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| Dartmouth College Library |
| Acquisitions  Services  Annual Report FY12 |
| July 1, 2011 to June 30, 2012  C:\Users\Judy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\3CAPYKVT\MC900438780[1].jpg |

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| Judy Maynes, Head of Acquisitions Services  Beth Bidlack, Collection Assessment and Analysis Librarian  August 21, 2012 |

**Dartmouth College Library**

**Acquisition Services**

**Annual Report FY 2012**

**Executive Summary Highlights**

1. With the successful recruitment a Collections Assessment and Analysis Librarian, Acquisitions Services has started gathering and analyzing more data to be used in library-wide decision-making. To date, our efforts have focused on a peer analysis and benchmarking study, several cross-disciplinary analysis projects (science/engineering and business/economics), a major print serials management project, and a few workflow assessment projects.
2. In consultation with the Associate Librarian for Information Resources, Acquisitions Services purchased several major digital archives, including some biomedical ejournal backfiles and the Congressional Hearings digital collections Parts A and B. These purchases have allowed the withdrawal of many print volumes, thereby saving valuable space throughout the library system. We also subscribed to Project MUSE’s e-book product for selected titles published between 2010 and 2012.
3. In consultation with Access Services and the Associate Librarian for Information Resources, Acquisitions has restarted the JSTOR discard project in the Baker Berry and Storage Libraries.
4. Acquisitions Services led or joined several collaborative projects during FY12. Within the Library, the Digital Team worked with Jones Media Center to develop streaming video policy and procedures documentation. Campus wide, Acquisitions collaborated with one of our vendors, Coutts/Ingram, for bulk purchases on behalf of the Deal of Faculty, Campus Life, and the Dartmouth College Fund for various purposes (e.g., a book about Einstein that was given to all 2012 graduates). Coutts used Dartmouth’s purchase to develop a classroom reading price model to benefit other institutions as well. National collaborative efforts included contributing 0.3 to 0.5 FTE from existing staff resources to assist with the HathiTrust Digital Library’s copyright review project. Currently, one staff member has been trained and is working on reviewing titles published in the UK, Australia and Canada.
5. Reviewed IR endowments to confirm bookplate requirements and created new funds needed; this is the first step toward moving from paper to virtual bookplates in FY13 and improve our reporting for the Stewardship Program.
6. In May 2012, Acquisitions became a member of the National Information Standards Organization (NISO) Library Standards Alliance Membership may now participate in NISO webinars and teleconferences at no additional cost. Several staff members in various departments have already taken advantage of this benefit.
7. In FY12, staff continues to be the Department’s most valuable resource. Three staff members were promoted, and two new staff members were hired. As a testament to the depth of the Department’s experience, four staff members celebrated their twenty-fifth anniversaries of employment. Cherie Burns, one of the twenty-five year honorees, retired in September 2011.
8. All Acquisitions staff completed the *Preventing Workplace Harassment*, interactive online certification module from United Educators in January 2012.

**Statistical Highlights**

**Budget Area Appropriation**

Arts & Sciences $6,710,321.40

Business & Engineering $1,524,300.00

Medical Science $1,181,458.00

**TOTAL $9,416,079.40**

**Additional Funding**

$ 188,514.00 One-time purchases of biomed journal archives to replace print

**Acquisitions, Cataloging, and Maintenance: (see appendices V and VI)**

* 30,286 orders placed, averaging 2,524 orders per month.
* 77% of the Information Resources Budget supports serials and databases.
* 5-Year Comparison (FY08 to FY12):
  + Orders decreased 10% but increased slightly (1%) in FY12.
  + Approval orders increased 12% while firm orders decreased 17%.
  + Records maintenance activities have decreased dramatically compared to five years ago, but have increased 42% from FY11 as records maintenance shifted from bibliographic record maintenance to Serials Solutions database maintenance; Serials Solutions maintenance activities remained unchanged from FY11 to FY12.

**Key Issues Looking Ahead**

Acquisitions Services will increase its assessment and analysis efforts by undertaking a variety of projects and providing the increasing amount of data needed for decision-making, especially in regards to the maintenance of print serials. A new Collections Project Planning Group, including membership from Acquisitions, will continue to develop a project management approach to the growing number of collections projects that the Library will undertake in FY13 and beyond.

