COLLECTION DEVELOPMENT AND MANAGEMENT
ANNUAL REPORT 2005-06

The collection development program began the fiscal year with a significant increase in stable, state funding and the New Jersey knowledge Initiative, a program by which the State Library purchased a number of databases for the academic and large regional public libraries. These two factors enabled the Libraries to acquire 25 new, electronic resources and provided more funding for the acquisition of books and other one-time purchases such as perpetual access to databases, videos, sound recordings, and musical scores. The whole mood and focus in collection development and in the university as a whole dramatically shifted in March with the governor's budget address. Planning for a 10% reduction in the 2006-07 base budget, triggered a reverse course of complying lists of materials for cancellation. There were, however, a number of major accomplishments in the area of collection development and management in the areas of acquisitions, policy development, preservation, and serial vendor arrangements that will be discussed below.

BUDGET:

In 2005-06 the collections budget allocation reflected a significant improvement after several years of a flat base budget. This improvement, along with the New Jersey Knowledge Initiative, which free up more than $400,000 previously committed to several of the Libraries' databases, gave the collection development program a flexibility it has not had in several years. In addition, collections expenditures from gift and endowment funds were more robust than at any time in the past.

Sources of funding:

- Permanent state Allocation increased to $7,168,478, about an 18% increase.
- Temporary state allocations from the university administration amounted to $400,000.
- New Brunswick's and Camden's computer fee contributions increased by 40%, but Newark's remained the same as in 2004-05 and Office of Information Technology's contribution has remained the same since we first started receiving funds from this source. The total for 2005-06 was $305,420.
- Early payment discounts for serials netted $36,724.
- Donations for special purposes from academic departments, centers and deans amounted to $36,724.
- The total state expenditures amounted to $7,842,055, non-state $1,506,162 for a grand total of $9,348,217.

Historical Trends:

Total expenditures for the collections budget from 1999-2000 - 2005-06 have shown some overall increase of 21%, but the level of total expenditures during the three-year period, 2002-03 Y2004-05, were almost exactly the same: ($8,638,078, $8,777,007, $8,775,781).
The 2005-06 increase in the base budget provided more money than was required for fixed-cost (serials and other recurring costs). The $378,723 not used for fixed costs, provided greater flexibility in the budget for other essential purchases. During the previous three years, temporary funding had previously been used to cover fixed costs. The following chart illustrates this:
The anticipated reduction in base budget and one-time state funding for 2000-07 will reverse many of the gains achieved in 2005-06.

Significant savings

- The New Jersey Knowledge Initiative (NJKI) saved the Libraries more than $400,000. This money previously committed to several databases was reallocated for the purchase of books and new online databases. It is important to remember, however, that the Libraries annual price increases for its current serials list is more than $400,000. Thus the NJKI savings merely contributed to covering inflationary increases.

How the Budget was spent:

- System-wide state expenditures, benefiting all campuses, were $3,943,654 and total campus state expenditures were $3,925,401. For the first time, slightly more than half (50.4%) of state expenditures were for system-wide purchases. The major portion of these expenditures, $3,602,265, was for networked electronic expenditures.
- System-wide state expenditures for serials online represented 55% of the total serial expenditures.
- 86.6% of state funds were devoted to fixed costs and a mere 13.5% to books and other one-time purchases. The balance between fixed and non-fixed costs when non-state funds are added to the state funds is only slightly better: 83.8% and 16.2.
- Total expenditures in broad subject categories were: 54% for Sciences, 19.3% for General/Interdisciplinary, 15.0% for Social Sciences, and 10.8% for Arts and Humanities.

In view of the anticipated budget cuts in 2006/07, new orders for items purchased on a subscription basis were curtailed in March.

NEW INITIATIVES AND ACHIEVEMENTS:

There were a number of new initiatives and achievements in the collection development program in the areas of policies and procedures, development of the preservation program, management of serials, and management of the collections budget.

Policies and Procedures:

The Collection Development Council is reviewing and updating collection development policies and procedures to reflect the new ways collection development is being carried out in an increasingly digital environment. At the same time, we are designing a Selectors' Tool Kit Portal with collection development policies and procedures as well as other relevant information for collection development about the university, publishing and academic library trends.
A major accomplishment in this area was the creation of new policy and procedure documents related to gift collections. Gifts of books and other materials play a crucial role in building the collections of the Libraries. Large gift collections represent major commitments by the Libraries in terms of processing, preserving, and housing. They must be screened properly before acceptance. The Collection Development Council prepared three new gift policies and procedures to handle book donations. These are currently available from the Libraries website:

- notice for the general public about donations: http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/gifts_policy.shtm
- detailed guidelines for selectors in making decisions to accept or reject donations http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/gifts_guidelines.shtml
- review form for selectors to help them make decisions on specific gift collections

Preservation Program:

The Libraries have identified as a top priority the creation of a system-wide preservation program for collections. We have made progress in this area since our 2001 report, "Reinvestment In Knowledge: Preservation Of Library Materials In The Rutgers University Libraries." But it was only in 2005-06 we have been able to create and appoint personnel to new, system-wide preservation positions. These two positions are a preservation administrator, Farideh Tehrani, who works on fundraising and development of an integrated preservation plan for analog and digital material, and a preservation coordinator, Ian Bogus, who provides training and direction to staff involved in preservation and collects and analyzes preservation data related to the Libraries' preservation needs.

