Dartmouth College Library
Acquisitions Services
Annual report 2004/05

Summary: Growth and Change in Programs and Activities
Acquisitions continues to be without a permanent department head, and to have a vacant supervisory position. After five successful years of managing the Library News Center and (Baker-Berry) Current Periodicals Room, we turned responsibility for these areas over to Access Services, along with an additional vacated supervisor position. Though print-to-digital transitions appear to have peaked, there was continued growth in digital resources while traditional print acquisitions activities remain at high levels. New computer equipment was welcomed, enabling us to move to the new Millennium technical processing system.

Staffing and General Administration:
* Despite several interviews, Acquisitions Services has remained without a permanent department head since February 2004. John James has continued as acting head, joined half-time by Peggy Sleeth (Biomed) in October.
* A supervisor position has also been vacant since February 2004, awaiting the department head's vision for future directions. Another supervisory position was vacated in February 2005 with the resignation of Gloria Dufield, and the position subsequently was transferred to Access Services along with responsibility for the News Center and Current Periodicals Room.
* Karen Welch was hired in January to fill the full-time library assistant position vacated in July by Gloria Densmore's move to the half-time position left by Maria Lacruz Caballero. Chris Blood resigned in March, and was replaced by Alex Braman in May. Chelsea Pawleke joined us as temporary help for summer and for Christmas week 2004 through Jan. 2005, and again for summer 2005 starting in June. A staff member was on short-term disability April-June. Many staff have continued to work extra hours for all or some of this year.
* See Appendix 1 for department organizational chart; Appendix 2 for staff list.
* The department participated in a series of three workshops with Deborah Eibner of Organizational Learning & Professional Development, covering various aspects of communication (May 19, June 9, July 14).
* All current staff and 3 checkin stations received new computers (CPUs) to enable us to use Millennium.
* Government documents processing was physically relocated in Acquisitions.
* "Acquisitions Staff Web" was established for easy access to departmental internal information.
* Most staff visited ALA exhibits in Boston, facilitated by a library-arranged bus.
* See Appendix 3 for Staff Activities (committees, formal training, meetings, and leadership opportunities), Appendix 4 for Vendor Visits, and Appendix 5 for Staff Diversity Activities.
* Goals for FY06 are listed in Appendix 6.

Acquisitions & Collection Development Support:
* Created 33,096 orders, essentially the same as last year; firm orders were up 7%, digital up 4%, rush up 13%, and video up 22%; approvals and serial orders both dropped 4%. (See Appendix 7 for Selected Statistics.)
* Expedited an average of 16 rush orders per week.
* Added over 1,700 gift volumes to the collections.
* In response to bibliographer suggestions, issued serial review packets earlier and in Excel.
* Transitioned most journal routing to an electronic table of contents service.
* Adopted both Millennium Acquisitions and Millennium Serials modules for most day-to-day routines; training on MilSer (by Innovative Interfaces' Dana Kemp) was offered to serials assistants throughout the library system; training on MilAcq was done in-house.
* Compiled library collection statistics and ARL statistics, and added NCES (National Center for Educational Statistics) statistics to responsibilities.
* Established a new Italian art approvals program with Casalini.
* Modified Spanish and Portuguese approval plans to diversify the scope of received materials in both content (literature and social sciences) as well as by country.
* Resumed providing brief catalog records for doctoral and masters theses.

**Client & Business Relations**
* Hosted 24 visits from vendors and publishers, involving many staff. (See Appendix 5, Vendor visits.)
* Established relations with new management of Dartmouth Bookstore in April, and negotiated excellent terms.
* Completed a longstanding project to convert handwritten ledgers from previous decades recording Alumni Memorial Book Fund purchases for classes from 1912 forward.
* Completed memorial book purchases for the Class of 1920, making this the first class endowment to fulfill its principal mission and freeing the funds for library use.
* Created or updated all documentation relating to AMBF, Memorial Books, and Non-Memorial Books programs.

**Financial Operations**
* Performed reconciliation of Controller and library fund balances twice monthly via the Resources Analysis Report, leading to prompt identification and resolution of non-payment problems.
* Concluded a smooth fiscal close for FY05, reflecting improved control and awareness of materials budget matters throughout the year.

