

Blake Library
Technical Services Department
Annual Report
FY2014

Cataloging
Acquisitions
Serials
Maine State Documents
Special Collections



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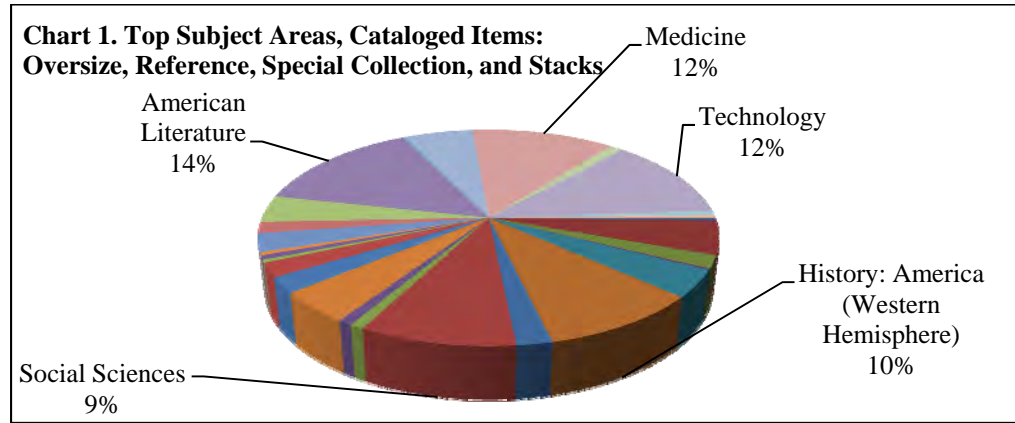
RDA: URSUS Cataloging Standards Committee note

- The University of Maine System has adopted the RDA cataloging standard. The URSUS Cataloging Committee has charged all URSUS libraries to transition to RDA for Fall 2014.
- UMFK has transitioned to creating all original cataloging records in RDA and to using RDA records for copy cataloging.
- UMFK is currently using the Minerva RDA Guidelines as a guide for RDA cataloging.

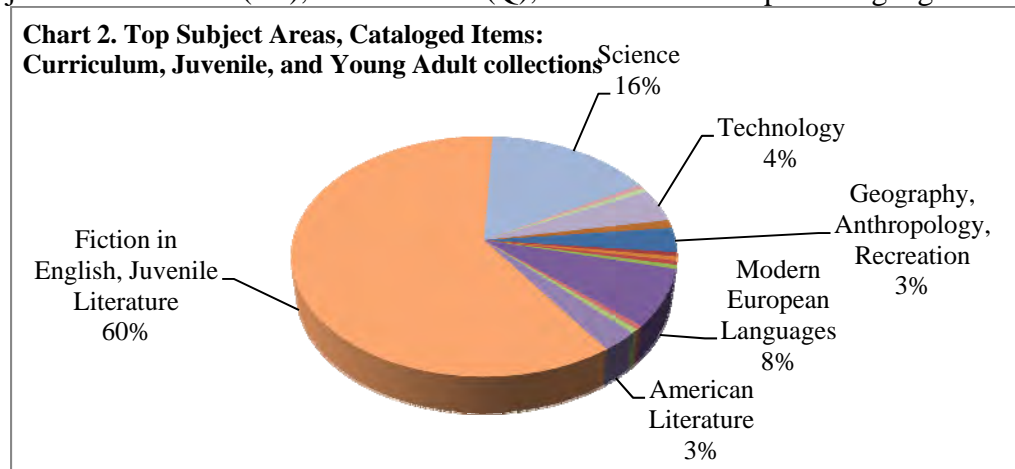
Cataloged materials

- In FY2014, 872 total items were cataloged, a 90.4% decrease from 9,050 items cataloged in FY2013.
 - This dramatic decrease is partially due to the completion of microfiche cataloging in FY2013, which consisted of 7,453 microfiche in that year. .
 - Of the 872 items cataloged, 493, or 56.5%, were gifts received from various campus organizations, faculty, staff, and community patrons.
 - President's Fund: 19 titles.
 - Inez Day Richards Fund: 16 items.
 - Individual donations: 458 items.
 - No items were gifted through the STEP or Classified Staff Development funds.
 - 613 monographs were cataloged
 - 404 cataloged monographs were donated or gifted
 - 208 cataloged monographs were purchased
 - 1 cataloged monographs were free, non-donated/gifted
 - 14 non-English language items were cataloged.
 - 11 French language items were cataloged
 - 3 other language items were cataloged
- The top Library of Congress classification subjects cataloged, by collection, were (Library of Congress call number classification included in parentheses):
 - Oversize, reference, Special Collections, and stacks collections: 14% American literature (PS), 12% medicine (R), 12% technology (T), 10% history: America, Western Hemisphere (E-F).

