

COLLECTION MANAGEMENT GROUP

ANNUAL REPORT

JULY 2006

ROSTER

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Purpose statement:

The Collection Management Group, a subgroup of the Access Services Committee, works collaboratively with selectors and Collection Services staff to maintain the integrity and accessibility of the Rutgers University Libraries' collections. The group, comprised of library staff members from all three campuses, develops accurate shelving practices, optimizes use of shelf space, ensures items locations are accurately represented, identifies items in need of preservation, and maintains collections in sound physical condition at all the Rutgers libraries. The group compiles, tracks, and assesses statistics to improve the effectiveness of collection management activities. Regular meetings provide an opportunity for members to set goals, share concerns and information about procedures and daily operations, make recommendations, and discuss the latest advances and techniques in collection management.

The Collection Management Group (CMG) has traditionally been known for its active presence in the New Brunswick Libraries (NBL) and that active presence was continued this year as representation in the group was enlarged to include members from both the Camden and Newark campus. The CMG is now a RUL system-wide group, with membership from all three geographic campuses.

The 2005/2006 fiscal year has been an active and productive year, even by the group's high standards. Changes in staffing across the RUL units/branches caused a change in the sub-group's membership. The condition of the various RUL 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 fully met two out of six general goals and fully met seven out of 16 specific goals set for this past fiscal year. New general and specific goals for the upcoming fiscal year have been set by the group.

All of these accomplishments were completed while still being able to shelve over 489,337 items, shelf-read over 970 hours, search for more than 19,000 items, and process over 38,000 new items to our collections.

CHANGES TO GROUP MEMBERSHIP

The Collection Management Group bid farewell to Stacy DeMatteo, Matt Spaventa, and Nicole Warren. Ms. DeMatteo and Mr. Spaventa both left the library system, while Ms. Warren was transferred to another position within the library system.

Andy Martinez, as the Coordinator of the CMG, attends the Technical Services Core Working Group along with the monthly Distributed Technical Service's Team Leader's Meeting. This way, lines of communication between the CMG and Distributed Technical Services (DTS) office and Technical and Automated Services will remain open.

From the Access Services Department, Alex Arencibia (Dana Library), Sandy Marsh (Robeson Library), Dean Meister (Libraries Annex), and Holly Muller (LSM) joined the sub-group this past fiscal year.

Membership in the sub-group now stands at 21.

PROJECTS/ACHIEVEMENTS

CMG PROJECTS/ACHIEVEMENTS

-Supplies for the NBL Water Emergency Supply Kits were re-ordered for 2005. \$163 worth of supplies were ordered and distributed to five NBL sites.

-The group's purpose statement was revised to include the new representation from the Camden and Newark campuses, the system-wide scope of work that the group performs, and to reflect the new role of the group as a sub-group of the Access Services Committee.

-The main units on the Camden and Newark campus both added a representative to the group.

-The name of the group was changed to the Collection Management Group.

- The group worked with the Collection Service's Office to implement new procedures for superseded items.
- The group reviewed and completed the RUL Group Questionnaire.
- A revised proposal for the shift of the Stacks Collection at the Douglass Library was accepted by department heads.
- An estimate for purchasing current periodical shelving for the Douglass Library was submitted and approved by department heads. 45 slanted shelves and 36 flat shelves were delivered and installed for a cost of \$3,622.50.
- The group was asked to review the accompanying material items currently held by the libraries.
- As part of this request, an item count was performed of all of the Stacks-Com, Ref-Com, and Per-Com items stored separately in each NBL unit.
- A document discussing the libraries impacted by the new guideline and how accompany materials guidelines will impact the appearance of item records, call number labels, accompanying materials stamp, received item check-in record, Marc holdings statements, and binder reports was created. This document was discussed by the various Access Services Committee sub-groups and will be approved and used system-wide for the 2006-2007 fiscal year.
- A SIRSI PocketCirc device was purchased for NBL. This device will be incorporated into the workflow of the CFG for such projects as inventories and transfer projects.
- A sample inventory of the Stacks Collection at the Chemistry Library, Art Library, and Kilmer Library was performed using the PocketCirc device.
- A full inventory of the collections at the Art Library is in process, with the inventory of the Reference Collection completed.
- A LC Call Number Training Module was created for use by part-time and full-time employees. This training module addressed a need that the group identified; standard training and documentation for our new employees. The module was made available through the documentation portion of the CM Access Services web site: The Module includes:
 - LC Call Number Training Module Overview
 - LC Call Number PowerPoint Presentation
 - LC Call Number Handout
 - LC Call Number Written Test 1
 - LC Call Number Written Test 2
 - LC Call Number Written Test 1 Answers
 - LC Call Number Written Test 2 Answers
 - LC Call Number Flash Cards
- Several members from the group assisted with the recovery efforts during a water emergency in SC/UA.
- A proposal detailing how RUL sites will remove, process, and track moldy items in our collections was created:
 - As part of this proposal, plastic wrap was purchased for the four main NBL units so that moldy items could be wrapped and isolated.
 - An Excel spreadsheet was created for each NBL site to track moldy items by date and collection.

