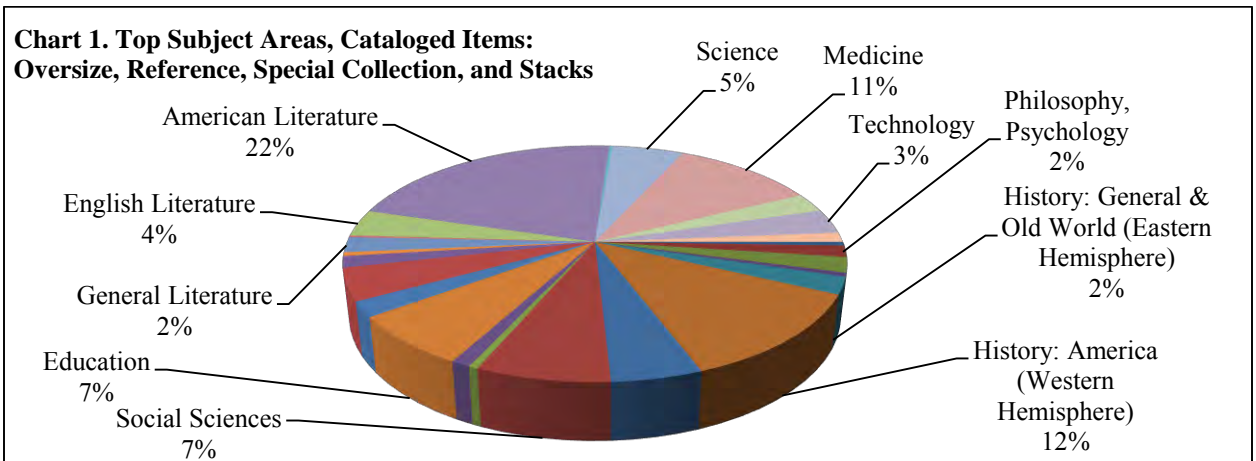


## Cataloging FY2015

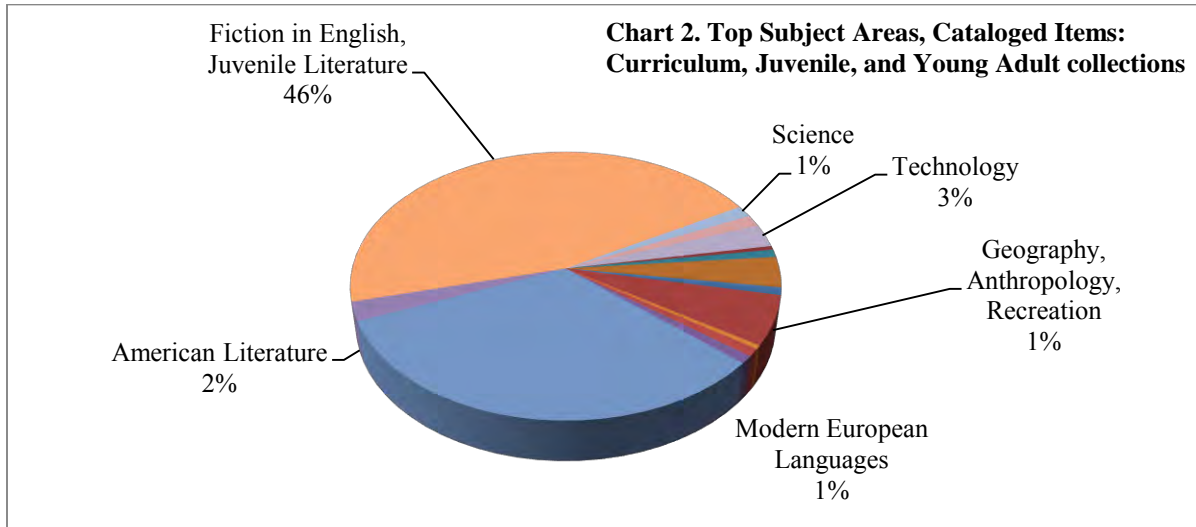
### Cataloged materials

- In FY2015, 905 total items were cataloged, a 3.8% increase from 872 items cataloged in FY2014.
  - Of the 905 items cataloged, 541, or 59.8%, were gifts received from various campus organizations, faculty, staff, and community patrons.
    - President's Fund: 17 titles.
    - Inez Day Richards Fund: 10 items.
    - Library Gift Fund: 3 items.
    - Individual donations: 508 items.
    - No items were gifted through the STEP or Classified Staff Development funds.
  - 558 monographs were cataloged
    - 517 cataloged monographs were donated or gifted
    - 141 cataloged monographs were purchased
  - 5 non-English language items were cataloged
    - 2 French language items were cataloged
