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ACQUISITIONS UNIT
Annual Report
1995/1996

Martha H. Kellogg
Head, Acquisitions Unit
August 15, 1996

**ACQUISITIONS UNIT
ANNUAL REPORT
1995/96**

Uncertain budgets and the advent of a new Vice Provost for Information Systems / Dean of Libraries had profound effects on the Acquisitions Unit during the 1995/96 fiscal year. Purchasing of monographs was frozen from July to September 1995, awaiting direction from the new Dean, Thomas Mikalak. The first annual renewal with the Library's new serials vendor, EBSCO, was also delayed, with the prospect of possible serial cancellations. Immediately upon arrival, the Dean ordered a serials cancellation project in the neighborhood of \$200,000.00 to allow for purchase of additional monographs for the Library.

Chronic staff shortages, from a high of thirteen staff (two professional librarians and eleven support staff) to a low of seven (one librarian and six support staff during 1995/96), has caused long term stress for the remaining staff. Limited materials budgets, technological innovations (such as tapeloading on large invoices), and willingness of staff to take on additional tasks has allowed the unit to continue to function with the reduced staff. Filling of two vacancies during the year will help this situation.

MONOGRAPHS

1. Staffing. The Monograph section suffered the most from the continuing staff shortage. One full time Senior Clerk-typist performed ordering and receiving functions for firm orders, approvals, and standing orders, with assistance from students and, part of the year, a staff member from the Catalog Unit. One long-term vacancy in Monographs was finally filled in June 1996, which should help alleviate the problem
2. Strand. Limited or non-existent materials budgets have greatly reduced monograph purchases for the last few years (see Monograph Statistics, 1992/93 - 1995/96, attached.) To redress this problem, Dean Mikalak instituted an approval program with the Strand Book Store in New York in September 1995. This plan provided a 40% discount on "review copies" of recently published books supplied once a month by Strand, with return privileges. Unfortunately, Strand was unable to supply a tapeload of the invoice, requiring staff to manually enter each shipment (150-200 books) into the III (HELIN) system. New procedures were instituted in February 1996 to send Strand shipments directly to OCLC Cataloging after receipt, and add Order (payment) records to HELIN after the titles were cataloged. Acquisitions, Cataloging, and Circulation units cooperated on a procedure to forward the Strand books to a "new book area" in Circulation after processing.
3. Electronic ordering. The Monograph section experimented with different versions of electronic ordering of monographs during the year: a) continuation of Blackwell's New Titles Online (NTO) system, and b) electronic ordering through III with selected vendors. The Blackwell NTO system was an "approval plan," with titles ordered from slips supplied by Blackwell. We logged directly into Blackwell's database of titles using a gateway from III, entered our fund code, and ordered online directly from Blackwell, bypassing the HELIN order system. Blackwell NTO titles were received with a computer tape, providing short bib and order records which were loaded directly into III. The drawback to this system proved to be the lack of an "on order" record in HELIN, resulting in unwanted duplicates. When firm ordering resumed and Strand approval plan books arrived, NTO ordering was discontinued.

Electronic ordering through III was begun in February 1996. Most major vendors have an interface with Innovative allowing for electronic linkage between the vendor and III's Ordering and Receiving module. Codes were entered into URI's vendor records in HELIN allowing for direct electronic transmittal of orders to the vendor. For participating vendors, paper order forms are no longer printed and mailed. A few bugs were found in the system, but they have for the most part been corrected. One "bug"--the inability of vendors to supply a paper copy of the electronic order--affects URI's receiving and cataloging procedures. The Acquisitions and Cataloging Units are working on a procedure to eliminate the need for a paper order record to accompany books sent to cataloging. Electronic ordering through III is presently being used with the following vendors: Blackwell, Yankee, and Midwest.

SERIALS

1. Cancellations. The 1995/96 fiscal year got off to a fast start for Serials, with the new Dean's announcement in September 1995 of a \$200,000.00 serials cancellation project for 1996. With the EBSCO renewal notice due to the subscription agent in October, little time was left for identifying serial titles to cancel, notifying EBSCO and other vendors, and updating records in HELIN. The situation was exacerbated by a long term vacancy in the Serials Order Technician position. Also, for the first time in many cancellation projects, Reference was not spared. Many direct orders for Reference titles were cancelled, requiring the Serials Unit to send letters to individual publishers rather than relying on the subscription agent to notify the publishers. The decision was made to cancel most remaining duplicate titles; consequently, long standing paper subscriptions to major Reference titles were cancelled when the title was also held in CD-ROM. Some of the major titles cancelled for 1996 included the following:

Biological Abstracts (paper)
Psychological Abstracts (paper)
Social Sciences Citation Index
IEEE Conference Publications standing order

Thanks to the hard work of the Serials staff, all cancellations were completed within the deadline: 169 titles cancelled totaling about \$216,000.00. Staff continued to work on updating and closing out serials records for these cancellations throughout the fiscal year.

