

**New Brunswick Libraries  
Collection Services  
Annual Report  
2005-2006**

**Respectfully submitted  
by  
Gracemary Smulewitz  
July 27, 2006**

**Contributions by:  
Ian Bogus  
Paul Cabelli  
Salvatore Cardinale  
Yuhwei Ling  
Rebecca Martinez  
Melody Tomaszewicz**

**NEW BRUNSWICK LIBRARIES  
COLLECTION SERVICES  
ANNUAL REPORT  
2006**

Throughout 2006, New Brunswick Collection Services (NBCS) considered the proposed 2007 Rutgers Libraries structural changes while carrying out responsibilities. Staff evaluated system wide policies and practices for distributed technical services. Staff have presented issues related to these policies to the Technical Services Core Working Group (TSCWG) holdings and serial meetings. The results have produced redesigned workflows, new training documentation and new channels of communication where necessary.

The TSCWG discussions have exposed varied local practices. After review many of these practices have been considered necessary while others have been discontinued. As significant changes take place in collection management and development, policies, practices, responsibilities and training will continue to be evaluated and adjusted.

### **A sea of change**

#### **Serials management:**

The increase in electronic resources has significantly changed the way serials are managed. The changes have influenced all department responsibilities. The presence of electronic access must be taken into consideration on all actions related to order creation, funding, receiving, claiming, replacement, publisher and title changes as well as holdings management.

For example, if a publisher changes in the print world, receipt of the title is normally uninterrupted, however the bibliographic record is adjusted to reflect the change. The update is helpful but not essential for continued access to the title. If a publisher changes in the electronic world, the provider may change and access may suddenly discontinue. If RUL receives a print subscription with the electronic version of that title, early detection of the change is possible and adjustments can be made to prevent cessation of electronic access. Communication between those managing print subscriptions and those managing electronic resources is essential and needs to be timely. This is also true for those cataloging and those performing all aspects of serials management.

Staff must be continuously educated to this new environment, they must understand the potential for sudden changes and the workflows have to remain fluid to adjust to those changes. The need for critical thinking is essential to the success of that workflow. The New Brunswick Collection Services staff are taking these challenges very seriously. They have been quite flexible in their approach to these issues and have worked hard at normalizing an entity that previously had been a collection of anomalies.

#### **Preservation:**

In 2006 a significant increase in preservation activities prompted NBCS to evaluate the structure of the operation. The increased volume required closer coordination and management of preservation practices and workflows. Ian Bogus, the Team Leader for Bindery/Processing and Preservation became the Coordinator for Preservation activities for RUL. Collection Services staff assumed many of the responsibilities that Ian had previously performed for bindery and

processing. Ian moved the LSM preservation laboratory to Alexander Library so that work and the oversight of it would be concentrated in one area. LSM Collection Services staff adjusted a workflow so that no branch library would be affected by these changes.

### **East Asian Library**

Collection Services staff had been training staff and assistants in the East Asian Library on all technical services functions so that the EAL processes would follow the standards established for RUL. As EAL positions have been vacated and voucher money has diminished due to budget reductions, the staff at Collection Services has assumed more of the processing responsibilities. Order creation and management, invoice processing, bibliographic and holdings record management as well as all binding and processing activities are being performed in Collection Services. This year the staff anticipates performing all serial receiving functions for the East Asian collection.

### **Dana Library and The Institute of Jazz Studies technical services activities:**

This year much of the focus has been on understanding workflows in Dana Technical Services. Staff from both Dana Technical Services and New Brunswick Collection Services collectively identified those tasks that were routinely performed throughout unit technical service departments and those that were unique to the operations at Dana Library and the Institute of Jazz Studies. The staff worked to improve efficiencies and skills and to remove redundancies and to establish standards. The collaborative evaluation included developing an understanding of the needs, workflow, terminology and methods of communication for related activities and establishing practices that everyone could accept and implement. This exercise has cultivated a broader understanding of related responsibilities across technical services operations and a respect for the work required to carry out those responsibilities.

