian
 - Music & Drama, Theatre & Dance Librarian
 - Head of Special Collections & Archives
- Associate Librarian / Coordinator of Collection Management
- Associate Librarian / Coordinator of Scholarly Commun., Instruction & Research
- Associate Librarian / Coordinator of User Experience

Assessment & Statistics

Evaluates resources, services, and spaces to aid data-informed decision-making, and reports statistics as required by the college and university, and library professional memberships.

Facilities Maintenance

Maintains the Library's facilities in Rosenthal and Music libraries, including the provision of up-to-date signage, allocation of office spaces, and receipt of physical mail and packages.

Knowledge & Records Management

Operates a usable knowledge management system to support Library policies and procedures, while maintaining key records to support current operations and future development.

Personnel & Budget

Manages personnel appointments and reappointments, tenure and promotion and permanent employment, including orientations and reviews. Plans and approves budgets for Personal Services Regular (full-time), Temporary Services (part-time), and Other-Than-Personal Services (OTPS). Works in consultation with the Library's Personnel & Budget Committee.

Planning & Spaces

Engages in short-term and long-term planning of Library operations through the best and maximal use of spaces in support of the Library's mission.

1) Administration

- Chief Librarian / Assoc Prof Mellone, Interim
- Deputy Chief Librarian / Asst Prof Naughton
- Library Administrative Specialist / HEO Tam
- Library Administrative Assistant / COA Kipnis
- Administration
 - Assessment & Statistics
 - Facilities Maintenance
 - Knowledge & Records Management
 - Personnel & Budget
 - Planning & Spaces

2) Development

Provides cooperative administrative assistance to achieve faculty, student, college, and external support for Library resources, services, and spaces. Helps guide special and distinct collections, resources, and spaces in supporting subject-specific and resource-specific teaching and learning. Organizes Library promotional activities, and opportunities for Library faculty and staff mentoring, and for student internships and fellowships.

Arts, Design & Media Studies Collections

Oversees collections located in Rosenthal that are devoted to the arts broadly defined, in support of the curricular programs, students, and faculty in the School of Arts.

Outreach

Assists Library Administration to communicate Library resources, services, and spaces to users, partners, and supporters, at the college and university levels and beyond.

Education Resource Center (ERC)

Provides resources, facilities, and instructional services that support the research and professional growth of teachers and other education professionals in the School of Education and in the School of Information Studies' Library Media Specialist program.

Exhibits & Events

Coordinates Library physical and digital exhibits and events created by Library personnel, as well as physical events hosted in the Library by college faculty and students.

External Relations & Donors

Helps Administration to coordinate outreach to potential external partners and donors to provide opportunities for support of Library resources, services, and spaces.

Mentoring, Internships & Fellowships

Provides students with experiential learning and hands-on knowledge through internships and fellowship opportunities. Coordinates mentoring of Library faculty and staff to facilitate their professional development, academic progress, and career advancement.

Music Library

Oversees the resources, services, and spaces in its library in the Aaron Copland School of Music (ACSM) to support the curricular-based programs, performance, and research of students and faculty in ACSM and in the Drama, Theatre & Dance department.

Special Collections & Archives

Collects, preserves, and provides access to special collections and archives for discovery, teaching, scholarship, creativity, and critical thinking. Safekeeps the historical and cultural record of the college, including collecting in areas reflecting college excellence in Civil Rights, Social Justice, Politics, and Music and the Arts. Partners with the Queens Public Library and the School of Information Studies on the Queens Memory Project.

