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# UST Libraries Collection Management and Services Annual Report 2009-2010

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**Annual Report  
Collection Management and Services – CMS  
2009-2010**

**Human Resources**

**Personnel:**

Linda was out for an extended period. Everyone continued to make a contribution to the department and library. Special thanks goes to Dani who served as Acting AD in the interim.

Cindy was also out for an extended period. Many helped to continue to get the work done: Dan, Lisa R., Deb and Cindy's student Emily. Added to Cindy's work and organizational efforts, our users continued to be well served.

Oriented Merrie to CMS. Craig Grabitske is no longer the libraries' ACT and now Charlie Schuman is. So we oriented Charlie to CMS. We wish Craig well.

An amazing retirement package lured many of our colleagues into healthy retirement. Some of their work is staying or coming to CMS and being distributed. Lisa Redmond, after many productive and happy years in the Library, retired. Her work was predominantly taken on by Lisa D., now to be known as Lisa. Lisa took over all work associated with standing orders. Dan took on withdrawing. Lizabeth took on adding standing order volumes. Deb took on all things associated with fund management including the roll to the new year.

Three staff members from Ireland retired. Sheila Hague, described as the 'hands' of Ireland Library, had been the conservator and mending person. Her work, greatly abbreviated will come to CMS. Dan and Lisa will be primarily responsible for the mending with other people standing by ready to help: Deb, Lizabeth and Nathan.

Because of the Ireland retirements, Dani and Jane stepped up to take on some of the work that heretofore had been Betsy Polakowski's, one of the two people remaining at Ireland. Jane will do the original cataloging for Ireland and Dani will manage a migration from print to online for over 30 titles. Those titles will be listed with EBSCO and managed out of the Serials department at OSF.

MaryLou Schmidt left. While she had many responsibilities, one of those that CMS will take on is statistics. Some of those will fall to Lisa, Dan and Linda.

We were able to hire Boe for many hours in order to update license information for subscribed to databases. Many had already been done, but the others had fallen to the bottom of the pile. We were able to justify the hiring, bring him on board, train him and complete the project. It is, of course, an ongoing problem – new resources have new licenses, but we are up to date.

**Special personnel kudos:**

Everyone in the department has stepped up. Everyone. I am so impressed with the quality of work, the aim to do the best possible work we can even in the face of personnel losses. I want to especially mention Jane and Cathy vis-à-vis Summon and Research Online. These two products will open up vast quantities of research to our users. Summon, a discovery layer from Serials Solutions, intended to overlay about 92% of our resources, needed to be evaluated at the field

level – not unlike implementing a new ILS. While the bulk of the set up work was done by Digital Initiatives, Cathy and Jane educated themselves in the minutia of how the fields work, get indexed and present to our users. We will be better served going forward because of their work. Research Online is a ‘turnkey,’ ‘in the cloud’ product from Berkeley Press – Digital Commons. Jane and Cathy’s work on the data entry portion to insure a controlled vocabulary will make this product better going forward.

### **Projects and Activities:**

The following will be grouped in either the whole of Collection Management and Services, when the work involved members of CMS and others, and then by the units which together make up CMS. For emphasis, it should be remembered that these are projects in addition to all of the day to day work of getting resources into the library and then in the hands of our users as quickly and accurately as possible.

### **ACROSS Collection Management and Services (& with others)**

Created a display at OSF for **Banned** Book Week

During the fiscal year members of the UST library community gave countless hours to **CLIC** with energy and intelligence. If UST’s financial contribution were decreased by the number of hours put into CLIC, CLIC would owe UST money. Including but not limited to

- providing leadership to improve catalog efficiency
- enhance catalog access to library materials.
- Participated in the evaluation of the III enhancements list

**Databases maintenance** requires intense work to insure better access for our users.

Everyone participates in database clean up. Some systematic work was completed by identifying generalized problems, creating queries and lists and then revising the database as necessary (e.g.): identifying order records without cat dates (note that UST staff did over 35,000 database fixes).

