

**COLLECTION MANAGEMENT FUNCTIONAL GROUP
ANNUAL REPORT
JULY 2005**

ROSTER

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Purpose statement: The responsibility of the Collection Management Functional Group (CMFG) is to ensure the integrity of the collections of the New Brunswick Libraries from the following perspective, space management that encompasses shelf space management and inventory. Space management will be accomplished through standard shelving, shelf reading, shifting, inventory and weeding. The group will also work collaboratively with the Collection Services functional groups to cultivate an environment of critical thinking and active participation in carrying out their respective responsibilities and practices. This collaborative work with Collection Services will ensure the accessibility of the collections through accurate shelving, maximized shelf space, accurate representation of the location of each item, and the maintenance of the condition of each collection. By working together to carry out these functions the accessibility of the various collections will be maximized and the health of the collections maintained.

Monthly group meetings will provide an opportunity for members to share concerns, suggest changes, and distribute information regarding procedures and daily operations. The group will engage in setting performance goals, gathering data, and collecting statistics while using the latest technological advancements to improve on procedures and standards, and monitoring the general health of the collections. The mission of the group is to collaboratively develop the standards and procedures to be followed by all NBL Access/Collection Services staff dealing with collection management issues.

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 2004/2005 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 various NBL collections were improved as a result of system-wide shifts, unit level weeding, stacks maintenance, and several collection management (CM) projects. The group has also met four out of five general goals set for this past fiscal year and has set new general and specific goals for the upcoming year. All of these accomplishments were completed while still being able to shelve over 443,000 items, shelf-read over 1,600 hours, and process over 27,000 new items to our collections. Due to the declines in books shelved and new items to the collection, CM staff were able to increase the hours spent shelf reading their collection, plus they were able to assist on numerous CM projects.

CHANGES TO MEMBERSHIP

The Collection Management Functional Group bid farewell to Ian Bogus, Susan Brower, Renee Clark, Jamie Maguire, Gracemary Smulewitz, and Neera Sondhi as the majority of Collection Services (CS) staff no longer attend the monthly meetings. Instead, Melody Tomaszewicz will be the permanent CS office liaison to the CMFG. Also, Andy Martinez, as the Coordinator of the CMFG, will attend the monthly Collection Services Team Leaders Meeting. This way, lines of communication between the CMFG and CS office will remain open.

From the Access Services Department, Krista Dandurand (Kilmer Library), Melanie Robinson (Math Library), Penny Weniger (Douglass Library), and Paul Young (Gov. Docs.) joined the functional group this past fiscal year. Membership in the functional group now stands at 20.

PROJECTS

CMFG PROJECTS

Starting during the 2004/2005 fiscal year, the Coordinator of the CMFG, Andy Martinez, assumed responsibility for producing and distributing the quarterly missing book reports for RUL. Three quarterly reports are produced for each RUL site (missing books, lost/paid books, and lost/replace books) and are searched by CM staff, with one additional cumulative report sent to Database Management so that the items can be withdrawn (after the items are searched). The quarterly missing book reports are noted on the CMFG 2005/2006 academic calendar.

Supplies for the NBL Water Emergency kits were re-ordered this fiscal year. Of the 11 NBL sites that supplies are normally ordered for, seven sites had a need for additional supplies. Approximately \$270 of supplies were ordered from Staples and various online suppliers. This yearly reorder of supplies will be incorporated into the CMFG workflow and academic calendar. A copy of the reorder proposal is available on the Alex t-drive (please see relevant web site section).

A supply of plastic wrap was ordered for the four main units at NBL. The 18" x 2000' plastic wrap units will be used by CM staff to wrap moldy books in order to isolate the items from the general collections. A yearly reorder of plastic wrap will be incorporated into the CMFG workflow and academic calendar. A copy of the reorder proposal is available on the Alex t-drive (please see relevant web site section).

Templates of internal processing forms and priority slips were placed on the CMFG Documentation Section of the NB Access Services web site. CM staff will now be able to download the forms directly from the web (please see relevant web site section).

The CMFG revised the monthly statistics that are kept by the group for tracking shelving, shelf reading, searches, and "in-process item" processing. Specific library collections are properly identified for each function and a standard format was developed for tracking time spent for each type of function. Please see the relevant web site section for a link to the CMFG statistics site.

