Collection Management Functional Group Annual Report 2011-2012

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

Personnel
• Irina Radeva joined the group this year. She is a library assistant 2 from Alexander Library.

Collection development and management

Alcohol Library
• 1,679 items shelved.

Alexander Library
• 192,732 items were shelved in 1,775 hours.
• 8,582 new books were processed.
• 700 sections (7 shelves per section) total were shifted in 300 hours.
• 448 sections in government documents were shifted 263 hours. This was done to abate fire code violations.
• EAL reorganization project has been completed.
• Refined general searching procedures for easier collection of statistics.
• Separated Gov. Docs In-Transit and Missing lists for easier searching.
• Helped refine in-transit procedures to eliminate long term in-transit items.

Annex Library
• 18,603 items shelved in 128 hours.
• 18,904 items were transferred.

Art Library
• 9,881 items were shelved in 151 hours.
• 1,179 items processed.

Chang Library
• 5,623 items shelved in 87 hours.
• Shelving increased 10% from last. It was the only unit to show growth in shelving numbers.
• 386 sections were shelf read in 36 hours finding 459 mis-shelved items.
• 305 items were processed.
Chemistry Library
- 1,096 items shelved in 24 hours.
- Mold outbreak impacted the bound periodical collection. Items were reviewed by librarians and are being packed and sent to the preservation office for treatment.

Douglass Library
- 18159 items shelved in 292 hours.
- Douglass duplicate project was completed. The project involved checking the condition of materials both at the Douglass library and at the other Rutgers libraries. The copies from Douglass were discarded, kept or transferred to other libraries. The resulting space allowed the music and STACKS collections to be relocated.
- As part of a weeding of the Douglass Stacks Collection, all Douglass Stacks GV items were transferred online and physically relocated to the Music Library Stacks Collection. 2,639 items had their barcodes scanned, were transferred online by IIS staff, and were relabeled by Access Services Staff (with labels provided by DTS staff).
- As part of the switching of the Douglass Library Stacks Collection and the Music Library, the first aisle of the three aisles of shelving in the West Room had the space between each range widened. Two ranges were removed from the original 13 ranges and the remaining 11 ranges were situated so that at least 36 inches was available in each walkway. This allowed for the placement of large scores and the corresponding shelving to house them in this aisle. This was completed in August/2011.
- In August/2011, the Music Library was switched from its original location on Level 1 to the West Room in Level 2. The Douglass Stacks Collection (A-PN) that had been located in the West Room was switched to Level 1. Approximately 100,000 items were shifted at this time by an outside company under the supervision of Access Services staff. The project was completed in two weeks and allowed for the Music collections to be adjacent to the Media Center, Fordham Lab, and Performing Arts Seminar Room.
- As part of the Music Library shift quoted above, several shelving moves were completed: a double-faced range (10 sections) was added to the end of aisle 2 in Level 1 (Douglass Stacks Collection), two low wooden shelving units were purchased for the Music Library Folio Collection and were placed at the entrance to the library, and 8 single-sided sections were installed on two walls by the entrance of the Music Library for the Current Periodical Collection.
- The Douglass Library microfilm/fiche and Music Library microfilm/fiche collections were moved to hallway outside the staff door to the Media Center. The corresponding equipment for these collections were also moved. In all, 11 cabinets and two microfilm/fiche printers were moved to a central location in the building.
- The Douglass Slide Collection was weeded in November/2011. The majority of the collection (30 items) had their barcodes scanned, were transferred online to the Libraries Annex and were shipped by Access Services staff. The remaining 29 items were transferred to the Media Center by IIS staff and were relabeled by Access Services staff.
• Corrected errors during and after the shift by completing mini-shifts of various call number ranges.

• Shifted the Music Folio collection onto new shelving with range guides and individual section labels for staff use.

• Searched and inventoried exhaustive duplicate list for the Douglass Bound Periodical collection.

• Withdrew large number of bound periodicals for transfer to Annex.

• Quarterly Missing Book Reports were generated on October 31, 2011 (after 7-1-11 but before 10-15-11), on September 22, 2011 (after 7-1-10 but before 7-15-11), and August 5, 2011 (before 7-1-2010). All items were searched at owning site, Alexander recon items were searched for at the Annex, and items not found were removed from the catalog.

Kilmer Library
• 1,077 were shelved in 150 hours.
• 299 items were processed.
• 189 sections were shifted in 52 hours.
• 2,685 sections were shelf read, finding 2,258 mis-shelved items in 365 hours.

• Large series were withdrawn from Reference and some other titles were transferred to the stacks in preparation for the new OIT lab extension. The stacks were shifted back from the A’s to make room for the reference collection.

• The RecRead collection was shifted from its new location on the front of Reference, to a temporary location on bookcases behind the reference desk. The staff cleared off both sides of the shelves, pulled back the collection from the reference desk and shifted the RecRead collection to cover the 18 shelves of the bookcases. This will give the collection room to grow.

• Director’s station seems to support that this collection has had a good circulation history.

• All current periodicals have been moved onto shelving in the back office.

