

1990

Acquisitions Unit Annual Report 1989-1990

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ACQUISITIONS UNIT

ANNUAL REPORT

1989/90

Submitted by
Robin B. Devin
Head, Acquisitions
17 August 1990

During this past year the budgetary problems of the state, university, and library severely affected the acquisition of library materials. Budget reductions reduced the number of monographs acquired to little more than half of the previous year's total. The binding section was forced to reduce the number of volumes bound and the lack of necessary supplies hampered the work of both binding and processing. Finally, work began on a project to cancel more than 1,000 serial subscriptions.

MONOGRAPHS

Due to a number of mid-year budget reductions, the monograph unit was forced to make the following alterations:

October, 1989 - The Baker & Taylor approval plan was changed to a "slips only" status. This meant that books would no longer be automatically shipped and we would only receive slips for all new publications. All book ordering was also suspended.

November, 1989 - Ordering was resumed at a reduced level.

January, 1990 - All ordering ceased. The approval plan was suspended.

February, 1990 - All outstanding orders on the Physical Therapy grant were cancelled. The last approval shipment was received.

In addition to the above, the standing orders were reviewed and all standing orders for domestically available monographic series were cancelled.

SERIALS

The work of the serials unit was hampered by a continuing staff vacancy. The Library Technician position which serves as Evening Supervisor of the Current Periodical Room and does the updating of the serials list was unfilled for the entire year. In addition a reduction in the student budget significantly reduced patron assistance in the Current Periodical Room. The CPR was not staffed on Sundays or after 10:00 P.M. during the week.

The staff vacancy meant that the clean-up and updating of the bibliographic records on the automated serials system was not done and the backlog continued to grow. As a result a new printed serials list was not produced. The list available for patron use was last produced August, 1988.

Although there is a backlog in the updating of bibliographic and holdings information in the SC-10 automated system, the system does contain up-to-date check-in and fiscal information. SC-10 is now used for checking in the receipt of all serial titles and for the recording of information about volumes at or returned from the bindery. This allows the staff to inform patrons about the exact status of any particular journal issue by checking just one centralized record. In addition the SC-10 system now contains payment information for our subscriptions regardless of whether the title has been ordered from Faxon or elsewhere.

The most significant project for the year was the work involved with the cancellation of serial titles. In October 1989 subscriptions to the paper copies of all newspapers were cancelled. Following a public outcry, the Library re-instated most of these subscriptions for 1990. Beginning in January, work began on the project to cancel approximately \$175,000 worth of serial subscriptions. Print-outs were produced for all titles being considered for cancellation and forwarded to the Collection Management Advisory Committee. Finally approximately 1,000 titles were deleted from our renewal lists.

BINDING & PROCESSING

Budgetary problems also affected the work of this section. Money was removed from the binding budget mid-year, so the number of volumes bound was reduced. We ran out of tattle-tape since no supply orders were placed, so detection strips were not placed in any books or journals after February 1990. Temporary binding was backlogged awaiting the purchase of the proper size binders. Finally, labelling of books and journals continued only with a last minute emergency order of Selin tape.

The good news is that we were allowed to purchase a new temporary binding machine to replace our old one. On the other hand, we had to give our book sensitizer/desensitizer to Circulation since theirs broke down and there was no money for repairs.

The amount of money spent on the replacement of serial issues was also reduced this year. However this was due to the fact that USBE, our principal supplier of back issues, went out of business. On the plus side is the fact that we are now able to record the status of each missing issue on the SC-10 record instead of just indicating that a volume is incomplete as we did pre-automation.

STAFFING

The problem created by our staff vacancy has already been noted. The other staffing issue involves our student assistant budget. This year's budget was drastically reduced. The unit hired less than half the number of students we normally hire. We were able to handle this situation due to the reduced number of volumes received as a result of the budget cuts and by reducing student hours in the Current Periodical Room. If our materials budget had not been cut, backlogs of work would have developed due to the lack of student assistants.

