

New Brunswick Collections Group: Annual Report for AY 2002/2003

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July 9, 2003

A. Introduction

NBCG business was dominated this year by budget concerns and developments. Overall it was a relatively good year for monograph purchases, anchored in the ongoing highly successful approval plan. However, new journals could be acquired only if equivalent dollar funding was made available via cancellation of other resources. We were fortunate to have funds available to obtain a small number of important new online database products, and the migration from print to online electronic formats continued strongly, as reflected in the ongoing shift of funds from individual selector accounts to Central to pay for various e-journal packages. We were delighted to welcome five new selectors into NBCG and look forward to our continuing association. We end the year as it began, with heightened concerns about how to cope with an impending budget shortfall.

B. Collections Budget Overview

1. State Funds

FY 2002/03 started on shaky ground as we ended the preceding period in the grip of a spending freeze (reflecting the developing crisis in NJ state finances) and faced the uncertain prospect of serious budget cuts in the new year. However, as a result of some adroit fiscal management, it was feasible to roll over \$600,000 in unspent (frozen) RULS state funds to the new fiscal year, which when added to the state funds allocation finally received, and augmented by an infusion of one time funds from the university, yielded a final RULS collections budget of \$7.8 million, up \$800,000 or 11.4% over the preceding year (the magnitude of the roll over clearly introduces a distorting factor in any comparisons with prior years).

New Brunswick's share of the total collections budget was \$3.27 mill., up by a miniscule amount (\$14,000) over the preceding year. However, we were fortunate to have been spared the necessity of making major cuts in journal subscriptions other than titles which duplicated electronic formats. Over the preceding six years NB's share of total RULS collections budget has declined from a peak of 68% of the total in 1998 down to only 42% of the total in 2003. This decline is primarily the result of the rapid growth in electronic resources such as databases and indexes, and the switch from print journals to e-journals, which are paid for out of Central funds. The table below summarizes the disposition of state funds for the New Brunswick collections budget last year(*):

	<u>State Funds Allocation for FY:</u>		<u>Per Cent Change</u>
	<u>2002/2003</u>	<u>2001/2002</u>	
Total NB:	\$3.27 mill.	\$3.26 mill	0.4%

NB approval plan	532,605	441,000	20.7
Memberships	16,707	16,779	-0.43
Monographs	379,821	297,742	27.6
MonoPubSe (stdg. orders)	225,897	191,653	17.9
PerCur	1,895,089	2,002,054	-5.3
PubPkg	119,508	178,401	-33.0
Retroser	103,997	132,109	-21.3

(*) Note: all figures are from SIRSI, July 21, 2003, and subject to possible further adjustments as final accounts are settled and records closed out for the year.

The drop in the PerCur and PubPkg categories reflect both cancellations and the ongoing migration of library resources from print to electronic access. This decline is mirrored, in part, by the concomitant \$933,000 (or 36.9%) rise in Central's budget, from \$2.53mill to \$3.46 mill over the past year. A longer term perspective serves to highlight the magnitude of the shift from print costs to electronic access costs: from FY 1998 through FY 2003 Central's budget grew from \$738,000 to \$3.5 mill. , an increase of 374%. During the same period, RULS allocations for publishers' print journal packages (PubPkg) dropped from a peak of \$426,000 in 1999 down to \$120,000 this past year, as more and more publishers converted print journals and journal packages to electronic packages (NB typically accounted for over 90% of the print journal cost category).

In the area of monographs, the New Brunswick approval plan has proved a real boon, as indicated by the nearly 21% rise in allocation over the previous year (the approval plan was also excluded from the purchasing freeze imposed last year). However, over the past six years, NB firm order monograph allocations have been more problematic, fluctuating between a low of \$244,000 in 2001 to this year's peak of \$380,000 (which also included roll over funds from the preceding period). It should also be noted that all firm order monograph state fund allocations are utilized wholly for the purchase of monographs in non-science subject areas (i.e., the arts & humanities, and the social sciences). The sciences continue to rely solely on non-state funds for monograph purchases.

Two notable bright spots in our budget picture were the following:

- Diversity funds were increased once again, for the third year in a row, to \$9069, up 7.5% over the preceding period. Lourdes Vazquez continues to manage this account, and the major emphasis this year was on the acquisition of works by Asian-American and Hispanic-American writers.
- The Dean of the School of Social Work provided an allocation of \$20,000 for the purpose of expanding and strengthening our social work collection. Eileen Stec worked in collaboration with Mary Fetzer to commit these funds for applicable monograph purchases.

2. Non-State Funds

Non-state funds available for New Brunswick collections this year totaled \$955,000. This was down by \$165,000 or 14.8% from the previous year. This decline was the result of lower receipts from donations and reduced returns on investments of endowed funds, reflecting the broader economic deterioration experienced at the state and national levels.

- Phonothon

New Brunswick's share of Phonothon funds totaled \$177,203 (down from \$233,671 in the prior year) and Bob Sewell determined the split between the sciences and non-science subject areas as follows: 32% or \$57,203 for the sciences and the balance of 68% or \$120,000 to be distributed among the arts and humanities and social science subject areas. This deviation from the usual 50/50 division was intended to make up for the disproportionate loss of funds incurred by the non-science state fund monograph accounts in the prior year during the spending freeze. The loss of these funds was particularly detrimental to those selectors most heavily involved in the acquisition of foreign language and other non-US publications, because these areas are only minimally covered (if at all) by the approval plan.