**Digital Resources Management**
* Continued implementation of Serials Solutions, which now contains 174 databases (an increase of 50) and 5571 selected journals (a decrease of 200).
* Continued implementation of Article Linker, which is now in place for 29 digital resources.
* Began investigation of Innovative’s Electronic Resource Management module.
* Updated License database; 46 analyzed licenses now available.  [http://diglib.dartmouth.edu/library/eld/seform.php](http://diglib.dartmouth.edu/library/eld/seform.php)
* Transitioned 205 serial subscriptions from print to digital, down from 569 last year.
* Developed new SQL database for processing & tracking print-to-digital transitions.
* Managed 19 resource trials using the Trials Management Tool in the Digital Library.
**Cataloging and Serial Records Management**
* Cataloged 13,308 titles, up 5% from FY04 and back to the level of FY03 when we were fully staffed.
* Performed 2,500 serials maintenance operations in 13 categories (updates, transfers, cancellations, new titles, etc.); a 50% drop in activity from last year, directly attributable to the sharp decline in print-to-digital transitions.
* Transitioned to the new Connexion client (web-based) from Passport (telnet-based) for access to catalog records in OCLC.
* Participated with Cataloging & Metadata in a review of holdings standards via the Holdings Standards Working Group; recommending expansion of the new holdings standard to MPIs.

**News Center and Current Periodicals Room**
* During the presidential inauguration, assisted Public Affairs with a live broadcast of a web based subscription news service entitled ABC News Now.
* Offered live coverage in the News Center of the Presidential Inauguration.
* Created a policy for the News Center plasma screens and a standing committee for decisions regarding plasma screen programming.
* Assisted Spanish Professor for the 2nd Carnival Cafezino event in the News Center.
* Assisted Access Services in creation of Library wide core competencies for student assistants.
* Through use of Blackboard quiz function, increased student assistant training for library wide services, policies, and procedures through core competencies.
* Developed, tested, and implemented an online system for student shift sign-up.
* Created and implemented term evaluations and evaluation database for student assistants.
* Worked with Human Resources and Access Services to set up library orientation tours for new Dartmouth employees.
* News Center's RSS page favorably mentioned in January 2005 Pew Internet & American Life Project report.
* Turned responsibility for the News Center and Current Periodicals Room over to Access Services, effective with intersession before summer 2005 term.
* Displays: Historical Newspaper Archives located in the Dartmouth Digital Library; Print and Online Journals in the Current Periodicals Room.

**Final note:**
Little did the Acquisitions staff think that we would still be without a permanent department head in July 2005. It is a tribute to the commitment and hard work of the staff that we have continued to move forward during this period of uncertainty. Our gratitude goes to John James and Peggy Sleeth for their leadership during this time. I warmly thank and congratulate each member of the department for his or her contributions to the accomplishments highlighted above.

Respectfully submitted,
Carol Magenau
Acquisitions Services Librarian
Appendix 1, Organizational Chart

Acquisitions Services

James Wright
President

Barry Scherr
Provost

Jeff Horrell
Dean of Libraries

John R. James
Associate Librarian of the College
Acting Co-Head of Acquisitions

Peggy Sleeth
Acting Co-Head of Acquisitions
(October-June)

<table>
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<tr>
<th>Carol Magenau</th>
<th>Judy Maynes</th>
<th>[vacant]</th>
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<tr>
<td>Acquisitions Librarian</td>
<td>Acquisitions Supervisor</td>
<td>Acquisitions Supervisor</td>
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<tr>
<td>Karla Bushway</td>
<td>Donna Abbott</td>
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<tr>
<td>Goodie Corriveau</td>
<td>Bobbie Jo Anderson</td>
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<td>Acquisitions Assistant</td>
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<tr>
<td>Gloria Densmore</td>
<td>Alex Braman</td>
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<tr>
<td>Marianne Densmore</td>
<td>Cherie Burns</td>
<td>Acquisitions Specialist</td>
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<tr>
<td>Acquisitions Assistant</td>
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<tr>
<td>Suzette Fegan</td>
<td>Susan Caruso</td>
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<tr>
<td>William Hankel</td>
<td>Tricia Frazer</td>
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<tr>
<td>Julie McIntyre</td>
<td>Barbara Sterling</td>
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<td>Kathy O'Neill</td>
<td>Becky Torrey</td>
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<tr>
<td>Kathy Walker</td>
<td>Karen Welch</td>
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<td>Acquisitions Specialist</td>
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Appendix 2: Acquisitions Services Staff List

