

# COLLECTION MANAGEMENT FUNCTIONAL GROUP

## ANNUAL REPORT

**July 2002**

### **Roster**

Mary Brodman, Alexander  
Diarl Bush, Alexander  
Marilyn Herod, Chemistry  
Marty Katz, Library of Science and Medicine  
Robert Krack, Alexander  
Christopher Lee, Libraries Annex  
Andy Martinez, Mathematical Sciences  
Eugene McElroy, School of Management and Labor Relations  
Asuncion Ortiz, Kilmer Library  
Shirley Peck, Alexander  
Nick Reichardt, Alexander / Library of Science and Medicine  
Roger Smith, Library of Science and Medicine  
Matt Spaventa , Douglass  
Penny Weniger, Douglass (Coordinator July 2001 – January 2002)  
Enid Yourstone, Alexander (Retired – December 2001)  
Mary Gadek, Douglass – Coordinator  
Jeff Teichmann, Alexander – Coordinator

*Purpose statement: The Collection Management functional group will improve collection management processes across the New Brunswick campus. They will assess the methods and advance toward revision using technology and expertise. The group will be accountable for designing as well as carrying out the work. They will engage in setting performance goals, gathering data and collecting statistics. The group will seek and where feasible, execute user input.*

The Collection Management Functional Group (CMFG) has traditionally been known for its active presence in the New Brunswick Libraries and this past fiscal year was no exception. This year has been an active and productive year even by their standards. The CMFG has undergone its first change in leadership since its inception and welcomed additional members. The group has also met five out of seven goals set for this past fiscal year, and has set new goals for the upcoming year. All this was accomplished while still being able to shelve a total of over 500,000 items.

## **MEMBERSHIP**

The CMFG welcomed Eugene McElroy, Asuncion Ortiz, Nick Reichardt, and Roger Smith to the group over the past year. The group now enjoys representation from nine of twelve New Brunswick Libraries units that house collections and has knowledgeable collection management personnel located on each campus. Enid Yourstone left the group upon retirement in November 2001. In January of 2002, the group bid a fond farewell as Penny Weniger, Coordinator of the group since 1998, left Rutgers University. In March 2002, the group welcomed Mary Gadek and Jeff Teichmann to the group as the Co-Coordinators.

## **PROJECTS**

### **CMFG PROJECTS –**

The CMFG visited NBL units last summer to acclimate new members to all the units. A comprehensive report was drafted by Penny Weniger and may be found in the attachment portion of this report.

The upgrade to U2001 WorkFlows necessitated a close scrutiny of the In-transit reports produced. In U2001 the reports were again producing the information for each item in triplicate. When lists become large, this fact makes them more cumbersome to print out and work with. Members of the CMFG met and worked with Dean Meister to produce a new and improved In-transit report that would only contain items in-transit to or in-transit from an individual unit. In conjunction with this project, in-transit procedures were developed and adopted.

A goal in the CMFG Annual Report for 2001 was listed as producing a NBL CM manual. This project is in its final draft. The CMFG hopes to produce a CD-ROM copy of the manual for each unit as well as having a paper copy available.

Members of the group participated in a project to test the viability of having a CS-LIBRARY user for the items sent to the ALEX and LSM Collection Services Departments for either bindery preparation, missing pages or re-labeling. The testing project proved a success and the two users, CS-ALEX and CS-LSM became viable users in early May 2002.

### **ALEXANDER LIBRARY –**

In addition to continuing the work on the History Project, a weeding project began in order to remove second copies from certain areas of the collection to alleviate overcrowded conditions. This project is ongoing.

ANNEX –

In preparation for the renovations to the Annex, 80,000 items needed to be relocated within the facility. Nearing completion, this project will provide much needed shelving space for the unit.

CHANG LIBRARY –

Due to the transfer of monographs from the Douglass Library and the LSM, staff at Chang shifted the monograph collection to incorporate the new titles.

