

COLLECTION MANAGEMENT GROUP

ANNUAL REPORT

JULY 2007

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 2006-2007 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 collection shifts, weeding, stacks maintenance, and several collection management (CM) projects.

The group has also fully met three out of the six general goals and fully met nine out of the sixteen specific goals set for this past fiscal year. For the upcoming fiscal year, the group set new general and specific goals.

All of these accomplishments were completed while still being able to shelve over 459,000 items, shelf-read over 741 hours, search for more than 16,000 items, and process over 26,000 new items to our collections.

CHANGES TO GROUP MEMBERSHIP

-The following personnel are no longer members of the group as of June/2007

Krista Dandurand (Physics Library):
Megan Ingegno (Physics Library)
Martin Katz (Library of Science and Medicine)
Irina Loutchkina (Alexander Library)
Sandy Marsh (Camden Library)
Dean Meister (Libraries Annex)
Holly Muller (Library of Science and Medicine)

-The following personnel have joined the group as of June/2007:

Teresa McNally (Robeson Library)

Group membership now stands at 16.

COMPLETED PROJECTS/ACHIEVEMENTS

- A collection management calendar for the 2006-2007 academic year was created and stored on the documentation portion of the CM Access Services web site.
- The group revised the CMG annual goals for the 2006-2007 academic year, including specific goals for each site along with general group goals.
- Procedures were developed for items returned from mold remediation. All items that are returned from being treated for mold will be stamped with a "COLLECTION MANAGEMENT" stamp underneath the item barcode. Also a 583 MARC tag in the bibliographic record of each item will be updated with a standard note.
- A proposal detailing how RUL sites will remove, process, and track moldy items in our collections were created.
 - The Mold Tutorial used by part-time and full-time staff was revised to include the new "COLLECTION MANAGEMENT" stamp used to denote items treated for mold and reintroduced into the collection. The Mold Tutorial is located on the documentation portion of the CM Access Services web site.
 - A "How to Deal with RUL Moldy Items" overview document was created, to explain to staff how moldy items should be identified, isolated, processed and where they should be sent.
 - A flowchart explaining the RUL workflow for moldy items was created and posted to the CM Access Services web site.
- The quarterly missing book reports for RUL were generated and distributed to CM staff. The report dates were July/2006, August/2006, and October/2006.
- A monthly report was created by Systems that highlights any item checked out to one of the CS-User records for more than 10 days. This monthly report is forwarded to DTS staff for searching and expedited processing.
- Collection Management staff created and manned a display at the 2006 State of the Libraries. The display highlighted the inventory process in RUL, especially the

- use of electronic devices such as laptops and PocketCirc.
- A document reviewing the policies and procedures of Accompanying Materials and its impact on Access Services staff was created and distributed to staff. The document is available through the documentation portion of the CM Access Services web site.
- A document reviewing the policies and procedures for the use of the "LOCALMAINT" home location was created and distributed to staff. The document is available through the documentation portion of the CM Access Services web site.
- A document describing the "In-Process Overview" and our work with in-process items was created and distributed to staff. The document describes the in-process workflow, including the revision that is completed when items are taken out of "in-process". The document is available through the documentation portion of the CM Access Services web site.
- Collection Management statistics were revised and made standard across RUL:
 - A new section for tracking shifts performed by CM staff was added to the statistics kept by staff. The collection shifted, # of sections shifted, time spent for shift, and reason for shift will now be recorded by staff.
- The inventory process for NBL sites continues using the SIRSI PocketCirc device purchased last year.
 - An inventory of the collections at the Art Library using the PocketCirc device continues during this academic year. So far, the Reference Collection and Folio Collection have been completely inventoried. The Stacks Collection will be completed during the next fiscal year.
- A new way of using shelving tags to assist with properly shelving oversized items was developed for use in our collections. The shelving tags, inserted by our Preservation Department and labeled by the DTS department, properly display item information for our staff and patrons, allowing us to shelve the item on its spine. Shelving on its spine greatly reduces the stress placed on the item while shelved in our collections.
- The group undertook a RUL Non-Roman Alphabet Title Project. 107 items were identified, with 21 items located in our collections and forwarded to the Distributed Technical Services Department for re-cataloging, 8 items withdrawn from the catalog, and 78 items flagged in our catalog with a staff note for future processing.
- The group undertook a RUL Old In-Process Item Project. 334 items were identified with full call numbers and full item barcodes. After searching 283 items were located in our collections and corrected. The remaining 51 items were charged to missing.
- The group undertook an inventory project concerning both of the CS-Users. All of the items charged to both CS-User records were searched in the appropriate DTS hub and owning library. 229 items not found were eventually charged to the appropriate missing user.
- The group undertook a RUL GEAC RM/LP Item Project. 4,303 items were found to have staff notes that were once part of GEAC missing item processing. 2,012 items had the staff note removed because they were circulating or had circulated since the SIRSI rollover. An additional 401 items had the staff note removed once the item was found in our collection. 627 items were not found and were charged to the appropriate missing user. 1,263 items were not found and were withdrawn from the catalog.
- The group undertook a RUL Circulate Button Project. 1,766 items were corrected after being identified as having an incorrect setting in the Circulate button field.
- Water emergency supplies were ordered for all NBL sites for 2006.