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<tr>
<th>Name</th>
<th>Current Position</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>Donna Abbott</td>
<td>Acq. Assistant A</td>
<td>10/2/95</td>
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<td>Roberta J. Anderson</td>
<td>Acq. Assistant A</td>
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<td>Christopher Blood</td>
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<td>1/21/02</td>
<td>3/31/05</td>
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<td>Alexander Braman</td>
<td>Acq. Assistant A</td>
<td>5/31/05</td>
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<td>Cheryl Burns</td>
<td>Acq. Specialist</td>
<td>9/2/86</td>
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<tr>
<td>Karla Bushway</td>
<td>Acq. Assistant A</td>
<td>1/08/01</td>
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<td>Susan Caruso</td>
<td>Acq. Assistant A</td>
<td>9/1/98</td>
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<td>Miriam J. Corriveau</td>
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<td>8/24/92</td>
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<td>Gloria Densmore*</td>
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<td>8/14/00</td>
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<td>Marianne Densmore</td>
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<td>Gloria Dufield</td>
<td>Acq. Supervisor**</td>
<td>6/1/01</td>
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<td>Suzette K. Fegan</td>
<td>Acq. Assistant A</td>
<td>1/28/88</td>
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<td>Patricia Frazer</td>
<td>Acq. Assistant A</td>
<td>6/17/02</td>
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<td>William Hankel</td>
<td>Acq. Assistant A</td>
<td>8/1/99</td>
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<td>Carol Magenau</td>
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<td>9/28/87</td>
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<td>Judy A. Maynes</td>
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<td>Julie P. McIntyre</td>
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<td>6/30/80</td>
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<td>Kathleen O'Neill</td>
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<td>Barbara Sterling</td>
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<td>Rebeca Torrey</td>
<td>Acq. Specialist</td>
<td>9/6/00</td>
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<td>Kathleen Walker</td>
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<td>8/25/86</td>
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<tr>
<td>Karen Welch</td>
<td>Acq. Assistant B</td>
<td>1/24/05</td>
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</table>

*G. Densmore switched to the department's half-time position effective 7/12/04.
** The position supervising the News Center and Current Periodicals Room operations was transferred to Access Services in spring 2005.

Acting Co-Heads of Acquisitions:
John R. James (March 2004- )
Margaret K. Sleeth (October 2004-July 2005)

Vacant positions:
Head of Acquisitions
Acquisitions Supervisor

Temporary staff:
Chelsea Pawlek, summer 04, Christmas 04-January 05 and summer 05
Appendix 3. Staff Activities

**Donna Abbott**  
Holdings Standards Working Group  
Search Committee, Head of Acquisitions  
ALA exhibits in Boston  
Article Linker information session  
Developing Workplace Relationships (OLPD)  
Keys to Improving Communication and Active Listening (OLPD)  
Spotlight series - Records Management

**Bobbie Anderson**  
ALA exhibits in Boston  
Organized department's "Take your Daughter to Work" day

**Chris Blood**  
Dartmouth Web Developers  
Informal consulting (Preservation, Development office) on web maintenance and design

**Cherie Burns**  
Collection Services Roundtable  
Millennium Acquisitions and Serials Implementation Committee  
ALA exhibits in Boston  
Spotlight series - Kresge, Education & Outreach, Research & Instructional Services, Special Collections, Jones Media, and Records Management

**Karla Bushway**  
Article Linker information session  
PowerPoint I & II  
Invisibility in the Workplace (OLPD/IDE)  
Spotlight series - Special Collections

**Susan Caruso**  
ALA exhibits in Boston  
Microsoft Word I  
Spotlight series - Sherman

**Goodie Corriveau**  
Library Staff Association: Scholarship Committee, Chair  
ALA exhibits in Boston  
Article Linker information session  
Spotlight series - Special Collections, Jones Media, Records Management, Sherman  
United Way liaison
**Gloria Densmore**  
ALA exhibits in Boston  
Career Anchors (OLPD)  
Creating an Exceptional Life (OLPD)  
Stress Control (OLPD)  
Work/Life Balance (OLPD)  
Spotlight series - Education & Outreach, Storage