- A Mold Tutorial was created for use by part-time and full-time staff. The Mold Tutorial is located on the documentation portion of the CM Access Services web site.
- Procedures for how to deal with moldy items were discussed with the various sub-groups of the Access Services Committee. A final RUL wide procedure will be approved and implemented for the 2006-2007 fiscal year.
- Collection Management statistics were revised and made standard across NBL:
 - For three of the four main sections (shelving, shelf-reading, searches), time spent on these activities will be tracked in either 15-minute increments or in tenths of an hour.
 - For the shelf-reading section, the number of sections shelf read will be tracked, as will the percentage of the collection shelf read per year. Each site verified the amount of sections of shelving available for each of their collections.
 - The number of sections for each collection was added to the shelf reading statistics for each collection/site.
 - For the in-process section, the number of problem items we encounter will be tracked.
 - A new quarterly missing reports section was added to the Searches spreadsheet for the 2006-2007 fiscal year.
 - A new shifting statistics section will be added to the collection management statistics for the 2006-2007 fiscal year.
 - A collection management calendar for the academic year 2005-2006 was created and stored on the documentation portion of the CM Access Services web site.
- The group undertook the NBL Internal User Project. 13 user records were identified as problem records, with 12 of the records later removed from the catalog. The missing users for each NBL site were reviewed, with items charged before 2004 identified and removed by Systems. The Dana and Robeson Library will be added to the 2006-2007 run of this project, thus making this the RUL Internal User Project.
- The group undertook the RUL Shadowed Item Project. 1,062 shadowed items were identified, with 424 items corrected so they were no longer shadowed. 84 problem items were forwarded to Collection Services for review. For this run of the project, the Dana and Robeson Libraries were added to the report. Due to the report, a potential problem with thesis items for NBL was identified and forwarded to the appropriate parties for discussion.
- The group undertook the NBL Circulate Button Project. Approximately 2,000 items were identified, with approximately 750 item (Reference and Periodical items) corrected. The Dana and Robeson Library will be added to the 2006-2007 run of this project, thus making this the RUL Circulate Button Project.
- The group undertook the NBL Old In-Process Items Project. This project was run in three phases; Phase 1 for in-process items with real call numbers and real item barcodes, Phase 2 for in-process items with real call numbers and auto generated barcodes, and Phase 3 for items with temporary call numbers and auto generated barcodes. A total of 1,600 items were identified for all three phases, with 270 items located in our collections and corrected so that they are no longer in-process. 162 items were withdrawn from the catalog. The Dana and Robeson Library will be added to the 2006-2007 run of this project, thus making this the RUL Old In-Process Items Project.

-The group undertook a NBL Non-Roman Alphabet Title Project. 216 items were identified, with 98 items located in our collections and forwarded to the Collection Services Department for re-cataloging, 62 items withdrawn from the catalog, and 56 items flagged in our catalog with a staff note. The Dana and Robeson Library will be added to the 2006-2007 run of this project, thus making this the RUL Non-Roman Alphabet Title Project.

-As part of the modifications to the monthly in-transit reports accomplished last fiscal year, the to/from monthly in-transit reports for Alexander and LSM PER items are sent directly to the coordinator of the CMG. For the first run of this report, 71 items listed on the "IN-TRANSIT FROM ALEX-PER" report were searched for throughout NBL. 67 items were located and taken out of transit, while 4 items were not found and charged to the appropriate missing user.

-The NBL Branch Libraries completed the active titles portion of the Serials Inventory. While many branch sites had completed the work during the 2004-2005 fiscal year, all of the sites were completed this fiscal year.

ALEXANDER LIBRARY

-In February 2006, in response to a musty odor on Floor 2A, an area of the collection was closely examined and a large number of books were found to contain mold. As the search area widened, it became apparent that many of the items were part of a large (8000+ items) gift collection from the early 1990's. Although a complete list of the titles did not exist, partial lists and educated deductions were used to produce a list of call number locations to search for affected items.

