

COLLECTION MANAGEMENT GROUP

ANNUAL REPORT 2007/2008

JUNE 2008

Roster

Andy Martinez – Coordinator

Alex Arencibia

Mary Brodman

Kimberly Kaiser

Robert Krack

Bill Lynch

Eugene McElroy

Teresa McNally

Shirley Peck

Brian Stubbs

Eddie Suarez

Jeff Teichmann

Melody Tomaszewicz

Penny Weniger

Paul Young

The Collection Management Group, a subgroup of the Access Services Committee, works collaboratively with selectors and Distributed Technical 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.

MEMBERSHIP CHANGES

-The following personnel are no longer members of the group as of June/2008:

Krista Dandurand (Acting Branch Manager for Physics Library)
Sandy Marsh (Robeson Library)
L Melanie Miller (Math Library)
Holly Muller (LSM)
Roselyn Riley (Art Library)

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

Kimberly Kaiser (Kilmer Library)
Bill Lynch (Douglass Library)
Teresa McNally (Robeson Library)

Group membership now stands at 15.

SUPPORTING ACADEMIC EXCELLENCE

-A quarterly missing book report was issued and searched for in July/2007, August/2007, October/2007, and March/2008.

-Water Emergency supplies for NBL were ordered. These items were ordered in December/2007 and shipped to the sites in January/2008.

-An inventory of the Art Library Stacks Collection was completed. Approximately 72,000 items were inventoried, 786 items not found in catalog were identified, 1,862 items were charged to missing and 3,921 damaged items were identified. This inventory was completed in March/2008.

-Approximately 900 LSM S-class thesis items were transferred to the Chang Stacks Collection from the LSM Stacks Collection. This transfer was completed in June/2008

-A transfer of 1,627 items from the Lecture Notes in Computer Science Series from the Math Stacks Collection to the Libraries Annex was completed. This transfer was completed in July/2007.

-367 items from the Resv-Math2 collection were transferred from the Math Library to the Libraries Annex. This transfer was completed in November/2007.

-1,293 items from the Periodical collection were transferred from the Math Library to the Libraries Annex. This work was completed by April/2008.

-A transfer of 177 items from the Mathematical Reviews Series from the Math Reference Collection to the Libraries Annex was completed. This transfer was completed in June/2008.

-Four periodical titles (approximately 300 volumes) housed at the Physics Library were consolidated with other NBL holdings so that complete runs would be stored in one single location.

-Approximately 1,700 items were identified as being incorrectly cataloged for the Douglass Library when they were physically housed in the Music Library. Systems staff worked with CM staff to transfer these items online. This project was completed in June/2008.

-A project to identify items with a mismatch between the Item Type Field and Home Location Field and to also identify TECHSR items in our collections was completed. Of the 1,345 items identified by report, 622 items were found in our collections and processed, 133 brief item records were withdrawn from the catalog, and 58 items were charged to a missing user. This project was completed in August/2007.

-A project to identify aged "in-process" items in our collections was completed. Of the 141 items that were identified by report, 53 items were found in collections and processed. This project was completed in March/2008.

-A project to review the existing TECHSR items in our catalog was completed. Approximately 80+ items that were fully cataloged were edited out of TECHSR. All of the items that were checked out were shadowed and the appropriate CIRCNOTE was added to the record.

-A project to identify "Non-Roman Alphabet Title" items in our collection was completed. Of the 34 items that were identified in the catalog, 18 items were found in the collection and forwarded to Alex-DTS for processing. This project was completed in June/2008.

ENHANCING LIBRARY SPACES

-Temperature and humidity readers for RUL were downloaded in July/2007 and October/2007.

-The majority of the LSM Weeding Project was completed this fiscal year. Over 35,000 items were removed from the LSM Circulation Collections (Stacks and Folio). Weeding on a smaller scale continues at the library.

-A shift of the LSM Stacks Collection has begun during this fiscal year. At this time, approximately 95% of the shift has been completed.

-Approximately 40 newspaper shelving units were discarded from the Douglass Library. All shelving units were first offered to other RUL sites.

-Approximately 420 metal shelving units were discarded from the Douglass Library. All shelving units were first offered to other RUL sites.

-Approximately 300 microfilm shelves that were stored at the Douglass Library were shipped to the Alexander Library DTS area to be used for their microfilm collection. Instead of being discarded, these shelves were reused at Alexander. This move was completed in September/2007.

-An elephant folio (EFOLIO) collection was created for the Alexander Library. Approximately 150 EFolio items are now shelved in that location. The creation of this collection has allowed for the better management of the Stacks and Folio Collections.

-A shift of the Reference Collection, Stacks Collection and Periodical Collection of the Chemistry Library was completed. 154 sections of shelving were shifted. Each of the three collections was isolated on their own shelves in a logical flow and each collection now begins and ends on its own range. Substandard shelving was replaced by newer shelving as part of this project

-A proposal to revamp the Current Periodical Area located on the 3rd floor of LSM was submitted and accepted. Temp shelving for the Periodical and Folio Collection was moved to a new location, the Folio Collection was moved from the 2nd floor to wooden shelving on the 3rd floor and shelving units (both wooden and metal) that were not to be used were discarded by Material Services.

COLLABORATIONS AND COMMUNICATION

-CM staff worked closely with Systems staff and DTS staff to implement the use of CircNotes as a regular workflow. Currently CircNotes are used for LOCALMAINT items and circ-on-the-fly items. The use of these notes is an easy and reliable way for Access Services staff to identify flagged items.

