

Blake Library
Technical Services Department
Annual Report
FY2012

Cataloging
Acquisitions
Serials
Maine State Documents
Special Collections



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Cataloging FY2012

Cataloged materials

- 7,781 total items were cataloged, a 22.8% increase from 6,333 items cataloged in FY2011.
 - Of the 7,781 items cataloged, 1,159, or 14.9%, were gifts received from various campus organizations, faculty, staff, and community patrons.
 - President's Fund: 18 titles.
 - Inez Day Richards Fund: 42 items.
 - Classified Staff Development Fund: 7 items.
 - Individual donations: 1,092 items.
 - No items were gifted through the LOAR or STEP funds.
- 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: 38% History: America (Western Hemisphere) (E-F), 15% American literature (PS), 7% English literature (PR), 5% Education (L), 5% Social Science (H).
 - Curriculum, juvenile, and young adult collections: 56% Fiction in English, Juvenile literature (PZ), 11% General literature (PN), 6% History: America (Western hemisphere) (E-F), 5% English literature (PR), 5% Science (Q), 4% American literature (PS).
 - Media collections: 54% General literature (PN), 9% American literature (PS), 9% Medicine (R), 7% Social sciences (H), 5% History: General and Old World (Eastern hemisphere) (D).

Chart 1. Top Subject Areas, Cataloged Items:

LOAR, Oversize, Reference, Special Collection, and Stacks

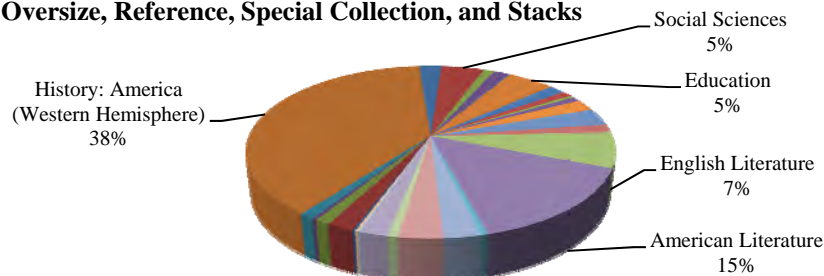
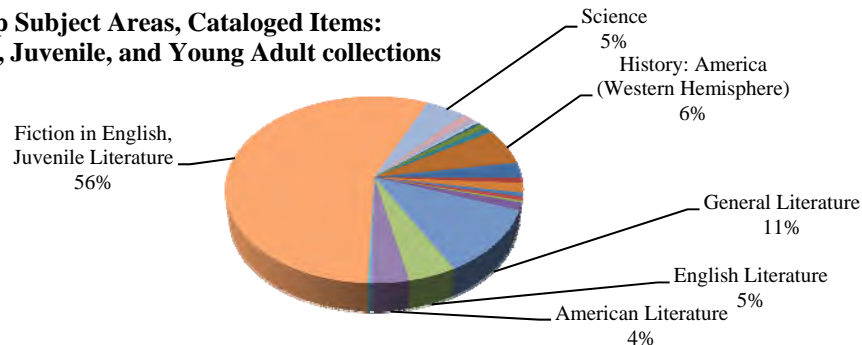
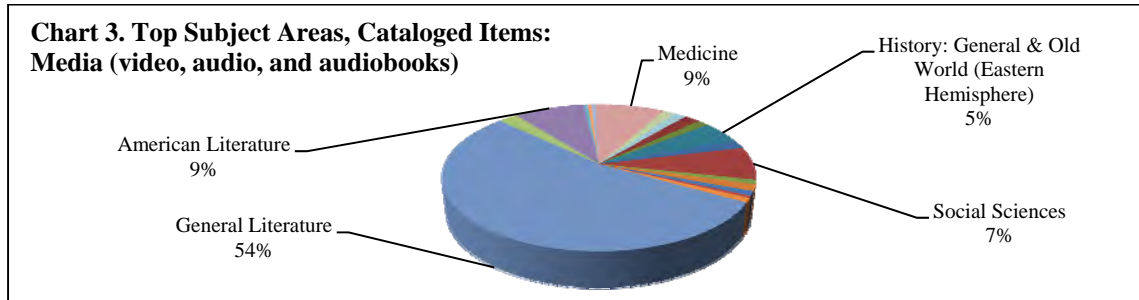