To date a total of 2,877 items have been found to contain mold, 378 hours have been spent searching the stacks, and 65 hours have been spent by Alexander Collection Management staff to properly record and box the affected items. This represents over \$3500 in salaries for these staff members working on this project. In addition, time was spent working with the Preservation specialist, Ian Bogus, and the selector for the area, Jim Niessen, to determine which areas to search and also which titles would receive remediation treatments for the mold. Also staff in other RUL libraries searched for copies of the affected titles to determine if additional copies were to be found in good condition or moldy condition.

As the searching of the call number locations draws to an end, a meeting is scheduled with the Alex CM staff, Preservation faculty and staff and the Head and Asst Head of NB Access Services. This meeting is necessary to determine the direction of this project from this point forward. While it was originally thought that the mold came from this gift collection, as some of the collection had been set aside from inclusion in the general RUL collections due to poor condition, the number of items found moldy are not proving this to be the case. Of the 2,877 items found, only 989 are definitely from this collection. Of the other 1,888 items, only some may have been part of this collection. At this time it needs to be determined how wide a search of the Alexander collections should be done, what should be done with affected items, and what priority level this project should be given. Since the start of the project in February 2006, Alex CM staff have given this project top priority, second only to shelving. This means no area has been shelf read, areas are waiting for shifting that is needed and any additional special

projects have been put on hold. Also, CM part-time staff hours have been reduced due to budget constraints which will make the process of catching up that much more difficult.

- CM staff worked on revising procedures used to identify, search and ultimately remove missing Alexander Recon items from the catalog. Instead of waiting for the normal yearly removal of missing items, Alexander Recon items are removed promptly after they are searched by Alexander CM and Annex staff.

- CM staff assisted with the recovery efforts in a water emergency that took place in SC/UA.

- Several mini-shifts in the Stacks Collection were undertaken to accommodate a need for space due to an increase in In-Process items and gift books.

- CM staff updated their missing item statistics to reflect the owning library of found items.

- The Reference Collection Sorting Shelves were reduced in size.

- CM staff dealt with a water emergency on the 3rd floor Stacks Collection where approximately 800 items had to be moved from their shelves and approximately 200 items were water damaged.

DOUGLASS LIBRARY

- The shift of the Stacks Collection, Bound Periodical Collection, Current Periodical Collection, and Newspaper Collection was completed. Approximately 130,000 Stacks items and 20,000 bound periodical items were shifted as part of this project. The Stacks Collection is now located in the East and West Room. The Bound Periodical Collection, Current Periodical Collection, and Newspaper Collection are now housed in the Tapestry Room. For each of the collections, all of the shelves were wiped down to remove dust, all of the shelving on each section were made standard, and book ends were added to each shelf leaving the appropriate available space.

- A walking tour of the Ground Level Collections was held on 6/28/2006 for all interested parties to discuss the accomplishments of the shift.

- A gift collection of "El Tiempo" newspapers was transferred from the Douglass Library to the Libraries Annex. 31 volumes were bar-coded, inventoried, and added online to the title record. 10 of the volumes were discarded due to mold, after consultation with the appropriate selector.

- CM staff incorporated eight periodical titles (approximately 190 volumes) from the Music Library into their Bound Periodical Collection as part of a transfer project.

- CM staff transferred "Language and Society" from the Douglass Bound Periodical Collection to the Alexander Doc Collection. 9 volumes were labeled, bar-coded, and transferred to the collection.

KILMER LIBRARY

- CM staff assisted with a sample inventory of the Stacks Collection. 880 items were inventoried, with the various inventory reports generated. A full inventory of the collection will be performed at a later date.

- CM staff at the library became the primary contact person for the Collection Services Department for all collection management issues.

- CM staff at the library took over the collection management responsibility for the Reference Collection.

-The items once stored on the business counters on the first floor were internally relocated to the Reference Collection. The business counters were removed from the first floor.

LIBRARY OF SCIENCE AND MEDICINE

-CM staff continue to assist with the LSM Weeding Project by pulling items out of the circulating collections using annotated reports provided by selectors. For the 2005/2006 fiscal year, CM staff pulled 10,093 items from the circulating collections. Currently, the grand total for items pulled from the LSM circulating collections is 30,009.

-CM staff completed several mini-shifts in the Stacks Collection. A mini-shift of the BF-BS call number sections and the RC call number section were completed.

-CM staff are working on a mini-shift of the Bound Periodical Collection. Approximately 11 ranges in the middle of the collection will be shifted. A backward shift of the collection continues, with approximately four ranges left to complete.

-CM staff are in the process of updating the Periodical Collection with the Standard Range Guides developed by the CMG.

LIBRARIES ANNEX

-Annex staff received and processed 880 volumes of the Lecture Notes in Computer Science series from the Math Library as part of a transfer project.

