

Blake Library
Technical Services Department
Annual Report
FY2011

Cataloging
Acquisitions
Serials
Maine State Documents
Special Collections



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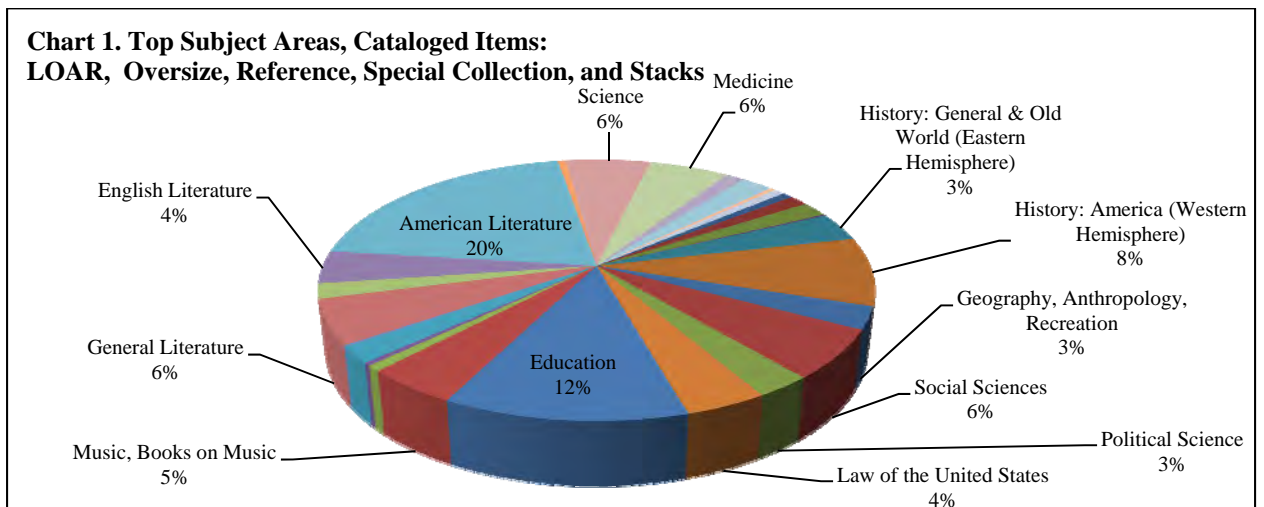
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Cataloging FY2011

Cataloged materials

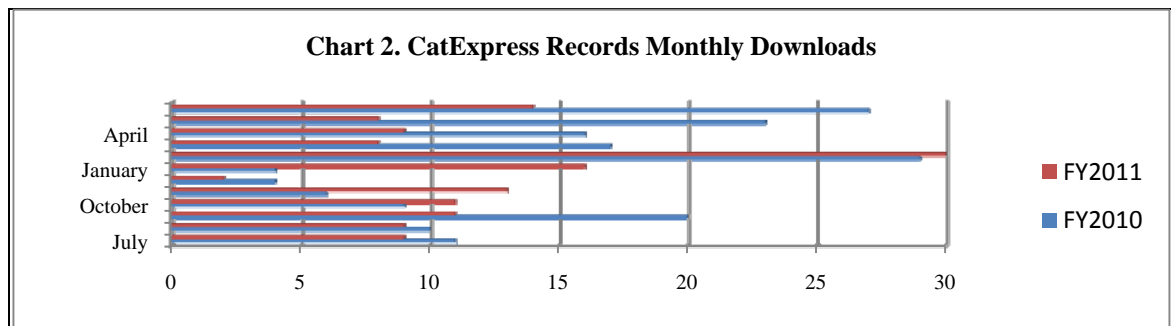
- 6,633 total items were cataloged, a 376% increase from 1,765 items cataloged in FY2010.
 - Of the 6,633 items cataloged, 690, or 10.4%, were gifts received from various campus organizations, faculty, staff, and community patrons.
 - 22 titles were cataloged in the juvenile, young adult, curriculum, and the media sections through the STEPS donation fund.
 - 1 item was cataloged for the LOAR collection: *Millennials in the Workplace: Human Resource Strategies for a New Generation*.
 - 22 titles were gifted through the President's Fund.
 - 40 items were purchased through the Inez Day Richards Fund: 2 CD audiobooks, 34 books, 1 music CD, 2 serials, and 1 DVD.
 - 605 items were donated to the library from various individuals: 1 cassette audiobook, 476 books, 1 educational material, 3 music CDs, 7 serials, 43 VHS, and 74 DVDs.
- The top Library of Congress classification subjects cataloged, by collection, were (Library of Congress call number classification included in parentheses):
 - LOAR, oversize, reference, and stacks collections: 20% American literature (PS), 12% education (L), History: 8% American (Western Hemisphere) (E-F).
 - Curriculum, juvenile, and young adult collections were 68% in juvenile fiction (PZ), 7% general literature (PN), and 5% History: America (Western Hemisphere) (E-F).
 - Media collections were 54% general literature (PN), 14% American literature (PS), and 7% social sciences (H).