2) Development

- Chief Librarian / Assoc Prof Mellone, Interim
- Deputy Chief Librarian / Asst Prof Naughton

Outreach

- Outreach Librarian / Assistant Professor - **Open**
 - Mentoring, Internships & Fellowships
 - Exhibits & Events
 - External Relations & Donors
 - Subjects: Languages Literatures & Studies (e. g. Africana Studies, Arabic & Middle Eastern Studies, Byzantine & Modern Greek Studies, Comparative Literature, Disability Studies, French, German, Hebrew & Jewish Studies, Hispanic Languages & Literatures, Italian, Italian-American Studies, Latin American & Latino Studies, Modern Greek, Native American Studies, Slavic Languages)

Arts, Design & Media Studies Collections

- Arts Design & Media Studies Librarian / Adjunct Lecturer NTA - **Open**
 - Subjects: Art History, Studio Art, Design, Photography & Imaging, Advertising, Film Studies, Media Studies
- Collections & Curatorial Assistant / CA Kasparian

Education Resource Center

- Education Resource Center Librarian / Asst Prof Silberberg

Music Library

- Music and Drama, Theatre & Dance Librarian / Assistant Professor - **Open** (Substitute Asst Prof Crowley since 11/2023)
- Music Library Assistant / COA Sokol
- Music Library Assistant / CA Campolo
- Music Library Assistant / CA Cleffi
- Music Library Assistant / CA Stimpfle

Special Collections & Archives

- Head of Special Collections & Archives / Asst Prof Tummino
 - Subjects: Political Science, Law & Legal Studies
- Archivist & Special Collections Specialist / HEO Waldron
- Queens Memory Outreach Coordinator / Adjunct Lecturer NTA Wallach
- Archives Assistant / CA McConnell
- SCA Assistant / COA - **Open**

3) Collection Management

Leads the acquisition, maintenance, and discovery of the Library's collections and intellectual resources, in consultation with the Library's Resources & Collections Committee (RCC). Works to set overall collection and resource development policies and practices to build and sustain materials to support the college curriculum, student coursework and research, and faculty curricular-aligned research.

Acquisitions, Billing & Supplies

Manages the acquisition of Library collections and resources, both physical and digital, including supplies and equipment supporting Library practices and procedures. Tracks and reports on OTPS expenditures, and communicates with college and university units for purchasing, budgeting, and accounts for both tax-levy and non-tax-levy funding.

Book Donations

Facilitates the receipt, assessment, and retention of donated materials to Library collections. Manages Library book sale and largesse events for the discard of donated materials.

Book Preparation & Repair

Prepares acquired and donated books with labels, barcodes and other identifying marks for accurate discovery and shelving. Repairs books and other physical materials in-house, and manages the use of external bindery services as needed.

Cataloging & Metadata

Using standard library and information metadata principles and practices, catalogs and maintains discovery service records of materials in Alma (OneSearch), OCLC, and other relevant catalog databases.

Electronic Resources

Works collaboratively with Acquisitions and others to coordinate electronic resources and digital collections and their discovery functions by managing the full life-cycle of electronic resources. Acts as the primary contact for vendor e-resource purchases, and collaborates in coordinating the selection, evaluation, and continuance of e-resources.

Reserves – Course Content

Provides physical and digital access to required course materials assigned by college faculty, and accessed by students through course sites on the E-Reserves system.

3) Collection Management

- Associate Librarian/Coordinator of Collection Management / Historical Cultural & Social Sciences Librarian / Assoc Prof Mellone
 - Budget: OTPS Plans & Implementation
 - Resources & Collections Development
 - Subjects: American Studies, Classics, History, Philosophy, Religious Studies

Acquisitions, Electronic Resources, Billing, Book Donations, Supplies,

- Acquisitions Librarian / Adjunct Lecturer - CA Wall
 - Featured Collections
 - Subjects: Social Sciences (e. g. Labor Studies, Urban Studies)
- Electronic Resources Librarian/ Assistant Professor - **Open** (Substitute Open since 9/2024)
 - Subjects: Languages Literatures & Studies (e. g. Africana Studies, Arabic & Middle Eastern Studies, Byzantine & Modern Greek Studies, Comparative Literature, Disability Studies, French, German, Hebrew & Jewish Studies, Hispanic Languages & Literatures, Italian, Italian-American Studies, Latin American & Latino Studies, Modern Greek, Native American Studies, Slavic Languages)
- Acquisitions Assistant / COA Bonifacio
- Billing College Assistant / CA Liang
- Acquisitions & Book Donations Assistant / CA - **Open**

