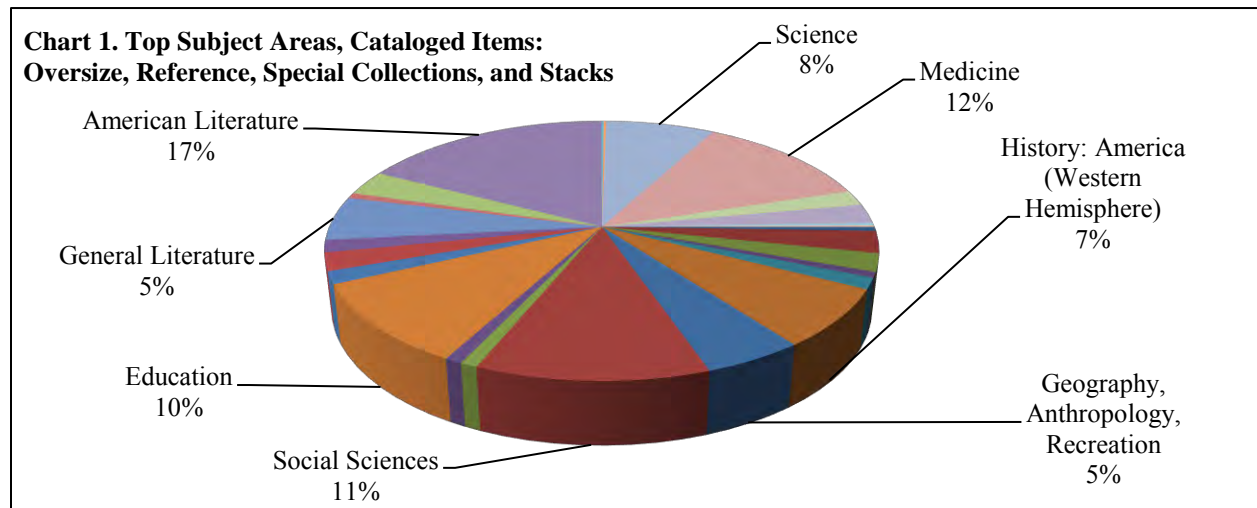


# Cataloging FY2017

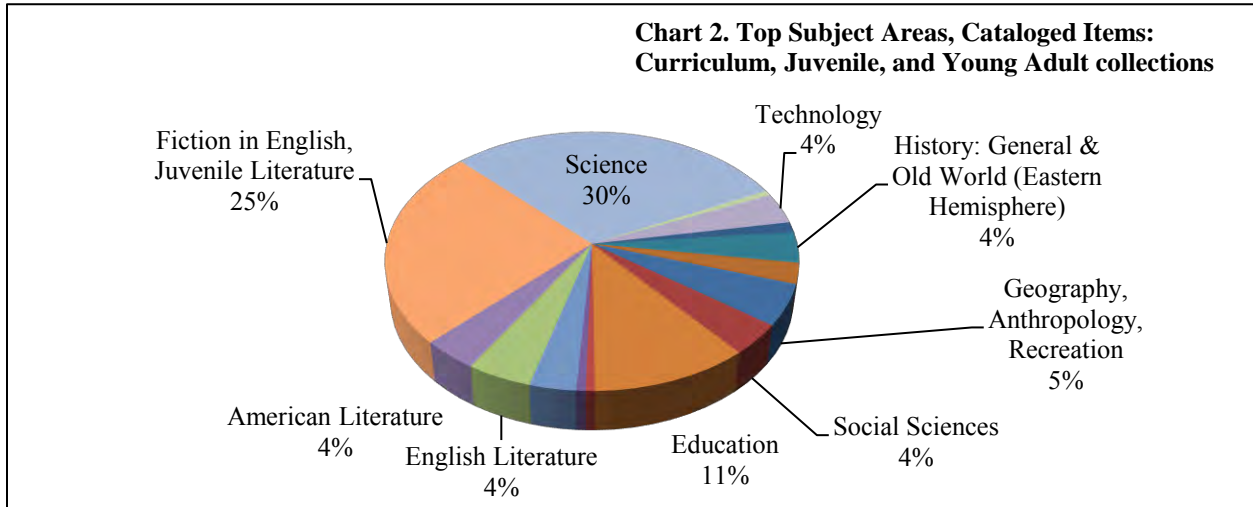
## Cataloged materials

- In FY2017, 902 total items were cataloged, a 38% increase from 653 items cataloged in FY2016.
  - 724, or 80%, were gifts received from various campus organizations, faculty, staff, and community patrons.
    - President's Fund: 11 items.
    - Inez Day Richards Fund: 16 items.
    - Individual donations: 697 items.
  - 722 were monographs
    - 633 cataloged monographs were donated or gifted
    - 89 cataloged monographs were purchased
  - 5 were electronic Maine Docs
- 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: 17% American Literature (PS), 12% Medicine (R), 11% Social Sciences (H), 10% Education (L), 8% Science (Q), and 7% History: America, Western Hemisphere (E-F).

