

Blake Library  
Technical Services Department  
Annual Report  
FY2013

Cataloging  
Acquisitions  
Serials  
Maine State Documents  
Special Collections



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**NB:** In April 2013, the position of Head of Technical Services changed to Assistant Director of the Acadian Archives and Library. This change incorporates the Head of Technical Services position and its major duties and essential functions with the major duties and essential functions of a collection management position within the Acadian Archives/Archives acadiennes. The position statement is as follows (per the revised job description):

Archives: The primary responsibilities of this position are to manage the processing and procedures of the Archives collection, manage collection discovery and assist with management of the daily operations of the Archives.

Library: The primary responsibilities of this position are to perform original and copy cataloging of traditional, archival and electronic materials, to supervise Blake library technical services (cataloging, acquisitioning, and serials) and to assist in the overall delivery of library and information services to students, faculty, staff and community patrons.

## **Cataloging FY2013**

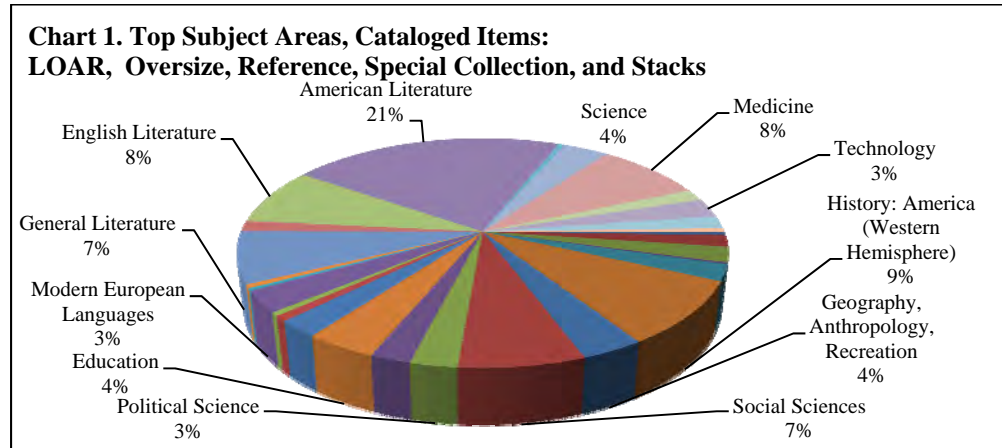
### **RDA: URSUS Cataloging Standards Committee note**

- The URSUS Cataloging Standards Committee has begun to address the national cataloging standard conversion from AACR2 to RDA. III has not completed catalog updates to accommodate RDA changes. Therefore, the committee has chosen to postpone a system-wide transition to RDA until the fall.
  - An RDA training day will be held in August, FY2014 for all System cataloging staff.
  - The committee will be drafting a guideline for those libraries desiring to begin cataloging in RDA, outlining the committee's minimum requirements for RDA records.