Cataloging & Metadata, Book Preparation & Repair

- Cataloging & Metadata Librarian / Lecturer Gomez
- Book Preparation & Repair Assistant / CA Nunez

Reserves – Course Content

- Reserves Librarian / Adjunct Lecturer NTA - **Open**
- Reserves Specialist / CAA Marcu
- Reserves Assistant / COA Diaz

4) Scholarly Communication, Instruction & Research

Provides curricular-based support to students and faculty through scholarly communication resources and practices, instruction services for-faculty and to-students, and research & information services to students, faculty, and staff.

Data Services

Develops data resources and services, which may include increased data subscriptions, open data resources, and data curation, including Geographic Information Systems (GIS). Supports faculty use of research data, including data preservation, management plans, and sharing.

Digital Scholarship & Open Educational Resources (OER)

Promotes and supports the creation and maintenance of digital scholarly materials, and their access through the Library and other college departments. Directly supports faculty teaching through the state-funded CUNY-based OER faculty fellowship program. Promotes the adoption of OER / Zero-Textbook-Cost (ZTC) materials by faculty throughout the curriculum.

Instruction Services

Coordinates the Library instruction program that provides information literacy/research skills sessions, workshops, and credit courses. Provides leadership in the instructional design of the program and its content, including course-responsive embedded modules in Learning Management Systems (LMS) such as Brightspace. Plans and schedules instruction activities and oversees instruction spaces. Facilitates accessibility for learning resources, services, and spaces, and serves as the Library liaison to the Office of Special Services for students with disabilities. Works in consultation with the Library's Teaching & Learning Committee (TLC).

Research & Information Services

Provides a triage model of service in answer to research and information queries from college, university, and external users. Information Assistants field and answer general information-based in-person queries and online chat queries about Library resources, services, and spaces, including basic searching of the OneSearch discovery and E-Reserves systems. Research librarians provide support for advanced and subject-specific research and reference queries, through in-person service and consultations, online chat queries, and email/ticket queries.

Scholarly Communication

Provides scholarly communication support for faculty and student scholarship through open-access initiatives and repositories like CUNY Academic Works, and through the promotion of faculty scholarly and creative work through Library collections, resources, exhibits, and events. Promotes and aids the subject specialist work of Library faculty to utilize their subject expertise in support of the teaching, learning, and research of faculty and students.

4) Scholarly Communication, Instruction & Research

- Associate Librarian/Coordinator of Scholarly Communication, Instruction & Research / Assoc Prof - **Open**
 - Academic Works, Faculty Publications, Master's Theses, Diversity Resources
 - Subjects: Languages Literatures & Studies (e. g. Africana Studies, Arabic & Middle Eastern Studies, Byzantine & Modern Greek Studies, Comparative Literature, Disability Studies, French, German, Hebrew & Jewish Studies, Hispanic Languages & Literatures, Italian, Italian-American Studies, Latin American & Latino Studies, Modern Greek, Native American Studies, Slavic Languages)

Scholarly Communication, Data Services, Digital Scholarship & OER

- Data Services & Business Librarian / Asst Prof Xu
 - Subjects: Accounting, Asian Studies, Business, Data, Economics, Risk Management
- Humanities & Digital Scholarship Librarian / Asst Prof Walker
 - Subjects: English, Irish Studies, Linguistics & Communication Disorders, Queer Studies, Women & Gender Studies
 - Open Educational Resources (OER)
- Sciences Librarian / Assoc Prof Gandhi
 - Subjects: Earth & Environmental Sciences, Neuroscience, Psychology & Psychiatry
- STEM & Data Management Librarian / Assistant Professor - **Open**
 - Subjects: Chemistry, Engineering, Physics
- Sciences Librarian / Adjunct Lecturer NTA - **Open**
 - Subjects: Biology, Family-Nutrition-Exercise Science (FNES), Health & Medicine
- Social Sciences Librarian / Adjunct Lecturer NTA - **Open**
 - Subjects: Anthropology & Archaeology, Geography & GIS, Sociology

