

Blake Library
Technical Services Department
Annual Report
FY2017

Cataloging
Acquisitions
Serials
Special Collections



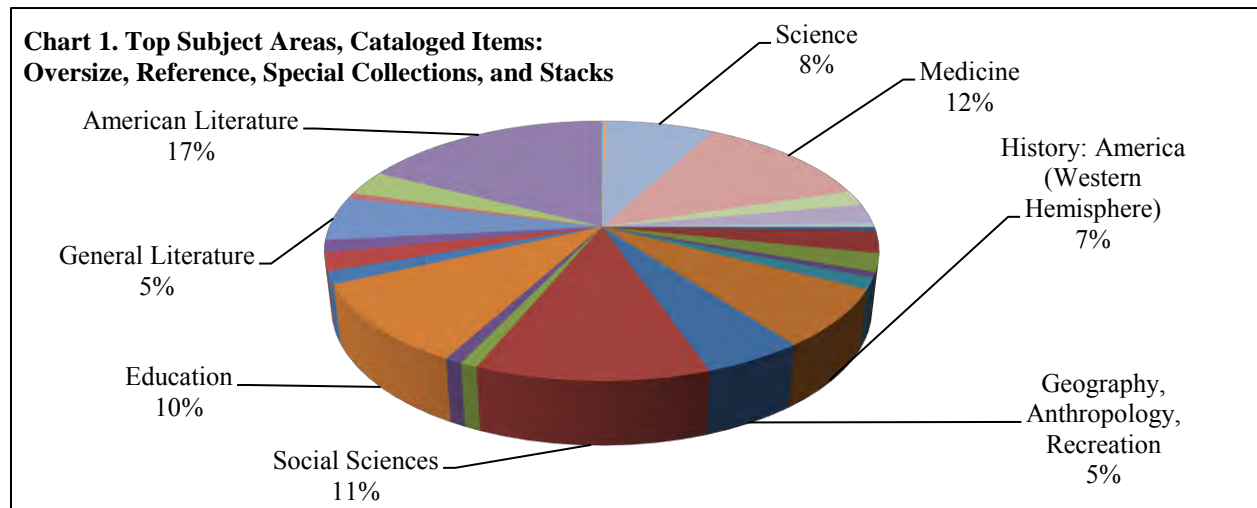
Table of Contents

Cataloging	1-4
Charts 1-3. Top subject areas, cataloged items	1
Chart 4. CatExpress records monthly downloads	2
Chart 5. Lost items FY2013-2017	2
Acquisitions	5-6
Serials	7-8
Table. 1. SerialsSolutions Statistics for Database Usage	8
Special Collections	9
Appendix A: Cataloging. Total Items Cataloged/Cataloged Items by Subject Area.	10
Chart 1. Top subject areas, cataloged items: oversize, reference, Special Collections, stacks	11
Chart 2. Top subject areas, cataloged items: curriculum, juvenile, and young adult collections	12
Chart 3. Top subject areas, cataloged items: media (video, audio, and audiobooks)	13
Appendix B: Cataloging. Better World Books environmental metrics report.	14
Appendix C: Cataloging. Technical Services Statistics for Library Directors	15
Appendix D: Acquisitions. Acquisitions by divisions and funds.	16-17
Chart 6. Divisions and funds by volume count	16
Chart 7. Divisions and funds by cost	17
Appendix E: Acquisitions. Inez Day Richards Memorial Fund acquisitions	18
Appendix F: Acquisitions. President's Fund acquisitions	19
Appendix G: Electronic Media	20
Appendix H: Serials. New and cancelled subscriptions	21-22

