Collection Management Functional Group year-end Report 2013-2014

Current Roster
Elsa Alves
Alex Arencibia
Devin Gingery
Robert Krack (group co-coordinator)
Soo Jung Lee
Theresa Macklin
Andy Martinez (group co-coordinator)
Jamie Smith (DTS)
Fred Onorato
Shirley Peck
Irina Radeva
Jimmie Staton
Edward Suarez
Anthony Timek

Collection development and management

Statistics

With major changes to our library system, comparing the number of items shelved this year to the previous year does not correlate correctly. The raw numbers indicate that we had an increase of 14.3% in shelving over the previous year, but we should take into account the closing of the Chemistry library, the addition of new libraries through the UMDNJ merger and the increased coordination in gathering statistics. While the addition of new libraries and an increase in communication of statistics will result in a permanent increase in shelving statistics, the closing of the Chemistry library created a spike in the shelving of items at the library’s Annex where the majority of the Chemistry items are now housed.

There was a decrease of 1,465 items acquired through In-Processing in the 2013-2014 fiscal year, a drop of 8.64% over the previous year. While there was a drop of 13.2% in time spent shelf reading this fiscal year, there was also a drop of 37.66% in the number of items searched during the same period. In particular, there was a 57% drop in the number of items on monthly missing lists, a 62% decrease in the number of items on the quarterly missing book lists and a 74% reduction in the number of items reported on our In-Transit lists. In total, Collection Management searched for 5,908 less items this year than in the previous fiscal year.

Collection Management spent a total of 706.25 hours on shifting projects this year, an increase of 23.5 hours over the previous year. During that time we shifted 2,761 sections of books, a 20% increase over the previous year.

While Collection Management does collect extensive statistics, the addition of new libraries to our group meant that some libraries did not have statistics to report for some categories. One of the goals for next year will be to streamline the way we record and report statistics. We hope to centralize the location where our information is stored and help new members of the group acclimate to the different types of statistics we record over the course of the fiscal year.
RUL projects

- The Collection Management Group has created a space management database to analyze our collections. The space management database allows us to determine not only how much available space remains on the shelves but also takes into account the amount of space required to house materials that are currently checked out to patrons and internal users. Alexander library has created the first space management database for floor 2A of its Stacks collection. Collection Management plans to create a database for every collection in all of the Rutgers libraries. The space management database will also eliminate the need to measure collections before major collection shifts and facilitate transferring materials from one library to another by taking into account how much space will be gained or lost during each transfer at each location.

- The Chemistry library was permanently closed during the summer of 2013. Before the collections could be transferred there was a major mold outbreak that affected the entire Chemistry library collection. The libraries had to remove the collections prior to the commencement of construction inside the building, so the amount of time to evaluate materials to be preserved was short. While there was a massive undertaking by all of Access Services to box and ship books to Rapid Refile, a company that offers remediation services, many of the books in the Chemistry library had to be discarded.

Alexander Library projects

- Moved four series of DOCLUS materials to the Annex to create space for that collection. The DOCLUS collection is one of the most densely packed collections in Alexander. The space created from these transfers is being shifted to create room for growth in the DOCLUS collection.

- Mini-shifted the Bound Periodical collection to incorporate titles that were transferred from Douglass and created space for growth. The incorporated volumes had been on overflow shelves after they were transferred from Douglass during the Douglass Bound Periodical consolidation project.

- Shifted the EAL- BDCHKO collection to incorporate new series and create room for growing titles. RR (Reading Room) materials for EAL- BDCHKO that were capable of being put direct to shelf have been incorporated into EAL- BDCHKO and the RR collection in the East Asian library has been disbanded. Materials which are not capable of being shelved without an external organizing object, such as a Princeton file, still need to be addressed. These materials are too thin to stand up on the shelves and will become damaged or lost if interfiled with the rest of the collection.

- Mini-shifted several areas on the third floor to create space for growth.

- Continued cleaning library materials in the Government Documents collection with a HEPA equipped vacuum. The materials have not been cleaned in a long time and were too dusty for patrons to use.
• Shifted the UN Microfiche in Government Documents and currently shifting DOCLUS and DOCUS Microfiche collections.

• Created the Adopt-a-Shelf program in conjunction with the Student Coordinators group at Alexander library. The Adopt-a-Shelf program assigns a student to a specific range in the collection and teaches them how to maintain that area. The results have been positive so far; the students have reported that they enjoy having the responsibility for maintaining their area, and the areas that the students maintain have fewer mis-shelved books and are more presentable. Students contributed 295 hours in the 2013-2014 fiscal year to working on the Adopt-a-Shelf program.

• Developed and implemented the first space management database for floor 2A of the Alexander library’s Stacks collections.

• Began a full collection shift of floor 2A using the data from the new space management database.

**Chang Library**

• The Chang library was painted for the first time this year since its opening. Collection Management would be responsible for moving materials if the painters needed access.

• Expanded study areas by removing a large shelving unit. This caused Chang to condense its Current Periodical collection.

• Mini-shifted the Bound Periodical collection to make room for recently bound material.

**Dana Library**

• Currently working on weeding damaged books out of the Stacks collection in order to get them repaired, replaced, or discarded if a duplicate is already in RUL.

• Restarting the Stacks Collection Inventory project again after a temporary hiatus.