Instruction Services

- Instructional Design & Education Librarian / Asst Prof Silberberg
 - Subjects: EECE, ECP, SEYS, Education Resource Center, Accessibility
- Instruction Assistant / CAA Rollins
 - Classroom Reservations & Maintenance

Research & Information Services

- Research & Information Services Coordinator / Adjunct Lecturer NTA Minchillo
 - Information Assistant / CA Amukowa
 - Information Assistant / CA Priyodarshini
 - Information Assistant / CA Subramaniam
 - Information Assistant / CA - **Open**

5) User Experience

Through user-centered data-informed policies and practices, facilitates access to physical and digital resources, services, and spaces to provide effective and beneficial user interactions.

Borrowing:

Circulation

Provides information and services for the borrowing of Library books, media items, and Reserves materials from Rosenthal's main Borrowing Desk during normal service desk hours. Communicates with users about borrowed items, renewals, returns, and overdue fees.

Interlibrary Loan

Provides materials from other libraries at the request of students, faculty, and staff, by obtaining books not owned at QC or CUNY libraries, and providing PDF copies of articles, chapters, and other scanned materials not available at QC.

Government Documents

As a selective depository of U. S. documents and New York State documents, provides information about, and access to, physical and digital federal and state publications.

Stacks

Maintains the accurate shelving, reshelving, and shifting of the Library's physical books and other materials to maximize user access, including searching for misplaced items.

Makerspace

Inspired by 'the maker movement,' this hands-on learning lab allows users to tinker, craft, make, design, & learn. Provides a safe user-friendly space to learn new skills and share & exchange ideas through a broad range of making activities in support of the curriculum.

Web & Digital Services

Develops and maintains the Library website and digital services for access by students, faculty, staff, and external users. Serves as liaison to the college's Information Technology Services (ITS) for web and digital services, and for the maintenance and upkeep of physical and digital technologies for Library users and for Library faculty and staff.

5) User Experience

- Associate Librarian/Coordinator of User Experience / Asst Prof Naughton
- User Experience & Makerspace Librarian / Assistant Professor - **Open**
 - Subjects: Languages Literatures & Studies (e. g. Africana Studies, Arabic & Middle Eastern Studies, Byzantine & Modern Greek Studies, Comparative Literature, Disability Studies, French, German, Hebrew & Jewish Studies, Hispanic Languages & Literatures, Italian, Italian-American Studies, Latin American & Latino Studies, Modern Greek, Native American Studies, Slavic Languages), Technology

Borrowing: Circulation - Interlibrary Loan – Government Documents – Stacks

- Circulation Supervisor / CAA Eng
- Circulation Supervisor / CAA Rollins
- Circulation Assistant / COA Reyes
- Interlibrary Loan & Government Documents Librarian / Lecturer Rosenberg
- ILL & Circulation Assistant / COA Sharma
- Circulation & ILL Assistant / COA - **Open**
- Circulation & ILL Assistant / CA Do
- Stacks Assistant / COA Delgado
- Circulation & Stacks Assistant / COA - **Open**
- Circulation & Stacks Assistant / CA Chimborazo

Makerspace

- Head of Makerspace / CLT Normal
- Makerspace Supervising Technician / CLT - **Open**
- Makerspace Specialist / COA - **Open**
- Makerspace Assistant / CA Torres-Chan
- Makerspace Assistant / CA Walters
- Makerspace Assistant / CA - **Open**

Web & Digital Services

- Web & Digital Services Librarian / Asst Prof Naughton
 - Subjects: Information Studies
- Web & Digital Librarian / Adjunct Lecturer NTA Granger
 - Subjects: Computer Science, Mathematics