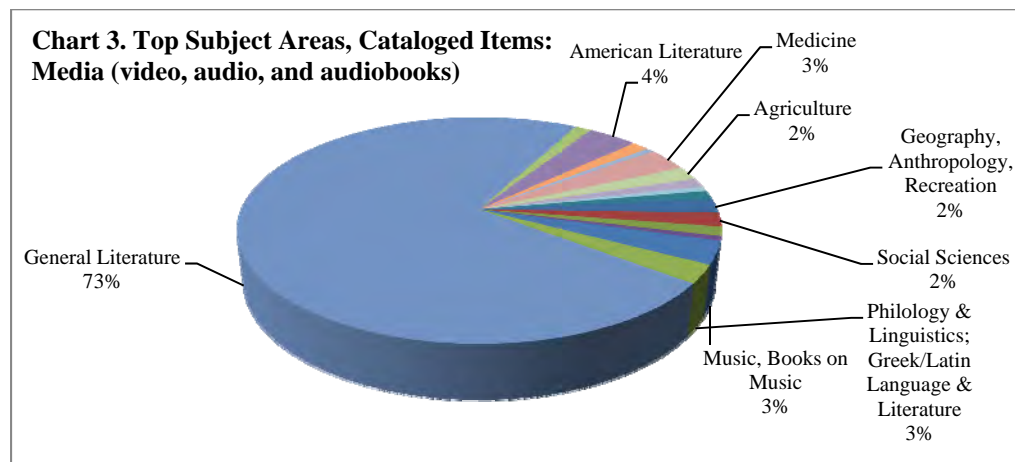
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- Curriculum, juvenile, and young adult collections: 60% fiction in English, juvenile literature (PZ), 16% science (Q), 8% modern European languages.



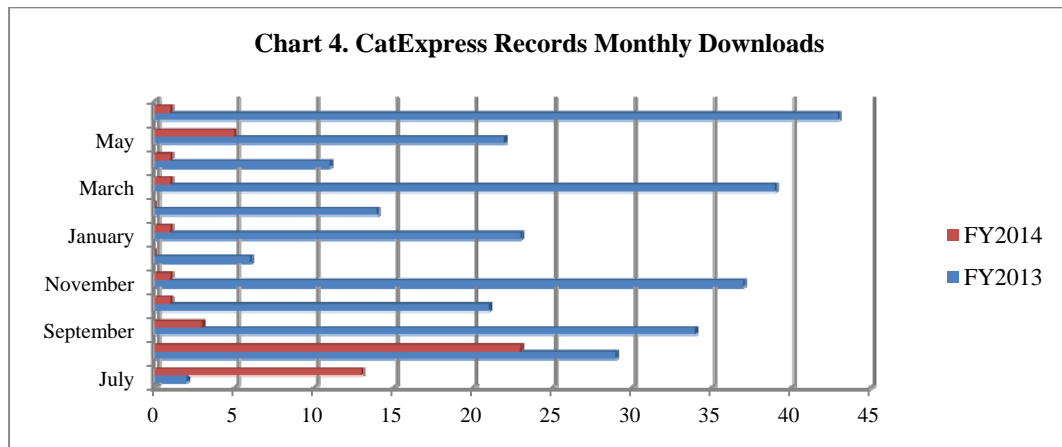
- Media collections: 73% general literature (PN).



- The following 88 items with non-Library of Congress call numbers were cataloged in

Cataloging FY2014

- Curriculum collection periodicals (individually cataloged issues): 83 items
- Media collection compact discs: 2 items
- Special collections: 3 manuscript collections
- 50 records were downloaded from OCLC's CatExpress. Blake Library subscribed to CatExpress at a cost of \$505 for the 500 record subscription service (plus additional for any records over 500).
 - Due to UMFK's transition to RDA cataloging, less records were downloaded because the majority of records in OCLC to this point are cataloged using AACR2.



