

COLLECTION MANAGEMENT FUNCTIONAL GROUP

ANNUAL REPORT

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ROSTER

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Diarl Bush, Alexander Library
Stacy DeMatteo, Libraries Annex
Megan Doyle, Chemistry Library
Marilyn Herod, Libraries Annex
Megan Ingegno, Physics Library
Martin Katz, Library of Science and Medicine
Robert Krack, Alexander Library
Eugene McElroy, SMLR
Andy Martinez, Mathematical Sciences Library
Erika Moore, Art Library
Shirley Peck, Alexander Library
Nick Reichardt, Alexander Library
Roselyn Riley, Alexander Library
Roger Smith, Library of Science and Medicine
Matt Spaventa, Douglass Library
Brian Stubbs, Alexander Library
Edward Suarez, Library of Science and Medicine
Nicole Warren, Chang Science Library
Don Wilson, Kilmer Library
Jeffrey Teichmann – Coordinator
Mary Gadek – 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 (NBL) and this past fiscal year was no exception. This year has been an active and productive year even by their standards. Changes in staffing across the NBL units once again lead to a change in the functional group's membership. Guest speakers increased the group's knowledge and understanding of collection maintenance with informative presentations. The condition of the collections was improved as a result of system-wide shifts and stack maintenance. The group has also met five out of six 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

Newly hired staff and staff with new collection management responsibilities were welcomed to the group. Stacy DeMatteo, Megan Doyle, Megan Ingegno, Erika Moore, Roselyn Riley, Brian Stubbs, Edward Suarez, Nicole Warren, and Don Wilson all joined the group within the past year. The group also bid farewell to Christopher Lee and Asuncion Ortiz as they moved on to new responsibilities within New Brunswick Access Services (NBAS). With this change in membership, all NBL units now have a representative in the group. The merger of the NBL Access and Collection Services (NBCS) departments had a direct impact on the membership roster of the group. The group welcomed Ian Bogus, Susan Brower and Neera Sondhi from Alexander Library and Renee Clark, Asuncion DeChavez, Jamie Maguire, and Melody Tomaszewicz from the LSM at its June meeting. At the end of the year, Jeff Teichmann stepped down as Co-Corrdinator of the group and Mary Gadek assumed the role of Coordinator.

PROJECTS

CMFG PROJECTS –

The CMFG visited the ReCAP facility, a large capacity library storage facility that is owned and maintained by a consortium of the Princeton University Libraries, Columbia University Libraries and The New York Public Library. The tour, hosted by Penny Weniger, former Coordinator of the group, was very informative. With facilities such as this becoming quite popular, it was good to see one 'in action'. In addition, the practice of having a measurement chart to quickly size books for placement on the stacks, seen at the ReCAP facility, has been implemented at the Libraries Annex.

As mentioned previously, there were many new staff added to the ranks of collection management (CM) in the NBL this past year. All these staff were trained in detail in CM activities. In addition, all new staff in NBAS were given an overview of collection management practices as part of a collaborative training effort.

The in-transit and missing book reports were examined and as a result were updated and refined to better serve the needs of CM and NBAS staff. The in-transit report was revised to show only books moving from or to your library. The distribution dates of quarterly cumulative missing book reports were changed to better facilitate searching.

The group performed two clean-up projects this past year. The first involved the former in-transit user that is no longer the method used for placing books at an in-transit status. Items that are still charged to this user were searched and cleared off the record with those not found being charged to missing. The other project involved the unshadowing of numerous old brief title records. This allowed for these items to be viewed in the catalog making them available for recall.

Weeding projects are underway or soon to be started in the Chemistry, Alexander, Math and LSM libraries. CMFG members updated weeding tags and helped work with collection services staff and selectors to make sure the project proceeds smoothly. Guidelines for transferring items to the Annex were updated and distributed to selectors as well as being posted on the NBL web page.

The CMFG's involvement with the Douglass Library renovation work was a project that would have had major ramifications if work did not proceed in a timely and correct manner. Thanks to the dedication and hard work of the several members of the group, all projects were completed on or ahead of schedule. Collections weeded due to the rationalization of the Douglass collection were transferred to other NBL units and the Annex and three other collections remaining were shifted to new areas within the building. Shelving was redistributed to accommodate the shifting of these collections. Other shelving was disassembled and moved to other NBL units or put in storage at Alexander Library. The storage of shelving was re-designed and we now have a good amount stored for future use. A large amount of shelving was donated to a local public library that is undergoing a renovation and expansion project. CMFG members identified shelving to donate and stored and labeled it appropriately for pick-up. Also, CM staff at Douglass worked closely with Collection Services staff to assure the smooth transfer of titles from the Douglass reference collection to the Music reference collection.

ALEXANDER LIBRARY –

Brian Stubbs and Roselyn Riley joined Alexander Library Collection Management this past year. Weeding was begun in overcrowded areas of the stacks. (HN, HQ, N) CM staff met with Collection Services staff to work out procedures so the weeding project proceeds smoothly. In working with missing reports, staff discovered a problem with the recon project being done in library. Many items thought to be missing were located at the Annex and records were updated accordingly. The History project proceeded as money was available.

LIBRARIES ANNEX –

Stacy DeMatteo assumed the position of Branch Manager and Marilyn Herod was transferred to the Annex in August 2002. Since then both have been hard at work on numerous CM projects including the arrival of numerous titles from the Douglass rationalization project and the weeding projects of NBL. Prior to being able to put these items on the newly installed shelves, the shelf heights needed to be set. To speed the process of getting items ‘shelf-ready’ for the Annex, staff developed and implemented a shelving sizing chart to quickly size books for placement on the shelves. The group also provided assistance to Annex staff for a few water leaks and emergencies over the past year. Lastly, Annex staff cleared out the items that remained from a duplicate weeding project started about two years ago.