**Marianne Densmore**  
Library Staff Association: Social Committee, Co-chair

**Gloria Dufield**  
Diversity Committee  
Access Services Interest Group of New England - moderator at a session  
Access Services Blackboard Mini Workshop  
Blackboard - trainer for new Access Services staff; demo to Preservation staff  
FAS Basics  
Giving and Receiving Constructive Feedback (OLPD)  
Impaired Job Performance (OLPD)  
“Introduction to the new SMT Cohort”. For the Supervisor Management Tool Kit program through OLPD  
RefWorks  
Spotlight series - Education & Outreach (presenter)  

**Suzette Fegan**  
ALA exhibits in Boston  
Article Linker information session  
Work/Life Balance (OLPD)  
Spotlight series - Records Management

**Tricia Frazer**  
Excel  
FAS I & II  
Filemaker II  
Spotlight series - Sherman  
What's New with Google?

**William Hankel**  
Diversity Committee  
Covers Reference desk during RIS weekly meetings (shared, alternate weeks)  
Spotlight series - Jones Media
Carol Magenau
Acq-Cat Working Group
Bcode3 group
ERMIT1 (Electronic Resources Module Investigation Team)
Holdings Standards Working Group
Joint Acquisitions & Cataloging/Metadata Management Teams
Material Type Icons Task Force
Millennium Acquisitions and Serials Implementation Committee (MASIC)
MASIC MARC sub-group
New Acquisitions List Task Force
Staff Development Advisory Committee
Dartmouth @ Work (HR)
Effective Communication (OLPD)
Excel II
Managing Management Time (OLPD)
NELINET Professional Development Seminar, 4/25/05
New England Music Librarians Association fall meeting, held at the MacDowell Colony,
Peterborough NH 9/15/04
Spotlight series - Special Collections, Research & Instructional Services, Records Management
Time Management Action Planning (OLPD)

Judy Maynes
Collection Development Forum Steering Committee
Collection Services Roundtable
ERMIT1 (Electronic Resources Module Investigation Team)
Joint Acquisitions & Cataloging/Metadata Management Teams
Library Catalog Advisory Committee
Millennium Acquisitions and Serials Implementation Committee
Serials Solutions Group
ALA exhibits in Boston
ERM Training (III interactive conference call)
Finding Good Health Information (Biomedical Libraries)
Innovative Users Group, San Francisco: May 1-4, 2005
What's New with Google?

Julie McIntyre
Bcode3 group
Collection Services Roundtable
Library Staff Association: Welfare Committee, Chair
Millennium Acquisitions and Serials Implementation Committee (MASIC)
MASIC MARC sub-group
TECOR (mailing list)
ALA exhibits in Boston
Article Linker information session
ERM Training (III interactive conference call)
Innovative Users Group, San Francisco: May 1-4, 2005
Spotlight series - Research & Informatics Learning, Research & Instruction Services, Jones Media
**Kathy O'Neill**
Building Trusting Relationships (OLPD)
Developing Workplace Relationships (OLPD)
FAS Tools II
Invisibility in the Workplace (OLPD/IDE)
Keys to Improving Communication and Active Listening (OLPD)
Spotlight series - Education & Outreach, Special Collections, Storage, Records Management, Paddock

**Barbara Sterling**
Dartmouth Web Developers
ALA exhibits in Boston
Article Linker information session
Manipulating digital images with Photoshop Elements
First Friday talks by the Dean of the College's office (on Baker Tower; Dean Jim Larimore's annual presentation; McLaughlin Cluster and Tuck Mall Residence Hall; Mental health screenings as a primary and secondary prevention tool; Dartmouth Skiway; Hazing)
Key Theories in Motivating People (OLPD)
Keys to improving communication (OLPD)
Seven Principles for Reaching Group Consensus (OLPD)
Defining Personal and Professional Success (OLPD)
Spotlight series - Education and Outreach, Research & Instruction Services, Special Collections, Jones Media, Storage Library, Records Management, Paddock, Sherman, Feldberg