• STACKS collection condensed from to A-M to fill in gaps and remove 1 aisle.

• Complete FOLIO shift to incorporate REF items.

• Completed shift of CAMOES collection and "Overflow Temp. section" to beginning of Stack collection on 2nd floor.

• Completed shift of Chem. Abstracts from REF to PER (on Lower Level).

• Completed the consolidation shift in the Reference department to make room for Dana's new computer lab.

**Institute of Jazz Studies**
- Shifted the Periodicals and Stacks collections. More space was created by removing the shelf canopies to allow for additional vertical space. They also created a Folio area for their closed collections.

- Preparation work for a complete shift of the CD collection has been completed.

- Currently working on weeding duplicate periodicals from the closed collections due to extreme space concerns. Jazz has identified fifty boxes of materials that are duplicates and they are offering the duplicates to other institutions. As the items are identified, materials that are to be retained by the Jazz Institute that are not cataloged are being inventoried and re-shelved.

- Jazz has been working on barcoding LP records. They have barcoded and inventoried W-Z and are working on the V’s.

**Math Library**

- New courses in Mathematics and Statistical Finance have caused growth in the H-HV section to increase substantially. The growth of this area is one of several factors that will require the Math library to perform a major shift their collections.

- The Math library is measuring their Stacks collection in order to implement a space management database.

**Library of Science and Medicine projects**

- LSM worked on a weeding project with librarian Anna Klose. The weeding project targeted the LSM Reference collection and the Stacks materials located on the second floor. Materials were moved to the library’s Annex to create more study space for patrons and to create a designated food area with vending machines in the Reference room.

- Anthony Timek worked in conjunction with many members of Access Services to respond to the mold outbreak in the Chemistry library. The materials in the Chemistry library needed to be removed as the library was permanently closed. Anthony served as the Collection Management point person as he was stationed closest to the Chemistry library. Many of the materials that were used in the project were sent to Anthony at LSM so that they could be easily accessed by the other Access Services staff who volunteered time to work on this project.

- LSM worked with DTS to process and re-label the Chemistry library’s Reference collection and incorporate it into LSM’s Reference collection.

- LSM is measuring their Stacks collection in order to implement a space management database.

**Kilmer Library projects**

- Completed a weeding project for the Career and Career-Ref collections. The duplicate weeding project for the stacks, removing duplicate copies of existing titles to create space for new material, is still ongoing.

- The Rec. Read collection was moved to a new shelving location and continues to grow at a steady pace. The collection required several mini-shifts even after being moved to its new location due to its high growth rate.
Douglass Library Projects

- The Fordham Lab has been redesigned and there is now a newly opened Fordham Commons. The Fordham lab is designed as a classroom space and the commons is available to students while classes are in session in the lab. There is also a new Fordham help desk to help students with the new lab and commons areas.

- Reorganization of the Douglass collection continues after the expansion of the Douglass library. The books after LC call number L were shifted up to other floors. The P call numbers are currently split between 3 different rooms. The Tapestry room now holds some of the P’s and a new laserdisc collection.

- A shift of the call numbers from A-HQ in the basement level has almost been completed. The HQ call numbers are one of the fastest growing areas in the Douglass collection. The shift in the basement should create ample room for the growth of the HQ section.

- The V/DISC collection is being cataloged in house and shelved in the Tapestry room. Collection Management is receiving batches of approximately two shelves worth of materials at a time and shelving them in their new location between the PN stacks items and the Bound Periodicals in the Tapestry room.

- The former Music Folio collection was relocated and merged with the Douglass Folio collection. All Folio items with M call numbers are currently being housed in the space where the former Music Folio was located, and all Folio items with other call numbers (A-L, N-Z) are located on the shelving where the traditional Douglass Folio collection has been. There were a few non-M Music Folio and M Douglass Folio prior to the transfer, so there was some physical moving necessary to keep the "Performing Arts" portion of the collection separate from the rest of the Folio. Spacers have been placed directing patrons to the other portions of the collection, depending on which one they are browsing.

Services and service enhancements for users

Online library maps

- A small sub-group of the Collection Management Group has been charged with designing and implementing maps to be displayed on the library’s website. A proposal was submitted to the Access Services committee and gained approval for the creation of these maps. The sub-group worked with the web development team to create a workflow and has created a template for the new design based on the Kilmer library. The new design was created after examining and evaluating online maps from several other academic libraries. The new template will be brought to the next Access Services committee meeting and if it is well received we will begin creating maps for the rest of the Rutgers libraries.

Support for instruction
Not applicable
Technical services/technical infrastructure

RUL Holdings Management team
- Robert Krack joined the Holdings Management Team and worked with Jamie Smith and Andy Martinez to help coordinate the transfer of Dance materials to the Douglass library.

- The web form for Holdings projects is currently available and the Holdings Management team is currently working to raise awareness of this new utility for 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
- Bill Lynch left the group to pursue a career outside of Rutgers University.

- The group welcomed three new members: Elsa Alves at the Jazz library, Jimmie Staton at the Smith library and Anthony Timek at LSM.

Budget
Not Applicable

Librarian and staff publications/presentations/awards
- The Collection Management Group teamed with the Student coordination group and has filmed an instructional video for student workers on procedures to search for missing books. The video still needs to be edited, but should be ready for students to use in the Fall semester of 2014.