

COLLECTION MANAGEMENT GROUP (CMG)

CONTINUING ACTIVITIES FOR FISCAL YEAR 2009-2010

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 Art Library Folio Collection.
- Complete shift of Art Library Stacks Collection.
- Complete shift of collections at the Chang Science Library.
- Complete shift of collections at the Math Library.
- Complete shift of Alexander Library Bound Periodical Collection.
- Complete shift of Dana Library Bound Periodical Collection.
- Complete shift of Dana Library Stacks Collection.
- Complete shift of LSM Reference Collection.
- Complete shift of LSM Bound Periodical Collection.
- Complete transfer/weeding of Chang Library Microfiche/film Collection.
- Complete transfer/weeding of Math Library Stacks Collection.
- Begin work on weeding of Alexander Library Circulating (Stacks and Folio) Collections.
- Complete transfer/weeding of Douglass Library Stacks Collection.

Continue the use of automated technologies, such as the PocketCirc device, for such collection management projects as inventories, internal relocates, and transfers. This use of technology will greatly reduce the time and manpower needed for such projects.

- Complete a full inventory of the collections at the Chemistry Library.
- Begin a full inventory of the collections at the Library of Science and Medicine.
- Offer an information session on inventory process for staff/faculty at RUL.
- Develop an electronic "Missing Book Form" that will allow for system-wide checks for missing items.
- Begin work on electronic floor maps for all RUL sites.
- Install shelving tags on oversize items in the LSM Folio Collection, Kilmer Reference Collection, and Kilmer Folio Collection.

Identify and incorporate additional systems generated reports and/or Director's Station reports into the collection management workflow. The use of these reports to identify and correct collection management problems will increase the impact of the CMG.

- Complete the following projects:
 - RUL Shadowed Project
 - RUL Non-Roman Alphabet Title Project
 - RUL Circulate Flag Report
 - RUL Aged TECHSR Titles Project
- Develop reports to assist with projects to check on the status of "permanent" in item records and to check on "marc vs. temp" when items are created. Perform a pilot project to see if these reports would be beneficial for collection/catalog maintenance.

Work with CMG staff at each unit/branch to develop a Space Allocation Study for all physical collections. A thorough understanding of our collections and the physical space available for these collections will allow us to better allocate space.

- Use Director's Station to better understand the size of collections, how those collections circulate and how the interaction between the two impact our collections.
- Determine whether making our shelving setup standard in a collection will allow us to easily examine the space available for that collection and make space allocation decisions.
- Supply information to the appropriate parties that will assist with making weeding of collections a part of normal workflow.

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.

- Continue to develop programs and brown bags to disseminate collection management information to library staff.
 - Complete work on Water Emergency PowerPoint and Training Session.
 - Complete work on Best Standards for Collection Management Workshop.