Acquisitions Services has fine-tuned its liaison program to provide better service to bibliographers and to increase collaboration among various disciplines. Changes include grouping business and economics together with one liaison, as well as grouping the Kresge librarians together with one liaison.

Acquisitions will work collaboratively with Cataloging and Metadata and Digital Technologies staff to move from paper to virtual bookplates in FY13 for general book purchases and some serials purchases.

Acquisitions staff will continue to learn new skills (e.g., using Excel and project management theories) to provide services to bibliographers and to the larger library system. Job descriptions need to be reviewed and updated in recognition of new skills and expertise necessary for today’s library and to ensure that we are prepared for the future.

Overall, Acquisitions Services remains well positioned and adaptable to changing Library’s needs. The nature of our work has changed significantly over the last twelve years, and we have increased our focus on staff training and development, are taking steps to maximizing our access to the needed financial data, and remain flexible in our organizational structure so that we can quickly adapt our team-based structure to accomplish goals. To complement these efforts it is imperative that we update job descriptions to match the skills and expertise required for our expanded financial and collections assessment and analysis responsibilities.

As always, we wish to express a sincere thank you to all Acquisitions Services staff. It is their dedication and care that make our services possible.

Respectfully submitted on behalf of Acquisitions Services,

*Judy Maynes,* Head of Acquisitions Services

Beth Bidlack, Collection Assessment and Analysis Librarian

August 20, 2012

**Expanded Highlights**

**Collection Assessment and Analysis**

1. The Collection Assessment and Analysis Librarian (CAAL) has had many individual meetings with bibliographers to understand their collections needs and has completed a few small projects for them (e.g., generating lists of specific titles in storage, analyzing purchasing patterns, and creating a list of candidates for a VHS replacement project). In collaboration with the Associate Librarian for Information Resources, the CAAL conducted an initial ARL/ACRL peer analysis, which included a comparison of collection size and collection expenditures among sixteen libraries.
2. The Associate Librarian for Information Resources and the CAAL met with all selectors in the arts & sciences to discuss their collecting activities during FY12 and their FY13 budget needs. The CAAL will attend all the selectors meetings with Coutts in August 2012, will analyze the results and make appropriate recommendations.
3. The CAAL has also improved some workflows within the Department, including the MOD process and the counting of print serials for annual ARL statistics. The CAAL reviewed current procedures for counting print serials and recommended changes to streamline procedures and improve accuracy.

**Collections Management**

1. The Spanish and Latin American approval and purchase plans were restructured for better predictability and fiscal management.
2. Completed a complex ProQuest platform migration; resolved the audiobook issues and moved to new platform with Ebsco; and updated the Alumni Digital Library webpages.
3. Created a new streaming video workflow and wrote corresponding documentation. Acquisitions collaborated with Jones Media to incorporate streaming video into license management activities.
4. Acquisitions digital team took on responsibility as editors of the Collection Development *Desired e-Resources Database* and *Bibliographer’s Toolkit* to maintain updates.
5. Acquisitions worked collaboratively with Paul Merchant in Digital Technologies Group on the next round of enhancements for the *Print-to-Digital* *Transitions Cancellations Database* to improve workflow.
6. The License Project was reactivated to complete an inventory and to begin entering license data into the Electronic Resources Management database.
7. Implemented the E-book product from Serials Solutions and updated documentation.
8. Acquisitions negotiated with Coutts to accommodate special bulk order purchases for other campus services; as a result of Dartmouth’s negotiations, Coutts used this model to introduce a new Classroom Price Model for other institutions

