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| Dartmouth College Library |
| Acquisitions Services – Annual Report FY13 |
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| Judy Maynes, Head of Acquisitions ServicesAugust 15, 2013 |

**Dartmouth College Library**

**Acquisition Services Annual Report FY13**

Executive Summary

Acquisitions Services advances the mission of the library through prudent stewardship of the Library’s $9M+ Information Resources budget and manages other non-Information Resource library expenditures such as Content Utilities (systems and services that support content).The Department provides centralized purchasing for Dartmouth’s library system by establishing and maintaining excellent business relationships with vendors, publishers, and consortia worldwide to ensure timely receipt of quality material, generally at greatly discounted prices that maximize the College’s return on investment.

Acquisitions is responsible for ordering resources selected by twenty-eight library professionals across the library system, and for maintaining all ongoing subscriptions and licenses for resources that the Library acquires over a long period of time. Digital resource acquisition and access requires additional licensing contracts, trial arrangements, extensive and complex price and terms negotiation, ongoing site administration, as well as immediate resolution of technical or contractual issues to ensure continued access for students, faculty, and administration. Acquisitions staff review and manage orders and invoices through the Library’s Integrated Library Management System and electronic transmission, assigns payment to over 200 endowed and subvention funds, and exports invoices on a regular basis to Accounts Payable by electronic data exchange.

Acquisitions Services provides collection assessment and analysis services and prepares financial and collection statistical reports for Bibliographers and library administration, and prepares the annual statistical reports for external entities such as the American Research Libraries. Acquisitions Services manages several special programs, including: the Alumni Memorial Books Programs (40 participating classes), the Library’s Gift Books Program, and partners with Better World Books for resale of discarded library materials through their Library Discards and Donations Program. The Department currently contributes .33 FTE to the HathiTrust Copyright Review Project (a grant-funded project running through November 2014), as part of the Library’s membership in HathiTrust.

The Acquisitions Services Department is part of the Library’s Information Resources unit and reports to Elizabeth Kirk, Associate Librarian for Information Resources.

Highlights

Sponsoring Consortium for Open Access Publishing in Particle Physics (SCOAP3)

Dartmouth is participating in a three-year global experiment, led by CERN, to convert peer-review journals in particle physics to open access. Under this model, libraries, consortia, and research institutions redirect resources now used for subscriptions to, instead, pay directly for the titles that will then be available to all users through open access. In preparation, the Digital Team completed the necessary calculations and reconciled these amounts with publishers to determine the amount of subscription monies available to redirect to SCOAP3. Dartmouth works through LYRASIS on this initiative. *See:* [*http://www.scoap3.org/*](http://www.scoap3.org/)

Hathi Trust

As part of the Library’s membership in HathiTrust, Acquisitions contributes .33 FTE to the HathiTrust Copyright Review Project, a grant-sponsored project that currently runs through November 2014. Team members this year included: Karla Bushway, Goodie Corriveau, Lori Heath, Sarah McBride, and Jan Peltzer.

Collection Assessment and Analysis

With the recruitment a Collections Assessment and Analysis Librarian (CAAL) in December 2011, Acquisitions continued to expand services to include gathering and analyzing additional data for library-wide decision making. Efforts were 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. In August 2012, the CAAL worked with closely with Coutts/Ingram and subject selectors to complete a full review of approval plan profiles.

The resignation of the Collection Assessment and Analysis Librarian in January 2013 put many initiatives on temporary hold. During the interim, the Acquisitions Review File Team was reorganized into a cross-departmental Collection Analysis Team that includes staff from Cataloging and Metadata. The team provides ongoing reports for subject bibliographers and library administration and will serve as a primary support team for the new Librarian, James Fein, who begins in September 2013.

360 Counter Implementation – (eResources Assessment Service from Serials Solutions)

Dartmouth purchased and implemented SerialsSolutions’ 360 Counter for calculating and reporting use statistics. The digital team, with the help of acquisitions colleagues, populated the Data Retrieval Service Form with our Counter Compliant resource providers, and hosted two training webinars for staff and librarians.