Initially NBCS team leaders met individually with staff at Dana who performed activities related to the team leaders responsibilities. Receiving Coordinators met with the receiving staff. The Bibliographic Record Management Team Leader met with those performing bibliographic record management and so on. The exchanges helped the participants get to know each other and helped them to cultivate a mutual language related to their responsibilities. This process was extremely important because staff from each department now know who to contact for various questions and policy issues. They have cultivated a working relationship.

Subsequently, a member of NBCS meets with Dana Technical Services staff once a week to assist with questions and to review issues that are relevant to the department.

### **Highlights of work performed in NBCS**

- Continue to incorporate the Dana Library and Institute of Jazz Studies technical services work into NBCS.
  - ☞ Bindery-  
Processed backlog of bindable material.  
Trained staff on bindery processing operations through Workflows.  
Incorporated routine binding reports that have been automatically generated through the receiving process, into the daily work.

☞ Receiving-

Trained Dana staff on standards for the receiving process and on the use of the bindery folder to capture information for bindery reports.

Trained staff on automated replacement process for missing issues.

☞ Holdings-

Established automated process for adding items through control records

Reviewed MARC holdings standards with staff and began process for performing serials inventory.

☞ Bibliographic Record Management –

Reviewed criteria for bibliographic record changes and established a communication process between Dana and NBCS.

Organized workspace and shelving to track material requiring bibliographic work.

☞ Subscription Management/Receiving/Replacement-

Transferred over 1,000 titles to LSM for total subscription management. The management includes receiving, claiming, invoice processing and record clean-up for serials control and MARC holdings.

There are approximately 400 direct receipt subscriptions that remain to be transferred.

Work with faculty and staff at Institute of Jazz Studies to understand nuances of collection and to manage subscriptions.

☞ Remaining projects at Dana-

Continue serials inventory with appropriate procedures.

Train staff to perform brief record creation for monograph inventory project.

Train staff to read and weed out problem titles from the current reading room to prevent unnecessary claiming and to perform appropriate holdings maintenance.

▪ East Asian Library –

☞ Trained students and staff at EAL for serial record and subscription management.

☞ All serial invoices are being processed by staff in NBCS.

Purchase orders are being created in NBCS for all subscriptions that are purchased.

☞ New Subscriptions are being handled by Order Coordinator in NBCS to include brief record, purchase order and control record.

☞ Anticipate incorporating EAL serial receiving into NBCS.

▪ Implement Accompanying Material Procedures

☞ Receiving Coordinators for NBCS established a workflow for receivers to begin the process for accompanying material. The Coordinators created documentation and trained staff on record management for this special material during the receiving process. All documentation was shared system wide.

- ☞ The Processing staff created documentation and trained NBCS staff on the remaining aspects of the process to complete the implementation. All documentation was shared system wide
  - ☞ Holdings and Bibliographic Record Management Team Leaders along with the Processing Coordinator, worked with TAS staff. The Processing Coordinator created documentation and performed training at TAS for implementation.
- Serials Acquisitions Management
- ☞ Electronic resources are complicated to evaluate, to order and to provide and maintain access. NBCS Staff who perform claiming, invoice processing, ordering and coordinate receiving are now members of the TSCWG Serials Acquisitions Management Team. Through their participation, they are learning about the issues involved in ordering and managing electronic resources. Their awareness will help to monitor the transitions from print to electronic and to anticipate problems related to the process.
  - ☞ NBCS staff who perform serial ordering and coordination for print and print with electronic subscriptions are now working with the Electronic Resource Coordinator in Acquisitions to facilitate the larger electronic ordering process. They conduct preliminary searches, contact vendors, create brief records and purchase orders, evaluate access rights and present information to the Electronic Resource Coordinator so that the order and access can be completed. The staff are also working closely with the Collection Development Team Leaders in anticipation of cancellations due to budget reductions for the coming fiscal year.
  - ☞ NBCS Receiving Focus Group has established system wide meetings. Information is shared and standards are being worked on by all.
  - ☞ The Serials Acquisitions Management Team participated in the evaluation of serials vendors in preparation for an RFP. Their input was extremely helpful. They also attended the presentations of the vendors for the RFP and their feedback helped in the decision process.
- Preservation, Bindery and End Processing
- ☞ The Preservation Team Leader has held information sessions for members of TAS to help them recognize material that is in need of preservation. He also collaborated with the Head and Assistant Head of Cataloging to develop a workflow and a communication process for TAS staff when encountering material in need of preservation.
  - ☞ The Bindery and Processing staff produced a detailed training manual for staff and student assistants who perform end processing.
  - ☞ Staff performing end-processing collaborated with staff from TAS in order to install and implement a new labeling program, which saves time while accurately producing LC call numbers.

