

Collection Management Functional Group Annual Report 2010-2011

Roster

Alex Arencibia
Mary Brodman
Kimberly Kaiser
Robert Krack
Bill Lynch
Theresa Macklin
Andy Martinez
Jamie McGuire
Fred Onorato
Shirley Peck
Edward Suarez (group coordinator)

Personnel

The Collection Management functional group underwent a re-organization at the beginning of the fiscal year in July 2010. Edward Suarez was named group coordinator taking over for Andy Martinez.

New members to the group included Alex Arencibia (Dana Library), Theresa Macklin (Robeson), Jamie McGuire (DTS), and Fred Onorato (Alexander).

Departing members to the group included Elsa Alves (Alexander), Eugene McElroy (SMLR), Brian Stubbs (Alexander), Melody Tomaszewicz (DTS), Teri McNally (Camden), and Penny Weniger (Branch Libraries)

Mary Brodman and Penny Weniger retired from RUL this year. The CM group applauds their service during the years and the efforts of all the current and former members.

Collection development and management

Alcohol Library

- 2,063 items shelved.

Alexander Library

- 210,119 items were shelved (including East Asian Library's collection) in 1,747 hours.
- 10,152 books were processed.
- 47 sections in government documents were shifted 23 hours.
- The shelving in the DOC REF section was replaced.
- A mini-shift was completed of the U.N. microfiche.
- An assessment of the shelving stock in the Alexander sub-basement was taken. The sub-basement is now at capacity and can no longer accept additional materials to be stored.

Annex Library

- 19,587 items shelved in 89 hours.
- 7,323 items were transferred.

Art Library

- 10,245 items were shelved in 159 hours.

- 893 items processed.

Chang Library

- 5,114 items shelved in 73 hours.
- 37 sections were shelf read in 10 hours finding 135 misshelved items.
- 305 items were processed.

Chemistry Library

- 1,137 items shelved in 26 hours.
- Shift of the STACKS collection moving 49 sections in 39 hours.

Dana Library

- Thesis and dissertations items moved to archives.
- Ranges were disassembled for carpet installation.
- Mini-shifts completed to incorporate reference transfers.

Douglass Library

- 24,071 items shelved in 353 hours.
- Douglass duplicate project – in preparation of a shift to move the Douglass STACKS and Music collections, a weed of a projected sixty-thousand items is underway at Douglass Library. The first step of this project is to identify copies of Douglass items in other RUL sites and to inform selectors of those titles availability.

The project will involve checking the condition of materials both at the Douglass library and at the other Rutgers libraries. The copies from Douglass will be discarded, kept or transferred to other libraries. The resulting space should allow the music and STACKS collections to be relocated. There is also the option of moving some of the Douglass materials to another location, such as Ref, or sending the last copy to the Annex.

The Collection Management Group members and site supervisors received lists of books that have a copy at Douglass. They have examined the copies in their own collection and checked the condition and status of each book. If the item at the non-Douglass library is in poor condition, it was replaced by the Douglass copy. The project began in February.

By July, Douglass has received a majority of the lists back from the other units. Douglass staff members are now currently underway in checking and transferring any items to other units before the collection shift begins in early August.

- Media materials from Kilmer were transferred to Douglass.
- Shift of west room was done to accommodate the construction of conference room near the multi-media lab. A total of 346 sections were shifted at Douglass in 191 hours.

East Asian Library

- Reorganization of the East Asian Library collection took place. The EAL stacks now run in a similar manner to the rest of the RUL collections.

- Shift to create space for the new EAL BDCHKO collection. The collection continues to grow with DTS transferring new items into the collection.
- Shifted and shelf read the EAL Japanese and Japanese Ref. collections.
- Moved EAL current periodicals to a set of free standing wooden shelves.
- Removing books from the EAL collection for transfer to the new EAL BDCHKO collection in the Alexander Bound Periodical room.
- Shift of the EAL Main collection.
- A total of 541 sections were shifted this year in the EAL room, accounting for 159 hours.

Kilmer Library

- 12,072 were shelved in 166 hours.
- 641 items were processed.
- 66 sections were shifted in 10 hours.
- An increased focus on shelf reading led to 2858 sections being read, finding 2,477 misshelved items in 453 hours.
- Completed smaller shifting projects to accommodate items transferred from RUL sites
- Accommodated space for business book transfers.