    - 3 other language items were cataloged
- No physical materials were added to the Maine Documents collection in FY2015.
- 11 online resources were added to the Maine Documents collection in FY2015.
- The top Library of Congress classification subjects cataloged, by collection, were (Library of Congress call number classification included in parentheses):
  - Oversize, reference, Special Collections, and stacks collections: 22% American literature (PS), 12% history: America, Western Hemisphere (E-F), 11% medicine (R), 7% education (L), and 7% social sciences (H).

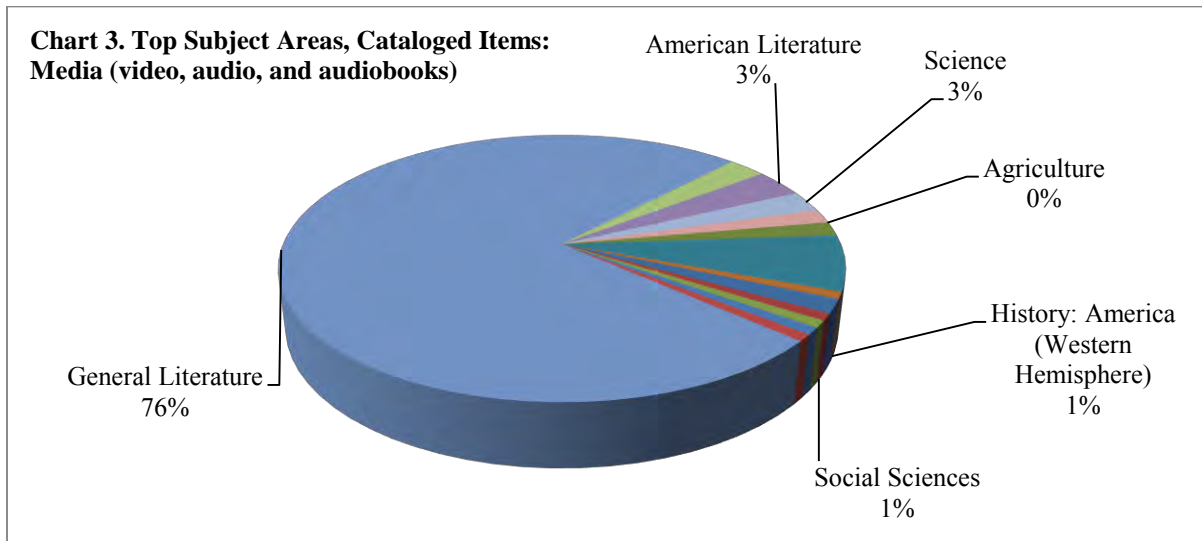


- Curriculum, juvenile, and young adult collections: 46% fiction in English, juvenile literature (PZ), 32% general literature (PN), 6% social sciences (H), 4% history: America, Western Hemisphere (E-F).