Digital Resources License Project

The digital team worked with the Director of Scholarly Communication and Digital Resources and the Head of Acquisition Services to create a workflow process that includes data entry documentation, field definitions, and a check list to be completed during the initial license review. Terms of Use are then entered into the Electronic Resource Management System (ERM) in Millennium and are then viewable to library staff and patrons through the online catalog.

Streaming Video

A working group, consisting of the Jones Media Librarian, Director of Scholarly Communication and Digital Resources, Head of Acquisition Services, and the digital team, designed a workflow and wrote procedural documentation for the purchase and licensing of streaming video.

Baker 152 Renovations Project

Acquisitions staff participated in the Baker 152 Renovation Project Task Force to research and recommend upgrades for Baker Rooms 152 and 158, including technical equipment, furnishings, and infrastructure. A final report was submitted to the Library Administration on April 4, 2013 offering a range of potential options based on cost and available resources.

*Committee members included: Jamie Dalton, Acquisitions Vendor Specialist; Bruce Dunn, Facilities Manager, Art Hanchett, Senior Digital Media Lab Technician, Judy Maynes (Chair), Head of Acquisitions Services; and, Crishuana Williams, Edward Connery Lathem Special Collections Intern in Rauner Library. AUL Sponsor: Jennifer Taxman, Associate Librarian for User Services.*

Next Generation Taskforce

Acquisitions staff participated on the Next Generation Taskforce and contributed substantial feedback for the overall needs assessment for Library Integrated Systems, particularly focusing on needs around the acquisition of materials, fund accounting, and statistics.

**Key Issues Looking Ahead**

With the arrival of the new Collection Assessment and Analysis Librarian (CAAL) in September, we will restart our program to build an enhanced suite of assessment and analysis services in support of library-wide collection decisions and initiatives. The priority in FY14 will be to work collaboratively with the Project Lead to provide needed assessment and analysis information for the imminent storage library move.

The Department will continue training for our financial team to ensure adequate backup and expertise at all phases of the business and budgeting cycle. We also look forward to filling our open part-time Acquisitions Assistant position early this fall. One of our chronic challenges is the need to expand our digital team to better meet the growing and complex demands of this fastest growing area of acquisitions. Training is challenging due to the dynamic and evolutionary nature of this work. Equally important is the need to review all position descriptions to identify and acknowledge the skills and expertise required for the growing complexity of our digital, financial and collections assessment and analysis responsibilities.

Acquisitions Services remains well-positioned to respond to changing Library needs and the Department Management Team makes a point to anticipate and cultivate potential new areas of service. Examples over the past two years include: 1) launch of a new assessment and analysis program; 2) redeployment of staff time to participate in the Hathi Trust Copyright project; 3) updating three Assistant level staff positions to the Specialist level to support the growing digital and assessment activities; 4) consolidated renewal and payment of content support services under the Acquisitions management; and, 5) our collaboration with various College departments to manage their bulk book purchases that include exceptional discounts. In the future, we anticipate a growing role in digital rights management as the Open Access Initiative moves forward at Dartmouth.

It is important to acknowledge that it is the collective dedication and expertise from each and every Acquisitions Services staff member that make our services both possible and excellent. In addition, we congratulate those honored this year who have served the library for twenty-five years: Roberta Gilbert, Suzette Fegan, and Barbara Sterling.

