

Blake Library
Serials

Annual Report - FY 2007



- A. Serials Collection – The current serials collection consists of 324 titles, of which 261 are paid subscriptions, 51 are gifts/free, and 12 are purchased with the Inez Day Richards fund. Last year 21 titles were cancelled and 16 were added to the collection. Of the 16 titles added to the collection, 4 are paid subscriptions. A detailed list of titles cancelled and added can be found in Appendix A. The serials collection has held fairly steady in the past two fiscal years, and library staff hopes to continue in providing a serials collection that supports the current curriculum, as well as avoiding cancellations whenever possible.

In addition to the print serials collection, Blake Library patrons also have access to over 20,764 electronic journal subscriptions, which are accessible through various full-text databases (or even more conveniently through SerialsSolutions).

Blake Library offers routing of periodicals to faculty and staff. In FY2007, 20 titles were routed to 6 faculty. These figures are slightly lower than last year’s numbers of 22 titles routed to 5 faculty. Some faculty have requested to no longer have routing for specific titles, while some faculty have asked for new routing of periodicals. Overall, the change from last year isn’t dramatic. A list of routed serials can be found in Appendix B.

- B. Serials Usage – In FY2007 134 titles were shelved a total of 1,655 times. This is the fourth year the serials department tracks serials use. Over the past two years, serials usage has been tracked consistently, whereas before, serials usage wasn’t tracked throughout the whole year. Serials usage will continue to be tracked in the upcoming years, as the information is useful in determining which serials are being used, and if there is any change in serials use.

Fiscal Year	Titles Used	Items Used	Period Data Collected
FY2004	303	1326	Oct-Apr (7 months)
FY2005	153	779	Sep-Apr (8 months)
FY2006	193	1568	May-Apr (12 months)
FY2007	174	1655	May-Apr (12 months)

Table 1 shows the results of tracking serials usage over the last 4 years. While the number of titles used has decreased, the usage of the reduced amount of titles has increased and is at an all-time high of 1,655. In addition, the first two years of tracking serials usage was conducted for 7 and 8 months respectively, while the last two years of serials usage tracking has been for the entire year. For complete survey results of serials use, see Appendix C.

<i>Title</i>	<i>Times Shelved</i>
Bangor Daily News	229
Wall Street Journal	184
Saint John Valley Times	121
New York Times	50
New York Times Magazine	28
New York Times Book Review	15
Aroostook Republican	15
Portland Press Herald	14
Boston Globe	14
New York Times Style	11

<i>Title</i>	<i>Times Shelved</i>
Time	53
Rolling Stone	46
Consumer Reports	42
Newsweek	41
New Scientist	37
Sports Illustrated	33
Educational Leadership	31
National Geographic	30
Maclean's	28
U.S. News	23

Table 2 shows the top ten titles shelved for newspapers, while Table 3 shows the top ten titles shelved for periodicals. This data is helpful in seeing which titles are being used, as well as conversely, which ones are not. Unfortunately, the serials usage count is imperfect, as it often happens that a patron will look at a magazine or newspaper and place it back on the shelf (thereby not getting included in the serials usage count).

In FY2007 12 titles on microfilm were used 32 times. The titles most used were the New York Times (14) and the Saint John Valley Times (4). Increased access to journals online may explain why microfilm usage continues to decrease. Last year, microfilm use included 24 titles used 87 times. For complete microfilm use results, see Appendix D.

Also, in FY2007, a total of 7 faculty and staff checked out 23 titles for a total of 36 times. Faculty and staff are given a period of two weeks for a serials checkout. Serial checkouts have decreased over the years (which may be similar to the decrease in microfilm usage) probably due to the increased availability and usage of electronic journals. For a list of titles checked out, and faculty and staff by division, see Appendix E.

- C. Serials Inventory – Serials staff has finished a complete inventory of serials holdings; which included going through and taking note of titles, holdings, and missing issues; of the Serials Room (upstairs & downstairs), Special Collections, the Curriculum Collection Periodicals, the Microfilm Room, and the Serials Shelves (current issues of newspapers and magazines). This was an extremely time-consuming task, but serials staff felt it was vital to know what the library has, what is missing, and confirm that serials records are in order. As a result of the inventory, serials staff then had to confirm serials holdings and/or update holdings to reflect what the library truly has.