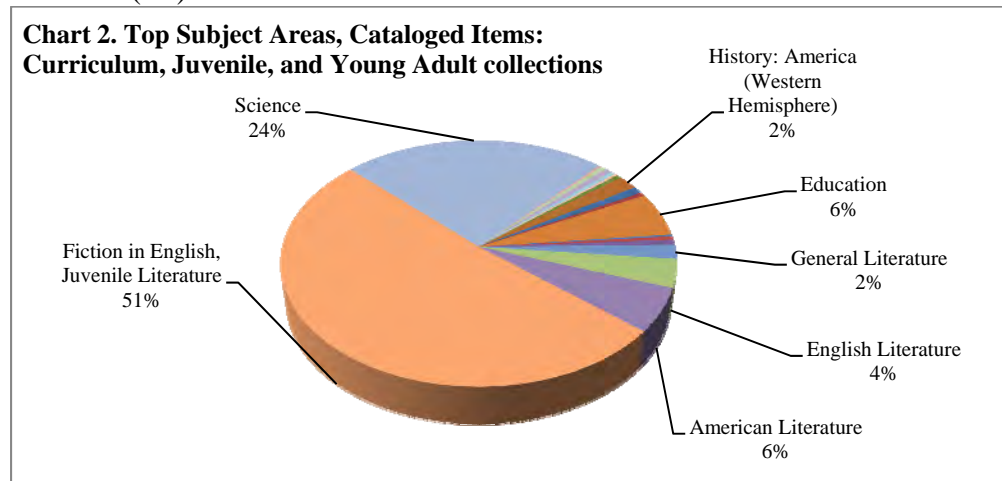
### **Cataloged materials**

- In FY2013, 9,050 total items were cataloged, a 16.3% increase from 7,781 items cataloged in FY2012.
  - Of the 9,050 items cataloged, 1,147, or 12.7%, were gifts received from various campus organizations, faculty, staff, and community patrons.
    - President's Fund: 24 titles.
    - Inez Day Richards Fund: 23 items.
    - Classified Staff Development Fund: 7 items.
    - Individual donations: 1,099 items.
    - No items were gifted through the STEP or Classified Staff Development funds.
  - 1,126 monographs were cataloged
    - 946 cataloged monographs were donated or gifted
    - 172 cataloged monographs were purchased
    - 8 cataloged monographs were free, non-donated/gifted
  - 77 non-English language items were cataloged.
    - 15 French language items were cataloged
    - 62 other language items were cataloged
- The top Library of Congress classification subjects cataloged, by collection, were (Library of Congress call number classification included in parentheses):
  - Oversize, reference, and stacks collections: 21% American literature (PS), 9% history: America (Western hemisphere) (E-F), 8% English literature (PR), 8% medicine (R), 7% social sciences (H), 7% general literature (PN).

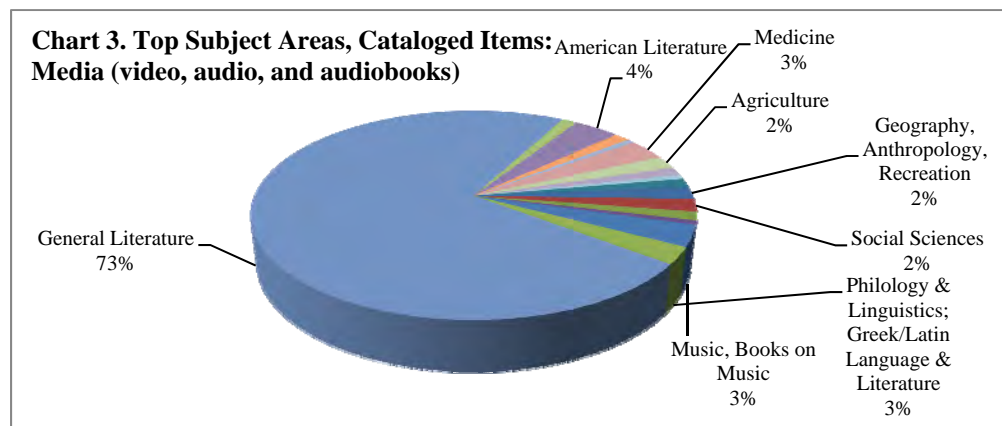
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- Curriculum, juvenile, and young adult collections: 51% fiction in English, juvenile literature (PZ), 24% science (Q), 6% education (L), 6% American literature (PS).

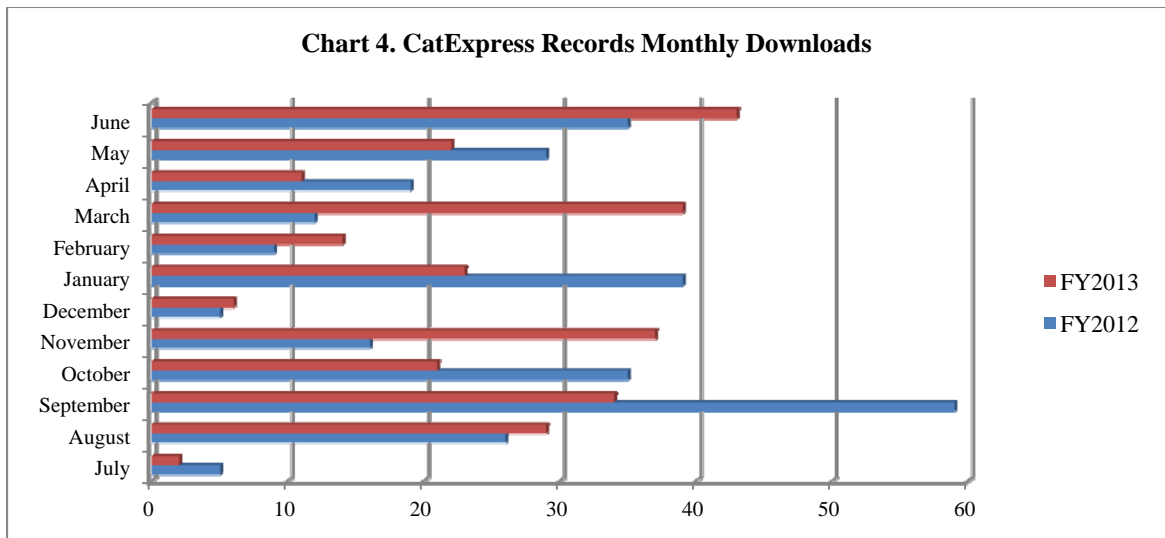


- Media collections: 73% general literature (PN).



