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Acquisitions Unit Annual Report 1996-1997

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ACQUISITIONS UNIT

Annual Report
1996/97

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ACQUISITIONS UNIT
ANNUAL REPORT
1996/97

For the first time in many years the Acquisitions Unit completed an entire fiscal year with nine staff members: one professional librarian and eight support staff. Still down from a high of thirteen staff in 1992/93, the unit functioned more rationally with a second order clerk (now Word Processing Typist) in Monographs and a trained Library Technician handling Serials order/invoicing for the entire year.

The decision to physically move several library units, including relocating part of the Microforms Area into the Monograph section, had a major effect on the Acquisitions Unit this year. In August 1996, the Monograph section (including two order technicians, their workstations and accompanying equipment and supplies) was moved into what had previously been the OCLC Room. The Gift Books area was moved from Acquisitions and relocated to the Mail Receiving area. When the old Monograph section proved too small to hold Microforms, the Serials Order Technician and Acquisitions Librarian were also relocated to the previous OCLC Room. Remaining in the former Acquisitions area along the north wall are the Serials Classified Librarian; Newspapers/Microforms clerk; the Binding and Processing areas; the Checklist, and the Acquisitions Unit system printer and photocopier. Eventually a wall was erected between the Microforms area and the Acquisitions area for security. Climate control in the old Acquisitions area--always inadequate--deteriorated badly; with no air circulation for heating and cooling. The climate control problems in this area remain to be addressed. The move to the OCLC room proved to be more successful, in terms of space and climate, although splitting Acquisitions into two areas is less efficient for staff communication.

MONOGRAPHS

The hiring of a Word Processing Typist in June 1996 provided much needed support in Monograph ordering/receiving this year. The 1996 serial cancellation project freed more funds for monograph purchases. With the new staff member and additional funds, the Monograph section was able to increase monograph purchases over the previous fiscal year in most categories, particularly firm orders. In addition, the previously sole staff member in Monographs, a Senior Clerk/Typist, finally received an upgrade (following a desk audit over a year ago) to Senior Word Processing Typist. Gaining experience with new electronic ordering procedures in III, combined with the elimination of paper files (such as discarding the old "Tip File") allowed two staff members, plus one student assistant to perform efficiently all basic ordering and receiving functions and to undertake new projects and learn new procedures.

Ordering procedures on III changed during the year with arrival of a new Dell Windows 95 PC with Passport software for ordering over the Internet, and the discontinuance of the direct data line to OCLC. Staff learned to use the new Passport software which allows downloading Bib and attached order records from OCLC to III on the same personal computer. The old "dumb terminal" and "thermal printer" were abandoned, with the "passport" data displayed on the Dell computer screen instead. Internet ordering was not without difficulties, however. Staff were hampered by delays and down time, mostly in telecommunications with ever-increasing Internet traffic. Delays in downloading also resulted in uncertainty as to whether orders were actually transmitted and/or received and cut down on ordering efficiency. These problems eased somewhat during the course of the year and are expected to improve as telecommunication capacity to the Internet is expanded locally and nationally.

Other innovations in monograph acquisitions and collection development included:

1. Began downloading a full MARC record at the time of order (rather than a brief bib record) and displaying the order records of all HELIN Libraries in patron as well as staff mode. The new display of all HELIN order records (in addition to cataloging records) has implications for collection development for members of the HELIN consortium. The change also resulted in some unforeseen idiosyncrasies in information displayed to patrons. Acquisitions and Cataloging Units developed a procedure to add "Cat Date" to the order records in batch mode to eliminate incorrect "In Process" status in the public display.

2. Subscribed to Choice Reviews on Cards to order undergraduate materials, freeing subject selectors from reviewing monthly Choice magazines. Experimented with NOT ordering Choice books if held by another HELIN Library. It appears that Acquisitions staff will be faced with more responsibility in evaluating records at the point of order as we gain more experience with III in the consortium setting.

3. Started planning and profiling for outsourcing of monograph cataloging with OCLC's PromptCat and Yankee Book Peddler (YBP). The project will have a profound effect on both the Acquisitions and Cataloging units.

<div align="center">SERIALS</div>

While most Monograph statistics rose during the year, most categories of Serial statistics went down following the serial cancellation project for 1996. Clean up following the serial cancellations continued during the year; updating and closing out records for cancelled titles was mostly completed by the end of the fiscal year. Several major drop/add projects in Business, Chemistry, and Nursing also resulted in additional work in ordering, cancelling and maintenance of serial issues and records.

New projects undertaken in Serials during the year included:

1. Began a project in January 1997 to create Checkin records in the HELIN database for non-current serial records. The two CPR technicians used the Serials List to enter location, call number, and holdings data for most of the estimated 15,000 serial titles not received currently by the Library (excluding serials in Government Pubs, Pell, and CCE, and the Dewey collection.) Over 5,000 titles were added by June 1997.

