

# COLLECTION MANAGEMENT FUNCTIONAL GROUP

## ANNUAL REPORT

**July 2004**

### **ROSTER**

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**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. The 2003/2004 fiscal year has been an active and productive year even by our own standards. Changes in staffing across the NBL units/branches have caused a change in the functional group's membership. The condition of the collections was improved as a result of system-wide shifts, unit level weeding, and stacks maintenance. The group has also met four out of five 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 over 499,000 items, shelf read more than 1,200 hours, and process over 29,000 new incoming items to our collections.

## **MEMBERSHIP**

The group bid farewell to Diarl Bush, Megan Doyle, Roger Smith and Don Wilson as they moved on to new responsibilities within New Brunswick Access/Collection Services (NBACS). Marilyn Herod, Erika Moore, Nick Reichardt and Mary Gadek, all valuable members of the group, bid farewell to the group and RUL this past fiscal year. Irina Loutchkina from Alexander Library joined the group this past fiscal year. The merger of the NBL Access and Collection Services (NBCS) departments had a direct impact on the membership roster of the group. Ian Bogus, Susan Brower and Neera Sondhi from Alexander Library Collection Services office and Renee Clark, Asuncion DeChavez, Jamie Maguire and Melody Tomaszewicz from the LSM Collection Services office all attended CMFG meetings on a rotating basis during this past fiscal year. Gracemary Smulewitz, Assistant Head of Access/Collection Services Department, also attended the monthly meeting. Commencing March/2004, Mary Gadek stepped down as the Coordinator of the group and Andy Martinez assumed the role of Coordinator.

## **PROJECTS**

### **CMFG PROJECTS**

The Collection Management Manual was completed and made available through the NBL Access Services website. The manual touches upon training, duties of collection management, space studies, and government documents. The manual is a work in progress and new items are added and old items are modified as policies, procedures and technology changes. A link to that website has been included in the "Relevant Websites" portion of this report.

As mentioned previously, there were many NBACS staff added to the ranks of the Collection Management Functional group this past fiscal year. All of these new staff members are trained in collection management (CM) activities. Their extensive CM knowledge and experience has been a welcome addition to the CMFG.

Training on the various classification system used with storing government documents was given to select CMFG members. Nick Reichardt, staff person in charge of Government Documents for Alexander Library and LSM, conducted the training in person. This training was beneficial in widening the expertise of group members. A link to the manual on government documents procedures has been included in the “Relevant Websites” portion of this report.

The group assisted in developing a contact list for Stacks Check emails distributed to RUL. This contact list covers all of the RUL unit/branches across the three geographic campuses. This contact list clarifies who is responsible for processing a stacks check and also gives the sender of the email the name and email address of the person they can contact at the searching library. A link to the contact list has been included in the “Relevant Websites” portion of this report.

Two members of the CMFG were asked to undergo training from the Collection Services office on basic book repair techniques. Once they were fully trained, the two CMFG members assisted with book repairs and will also be able to train other CMFG members.

A committee of select CMFG members met and discussed a portable display to be set up at each of the four main units discussing preservation of our collections. The policy for food and drink in the libraries was also discussed. The committee presented its proposals for food and drink policies, a public awareness campaign, and the portable display to the Head of the Access/Collection Services Department.

CMFG members assisted with both of the large collection management projects underway at LSM: the LSM Special Collections Project and the LSM Weeding Project. Both projects required an investment of time from group members. Also, the Special Collections Project has allowed group members who participated the opportunity to learn new collection management skills.

## ALEXANDER LIBRARY

The Reference Collection was weeded, shifted and labeled by CM staff. The Stacks Collection has received limited weeding by selectors.

CM staff developed a proposal to deal with the oversized Periodicals currently shelved in the Periodical Collection. This proposal would entail the use of folio shelving located in a separate area of the Periodicals room and space blocks located in the Periodical Collection to assist our patrons.

Alexander CM staff members also developed a proposal to deal with the missing items from the Alexander Library Recon project. Database Management will load over 100,000 item records from the card catalog into the catalog during the next two years without conducting an inventory. It is estimated that 10 % of these items will be missing from the collection at Alexander Library. CM staff at Alexander worked with the unit

selectors, Database Management, and Library Administration to develop a procedure to quickly remove these items from the unit's missing list while at the same time letting the selectors review the items.

## DOUGLASS LIBRARY

The Douglass Library underwent a major renovation of its physical space this past fiscal year. This renovation impacted the main floor and mezzanine level of the library. Due to the renovations, several mini shifts of the Stacks Collection were completed and the entire Reference Collection was shifted temporarily to the ground level. CM Staff members were essential in ensuring that public access to the collections was maintained. Once the renovations were completed, the Reference Collection was shifted to its permanent location on the main level.

