Whitworth Digital Commons
Whitworth University

Library Retreat | Library

9-1-2017

Collection Management

Christina Dolan-Derks

Pamela Gilchrist

Follow this and additional works at: http://digitalcommons.whitworth.edu/library_retreat

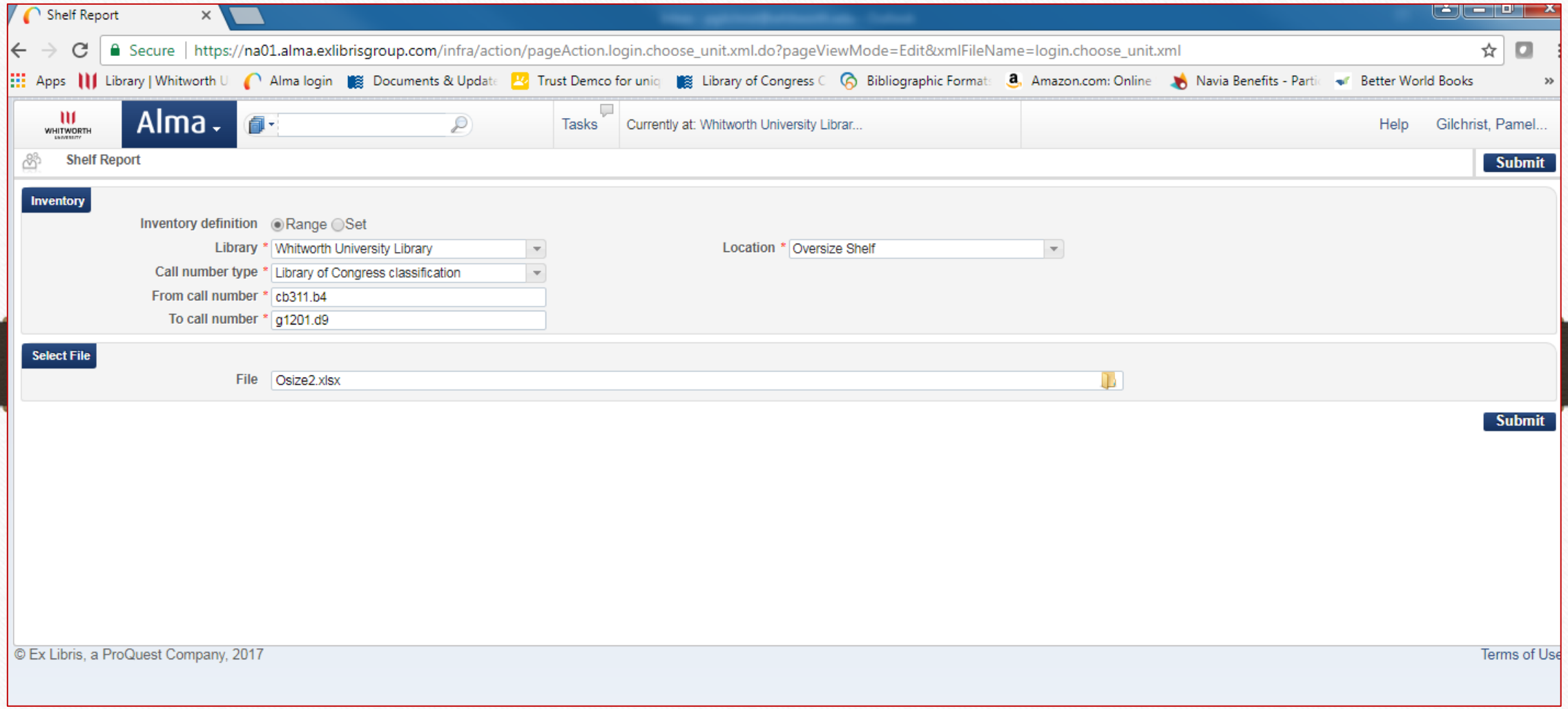
Recommended Citation
Dolan-Derks, Christina and Gilchrist, Pamela , "Collection Management" Whitworth University (2017). *Library Retreat.* Paper 7.
http://digitalcommons.whitworth.edu/library_retreat/7

This Article is brought to you for free and open access by the Library at Whitworth University. It has been accepted for inclusion in Library Retreat by an authorized administrator of Whitworth University.