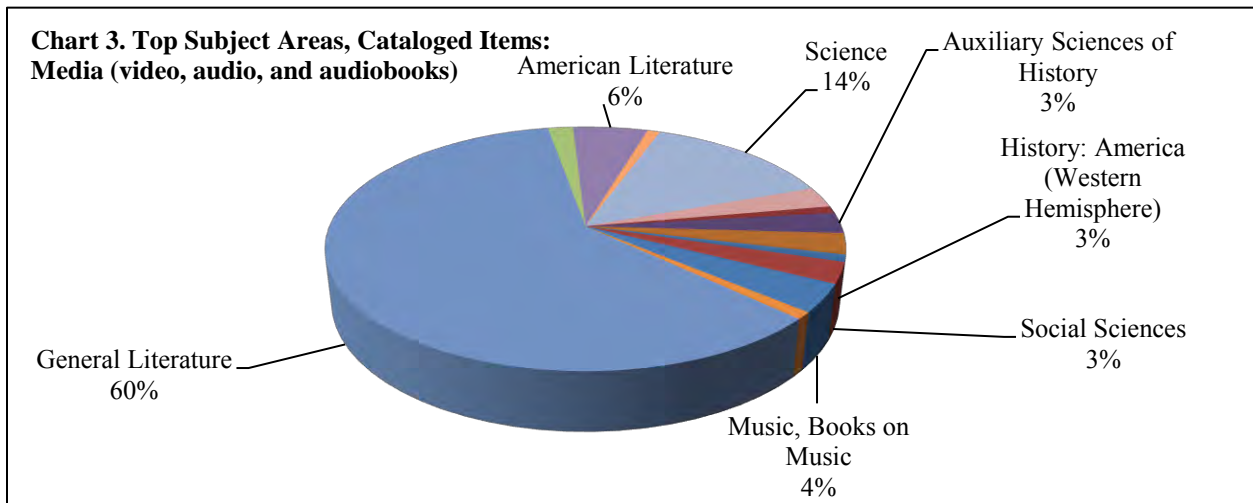


## Cataloging FY2017

- Curriculum, Juvenile, and Young Adult collections: 30% Science (Q), 25% Fiction in English, Juvenile Literature (PZ), 11% Education (L), 5% Geography, Anthropology, Recreation (G), and 4% English Literature (PR).



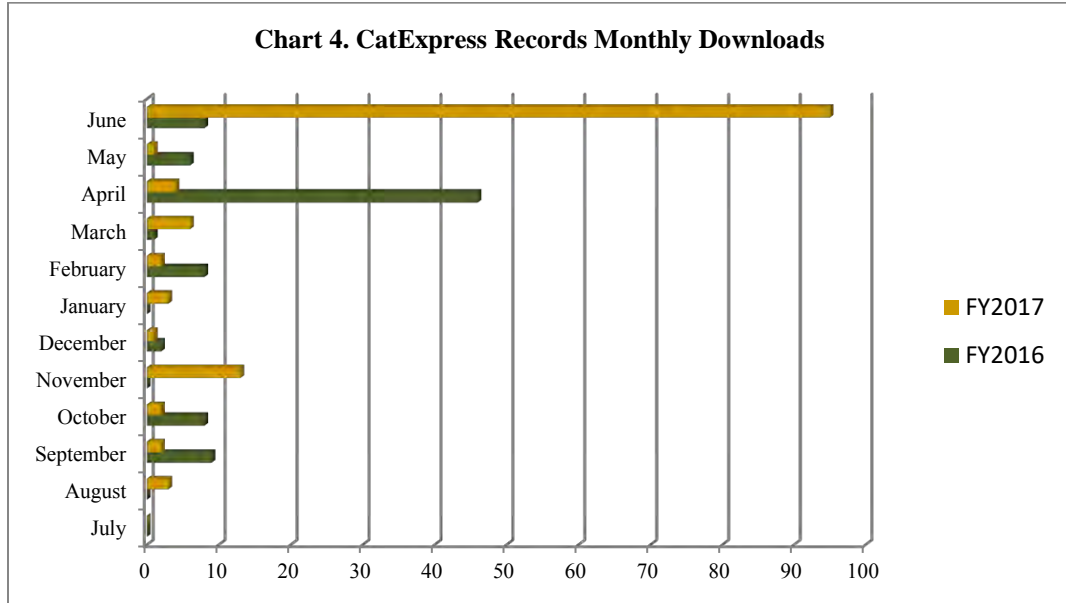
- Media collections: 60% General Literature (PN), 14% Science (Q), 6% American Literature, and 4% Music, Books on Music (M).



- See also: [Appendix A](#).