The staff were also asked to assume additional duties due to my six-month sabbatical leave. I would like to thank everyone for their cooperation and particularly thank Martha Kellogg who served as the Acting Head of Acquisitions during my absence. It was an eventful year and her capable leadership was much appreciated.

The staff deserve special recognition for their willingness to take on new job duties when the need arises and even to volunteer their assistance. Their hard work and flexibility are to be commended.

FUTURE GOALS

The highest priority for the coming year is the filling of our vacant position so that the serials records can be updated and a new list for patron use produced. In order to accomplish this goal we would also need an additional IBM PC in the department. All of our current computer equipment was purchased through the grant that enabled us to automate serials. Now that virtually all of our serial work is done on-line, the number of computers would be inadequate if we were fully staffed.

In addition to the SC-10 system, the personal computers are now used for monthly statistic and encumbrance reports as well as increased word processing. We also hope to add the standing order file in Monographs to the automated SC-10 check-in system when the additional computer is on-line.

Finally the Acquisitions Unit spent a considerable amount of time making recommendations for space requirements for the Library expansion plan. I'm sure the expected construction will make the coming year just as eventful as this one has been!

ACQUISITIONS UNIT

EXPENDITURES

<u>Serials</u>	<u>1988/89</u>	<u>1989/90</u>
Renewals	950,648	1,052,373
New subscriptions	0	0
Replacements	1,916	750
	<u>952,564</u>	<u>1,053,123</u>
 <u>Monographs</u>		
Firm Orders	125,492	102,336
Approvals	419,003	152,990
Standing Orders	45,652	49,044
	<u>590,147</u>	<u>304,370</u>
 TOTAL	 1,542,711	 1,357,493

Acquisitions Unit

Statistics

	<u>88/89</u>	<u>89/90</u>	<u>% change</u>
<u>Monographs</u>			
Orders searched (total)	11,051	6,154	-44
requests searched	9,912	5,243	-47
duplicates returned	1,139	911	-20
Titles ordered	3,025	1,843	-39
Titles claimed	1,210	560	-54
Volumes received (not including MForm)	17,617	10,076	-43
approvals received (excl. returns)	12,089	4,807	-60
approvals returned	(1,964)	(970)	-51
Firm orders received (excl. returns)	2,467	1,812	-27
S.O. volumes received (excl. returns)	801	902	+13
gifts received (excl. titles rejected)	2,260	2,555	+13
Microforms received	98	119	+21
Media received	101	84	-17
Invoiced processed	828	453	-45
 <u>Serials</u>			
Volumes withdrawn	39	100	+156
Titles added	477	269	-44
Volumes added	11,193	9,618	-14
vols. added to Checklist	3,172	2,688	-15
vols. added to Binding	8,029	6,930	-14
Total volumes bound	9,685	8,651	-11
Volumes processed	41,981	37,070	-12
Volumes temp. bound	822	741	-10
Volumes mended	815	1,177	+44
Titles claimed	504	115	-77
MForm pieces added	37,530	35,187	- 6
MFilm	844	872	+ 3
MFiche	36,686	34,315	- 6