• The business transfers project is on hold for the time being. The area that was condensed to make room for these transfers has required one larger shift (18 sections) to accommodate new materials and returns from the semester.

Library of Science
• 24,584 items shelved in 414 hours.
• 1,357 books were processed.
• 180 sections were shifted in 40 hours
• LSM Reference Room Project – In an effort to open space up to the public, measures have been taken to eliminate shelving, increase seating and offer patrons areas to eat and lounge.
  • LSM librarians and DTS staff continue to weed the reference collections. Items are being withdrawn or transferred to Annex.
The reference collection has been measured. A shift is in the planning stages. The shift will involve moving all items to the front of the collections and shifting it back to make adequate room for growth.

- 4 Aisles have been eliminated and tables and seating has been added. More to be added once the collection is reevaluated.

- Shift of bound periodical section to elevate space issues from A to Journal of S titles continues.
- 8x11 floor maps were added to each floor by the elevators.

Math Library
- 2,725 items shelved in 54 hours.
- Periodical shift moving 230 sections in 75 hours.
- 210 sections were shelf read, finding 333 errors in 29 hours.

Physics
- 1,436 items shelved in 27 hours.
- A series of bound periodicals series were found to mold on them. The titles were reviewed by selectors and withdrawn or sent to preservation office for treatment.
- 1,311 sections were shelf read, finding 641 errors in 174 hours.

SMLR
- 1,250 items shelved in 31 hours.
- 363 sections were shelf read, finding 60 errors in 30 hours.

Statistical Notes
- Across all RUL units, 301,252 items were shelved in 3,133 hours.
- There was 11% decrease in shelving from last year. Shelving numbers remained mostly consistent with the previous year’s totals.

Services and service enhancements for users

Library map redesign
- One of the focuses of the group this year has been to redesign and standardized the floor maps for RUL’s units. In addition, the group also agreed to develop floor maps for the library’s website. In conversation with Joseph Deodato, the Digital User Services Librarian, the group was presented with a range of templates for web site floor maps and we agreed to try and proceed with a static and vector combination map.

A static and vector combination map consists of vector coordinate database that would feed map data to dynamically update highlighted overlays on a static image. The maintenance of the system would be accomplished using the same database management as a solely vector based map. The number of static images is also greatly reduced while allowing the user to identify which specific range the book that they are searching for is shelved on.

The first step the group has taken is to develop a map template for all libraries to use. Once a design has been chose, each collection management staff member can layout their libraries floors and then move to the website design phase.
Sign stands featuring floor maps were placed next to each elevator door at LSM. When a user enters the floor through the elevator they can see that floor’s directory as they enter.
Snack and drink vending machines were placed in LSM reference room in order to turn that space to an open area lounge.

**Technical Services/Technical Infrastructure**

**RUL Holdings Management team**

- Eddie Suarez and Jamie Maguire were chosen to coordinate the RUL Holdings Management Team. The RUL Holdings Management Team (HMT) is responsible for centralized Holdings projects involving: Weeding, Serial Consolidations, Large Batch Withdrawals, Transfers and Relocations.

- Group members include:
  - Jamie Maguire - DTS Projects Coordinator
  - Eddie Suarez - Collection Management Coordinator
  - Melody Tomaszewicz - DTS Holdings Management Team Leader
  - Teri McNally - Technical Services, Robeson Library
  - Iliana Bernal - Technical Services, Dana Library
  - Ellen Calhoun - Government Documents Librarian, LSM
  - Gracemary Smulewitz - Head of Distributed Technical Services
  - Chris Sterback - IIS, TAS

- In order to coordinate these types of projects, which may affect multiple Rutgers libraries and/or influence other academic libraries, a listserv has been established. If you need information about a current RUL Holdings project or have general Holdings questions please send your inquiry to: **rul_hmt@email.rutgers.edu**

- The first project the group will coordinate will be to begin the process of coordinating the consolidation of all RUL bound periodicals. The first step of this project will be to verify the holdings of RUL’s bound periodical collections. Each library unit will receive a list of titles to verify and to find any uncataloged title runs. A test run of “A” journals will be sent to see how long a time frame will be needed to complete this project. The goal of the project is to centralize a title run at one library location throughout the system.

- The RUL Holdings Management Team has also created a web form for staff members to fill out if they wish to request holdings, weeding or shifting project to be done in conjunction with DTS or collection management. For more information please see: [http://www.libraries.rutgers.edu/rul/staff/groups/holdings_mgt/holdings_mgt.shtml](http://www.libraries.rutgers.edu/rul/staff/groups/holdings_mgt/holdings_mgt.shtml)

**Support for Instruction**

- The group is in the early stages of developing a training video in regards to general collection management tasks for incoming student workers.

**Outreach and statewide collaboration**

Not applicable

**Communications/exhibits/programs**

Not applicable
Facilities
- Working with site supervisors in order to relocate materials to make room for study rooms and open space areas. Please see projects detailed above for specifics.

External support
Not applicable

Budget
Not Applicable

Librarian and staff publications/presentations/awards
Not Applicable