Cataloging FY2017

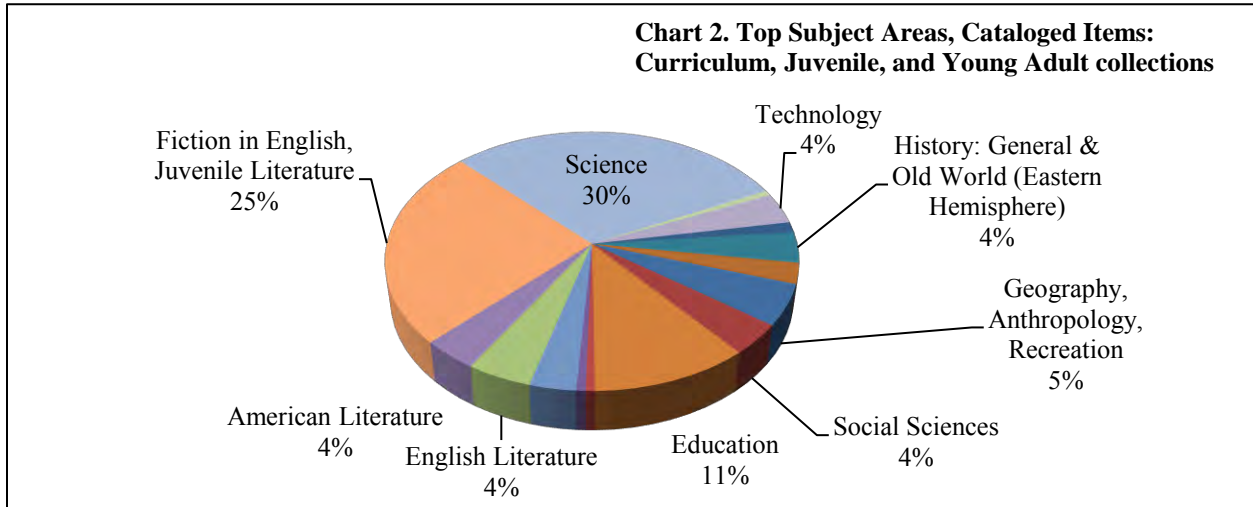
Cataloged materials

- 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).

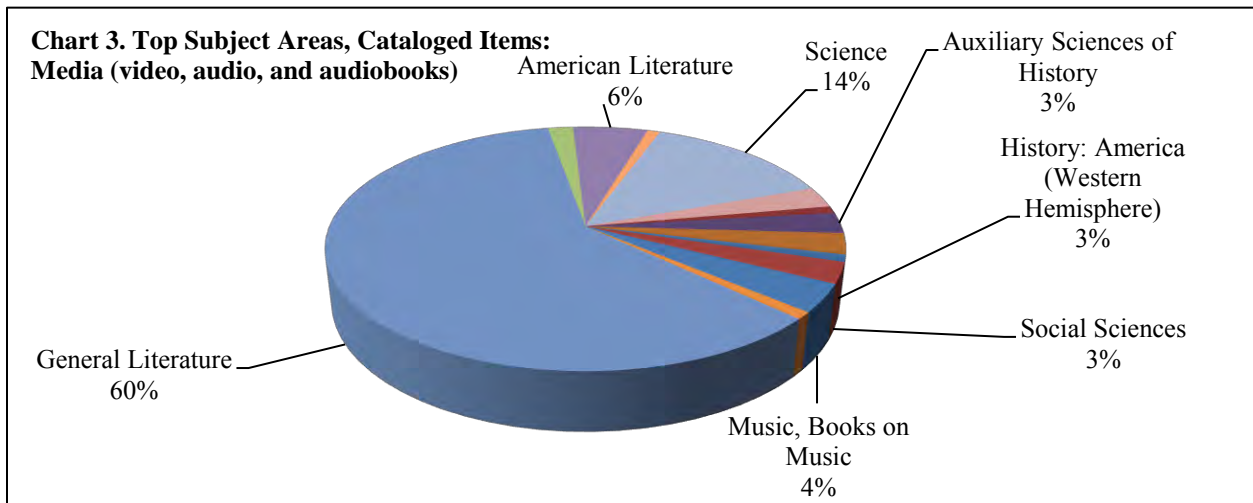


Cataloging FY2017

- 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).



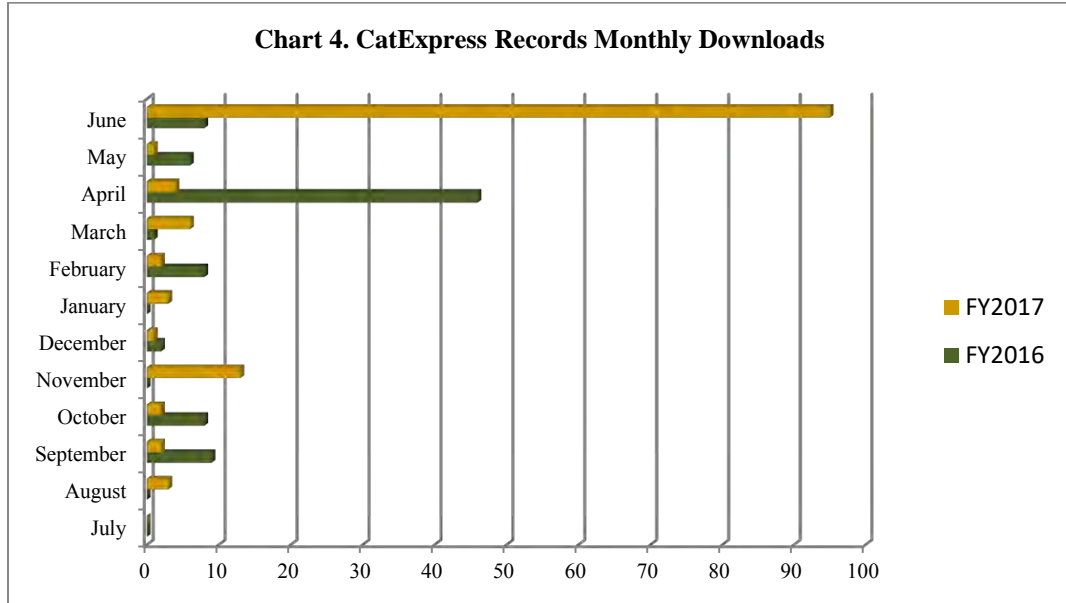
- Media collections: 60% General Literature (PN), 14% Science (Q), 6% American Literature, and 4% Music, Books on Music (M).