## Cataloging FY2015

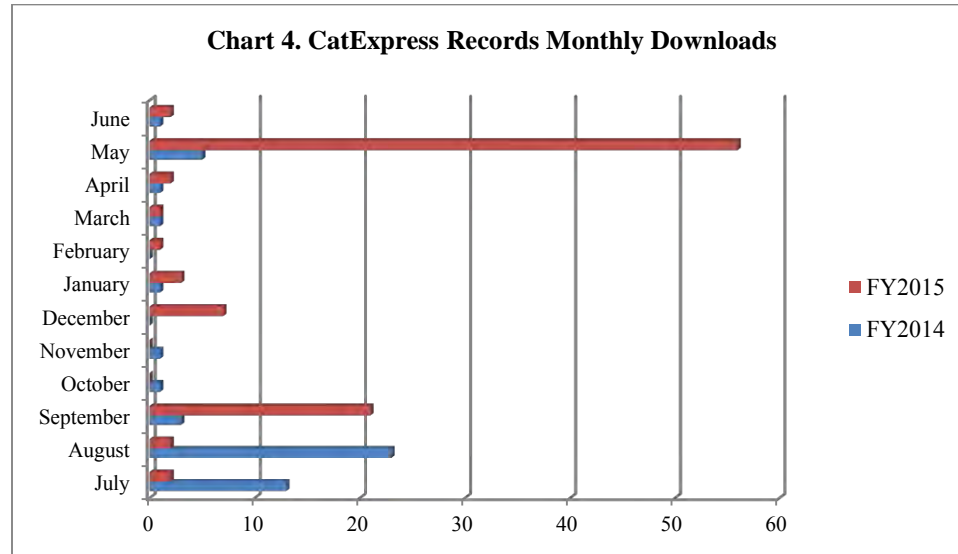


- Media collections: 76% general literature (PN), 7% history, general and Old World (Eastern Hemisphere); 3% science (Q), 3% American literature (PS), 3% English literature (PR).



- The following 45 items with non-Library of Congress call numbers were cataloged in FY2015:
  - Curriculum collection periodicals (individually cataloged issues): 37 items
  - Media collection compact discs: 4 items
  - Special collections: 1 compact disc and 1 booklet, 2 manuscript collections
- 97 records were downloaded from OCLC's CatExpress. Blake Library subscribed to CatExpress at a cost of \$525.58 for the 500 record subscription service (plus additional for any records over 500).

## Cataloging FY2015



- FY2015, the library renewed its one year *Classification Web* service, and will do so again for the coming fiscal year.
- 315 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 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.
- Cataloging staff has continued identifying all materials purchased due to patron request; notes are added to the item records for these PDA (patron-driven acquisitions), noting the month, year, and whether requestor is faculty or student (staff and community are not specifically marked as such). Total PDA items FY2015: 16.
- See also: Appendices A and B.