Chart 2. Top Subject Areas, Cataloged Items:

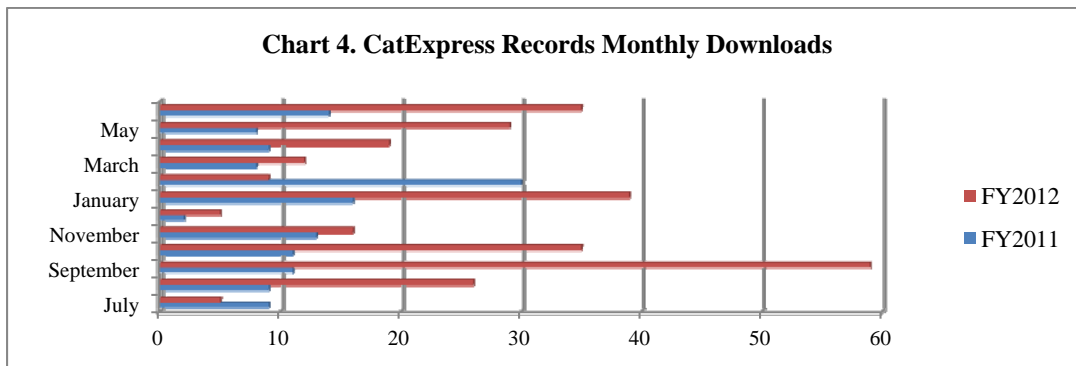
Curriculum, Juvenile, and Young Adult collections



Cataloging FY2012



- The following 5,699 items with non-Library of Congress call numbers were cataloged in FY2012:
 - Curriculum collection periodicals (individually cataloged issues): 96 items
 - Media collection compact discs: 6 items
 - Special collections: 12 manuscript collections; 1 compact disc
 - Microfiche: 5,584 items
- 5,584 microfiche titles were cataloged in FY2012. These are materials that the library has retained for years without cataloging. By cataloging these titles, we raise patron awareness of potentially useful resources.
- 289 records were downloaded from OCLC's CatExpress. Blake Library subscribed to CatExpress at a cost of \$480 for the 500 record subscription service (plus additional for any records over 500) directly through OCLC, having cancelled the contract with Lyris at the end of FY11.



- FY2012, 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

- 394 volumes were discarded from the collection (including cataloged periodicals and Maine State documents). The collections most heavily weeded were:
 - Main Stacks

Cataloging FY2012

- Philosophy, Psychology, Religion (Bs): 17
 - Education (Ls): 26
 - Language and Literature (Ps): 35
 - Science (Qs): 36
 - Medicine (Rs): 55
 - Reference collection
 - Law (Ks): 16
- 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 FY2012, no 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.
 - A total of 1,274 of the 1,619 books have been sold to date.
 - A total of 1,650 books sent to Better World Books, FY2009-2012, 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 26 trees, 18,807 gallons of water, 3,551 pounds of greenhouse gases, 2 cubic yards of landfill space, and 5,486 kilowatt hours of electricity.
 - See appendices E-G for details on the Blake Library/Better World Books inventory, sales, and the environmental metrics.
- At the end of FY2012, 20 records have a status "on search;" 252 items have a status of "missing;" 51 items have a status of "lost." These 51 records will be purged from the system at the start of FY2013. The total cost of these 51 lost items: \$943.90.
 - This fiscal year, the total price of lost items has been calculated to simulate what it would cost the library to replace these lost items.
 - 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."

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- 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.
- 598 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.
 - 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 FY2012

- In FY2012, 429 items were purchased totaling \$46,952.03.
 - This is a 19.7% decrease in the number of items purchased and a 9.5 % decrease in the total amount spent from last year. In FY2011, 534 items were purchased totaling \$51,878.94.
- This year, 70 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$2960.33.
 - In FY2012, the library purchased 52 titles totaling \$2224.89 from the Inez Day Richards funds. This amount spent increased by 18% from last year's purchases of \$1,888.24.
 - This past year, the President's Office purchased 18 titles for the amount of \$735.44.
 - In FY2012, no titles were purchased by the MELMAC Education Foundation through the LOAR program. This program has ended and the library will not receive further materials through it.
 - In FY2012, the library did not receive any gift materials from the Student Senate.
 - In FY2012, the library did not receive funds from the STEPS (Student Teacher Education Professional Society) for purchasing items.
 - The largest concentrations of purchases by cost are as follows: humanities 20.0%, math/science 15.5%, nursing 13.6%, social science 13.4%, education 11.4%, and library/law 11.1%.
 - The largest concentrations of purchases by volume count are as follows: humanities 29.6%, juvenile 25.4%, math/science 9.1%, social science 7.5%, and education 7.2%.
 - Appendix H contains a complete list of library acquisitions (excluding donations) by cost and by volume.
- The following database annual subscriptions were purchased by Blake Library at a total cost of \$7,777:
 - BioOne.1 (BioOne)
 - SocIndex with Full Text (EBSCO)
 - Criminal Justice Periodicals (ProQuest)
 - Marquis Who's Who (Marquis)
 - Columbia Granger World of Poetry (EBSCO): purchased through Inez Day Fund