- ☞ The Preservation Team Leader conducted extensive training with a staff member from Robeson Library so that a preservation laboratory could be established in that library.
  - ☞ The Preservation Team Leader worked with many selectors to evaluate large gift collections for preservation analysis including processes and costs.
  - ☞ The Preservation Team Leader has become the Coordinator for Preservation for RUL
- Bibliographic Record Management (BRM)–
    - ☞ As a member of the TSCWG – Holdings Team, the Team Leader for BRM helped to establish standards for many bibliographic record control processes such as title changes, ceased publications and record merges.
    - ☞ The Team Leader is now performing record management for Dana, Camden and New Brunswick Libraries so that all associated activities are simultaneously performed on all records. For example: if a title has ceased publication all holdings for all libraries reflect that change and all purchase orders are closed. This method is conducive to consistent record management throughout RUL.
  - Holdings Record Management (HRM)–
    - ☞ The LSM Weeding Project is 84% complete. Approximately 5,851 out of the 36,000 total titles remain to be pulled and processed.
    - ☞ All branches have completed Phase 1 of the serials inventory project which is to inventory all paid subscriptions and adjust itemized holdings and create MARC holdings for each title. To complete the titles in LSM and Alex, a new workflow was designed so that all NBCS staff work could participate in a systematic way. The HRM Team conducted a review of the serials inventory process for the NBCS staff so that all standards and practices were understood. The branch libraries will begin working on Phase II, the ceased and cancelled titles serial inventory in 2007.
    - ☞ Other holdings record management projects are ongoing:
      - Government Publications State collection being transferred from a state accession number classification to an LC classification.
      - Kilmer withdrawal and relocate project.

**Staffing changes:**

Neera Sondhi - promoted to an Associate II at LSM  
 Bob Hosh – transferred from LSM to Alexander

**Departures:**

Sandra Bodner – retired  
 Ingrid Diaz Silva-resigned  
 Constance Swanzer - resigned

**New Staff:**

Colin Liebtag – UMDNJ Library Tech IV

William Bejarano – UMDNJ Library Tech II

**Graduate Student Assistant**

Karen hired to assist with Dana receiving.

**New Brunswick Collection Services Bindery/Processing/Preservation Team  
Annual Report  
2005-2006**

**Members:**

Ian Bogus – Team Leader, and the Humanities and Social Sciences Coordinator  
Yasu Denda – Assistant for the Humanities and Social Sciences  
Jamie Maguire – Sciences Coordinator, NB Processing Coordinator  
William Bejarano – Assistant for the Sciences  
Natascha Owens – Assistant for Processing

**Personnel changes:**

- Ian Bogus - Transferred
- Ingrid Diaz-Sliva – Resigned
- William Bejarano – Hired

**Introduction:**

The Bindery/Processing/Preservation [B/P/P] Team prepares and maintains the physical collections held in the New Brunswick Libraries. The Bindery section organizes all serials and monographs for commercial binding. The End-Processing manages all the labeling, tattle taping and stamping of journals and some monographs. The Preservation section attempts to physically maintain the NBL collections for current and future users.

The B/P/P Team has been preparing some major changes in FY 2006-07. The Preservation section has been organizing a move from Collection Services to the newly created Preservation Department under the Collection Development guise. With this change Ian Bogus has also been transferred as with the Voucher Students performing that work.

