

Collections Analysis Group Open Meeting

Minutes

August 16, 2017

Present: Kayo Denda, Roberta Fitzpatrick, Rebecca Gardner (recorder), Tom Glynn, Karen Hartman, Triveni Kuchi, Mei Ling Lo, Gracemary Smulewitz, Ela Sosnowska, Julie Still, Bobbie Tipton, Ann Watkins, Zara Wilkinson, Connie Wu, Tao Yang (convener)

CAG members excused: Jim Niessen, Jon Saucedo, Mary Beth Weber

1. Update on Deficit Reduction/Cancellation Project (Tao Yang and Gracemary Smulewitz)

Tao and Gracemary reviewed the process and guidelines for the project:

Process:

- Library-wide process coordinated by Cabinet (i.e. not a personal project)
 - Must be communicated as such internally and externally
- June 6 – Structural deficit in the collections budget was discussed at the Cabinet retreat
 - Projected deficit: \$300k
- July 11 – Cabinet approved the goal and timeline of deficit reduction/cancellation project
 - Goal: Cancel \$200k worth of continuing resources in FY18
- July 19 to August 1 – Guiding principles were discussed at the CAG open meeting and online
- August 1 – Guiding principles were shared with all library directors and selectors
- July to August – CSRS works on compiling title lists, with input from collection assessment librarians

Guiding Principles:

- Seeking efficiencies and economies in all "state funds" expenditures, and possibly in the subscriptions on "non-state" funds
- Eliminating duplication as much as possible, in order to minimize the loss of access to unique content (examples of duplication are journals with both print and electronic access or multiple electronic access and indexes with significant overlap)
- Ceasing continuous investments in microforms (mostly microfilms and microfiches), the least accessible format of all, with the possible exception of materials unavailable in another format or at the CRL
- Selecting titles to be cancelled with a holistic rubric, including criteria such as usage, cost, Rutgers authorship/editorship, relevance to academic programs, and size of programs, as well as journal impact

Next Steps:

- August 16 – Preliminary recommendations shared
 - Emphasis on "preliminary" and "recommendations"
 - Based on general principles; input from directors and selectors essential

- August 16 to October 6 – 50-day comment period
 - Selectors evaluate the recommendations for their own fields
 - Directors decide the local process of evaluation; Tao and Gracemary are available to meet and answer questions
- Mid-October - Revising recommendations with received feedback
- Late October – Recommendations submitted to the full Cabinet for final approval/notify publishers and vendors of cancellations.

Discussion:

Preliminary spreadsheets of recommended title cancellations are on the CAG Sakai site. Two major categories are microforms (most of which will be available via CRL) and books available through Westlaw. Print subscriptions will also be considered. Tao will confer with directors in terms of how they would like to be involved in the process. After that, the spreadsheets will be distributed to selectors. The CAG will collect feedback from the selectors. If selectors think any recommended title cancellations should not go forward, they will need to provide a rationale.

2. Demo of Newly Acquired Resources - Two Proquest Newspaper Archives (Tom Glynn)

Tom gave a demo of the Philadelphia Inquirer and the Pittsburgh Post-Gazette archives. The demo was recorded and will be uploaded online.

3. Sage Research Methods Presentation and Discussion (Kayo Denda)

Kayo gave a presentation on Sage Research Methods, a database that is currently on the desiderata list. The resource would be heavily used by graduate students in the social sciences. Roberta stated that it would also be very useful for nursing students new to the master's program who need to learn how to do quantitative and qualitative research. Over the years, Rutgers has purchased many of the monographs in the print series and most of the newer publications are currently checked out. Acquiring online access with multiple user access would be ideal. The online monographs in SRM are not available for purchase separately; they are part of the overall Sage package.

Sage has given us only the one-time purchase price, which is expensive, but the publisher may be willing to work with us on payment options if we decide to acquire it. Although selectors could not identify titles to cancel in order to pay for it, and we do not have obvious funding elsewhere, the group felt it was very important to bring to the attention of the directors as a much-needed resource. The Libraries' priority for collections in FY18 is to reduce the structural deficit and we are focusing on the cancellation project in the next few months. We are not moving forward with SRM right now. CAG may revisit the recommendation in the spring.

Tao commended the social sciences librarians for thinking ahead about the disciplinary needs. The science librarians are also discussing resource needs and may present in September. It was noted that we should look at our Indexes and Databases in general to see whether there are possibilities for cancellations freeing up funds.

4. Drop-off Book Donation Policy and Form (Kayo Denda)

Kayo suggested that the book donation policy be reconsidered. Books that are dropped off as “gifts” are often not appropriate for the collection. Processing these materials requires a significant amount of faculty and staff time. Donors frequently ask for an acknowledgement letter, which also takes time. Tao reported that the issue of gift books also came up at a previous Cabinet meeting. Due to the time constraints, the CAG will continue the discussion via email. A side question was raised about the disposition of donated journal issues that are not added to the collection. It is best to recycle these because the Better World Books does not accept periodicals.

5. Round Robin Reports (All)

Tao reminded selectors that the “early allocations” are available to them for purchasing faculty requests, which was announced previously on the selectors listserv.