- Blake Library paid \$350 for its portion of the University of Maine System's subscription to OverDrive Download Library, which provides access to downloadable audio books and ebooks.
- 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 FY2012

General statistics:

- The current serials collection consists of 206 titles
 - 136 are print only titles:
 - 74 print titles purchased through EBSCO
 - 13 print titles purchased through non-vendors
 - 28 print titles are free/gift subscriptions
 - 6 print titles are purchased through the Inez Day Richards fund
 - 2 print title comes with a membership subscription purchased through the Inez Day Richards fund
 - 12 additional print titles come with other purchased print titles or membership subscriptions
 - 37 are print + online titles:
 - 32 print + online titles purchased through EBSCO
 - 1 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
 - 33 are online only titles (purchased individually, not through database subscriptions)
 - 15 online only titles purchased through EBSCO
 - 2 online only titles purchased through non-vendors
 - 16 online only title is a free subscription through EBSCO
- In addition, 3 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 FY2012 (included in the title counts above):
 - 1 gift print title was added
 - 16 open access (free) online title was added through EBSCO
 - 6 print titles purchased through EBSCO were added
- FY2012, 19 serials titles and memberships were cancelled
 - 17 print only titles purchased through EBSCO were cancelled
 - 4 of these titles were ordered in online-only format
 - 13 of these titles are available online through subscribed databases
 - 1 membership was cancelled
- In FY2012, 2 titles ceased publication
- See Appendix L

Serials FY2012

- In FY2012, 112 items (18 titles) were routed to 8 faculty and staff members. These figures are higher than last fiscal year's numbers of 26 titles routed to 11 faculty and staff
- In FY2012, routing policy changed to limit each faculty to one issue per title; the newest/next issue was routed only upon return of an issue. This may account for the decrease in items routed.
- The library changed the subscriptions for some of the previously routed titles to online-only. Faculty were sent notice of this change and the information for accessing these titles online. This accounts for most of the decrease in titles routed.
- 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 FY2012, 83 print titles were accessed, with an item usage of 2,428.
 - See Appendix N
 - See Tables 1, 3-4
- In FY2012, 3 titles on microfilm were used 9 times:
 - 2 uses: *Le Journal du Madawaska*
 - 1 use: *New York Times*
 - 6 uses: *Saint John Valley Times*
 - In FY2011, microfilm use included 3 titles used 14 times.
- In FY2012, 0 microfiche titles were used.
- In FY2012, 28 separate titles were checked out by a total of 6 faculty and staff. Items were checked out a total of 46 times.
 - See Appendix O

Electronic journals:

- 73 full-text online databases are available, providing access to 43,523 unique titles (see Table 2).
- 136 non-full-text databases are available through UMFK, the University of Maine System, and Marvel.

Serials FY2012

Table 1. Serials Usage Results FY2012				
Fiscal Year	Titles Used	Items Used	Title Usage Change	Items Usage Change
FY2012	83	2,428	-17.8%	-7.0%
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%

Table 2. SerialsSolutions Statistics FY2012					
Fiscal Year	# of Databases	Unique Titles	# of Searches**	Titles Change	Searches Change
2012	73	43,523	7,843	7.6%	-2.1%
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; these do not reflect the total number of searches in all databases and will not match the reference statistics.

