

**Dartmouth College Library**  
**Acquisition Services**  
**Annual Report July 1, 2006 – June 30, 2007**

**Executive Summary**

Change and transition remain the dominant themes in Acquisitions Services as we continue to assess and realign workflow and resources to meet shifting demands and technologies. Four significant changes occurred this year:

- 1) Arrival of two new Associate Librarians in the Fall of 2006, which included a reorganization of reporting lines.
- 2) New Director of Digital Resources position (Barbara DeFelice, former head of Kresge Library), who also reports to Elizabeth Kirk, and who became an important new partner to Acquisitions for the selection, licensing and management of digital resources.
- 3) Preparation for OASIS; given the size of the library budget and the complex fund structure for collections, this has a decided impact on our department operations.
- 4) Initiation of a Vendor Consolidation Project to combine US, Canadian, and UK approvals, standing orders and firm orders with one vendor; goals include: a) improve ease and efficiency; b) reduce costs; c) redeploy saved staff time to other needed areas, such as digital resources.

Other highlights include:

- 1) Assumed management for bibliographic utilities financial transactions and procurement cards for Baker ILL, Feldberg ILL and Jones Media.
- 2) \$16,160.69 returned to the materials budget from AMBF receipts.
- 3) Digital resources workflow, maintenance, & projects continue to demand time in excess of available staff resources.
- 4) Implementation of EDIFACT for electronic invoicing to support the transition to 13-digit ISBN.
- 5) Implemented MARC holdings format for multi-parts, including subscriptions and complete sets.
- 6) Identified Korean vendors for new Korean collection.
- 7) Joined Better World Books' Discards & Donations Program.
- 8) Key Statistics: Ordered > 34,000 titles; Cataloged > 15,000 titles. Orders down 5%; Rush orders down 17%; Serial issues checked in down 6% (9% from FY05).
- 9) Negotiated a settlement contact with Thomson Financial for long-standing account problems; settles all products, services and financial obligations through June 30, 2007.
- 10) New Approval Plans: French and Art Approval plans.
- 11) Projects & initiatives: Search360, ISI JUR, ERM, Library Self Study, & Library Assessment Committee.

**Key Issues Looking Ahead:**

- 1) Implementation of OASIS and workflow changes to take advantage of improved reporting activities.
- 2) Implementation of Vendor Consolidation Project and redefining related workflows.
- 3) Continued need to expand training in digital resource workflows.
- 4) Need for advanced specialist positions and other career ladders for non-exempt staff.
- 5) Need to explore possibility of consolidating vendors for digital resources to improve efficiency & service.

**Special Thanks:** *COLOR!* A priceless investment indeed! Our windowless walls changed from a dreary gray to a sunny lemon sorbet, which lifted the hearts, minds and spirits of all your hardworking Acquisitions staff. Thank you!

Respectfully submitted on behalf of all Acquisitions Services staff,

Judy Maynes, Head of Acquisitions Services  
July 25, 2007

## **Acquisitions Services Expanded Highlights for FY 2007**

### **Acquisitions Staff Resources, Staff Development, and Reorganization**

#### Reorganization:

- Two new Associate Librarians were hired in the Fall of 2006 pending John James' retirement and the three former collection development units reporting to John were restructured: 1) Elizabeth Kirk, AL for Information Resources (Acquisitions and Director of Digital Resources); and 2) David Seaman, AL for Information Services (Cataloging & Metadata, Preservation, and Digital Technologies).
- July 2007, Barbara DeFelice became Director of Digital Resources & works closely with Acquisitions

#### Staff Resources:

- Lori Heath hired as Acquisitions Assistant, FT: September 2007
- Lisa Leonard hired as Acquisitions Assistant, PT (20 hrs) September 2007; Resigned March 2007
- Re-opened 20-hour part-time position in June 2007; anticipate August/Sept 2007 start date.
- One FT Acquisitions Assistant out on medical leave for 12 weeks.
- Student help was intermittent this year; often unreliable about showing up for work.

#### Staff Development & Training:

- One Acquisitions Assistant attended the SALALM Conference (Seminar on the Acquisition of Latin American Library Materials).
- Two Acquisitions Assistants completed the "Fundamentals of Acquisitions" web course offered by ALCTS (Association for Library Collections & Technical Services – A division of the American Library Association).
- Two department supervisors attended an off-campus two-day training for new supervisors.
- Exempt staff attended: Charleston Conference, ALA Midwinter, and NASIG.