Library of Science

- 30,458 items shelved in 420 hours.
- 1,623 books were processed.
- 217 sections were shifted in 49 hours
- Shift of the bound periodical section was undertaken to elevate space issues from A to the Journal of B titles. An overflow section by the temporary sorting shelves needed to be created to handle additional items that could not fit into this area. The overflow is gradually being worked back into collection as the shift progresses.
- Continuing to incorporate mark Item materials into the workflow, focusing on the reference collection.
- Librarians and the DTS department have begun evaluating and transferring materials from the LSM reference collection in preparation of the lounge being created in this area of the library.

Math Library

- 4,690 items shelved in 100 hours.
- Periodical shift moving 106 sections in 138 hours.
- 493 sections were shelf read, finding 868 errors in 69 hours.

Physics

- 1,857 items shelved in 38 hours.
- Completed STACKS collection shift, moving 78 sections in 81 hours.
- 1242 sections were shelf read, finding 588 errors in 164 hours.

SMLR

- 1,418 items shelved in 33 hours.
- 1242 sections were shelf read, finding 588 errors in 164 hours.

Statistical Notes

- Across all RUL units, 339,681 were shelved in 3,203 hours.
- Total shelving is down 11% from the prior year (380,898 2009-2010 total).

Services and service enhancements for users

- Focus on group members to incorporate the shelving of items mishelved, left on tables, or left on shelves into the normal work routine. This will help facilitate RDS staff in finding items and help lower missing book searches.
- The aisles and tables in the current periodical room at Alexander Library were removed to make way for a new café at Alexander Library. Useable shelving was moved to the sub-basement or other units while the rest was surplus. The tables were moved to LSM's new study lounge area located in the former DTS office.
- The shelving in the Folio collection of Alexander Library was replaced with reinforced shelves. The new shelving is better suited to maintain the larger items of that collection by preventing the shelves from bowing. Larger size hooks were also swapped into the collection.

Technical Services/Technical Infrastructure

- The group reviewed the moldy book procedures and instituted a new workflow for routing these items to the preservation office at Alexander Library.
 - If an item is judged by a collection management staff member to have mold and it is in need of review or repair they should first check with their unit's billing representative for any billing issues regarding the item.
 - The item should have its record printed out and be wrapped in plastic.
 - A DTS ticket should be filled out and taped to the book along with its item record.
 - If the subject librarian is available, the CM staff member may acquire a decision on whether to replace or remove the item from the collection.
 - If the item is judged to need repair or is awaiting a selector's decision, the CM staff member may mail the item wrapped in plastic with its item record and DTS ticket to the Preservation office.
- The CM group began reviewing the manner in which damaged and items with record issues were being routed from Access Services between the Preservation office and DTS. The current workflow consists of all items being sent to the DTS office at Alexander library. DTS then transfers damaged items to the Preservation office.

The proposed workflow specifies that damaged items be sent from Access Services to the preservation office, while books with record issues or needing relabeling are sent to DTS. This workflow is still in under discussion and will be reviewed in the coming year.

- Staff at Art Library in conjunction with the DTS department bar coded serials to transfer items to Annex.
- Weeding projects at Art, Alexander and LSM are ongoing.

Support for Instruction

- Identifying and Dealing with Moldy Books booklet – the CM group wrote and designed an instructional booklet to help staff identify mold on books and other library materials. The booklet contains steps to take in recognizing mold damage, the workflow of how route these damaged items and a series of preventive measures to stop the spread of mold. The booklet will soon be found on the Collection Management page of the RUL site.

Communications/Exhibits/Programs

- On Tuesday April 12th, Farideh Tehrani and Ernestine Young from Preservation and Edward Suarez and Robert Krack from Collection Management gave a training presentation at the Robeson library in Camden. The mold training presentation was updated to reflect the new workflow for handling moldy materials.

Eddie presented the new workflow and reviewed mold identification. Rob reviewed the procedures for wrapping and packing moldy books with the appropriate paperwork and Ernestine gave a demonstration on how books are repaired in the preservation department. The presentation concluded with an examination of several books found by the Camden staff which was suspected of being infected with mold and tips for differentiating mold from foxing.