On behalf of Acquisitions Services,

*Judy Maynes*

*Head of Acquisitions Services*

Appendices:

Appendix I: Expanded Highlights

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Appendix VI: Serials Solutions Maintenance Activities – Four-Year Comparison

Appendix I: Expanded Highlights

INFORMATION RESOURCES BUDGET - FY13

Budget Area Appropriation

Arts & Sciences $ 6,513,382.00

 Fernandez Gift $ 7,500.00

 Sherman Art Gift $ 2,000.00

Arts & Sciences Total $ 6,522,882.00

Special Collections $ 498,005.00

Business & Engineering $ 1,607,000.00

Medical Science $ 1,227,207.00

**Total Budget** $ 9,855,094.00

One-Time Provost Funds $ 450,000.00 (digital archives to replace print journals)

**Grand Total** **$ 10,305,094.00**

Acquisitions staff is dedicated to the efficient and timely management of orders, receipt, and expenditures throughout the business cycle. We follow best practices for quality control at all levels, finalize year-end expenditures by June 30 and complete fiscal close activities the first week in July. In addition, we are able to ‘quick-start’ the new fiscal-year ordering cycle within the first eight days of July by using a reduced set of funds. New subject-level allocations are received in mid-July and are then distributed to 200+ individual funds. Fund-level allocations are entered into Millennium within two weeks, making us fully operational for the new fiscal year by the first or second week in August.

Fiscal-Year Business Cycle

1. Ordering for FY12 began on July 9th using limited funds, with full appropriations available and entered into Millennium by August 8th.
2. Organized budget meetings with subject selectors, Acquisitions Liaisons, and Associate Librarian for Information Resources, to prepare for FY14 budget planning (March 2013)
3. Refined budget preparation templates and procedural documentation to streamline a multi-step processes in preparation for determining and setting new fiscal year appropriations.
4. Set up special class reserve funds to streamline procedures for the Rush Term; part of a collaborative assessment of class reserves workflow between Access Services, CatMet, and Acquisitions.
5. Arranged with publishers to realign digital resources subscriptions currently renewing in the fourth quarter to a new first quarter renewal. This ensures that funds are expended early in the fiscal year, thereby avoiding any potential or unexpected budget shortfall at year end.
6. The Vendor Specialist initiated a project to improve vendor statistics by creating Oracle numbers for vendors formerly coded in Millennium as “none.”
7. Completed changes necessary to incorporate non-IR expenditure invoices into the regular EDI processing workflow beginning in July 2013, eliminating the need for special processing and hand-delivery to A/P. Acquisitions worked with DLTG and the Millennium Systems Manager to make the necessary technical changes required in III’s Millennium system.

Collections Management

1. Potential archive and back file purchases are identified by subject selectors and logged into a Desired Resources List and assigned a priority level. At the end of the third quarter, the Associate Librarian for Information Resources determines the final priority list that Acquisitions uses for year-end purchases. FY13 purchases included the following high-priority resources:

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| High Priority Archival Purchases |
| Confederate newspapers: a collection from Florida, Georgia, Tennessee, Virginia and Alabama |
| Stalin Digital Archive |
| The Nation digital archive [electronic resource]. (Purchased Perpetual Access) |
| Daoist Canon |
| Early European books [electronic resource]: printed sources to 1700. : Collections 1-4 |
| Oxford Scholarship Online |
| Science (New York, N.Y.);”Science [electronic resource].” (Science Classic) (made in two payments) |
| America’s historical newspapers [electronic resource] : including Early American Newspapers Series 2-7 |
| Contemporary mathematics (American Mathematical Society);“Contemporary mathematics [electronic resource].” |
| Nineteenth century collections online – Collections 1-8 & MARC Records |
| Critical reviews in biotechnology [electronic resource]. |
| Latin American anarchist and Labour periodicals online |
| Philadelphia tribune – Black Historical Newspaper |
| Pittsburgh Courier – Black Historical Newspaper |
|   |

