

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 Pawlek 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

- * Launched the Digital Resources Acquisitions & Maintenance webpage as a resource for bibliographers. <http://www.dartmouth.edu/~libacq/EJ/index.php>
- * 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.
- * Reviewed & revised webpages for accessing usage statistics for digital resources; assumed responsibility for ongoing maintenance of these pages.
<http://www.dartmouth.edu/~libacq/statistics/digitalresources/index.shtml>
- * Updated License database; 46 analyzed licenses now available.
<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)

Carol Magenau Acquisitions Librarian	Judy Maynes Acquisitions Supervisor	[vacant] Acquisitions Supervisor
Karla Bushway Acquisitions Assistant	Donna Abbott Acquisitions Assistant	
Goodie Corriveau Acquisitions Assistant	Bobbie Jo Anderson Acquisitions Assistant	
Gloria Densmore Acquisitions Assistant	Alex Braman Acquisitions Assistant	
Marianne Densmore Acquisitions Assistant	Cherie Burns Acquisitions Specialist	
Suzette Fegan Acquisitions Assistant	Susan Caruso Acquisitions Assistant	
William Hankel Acquisitions Assistant	Tricia Frazer Acquisitions Assistant	
Julie McIntyre Acquisitions Specialist	Barbara Sterling Acquisitions Assistant	
Kathy O'Neill Acquisitions Specialist	Becky Torrey Acquisitions Specialist	
Kathy Walker Acquisitions Specialist	Karen Welch Acquisitions Assistant	

Appendix 2: Acquisitions Services Staff List

Name	Current Position	Start Date	End Date
Donna Abbott	Acq. Assistant A	10/2/95	
Roberta J. Anderson	Acq. Assistant A	9/21/87	
Christopher Blood	Acq. Assistant A	1/21/02	3/31/05
Alexander Braman	Acq. Assistant A	5/31/05	
Cheryl Burns	Acq. Specialist	9/2/86	
Karla Bushway	Acq. Assistant A	1/08/01	
Susan Caruso	Acq. Assistant A	9/1/98	
Miriam J. Corriveau	Acq. Assistant A	8/24/92	
Gloria Densmore*	Acq. Assistant A/20 hrs.	8/14/00	
Marianne Densmore	Acq. Assistant A	12/22/86	
Gloria Dufield	Acq. Supervisor**	6/1/01	2/18/05
Suzette K. Fegan	Acq. Assistant A	1/28/88	
Patricia Frazer	Acq. Assistant A	6/17/02	
William Hankel	Acq. Assistant A	8/1/99	
Carol Magenau	Acq. Librarian	9/28/87	
Judy A. Maynes	Acq. Supervisor	7/6/99	
Julie P. McIntyre	Acq. Specialist	6/30/80	
Kathleen O'Neill	Acq. Specialist	7/29/85	
Barbara Sterling	Acq. Assistant A	6/13/88	
Rebecca Torrey	Acq. Specialist	9/6/00	
Kathleen Walker	Acq. Specialist	8/25/86	
Karen Welch	Acq. Assistant B	1/24/05	

*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

Ordering Activity	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05
	Number	Number	Number	Number	Number	Number	Number	Number
Monographic orders created	25,652	30,502	31,793	33,510	36,012	29,949	32,037	32,051
Firm orders	11,155	18,446	19,975	19,690	18,628	12,882	13,046	13,995
Approvals	7,978	8,375	8,649	10,236	13,443	13,041	15,116	14,522
BLSO items	749	1,004	515	921	1,024	1,030	949	781
Books in series	1,622	1,732	1,814	2,021	2,145	2,111	2,256	2,107
Class dups	530	148	67	164	318	112	68	95
Multiparts	253	308	480	420	277	213	157	202
Replacements	285	214						
RUSH orders	1,416	1,027						
Gift	1,664	1,786						
Other			473	58	177	265	445	39
Serial orders created	3,038	1,481*	1,726	1,450	1,386	1,784	1,088	1,045
Special categories:(both mono & serial)								
Replacements			308	380	473	295	264	310
RUSH			956	1,175	1,220	895	729	826
Gift			1,460	1,217	2,089	2,219	1,930	1,334
Gifts no order								377
Digital Resources			664	802	759	1,400	656	685
Videos/DVDs					1,127	976	1,117	1,362
Total Orders created	30,354	31,983	33,519	35,340	37,398	31,733	33,125	33,096
Cataloging Activity								
Monograph titles	17,194	17,766	19,560	16,805	16,987	12,878	12,430	13,133
cataloged								
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	17,817	18,204	20,279	17,299	17,678	13,498	12,651	13,308

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