

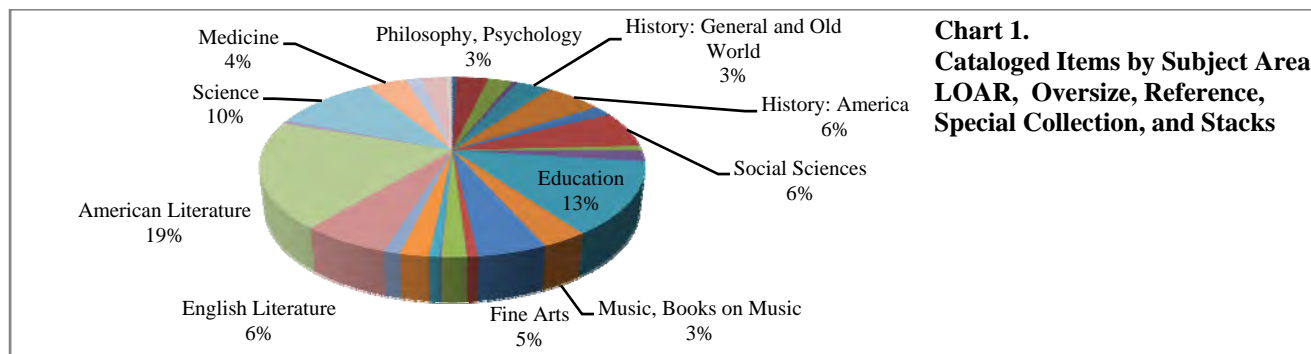
Cataloging FY2008

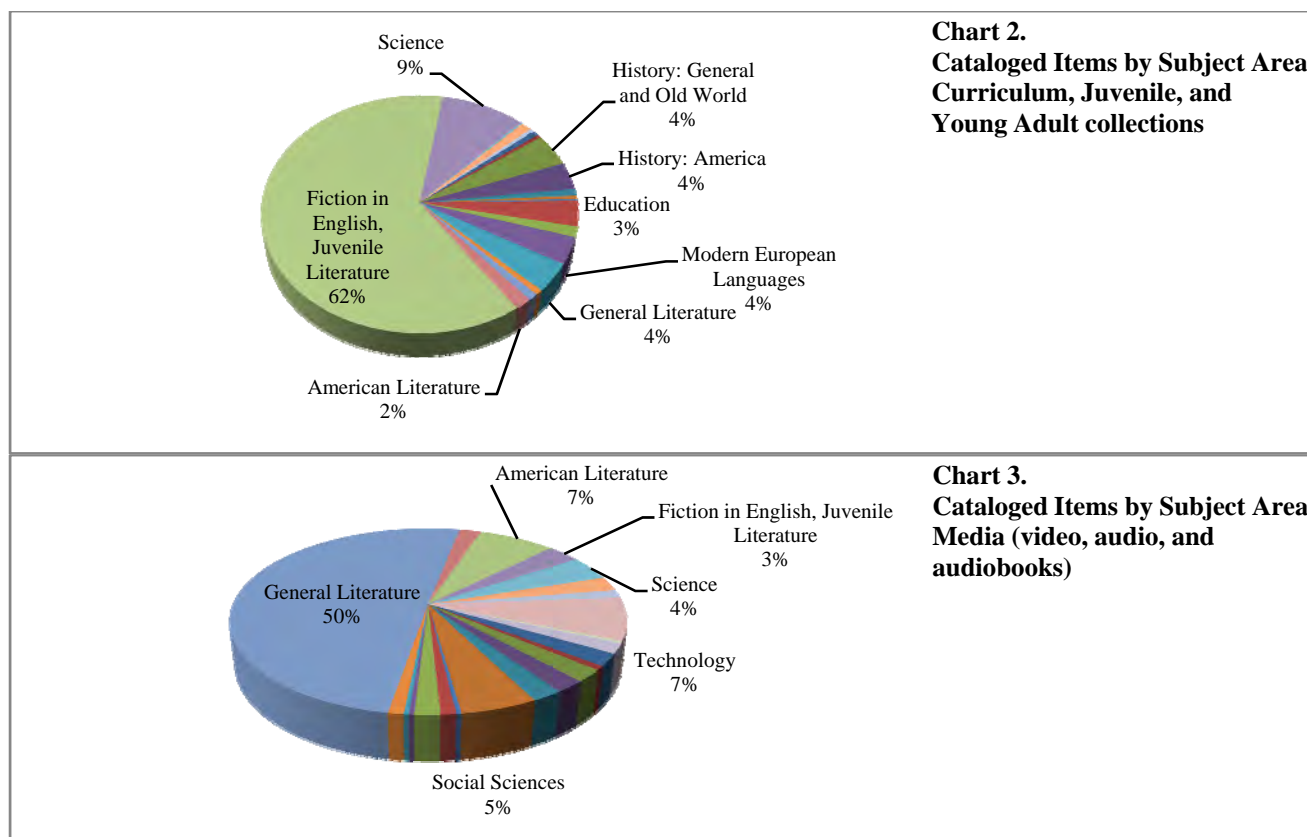
- 2,044 items were cataloged, a 2.5% increase from 1,993 items cataloged in FY2007.
- Of the 2,044 items cataloged, 1,454 or about 37% were gifts received from various campus organizations, faculty, staff, and community patrons.
- 86 titles were cataloged in the juvenile, young adult, curriculum, and the media sections through the STEPS donation fund.
- 2,855 items were discarded from the collection.
- The status of 49 items changed from missing to lost; the status of 36 items changed from “on search” to missing.
- 414 records were downloaded from Neline/CatExpress. Blake Library renewed its 500 record subscription with Neline/Catexpress at a cost of \$426.00.
- 585 records were extracted from the Z39.50 protocol. This allows Blake Library access to records from the Library of Congress and Maine InfoNet catalogs.
- FY2008, the library renewed its one year *Classification Web* service, and will do so again for the coming fiscal year.
- About 150 remaining unique titles still exist in the backlog of phonograph records.