### **Acquisitions Department Administration**

- Initiated three-month training review for new Acquisitions employees.
- Developed benchmarks for firm order check-in training.
- Implemented EDIFACT standards for electronic ordering to accommodate 13-digit ISBN.
- Implemented Millennium's Approval Plan Interface for downloading approval invoices.
- Implemented electronic invoicing for Nardecchia's standing order and serials invoices.
- Transferred bindery pickup in News Center and CPR back to Preservation.
- Updated the Acquisitions Services Mission Statement & Responsibilities for website.
- Updated department calendar to include Financial & Statistics activities.
- Updated Staff Work Schedule Policy.

### **Acquisitions & Collection Development Support**

- Worked closely with new AL for Information Resources, Elizabeth Kirk, to review priorities.
- Initiated a Vendor Consolidation Project to consolidate US, Canadian and UK approvals, firm and standing orders. RFPs were sent to 3 major vendors, a selection committee formed to review.
- Established a French Approval plan with Amateurs; and Art Approval Plan with Erasmus.
- Completed a full review of the Worldwide Art Approval Plan, Profile & Services.
- Worked with Romance Language Bibliographer to review and improve foreign approval plans & procedures.
- Piloted a New-Bibliographer Orientation Program with Kresge Librarians.
- Introduced an Orientation for Bibliographers on Acquisitions Records & Workflows.
- Transferred input of select Chinese orders to Cat-Met staff to improve efficiency due to unique order arrangements.
- New guidelines drafted for bibliographers: "Getting Millennium Data through the Online Catalog, the Web, and Lists/Reports".

- Provided additional financial information & reports to bibliographers regarding approval and standing order spending to help facilitate budget management.
- Conducted full review of irregular titles and reorganized procedures (Trigger Files).
- Updated Bibliographer Ordering Profile document for use by Acquisitions liaisons.

#### **Alumni Memorial Books Program, Gifts & Public Programs**

- \$16,160.69 credited to materials budget from AMBF; 336 Alumni memorialized
- Planned exhibit of the AMBF Program scheduled for 2008.
- Discovered that AMBF bookplates had been removed at rebinding. Worked with Preservation to review procedures to remedy; Acquisitions will complete a retrospective re-labeling project.
- \$3,700.00 credited to materials budget from miscellaneous financial gifts.
- Received 8 miscellaneous and gift-in-kind donations; Received 84 materials gifts.
- Reviewed alumni and gift procedures with Library main office.
- Met with Gift Recording and Donor Engagement & Stewardship staff to improve communication and to facilitate referrals.
- Updated Gift Procedures & Policy Procedures (cooperative project with Heads of Cataloging & Metadata and Preservation Services).
- Established Gifts Processing Room in Lower Level of Berry
- Helped develop Senior Bookplate Program for the library's student employees.

#### **Cataloging & Serials Records Maintenance**

- Cataloging decreased by 4% from FY06.
- Implemented MARC holdings format for multi-parts, including ongoing subscriptions and complete sets.
- Serials Maintenance consisted of 2076 transactions, up 60% from FY06, but still a drop of 19% from FY05; largest categories: discards, transfers and updates, with cancellations not far behind.
- Serials Solutions Maintenance continues to increase as part of the digital workflow.

#### **Digital Resources Management**

- New Director of Digital Resources: worked closely with Barbara DeFelice to review procedures & coordinate priorities and projects with Acquisitions.
- Digital Team: accelerated training for the digital team due to an expanding workload. Immediate goal is to redeploy 35 staff hours to digital. This will, however, leave other workflows with inadequate staff resources.
- Digital Projects: Digital Specialist played a significant role in the development and implementation of Search360 (Webfeat); the development of ISI's Journal Use Reports; and, Scholarly Stats.
- Tools: updated the Print-to-Digital Transition Database to include serials cancellations for improved tracking.
- ERM: worked with Director of Digital Resources and CatMet Staff to test ERM as an aid for managing offers and trials information.