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- The following 7,564 items with non-Library of Congress call numbers were cataloged in FY2013:
  - Curriculum collection periodicals (individually cataloged issues): 91 items
  - Media collection compact discs: 5 items
  - Special collections: 15 manuscript collections
  - Microfiche and microfilm: 7,453 items
- 7,453 microfiche titles were cataloged in FY2013. These are materials that the library has retained for years without cataloging. By cataloging these titles, we raise patron awareness of potentially useful resources.
  - In FY2013, the cataloging of our backlog of microfiche was completed.
- 281 records were downloaded from OCLC's CatExpress. Blake Library subscribed to CatExpress at a cost of \$490 for the 500 record subscription service (plus additional for any records over 500).



- FY2013, the library renewed its one year *Classification Web* service, and will do so again for the coming fiscal year.
- 486 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.
- Cataloging staff reviewed all materials in the Juvenile collection for multicultural materials.
  - For the purpose of material identification, Blake Library defines "multicultural" as follows:

"The multicultural literature we identify is about race, ethnicity, class, and gender that are considered culturally different from the "white Anglo-Saxon" group in the United States. Multiculturalism will not extend to stories about animals unless within the context of a fable or folk tale about a different "human" race or ethnic

## **Cataloging FY2013**

group. In addition, for our purposes, disabilities and books in other languages do not constitute multiculturalism. They are diverse, but unless they specifically relate a story about another's culture, race, ethnicity, class, or gender they will not be labeled Multicultural."

- Staff ensured that all cataloged materials on multicultural topics had "Multicultural" spine labels and corresponding "Multiculturalism" subject heading.
- Staff removed multicultural labels from materials that do not meet the library definition of multiculturalism.
  
- The LOAR collection project ended prior to FY2013. In FY2013, the decision was made to disseminate the LOAR collection materials into the main stacks, providing greater circulation opportunities for these materials. In the process, some of the LOAR materials were removed entirely from the library collection, most due to duplication.
  
- Television series on DVD were given a new loan rule, allowing these discs to circulate for 1 week, rather than established 3-day loan period for all DVDs. This allows patrons more time to view a season or entire series of a television program, with the assumption that most patrons desire to view multiple episodes in succession. The previous loan period of 3 days for these series was less accommodating to patron viewing practices.
  - Television series on DVD were re-housed into DVD cases that can hold multiple discs, rather than each disc in an individual case, combining seasons or entire series into fewer cases. This creates more space for growth within the DVD cabinets and facilitates patrons checking out multiple discs in a series at one time.
  
- Cataloging staff continues to assign subject-specific call numbers to Curriculum Collection materials. Most of these materials have pre-assigned Library of Congress call numbers that fall into the general designation of Education (L), rather than a subject-specific call number (i.e., "science" or "math"). Blake Library assigns subject-specific call numbers to facilitate the discovery of these materials by our students and other patrons through shelf-browsing.
  
- See also: Appendices A and B.

### **Discarded materials**

- 2,062 volumes were discarded from the collection (including cataloged periodicals and Maine State documents). The collections most heavily weeded were:
  - Curriculum collection
    - Encyclopedias (AE): 22
    - Mathematics (QA): 134
  - Main Stacks
    - Geography, general (G): 55
    - Physical geography (GB): 33
    - Oceanography (GC): 22
    - Environmental sciences (GE): 21



## Cataloging FY2013

- Human ecology (GF): 29
- Anthropology (GN): 159
- Folklore (GR): 29
- Manners and customs (GT): 27
- Statistics (HA): 48
- Economic theory/demography (HB): 50
- Economic history and conditions (HC): 86
- Industries/land use/labor (HD): 131
- Transportation and communications (HE): 32
- Commerce (HF): 80
- Finance (HG): 26
- History of education (LA): 72
- Theory and practice of education (LB): 369
- Literature on music (ML): 92
- Plant culture (SB): 21
- Reference collection
  - Encyclopedias (AE): 33
  - Biography (CT): 32
- At the end of FY2013, 231 records have a status "on search;" 20 items have a status of "missing;" 240 items have a status of "lost." These 240 records will be purged from the system at the start of FY2014. The total cost of these 240 lost items: \$5,252.93.
  - 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.
    - For those items without prices in the order records, pricing for comparable items in Amazon has been used.
  - The process used by Blake Library regarding items that cannot be located has been updated for FY2014.
    - Prior to FY2014, the process has been as follows:
      - 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.
    - See Appendix C for the updated process.
  - See also: Appendices D and E.
- In July 2009, Blake Library began a contract with Better World Books. Founded in 2002,

