Collection Management Functional Group year-end Report 2012/2013

Current Roster
Alex Arencibia
Devin Gingery
Robert Krack
Soo Jung Lee
Bill Lynch
Theresa Macklin
Andy Martinez
Jamie Maguire
Fred Onorato
Shirley Peck
Irina Radeva
Edward Suarez (group coordinator)

Collection development and management

Statistics
Shelving statistics were once again down from the previous year. The 4% drop off was smaller than the over 10% declines of the past three years. Missing books searches were down 14%.

Lower in-processing numbers and the coordinated efforts to shelf read and shift have maintained order in the collections. This helps other departments locate materials in the collection quickly to process requests. In-depth statistics for the past 10 years can be provided by the collection management group upon request.

Douglass Bound Periodical Consolidation Project
In an attempt to free space for the collection shifts happening at Douglass Library, an effort to consolidate the library’s bound periodical collection was made. Consolidation means that bound periodicals that have duplicate runs in other RUL libraries were analyzed and a central location for that title run was selected by the subject’s librarian. Any duplicate run can be withdrawn or transferred to Annex.

A majority of the periodical consolidation project is completed. This involved pulling bound periodicals as well as microfilm volumes and shipping them to DTS. The project will continue into fiscal year as Douglass continues to pull and ship, and begin to measure and make space for incoming items that are to be incorporated into the Douglass collections.

The Collection Management group has been working with DTS in order to prepare units for any added titles or fill in volumes to be added to its collection. The issues that have been discussed concern spacing issues that might require large scale shifting for a small amount of added volumes. A preliminary examination of the transferred titles list shows a small amount of titles will be moved to units with space issues; so the group is taking a conservative approach into incorporating titles. If a spacing issue arises at a unit, the cm group will look into it.

Alexander Library projects
• The 2B Floor of Alexander was shifted to dole out space throughout the collection. The PN cinema studies collections were moved to Douglass this March. This allowed some space on 2B for growth, but the collection must be furthered monitored in case space issues begin to arise again.

• A change in searching missing books at Alexander by Rob Krack has seen a statistical payoff in RDS request fill rate. Alexander tweaked its shelving procedures in putting an emphasis on shelving all mis-shelved items even during projects like shifting and shelving. This time last year 1/3 of all the requests made through RDS went unfilled because the materials could not be found. One year later most of the RDS requests are now filled and during the summer, Alexander had 7 RDS pull lists where 100% of the material was found.

• The Special Collections Room replaced its aisles with compact shelving over the winter break. The leftover shelf ends were sent out among the different units. The crates the compact shelving came in were proposed to be reused as containers for the library’s surplus shelving. The crates were a more durable option to the cardboard boxes currently being used. The project was could not be completed due to issues in converting the crates.

• The third floor of the STACKS collection at Alex continues to have issues with water leaks. The water leaks occur in the Z section on the third floor which has been attributed to the air conditioning unit being turned on. Due to the amount of affected materials, the books were stored in the staff lounge in the basement to dry. A couple hundred books were sent out for freeze drying.

• A levee was constructed in the mechanical room above the third floor to help prevent the water from reaching the seam in the concrete where the water drips down onto the collection. There are also plans to install water alarms in the mechanical room to alert staff before water reaches the third floor so that staff can take preventative measures to protect the collection.

• Alexander Government Documents collections continued to be shifted in order to abate fire code violations.

Library of Science and Medicine projects

• 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 continues to weed the reference collection. Items are being withdrawn or transferred to Annex.

Eight aisles have been already been eliminated and turned into an open area with tables and vending machines. Once the weeding in this area has been finalized, the first half of the collection will be measured and the remaining items will be shifted. Once the weeding has concluded, another shift will take place to more evenly parse out space in the reference collection.

• Shift of bound periodical section to elevate space issues from A to Journal of S titles continues.

• Librarians also allowed Eddie Suarez to use an IPad for collection management projects. It has been helpful in looking up titles while in the collection and shifting bound periodicals.
Kilmer Library projects

- The Rec. Read collection at Kilmer was shifted. This creates space for growth and opens the area up for study groups.

- Duplicate copies of Kilmer's monograph holdings (second or third copies of a single title at Kilmer), across all call number ranges, are being withdrawn in order to free up shelf space in anticipation of the (potential) merger of the SMLR Carey Library's circulating collection. No titles are being deselected/weeded at this time - only duplicate Kilmer copies are being withdrawn. The copy that is in the best condition will be retained. If the combined number of circulations for all Kilmer copies of a title is 20 or more, one duplicate copy will be retained here at Kilmer.

Douglass Library Projects

- In July, a full collection shift of the microfilm collection was completed. This was done in response to spacing and consolidation issues.

- In September, it was necessary to shift part of the Music Scores in the M3 call number range due to an influx of new acquisitions.

- 54.3 hours were spent shelf-reading 262 sections. 1,502 errors were identified and corrected.

- The new PLAYSCRIPT sub-location was created at Douglass. A list of selector identified items will be pulled and relabeled by Access Services staff and re-cataloged by DTS staff. The items will then be shelved in a new location. This project is ongoing and will be completed during the second half of the 2012/2013 fiscal year.

- Space considerations and preparations are being made for the influx of Alexander Library’s Cinema Studies collection (PN call numbers).

Physics Library projects

- Bound periodicals affected by mold at were sent out for remediation in August. Before the end of the semester mold was once again found in the area and the entire library was remediated by an outside company. Physics was closed for a week in May and titles were returned to shelves. Currently, the remediation has been effective.

Services and service enhancements for users

Library map redesign

- One of the focuses of the group has been to redesign and standardized the floor maps for RUL’s units. The group presented a draft template of a simple floor map that could be prepared at any unit. The next phase of the project is to develop a spreadsheet or database of each unit’s call number ranges. The spreadsheet could be used if RUL wishes to move forward with posting maps online in the future. Currently, the need to develop poster maps for each library on site is under purveyor of each unit’s collection management coordinator. A goal for next year will be to have a spreadsheet of each aisle and to begin designing floor maps for each site.

Support for instruction

Not applicable
Technical services/technical infrastructure

RUL Holdings Management team
- Eddie Suarez and Jamie Maguire from the collection management group are also the coordinators for 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. Most of coordination between DTS and the collection management group has been on the Douglass consolidation project.

- The group continues to work on web form to submit holding and catalog projects to. The goal is to have projects submitted to by the web form so that a work queue could be organized to prioritize projects.

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. Significant study spaces have opened at each of the larger Rutgers Libraries

External support
Not applicable

Personnel
- Kim Kaiser left the group this year to become the unit computing specialist at Kilmer Library. Soo Jung Lee took over Kim’s position. The group also welcomed Devin Gingery from Chang and Douglass Library.

- The production of a training video for missing book searches is currently underway. The video will be shown to incoming student workers to help cut down the amount of time staff have to go over it with new students. The first script is currently being rewritten due to length. The goal is have the video completed in the next few months.

Budget
Not Applicable

Librarian and staff publications/presentations/awards
Not Applicable