**Accomplishments:**

- A new workflow was implemented for damaged materials. All items sent to Preservation are evaluated for the condition and cost of treatment. Items that would be less expensive to rebind than to repair are sent to the bindery rather than have it fixed in-house. This process has given the added benefit of helping to minimize the amount of materials sent for repair.
- End-Processing staff completed a detailed training manual for students and staff conducting End-Processing functions, as well as established System-Wide standards which were reviewed and approved by TSCWG
  - Barcoding Placement Standards
  - Tattletape Placement Standards
  - Label Placement Standards
  - Call number Format Standards
- End-Processing collaborated with staff from TAS in order to install and implement a New Labeling program, which saves time while accurately producing LC call numbers.
- End-Processing staff worked with Gift Cataloging to streamline procedures for Bookplates. New blue bookplate slips are now used to flag material at TAS and sent separately to Alexander hub for processing. With help from Communications staff End-

Processing also now has the capabilities to customize and create their own standard Bookplates.

### **Training Sessions/Presentations (attended):**

- Ian Bogus
  - Preservation Management Institute (completed)
  - Leading Effective Teleconference Meetings
  
- William Bejarano
  - ClockTrak/TimeTrak
  - Extended Info Training performed by Receiving Team Leaders
  
- Jamie Maguire
  - Basic Access
  - Intermediate Excel
  - Pivots & Charts
  - Extended Info Training performed by Receiving Team Leaders
  - Rutgers Delivery Services (RDS)
  - “Building Terrific Teams: Group Dynamics”
  
- Natascha Owens
  - Basic Access
  - ClockTrak/TimeTrak
  - Student Supervising
  - Rutgers Delivery Services (RDS)
  - Extended Info Training performed by Receiving Team Leaders

### **Training Sessions/Presentations (performed)**

- Book Repair (IB for Eric Fizur – Robeson Library)
- Identifying and Dealing with Preservation Related Problem Materials (IB with Tim Corlis for Cataloging, Acquisitions & DBM)
- Processing Accompanying Material ( JM & SC for Cataloging, Acquisitions & DBM)
- Call numbers and Processing slips (NO & WB for all of DTS)
- Bindery Processing Operation for Newark Dana Staff (IB & JM)
- Serials Inventory Procedure for Newark Dana Staff (JM)

### **Projects:**

1. **Bookplates:** David Salem donated a full 73 volume set of the Schottenstein Edition of the Babylonian Talmud. Collection Services End-Processing staff worked with

Mr. Salem to design a custom bookplate, then applied the bookplates to the set in acknowledgment of his generous donation.

Ted Task also donated an extensive collection of Wine books to the Rutgers University Libraries. End-Processing worked with Ted Task as well as Rutgers' Imaging Services to design and produce custom bookplates. Collections services End-Processing staff then applied 400 "Wine guy" bookplates to the collection in acknowledgement of his generous gift.

2. **Ceramics Project:** Runs of serial titles were donated to LSM when the Ceramics Library shut down. All were searched for existing Bibliographic records in Iris and reviewed for duplication. Most were already bound and had an existing record in Iris, which we could add to. However there were thirty volumes that needed to be bound first then added to the collection and two that needed to be bound and then newly cataloged.
3. **DOCNJ Project:** A major shift in the Government Documents section involved merging the State NJ into DOCNJ. There are three phases of this project. The first two phases were completed last fiscal year and the entire project was finished in FY 2005-06.
  - Phase 1: Binding of all unbound materials that were in State NJ. This phase has been completed FY 2004-05 with 760 units bound.
  - Phase 2: Boxing of all brittle materials that were in State NJ. This phase has been completed FY 2004-05 with 433 boxes ordered.
  - Phase 3: Pamphlet binding of all appropriate materials that were in State NJ. Completed FY 2005-06 with 150 units bound, 54 items boxed, and 430 items placed in pamphlet binders.
4. **EAL Binding Project:** 941 backlogged serial units were bound; an additional 60 units were too brittle for binding and were boxed instead.
5. **EAL Photographs:** A collection of photographs stored in the EAL archives room were evaluated and placed in appropriate housings. 1,484 photographs were placed in polyester sleeves, about 950 of which had a special board included in the sleeve to forestall their degradation.
6. **Mold Searching Project:** Access Services started noticing a significant quantity of moldy books in Alexander Library floor 2A. After an examination it was discovered that the majority of problems items were part of the McDonnell donation. A massive search was performed to find and evaluate as many McDonnell books as possible. In the process other moldy items not part of the McDonnell Collection were also found and separated from the general collections. ASD has completed their search and the project is expected to be finished over then next few months. A total of 3,030 books were found with mold and 244 have been treated to date.
7. **Newark Dana:** With the integration of Dana Library into NBCS, Bindery, as well as an assortment of other team members, traveled to Newark to Process a backlog of bindable material. Dana staff was trained on bindery processing operations though Workflows and routine binding reports were incorporated through the receiving process.