A small CMFG sub-group has been working on revising the Library of Congress Call Number Tutorial that is available on the CMFG Documentation section of the NB Access Services web site. The sub-group will incorporate Flash software into the tutorial and will make separate sections for the tutorial and accompanying quizzes. Work on the complete tutorial program will continue into the new fiscal year.

The purpose statement of the CMFG was revised. The original purpose statement was developed when the group was formed, several years ago. This statement did not take into account the vital inter-departmental relationships that the CMFG requires to perform its work and the benefits that technological advancements can bring to the group. A copy of the purpose statement is available on the NBL Access Services website (please see relevant web site section).

The CMFG revised the information that is provided in the monthly "in-transit" reports that are emailed to CM staff by our Systems Department. ILL items were removed from the report and sent directly to ILS staff for review, Annex codes were added to the two Annex reports for use by staff, and PER item types were removed from Alexander Library and LSM reports (to be completed this fiscal year).

A small CMFG sub-group was formed to develop a Mold Awareness Program. Nine member of the CMFG created a PowerPoint presentation, a multi-page handout, and a live demonstration on how to wrap moldy books in plastic. The actual program, "The Dangers of Mold", took place on Thursday, June 30, 2005 and drew approximately 40 attendees.

Members of the CMFG have been included on a sub-group working on a NBL Digital Directory Project. The goal of the project is to create electronic and print floor maps for NBL sites incorporating specific library floor plans with collection and security information. Work by this sub-group will continue into the 2005/2006 fiscal year.

CMFG staff assisted with a Collection Services office project to place temperature/humidity readers in RUL sites. The two types of readers (one with a LCD and one without) were placed in the collections of each NBL site and readings are downloaded once a month, with assistance from CMFG staff. The readings, in graph form, are distributed to CM staff at each NBL unit once a month in an attempt to monitor temperature and humidity in the libraries.

Standard Range Guide Templates were created and formalized by the functional group. Templates for “LC Call Number” and “Shelved by Title” collections were created, incorporating a standard appearance into the guides and ensuring that necessary information is present. The two templates, plus a guide on how to use and fill in the templates, were made available on the NBL Access Services web site for NBL CM staff to use (please see relevant web site section).

The CMFG worked on a project dealing with user records used for staff work. 17 internal user records were reviewed to see if they were still necessary for use by NBL departments. As part of the project, approximately 110 items still charged to these user records were searched by CM staff and discharged if found. Items that were not located were discharged from the user records and charged to the local missing user. Once the items were discharged, user records that were no longer in use by staff (12 user records) were removed from the system. A yearly review of internal users will be incorporated into the CMFG workflow and academic calendar.

Several proposals for shifts of collections and shelving installations were submitted to Department Heads. A proposal to shift the Stacks Collection at Douglass Library was submitted. This proposal included a request to consolidate the existing collection into fewer areas in the Library and to move existing shelving to maximize the flow of the collection. As of this date, the East Room of the collection has been shifted and work is underway to start a shift of the West Room.

A proposal for a limited weeding project of the Stacks Collection at Alexander was submitted. Due to the large LSM weeding project already underway, this project was postponed to a future date, when a full weeding of collection will take place. A proposal for the installation of a 10-section, double-sided range at the Music Library was submitted. After completion of the first phase of the Douglass Stacks Collection shift, existing shelving from the Douglass Library was transferred to the Music Library to complete this project.

CMFG staff assisted with several CM transfer and weeding projects. CM staff assisted with a weeding project at Douglass Library, a transfer project at the Music Library, and a transfer project at the Mathematical Sciences Library. Finally, CMFG staff assisted with the completion of the LSM Special Collections Project, where approximately 2,200 items were transferred from the collection to other NBL collections.

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

ALEXANDER LIBRARY

In response to a request by library selectors, CM staff for the library created a “New Book” shelf area for the public. This area holds approximately 100 books that are new to the collection surrounded by a seating area. CM staff shifted the Reference Collection for the library, also re-labeling a large percentage of the collection. Mini shifts of the 2A, 2B, and 3rd floor Stacks Collection were completed, thus allowing CM staff to make space for book returns and new additions. Mini shifts of the collection will continue until the time that a large-scale weeding/shifting project can take place. CM

staff from Alexander also actively assisted with the weeklong shifting project for the East Room at Douglass Library and the LSM Special Collections Room Project.