**Financial Management**

1. Ordering for FY12 began on July 11th using limited funds, with full appropriations available and entered into Millennium by mid-August.
2. In collaboration with Resource Sharing staff, restructured workflows to incorporate *Materials-On-Demand* book orders into the Acquisitions *RUSH Order* workflow. Results include: 1) reduced processing time required by Resources Sharing staff; 2) elimination of duplicate purchases; and, 3) centralized financial management.
3. Updated the endowment book plate information for Preservation Services and worked with Cataloging and Metadata Services to begin planning for a transition to virtual bookplates for general book orders in FY13.
4. Improved budget clarity and expenditure management for bibliographer and liaisons by adding reserve amounts in the restricted endowments to the initial budget appropriations; met with bibliographers and Acquisitions liaisons at the start of the fiscal year to review funds and endowment restrictions.
5. Provided regular budget and collections reports and met regularly with the Associate Librarian for Information Management to collaborate more fully on fiscal planning and management.
6. Worked with the Associate Librarian for Information Management and Digital Team to prepare earlier for fiscal year-end purchasing.
7. Introduced or updated several tools and documents related to fiscal management, including:
   1. Updated fiscal-year budget allocation worksheet for the Associate Librarian for Information Resources to use for preparing subject-level appropriations; worksheet expanded to include the expected endowment amounts and other budget information to consolidate budget information;
   2. Updated the fund-level monograph budget and reconciliation worksheet to ensure that individual fund totals roll up accurately to the higher-level endowment and subvention accounts and other budget sources; and,
   3. New or updated procedures documentation to continue creation of a comprehensive procedural toolkit for the financial team.

**Outreach and Education**

1. Collaborated with the Dean of Faculty and Donor Engagement offices to purchase 1,420 print copies of Walter Isaacson’s *Einstein: his life and universe,* as graduation gifts to the Class of 2012.
2. Collaborated with the Campus Life office to purchase 1,200 copies of the print and 10 concurrent users for the eBook of Ann Pancake’s *Strange as the Weather has Been*; a reading assignment for the incoming Class of 2016; and collaborated with the Dartmouth College Fund office to prepare a FY13 for 2,400 additional print copies.
3. Wrote periodic *Acquisitions Updates* to keep bibliographers and library staff informed about activities in Acquisitions Services.
4. Provided a tour and introduction to Acquisitions Services in October 2011for Arini Esary, Preservation Intern from North Bennett Street School.
5. Participated in two *New Staff Orientations* for library staff.
6. Department Head was interviewed by Scott Reed, MLS student at Drexel and Dartmouth Access Services staff member, who was investigating the management side of Acquisitions Services.
7. Participated in the eResources Fair, providing catering and vendor assistance.

**Special Programs**

*Alumni Memorial Books Fund (AMBF)*

1. Number of participating classes: 38
2. Number of memorial books assigned: 357
3. Amount received from receipts to offset collection dollars: $5,042.00
4. Additional annual receipts from the Class of 1940 to purchase additional books in the class’ honor: $700
   1. This year’s additional income supplemented the library’s psychology and religion budget
5. Class of 1970: new member joining in FY12
6. Class of 1933: memorials completed for all class members

Special Note:

FY12 saw an increasing number of memorials, with the Class of 1946 receiving one-tenth of all book assignments. Dartmouth class size rose rapidly after WWII and twelve of the fifteen classes from the years 1945-1960 chose to participate in the program.  This concentration of classes created a trend that we expect to continue over the next decade. As a result, we have broadened our selection criteria to include generally accessible texts in all subject areas, while retaining a preference for those that are visually appealing.

*Better World Books Library Discards & Donations Program*

1. Sales commissions: $2,554.26
2. Pounds of books shipped to Better World Books: 8800 lbs. (4.4 tons)
3. Processing time was cut in half when we were no longer required to scan books prior to shipment; a significant time savings for Shipping & Receiving staff

*Memorial and Non-Memorial Financial Gifts*

1. Receipts from Misc. Memorial and Non-Memorial Financial Gifts: $940.00
2. Special Memorial Gifts: purchases completed
   1. Memorial Gift Fund for Ryland E. Robbins, Class of 1944
   2. Memorial Gift Fund for Robert Park Sherman, Class of 1942

*Senior Book Program*

Number of titles ordered: 73 titles were ordered this year; with 71 of the titles received in time for the group photograph in June.

**Vendor Relations**

Acquisitions continued to work collaboratively with the Director of Digital Resources and other staff to coordinate and host fifteen vendor and publisher visits throughout the year to introduce products or update accounts. Included were:

1. American Chemical Society
2. Alibris
3. Book House
4. Books 24x7
5. Coutts
6. DeGruyter
7. EBSCO Publishing
8. Elsevier
9. Emerald Group Publishing, Inc.
10. JSTOR/ITHAKA
11. Oxford
12. Plum Analytics
13. SAGE Publications Inc.
14. Swets
15. Waldo

**Department Administration**

With the hire of the Collections Assessment and Analysis Librarian, the department management team was able to reorganize supervision assignments and improve coordination and management of department activities.