1. Bulk Purchases for College Departments

Acquisitions worked with four college departments to arrange bulk purchases at deep discounts through our primary English Language vendor, Coutts/Ingram. 2,750 books were purchased.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FY 2013** |   |   |   |   |
| 7/5/2012 | $25,945.50 | 2,450 | Strange as this weather has been / Ann Pancake (Full Reprint)  | Dartmouth Fund / Entering class – 2012  |
| 8/22/2012 | $2,515.20 | 120 | Wide Lens: a new strategy for innovation / Ron Adner. | Biomed October Conference  |
| 11/2/2012 | $572.00 | 55 | Getting things done: the art of stress-free productivity / David Allen | Library Staff Development Committee |
| 5/7/2013 | $525.00 | 50 | Getting things done : the art of stress-free productivity / David Allen | Human Resources |
| 5/7/2013 | $299.50 | 50 | Getting Things Done: A Time Saving Summary of David Allen’s Book on Productivity | Human Resources |

1. Purchased Extensive Archives Specifically to Replace Print Runs

The Provost provided $450k in capital funds specifically for the purpose of purchasing digital archives that would replace print runs. This type of generous funding, coupled with our excellent business relationships with vendors and publishers, allows the library to negotiate significant price reductions.

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| **Capital Purchases FY13 (Special Provost Funds to Replace Print )** |
| **Publisher** | **Archive**  |
| Institute of Physics | Turpion journal archive purchase |
| Institute of Physics | Nuclear Fusion Archive Perpetual 1960-1991 |
| Elsevier | ScienceDirect Computer Science Journal Backfile |
| Elsevier | ScienceDirect Energy and Power Journal Backfile |
| Elsevier | ScienceDirect High Energy/Nuclear Physics and Astronomy Journal Backfile |
| Elsevier | ScienceDirect Business, Management and Accounting Journal Backfile Supplement 1 |
| Elsevier | ScienceDirect Economics Journal Backfile Supplement 1 |
| Elsevier | ScienceDirect Inorganic Chemistry Journal Backfile Supplement 1 |
| Elsevier | ScienceDirect Social Science Journal Backfile Supplement 1 |
| Elsevier | Elsevier urban & Fischer Archive: Biochemistry |
| Elsevier | Elsevier Urban & Fischer Archive: Immunology & Microbiology |
| Elsevier | Elsevier urban & Fischer Archive: Medicine |
| Systemslink International /American Geophysical Union | AGU Digital Library Journal Archive |
| NERL/ Oxford University Press | 2010 – 2012 Oxford Journals Archive Top-Up |
| Cambridge University Press | One-time lifetime maintenance fee for the journal archives. |
| Cambridge University Press | Remaining non-owned archive (mainly HSS but a few STM that were added after our 2011 STM archive purchase) |
| Walter DeGruyter/EBSCO | Archive purchase for subscribed titles |
| Wiley | Back file purchase for Microwave and Optical Technology Letters |
| Brill  | Purchase of HSS1 collection (70 titles ) and HSS2 collection (120 titles) |
| Wiley | Back file purchase for Journal of Biomedical Materials Research (A&B), 1967 to 1955 |
| Wiley | Backfile purchase for Hydrological Processes (includes 35% discount) |
| Wiley | Acta Crystallographica backfile |
| Wiley | Acta Crystallographica Section A backfile |
| Wiley | Acta Crystallographica Section C backfile |
| Wiley | Acta Crystallographica Section B backfile  |

1. E-Text Pilot Program with Geisel School of Medicine:

On behalf of the Geisel School of Medicine, Acquisitions collaborated with Laura Cousineau, Director of the Biomedical Library, and the Inkling Company on a pilot program for the purchase of an e-Text for first year medical students, faculty, and administration.

1. Latin American Vendors Review

Acquisitions staff worked with the Romance Language and Literature Librarian to complete a full review of vendor arrangements, budgets, approval plans, and workflow, to better meet the needs of faculty and students.

PROGRAMS

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Stewardship Program and Virtual Bookplates

Acquisitions improved the accuracy of reporting for the Stewardship Program by creating specific funds for endowments that require bookplates. This also paved the way for a transition to virtual bookplates for these materials beginning with FY13 payments. All technical and graphic aspects of the virtual bookplate initiative are a collaborative effort between Cataloging and Metadata, the Millennium Systems Manager, the Web Support and Graphic Arts Specialist, and the Digital Media and Library Technologies (DLTG).