**Becky Torrey**
Article Linker Implementation Group
Article Linker 2 Group
ERMIT1 (Electronic Resources Module Investigation Team)
Serials Solutions Group
ALA exhibits in Boston
Central Search, a federated search engine (Serials Solutions, web-based)
"It's the Data : improving accuracy in accessing electronic journals" (Serials Solutions, web-based)
Keys to Improving Communication and Active Listening (OLDP)
Developing Workplace Relationships (OLDP)
Biomedical Libraries conference
Spotlight series: Education, Storage
**Kathy Walker**  
Acq-Cat Working Group  
Bcode3 group  
Cataloging Round Table  
Collection Services Round Table  
Holdings Standards Working Group  
Library Staff Association: Social Committee, Co-chair  
Library Staff Association: department liaison  
Millennium Acquisitions/Serials Implementation Committee  
MASIC MARC sub-group  
ALA exhibits in Boston  
Developing Workplace Relationships (OLPD)  
Keys to Improving Communication and Active Listening (OLPD)

**Karen Welch**  
Blitzmail, CorpTime, and Dartmouth Computing (OLPD)  
Microsoft Word I  
Microsoft Excel I  
Spotlight series - Records Management, Paddock, Sherman
Appendix 4. Vendor visits 2004/05

Initials are Acquisitions staff in attendance.

07/02/04 - Blackwell : BJA, DA, JPM, MD
07/12/04 - Prenax: CLB, JAM
07/13/04 - Midwest: CLB
08/10/04 - Rittenhouse: CLB, SC, JAM
09/16/04 - EIU: CLB, JAM
10/12/04 - IEEE: CLB, JAM, BT
10/19/04 - Midwest: CLB, JAM, CM
10/21/04 - Proquest: CLB, JAM
11/11/04 - Harrassowitz: CLB, CM, JAM
11/15/04 - Ebsco Publishing: CLB, JAM, BT
11/17/04 - Casalini: CLB, TF, JAM, CM
11/19/04 - Ebsco: JAM
12/06/04 - Netlibrary: CLB, TF, JAM
12/13/04 - Elsevier: CLB, JAM, BT
12/15/04 - Ebsco: CLB, SF, JAM, JPM, KEO, BS, BT
01/03/05 - Erasmus: CLB, TF, JAM
02/09/05 - Book House: CLB
03/03/05 - HW Wilson: CLB, JAM
04/13/05 - Dartmouth Bookstore: CLB, TF, KEO
04/19/05 - CSA: JAM
04/20/05 - One Source: CLB, JAM
04/25/05 - Prenax: CLB, JAM
06/08/05 - Harrassowitz: CLB, WH, JAM, JPM
06/16/05 - Swets: CLB, CM, JPM

Compiled by Cherie Burns
Appendix 5. Staff Diversity Activities

**Donna Abbott**  
AXIS Dance Company  
Dartmouth College Gospel Choir (Random Acts of Art, Novack Café)

**Bobbie Anderson**  
AXIS Dance Company  
Cornell Interactive Theatre Ensemble  
Hood exhibition: *Dreaming of Country: Painting, Place and People in Australia*

**Cherie Burns**  
AXIS Dance Company  
Presentation on his work in Dar es Salaam, Tanzania by former nursing librarian Fred Pond

**Karla Bushway**  
Diversity Forum: "Socio-Economic Change in New Hampshire"  
Diversity Forum: "Tale of O and Life in the Mosaic"  
Hanan al-Shaykh: A Reading

**Susan Caruso**  
AXIS Dance Company  
Black History Month display, Dana Library  
Cornell Interactive Theatre Ensemble

**Goodie Corriveau**  
AXIS Dance Company  
Hood exhibition: *Dreaming of Country: Painting, Place and People in Australia*  
Presentation on his work in Dar es Salaam, Tanzania by former nursing librarian Fred Pond

**Gloria Densmore**  
Bobby McFerrin concert  
Cornell Interactive Theatre Ensemble  
Dartmouth College Gospel Choir (Random Acts of Art, Novack Café)  
Keb Mo concert  
Sheba Dance Troupe (Random Acts of Art, Novack Café)

**Marianne Densmore**  
AXIS Dance Company

**Suzette Fegan**  
AXIS Dance Company  
Middle Eastern Delights (HAP)
Gloria Dufield
Member, Diversity Committee
Axis Dance Company
Bandaloop Dance performance