### Attended **Library Retreat**

Participated in **Library Week** activities including setting up for and selling at the Book sale

Changes in **scholarly** publication: *Nature* adjusts its prices to allow online purchase; *Scientific American* increases its prices from \$39 to \$299 adding it to the consider for cancellation for 2011; UST battled Wiley in order to maintain single-institution status to not require higher level license which caps increases but locks in purchases; *Newsweek* abandons vendor distribution method and then reclaims it.

Continued to select books in honor of graduating **senior student staff** including sending parents letters of congratulations

### **Space** issues

Implemented **SUMMON** from Serials Solutions. Several members of the staff were on the committee and participated in the background work. Cathy and Jane worked on the catalog indexing. Jane figured out how to handle updates, created documentation and did troubleshooting.

## **Administrative**

Many activities support the administrative work of the department and libraries.

Prepared for the possible closing of **Keffer** library by creating spread sheets indicating holdings and circulation use. Began to identify journals that could go to electronic only, freeing up space and time for Keffer staff

Organized master **MACROS** in deptstor

Managed **OCBs** purchase of several business datasets. Included license evaluation, negotiating content with vendors, working with purchasing and the OCB staff.

Gathered information on **preservation and conservation** from the departing Sheila Hague. Estimated the number of items that might need binding or repair. Identified equipment and supplies to support moving the mending to OSF.

Supported the **Reference Room** makeover in preparation for the building out of the coffee shop.

Implemented **SharePoint** for the libraries and for CMS including moving and enhancing the whole Liaisons Toolkit.

**SPSS** – both learning how to use it and implementing it for the LibQual Data.

Developed draft **theses** and dissertations guidelines for the University Libraries as regards library handling and removal from the collection requests.

Completed **year** end spending and budgeting for 11 fiscal year

## **Collection Management**

Collection Management is not necessarily a CMS operation. The work of assuring that we own or provide access to the appropriate resources is spread among the entire staff. It is included here because several of us provided support for this essential work.

Cindy Badilla-Melendez, Cathy Lutz and Linda Hulbert served as **liaisons** for, respectively, Modern Language, Music and Political Science. In those roles they evaluated collections for additions and de-selection and taught classes and Cindy and Linda maintain web presence including migrating to LibGuides.

## **Acquisitions**

**Blackwell** representative visited and trained on Collection Manager

**Blackwell** was bought out by YBP (nee Yankee Book Peddler). CLIC decided, and UST concurred to go with a division of Ingram called Coutts.

Completed the **fiscal** year roll. Completed final fund report

Implemented **Kindle** selection, purchasing, cataloging and circulation to rave reviews and substantive use. Initially started with 5 Kindles and by year end had 8.

Determined how to handle **lost**, missing and replaced.

Monthly **reconciliations** to insure matching Millennium to Banner

### **Binding**

Began planning for binding damaged books in the absence of Sheila. Developed a system for check out.

### **Cataloging**

Daily work now includes adding or reviewing metadata for the archival photos in ContentDM. In addition the work done to support the online catalog database insures access to information – including fixing spelling errors, and improving indexing and the management of the various fields.

Change **1** in second indicator in authors 100 and 700 fields

Cleaning up **240** field second indicator

Global update to fix **655** indicators so that they index properly

Delete |f from **700** in music records

Troubleshooting display of **880** |c tag in CJK records. Now fixed.

Updated the **Agency** code for all UST item records; law completed their own. This allows the libraries to use the SCAT tables.

Reviewed **archive** photos in ContentDM and added additional vocabulary

Worked with MaryLou **bar coding** serials in Special Collections

Studied new **BIBCO** cataloging guidelines for provider-neutral e-monograph records

Ordered and loaded OCLC collection sets for **BRO**

Revised internal **e-book** cataloging procedures based on provider-neutral guidelines

Studied migrating **education student project** index to CLICnet

Added **imessage** to item records for lost and claims returned

Explored cataloging options and implemented **Kindle** cataloging and drafted proposal for CLIC

Updated **MARC** code list for languages in Millennium for CLIC; updated codes in bib records

Set up new **OCLC** constant data and milcat function keys for new e-monographs

Investigated **print** templates for pocket/spine labels

Procedures on replacements drafted and approved

**Recycled** great gobs of stuff – thousands of volumes, tons of pounds.

Implemented and managed **Reference Resource** search

Reviewed Serials Solutions **Unicode** test records; expressed concerns to CLIC

Troubleshoot problems with **URL** checker

Revised **withdrawing** procedures

**Withdrawing** great gobs of stuff, thousands of volumes (6,485 pieces)

**Media Center** (for more detail see the Media Center report)

**Streaming video** pilot project (20+ titles) was completed showing little impact on network resources. Digital licenses acquired, videos tested, videos cataloged, added to Library's catalog, media page and database page. Subscription was purchased.