Alumni Memorial Books Fund (AMBF)

1. 40 – Dartmouth classes participate in the program
2. 463 – Memorial books assigned
3. $12,190.00 - Amount received through the AMBF to offset collection dollars
4. $700.00 – Extra annual contribution from the Class of 1940 to purchase additional books in the class’ honor. This year’s additional income supplemented the library’s Spanish language budget.
5. Class of 1970 and the Class of 1997 – The newest classes joining the AMBF Program.

We continue to broaden the academic subjects from which we choose memorial books. Last year’s expanded title criteria proved effective in allowing the AMBF program to handle a 100 title increase over the previous fiscal year.  This increase was mainly due to memorializing late members of our new participating classes, 1970 and 1971.  With the addition of the Class of 1997, joining the spring of 2013, some 50 memorials remain to bring these classes up to date.

Better World Books Library Discards & Donations Program

Dartmouth Library has partnered with Better World Books since June 2007 when we joined their Library Discards & Donations Program. Statistics for FY13 include:

1. 8756 Lbs. (4.38 Tons) of books were shipped to BWB
2. $2,633.52 received in sales commissions

Better World Books contributes a percentage of the resale to a non-profit literacy program of our choice. Dartmouth chose the World Fund – founded in by Luanne Zurlo, Dartmouth Class of 1987.

**“Worldfund’s** unique mission is to support high-quality and results-driven education in Latin America—the key to transforming lives and reducing poverty. Through their investment in schools, gifted student programs and superior teacher training, they have directly impacted 32,000 impoverished students in Argentina, Brazil, Chile, Colombia, El Salvador, Guatemala, Mexico, Nicaragua, Peru and Venezuela.”

 [Better World Books website]

Student Library Service Bookplate Program

Acquisitions Services participates in this program and special orders selected books, DVD, or CDs each spring to honor graduating students who have served the library. Seventy students from the Class of 2013 were honored this year.

DEPARTMENT ADMINISTRATION

Performance Reviews

The Acquisitions Management Team reviewed job descriptions and identified competencies for each position in the department to use in conjunction with the new performance evaluation forms from HR.

Staff Development

1. The Acquisitions Review File Team reorganized as the Collections Analysis Team and expanded membership to include staff from Cataloging and Metadata Services. The Team provides direct support for the Collection Assessment and Analysis Librarian.
2. To provide dedicated support for the Assessment and Analysis Program and financial activities, we created a new specialist position; as a result, Barbara Sterling was promoted from Acquisitions Assistant II to Collections Analysis & Financial Specialist (October 2012).
3. Worked with Gabrielle Luke, IDS, to organize a StrengthsQuest and Appreciative Inquiry Retreat for Acquisitions staff (January and February 2012).
4. Trained additional staff to increase coverage for the following responsibility areas: Hathi Trust Copyright Review Project, the Review File Team/Collections Assessment Team, the Student Book Plate Program, the Alumni Memorial Books Program, and Firm Order Check-in.

Outreach and Education

1. Write monthly *Acquisitions Updates* to keep bibliographers and other library staff informed about activities in Acquisitions Services.
2. Provided a tour and introduction to Acquisitions Services for Preservation Intern from North Bennett Street School.
3. Participated in two New Library Staff Orientation presentations.
4. Tim Wolf attended Access Services Meeting to remind staff about the Alumni Memorial Books Program and to help dispel some misinformation that had come to our attention.
5. Arranged for other library staff could join the Digital Team for various virtual sessions of the Electronic Resources and Libraries (ER&L) 2013 Annual Conference in March 2013.

Facilities

New lighting fixtures were installed throughout the Department allowing for greater variability in brightness that greatly improved individual preferences and comfort.