CM staff also worked on eliminating the Index Tables in the Reference Collection, created new folio-size shelves in the Bound Periodical Collection, and assisted with the redesign of the BB level of the library, where wooden racks were designed and built to hold surplus shelving for NBL. Finally, floor maps and stack guides of the collections were revised to reflect the changes above.

Through the vigilance of CM staff, mold was discovered in the 3rd floor Stacks Collection area. Facilities were informed of this problem and remediation occurred to remove the mold. CM staff processed donations from Remigio U. Pane, separating the items into those to be added to various NBL collections and those to be discarded. The items to be discarded were packed and shipped to the Global Outreach Program. Another gift donation, from Rona Goffen, was unpacked and is awaiting review by library selectors. CM staff from the library also actively assisted with the “Dangers of Mold” Program, first introducing the idea for the program and then actively working on its development.

CM staff from Alexander Library continued working with Annex staff to locate missing Alexander recon items. This process, developed with assistance from the Libraries Annex, CM, and Systems staff, has been incorporated into the quarterly missing book procedures. CM Staff worked with the CS office to conduct an inventory of the items charged to the CS-Alex user. Finally, one CM staff continues to assist the CS office with book repairs, mainly repairing damaged reserve items.

A temporary HVAC system was brought online in May/2005 in anticipation of replacing the HVAC system for the library. CM staff have worked closely with CS office staff to ensure that the new temperature/humidity readers are used to track the conditions of the library and report problems.

DOUGLASS LIBRARY

CM staff from the Douglass Library completed a project with the Folio Collection where an inventory took place and approximately 600 additional items were transferred to the Folio Collection. Staff worked with the CS office to make sure that the items were properly labeled. CM staff worked on several additional collection management projects this academic year, one where approximately 200 items were withdrawn from the Stacks Collection, another where 4 series (100 items) were removed from the Stacks Collection, and a final project where approximately 500 items were transferred from the Music Library to the Douglass Stacks Collection. All of the items transferred were also re-labeled.

The entire East Room was shifted during this fiscal year. Approximately 16 double-sided ranges were shifted during a week’s time. As part of the project, two ranges of books from another part of the collection were shifted to the East Room. All of the shelves in the East Room were cleaned; helping to illustrate that shelf cleaning can be easily incorporated into a large shift. Finally, CM staff were able to use the new Standard Range Guide Templates developed by the CMFG to revise the guides in the room.

A new temporary shelving area for book sorting was created on the Ground Level of the library. The new temp shelf area allows for the easy unloading and loading of

book carts. Finally, approximately 10 sections of shelving from the Tapestry Room in Douglass were transferred to the Music Library for their use.

KILMER LIBRARY

CM staff from the Kilmer Library developed a new training program to assist part time employees with shelving. This new program will be helpful to the CMFG as we attempt to standardize our LC Call Number and shelving training methods.

CM staff in the library completed a shift of the Microfilm Collection. This project entailed moving items in the designated cabinets in order to make space for future growth. CM staff from Kilmer also actively assisted with the weeklong shifting project for the East Room at Douglass Library.

CM staff have begun work on an inventory of the Periodical (Bound and Current) Collection at the library. The goal of this project is to verify what titles are currently in the collection.

LIBRARY OF SCIENCE AND MEDICINE

CM staff from the Library of Science and Medicine completed the LSM Special Collections Room Project, where approximately 2,200 items were transferred from the collection to other NBL collections. As part of this project, approximately 1,500 items in the collection had brief records created by CM staff so that they could be transferred. CM staff also shifted the Folio Collection this fiscal year, to maximize space after the replacement of carpets.

CM staff continue work on the LSM Weeding Project, where staff pull items off of the shelves that are noted for processing by the selectors. CM staff have pulled approximately 20,000 items so far and should be able to pull the remaining 10,000 items this year. As part of this project, CM staff continue to revise the range guides for the Stacks Collection as items are pulled and collections change.

CM staff created digital floor plans of the library, incorporating Flash and pictures to illustrate the library. The format and content of the digital floor plans for LSM will be used as a draft of the floor plans to be created as part of the NBL Digital Directory Project.

During this fiscal year, sprinklers were installed in various collections in LSM. Also, new carpet was installed in the library. CM staff worked to make sure that the collections were accessible, if possible, and protected during these various jobs. CM staff were also able to rearrange a storage area located in the basement level, thus creating space for surplus shelving and CM supplies.