What's New In CMS

(besides a green wall)

Computer Inventory


Shelf Report
Secure
https://na01.alma.exlibrisgroup.com/infra/action/pageAction.login.choose_unit.xml.do?pageViewMode=Edit&xmlFileName=login.choose_unit.xml
Apps
Library | Whitworth U
Alma login
Documents & Updat
Trust Demco for uniq
Library of Congress C
Bibliographic Format
Amazon.com: Online
Navia Benefits - Parti
Better World Books
WHITWORTH
Alma
Tasks
Currently at: Whitworth University Librar...
Help
Gilchrist, Pamel...
Shelf Report
Submit
Inventory
Inventory definition
Range
Set
Library *
Whitworth University Library
Location *
Oversize Shelf
Call number type *
Library of Congress classification
From call number *
cb311.b4
To call number *
g1201.d9
Select File
File
Osize2.xlsx
Submit
© Ex Libris, a ProQuest Company, 2017
Terms of Use

Completed Successfully

Process ID	1714503840001875	**Name**	Shelf Report_cb311.b4_-_g1201.d9_(Library of Congress classification)
Started on	08/28/2017 10:18:23 AM	**Finished on**	08/28/2017 10:18:31 AM
Total run time	7 Seconds	**Created by**	0144511
Status	Completed Successfully	**Status date**	08/28/2017 10:18:31 AM
Records processed	392	**Records with exceptions**	0

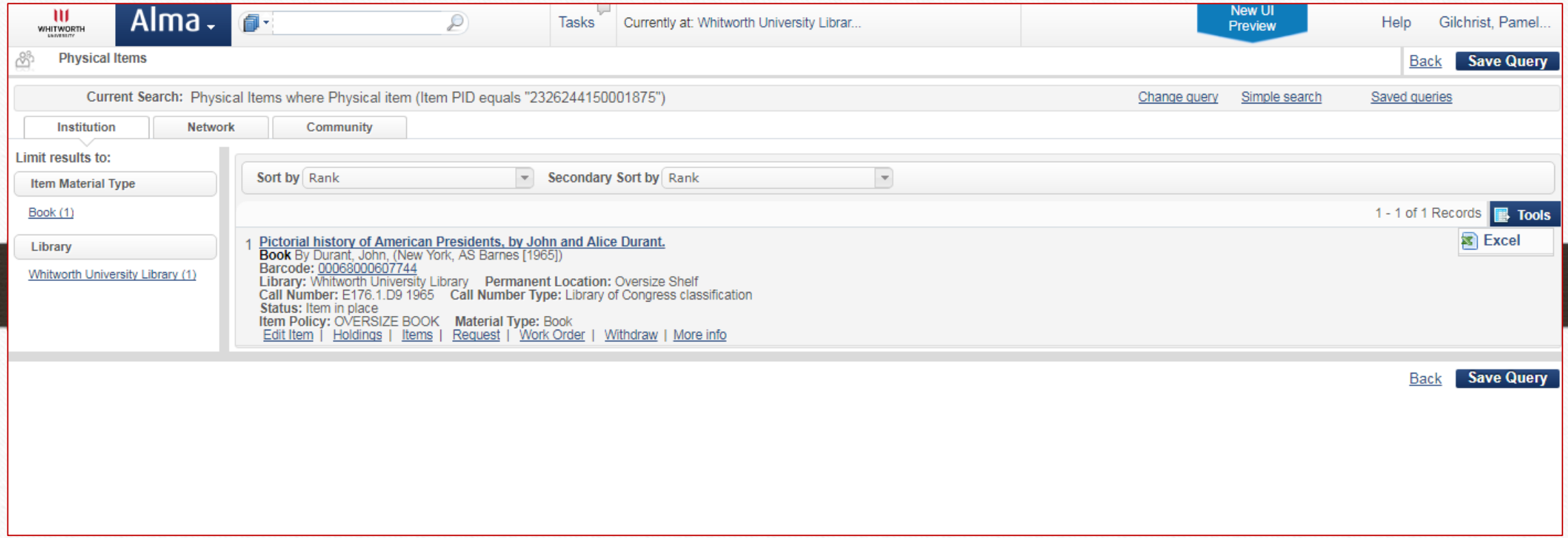
Counters

Library	Whitworth University Library
Location	OSIZE
Call number type	Library of Congress classification
From call number	cb311.b4
To call number	g1201.d9
Set name	-

Analysis

Tools

		Count	
1	Items in place	391	Actions
2	Missing items but marked in place	1	Actions
3	Items on shelf but marked not in place	0	Actions
4	Known items not in place	1	Actions
5	Items on shelf but out of range/set	1	Actions
6	Barcodes with no matched item	0	Download list