ART LIBRARY –

Erika Moore arrived in the fall of 2002 and joined the CMFG. A new security system was installed in January 2003, which will help bring down the amount of materials missing from the collection that have been presumed stolen. A search of the carrels cleared many missing items and a redesign of the in-house circulation process will prevent future problems.

CHANG LIBRARY –

Nicole Warren rejoined the group this past year. Due to the transfer of monographs from the Douglass Library, staff at Chang shifted the monograph collection to incorporate the new titles.

CHEMISTRY LIBRARY –

Megan Doyle arrived as Branch Manager in August 2002. A weeding of the collection necessitated a shift of the collection and allowed for the shelving of items transferred to the library during the Douglass rationalization.

DOUGLASS LIBRARY –

As previously mentioned, the D21 project kept the CM staff at the unit and the CMFG members busy over the past year.

GOVERNMENT DOCUMENTS – NEW BRUNSWICK LIBRARIES

Nick Reichardt has settled in as Collection Management Coordinator of Gov’t. Documents for the NBL. He is awaiting instructions from the selectors to begin a shift of the collections. Additional microform cabinets will be arriving to better store these types of materials.

KILMER LIBRARY –

Don Wilson became the staff member in charge of collection management at the Kilmer Library in August 2002. The library received some shelving as a result of the D21 project and changes in reference and periodical shelving is planned for the summer of 2003.

LIBRARY OF SCIENCE & MEDICINE –

Edward Suarez joined the LSM CM staff in the fall of 2002. Measurement of the Periodicals collection is nearing completion in preparation for a shift in the summer of 2003. Weeded titles will be sent either to the Annex or to the African Library donation program run by Thelma Tate.

MATHEMATICAL SCIENCES LIBRARY –

The Math Library has transferred over 500 items to the Annex including journals and books. Periodical titles that have undergone title changes now have "dummies" on the shelves to indicate this change. A shift of the periodical collection was completed leaving space available for incoming volumes for five-years. The Math Library also performed a project where items that had been cataloged with the type Reserve, RES-1, RES-2, RES-3, and Thesis were recataloged with Stacks. Over 300 items were recataloged. It is expected that the collection will be weeded within the upcoming year.

PHYSICS LIBRARY –

Megan Ingegno arrived as Branch Manager in August 2002. The library received many transferred titles as a result of D21. Current periodicals were shifted. The permanent reserve collection was examined to determine the validity of the titles in the collection.

SCHOOL of MANAGEMENT & LABOR RELATIONS LIBRARY –

The office and front desk area underwent renovation work. Presently staff is examining the basement storage areas to determine how to better utilize the space and at the same time to preserve the materials housed there.

STATUS OF 2002 – 2003 GOALS

- ◆ Distribute the NB wide Collection Management Manual in paper and CD-ROM formats.
 - **GOAL MET** – A final draft has been produced and is awaiting sign-off by the group. It has been proposed to post the manual to the NBACS web site rather than produce CD copies. This possibility is under review at this time.

- ◆ Review and enhance CMFG water emergency training documentation. Offer information and training sessions to all NBL faculty and staff.
 - **GOAL MET** – The training documentation was updated and enhancements were made. Twenty-eight RUL faculty and staff attended a presentation of the training documentation in January 2003. The group is also looking at having this documentation made available on the NBACS web site.

- ◆ 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.
 - **GOAL MET** – The group enjoyed presentations by Kristen St. John, Preservation Specialist for RUL Special Collections and University Archives, and Ian Bogus, Bindery Coordinator for NBCS. The presentations were informative for all members.

- ◆ Pursue and attend any available seminars or workshops in the areas of space management, collection measuring and mapping techniques.
 - **GOAL MET** – A reading file has been set up to distribute current information on space management techniques. We have been unable to find workshops on space management, but reading the latest information on the topic has proved invaluable.

- ◆ 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.
 - **GOAL MET** – A weeding project has begun across the NBL units. At this time weeding has been done at the Chemistry Library. Weeding is ongoing at the Alexander Library and should begin soon at the LSM and Math Library. Also the Douglass Library underwent a rationalization project as part of the D21 renovations. Members of the group have been meeting with NBCS staff to refine procedures for the ongoing weeding project.

- ◆ Continue to refine on-line statistical reporting methods to include the recording of shifting statistics.
 - **GOAL ONGOING** – Reporting of NBL collection management statistics is currently under review by the group.

**NEW BRUNSWICK LIBRARIES
COLLECTION MANAGEMENT
FUNCTIONAL GROUP
GOALS
2003 – 2004**

- ◆ Distribute the NB wide Collection Management Manual in hard copy as requested and post to the NBAS web site.

- ◆ Actively pursue a merged staff workflow with NBACS. There are many areas where the work of collection services and collection management overlap. By actively pursuing a smooth merger, we can streamline many processes and eliminate duplication of effort.

- ◆ Complete weeding and shifting projects as necessary across the NBL units to address areas of space concerns. Work closely with selectors and NBACS staff to keep the weeding process moving smoothly.

- ◆ Complete training for group members in all areas of Collection Management. Provide training for Government Documents Collection Management for group members.

- ◆ Plan and execute a display to raise the awareness of our patrons to the importance of the preservation of library materials. Work closely with the NBL Preservation librarian to assess our collections and improve conditions and practices throughout the NBL units.