-CM staff worked closely with Circulation Group staff to revise the circ-on-the-fly procedures used by Access Services staff. Circ-on-the-fly items impact both Circulation staff and CM staff.

FINANCIAL RESOURCES

-Approximately 500 book dummies were located in a storage area in LSM and were made available to other sites for use. After discussion, the book dummies were shipped to the Libraries Annex, Robeson Library, and DTS-LSM office for use.

-Approximately 30 oversize book ends were purchased for the LSM Folio Collection. These items were received in May/2008.

-Approximately 70 range guide holders were purchased for the Alexander Library, Chemistry Library, and LSM. These items were received in May/2008.

ORGANIZATIONAL EFFECTIVENESS

-Documentation for the group was moved from the NBL Access Services web site to the Staff Resources Page available through the libraries web site. All documentation was

revised to include system-wide information and screen shots from the J Client version of Unicorn. The movement of documentation continues. Documentation is available at: http://www.libraries.rutgers.edu/rul/staff/access_serv/coll_mgt/coll_mgt.shtml

-Four Collection Management staff from NBL attended a New Jersey State Library Preservation Initiative Program in May/2008. The program was titled "A matter of when, not if: Preventing and preparing for library disasters".

ANALYSIS OF STATISTICS

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

SHELVING STATISTICS

As a whole, the items shelved in the NBL sites during the 2007-2008 fiscal year has decreased from the previous fiscal year (9.8% decrease). There has been a gradual decline in the number of items shelved over the past six fiscal years. This fiscal year follows the normal downward trend of a decrease of 30,000-40,000 items during each past fiscal year. CM staff continue to shelve less items and spend less time shelving those items.

All of the NBL main units and branch sites have shown a decrease in the number of items shelved for this fiscal year. The Alexander Library continues to shelve the largest amount of items for all NBL sites (251,008 items) with LSM a far second at 61,820 items. The Math Library showed the largest percentage decrease for all NBL sites, with a 35.86% decrease from 2006-2007 to 2007-2008.

There was an 11.1% decrease in the amount of hours spent shelving from this fiscal year compared to the 2006-2007 fiscal year. 4,506 hours were spent this fiscal year on shelving. The Alexander Library spent the most hours shelving for all NBL sites, at 2,426.75 hours (54% of the total hours).

SHELF READING STATISTICS

For the 2007-2008 fiscal year, there was a 24.41% increase in the amount of time spent on shelf-reading. This increase reversed the two-year trend of decreased hours spent on shelf-reading by CM staff. While still not close to the maximum amount of hours spent on shelf-reading in the past (1,661.5 hours spent in 2002-2003), the increase in hours devoted to this service from last year is encouraging. Shelf-reading will continue to be discussed this fiscal year in the CMG meetings.

The Alexander Library spent the largest amount of time shelf-reading this fiscal year (365.75 hours), with the Kilmer Library second at 177.75 hours. While the Alexander Library spent the most time shelf-reading, the Chemistry and Physics Library were shelf-read the most. Each of those collections was shelf-read at least five times.

SEARCHING STATISTICS

For the 2007-2008 fiscal year, CM staff for the NBL sites searched for 19,641 items. These searches comprised of items from the missing book reports, missing book forms,

quarterly missing book reports, stack check requests, in-transit reports, and miscellaneous searches. CM staff were only able to find 2,675 of those items (13.6%). The searches took 499.9 hours to complete.

The majority of searches were conducted at Alexander Library (6,413 items) and LSM (3,577 items). While they conducted the majority of searches, CM staff at Alexander did not find the majority of the items percentage-wise for 5 of the 6 categories of searches. CM staff at the Alexander Library did find the most items percentage-wise for Stacks Check Requests.

There was a 19.69% percentage increase in the number of items searched for this fiscal year compared to the 2006-2007 fiscal year (19,641 items compared to 16,410 items). For the 2007-2008 fiscal year, the most amount of time searching was spent on Missing Book Lists (147.75 hours), then Quarterly Missing Reports (137.25 hours), and finally Stacks Checks (96.25 hours).

Stacks Check Requests continue to show the smallest amount of found items (2.0% of the 4,268 items searched found) compared to the amount of hours spent searching (96.25 hours). Stacks Check Requests will continue to be reviewed by the CMG during the current fiscal year.

IN-PROCESS STATISTICS

For the 2007-2008 fiscal year, CM staff at NBL sites processed 28,812 items that were “in-process”. This is an 8.4% increase from the past fiscal year. The Alexander Library continues to show the largest growth to its collections, adding 18,796 items (65% of the NBL total). LSM was a far second at 2,789 items.

“In-Process” statistics have been consistent over the past five fiscal years, only showing a max increase or decrease of up to eight percent over this time. The trend over the past two fiscal years has been an increase in processing “in-process” items.

SHIFTING STATISTICS

For the 2007-2008 fiscal year, CM staff at NBL sites spent 996.0 hours shifting their collections. These hours were spent shifting 3,600 sections. The majority of the shifting in NBL took place in Alexander Library, where 820.0 hours were spent shifting 2,872 sections. For this fiscal year, CM staff were able to shift more sections over less time.

For this fiscal year, CM staff were able to complete a shift of the collections at the Chemistry Library, a shift of the Stacks Collection at LSM, and several mini-shifts of the Stacks Collection at the Alexander Library. Due to the increasing number of items that are being added to our collections each fiscal year, NBL sites will continue to have to perform mini-shifts and shifts during the 2008-2009 fiscal year.