INDIVIDUAL CM PROJECTS/ACHIEVEMENTS AT RUL SITES

- At the Alexander Library, folio-sized shelving and atlas-sized shelving was purchased and installed in the area of the Periodical Collection. Oversized items from the Periodical Collection will be internally relocated to the shelving during the next fiscal year.
- At the Art Library, a full inventory of the Reference Collection was completed. 102 items were identified as not found in catalog and 77 items were charged to the missing user.
- At the Art Library, a full inventory of the Folio Collection was completed. 191 items were identified as not found in catalog and 377 items were charged to the missing user.
- At the Chang Library, a complete shift of the Periodical Collection and Stacks Collection was completed. The Stacks Collection shift incorporated a large gift collection and an item transfer from LSM, while the Periodical Collection shift will provide growth for the next four years.
- At the Chang Library, the Enviroline Microfiche Collection was withdrawn from the catalog and discarded as part of the Recyclemania program.
- At the Chemistry Library, a complete shift of the Reference Collection and Stacks Collection was completed. A shift of the Periodical Collection is underway and should be completed by Fall/2007.
- At the Douglass Library, 49 oversized Folio items were labeled with shelving tags to allow for proper shelving on their spines.
- At the Douglass Library, 604 items from the Stacks Collection were internally relocated to the Folio Collection.
- At the Library of Science and Medicine, principal weeding of the Circulating Collections was completed as the 20% goal was reached. Limited weeding will continue on a much smaller scale.
- At the Math Library, 1,428 items from the Reference Collection were transferred to the Libraries Annex. 133 items from the Reference Collection were internally relocated to the Stacks Collection. 5 Reference Collection items were transferred to another NBL site and 48 Reference Collection items were withdrawn from the catalog.
- At the Math Library, 188 items incorrectly typed as "DOC" were withdrawn from the catalog.
- At the Physics Library, a complete shift of the Reference Collection, Periodical Collection, and Stacks Collection was completed. The collections now flow correctly and the correct low-use collection is stored on compact shelving. 1,535 shelves were shifted as part of this project.

RELEVANT WEBSITES

2006/2007 Collection Management Group Academic Calendar.

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML

Group Documentation / Collection Management / Calendar

RUL Moldy Item Procedures.

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML

Group Documentation / Collection Management / Preservation

RUL Moldy Item Flowchart

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML

Group Documentation / Collection Management / Preservation

Review of Accompanying Materials Procedures

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML

Group Documentation / Collection Management / Collection Mgmt. Manual

LocalMaint Home Location Overview-4/18/2007

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML

Group Documentation / Collection Management / New Terms

Overview of In-Process Items-April 2007

http://nbl.rutgers.edu/nbl_access_services/ACCESS1/ACCESS1.HTML

Group Documentation / Collection Management / Collection Mgmt. Manual

Collection Management Statistics

My Network Places / DGLSS t-drive / Groups / Common / NB Col Mgmt Group / Statistics /

REVIEW OF ANNUAL GOALS FOR 2006-2007

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. **(20% GOAL MET, LIMITED WEEDING CONTINUES)**
- Begin work on shift of LSM Circulating (Stacks and Folio) Collections. **(IN-PROCESS)**
- Complete weeding of Physics Bound Periodical Collection. **(COMPLETED)**
- Complete weeding of Math Library Reference Collection. **(COMPLETED)**
- Complete shift of Douglass Stacks Collection. **(COMPLETED)**
- Begin work on weeding of Alexander Library Circulating (Stacks and Folio) Collections. **(HAS NOT YET BEGUN)**

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 YET BEGUN)**
- Schedule a site visit of the Acquisitions Department to view how new books are processed. **(IN-PROCESS)**
- Continue to develop programs and brown bags to disseminate collection management information to library staff. **(IN-PROCESS)**
- Develop a comprehensive call number tutorial program for all full- and part-time employees. **(COMPLETED)**

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. **(IN-PROCESS)**

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. **(COMPLETED)**
- Incorporate standard inventory procedures into the workflow of CM staff across NBL. **(COMPLETED)**

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. **(COMPLETED)**
- 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. **(COMPLETED)**

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. **(IN-PROCESS, NEW RUL WORKING GROUP FORMED)**

ANNUAL GOALS FOR 2007-2008

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 shift of collections at Chemistry Library.
- Begin work on shift of LSM Circulating (Stacks and Folio) Collections.
- Complete transfer/weeding of Chang Reference-Periodical Collection.
- Complete transfer/weeding of Math Resv-Math2 Collection.
- Complete transfer/weeding of Math Library Stacks Collection.
- Complete transfer/weeding of Math Library Periodical Collection.
- Complete transfer/weeding of Alexander Library Periodical Collection.
- Complete internal relocate of Alexander Library Periodical Collection items to two new oversized collections.
- 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.

- 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 Workshop.
 - Complete work on Best Standards for Collection Management Workshop.
- Recommend Collection Management staff for attendance at Director's Station Training Workshops.
- Complete a round of site visits of all RUL units by the group and interested parties.

