

Blake Library  
Technical Services Department

Cataloging, Acquisitions, Maine State Documents,  
Special Collections

Annual Report  
FY2010



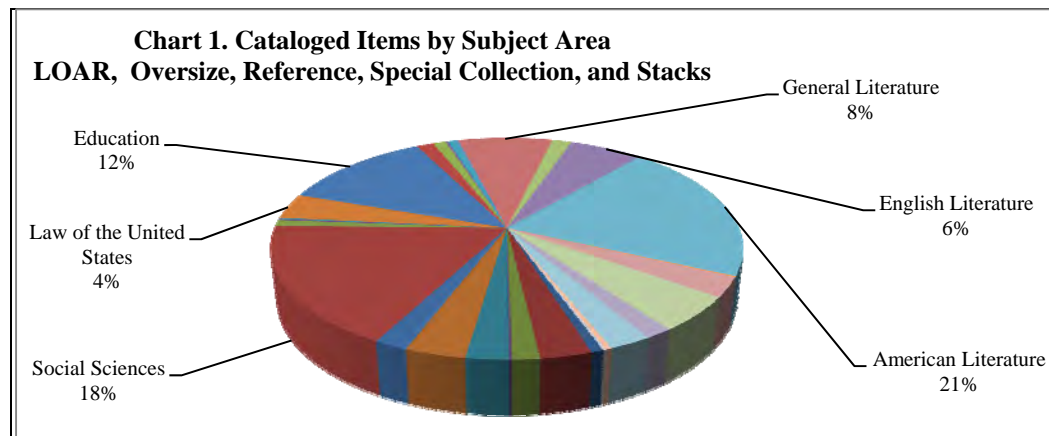
## Table of Contents

Cataloging . . . . .	1-3
Chart 1. Subjects with highest concentration of discards . . . . .	1
Chart 2. CatExpress records monthly downloads . . . . .	1
Acquisitions . . . . .	4
Maine State Documents . . . . .	5
Special Collections . . . . .	6
Appendix A: Total Items Cataloged . . . . .	7
Appendix B: Cataloged Items by Subject Area . . . . .	8-10
Appendix C: Discards / Transfers / Lost . . . . .	11-15
Appendix D: Discards by Subject and Location . . . . .	16-17
Appendix E: Better World Books Environmental Metrics. . . . .	18-19
Appendix F: Better World Books Sales Summary . . . . .	20
Appendix G: Better World Books Inventory . . . . .	21
Appendix H: Acquisitions by Divisions and Funds . . . . .	22-23
Appendix I: Inez Day Richard Memorial Fund Acquisitions . . . . .	24
Appendix J: President’s Fund Acquisitions . . . . .	25
Appendix K: LOAR Acquisitions . . . . .	26
Appendix L: STEPS Program Acquisitions . . . . .	27-28
Appendix M: Cataloged Maine State Documents. . . . .	29-30
Appendix N: Non-Cataloged Maine State Documents Added . . . . .	30-31