- FY2014, the library renewed its one year *Classification Web* service, and will do so again for the coming fiscal year.
- 284 records were extracted from the Z39.50 protocol. This service provides Blake Library access to records from the Library of Congress and Maine InfoNet catalogs.
- Cataloging staff continues to assign subject-specific call numbers to Curriculum Collection materials. Most of these materials have pre-assigned Library of Congress call numbers that fall into the general designation of Education (L), rather than a subject-specific call number (i.e., "science" or "math"). Blake Library assigns subject-specific call numbers to facilitate the discovery of these materials by our students and other patrons through shelf-browsing.
- Cataloging staff added 546 notes to all UMFK bibliographic records of multilingual items, listing all included languages.
- Cataloging staff has begun identifying all materials purchased due to patron request; notes are added to the item records for these PDA (patron-driven acquisitions), noting the month, year, and whether requestor is faculty or student (staff and community are not specifically marked as such). Total PDA items FY2014: 6

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- Cataloging staff identified all UMFK bibliographic records for which there were no listed subject headings. Staff added appropriate subject headings so that all UMFK records are searchable and accessible.
- See also: Appendices A and B.

Discarded materials

- 893 items were discarded from the collection (including cataloged periodicals and Maine State documents). The collections most heavily weeded were:
 - Curriculum collection
 - Special aspects of education (LC): 16
 - Science, general (Q): 15
 - Natural history, biology (QH): 10
 - Periodicals: 36
 - Curriculum collection, audio CDs
 - Science, general (Q): 30
 - Media, Videocassettes
 - Economic theory/demography (HB): 14
 - Sociology, general (HM): 24
 - Theory and practice of education (LB): 12
 - Music, instruction and study (MT): 12
 - Literature, general (PN): 23
 - English literature (PR): 29
 - Main Stacks
 - Music (M): 40
 - Literature on music (ML): 237
 - Music, instruction and study (MT): 153
 - Literature, general (PN): 17
- At the end of FY2014, 110 items have a status of "missing;" 185 items have a status of "lost." These 185 records will be purged from the system at the start of FY2015. The total cost of these 185 lost items: \$3,757.52.
 - This fiscal year, the total price of lost items has been calculated to simulate what it would cost the library to replace these lost items.
 - For those items without prices in the order records, pricing for comparable items in Amazon has been used.
 - See also: Appendices C and D.
- In July 2009, Blake Library began a contract with Better World Books. Founded in 2002, Better World Books "collects and sells books online to fund literacy initiatives worldwide. With more than six million new and used titles in stock, we're a self-sustaining, triple-bottom-line company that creates social, economic and environmental value for all our stakeholders" (<http://www.betterworldbooks.com/info.aspx>).
 - As a Better World Books client, Blake Library uses their screening process to

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determine if books with ISBN number are desired by the company. Those books without ISBN numbers are listed and sent to the company for perusal and possible selection. Those books that are desirable are shipped to Better World Books at no cost to the library in free boxes provided by the company. The books are then sold through various vendors, donated, or recycled by the company.

- The recycled books play an important role in the library's efforts to create an environmentally conscious and sustainable environment.
- The books from Blake Library that are sold by Better World Books result in a nominal profit for the library, which is returned to the library's book acquisition funds.
- In FY2014, 0 volumes were sent and retained by Better World Books; 1,966 total books have been retained by BWB from Blake Library since the project began.
 - A total of 1,643 of the 1,966 books have been sold to date.
 - A total of 2,371 books sent to Better World Books, FY2009-2014, have been reused or recycled by the company (these are not included in the inventory numbers). The reuse or recycling of these materials has resulted in the conservation of 37 trees, 25,676 gallons of water, 5,091 pounds of greenhouse gases, 4 cubic yards of landfill space, and 7,865 kilowatt hours of electricity.
- See appendices E-G for details on the Blake Library/Better World Books inventory, sales, and the environmental metrics.