8. **Rebinding Project:** Some funds were found to rebind various damaged serials and monographs. The items chosen for rebinding would have been more expensive to repair than to rebind. A workflow is now in place so that cost effective treatments will be determined for damaged books. Some will be rebound and other repaired depending on what is appropriate for the particular item and the cost associated for that treatment. A total of 723 items were rebound in the following collections:

- Alexander Library – 524
- Art Library – 18
- Chang Library – 3
- Chemistry Library – 1
- Douglass Library – 33
- East Asian Library – 4
- Kilmer Area Library – 21
- Library of Science and Medicine - 76
- Mathematics Library – 12
- Music Library – 26
- Physics Library - 4

9. **SMLR Project:** SMLR Library had a good deal of materials that needed preservation treatment. There are three phases of this project.

- Phase 1: Binding of all unbound serials in the collection. This phase was completed FY 2004-05.
- Phase 2: Binding of all unbound proceedings in the collection. Phase 2 was started at the beginning of the fiscal year, but was temporarily suspended because of staffing shortages. 397 proceedings have so far been processed, 166 of which were done this fiscal year.
- Phase 3: The third phase is yet to be started and comprises boxing of all brittle materials, loose newsletters, and loose newspaper in the collection.

**Statistics:**

**Regular Binding/Rebinding/Boxing Stats:**

	ALEX	ART	DGLSS	EAL	KAL	Music	Scores	SMLR	TOTALS
<b>BINDING</b>	3455	126	99	308	37	172	549	45	4791
<b>REBINDS</b>	358	16	29	4	21	11	0	0	439
<b>BOXES</b>	182								182
<b>Humanities totals</b>	3995	142	128	312	58	183	549	45	5412
	LSM	Chang	CHEM	Math	Physics				TOTALS
<b>BINDING</b>	2387	410	168	461	561				3987
<b>REBINDS</b>	114	16	12	19	16				177
<b>BOXES</b>	29								
<b>Science totals</b>	2501	426	180	480	577	0	0	0	4164

## Repair Stats:

	ALEX	ART	DGLSS	EAL	KAL	Music	SMLR	Total
Level I	136	5	3	1	1	11	0	157
Level II	603	16	55	9	29	26	2	740
Level III	0	0	0	0	0	0	0	0
<b>Total</b>	<b>739</b>	<b>21</b>	<b>58</b>	<b>10</b>	<b>30</b>	<b>37</b>	<b>2</b>	<b>897</b>
	LSM	Chang	CHEM	Math	Physics			Total
Level I	57	0	2	0	1			60
Level II	109	13	6	8	9			145
Level III	0	0	0	0	0			0
<b>Total</b>	<b>166</b>	<b>13</b>	<b>8</b>	<b>8</b>	<b>10</b>			<b>205</b>
<b>GRAND TOTAL</b>								<b>1307</b>

## Processing Stats:

	ALEX	ART	DGLSS	EAL	KAL	Music	Scores	SMLR
Labels	6505	91	345		644	187	1182	45
Special Formats	242	3	0		18	8		2
Bookplates	652							
Projects								
<b>Total</b>	<b>7399</b>	<b>94</b>	<b>345</b>	<b>0</b>	<b>662</b>	<b>195</b>	<b>1182</b>	<b>47</b>
	LSM	Chang	Chem	Math	Phys	Dana		
Labels	1762	330	161	253	25	378		
Special Formats	424	16	17	40	2	26		
Bookplates								
Projects								
<b>Total</b>	<b>2186</b>	<b>346</b>	<b>178</b>	<b>293</b>	<b>27</b>	<b>404</b>		