#### **Facilities:**

- ***COLOR!*** Acquisitions changed from a dreary gray to a sunny lemon sorbet, which lifted the spirits of many hardworking employees in ways that are indeed priceless. ***Thank you!***
- Not granted funding for cubical 'stackers' to improve noise and privacy; requested again for FY08.

#### **Financial Operations**

- OASIS: preparation required significant time and contributions from our Financial Specialist.
- P-Cards: management of P-Cards for Baker ILL, Feldberg ILL and Jones moved to Acquisitions.
- Bibliographic Utilities: financial transactions management moved to Acquisitions and records were created in Millennium to improve monitoring and budget planning.
- Supplies: drafted supply budget to better monitor and control spending.
- Budget FY2008: worked with Elizabeth Kirk to explore changes for FY08 budget and funds.

### **Statistical Highlights**

- Ordering down 5% compared with last year, yet still higher than FY05; the only category higher is approval orders (before the counting change). With FY07, approval slips are counted as “firm orders,” since they are ordered individually. We believe this gives more accurate picture of the ordering workload, since true approvals are not as time-consuming as firm orders.
- Rush orders down 17% from FY06, yet higher than FY05.
- Serial issues checked in are down 6% from FY06 and 9% from FY05 years ago. Given the number of titles that have been converted to digital only, this is a surprisingly low result, reflecting a significant time lag from the point of initiation and receipt of the last print issue in the subscriptions.

### **Vendor Relations**

- Korean Collection: established accounts with Korean vendors to support new collection.
- Better World Books: joined Better World Books’ Library Discard & Donations Program, with donations to World Fund, which was founded by Luanne Zurlo, Dartmouth Class of ’87.
- Thomson Financial: negotiated a signed settlement contact for long-standing account problems.
- Proquest: consolidated subscriptions to a common renewal date for better account management.
- Vendor Visits to review accounts & services: Blackwell Books, Casalini, Coutts, Ebsco Publishing, Ebsco Subscription Services, Erasmus, Midwest, Proquest, Sage, Swets, Worldwide, and YBP.

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### **Appendices Attached:**

- I. Mission and Organizational Chart
- II. Staff List
- III. Participation on Library Committees, Forums, Working Groups & Projects
- IV. Staff Development Activities
- V. Ordering Statistics FY07
- VI. Selected Statistics: 9-Year Comparison
- VII. Goals for FY2008

## Appendix I: Acquisitions Services – Mission & Organizational Chart

### Acquisitions Services 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.

### Acquisition Services Organizational Chart

James Wright President
Barry Scherr Provost
Jeff Horrell Dean of Libraries and Librarian of the College
Elizabeth Kirk Associate Librarian for Information Resources

### Judy Maynes Head of Acquisitions Services

Carol Magenau Assistant Acquisitions Services Librarian	Julie McIntyre Acquisitions Supervisor	Kathy Walker Acquisitions Supervisor	
Cheryl Burns Vendor Specialist	Alex Braman Acquisitions Assistant	Karen Welch Acquisitions Assistant	Barbara Sterling Acquisitions Assistant
Donna Abbott Continuing Resources Specialist	Bobbie Anderson Gilbert Acquisitions Assistant	Lori Heath Acquisitions Assistant	Becky Torrey Digital Resources Specialist
Karla Bushway Acquisitions Assistant	Goodie Corriveau Acquisitions Assistant	Susan Caruso Acquisitions Assistant	Kathy O'Neill Financial Management Specialist
Marianne Densmore Acquisitions Assistant	Jan Peltzer Acquisitions Assistant	Suzette Fegan Acquisitions Assistant	
Tricia Frazer Acquisitions Assistant	Open Position Acquisitions Assistant (part- time)		