Goals for FY2009:

- Decrease backlog of items requiring cataloging, particularly maps and phonographs
- Maintain timely processing for newly acquired materials requiring original cataloging to prevent build-up of backlog
- Continue timely processing of all materials not requiring original cataloging
- Review existing catalog records and edit to accurately reflect collection and to correct cataloging errors

Appendix A contains a list of all items cataloged during the 2008 fiscal year. The total amount varies slightly from last year and includes both new and backlogged items. Of the 2,044 items cataloged, 143 have non-LC call numbers. Charts 1-3 show (by collection groupings) the subject areas in which the largest numbers of items were cataloged. Appendix B contains the complete list of cataloged items (with LC call numbers) by subject.

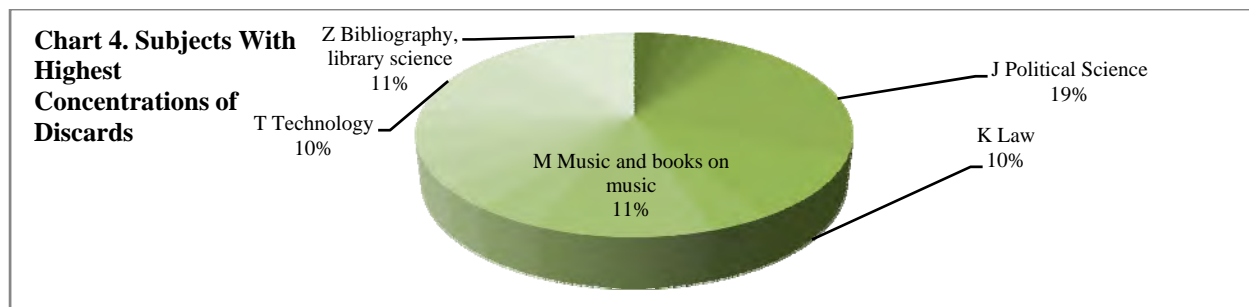




The top subjects cataloged in the LOAR, oversize, reference, and stacks collections were 19% in American literature, 13% in education, and 10% in science. The top subjects cataloged in the curriculum, juvenile, and young adult collections were 62% in juvenile fiction and 9% in science. The top subjects cataloged in the media collections were 50% in general literature, 7% in American literature, and 7% in technology. See Appendix B for a complete list.