Table 3. TOP 10 NEWSPAPER TITLES FY2012	
TITLE	TIMES SHELVED
1. Bangor Daily News	452
2. Boston Globe	326
3. Portland Press Herald	316
4. New York Times	302
5. Wall Street Journal	289
6. Saint John Valley Times	128
7. Chronicle of Higher Ed.	8
8. Fiddlehead Focus	5
9. Aroostook Republican	5
10. Maine Organic Farmer and Gardener	2

Table 4. TOP 10 PERIODICALS (NON-NEWSPAPER) FY2012	
TITLE	TIMES SHELVED
1. Time	78
2. New Scientist	71
3. Newsweek	82
4. Rolling Stone	41
5. Good Housekeeping	40
6. Consumer Reports	31
7. Maclean's	28
8. Natural History	17
9. Down East	16
10. Vanity Fair	15

**Serials
FY2012**

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
- Confirm online access to previous print subscriptions to ensure continued access to these titles

Maine State documents FY2012

- 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
 - When available, the electronic versions of the offered Maine State documents are cataloged in the Blake Library collections, rather than the print.
- In FY2012, 5 Maine State documents were cataloged: 0 volumes, 5 electronic resources.
 - In FY2011, 29 Maine State documents were cataloged. This is a 17.2% decrease.

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 FY2012

General statistics

- In FY2012, 12 manuscript collection was added to special collections, for a total of 17 manuscript collections:
 - Aroos. MS 2: Dickey-Lincoln School Lakes Project correspondence and news releases, 9/2011
 - Univ. 1.5.1: Madawaska Training School photographs, 10/2011
 - Univ. 1.5.2: University of Maine at Fort Kent, Blake Library construction photograph, 10/2011
 - Aroos. MS 1: Geological Survey (U.S.) aerial photographs of Fort Kent (Me.), 10/2011
 - Univ. MS 3: University of Maine at Fort Kent collection, 10/2011 (and ongoing)
 - Aroos. MS 4: *The Fraser Story* typescript, 10/2011
 - Aroos. MS 5: Dickey-Lincoln School Lakes project papers, 10/2011
 - Aroos. MS 6: Aroostook County collection, 10/2011
 - Aroos. MS 7: IBU World Cup Biathlon, Fort Kent (Me.) newspaper clippings, 10/2011
 - Aroos. MS 8: *History of Madawaska* typescript, 10/2011
 - Univ. MS 9: Sharon Johnson letters, 11/2011
 - Univ. MS 10: Floyd Llewellyn Powell collection, 1/2012
- 519 non-manuscript items were added to special collections.
- 1 item was discarded from special collections due to duplicate status or materials not complying with the Special Collections mission statement.
- 1 item was moved from Special Collections 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.

Special Collections FY2012

- 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. The inventory, begun in FY2010, was completed FY2012.
 - In total, 252 boxes were inventoried.

Collection access and awareness

- A LibGuide page was created, providing such information as Special Collections' collection policy and mission statement, a link to the deed of gift, a list of collections, and a link to the collection's Archon database.
 - [Link to the guide](#)
 - The guide was accessed 15 times in FY2012.
- A page off the UMFK library website was created for Special Collections, providing access to the collection's mission statement, collection policy, and donation guidelines, a link to all Special Collections policies, a link to the Deed of Gift form, a list of the collections with linked lists of all published materials within Special Collections by collection, and a link to the Archon database.
 - [Link to Special Collections webpage.](#)
- In FY2012, Special Collections implemented the Archon archival management system for the acquisition, processing, and cataloging of manuscript collections.
 - Per the Archon website through the University of Illinois: "Archon is a unified platform for archival description and access. It provides both a way to record descriptive information about collections and digital objects and a means to view, search, and browse that information in a fully-functional public web site" (<http://www.archon.org/about.php>, 6//21/12).
 - All of the collections in Special Collections were entered into Archon, and this database will continue to serve as the primary access point for the manuscript collections, as it provides more information than URSUS records and adheres to archival standards and practices.
 - [Link to Blake Library's Archon database.](#)
 - In FY2012, Special Collections registered as a contributing member to Maine Memory Network. In June, the Special Collections librarian attended a training session in Brunswick, Maine, with the Maine Memory Network cataloger. In FY2013, Blake Library will begin digitizing and adding materials to MMN.

**Special Collections
FY2012**

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:
 - Obtaining a deed of gift from John Martin for his collection; once received, the collection will be processed and cataloged.
 - Begin digitizing project, focusing on items pertaining to the University of Maine at Fort Kent, to contribute to Maine Memory Network.