## Appendix II: Acquisitions Services Staff List

### Acquisitions Services Staff List as of June 30, 2007

Staff Member	Hours	Title	Grade
Abbott, Donna M	37.5	Acq Spec - Bibliographic Control	DRM A
Braman, Alexander	37.5	Acquisitions Assistant II	AAT C
Burns, Cheryl L	37.5	Acq Spec - Vendor Relations	DRM A
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
Densmore, Marianne L	37.5	Acquisitions Assistant II	AAT C
Fegan, Suzette K	37.5	Acquisitions Assistant II	AAT C
Frazer, Patricia	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
Open – Part Time	20	Acquisitions Assistant I	AAT B
McIntyre, Julie P	37.5	Acquisitions Services Supervisor	DRM B
O'Neill, Kathleen E	37.5	Acq Spec - Financial Management	DRM B
Peltzer, Jan E	37.5	Acquisitions Assistant II *	AAT C
Sterling, Barbara W	37.5	Acquisitions Assistant II	AAT C
Torrey, Rebecca M	37.5	Acq Spec - Digital Resources	DRM A
Walker, Kathleen A	37.5	Acquisitions Services Supervisor	DRM B
Welch, Karen J	37.5	Acquisitions Assistant II	AAT C
<b>Exempt</b>	<b>Salary</b>		
Magenau, Carol	12 mo	Acquisitions Services Librarian	LP III
Maynes, Judy	12 mo	Head of Acquisitions Services	LP II

\* Promotion finalized July 2007.

## **Appendix: III: Acquisitions Staff Participation on Library Committees, Forums, Working Groups & Projects**

### **Library Committees, Forums, Working Groups & Projects – FY07**

#### **Committees**

Cataloging Roundtable (CRT)  
Collection Management Planning Group (CMPG)  
Collection Services Management Group (CMPG)  
DCLSA: Program Chair, Welfare Chair, Social Committee, Dept. Liaison  
First-Year Open House Planning Committee  
Library Assessment Committee  
Library Catalog Advisory Committee (LCAC)  
Library Management Group (LMG)  
Library Self-Study Committee  
Marketing & Communications Committee (MCC)  
Preservation, Acquisitions and Cataloging & Metadata Committee (PACC)  
Search Committee: Director of Management Services  
Staff Development Committee (SDC)  
Sustainability Committee  
Thomson ISI Journal Use Reports Product Development Committee

#### **Forums**

Collection Development Forum  
Collection Services Round Table (CSRT)  
FastCat Forums  
Provost Division Fiscal Officers and Fiscal Support  
TeCOR

#### **Projects & Working Groups**

Acquisitions/ CatMet Working Group  
Article Linker Support Team  
Chinese Deposit Account Coding Cleanup Project  
Collection Services Dept Heads (CSDH)  
ERM: Trials and Offers Subgroup  
Holdings Standards Working Group  
Holdings Working Group and Holdings Export Taskforce  
Label Processing Working Group  
Record Deletes Working Group  
Senior Bookplate Program Planning Group  
Serials Group  
Serials Maintenance Group  
Serials Solutions Task Force  
Vendor Consolidation Project Team

#### **Other**

United Way Representative for Acquisitions Services

## Appendix IV: Staff Development Activities

### Staff Development Activities - FY07

ALA Midwinter Meeting: Seattle, WA  
ALECTS course (online) : Fundamentals of Acquisitions  
ARL Program: "Making Library Assessment Work"  
Awareness Enrichment: our collective strengths  
Blitz mail, Oracle Calendar and other basic Dartmouth computing skills  
Charleston Conference on Acquisitions  
CITE Workshop: People Are Talking  
Communication Workshop with Jim Platt  
Conducting Performance Evaluations (HR)  
"Desperate How's/Whys? Remaining Collaborative in a Stressful World" by Jim Platt  
Do you know how to keep your mouth shut (Workshop)  
Effective coaching [sound recording] with Michael Angelo Caruso.  
IFLA Post-Conference Presentation by John DeSantis  
Internal Control Project Audit  
Introduction to RefWorks  
Letterpress Printed Work from the Hamilton Wood Type & Print Museum (Richard Zauft)  
Luncheon Learn: Library Staff Wiki  
Luncheon Learn: The Deep Dive (brainstorming)  
MARC 21 Holdings training  
Mass Communication for the Masses: The Power of Weblogs (panel discussion)  
Management Skills for First Time Supervisors  
NASIG  
New Hampshire Federal and State Depository Libraries Group  
OASIS: Journal Entries in the Oracle General Ledger  
OASIS: Journaling in Oracle Grants Accounting  
OASIS: Using New Financial Report  
OASIS: Working in the OASIS Financial Environment  
OASIS: Working with the New Chart of Accounts  
Portico presentation  
SALALM (52nd Annual) (Seminar on Acquisition of Latin American Library Materials) Conference, Albuquerque NM  
Search 360 Session  
Seven Habits of Highly Effective People  
Shift Happens: Dartmouth Sustainability (Jim Merkel)  
Smart Searching on the Web  
Spirituality in the Workplace  
Spooky Treasures at Rauner  
Spotlights: Jones Media, Digital Library Technologies Group, Education & Outreach, Rauner, Sherman, Storage Library  
Support Staff Conference (4th Annual)  
Swetswise Webinar  
The power of persuasion [sound recording] / with Jordan Davis.  
Twiki Lunch & Learn  
Webcast Coaching your employees (Sirsi-Dynix?)  
WORD II