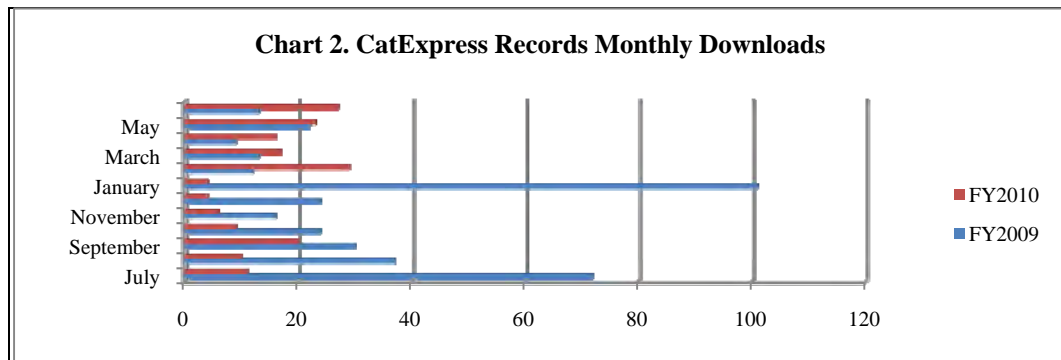
## Cataloging FY2010

### Cataloged materials

- 1,765 items were cataloged, a 26% decrease from 2,377 items cataloged in FY2009.
  - Of the 1,765 items cataloged, 829, or 53%, were gifts received from various campus organizations, faculty, staff, and community patrons.
    - 50 titles were cataloged in the juvenile, young adult, curriculum, and the media sections through the STEPS donation fund.
    - 50 items were cataloged for the LOAR collection
  - 147 DVDs comprising the Marc Chasse collection (gifted from the Acadian Archives/Archives acadiennes) were cataloged.
  
- The top subjects cataloged, by collection, were (Library of Congress call number classification included in parentheses):
  - LOAR, oversize, reference, and stacks collections: 21% American literature (PS), 18% social sciences (H), 12% education (L).
  - Curriculum, juvenile, and young adult collections were 61% in juvenile fiction (PZ), 19% general literature (PN), and 6% science (Q)
  - Media collections were 70% History: America (Western Hemisphere) (E-F), 18% general literature (PN), and 3% American literature (PS).



- 176 records were downloaded from OCLC's CatExpress. Blake Library renewed its 500 record subscription with Lyrasis (formerly Nelineet) for CatExpress at a cost of \$445.



## **Cataloging FY2010**

- FY2010, the library renewed its one year *Classification Web* service, and will do so again for the coming fiscal year.
- In 2006, 131 non-music CDs (cataloged as audio books) comprising the Paradis Folklore Project were physically transferred from Blake Library's special collections to the Acadian Archives. However, the electronic records were not transferred and therefore remained in the catalog system as a part of the library's special collections; they have been erroneously counted in the audio book count for the library since FY2006. These 131 records have been transferred to the Acadian Archives and as of FY2010 are not reflected in the library's audio book count. This accounts for the large discrepancy in collection statistics for this material type between FY2009 and FY2010.
- See also: Appendices A and B.

### **Discarded materials**

- 10,220 items were discarded from the collection. The collections most heavily weeded were:
  - Main Stacks
    - History, America (Western Hemisphere) (E): 1,291
    - History: America (Western Hemisphere) (F): 559
    - Social Sciences: Family, Marriage, Women (HQ): 409
    - Literature, General (PN): 519
    - French/Italian/Spanish/Portuguese Literature (PQ): 773
  - Special Collections: 104
  - Reference: 58
- 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 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 FY2010, 605 books have been sent and retained by Better World Books, while an additional 130 books sent to the company have been reused or recycled.
    - Of the 605 retained, 146 books have been sold by Better World Books,

## **Cataloging FY2010**

- with a return to the library of \$143.27.
  - The 130 reused or recycled books sent to Better World Books result in the conservation of 4 trees, 1,089 gallons of water, 186 pounds of greenhouse gases, 3 cubic yards of landfill space, and 428 kilowatt hours of electricity.
  - See appendices E-G for details on the Blake Library/Better World Books inventory, sales, and the environmental metrics.
- In FY2010, 75 records were put "on search." The status of 68 items changed from "on search" to missing. The status of 51 items changed from missing to lost.
  - 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.
- 413 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.
- See also: Appendices C and D.

### **Goals for FY2011:**

- Continue cataloging the map collection.
- Catalog the microfiche collection.
- Complete record removal for discarded items removed from stacks.
- 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.

## **Acquisitions FY2010**

- In FY2010, 536 items were purchased totaling \$51,633.78.
  - This is a 17.3% decrease in the number of items purchased and a 19.1% decrease in the total amount spent from last year. In FY2009, 648 items were purchased totaling \$63,807.26.
  