2. Electronic invoice load. Filling of the Serials Order Technician position in January 1996 permitted the Serials section to load EBSCO's original invoice for 1995 and EBSCO's 1996 renewal into the HELIN database. For the first time, payment records for serials are now accessible in staff mode to all URI Library staff. (The payment records do not display to patrons or to other HELIN libraries.) Invoice data in HELIN also allows certain kinds of reports from III that include serial subscription costs.

3. Database cleanup. Serials staff, in conjunction with the Catalog unit, continued the process of cleaning up serial records in the HELIN database. As the fiscal year drew to a close, plans were under way for staff to manually input holdings records for non-current titles into the HELIN database, based on data in the Serials List. Samples of records from the Serials List indicate that many of URI's serial records in HELIN (perhaps as many as 80%) need work, including problem Item records which must be forwarded to Cataloging, as well as entering the Checkin records.

PROCESSING AND BINDING

1. Processing. Under the supervision of Classified Librarian Skonberg, backlogs in processing were completely eliminated during FY 1995/96. In addition, training of a capable student in mending has resulted in steadily increasing number of deteriorating books repaired by the Processing section. Although the workload in Binding and Processing has been stable for the last few years, changes in book labeling procedures affected Processing during 1995/96. In March 1996, technicians in the Catalog Unit started producing book labels from OCLC workstations for Strand books, eliminating the need for Processing students to type labels with the Se-Lin Label machine. Monographs are still forwarded to the Processing section, however, where student processors stamp, tattle tape, and affix "label protectors" to the OCLC produced labels. Other monographs (Govt Pubs, Serials, Dewey reclass) continue to be labeled by Processing staff using the Se-Lin system.

2. Binding. A financial crunch occurred in Binding during 1995/96. The combination of cuts in the binding allocation from \$50,000 to \$35,000, beginning the year with a backlog of invoices from the 1994/95 fiscal year, and increases in binding charges resulted in a shortfall that became evident in the Fall. In November, 1995, Binding required that units limit the number of volumes submitted for the remainder of the fiscal year. Eventually additional funds were found and binding was continued at the previous rate. So long as the new fiscal year starts with no invoice backlog, it is anticipated that \$35,000.00 should be sufficient for the year. The coming year, 1996/97, is the final year of the State of Rhode Island's binding contract with Ridley's Book Bindery.

PROFESSIONAL RESPONSIBILITIES AND ACCOMPLISHMENTS 1995/96

A. Publications:

"CD-ROM Price Inventory 1993-1995: Average Costs by Subject Classification," [Table] Bowker Annual 1996, p.532.

B. Leadership Roles in Professional Organizations:

American Library Association, ALCTS Library Materials Price Index Committee. CD-ROM Price Inventory Chair. Responsible for maintaining a database of CD-ROM titles and price data; compiling the annual price inventory of CD-ROMs which is published each year in the Bowker Annual.

C. Library and URI Committee Assignments:

1. Faculty Senate Curricular Affairs Committee, Library representative, 1995-
2. HELIN Serials Committee, chair, 1991-1996.
3. CRIARL Serials Committee, member, 1987-
Secretary, 1989-1991.
Subcommittee on Profiling for the CRIARL III Union List, 1995/96.
4. Library Faculty Development Committee, chair, 1995/96.
5. Library Task Force on Communication and Organization, 1995/96.

D. Professional Meeting Attendance:

1. ACRL New England Chapter Fall Conference, Regis College, Weston, Mass., Oct. 27, 1995.
2. Fourth Annual Innovative Users Group Meeting, Westin Hotel, Providence, RI Apr. 28-30, 1996.
3. RILA Spring Conference, Johnson & Wales Providence Center, June 6, 1996.
4. NASIG (North American Serials Interest Group) Eleventh Annual Conference, Albuquerque, NM, June 20-23, 1996.
5. ALA Annual Conference (one day only), New York City, July 7, 1996.