Grand Totals	Humanities	Sciences	All
Labels	8999	2909	11908
Special Formats	273	525	798
Bookplates	652	0	652
Projects	0	0	0
<b>All</b>	<b>9924</b>	<b>3434</b>	<b>13358</b>

## Projects:

	DOCNJ	Ceramics	EAL Binding	EAL Photo's	Mold	Rebinding	SMLR	Total
Binding	150	32	941			723	166	2012
Housings	54		60	1484				1598
Pamphlet Binding	430							430
Mold Remediation					244			244
<b>Total</b>	<b>634</b>	<b>32</b>	<b>1001</b>	<b>1484</b>	<b>244</b>	<b>723</b>	<b>166</b>	<b>4284</b>

**New Brunswick Collection Services  
Bibliographic Records Management  
Annual Report 2005-2006**

This year has been quite challenging, with a number of staff members leaving and having to be replaced. As such, the Bib/Cat staff members were involved in extensive training at various times this past year. The Bib/Cat Team continued to reassess its organization, workflows, and procedures. We are continuing to write new documentation and to edit existing procedures. We have also added more documentation to the Bibliographic Records Management Team web page, such as Brief Record Creation and Major/Minor Changes, to assist in our daily workflow. We are also involved in special projects, such as the SMLR conference proceedings and the Alex DOCCREF Foreign/State cataloging projects, and in assisting and monitoring the DANA RECON cataloging project. The Bib/Cat Team has been involved in establishing RUL-wide workflow procedures, and continues to evaluate and enhance them as needed.

**Staff Membership:**

- Paul Cabelli
- Bob Hosh
- Neera Sondhi
- Clotilde Twagiramariya (part-time post-cat assistance - Alex)
- Robin Pastorio-Newman (part-time RUL-wide ceased title assistance - RUL)
- Student help - LSM and Alex (part-time: MARCIVE load processing, post-cat, pre-cat, freq/pub changes)

**Personnel Changes:**

- Connie Swanzer left her position as Alex MARCIVE Records Coordinator on Aug. 26, 2005.
- Bob Hosh assumed the position of NBL MARCIVE Records Coordinator on Nov. 3, 2005.
- Neera Sondhi assumed the position of LSM Bib/Cat Coordinator on Jan 30, 2006.
- Albena Tzankova left her part-time voucher position at LSM on May 25, 2006.
- Jessica Rhodes began her part-time voucher position at Alex on May 16, 2006.

**Training and Professional Enhancement Sessions Attended:**

- Neera, Bob, Paul: Managing Group Dynamics, sponsored by UHR (3/9/06)

**Statistics that Apply to Routine Work:**

- # of serial titles sent to cataloging (new to IRIS): 366  
[includes: 100 periodicals & other serials added (new subscriptions);  
24 SMLR annual conference proceedings;  
73 Alex DOCCREF Foreign titles;  
169 other RECON, gift backruns]
- # of title changes processed: 131
- # of bibliographic corrections (freq/pub changes, ceased, etc): 790
- # of full Marcive monographic records processed: 889
- # of full Marcive serial records processed: 466 (513 volumes)
- # of SERMARPEN brief records created: 4

**Other Stats:**

- Alex DOCCREF Foreign monographs sent to cataloging: 152

- DANA RECON brief monographic records created: 87
- DANA RECON monographs added to existing IRIS records: 86

**Team Accomplishments and Highlights:**

- continued to refine some of the bib/cat team working documentation, including the serial cataloging worksheet, bib/cat procedures affecting bindery operations, etc.
- created the US Depository Transmittal Processing Procedures.
- assisted in revising the Serials Inventory Project training documentation.
- involved in designing new procedures and workflows regarding item standardization and accompanying materials.
- created TSCWG-Holdings Group documentation entitled New Titles in RUL, Title Changes in RUL, Multiple Format & Duplicate Serial Record Merges in RUL, Ceased Titles & Format Changes in RUL
- revised the MARC Holding and Local Shelving Notes for CAT/SEP & CAT/SET/A Titles document
- assisted in revising the US Depository Processing Procedures, MARCIVE Serial Set Documentation, and the MARCIVE Load Processing Procedures
- revised the Alex DOCREF Foreign/State cataloging project procedures
- established the LSM Excel Bib/Cat cataloging tracking file
- assisted in creating the Serial > Monographic Series cataloging workflow procedures for the TSCWG-Holdings Group
- assisted in creating standardized Title Change notes documentation for the TSCWG-Holdings Group
- assisted in presenting the accompanying material guidelines to the Cataloging Discussion Group
- helped organize and coordinate the Dana>LSM Bib/Cat workflow, and created pertinent documentation, including frequency/publisher changes, new title and title changes, and record merges
- assisted in training the DANA serials staff in IRIS searching techniques and in receiving fundamentals from the bib/cat perspective
- assisted in RECON training at Dana