## Appendix V: Ordering Activity FY07

### ORDERING ACTIVITY For FY: 06/07

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
<i>Monographic orders</i>													
<i>Firm&amp;slip orders*</i>	1874	1797	1558	1522	2021	1250	2412	1720	1961	1526	1343	594	19578
Firm orders	1277	1331	1089	1067	1483	936	1668	1223	1651	1135	943	589	14392
Approval slips	597	466	469	455	538	314	744	497	310	391	400	5	5186
Approvals	967	1165	693	803	1121	613	1111	1083	1057	885	908	598	11004
BLSO items	50	79	53	68	87	34	54	95	40	53	92	60	765
Books in series	151	230	177	198	89	133	171	165	132	192	195	227	2060
Class dups	0	9	13	0	2	8	18	2	19	4	2	2	79
Multiparts	12	15	2	1	15	4	20	40	5	35	0	3	152
Other	1	4	2	3	2	0	1	0	1	2	1	1	18
Serial orders	89	56	89	43	36	34	71	49	42	44	91	70	714
<i>Special categories (mon &amp; ser)</i>													
Replacements	39	6	32	32	36	35	16	72	24	30	30	19	371
RUSH orders	68	123	163	42	66	80	115	77	152	51	36	53	1026
Gifts	90	102	84	103	205	90	129	68	280	432	241	205	2029
Gifts no order	11	8	7	8									34
Digital resources	55	30	64	18	16	19	37	65	11	30	36	73	454
Videos/DVDs	102	168	133	154	134	147	185	225	250	99	58	40	1695
TOTAL orders	3183	3361	2619	2670	3409	2111	3874	3226	3281	2771	2662	1574	34741

\*Starting FY07 we decided to count approval slips with firm orders; FY07/08 firm orders will include slips

### CATALOGING ACTIVITY

Monographs	1092	1621	1180	1324	1198	866	1850	1208	1568	1154	1211	961	15233
Serials	14	7	8	9	21	9	9	19	9	2	11	9	127
Scores	2	0	2	2	1	3	0	0	0	1	0	2	13
Maps	1	2	1	0	1	1	2	1	2	1	0	0	12
Computer files	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL cataloging	1109	1630	1191	1335	1221	879	1861	1228	1579	1158	1222	972	15385