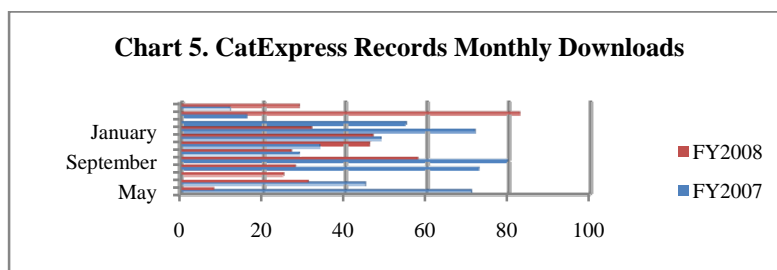
The reorganization and streamlining of the Maine State documents and references collections in the library resulted in the transference of a large number of volumes from these collections to the stacks collection. 167 items were transferred from the Maine state documents collection (including 96 transferred to the oversize collection in the stacks) and 1,477 items were transferred from the reference collection. Please refer to “Discards/Transfers” in Appendix C.

In addition, both the reference and the stacks collections were the focus of collection development during the fiscal year. As a result, these collections yielded a large number of materials for discard. Of the 1,354 items discarded from the reference collection, 280 (20.7%) were from technology, 128 (9.4%) were from science, and 119 (8.7%) were from fine arts. Of the 1,324 materials discarded from stacks, 518 (39.1%) were from political science, 271 (20.5%) were from music, 250 (18.9%) were from law, and 153 (11.6%) were from bibliography and library science. Chart 4 displays the subject areas with the highest number of discards, regardless of collection. Please refer to Appendix D for a complete list discarded items by subject area.



Blake library has a specific and thorough process for materials that may be lost. When an item cannot be located within the library but has not been checked out by a patron, its status is changed from “available” to “on search” in the catalog record; this remains its status for the remaining fiscal year. Either a work-study students or a staff member then perform a physical search for the items. At the start of the new fiscal year, the status of all records marked “on search” the previous year is changed to “missing;” throughout the year, materials will marked as “on search” when they cannot be located. At the same time, materials that were marked as “missing” for the previous fiscal year and then changed to a status of “lost.” After a final physical search by staff members (rather than work-studies), the records for materials with the status of “lost” for the past fiscal year are expunged from the library catalog. Essentially, an item remains in the system for 3 years before it is removed, allowing ample time for the item to resurface before the library determines whether to purchase a replacement item (when a high-demand item is missing, it may be replaced sooner). 49 items were changed to a status of lost for FY2008; a comparison to last year’s statistic of 46 lost items shows slight change. The number of items changed to a status of missing is 36. Assuming this number remains the same during the coming fiscal year, the library will see a decrease in the number of lost items. Appendix C contains a list of all lost items for FY2008.

The library currently subscribes to CatExpress, an OCLC service providing bibliographic records for downloaded into Millennium, the library catalog system. The library was charged .875 cents per record over 500 records for FY2008; the subscription cost for 500 records was \$426.00. 414 records were downloaded through CatExpress. Chart 5 shows a monthly log of CatExpress records downloaded.



Using the Z39.50 protocol, Blake Library is able to access records from the Library of Congress and Maine InfoNet catalogs. This sharing of records reduces the number of records Blake Library must purchase from OCLC. This year, the cataloging department extracted 585 records from this service.

The Blake Library's media collection continues to grow. 334 items were cataloged, including 34 audio books on CD, 13 audio books on cassette tape, 51 music CDs, 133 DVDs, and 103 VHS. A large portion of this growth is due to a donation by the Student Senate (see Appendix H for a complete list of titles donated); gifts such as this will help the collection continue to grow. Patrons can access a list of videos, in both DVD and VHS formats, from the library's webpage at <http://www.umfk.maine.edu/infoserv/library/resources/videos/fkvideos.cfm>. This list is updated as new titles are cataloged.