LIBRARIES ANNEX

Staff from the Annex presented the Annex Available Space Database at the last State of the Libraries. The presentation explained the use of the database in the Annex and the many benefits that the database brings in terms to the workflow of the site. Annex staff also continue to track temperature and humidity, converting the readings to graphs to illustrate problems with the HVAC system.

Staff from the Annex continue to inventory periodical titles located at the Annex. As part of this project, staff review the Kardex file cabinets containing a list of all the titles stored at the Annex against the physical holdings of the collection. Annex staff sends titles that have to be cataloged directly to Database Management and take care of adding item lines to title records themselves. Staff continue to process Annex items that are duplicates of NBL holdings, either withdrawing the Annex item or requesting that the NBL copy be removed.

The Libraries Annex received and processed items from the Alexander Library Limited Weeding Project, the LSM Weeding Project, the Math Library X Collection Weeding Project, and the Math Library Bound Periodical Collection Weeding Project. For each of these projects, Annex staff verified that the items followed the Annex guidelines, entered the item in the Annex database, labeled and shelved the items.

The Libraries Annex stored approximately 180 boxes as part of a Protein Database Project run by the National Science Foundation. As part of this project, Annex staff will ship boxes to the project offices on Busch Campus so that the boxes can be inventoried and eventually condensed. This is an ongoing project.

Annex staff continue to search their collections for missing items from the Alexander Library recon project. Staff received a quarterly report of recon items not found at Alexander, searched their collection for the items, and added any items they found as an Annex copy. Staff also adjusted the shelving on the first floor of the new addition of the Annex, working to ensure the proper balance of the various shelf dimensions used in the Annex. This project will ensure that shelving space is available for future transfer projects.

ART LIBRARY

CM Staff for the Art Library completed the active titles portion of the Serials Inventory Project. As part of this project, active titles were inventoried (verified on shelf and barcoded) and added to the title record through the marc holdings function. Approximately 90 titles were processed as part of this project.

CM staff moved the New Book Shelf to its current location across from the Current Periodical Collection. This move allowed patrons to visit one area of the library to be able to review new additions (books and journals) to the collections.

CHANG LIBRARY

CM Staff for the Chang Library completed the active titles portion of the Serials Inventory Project. As part of this project, active titles were inventoried (verified on shelf and barcoded) and added to the title record through the marc holdings function. Approximately 240 titles were processed as part of this project.

CM staff were able to shelf read the entire collection (Stacks, Reference, Folio, and Periodical) using system-generated reports. With the reports, staff were able to locate missing items and claims returned items and ensure that the collections were placed in proper call number order.

CHEMISTRY LIBRARY

CM Staff for the Chemistry Library completed the active titles portion of the Serials Inventory Project. As part of this project, active titles were inventoried (verified on shelf and barcoded) and added to the title record through the marc holdings function. Approximately 70 titles were processed as part of this project.

CM staff are currently working on a project where the Chemical Abstracts housed in the library will be inventoried and eventually transferred to the Libraries Annex. As part of this project, titles will be cataloged, items will be inventoried, and eventually the items will be transferred. Once the transfer is completed, space will be available in the collection for growth.

GOVERNMENT DOCUMENTS – NEW BRUNSWICK LIBRARIES

CM staff worked on a project where Alexander NJ Docs were bound together and shelved in the collection. Several mini-shifts were completed to make space for new additions; FCC records, microfilm, and CGS Legal Encyclopedias. Also, the Federal Practice series was weeded and shifted.

CM staff worked on a project where LSM international and foreign titles were removed from the Stacks Collection, relabeled and transferred to the Government Documents Collection. This project continues with mini shifts to maximize space.

MATHEMATICAL SCIENCES LIBRARY

CM staff for the Mathematical Sciences Library worked on a project where the X Collection stored at the Library was transferred to the Annex. As part of this project, items that were not cataloged were cataloged and eventually the items were transferred to the Annex.

CM staff worked on a project where approximately 870 volumes (49 titles) were transferred to the Libraries Annex. As part of this project, titles were inventoried, items were transferred, and holding statements were revised.

CM staff at the branch continue to work on the active titles portion of the Serials Inventory Project. 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.

