

**COLLECTION MANAGEMENT GROUP  
RUTGERS UNIVERSITY LIBRARIES**

**ANNUAL REPORT  
2008/2009**

**JULY 2009**

**Roster**

Andy Martinez – Coordinator

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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/2009:

- Alex Arencibia (Dana Library)
- Jeff Teichmann (Alexander Library)
- Penny Weniger (Douglass Library)
- Paul Young (Alexander Library/LSM)

-The following personnel have joined the group as of July/2008:

- Jan Reinhart (Media Center)

Group membership now stands at 13.

## **SUPPORTING ACADEMIC EXCELLENCE**

-A [Policy Statement](#) for the Libraries Annex was revised by a sub-group of the Learning Resource Committee (LRC). This policy revision allows for a clearer understanding of what can be transferred to the Annex and a clearer picture of the work necessary for this work.

-The microfilm and microfiche collections from the Chemistry Library were transferred to LSM in October/2008. This transfer has increased the study space available to our users at Chemistry and increased the effectiveness of the microfilm/fiche collection at LSM.

-A transfer of 1,421 Reference Periodical items from the Chang Library to the Libraries Annex was completed in July/2008.

-A transfer of 967 thesis items (S, SB, SD, SF Library of Congress Call Number Classes) from the LSM Stacks Collection to the Chang Library Stacks Collection was completed in August/2008.

-A transfer of 902 Reference Periodical items from the Chang Library to the Libraries Annex was completed in October/2008. The items from 19 separate titles allowed for the discontinued use of REF PER as a shelving location at the Chang Library.

-3 Reference Periodical titles from the Chang Library (approximately 60 volumes) were withdrawn from the collection due to duplication with holdings at LSM. This was completed in October/2008.

-A quarterly missing book report was issued and searched for in July/2008, August/2008, October/2008, and April/2009.

-A project to identify aged “in-process” items in our collections was completed. Of the 1,137 items that were identified by report, 74 items were found in collections and processed. This project was completed in December/2008.

- A transfer of 1,404 Stacks Collection items from the Math Library to the Libraries Annex was completed in January/2009.
- A transfer of 1,427 Reference Collection items (Catalogs) from the Alexander Library to the Libraries Annex was completed in February/2009.
- A project to identify aged items charged to the two CS-user records was completed. Items charged to these users in 2005 and 2006 were identified to DTS staff for expedited processing. This project was completed in March/2009.
- An internal relocate of 154 Kilmer Reference items to the Stacks Collection was completed in April/2009.
- 2,152 Kilmer Reference items were withdrawn from the catalog/collection in May/2009. This withdrawal project was in preparation of condensing the collection, shifting the shelving and installing new carpets in the building.
- A transfer of 3,397 Reference Collection items (Indexes) from the Alexander Library to the Libraries Annex was completed in May/2009.

#### **ENHANCING LIBRARY SPACES**

- The shift of the LSM Stacks and Folio Collections was completed in July/2008. A total of 736 sections were shifted. The project took 168 hours spaced over 10 months to complete.
- The shift of the Alexander Library Bound Periodical Collection and Per Folio Collection was completed in December/2008. A total of 936 sections were shifted. The project took 370 hours spaced over four months to complete.
- The shift of the Kilmer Library Reference Collection was completed in May/2009. A total of 52 sections were shifted over 12 hours.
- The shift of the Kilmer Library Career Collection and Career Reference Collection was completed in May/2009. A total of 52 sections were shifted over 4 hours.
- Temperature and humidity readers for RUL were downloaded in October/2008 and January/2009.
- Two ranges of wooden shelving were transferred from LSM to the Alexander Library. The wooden shelving was installed in the Reference Room and East Asian Library. The move was completed in February/2009.
- Range guide holders were installed in the Alexander Library during the summer/2008 and in the Chemistry Library in February/2009.

-A shift of the Stacks Collection of the Chang Library was completed in June/2009. 60 sections of shelving were shifted, taking 55 hours in total.