The department initiated three job audits to address the expanding nature and scope of digital resources acquisition, which resulted in three promotions.

**Department Facilities**

The management team initiated a review of department lighting and temperature in response to various inadequacies and inconsistencies. We also reviewed and rearranged desk space to provide space for the new Collections Assessment and Analysis Librarian.

**Appendices Attached:**

1. Staff Resources as of June 30, 2012
2. Financial Information
3. Library Committees, Working Groups, Staff Development & Diversity Activities
4. Holdings FY12
5. Ordering and Cataloging Statistics over Five Years
6. Records Maintenance Activities 3-Year Comparison
7. Acquisitions Services Mission and FY13 Goals

**APPENDICES**

**Appendix I: Acquisitions Staff as of June 30, 2012**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | |  |  |
| **Staff Member** | | **Hours** | **Title** | **Grade** |  |
| 1 | Braman, Alexander | 37.5 | Acquisitions Assistant II | AAT C |  |
| 2 | Bidlack, Beth | exempt | Collection Assessment & Analysis Librarian | LP III | New Position |
| 3 | Bushway, Karla E | 37.5 | Acquisitions Assistant II | AAT C |  |
| 4 | Caruso, Susan A | 37.5 | Acquisitions Assistant II | AAT C |  |
| 5 | Corriveau, Miriam J | 37.5 | Acquisitions Assistant II | AAT C |  |
| 6 | Dalton, Jamie | 37.5 | Vendor Specialist | DRM A | New Hire |
| 7 | Densmore, Marianne L | 37.5 | Electronic Resources Specialist | DRM A | Promotion |
| 8 | Fegan, Suzette K | 37.5 | Acquisitions Assistant II | AAT C |  |
| 9 | Gilbert, Roberta A | 37.5 | Acquisitions Assistant II | AAT C |  |
| 10 | Heath, Lori A | 37.5 | Acquisitions Assistant II | AAT C |  |
| 11 | Maynes, Judy | exempt | Head of Acquisitions Services | LP III |  |
| 12 | McBride, Sarah E.E. | 20 | Acquisitions Assistant II | AAT B |  |
| 13 | McIntyre, Julie P | 37.5 | Acquisitions Supervisor | DRM B |  |
| 14 | Peltzer, Jan E | 37.5 | Electronic Resources Specialist | DRM A | Promotion |
| 15 | Sterling, Barbara W | 37.5 | Acquisitions Assistant II | AAT C |  |
| 16 | Torrey, Rebecca M | 37.5 | Digital Resources Coordinator | DRM B | Promotion |
| 17 | Vinapol, Donna M | 37.5 | Continuing Resources Specialist | DRM A |  |
| 18 | Walker, Kathleen A | 37.5 | Acquisitions Supervisor | DRM B |  |
| 19 | Welch, Karen J | 37.5 | Acquisitions Assistant II | AAT C |  |
| 20 | Wolfe, Timothy | 37.5 | Acquisitions Assistant II | AAT B |  |
|  |  |  |  |  |  |
|  | **Summary** | | |  |  |
|  |  | **# staff** | **% of total** |  |  |
|  | Assistants/hourly | 11 | 55 |  |  |
|  | Specialists/hourly | 5 | 25 |  |  |
|  | Supervisors/hourly | 2 | 10 |  |  |
|  | Librarians/exempt | 2 | 10 |  |  |
|  | **Total** | **20** |  |  |  |
|  |  |  |  |  |  |
| **Retirements:** | |  |  |  |  |
|  | Burns, Cheryl L | 37.5 | Vendor Specialist | DRM A | 9/30/2011 |
|  |  |  |  |  |  |
| **HR Staff Recognitions:** | |  |  |  |  |
|  | Cheryl Burns |  | 25 Years |  |  |
|  | Densmore, Marianne L |  | 25 Years |  |  |
|  | Vinapol, Donna M |  | 25 Years |  |  |
|  | Walker, Kathleen A |  | 25 Years |  |  |
|  |  |  |  |  |  |

**Staff Promotions:**

Marianne Densmore: Acquisitions Assistant to Electronic Resources Specialist

Jan Peltzer: Acquisitions Assistant to Electronic Resources Specialist

Rebecca M. Torrey, Digital Resources Specialist to Digital Resources Coordinator

**New Hires:**

Beth Bidlack, Collection Assessment and Analysis Librarian, hired in December 2011.