2. Began data entry of EBSCO "subscriber numbers" that will allow electronic claiming of serials from EBSCO. This labor intensive project involves EBSCO's producing bar codes with the needed data for every title supplied by EBSCO (upwards of 4,000 titles). EBSCO staff came to the Library for two weeks in June 1997 with a scanner to wand the subscriber numbers into the Checkin records. Titles which could not be found were snags which required staff time to investigate. The "snag" titles often proved to be title changes or unknowns received as part of combination subscriptions. Consequently the project aided in clearing up some problems in our serial subscription list. The project was near to completion by the end of summer 1997. It is hoped electronic claiming will increase the speed and accuracy of claim responses.

3. With the assistance of the Catalog Unit, the Library started experimenting with online access to journals over the Internet. Recommendations made by a committee which studied this issue showed that Collection Management, Acquisitions, Cataloging, Reference, and Systems are all involved in making Internet access to journals a reality. The loss of the Systems Librarian hindered the implementation of the committee's recommendations, but a beginning was made and experience gained by all involved.

BINDING AND PROCESSING

Binding. Once again the Binding budget of $35,000.00 proved inadequate to cover the fiscal year. An additional $5,000.00 was found to transfer to Binding, so periodicals were covered to the end of the year. Funds were insufficient for Govt. Pubs to send out all the binding they wanted and monographs in need of rebinding were also held back. Although the total number of bound volumes was down, increasing binding costs over the three-year contract cut the number of volumes we could bind. As the fiscal year drew to a close, it was the final year of the state binding contract with Ridley's Book Bindery, our binding contractor for the last fifteen years. Instead of renewing the contract, the State of Rhode Island chose to rebid the contract for the next three years. It appears now that Ridley's will be replaced by a new contractor, Bridgeport Bindery. The bid process had a number of problems, however, and it was uncertain which contractor will be handling the Library's binding beginning July 1997.

Processing. With Cataloging technicians continuing to produce labels for new books, there was less labor intensive Se-Lin label production in Processing this year. All books still had to be handled in Processing, however, since tattle tape, property stamps, and label covers must be added to each volume. Govt. Pubs began Marcive cataloging of their materials with Marcive labels in January 1997, but found that these volumes also needed tattle tape, property stamps, and label protectors. Processing agreed to have our student processors complete the Govt. Pubs processing after Govt. Pubs staff had affixed the Marcive labels.

Mending section lost a very capable student worker this year, and an equivalent replacement has not yet been found. Some students have been trained in basic mending techniques, and we continue to mend as many monographs as possible, since we have been unable to send many tattered volumes to the bindery due to lack of funds. (Periodical binding remains our first priority.) The Processing supervisor is looking for another talented student to continue our mending program as we begin the fall semester.

ACQUISITIONS UNIT

MONOGRAPH STATISTICS - 1996/97													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Orders searched	152	565	265	225	188	681	660	844	814	873	176	516	5959
-Duplicates returned	3	11	15	7	13	48	93	20	20	46	13	148	437
Titles ordered	149	554	250	218	175	633	567	824	794	827	163	368	5522
Titles claimed	0	0	0	0	0	0	0		0	0	0	0	0
Volumes received	645	639	793	874	878	662	698	870	943	1102	1272	1268	10644
-Firm orders rec'd	110	182	263	313	167	207	209	512	498	781	621	431	4294
-S.O. vols rec'd	59	29	13	39	10	23	39	22	17	49	45	18	363
-Gifts rec'd	283	148	244	253	424	157	178	64	160	0	324	550	2785
-Approvals rec'd	193	280	273	269	277	275	272	272	268	272	282	269	3202
Approvals returned	17	25	18	13	23	10	19	24	20	17	30	16	232
Mforms received	0	0	19	0	17	17	0	0	17	0	0	17	87
Media received	0	15	7	47	2	1	4	3	26	5	5	2	117
Invoices processed	57	120	68	143	84	81	81	64	71	89	82	82	1022

ACQUISITIONS UNIT

SERIAL STATISTICS - 1996/97													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Volumes withdrawn	8	7	3	17	3	1	9	16	11	27	8	25	135
Titles added	55	97	19	118	30	23	64	72	59	47	32	32	648
Volumes added	517	723	614	697	491	625	- 844	811	731	905	518	407	7883
-To checklist	149	155	141	189	151	147	295	141	126	190	205	126	2015
-By binding	368	568	473	508	340	478	549	670	605	715	313	281	5868
Total volumes bound	368	568	473	508	340	478	549	670	605	715	313	282	5869
Volumes processed	1894	1724	1455	1805	1150	1410	1852	2223	2307	2401	1429	1982	21632
Volumes temp bound	82	12	56	14	25	0	82	68	41	50	2	0	432
Volumes mended	394	134	118	79	122	0	0	86	253	317	3	0	1506
Mform pieces added	1721	2054	1607	1809	1608	240	1897	1797	1883	1802	1590	1825	19833
-Mfilm	142	124	51	44	37	63	69	38	76	88	42	44	818
-Mfiche	1579	1930	1556	1765	1571	177	1828	1759	1807	1714	1548	1781	19015
Dead serials added							765	885	943	1171	732	788	5284