**Appendix VI: Selected Statistics: 9-Year Comparison (FY 1998 to FY 2007)**

<b>Ordering Activity</b>	<b>FY98</b>	<b>FY99</b>	<b>FY00</b>	<b>FY01</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
Monographic orders created	25,652	30,502	31,793	33,510	36,012	29,949	32,037	32,051	35,855	34,027
Firm orders	11,155	18,446	19,975	19,690	18,628	12,882	13,046	13,995	15,242	19,578#
Approvals	7,978	8,375	8,649	10,236	13,443	13,041	15,116	14,522	16,572	5,186#
BLSO items	749	1,004	515	921	1,024	1,030	949	781	1,036	765
Books in series	1,622	1,732	1,814	2,021	2,145	2,111	2,256	2,107	2,318	2,060
Class dups	530	148	67	164	318	112	68	95	60	79
Multiparts	253	308	480	420	277	213	157	202	165	152
Replacements	285	214								
RUSH orders	1,416	1,027								
Gift	1,664	1,786								
Other			473	58	177	265	445	39	12	18
Serial orders created	3,038	1,481*	1,726	1,450	1,386	1,784	1,088	1,045	734	714
Special categories:(both mono & serial)										
Replacements			308	380	473	295	264	310	430	371
RUSH			956	1,175	1,220	895	729	826	1,235	1,026
Gift			1,460	1,217	2,089	2,219	1,930	1,334	1,370	2,029
Gifts no order								377	423	34
Digital			664	802	759	1,400	656	685	394	454
Resources										
Videos/DVDs					1,127	976	1,117	1,362	1,681	1,695
<b>Total Orders created</b>	<b>30,354</b>	<b>31,983</b>	<b>33,519</b>	<b>35,340</b>	<b>37,398</b>	<b>31,733</b>	<b>33,125</b>	<b>33,096</b>	<b>36,589</b>	<b>34,741</b>
<b>Cataloging Activity</b>										
Monograph titles cataloged	17,194	17,766	19,560	16,805	16,987	12,878	12,430	13,133	15,800	15,233
Serial titles cataloged	420	184	494	452	655	602	198	156	169	127
Scores	203	254	225	38	7	9	7	5	5	13
Maps					24	7	16	12	18	12
Computer Files					5	2	0	2	0	0
<b>Total cataloging</b>	<b>17,817</b>	<b>18,204</b>	<b>20,279</b>	<b>17,299</b>	<b>17,678</b>	<b>13,498</b>	<b>12,651</b>	<b>13,308</b>	<b>15,992</b>	<b>15,385</b>

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

#With FY07, counting approval slips with firm orders, since they are ordered individually.

## Appendix VII: Acquisitions Goals for FY 2008 (with reference to Library Goals)

### Acquisitions Services FY 2008 Department Goals

#### Assessment (Library Goal #1)

- Contribute to the library's self-study through the Self-Study Committee (#1a)
- Contribute to development of culture of assessment through participation in Library Assessment Committee (#1b, 1c)
- Contribute to the library's goals relating to staff (#3b *optimizing resources*, #3a *advancement opportunities for non-exempt staff*) through the Staff Development Committee
- Complete a comprehensive working calendar for budget, financial & statistics that identifies report needs, information sources, deadlines and staff
- Develop a departmental supplies budget to better manage spending

#### Staff (Library Goal #3)

- **Communication**
  - Continue to foster a supportive & collaborative work environment where everyone's contributions are valued, encouraged and respected; and a culture of personal responsibility, courteous and professional interactions, teamwork and high quality customer service.
- **Fill open half-time position**
- **Training & Assessment**
  - Improve training on review files and Excel for improved bibliographer support (#4b)
  - Redefine bibliographer liaison responsibilities to reflect collection development strategies (#4)
  - Cross-Train Foreign Approvals Team
  - Define responsibilities of both monograph & serial vendor liaisons & improve training
  - Review daily priorities list and turnaround time policies & expectations
  - Continue to pursue advanced Acquisitions Assistant & Specialists levels (#3a)
  - Continue to introduce and train staff on digital resources workflows
  - Improve productivity & privacy by adding workstation "stackers" as budget allows.
  - Further develop procedures to track and evaluate individual training progress

#### Information Resources & Services (Library Goal #4)

- Consolidate domestic approvals, firm and standing orders to increase staff efficiency and release time for improved bibliographer support (#4b), and to optimize use of financial resources.
- Continue to develop and update orientation materials for bibliographers regarding acquisitions-related functions (#4b)
- Develop a suite of reports & review files available; create procedures & training program for staff.
- Continue to develop New-Bibliographer Orientation Program
- Continue to update Acquisitions webpage content and organization.
- Continue work with Cataloging-Metadata & Preservation to improve department websites for improved interdepartmental information and transparency (#4b)
- Develop guidelines for assessing vendor services
- Reassess claims procedures & determine needs and priorities

#### College Initiatives & Priorities (Library Goal #7)

- Implement OASIS (#7d)
- Assist as appropriate with the implementation of a Library Donor Stewardship Program (#7b), and continue to develop communication and information sharing with other Alumni programs.
- Continue participation in Committees and Working Groups, including the following projects:
  - Investigation & implementation of Electronic Resources Module (ERM)
  - Development & implementation of Webfeat / Search 360
  - Development & implementation of Thomson ISI Journal Use Reports
  - Development & implementation of Bibliographer's Toolkit
  - Implementations of Marc 21 Holdings Standards as these apply to Acquisitions; with a particular focus on holdings format for multi-parts