**Serials and Electronic Resources:**

### **Periodicals**

**American Chemical Society** back volumes withdrawn including 22 titles and 1923 volumes; 2 microfiche titles and 2960 sheets.

Continued to add more data to **Counter**.

Managed **EBSCO** pre-payment and payment. Negotiated new arrangement for no pre-payment in 2011 and new slightly higher service charge.

Implemented changes caused by **ELM** opportunities. Many to turn on and turn off.

Developed **e-resources** purchasing document for use within CMS and by liaisons. Should support a decision process with information about whom to send requests to.

Provided **5** year use data in support of serials review for 2011

Met with **ILL** to determine whether or not to purchase whole issues for users. Decision was not to.

Identified periodical titles for both Ireland and Keffer libraries that could go online-only in the face of personnel losses at Ireland and possible closure of Keffer libraries.

Continued evaluating **short** dead runs evaluated for preceding or continuing titles; evaluated for possible withdrawal

### **Standing Orders**

With Lisa Redmond's retirement, Lisa Dochniak took over the work of managing standing orders. Further, with the demise of Blackwell, began the process of moving standing order titles as appropriate to other vendors (direct, Coutts or YBP).

### **Continuing Education Taken and given**

**Blackwell's Collection Manager** training  
**Catalogers Desktop** webinar about the new interface  
Webinar on **Cataloging** futures  
Prepared for but did not give a presentation at **Catholic Library Association** conference  
**CLIC authority** control all day workshop  
**CLIC Collections** 2010 Symposium  
**CLIC presentation** on handling e-serials in the catalog to CLIC serialists  
**ER&L** annual meeting  
Training on how to download **GVRL** volumes as published  
**LibGuides** training  
**MFD** training  
**Minnesota Library Association** annual meeting  
**MNIUG** meeting  
**NASIG** annual meeting  
**OCLC** webinar on parallel records  
**OCLC** webinar on provider-neutral e-monograph cataloging  
Webinar on **RDA** (new cataloging standard to replace AACR2)  
ALCTS webinar on **reuse/sharing of metadata**  
MINITEX Webinar on **Semantic Technologies**  
**SharePoint** training  
U of M Introduction to **cataloging**  
U of M Introduction to **authority work**  
**Yoga** with Katie

### **Teaching and liaisons:**

Comparative religion class  
International class  
Latin American culture and civilization  
Modern Language  
Music and music education departments  
Spanish

### **CLIC Committee Membership**

Acquisitions Committee  
ASA  
Authorities (COI)  
AV (COI)  
Batch Loading (COI)  
Catalogers Committee  
Cooperative Collection Development (COI)  
New book vendor sub-committee  
Digitization COI  
E-journals  
Executive Director search  
MART  
OPAC  
Serials committee

### **University/Library Committees**

50<sup>th</sup> Anniversary event

Assessment  
Banned Book week  
Budget Meetings to reconcile III to Banner/financials  
Collection Management  
ContentDM  
Digital collections committee (Library)  
Digital Commons implementation  
Diversity Working Group  
Supported French Film Festival  
Get-it Find-it make over  
HART  
Holiday Party committee  
Info Fair staffing  
International Students  
Intranet/SharePoint committee  
Liaisons meetings  
Library Week

- Book Sale
- Faculty author reception
- Mini-golf
- Planning committee

Millennium Module Support Team (MMoST)  
Neighborhood Fest planning committee  
New student orientations  
New student worker orientations  
Preservation  
Library Retreat  
Sacred Arts Festival  
SATLRT  
Senior Citizen Tour  
SharePoint implementation  
Space committee  
SSLRT  
Staff development committee  
Student supervisors  
Student orientation for international students  
Summon Implementation  
Task force on implementing and managing MACROS  
Travel task force  
UST booth at the State Fair  
Web work:

- Web Advisory Group

**State/National service:**

MW Chapter liaison to library science program at College of St. Catherine  
Midwest Chapter, MLA  
Music Library Association (MLA)  
Music Users OCLC Group (MOUG)  
NASIG  
NISO CORE



### **Publications and other creative activities**

Presented at the **CLIC** catalogers meeting on the new rules for provider-neutral e-monographs cataloging

Presented at **ER&L** on electronic books and reprise for CLIC

Presented at MN IUG on implementing Kindle.