-Annex staff received and processed 1,618 volumes from the Reference Collection of the Chemistry Library as part of a transfer project. Three titles, all relating to Chemical Abstracts, were transferred.

-Annex staff received and processed 1,109 volumes from the Periodical Collection of the Physics Library as part of a transfer project. 24 titles were transferred.

-Annex staff continue to receive and process transfers as part of the LSM Weeding Project. For the 2005/2006 fiscal year, approximately 7,900 items were transferred to the Libraries Annex as part of this project.

-In total, 11,570 items have been transferred from RUL sites to the Libraries Annex.

-Annex staff are working on an internal project to verify that information on serial titles currently held in several Kardex file cabinets are also reflected in our catalog and in our detailed Marc holdings statements. As part of this project, three CM staff from NBL are assisting Annex staff with data entry.

ART LIBRARY

-CM staff assisted with a sample inventory of the Stacks Collection. As part of this sample inventory, 1,569 items were inventoried and processed following inventory guidelines.

-CM staff are working on a full inventory of all the collections in the Art Library. As part of this project, the Reference Collection was fully inventoried. 1,193 reference items were inventoried and processed following inventory guidelines. An inventory of the Folio Collection is currently in process.

CHANG LIBRARY

-CM staff have planned to shift all of the collections in the library. Currently, CM staff are in the middle of shifting the Periodical Collection.

-CM staff have developed a plan to weed/transfer the Reference Periodical Collection. This plan is currently being discussed by selectors and department heads.

-All of the collections in the library have been inventoried by CM staff using printed reports from Workflows. Inventory of the collections using printed reports is a regular part of the collection management workflow for CM staff.

CHEMISTRY LIBRARY

-CM staff assisted with a sample inventory of the Stacks Collection. As part of this sample inventory, 340 items were inventoried and processed following inventory guidelines.

-CM staff inventoried the microfilm and microfiche collections in the library and created an Excel spreadsheet with the titles and appropriate holdings.

-CM staff completed a project to transfer 1,618 volumes from their Reference Collection to the Libraries Annex. Three titles, Chemical Abstracts (1,379 items), Chemical Abstracts. Collective Index (203 items), and Decennial Index to Chemical Abstracts (36 items) were transferred online and physically to the Libraries Annex. As part of the project, over 900 items had to be bar-coded, inventoried, and added to the title record by Chemistry CM staff. One of the records was not cataloged when the project began, so CS staff created the title record.

GOVERNMENT DOCUMENTS – NEW BRUNSWICK LIBRARIES

-CM staff received a large collection of Federal Register microfiche (1991-2003) at the Alexander Library.

-CM staff shifted the Document and U.S. Document sections at LSM.

-CM staff shifted the Document and Document International sections at LSM.

-CM staff completed a mini-shift of the Supreme Court Landmark Briefs at the Alexander Library to accommodate three years of growth.

-CM staff assisted with a project to internally relocate the Doc Ref Foreign Collection into the Doc Ref Collection at the Alexander Library.

MATHEMATICAL SCIENCES LIBRARY

-CM staff completed the Active Titles portion of the Serials Inventory Project. CM staff inventoried, bar-coded and added the volumes of 294 titles to their title records.

-CM staff assisted with a transfer project of 880 volumes of the Lecture Notes in Computer Science series to the Libraries Annex.

PHYSICS LIBRARY

-Physics Staff completed a transfer of periodicals titles to the Libraries Annex. 24 titles (1,109 volumes) have been physically transferred and transferred online from the Physics Library to the Libraries Annex.

REVIEW OF ANNUAL GOALS FOR 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.

(Currently in-process, close to 88% completed)

- Begin work on shift of LSM Circulating (Stacks and Folio) Collections.

(Currently in process, prep work to measure the collections will begin during summer)

- Complete weeding of Physics Bound Periodical Collection.

(Completed, items shipped to the Annex)

- Complete weeding of Math Library Reference Collection.

(Currently in process, items scheduled to be shipped to the Annex during the beginning of the academic semester)

- Complete shift of Douglass Stacks Collection.

(Completed)

- Begin work on weeding of Alexander Library Circulating (Stacks and Folio) Collections.

(Full weeding has not been scheduled yet, but limited weeding continues)

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.

(Has not been scheduled yet, but discussion continues on how to schedule visits during meeting times)

- Schedule a site visit of the Acquisitions Department to view how new books are processed.

(Has not been scheduled yet, but discussion continues)

- Continue to develop programs and brown bags to disseminate collection management information to library staff.

(Currently in process, two sub groups have been created to discuss possible programs)

- Develop a comprehensive call number tutorial program for all full- and part-time employees.