## **Cataloging FY2013**

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 FY2013, 347 were sent and retained by Better World Books; 1,966 total books have been retained by BWB from Blake Library since the project began.
  - A total of 1,594 of the 1,966 books have been sold to date.
  - A total of 2,272 books sent to Better World Books, FY2009-2013, 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 36 trees, 24,746 gallons of water, 4,880 pounds of greenhouse gases, 4 cubic yards of landfill space, and 7,539 kilowatt hours of electricity.
- See appendices F-H for details on the Blake Library/Better World Books inventory, sales, and the environmental metrics.

### **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.
  - 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:**

- Blake Library will continue its partnership with Better World Books. Since the local recycling company announced in Spring FY2013 they will no longer accept books of any kind, this partnership has become even more important to the library and campus.

## **Acquisitions FY2013**

- All items received and/or paid for during FY2013 are counted as an acquisition for FY2013. Any items not received or paid for in FY2013 are not counted in FY2013.
- In FY2013, 422 items were purchased totaling \$50,316.21.
  - This is a 1.6% decrease in the number of items purchased and a 7.2% increase in the total amount spent from last year. In FY2012, 429 items were purchased totaling \$46,952.03.
  - Blake Library's subscription to Ironweed Film Club has ended, due to the company dissolving.
  - Blake Library and other libraries within the URSUS system began a consortial contract with the video streaming platform Films on Demand.
- This year, 80 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$2,569.48.
  - In FY2013, the library purchased 34 titles totaling \$1,730.48 from the Inez Day Richards funds. This amount spent decreased by 22.2% from last year's purchases of \$2,224.89.
  - This past year, the President's Office purchased 24 titles for the amount of \$839.00.
  - In FY2013, the library did not receive any gift materials from the Student Senate.
  - In FY2013, 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: nursing 18.8%, humanities 16.6%, math/science 15.4%, social science 13.3%, and education/COE 12.3%.
  - The largest concentrations of purchases by volume count are as follows: juvenile 24.7%, humanities 18.8%, nursing 11.4%, and education/COE 10.9%.
- Appendix I contains a complete list of library acquisitions (excluding donations and free non-donations) by cost and by volume.
- The following database annual subscriptions were purchased by Blake Library at a total cost of \$7,842:
  - BioOne.1 (BioOne)

## Acquisitions FY2013

- 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.
    - OverDrive is counted as a single title purchase in acquisitions.
  - In FY12, the library changed the class allocations to accurately reflect purchasing by type, regardless of format. The previous class allocations regularly resulted in inconsistencies pertaining to how items were purchased, particularly concerning electronic formats. The changes are as follows:

Class Number	Prior to FY2012	FY2012-present
K761	Print Monographs	Monographs (all formats including audio books/ebooks and also includes Overdrive fee)
K762	Serials (typically print only – but sometimes electronic were included)	Serials (all formats)
K765	Media (Audio books, music, DVD, VHS, etc. and also included Overdrive fee)	Media (excluding electronic monographs and serials)
K766	Standing orders	Standing orders
K769	Electronic resources (included databases and e-journals)	Databases and e-tools (excludes any monographs or serials or electronic)

- In FY13, the decision was made to suppress all item records (and bib records for those titles that are held by UMFK only) for items that have been billed. These items stay as "billed" until payment or until deletion, and therefore are unhelpful to patrons searching the catalog, as these materials are unavailable.
- In FY13, a donation form was created, to be filled out for every donation, regardless of donor. This provides a consistent way for acquisitions and catalog to determine whether the donor desires to be anonymous and whether they prefer any materials not cataloged to be returned to them. It also creates consistency in providing the department with contact information for the donor, when applicable.
  - Shelving in technical services has been dedicated to all incoming donations, with marked sections for staff who oversee collection areas. Donated items are placed in these sections for review.