Acquisitions Dept.
 Monograph Statistics
 June report

1995-96

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Orders searched	22	0	0	602	250	161	1,035
-requests searched	21	0	0	571	237	143	972
-duplicates ret'd	1	0	0	31	13	18	63
Titles ordered	20	0	0	0	88	23	131
Titles claimed	0	0	0	0	0	0	0
Volumes received	684	339	424	836	445	358	3,086
-firm orders recv'd	278	242	112	49	14	25	720
-s.o. vols recv'd	26	30	36	26	32	17	167
-gifts recv'd	271	15	265	47	0	137	735
-approvals recv'd	109	52	11	714	399	179	1,464
Approvals ret'd	5	0	0	55	74	67	201
Mforms received	0	0	19	0	0	20	39
Media received	18	0	1	0	1	0	20
Invoices processed	78	98	101	75	61	32	445

	Jan	Feb	Mar	Apr	May	Jun	YTD
Orders searched	425	429	243	191	149	85	2,557
-requests searched	422	416	230	183	148	85	2,456
-duplicates ret'd	3	13	13	8	1	0	101
Titles ordered	248	393	217	175	147	85	1,396
Titles claimed	0	0	0	0	0	0	0
Volumes received	657	463	665	315	902	1,032	7,120
-firm orders recv'd	112	197	206	151	237	108	1,731
-s.o. vols recv'd	55	30	35	34	25	23	369
-gifts recv'd	332	11	27	80	159	637	1,981
-approvals recv'd	158	225	397	50	481	264	3,039
Approvals ret'd	57	62	58	0	65	22	465
Mforms received	0	0	0	45	0	0	84
Media received	12	12	14	0	8	14	80
Invoices processed	71	86	98	69	72	93	934

Acquisitions Dept.
 Monograph Statistics
 June report

1994-95

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Orders searched	83	48	592	377	275	595	1,970
-requests searched	83	42	572	352	265	559	1,873
-duplicates ret'd	0	6	20	25	10	36	97
Titles ordered	83	42	572	352	265	559	1,873
Titles claimed	0	0	0	0	0	0	0
Volumes received	199	325	496	256	1,334	211	2,821
-firm orders recv'd	32	68	53	133	471	54	811
-s.o. vols recv'd	44	25	0	25	9	71	174
-gifts recv'd	123	90	443	62	36	0	754
-approvals recv'd	0	142	0	36	813	86	1,082
Approvals ret'd	3	0	0	1	10	1	15
Mforms received	0	0	0	18	0	0	18
Media received	4	5	0	129	63	15	216
Invoices processed	46	60	29	81	60	30	306

	Jan	Feb	Mar	Apr	May	Jun	YTD
Orders searched	644	641	542	193	457	264	4,711
-requests searched	644	635	481	193	453	264	4,543
-duplicates ret'd	0	6	61	0	4	0	168
Titles ordered	644	629	420	193	453	264	4,476
Titles claimed	0	0	0	0	0	0	0
Volumes received	589	766	953	1,226	1,188	821	8,364
-firm orders recv'd	269	333	569	492	478	360	3,312
-s.o. vols recv'd	48	37	17	46	41	29	392
-gifts recv'd	185	93	64	176	60	52	1,384
-approvals recv'd	87	303	303	512	609	380	3,276
Approvals ret'd	1	2	2	7	6	4	37
Mforms received	0	0	0	0	19	10	47
Media received	0	6	0	0	24	4	250
Invoices processed	89	67	144	91	98	135	930

Acquisitions Dept.
~~1993-94 Statistics~~
 June report

~~1993-94~~

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Orders searched	136	165	0	19	1	257	578
-requests searched	124	124	0	19	0	233	500
-duplicates ret'd	12	41	0	0	1	24	78
Titles ordered	34	49	0	19	0	209	311
Titles claimed	0	0	0	0	134	0	134
Volumes received	730	790	455	345	223	173	2,716
-firm orders recv'd	108	138	55	51	69	37	458
-s.o. vols recv'd	47	41	14	45	22	29	198
-gifts recv'd	138	277	287	149	122	107	1,080
-approvals recv'd	437	334	99	100	10	0	980
Approvals ret'd	513	206	0	12	0	0	731
Mforms received	19	0	0	20	15	19	73
Media received	0	0	0	0	2	0	2
Invoices processed	72	59	38	56	29	47	301

	Jan	Feb	Mar	Apr	May	Jun	YTD
Orders searched	139	118	209	316	128	60	1,548
-requests searched	139	106	180	316	122	50	1,413
-duplicates ret'd	0	12	29	0	6	10	135
Titles ordered	139	106	86	223	116	40	1,021
Titles claimed	0	0	0	0	0	0	134
Volumes received	203	279	303	888	865	1,182	6,436
-firm orders recv'd	36	218	118	100	101	244	1,275
-s.o. vols recv'd	26	28	61	33	15	60	421
-gifts recv'd	141	33	124	59	175	120	1,732
-approvals recv'd	0	0	0	696	574	758	3,008
Approvals ret'd	0	0	0	98	18	696	1,543
Mforms received	0	0	0	1	0	20	94
Media received	1	0	1	1	0	20	25
Invoices processed	33	61	50	63	52	68	628

Acquisitions Dept.