**Appendix II: Acquisitions Services Staff**

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| --- | --- | --- | --- |
| **Staff Member** | **Hours** | **Title** | **Grade** |
| Braman, Alexander | 37.5 | Acquisitions Assistant II | AAT C |
| Beth Bidlack (resigned Jan.2013)\* | exempt | Collection Assessment & Analysis Librarian | LP-III |
| Bushway, Karla E | 37.5 | Acquisitions Assistant II | AAT C |
| Caruso, Susan A | 37.5 | Acquisitions Assistant II | AAT C |
| Corriveau, Miriam J | 37.5 | Acquisitions Assistant II | AAT C |
| Dalton, Jamie | 37.5 | Vendor Specialist | DRM A |
| Densmore, Marianne L | 37.5 | Electronic Resources Specialist | DRM A |
| Fegan, Suzette K | 37.5 | Acquisitions Assistant II | AAT C |
| Gilbert, Roberta A | 37.5 | Acquisitions Assistant II | AAT C |
| Heath, Lori A | 37.5 | Acquisitions Assistant II | AAT C |
| Maynes, Judy | exempt | Head of Acquisitions Services | LP-III |
| McBride, Sarah (resigned April 2013)\* | 20 | Acquisitions Assistant II  | AAT C |
| McIntyre, Julie P | 37.5 | Acquisitions Supervisor  | DRM B |
| Peltzer, Jan E | 37.5 | Electronic Resources Specialist | DRM A |
| Sterling, Barbara W | 37.5 | Collections Analysis & Financial Specialist | DRM A |
| Torrey, Rebecca M | 37.5 | Digital Resources Coordinator | DRM B |
| Vinapol, Donna M | 37.5 | Continuing Resources Specialist | DRM A |
| Walker, Kathleen A | 37.5 | Acquisitions Supervisor  | DRM B |
| Welch, Karen J | 37.5 | Acquisitions Assistant II | AAT C |
| Wolfe, Timothy | 37.5 | Acquisitions Assistant II  | AAT C |
| Rick Hansen, MAALS ‘13 | 10 | Student Worker |  |
| \*Staff Vacancies at FY End: (2) |   |  |  |
| **Summary** |  |  |  |
|  | **# Staff** | **Percent of total** |  |
| Assistants | 10 | 48 |  |
| Specialists | 6 | 29 |  |
| Supervisors | 2 | 10 |  |
| Librarian | 1 | 5 |  |
| Librarian (Open) | 1 | 5 |  |
| Student | 1 | 5 |  |
| **Total**  | **21** | **100** |  |
|  |  |  |  |
| **Staff Awards: 25 Years**  |  |   |  |
| Roberta Gilbert |  |  |  |
| Suzette Fegan |  |  |  |
| Barbara Sterling  |  |  |  |

**Promotion:** Barbara Sterling from Acquisitions Assistant II to Collections Analysis & Financial Specialist (October 2013)

**Appendix III: Committees, Task Forces, Diversity, Staff Development and Vendor/Publisher Meetings**

Committees

Collection Development Forum (CD Forum)

Collection Services Coordinators (CSC)

Collections Analysis Team (CAT)

Collections Management & Planning Group (CMPG)

Dartmouth College Library Staff Association (DCLSA)

Dartmouth College Library Staff Association, Program Committee (DCLSA)

Dartmouth College Library Staff Association, Welfare (DCLSA)

Electronic Resources Preservation Group

Information Discovery & Access Group (IDAG)

Information Security Working Group

Library Assessment Committee (LAC)

Library Management Group (LMG)

Millennium Systems Administrator Group

Preservation, Acquisitions, Cataloging and Metadata Committee (PACC)

Sustainability Committee

Technical Coordinators (TeCor)

Staff Development and Diversity Events

360 Counter Implementation Project

ALCTS Fundamentals of Acquisitions Certificate Course

Administrative Professionals Day

Beyond Typos-HR Training

Crossing Cultures: Aboriginal Australian Art

DCLSA Program:  Holiday Cards for White River Junction Veterans Administration Hospital Patients