**New Brunswick Libraries Collection Services  
Serials Acquisitions Management Team  
Annual Report  
2005-2006**

Submitted by:

Sal Cardinale  
Yuhwei Ling  
Rebecca Martinez

**Distributed Technical Services and the RUL Serials Team**

The use of the RUL Serials Team listserv and its subsequent activity have grown substantially this year. The group has simultaneously evolved to meet the needs of our selectors and to develop efficient workflows. Because many members of the DTS Serial Team are members of the TSCWG Serials Team, we have implemented new workflows internally to help track our queries and their final results. All Serials Team requests are added to a spreadsheet. On a weekly basis, the work is forwarded to the appropriate Team to be handled.

To date, the process is working smoothly, and the group is working collaboratively to resolve issues, place orders, establish electronic access, or help with questions related to the library's holdings. The Orders Coordinator for RUL is working closely with the Electronic Resources Coordinator on all aspects of ordering electronic journals.

The DTS Claims/Invoices staff as well as the Receiving staff are keeping abreast of the many changes within the serials industry. For example, Taylor and Francis changed their publication patterns for a number of titles so that each issue would be published "electronically" with a regular cumulative print volume. The Receiving Staff at each location were informed of this new development, and the staff proactively updated the serials control records so that they reflected the changes. Additionally, the updates were sent to the Electronic Resources Coordinator so that electronic access could be added to IRIS.

The Serials Team is working closely to establish online access as efficiently and as quickly as possible. The Team meets regularly for training and collaboration. Electronic resources are having an affect on all aspects of work within the Serials Team, however, routine serials work has continued.

Our vendors were prepaid for fiscal year 2006. The libraries saved a total of \$22,769.23 by taking advantage of the prepayment.

**Statistics for RUL Serials Team (totals for all of 2006):**

Queries for 2006: 277 – Total value: \$43,363.26

Of those the breakdown is:

62 New Orders – Value: \$14,363.45

56 Vendor Transfers – Value: \$19,517.29

6 Format changes – Value: \$6,170.00  
39 Reinstatements – Value: \$7,813.51  
13 Back issue orders – Value: \$1,179.78

31 titles had Electronic Access established – Value: \$18,071.95  
\* (of those, 18 were ordered as online only – the remaining were print + online)

#### Firm order statistics

- 120 Alex & Humanities Branches
- 50 LSM & Science Branches

### **Receiving**

The Receiving staff have added various projects and clean up to their daily work, including standardization and updating of the Extended Info in the serials control record, Accompanying Material procedures, and identifying subscriptions that have electronic access, and the inventory project.

The Receiving Coordinators at Alex and LSM are working collaboratively to inform and develop workflows based on information received at the TSCWG Holdings meetings. They began co-chairing the RUL Receiving Focus Group earlier this year. Both are also making regular visits to Dana library to assist in training and implementing workflows locally.

The LSM Receivers continue to check-in material for Dana library. To date, of the 1,103 titles transferred to LSM, only 152 have not yet been received at LSM. Currently the remaining 10% is being investigated by the LSM Receiving Coordinator.

### **Statistics for Receiving**

#### ***Alexander and Humanities Libraries:***

Receiving statistics (July 2005 – June 2006)

- Periodicals: 31,729
- Volumes Classified: 3,263
- Microforms: 11,964
- CDs/DVDs: 132

#### ***LSM and Science Libraries:***

Receiving statistics (July 2005 – June 2006)

- Periodicals: 23, 697
- Volumes Classified: 4,921
- Microforms: 80
- CDs/DVDs: 362

### **Projects:**

As part of the TSCWG-SAM group, the DTS Serials Team began preparing for a serials RFP in December. The group worked together to establish measurable benchmarks for customer service, invoices, and claims. Then the group collected information, and the results were scored so that a numerical value could be given to each vendor's service. This information was included in the Serial Vendor RFP Task Force's evaluation of the serials vendors.