### **COLLABORATIONS AND COMMUNICATION**

-The "[Circ-on-the-Fly](#)" procedures used by Access Services staff for circulating items not found in catalog to our patrons was revised to include changes in cataloging and processing from the Item Type Conversion completed in the Summer/2008.

-The "Access-IP" listserv was queried in August/2008 regarding how our fellow research universities deal with missing pages from books and serials.

-The "alcts-eforum" listserv was used by group members (Rob Krack) to share information on how to deal with emergencies to the collections and books infected with mold. Information garnered by real life experience at the libraries and taken from seminars on the subject is shared with collection management staff at other sites through the use of this listserv.

-A [Document](#) explaining procedures to be used when an item has a discrepancy between the item type and a "Does not circulate" stamp was created in October/2008 and posted to the Staff Resources Page.

-An [Excel spread sheet](#) was made available in December/2008 to CMG staff and DTS staff to record titles that have duplication in the Annex. DTS staff will work with the appropriate selector to make decisions on where the holdings should be kept.

-A list of canceled print serial titles was forwarded to CMG members in February/2009 to assist with space allocation issues in the collections. This will become a yearly report, in collaboration with Distributed Technical Services (DTS).

-CMG members volunteered to help with the rearranging of the surplus shelving stored in the BB level of the Alexander Library in March/2009. This surplus shelving is used by all of the RUL sites to supplement their existing collections.

-The NBL Branches continue work on the third and final phase of the Serials Inventory Project. Once completed, all of the serial titles stored at the NBL Branch sites will be inventoried and have correct and coherent holding statements.

### **FINANCIAL RESOURCES**

-A 3M Bookcheck Unit was purchased for the Math Library. The purchase was made to replace an older model that was broken.

-Water Emergency supplies for NBL were ordered. The items were ordered in December/2008 and shipped to the NBL sites in January/2009.

## **ORGANIZATIONAL EFFECTIVENESS**

-The Collection Management section of the Staff Resources Page was updated to include:

- a revision of the "[In-Process Overview](#)" document in July/2008 and September/2008.
- a document entitled "[LOCALMAINT policy for Access Services staff](#)" in July/2008.
- a document entitled "[Collection Management Group calendar 2008-2009](#)" in September/2008.
- a revision of the "[Overview of System Reports and Projects for Collection Management](#)" in September/2008.
- a document entitled "Annual Report, 2007" and "Statistics, 2007" in September/2008.
- a document entitled "RUL Missing Book Statistical Summaries, 2007-2008" in September/2008.
- a document entitled "[Alexander Library/LSM Government Documents: Collection and Circulation Policy](#)" in October/2008.
- a document entitled "RUL LC Classed Collections: Composition and Circulation" in October/2008.
- a link to "An Explanation of the Superintendent of Documents Classification System" in October/2008.
- Two documents entitled "Shifting Data Template" and "Shifting Data Template Explanation" in October/2008.
- a link to "Library of Congress website: Preservation" in February/2009.
- a link to a "[RUL Insect and Pest Directory Resource](#)" in March/2009.

-Collection Management staff visited Montclair State University as part of the Infolink Swap in May/2008. Later, in July/2008, staff from Montclair State University visited the New Brunswick Libraries as part of the staff swap.

-A "Disaster Combo (Field Guide to Emergency Response, Emergency Response and Salvage Wheel) was purchased in November/2008 for use by the group.

## **ANALYSIS OF STATISTICS**

Specific statistics and charts are available for all of the categories below, upon request. The Dana Library has been included into the collection management statistics for the first time for shelving, shelf reading, in-process, and shifting (for number of items and time spent) for this fiscal year.

## **SHELVING STATISTICS**

As a whole, the items shelved in the NBL sites during the 2008-2009 fiscal year has decreased from the previous fiscal year (9.5%). CM staff for the NBL sites continue to shelve fewer items and spend less time shelving each fiscal year.

