

Blake Library
Cataloging/ Acquisitions Department

Annual Report
FY 2009

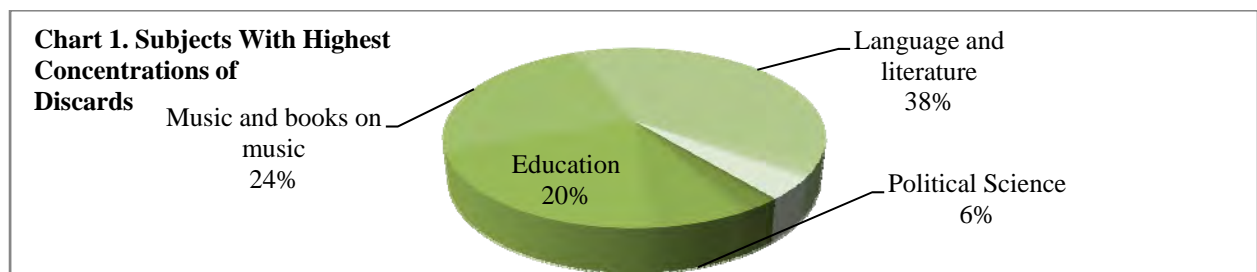


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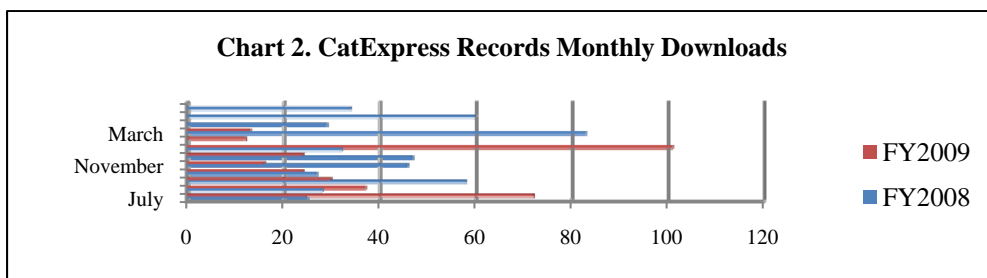
Cataloging FY2009

- 2,377 items were cataloged, a 16% increase from 2,044 items cataloged in FY2008.
 - Of the 2,377 items cataloged, 1,545 or about 65% were gifts received from various campus organizations, faculty, staff, and community patrons.
 - 31 titles were cataloged in the juvenile, young adult, curriculum, and the media sections through the STEPS donation fund.
 - 34 DVDs were cataloged after being donated by the UMFK Student Senate
 - 165 items were cataloged for the LOAR collection
- The top subjects cataloged, by collection were:
 - LOAR, oversize, reference, and stacks collections: 26% American literature (PS), 20% education (L), 12% social sciences (H)
 - Curriculum, juvenile, and young adult collections were 58% in juvenile fiction (PZ), 6% general literature (PN), and 6% history, general and Old World (D)
 - Media collections were 54% general literature (PN), 9% education (L), and 8% English literature (PR).
- 8,799 items were discarded from the collection. The collections most heavily weeded were:
 - Special Collections: 316
 - Vinyl collection (completely discarded): 1,786
 - Political Science (J): 449
 - Education (L): 1,095
 - English Literature (PR): 1,074
 - American Literature (PS): 1,447
 - Science (Q): 90
 - Bibliography, Library Science, Information Resources (Z): 268
 - Oversize materials: 254
 - Young Adult Juvenile Fiction (PZ): 131
 - Maine State documents: 1,164



- The status of 198 items changed from missing to lost; the status of 58 items changed from “on search” to missing.
 - Items that cannot be located are given the status of "on search" for the current fiscal year. A work-study or staff member will duplicate the initial search for the

- item. Any items marked as "on search" remain in the system for 3 years
 - At the start of the new fiscal year, all "on search" records are updated to "missing"
 - At the start of the second new fiscal year, all "missing" records are updated to "lost."
 - After a final search for lost materials by staff members, those materials not found are purged from the library catalog.
- 839 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.
- 373 records were downloaded from Neline/CatExpress. Blake Library renewed its 500 record subscription with Neline/CatExpress at a cost of \$463.05 (\$445 for 500 records, plus \$18.05 for overages in FY2008).



- FY2009, the library renewed its one year *Classification Web* service, and will do so again for the coming fiscal year.
- See also: Appendices A-D.

Goals for FY2010:

- Complete cataloging of map collection.
- 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

Acquisitions FY2009

- In FY2009, 648 items were purchased totaling \$63,807.26.
 - This is a 13.8% decrease in the number of items purchased and a 14.1% decrease in the total amount spent from last year. In FY2008, 752 items were purchased totaling \$74,275.39.
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- This year, 108 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$6,850.73.
 - In FY2009, the library purchased 50 titles totaling \$2,473.50 from the Inez Day Richards funds. This amount spent increased by 128% from last year's purchases of \$1,081.59.
 - This past year, the President's Office purchased 27 titles for the amount of \$1,621.23.
 - In FY2009, 165 titles were purchased by the MELMAC Education Foundation through the LOAR program, with the gift amount of \$1,405.80 (this figure only includes the 15 titles purchased by the library using the LOAR fund. Titles purchased through Student Affairs are included in the title count, but not the monetary figure).
 - In FY2009, 34 DVDs were donated to Blake Library by the UMFK Student Senate, with the gift amount equaling \$478.20.
 - 31 titles were purchased and cataloged through the STEPS (Student Teacher Education Professional Society) program, totaling \$872.00.
 - The largest concentrations of purchases are as follow: education 17.58%, reference 16.51%, nursing 15.57%, math/science 11.62%, and humanities 10.57%. Appendix E contains a complete list of library acquisitions by cost and by volume.

- See also: Appendices E-J.

Goals and continuing processes:

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

Maine State documents FY2009

- FY2009 199 Maine State documents cataloged
 - FY2008 275 Maine State documents cataloged. This is a 27.6% decrease, due in part to fewer deliveries, as well as many materials changing to electronic rather than paper publications.
- Out of the 199 cataloged, 134 were unique titles and 65 items were additional volumes.
- This year the total number of Maine State document inserts was 264.
 - FY2008, the number of Maine State document inserts was 474 items, a decrease of 44.3%.
- 1,164 cataloged Maine State documents were removed from the collection
 - FY2008 2,416 cataloged Maine State documents were discarded; FY2009's decrease of 51.8% is due to their being less older, outdated materials to remove because of last year's heavy weeding.
- 348 inserts were discarded from the collection due to dated material, replacement, or irrelevancy.
 - In FY2008, 1106 inserts were discarded, a decrease of 68.5%.
- 0 duplicate inserts were received in FY2009
 - 1 duplicate insert was received in FY2008.
- See also: Appendices K and L.