## **Acquisitions FY2013**

- See also: Appendices J-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 FY2013

### General statistics:

- The current serials collection consists of 173 titles
  - 106 are print only titles:
    - 78 print titles purchased through EBSCO
      - 5 of these titles were purchased through the Inez Day fund, including 1 title through membership subscriptions
      - 1 of these print titles comes with other purchased print titles or membership subscriptions
    - 15 print titles purchased through non-EBSCO vendors
      - 1 of these titles was purchased through the Inez Day fund
    - 13 print titles are free/gift subscriptions (in previous years, this count may have included titles that the library receives but does not retain)
  - 34 are print + online titles:
    - 32 print + online titles purchased through EBSCO
      - 1 of these print + online titles comes with other purchased titles
      - 3 of these print + online title purchased through the Inez Day fund
    - 1 print + online titles purchased through non-EBSCO vendors
    - 1 print + online title is a free subscription
  - 33 are online only titles (purchased individually, not through database subscriptions)
    - 13 online only titles purchased through EBSCO
      - 1 of these titles comes with other purchased titles or membership subscriptions
    - 3 online only titles purchased through non-EBSCO vendors
    - 17 online only title is a free subscription through EBSCO
- 1 new titles was added in FY2013 (included in the title counts above):
  - 1 print titles purchased through a non-EBSCO vendor was added
- FY2013, 6 serials titles and memberships were cancelled
  - 3 print only titles purchased through EBSCO was cancelled
  - 1 online title purchased through EBSCO was cancelled
  - 2 print only free/gift subscriptions were cancelled
- In FY2013, 3 titles ceased publication
  - 2 print only titles purchased through EBSCO ceased publication
  - 1 free subscription online title ceased publication
- See Appendix L

## Serials FY2013

- In FY2013, 63 items (10 titles) were routed to 7 faculty and staff members. These figures are lower than last fiscal year's numbers of 18 titles routed to 8 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 members 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 FY2013, 90 print titles were accessed, with an item usage of 2,822.
  - See Appendix N
  - See Tables 1, 3-4
- In FY2013, 5 titles on microfilm were accessed 20 times:
  - *St. John Valley Times*: 14 uses
  - *The New Yorker*: 4 uses
  - *American Biology Teacher*: 1 use
  - *New York Times*: 1 use
  - *Science*: 1 use
  - In FY2012, microfilm use included 3 titles used 9 times.
- In FY2013, 1 microfiche titles was accessed.
  - *Beyond the Handshakes* (ED363224)
- In February FY2013, Blake Library created a process for checking serials issues out to faculty, students and staff. Prior to this, serials were only available for circulation to faculty and staff. The decision allows for greater access to print serials for students. Our print use has decreased in recent years, and this change should result in greater usage.
  - In FY2013, 7 separate titles, 18 total issues circulated.
  - See Appendix O for serial titles circulated.
  - See Appendix P for the serials checkout procedure

### **Electronic journals:**

- 82 full-text online databases are available, providing access to 50,636 unique titles (see Table 2).

## Serials FY2013

- 157 non-full-text databases are available through UMFK, the University of Maine System, and Marvel.

Fiscal Year	Titles Used	Items Used	Title Usage Change	Items Usage Change
FY2013	90	2,822	8.4%	16.2%
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%

Fiscal Year	# of Databases	Unique Titles	# of Searches**	Titles Change	Searches Change
2013	83	50,636	8,538	14.0%	8.9%
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%

\* 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.

TITLE	TIMES SHELVED
1. Bangor Daily News	458
2. Boston Globe	282
3. New York Times	279
4. Saint John Valley Times	270
5. Portland Press Herald	268
6. Wall Street Journal	242
7. Fiddlehead Focus	43
8. Chronicle of Higher Ed.	34
9. Aroostook Republican	12
10. Barron's	5

TITLE	TIMES SHELVED
1. New Scientist	81
2. Maclean's	57
3. Time	56
4. Mother Earth News	54
5. Rolling Stone	49
6. Science	45
7. Newsweek	42
8. Consumer Reports	40
9. Down East	39
10. Real Simple	36

### Continuing projects and goals:

#### Supporting Academic Excellence:

- Continued maintenance of current serials subscriptions
- Ensuring title-level access for all electronic journals



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- 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

## Special Collections FY2013

### General statistics

- In FY2013, 5 new manuscript collections were added to special collections, for a total of 22 manuscript collections:
  - Aroos. MS 1: Nadeau's House of Furniture (Fort Kent, ME.) photographic print, 8/2012
  - Univ. MS 12: Eberhard Thiele collection, 12/2012
  - Univ. MS 13: John Martin collection on Maine's natural resources, 12/2012
  - Univ. MS 14: John L. Martin collection on the Evaluation of the Mineral Potential, Upper St. John River Valley survey, 12/2012
  - Univ. MS 15: Floyd L. and Mamie C. Powell papers, 3/2013
  