(Fully completed and posted to Access Services web site)

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.

(Currently in process, will revise in-process procedures and look at how we collect in-process statistics in a standard way)

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.

(Fully completed, with sample inventories at the Chemistry Stacks, Art Stacks, and Kilmer stacks completed. Coordinator is also closely involved with ISAWG)

-Incorporate standard inventory procedures into the workflow of CM staff across NBL.

(Currently in process, will proceed as more sample inventories are completed at sites 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.

(Fully completed, with NBL Shadowed Item Project, NBL Circulate Item Project, NBL Old In-Process Item Project, NBL Non-Roman Alphabet Title Project, Alexander Recon Missing Project completed this fiscal year)

-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.

(Currently in process, with possible projects with marc v. temp format and old techsr items in consideration)

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.

(Currently in process, with implementation of white paper expected soon)

ANNUAL GOALS FOR 2006-2007

Continue weeding and shifting projects as necessary across the RUL units to address areas of space concerns. Work closely with selectors and Distributed Technical Services (DTS) 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 Math Library Reference Collection.

-Complete transfer/weeding of Math Resv-Math2 Collection

-Complete transfer/weeding of Math Library Stacks Collection

- Complete shift of collections at Physics Library
- Complete shift of collections at Chemistry Library
- Complete shift of collections at Chang Library
- 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 CMG members.

- Complete a round of site visits of all RUL units by the group and interested parties.
- Schedule a site visit of the Technical Services Department to view how new books are processed.
- Continue to develop programs and brown bags to disseminate collection management information to library staff. Complete work on Pest Awareness Program and Best Standards Workshop.
- Continue to trumpet mold awareness at the libraries, improving on our current resources and developing new procedures

Work with CMG 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.
- Revise procedures for how we process “In Process” items 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.

- Incorporate standard inventory procedures into the workflow of CM staff across RUL.
- Complete full inventory of collections at the Art Library
- Complete full inventory of collections at the Chemistry Library
- Complete full inventory of collections at the Kilmer Library
- Complete sample inventory of collections at select RUL sites
- Offer information session on inventory process here at RUL

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 CMG in RUL.

- Continue with established scheduled projects based on system-generated reports, such as the RUL shadowed item project, Alexander missing recon item project, RUL Circulate Button Project, RUL Old In-Process Item Project, RUL Non-Roman Alphabet Title Project.

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

Work with the Distributed Technical Services (DTS) 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

Accompanying Materials Review for CMG.Doc
Alix t-drive / common / Andy Martinez / Collection Manage Group / Accompanying Materials Review for CMG.doc

LC Call Number Training Module
http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML
Group Documentation / Collection Management / Library of Congress

RUL Moldy Items Procedures
Alix t-drive / common / Andy Martinez / Collection Manage Group / RUL MOLDY ITEMS Proposal.doc

2006/2007 Collection Management Group Academic Calendar.
http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML
Group Documentation / Collection Management / Calendar

ANALYSIS OF STATISTICS

SHELVING STATISTICS

Seven of the 13 libraries listed in the statistics experienced an increase in shelving totals for this fiscal year. Overall, this fiscal year (2005-2006) was an increase from the previous fiscal year (2004-2005). Please view statistics in separate Excel report. Starting this fiscal year, NBL sites began to track the amount of time spent by staff to shelve. Starting next year, we will begin to compare time spent by staff to shelve between the various fiscal years and will also include shelving statistics from Dana and Robeson Libraries.

SEARCHING STATISTICS

Overall, the 13 libraries listed in the statistics searched for over 19,000 items this fiscal year. Please view statistics in separate Excel report. Starting this fiscal year, NBL sites began to track the amount of time spent by staff to search for items. Starting next year, we will begin to compare time spent by staff searching between the various fiscal years,

will include a separate statistic for quarterly missing book reports, and will also include searching statistics from Dana and Robeson Libraries.

SHELF READING STATISTICS

This fiscal year saw a complete change in how we track shelf reading statistics. As listed above in the report, we separated the statistics recorded into several fields. Please view statistics in separate Excel report. Starting next year, we will begin to compare the separate statistics recorded by staff to shelf read between the various fiscal years and will also include shelf reading statistics from Dana and Robeson Libraries.

IN-PROCESS STATISTICS

Overall, this fiscal year (2005-2006) was an increase from the previous fiscal year (2004-2005). Please view statistics in separate Excel report. Starting next year, we will include in-process statistics from Dana and Robeson Libraries.

INVENTORY STATISTICS

Since this is the first year that sample and full inventories of collections are taking place, complete statistics are not available at this time. Starting next year, we will include inventory statistics from the various NBL sites.