Goals and continuing processes:

Supporting Academic Excellence:

- Continue to provide students and all patrons access to library materials through proper cataloging and maintenance of current catalog records, including:
 - Continue to catalog using RDA standards
 - Continue cataloging the map collection.
 - Continue timely processing of all materials requiring both original and non-original cataloging.
 - Continue to monitor existing catalog records and edit to accurately reflect collection and to correct cataloging errors.

Supporting Campus Greening:

- Blake Library will continue its partnership with Better World Books. Since the local recycling company announced in Spring FY2013 they will no longer accept books of any kind, this partnership has become even more important to the library and campus.

Acquisitions FY2014

- All items received and/or paid for during FY2014 are counted as an acquisition for FY2014. Any items not received or paid for in FY2014 are not counted in FY2014, with the exception of Junior Library Guild materials. JLG is paid as a membership payment during the fiscal year, but some of the titles are not received by Blake Library until after the end of the fiscal year, as the membership subscription runs July through August.
- In FY2014, 417 items were purchased totaling \$44,338.48.
 - This is a 1.2% decrease in the number of items purchased and an 11.9% decrease in the total amount spent from last year. In FY2013, 422 items were purchased totaling \$50,316.21.
 - Blake Library and other libraries within the URSUS system continued the consortial contract with the video streaming platform Films on Demand.
- This year, 73 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$2,356.57.
 - In FY2014, the library purchased 27 titles totaling \$1,817.00 from the Inez Day Richards funds. This amount spent increased by 5% from last year's purchases of \$1,730.48.
 - This amount includes monograph, serial, and database purchases.
 - This past year, the President's Office purchased 18 titles for the amount of \$555.05.
 - In FY2014, the library did not receive any gift materials from the Student Senate.
 - In FY2014, the library did not receive funds from the STEPS (Student Teacher Education Professional Society) for purchasing items.
 - The largest concentrations of purchases by cost are as follows: juvenile literature 39.7%, humanities 29.7%, nursing 11.5%, social science 5.7%, and history 4.2%.
 - The largest concentrations of purchases by volume count are as follows: juvenile literature 56.4%, humanities 17.1%, social sciences 7.2%, and history 6.1%.
- Appendix H contains a complete list of library acquisitions (excluding donations and free non-donations) by cost and by volume.
- The following database annual subscriptions were purchased by Blake Library at a total cost of \$5,496:
 - BioOne.1 (BioOne)

Acquisitions FY2014

- Criminal Justice Periodicals (ProQuest)
 - Marquis Who's Who (Marquis)
 - Films on Demand (UMFK portion of UMS subscription)
 - Columbia Granger World of Poetry (EBSCO): purchased through Inez Day Fund
- Blake Library paid \$350 for its portion of the University of Maine System's subscription to OverDrive Download Library, which provides access to downloadable audio books and ebooks.
 - OverDrive is counted as a single title purchase in acquisitions.
 - See also: Appendices I-J.

Goals and continuing processes:

Supporting Academic Excellence:

- Continue to research and acquire materials that best suit the collection development policies of the library using a subject driven distribution formula created by library staff in FY11
- Maintain contact with faculty and staff to determine their collection needs

Serials FY2014

General statistics:

- The current serials collection consists of 139 titles
 - 79 are print only titles:
 - 52 print titles purchased through EBSCO
 - 4 of these titles were purchased through the Inez Day fund, including 1 title through membership subscriptions
 - 4 of these print titles comes with other purchased print titles or membership subscriptions
 - 15 print titles purchased through non-EBSCO vendors
 - 1 of these titles was purchased through the Inez Day fund
 - 12 print titles are free/gift subscriptions (in previous years, this count may have included titles that the library receives but does not retain)
 - 40 are print + online titles:
 - 39 print + online titles purchased through EBSCO
 - 1 of these print + online titles comes with other purchased titles
 - 3 of these print + online title purchased through the Inez Day fund
 - 1 print + online titles purchased through non-EBSCO vendors
 - 20 are online only titles (purchased individually, not through database subscriptions)
 - 18 online only titles purchased through EBSCO
 - 1 of these titles comes with other purchased titles or membership subscriptions
 - 2 online only titles purchased through non-EBSCO vendors
 - EBSCO now charges a service charge for their "free" online titles; Blake Library has cancelled its subscriptions to these free titles.
- 4 new titles was added in FY2014 (included in the title counts above):
 - 1 print title purchased through EBSCO
 - 1 print title purchased through a non-EBSCO vendor
 - 2 free print titles
- FY2014, 11 serials titles and memberships were cancelled:
 - 7 print only titles purchased through EBSCO was cancelled
 - 4 print only free/gift subscriptions were cancelled
 - 33 free EBSCO online only titles were cancelled due to EBSCO instating a service fee per title.
- In FY2014, 0 titles ceased publication