Tricia Frazer
Film by Nermina Zildzo: Forget Sarajevo
Gwen Ifill on race and current events post-election
Robin Wright on state of the Middle East

Bill Hankel
Member, Diversity Committee
Film by Nermina Zildzo: Forget Sarajevo
Hood exhibition: Beyond East and West: Seven Transnational Artists
Hood exhibition: Dreaming of Country: Painting, Place and People in Australia

Carol Magenau
AXIS Dance Company
Bobby McFerrin concert
Diversity reading group - Fiction and films (first half only)
Film by Nermina Zildzo: Forget Sarajevo

Judy Maynes
AXIS Dance Company

Julie McIntyre
Cornell Interactive Theatre Ensemble
Sheba Dance Troupe (Random Acts of Art, Novack Café)

Kathy O'Neill
AXIS Dance Company
Cornell Interactive Theatre Ensemble
Presentation on his work in Dar Es Salaam, Tanzania by former nursing librarian Fred Pond

Barbara Sterling
AXIS Dance Company
Cornell Interactive Theatre Ensemble
Dartmouth College Gospel Choir (Random Acts of Art, Novack Café)
Diversity Reading and Film Groups
Master Class with Bobby McFerrin
Presentation on his work in Dar Es Salaam, Tanzania by former nursing librarian Fred Pond
Sheba Dance Troupe (Random Acts of Art, Novack Café)
Talk by Prof. Wilder "Reaching Common Ground: The History of Segregation and Education in America"
Becky Torrey
Cornell Interactive Theatre Ensemble

Kathy Walker
AXIS Dance Company
Cornell Interactive Theatre Ensemble
Dartmouth College Gospel Choir (Random Acts of Art, Novack Café)
Sheba Dance Troupe (Random Acts of Art, Novack Café)
Appendix 6. Acquisitions Goals/Work plan for FY06

* Support collection development through ongoing acquisition of materials, spending and monitoring the materials budget, and efficient cataloging of books through the fastcat workflow.
* Support the work of the library through participation in standing and ad hoc committees.
* Investigate & implement Electronic Resources Module of Millennium.
* Implement recommendations of the Holdings Standards Working Group as they apply to Acquisitions, in particular begin using the MARC21 holdings format for multipart.
* Transfer existing claiming routines from character-based INNOPAC to Millennium; evaluate systematic claiming for possible revival.
* Participate in development of Bibliographer's Toolkit.
* Improve liaisons' knowledge of digital resources and ability to support bibliographers with review files, and statistical and financial reports.
* Examine the application of barcodes to materials added to the collections, in cooperation with Collection Services Roundtable.
* Incorporate student workers into acquisitions workflows, using them wherever possible to increase efficiency of the department.
* Continue to upgrade cataloging skills and awareness through department training sessions, the Fastcat Forum, and working with Cataloging & Metadata staff.
* Develop better mechanisms for identifying outstanding renewal invoices.
* Increase bibliographer understanding of approval plans.
Appendix 7. Selected Statistics

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<th>Ordering Activity</th>
<th>FY98 Number</th>
<th>FY99 Number</th>
<th>FY00 Number</th>
<th>FY01 Number</th>
<th>FY02 Number</th>
<th>FY03 Number</th>
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<td>29,949</td>
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<td>Firm orders</td>
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<td>12,882</td>
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<td>Approvals</td>
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<td>BLSO items</td>
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<td>1,726</td>
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<td>1,386</td>
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<td>1,045</td>
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<td>31,733</td>
<td>33,125</td>
<td>33,096</td>
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Cataloging Activity

| Monograph titles cataloged        | 17,194      | 17,766      | 19,560      | 16,805      | 16,987      | 12,878      | 12,430      | 13,133      |
| Serial titles cataloged           | 420         | 184         | 494         | 452         | 655         | 602         | 198         | 156         |
| Scores                            | 203         | 254         | 225         | 38          | 7           | 9           | 7           | 5           |
| Maps                              | 24          | 7           | 16          | 12          |             |             |             |             |
| Computer Files                    | 5           | 2           | 0           | 2           |             |             |             |             |

Total cataloging

*Analytics and some other categories switched to Monographic orders in FY99.