The Alexander Receiving Coordinator is in the early stages of an organization project at SMLR.

**Personnel Updates:**

Sal Cardinale - Co-chairing RUL Receiving Focus Group

Yuhwei Ling – Co-chairing RUL Receiving Focus Group

Rebecca Martinez – Attended NASIG (North American Serials Interest Group) conference

**Future:**

- Continue projects at SMLR, Jazz and EAL libraries
- Move direct subscriptions from Dana to LSM
- Continuous analysis and implementation of workflows across RUL as it relates to serials.

**New Brunswick Libraries Collection Services  
Holdings Record Management Team  
Annual Report  
2005-2006**

- LSM Weed is 84% done. The original goal for this project was roughly 36,000 books, which is 20% of the LSM circulating collection. This project was initiated in order to make more room in the stacks, as stack space was limited. Lack of staff in Collection Services and Collection Management caused a slow down in late spring. 30,149 books have been pulled for processing from the LSM shelves. 33,718 books overall have been processed. This number includes over three thousand books which were withdrawn or transferred from other RUL libraries in accordance with the selectors decisions..
- Serials inventory of current titles (Phase 1) is complete at the branch libraries. We will review/train the branch personnel during the summer to start on Phase 2. Phase 2 is the inventorying and entering of item lines and MARC holdings for titles that we are not currently being received at the libraries (cancelled or ceased titles).
- LSM Serials Inventory Phase 1 is 15% complete. The original goal of the project is to inventory and enter item lines and MARC holdings for the currently received serials at the library. LSM's goal is 1282 titles. 198 titles have been completed.
- Alexander Serials Inventory Phase 1 is 13% done. Alexander's goal is 2149 titles. 287 titles have been completed.
- Dana has completed 37 titles of approximately 1300.
- DOCNJ project completed. The project relates to New Jersey government documents that had been shelved according to an accession number. They have all have been sent for cataloging so that they can be given LC cataloging and numbers.
- The State Doc project completed for monographs—serials only remain to be sent for cataloging. The State Doc project items are a group of documents from the various states that had also been grouped by accession number. In order to improve patron access to these documents, they are being cataloged with LC numbers and sent to DOC or to DOC REF, according to selector decisions.
- Jamie Maguire has become the Marc Holdings Implementation Coordinator for RUL
- Neera Sondhi has become the Bib Cat Coordinator for LSM, the science branches and Dana Library, although she continues to oversee the LSM weeding project until her vacated position can be filled.
- Several Distributed Technical services procedures were worked on, and in the process of being refined and approved by TSCWG---Adds, Withdrawals, Brief records creation.
- Kilmer Business project was prompted by the selector's decision to remove the Business counters at Kilmer, and withdraw or move the material. Our department is working with a well documented Excel spreadsheet prepared by the selectors.. There were 144 titles on the list. So far 25 titles have been removed for material no longer on the shelf, and 1 location has been corrected.. The rest of the project will be done next year, including

physical withdrawal of some titles and volumes, and the necessary transfer of order records.

### **GOALS for 2006/2007**

- Finish LSM Weeding project (phase 1). There will be more weeding happening in the future on an ongoing basis.
- Train and provide assistance to branch personnel to complete phase 2 (non current titles) of the Serials inventory project
- Continue working on phase 1 of Serials inventory project for Alexander and LSM
- Continue to provide support for Dana Serials inventory
- Send remainder of DOCREF to end processing for relabeling and State Doc serials to cataloging to finish up these projects.
- Train staff for completing LSM Weed and hopefully fill Neera's line.
- Continue to work on HRMT procedures in order to have them refined, approved and disseminated RUL wide. These include Transfers, Record merges, Bound-withs, and other problem solving processes.
- Finish Kilmer project