Jamie Dalton, Acquisitions Vendor Specialist, hired in December 2011.

**Student Assistants:**

Efe Agho, ‘14

Rick Hansen, MAALS ‘13,

**Appendix II: FY12 Financial Information**

**Budget Area Appropriation**

Arts & Sciences $6,710,321.00

Business & Engineering $1,524,300.00

Medical Science $1,181,458.00

**TOTAL $9,416,079.00**

**Content Utilities**

**$135,735.00** Spent in support of collections

**Special Funding**

$ 188,514.00 One-time purchases of biomed journal archives to replace print

**Appendix III: Library Committees, Working Groups, Staff Development & Diversity Activities**

**Committees and Working Groups:**

Bib Level Hold Workflow Group

Collections Management & Planning Group (CMPG)

Collection Development Forum (CD Forum)

Collection Services Coordinators (CSC)

Dartmouth College Library Staff Association, Welfare (DCLSA)

Dartmouth College Library Staff Association, Program Committee (DCLSA)

Digital Management Group

Electronic Resources Preservation Group

First-Year Open House

Holdings 008 Group

Information Discovery & Access Group (IDAG)

Information Security Working Group

Library Assessment Committee (LAC)

Library Management Group (LMG)

Library Wellness Committee

Lost, Missing and Replacement Workflow, 10/19/11

Marketing & Communications Committee, through Feb. 2012

Millennium Systems Administrator Group

Next Generation Library Technologies Taskforce

Preservation, Acquisitions, Cataloging and MetaData Committee (PACC)

PACC Agenda Committee

Research & Instruction Services weekly meetings

Search Committee – Collection Assessment & Analysis Librarian, Spring/Summer 2011

Search Committee - Physical Sciences Librarian, Fall 2011

Search Committee – Romance Languages and Literature Librarian, Spring 2012

Search Committee – Vendor Specialist, Fall 2011

Student Advisory Group

Sustainability Committee

Technical Coordinators (TeCor)

Training & Development Discussion Groups led by the Staff Development Committee

**Staff Development Activities:**

ACRL Metrics – ACRL Webinar – 2/29/12

Audio Book Platform – Webinar – 9/27/11

Benefits Fair – HR – 10/17/11

Book Citation Index – Thomson Webinar – 11/29/11

Computing Open House – Kiewit – 7/24/11

Cornell Interactive Theater, "Caught in the Middle," (challenges for supervisors) Oct 4, 2011

Coutts Approval pre-selection – Webinar – 8/9/11

Create Lists – Webinar – 3/9/11

Digital Public Library of America Lecture – The Neukom Institute for Computational Science and the Friends of the Dartmouth College Library – 2/27/12

Effective Subscription Management and Alternatives – ALCTS webinar – 2/15/12

Exploring Possibilities – Apple – 3/20/12

Fundamentals of Electronic Resources Acquisitions – Online – 11/14/11-12/9/11

Innovative Networking Session – HR – 9/27/11

Innovative Reporter – Webinar – 3/3/11

Introduction to Process Redesign – HR – 5/22/12

Ithaka Boston Forum – 12/6/12

Kuali Open Library Environment – Webinar – 1/18/12

“Leading from Where You Are” – NERCOMP workshop – 6/13/12

“Leadership for the Creative Organization” – (DCAL) – 10/13/11

Library Leadership Workshop – NH and Vermont Library Association – 4/13/12

“Local Collections, Collective Context: Managing Print Collections in the Age of

Collaboration” – ALCTS – 6/4/12-6/6/12

Lynda.com tutorials – various

Making Better Decisions with Usage Statistics – NISO Webinar – 6/13/12

Management Essentials at Dartmouth (MEAD) program

Mendeley: Institutional edition: Setting new standards in research collaboration – SWETS – 2/14/12