- D. Serials Clean-up Completed – Alongside the process of doing inventory for the serials collection, serials staff also did other necessary tasks. Serials were cleared off shelves in the Serials Room, the cleared shelves were cleaned and the removed serials were placed back on the shelves with appropriate labeling. Serials were rearranged and organized in order alphabetically, and were labeled with notes when necessary (i.e. 2 Years + Current). As stated about the serials inventory, the serials clean-up project was started in FY2006, and was finally completed this year, in FY2007. While the clean-up and inventory of serials is complete in one way, in another sense, it will continue as an ongoing task of keeping the serials areas orderly and organized.
- E. Electronic Journals – Online access is included in several of Blake Library’s serials print subscriptions. Serials staff began work on establishing online access to these serials in FY06, and the project was completed in FY07. The library now provides access (in addition to the many electronic journals & databases) to an additional 81 journals online. Several factors contributed to the process being slow. One, there are several different ways of providing and setting up online access. Each journal’s publisher must be contacted to find out how to set up online access. Second, once the setup has been established, serials staff then had to verify the journal was accessible. Oftentimes, journals were supposed to be accessible, but for one reason or another, were not. Serials staff then had to use Serials Solutions, make sure the journal was set up with the correct database, and tweak settings. Once changes were made, serials staff had to wait 24 hours to check and see if the changes resulted in the journal being accessible. With these considerations in mind, it’s easy to see how this process was slowed down one way or another. Also, a problem was discovered that Serials Solutions wasn’t listing the correct coverage ranges of the online journals. Library staff, and especially staff covering the Reference desk, rely on accurate information about what serials holdings we have online access to. Serials staff went through the 81 online journals and either confirmed the ranges were correct, or corrected them.

Table 4. Serials Solutions Statistics			
Fiscal Year	# of Databases	Unique Titles	# of Searches
2005	25	16,374	405
2006	27	17,848	1,878
2007	51	20,764	3,166

As evident in Table 4, there has been a continuing increase in the number of databases, unique titles, and searches. The increase in databases and titles can be in part the result of serials staff setting up online access included with serials subscriptions, as several databases and titles were added to Serials Solutions. Also, in order to check whether the online journals were accessible, serials staff routinely tried accessing many serials titles, which can account for some increase in the number of searches through Serials Solutions.

- F. Donated Journals – Several serial titles were donated to the library by Professor Robert Burns, from the University of Guam. Titles donated and added to the serials collection were: American Review of Canadian Studies, Ariel, Canadian Poetry, Essays on Canadian Writing, and Studies in Canadian Literature. Serials staff processed these titles (by adding records and holding) and made room for them in the serials room.
- G. Space – Serials staff continues to work with a limited amount of space for keeping back holdings of serials. Serials staff have maintained a weekly discarding of issues that are kept for a limited period of time (i.e. 2 years), in order to keep holdings correct, and provide as much available space as possible. Serials staff may eventually look into compact shelving for the serials room in order to free up space, as the serials room is quite full at present.
- H. Stolen Journals – Serials staff continues to monitor the issue of missing journals in the library's serials collection. Due to the nature of serials, missing issues affects all who use the library's resources. Unlike books, which can (for the most part) be easily replaced, serials are usually printed in a limited quantity and time period. Replacing missing issues can be very difficult, if not impossible. Serials staff continues to see issues going missing on a regular basis. Last year, two titles that were being stolen were *Mother Earth News* and *Rolling Stone*. *Rolling Stone* continues to be used very regularly, but unfortunately, *Mother Earth News* has not. *Mother Earth News* was in a clear locked binder out on the shelf for public use, but the binder was discovered to be partly destroyed, so *Mother Earth News* was placed on reserve at the circulation desk. If a library patron wants to browse an issue, they must check one out at the circulation desk. It is unfortunate that this has resulted in less accessibility to *Mother Earth News*. Serials staff continues to keep track of missing issues, but without a security system in place at the library, there is not much else that can be done at present.
- I. Saint John Valley Times Digitization – Serials staff began to research the possibility of indexing and digitizing the Saint John Valley Times newspaper. The library has this newspaper on microfilm from 1957-1990. Serials staff began investigating several different companies that provide microfilm digitization. Serials staff have narrowed it down to a few different digitization companies, and have begun to send microfilm to them for scan samples and price quotes.
- J. Serials Manual – Serials staff worked on and finished an outline of the various tasks and functions of the serials department. Serials staff has begun working on putting a serials handbook binder together to place frequently referenced information together in one convenient binder. The serials handbook includes the current EBSCO Annual Renewal invoice, the serials database holdings, serials missing list, electronic serials

list, serials forms and procedures (ordering, updating holdings, etc.), and the serials sections of the current and past annual reports.