The accomplishments in this area are:

- Ms. Tehrani began developing a strategy to fundraising for preservation activities.
- Mr. Bogus and Tim Corlis, Head of Preservation in Special Collections and University Archives, trained staff in the Technical Services unit on how to identify and deal with preservation problem materials.
- Mr. Bogus trained staff in the Robeson Library on how to repair book repair.
- Major project initiated by Access Services to identify moldy books in Alexander stack 2nd floor resulted in identifying over 3,000 moldy books needing treatment.
- A donation from Prof. Emeritus Maurice Lee has enabled us to purchase preservation equipment.
- 723 books were rebound
- 1289 items bound
- 1307 were repaired in-house
- 1484 East Asian Library photos were evaluated and placed in appropriate housings, and polyester sleeves.
A major project on the New Jersey document collection resulted in 760 bound volumes, and all 433 brittle materials were identified and boxed appropriately.

- 723 books were rebound
- 1,289 items bound
- 1,307 were repaired in-house
- 1,484 East Asian Library photos were evaluated and placed in appropriate housings, and polyester sleeves.
- A major project on the New Jersey document collection resulted in 760 bound volumes, and all brittle materials were identified and 433 items were boxed appropriately.

(For preservation activities in Special Collections and University Archives, its annual report.)

Improvements in managing serials and monitoring of the collection budget:

Improvements were made in the management of serials, one of the more complex areas for acquisitions and technical services, and in the monitoring of the collection budget.

- Serial Vendor RFP Task Force: A goal of the task force is to ensure that the Libraries are getting the best available serial services at the best price. All potential vendors will be considered and their products, services, and support will be evaluated. During the summer of 2006, a new contract was signed with the Harrassowitz company that will result in considerable savings and will as efficiency in serials management.

- Subject Fund Codes for Electronic Resources: Up until 2005-06, all networked electronic resources were charged to one large fund code: ELPX. Since the fund was so large (well over $3,000,000) it was divided into 45 subject codes to track better how these centralized funds were supporting the various disciplines.

COLLECTION GROWTH:

New Networked Resources:

These new resources were purchased through cancellations of print subscriptions in favor of online versions, money freed up by the New Jersey Knowledge Initiative and special funding from the Office of the Executive Vice President form Academic Affairs. Some new titles were made available through the Knowledge Initiative, some represent a change of provider of the database in a new configuration, and some were acquired in response to the English Departments request letter (Literature Online, Eighteenth Century Collections Online, World Shakespeare Bibliography, and the Oxford Dictionary of National Biography). However, some of these titles may not be retained in the next fiscal year because of the size of the anticipated reduction in the base budget.
• ACCESSMedicine
• Accounting Research Manager
• American State Papers
• AnthroSource
• Asia-Studies Full-Text Online
• ASIST Digital library
• BDSL: Bibliographie der deutschen Sprach- und Literaturwissenschaft
• Biblical Archaeology Society: Online Archive
• Corpus de la littérature médiévale
• Dictionnaire de l'ancienne langue française
• Eighteenth Century Collections Online (ECCO)
• Family & Society Studies Worldwide
• Food Science and Technology Abstracts
• Literature Online
• The Medical Letter
• Mintel Reports
• Oxford Dictionary of National Biography
• PsychiatryOnline
• SPIE Digital Library
• Women and Social Movements in the US: 1600-2000
• World Shakespeare Bibliography
• Zephyr

• **Wilson OmniFile Full Text, Mega Edition**
  o Applied Science & Technology Full Text (changed vendor)
  o Art Full Text (change vendors)
  o Biological & Agricultural Index Plus (change vendors)
  o Education Index/Abstracts/Full Text (new)
  o General Science Full Text (change vendors)
  o Humanities Full Text (change vendors)
  o Index to Legal Periodicals Full Text
  o Readers’ Guide Full Text (new)
  o Social Sciences Full Text (change vendors)
  o Wilson Business Full Text (change vendors)
  o CSA Sociological Abstracts
  o ASSIA: Applied Social Sciences Index and Abstracts
  o Sociological Abstracts (change vendors)
  o Social Services Abstracts

• **New Jersey Knowledge Initiative**
  o Biomedical Reference Collection: Comprehensive (new)
  o CINAHL (changed vendor)
  o Medline (added vendor)
Gift Collections:

In 2005-06 the Libraries received five important gift collections from current, retired or deceased Rutgers professors, a Rutgers College alum and a private collector:

The collection of Ardath Burks, retired professor of Japanese history, contained about 100 books, reports and brochures printed during the Occupation of Japan, Burks diaries documenting his experiences in Japan and other parts of East Asia, and WWII letters to and from his wife. These letters will be added to the division growing collection of WWII letters.