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

Cataloging FY2017

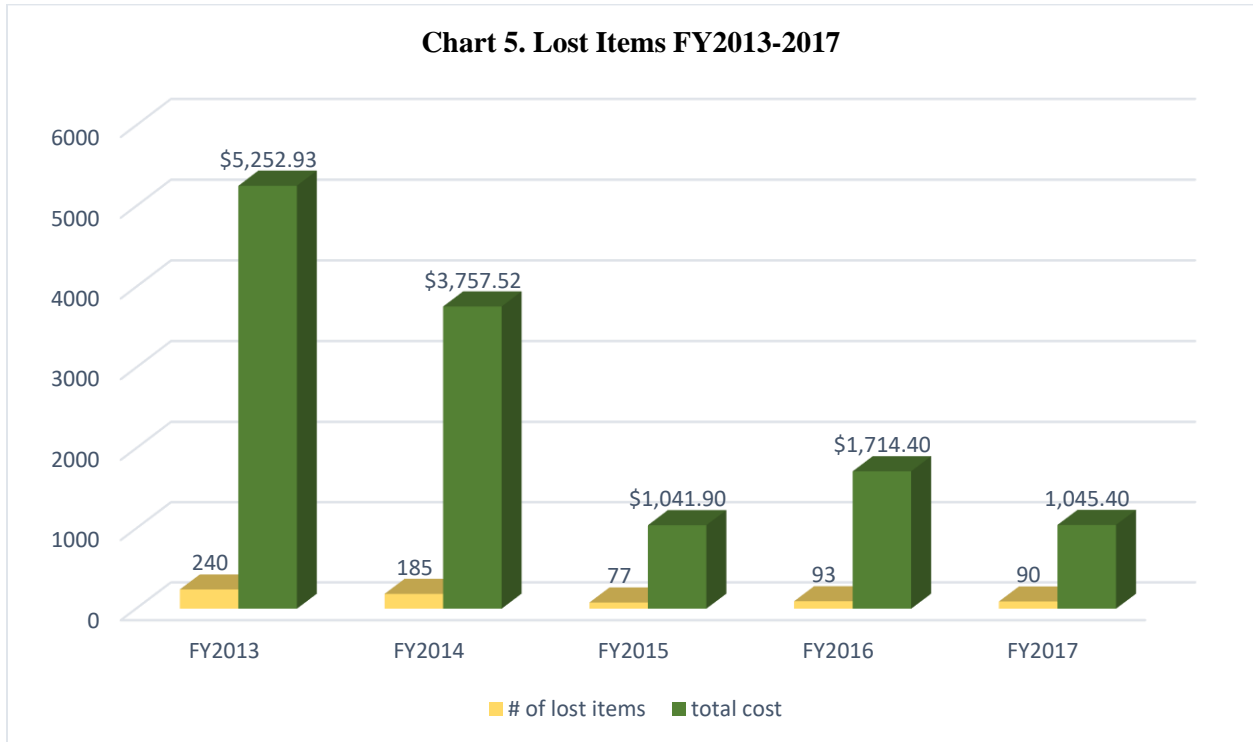
- 132 records were downloaded from OCLC's CatExpress Service.



- 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).

Acquisitions FY2017

All items received and/or paid for during FY2017 are counted as an acquisition for FY2017. Any items ordered in FY2107, but not received or paid for in FY2017 are not counted.

- In FY2017 224 items were purchased totaling \$43,000.11.
 - This is a 4.3% decrease in the number of items purchased and a 9.2% decrease in the total amount spent from last year. In FY2016, 234 items were purchased totaling \$47,348.55.
- This year 48 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$1,761.71.
 - In FY2017 the library purchased 20 titles totaling \$1,596.11 from the Inez Day Richards funds. This amount spent decreased by 32.7% from last year's purchases of \$2,617.34.
 - This amount includes monograph, serial, and database purchases.
 - In FY2017 the President's Office purchased 9 titles totaling \$165.60.
- In FY2017 the library purchased 6 PDA (patron-driven acquisitions) titles totaling \$142.04. These purchases include both physical and digital items.
- The largest concentrations of purchases by cost are as follows: Nursing 29%, Math/Science 20%, Social Science 16%, Education 15%, Humanities 9%, and Business 4%.
- The largest concentrations of purchases by volume count are as follows: Humanities 39%, Math/Science 13%, Social Science 11%, Education 11%, Nursing 8%, and Business 7%.
- See also: [Appendices D, E, and F](#).
- The following database annual subscriptions were purchased by Blake Library at a total cost of \$3,298.07:
 - BioOne.1 (BioOne)
 - Films on Demand (UMFK portion of UMS subscription)
 - Poetry & Short Story Reference Center (EBSCO): purchased through Inez Day Fund