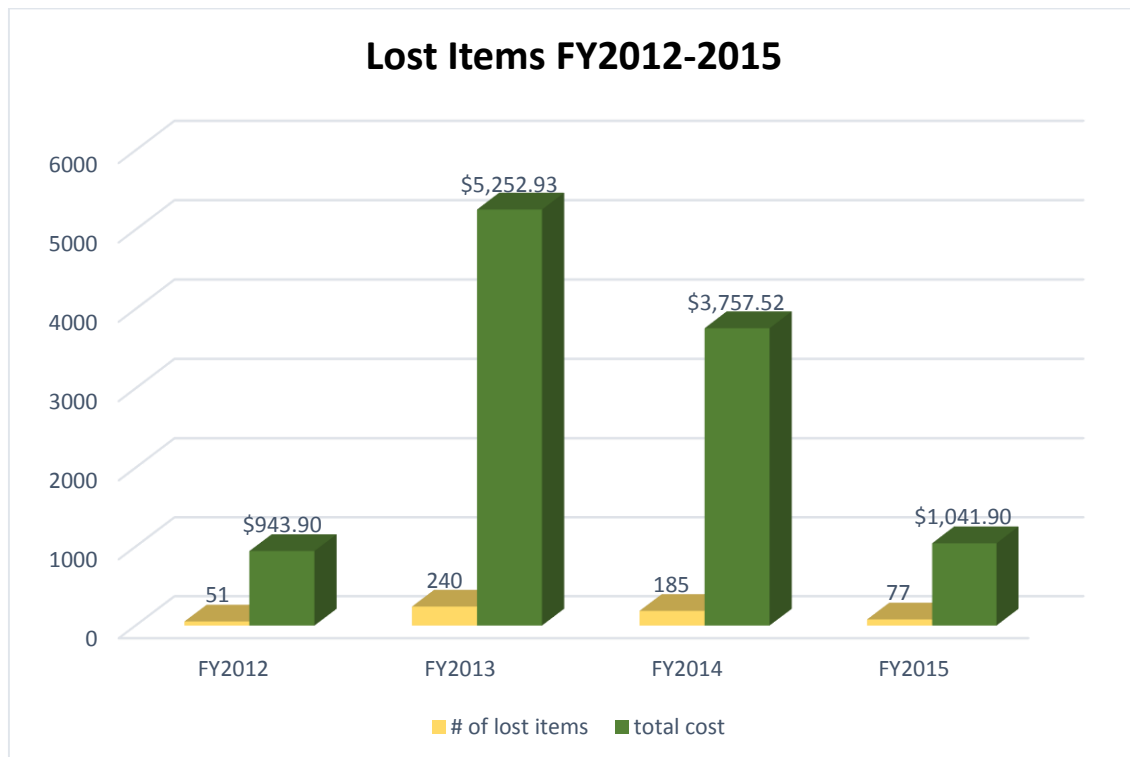
### Discarded materials

- 336 items were discarded from the collection (including Maine State documents). The collections most heavily weeded were:
  - Media, Audio
    - Philosophy, psychology (B-BJ): 20
    - Social sciences (H): 10
    - General literature (PN): 10
    - English literature (PR): 16
    - American literature (PS): 62

## Cataloging FY2015

- Main Stacks
  - Social sciences (H): 96
- Oversize
  - Geography (G): 14
- See also: Appendices C and D.
- At the end of FY2015, 105 items have a status of "missing;" 77 items have a status of "lost." These 77 records will be purged from the system at the start of FY2016. The total cost of these 77 lost items: \$1,041.90.
  - 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.
    - For those items without prices in the order records, pricing for comparable items in Amazon has been used.

Fiscal Year	# of items lost	total cost
<b>FY2012</b>	51	\$943.90
<b>FY2013</b>	240	\$5,252.93
<b>FY2014</b>	185	\$3,757.52
<b>FY2015</b>	77	\$1,041.90



- 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-

## **Cataloging FY2015**

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 FY2015, 111 volumes were sent and retained by Better World Books.
  - A total of 91 books were sold in FY2015, leaving 25 items remaining in stock.
  - A total of 146 books sent to Better World Books in FY2015 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 1 tree, 1,456 gallons of water, 312 pounds of greenhouse gases, and 482 kilowatt hours of electricity.
- See appendices E-G for details on the Blake Library/Better World Books inventory, sales, and the environmental metrics.

### **New for FY2015 - Library Collection Item Counts**

- New staff performed the Library Collection statistics for FY2015, consequently, numbers for FY2015 may be different from previous years.
- The library's ILS, Sierra, lacks the statistics functions needed to provide an accurate breakdown of the library collection by material type. As a result, library staff must export raw data from Sierra to sort the collection data and determine collection numbers for material types.
  - The number of books reported for FY2015 is significantly less than previous years due to previous years counting some cataloged serials as books. As a result, the number of cataloged serials for FY2015 is significantly more than previous years.
  - The number of microfilm reels reported for FY2015 is less than previous years. The FY2015 number includes the number of manually counted microfilm reels plus cataloged microfilm reels.

### **Goals and continuing processes:**

- Perform an in-depth study of annual report processes, looking at ways to streamline the AR process, in terms of coding items (or another method) to get an accurate count of library material types. The current process is cumbersome, due to the limited capabilities of Sierra's statistic function, leaving the majority of the counting of library material types to staff.

## **Cataloging FY2015**

### **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 to catalog using RDA standards
  - 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.