Dartmouth Health and Wellness Fair

Dartmouth Writing Summit, with Keynote speaker historian/biographer David McCullough

Getting Things Done: The Art of Stress-Free Productivity

Getting Things Done – Booster

High Performance Project Management

Honoring the office professionals who make offices work

IRA Upgrade Informational Sessions

ISR refresher class

Label Reading 101

Leading and Communicating Change

Ledger Narratives – Professor Colin Calloway

MLK Breakfast

Many Perspectives, Many Practices

Mindfulness at Work

New Performance Plan and Accountability Review Form

Oracle Training

Outlook Calendar Class

RDA Workshop and Training

Readex/Newsbank Session

Respect and Communication in the Workplace

Shoah Foundation Visual Archive

StrenghtsQuest and Appreciative Inquiry½ day workshops with Gabrielle Luke

Take Control of your Inbox

Tucker Foundation Today

Where’s the Book

Working in a Multi-Generational Workplace

Writing Baseball – Ilead Professor Harvey Frommer

Conferences and Forums Attended

ALA Annual Conference

ARL Library Assessment Conference- Charlottesville, VA

Charleston Acquisitions Conference

ER&L Online Conference: March 18-20, 2013

The NISO Forum, The E-Book Renaissance, Part II: Challenges and Opportunities

Library Events

First-Year Open House

Gear Up!

Search Committees

Library Facilities Manager

Collection Assessment & Analysis Librarian

Acquisitions Assistant

Task Forces and Working Groups

Baker 152/158 Room Renovations Task Force

Next Generation Library Technologies Taskforce

Next Generation Library Technologies Subgroup – FY14 timeline

Vendor Product Marketing and Business Meetings

The following vendors and publishers visited campus this fiscal year to present new products and services or to review and update accounts:

1. Adam Matthew (A Sage Company)
2. Book House
3. Casalini Libri
4. China International Book Trading Corporation (CIBTC)
5. Coutts/Ingram
6. Digitalia
7. Ebsco Subscription Service
8. Ebsco Publishing
9. Elsevier Publishing
10. Gale Publishing
11. Harrassowitz Subscription Services
12. IOP – Institute of Physics Publishing
13. Librairie Touzot-Aux Amateurs
14. Proquest
15. Sage Publication
16. Swets Subscription Services
17. World Scientific Publishing Company
18. Wiley Interscience