BINDING STATISTICS - 1989/90

SHIPMENT DATE	JOURNALS	REF.	GOVPUB	SPC	MENDING	NON-LBRY	URI TOTALS	GRAND TOTALS
July 5, 1989	<u>123</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>129</u>	<u>129</u>
July 19, 1989	<u>201</u>	<u>8</u>	<u>13</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>222</u>	<u>230</u>
August 2, 1989	<u>230</u>	<u>14</u>	<u>5</u>	<u>29</u>	<u>91</u>	<u>10</u>	<u>278</u>	<u>379</u>
August 16, 1989	<u>234</u>	<u>4</u>	<u>12</u>	<u>1</u>	<u>78</u>	<u>18</u>	<u>251</u>	<u>347</u>
BINDERY CLOSED	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sept. 13, 1989	<u>143</u>	<u>64</u>	<u>17</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>224</u>	<u>226</u>
Sept. 27, 1989	<u>260</u>	<u>6</u>	<u>13</u>	<u>0</u>	<u>0</u>	<u>23</u>	<u>279</u>	<u>302</u>
Oct. 11, 1989	<u>310</u>	<u>27</u>	<u>9</u>	<u>22</u>	<u>129</u>	<u>6</u>	<u>368</u>	<u>503</u>
Oct. 25, 1989	<u>256</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>150</u>	<u>15</u>	<u>268</u>	<u>433</u>
Nov. 8, 1989	<u>190</u>	<u>12</u>	<u>13</u>	<u>179</u>	<u>0</u>	<u>2</u>	<u>394</u>	<u>396</u>
Nov. 21, 1989	<u>218</u>	<u>1</u>	<u>0</u>	<u>21</u>	<u>137</u>	<u>17</u>	<u>240</u>	<u>394</u>
Dec. 6, 1989	<u>167</u>	<u>2</u>	<u>12</u>	<u>0</u>	<u>31</u>	<u>65</u>	<u>181</u>	<u>277</u>
Dec. 20, 1989	<u>100</u>	<u>0</u>	<u>0</u>	<u>27</u>	<u>0</u>	<u>0</u>	<u>127</u>	<u>127</u>
Jan. 3, 1990	<u>172</u>	<u>31</u>	<u>0</u>	<u>52</u>	<u>7</u>	<u>6</u>	<u>255</u>	<u>268</u>
Jan. 17, 1990	<u>124</u>	<u>26</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>150</u>	<u>156</u>
Feb. 1, 1990	<u>232</u>	<u>6</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>242</u>	<u>248</u>
Feb. 14, 1990	<u>292</u>	<u>23</u>	<u>15</u>	<u>0</u>	<u>0</u>	<u>16</u>	<u>330</u>	<u>346</u>
March 1, 1990	<u>339</u>	<u>0</u>	<u>0</u>	<u>23</u>	<u>154</u>	<u>0</u>	<u>362</u>	<u>516</u>
March 14, 1990	<u>333</u>	<u>32</u>	<u>10</u>	<u>0</u>	<u>90</u>	<u>0</u>	<u>375</u>	<u>465</u>
March 28, 1990	<u>285</u>	<u>13</u>	<u>21</u>	<u>0</u>	<u>0</u>	<u>52</u>	<u>319</u>	<u>371</u>
April 11, 1990	<u>345</u>	<u>8</u>	<u>22</u>	<u>0</u>	<u>104</u>	<u>1</u>	<u>375</u>	<u>480</u>
April 25, 1990	<u>309</u>	<u>17</u>	<u>11</u>	<u>0</u>	<u>70</u>	<u>27</u>	<u>337</u>	<u>434</u>
May 9, 1990	<u>306</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>99</u>	<u>14</u>	<u>313</u>	<u>426</u>
May 23, 1990	<u>307</u>	<u>5</u>	<u>25</u>	<u>49</u>	<u>0</u>	<u>38</u>	<u>386</u>	<u>424</u>
June 6, 1990	<u>175</u>	<u>90</u>	<u>33</u>	<u>37</u>	<u>0</u>	<u>10</u>	<u>335</u>	<u>345</u>
June 20, 1990	<u>141</u>	<u>0</u>	<u>30</u>	<u>19</u>	<u>211</u>	<u>28</u>	<u>190</u>	<u>429</u>
TOTALS	<u>5,792</u>	<u>408</u>	<u>271</u>	<u>459</u>	<u>1,356</u>	<u>365</u>	<u>6,930</u>	<u>8,651</u>

ACQUISITIONS UNIT

Personnel Changes

1989/90

Head, Acquisitions
Sabbatical leave

4 September 1989-17 December 1989
22 January 1990- 7 April 1990

Library Technician - Evening Supervisor
vacated

2 June 1989