~~Monograph Statistics~~

1992-93

June report

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Orders searched	891	870	956	516	502	352	4,087
-requests searched	856	767	906	431	455	302	3,717
-duplicates ret'd	35	103	50	85	47	50	370
Titles ordered	462	426	348	282	168	302	1,988
Titles claimed	0	0	0	0	0	0	0
Volumes received	1,696	1,415	1,222	2,216	1,202	1,246	8,997
-firm orders recv'd	414	306	118	515	284	229	1,866
-s.o. vols recv'd	2	51	45	20	23	16	157
-gifts recv'd	258	22	173	490	413	243	1,599
-approvals recv'd	1,022	1,036	886	1,191	482	758	5,375
Approvals ret'd	142	148	135	169	131	158	883
Mforms received	0	396	0	1	0	0	397
Media received	84	17	41	34	10	5	191
Invoices processed	68	83	59	84	78	68	440

	Jan	Feb	Mar	Apr	May	Jun	YTD
Orders searched	603	458	563	518	292	204	6,725
-requests searched	576	422	502	472	288	200	6,177
-duplicates ret'd	27	36	61	46	4	4	548
Titles ordered	131	208	276	206	91	107	3,007
Titles claimed	0	0	0	0	0	0	0
Volumes received	1,196	1,488	1,089	1,265	1,292	1,176	16,503
-firm orders recv'd	186	183	322	247	4	317	3,125
-s.o. vols recv'd	38	11	25	67	20	36	354
-gifts recv'd	516	645	435	502	420	170	4,287
-approvals recv'd	456	649	307	449	848	653	8,737
Approvals ret'd	133	136	97	148	94	90	1,581
Mforms received	0	41	0	0	0	0	438
Media received	1	4	97	13	15	1	322
Invoices processed	75	70	75	80	65	79	884

Acquisitions Dept.
 Serials Statistics 1995-96
 June Report

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Volumes Withdrawn	0	0	0	0	1	0	1
Titles Added	7	60	28	44	10	18	167
Volumes Added	897	531	615	729	705	442	3,919
-to checklist	161	155	107	143	112	130	808
-by binding	736	376	508	586	593	312	3,111
Total Volumes bound	749	376	508	586	593	312	3,124
Volumes processed	3,351	2,709	2,020	2,163	2,290	1,586	14,119
Volumes temp bound	79	87	30	59	74	48	377
Volumes mended	521	258	197	256	191	141	1,564
Mform pieces added	2,913	2,217	4,555	1,988	2,159	1,510	15,342
Mfilm	54	63	52	18	46	51	284
Mfiche	2,859	2,154	4,503	1,970	2,113	1,459	15,058

	Jan	Feb	Mar	Apr	May	Jun	YTD
Volumes Withdrawn	0	0	0	1	11	4	17
Titles Added	18	24	39	40	32	43	363
Volumes Added	544	881	663	866	617	1,139	8,629
-to checklist	162	170	143	211	99	111	1,704
-by binding	382	711	520	655	518	1,028	6,925
Total Volumes bound	382	717	520	655	524	1,028	6,950
Volumes processed	1,738	2,075	2,604	1,865	1,727	1,603	25,731
Volumes temp bound	17	60	25	55	35	92	661
Volumes mended	107	97	111	304	192	148	2,523
Mform pieces added	460	702	2,142	3,735	1,704	1,951	26,036
Mfilm	51	76	87	53	62	27	640
Mfiche	409	626	2,055	3,682	1,642	1,924	25,396

Acquisitions Dept.
 Serials Statistics 1993-94
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	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Volumes Withdrawn	2	0	1	0	0	0	3
Titles Added	21	23	0	2	0	10	56
Volumes Added	825	410	481	576	727	852	3,871
-to checklist	244	302	122	242	244	187	1,341
-by binding	581	108	359	334	483	665	2,530
Total Volumes bound	755	144	419	446	529	680	2,973
Volumes processed	2,311	2,532	3,573	2,567	2,476	2,276	15,735
Volumes temp bound	117	56	6	53	168	28	428
Volumes mended	10	34	34	61	53	28	220
Mform pieces added	2,878	2,365	2,726	2,439	3,380	2,326	16,114
Mfilm	35	57	56	76	133	56	413
Mfiche	2,843	2,308	2,670	2,363	3,247	2,270	15,701