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.
- Develop a way to use "In Process" statistics as a tool to measure growth in our collections.
- Develop a Space Allocation Study for all physical collections.

Work with the Distributed Technical Services Department 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.

- Complete full inventory of collections at the Art Library.
- Begin full inventory of collections at the Chemistry Library.
- Begin 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.
- Incorporate standard inventory procedures into the workflow of CM staff across RUL.
- Develop an electronic "Missing Book Form" that will allow for system wide checks for missing items.

- Develop a Sakai site for CM staff to use to discuss collection management issues and develop policies and procedures.
- Complete work on print floor maps for the four main units.
- Begin work on electronic floor maps for all RUL sites.

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, RUL Old TECHSR Item Project.
- Develop new projects based on system-generated reports, such as checks on the status of "permanent" in item records and a check on "marc" vs. "temp" when items are created.

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.

ANALYSIS OF STATISTICS

Specific statistics and charts are available for all of the categories below, upon request.

SHELVING STATISTICS

As a whole, the shelving of items in the NBL sites during the 2006-2007 fiscal year decreased from the previous fiscal year. There has been a gradual decline in the number of items shelved over the previous five fiscal years, from a high water mark in fiscal year 2002-2003 (556,304 items). There was a one-year upswing in shelving during the 2005-2006 fiscal year, but this fiscal year follows the normal downward trend.

The Chang Library was the only NBL site that showed an increase in the re-shelving of items during the 2006-2007 fiscal year. All other sites showed a decrease in the number of items re-shelved. The Alexander Library continues to shelve the largest amount of items for all NBL sites (270,367 items) with LSM a far second at 68,927 items.

The one interesting factor was the increase in the amount of hours spent shelving items this fiscal year (5,066 hours) compared to 4,758 hours during the 2005-2006 fiscal year. So, while we shelved less items (30,183 items), we spent 308 additional hours shelving those items. This may be due to the increased effort to correctly shelve material by CM staff, based on the increased use of the LC Call Number Tutorial. The one-year trend will have to be monitored.

SEARCHING STATISTICS

For the 2006-2007 fiscal year, CM staff for the NBL sites searched for 16,410 items. These searches comprised of items from missing book reports, missing book forms, quarterly missing book reports, stack checks, in-transit reports, and miscellaneous searches. CM staff were only able to find 2,238 of the items (14%), taking a total of 406.75 hours.

The majority of searches were conducted at Alexander Library (5,146 searches) and LSM (3,993 searches). While they conducted the majority of searches, CM staff at Alexander and LSM did not find the majority of the items percentage wise.

This is the first year that we have tracked both time spent and percentage found for all libraries. Both of these measures will be tracked for the next fiscal year, as we try to find out if the time spent and work allocated to this is worthwhile and/or adequate.

SHELF READING STATISTICS

This is the first year we keep track of not only time spent on shelf reading, but also the # of sections completed, the # of errors in item shelved found, and the percentage of the collection shifted. This was done for each individual collection physically stored at an NBL site. In the past, we only kept track of the time spent on shelf reading.

The one evident thing from the four years of statistics is that the amount of time dedicated to shelf reading has been greatly reduced. From 2002-2003 to 2006-2007, shelf-reading hours have been reduced by 55% (from 1,661 hours to 740 hours). This is troubling as our collections are open to the public and open to the incorrect shelving of items. This reduction in the amount of hours specifically set aside for shelf-reading will be discussed this fiscal year in the CMG meetings.

This is the first year that we have tracked the # of sections completed, the # of errors in items shelved, and the percentage of the collection shelf-read for the libraries. The three measures will be tracked for the next fiscal year, as we try to find out if the time spent and work allocated to this is worthwhile and/or adequate.

IN-PROCESS STATISTICS

For the 2006-2007 fiscal year, CM staff at NBL sites processed 26,579 items that were "in-process". The Alexander Library continues to have the largest growth in its collections, adding 17,887 items from "in-process" items. LSM was a far second at 2,275 items.

"In-Process" statistics have been consistent over the past five fiscal years, only showing a max increase or decrease up to seven percent over this time. The 2003-2004 fiscal year had the largest amount of new items, with a total of 29,134 items for NBL.

SHIFTING STATISTICS

This is the first year that we are tracking specific information pertaining to shifts in our collections. We are tracking the # of hours spent, the # of sections shifted, the reason for the shift, the collection shifted, and the beginning and ending call number for that shift. Staff will track mini shifts of at least one section. As many sites do at least mini-shifts in their collections, it was find useful by the group to track this information.

For the 2006-2007 fiscal year, CM staff at NBL sites spent 1,059 hours shifting their collections. These hours were spent shifting 2,767 sections. The majority of the shifting in NBL took place in Alexander Library, where 644.25 hours were spent shifting 1,748 sections.

This is the first year that we have tracking the # of hours spent, the # of sections shifted, the reason for the shift, the collection shifted, and the beginning and ending call number for that shift for all libraries. These five measures will be tracked for the next fiscal year, as we try to find out if the time spent and work allocated to this is worthwhile and/or adequate.