- This year, 107 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$4,270.66.
  - In FY2010, the library purchased 20 titles totaling \$1,107.38 from the Inez Day Richards funds. This amount spent decreased by 59% from last year's purchases of \$2,473.50.
  - This past year, the President's Office purchased 16 titles for the amount of \$665.03.
  - In FY2010, 46 titles were purchased by the MELMAC Education Foundation through the LOAR program, with the gift amount of \$2,598.25 (this figure only includes the 15 titles purchased by the library using the LOAR fund. Titles purchased through Student Affairs are included in the cataloged title count, but not the acquisitions figures).
  - 50 titles were purchased and cataloged through the STEPS (Student Teacher Education Professional Society) program, totaling \$1,102.92.
  - The largest concentrations of purchases by cost are as follows: education 17.08%, humanities 16.96%, nursing 15.52%, math/science 14.06%, and social science 12/59%.
  - The largest concentrations of purchases by volume count are as follows: juvenile 23.88%, humanities 20.34%, education 16.42% and social science 10.45%
  - Appendix H contains a complete list of library acquisitions by cost and by volume.
  
- See also: Appendices H-L.

### **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 FY2010**

- FY2010 113 Maine State documents cataloged
  - FY2009 199 Maine State documents cataloged. This is a 43.2% decrease, due in part to fewer deliveries, as well as many materials changing to electronic rather than paper publications.
- Out of the 113 cataloged, 62 were unique titles and 52 items were additional volumes.
- This year the total number of Maine State document inserts was 365.
  - FY2009, the number of Maine State document inserts was 264 items, an increase of 38.3%.
- 31 cataloged Maine State documents were removed from the collection
  - FY2009 1,164 cataloged Maine State documents were discarded; FY2010's decrease of 97.4% is due to their being less older, outdated materials to remove because of heavy weeding in previous years.
- 146 inserts were discarded from the collection due to dated material, replacement, or irrelevancy.
  - In FY2009, 348 inserts were discarded, a decrease of 58%.
- 4 duplicate inserts were received in FY2010
  - 0 duplicate inserts were received in FY2009.
- On June 15, 2010, Blake Library terminated its contract as a Maine State documents repository. This decision was reached due to the low usage of the documents, the availability of electronic versions for many of the materials, and the ability to request any titles a patron may request through URSUS from another system library.
  - Blake Library will continue to receive the shipping lists from the Maine State Library that list the new state government publications. The library will then be able to obtain any desired titles to catalog
  - During FY2011, the professional staff will determine which documents currently in the Maine State documents collection will be retained and which will be either sent to other repositories or discarded.
  - During FY2011, the professional staff will determine whether some of the collection will remain together as a collection, or if all of the kept materials will be appropriately disseminated by LC call number into the stacks.
- See also: Appendices M and N.

## **Special Collections FY2010**

### **General statistics**

- Currently contains items.
  - In FY2010, 2 manuscript collections were added to special collections, for a total of 4 manuscript collections:
    - Chuck Closser papers, added 4/2009
    - Inez Day Richards and Daniel Richards collection, added 5/2009
    - Roger L. Grindle centennial history research materials, added 2/2010
    - Madawaska Training School and Madawaska Model School registers, added 5/2010
  - 41 non-manuscript items were added to special collections.
  - 104 items were discarded from special collections; many of these were duplicates within special collection that were already available in the library's main stacks.
  - 133 items were moved from special collection into the library's main stacks.

### **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.
  - The materials in special collections were vetted to determine if they fit within the collection policy's guidelines.
    - Those materials determined not to fit the collection policy were either moved to the library's stacks or discarded from the collection.
    - The materials that fit the guidelines were then relabeled to define their place within the collections. The new labels added a collection notation to the items' call numbers: Univ., Maine, or Aroos. Rare materials were not given a new label, for while they are a separate section of special collections, they are not a "collection" in the same way as the others.
- In January 2010, Maine Senator John Martin gave written permission for Blake Library to begin inventorying his political papers. As a former Speaker of the House, Senator Martin has been a strong supporter of both UMFK and the Saint John Valley for many years. These papers would be a huge asset to the university. Inventorying began in the spring and continues.