Serials FY2014

- In FY2014, 4 print titles' subscriptions were changed by Blake Library to online access
- In FY2014, 1 title changed, merging with another non-subscription title
- See Appendix K
- In FY2014, 77 items (11 titles) were routed to 7 faculty and staff members. These figures are higher than last fiscal year's numbers of 10 titles routed to 7 faculty and staff.
 - In FY2012, routing policy changed to limit each faculty to one issue per title; the newest/next issue was routed only upon return of an issue.
 - The library changed the subscriptions for some of the previously routed titles to online-only. Faculty members were sent notice of this change and the information for accessing these titles online. This accounts for most of the decrease in titles routed.
 - Due to the serials department not having a staff member during the summer months, it was decided to cease routing titles to faculty during the summer months.
 - See Appendix L

Serials usage, including microfilm:

- In FY2014, 62 print titles were accessed, with an item usage of 2,150.
 - See Appendix M
 - See Tables 1, 3-4
- In FY2014, 3 titles on microfilm were accessed 41 times:
 - *St. John Valley Times*: 39 uses
 - *The New Yorker*: 1 use
 - *Teachers College Record*: 1 use
 - In FY2013, microfilm use included 5 titles used 20 times.
- In FY2014, 2 microfiche titles was accessed.
 - *Child Development and Curriculum in Waldorf Education* (ED415990)
 - *Prevention of Depression* (ED416964)
- In February FY2013, Blake Library created a process for checking serials issues out to faculty, students and staff. Prior to this, serials were only available for circulation to faculty and staff. The decision allows for greater access to print serials for students. Our print use has decreased in recent years, and this change should result in greater usage.
 - In FY2014, 24 separate titles, 54 total issues circulated.
 - See Appendix N for serial titles circulated.

Serials FY2014

Electronic journals:

- 85 full-text online databases are available, providing access to 55,298 unique titles (see Table 2).
- 141 non-full-text databases are available through UMFK, the University of Maine System, and Marvel.

Fiscal Year	Titles Used	Items Used	Title Usage Change	Items Usage Change
FY2014	62	2,150	-31.1%	-23.8%
FY2013	90	2,822	8.4%	16.2%
FY2012	83	2,428	-17.8%	-7.0%
FY2011	101	2612	6.3%	33.9%
FY2010	95	1951	-20.8%	-4.9%

Fiscal Year	# of Databases	Unique Titles	# of Searches**	Titles Change	Searches Change
2014	85	55,298	10,610	9.2%	24.3%
2013	83	50,636	8,538	14.0%	8.9%
2012	73	43,523	7,843	7.6%	-2.1%
2011	64	40,451	8,015	27.1%	7.9%
2010	64	31,832	7,426	16.1%	-30.5%

* Data for FY2009 and subsequent years includes journals only.

**Search statistics taken from "Search Type Report" in Serials Solutions; these do not reflect the total number of searches in all databases and will not match the reference statistics.

TITLE	TIMES SHELVED
1. Bangor Daily News	460
2. New York Times	281
3. Portland Press Herald	279
4. Boston Globe	277
5. Wall Street Journal	217
6. Saint John Valley Times	44
7. Chronicle of Higher Ed.	29
8. Barron's	10
9. Le Madawaska	9
10. Fiddlehead Focus	4

TITLE	TIMES SHELVED
1. New Scientist	82
2. Science	49
3. Time	49
4. Consumer Reports	45
5. Maclean's	37
6. New Yorker	36
7. Rolling Stone	27
8. Good Housekeeping	25
9. Real Simple	24
10. National Geographic	23

**Serials
FY2014**

Continuing projects and goals:

Supporting Academic Excellence:

- Continued maintenance of current serials subscriptions
- Ensuring title-level access for all electronic journals
- Analyze current subscriptions to ensure the campus community has access to desired resources and subject matter
- Confirm online access to previous print subscriptions to ensure continued access to these titles

Special Collections FY2014

General statistics

- In FY2014, 0 new manuscript collections was added to special collections, for a total of 22 manuscript collections.
- 71 non-manuscript items were added to special collections.
- 0 items were discarded from special collections due to duplicate status or materials not complying with the Special Collections mission statement.
- Since the FY2009 start of manuscript processing in Special Collections, 5 collections have been accessed for a count use of 37.
 - Univ. MS 3: University of Maine at Fort Kent collection: 28 uses
 - Univ. 9.1.7.3.2: Roger L. Grindle centennial history research materials: 3 uses
 - Univ. 1.4.1.1: Madawaska Training School and Madawaska Model School registers: 2 uses
 - Aroos. MS 4: *The Fraser Story* typescript: 2 uses
 - Univ. 4.3: Richard Foster Crocker papers: 2 uses

Collection development

- Per the collection policy, Special Collections retains only materials that fall into the following categories: University collection; State of Maine collection; Aroostook County collection; and rare materials.

John L. Martin collection

- Phase I: Inventory. January 2010-August 2012.
- Phase II: Initial Processing (re-folding and re-boxing, discard of non-retained materials). August 2012-present
- Phase III: End/Final Processing (permanent ordering of boxes, labeling of folders and boxes). TBD
- Phase IV: Discovery (finding aid, guide, Archon record, CampusGuide). TBD

- For details on collection progress within each phase, see Appendix O.

University of Maine at Fort Kent student newspapers

- In FY2013, Special Collections began the project of indexing and digitizing all UMFK newspapers. This project, primarily created by a work-study student, will result in a searchable index with digitized images of the newspapers. The department believes this will be both useful and enjoyable for all of the UMFK community, including alumni.
 - This project continued through FY2014 and will continue into FY2015.

**Special Collections
FY2014**

Collection access and discovery

- CampusGuide (formerly referred to as LibGuide)
 - [Link to the guide](#)
 - The guide was accessed 6 times in FY2014.
- Archon
 - [Link to Blake Library's Archon database.](#)
- Maine Memory Network
 - Blake Library's Asst. Director of the Acadian Archives and Library spoke at the Maine Memory Network Contributor's Conference in May, having been invited to present on Blake Library's successful use of MMN.
 - [Link to Blake Library Special Collections Maine Memory Network page.](#)
- Maine Archive Search (formerly MACON)
 - Maine Archive Search committee met in January. The committee hoped to have all technical issues resolved by the start of summer, but progress remains stagnant.
- URSUS Special Collections Committee
 - Per the Directors' charge, the URSUS Special Collections committee formed a structured committee to meet twice a year, in mid-May and mid-August.
 - Blake Library's Assistant Director of the Acadian Archives and Library will be the first chair of the committee, serving a 2-year rotation.

Goals and continuing processes:

Supporting Cultural Development:

- Special Collections will continue to support its mission and the university's strategic plan of strengthening cultural heritage through the collection and maintenance of materials pertaining to the university's history and the history of Fort Kent, along with the greater regions of Aroostook County and the state of Maine. This includes:
 - Establish way to track usage statistics for Special Collections Archon and Maine Memory Network sites
 - Digitizing UMFK legacy videos
 - Digitizing all UMFK images in Special Collections
 - Complete processing of John L. Martin collection.
 - Continue UMFK newspapers digitization project

**Maine State documents
FY2014**

- On June 15, 2010, Blake Library terminated its contract as a Maine State documents repository. For more information, see FY2010 annual report.
- In FY2014, 3 Maine State documents were cataloged: 1 volumes, 2 electronic resources.
 - In FY2013, 10 Maine State documents were cataloged. This is a 70% decrease.

Goals and continuing processes:

Supporting Academic Excellence:

- By maintaining a small collection of Maine State documents focusing on the subjects offered through UMFK coursework, this collection will continue to support the students' academic endeavors.
- In addition, continuing to acquire state documents to incorporate into the library's main collection, including electronic resources, will provide students with access to the state's essential printed and electronic resources.