CHEMISTRY LIBRARY –

Current periodical shelving area was condensed and these shelves were moved to the Math Library. In their place flat shelves were installed allowing for the shifting of the periodical collection. While still in need of compact shelving or expansion, this shift helped to temporarily alleviate crowded conditions.

DOUGLASS LIBRARY –

In preparation for the upcoming D21 renovations, the reference collection was weeded and shifted. Also, the bound periodicals and microforms collections were moved to the main floor in the reference room.

GOVERNMENT DOCUMENTS – NEW BRUNSWICK LIBRARIES

With the retirement of the Gov't. Docs Coordinator, Enid Yourstone, imminent, Nick Reichardt transferred to Alexander and LSM to begin learning the Government Document collections. Enid, Roger, and Nick have produced a comprehensive manual for Government Documents, which is now in its final stage. The current draft is included in the attachment portion of this report.

LIBRARY OF SCIENCE & MEDICINE –

Staff at LSM aided Thelma Tate to box and ship the Chemical Abstracts to Africa as part of an outreach program. This necessitated the shifting of the Reference collection. Further work continues with the boxing of two journal titles and also the moving of two other series between the stacks, reference and periodicals collections. CM staff have also assigned shelf reading areas to individual staff, in hopes of generating 'ownership' of the area. Results were positive and this method will continue to be used during the academic year.

MATHEMATICAL SCIENCES LIBRARY –

The current periodicals shelving was replaced with newer shelving obtained from the Chemistry Library. The older wooden shelving was becoming increasingly difficult to operate and repair when needed. The metal shelving from Chemistry is in good condition and operates smoothly. The Reference Periodical collection was integrated with the Reference collection and materials were shifted and relabeled as necessary.

## STATUS OF 2001 – 2002 GOALS

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- ◆ Become more versed and knowledgeable of preservation issues and related procedures.
  - **GOAL MET** – The group attended a workshop in May 2001 and continues to seek other workshops to attend to become more knowledgeable about preservation issues.
- ◆ Complete the NB wide Collection Management Manual.
  - **GOAL MET** – The manual is in the final draft stage.
- ◆ Persevere in becoming more versed and efficient in standards of Collection Management in terms of space management, collection measuring and mapping techniques. Pursue and attend any available seminars or workshops that may be available in these areas.
  - **GOAL ONGOING** – All members CMFG are becoming more familiar with the practices of space management, collection measuring and mapping techniques. Training and on-the-job practice continue.
- ◆ Seek individual and group training opportunities.
  - **GOAL MET** – Members of the CMFG have taken advantage of appropriate training opportunities as they were presented in the past year.
- ◆ Review and enhance training methods.
  - **GOAL MET** – All training documentation is consistently reviewed and updated as necessary.
- ◆ Create a standardized on-line collection management training program for NB wide use.
  - **GOAL MET** – This is in the final stages as part of the NB wide Collection Management Manual project.
- ◆ Refine on-line statistical reporting methods; work-up processes for recording shifting statistics incorporating into the database.
  - **GOAL ONGOING** – Since the inception of collecting standardized CM statistics across NBL in a spreadsheet format, the CMFG reviews and revises the statistics collected and the methods of collection on a yearly basis.

**NEW BRUNSWICK LIBRARIES  
COLLECTION MANAGEMENT  
FUNCTIONAL GROUP  
GOALS  
2002 – 2003**

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- ◆ Distribute the NB wide Collection Management Manual in paper and CD-ROM formats.
- ◆ Review and enhance CMFG water emergency training documentation. Offer information and training sessions to all NBL faculty and staff.
- ◆ Seek out and attend workshops and programs dealing with preservation methods in an effort to keep pace with the latest practices and techniques in preservation.
- ◆ Pursue and attend any available seminars or workshops in the areas of space management, collection measuring and mapping techniques.
- ◆ Begin a comprehensive assessment of the NBL collections to determine the space conditions of the existing collections. Make recommendations to address any space management concerns that arise.
- ◆ Continue to refine on-line statistical reporting methods to include the recording of shifting statistics.