	Jan	Feb	Mar	Apr	May	Jun	YTD
Volumes Withdrawn	3	2	0	0	0	0	8
Titles Added	10	15	20	0	7	37	145
Volumes Added	572	585	1,017	681	962	207	7,895
-to checklist	218	168	362	169	374	207	2,839
-by binding	354	417	655	512	588	0	5,056
Total Volumes bound	359	487	662	537	678	29	5,725
Volumes processed	2,686	2,663	2,319	3,020	2,740	2,652	31,815
Volumes temp bound	59	65	155	49	63	46	865
Volumes mended	136	345	161	81	114	117	1,174
Mform pieces added	2,788	2,434	2,447	2,382	2,178	2,696	31,039
Mfilm	61	91	76	90	89	84	904
Mfiche	2,727	2,343	2,371	2,292	2,089	2,612	30,135

Acquisitions Dept.
 Serials Statistics 1994-95
 June Report

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Volumes Withdrawn	0	0	0	0	0	0	0
Titles Added	81	22	33	31	37	22	226
Volumes Added	1,738	632	975	901	593	565	5,404
-to checklist	316	183	214	240	241	249	1,443
-by binding	1,422	449	761	661	352	316	3,961
Total Volumes bound	1,511	449	761	661	353	318	4,053
Volumes processed	2,666	1,762	2,059	1,916	1,652	1,107	11,162
Volumes temp bound	197	74	85	24	79	0	459
Volumes mended	265	256	160	131	160	0	972
Mform pieces added	2,704	2,823	2,754	3,267	2,937	2,834	17,319
Mfilm	56	59	55	95	58	89	412
Mfiche	2,648	2,764	2,699	3,172	2,879	2,745	16,907

	Jan	Feb	Mar	Apr	May	Jun	YTD
Volumes Withdrawn	0	0	0	0	0	0	0
Titles Added	14	50	25	25	32	6	378
Volumes Added	556	1,144	536	399	774	512	9,325
-to checklist	249	206	265	399	385	185	3,132
-by binding	307	938	271	0	389	327	6,193
Total Volumes bound	308	941	271	0	389	327	6,289
Volumes processed	1,728	3,322	3,588	2,532	2,293	3,131	27,756
Volumes temp bound	4	80	74	2	35	159	813
Volumes mended	0	0	62	168	39	152	1,393
Mform pieces added	2,043	3,672	1,739	1,637	2,061	1,980	30,451
Mfilm	92	62	137	68	57	50	878
Mfiche	1,951	3,610	1,602	1,569	2,004	1,930	29,573

Acquisitions Dept.
 Serials Statistics 1992-93
 June Report

	Jul	Aug	Sept	Oct	Nov	Dec	Jul-Dec
Volumes Withdrawn	1	1	4	21	0	6	33
Titles Added	25	14	21	15	23	30	128
Volumes Added	655	463	748	692	559	680	3,797
-to checklist	224	315	214	224	173	221	1,371
-by binding	431	148	534	468	386	459	2,426
Total Volumes bound	459	149	545	477	395	522	2,547
Volumes processed	2,420	2,096	2,477	2,576	2,014	3,013	14,596
Volumes temp bound	10	2	7	137	24	9	189
Volumes mended	33	123	65	34	30	6	291
Mform pieces added	3,909	2,333	2,109	3,496	2,353	3,961	18,161
Mfilm	38	458	64	74	47	57	738
Mfiche	3,871	1,875	2,045	3,422	2,306	3,904	17,423

	Jan	Feb	Mar	Apr	May	Jun	YTD
Volumes Withdrawn	0	1	0	8	3	1	46
Titles Added	10	28	0	5	10	15	196
Volumes Added	775	647	942	678	997	577	8,413
-to checklist	202	200	301	199	220	212	2,705
-by binding	573	447	641	479	777	365	5,708
Total Volumes bound	683	550	711	530	940	415	6,376
Volumes processed	3,103	2,486	2,438	2,799	2,131	3,424	30,977
Volumes temp bound	51	54	56	121	5	0	476
Volumes mended	38	29	23	38	53	36	508
Mform pieces added	2,491	2,583	2,208	2,438	2,863	2,198	32,942
Mfilm	21	47	94	83	67	80	1,130
Mfiche	2,470	2,536	2,114	2,355	2,796	2,118	31,812