New Discovery Tools: Moving Beyond Traditional Online Catalogs – NISO Webinar – 11/9/11

Open House – Kiewit Computing Center – 7/27/11

Outlook Questions and Answers Sessions

Presence in Business: working and living with a quiet mind – Collis Common Ground – 5/3/12

Preview of the New Audit Site – Portico Webinar – 2/17/12

Print Archives Preservation Registry – CRL Webinar – 2/8/12

Process Redesign Workshop Dartmouth College – HR – 5/22/12

Proquest migration – web session – 9/23/11

Preventing Workplace Harassment, interactive online module from United Educators, 1/23/12 [certificate] – All Acquisitions Services staff completed the certificate

Schema.org and Linked Data: Complementary Approaches to Publishing Data – NISO – 4/25/12

Summer Book Fair – Staff Development Committee – 7/27/11

Supervisor/Manager Training Ideas – HR – 3/18/12

Uncover cost Savings with web-Scale Management – Serials Solutions – 10/12/11

Using the Portico Audit Site – Portico Webinar – 2/17/12

Veterans Day Remembrance Breakfast – 11/11/11

What does the Georgia State Decision Mean for Libraries – ARL – 5/14/12

**Conferences & Advisory Groups:**

American Theological Library Association Board Meetings (ATLA), 1/12/12-1/14/12 and 6/26/2012 and 7/1/2012

American Theological Library Association Annual Conference (ATLA), 6/27/12-6/30/12

Coutts Advisory Group Meeting, 10/27/11

Charleston Conference, 11/2/11 – 11/5/11

Dartmouth College Library Open House, 9/16/2011

E-Book Vendor Fair – WALDO , 3/30/12

E-Resources Fair @ Dartmouth, 1/10/12

Guide to Reference Religion Editor (ALA), ongoing

Hathi Trust Training – University of Michigan, 5/1/12 - 5/4/12

ITHAKA /JSTOR Meeting – Boston, 12/6/11

Innovative Users Group, 4/16/12-4/19/12

NERCOMP Conference, 6/13/12

New England Library Technical Services Librarians Annual Spring Conference, 5/3/12

**Diversity Events Attended:**

Alison Knowles "Make a Salad" Performance – Hopkins Center/Library – 7/21/11

Black in Latin America with Henry Louis Gates, Jr. – IDE – 4/26/12

Dartmouth Alumni of the Civil Rights Movement Luncheon Talk – HR – 1/19/12

End of the World Talk – Hopkins Center – 1/5/12

"Eye on the Prize" Series – IDE Spring – 3/29/11, 7/2011, 11/2011

Freedom Riders – IDE – 1/24/12

From the Records lecture – David Ferriero, The Friends of the Dartmouth College Library – 5/14/12

Hugh Masekela (South African musician and activist) concert – Hopkins Center – 2/21/12

Irene Clean-up – HR/Library – 9/1/11

Johnny Clegg (Anthropologist/Human Rights Activist/Singer-Songwriter and Dancer – Hopkins Center – 6/28/12

Keb Mo (blues and gospel performer) – Lebanon Opera House – 9/21/11

Kosovo Story: Challenges and Successes in State-Building Processes – Kosovo President Atifete Jahjaga public lecture – 3/5/12

Martin Luther King Jr. Celebration Breakfast – HR – 1/16/12

Museum in Modern Egypt, Dr. Christine Lilyquist – Diversity Luncheon Learn – 6/29/11

Preventing Workplace Harassment – HR Video – 1/26/12

Psyanky Egg Decorating – DCLSA – 3/1/12

Queer History of the United States – DCL Diversity Committee Book Group – 8/8/11

So percussion Pop-up Performance by the innovative Brooklyn-based quartet – Random Acts of Art – 4/18/12

Veterans Day Memorial Program – DC – 11/11/11

World music percussion ensemble – Random Acts of Art – 11/14/11

“Young @ Heart” Chorus: performance and reception – Hopkins Center – 9/22/11

**Appendix IV: Holdings FY12**

FY12 Library Holdings for Dartmouth Fact Book

* Note: Data are for fiscal year July 1, 2011 - June 30, 2012.
* \*Includes electronic journals, collections, databases, and monographs. Networked Resources data for individual libraries are not applicable. \*\*There may be duplicate counts of electronic serial titles between Total and Grand Total.
* 2,642,986 Printed volumes
* 2,582,897 Microform
* 809,950 Other formats
* 60,233 Serial Titles
* 718,970 Networked Resources\*
* 6,815,036 TOTAL