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| --- | --- | --- | --- | --- | --- | --- |
|  | **FY09** | **FY10** | **FY11** | **FY12** | **FY13** | **% change FY12 to FY13** |
|  |  |  |  |  |  |  |
| **TOTAL ORDERS**  | **37,633** | **30,970** | **30,079** | **30,286** | **26200** | **-13.5%** |
|  |  |  |  |  |  |  |
| **Monographic orders** |  |  |  |  |  |  |
| Materials on Demand |  |  |  | 146 | 115 | **-21.2%** |
| Approvals | 12,084 | 13,189 | 12579 | 11775 | 10153 | **-13.8%** |
| Class dups | 20 | 31 | 11 | 22 | 23 | **4.5%** |
| Repl. | 749 | 292 | 316 | 274 | 305 | **11.3%** |
| AP Slip |  |  |  | 8 | 7 | **-12.5%** |
| BLSO items | 608 | 219 | 190 | 267 | 192 | **-28.1%** |
| CJK | 522 | 351 | 117 | 16 |  | **-100.0%** |
| Multiparts  | 172 | 68 | 99 | 35 | 16 | **-54.3%** |
| Firm orders | 19,995 | 15,445 | 15283 | 16246 | 14225 | **-12.4%** |
| Books in series | 1615 | 886 | 704 | 636 | 733 | **15.3%** |
| Other | 43 | 23 | 42 | 14 | 12 | **-14.3%** |
|  |  |  |  |  |  |  |
| **Total Mono Orders** | **35,808** | **30,504** | **29,341** | **29,439** | **25,781** | **-12.4%** |
|  |  |  |  |  |  |  |
| **Total Serial Orders** | 1825 | 463 | 738 | 847 | 419 | **-50.5%** |
|  |  |  |  |  |  |  |
| **Total Orders** | 37,633 | 30,967 | 30,079 | 30,286 | 26,200 | **-13.5%** |
| **Average per month** | 3,136 | 2,581 | 2,507 | 2,524 | 2,183 | **-13.5%** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Other order breakdowns** |  |  |  |  |  |  |
| RUSH | 615 | 678 | 685 | 713 | 669 | **-6.2%** |
| Gift | 1478 | 1255 | 1,859 | 1,535 | 776 | **-49.4%** |
| Digital Resources | 1,652 | 386 | 326 | 759 | 300 | **-60.5%** |
| Videos/DVDs | 1,916 | 1,976 | 1,568 | 1,619 | 1257 | **-22.4%** |
| Kindle | 26 | 16 | 1 | 6 | 1 | **-83.3%** |
|  |  |  |  |  |  |  |
| **CATALOGING ACTIVITY (Acquisitions)** |  |  |  |  |
| Monographs | 7210 | 705 | 348 | 494 | 288 | **-41.7%** |  |  |  |  |  |  |  |  |  |
| Serial titles  | 66 | 43 | 143 | 102 | 48 | **-52.9%** |  |  |  |  |  |  |  |  |  |
| Scores  | 4 | 4 | **7** | **1** | 0 | **-100.0%** |  |  |  |  |  |  |  |  |  |
| **All cataloging** | **7,280** | **752** | **498** | **597** | **336** | **-43.7%** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Monograph replacements include serials  |  |  |  |  |

**Appendix IV: Ordering and Cataloging Statistics – Multi-Year Comparison**

**Appendix V: Record Maintenance Activities – Three-Year Comparison**

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| --- | --- | --- | --- |
| **Record Maintenance Activities** | **FY11** | **FY12** | **FY13** |
| Added Copy | 99 | 1 | 20 |
| Canceled | 983 | 277 | 286 |
| Ceased | 279 | 180 | 64 |
| Discard | 705 | 1395 | 1524 |
| Holdings Update | 393 | 420 | 282 |
| Inactive (new) | 49 | 71 | 79 |
| New titles | 56 | 52 | 18 |
| Recatalog | 0 | 2 | 7 |
| Reclass | 0 | 0 | 0 |
| Retrospective Conversion | 0 | 0 | 0 |
| Title change (new) | 36 | 29 | 24 |
| Title change (old) | 69 | 42 | 25 |
| Transfer | 142 | 179 | 637 |
| Withdraw | 4 | 20 | 12 |
| **Total Actions** | **2815** | **2668** | **2978** |
| Difference |  | -147 | 310 |
| **Percent Change** |   | -5.2 | 11.6 |
|  |  |  |  |
| *Statistics do not reflect electronic resource counts except for URL updates.* |  |  |  |

JSTOR = 795 titles discarded;

Dana Discard Project = 193 titles discarded.

**Appendix VI: Serials Solutions Maintenance Activities**

|  |
| --- |
| **Serials Solutions Records Maintenance Activities – FY13** |
| **Activity** | **FY10** | **FY11** | **FY12** | **FY13** |
| Database changes \*   | 1000 | 666 | 1114 | 406 |
| Title Changes  \*\*  | 3930 | 2750 | 15379 | 4760 |
| Serial subscription changes: print to digital | 104 | 251 | 54 | 97 |
| Serial subscriptions changes: cancellations | 392 | 748 | 131 | 158 |
| Other | 6 | 0 | 0 | 0 |
| **Total** | **5432** | **4415** | **16678** | **5421** |
| % change |   | -18.72 | 277.76 | -67.50 |
|  |  |  |  |  |
| **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.) |  |  |  |  |

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