David Cowen, retired professor of history in University College, donated this collection of several hundred books on the history of medicine and pharmacy, including rare pharmacopoeia, some from the 16th century as well as his papers documenting the history of University College and other aspects of Rutgers 20th century history.

Eric Davis, professor of Political Science, donated approximately 1,000 volumes primarily from late the 19th and early 20th century in Arabic, English and French relating to Egyptian politics, economics, and society as well as maps and manuscripts.

David Salem, a Rutgers College alum, donated 73 volume set of the Schottenstein Edition of the Babylonian Talmud published by ArtScroll.

Traian Stoianovich, retired and deceased history professor, left his collection to the library, consisting of 175 books related to Baltic and European history, including many foreign language and rare publications.

Tad Task, a private collector, donated his extensive collection of books on wine and spirits, consisting of 350 books, journals and ephemeral pieces from the early 19th century to the present. The Task collection will complement the strong collections the library already owns in this area, now primarily located in the Alexander Library, the Center for Alcohol Studies Library, Chang, and online resources.

Growth in print collection:
According to the official Association for Research Libraries volume count that excluding government print publications, the total net size of the print collection at the end of 2005-06 was 3,562,266 volumes. This count reflects both additions to and withdrawals from the print collection. This represents a net increase of 39,907 over the previous year.

Overall, 63,643 print items were added to the print collections - books, bound journals, and government documents. There is a general decline in all three areas. The reduction in bound journals and printed government documents reflects the growing reliance and availability of electronic formats in both of these categories. The decline in books is a result of an inadequate budget for books and does not represent an intentional policy to de-emphasize the printed book.

Other additions to the physical collection are as follows:

- Microform units: 6,014
- Cartographic material: 756
- Graphic material: 1,099
- Audio recording: 834
- Film and video: 943

Subscription to print serials numbered 18,340.

Historical trends in print collections:

Print serial subscriptions have steadily declined since 2002-03. This trend has been by design. The Libraries have a policy that if electronic publishers journal packages are stable - issued by publishers, not aggregators, and for which the libraries have archival rights to all electronic files that we have subscription if the package is canceled all print...
subscriptions are canceled. Exceptions to this general policy are where the publisher requires that print subscriptions must be maintained along with online access or if the graphic content in the online version is inferior to the print. The decline in print subscription is more than matched by the growth of current electronic subscriptions. In 2002-03 (the first year this count was possible), there were 11,763 current electronic subscriptions and in 2005-06 27,193, a 131% increase.

The following chart demonstrates these dramatic changes in the format of current subscriptions:

![Trends in Current Print and Electronic Subscriptions FY2003 - FY2006](image)

**CONCLUSION AND PROSPECTS:**

2005-06 fiscal year was one in which much was accomplished in collection development and management that contributed to long-term goals of the program.

The increase to the base budget for the first time since 2001-02 more than covered fixed costs by $378,723. This allowed for greater flexibility in acquisitions including the purchase of new databases and one-time purchases, especially books and perpetual access to databases. The book collection was enhanced not only from purchases but also significant donations of gift collections.

Since the Libraries' 1999 long-range plan, "Bridge to the Future: Rutgers' Digital Library Initiative," the Libraries have been on a course to supply the best digital library resources for the Rutgers community. Recent surveys have indicated one of the highest priorities for library users is expanded access to electronic resources. Several trends and achievements indicate how the collection development and management have contributed
to this effort. In the 2005-06 budget, the majority of serials funds are now spent on networked electronic resources (55%) and since 2002-03 current electronic subscriptions have increased by 131% and in 2005-06 made up 58% of all current subscriptions. A number of important new databases were added to the collection, most noteworthy some large humanities databases, Eighteenth Century Collections Online (ECCO), and Literature Online, and in the sciences some print publishers packages were converted to online only, such as PsychiatryOnline and SPIE Digital Library.

Some of the gains in collection resources made in 2005-06 could be lost in 2006-07. The bit of new flexibility gained this year in the collections budget will be gone and many cancellations will be required. The cancellations will be carried out to limit as much as the impact on faculty and students by canceling print copies where online access may be possible and lesser-used print-only print subscriptions and databases. It will be nearly impossible, however, to support book and other one-time purchases at even the most basic level. This will be the major challenge of the coming year. We will, however, continue policy review, expand the preservation program, seek out important gift collections, and be focused on substantial funding raising for the collection development program.