**Appendix V: Ordering & Cataloging Statistics over Five Years**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **FY08** | **FY09** | **FY10** | **FY11** | **FY12** | **% change FY08 to FY12** | **% change FY11 to FY12** |
| **TOTAL ORDERS** | **33,833** | **37,633** | **30,970** | **30,079** | **30,286** | **-10%** | **1%** |
|  |  |  |  |  |  |  |  |
| **Monographic** |  |  |  |  |  |  |  |
| Firm orders | 19,592 | 19,995 | 15,445 | 15,283 | 16,254 | **-17%** | **6%** |
| Approvals | 10,536 | 12,084 | 13,189 | 12,579 | 11,775 | **12%** | **-6%** |
| Approval slips | - | - | - | - | 8 | **-** | **-** |
| BLSO items | 725 | 608 | 219 | 190 | 267 | **-63%** | **41%** |
| Books in series | 1,620 | 1615 | 886 | 704 | 636 | **-61%** | **-10%** |
| Class dups | 35 | 20 | 31 | 11 | 22 | **-37%** | **50%** |
| Multiparts | 149 | 172 | 68 | 99 | 35 | **-77%** | **-65%** |
| Other | 8 | 43 | 23 | 42 | 14 | **75%** | **-67%** |
| CJK | 0 | 522 | 351 | 117 | 16 | **%** | **-86%** |
| Repl.\*\* | 659 | 749 | 292 | 316 | 274 | **-58%** | **-13%** |
| Materials on demand | - | - | - | - | 146\* | **-** | **-** |
|  |  |  |  |  |  |  |  |
| **Total Mono** | **33,324** | **35808** | **30,504** | **29,341** | **29,439** | **-12%** | **1%** |
|  |  |  |  |  |  |  |  |
| **Total Serials** | 509 | 1825 | 463 | 738 | 847 | **66%** | **15%** |
|  |  |  |  |  |  |  |  |
| **Total Orders** | 33,833 | 37,633 | 30,970 | 30,079 | 30,286 | **-10%** | **1%** |
| **Average/month** | 2,819 | 3,136 | 2,581 | 2,507 | 2,524 | **-10%** | **1%** |
|  |  |  |  |  |  |  |  |
| **Other orders** |  |  |  |  |  |  |  |
| RUSH | 803 | 615 | 678 | 685 | 713 | **-11%** | **4%** |
| Gift | 1,133 | 1478 | 1255 | 1,859 | 1,535 | **35%** | **-17%** |
| Digital Resources | 387 | 1,652 | 386 | 326 | ???? | **%** | **%** |
| Videos/DVDs | 1,598 | 1,916 | 1,976 | 1,568 | ???? | **%** | **%** |
| Kindle | - | 26 | 16 | 1 | 6 | **%** | **500%** |
|  |  |  |  |  |  |  |  |
| **CATALOGING ACTIVITY (Acquisitions)** | | | |  |  |  |  |
| Monographs | 14,190 | 7210 | 705 | 348 | 494 | **-97%** | **42%** |
| Serial titles | 106 | 66 | 43 | 143 | 102 | **-4%** | **29%** |
| Scores | 1 | 4 | 4 | 7 | 1 | 0% | **-86%** |
| Maps | 6 | 4 | 0 | 0 | 0 | ??% | **0%** |
|  |  |  |  |  |  |  |  |
| **All cataloging** | **14,303** | **7,284** | **752** | **498** | **597** | **-96%** | **20%** |
|  |  |  |  |  |  |  |  |
| \*In fall 2011, orders for MOD materials moved from Access Services to Acquisitions  \*\*Monograph replacements include serials | | | | | | | |