- The following 5,446 items with non-Library of Congress call numbers were cataloged in FY2011:
 - Curriculum collection periodicals (individually cataloged issues): 97 items

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- Media collection compact discs: 2 items
 - Special collections: 2 compact discs, 1 manuscript collection
 - Reference collection maps: 2 items
 - Maine State documents: 6 items
 - Microfiche: 5,336 items
- 5,336 microfiche titles were cataloged in FY2011. These are materials that the library has retained for years without cataloging. By cataloging these titles, we raise patron awareness of potentially useful resources.
 - 140 records were downloaded from OCLC's CatExpress. Blake Library renewed its 500 record subscription with Lyrasis (formerly Neline) for CatExpress at a cost of \$445.



- FY2011, the library renewed its one year *Classification Web* service, and will do so again for the coming fiscal year.
- See also: Appendices A and B.

Discarded materials

- 4,664 volumes were discarded from the collection. The collections most heavily weeded were:
 - Main Stacks
 - Science (Qs): 1,382
 - Technology (Ts): 484
 - Medicine (Rs): 441
 - Agriculture (Ss): 333
 - Maine State documents: 1,604
 - Curriculum collection: 55
 - Reference collection: 42
- 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>).

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- 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 FY2011, 969 books were sent and retained by Better World Books; 1,619 total books have been retained by BWB from Blake Library since the project began.
 - Of the 969 retained from FY2011, 509 books have been sold by Better World Books; a total of 651 of the 1,619 books have been sold to date.
 - A total of 1,288 books sent to Better World Books, FY2009-2011, 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 23 trees, 14,512 gallons of water, 4,846 pounds of greenhouse gases, 6 cubic yards of landfill space, and 4,283 kilowatt hours of electricity.
 - See appendices E-G for details on the Blake Library/Better World Books inventory, sales, and the environmental metrics.
- In FY2011, 319 records were put "on search." The status of 57 items changed from "on search" to missing. The status of 49 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.
 - 523 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 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 cataloging the map collection.
 - Complete cataloging the microfiche collection.

Cataloging FY2011

- 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:

- While the collection was heavily weeded in FY10 and FY11, Blake Library will continue its partnership with Better World Books, as well as coordinating with the campus bookstore to ensure that any materials removed from the collections are processed in an environmentally responsible manner.

Acquisitions FY2011

- In FY2011, 534 items were purchased totaling \$51,878.94.
 - This is a .37% decrease in the number of items purchased but a .47% increase in the total amount spent from last year. In FY2010, 536 items were purchased totaling \$51,633.78.
- This year, 105 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$2,738.29.
 - In FY2011, the library purchased 52 titles totaling \$1,888.24 from the Inez Day Richards funds. This amount spent increased by 71% from last year's purchases of \$1,107.38.
 - This past year, the President's Office purchased 22 titles for the amount of \$788.00.
 - In FY2011, 1 title was purchased by the MELMAC Education Foundation through the LOAR program, with the gift amount of \$62.05.
 - 22 titles were purchased and cataloged through the STEPS (Student Teacher Education Professional Society) program, totaling \$483.29.
 - The largest concentrations of purchases by cost are as follows: nursing 18.7%, humanities 18.5%, math/science 14.1%, social science 14.1%, and education 12.2%.
 - The largest concentrations of purchases by volume count are as follows: humanities 28.8%, juvenile 19.9%, education 10.3% and social science 8.4%
 - Appendix H contains a complete list of library acquisitions by cost and by volume.
- See also: Appendices H-K.

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 FY2011

General statistics:

- The current serials collection consists of 199 titles
 - 151 are print only titles:
 - 89 print titles purchased through EBSCO
 - 13 print titles purchased through non-vendors
 - 27 print titles are free/gift subscriptions
 - 8 print titles are purchased through the Inez Day Richards fund
 - 1 print title comes with a membership subscription purchased through the Inez Day Richards fund
 - 13 print titles come with other purchased print titles or membership subscriptions
 - 32 are print + online titles:
 - 26 print + online titles purchased through EBSCO
 - 2 print + online titles come with other purchased titles
 - 1 print + online titles purchased through non-vendors
 - 2 print + online title purchased through the Inez Day fund
 - 1 print + online title is a free subscription
 - 16 are online only titles (purchased individually, not through database subscriptions)
 - 12 online only titles purchased through EBSCO
 - 3 online only titles purchased through non-vendors
 - 1 online only title is a free subscription
- In addition, 4 memberships are also purchased through which serials are received. These membership publications are included in the serials collection title count, although counts for the actual memberships are not included.
- 7 new titles were added in FY 2011 (included in the title counts above):
 - 2 free print titles were added
 - 1 gift print title was added
 - 1 free online title was added
 - 1 free print + online title was added
 - 1 print titles purchased through EBSCO were added
 - 1 print title that comes with another purchased EBSCO title was added
- FY2011, 6 serials titles and memberships were cancelled
 - 3 print only titles purchased through EBSCO were cancelled
 - 3 free print subscriptions were cancelled
- In FY2011, 6 titles ceased publication
- See Appendix L