CM staff from the Math Library also actively assisted with the weeklong shifting project for the East Room at Douglass Library.

PHYSICS LIBRARY

CM staff for the Physics Library completed a project where the Permanent Reserve Collection was weeded. CM staff in the library worked closely with the branch selector to remove items from the collection, thus opening up space for an enlarged Reserve Collection. CM staff also shifted the Thesis/Dissertations Collection in the library to increase space in the Stacks Collection.

CM Staff for the library completed the Active titles portion of the Serials Inventory Project. As part of this project, active titles were inventoried (verified on shelf and barcoded) and added to the title record through the marc holdings function. Approximately 100 titles were processed as part of this project.

SCHOOL OF MANAGEMENT & LABOR RELATIONS LIBRARY

In January/2005, a planned renovation of the basement was completed allowing the return of over 600 paige boxes of periodicals and archival material that had been stored at the Libraries Annex. The archival material in the boxes was stored in the basement while the periodicals were re-shelved in the collection.

STATUS OF 2004 – 2005 GOALS

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.

-Please see individual library accomplishments above for examples of work that met this goal. This general goal is ongoing for this fiscal year.

Continue training for group members in all areas of Collection Management. Schedule presentations by guest speakers and site visits that will increase the knowledge base for all CMFG members.

-Please see group accomplishments above for examples of work that met this goal. This general goal is ongoing for this fiscal year.

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.

-This goal is ongoing, with work completed towards developing a more efficient way of tracking additions to our collections.

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.

-Please see individual library accomplishments and group accomplishments above for examples of work that met this goal. This general goal is ongoing for this fiscal year.

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.

-Please see individual library accomplishments and group accomplishments above for examples of work that met this goal. This general goal is ongoing for this fiscal year.

GOALS FOR FISCAL YEAR 2005/2006

Continue 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 LSM Weeding Project during this fiscal year.
- Begin work on shift of LSM Circulating (Stacks and Folio) Collections
- Complete weeding of Physics Bound Periodical Collection.
- Complete weeding of Math Library Reference Collection
- Complete shift of Douglass Stacks Collection
- Begin work on weeding of Alexander Library Circulating (Stacks and Folio) Collections

Continue training for group members in all areas of Collection Management. Schedule presentations by guest speakers and site visits that will increase the knowledge base for all CMFG members.

- Complete a round of site visits of all NBL units by the group and interested parties
- Schedule a site visit of the Acquisitions Department to view how new books are processed
- Continue to develop programs and brown bags to disseminate collection management information to library staff
- Develop a comprehensive call number tutorial program for all full- and part-time employees

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.

- Develop a standard way of recording statistics on new additions to our collections

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 transfers.

- Identify a test site for the development of inventory procedures with SIRSI Pocket Circ
- Incorporate standard inventory procedures into the workflow of CM staff across NBL

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.

- Continue with established scheduled projects based on system-generated reports, such as the NBL shadowed item project and the Alexander missing recon item project

- Develop new projects based on system-generated reports, such as checks on the circulating status of items, checks on the status of “permanent” in item records, and a check on “marc” vs. “temp” when items are created.

Work with the Collection Services Office and Library Administration to develop procedures and policies for dealing with non-circulating items in our Stacks Collection. Use system-generated reports to identify titles that meet the criteria and ensure that they are properly cataloged.

RELEVANT WEBSITES

NBL Water Emergency Supply Order

Alex t-drive / Common / Andy Martinez / Collection Management Functional Group / CMFG PROPOSALS-PROJECTS FINISHED / CMFG WATER EMERGENCY SUPPLY ORDER 2004 PROPOSAL.doc

NBL Plastic Wrap Order

Alex t-drive / Common / Andy Martinez / Collection Management Functional Group / CMFG PROPOSALS-PROJECTS FINISHED / NBL Plastic Wrap for CMFG

Internal Processing Forms and Priority Slips

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML/
Functional Groups / Collection Management – Documentation / Forms /

CMFG Monthly Statistics

Douglass t-drive / Common / NB Col Mgmt Group / Statistics / NB CMFG Stats 05-06 /

CMFG Purpose Statement

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML/
Functional Groups / Collection Management – Documentation / Purpose Statement /

Standard Range Guide Templates

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML/
Functional Groups / Collection Management – Documentation / Range Guide Information /