**Appendix VI. Records Maintenance Activities 3-Year Comparison**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Records Maintenance Activities** | **FY 10** | **FY 11** | | **FY12** | | |  |  |  | |
| Added copy | 30 | | 99 | |  | 1 | |  |
| Cancelled | 747 | | 983 | |  | 277 | |  |
| Ceased | 138 | | 279 | |  | 180 | |  |
| Discard | 450 | | 705 | |  | 1395 | |  |
| Holdings update | 587 | | 393 | |  | 420 | |  |
| Inactive (new) | 21 | | 49 | |  | 71 | |  |
| New titles | 52 | | 56 | |  | 52 | |  |
| Recatalog | 0 | | 0 | |  | 2 | |  |
| Reclass | 0 | | 0 | |  | 0 | |  |
| Retrospective conversion | 0 | | 0 | |  | 0 | |  |
| Title change (new) | 16 | | 36 | |  | 29 | |  |
| Title change (old) | 17 | | 69 | |  | 42 | |  |
| Transfer | 113 | | 142 | |  | 179 | |  |
| Withdraw | 1 | | 4 | |  | 20 | |  |
|  |  | |  | |  |  | |  |
| **TOTAL ACTIONS** | **2815** | | **2668** | |  | **2668** | |  |
| % change | 29% | -6% | | 0% | | |  |  |  | |
| These statistics do not reflect any electronic resource counts (except for URL updates) as we don’t have any for these. | | | | | | | |  |  | |
|  |  |  | |  | | |  |  |  | |
| **Serials Solutions Maintenance** | **FY10** | **FY11** | | **FY12** | | |  |  |  | |
| Database changes \* | 1000 | 666 | | 1114 | | |  |  |  | |
| Title Changes \*\* | 3930 | 2750 | | 15379 | | |  |  |  | |
| Serial subscription changes: print to digital | 0 | 0 | | 54 | | |  |  |  | |
| Serial subscriptions changes: cancellations | 0 | 0 | | 131 | | |  |  |  | |
| Other | 6 | 0 | | 0 | | |  |  |  | |
| **Total** | **4936** | **3416** | | **16678** | | |  |  |  | |
| % change |  | -30.79 | | 388% | | |  |  |  | |
| **TOTAL** includes changes made by all who makes changes in the database, including Cataloging & Metadata, Serials Solutions Staff & Acquisitions staff. | | | | | | | | | |
| \* **Database changes** (selected or deselected databases, or updated title coverage from "we subscribe to all in the database" to "We subscribe to only some of the titles in this database.") | | | | | | | | | |
| \*\* **Title changes** (Includes URL changes or custom URL additions, coverage date changes, title selection or deselection.) | | | | | | | | | |

**Appendix VII: FY13 Mission and Goals**

***Mission***

To provide exceptional support services for all collection development activities through prudent stewardship of the materials budget and strong working relations with our customers, colleagues and business partners.

***Goals***

**Communication**

1. Update content on Acquisitions webpage and bibliographer’s toolkits for better communication of services and processes to other library staff.
2. Identify new ways to communicate with other departments and library staff.

**Implementations and Staff Development**

1. *Virtual Book Plates:* In collaboration with Cataloging & Metadata, Preservation, and Digital Technologies staff, transition from paper to virtual bookplates for all regular Arts & Sciences endowments requiring bookplates. Completion will reduce costs, make plate information available in the online catalog, eliminate the need for the x-fund bookplate workflow, create a more sustainable workflow, save staff and student processing time in Preservation Services, and provide better Stewardship information.
2. *License Project:* Continue inventory of licenses and entering data into the Electronic Resources Management module of the Innovative Millennium database.
3. *Hathi Trust Project:* Develop and train additional staff to work on the Hathi Trust Copyright Project.
4. *Digital Preservation Activities:* In collaboration with others in the library, develop roles for Acquisitions staff to participate in the Digital Preservation Projects in the following areas: Financial, Rights Management and Contracts, Vendor Relations, and Purchasing.
5. *Analysis and Assessment:* Identify assessment team, develop a skills assessment tool, initiate job audits, and restructure job responsibilities to accommodate expanding work in this important area. Review and incorporate analysis and assessment into the Acquisitions Liaison Program.
6. *Financial:* Develop succession plan for financial responsibilities, define workflow and train staff.

**Collection Development**

1. *Stewardship Project:* Improve and streamline reports to bibliographers
2. *Approval Plans:* Develop better plan for monitoring these. Identifying annual budgets, monitor spending, and send quarterly reports to bibliographers.