## Cataloging FY2017

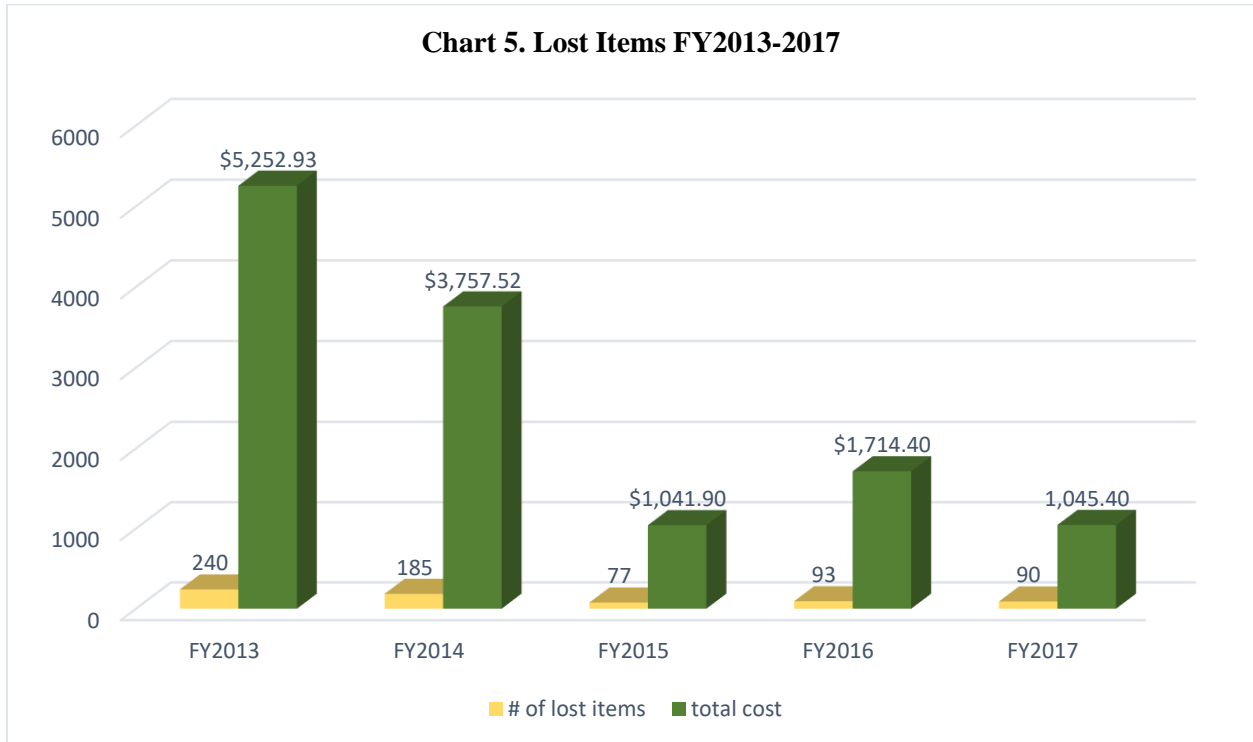
- 132 records were downloaded from OCLC's CatExpress Service.



- 260 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.
- At the end of FY2017, 54 items have a status of "missing;" 90 items have a status of "lost." These 90 lost item records will be purged from the system at the start of FY2018. The total cost of these 90 lost items: \$1,045.40.
  - 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.

FY	# of items lost	total cost
FY2013	240	\$5,252.93
FY2014	185	\$3,757.52
FY2015	77	\$1,041.90
FY2016	93	\$1,714.40
FY2017	90	\$1,045.40

## Cataloging FY2017



- Since July 2009, Blake Library has worked with Better World Books to send books that are unwanted, which the company sells, donates, or recycles. In FY17 contract terms changed for Blake Library because of the low volume of materials received.
  - In FY2017, 0 volumes were sent and retained by Better World Books. This is due to a requirement of shipping a minimum of 6 boxes at a time. The library did not have enough materials to meet the minimum requirement of 6 boxes per shipment.
  - See [Appendix B](#) for details on the Blake Library/Better World Books environmental metrics (inventory and sales data is not available as no volumes were received, retained, or sold during FY2017).
  
- The URSUS Cataloging Standards Committee discussed in its May 2017 meeting a request from the Library Directors for our group to collectively keep the same set of statistics in order to get a better idea of how much is cataloged system-wide. Blake Library Technical Services staff began collecting these new statistics in June 2017, along with other URSUS libraries. The statistics will be recorded for one year (June 2017-May 2018), after which the information will be submitted to the Library Directors group for review.
  - See [Appendix C](#) for the statistics data that has been collected thus far (one month, June 2017).

### Goals and continuing processes:

- Annually review and update the Annual Report Guide for Technical Services (created last fiscal year to guide annual report processes).