Acquisitions FY2017

- 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. On March 1, 2017, the subscription to the Download Library changed from OverDrive to CloudLibrary.
 - CloudLibrary is counted as a single title purchase in acquisitions.

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

Goals and continuing processes:

- Acquisitions staff will review annually (and update if needed) the acquisitions portion of the Annual Report Guide for Technical Services.
- Acquisitions staff will work with system staff to understand and manage Marketplace in a more efficient manner.
- Explore more options for purchasing books and ebooks
- Explore shared purchasing options in the system

Serials FY2017

General statistics:

- The current serials collection consists of 126 titles
 - 82 are print only titles:
 - 44 print titles purchased through EBSCO
 - 3 of these titles were purchased through the Inez Day fund
 - 2 of these print titles comes with another purchased print title or membership subscriptions
 - 19 print titles purchased through non-EBSCO vendors
 - 1 of these titles was purchased through the Inez Day fund
 - 1 of these titles came with other purchased print title or membership subscription
 - 19 print titles are free/gift subscriptions (in previous years, this count may have included titles that the library receives but does not retain)
 - 10 are print + online titles:
 - 9 print + online titles purchased through EBSCO
 - 1 of these titles was purchased through the Inez Day fund
 - 1 print + online title purchased through non-EBSCO vendor
 - 34 are online only titles (purchased individually, not through database subscriptions)
 - 30 online only titles purchased through EBSCO
 - 4 online only titles purchased through non-EBSCO vendors
- In FY2017, 19 serials titles were cancelled:
 - 7 print only titles purchased through EBSCO were cancelled
 - 1 of these titles was purchased through the Inez Day fund
 - 5 online only titles purchased through EBSCO were cancelled
 - 7 print + online titles purchased through EBSCO were cancelled
 - 2 of these titles were purchased through the Inez Day fund
 - 1 of these titles came with another purchased print title or membership subscription
- In FY2017, 5 titles ceased publication
 - 3 titles were purchased through EBSCO
 - 1 title was purchased through non-EBSCO vendor
 - 1 title was a free/gift subscription
- See [Appendix H](#) for more details.
- For serials usage statistics, refer to [Book 3, Appendix H](#).

**Serials
FY2017**

Electronic serials:

- Previously we reported the number of databases and unique titles through Serials Solutions, with the belief that the databases were all ones that held our ejournal collection.
- However, we have since come to understand that the number of databases is actually all subscribed databases. This includes video and ebook collections as well as the UMS online catalog.
- At this time, we have decided to remove the database information and instead include only the number of unique ejournal and ebook titles.

Fiscal Year	Unique ejournal Titles	Unique ebook Titles
2017	61,183	201,838
2016	62,903	187,096
2015	58,425	162,313
2014	55,298	
2013	50,636	

- See [Book 3, Appendix H](#) for more electronic serials statistics.

Continuing projects and goals:

- Serials staff will review annually (and update if needed) the serials portion of the Annual Report Guide for Technical Services.
- Investigate routing services to consider checking materials out to faculty/staff as a better means to track materials.
- Work with circulation department to continue simplifying the serials checkout service. The LEAN process may be an option.
- Monitor the new Flipster service and make apps available for mobile devices.

Special Collections FY2017

General statistics

- In FY2017, no new manuscript collections were added to special collections.
- 30 non-manuscript items were added to special collections.
- Please refer to [Book 3, Appendix C](#) for Special Collections usage statistics.

Collection development

- 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.

Inventory Completed

- An inventory of Special Collections was completed in FY2017. The initial inventory identified 50 missing items, but after searching for these items, all but two were located by library staff. Additionally, four items were found in Special Collections with no corresponding item records in the library ILS (Sierra). Item records were added to Sierra to correct this.

Collection access and discovery

- CampusGuide (formerly referred to as LibGuide)
 - [Link to the guide](#)
- ArchivesSpace
 - [Link to Blake Library's ArchivesSpace database](#)

Goals and continuing processes:

- Staff have begun initial steps in a digitization project that involves cataloging digitized UMFK legacy videos.
- Staff have also started another digitization project, which involves scanning University newspapers (ranging from 1943-2009) with the end goal of providing online access to these materials.
- Staff are also continuing to index the Saint John Valley Times.