WHITWORTH UNIVERSITY
Alma
Tasks
Currently at: Whitworth University Librar...
New UI Preview
Help
Gilchrist, Pamel...
Physical Items
Back
Save Query
Current Search: Physical Items where Physical item (Item PID equals "2326244150001875")
Change query
Simple search
Saved queries
Institution
Network
Community
Limit results to:
Item Material Type
Book (1)
Library
Whitworth University Library (1)
Sort by Rank
Secondary Sort by Rank
1 - 1 of 1 Records
Tools
Excel
1 Pictorial history of American Presidents, by John and Alice Durant.
Book By Durant, John, (New York, AS Barnes [1965])
Barcode: 00068000607744
Library: Whitworth University Library Permanent Location: Oversize Shelf
Call Number: E176.1.D9 1965 Call Number Type: Library of Congress classification
Status: Item in place
Item Policy: OVERSIZE BOOK Material Type: Book
Edit Item | Holdings | Items | Request | Work Order | Withdraw | More info
Back
Save Query

title	Barcode	Call Number
Pictorial history of American Presidents, by John and Alice Durant.	00068000607744	E176.1.D9 1965
		DA485.S989
	00068000790912	BS1450.23d N6

	Status	Process type	Access
	Item not in place	Inventory (inv1)	-

Whitworth University Library Main Stacks PG3366.A6 1948

Hide Details

(1 copy, 0 available, 1 request)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
00068001209045	Book	Loanable		In process of Inventory until 04/18/2017

Pros:

- Catches problems at the item level and holding level
- Saves a significant amount of paper
- Takes into account books that are supposed to be somewhere else
- Student employee bonding time

Cons:

- Does not catch incorrect spine labels or misshelved items
- Generally requires two people
- Takes longer

Bindery

The Wild, Wild West

- It hadn't been done in 2 ½ years
- We had never done it
- We could not get an outdated program to work
- We bound 353 volumes in January, 163 in August

AMERICA

215

JULY-DEC

2016

Buckram: Dark Grey

Stamping: Black

Computer number: 100027; 100028

AMERICAN ART

29-30

2015-2016

Buckram: Royal Blue

Stamping: White

Computer number: Not bound last time;

photocopied sample attached

Things to know about bindery

- We plan to do it every summer, at the beginning of the fiscal year
- The turn around is 4-6 weeks
- The bindery list is located in the T drive
- Volumes out to bindery have obvious temporary barcodes

Things to know about bindery

- You are able to see in Primo and Alma when a title is at bindery

Item not in place	Preservation (pre3)	-
Item not in place	Preservation (pre3)	-

00068020901572	Bound Issue	Loanable	v. 539-540 (2016 Nov.-Dec.)	Item in place (0 requests)
Nature Temp 1	Bound Issue	Loanable	v. 541-542 (2017 Jan.-Feb.)	In process of Preservation until 08/30/2017 (1 request)
Nature Temp 2	Bound Issue	Loanable	v. 543-544 (2017 Mar.-Apr.)	In process of Preservation until 08/30/2017 (1 request)

Things to know about bindery

- New titles were added to the bindery list this year
- We are binding back issues
  - Most had 10 years sent out this year
  - Science had 45 volumes and will take some time to get all issues bound

- Aperture
- Ceramics Monthly
- Cresset
- Down Beat
- How
- Insights
- Nostalgia
- Perspectives
- Sacred Architecture
- School Arts
- Science
- Ski

Limited Retention

Limited Retention- The Process

- Pulled each January
- Old issues are boxed, picked up and recycled by Facility Services
- Alma is updated
- OCLC is updated
- Periodical List is updated in the T drive

Limited Retention-Type? Subject? Frequency?

- Review and reflection yields no discernable pattern
- Old model:
  - Last 4 months
  - Current year only
  - Last 2 years
- Last 3 years
- Last 5 years
- Last 10 years

Limited Retention- New and Improved

- Daily Newspapers-Last 4 months
- Newspapers- Current year only
- Weekly/Biweekly- Last 3 years
- Monthly/Bimonthly- Last 5 years
- Quarterly/Semiannual- Last 10 years

Budget Changes

Library Liaisons

- Fewer liaisons
  - 40 last year
  - 25 this year (not including librarian funds)
- Some budgets went up *yay*
- Some budgets went down *aww*
- Liaisons are always welcome to contact Christina for current balances

Budget Tracking and Endowments

- New Business Office procedures requires the tracking and reporting of 8 endowments
- These endowments make up most of our book budget
- Requires the complete restructuring of our budget in Alma

Impact on Workflow

- Please do not fill in the Fund Code part of order cards (use the comment field)
- Funds used may be different from what you suggest
- Analytics will be tricky for most of the Fiscal Year
- Patience, grace and coffee appreciated as we make these necessary changes