- Gift and Endowment Fund Usage in the Sciences

The sciences experienced an additional squeeze on funds for monograph purchases this year because essentially all of the gift funds earmarked for science were already committed either for prior purchases or bindery expenses. Consequently this necessitated unusually heavy reliance on four science endowment

funds which normally were used primarily for the purchase of very costly items such as specialized reference works, encyclopedia sets, etc. but now had to be applied to the acquisition of monographs. Jackie Mardikian undertook the responsibility for apportioning the selector orders among the four endowment funds and keeping track of expenditures in each over the course of the year.

- Major Gift Received

The library received a large bequest from the Van Wagoner family, in the amount of \$2,009,413. These funds are specifically earmarked for building the collections at Alexander Library. NBCG endorsed the recommendation that 20% of this money be made available for use by Special Collections. This gift is classified as a quasi-endowment so that portions of the principle may be utilized from time to time for qualified purchases.

3. Planning for Budget Cuts in 2004

The severe money problems at the state level will result in a lower budget for Rutgers in the coming fiscal year. Because the precise amounts are not yet known, we are currently working with a range of estimates for possible cuts in our collections budget that vary from 13% to as high as 27%. Reductions of such magnitude are unprecedented in our experience and would require drastic curtailments in all areas of collection development, including journal cancellations, elimination of various electronic resources, significant reductions in the number of monographs purchased, etc. All options covering such actions are currently under consideration. Selectors have been requested to prepare contingency lists of possible journal cancellations well in advance of the Sept. 15 publisher deadline for notification. As an aid to selectors in making these painful choices, Howard Dess provided summaries of usage statistics, citation data, and faculty publication data covering all Rutgers subscriptions.

C. NBCG Organizational Matters

Elections were held to select NBCG officers for the coming period. Results were as follows:

NBCG Chair: Howard Dess, elected to two year term, ending June 30, 2005

Subgroup Chair for Social Sciences: Mary Fetzer elected to two year term, ending June 30, 2005

Subgroup Chair for Science: Jackie Mardikian elected to two year term ending June 30, 2005.

Kevin Mulcahy continues to serve dual functions as Chair of the Arts & Humanities Subgroup of NBCG, and Chair of the Reference Subgroup. The two year term ends on June 30, 2004.

The following new selectors were welcomed into NBCG during the year:

Karen Hartman for Social Work

Mei Ling Lo for Computer Science and Math

Laura Mullen for Psychology

Matthew Sheehy for Music (temporary, pending hiring of a full-time replacement)

Karen Wenk for Geography

D. NBCG Focus Areas During the Past Year

- Annex

After a long hiatus while various repairs and shelving installations were carried out, the Annex once again was opened for receipt of new materials. Farideh Tehrani provided information and guidance covering weeding procedures and the transfer of materials from various library units to the Annex.

- New Brunswick Approval Plan Analysis

Kevin Mulcahy carried out an analysis of the performance of the NB approval plan, with results as follows covering FY 2002:

12,287 books received

11,626 books accepted

661 books rejected or 5.38%

List price of books purchased: \$575,737

RULS purchase price: \$472,175

Savings on purchased items: \$103,562 (equal to a discount of 17.99%)

It was concluded that the approval plan is serving us well, and generally living up to expectations. Some selectors noted the need to refine certain BNA subject profiles and arrangements were made for consultations with a BNA representative to help make the needed adjustments.

- Douglass Library Restructuring

Near the end of the Douglass project concerned with removal of books and journals in subject areas no longer relevant to that library's new mission, Kayo Denda reported that 12,450 volumes had been processed for transfer to Annex or other units and 19,522 volumes were withdrawn. This collection revision is the largest in recent memory and thanks are owed to the many librarians and staff support personnel who participated in the work and assured its timely completion. Henceforth, the Douglass library's collection will focus on Women's Studies and the Performing Arts.

- Creation of New Fund Code Covering Replacements

During the course of the year Bob Sewell created a new fund code, RPMX, that would be used by all selectors, at their discretion, for the purpose of purchasing copies of books that had gone missing. The funds originate from patron fines. Guidelines were formulated covering the selection of the missing volumes (e.g., same edition or newer one; or what about substituting a related book on the same subject?, etc). This change makes it much more attractive for selectors to order replacements since previously such orders had to be purchased out of regular fund codes assigned to them. Judy Gardner was invited to present a review and update of the latest revision in the missing books procedure followed by Access Services. A detailed description is provided at <http://www.libraries.rutgers.edu/rul/staff/staff.html> under the heading "Missing Book Guidelines".

- Creation of a Selector List

Hector Perez-Gilbe undertook the task of creating a long needed index that links selectors to specific areas of collection development by Library of Congress call number ranges. This listing provides useful information at a glance about who is responsible for collecting in various subject areas. As a byproduct, the list also reveals collecting gaps in certain subject categories which may need to be addressed. Access is via the following URL: <http://nbl/lcsl/lcsl.htm>

- Collection Development Policies

Mary Fetzer raised the issue of the need to update collection development policies. Much of what is presented on our web pages is out of date and even misleading in some cases, and we provide far less information online than many other RLG libraries. Maintenance of up-to-date collection development policies is particularly valuable in dealing with the academic departments and also provides continuity for new librarians entering our system. Because collection development crosses campus lines, the overall effort should be coordinated by CDC, however, individual selectors should feel free to proceed on their own, as determined by individual circumstance, and submit their summaries to their respective NBCG subgroup chairs for review and consultation about any policy questions that may arise.

- New Electronic Resources

The following electronic resources were obtained this year:

Patrologia Latina
Historical New York Times
American Periodical Series
Contemporary Authors
Evans Digital Edition
PsycArticles