- 111 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.
- Since the FY2009 start of manuscript processing in Special Collections, 4 collections have been accessed for a count use of 29.
  - Univ. MS 3: University of Maine at Fort Kent collection: 22 uses
  - Univ. 9.1.7.3.2: Roger L. Grindle centennial history research materials: 3 uses
  - Univ. 1.4.1.1: Madawaska Training School and Madawaska Model School registers: 2 uses
  - Aroos. MS 4: *The Fraser Story* typescript: 2 uses

### 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.

### John L. Martin collection

- Phase I: Inventory
  - 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

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John Valley for many years. The inventory, begun in FY2010, was completed FY2012.

- In total, 252 boxes were inventoried.
- August 23, 2012: John L. Martin signed the Deed of Gift for the collection without restrictions. Special Collections staff agreed to send an itemized list to Martin of all materials to be discarded from the collection to determine if he wanted any of these materials returned to him.
- Phase II: Initial Processing (re-folding and re-boxing, discard of non-retained materials)
  - August 24, 2012: Triage of loose materials began. Some materials in the collection will not be kept as part of the collection, but will be cataloged into Special Collections separately. These materials are important to the region or to the university, but do not add contextual value to the collection. The item records for each of these materials contain the gift note "GIFT OF JOHN L. MARTIN, 8/2012."
  - August 27, 2012: The first list of discard materials was given to JLM. The list was returned to the department in April 2013 with those materials to be sent to JLM noted.
  - September 12, 2013: The archival boxes ordered through the Library Gift Fund.
  - September 20, 2013: Collection processing began. Folders of retained material are being labeled with folder title and box : folder number only at this time. Proper folder labeling will be completed during the third phase of processing. Boxes are labeled in pencil until the third phase. This will allow for easy re-ordering/combining of materials in proper original order.
  - April 2013: SC staff began discarding materials that will not be retained by the department, either in the collection or in the department. Some materials not retained will be offered to other URSUS libraries.
  - June 6, 2013: Second list of discard material was given to JLM.
- Phase III: End/Final Processing (permanent ordering of boxes, labeling of folders and boxes)
  - TBD
- Phase IV: Discovery (finding aid, guide, Archon record, CampusGuide)
  - TBD

### **University of Maine at Fort Kent student newspapers**

- In FY2013, Special Collections began the project of indexing and digitizing all UMFK newspapers. This project, primarily created by a work-study student, will result in a searchable index with digitized images of the newspapers. The department believes this will be both useful and enjoyable for all of the UMFK community, including alumni.

**Special Collections  
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## **Collection access and discovery**

- CampusGuide (formerly referred to as LibGuide)
  - [Link to the guide](#)
  - The guide was accessed 28 times in FY2013.
- Archon
  - A clean-up of the subject and authority headings used in Archon was completed, ensuring that all headings are either LOC authority headings or have been formatted using DACS standards. Uniformity and consistency with these standards is essential, as this database is used by both Special Collections and the Acadian Archives/Archives acadiennes.
  - [Link to Blake Library's Archon database.](#)
- Maine Memory Network
  - In FY2013, Blake Library digitized and submitted 26 items to Maine Memory Network.
  - [Link to Blake Library Special Collections Maine Memory Network page.](#)
- In FY2010, a Special Collections Best Practices committee formed to establish best practices for Special Collections and Archives in the state. These best practices were brought to the URSUS Directors in FY2013 for review.
  - Resulting from the best practices committee meetings, the Special Collections group has met throughout the past few years to discuss bringing Special Collections in the classroom.
  - It would benefit the system to have an established Special Collections Standards Committee (beyond that created for the sole purpose of setting best practices) that met annually or semi-annually to discuss all aspects and issues with both current practices locally, statewide, and nationally, as well as to create a forum for collaboration and problem solving.

## **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:
  - Continue with processing of John L. Martin collection.
  - Purchase archival shelving for the John L. Martin collection
  - Continue UMFK newspapers digitization project
  - Continue to identify images to digitize for Maine Memory Network

## **Maine State documents FY2013**

- 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 FY2013, 10 Maine State documents were cataloged: 0 volumes, 10 electronic resources.
  - In FY2012, 5 Maine State documents were cataloged. This is a 100% increase.

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