Serials FY2011

- In FY2011, 171 items (26 titles) were routed to 11 faculty and staff members. These figures are higher than last fiscal year's numbers of 32 items routed to 10 faculty and staff.
- 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 M

Serials usage, including microfilm:

- In FY2011 101 print titles were accessed, with an item usage of 2,612.
 - See Appendix N
 - See Tables 1, 3-4
- In FY2011 3 titles on microfilm were used 14 times:
 - 3 uses: *New York Times*
 - 2 uses: *New Yorker*
 - 9 uses: *Saint John Valley Times*
 - In FY2010, microfilm use included 5 titles used 17 times.
- In FY2011, 3 microfiche titles were used.
- In FY2011, 9 separate titles were checked out by a total of 6 faculty and staff. Items were checked out a total of 11 times.
 - See Appendix O

Electronic journals:

- 64 full-text online databases are available, providing access to 40,541 unique titles (see Table 2).
- 136 non-full-text databases are available through UMFK, the University of Maine System, and Marvel.

Table 1. Serials Usage Results FY2011				
Fiscal Year	Titles Used	Items Used	Title Usage Change	Items Usage Change
FY2011	101	2612	6.3%	33.9%
FY2010	95	1951	-20.8%	-4.9%
FY2009	120	2052	-18.9%	-24%
FY2008	148	2710	14.9%	63.7%
FY2007	174	1655	-9.8%	-5.5%
FY2006	193	1568	26.1%	101.3%

Serials FY2011

Table 2. SerialsSolutions Statistics FY2011					
Fiscal Year	# of Databases	Unique Titles	# of Searches**	Titles Change	Searches Change
2011	64	40,451	8,015	27.1%	7.9%
2010	64	31,832	7,426	16.1%	-30.5%
2009*	61	27,418	10,691	-5.7%	66.4%
2008	54	29,064	6,424	40.0%	102.9%
2007	51	20,764	3,166	16.3%	68.6%
2006	27	17,848	1,878	9.0%	363.7%

*The data used in FY2008 included both electronic journals and ebooks available through SerialsSolutions. FY2009's data is for electronic journals only. Had ebooks been included in the current fiscal year's numbers, they would read as follows: 34,447 total unique titles and 18.5% titles change. Data for FY2009 and subsequent years includes journals only.

**Search statistics taken from "Search Type Report" in SerialsSolutions

Table 3. TOP 10 NEWSPAPER TITLES FY2011	
TITLE	TIMES SHELVED
1. Bangor Daily News	499
2. Portland Press Herald	396
3. Boston Globe	307
4. Wall Street Journal	301
5. New York Times	252
6. Saint John Valley Times	152
7. Aroostook Republican	14
8. Maine Organic Farmer & Gardener	10
9. Fiddlehead Focus	6
10. Mainebiz	5

Table 4. TOP 10 PERIODICALS (NON- NEWSPAPER) FY2011	
TITLE	TIMES SHELVED
1. Time	72
2. New Scientist	59
3. Newsweek	58
4. Consumer Reports	54
5. Sports Illustrated	33
6. Maclean's	29
7. Down East	26
8. Good Housekeeping	24
9. National Geographic	20
10. Rolling Stone	19

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
- Using the EBSCO open access ejournals listing to add fitting electronic resources to the library's subscriptions, while maintaining these open access titles to ensure availability

Maine State documents FY2011

- 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 removed materials from the Maine State documents collection. Some were retained in the main stacks collection or other library collections, while most were discarded. The discarded materials were first offered to the system's depository libraries before their removal.
 - FY2011, the library staff decided to retain a small number of documents within the Maine State documents collection; these materials serve better purpose together as a collection than integrated into the main collection. While some new materials are added to this collection, the majority of materials requested from the shipping lists in FY2011 have been added to the main collection.
 - When available, the electronic versions of the offered Maine State documents are cataloged in the Blake Library collections, rather than the print.
- In FY2011, 29 Maine State documents were cataloged: 6 volumes, 23 electronic resources.
 - In FY2010, 113 Maine State documents cataloged. This is a 74.3% decrease.
- 1,604 cataloged Maine State documents were removed from the collection.

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 access to the state's essential printed and electronic resources.

Special Collections FY2011

General statistics

- In FY2011, 1 manuscript collection was added to special collections, for a total of 5 manuscript collections:
 - Fort Kent State Normal School scrapbook, added 2/2011
- 37 non-manuscript items were added to special collections.
- 11 items were discarded from special collections due to duplicate status or materials not complying with the Special Collections mission statement.
- 25 items were moved from special collection into the library's main stacks.

Collection development

- The Special Collections policy was updated in FY2011 to include a mission statement, access policy, and preservation policy, as well as to update the collection policies. The policy is available on the library's website.
- 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.
- 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 of FY2010 and continues.
 - Currently, 158 boxes have been inventoried.

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:
 - Completion of the John L. Martin collection inventory.
 - Digitization of local materials within the collection that are no longer under copyright.
 - Digitization of materials from the University collection pertaining to UMFK's history