Presented at NASIG on integrating use data into collection development decisions

Serials Solutions whitepaper on interoperability between Serials Solutions products, ILS and database management.

Serials Solutions advertising interview

Serials Solutions Captivate tutorials and presentation

Updated CLIC cataloging manual to include item 'agency' code (CME – Consortial Management Extensions)

## Statistics that everyone wants to know as of June 30, 2010:

**Volumes:** in the libraries (Item records with ti, tk, to, tm deleted non print formats):

Ireland:	109,149	Includes bound serials
Keffer	38,850	Includes bound serials
Law	63,469	Includes bound serials
MuRC	8,102	(includes all formats)
OSF	296,489	
MeRC	7,845	
OSF bound	58,197	
TZ	<u>130,757</u>	
All UST	712,858	

**Titles:** in each library (search Bib location ^ with T\_ and item location ^ T\_)

Ireland:	72,241	
Keffer	28,991	
Law	161,343	
OSF	260,346	
MuRC	6,991	
TZ	<u>130,757</u>	(includes ebooks and e-serials and databases)
	660,669	

**Book volumes - Print** (mat type b with bib location ^ t and item location starts with ti, tk, to, tm):

Ireland	88,095
Keffer	29,090
Law	164,974
Music	93
OSF	<u>274,557</u>
	556,809

**Current Serials purchased** – not including electronic

Ireland	398
Keffer	261
OSF	<u>998</u>
	1,657 [n.b. can't do law]

All UST **print and micro serial titles held** (III bib mat type = p; bib loc^ t; 007 matcatg != c) then to, tk, ti, tl):

Ireland	1,240
Keffer	709
OSF	5,183
Law	<u>3,761</u>
	10,893 serial titles (dead and alive and not electronic)

**Electronic resources:**

**Databases:** 254 (from Serials Database by format – doesn't match SerSol)  
Electronic journals: 44,791 (deduped, unique titles to which we all have access)  
Electronic journals that are included above but we are acquiring in electronic format only:  
333 (2009-2010: 240) (2007-2008: 217) (2006-2007:153) (2005-2006: 102)  
Electronic books: 108,861 [bib mat type = x and bib location ^ t]

**Microforms sheets and rolls**

Ireland 1,249  
 Keffer 835,727  
 OSF 179,116  
 1,018,659 [n.b. can't do law]

**Microform subscriptions:** OSF, Keffer, Ireland : 33

**Audiovisual pieces** (includes a, f, m, v formats)

Ireland 51  
 Keffer 174  
 Law 221  
 MURC 4,743  
 OSF 8,154  
 13,343 (2003-2004: 4,423)

**Gifts received:**

343 Hardback books  
 330 Paperback books (and loose issues)  
20 Other (includes videos, kits, scores etc.)  
 673 Of this 338 gifts were added. (50%)

**Serials Solutions records in CLICnet as of June 30,2010**

Full records: 24,029  
 Brief records: 19,829  
 Total: 43,858

Activity (all formats)	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004
New Titles Added	9,059	10,044	8,259	8,293	12,947	14,919	8,431
New Volumes/Copies Added	11,079	12,094	11,902	11,831	15,964	22,948	13,736
Titles Withdrawn	1,326	1,452	923	1,657	3,004	3,861	716
Volumes/Copies Withdrawn	6,225	5,666	5817	2340	2042	884	1030
Database Maintenance	36,275	53,435	40,487	99,176	36,451	26,438	14,977

<b>Number of Databases</b>	254	232	223	209	179	159	145
	75%						
<b>Number of Serial Titles</b>	44,791	39,251	40,182	32,351	32,382	28,029	33,290

35%  
 Increase from 04