To maximize use of the new location for the collection, CM staff removed all oversized items from the Reference Collection and formed a new Reference Folio Collection. The new collection was formed with assistance from the Technical Services Department and the Systems Department. The new technology of using PDA's to scan item barcodes was used to great success in this project. Once converted to Ref-Folio, the collection was inventoried and labeled.

## KILMER LIBRARY

The Stacks Collection, Career Collection, and Bound Periodical Collection were weeded. The Career Collection and Stacks Collection were shifted to maximize space. The Stacks Collection shift was a large project that entailed preparation and assistance from members of the CMFG. The shift was completed as scheduled.

CM staff at the unit assisted the unit selectors with a project to locate missing Career Collection items. The various collections of the unit were searched for the missing items and items that were not found were reported to the selectors for review.

## LIBRARY OF SCIENCE AND MEDICINE

The Microfilm Collection and Bound Periodical Collection were shifted to maximize space. Space for three years of growth was left in the Bound Periodical Collection to ensure growth.

CM staff from the unit and group assisted with a project involving the Special Collections at LSM. Items in the collection that were fully cataloged were removed from the shelves and a report was produced for the selectors to review. Once the selectors made a decision, the item would go either to the Libraries Annex, SC/UA, another collection in the unit, or another unit in NBL. For the items that were not cataloged, CMFG staff members created brief records. A report was produced for the selectors and a decision will be made for each item as to its final location. This project is ongoing.

CM staff from the unit and group assisted with a weeding of the Stacks Collection. A report listing all of the items in the collection was generated by the Collection Services office and distributed to unit selectors. The selectors reviewed the report and made decisions for the final location of each item; remain in the collection, internal relocate to another collection in the unit, transfer to another unit in NBL, withdraw from collection, or transfer to the Libraries Annex. CM staff would then pull the item from the collection and the CS office would process the item according to the decision made by the selector. Due to the size of the collection (over 130,000 items) and the stated goal of the project (weed 20% of the collection), this project has been a major undertaking for CMFG staff and CS office staff. The unit selectors, the CMFG and the CS office have all worked together to ensure that this project is completed as quickly and efficiently as possible. Beneficial changes in procedures and techniques learned in this project will be used in future weeding projects of this magnitude. This project is ongoing.

## LIBRARIES ANNEX

The Libraries Annex has received and processed items from the Alexander Library Reference Collection Weeding project, the LSM Weeding Project, and the Math Library Weeding Project. The Annex also accepted a large shipment of archival boxes from SMLR that they will store for a period of time while the basement of SMLR is renovated.

CM staff at the Annex have completed several projects dealing with collection maintenance. The Annex was weeded for items that also had duplicates at another NBL unit/branch. Staff worked with Systems to identify items at the Annex that did not have an Annex Code entered in the item record. These items were identified and corrected. The Annex has also worked with Systems to search for missing items from other unit/branches that were published prior to 1986. Some of these items may have been transferred to the Annex but never updated in the catalog. Annex staff also made the policy for items to be stored at the Annex available on the web. A link to the policy has been included in the “Relevant Websites” portion of this report.

CM staff at the Annex worked closely with Systems staff to develop an “Available Space” Database for use at the Annex. This database allows Annex staff to enter shelf space in the database and then assign an Annex Code to an item depending on the size of the item and the best available space in the Annex. The database allows Annex Staff to add and remove items and shelf space and will break down what has been added and what is left in space by specific sizes. The “Available Space” Database is a great first step towards the efficient use of the Annex.

## ART LIBRARY

The Special Collections for the this branch were weeded and shifted to maximize space. The Reference Collection was weeded and shifted to a new location to maximize

space. The new location of the Reference Collection allows for additional space for new seating and study areas in the branch.

A major leak at the branch was detected in the Folio Collection. The collection was closed to the public for a short period of time while the leak was repaired. Proper water emergency procedures were followed at the branch and no items were lost from the collection.

CM staff at the branch have been working on a Serials Inventory. A report was produced by the Collection Services office listing all of the active periodical titles in the library. CM staff received training on how to add volumes to a cataloging record using the Marc Holdings feature of Workflows. This project is ongoing.

#### CHANG LIBRARY

The Stacks Collection, Reference Collection, and Folio Collection of the branch were inventoried. Items not located on the shelves were charged to missing and the collections were placed in proper call number order. The Stacks Collection was shifted to maximize space.

CM staff at the branch have been working on a Serials Inventory. A report was produced by the Collection Services office listing all of the active periodical titles in the library. CM staff received training on how to add volumes to a cataloging record using the Marc Holdings feature of Workflows. This project is ongoing.

#### CHEMISTRY LIBRARY

The branch received items from the Douglass Rationalization Project that were added to its collection. All of the items were transferred to Chemistry and labeled for the branch.