With the inclusion of the Dana Library, the shelving totals for the 2008-2009 fiscal year increased 5.7%. Without including Dana, this fiscal year follows the normal downward trend of tens of thousands of items less shelved during each past fiscal year.

All of the NBL main units and most of the 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 (231,902 items) with LSM a far second at 47,659 items. The Libraries Annex, the Music Library, and the SMLR did show a one-year increase in items shelved.

There was a 10.6% decrease in the amount of hours spent shelving from this fiscal year compared to the 2007-2008 fiscal year, if you remove the Dana Library from the calculations. 4,023.35 hours (4,819.80 hours with Dana Library included) were spent this fiscal year on shelving. The Alexander Library spent the most hours shelving for all RUL sites, at 2,074.75 hours (43% of the total hours).

## **SHELF READING STATISTICS**

For the 2008-2009 fiscal year, there was a 10.3% increase in the amount of time spent on shelf-reading (1,184.6 hours spent). If you include the Dana Library in the calculations, there is a 33.3% increase in the amount of time spent shelf-reading (1,431.05 hours spent). This increase continues a three-year trend in increased hours spent on shelf-reading, an increase in the number of sections completed, and an increase in the number of errors found and corrected.

The Alexander Library spent the largest amount of time shelf-reading this fiscal year (283.75 hours), with the Kilmer Library second at 267.25 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.

Each of the RUL site that shelf-reads did track the number of items mistakenly shelved in their collections. The Alexander Library found the highest number of items shelved incorrectly (15,537 items), with Dana Library second at 4,852 items. Finding these items and correcting them allows us to proactively deal with potentially missing items from our collections.

### **SEARCHING STATISTICS**

For the 2008-2009 fiscal year, CM staff for the NBL sites searched for 19,195 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 2,984 of those items (15.5%). The searches took 417.35 hours to complete.

The majority of searches were conducted at Alexander Library (6,515 items) and LSM (2,835 items). There was a 2.45% percentage decrease in the number of items searched for this fiscal year compared to the 2007-2008 fiscal year (19,195 items compared to 19,678 items).

For the 2008-2009 fiscal year, the most amount of time searching was spent on Quarterly Missing Reports (135.55 hours), then on In-Transit Reports (97.95 hours), and finally on Missing Book Lists (80.15 hours). This fiscal year has the time spent searching for Stacks Checks not being included in the top three, which is a good sign. Hopefully this trend will continue.

The highest percentage of found items was for Missing Book Forms (63.94% found), with In-Transit Reports second at 29.92% found. Stacks Check Requests continue to be last at 1.83% found.

### **IN-PROCESS STATISTICS**

For the 2008-2009 fiscal year, CM staff at RUL sites processed 26,033 items that were “in-process”. This is a 9.65% decrease from the past fiscal year. Removing items processed at the Dana Library (2,649 items), CM staff at NBL sites processed 23,384 items which is a 18.84% decrease from the past fiscal year. This large decrease runs counter to the multi-year trend of “in-process” items increasing or staying steady.

The Alexander Library continues to show the largest growth to its collection, adding 15,150 items for the 2008-2009 fiscal year (58% of the RUL total). The Art Library was a far second at 2,926 items, an increase from the 2007-2008 fiscal year.

Every site noted in the statistics, except the Art Library, experienced a decrease in the number of “in-process” items processed compared to the 2007-2008 fiscal year.

### **SHIFTING STATISTICS**

For the 2008-2009 fiscal year, CM staff at the RUL sites spent 1,559.60 hours shifting their collections. These hours were spent shifting 4,533 sections.

The majority of the shifting in RUL took place in the Dana Library, where 697.8 hours were spent shifting 1,901 sections.

This fiscal year saw an increase in both the number of hours spent shifting (1,559.6 hours compared to 996 hours) and the number of sections shifted (4,533 sections compared to 3,600 sections) from the past fiscal year.