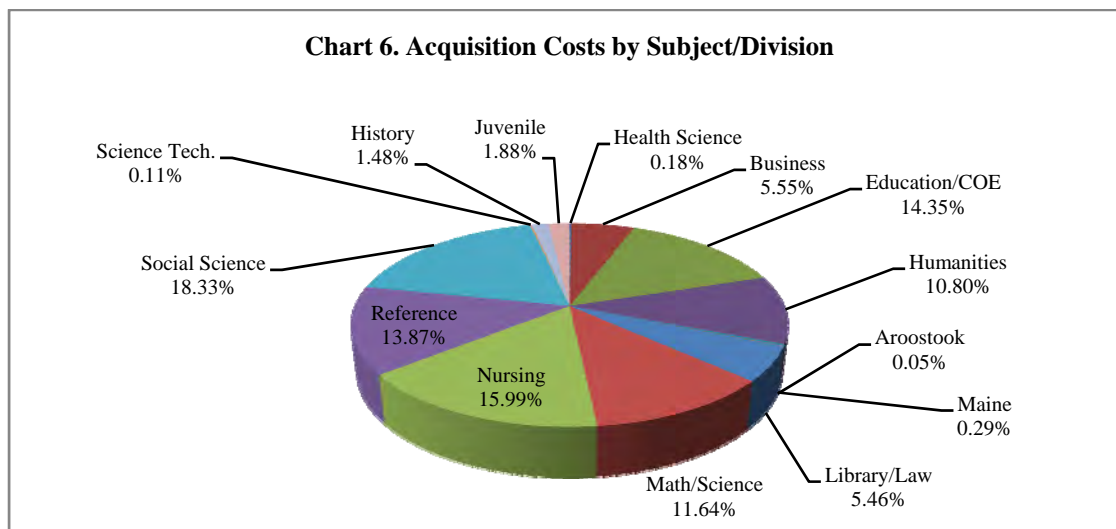
The library still retains backlogged items that require original cataloging (the process of creating a new bibliographic record when there is no pre-existing record available). As this is a detailed process, it requires a considerable amount of time to catalog these items. The current backlog of items primarily includes maps and phonographs. Although approximately 150 unique phonograph titles remain in the backlog, the cataloging department began to address the backlog of maps requiring cataloging. 75 of the backlogged maps have been cataloged this fiscal year, with the goal of completing the cataloging of both maps and phonographs during the coming fiscal year.

While preparing the annual report for FY2008, a spreadsheet was created of every item in the library's collection. This led to the discovery of numerous catalog records requiring editing and correction. A major goal for the upcoming fiscal year is to use this spreadsheet to correct and modify these records, improving the online catalog and providing better access to the library's collections.

Acquisitions

- In FY2008, 752 items were purchased totaling \$74,275.39. This is a 1.2% decrease in the number of items purchased but a .62% increase in the total amount spent from last year. In FY2007, 761 items were purchased totaling \$73,818.38.
- This year, 176 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$6,112.19.
- In FY2008, the library purchased 54 titles totaling \$1,081.59 from the Inez Day Richards funds. This amount spent is a decrease from last year's purchases of \$2,288.53.
- This past year, the President's Office purchased 21 titles for the amount of \$2,816.01
- In FY2008, 106 titles were purchased by the MELMAC Education Foundation through the LOAR program.
- 86 titles were purchased and cataloged through the STEPS (Student Teacher Education Professional Society) program

Chart 6, below, shows the amount spent for library acquisitions broken down by subject areas. The largest concentrations of purchases are as follow: 18.33% in social science, 15.99% in nursing, 14.35% in education, 13.87% in reference, and 11.64% in math and science. Appendix E contains a complete list of library acquisitions by cost and by volume.



Blake Library strives to focus on quality rather than quantity when purchasing materials for its collections. This strategy allows the library to provide its patrons with well-selected materials. This practice may account for the amount of materials purchased this fiscal year decreasing from FY2007, while the total amount spent increased. Many current materials appear in formats other than print, such as CD-ROM, DVD, and other electronic formats. These formats, while sometimes more expensive than print, provide students with the most up-to-date materials available to them, a necessity for students in such disciplines as nursing, education, and technology.

The Inez Day Richards Fund was established in 1998 by Daniel T. Richards. The funds were defined to purchase materials about music and American poetry in memory of Inez Day Richards from the annual income generated by the fund. The amount spent from this fund for FY2008 decreased from last year due to a lesser demand from faculty and staff within the pertinent subject areas. A list of the titles purchased in memory of Inez Day Richards for FY2008 can be found in Appendix F.

The President's Fund serves to purchase titles for the library in memory of deceased individuals who had ties to the UMFK campus and its community. Appendix G provides a list of the titles purchased during FY2008.

In FY2006, the MELMAC foundation awarded Blake Library a \$24,500 grant across five years to establish the Learning Outcomes and Assessment Research (LOAR) collection. This collection consists of materials suggested and requested by faculty as items that would help support educational practices. Currently this collection consists of 106 items and will continue to grow. Appendix I

This year, as in the past few years, STEPS (Student Teacher Educational Professional Society) donated a percentage of their “Book Fair” sale proceeds to the library. A list of these donated titles can be found in Appendix J.

Goals and continuing processes:

- Continue to research and acquire materials that best suit the collection development policies of the library
- Acquire materials through the LOAR grant per the requests of faculty and staff