CM staff from the branch withdrew 470 items from the Reference Collection pertaining to Beilstein. All of the items are available electronically through the Internet. CM staff members were able to employ a new technology of scanning the item barcodes into a PDA (personal digital assistant). Our Systems Department was able to use that information to withdraw the items from the catalog.

CM staff at the branch have been working on a Serials Inventory. A report was produced by the Collection Services office listing all of the active periodical titles in the library. CM staff received training on how to add volumes to a cataloging record using the Marc Holdings feature of Workflows. This project is ongoing.

#### GOVERNMENT DOCUMENTS – NEW BRUNSWICK LIBRARIES

The CM staff person in charge of government documents for NBL conducted two training sessions for CM staff reviewing the classification systems. The training sessions

were limited to CM staff directly involved with government documents. The sessions were well received.

The NJDoc Collection and International Documents Collection at LSM were shifted to maximize space.

#### MATHEMATICAL SCIENCES LIBRARY

The Stacks Collection and Resv-Math2 Collection were inventoried. For the Resv-Math2 Collection, the new technology of using PDA's to scan item barcodes was used to great success in this project. All items not found on the shelves were charged to missing, cataloging record mistakes were corrected, and the collection was placed in correct call number order. Also, any items that were found not to be cataloged were presented to the branch selector for review.

The Microfilm Collection from the branch was permanently transferred to LSM. This transfer was approved and completed so that the material could be used at LSM, which has readers and printers for these formats.

CM staff at the branch have been working on a Serials Inventory. A report was produced by the Collection Services office listing all of the active periodical titles in the library. CM staff received training on how to add volumes to a cataloging record using the Marc Holdings feature of Workflows. This project is ongoing.

#### PHYSICS LIBRARY

The Current Periodical Collection was shifted to maximize space. The Permanent Reserve Collection was weeded of any items that were not from this branch.

CM staff at the branch have been working on a Serials Inventory. A report was produced by the Collection Services office listing all of the active periodical titles in the library. CM staff received training on how to add volumes to a cataloging record using the Marc Holdings feature of Workflows. This project is ongoing.

#### SCHOOL OF MANAGEMENT & LABOR RELATIONS LIBRARY

The Stacks Collection was weeded. Items previously stored in the basement were temporarily stored at the Libraries Annex while renovations are completed.

## **STATUS OF 2003 – 2004 GOALS**

- Distribute the NB wide Collection Management Manual in hard copy as requested and post to the NBAS web site
  - GOAL MET
  
- 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.
  - GOAL MET
  
- 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.
  - GOAL MET
  
- Complete training for group members in all areas of Collection Management. Provide training for Government Documents Collection Management for group members.
  - GOAL MET
  
- 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.
  - GOAL ONGOING

## **GOALS FOR FISCAL YEAR 2004/2005**

- 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.
- Continue training for group members in all areas of Collection Management. Schedule presentations by quest speakers and site visits that will increase the knowledge base for all CMFG members.
- Work with CMFG staff at each unit/branch to incorporate “In Process” statistics into space management procedures. Through the use of manual statistics and systems generated reports, growth areas in the collections will be identified and highlighted during shifts.
- Work with the Collection Services Office and the Systems Department to incorporate the use of PDA’s with scanners and other such technology into the collection management workflow. This use of technology will greatly reduce the time and manpower needed for such CM projects as inventories, internal relocates, and weeding.
- Identify and incorporate additional systems generated reports into the collection management workflow. The use of system generated reports to identify and correct collection management problems will increase the impact of the CMFG in NBL.

## **RELEVANT WEBSITES**

Collection Management Manual

[http://nbl.rutgers.edu/nbl\\_access\\_services/COLLECTION\\_MGMT/DOCUMENTATION/CMFG\\_Manual.html](http://nbl.rutgers.edu/nbl_access_services/COLLECTION_MGMT/DOCUMENTATION/CMFG_Manual.html)

Government Documents Procedures

[http://nbl.rutgers.edu/nbl\\_access\\_services/COLLECTION\\_MGMT/DOCUMENTATION/CMFG\\_Manual.html#Government%20Document%20Procedures%20at](http://nbl.rutgers.edu/nbl_access_services/COLLECTION_MGMT/DOCUMENTATION/CMFG_Manual.html#Government%20Document%20Procedures%20at)

Stacks Check Contact List

<http://www.libraries.rutgers.edu/rul/staff/staff.html>

Selection Policy for Items to be Stored at the Annex

[http://www.nbl.rutgers.edu/nbl\\_collections/NBcollectiongroup\\_annex\\_selection\\_policy.html](http://www.nbl.rutgers.edu/nbl_collections/NBcollectiongroup_annex_selection_policy.html)